

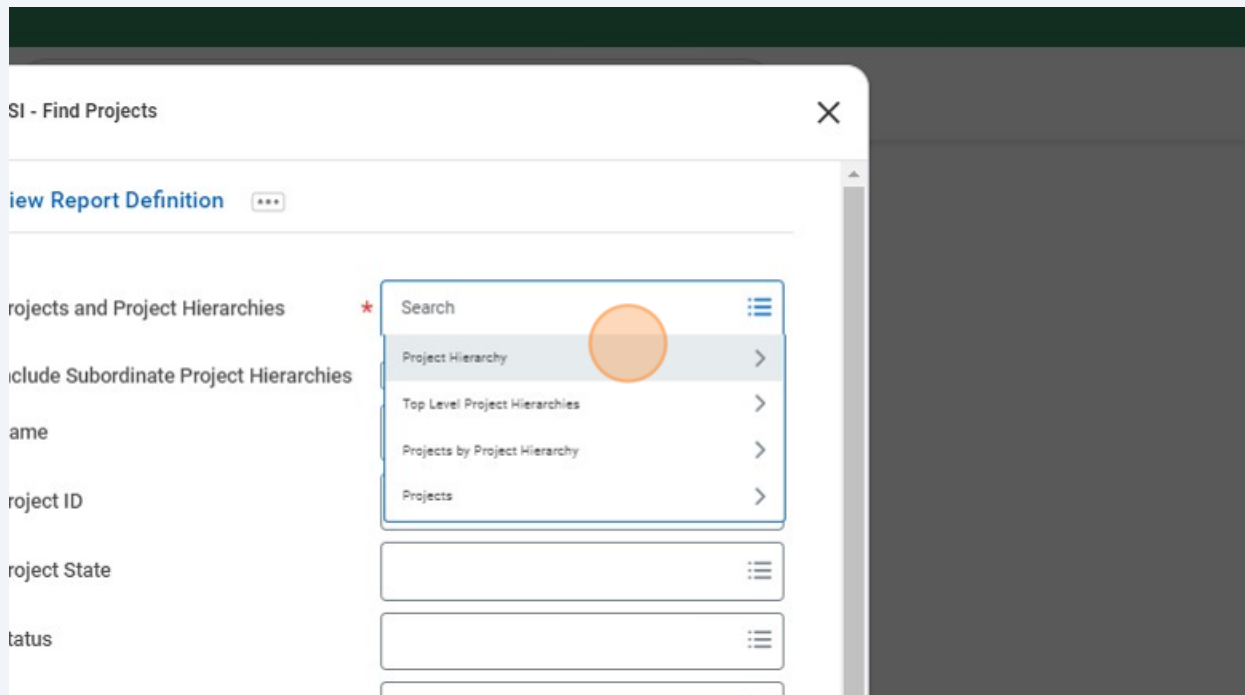
How to Place an Asset in Service

1

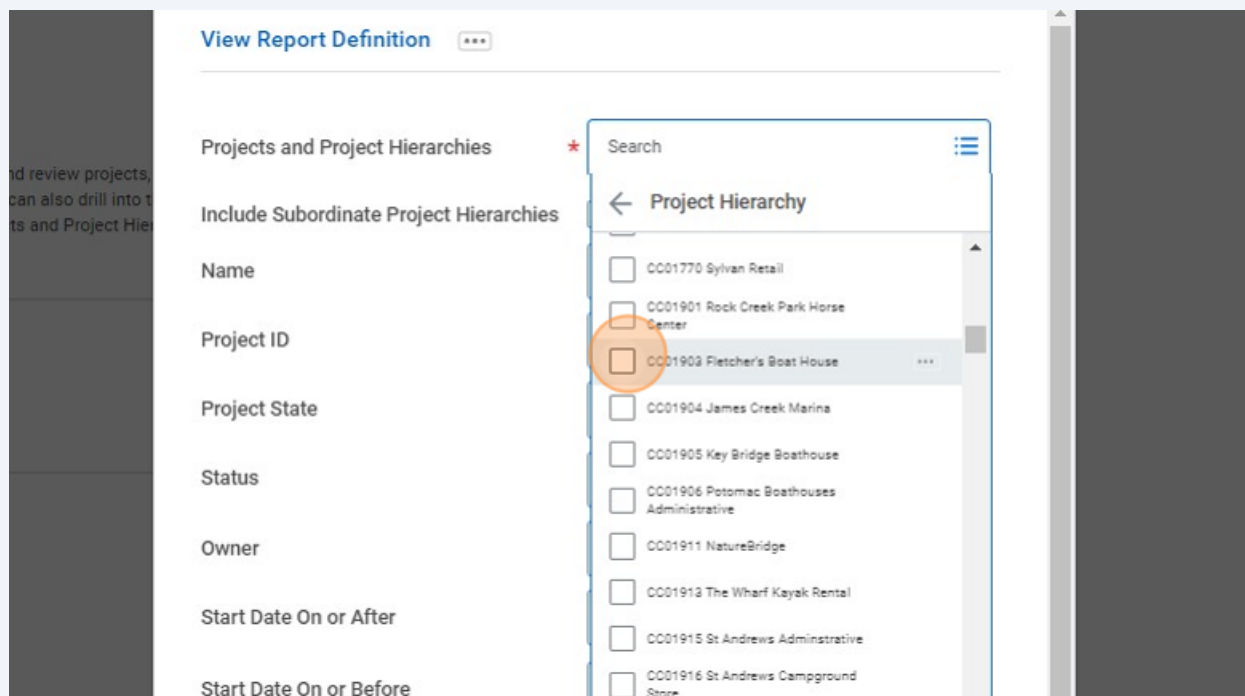
In Search box, type in "GSI - Find Projects". Click on "GSI - Find Projects" under Tasks and Reports.

The screenshot displays the 'Implementation - guestservices3' application. The top navigation bar includes a 'MENU' icon, the 'GUEST SERVICES' logo, and a search bar with 'GS' entered. The left sidebar shows 'Saved Categories' with 'People' (0) and 'Tasks and Reports' (1). Below this is a 'More Categories' section. The main content area is titled 'Tasks and Reports' and features a report card for 'GSI - Find Projects'. This card includes a 'Report' link, a 'Report Definition' link, and a description: 'This advanced report enables managers to find and review projects, including overview information, dates, status, owner, and percent complete. They can also drill into the project details for more information. ~Projects ~ data source. Required prompt: Projects and Project Hierarchies.' At the bottom of the main area, a message states 'Didn't find what you were looking for?' with a suggestion to 'Try searching under More Categories' and a link to 'More Categories'.

