Capital Asset Management Module:
Using Capital Object Codes on Financial Documents

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Processing a Financial Document with a Capital Object Code
Several Financial Documents allow the use of capital object codes. When a capital equipment object code is involved on a financial transaction, Capital Asset Management requires asset information to create an asset, or an asset number(s) to modify an existing asset(s). Asset information is collected for the following Asset Categories: Art and Museum, Moveable Equipment, Fabrications and Capital Lease assets. Non-moveable assets like Buildings and Library Books will not require asset information on Financial Documents.

The following Financial Documents Collect Asset Information:

- Advance Deposit
- Cash Receipt
- Credit Card Receipt
- General Error Correction
• Distribution of Income/Expense
• Internal Billing
• Procurement Card
• Service Billing
• Year End General Error Correction
• Year End Distribution of Income/Expense

On the financial documents listed above, after capital lines are added, a “generate” button will be displayed in the “Accounting Lines for Capitalization” tab. All capital accounting lines should be entered before clicking generate.

Note: It is recommended the accounting lines are reviewed for accuracy before clicking generate. Clicking generate will insert the capital accounting lines into the “Accounting Lines for Capitalization” tab for processing. If you need to make any changes to the financial accounting lines after clicking generate, you will need to click delete, which will remove any asset information that has been processed, and remove the accounting lines from the “Accounting Lines for Capitalization” tab.

Before you issue a financial document with a capital object code you need to know how the accounting changes will affect the asset(s). For example, the department knows they need to move $36,185.73 on Purchase Order 469582 from a general fund account to a contact and grant account. Purchase order 469582 created three assets. If the general error correction is applied to only one of the assets, such as asset 406648 (listed below), the funding will not be correctly allocated to all three assets. In addition, asset 406648 would have a federal contribution that is greater than the cost of the asset.

The Asset Payment Lookup will display the assets, the account(s), and account amounts.

Asset Payment Lookup Search Results for PO 469582:

<table>
<thead>
<tr>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>406648</td>
<td>1</td>
<td>2009</td>
<td>03</td>
<td>A</td>
<td>XCN 2444 Centrifuge</td>
<td>CHEN</td>
<td>Bl</td>
<td>2224720</td>
<td>-----</td>
<td>7000</td>
<td>---</td>
<td>DBRES</td>
<td>469582</td>
<td>831380</td>
<td>PREQ</td>
<td>09/17/2009</td>
<td>8,490.72</td>
<td>7,479.93</td>
</tr>
<tr>
<td>406649</td>
<td>1</td>
<td>2009</td>
<td>03</td>
<td>A</td>
<td>SORVALL, RC-6 Plus, SuperSpeed centrifuge, VNR, NBR = D033810</td>
<td>CHEN</td>
<td>Bl</td>
<td>2224720</td>
<td>-----</td>
<td>7000</td>
<td>---</td>
<td>DBRES</td>
<td>469582</td>
<td>831380</td>
<td>PREQ</td>
<td>09/17/2009</td>
<td>20,695.00</td>
<td>18,231.31</td>
</tr>
<tr>
<td>406650</td>
<td>1</td>
<td>2009</td>
<td>03</td>
<td>A</td>
<td>FSC (50X100MM) COMPOSIT MORTAR, VNR, NBR = D033810, VNR, CAT, NBR = 759...</td>
<td>CHEN</td>
<td>Bl</td>
<td>2224720</td>
<td>-----</td>
<td>7000</td>
<td>---</td>
<td>DBRES</td>
<td>469582</td>
<td>831380</td>
<td>PREQ</td>
<td>09/17/2009</td>
<td>7,000.00</td>
<td>4,515.67</td>
</tr>
</tbody>
</table>

The search results show three assets, and the amount for each asset that needs to be moved to the contract & grant account.

**Accounting Lines**

The Financial Processing document utilizes the required fields chart, account, object code, and amount and it allows sub account, sub object code, project, org ref id and a line description to identify the allocations of funds being moved or applied to an asset. The Capital Asset Categories as defined above require asset information to process the financial accounting lines.

