

JOB COST: OVERRULE BILLING TYPE

Provides guidance for using the Overrule billing option to overrule the Expense Account Charge. This will allow you to include building, intra-FM, and non-building charges on a single Work Task.

DIRECTIONS:



From the Tasks screen, locate and open the Work Task Record:

Click on the Job Cost tab.

/ork Task: WT-1043461-	WT-1043461 - Utilities Locates for JULIE			🕂 Add To Bookmarks 🛛 🔒 Print	🕐 He
General W 1 Info	Job Cost Cotails Resources Procedures	Notifications Not	es & Documents Audit Actions	Supervisor Complete Hold Save Save & Close More	×
(Required): Use this tab t	o enter, review, or change basic information about t	he task.			
 General 				Accept Start Work Stop Wo	rk
Task ID	WT-1043461		Status Active		
\star Task Name	WT-1043461 - Utilities Locates for JULIE		Assignment Status Assigned		
Description	SWO002192 - LOCATE UTILITIES FOR JULIE.				
Task Reissue Reason					
Currency US Dollars					
 Details 					
Task Ty	pe Corrective 🔎 😒	Task Priority Med	dium 🔎 🛽		_
Request Cla	🗴 Intra-FM Charge PM Schedule 🔎 🕄	Service Class Fac	ilities 🔎 🕄		
Primary Work Locati	on \Locations\Evanston Campus\Technological Ins	tit	e م	Building Address 2145 Sheridan Rd	

Scroll down to the Job Cost Billing section,



Scroll down and select the Overrule option.

General Wor	k Task Info Job Cost	Work Details Re	esources Procedures	Notifications Notes & D	ocuments Audit Actions	Complete	Hold Save Sav	e & Close More
Total Inventory	Assignable Cost	\$.00	US Dollars					
Total PCard	d Line Item Cost	\$.00	US Dollars					
	D Line Item Cost		US Dollars					
Total Servio	ce Provider Cost Total Cost		US Dollars US Dollars					
			US Dollars					
Work Ta	sk Billing Allocati	ons						Add Remo
						Apply Filters	Clear Filters	うな不可
	ID		Name	Description	Chart String	Revenue Account Code	Base Percent	Job Cost Per
	10	27815		345	110-1851011	53502		100
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Job Co Billing Type	bet Billing Building Hund Hilling No Charge	Assistance		345		Active	Filters Clear Filter	A
Job Co Billing Type	bet Billing Building Hund Hilling No Charge		2b	345		Active		A
Job Co Billing Type	bet Billing Billiding Billiding Billiding Capital Pro Overrule		2b	345		Active		A
Job Co Billing Type	bost Billing Building HILLAT PI NO Charge Capital Pro		2b	345		Active		A
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DIRECTIONS:

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Look above to the Work Task Billing Allocations section:

Click on the first **Chart String** in the list.

	Work Task: WT-1050295-WT-1050295 -	Scheduled Work, 345 East Superior, Pl	M Corrective Maintenance			🙀 Add To Bookmarks 🛛 🔓	Print 🕜 Hel	р	
	General Work Task Info Job Cost	Work Details Resources Procedure	s Notifications Notes & Do	cuments Audit Actions	Complete Hold Sav	ve Save & Close	More		
	Total Inventory Assignable Cost	\$.00 US Dollars						•	
	Total PCard Line Item Cost	\$.00 US Dollars							
	Total PO Line Item Cost Total Service Provider Cost	\$2,900.00 US Dollars \$.00 US Dollars							
	Total Cost	\$2 900.00 US Dollars							
- Work	Task Billing Allocations						A	dd Remo	iove
					Apply Filters	Clear Filters	G 4	7 ⊻	101
!	ID	Name	Description 3	Chart String	Revenue Account Code	Base Percent		Job Cost Pe	erce
	1027815		345		53502		100		
				110-1851011					
_	1 - 1 of 1 items							_	_
	r - r or r items								
	Job Cost Billing								
	* Billing Type Building	V		* Billing Status Active	Y				
							Add		
	Job Cost Detail						Add		
					Apply Filters Cle	ar Filters 🖸 👘	☆ ⊻		

Upon clicking, the Work Task Billing Allocation pop out window will open:

4

Click on the **Overrule Billing Type** drop down menu.



Select the Proper Billing Type.

		Work Task Billing Alloca	ation: 1027815				🔒 Print	🕐 Help
					Save	Save & Close	More	×
		Attention!						
		Please update requi	red fields.					
		= General						
		ID 10	27815	Status Active				
		Name		Description 345				
		Chartstring 11 Allocation Percent 10		Chart String Status Active Revenue Account Code 53502				PO
								0
* 0	verrule B	Billing Type 🖁		Overrule Expense Account?				—
-		Save Save & Close		Overrule Expense Accounts				
			Building					
			Non-Building	4b				
			Intra-FM					
			Capital Proj Assistance					
			Capital Proj Assistance	-				



FINANCIAL ADMINISTRATION

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DIRECTIONS:

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Continued. Upon clicking, the Work Task Billing Allocation pop out window will open:

4c Chec

Check the **Overrule Expense Account** box.

