



JOB COST: CAPITAL PROJECT ASSISTANCE BILLING TYPE

Provides guidance for using the Capital Project Assistance billing option for any Capital Project related Work Task. This will allow you to connect the Chartstring for a Capital Project to a single Work Task.

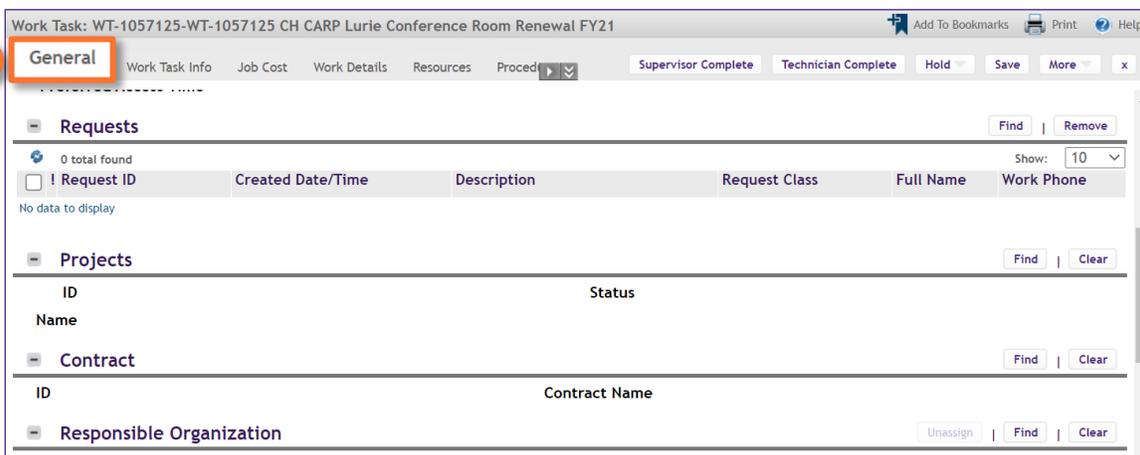
GETTING STARTED

This process begins when the Project Manager sends an email to Customer Service with all the Work Task and Project information. Once CS has created the Work Task, they will update it using this process.

DIRECTIONS:

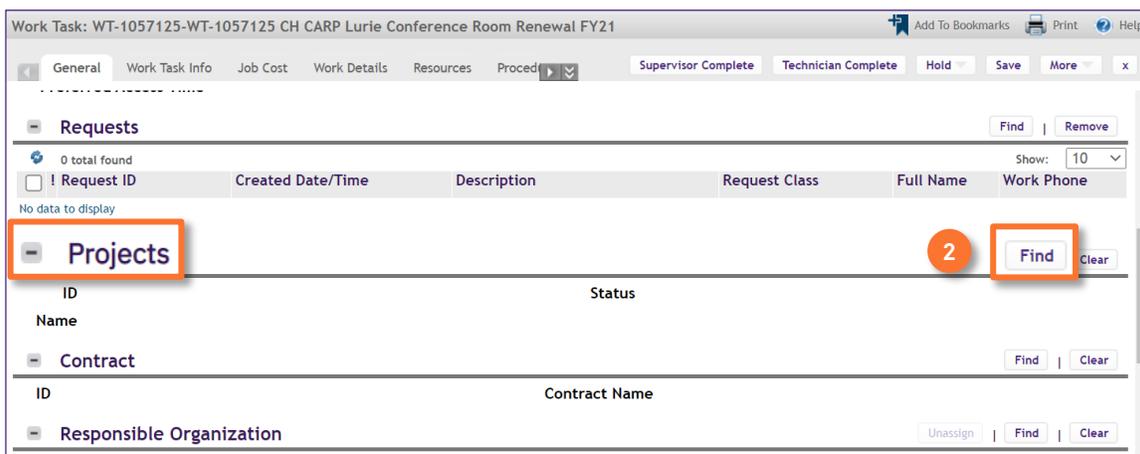
1 From the **Tasks** tab, locate and open the **Work Task Record**:

1 Begin on the **General** tab.



2 Scroll down to the **Projects** section:

2 Click the **Find** button.



JOB COST: CAPITAL PROJECT ASSISTANCE BILLING TYPE

DIRECTIONS:

3 Upon clicking, a search window will open:

3a Use the search fields to locate the correct Project.