Asset categories that collect asset information will require that the financial accounting lines be unique. The fields being considered are Account, Sub-Account, Object, Sub-object, Project, Org Ref Id.

When the accounting line is not unique the following error message will be presented.

Errors found in this Section

On capital asset accounting lines, each line must be unique in order to be properly attributed to a single asset by the Capital Asset Builder module. If you have multiple, identical lines, please combine them into one.

**Accounting Lines for Capitalization**

After clicking generate, accounting lines with a capital object that collect asset information will be inserted into the “Accounting Lines for Capitalization” tab. Not all financial documents have a “from” and “to”, but you can identify a
correlation between those lines and Source and Target as it is displayed on the Accounting Lines for Capitalization tab. (Source is equivalent to the “From” line and Target is the “To” line.

If you need to make changes to the financial accounting lines you will need to click delete in the “Accounting Lines for Capitalization” tab. This action will remove any create and/or modify asset information.

On the “Accounting Lines for Capitalization” tab, the document processor selects the line(s) they want to begin with for creating or modifying their assets.

Note: If your financial document includes multiple transactions, you may need to process the accounting lines separately. The document processor needs to select the accounting line or lines that pertain to the assets to be created or modified.

As line items are selected for processing, the amount is added to a “System Control Amount” and the “System Control Remainder Amount.”

Distribution Method
Once the capital lines have been selected for processing the next step is to decide how the cost should be distributed to the assets involved.

1. **Distribute cost evenly**: The selected accounting line amounts will be distributed evenly between the assets.
2. **Distribute cost by amount**: This option allows the document processor to enter the amount that should be distributed to each asset.

Create Asset or Modify Asset Buttons
Once the distribution method has been determined you must select either the create asset or modify asset buttons. This will forward information into the appropriate tab for the line(s) selected.

Create Asset Tab
Click create asset when moving an amount from expense to capital and to populate data into the “Create Asset” tab.

Modify Asset Tab
Click modify asset when you are moving amounts between accounts, sub accounts, object codes, or sub object codes. The initial transaction created the asset, and the adjustment will modify the asset.

Note: When using the “Error Correction Option” you will always need to use the “modify asset” button. If “create asset” information exits it will need to be deleted by clicking delete in the “Action” box on the “Create Asset” tab. Once the asset information has been deleted you will need to re-select the accounting line for processing in the in the “Accounting Line for Capitalization” tab and then click modify asset.

System Control Amount
As line items are selected for processing, the amount is added to the system control amount. This amount field is used to ensure asset amounts are not greater than the sum of the amounts selected for processing.

System Control Remainder Amount
As amounts are distributed to assets the remainder amount is reduced, this occurs when an action like clicking the redistribute total amount button, or the save button is clicked. Once the system control remainder amount is zero the selected lines for processing are grayed out. Deleting the asset information will uncheck the lines if changes need to be made.

Redistribute Total Amount
The redistribute total amount button will distribute the cost to the asset(s) and update the Amt column in the Capital Asset for Accounting Lines area. Click redistribute total amount button once you have created or modified all the assets for the selected accounting lines. This will gray out the accounting lines and the “System Control Remainder Amount” will be zero.

Update or Change Cost on Asset Information Tab
To change the cost or change the accounting lines you can use the “delete” button to remove the asset information record, which will unselect the accounting line in the “Accounting Line for Capitalization” tab and allow the processor to start over.
**Known Issues**

1. **Rounding Error.** If you receive an error message “Capital Asset Line Sequence#: 1 Asset Line#: Source Line Type: $chart chart: $account account; $object object code {5} – Capital assets total amounts is more than Capital Accounting Line’s Amount.” When all of the lines have been processed and the System Control Remainder Amount is 0.00 you have encountered a rounding error in the “Capital Asset for Accounting Line” amounts. When you receive this error you will need to issue a separate financial document for each asset.

