



Workday Finance, configured by a Chartered Accountant.

ABHAYJAISWAL.COM

■ WORKDAY FINANCE · STEP BY STEP

Capital Projects

■ Table of Contents

1. Purpose
2. Prerequisites
3. Add Project Assets
4. Express review Capital Project
5. Assign Transactions to Assets
6. Capitalize Project Assets
7. Capital Project Workbench
8. Common Errors & Resolutions

■ Purpose

- Manage capital project costs in Workday
- Review and classify project transactions
- Capitalize eligible costs to fixed assets

■ Prerequisites

- Capital Project is created
- Transactions are tagged with Capital Project worktag
- User has Capital Projects / Capitalization access

■ Add Project Assets

- Project assets are specific to each capital project. Multiple project assets can be associated with a project to track ongoing costs.
- Navigate to Capital Project → Financials → Capitalization
- Select Add Project Assets

Capital Project - GMS

Owner

Teresa Serrano

Start Date

06/01/2025

Percent Complete

0%

End Date

06/01/2030

Status

Approved

Project Plan

Resources

Financials

Overview

Plan

Summary

WIP Aging Analysis

Customer Invoices

Contract / Billing

Capitalization

Add Project Assets

Review Transactions ▼

Capitalize Project Assets

Transaction Details

■ Add Project Assets

- Enter: Asset Name & Spend Category
- Submit

Edit Project Assets

Project Assets Summary 1 item

	Order	*Project Asset	Description	*Project Asset Spend Category	Project Asset Assignment Rule	Project Asset Quantity
+ - ▼		Interior Fixtures		× Furniture ... ⋮	⋮	1

Add Project Assets

➤ The Project Asset will appear on the Capitalization tab of the Project.

Project PlanResourcesFinancialsOverview

PlanSummaryWIP Aging AnalysisCustomer InvoicesContract / BillingCapitalization

Edit Project Assets

Review Transactions ▼

Capitalize Project Assets

Transaction Details

Transactions Reclassified as Expense 3 items

Transaction Type	Amount
Supplier Invoice	0.00
Expense Report	0.00
Labor Cost	0.00

Project Assets 1 item

Project Asset	Description	Project Asset Spend Category	Project Asset Assignment Rule	Project Asset Quantity	Uncapitalized Cost	Capitalized Cost	Project Asset Cost	Capitali:
Interior Fixtures		Office Furniture & Equipment		1	0.00	0.00	0.00	

■ Express review Capital Project

- From Capitalization, select Review Transactions
- Use Express View to see unassigned costs
- Review transaction details before action

Capital Project - GMS

Owner **Teresa Serrano**
Start Date 06/01/2025

Percent Complete 0%
End Date 06/01/2030

Status **Approved**

Project Plan
Resources
Financials
Overview

Plan
Summary
WIP Aging Analysis
Customer Invoices
Contract / Billing
Capitalization

Edit Project Assets
Review Transactions ▼
Capitalize Project Assets
Transaction Details

Transactions Reclassified as Exp

Express Review
Expense Report Lines
Supplier Invoice Lines
Labor Cost Lines
Manual Journal Lines

Transaction Type	
Supplier Invoice	

■ Express review Capital Project

- Select the action to apply to the transaction lines:
- **Mark as Expense Cost**
Reclassifies the transaction as a project expense not linked to an asset.
 *This action cannot be reversed once submitted.*
- **Assign to Project Asset**
Links the transaction cost to the appropriate project asset for capitalization.
- Example: In this scenario, the expense report transaction is marked as an Expense Cost.

Express Review Transactions

> **Project Information**

Capital Project Transaction Lines 1 item

Transaction Line	Project Phase	Project Task	Line Amount	Item Description	Transaction Date	Expense Cost	Expense Date
Expense Report: EXP-00010523 - Home Office Equipment	Execution Plans	Execution Plans > Design (06/01/2025 - 07/01/2025)	300.00	Money given to worker for purchasing home office equipment	06/18/2025	☒	06/18/2025 

Submit

Cancel

■ Submit and Verify Project Expense

- Click Submit to initiate the Verify Capital Project Expense business process.
- The reviewer confirms that the transactions are:
 - Valid expenses, and
 - Not associated with any project asset.
- Once approved:
 - Costs are moved out of the WIP account, and
 - Posted to the appropriate spend account.
- Verified project expenses appear under Transactions Reclassified as Expense in the Capitalization tab.

