

Capital Project Transaction Detail Report

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.

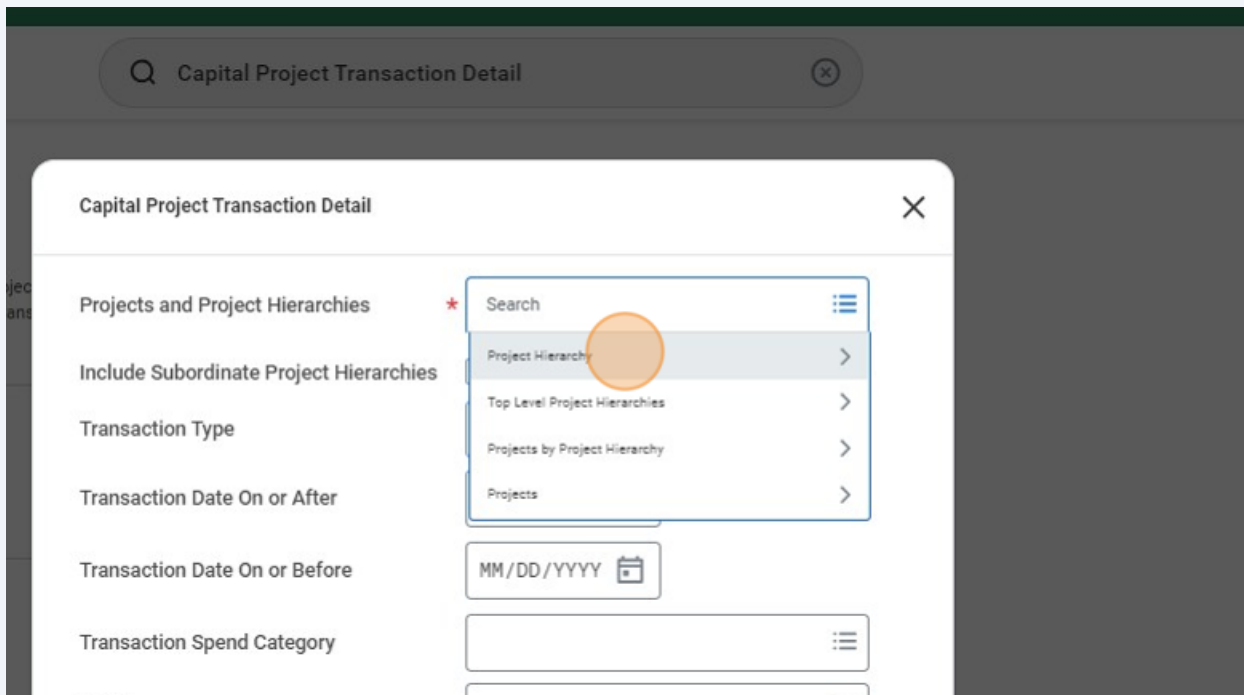
The screenshot shows the Guest Services web application interface. At the top, there is a green header with the text "ementation - guestservices3". Below the header, there is a navigation bar with a "MENU" button, the "GUEST SERVICES" logo, and a search bar containing the text "Capi".

The main content area is divided into two sections. On the left, there is a "Saved Categories" section with a dropdown arrow. It lists "People" with a count of 0 and "Tasks and Reports" with a count of 1. Below this is a "More Categories" section with a right-pointing arrow.