**Business Rules**

1. The following documents collect asset information. Advance Deposit, Cash Receipt, Credit Card Receipt, General Error Correction, Distribution of Income/Expense, Internal Billing, Procurement Card, Service Billing, Year End General Error Correction, Year End Distribution of Income/Expense.
2. The Cash Receipt, Credit Card, and Advanced Depots Documents only Modify Asset is allowed.
3. Asset information Collection is required by financial object sub type codes in system parameter FINANCIAL_PROCESSING_CAPITAL_OBJECT_SUB_TYPES.
4. Rules for insert into “Accounting Lines for Capitalization” tab:
   a. Based on system parameter FINANCIAL_PROCESSING_CAPITAL_OBJECT_SUB_TYPES capital accounting lines are inserted into the Accounting Lines for Capitalization tab. The insert will occurred when `generate` is selected.
   b. To make changes to financial accounting lines with moveable capital object codes the user must click the delete button in the Accounting Lines for Capitalization tab. Action will be remove any create asset and or modify asset information.
5. Rules for “Select Line”:
   a. The “Select Line” check box allows the processor to select the accounting lines to be processed. Once the asset information has been entered and the “redistribute total amount” selected the “select line” check box will be grayed out signifying the processing for the accounting lines selected is complete. The check box is only grayed out when more than one accounting line exits.
   b. Upon submission, if all of the accounting lines have not been selected, an Error message: “Accounting Lines for Capitalization” tab must be processed before the document can be submitted.
   c. Each accounting line by sequence number, line type, chart, account, and object code must have asset information. Error message: “Capital Accounting Lines with Sequence #: 1 Line Type: Source chart: 7000 does not have any Capital Asset Information associated with it.
   a. The account, sub account object code, sub-object code, project, org ref id and amount in the financial accounting lines must be in agreement with the account, sub account object code, sub-code, project, org ref id and amount in the Accounting Lines for Capitalization. When they are not in agreement the document initiator will receive an Error message: “The Source Accounting line 1024700 amount does not match to the sum of distributed accounting lines in all capital assets.” When they are not in agreement the document initiator can save and reload the document to update the information in the “Accounting Lines for Capitalization” tab.
   b. When submitting, the accounting lines in “Capital Asset for Accounting Line” for Create Assets and Modify assets must be in agreement with the accounting lines in the “Accounting Lines for Capitalization” tab.
7. A warning is presented if the document processor selects multiple accounting lines for capitalization and the accounting lines cross asset categories. The warning message reads “Accounting lines have been selected where the object codes cross asset categories per parameter OBJECT_SUB_TYPE_GROUPS (module: KFS-CAM/component: Asset Global). Do you want to continue?”
   a. "Yes" will return the document initiator to the screen to continue processing.
   b. "No" will de-select the accounting lines.
8. System control amount is set to sum of the account amounts selected.
   a. Is set to the sum of the account amounts selected.
   b. The “redistribute total amount” button will reduce the amount of the “system control remainder amount” until the “system control remainder amount is at zero.
   c. When the “system control remainder amount” is at zero no more assets records can be inserted from the “create asset” or “modify asset” buttons.
   d. When the “system control remainder amount” is at zero the document can be submitted.
10. Distribution Method.
    a. A distribution method is required.
    b. The “Distribute cost evenly” option will divide the cost by the number of assets and system assign the amount.
c. The “Distribute cost by amount” allows the document initiator to enter the Amt. (amount) for the assets being updated or created.

d. The distribution method is saved the asset record.

11. Redistribute Total Amount.
   a. For distribution method “Distribute cost evenly” the redistribution button will set the “Amt” (asset amount) by dividing the number of assets by the account amount. Each account amount is calculated as a proportion of the total asset amount.
   b. For distribution method “Distribute cost by amount” the redistribution button will calculate each account amount as a proportion of the total asset amount.
   c. If the document is submitted before “all” accounting lines have been distributed - Error message: “Capital Accounting Lines total amount has not been completely distributed to Capital Assets.

