

JOB COST: OVERRULE BILLING TYPE

Provides guidance for using the Override billing option to override 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.

Work Task: WT-1043461-WT-1043461 - Utilities Locates for JULIE

General Work Task Info **Job Cost** Work Details Resources Procedures Notifications Notes & Documents Audit Actions Supervisor Complete Hold Save Save & Close More x

(Required): Use this tab to enter, review, or change basic information about the task.

General

Task ID: WT-1043461 Status: Active

Task Name: WT-1043461 - Utilities Locates for JULIE Assignment Status: Assigned

Description: SW0002192 - LOCATE UTILITIES FOR JULIE.

Task Reissue Reason

Currency: US Dollars

Details

Task Type: Corrective Task Priority: Medium

Request Class: Intra-FM Charge PM Schedule Service Class: Facilities

Primary Work Location: \Locations\Evanston Campus\Technological Instit Building Address: 2145 Sheridan Rd

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

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

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

Work Task: WT-1043461-WT-1043461 - Utilities Locates for JULIE

General Work Task Info Job Cost Work Details Resources Procedures Notifications Notes & Documents Audit Actions Supervisor Complete Hold Save Save & Close More x

Work Task Billing Allocations

ID	Name	Description	Chart String	Revenue Account Code	Base Percent	Job Cost Percent	Chart String Status
1018635			160-1731000	53506	0	33.4	Active
1018636			160-1804300	53595	0	33.3	Active
1018637			160-1804600	53595	0	33.3	Active

Job Cost Billing

Billing Type: **Override** Billing Status: Active

Job Cost

Intra-FM

No Charge

Capital Proj Assistance

Override

Projects

ID	Markup	Allocation	Total Charged	Debit Chart String	Credit Chart String	Transaction Date	Billing Date	Job Cost Batch ID	Job Cost Batch Run By	Status

IMPORTANT

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

JOB COST: OVERRULE BILLING TYPE

DIRECTIONS:

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

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

ID	Name	Description	Account Code	Base Percent	Job Cost Percent	Chart String Status
1018635	Contains	Contains		Equals	Equals	Contains
1018635			160-1731000	0	33.4	Active
1018636			160-1804300	0	33.3	Active
1018637			160-1804600	0	33.3	Active
					100	

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

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

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

Work Task Billing Allocation: 1018635

Save Save & Close More x

General

ID 1018635 Status Active

Name Description

* Chartstring 160-1731000 Chart String Status Active

* Allocation Percent 33.4 * Revenue Account Code 53506

Override Billing

* **Override Billing Type** [Dropdown Menu]

Override Expense Account?

Building

4b Non-Building

Intra-FM

Capital Proj Assistance

JOB COST: OVERRULE BILLING TYPE

DIRECTIONS:

4

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

4c Check the Overrule Expense Account box.

Work Task Billing Allocation: 1018635

Save Save & Close More x

Print Help

General

ID 1018635 Status Active

Name Description

* Chartstring 160-1731000 * Chart String Status Active

* Allocation Percent 33.4 * Revenue Account Code 53506

Overrule Billing

* Overrule Billing Type Non-Building

* Overrule Expense Account

Save Save & Close More x

4c **Overrule Expense Account?**

4d

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

Work Task Billing Allocation: 1018635

Save Save & Close More x

Print Help

General

ID 1018635 Status Active

Name Description

* Chartstring 160-1731000 * Chart String Status Active

* Allocation Percent 33.4 * Revenue Account Code 53506

Overrule Billing

* Overrule Expense Account Overrule Expense Account?

Save Save & Close

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

4d

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**.

JOB COST: OVERRULE BILLING TYPE

DIRECTIONS:

4

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

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

Work Task Billing Allocation: 1018635

Print Help

Save Save & Close More x

General

ID 1018635 Status Active

Name Description

* Chartstring 160-1731000 Chart String Status Active

* Allocation Percent 33.4 * Revenue Account Code 53506

Overrule Billing

* Overrule Billing Type Non-Building Overrule Expense Account?

* Overrule Expense Account 75610

Save Save & Close More x

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**.

Work Task Billing Allocation: 1018635

Print Help

4f Save & Close x

General

ID 1018635 Status Active

Name Description

* Chartstring 160-1731000 Chart String Status Active

* Allocation Percent 33.4 * Revenue Account Code 53506

Overrule Billing

* Overrule Billing Type Non-Building Overrule Expense Account?

* Overrule Expense Account 75610

Save Save & Close More x

JOB COST: OVERRULE BILLING TYPE

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.

Work Task: WT-1043461-WT-1043461 - Utilities Locates for JULIE

General Work Task Info Job Cost Work Details Resources Procedures Notifications Notes & Documents Audit Actions Supervisor Complete Hold Save Save & Close More x

Work Task Billing Allocations Add Remove

Export 3 total found Apply Filters Clear Filters

ID	Name	Description	Chart String	Account Code	Base Percent	Job Cost Percent	Chart String Status
	Contains	Contains	Contains		Equals	Equals	Contains
<input type="checkbox"/>	1018635		160-1731000			0	33.4 Active
<input type="checkbox"/>	1018636		160-1804300			0	33.3 Active
<input type="checkbox"/>	1018637		160-1804600			0	33.3 Active
							100

Job Cost Billing

• Billing Type Overrule • Billing Status Active

Job Cost Detail Add

1 / 75 Export 750 total found Apply Filters Clear Filters Show: 10

ID	Cost Source	Original Cost	Markup	Markup Cost	Allocation	Total Charged	Debit Chart String	Credit Chart String	Transaction Date	Billing Date	Job Cost Batch ID	Job Cost Batch	Status
<input type="checkbox"/>													

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

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

Work Task: WT-1043461-WT-1043461 - Utilities Locates for JULIE

General Work Task Info Job Cost Work Details Resources Procedures Notifications Notes & Documents Audit Actions Supervisor Complete Save Save & Close More x

Work Task Billing Allocations Add Remove

Export 3 total found Apply Filters Clear Filters

ID	Name	Description	Chart String	Revenue Account Code	Base Percent	Job Cost Percent	Chart String Status
	Contains	Contains	Contains	Contains	Equals	Equals	Contains
<input type="checkbox"/>	1018635		160-1731000	53506		0	33.4 Active
<input type="checkbox"/>	1018636		160-1804300	53595		0	33.3 Active
<input type="checkbox"/>	1018637		160-1804600	53595		0	33.3 Active
							100

Job Cost Billing

• Billing Type Overrule • Billing Status Active

Job Cost Detail Add

1 / 75 Export 750 total found Apply Filters Clear Filters Show: 10

ID	Cost Source	Original Cost	Markup	Markup Cost	Allocation	Total Charged	Debit Chart String	Credit Chart String	Transaction Date	Billing Date	Job Cost Batch ID	Job Cost Batch	Status
<input type="checkbox"/>													