

# 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 tab, locate and open the Work Task Record:

### Click on the Job Cost tab.

Work Task: WT-1043461-	NT-1043461 - Utilities Locates for JULIE				📩 Add To	Bookmarks	Print	🕜 Help
General W 1 Info	Job Cost Nork Details Resources Procedures Notif	fications Note	es & Documents Audit Actions	Supervisor Complete	Hold Save	Save & Close	More	×
(Required): Use this tab t	o enter, review, or change basic information about the task.							
<ul> <li>General</li> </ul>					Accept	Start Work	Stop Wo	rk
Task ID	WT-1043461		Status Active					
* Task Name	WT-1043461 - Utilities Locates for JULIE		Assignment Status Assign	ed				
Description	SWO002192 - LOCATE UTILITIES FOR JULIE.							
Task Reissue Reason								
Currency US Dollars								
<ul> <li>Details</li> </ul>								_
Task Ty	e Corrective 🔎 🛽 Task	Priority Med	lium 🔎 🤅	3				
Request Cla	ss Intra-FM Charge PM Schedule 🔎 🕄 Servi	ice Class Fac	ilities 🔎 🤅	Э				
Primary Work Location	\Locations\Evanston Campus\Technological Instit		P 6	Building Addre	ess 2145 Sheridan F	td		
			0.0					

## Scroll down to the Job Cost Billing section,

Tap the Billing Type drop down menu.

Scroll down and select the **Overrule** option.

General Work Task Info	Job Cost Work Details	Resources Procedures	Notifications Notes I	t Documents Audit Action	Supervisor Comp	elete Hold Save	Save & Close More
<ul> <li>Work Task Billing</li> </ul>	Allocations						Add   Remove
Export 3 total found     ID	Apply Filters Clear Filters Name	Description	Chart String	Revenue Account Code	Base Percent	Job Cost Percent	Chart String Status
Contains	Contains	Contains	Contains	Contains	Equals	Equals	Contains
<u>1018635</u>			160-1731000	53506	<u>0</u>	33.4	4 Active
<u>1018636</u>			160-1804300	53595	<u>0</u>	33.3	3 Active
1018637			160-1804600	53595	<u>0</u>	33.3	3 Active
Job Cost Billing     Billing Type     Overrule     Intra Fil	-			★ Billing Status /	Active		
<ul> <li>Job Cost Billing</li> <li>Billing Type</li> <li>Overrule</li> <li>Job Cost</li> <li>Intra-FM</li> </ul>				★ Billing Status 🛛	Active	Y	Add

## ▼ IMPORTANT

DO NOT use the **Projects** code under Overrule Billing Type. For instructions on how to use Project billing codes, **see** job guide **Creating a New Project** (Project Manager & Financial Supervisors).

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#### FINANCIAL ADMINISTRATION

# JOB COST: OVERRULE BILLING TYPE

#### **DIRECTIONS:**

3 Look above to the **Work Task Billing Allocations** section:

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

Work Task: WT-10	43461-WT-1043461	Utilities Locate	s for JULIE							T bbA	o Bookmarks 🛛 🖡	Print 🕜 He
General Work	Task Info Job Cost	Work Details F	lesources Pro	cedures Notifica	ations Not	es & Documents	Audit Action	S Supervis	or Complete Hol	d Save	Save & Close	More
<ul> <li>Work Tas</li> </ul>	k Billing Allocati	ons									Add	Remove
Second Se	tal found <u>Apply Filter</u> Name	<u>Clear Filters</u>	escriptic 3	Chart	String		Account Code	Base Percent	Job Cost	Percent	Chart String	Status
Contains	Contains	C	ontains	Conta	ins			Equals	Equals		Contains	
1018635				160-17	<u>/31000</u>				<u>0</u>	<u>33.4</u>	Active	
<u>1018636</u>				160-18	04300				<u>0</u>	33.3	Active	
<u>1018637</u>				100 10	04300				<u>0</u>	<u>33.3</u>	Active	
				<u>160-18</u>	<u>304600</u>					100		
						45						
<ul> <li>Job Cost</li> </ul>	Billing											
* Billing Type	Overrule					* Billing St	atus Active		V			
<ul> <li>Job Cost</li> </ul>	Detail											Add
1 / 75	Section 250 total	found Apply Filt	ers <u>Clear Filters</u>	i i							Show	10 🗸
D	Cost Source Origina Cost	l Markup	Markup Cost	Allocation	Total Charged	Debit Chart String	Credit Ch String	art Transaction Date	n Billing Da	te Job Cost Batch ID	Job Cost Batch	Status