12. Create asset button.
   a. After the accounting line or lines are selected, clicking the “create asset” button will open the create capital assets tab.
   b. To add additional assets, click create asset as many times as necessary.
   c. The accounting lines selected will be presented in the “Capital Asset for Accounting Lines.” The asset information fields (asset quantity, asset type, vendor name, manufacturer, model, asset description, amt., and action column) will be displayed.
   d. If an accounting line has not been selected and the document initiator opens the “Create Capital Assets” tab the following text will be displayed “There are currently no Create Capital Assets entries associated with this Transaction Processing document.”
   e. An accounting line must be selected before selecting create asset. Error message: “At least one accounting line should be selected to create the capital asset.”
   f. Clicking the create asset button sets the percent column in the accounting lines for capitalization tab. Percent is based on the total of the selected lines.

13. Modify asset button.
   a. An accounting line must be selected before selecting create asset. Error message: “At least one accounting line should be selected to create the capital asset.”
   b. Sets the percent column in the accounting lines for capitalization tab. Percent is based on total of selected lines.
   c. If an accounting line(s) is/are selected the “modify asset” button will open the “Modify Capital Assets” tab. The asset number field will be presented with the magnify icon that takes the user to the asset lookup screen. The “Lookup/Add Multiple Capital Asset Lines” lookup will also be presented and allows the document initiator to select multiple assets for the accounting lines to be applied to.
   d. The distribution method is passed to the manual add payment document.

   a. Asset quantity must be numeric and is required. A quantity is required before the user can add tagging/location information.
   b. Asset type code is required and must be a valid value.
   c. Manufacturer is required and is not validated.
   d. Asset Description is required.
   e. Action “add tag/location” will open a tab to collect location information.
   f. Campus code is validated and required.
   g. Building code is validated and required.
   h. Room Number is validated and required.
   i. Duplicate tag edit checked to ensure the tag number does not exist on an active asset, and that the tag number does not exist on another record with-in the document. Retired assets are excluded from this edit.

15. Create Asset, Action “Clear” button. Clicking the “clear” button
   a. Clear the asset quantity, asset type, vendor, manufacturer, model, Amt. Dist. method, Amt., asset description, and tag/location information. The asset information tab remains open.
   b. Re-set the system control amount and the system control remainder amount.
   c. Unchecks the selected accounting lines.

16. Create Asset, Action “Delete” button. Clicking delete will
   a. Clear all asset information and close the Create Capital Assets tab.
   b. Re-set the system control amount, and the system control remainder amount.
   c. Unchecks the selected accounting lines.

   a. Asset must be an active capital asset.
b. When using the “Add Multiple Capital Asset Lines” lookup to select assets numbers upon returning to the main screen any blank capital asset modify lines will be automatically removed. If no assets numbers are returned the blank lines will not be removed.

Capital Scenarios for Financial Documents:
Four scenarios below are explained in detail below:
1. Moving expenses between accounts, sub accounts, or object codes.
2. Moving amounts from supplies to capital.
3. Moving amounts between asset categories.
4. Posting a refund, or credit (Advance Deposit, Cash Receipt, Credit Card Receipt).

Distribution of Income and Expense: Moving Expenses Between Accounts, Sub Accounts, or Object Codes.
On PO 454587 the equipment was purchased on account 1024700.
The cost needs to be re-distributed to accounts 1031400, and 2224710.
The Asset Payment Lookup will bring up these Search Results for PO454587.

1. 390948, 10-247-00, 7000, $17,500.00
2. 390949, 10-247-00, 7000, $17,500.00
3. 390991, 10-247-00, 7000, $16,374.00
• Total Cost: $51,374.00

In the Accounting Lines tab:
1. Enter accounting line “From”:
   • BL, 10-247-00, 7000, $51,374.00
   • Account Total: $51,374.00
2. Enter accounting line “To”:
   • BL, 10-314-00, 7000, $12,843.50
   • BL, 22-247-20, 7000, $38,530.50
   • Account Total: $51,374.00
3. Click generate.

“Accounting Lines for Capitalization” tab automatically opens and inserts your data.

