Kuali Instructions for the Capitalization Entry from an 88 or 89 Work in Process Account (WIP)

Use the Distribution of Income and Expense (DI) document.

Enter the Description (i.e. WIP completed), Explanation (i.e. Capitalize WIP) and Organization Document Number (Use the 88 or 89 WIP account number).

Enter the "From" and "To" Accounting lines. Use the appropriate capital object code.

To find the appropriate capital object code; in Kuali, look-up the Account Funding Source code assigned to the account. On the main menu, under Lookup and Maintenance Chart of Accounts, click on "Account". Type in the Account Number and click on "search". Once retrieved, click on the underlined Account Number. In the Central Administration tab, locate the Fund Source Code. (See below).
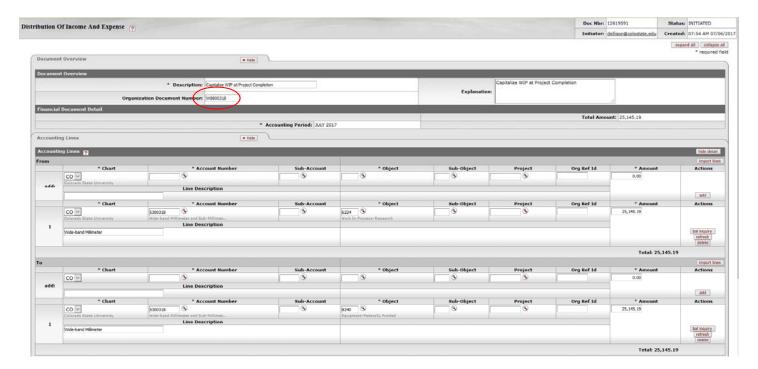
ncumbrance Sufficient Funds Indicator:	No
Object Presence Control Indicator:	No
Auxiliary Bond Code:	
Auxiliary Statement Code:	
Aux Enterprise Code:	
Enterprise Status Code:	
Fund Source Code:	41
Academic Enrichment Program Code:	
State Report Code:	

In addition to the Account Funding Source code on a 53 fund (88's), you will need the title. To obtain the title, use the Sponsored Program Research Project Status (RPS) Report. Use the chart below to determine the appropriate object code. NOTE: For **53 funds (88's)**, **CSU/Conditional Title** will mostly use either 8230 (sponsor/other funding) or 8240 (federal funding). Codes 8255 (vehicles) and 8265 (stand-alone software) are also listed if an 88 WIP was used to create CSU Titled vehicles or stand-alone software. For **CSU funding (89's),** most accounts will use either 8210, 8250 (vehicles), or 8260 (stand-alone software).

ACCOUNT FUNDING SOURCE	RPS REPORT (SPONSORED PROGRAMS)		
	SPONSOR TITLE	CSU TITLE	FEDERAL TITLE
22	8235	8240/8255/8265	8245
32	8235	8240/8255/8265	8245
34	8235	8240/8255/8265	8245
41	-	8240/8255/8265	8245
51	-	8240/8255/8265	8245
Below are Object Codes based upon CSU funding and/or Other Funding Sources			
11	-	8210/8250/8260	-
21	8235	8230	-
31	8235	8230	-
33	8235	8230	-
35	8235	8230	-
61	Split funding not allowed	8210/8250/8260	Split funding not allowed
71	Split funding not allowed	8210/8250/8260	Split funding not allowed

See below for an example of a Work in Process (WIP) capitalization entry:

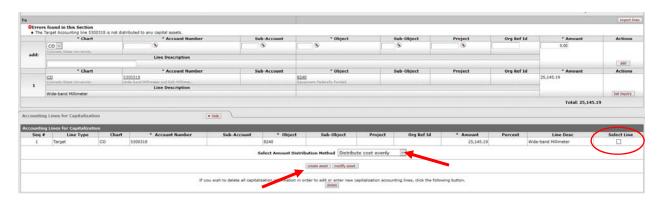Be sure to reference the 88 or 89 account in the Organization Document Number (circled).

When a capital asset object code is used, the Accounting Lines for Capitalization tab will open. Click on the "generate" button in the Account Lines for Capitalization.
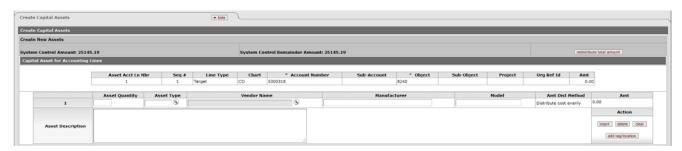

You will receive an error message. This is to inform you that you need to select the line (circled below).

Most WIP's will only be using one line and creating an asset (rather than modifying an asset). If so, use "Distribute cost evenly" and click on "create asset".

This will open the Create Capital Assets tab.

Enter the following fields:

Asset Quantity- Enter the number of assets to create, usually "1". NOTE: If more than one, they must be identical.

Asset Type – Enter the Asset Type code or use the magnifying glass to look up the code needed. Use the wildcard search in the lookup Asset Type Description field, if needed. For example: for a microscope, type *micro* to narrow down all the asset types that have micro in the word.
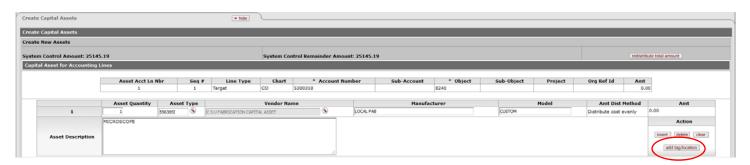
Vendor Name – A specific vendor has been set up for CSU fabricated equipment. You will need to use the magnifying glass to retrieve "C S U FABRICATION CAPITAL ASSET".

Manufacturer – Enter "LOCAL FAB"

Model- Enter "CUSTOM"

Asset Description – Enter the description of the fabricated asset.

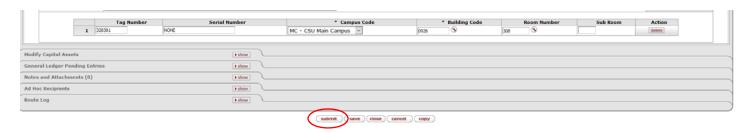Once the information is entered, click on "add tag/location" (circled below).

This will open up new fields to be populated.

Tag Number - can be found by doing an account lookup on the 88 account. On the Guidelines and Purpose tab, the tag (decal) number will be in the Account Purpose Text field. Otherwise, leave blank if unknown.

Serial Number – Enter 'NONE'

Finally, enter the location information for **Campus Code**, **Building Code** and **Room Number**.

Click on "submit".

This document will then route for final approval. At the end of the month the entry will run through the pro-rate process to close the 88 account and the 53 account 1823 object code.