

# CREATE JOB COST DETAIL ENTRY

Provides guidance on how to create a manual Job Cost entry in Facilities Connect.

## DIRECTIONS:

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

1 Click on **Tasks** section.

Request ID	Request Classification	Description	Created Date/Time	Requested For	Requested By
SR-1005053	Electrical & Lighting Other	SW0004095 - 345 - TRANSFORMER MAINTENANCE	03/15/2020 20:44:22	Nguyen,Ngoc Anh	Nguyen,Ngoc Anh
SR-1004704	Pressurization/Air Flow Issue	SW0002715 - ASSIST CHELEEC WITH VFD MAINTENANCE	03/13/2020 10:10:05	Nguyen,Ngoc Anh	Nguyen,Ngoc Anh
SR-1000162	General Repairs & Maintenance Other	WO720170-AHU-1 VFD HEAT SINK OVER TEMP ALARM	02/19/2020 09:20:38	Nguyen,Ngoc Anh	Nguyen,Ngoc Anh

2 Upon clicking, the **Tasks** Screen will open:

2 Click on the **All Tasks** report.

Task ID	Task Name	Task Description	Task Type	Request Class	Task Priority	Building Name	Work Loc
WT-1050295	WT-1050295 - Scheduled Work, 345 East Superior, PM Corrective Maintenance		PM Corrective Maintenance	Scheduled Work	Scheduled	Zier,Kathleen Lynn	345 East Superior
WT-1050329	WT-1050329 - Scheduled Work, Morton Medical Resea, PM Corrective Maintenance		PM Corrective Maintenance	Scheduled Work	Scheduled	Zier,Kathleen Lynn	Morton Medical Resea
WT-1050332	WT-1050332 - Scheduled Work, Lurie Resear, PM Corrective		PM Corrective Maintenance	Scheduled Work	Scheduled	Zier,Kathleen Lynn	Lurie Resear

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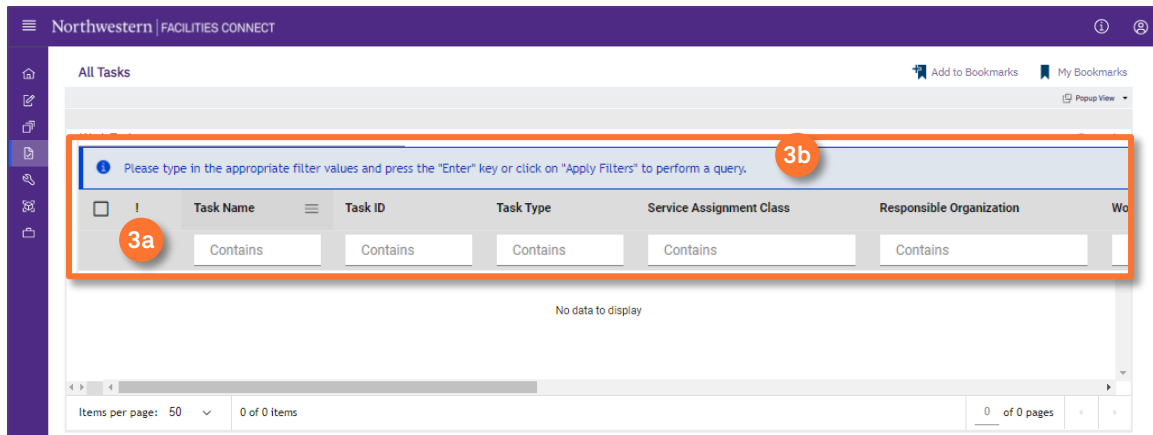
### DIRECTIONS:

3

Upon clicking, the **All Tasks** screen 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.

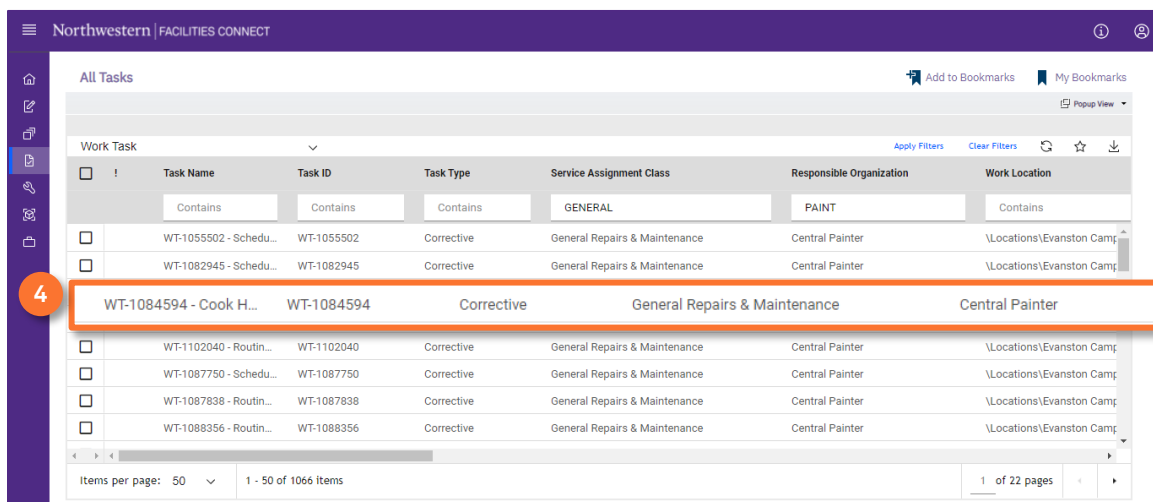
3b Initiate the search by pressing the **Enter** key.