Processing the “Accounting Lines for Capitalization” tab:
1. Check “Select Line” for all three lines.
2. Change the Distribution Method field to Distribute cost by amount as shown above.
3. Click modify asset.
System should insert one asset information collection screen.
4. Click modify asset two more times which adds an asset line with each click.
   • “Modify Capital Assets” tab opens.
5. Enter asset number 390948. Enter the Amt 35000
   - Remember we selected all three accounting lines, so we are taking the amount $17,500.00 from account 10-247-00 and moving it to accounts 10-314-00, and 22-247-10. Because the Capital Accounting Line tab presents the amounts in whole dollars (not debits and credits) the amount should be entered as 35000 (17,500 *2 = 35,000). When the payments are posted to the asset they will be correctly applied as debits and credits. The amounts are displayed as whole amounts so the system can compute the account amounts.
   - Alternatively we could have selected the “Source” accounting line and modified the asset with an amount of 17500. Then select both “Target” accounting lines, and modified the same asset number with an amount of 17500.

6. Enter Asset number 390949. Enter the Amt 35000.
7. Enter Asset number 390991. Enter the Amt 32748.
8. Click **redistribute total amount**.
   - Compare the “System Control Remainder Amount” in the example above, which shows that amount before clicking on the **redistribute total amount**. The screen shot below shows how this amount should become 0.00 and all of the “Accounting lines for Capitalization” have been processed (grayed out in the Select Line column).
9. Click submit.

**General Error Correction: Moving Amounts from Supplies to Capital**

On purchase order 4545 there are three lines on the purchase order that were expensed and should have been capitalized. The purchase order was paid for using accounts 1024700 and 2124740.

**Assets:**

1. Line 1, Qty 2, HP Copier A, $17,500.00. Extended Cost: $35,000.00
2. Line 2, Qty 1, HP Copier E, $16,374.00. Extended Cost: $16,374.00
3. Line 3, Qty 1, Fax, $8,000.00. Extended Cost: $8,000.00
   - Total Cost: $59,374.00

In the “Accounting Lines tab,” enter these accounts:

1. Enter accounting line “From”:
2. Enter accounting line “To”:
   • BL, 10-247-00, 7000, $14,843.50
   • BL, 21-247-40, 7000, $44,530.50

3. Click generate. 

“Accounting Lines for Capitalization” tab should look like the example shown below:

Processing the “Accounting Lines for Capitalization” tab:

1. Check “Select Line” for both lines.
2. Change the Select Amount Distribution Method to “Distribute cost by amount”.

3. Select create asset. This populates the “Create Capital Assets” tab.

4. **Asset Quantity**: Enter the number of assets to be created. The asset quantity is required. Enter: 2.
5. **Asset Type:** The asset type assigns the useful life for depreciation, and is required. For this reason it is important it is assigned correctly. Use the **Asset Type lookup** to navigate to the search screen. Use the description field to perform the search. Searching helpful hints:
   - First try looking for the type of equipment: Copier
   - Remember you can use wild cards: *Copier*

   Note: If you do not get any search results then try a more generic description: “Scientific Equipment,” “Medical Equipment,” and “Office Equipment.”
   - Enter 07001 as the asset type.

6. **Vendor Name:** You must search and return a value.

7. **Manufacturer:** The Manufacturer is the maker of the equipment and is required.
   - Enter: HP

8. **Amt:** When you select the “Distribute cost by amount,” you must enter the amount. When using the distribution method “Distribution cost by amount” and the “Asset Quantity” greater than 1, the “Amt” you enter should be the extended cost. When the asset(s) are created, the “Add Asset Global” document will divide the cost by the quantity.
   - Enter 35000 as the amount.

9. **Asset Description:** The asset description should describe the equipment in such a way it is easy to identify for physical inventory inspection.

10. Enter HP Copier A as the asset description.

11. Click **Add tag/location** button to enter the required location information.

12. **Tag number:** The tag number is optional.

13. **Serial Number:** The serial number is optional.

14. **Campus Code:** The campus code is required.
   - Enter: Bloomington

15. **Building Code:** The building code is required. Use the **Building Code Lookup** to search for the building code.
   - Enter: BL0008

16. **Room number:** The room number is required. Use the **Room Number Lookup** to search for the room number.
   - Enter room: 439
17. Click on Create Asset button to insert a new asset information collection record.
18. Do steps 4-17, to create asset HP Copier E, be sure to change the quantity to “1” on step 4, and the amount to “16374” on step 8.

