BILLED STATUS: UPDATE WORK TASK OR BATCH

Provides guidance on how to run work task job cost process

DIRECTIONS:

1 From the **Facilities Connect Home Screen**:

1 Click on **Job Cost Detail Report for Work Tasks.**

2 Upon clicking, the **Job Cost Detail Report for Work Tasks** displays:

2a Enter the Task ID in the **Task ID Contains** text box and press **Enter.**

2b To search by batch, enter **Batch ID** and press **Enter.**

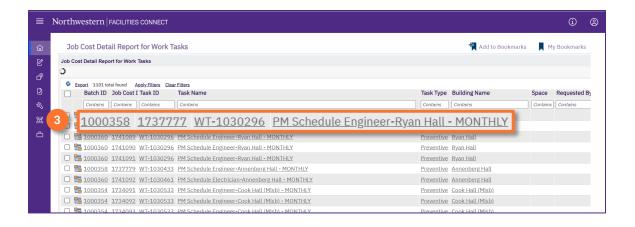# BILLED STATUS: UPDATE WORK TASK OR BATCH

DIRECTIONS:

3

Once you have located the desired Work Task,

3 Click on the **Task ID**.

4

Upon clicking, the **Job Cost record** opens in a new window.

Review the Job Cost record and edit as needed.

4a Click on **Billed.**

4b Click on the **X** to close the window.

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DIRECTIONS:

5 Back on the **Job Cost Detail Report for Work Tasks**,

5a Click on select all check mark for the **Batch ID**.

5b Then click on **Update Selected As Billed** to update the batch to the Billed Status.