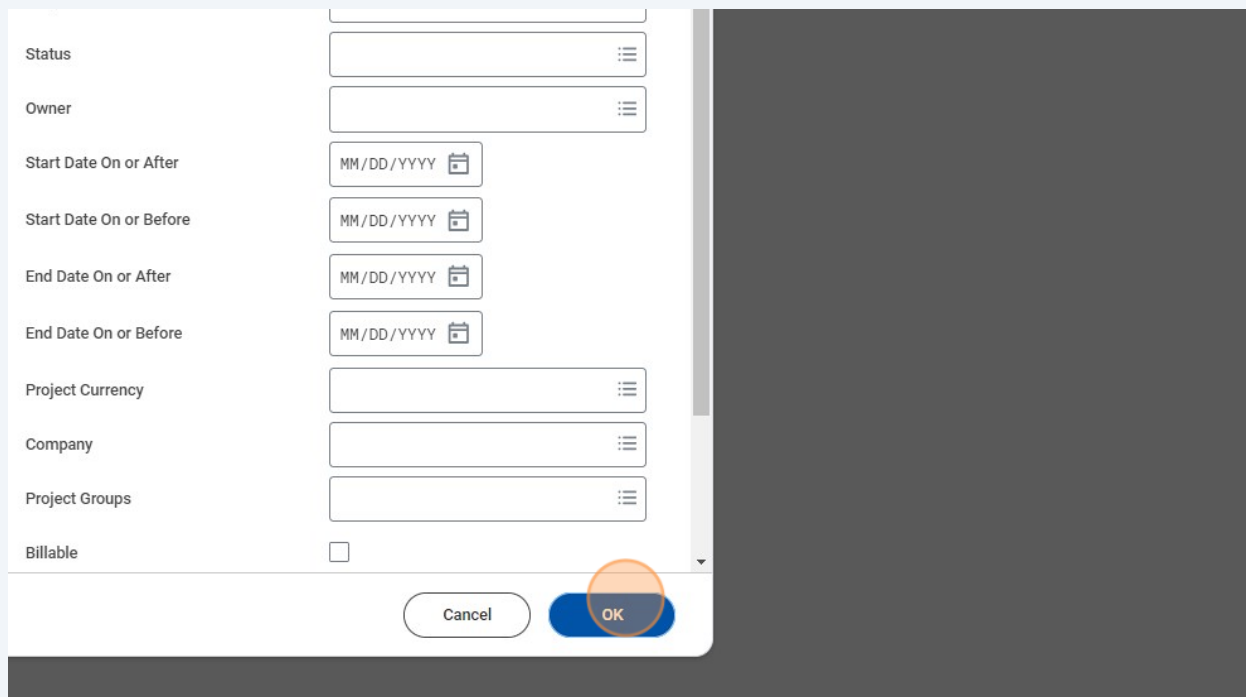
- 2 In the "Project and Project Hierarchies" field, select "Project Hierarchy".



- 3 Select Cost Center.