19. Do steps 4-16, to create asset Fax, be sure to change to change the quantity to “1” on step 4, and the amount to “8000” on step 8.

20. Click redistribution total amount button.
21. Click submit button.
**General Error Correction: Moving Amounts Between Asset Categories.**

In this case the expense was coded as a fabrication when it should have been coded as moveable equipment. For capital assets we will need to remove the expense from the fabricated asset (modify existing). The target line(s) will create a new movable asset. When this error was discovered it was also noted that half of the expense was applied to the wrong account number.

PO 12314, Description STEREO DISCOVERY V8 MICROSCOPE

Asset: 390948, BL, 10-247-00, 7500, $8,000.00

1. Enter accounting line “From”:
   - BL, 10-247-00, 7500, $8,000.00

2. Enter accounting line “To”:
   - BL, 10-247-00, 7000, $4,000.00
   - BL, 21-247-40, 7000, $4,000.00

2. Click **generate**.

Processing the “Accounting Lines for Capitalization” tab:

1. Select the “Source” 7500 line.
2. Select Distribute cost equally.
3. Click **modify asset**. The “Modify Capital Assets” tab now appears.
   - Enter asset number 401804
4. Click **redistribute total amount**.
   - Once the redistribute button is hit the accounting line we just processed is grayed out in the Select Line column, and you are ready to select the next accounting line(s) for processing.

5. Select both “Target” lines for processing.
6. Select Distribute cost equally.
7. Click **create asset**.
8. **Asset Quantity:** Enter the number of assets to be created. The asset quantity is required.
   - Enter: 1.

9. **Asset Type:** The asset type assigns the useful life for depreciation and is required. For this reason it is important it is assigned correctly. Use the magnifying glass to navigate to the search screen. Use the description field to perform the search. Searching helpful hints:
   - First try looking for the type of equipment: microscope
   - Remember you can use wild cards: *micro*

   **Note:** If you do not get any search results, try a more generic description: “Scientific Equipment,” “Medical Equipment,” or “Office Equipment.”
   - Enter: 07003

10. **Vendor Name:** You must search and return a value.

11. **Manufacturer:** The Manufacturer is the maker of the equipment and is required.
   - Enter: LEICA

12. **Asset Description:** The asset description should describe the equipment in such a way it is easy to identify for physical inventory inspection.
   - Enter: STEREO DISCOVERY V8 MICROSCOPE

13. Click **add tag/location** in the “Action” box to enter the required location information.
14. **Tag Number**: The tag number is not required.
15. **Serial Number**: The serial number is not required.
16. **Campus Code**: The campus code is required.
   - Enter: Bloomington
17. **Building Code**: The building code is required. Use the Building Code Lookup to search for the building code.
   - Enter: BL0008
18. **Room Number**: The room number is required. Use the Room Number Lookup to search for the room number.
   - Enter room: 439
19. Click redistribution total amount.

20. Click submit.
**Advance Deposit, Cash Receipt, Credit Card Receipt: Posting a Refund or Credit**

The Advanced Deposit, Cash Receipt, and Credit Card Receipt will normally be a credit in CAB/CAM from a refund or return. Because the financial accounting lines are entered as a negative amount, our asset amounts must also be entered as negative amounts.

On PO 274758 a refund check was received for $6,447.00

**Assets:** 400785, 23-247-89, 7530, $6,447.00

1. Enter accounting line: BL, 23-247-89, 7530, -$6447.00
2. Click **generate**.

“Accounting Lines for Capitalization” tab should look like:

![Image of Accounting Lines for Capitalization](image)

### Processing the “Accounting Lines for Capitalization” tab:

1. Select the “Source” line.
2. Select “Distribute cost evenly.”
3. Click **modify asset**.
4. Enter Asset number 400785.
5. Click **redistribute total amount**.

6. The “System Control Remainder Amount” is now at 0.00 and all of the accounting lines for capitalization have been processed.

7. Click **submit**.