

WORK ORDER AUDIT REPORT – REVIEW FOR JOB COST

Provides guidance on how the Work Order Audit Report is used to validate data for Job Cost.

DIRECTIONS:

1

FMFA generates a Bi-weekly Work Task Audit Report twice a week for the Customer Service and Preventive Maintenance teams to review and make necessary corrections to ensure data on WT is accurate for Job Cost.

FMFA uses the Work Order Audit Report in FC as the source data for the audit.

Below is a list of example audit items that the audit report detects:

- | | |
|--------------------------|---|
| a) Missing Workgroup | g) Fund 812/820 Missing FC Project ID |
| b) Missing Building Name | h) Family Institute Billing Type should be Building |
| c) Missing Request Class | i) Rev Code is Not Valid |
| d) Missing Billing Type | j) Frat/Sorority Billing Type should be Building |
| e) Missing Chartstring | k) Rev Code 53504 can only be used for Athletics |
| f) Missing Revenue Code | l) Intra-FM can only use Rev Code 53595 |

2

From the **Facilities Connect Home Screen:**

- 2 Click on **Work Order Audit Report**.

The screenshot displays the Northwestern Facilities Connect Home Screen. The interface includes a navigation menu on the left with 'Facilities' selected. The main content area is divided into several sections: 'Request Central', 'Reminders - Request Central', 'My Active Requests', 'My Completed Requests', and 'My Request History'. A red box highlights the 'Work Order Audit Report' link in the 'Job Cost Facilities' section on the right. A red circle with the number '2' is placed over the link.

Request ID	Created Date/Time	Service Requested	Description	Status	Requested For	Requested By
SR-1005052	03/15/2020 20:44:22	Electrical Outlet	SW0004094 - 345 - SWITCH GEAR MAINTENANCE	Completed	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

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DIRECTIONS:

3

Upon clicking, the **Work Order Audit Report** 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

Press **Enter** to pull up Work Task information to review or make corrections.

Work Order Audit Report

Please type in the appropriate filter values and press the "Enter" key or click on "Apply Filters" to perform a query.

Task Name	Task ID	Task Type	Service Assignment Class	Responsible Organization
Contains	Contains	Contains	Contains	Contains

No data to display

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To Export report to Excel:

4

Click on **Export** icon.

Work Order Audit Report

FC Project ID	Project Reporting Name	Work Task ID	Responsible Workgroup	Primary Work Location
Contains	Contains	Contains	Contains	Contains
<input type="checkbox"/>		WT-1083332	Central Locksmith	\\Locations\Evanston Campus\11007 Church\04\00412
<input type="checkbox"/>		WT-1057528	Central Engineer	\\Locations\Evanston Campus
<input type="checkbox"/>		WT-1028195	Zone 5 Engineer	\\Locations\Evanston Campus\11201 Davis
<input type="checkbox"/>		WT-1029294	Central Custodian	\\Locations\Evanston Campus\11201 Davis
<input type="checkbox"/>		WT-1030478	Central Electrician	\\Locations\Evanston Campus\11201 Davis
<input type="checkbox"/>		WT-1030479	Central Engineer	\\Locations\Evanston Campus\11201 Davis\01\01400
<input type="checkbox"/>		WT-1031332	Central Engineer	\\Locations\Evanston Campus\11201 Davis\01\01701
<input type="checkbox"/>		WT-1031522	Central Engineer	\\Locations\Evanston Campus\11201 Davis\SG\SG010
<input type="checkbox"/>		WT-1031552	Central Engineer	\\Locations\Evanston Campus\11201 Davis\GR\0G220

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