

---

## AM.020.018 – CAPITALIZING A CWIP ASSET

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To capitalize a CWIP asset.</li> </ul>
<b>Description</b>	<p>CWIP means "Construction Work in Progress. Assets that are entered as a CWIP asset with either a "Received, Not In Service" or a "Work in Progress" status, have not been capitalized. This procedure explains how to change the Asset Status to "In Service" and capitalize the asset so it will begin depreciating.</p>
<b>Security Role</b>	
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	None

## Procedure

Below are step by step instructions on capitalizing a CWIP asset.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>Asset Management</b> link.
4.	Click the <b>Asset Transactions</b> link.
5.	Click the <b>Owned Assets</b> link.
6.	Click the <b>Basic Add</b> link.
7.	Click the <b>Add a New Value</b> tab.
8.	Enter the institution's Business Unit in the <b>Business Unit</b> field.
9.	Click the <b>Add</b> button.
10.	Enter your institution's Business Unit in the <b>Business Unit</b> field.
11.	Enter the Asset ID in the <b>Asset Identification</b> field then click <b>Search</b> .
12.	Click the <b>Asset Status</b> drop down list and select the <b>In Service</b> list item.
13.	Click the <b>Asset Acquisition Detail</b> tab.
14.	Click the <b>Capitalize</b> drop down list and select <b>To Be Capitalized</b> .
15.	Click the <b>Trans Code</b> drop down list and select the correct list item.  <i><b>Note:</b> Depending on the accounting that has taken place throughout the construction of the Project, a Trans Code of Donated or Construction work in Progress would be selected.</i>
16.	Click the <b>Capitalize</b> button.
17.	Click the <b>Save</b> button.