

How To Run Reports For Approved Projects

1

The Capital Project Transaction Detail report can be used to help you track the invoices applied to a Project. In Search box, type in "Capital Project Transaction Detail". Click "Capital Project Transaction Detail" under Tasks and Reports.

The screenshot displays the Guest Services web application interface. At the top, a green header bar contains the text "ementation - guestservices3". Below this, a navigation bar includes a "MENU" button, the "GUEST SERVICES" logo, and a search bar with the text "Capi". The main content area is divided into two sections. On the left, a sidebar titled "Saved Categories" lists "People" (0) and "Tasks and Reports" (1). Below this is a "More Categories" section. On the right, the "Tasks and Reports" section features a link for "Capital Project Transaction Detail" (highlighted with an orange circle) and a description: "This advanced report enables project managers to list capital project transactions along with ti met and accounting adjustment lines using the Capital Project Transactions report data source". A message box at the bottom of the right section states: "Didn't find what you were looking for? Try searching under More Categories. [More Categories](#)".

- 2 Click on "Projects and Project Hierarchies" field, then select "Project by Project Hierarchy".

The screenshot shows a web application window titled "Capital Project Transaction Detail". On the left is a form with fields: "Projects and Project Hierarchies" (marked with a red star), "Include Subordinate Project Hierarchies", "Transaction Type", "Transaction Date On or After", "Transaction Date On or Before", and "Transaction Spend Category". The "Projects and Project Hierarchies" field has a dropdown menu open, showing options: "Search", "Project Hierarchy", "Top Level Project Hierarchies", "Projects by Project Hierarchy" (highlighted with an orange circle), and "Projects". To the right of the dropdown is a date input field labeled "MM/DD/YYYY" with a calendar icon.

- 3 Select your Cost Center.

The screenshot shows a dropdown menu titled "Capital Projects" with a list of cost centers. The list includes: CC00057 Boeing National Reconnaissance, CC01010 Lincoln Food, CC01100 Tidal Basin Recreation, CC01310 Washington Sailing Marina Recreation, CC01360 Columbia Island Marina Recreation, CC01400 Rock Creek Tennis Center, CC01903 Fletcher's Boat House (highlighted with an orange circle), CC01905 Key Bridge Boathouse, CC01911 NatureBridge, CC01915 St Andrews Administrative, and CC01917 St Andrews Jetty Store. The dropdown is open over a form that has fields for "Transaction Type", "Transaction Date On or After", "Transaction Date On or Before", "Transaction Spend Category", and "Worktags".

4

If you would like to select one particular project, instead of all projects for a Cost Center, go to "Worktags" field,. Then, select "Projects".

The screenshot shows a dialog box with a list of fields on the left and a dropdown menu on the right. The fields are: Projects and Project Hierarchies (marked with a red asterisk), Include Subordinate Project Hierarchies, Transaction Type, Transaction Date On or After, Transaction Date On or Before, Transaction Spend Category, and Worktags. The dropdown menu for 'Worktags' is open, showing options: Pay Component, Pay Group, Payroll City, Payroll County, Payroll Run Category, Payroll School District, Payroll State, Projects (highlighted with an orange circle), Projects by Project Group, and a Search field. At the bottom of the dialog are 'Cancel' and 'OK' buttons.

5

Select the correct project name. Then click ok.

The screenshot shows the same dialog box as in step 4, but the dropdown menu for 'Worktags' is now showing a list of project names with checkboxes. The projects listed are: Project: Big Screen TV_2003_040524 [0], Project: Chair [0], Project: Desk_1100_011124 [0], Project: Electric Vehicle_9095_012224, Project: Full Seat Kayaks 20_1975_1/12/2024, Project: Installation of Cameras_5742_1/16/2024, Project: Kayak Paddles 45_1975_1/12/2024, Project: Kayaks 1903_011224 (highlighted with an orange circle), Project: Kitchen equipment_0057_4/17/2024 [0], and Project: Kitchen. At the bottom of the dialog are 'Cancel' and 'OK' buttons.

6

The report shows all invoices. The first column, "Capital Project Transaction", shows a processed invoice tracking number (Voucher Number in PeopleSoft). To find the actual invoice number, left-click the mouse on the *related action button* (rectangle with 3 dots, highlighted below).

Projects and Project Hierarchies

CC01903 Fletcher's Boat House

Worktags

Kayaks 1903_011224

Include Subordinate Project Hierarchies

No



8 items

Capital Project Transaction	Company on Project	Project	Transaction Type	Transaction
Supplier Invoice: SUPINV-00000130	Guest Services Inc	Kayaks 1903_011224	Supplier Invoice	
Supplier Invoice: SUPINV-00000135	Guest Services Inc	Kayaks 1903_011224	Supplier Invoice	

