WORK ORDER AUDIT REPORT – REVIEW FOR JOB COST

Provides guidance on how the Work Order Audit Report is used to validate data for Job Cost.

DIRECTIONS:

1 FMFA generates a Bi-weekly Work Task Audit Report twice a week for the Customer Service and Preventive Maintenance teams to review and make necessary corrections to ensure data on WT is accurate for Job Cost.

FMFA uses the Work Order Audit Report in FC as the source data for the audit.
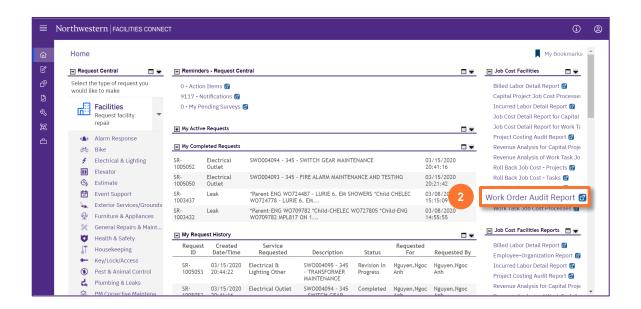
Below is a list of example audit items that the audit report detects:

a) Missing Workgroup

b) Missing Building Name

c) Missing Request Class

d) Missing Billing Type

e) Missing Chartstring

f) Missing Revenue Code

g) Fund 812/820 Missing FC Project ID

h) Family Institute Billing Type should be Building

i) Rev Code is Not Valid

j) Frat/Sorority Billing Type should be Building

k) Rev Code 53504 can only be used for Athletics

l) Intra-FM can only use Rev Code 53595

2 From the **Facilities Connect Home Screen:**
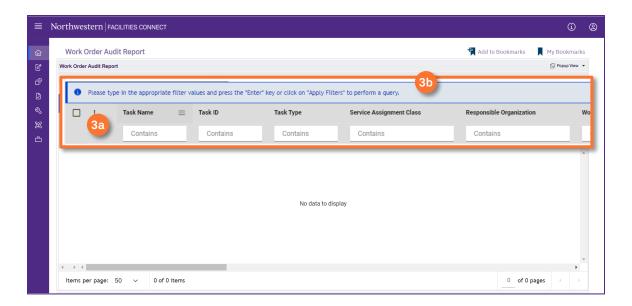
2 Click on **Work Order Audit Report**.

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DIRECTIONS:

3   Upon clicking, the **Work Order Audit Report** will open. Because of the size of the report, the default view will be blank.

3a   Enter criteria in any of the search fields beneath each of the column headers.

3b   Press **Enter** to pull up Work Task information to review or make corrections.

4   To Export report to Excel:

4   Click on **Export** icon.