

JOB COST: OVERRULE BILLING TYPE

Provides guidance for using the Override billing option to overrule the Expense Account Charge. This will allow you to include building, intra-FM, and non-building charges on a single Work Task.

DIRECTIONS:

1 From the **Tasks** screen, locate and open the **Work Task Record**:

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

Work Task: WT-1043461-WT-1043461 - Utilities Locates for JULIE

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

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

General

Task ID: WT-1043461 Status: Active

Task Name: WT-1043461 - Utilities Locates for JULIE Assignment Status: Assigned

Description: SW0002192 - LOCATE UTILITIES FOR JULIE.

Task Reissue Reason

Currency: US Dollars

Details

Task Type: Corrective Task Priority: Medium

Request Class: Intra-FM Charge PM Schedule Service Class: Facilities

Primary Work Location: \Locations\Evanston Campus\Technological Instit Building Address: 2145 Sheridan Rd

2 Scroll down to the **Job Cost Billing** section,

2a Click the **Billing Type** drop down menu.

2b Scroll down and select the **Override** option.

Work Task: WT-1050295-WT-1050295 - Scheduled Work, 345 East Superior, PM Corrective Maintenance

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

Total Inventory Assignable Cost: \$0.00 US Dollars

Total PCard Line Item Cost: \$0.00 US Dollars

Total PO Line Item Cost: \$2,900.00 US Dollars

Total Service Provider Cost: \$0.00 US Dollars

Total Cost: \$2,900.00 US Dollars

Work Task Billing Allocations

ID	Name	Description	Chart String	Revenue Account Code	Base Percent	Job Cost Percent
1027815		345	110-1851011	53502	100	

Job Cost Billing

Billing Type: **Building** Billing Status: Active

No Charge

Capital Proj Assistance

Override

Projects

IMPORTANT

DO NOT use the **Projects** code under Override Billing Type. For instructions on how to use Project billing codes, see job guide [Creating a New Project](#) (Project Manager & Financial Supervisors).

JOB COST: OVERRULE BILLING TYPE

DIRECTIONS:

3 Look above to the **Work Task Billing Allocations** section:

3 Click on the first **Chart String** in the list.

ID	Name	Description	Chart String	Revenue Account Code	Base Percent	Job Cost Percent
1027815		345	110-1851011	53502	100	

4 Upon clicking, the **Work Task Billing Allocation** pop out window will open:

4a Click on the **Override Billing Type** drop down menu.

4b Select the Proper Billing Type.

*** Override Billing Type**

- Building
- Non-Building
- Intra-FM
- Capital Proj Assistance



JOB COST: OVERRULE BILLING TYPE

DIRECTIONS:

4

Continued. Upon clicking, the **Work Task Billing Allocation** pop out window will open:

4c Check the **Override Expense Account** box.

Work Task Billing Allocation: 1018635

Save Save & Close More x

General

ID 1018635 Status Active

Name [] Description []

* Chartstring 160-1731000 Chart String Status Active

* Allocation Percent 33.4 * Revenue Account Code 53506

Override Billing

* Override Billing Type Non-Building

* Override Expense Account [] **Override Expense Account?**

Save Save & Close More x

4d Click the magnifying glass to search for the correct Override Expense Account number.

Work Task Billing Allocation: 1018635

Save Save & Close More x

General

ID 1018635 Status Active

Name [] Description []

* Chartstring 160-1731000 Chart String Status Active

* Allocation Percent 33.4 * Revenue Account Code 53506

Override Billing

* Override Expense Account [] **Override Expense Account?**

Save Save & Close More x

Account Code Types

Apply Filters Clear Filters

Name	Description	Chartstring Type	Status
Contains	Contains	Contains	Contains
<input type="radio"/> 75610	Internal-Physical Plant Svcs	FMCS	Active
<input type="radio"/> 75610	Internal-Physical Plant Svcs	LCS	Active

Non-Building: 75610
Intra-FM: 75907

IMPORTANT

If you are choosing the **“Building”** Override Billing Type, **DO NOT** check the Override Expense Account box in Step 4c. Once you have selected the **“Building”** Override Billing Type, the Override Expense Account will autofill with the corresponding Shop Expense Account during the Job Cost Process. The Revenue Account code will also auto-populate in the debit chart string in the job cost record.

INFORMATION

If you have an Opt Out Fraternity or Sorority that uses fund code 720, select the Override Billing Type of **Building** but Override Expense Account code **75610**.

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DIRECTIONS:

4

Continued. Upon clicking, the **Work Task Billing Allocation** pop out window will open:

4e

Confirm that the **Revenue Account Code** is correct.

Work Task Billing Allocation: 1018635

Print Help

Save Save & Close More x

General

ID 1018635 Status Active

Name Description

* Chartstring 160-1731000 Chart String Status Active

* Allocation Percent 33.4 * Revenue Account Code 53506

Overrule Billing

* Overrule Billing Type Non-Building Overrule Expense Account?

* Overrule Expense Account 75610

Save Save & Close More x

Non-Building: 53506

Intra-FM: 53595

Building: confirm it matches the corresponding building code.

4f

When you are done editing the Chart String, click **Save & Close**.

Work Task Billing Allocation: 1018635

Print Help

4f Save & Close x

General

ID 1018635 Status Active

Name Description

* Chartstring 160-1731000 Chart String Status Active

* Allocation Percent 33.4 * Revenue Account Code 53506

Overrule Billing

* Overrule Billing Type Non-Building Overrule Expense Account?

* Overrule Expense Account 75610

Save Save & Close More x

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DIRECTIONS:

5

Complete Step 4 for every Chart String in the Work Task Billing Allocations section:

5

Click each **Chart String** to edit the record.

Work Task: WT-1050295-WT-1050295 - Scheduled Work, 345 East Superior, PM Corrective Maintenance

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

Total Inventory Assignable Cost \$,00 US Dollars
 Total PCard Line Item Cost \$,00 US Dollars
 Total PO Line Item Cost \$2,900.00 US Dollars
 Total Service Provider Cost \$,00 US Dollars
 Total Cost \$2,900.00 US Dollars

Work Task Billing Allocations Add Remove

ID	Name	Description	Chart String	Revenue Account Code	Base Percent	Job Cost Percent
1027815		345	160-1731000 160-1804300 160-1804600			100

1 - 1 of 1 items

Job Cost Billing
 Billing Type: Building Billing Status: Active

Job Cost Detail Add

Apply Filters Clear Filters

6

Once you have made all the edits on the Work Task:

6

Click the **Save & Close** button to complete the adjustment.

Work Task: WT-1050295-WT-1050295 - Scheduled Work, 345 East Superior, PM Corrective Maintenance

General Work Task Info Job Cost Work Details Resources Procedures Notifications Notes & Documents Audit Actions Complete 6 Save & Close x

Total Inventory Assignable Cost \$,00 US Dollars
 Total PCard Line Item Cost \$,00 US Dollars
 Total PO Line Item Cost \$2,900.00 US Dollars
 Total Service Provider Cost \$,00 US Dollars
 Total Cost \$2,900.00 US Dollars

Work Task Billing Allocations Add Remove

ID	Name	Description	Chart String	Revenue Account Code	Base Percent	Job Cost Percent
1027815		345	110-1851011	53502		100

1 - 1 of 1 items

Job Cost Billing
 Billing Type: Building Billing Status: Active

Job Cost Detail Add

Apply Filters Clear Filters