



# JOB COST SUMMARY AND DETAIL REPORT

Provides guidance for accessing and searching the Job Cost Summary and Detail Report.

### ▶ GETTING STARTED

The Job Aid begins on the **Tasks** tab.

### DIRECTIONS:

1

From the **Tasks** Tab, locate the **Job Cost User Reports** section on the right side of the screen:

1

Click on the **Job Cost Summary and Detail Report** link.

Northwestern | FACILITIES CONNECT

Welcome, Northwestern Wildcat | Sign Out | About

Company Project

Home Requests Projects Tasks Maintenance Inventory Portfolio

Home > Tasks

Open In New Window Add to Bookmarks My Bookmarks

Reminders - Tasks

My Active Tasks

I	Task ID	Task Name	Request ID	Request Class	Task Priority	Requested By	Building	Floor	Work Location
	WT-1027573	WT-1027573 - Routine, Cahn Auditorium, Electrical Outlet	SR-1000064	Electrical Outlet	Routine	Stoerber, Jennifer Ann	Cahn Auditorium	01	00108
	WT-1027890	WT-1027890 - Routine, McColloch Hall, Leak	CC-1000158	Leak	Routine	Ridge, Matthew	Allison Hall		Allison Hall
	WT-1027893	WT-1027893 - Important, Cahn Auditorium, Broken Glass	CC-1000160	Broken Glass	Emergency	Ridge, Matthew	Cahn Auditorium	01	00106
	WT-1027912	WT-1027912 - Emergency, 2020 Ridge, Gas Alarm	SR-1000178	Gas Alarm	Emergency	Reiter, Scott Russell	2020 Ridge	04	00413
	WT-1027915	WT-1027915 - Urgent, 2020 Ridge, Room Too Cold	SR-1000181	Room Too Cold	Urgent	Ridge, Matthew	2020 Ridge	04	00413
	WT-1027963	WT-1027963 - Capital Project, Landscape		Landscape	Capital Project		2020 Ridge	01	00100
	WT-1027973	WT-1027973 - Replace flooring		Floor Repair	Capital Project		105 W. Adams	16	01600G
	WT-1028062	WT-1028062 - Maintenance Project, 2020 Ridge, Estimate Request	SR-1000308	Estimate Request	Maintenance Project	Campos, CJ	2020 Ridge	04	00400
	WT-1028124	WT-1028124 - Urgent, Ryan Field, Room Too Cold	SR-1000380	Room Too Cold	Urgent	Ridge, Matthew	Ryan Field	01	E165
	WT-1028155	WT-1028155 - Emergency, Lurie Resear, Lab Equipment Alarm	SR-1000409	Lab Equipment	Emergency	Ridge, Matthew	Lurie Resear	09	09101

Job Cost Facilities Reports

- Billed Labor Detail Report
- Incurred Labor Detail Report
- Project Costing Audit Report
- Revenue Analysis for Capital Projects
- Revenue Analysis of Work Task Job Cost
- Work Order Audit Report

Job Cost User Reports

- Job Cost Summary and Detail Report - Summ...**

OBM Reports

- Daily Work Orders Report
- EVCUST and CHCUST Open Work Orders Repo
- Time Entries Pending Approval

2

Upon clicking, the **Job Cost Summary and Detail Report – Summarized** will appear.

Northwestern | FACILITIES CONNECT

Welcome, Northwestern Wildcat | Sign Out | About

Company Project

Home Requests Projects Tasks Maintenance Inventory Portfolio

Home > Tasks > Job Cost Summary and Detail Report - Summarized

Open In New Window Add to Bookmarks My Bookmarks

Export 1676 total found Apply Filters Clear Filters

Task ID	Request Location	Requested By	Request Description	Request Class	Responsible Organ	Responsible Pers	Transaction Date	Fund	Department ID	Project ID	Activity ID	Account C
1027472	Wheeler, Mark-1094006	Wheeler, Mark-1094006	DEFAULT - Work Task Template - Corrective Maintenance-Return Space	Return Space	DEFAULT Workgroup (for Default Service Plans)		After		Conts	Conts	Conts	Conts
1027473	Wheeler, Mark-1094006	Wheeler, Mark-1094006	DEFAULT - Work Task Template - Corrective Maintenance-Add Space	Add Space	DEFAULT Workgroup (for Default Service Plans)							
1027474	Olesen, Madeline-1098253	Olesen, Madeline-1098253	DEFAULT - Work Task Template - Corrective Maintenance-Add Space	Add Space	DEFAULT Workgroup (for Default Service Plans)							



# JOB COST SUMMARY AND DETAIL REPORT

## DIRECTIONS:

**2** Continued.

**2a** Utilize the sort and searching features to locate the **Work Task** you wish to view.

Task ID	Request Location	Requested By	Task Name	Request Description	Request Class	Responsible Organization	Responsible Person	Transaction Date	Fund Code	Department ID	Project ID	Activity ID
1027472		Mark 1094606	Template - Corrective Maintenance-Return Space		Return Space	Workgroup (for Default Service Plans)						
1027473		Wheeler, Mark 1094606	DEFAULT - Work Task Template - Corrective Maintenance-Add Space		Add Space	DEFAULT Workgroup (for Default Service Plans)						
1027474		Oklesen, Madeline 1098253	DEFAULT - Work Task Template - Corrective Maintenance-Add Space		Add Space	DEFAULT Workgroup (for Default Service Plans)						

### INFORMATION

The list's default sort setting is in descending order (i.e. newest first). Clicking on the **column header** changes sorting to ascending order (i.e. oldest first). Clicking the **column header** a second time returns to the default setting.

**2b** Click on the **Work Task** you wish to view.

Task ID	Request Location	Requested By	Task Name	Request Description	Request Class	Responsible Organization	Responsible Person	Transaction Date	Fund Code	Department ID	Project ID	Activity ID	Account Code	Cost Source	Total Charged
WT-1027536	Locations\Evanston Campus\2020 Ridge\01.00146	Menarek, John-jmk6742	WT-1027536 - Routine, 2020 Ridge, Ceiling Tile	INSTALL CEILING TILE	Ceiling Tile	Central Carpenter		12/13/2019	110	1860250			76026	Labor	\$8
WT-1027550	Locations\Evanston Campus\2020 Ridge\02.00250	Matthew, mrx2009	WT-1027550 - Routine, 2020 Ridge, Furniture & Appliances Other	Please order Jennifer a new desk chair.	Furniture & Appliances Other	Central Carpenter									
WT-1027579	Locations\Evanston Campus\2020 Ridge\04.00475	Stoerber, Jennifer-jm1095235	WT-1027579 - Urgent, 2020 Ridge, Broken Key/Lock	Test UAT.153	Broken Key/Lock	Central Locksmith									

### TIP & TRICKS

Layering filters will only search within the parameters of the previous results. Use the **Clear Filters** button before conducting new searches.