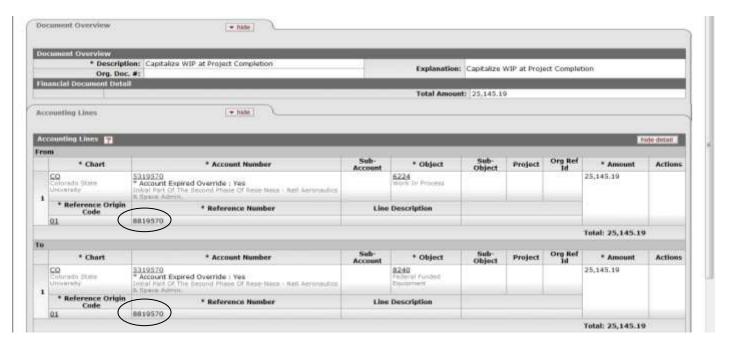# Kuali Instructions for the Capitalization Entry from an 88 or 89 Work in Process Account (WIP)

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

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

Be sure to reference the 88 account in the Reference Number field.
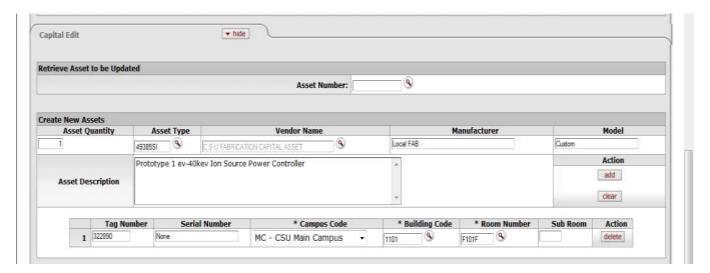
Please use the appropriate 53 account number and object code for the research project WIP being closed.

Look up the Funding Source Code on the 53 account. Using the Kuali Account lookup, type in the 53 account. Then find the Central Administration Tab for the Fund Source Code. Based on the source code and the title shown on the Sponsored Program Report, use the appropriate objects code.

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

The Capital Edit tab will need to be completed because of the capital object code used (in this example: 8240).

The WIP will be a new asset so the Create New Assets section should be filled out.

Enter the following fields:

Asset Quantity- enters the number of assets to create.

Asset Type – hint use the wildcard search in the asset description. For example: type *micro* to narrow down all the asset types that have micro in the word, for example: microscope.

Vendor Name – A specific vendor has been set up for CSU fabricated equipment.

Manufacturer – Enter 'LOCAL FAB'

Model- Enter 'CUSTOM'

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.

Serial Number – Enter 'NONE'

Finally, enter the location information for **campus**, **building** and **room number**.

Press '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.