Work Task: WT-1057125-WT-1057125 CH CARP Lurie Conference Room Renewal FY21

Requests

0 total found

Facilities Projects

Name	ID	Status
Contains	Contains	Contains
<input type="radio"/> 1201 Davis Boiler Burner Replc FY19	1001574	Active
<input type="radio"/> 1201 Davis Garage SA Fan Repl 2019 Prelim	1001346	Active
<input type="radio"/> 1201 Davis Garage Supply Fan Replacement...	1001559	Active
<input type="radio"/> 1603 Orrington Suite 3350 Renovation 2019 ...	1001474	Revision In Progress
<input type="radio"/> 1800 Sherman 1st Fl Per Heat ICFY22	1001743	Revision In Progress
<input type="radio"/> 1800 Sherman 1st Floor Northwestern IT Re...	1001378	Active
<input type="radio"/> 1800 Sherman 3rd Floor Buffett Institute Ex...	1001377	Active

Items per page: 50 1 - 50 of 695 items 1 of 14 pages

3b Click on the radio button for the correct Project.

3c Click **OK** to save the Project.

Work Task: WT-1057125-WT-1057125 CH CARP Lurie Conference Room Renewal FY21

Requests

0 total found

Facilities Projects

Name	ID	Status
Contains	Contains	Contains
<input checked="" type="radio"/> 1201 Davis Boiler Burner Repl 2019 Prelim	1001345	Retired
<input type="radio"/> 1201 Davis Boiler Burner Replc FY19	1001574	Active
<input type="radio"/> 1201 Davis Garage SA Fan Repl 2019 Prelim	1001346	Active
<input type="radio"/> 1201 Davis Garage Supply Fan Replacement...	1001559	Active
<input type="radio"/> 1603 Orrington Suite 3350 Renovation 2019 ...	1001474	Revision In Progress
<input type="radio"/> 1800 Sherman 1st Fl Per Heat ICFY22	1001743	Revision In Progress
<input type="radio"/> 1800 Sherman 1st Floor Northwestern IT Re...	1001378	Active
<input type="radio"/> 1800 Sherman 3rd Floor Buffett Institute Ex...	1001377	Active

Items per page: 50 1 - 50 of 695 items 1 of 14 pages

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DIRECTIONS:

4

Once you have connected the Project, you may need to change the Responsible Organization. Scroll down to the **Responsible Organization** section:

4

Click the **Find** button.

Work Task: WT-1057125-WT-1057125 CH CARP Lurie Conference Room Renewal FY21

General Work Task Info Job Cost Work Details Resources Procedures Supervisor Complete Technician Complete Hold Save More x

ID 1001593 Status Revision In Progress

Name Lurie Conference Room Renewal FY21

Contract Find Clear

ID Contract Name

Responsible Organization Find Clear

Short Name Z6CARP Organization Type Workgroup

Hierarchy Path \Organizations\Workgroups\Zone 6 Carpenter

Responsible Person Find Clear

Name Work Phone

Email

5

Upon clicking, the Responsible Organization window will open:

5a

Use the drop down menu to select the **Work Groups** option.

5b

Use the **Name** search field to locate the desired Work Group.

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

northwestern-ga.tririga.com/cad/WebProcess.sv?objectId=750000&actionId=750011&specId=44372364

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

Contract Find Clear

Work Groups

Apply Filters Clear Filters

Name ID Type

Contains Contains

Contains	1042847	Workgroup
Central Carpenter	1042848	Workgroup
Central Contractor Custodian	1042885	Workgroup
Central Contractor Elevator	1042886	Workgroup
Central Contractor Exterminator	1042887	Workgroup
Central Custodian	1042849	Workgroup
Central DDC	1042852	Workgroup
Central Electrician	1042850	Workgroup

Items per page: 50 1 - 50 of 56 items 1 of 2 pages

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DIRECTIONS:

5 Continued

5c Click the radio button next to the name of the desired Work Group.

5d Click **OK** to save the Work Group.

Work Task: WT-1057125-WT-1057125 CH CARP Lurie Conference Room Renewal FY21

General Work Task Info Job Cost Work Details Resources Procedure Supervisor Complete Technician Complete Hold Save More x

Contact Name

Work Groups

Name	ID	Type
Contains	Contains	Contains
<input checked="" type="radio"/> Central Auto Mechanic	1042847	Workgroup
<input type="radio"/> Central Carpenter	1042848	Workgroup
<input type="radio"/> Central Contractor Custodian	1042885	Workgroup
<input type="radio"/> Central Contractor Elevator	1042886	Workgroup
<input type="radio"/> Central Contractor Exterminator	1042887	Workgroup
<input type="radio"/> Central Custodian	1042849	Workgroup
<input type="radio"/> Central DDC	1042852	Workgroup
<input type="radio"/> Central Electrician	1042850	Workgroup