4

Once you locate the appropriate **Work Task**:

4 Click on the **Task Name** to open.



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## DIRECTIONS:

5 Upon clicking, the **Work Task Record** window will open:

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

The screenshot shows the 'Work Task Record' window for task ID WT-1084594. The 'Job Cost' tab is highlighted in the top navigation bar. The 'General' section contains the following information:

- Task ID: WT-1084594
- Status: Active
- Task Name: WT-1084594 - Cook Hall signage frame ordered and installed outside Cook Hall Room 2019
- Assignment Status: Assigned
- Description: This is a request to have a signage frame ordered and installed outside Cook Hall Room 2019. I have attached an example of the frame. Please let me know if you have any questions. Thanks! Best, Mimi Givens, Program Assistant, Materials Science and Engineering Dept.
- Task Release Reason: (None)
- Currency: US Dollars

The 'Details' section contains the following information:

- Task Type: Corrective
- Task Priority: Scheduled Work
- Request Class: Interior Signage New/Replace
- Service Class: General Repairs & Maintenance
- Building ID: 8786
- Primary Work Location: \Locations\Evanston Campus\Cook Hall (Mlsb)\02\02019A
- Building Address: 2220 Campus Dr
- Geography Lookup: (None)
- Building Name: Cook Hall (Mlsb)
- Customer Organization: \Organizations\Northwestern\PROVOST\MCC\MCC\_ACAD\_DEPTS\MCC\_MSE\MCC\_MSE6\4735000
- Building Primary Use: Education
- Preferred Access Time: Anytime

6 Scroll down to the **Job Cost Detail** section:

6 Click on the **Add** button.

The screenshot shows the 'Work Task Record' window with the 'Job Cost' tab selected. The 'Job Cost Detail' section is visible, showing a table with one item:

ID	Name	Description	Chart String	Revenue Account Code	Base Percent
1071935	Mimi Givens Progra...	Request for Signage...	171-4735000-10005566-01	53506	

Below the table, the 'Job Cost Billing' section is visible, showing a 'Billing Status' dropdown set to 'Active'. The 'Job Cost Detail' section is highlighted, and the 'Add' button is circled in red.

The 'Job Cost Detail' table below shows the following data:

ID	Cost Source	Original Cost	Markup	Markup Cost	Allocation	Total Charged	Debit Chart String
1718943	Labor	\$130.43	33	\$43.04	100	\$173.47	171-4735000-
1718944	Labor	\$130.43	33	\$43.04	100	\$173.47	171-4735000-



# CREATE JOB COST DETAIL ENTRY

## DIRECTIONS:

7 Upon clicking, **Job Cost** pop out window will open.

Complete all required fields:

7a Cost Source

7d Credit Chart String

7b Debit Chart String

7e Allocation Percent

7c Original Cost

The screenshot shows the 'Job Cost' pop-out window with the following fields highlighted:

- 7a: Cost Source (dropdown menu)
- 7b: Debit Chart String (text input)
- 7c: Original Cost (text input with a dollar sign)
- 7d: Credit Chart String (text input)
- 7e: Allocation Percent (text input)

Other visible fields include Billing Type (Non-Building), Markup, and Allocation Percent (Non-Building). The window also shows 'Modified Date/Time' and 'Created Date/Time' as 03/04/2022 16:43:48.

Once you have completed all fields:

7f Click the **Create Draft** button.

The screenshot shows the 'Job Cost' pop-out window with the following fields filled out:

- 7f: Create Draft button (highlighted)
- Cost Source: Labor
- Debit Chart String: 011-1366050
- Original Cost: \$75.00
- Markup Cost: 5.00
- Total Charged: 5.00
- Billing Type: Non-Building
- Credit Chart String: 011-1366050-75610
- Markup Percent: 0
- Allocation Percent: Non-Building

The window also shows 'Modified Date/Time' and 'Created Date/Time' as 03/04/2022 16:43:48.