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

Tap on the Overrule Billing Type drop down menu.

### Select the Proper Billing Type.

Work Task Billing Allocat	ion: 1018635					8	Print	🕐 Help	P
					Save	Save & Close	More	×	
Conoral									
	1018635		Status	Active				-1	
Name			Description			т			
* Chartstring	160-1731000	$\rho$	Chart String Status	Active		Т		- 1	
* Allocation Percent	33.4		Revenue Account Code	53506			P	ω	
<ul> <li>Overrule Billin</li> </ul>	ng							_	
* Overrule Billin	g Туре		Overrule Expense	Account?	)			- 1	
Save Save & Close Me	ore x	í							
	Ruilding	_						- 1	
	4b Non-Building	-							•
	Intra-FM								
	Capital Proj Assistance								

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#### FINANCIAL ADMINISTRATION

# JOB COST: OVERRULE BILLING TYPE

### **DIRECTIONS:**

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

## Check the Overrule Expense Account box.

Work Task Billing Allocat	ion: 1018635				🖶 Print	🕐 Help
				Save	Save & Close More	<b>x</b>
<ul> <li>General</li> </ul>						
ID	1018635		Status	Active		
Name			Description			
* Chartstring	160-1731000	<u>ی</u> م	Chart String Status	Active		
* Allocation Percent	33.4		* Revenue Account Code	53506		$\rho$
<ul> <li>Overrule Billin</li> </ul>	ng					
* Overrule Billi	ng Type Non-Building	T	40 Overrule Ex	pense Accou	unt? 🗆 🚺	
* Overrule Expense A	Account	Å	2 (2)			
Save Save & Close M	ore 🔺 🗴					



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

IN TASK Ditting Attoc	ation: 101	3635						🖶 Print 🕜 Help
							Save Save & Close	e More x
General								
I	D 1018635				Status	Active		
Nam	e			De	scription			
* <u>Chartstrin</u>	g 160-173	1000	$\rho$ $\Theta$	Chart Stri	ng Status	Active		
Allocation Percen	t 33.4			* Revenue Acco	unt Code	53506		e Q
Overrule Bil	ling							
Overrule Expen	se Accou	nt		P ⊗ <sup>le</sup>	Expense A	Account? 🔽	2	
				rtstring Type	Stat	us		
ve Save & Close	Name	Description	Cha	resering type	Juan			
ve Save & Close	<b>Name</b> 5610	Description Internal-Physical Plant Svcs	FMCS	resering type	Active	(		
ve Save & Close 7 7	Name 5610 5610	Description Internal-Physical Plant Svcs Internal-Physical Plant Svcs	FMCS LCS	resering type	Active Active		Non-Build	ding: 75610
ve Save & Close 7 7	Name 5610 5610	Description Internal-Physical Plant Svcs Internal-Physical Plant Svcs	FMCS LCS	rtstring type	Active Active		Non-Build	ding: 75610

#### ▼ 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

# JOB COST: OVERRULE BILLING TYPE

## **DIRECTIONS:**

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

## 4

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

Work Task Billing Allocat	tion: 1018635						🔒 Print (	Help
					Save	Save & Close	More	×
General     ID	1018635			Status	Active			
Name				Description				
* Chartstring	160-1731000		0 M	Chart String Status	Active			
* Allocation Percent	33.4	<b>4</b> e	* <u>Reven</u>	<u>ue Account Code</u>	53506			,
Overrule Billing	ng							
* Overrule Billin	ng Type Non-Building	Y		Overrule Expense	Account? 🗹			
* Overrule Expense A	Account 75610		$\rho$ $\odot$					
Save Save & Close M	ore							

