

JOB COST RELATED FIELDS

Provides guidance on how to identify job cost related fields on a Work Task Record in Facilities Connect.

▼ GETTING STARTED

This job aid begins on a Work Task record. For more information searching for or navigating to Work Tasks, please refer to previous job aids.

DIRECTIONS:

1a

1b

From the Work Task record,

Navigate to the Job Cost tab.

Scroll to the bottom of the page:

Job Cost Billing: includes the Billing Type and Billing Status.

1c Job Cost Detail: Allows you to search through all the job cost information for the Work Task.

Work Task: WT-1042098- Publoff 9 Pop	overtion							Add To Bookmarks	🖶 Print	🕜 Help
General 1a sk Job Cost	ork Details Reso	ources Procedures	Notifications	Notes & Documents	Audit Actions					x
(Optional): Use this tab to enter, review	w, or change Job Cost	t information.for this	Task							-
- Cost Summany										- 1
Cost Summary										
Total Time Log Cost	\$226.70	US Dollars		То	tal Invoice - Submitted	\$.00	US Dollars			
Total Material List Cost	\$.00	US Dollars			Total Invoice - Paid	\$.00	US Dollars			- 1
Total Inventory Consumable Cost	\$2.07	US Dollars		То	tal Material Order Cost	\$.00	US Dollars			- 1
Total Inventory Assignable Cost	\$.00	US Dollars								- 1
Total PCard Line Item Cost	\$.00	US Dollars								- 1
Total PO Line Item Cost	\$.00	US Dollars								- 1
Total Service Provider Cost	\$.00	US Dollars								- 1
Total Cost	\$228.77	US Dollars								- 1

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* Billing Type	Non-Building			★ Billing Status	Active	<u> </u>		
- Job Cost	Detail				Apply Filters	Clear Filters <table-cell> ☆</table-cell>	7	
ID	Cost Source	Original Cost	Markup	Markup Cost	Allocation	Total Charged		
Contains	Contains	Equals	Equals	Equals	Equals	Equals		
1017400	LaDOI	\$129.04	00	ş42.7 ə		100 \$172.29	01	
1091863	Labor	\$97.16	33	\$32.06		\$129.22	81	
1080319	1080319 Materials		20	\$.41		100 \$2.49	81	
4							•	
Items per page: 10) ∨ 1 - 3 of 3 iter	ns				1 of 1 pages	•	



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DIRECTIONS:



To view **Parts** related information:

Navigate to the **Resources** tab.

Scroll to the bottom of the page:



Click on the Parts-Billed tab.

Res	sources							_
				Clear Filte	ers G	☆	$\overline{\mathbf{A}}$	
!	Name	Resource Type	Resource Requirement	Percent Allocated		Complete	e	
	Contains	Contains	Contains	Equals				
	Donnelly,Alma Marie	Person	Required		50 percent			^
	Pietrzak,Carey Alan	Person	Required		100 percent	nt		
	Smith,Brian Scott	Person	Required		50 percent			
	Organizationa/Workgroups) Zono 6 (Parmontor Organization	Doguizad		100 porcept			
Time Log	Related Contracts Contract Line Iter	ns Invoices	\sim					
Time Log Tim Related Rep 0 total Resource	Related Contracts Contract Line Iter ne Log orts -Select- Lifound ce Type Net ID	ns Invoices Time Log - Active Name Description	Category	Date Hours	Mil	eage	_	-
Time Log Time Related Repo Time Time Time Time Time Time Time Time	Related Contracts Contract Line Iter ne Log orts -Select- Ifound ce Type Net ID Isplay	ns Invoices Time Log - Active Name Description	Category	Date Hours	Milu	eage	_	_
Time Log Time Leated Repc Total Resource Oo data to di Material	Related Contracts Contract Line Iter ne Log orts -Select- I found ce Type Net ID Isplay Parts - Billed	ns Invoices Time Log - Active Name Description I Material Orders - Billed Se	Category Service Provider Costs - Billed Time Log - Billed Contract I	Date Hours	Mile 0	eage		_
Time Log Time telated Repo o total Resource o data to di Material ts - Bill	Related Contracts Contract Line Iter ne Log orts -Select- torud ce Type Net ID tipfay 20 Parts - Billed led	ns Invoices Time Log - Active Name Description Material Orders - Billed Sa	Category Service Provider Costs - Billed Time Log - Billed Contract I	Date Hours Line Items - Billed Invoices - Billed	Mil 0	eage		
Time Log Time telated Report o data to di Material ts - Bill Billed (E	Related Contracts Contract Line Iter The Log orts -Select- I found Ce Type Net ID Isplay Parts - Billed Bill of Materials - old m ~	Time Log - Active Name Description Material Orders - Billed Sa	Category Service Provider Costs - Billed Time Log - Billed Contract I	Date Hours Line Items - Billed Invoices - Billed Apply Filters C	Milear Filters	eage	° ∆	· · ·
Time Log Time elated Report o total o total Material Material Material	Related Contracts Contract Line Iter ne Log ords ords -Select- i found tound 20be Parts - Billed Bill of Materials - old m V Total Available	ns Invoices Time Log - Active Name Description Material Orders - Billed Su Quantity Selected	Category Service Provider Costs - Billed Time Log - Billed Contract I A. Quantity Hold B. Quantit	Date Hours Line Items - Billed Invoices - Billed Apply Filters C ty Issued C. Quantity	Mil 0 :lear Filters y Returned	eage	약 수 Total Qu	yuantity (

