

FINANCIAL ADMINISTRATION

JOB COST FOR CAPITAL PROJECT TASKS

Provides guidance on how to the run Work Task Job Cost process in Facilities Connect.

DIRECTIONS:



From the Facilities Connect Home Screen:

Click on Job Cost Detail Report for Capital Projects.

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ය ළ	Home	🕞 Reminders - Request Central	Job Cost Facilities
5 8 8	Select the type of request you would like to make Facilities Request facility repair	0 - Action Items © 9104 - Notifications © 0 - My Pending Surveys ©	Billed Labor Detail Report C Capital Project Job Cost Processe: Incurred Labor Detail Report C ob Cost Detail Report for Capital Projects (
۵	 ▲ Alarm Response Bike ✓ Electrical & Lighting Elevator € Estimate È vent Support 	My Active Requests Image: Constraint of the second se	Project Costing Audit Report 6 Revenue Analysis for Capital Proje Revenue Analysis of Work Task Jo Roll Back Job Cost - Projects 6 Roll Back Job Cost - Tasks 6 Sold Service Hours Report 6 Work Order Audit Report 6
	Exterior Services/Grounds Eurniture & Appliances General Repairs & Maint	SR- Leak **Parent-ERG WO79782 **Child-CHELEC WO727805 **Child-ENG 03/08/2020 1003432 W0709782 MPL817 ON 1 14:55:55	Work Task Job Cost Processes 🗟 Job Cost Facilities Reports 🛛 🕊
	 Housekeeping Key/Lock/Access Pest & Animal Control 	Request ID Created Date/Time Service Requested Description Status Requested For Requested By SR- 1005053 03/15/2020 Electrical & Electrical & CHALL SW0004095 - 345 Revision In Revision In TRANSFORMER Nguyen, Ngoc Anh Nguyen, Ngoc	Billed Labor Detail Report Employee-Organization Report Incurred Labor Detail Report

Upon clicking, the Job Cost Detail Report for Capital Projects will open:

Enter the Project ID in the **Project ID Contains** text box and press **Enter**.

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				\$104,750.00									



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DIRECTIONS:



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Click on the Project ID to review the entry.

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Upon clicking, the **Job Cost** record opens in a new window:

Click on "X" when review is completed.

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General Notes &	Documents						Ret	Bille	x
(General): Required									Ľ
 General 									
ID	1747379			Status	Pending Billing				
* Cost Source	Service Purchase Order/Invoice		۲	Billing Type	Projects				
* Debit Chart String	812-1830000-80057908-01-75882		P 🖸	* Credit Chart String	160-1830100-50854			£	2 🖸
* Original Cost	\$50,000.00			Markup Percent	4.5				
Markup Cost	\$2,250.00			* Allocation Percent	100				
Total Charged	\$52,250.00								
Modified Date/Time	02/04/2022 11:33:01								
Created Date/Time	02/04/2022 11:32:57								
Work Task									
						Apply Filters	Clear Filters	G	☆
Task ID		Task Name			Task Status	;			
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DIRECTIONS:



To Mass Bill Job Cost:

^{5a} Click on box next to **Batch ID.**

5b Click on Update Selected as Billed.

