

EPIC Electronic Procurement and Invoicing Center Trouble Shooting Capital Asset Management Warning Messages

Introduction

With the development of the “EPIC” system new edits have been added to the procurement system to help guide users with the selection of object codes.

Warning Messages for CAMS Transaction Types

CAMS TRAN TYPE (NEW)

WARNING: On Item 1, a CAMS Tran Type of New is invalid with Object Code 7100, LIB ACQUIS. To change Tran Types to fit the object code, you may need to first change recurring payment type. If you need assistance selecting a capital object code please call Capital Asset Management at 812-855-0796.

OR

WARNING: On Item 1, a CAMS Tran Type of New is invalid with Object Code 4700, REPAR MAIN. To change Tran Types to fit the object code, you may need to first change recurring payment type. If you need assistance selecting a capital object code please call Capital Asset Management at 812-855-0796.

This warning message can be presented for the following types of errors.

1. The requisition has an object code that is not related to capital equipment, and a CAMS Tran Type has been selected. On the error message notice that after the object code you are presented with the short description of the object code. For the first error message the object code is 7100 Lib Acquis, while this is a capital object is it not capital equipment. See reference table A for capital object codes that require a CAMS TRAN Type.



Only capital equipment requires a CAMS Tran Type.

Resolve: If the object code is correct then the CAMS Tran Type needs to be set to blank.

2. The error may be related to a miss match between the object code and the CAMS Tran Type. For example a capital lease object code will not be valid with a CAMS Tran Type of “New, Fabrication, or Modify Existing.

Resolve: You need to determine if the object code was assigned correctly in conjunction with the CAMS Tran Type.

Table A

Object	Description	CAMS Tran Type
7000	Capital Equipment	New or Modify Existing
7015	Computer Equipment	New or Modify Existing
7016	Computer Software	New or Modify Existing
7030	Capital Equipment - Federally Funded	New or Modify Existing
7031	Capital Equipment - Federally Owned	New or Modify Existing
7032	Capital Equipment - Non-IU or Fed Owned	New or Modify Existing
7035	Computer Equipment - Federally Funded	New or Modify Existing
7036	Computer Equipment - Federally Owned	New or Modify Existing
7045	Computer Software - Federally Funded	New or Modify Existing
7046	Computer Software - Federally Owned	New or Modify Existing
7600	Art & Museum Objects	New or Modify Existing
7500	Capital Equipment-University Constructed	Fabrication
7530	Capital Equipment-Univ. Const. Federally Funded	Fabrication
7531	Capital Equipment-Univ. Const-Federally Owned	Fabrication
7535	Capital Equipment Univ. Const. Computer Equip. Fed Fund	Fabrication
7099	Capital Lease	Capital Lease
4400	Interest	Capital Lease

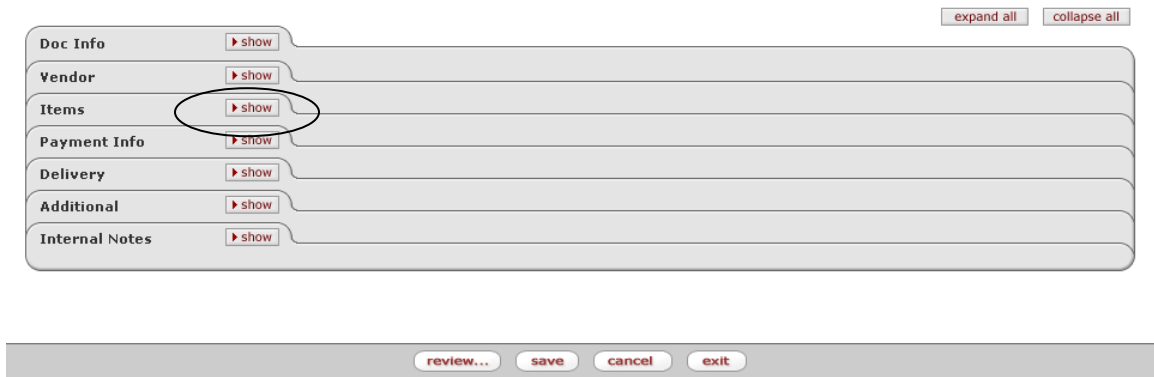
When the messages are presented during the “Review” process you will need to “edit” the requisition to make changes.



Once you are in EDIT mode you will need to select the “Items” tab by clicking on the “show” button.

Create a Requisition

Required fields are denoted by an asterisk. Use the link to the right of the red arrow in a section header to open or close the section. When you are finished, click one of the buttons at the bottom of this window to take the corresponding action on the document.



From the Items screen you will need to select the “edit” button.

Doc Info show expand all collapse all

Vendor show

Items hide

Add/Edit Items expand all detail setup account distribution remove accounts from all items import lines

#	Qty ?	UOM ?	Cat # ?	Description ?	Unit Cost ?	Ext Cost ?	Restricted ?
edit	1.00	Each		SMZ - 1500 Zoom Stereo Body	3105.00	3,105.00	<input type="checkbox"/>
add items							
Misc							
edit		Freight					
edit		Shipping & Handling					
Totals						Total: 3,105.00	
						APO Spending Limit:	1,000.00

From the “Line Item 1 Detail” screen click on the “add CAMS detail” button to edit the CAMS Tran Type.

