

JOB COST FOR CAPITAL PROJECT TASKS

Provides guidance on how to run Work Task Job Cost process in Facilities Connect.

DIRECTIONS:

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

1 Click on **Job Cost Detail Report for Capital Projects**.

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Home

Request Central

Reminders - Request Central

Job Cost Facilities

My Active Requests

My Completed Requests

My Request History

Job Cost Facilities Reports

Job Cost Detail Report for Capital Projects

Request ID	Created Date/Time	Service Requested	Description	Status	Requested For	Requested By
SR-1005052	03/15/2020 20:41:16	Electrical Outlet	SW0004094 - 345 - SWITCH GEAR MAINTENANCE	Revision In Progress	Nguyen,Ngoc Anh	Nguyen,Ngoc Anh
SR-1005050	03/15/2020 20:21:42	Electrical Outlet	SW0004093 - 345 - FIRE ALARM MAINTENANCE AND TESTING	Revision In Progress	Nguyen,Ngoc Anh	Nguyen,Ngoc Anh
SR-1003437	03/08/2020 15:15:09	Leak	*Parent-ENG WO724487 - LURIE 6. EM SHOWERS *Child-CHELEC WO724778 - LURIE 6. EM...	Completed	Nguyen,Ngoc Anh	Nguyen,Ngoc Anh
SR-1003432	03/08/2020 14:55:55	Leak	*Parent-ENG WO709782 *Child-CHELEC WO727805 *Child-ENG WO709782 MPL817 ON 1...	Completed	Nguyen,Ngoc Anh	Nguyen,Ngoc Anh

2 Upon clicking, the **Job Cost Detail Report for Capital Projects** will open:

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

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Job Cost Detail Report for Capital Projects

Export

Project ID

Reporting Name

Total Charged

Debit Fund Code

Debit Department ID

Debit Project ID

Debit Activity ID

Debit Account Code

Credit Fund Code

Credit Department ID

Credit Project ID

Credit Activity ID

Reporting Name	Total Charged	Debit Fund Code	Debit Department ID	Debit Project ID	Debit Activity ID	Debit Account Code	Credit Fund Code	Credit Department ID	Credit Project ID	Credit Activity ID
new millenium installs	\$52,250.00	812	1830000	80057908	01	75882	160	1830100		
lev 4 comp.mod. FY22	\$52,500.00	812	1800100	80059940	01	75882	160	1830100		
	\$104,750.00									

JOB COST FOR CAPITAL PROJECT TASKS

DIRECTIONS:

3 Click on the **Project ID** to review the entry.

Batch ID	Job Cost ID	Project ID	Project Reporting Name	Total Charged	Debit Fund Code	Debit Department ID	Debit Project ID	Debit Activity ID	Debit Account Code	Credit Fund Code	Credit Department ID	Credit Project ID	Credit Activity ID
	1000388	1747371	Chicago new millenium installs.	\$52,250.00	812	1830000	80057908	01	75882	160	1830100		
	1000384	1747371	Searle elev 4 comp.mod. FY22	\$52,500.00	812	1800100	80059940	01	75882	160	1830100		
				\$104,750.00									

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

4 Click on "X" when review is completed.

Job Cost: 1747379

General Notes & Documents

(General): Required

General

ID: 1747379 Status: Pending Billing

Cost Source: Service Purchase Order/Invoice Billing Type: Projects

Debit Chart String: 812-1830000-80057908-01-75882 Credit Chart String: 160-1830100-50854

Original Cost: \$50,000.00 Markup Percent: 4.5

Markup Cost: \$2,250.00 Allocation Percent: 100

Total Charged: \$52,250.00

Modified Date/Time: 02/04/2022 11:33:01

Created Date/Time: 02/04/2022 11:32:57

Work Task

Task ID Task Name Task Status

No data to display

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



JOB COST FOR CAPITAL PROJECT TASKS

DIRECTIONS:

5 To **Mass Bill Job Cost:**

5a Click on box next to **Batch ID**.

5b Click on **Update Selected as Billed**.

Job Cost Detail Report for Capital Projects

Job Cost ID Project ID Project Reporting Name Total Charged Debit Fund Code Debit Department ID Debit Project ID Debit Activity ID Debit Account Code Credit Fund Code Credit Department ID Credit Project ID Credit Activity ID

Job Cost ID	Project ID	Project Reporting Name	Total Charged	Debit Fund Code	Debit Department ID	Debit Project ID	Debit Activity ID	Debit Account Code	Credit Fund Code	Credit Department ID	Credit Project ID	Credit Activity ID
1747379	1001624	Chicago new millenium installs	\$52,250.00	812	1830000	80057908	01	75882	160	1830100		
1747371	1001756	Searle elev 4 comp.mod. FY22	\$52,500.00	812	1800100	80059940	01	75882	160	1830100		
			\$104,750.00									

Buttons: **Update Selected as Billed**, ALL as Billed, Retire