

# REVERSE JOB COST ENTRY

Provides guidance on how to reverse a job cost entry on a work task

## DIRECTIONS:

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

1 Click on **Tasks** section.

The screenshot shows the 'Home' screen of the Northwestern Facilities Connect system. The left sidebar contains navigation options: Home, Requests, **Tasks** (highlighted), Maintenance, Inventory, and Portfolio. The main content area is divided into several sections: 'Reminders - Request Central' (0 Action Items, 9088 Notifications, 0 My Pending Surveys), 'My Active Requests' (a table with columns: Request ID, Request Classification, Description, Created Date/Time, Requested For, Requested By), and 'My Completed Requests'. On the right, there are 'Job Cost Facilities' reports including Billed Labor Detail Report, Capital Project Job Cost Process, Incurred Labor Detail Report, Job Cost Detail Report for Capital Project, Project Costing Audit Report, Revenue Analysis for Capital Project, Roll Back Job Cost - Projects, Roll Back Job Cost - Tasks, Sold Service Hours Report, Work Order Audit Report, and Work Task Job Cost Processes.

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

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

The screenshot shows the 'Tasks' screen. The left sidebar has 'Manage Tasks' selected, with 'All Tasks' highlighted in a red box. The main content area features several sections: 'Reminders - Tasks' (Notices, My Team's Tasks, My Tasks, Create Task, Create Unavailable Time, All Tasks), 'My Active Tasks' (No data to display), 'My Task History' (No data to display), and 'My Organization's Active Tasks' (a table with columns: Task ID, Task Name, Request ID, Request Class, Priority, Requested By, Building). The 'All Tasks' table contains the following data:

Task ID	Task Name	Request ID	Request Class	Priority	Requested By	Building
WT-1050295	WT-1050295 - Scheduled Work, 345 East Superior, PM Corrective Maintenance	SR-1011181	PM Corrective Maintenance	Scheduled Work	Zier, Kathleen Lynn	345 Superior
WT-1050329	WT-1050329 - Scheduled Work, Morton Medical Resea, PM Corrective Maintenance	SR-1011219	PM Corrective Maintenance	Scheduled Work	Zier, Kathleen Lynn	Morton Medical Research
WT-1050332	WT-1050332 - Scheduled Work, Lurie Resear, PM Corrective Maintenance	SR-1011222	PM Corrective Maintenance	Scheduled Work	Zier, Kathleen Lynn	Lurie Research

On the right side of the screen, there are various reports under 'Job Cost Facilities Reports' and 'O&M Reports', including Billed Labor Detail Report, Employee-Organization Report, Incurred Labor Detail Report, Project Costing Audit Report, Revenue Analysis for Capital Project, Work Order Audit Report, Job Cost User Reports, Job Cost Summary and Detail Report, All Tasks by Resource, Daily Work Orders Report, EVCUST and CHCUST Open Work Orders, Time Entries Pending Approval, Campus Mapping, and Notification History.

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## DIRECTIONS:

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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

The screenshot shows the 'All Tasks' interface. At the top, there is a search bar with the instruction: 'Please type in the appropriate filter values and press the "Enter" key or click on "Apply Filters" to perform a query.' Below this is a table with columns: Task Name, Task ID, Task Type, Service Assignment Class, and Responsible Organization. Each column has a 'Contains' search input field. Callout 3a points to the 'Task Name' search field, and callout 3b points to the search instruction text.

4

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

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

The screenshot shows the 'All Tasks' interface with a list of work tasks. The table has columns: Task Name, Task ID, Task Type, Service Assignment Class, Responsible Organization, and Work Location. The task 'WT-1084594 - Cook H...' is highlighted with a callout 4. The table data is as follows:

Task Name	Task ID	Task Type	Service Assignment Class	Responsible Organization	Work Location
WT-105502 - Schedu...	WT-105502	Corrective	General Repairs & Maintenance	Central Painter	\Locations\Evanston Cam...
WT-1082945 - Schedu...	WT-1082945	Corrective	General Repairs & Maintenance	Central Painter	\Locations\Evanston Cam...
WT-1084594 - Cook H...	WT-1084594	Corrective	General Repairs & Maintenance	Central Painter	
WT-1102040 - Routin...	WT-1102040	Corrective	General Repairs & Maintenance	Central Painter	\Locations\Evanston Cam...
WT-1087750 - Schedu...	WT-1087750	Corrective	General Repairs & Maintenance	Central Painter	\Locations\Evanston Cam...
WT-1087838 - Routin...	WT-1087838	Corrective	General Repairs & Maintenance	Central Painter	\Locations\Evanston Cam...
WT-1088356 - Routin...	WT-1088356	Corrective	General Repairs & Maintenance	Central Painter	\Locations\Evanston Cam...

