

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:

- 1 From the **Work Task record**,
 - 1a Navigate to the **Job Cost tab**.
Scroll to the bottom of the page:
 - 1b **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 - Publicff 0 Renovation

General **1a Job Cost** Work Details Resources Procedures Notifications Notes & Documents Audit Actions

(Optional): Use this tab to enter, review, or change Job Cost information for this Task

Cost Summary

Total Time Log Cost	\$226.70	US Dollars	Total Invoice - Submitted	\$5.00	US Dollars
Total Material List Cost	\$5.00	US Dollars	Total Invoice - Paid	\$5.00	US Dollars
Total Inventory Consumable Cost	\$2.07	US Dollars	Total Material Order Cost	\$5.00	US Dollars
Total Inventory Assignable Cost	\$5.00	US Dollars			
Total PCard Line Item Cost	\$5.00	US Dollars			
Total PO Line Item Cost	\$5.00	US Dollars			
Total Service Provider Cost	\$5.00	US Dollars			
Total Cost	\$228.77	US Dollars			



1b Job Cost Billing

* Billing Type Non-Building * Billing Status Active

1c Job Cost Detail

ID	Cost Source	Original Cost	Markup	Markup Cost	Allocation	Total Charged
Contains	Contains	Equals	Equals	Equals	Equals	Equals
1017433	Labor	\$129.04	33	\$42.70	100	\$172.29
1091863	Labor	\$97.16	33	\$32.06	100	\$129.22
1080319	Materials	\$2.07	20	\$4.1	100	\$2.49

Items per page: 10 1 - 3 of 3 items 1 of 1 pages

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DIRECTIONS:

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To view **Parts** related information:

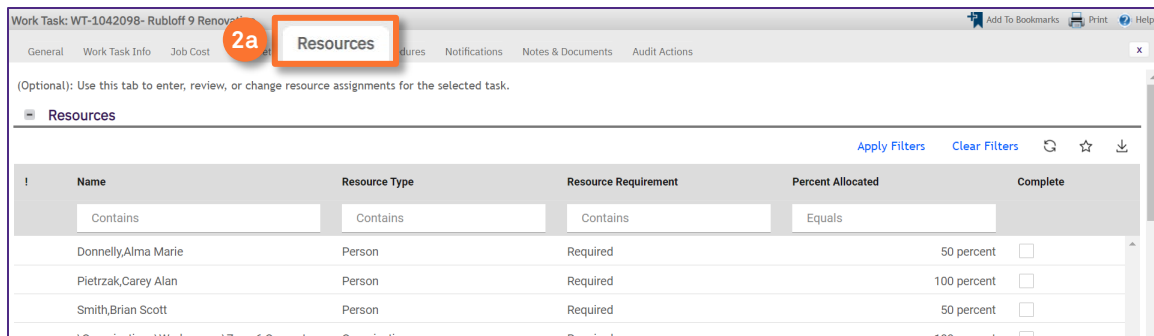
2a

Navigate to the **Resources** tab.

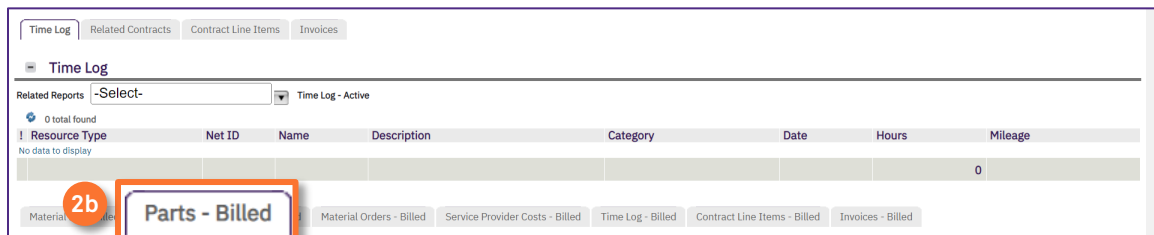
Scroll to the bottom of the page:

2b

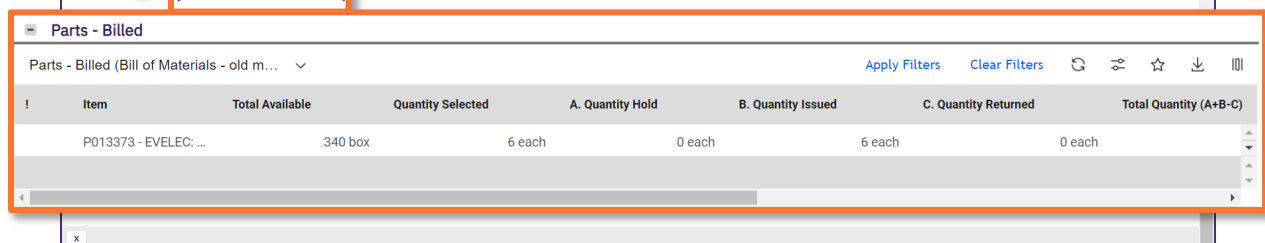
Click on the **Parts-Billed** tab.



Name	Resource Type	Resource Requirement	Percent Allocated	Complete
Donnelly,Alma Marie	Person	Required	50 percent	<input type="checkbox"/>
Pietrzak,Carey Alan	Person	Required	100 percent	<input type="checkbox"/>
Smith,Brian Scott	Person	Required	50 percent	<input type="checkbox"/>

Resource Type	Net ID	Name	Description	Category	Date	Hours	Mileage
No data to display							



Item	Total Available	Quantity Selected	A. Quantity Hold	B. Quantity Issued	C. Quantity Returned	Total Quantity (A+B-C)
P013373 - EVELEC: ...	340 box	6 each	0 each	6 each	0 each	

▼ 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:

3 To view **Labor** related information:

3 Click on the **Time Log-Billed** tab.

Resource Type	Net ID	Name	Description	Category	Date	Hours	Job Cost Process Date
Person	ala350	Donnelly,Alma Marie	RUBLOFF 9, New sig...	Straight Time	03/12/2020	2 hours	04/23/2020
Person	ala350	Donnelly,Alma Marie	Signs prepped for in...	Straight Time	06/19/2020	1.5 hours	06/22/2020
						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.

4 To view **Invoice** related information:

4 Click on the **Invoices Billed** tab.

Invoice ID	Line Item ID	Line Number	Name	Expenditure Type	Total	Status	Invoice Name
No data to display							

▼ 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