Doc Info show expand all collapse all

Vendor show

Items hide

Line Item 1 - Detail view next item return to all line items

Qty ?	UOM ?	Cat # ?	Unit Cost ?	Ext Cost ?	Restricted ?
1.00	Each		3105.00	3,105.00	<input type="checkbox"/>

Line Item 1 - Description
SMZ - 1500 Zoom Stereo Body

Line Item 1 - Accounts

	Chart ?	Acct ?	Sub-Acct ?	Obj Code ?	Sub-Obj ?	Project Code ?	Org Ref Id ?	% ?
1.	BL	1024700		7100				100 %

add additional accounts

Line Item 1 - CAMS add CAMS detail

Payment Info show

Delivery show

Additional show

Internal Notes show

WARNING: Item 1 must have a valid CAMS Tran Type with current Object Code (7000)

This warning is presented when a capital equipment object code is entered and a CAMS Tran Type was not selected.

Resolve: You can follow the flow above to get back to the Line Item Detail screen where the “add CAMS detail” button is available for selection. This will allow you to select a CAMS Tran Type.

CAMS TRAN TYPE (MODIFY EXISTING)

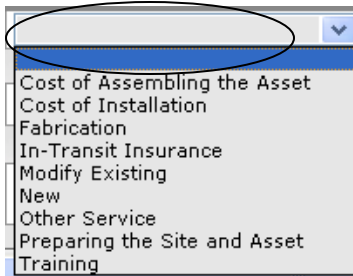
WARNING: On Item 1, a CAMS Tran Type of Modify Existing is invalid with Object Code 5200, EXPEND EQUIP. To change Tran Types to fit the object code, you may need to first change recurring payment type. If you need assistance selecting a capital object code please call Capital Asset Management at 812-855-0796.

The CAMS Tran Type for “modify existing” should be used for capital equipment purchases where the payment will be added to an existing capital asset. The key word here is capital. The existing asset must be capital, and the component being purchased must be \$1,000 or more. The error was generated because the object codes used was not a capital equipment object code, but a CAMS Tran Type was selected.

Resolve: Reference table A, there may be a miss match between the CAMS Tran Type and the object code that was selected.

Resolve: If the “**EXPEND EQUIP**” object code is correct then the CAMS Tran Type needs to be set to blank.

Click on the CAMS Tran Type pull down menu and highlight the “blank” line.



WARNING: Item 1 has a CAMS Tran Type, Modify Existing, that requires an asset number.

Modify Existing” also requires the entry of the capital asset number. If you do not know the asset number you can use the Capital Asset Maintenance Screen in the Financial Information System to find the asset number. You will need the purchase order number, or the IU tag number.

Finding a Capital Asset Number in the FIS

After you have logged into the FIS, click on **Enter TP Documents** at the **Welcome to the FIS** screen.

After clicking on the **Enter TP Documents** button, you will be taken to the **Document Group Selection** screen.

Clicking on the **CAMS (wrench & hammer)** button at the bottom left of the screen will take you to the **Capital Asset Maintenance Group**.

Once the CAMS screens have been returned to the **Type** zone, double click on **Capital Asset Maintenance** or place the cursor on **Capital Asset Maintenance** and click on the **Open** button.

On the main lookup screen searches can be made by **Asset Number**, **IU Tag Number**, **Owner Chart/Account**, **Asset Type**, **Manufacturer**, **Condition**, and **Status**.

On the main lookup screen other searches are offered on the right of the screen. The Purchase Order search is one of these options. Many departments use the **Purchase Order** as the key to their office filing systems. To compliment this, a lookup screen which uses the PO and related documents as search keys has been developed. The **PO Number** is the default line. The **Requisition Number** and the **Doc Number** are other listed search criteria. The **Doc Number** is the TOPS AP number or the Financial Document number. The **Search** button will initiate the search.

Capital Asset Lookup Notes:

1. An asset number may appear more than once when retrieving assets from the **PO Number Lookup** screen. This is because the asset number displays once for each payment record on that asset.
2. The university capital asset office creates control assets. These assets are used to post payments that are re-classified as supplies. These assets can be identified by the organization code of **UA-BALS** and asset type of **“1000.”** If you retrieve an asset with these specifications in your **Search Results** zone, please disregard the asset number.

- In the TOPS System purchase order numbers were recycled every 10 years. Assets remain on inventory records until the equipment physically leaves the university; thus assets may be presented to you that were purchased 10 years ago. Use the description, owner accounts, and requisition number to identify your asset.

CAMS TRAN TYPE (FABR) Fabrication

WARNING: On Item 1, the given CAMS Tran Type is invalid with Object Code 7000, CAP EQUIP. To change Tran Types to fit the object code, you may need to first change recurring payment type. If you need assistance selecting a capital object code please call Capital Asset Management at 812-855-0796.