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## DIRECTIONS:

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

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

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

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

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

**General** Accept Start Work Stop Work

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,  
Givens  
Program Assistant, Materials Science and Engineering Dept.

Task Release Reason

Currency US Dollars

**Details**

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 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:

Review Job Cost entries. Identify the entry you want to reverse

6 Click on the **Add** 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 Hold Save Save & Close More x

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

1 - 1 of 1 items

**Job Cost Billing** Billing Status Active

**Job Cost Detail** Add

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-

Items per page: 10 1 - 2 of 2 items 1 of 1 pages

Complete Hold Save Save & Close More x

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## DIRECTIONS:

**7** Complete the required fields (marked by \*).

**7a** **Cost Source:** select Misc Cost Adjustment/Correction

**7b** **Debit Chart String:** enter the Credit Chartstring on the Original Entry

**7c** **Original Cost:** Same as Original Entry

**7d** **Credit Chartstring:** enter the Debit Chartstring on the Original Entry

**7e** **Markup Percent:** Same as Original Entry

**7f** **Allocation Percent:** Same as Original Entry

The screenshot shows the 'Job Cost' form with the following fields highlighted by orange boxes and numbered callouts:

- 7a:** Cost Source dropdown menu.
- 7b:** Debit Chart String text input field.
- 7c:** Original Cost text input field with a dollar sign.
- 7d:** Credit Chart String text input field.
- 7e:** Markup Percent text input field with the value '0'.
- 7f:** Allocation Percent text input field.

Other visible fields include: Billing Type: Non-Building, Markup Cost: \$ .00, and Created Date/Time: 03/08/2022 11:33:30. The 'Create Draft' button is visible in the top right corner.

**7g** Click **Create Draft**

The screenshot shows the 'Job Cost' form with the 'Create Draft' button highlighted by an orange box and labeled '7g'. The form fields are now populated with the following values:

- Cost Source: [Selected]
- Debit Chart String: [Entered]
- Original Cost: [Entered]
- Markup Cost: \$ .00
- Total Charged: \$ .00
- Modified Date/Time: 03/08/2022 11:33:30
- Created Date/Time: 03/08/2022 11:33:30
- Billing Type: Non-Building
- Credit Chart String: [Entered]
- Markup Percent: 0
- Allocation Percent: [Entered]

The 'Create Draft' button is now highlighted, indicating it should be clicked to save the entry.



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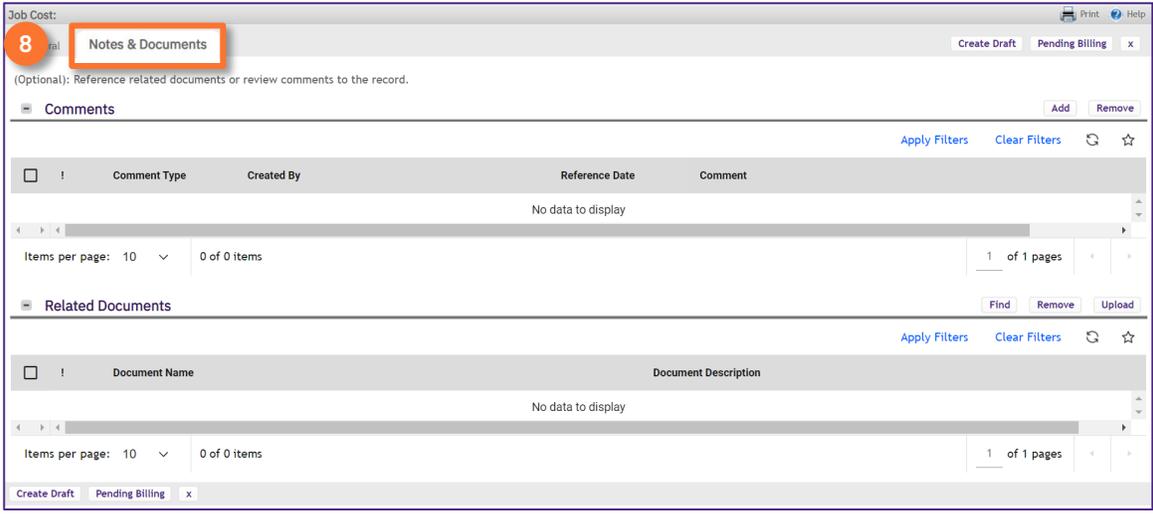
## DIRECTIONS:

