# JOB COST: OVERRULE BILLING TYPE

Provides guidance for using the Overrule billing option to overrule the Expense Account Charge. This will allow you to include building, intra-FM, and non-building charges on a single Work Task.

**DIRECTIONS:**

**1** From the **Tasks** tab, locate and open the **Work Task Record**:

**1** Click on the **Job Cost** tab.



**2** Scroll down to the **Job Cost Billing** section,

**2a** Tap the **Billing Type** drop down menu.

**2b** Scroll down and select the **Overrule** option.



**▼ IMPORTANT**

DO NOT use the **Projects** code under Overrule Billing Type. For instructions on how to use Project billing codes, **see** job guide **Creating a New Project** (Project Manager & Financial Supervisors).

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**DIRECTIONS:**

**3** Look above to the **Work Task Billing Allocations** section:

**3** Click on the first **Chart String** in the list.



**4** Upon clicking, the **Work Task Billing Allocation** pop out window will open:

**4a** Tap on the Overrule Billing Type drop down menu.

**4b** Select the Proper Billing Type.

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**DIRECTIONS:**

**4** Upon clicking, the **Work Task Billing Allocation** pop out window will open:

**4c** Check the Overrule Expense Account box.



**4d** Tap the magnifying glass to search for the correct Overrule Expense Account number.



| Name | Description | Chartstring Type | Status |
|---|---|---|---|
| 75610 | Internal-Physical Plant Svcs | FMCS | Active |
| 75610 | Internal-Physical Plant Svcs | LCS | Active |

**Non-Building: 75610**

**Intra-FM: 75907**

**▼ IMPORTANT**

If you are choosing the "**Building**" Overrule Billing Type, DO NOT check the Overrule Expense Account box in Step 4c. Once you have selected the "Building" Overrule Billing Type, the Overrule Expense Account will autofill with the corresponding Shop Expense Account during the Job Cost Process. The Revenue Account code will also auto-populate in the debit chart string in the job cost record.

**▼ INFORMATION**

If you have an Opt Out Fraternity or Sorority that uses fund code 720, select the Overrule Billing Type of **Building** but Overrule Expense Account code **75610**.

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**DIRECTIONS:**

**4** Upon clicking, the **Work Task Billing Allocation** pop out window will open:

**4e** Confirm that the **Revenue Account Code** is correct.



**Non-Building: 53506**

**Intra-FM: 53595**

**Building: confirm** it matches the corresponding building code.

**4f** When you are done editing the Chart String, click **Save & Close**.

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**DIRECTIONS:**

**5** Complete Step 4 for every Chart String in the Work Task Billing Allocations section:

**5** Click each **Chart String** to edit the record.



**6** Once you have made all the edits on the Work Task:

**6** Click the **Save & Close** button to complete the adjustment.