<u></u>	
	Non-Building: 53506
	Intra-FM: 53595
	Building: confirm it matches the corresponding building code.
<ul> <li>.</li> </ul>	



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

Work Task Billing Allocat	ion: 1018635			<b>4</b> f	Save & Close
ID Name <u>* Chartstring</u> * Allocation Percent	1018635 160-1731000 33.4	ی م	Status Description Chart String Status * Revenue Account Code	Active Active 53506	۵ م
Overrule Billin     Overrule Billin     Overrule Expense A     Save Save & Close M	ng Type Non-Building Account 75610	V	Overrule Expense	Account? 🗹	



## JOB COST: OVERRULE BILLING TYPE

#### **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: 1	WT-1043461-WT	-1043461 - l	Jtilities Loca	tes for JULIE								Add To	Bookmarks 🛛 🗧	Print 🕐 He
General	Work Task Info	Job Cost	Work Details	Resources Pro	ocedures Notif	fications Not	tes & Documents	Audit Action	s Super	visor Comple	ete Hold 🗸	Save	Save & Close	More 🚽 🗙
- Wor	k Task Billing	Allocation	าร										Add	Remove
S Export	t 3 total found	Apply Filters Name	<u>Clear Filters</u>	Description	Char	rt String	A	ccount Code	Base Percent		Job Cost Per	cent	Chart String	Status
Contai	ins	Contains		Contains 5	Cont	tains			Equals		Equals		Contains	
101863	35				160-	1731000				Q		33.4	Active	
<u>10186</u>	36				160-	1804300				<u>0</u>		33.3	<u>Active</u>	
<u>10186</u>	37				100	1004300				<u>0</u>		<u>33.3</u>	<u>Active</u>	
					<u>160-</u>	<u>1804600</u>						100		
					_		45							
= Job	Cost Billing													
* Billing T	Type Overrule						* Billing Sta	atus Active						
Job	Cost Detail													Add
▶ 1	/75 🗳 <u>Export</u>	750 total fo	und <u>Apply F</u>	ilters <u>Clear Filter</u>	5								Show:	10 🗸
DID	Cost Sour	ce Original Cost	Markup	Markup Cost	Allocation	Total Charged	Debit Chart String	Credit Ch String	art Transacti Date	on E	Silling Date	Job Cost Batch ID	Job Cost Batch	Status

Once you have made all the edits on the Work Task:

Click the Save & Close button to complete the adjustment.

Work	Task: WT-1043461-WT	-1043461 - Utilities Loc	ates for JULIE				Add	I To Bookmarks 🛛 🔒 Print 🧃	) Help
Ge	eneral Work Task Info Work Task Billing	Job Cost Work Details Allocations	Resources Procedures	Notifications Notes	t Documents Audit Action	S Supervisor Con	nplete 6	Save & Close	×
•	Export 3 total found ID	Apply Filters Clear Filters Name	Description	Chart String	Revenue Account Code	Base Percent	Job Cost Percent	Chart String Status	
	Contains	Contains	Contains	Contains	Contains	Equals	Equals	Contains	
	1018635			<u>160-1731000</u>	<u>53506</u>		0 33	.4 Active	
	1018636			160-1804300	53595		<u>0</u> <u>33</u>	.3 Active	- 1
	1018637			<u>160-1804600</u>	<u>53595</u>		0 33	.3 Active	
							10	0	
Job Cost Billing									
* Billing Type Overrule * Billing Status Active *									
=	Job Cost Detail							Add	0
	1 / 75 SExpor	t 750 total found <u>Apply</u> rce Original Markup Cost	Filters <u>Clear Filters</u> Markup Alloc Cost	ation Total I Charged S	Debit Chart Credit Ch String String	art Transaction Date	Billing Date Job Co Batch I	Show: 10 st Job Cost Status D Batch	2