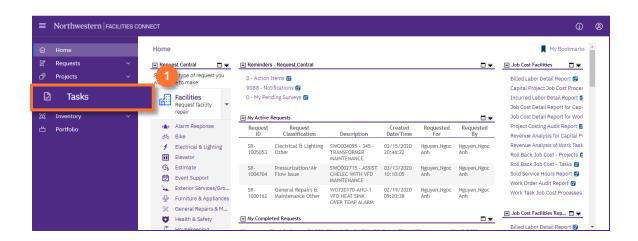# PUT A WORK TASK ON ACCOUNTING HOLD

Provides guidance on how to put a work task on Accounting Hold in Facilities Connect.
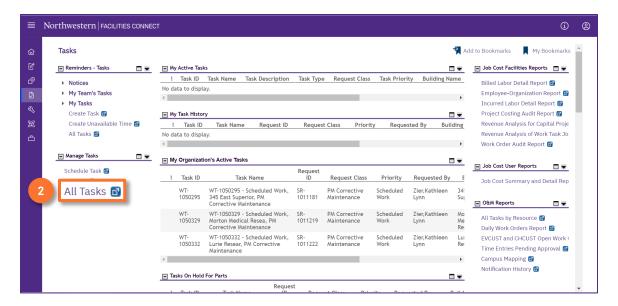

DIRECTIONS:

1 From the **Facilities Connect Home Screen**:

1 Click on **Tasks** section.

2 Upon clicking, the **Tasks** screen will open:

2 Click on the **All Tasks** report.
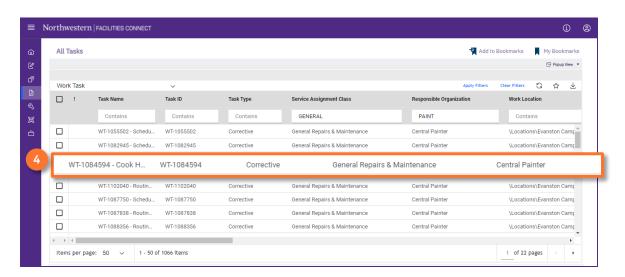
PUT A WORK TASK ON ACCOUNTING HOLD

DIRECTIONS:

3 Upon tapping, the **All Tasks** screen will open. Because of the size of the report, the default view will be blank.

3a Enter criteria in any of the search fields beneath each of the column headers.

3b Initiate the search by pressing the **Enter** key.

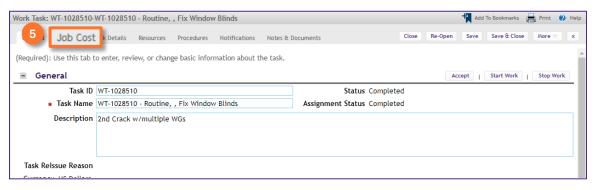**4** Once you locate the appropriate **Work Task**:

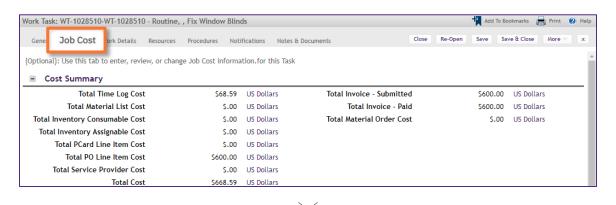**4** Click on the **Task Name** to open.

PUT A WORK TASK ON ACCOUNTING HOLD

DIRECTIONS:

5 Upon clicking, the **Work Task record** will open in a new window:

5 Click on the **Job Cost** tab.

6 From the Job Cost tab:

6 Scroll down to the **Job Cost Billing** section.

PUT A WORK TASK ON ACCOUNTING HOLD

DIRECTIONS:

7 In the **Job Cost Billing** section:

7a Click on the **Billing Status** drop down arrow.

7b Click on **Accounting Hold**.

7c Click on **Save**.

PUT A WORK TASK ON ACCOUNTING HOLD
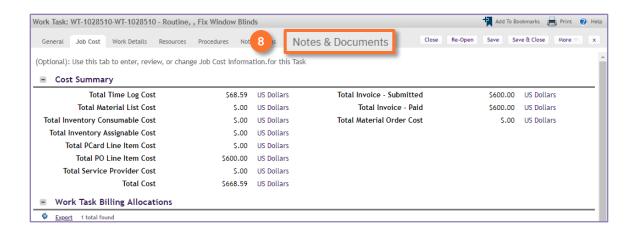
DIRECTIONS:

8 Next, document the reason you are placing this work task on account hold:

8 Click on the **Notes & Documents** tab.

9 From the **Notes & Document** screen, locate the **Comments** section:

9 Click on the **Add** button.

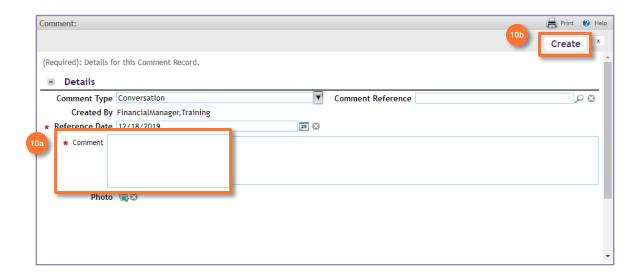# PUT A WORK TASK ON ACCOUNTING HOLD

DIRECTIONS:

10 A new **Comment** window opens:

10a Type your comment.

10a Click on **Create.**

11 Upon clicking, the Comment window closes.

From the **Work Task record**:

11 Click on **Save & Close.**