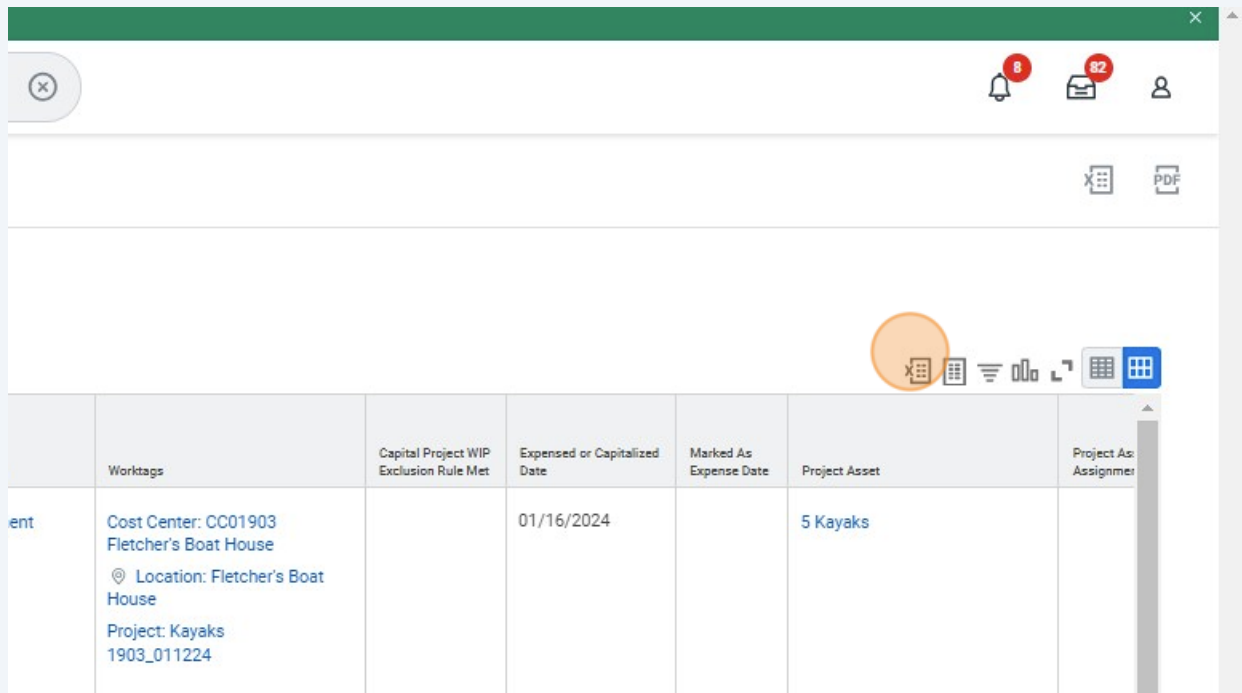
7

Note, "Supplier's Invoice Number" shown below is the actual invoice number. Click "Supplier Invoice Document" to see the actual invoice. It will appear on the right-hand side of the screen.

	Company on Project	Project	Transaction Type	Transaction Amount	Transaction Currency	Transaction Date
Supplier Invoice: SUPINV-00000130	Guest Services Inc	Kayaks 1903_011224	Supplier Invoice	5,151.00	USD	01/12/2024

Supplier Invoice Line		 
Supplier Invoice: SUPINV-00000130 - 5151		
Supplier Invoice Document	Supplier Invoice: SUPINV-00000130	
Currency	USD	
Supplier's Invoice Number	665188-Project_Test	
Spend Category	Miscellaneous Equipment	
Ship-To Address	3055 Prosperity Ave Fairfax, VA 22031 United States of America	
Ship-To Contact	(empty)	
Track Items	Yes	

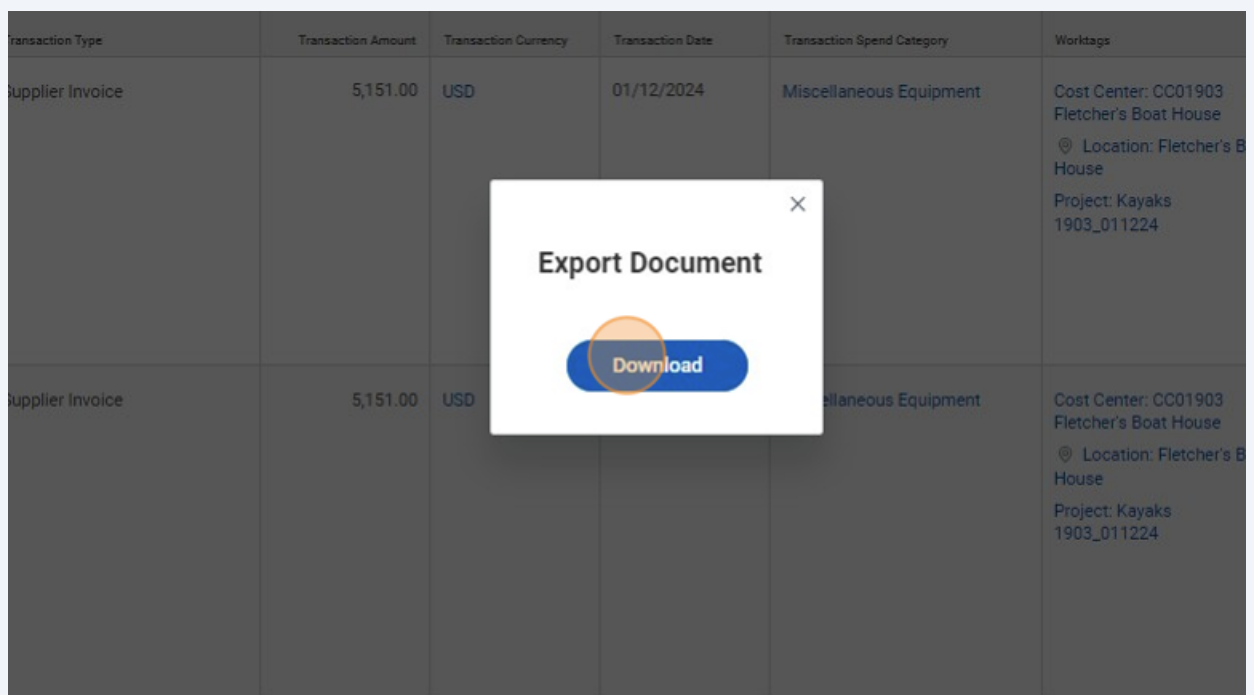
- 8 Click the icon highlighted below to download this report into Excel.



