

# 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**.

The screenshot shows the 'Home' page of the Northwestern Facilities Connect system. The 'Job Cost Facilities' section is expanded, and the 'Job Cost Detail Report for Work Tasks' link is highlighted with a red box and a '1' callout. The page displays various request categories, active requests, and completed requests.

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**.

The screenshot shows the 'Job Cost Detail Report for Work Tasks' page. The 'Batch ID' and 'Task ID' search boxes are highlighted with red boxes and callouts '2b' and '2a' respectively. The page displays a table of work tasks with columns for Request ID, Name, Task Type, Building Name, Space, and Requested By.

Request ID	Name	Task Type	Building Name	Space	Requested By
1000358	1737777 WT-1030296 PM Schedule Engineer-Ryan Hall - MONTHLY	Preventive	Ryan Hall		
1000358	1737778 WT-1030296 PM Schedule Engineer-Ryan Hall - MONTHLY	Preventive	Ryan Hall		
1000360	1741089 WT-1030296 PM Schedule Engineer-Ryan Hall - MONTHLY	Preventive	Ryan Hall		
1000360	1741090 WT-1030296 PM Schedule Engineer-Ryan Hall - MONTHLY	Preventive	Ryan Hall		
1000360	1741091 WT-1030296 PM Schedule Engineer-Ryan Hall - MONTHLY	Preventive	Ryan Hall		
1000358	1737779 WT-1030433 PM Schedule Engineer-Annenberg Hall - MONTHLY	Preventive	Annenberg Hall		
1000360	1741092 WT-1030461 PM Schedule Electrician-Annenberg Hall - MONTHLY	Preventive	Annenberg Hall		
1000354	1734091 WT-1030533 PM Schedule Engineer-Cook Hall (Mlsb) - MONTHLY	Preventive	Cook Hall (Mlsb)		
1000354	1734092 WT-1030533 PM Schedule Engineer-Cook Hall (Mlsb) - MONTHLY	Preventive	Cook Hall (Mlsb)		
1000354	1734093 WT-1030533 PM Schedule Engineer-Cook Hall (Mlsb) - MONTHLY	Preventive	Cook Hall (Mlsb)		

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## DIRECTIONS:

3 Once you have located the desired Work Task,

3 Click on the **Task ID**.

Batch ID	Job Cost ID	Task ID	Task Name	Task Type	Building Name	Space	Requested By
1000358	1737777	WT-1030296	PM Schedule Engineer-Ryan Hall - MONTHLY	Preventive	Ryan Hall		
1000360	1741089	WT-1030296	PM Schedule Engineer-Ryan Hall - MONTHLY	Preventive	Ryan Hall		
1000360	1741090	WT-1030296	PM Schedule Engineer-Ryan Hall - MONTHLY	Preventive	Ryan Hall		
1000360	1741091	WT-1030296	PM Schedule Engineer-Ryan Hall - MONTHLY	Preventive	Ryan Hall		
1000358	1737779	WT-1030433	PM Schedule Engineer-Annenberg Hall - MONTHLY	Preventive	Annenberg Hall		
1000360	1741092	WT-1030461	PM Schedule Electrician-Annenberg Hall - MONTHLY	Preventive	Annenberg Hall		
1000354	1734091	WT-1030533	PM Schedule Engineer-Cook Hall (Mlsb) - MONTHLY	Preventive	Cook Hall (Mlsb)		
1000354	1734092	WT-1030533	PM Schedule Engineer-Cook Hall (Mlsb) - MONTHLY	Preventive	Cook Hall (Mlsb)		
1000354	1734093	WT-1030533	PM Schedule Engineer-Cook Hall (Mlsb) - MONTHLY	Preventive	Cook Hall (Mlsb)		

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.

Job Cost: 1737777

General Notes & Documents

(General): Required

General

ID: 1737777 Status: Pending Billing

Cost Source: Labor Billing Type: Building

Debit Chart String: 110-1860800-76007 Credit Chart String: 160-1805100-53502

Original Cost: \$36.54 Markup Percent: 33

Markup Cost: \$12.06 Allocation Percent: 100

Total Charged: \$48.60

Modified Date/Time: 02/16/2022 15:50:20

Created Date/Time: 12/07/2021 04:00:33

Work Task

Task ID	Task Name	Task Status
WT-1030296	PM Schedule Engineer-Ryan Hall - MONTHLY	Active

Items per page: 10 1 - 1 of 1 items 1 of 1 pages

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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.

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Job Cost Detail Report for Work Tasks

Batch ID

Job Cost ID	Task ID	Task Name	Task Type	Building Name	Space	Requested B
1000358	1737777	WT-1030296	PM Schedule Engineer-Ryan Hall - MONTHLY	Ryan Hall		
1000358	1737778	WT-1030296	PM Schedule Engineer-Ryan Hall - MONTHLY	Ryan Hall		
1000360	1741089	WT-1030296	PM Schedule Engineer-Ryan Hall - MONTHLY	Ryan Hall		
1000360	1741090	WT-1030296	PM Schedule Engineer-Ryan Hall - MONTHLY	Ryan Hall		
1000360	1741091	WT-1030296	PM Schedule Engineer-Ryan Hall - MONTHLY	Ryan Hall		
1000358	1737779	WT-1030433	PM Schedule Engineer-Annenberg Hall - MONTHLY	Annenberg Hall		
1000360	1741092	WT-1030461	PM Schedule Electrician-Annenberg Hall - MONTHLY	Annenberg Hall		
1000354	1734091	WT-1030533	PM Schedule Engineer-Cook Hall (Misb) - MONTHLY	Cook Hall (Misb)		
1000354	1734092	WT-1030533	PM Schedule Engineer-Cook Hall (Misb) - MONTHLY	Cook Hall (Misb)		
1000354	1734093	WT-1030533	PM Schedule Engineer-Cook Hall (Misb) - MONTHLY	Cook Hall (Misb)		
1000354	1734094	WT-1030533	PM Schedule Engineer-Cook Hall (Misb) - MONTHLY	Cook Hall (Misb)		
1000356	1736170	WT-1030533	PM Schedule Engineer-Cook Hall (Misb) - MONTHLY	Cook Hall (Misb)		
1000358	1737780	WT-1030533	PM Schedule Engineer-Cook Hall (Misb) - MONTHLY	Cook Hall (Misb)		
1000358	1737781	WT-1030533	PM Schedule Engineer-Cook Hall (Misb) - MONTHLY	Cook Hall (Misb)		

Update Selected As Billed