



# Run Job Cost Process

**PURPOSE:** Use this job aid to learn how to run a job cost process

**1** From the Facilities Connect Home Screen, click on either:

**1a** Capital Project Job Cost Processes

or

**1b** Work Task Job Cost Processes

Northwestern FACILITIES CONNECT

Home Requests Projects Tasks Maintenance Inventory

Home

Request Central  
Select the type of request you would like to make

Facilities  
Request facility repair

FM Reports  
Area by Space Class Parent  
Assignee Space Report  
Building Data  
Building Occupant Contact List  
Building Occupant List  
Department Base Data Report  
Department Base Data v2  
Job Cost Summary and Detail Report - S  
Non-Building Requests for My Department  
Office Area Capacity  
Overall Total Campus Square Footage  
Room and Department Base Data Only  
Space Allocation

Reminders  
0 - Action  
0 - Notifications  
0 - My Pending Surveys

My Active Requests  
Request ID Request Classification  
No data to display.

My Completed Requests  
Request ID Request Classification  
No data to display.

My Request History  
Request ID Request Created Date/Time  
No data to display.

All Services  
Request ID Work Task ID Request Status Request Type Request Classification Location Requested Description Requested By Email

**Job Cost Facilities**

- Billed Labor Detail Report
- Capital Project Job Cost Processes
- Incurred Labor Detail Report
- Job Cost Detail Report for Capital Projects
- Job Cost Detail Report for Work Tasks
- Project Costing Audit Report
- Revenue Analysis for Capital Projects
- Revenue Analysis of Work Task Job Cost
- Sold Service Hours Report
- Work Order Audit Report
- Work Task Job Cost Processes

**2** The Job Cost Processes screen displays. Click on:

**2** Run Job Cost Process

Northwestern FACILITIES CONNECT

Home Requests Projects Tasks Maintenance Inventory Portfolio

Home > Work Task Job Cost Processes

Open In New Window Add to Bookmarks My Bookmarks

Work Task Job Cost Processes

Export 14 total found Apply Filters Clear Filters

Job Cost Batch ID	Job Cost Batch Name	Job Cost Batch Run By	Process Start DateTime	Process End DateTime	Status
1000000	anthony	Anthony Ndungu	08/20/2019 16:54:40	08/20/2019 16:57:30	Active
1000002	8212019 Test GR	Gail Renfrow	08/21/2019 13:51:06	08/21/2019 13:51:55	Active
1000003	Gail Take 2	Gail Renfrow	08/21/2019 13:53:51	08/21/2019 13:54:44	Active
1000004	Run Job Cost Test	Anthony Ndungu	09/09/2019 11:06:01	09/09/2019 11:06:28	Active
1000006	GR Test for Consumption 9/19/19	Gail Renfrow	09/19/2019 10:07:45	09/19/2019 10:08:06	Active
1000007	John Job Cost 10/2/2019	John Rodriguez	10/02/2019 11:38:36	10/02/2019 11:40:19	Active
1000008	JR_JC 10/3/19	John Rodriguez	10/03/2019 14:09:46	10/03/2019 14:12:13	Active
1000009	AN test	Anthony Ndungu	10/23/2019 09:15:37	10/23/2019 09:17:45	Active

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For more information, visit the Facilities Connect website at [www.northwestern.edu/fm/connect](http://www.northwestern.edu/fm/connect)