■ Submit and Verify Project Expense

Capital Project - GMS

OwnerTeresa Serrano

Start Date06/01/2025

Percent Complete0%

End Date06/01/2030

StatusApproved

Project Plan

Resources

Financials

Overview

Plan

Summary

WIP Aging Analysis

Customer Invoices

Contract / Billing

Capitalization

Edit Project Assets

Review Transactions

Capitalize Project Assets

Transaction Details

Transactions Reclassified as Expense3 items

Transaction Type	Amount
Supplier Invoice	0.00
Expense Report	300.00
Labor Cost	0.00

■ Review Capital Project Transactions by Transaction Type

- From Capitalization, select Review Transactions
- Use Express View to see unassigned costs
- Review transaction details before action

Capital Project - GMS

Owner **Teresa Serrano**

Start Date 06/01/2025

Percent Complete

0%

End Date 06/01/2030

Status **Approved**

Project Plan
Resources
Financials
Overview

Plan
Summary
WIP Aging Analysis
Customer Invoices
Contract / Billing
Capitalization

Edit Project Assets

Review Transactions ▼

Capitalize Project Assets

Transaction Details

Transactions Reclassified as Exp

Transaction Type	
Supplier Invoice	

Express Review
Expense Report Lines
Supplier Invoice Lines
Labor Cost Lines
Manual Journal Lines

■ Review Capital Project Transactions by Transaction Type

- Use the search criteria to narrow down the list of transaction lines.
- Click Search to display the filtered results.
- Select Only Transactions Already Assigned to:
- View transactions assigned to a project asset, and
- Exclude lines classified as expenses.

Review Supplier Invoice Lines

▼ **Search Criteria**

Project Currency	USD
Project Phase	× Execution Plans ⋮
Project Task	⋮
Invoice Date On or After	MM/DD/YYYY 📅
Invoice Date On or Before	MM/DD/YYYY 📅
Supplier	× Univarsolutions ⋮
Item	⋮
Spend Category	⋮
Project Asset	⋮
Only Transactions Already Assigned	☐

Search

■ Assign Transactions to Assets

- Select transaction lines
- Choose action:
 - Assign to Project Asset, or
 - Mark as Expense Cost - ⚠ Action cannot be reversed
- Save changes

Project Currency

USD

Project Phase

Project Task

Invoice Date On or After

MM/DD/YYYY

Invoice Date On or Before

MM/DD/YYYY

Supplier

× Univarsolutions

Item

Spend Category

Project Asset

Only Transactions Already Assigned

☐

Search

☐ Mark as Expense Cost

MM/DD/YYYY

☒ Assign to Project Asset

× Interior Fixtures

☐ Set Project Asset Values to Blank

Supplier Invoice Lines 1 Item | 1 selected

☐	Supplier Invoice Line	Project Phase	Project Task	Invoice Date	Line Amount	Supplier	Item	Item Description
☒	Supplier Invoice: 25221			06/18/2025	1,000.00	Univarsolutions		

Submit

Cancel

■ Assign Transactions to Assets

- Click Submit to assign transaction lines to project assets; costs remain in the WIP account.
- Assigned assets appear in the Project Assets section of the Capitalization tab as Uncapitalized Costs.