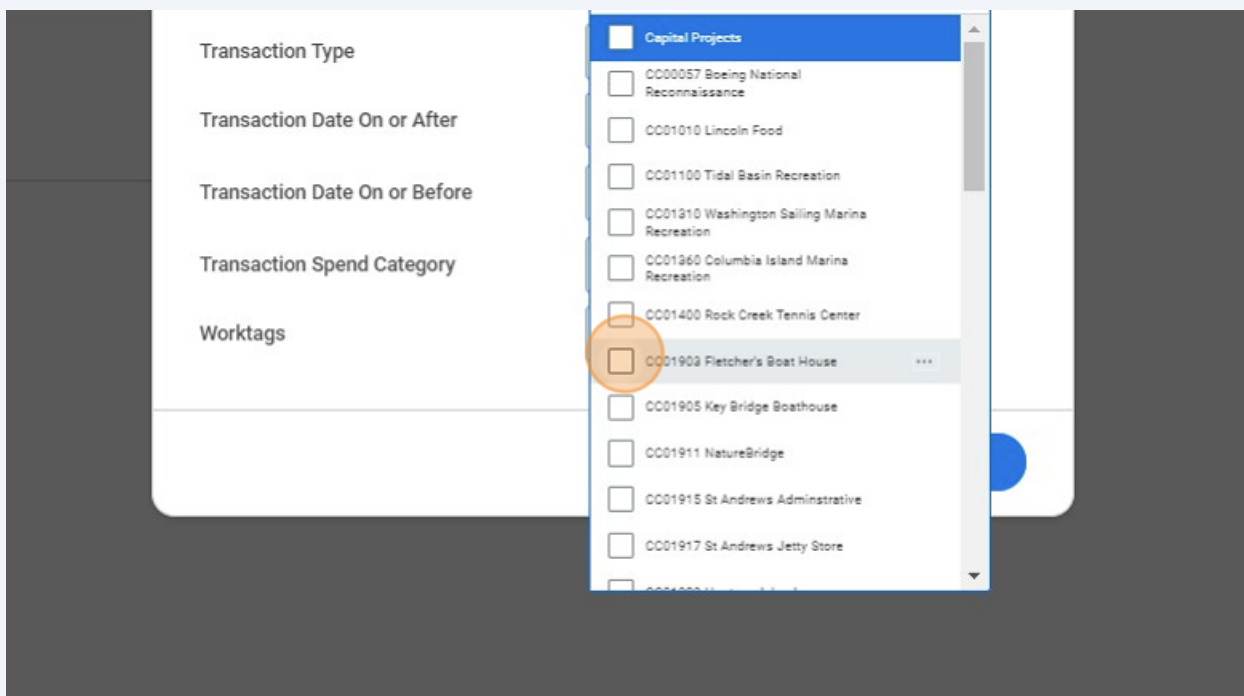
On the right, there is a "Tasks and Reports" section. It features a search result for "Capital Project Transaction Detail" with a blue link and a three-dot menu icon. Below the link, it says "Report" and provides a description: "This advanced report enables project managers to list capital project transactions along with tl met and accounting adjustment lines using the Capital Project Transactions report data source".

At the bottom of the right section, there is a message box that says "Didn't find what you were looking for? Try searching under More Categories." with a blue link for "More Categories".