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## DIRECTIONS:

8 If needed, click on the **Notes & Documents** tab:

8a Click the **Add** button to enter any comments about the Job Cost report.

Job Cost: 1747388

General Notes & Documents Save & Close Save Pending Billing More x

(Optional): Reference related documents or review comments to the record.

**8a** Add Remove

Apply Filters Clear Filters

<input type="checkbox"/>	!	Comment Type	Created By	Reference Date	Comment
No data to display					

Items per page: 10 0 of 0 items 1 of 1 pages

Related Documents Find Remove Upload

Apply Filters Clear Filters

<input type="checkbox"/>	!	Document Name	Document Description
No data to display			

A new **Comment** window will open:

8b Click **Create** to save the Comment. This will close the comment window.

Comment: Print Help

(Required): Details for this Comment Record.

**8b** Create x

**Details**

Comment Type Conversation Comment Reference

Created By Nguyen,Ngoc Anh

\* Reference Date 03/04/2022

\* Comment RUNNING LABOR COSTS AT REQUEST OF SUPERVISOR

Photo

# CREATE JOB COST DETAIL ENTRY

## DIRECTIONS:

9

From the **Job Cost** window:

9

Click the **Pending Billing** button to complete the Draft.

Job Cost: 1747388

General Notes & Documents

(General): Required

**General**

ID	1747388	Status	Draft
* Cost Source	Labor	Billing Type	Non-Building
* Debit Chart String	011-1366050	* Credit Chart String	011-1366050-75610
* Original Cost	\$75.00	Markup Percent	0
Markup Cost	5.00	* Allocation Percent	100
Total Charged	\$75.00		

Modified Date/Time 03/04/2022 16:55:01  
Created Date/Time 03/04/2022 16:43:48

10

To close the **Job Cost** window:

10

Click the **X** button.

Job Cost: 1747388

General Notes & Documents

(General): Required

**General**

ID	1747388	Status	Pending Billing
* Cost Source	Labor	Billing Type	Non-Building
* Debit Chart String	011-1366050	* Credit Chart String	011-1366050-75610
* Original Cost	\$75.00	Markup Percent	0
Markup Cost	5.00	* Allocation Percent	100
Total Charged	\$75.00		

Modified Date/Time 03/04/2022 17:00:37  
Created Date/Time 03/04/2022 16:43:48

# CREATE JOB COST DETAIL ENTRY

## DIRECTIONS:

**11** From the **Work Task** window:

**11** Click the **Save & Close** button.

Work Task: WT-1084594-WT-1084594 - Cook Hall signage frame ordered and installed outside Cook Hall Room 2019

General Work Task Info Job Cost Work Details Resources Procedures Notifications Notes & Documents Audit Actions Complete

(Optional): Use this tab to enter, review, or change Job Cost information for this Task

**11** **Save & Close**

**Cost Summary**

Total Time Log Cost	\$260.85	US Dollars	Total Invoice - Submitted	\$5.00	US Dollars
Total Material List Cost	\$5.00	US Dollars	Total Invoice - Paid	\$5.00	US Dollars
Total Inventory Consumable Cost	\$5.00	US Dollars	Total Material Order Cost	\$5.00	US Dollars
Total Inventory Assignable Cost	\$5.00	US Dollars			
Total PCard Line Item Cost	\$5.00	US Dollars			
Total PO Line Item Cost	\$5.00	US Dollars			
Total Service Provider Cost	\$5.00	US Dollars			
<b>Total Cost</b>	<b>\$260.85</b>	<b>US Dollars</b>			

**Work Task Billing Allocations** Add Remove

Apply Filters Clear Filters

ID	Name	Description	Chart String	Revenue Account Code	Base Percent	Job Cost Percent
1071935	Mimi Givens Progra...	Request for Signage...	171-4735000-10005566-01	53506		100

1 - 1 of 1 items

**Job Cost Billing**

Billing Type: Non-Building Billing Status: Active

**Job Cost Detail** Add

Apply Filters Clear Filters

ID	Cost Source	Original Cost	Markup	Markup Cost	Allocation	Total Charged	Debit Chart String
1718943	Labor	\$130.43	33	\$43.04	100	\$173.47	171-4735000-10005566-01-75610
1718944	Labor	\$130.43	33	\$43.04	100	\$173.47	171-4735000-10005566-01-75610
1747388	Labor	\$75.00	0	\$0.00	100	\$75.00	011-1366050

Items per page: 10 1 - 3 of 3 items 1 of 1 pages

**11** **Save & Close**