Project Plan Resources Financials Overview							
Plan Summary WIP Aging Analysis Customer Invoices Contract / Billing Capitalization							
Edit Project Assets Review Transactions ▼ Capitalize Project Assets Transaction Details							
Transactions Reclassified as Expense 3 items							
Transaction Type							
Supplier Invoice							
Expense Report							
Labor Cost							
Project Assets 1 item							
Project Asset	Description	Project Asset Spend Category	Project Asset Assignment Rule	Project Asset Quantity	Uncapitalized Cost	Capitalized Cost	Project Asset Cost
Interior Fixtures		Office Furniture & Equipment		1	1,000.00	0.00	1,000.00

■ Capitalize Project Assets

- Navigate to Financials > Capitalization. Select Capitalize Project Assets

Owner (empty)
Start Date 01/01/2025

Percent Complete 0%
End Date 12/31/2025

Status Approved

Overview
Resources
Project Plan
Financials

Summary
Plan
Capitalization
Contract / Billing
Customer Invoices

Edit Project Assets
Review Transactions ▼
Capitalize Project Assets
Transaction Details

■ Capitalize Project Assets

- Select assets with eligible costs
- Enter Capitalization Date
- Select OK to initiate the Asset Registration Event business process.

> **Project Information**

Select All ☐

Capital Project Assets 1 item

Select	Project Asset	Spend Category	Uncapitalized Cost	Capitalized Cost	Project Asset Cost	Capitalization Date
☒	Interior Fixtures	Furniture	1,000.00	0.00	1,000.00	04/23/2025 

OK

Cancel

■ Capitalize Project Assets

- Assets will be displayed in the Project Assets section of the Capitalization tab as Capitalized Costs.

Owner (empty)
Start Date 01/01/2025
Percent Complete 0%
End Date 12/31/2025
Status Approved

Overview
Resources
Project Plan
Financials

Summary
Plan
Capitalization
Contract / Billing
Customer Invoices

Edit Project Assets
Review Transactions
Capitalize Project Assets
Transaction Details

Transactions Reclassified as Expense 3 items

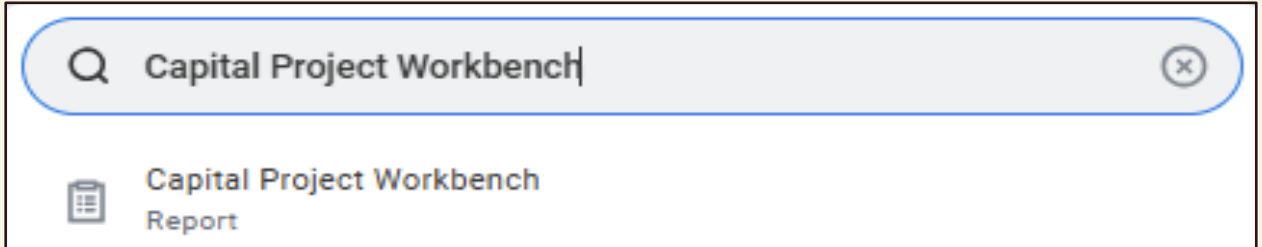
Transaction Type	Amount
Supplier Invoice	0.00
Expense Report	550.00
Labor Cost	0.00

Project Assets 1 item

Project Asset	Description	Project Asset Spend Category	Project Asset Assignment Rule	Project Asset Quantity	Uncapitalized Cost	Capitalized Cost	Project Asset Cost
Interior Fixtures		Furniture		1	0.00	1,000.00	1,000.00