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

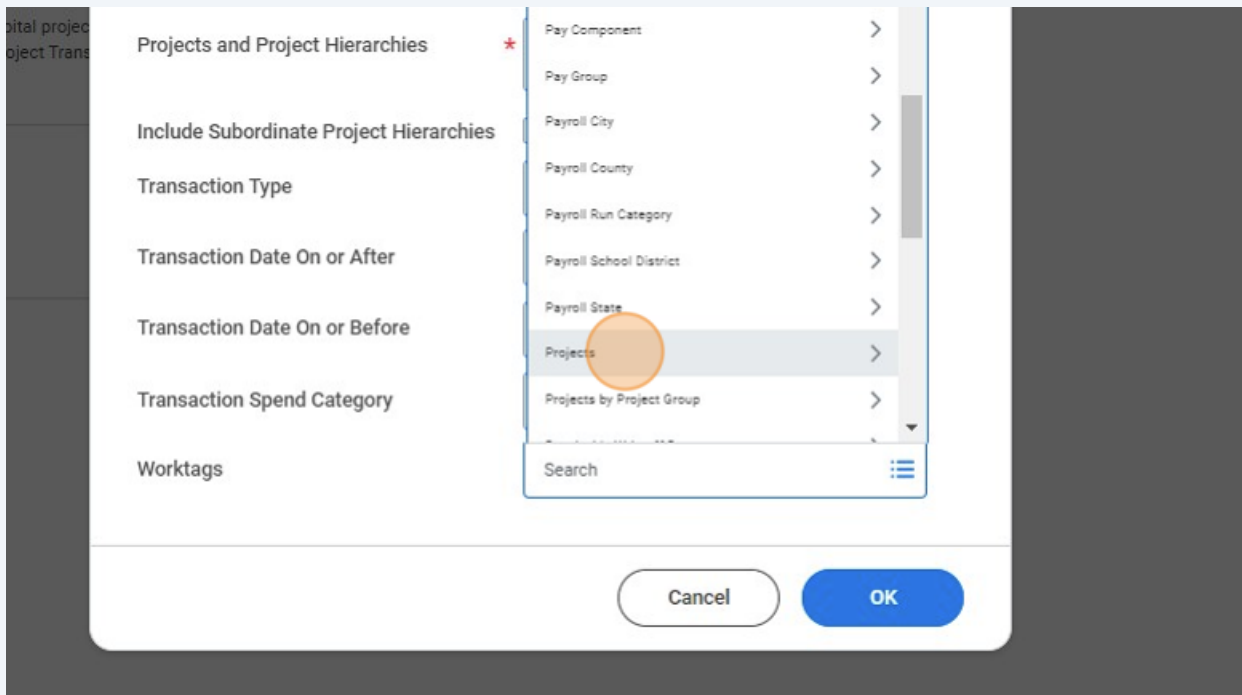


3 Select your Cost Center.



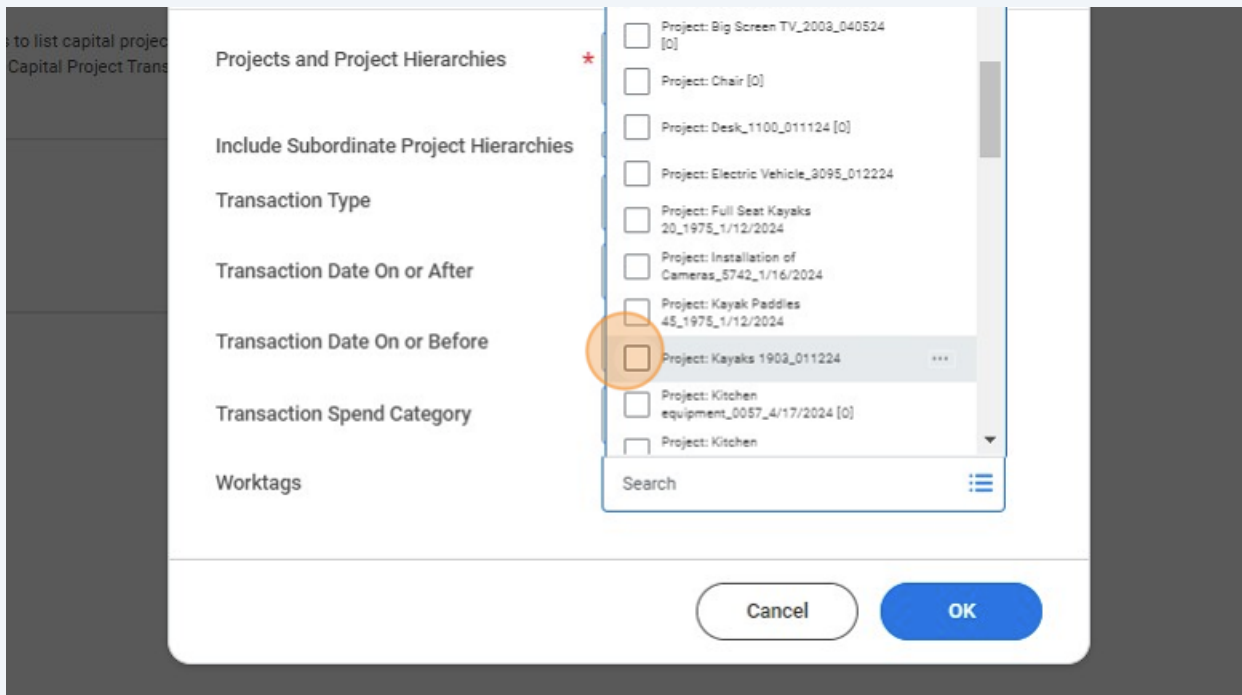
4

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



5

Select the correct project name. Then click ok.




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	

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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
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