8

Optionally from the Job Cost window:

8

Click on **Notes & Documents**

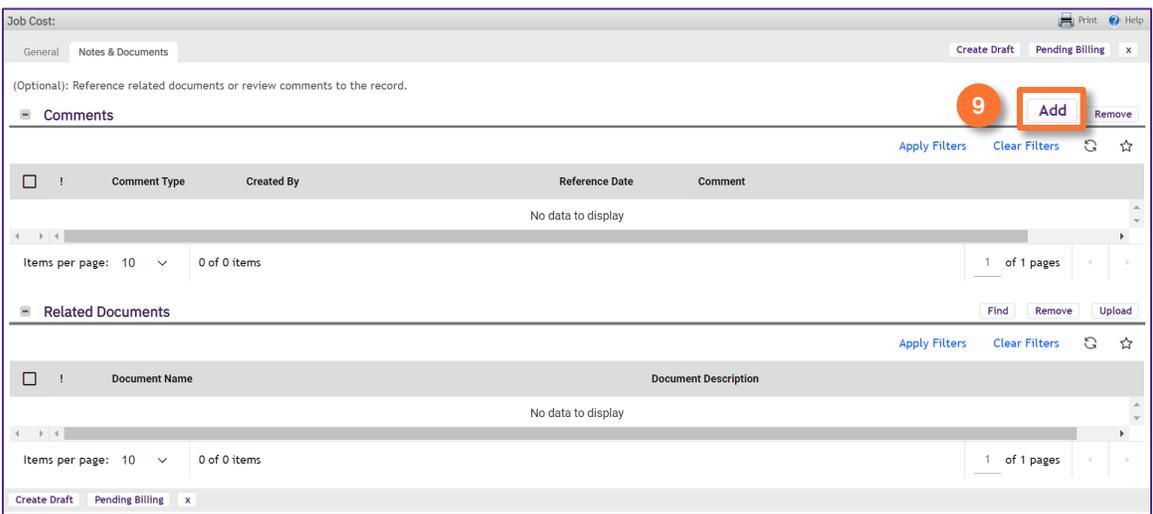


9

To enter a comment providing reason for the Reversal:

9

Click on **Add**



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## DIRECTIONS:

**10** Upon clicking the **Comment** window opens.

**10a** Type the comment.

**10b** Click on **Create**

Comment:

(Required): Details for this Comment Record.

**10b** **Create**

**10a**

Details

Comment Type: Conversation

Created By: Nguyen, Ngoc Anh

Reference Date: 03/08/2022

\* Comment

Create

**11** Upon clicking the **Comment** window closes. On the Job Cost window,

**11** Click on **Pending Billing**

Job Cost:

**11** **Pending Billing**

General

ID

\* Cost Source

\* Debit Chart String

\* Original Cost \$

Markup Cost \$0.00

Total Charged \$0.00

Modified Date/Time: 03/08/2022 11:33:30

Created Date/Time: 03/08/2022 11:33:30

Status

Billing Type: Non-Building

\* Credit Chart String

Markup Percent: 0

\* Allocation Percent

Work Task

Task ID

Task Name

Task Status

No data to display

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

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## DIRECTIONS:

**12** Close the Job Cost window.

**12** Click on "X"

**13** From the Work Task Record,

**13** Click on **Save**