The screenshot shows a software interface with a table. The toolbar at the top right contains several icons, including a calendar, a list, a bar chart, a pie chart, a line graph, and a grid. The grid icon, which represents Excel, is highlighted with an orange circle. The table below has the following columns: Worktags, Capital Project WIP Exclusion Rule Met, Expensed or Capitalized Date, Marked As Expense Date, Project Asset, and Project As Assignmer. The first row of data contains the following information:

Worktags	Capital Project WIP Exclusion Rule Met	Expensed or Capitalized Date	Marked As Expense Date	Project Asset	Project As Assignmer
Cost Center: CC01903 Fletcher's Boat House Location: Fletcher's Boat House Project: Kayaks 1903_011224		01/16/2024		5 Kayaks	

- 9 Click "Download" to complete the export to Excel.



The screenshot shows a software interface with a table. A modal dialog box titled "Export Document" is displayed in the center, with a "Download" button highlighted by an orange circle. The table below has the following columns: Transaction Type, Transaction Amount, Transaction Currency, Transaction Date, Transaction Spend Category, and Worktags. The first row of data contains the following information:

Transaction Type	Transaction Amount	Transaction Currency	Transaction Date	Transaction Spend Category	Worktags
Supplier Invoice	5,151.00	USD	01/12/2024	Miscellaneous Equipment	Cost Center: CC01903 Fletcher's Boat House Location: Fletcher's Boat House Project: Kayaks 1903_011224

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Below is the report in Excel. You can use Excel features to total the "Transaction Amount" column. This report will help you to keep track of all expenses applied to a project.

Capital Project Transaction	Company on Project	Project	Transaction Type	Transaction Amount	Transaction Currency	Transaction Date	Transaction Spend Category	Worktags	Capital Project WIP Exclusion Rule Met	Expensed or Capitalized Date
Supplier Invoice: SUPINV-00000130	Guest Services Inc	Kayaks 1903_011224	Supplier Invoice	5,151.00	USD	1/12/2024	Miscellaneous Equipment	Cost Center: CC01903 Fletcher's Boat House		1/16/2024
Supplier Invoice: SUPINV-00000135	Guest Services Inc	Kayaks 1903_011224	Supplier Invoice	5,151.00	USD	1/16/2024	Miscellaneous Equipment	Location: Fletcher's Boat House Cost Center: CC01903 Fletcher's Boat House		1/16/2024
Supplier Invoice: SUPINV-00000165	Guest Services Inc	Kayaks 1903_011224	Supplier Invoice	5,151.00	USD	9/7/2023	Miscellaneous Equipment	Cost Center: CC01903 Fletcher's Boat House		1/17/2024
Supplier Invoice: SUPINV-00000186	Guest Services Inc	Kayaks 1903_011224	Supplier Invoice	5,155.00	USD	1/24/2024	Miscellaneous Equipment	Cost Center: CC01903 Fletcher's Boat House		9/12/2023
Supplier Invoice: SUPINV-00000188	Guest Services Inc	Kayaks 1903_011224	Supplier Invoice	5,155.00	USD	10/1/2023	Miscellaneous Equipment	Cost Center: CC01903 Fletcher's Boat House		1/24/2024
Supplier Invoice: SUPINV-00000197	Guest Services Inc	Kayaks 1903_011224	Supplier Invoice	6,705.00	USD	1/29/2024	Miscellaneous Equipment	Cost Center: CC01903 Fletcher's Boat House		2/2/2024
Supplier Invoice: V00000339	Guest Services Inc	Kayaks 1903_011224	Supplier Invoice	20,000.00	USD	3/29/2024	Miscellaneous Equipment	Location: Fletcher's Boat House Cost Center: CC01903 Fletcher's Boat House		
Supplier Invoice: V00000353	Guest Services Inc	Kayaks 1903_011224	Supplier Invoice	10,000.00	USD	4/6/2024	Miscellaneous Equipment	Cost Center: CC01903 Fletcher's Boat House		1/1/2024
				62,468.00						