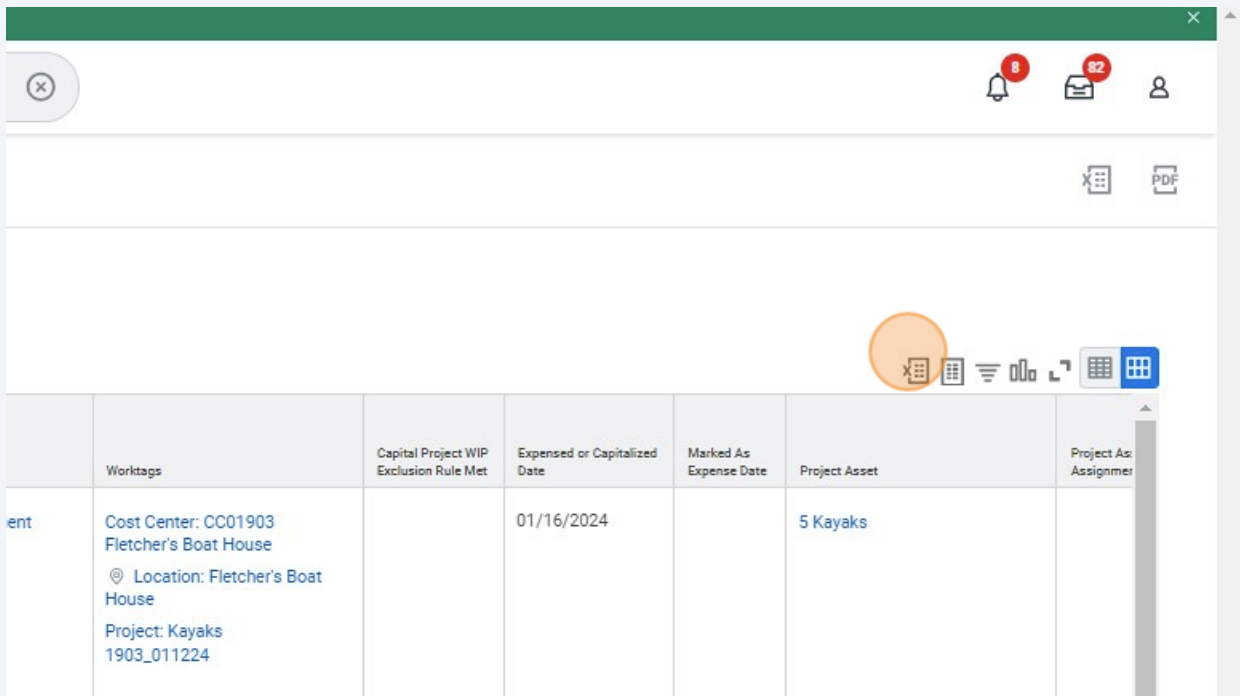
Spend Category: Miscellaneous Equipment

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.

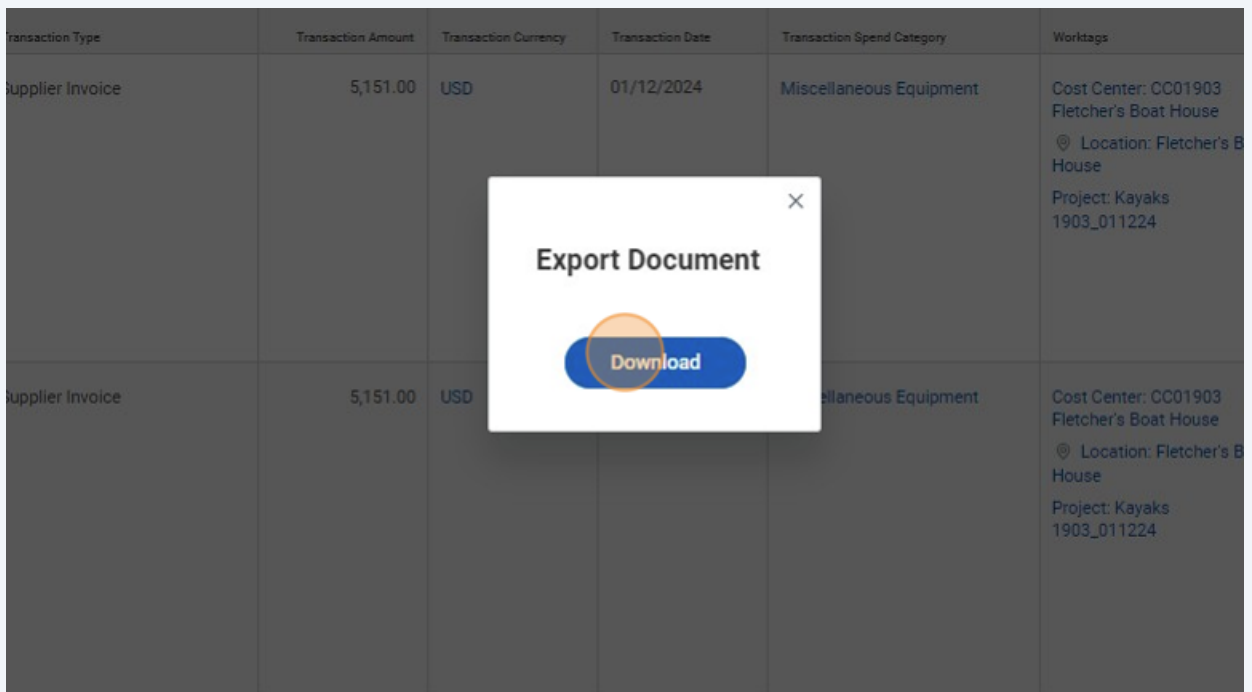


The screenshot shows a software interface with a table. The table has the following columns: Worktags, Capital Project WIP Exclusion Rule Met, Expensed or Capitalized Date, Marked As Expense Date, Project Asset, and Project As Assignmer. The first row of data contains the following information:

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	

In the toolbar above the table, the Excel icon is highlighted with an orange circle.

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



The screenshot shows a software interface with a table. The table 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

An "Export Document" dialog box is open in the center of the screen, with the "Download" button highlighted by an orange circle.

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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	Location: Fletcher's Boat House 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: V00000355	Guest Services Inc	Kayaks 1903_011224	Supplier Invoice	10,000.00	USD	4/9/2024	Miscellaneous Equipment	Cost Center: CC01903 Fletcher's Boat House		1/1/2024
				62,468.00						