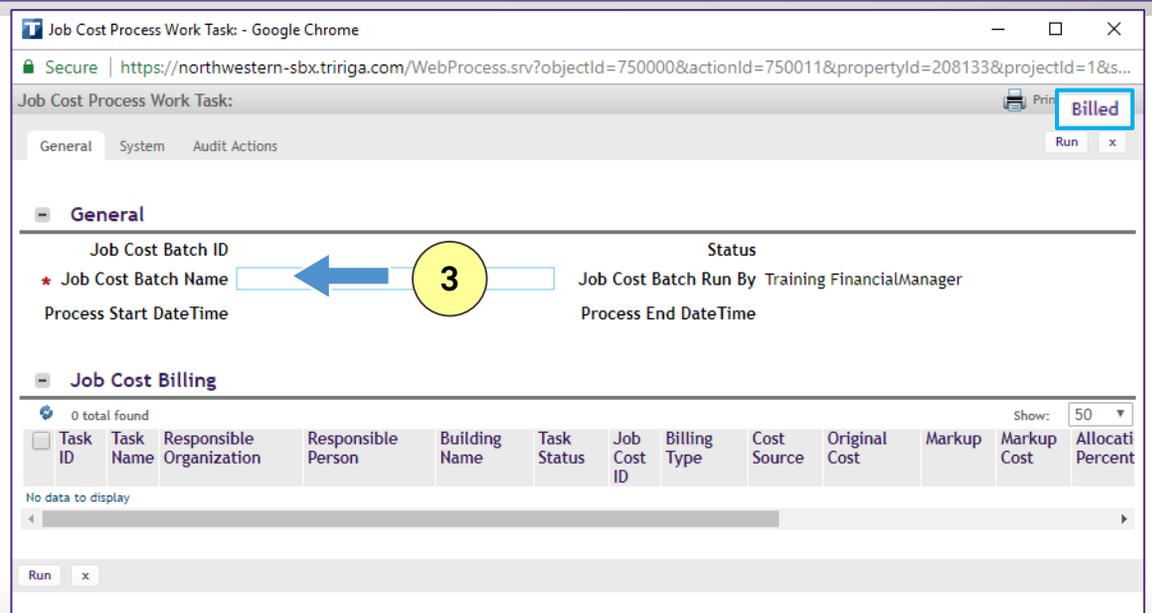


# Run Job Cost Process

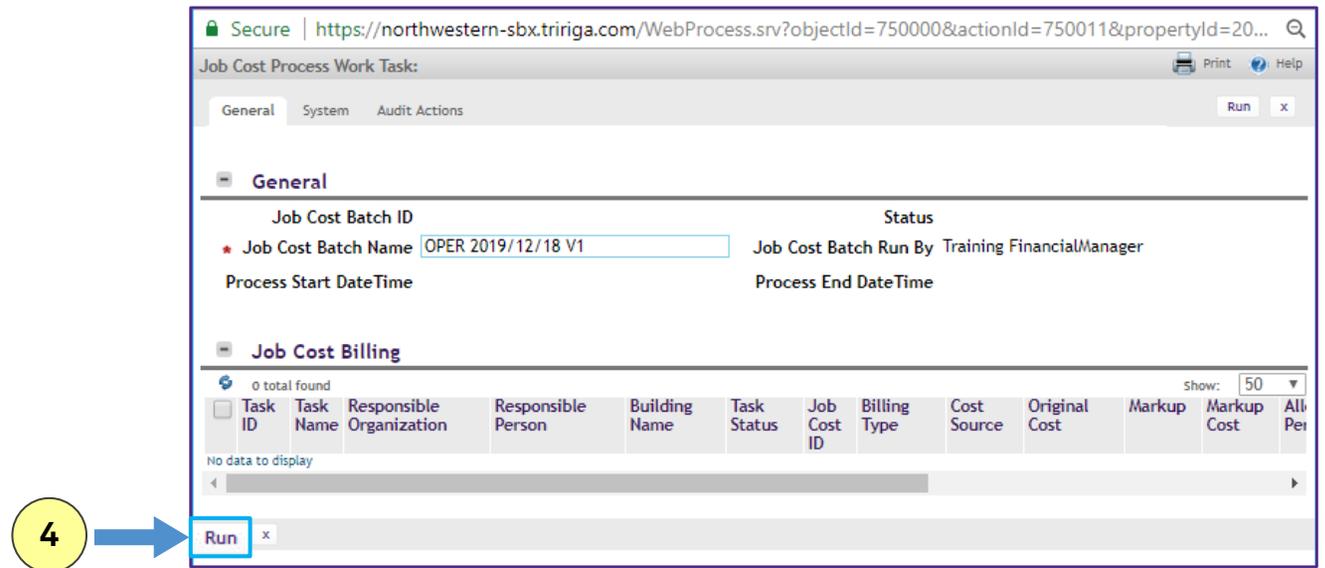
**3** Enter the Job Cost Batch Name.  
Use one of the following naming conventions:

- 3** OPER through yyyy/mm/dd V1
- CAP through yyyy/mm/dd V1

**Note:** Increment the version number in the name if running a second job cost process on the same day (e.g., V2).



**4** Click on:  
**4** Run





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**5** **STOP!** Wait for the Process End Date Time to be populated; it may take a few minutes. **5**

Job Cost Process Work Task: 1000017

General System Audit Actions

**General**

Job Cost Batch ID 1000017 Status Active

★ Job Cost Batch Name OPER 2019/12/18 V1 Job Cost Batch Run By Training FinancialManager

Process Start DateTime 12/18/2019 14:11:51 Process End DateTime

**Job Cost Billing**

0 total found

Task ID	Task Name	Responsible Organization	Responsible Person	Building Name	Task Status	Job Cost ID	Billing Type	Cost Source	Original Cost	Markup Cost	Markup Cost	Alloc Per
No data to display												

No data to display

x

**6** When The Process End Date Time is populated close the window. Click on: **6**

Job Cost Process Work Task: 1000017

General System Audit Actions

**General**

Job Cost Batch ID 1000017 Status Active

★ Job Cost Batch Name OPER 2019/12/18 V1 Job Cost Batch Run By Training FinancialManager

Process Start DateTime 12/18/2019 14:11:51 Process End DateTime 12/18/2019 14:13:23

**Job Cost Billing**

0 total found

Task ID	Task Name	Responsible Organization	Responsible Person	Building Name	Task Status	Job Cost ID	Billing Type	Cost Source	Original Cost	Markup Cost	Markup Cost	Alloc Per
No data to display												

No data to display

x