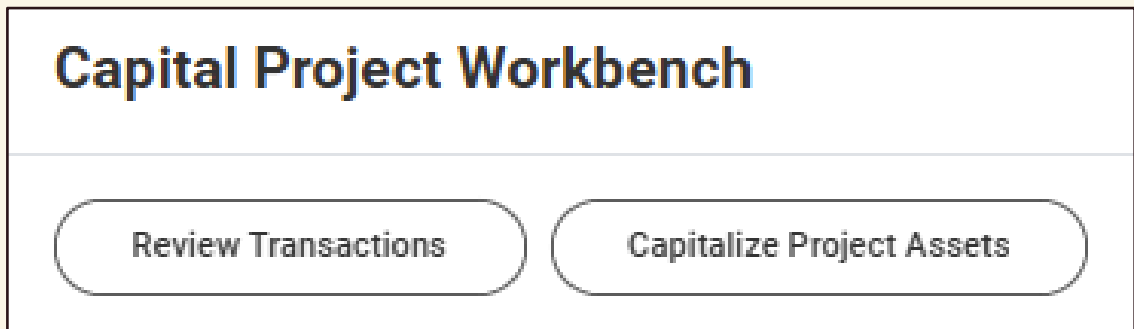
■ Capital Project Workbench

- Search Capital Project Workbench



A screenshot of a search interface. At the top is a search bar with a magnifying glass icon on the left and a close icon (an 'x' in a circle) on the right. Inside the search bar, the text 'Capital Project Workbench' is entered. Below the search bar, there is a single search result. It features a small icon of a document with a grid on the left, followed by the text 'Capital Project Workbench' in a larger font, and 'Report' in a smaller font below it.

- Select either:
- Review Transactions
- Capitalize Project Assets



A screenshot of the 'Capital Project Workbench' interface. The title 'Capital Project Workbench' is displayed in a large, bold font at the top. Below the title, there are two rounded rectangular buttons side-by-side. The left button is labeled 'Review Transactions' and the right button is labeled 'Capitalize Project Assets'.

■ Capital Project Workbench

- Select Review Transactions and use the search criteria to narrow down the list of transaction lines, then click Search.

Capital Project Workbench - Review Transactions

Capitalize Project Assets
Auto-Assign Transactions

Search Criteria

Project Hierarchies

× Capital Projects (FIN) ...

Projects

Spend Categories

Only Transactions Already Assigned
☐

Project Asset

Worktags

Search

Select Action

☐ Expense Date

MM/DD/YYYY

☐ Assign to Project Asset

☐ Set Project Asset Values to Blank

☒ None of the above

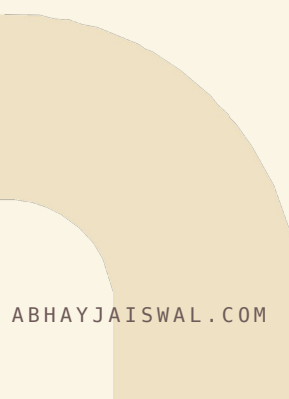
■ Capital Project Workbench

- Select the transaction lines to update.
- Choose Mark as Expense Cost or Assign to Project Asset.
- Click Apply to save changes or Continue to Capitalization to capitalize the project asset.

Capital Project Transaction Lines 1 of 190 items | 2 selected

☐	Capital Project Transaction	Project	Line Amount	Currenc	Transaction Date	Worktags	Expense Cost	Expense Date	Project Asset
☒	Labor Cost Summary: New Corporate Headquarters > Masonry > Lay Masonry at Core, Mechanical and Toilets - 2025-Jan for Ben Adams	New Corporate Headquarters	988.00	USD	01/31/2025	Cost Center: 34000 Facilities Employee: Ben Adams Location: San Francisco Project Plan Task: New Corporate Headquarters > Masonry > Lay Masonry at Core, Mechanical and Toilets	☐		⋮

- Follow same steps for Capital project workbench, use the search criteria, then click search.
- Select the project assets with uncapitalized cost that you want to capitalize and enter a Capitalization Date, then click OK.



ABHAYJAISWAL.COM

■ Common Errors & Resolutions

Error	Cause	Resolution
Transactions not visible	Capital Project not assigned	Update transaction with correct project worktag
Cannot assign transaction	Project Asset not created	Add Project Asset before assignment
Cost incorrectly expensed	Wrong action selected	Review before saving (action is irreversible)
Asset not capitalized	Capitalization not run	Submit Capitalize Project Assets process
Costs remain in WIP	Missing capitalization date	Enter valid date and resubmit



Thank You

`abhayjaiswal.com`

`mail@abhayjaiswal.com`

`linkedin.com/in/abhaykj`

Workday Finance, configured by a Chartered Accountant.

FOLLOW FOR MORE WORKDAY FINANCE WALKTHROUGHS