

FINANCIAL ADMINISTRATION

# BILLED STATUS: UPDATE WORK TASK OR BATCH

Provides guidance on how to run work task job cost process

### **DIRECTIONS:**



### From the Facilities Connect Home Screen:

Click on Job Cost Detail Report for Work Tasks.

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G L L L X X	Home  Request Central  Select the type of request you would like to make  Facilities Request facility repair	Reminders - Request Central     V Bookmarks     O - Action Items      O - My Pending Surveys      O - My Decisit Report      O - My Pending Surveys      O - My Pending	□		
Ċ	<ul> <li>Alarm Response</li> <li>Bike</li> <li>Electrical &amp; Lighting</li> <li>Elevator</li> <li>Estimate</li> <li>Event Support</li> <li>Exterior Services/Grounds</li> <li>Funiture &amp; Appliances</li> </ul>	Project Costing Audit Report @         My Completed Requests       Image: Costing Audit Report @         SR-       Electrical       SW0004094 - 345 - SWITCH GEAR MAINTENANCE       03/15/2020       Revenue Analysis for Capital Projects         1005052       Outlet       SW0004093 - 345 - FIRE ALARM MAINTENANCE AND TESTING       03/15/2020       Roll Back Job Cost - Projects @         SR-       Electrical       SW0004093 - 345 - FIRE ALARM MAINTENANCE AND TESTING       03/15/2020       Roll Back Job Cost - Projects @         SR-       Leak       "Parent ENG W072487 - LURIE 6. EM SHOWERS "Child CHELEC       03/08/2020       Sold Service Hours Report @         W0724778 - LURIE 6. EM       W0724778 - LURIE 6. EM       03/08/2020       Work Order Audit Report @         SR-       Leak       "Parent-ENG W079782 : Child-CHELEC W0727805 "Child-ENG       03/08/2020       Work Order Audit Report @         1003432       Leak       "Parent-ENG W079782 : APLB17 ON 1       03/14:55:55       Work Task Job Cost Processes @			
	<ul> <li>General Repairs &amp; Maint</li> <li>Health &amp; Safety</li> <li>Housekeeping</li> <li>Key/Lock/Access</li> <li>Past &amp; Animal Control</li> </ul>	My Request History     □ Job Cost Facilities Reports     □       Request     Created ID     Service Date/Time     Service Requested     Description     Status     For     Requested By For     Billed Labor Detail Report S Employee-Organization Report S       SR- 1000505     03/15/2020     Electrical & Entrophyse     SW0004095-345     Revision In TRUNEFRUPE     Nguyen, Ngoc Apple     Incurred Labor Detail Report S			

Upon clicking, the Job Cost Detail Report for Work Tasks displays:

2a Enter the Task ID in the Task ID Contains text box and press Enter.

2b To search by batch, enter **Batch ID** and press **Enter**.

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ඛ	Job Cost Detail Report for Work Tasks		🕂 Add to Booki	marks 📕 My	Bookmarks
21 0	Batch ID It for We Task ID 2a	Task Type	Building Name	Space	Requested By
2	Contains Contains ins	Contains	Contains		Contains
- I	🗆 🔄 1000358 1737777 WT-1030296 PM Schedule Engineer-Ryan Hall - MONTHLY	Preventive	<u></u>		
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	🗆 📴 1000358 1737779 WT-1030433 PM Schedule Engineer-Annenberg Hall - MONTHLY	Preventive	Annenberg Hall		
	🗆 📴 1000360 1741092 WT-1030461 PM Schedule Electrician-Annenberg Hall - MONTHLY	Preventive	Annenberg Hall		
	🗆 📴 1000354 1734091 WT-1030533 PM Schedule Engineer-Cook Hall (Mlsb) - MONTHLY	Preventive	Cook Hall (MIsb)		
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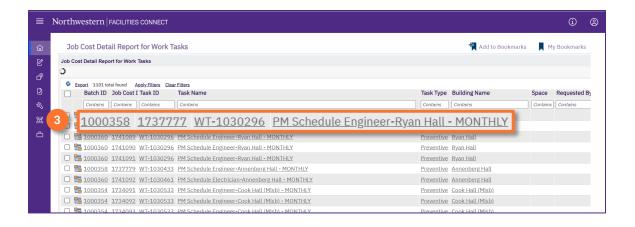
#### **DIRECTIONS:**



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Once you have located the desired Work Task,

### Click on the Task ID.



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

Review the Job Cost record and edit as needed.

### Click on Billed.

### Click on the X to close the window.

o Cost: 1737777			Print 🗰
General Notes & Documents			4a Billed
General): Required			
- General			
ID 1737777	Status Pend	ing Billing	
* Cost Source Labor	Billing Type Build	ling	
* Debit Chart String 110-1860800-76007	🔎 🕄 \star Credit Chart String 160-	1805100-53502	<u>ې م</u>
* Original Cost \$36.54	Markup Percent 33		
Markup Cost \$12.06	* Allocation Percent 100		
Total Charged \$48.60			
Modified Date/Time 02/16/2022 15:50:20			
Created Date/Time 12/07/2021 04:00:33			
- Work Task			
		Apply Filters	Clear Filters 🕄 🕁 坐
Task ID	Task Name	Task Status	
WT-1030296	PM Schedule Engineer-Ryan Hall - MONTHLY	Active	* *
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Items per page: 10 v 1 - 1 of 1 items			1 of 1 pages



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#### DIRECTIONS:

5b



Back on the Job Cost Detail Report for Work Tasks,

- 5a Click on select all check mark for the Batch ID.
  - Then click on **Update Selected As Billed** to update the batch to the Billed Status.

