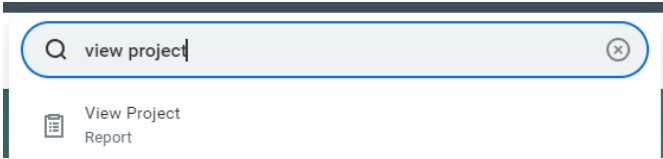


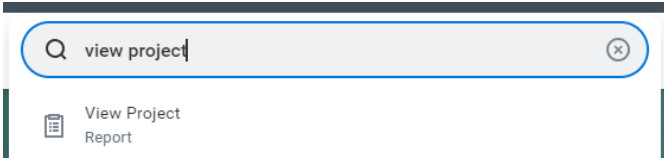
Audience / Role	Business Asset Accountant Project Manager Project Specialist
Description	This job aid provides instructions to create a project asset for every eventual asset that will be created from within the project and capitalize those assets at the appropriate time.

Add Project Asset

1	In the Search bar, enter View Project. In the search results, select View Project report. 
2	For the View Projects report, in the Project field, search for and select the project. Select OK.
3	For the Project, navigate to the Financials tab, and from the Financials tab, select the Capitalization tab.
4	Select Add Project Assets and enter the following into the fields: • Project Asset – enter the name of the eventual asset. • Description – enter a brief description of the asset. • Project Asset Spend Category – select the spend category for the eventual asset. • Project Asset Assignment Rule – these can be used to automate assigning of project transactions to project assets. • Project Asset Quantity – enter number of assets being created. Note: This will be an even split of the costs between the assets. To add another asset, Select the + icon at the top of the first column.
5	When all assets have been entered, select OK and then select Done.

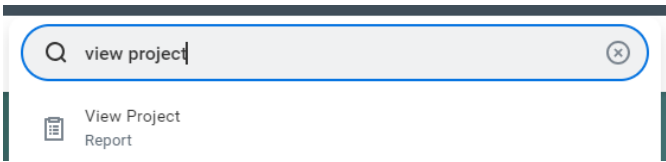
Determine Transactions to be Capitalized

These are instructions to capitalize project transactions from within an individual project. This includes instructions to use the Capital Project Workbench and Review Transactions to work across multiple projects at once.

1	In the Search bar, enter View Project. In the search results, select View Project report. 
2	For the View Projects report, in the Project field, search for and select the project. Select OK. Note: You can use the Capital Project Workbench to take action on one or multiple projects at one time.
3	For the Project, navigate to the Financials tab, and from the Financials tab, select the Capitalization tab.
4	Select Review Transactions and select the appropriate filter; Express Review provides you all transaction types in one screen, but less detail while selecting (images below will be from selecting Supplier Invoice). When the screen loads, click Search to pull all transactions.
5	Select the checkbox to the left of the transaction and decide: • Should the transaction be expensed (removed from WIP and not part of an asset) OR • should the transaction be part of the eventual asset. Take the same action on multiple transactions by checking the box to the left of each transaction. To expense a transaction: select the Mark as Expense Cost radio button and enter the date it should be removed from WIP. Once all transactions have been selected that should be removed from WIP, click Submit and the removal will route to Business Asset Accountant.
6	To mark the transaction as part of an asset: select the Assign to Project Asset radio button and select the appropriate project asset. Once all transactions have been selected that should be added to the project asset.
7	Select Apply.

Capitalize Project Asset

These are instructions to capitalize project assets once they have reached substantial completion.

1	In the Search bar, enter View Project. In the search results, select View Project report. 
2	For the View Projects report, in the Project field, search for and select the project. Select OK.
3	For the Project, navigate to the Financials tab, and from the Financials tab, select the Capitalization tab.
4	Select Capitalize Project Assets.
5	Select the appropriate project asset(s) and enter the capitalization date.
6	Select OK.

What Happens Next?

- Asset registration will be initiated with the Business Asset Tracking Specialist/Business Asset Accountant.
- If additional costs are incurred after the asset's capitalization, they can be added to the asset and capitalized by following the review and capitalization steps above.

Related Reports

- View Project Assets
- Extract Business Assets

Related Job Aids

- Create Project