▼ IMPORTANT

If any parts or materials issues arise that are separate from job cost, follow up directly with the Warehouse. Job Cost issues will only impact the department account billing.



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DIRECTIONS:

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To view Labor related information:

Click on the Time Log-Billed tab.

v	Work Task: WT-1042098-	Rubloff 9 Renovati					-	📕 Add To Bookmarks 🛛 🚍	Print 🕐 Help	
	General Work Task Inf	o Job Cost Wo	Resources Proce	edures Notifications Note	es & Documents Audit	Actions			x	
	4				1.2				• • •	
								U		
	Material List - Billed Pa	arts - Billed Equip	ment - Billed Material Orders -	Billed Service 3 rd	Time Log	- Billed ems - Bill	ed Invoices - Billed			
Ti	ime Log - Billed									
							Apply Filters C	Clear Filters 🛛 🕄	☆ ⊻	101
	Resource Type	Net ID	Name	Description	Category	Date	Hours	Job Cost I	Process Date	
	Contains		Contains	Contains	Contains	Equals	Equals	After		
	Person	ala350	Donnelly,Alma Marie	RUBLOFF 9, New sig	Straight Time	03/12/2020	2	hours 04/23/20	20	
	Person	ala350	Donnelly,Alma Marie	Signs prepped for in	Straight Time	06/19/2020	1.5	hours 06/22/20	20	
							3.5	hours		
										+

▼ IMPORTANT

If any labor issues arise that are separate from job cost, follow up directly with the Supervisor. Job Cost issues will only impact the department account billing.

To view Invoice related information:

Click on the Invoices Billed tab.

Mate	erial List - Billed Part	s - Billed Equipment - Billed	Material Orders - Billed	Service Provider Costs - Billed	Time Log - Billed Cont	rrac 4 ms	Invoices - Billed						
	- Invoices - Billed												
							Apply Filters	Clear Filters	G	☆	101		
1	Invoice ID	Line Item ID	Line Number	Name	Expenditure Type	Total	Status		Invoi	ce Name	•		
				No data to	display								
											•		
0 of 0	0 items												
x													

▼ IMPORTANT

If any invoice issues arise that are separate from job cost, follow up directly with the Accounting Assistant. Job Cost issues will only impact the department account billing.



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DIRECTIONS:

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Generally, Job Cost related billing error will occur when:

- Missing Chart String or Revenue Account code
- Job Cost Percent not equal to 100 percent
- Work Task is Closed Status which won't allow for billing
- Job Cost Billing Type is missing or wrong
- Billing Status is on Accounting Hold, it won't be billed until it's Active again
- Labor won't bill if it has not been approved yet
- Material return only can be picked up with manual entry only
- Make sure there is activity code for project for billing purpose
- Validate the capital chart string prior to billing