Items per page: 50 1 - 50 of 56 items 1 of 2 pages

6 Click **Save** to save your changes.

Work Task: WT-1057125-WT-1057125 CH CARP Lurie Conference Room Renewal FY21

General Work Task Info Job Cost Work Details Resources Procedure Supervisor Complete Technician Complete Hold Save More x

No data to display

Projects

ID 1001593 Status Revision In Progress

Name Lurie Conference Room Renewal FY21

Contract

ID Contract Name

Responsible Organization

Short Name Z6CARP Organization Type Workgroup

Hierarchy Path \Organizations\Workgroups\Zone 6 Carpenter

Responsible Person

Name

JOB COST: CAPITAL PROJECT ASSISTANCE BILLING TYPE

DIRECTIONS:

7 Once you have saved your progress, navigate to the **Job Cost** tab.

Work Task: WT-1057125-WT-1057125 CH CARP Lurie Conference Room Renewal FY21

General Work Task Info **Job Cost** Work Details Resources Proceed Supervisor Complete Technician Complete Hold Save More x

Total Service Provider Cost \$.00 US Dollars
Total Cost \$ 1,187.21 US Dollars

Work Task Billing Allocations Add Remove

Related Reports: -Select- Work Task Billing Allocations

0 total found

ID	Name	Description	Chart String	Revenue Account Code	Base Percent	Job Cost Percent	Chart String Status
No data to display							0

Job Cost Billing

* Billing Type: Capital Proj Assistance * Billing Status: Active

Job Cost Detail

Export 5 total found Apply Filters Clear Filters Show: 10

8 Scroll down to the **Work Task Billing Allocations** section,

8 Click the **Add** button.

Work Task: WT-1057125-WT-1057125 CH CARP Lurie Conference Room Renewal FY21

General Work Task Info Job Cost Work Details Resources Proceed Supervisor Complete Technician Complete Hold Save More x

Total Service Provider Cost \$.00 US Dollars
Total Cost \$ 1,187.21 US Dollars

Work Task Billing Allocations 8 Add Remove

Related Reports: -Select- Work Task Billing Allocations

0 total found

ID	Name	Description	Chart String	Revenue Account Code	Base Percent	Job Cost Percent	Chart String Status
No data to display							0

Job Cost Billing

* Billing Type: Capital Proj Assistance * Billing Status: Active

Job Cost Detail

Export 5 total found Apply Filters Clear Filters Show: 10

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DIRECTIONS:

9

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

- 9a Add the **Chartstring** provided by the PM.
- 9b If there is only one Chartstring, enter the **Allocation** of 100%.
- 9c Enter the **Revenue Account Code**.

Work Task: WT-1057125-WT-1057125 CH CARP Lurie Conference Room Renewal FY21

Total Service Provider Cost \$0.00 US Dollars
Total Cost \$1,187.21 US Dollars

Work Task Billing Allocation:

General System Workflow Instance Associations

General

ID	Status	Description	Chart String Status
* Chartstring 820-5011700-80057337-01			Active
* Chartstring 820-5011700-80057337-01			Active

* Allocation Percent 100

* Revenue Account Code 53506

Job Cost Batch ID Batch Run By Status

1399587 Labor \$222.48 33 \$73.42 100 \$295.90 80057337- 1801200- 03/08/2021 07:38:58 1000228 Ngoc Nguyen Billed

- 9d Once you have entered all information, click **Create** to save.

Work Task Billing Allocation:

General System Workflow Instance Associations

General

ID Status

Name Description

* Chartstring 820-5011700-80057337-01 Chart String Status Active

* Allocation Percent 100 * Revenue Account Code 53506

Create

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DIRECTIONS:

10 Returning to the **Job Cost** tab, scroll to the **Job Cost Billing** section:

10a Click on the **Billing Type** drop down menu.

10b Select the **Capital Project Assistance Billing Type**.

The screenshot shows the 'Job Cost Billing' section of the software interface. The 'Billing Type' dropdown menu is open, displaying the following options: No Charge, Capital Proj Assistance, Overrule, and Projects. An arrow points to the 'Capital Proj Assistance' option. The 'Billing Status' is set to 'Active'. Below the dropdown, a table shows the following data:

ID	Original Cost	Markup	Markup Cost	Allocation	Total Charged
1209947	2,900.00	5	\$145.00	100	\$3,045.00

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

11 Click the **Save** button.

The screenshot shows the 'Job Cost Billing' section of the software interface. The 'Save' button is highlighted with a red box and a red circle containing the number 11. The 'Billing Type' is set to 'Building'. Below the dropdown, a table shows the following data:

ID	Cost Source	Original Cost	Markup	Markup Cost	Allocation	Total Charged
1209947	Service Purchase Order/Invoice	\$2,900.00	5	\$145.00	100	\$3,045.00