4 Click "OK"

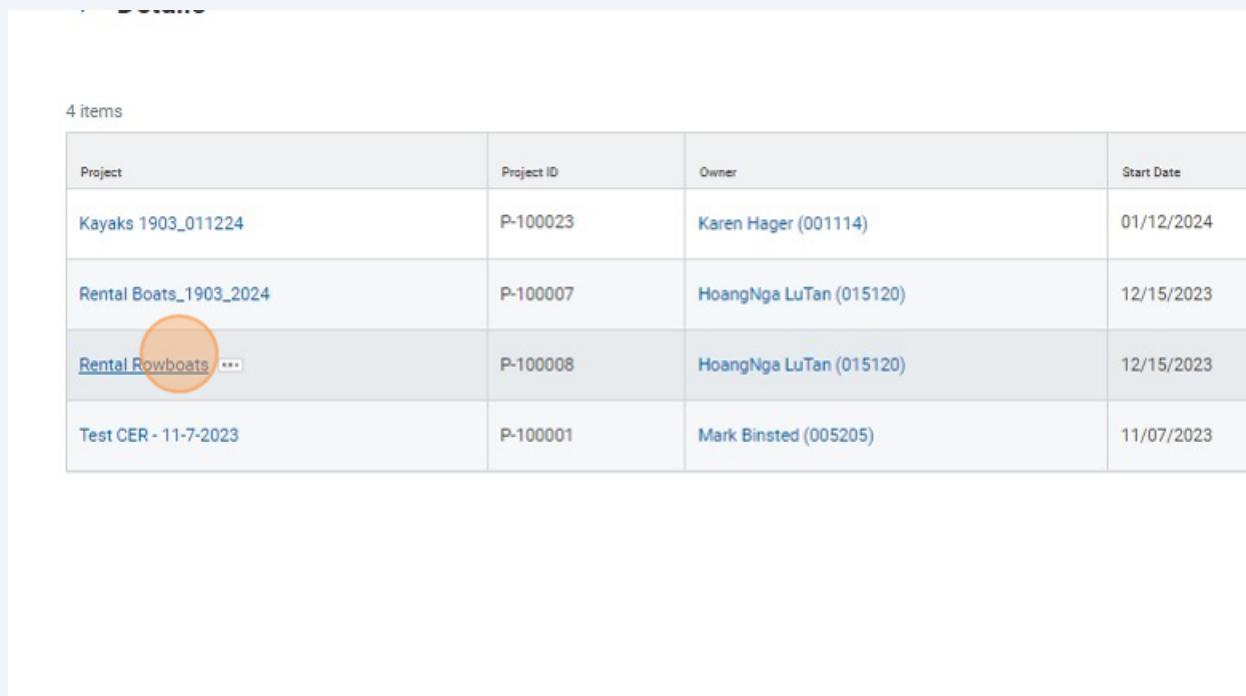


A screenshot of a project configuration dialog box. The dialog has a white background and a dark gray border. It contains several fields for configuration: Status, Owner, Start Date On or After, Start Date On or Before, End Date On or After, End Date On or Before, Project Currency, Company, Project Groups, and Billable. The OK button is highlighted with an orange circle.

| Field | Value |
|-------------------------|--------------------------|
| Status | |
| Owner | |
| Start Date On or After | MM/DD/YYYY |
| Start Date On or Before | MM/DD/YYYY |
| End Date On or After | MM/DD/YYYY |
| End Date On or Before | MM/DD/YYYY |
| Project Currency | |
| Company | |
| Project Groups | |
| Billable | <input type="checkbox"/> |

Buttons: Cancel, OK

5 Select the appropriate project.



A screenshot of a project selection table. The table has 4 columns: Project, Project ID, Owner, and Start Date. The row 'Rental Rowboats' is highlighted with an orange circle.

4 items


| Project | Project ID | Owner | Start Date |
|----------------------------|------------|-------------------------|------------|
| Kayaks 1903_011224 | P-100023 | Karen Hager (001114) | 01/12/2024 |
| Rental Boats_1903_2024 | P-100007 | HoangNga LuTan (015120) | 12/15/2023 |
| Rental Rowboats ... | P-100008 | HoangNga LuTan (015120) | 12/15/2023 |
| Test CER - 11-7-2023 | P-100001 | Mark Binsted (005205) | 11/07/2023 |

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Scroll down to Activity box to send message to the Business Asset Accountant (HoangNga LuTan) to let her know that the asset is in service.

| |
|--------------|
| Worktag Type |
| Cost Center |


Activity (3)




Post





Richard Wayland (010548)
4 months ago


To Do: Review Capital Equipment Funding Request: Step Completed




HoangNga LuTan (015120)
4 months ago


To Do: Enter Capital Expenditure Request details: Step Completed



HoangNga LuTan (015120)
4 months ago


Create Project: Step Completed

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Type in "@ LuTan" and her name will appear. Include in the message, the invoice supplier name, invoice number and actual date placed in service. Click on Post to send message.


| | | |
|--|------------------|------|
| | Prerequisite For | (err |
| | Dependencies | (err |

Worktags


Worktag Types 1 item

| | |
|--------------|-------------------------------|
| Worktag Type | Default Worktag |
| Cost Center | CC01903 Fletcher's Boat House |


Activity (3)




HoangNga LuTan (015120) Boat USA invoice#12345, asset is in service as of 2/14/2024.
Post





Richard Wayland (010548)
4 months ago


To Do: Review Capital Equipment Funding Request: Step Completed




HoangNga LuTan (015120)
4 months ago


To Do: Enter Capital Expenditure Request details: Step Completed



HoangNga LuTan (015120)
4 months ago


Create Project: Step Completed

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Use the "Activity" box to communicate with the Business Asset Accountant. Any communication coming from the Business Asset Accountant will show in your Workday Notifications .

Worktag Type

Cost Center

Activity (4)

Mark Binsted (005205)

Post



Karen Hager

0 seconds ago

HoangNga LuTan (015120) Boat USA invoice#12345, asset is in service as of 2/14/2024.



Richard Wayland (010548)

4 months ago

To Do: Review Capital Equipment Funding Request: Step Completed



HoangNga LuTan (015120)

4 months ago