This warning message will be presented when the object code is not a valid fabrication object code. The problem could be with the object code that was chosen or that the wrong CAMS Tran Type was chosen. See reference table B for a list of valid fabrications object codes.

WARNING: Item 1's CAMS Tran type requires an asset number.

The use of a fabrication object codes requires an asset number to be entered in the Asset Number 1 field. The CAMS Tran Type of “Fabrication” will allow you to enter one asset number.

Line Item 1 - CAMS	
CAMS Tran Type:	Fabrication <input style="float: right;" type="button" value="?"/>
Note: Asset numbers are not allowed for CAMS Tran Types of New or Lease.	
Asset Number 1:	<input type="text"/> <input type="button" value="delete"/> <input style="float: right;" type="button" value="?"/>
<input type="button" value="add asset number"/>	
Comments:	<input type="text"/> <input style="float: right;" type="button" value="?"/>

CAMS TRAN TYPE (CAPITAL LEASE)

Resolve: If Capital Lease first select the “Payment Info” tab and choose a recurring payment type. Next return the ‘Item” tab and select the line item edit button. Now the CAMS Tran Type “Capital Lease” should be available for selection.

WARNING: Item 1 must have a valid CAMS Tran Type with current Object Code (7099)

This warning message is presented when the capital lease object code 7099 has been used on a requisition and a payment type of recurring payment has not been selected. When this message is presented during the “Review” process you will need to “edit” the requisition to make changes.

<input type="button" value="route"/>	<input type="button" value="edit"/>	<input type="button" value="cancel"/>	<input type="button" value="exit"/>
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To select the recurring payment type open the “Payment Info” tab by clicking on the show button.

WARNING: Item 1 must have a valid CAMS Tran Type with current Object Code (7099)

Doc Info

Vendor

Items

Payment Info

Delivery

Additional

Internal Notes

Select the “Type of Recurring Payment” from the pull down menu.

WARNING: Item 1 must have a valid CAMS Tran Type with current Object Code (7099)

Doc Info

Vendor

Items

Payment Info

Payment Info

Type of Recurring Payment:

Begin/End Date: from to

Billing Address

Address: Indiana University
Accounts Payable
P.O. Box 4095
Bloomington, IN 47402
US

Delivery

Additional

Internal Notes

Once the “Type of Recurring Payment” has been selected you can hide the “Payment Info” tab and “show” the Items tab.

Next click on the line item Edit button.

Create a Requisition

Required fields are denoted by an asterisk. Use the link to the right of the red arrow in a section header to open or close the section. When you are finished, click one of the buttons at the bottom of this window to take the corresponding action on the document.

expand all collapse all

Doc Info show

Vendor show

Items hide

Add/Edit Items expand all detail setup account distribution
remove accounts from all items
import lines

#	Qty ?	UOM ?	Cat # ?	Description ?	Unit Cost ?	Ext Cost ?	Restricted ?	
edit	2.00	Each		Copier	6000.00	12,000.00	<input type="checkbox"/>	delete
add items								
Misc								
edit				Freight				
edit				Shipping & Handling				
Totals								
						Total:	12,000.00	
						APO Spending Limit:	1,000.00	

Click on the “add CAMS detail” button to select the CAMS Tran Type of “Capital Lease”.

expand all collapse all

Doc Info show

Vendor show

Items hide

Line Item 1 - Detail view next item return to all line items

Qty ?	UOM ?	Cat # ?	Unit Cost ?	Ext Cost ?	Restricted ?	
1.00	Each		6000.00	6,000.00	<input type="checkbox"/>	delete

Line Item 1 - Description

test

Line Item 1 - Accounts

Chart ?	Acct ?	Sub-Acct ?	Obj Code ?	Sub-Obj ?	Project Code ?	Org Ref Id ?	% ?	
1. BL	1024700		7099				100 %	delete account

add additional accounts

Line Item 1 - CAMS add CAMS detail

Payment Info show

Delivery show

Additional show

Internal Notes show

Notice that “Capital Lease” is now available in the CAMS Tran Type pull down menu.

Line Item 1 - CAMS

CAMS Tran Type: Capital Lease Note: Asset numbers are not allowed for CAMS Tran Types of New or Lease.

Asset Number 1: delete ?

add asset number

Comments:

Capitalization Error Messages

EDIT ON UNIT COST

WARNING: On Item 1, the unit cost of this purchase is \$5,000 or more. Movable equipment with a unit cost of \$5,000.00 or more and a useful life greater than one year requires the use of a capital asset object code. See Financial Policies for capitalization limits for other asset categories.

This warning message is presented only to caution the user that the item does have a unit cost that does meet the capitalization threshold. This message is only a warning and if the user is sure the object code is correct they can route the requisition with out making any changes.

EDIT ON OBJECT CODES

WARNING: On Item 1, Object Codes must be all capital or all expense. Object Code 7000 is inconsistent with prior accounts' Object Codes.

Using a capital and non capital object code on the same line item would affect the cost assigned to the asset. For this reason an edit was developed to ensure only capital object codes are used on a line item purchase of capital equipment.