Work Task Billing Allocation: 1018635	🖶 Print 🛛 💓 Help
	Save Save & Close More x
General	
ID 1018635	Status Active
Name	Description
* Chartstring 160-1731000	🔎 😳 Chart String Status Active
* Allocation Percent 33.4	* Revenue Account Code 53506 🔎 🕄
 Overrule Billing 	
* Overrule Billing Type Non-Building	40 Overrule Expense Account? 🗌
* Overrule Expense Account	P 8
Save Save & Close More x	

Click the magnifying glass to search for the correct Overrule Expense Account number.

General							
	1018635			Status /	Active		
Name				Description			
* Chartstring	160-1731000		🔎 🕄 Cha	art String Status	Active		
Allocation Percent			* Revenu	e Account Code	53506		P 8
Overrule Expense	e Account		Q	le Expense A			
Accou	int Code Types		Арр	ly Filters Clear Filters			
	Name	Description	Chartstring Type	Status		Non-Build	ling: 75610
	Hame						
	Contains	Contains	Contains	Contains		Intra-FM:	75907
		Contains Internal-Physical Plant Svcs	Contains	Contains		Intra-FM:	75907

▼ IMPORTANT

If you are choosing the "**Building**" Overrule Billing Type, DO NOT check the Overrule Expense Account box in Step 4c. Once you have selected the "Building" Overrule Billing Type, the Overrule Expense Account will autofill with the corresponding Shop Expense Account during the Job Cost Process. The Revenue Account code will also auto-populate in the debit chart string in the job cost record.

▼ INFORMATION

If you have an Opt Out Fraternity or Sorority that uses fund code 720, select the Overrule Billing Type of **Building** but Overrule Expense Account code **75610**.



FINANCIAL ADMINISTRATION

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DIRECTIONS:

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Continued. Upon clicking, the Work Task Billing Allocation pop out window will open:

Confirm that the **Revenue Account Code** is correct.

Work Task Billing Allocat	tion: 1018635					Q	🚽 Print (Help
					Save	Save & Close	More	x
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ID	1018635			Status	Active			
Name				Description				
* Chartstring	160-1731000	1	2 8	Chart String Status	Active			
* Allocation Percent	33.4	4 e	* <u>Rever</u>	nue Account Code	53506			, P 🖸
Overrule Billing	ng							
* Overrule Billi	ng Type Non-Building	T		Overrule Expense	Account? 🗹			
* Overrule Expense A	Account 75610		ρ \odot					
Save Save & Close M	ore							

Non-Building: 53506
Intra-FM: 53595
Building: confirm it matches the corresponding building code.



When you are done editing the Chart String, click Save & Close.

Work Task Billing Allocat	ion: 1018635			_	🚔 Print 🕐 Help
				4 f	Save & Close
General					
ID	1018635		Status	Active	
Name			Description		
* Chartstring	160-1731000	ρ \odot	Chart String Status	Active	
* Allocation Percent	33.4		* Revenue Account Code	53506	୍ ର
Overrule Billir	ng				
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* Overrule Expense A	Account 75610	ل	□ 8		
Save Save & Close M	ore 🔺 🗴				



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DIRECTIONS:

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Complete Step 4 for every Chart String in the Work Task Billing Allocations section:

Click each Chart String to edit the record.

Work Task: WT-1050295-V	VT-1050295	- Scheduled Wor	k, 345 East	Superior, PM	Corrective Mair	ntenance					₩ ,	Add To Bookr	narks 🖁	Print	9 H	elp
General Work Task Info	Job Cost	Work Details	Resources	Procedures	Notifications	Notes & Do	ocuments	Audit Actions		Complete	Hold Save	Save & C	lose	More		
Total Inventory Assignable	Cost	\$.	00 US Do	lars												*
Total PCard Line Item	Cost	\$.	00 US Do	lars												
Total PO Line Item	Cost	\$2,900.	00 US Do	lars												
Total Service Provider	Cost	\$.	00 US Do	lars												
Total	Cost	\$2,900.	00 US Do	lars												I.
Work Task Billin	g Allocatio	ns											Add	Rem	ove	
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4 + 4							<u>160-180</u>	4300							÷	I
1 - 1 of 1 items							<u>160-180</u>	<u>4600</u>							,	
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* Billing Type Building		¥					🔹 Billing Sta	tus Active		V						
 Job Cost Detail 															Add	
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Once you have made all the edits on the Work Task:

Click the Save & Close button to complete the adjustment.

Work Task	«: WT-1050295-WT	-1050295 -	Scheduled Work,	345 East	Superior, PM	Corrective Main	tenance							-	7 He
General	l Work Task Info	Job Cost	Work Details	lesources	Procedures	Notifications	Notes & Documents	Audit Actions	c	Complete	6 s	Save	& Clo	se	×
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То	otal PCard Line Item Co	st	\$.00	US Dol	lars										
	Total PO Line Item Co	st	\$2,900.00	US Dol	lars										
То	atal Service Provider Co	st	\$.00	US Dol	lars										
	Total Co	st	\$2,900.00	US Dol	lars										
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									Ap	ply Filters	Clear Filters	G	☆	$\overline{\gamma}$	101
	1	ID		Name	•	Descripti	ion Cl	nart String	Revenue Account C	ode	Base Percent		Job	Cost Per	rcent
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1 - 1 of	1 items														
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