

RUN JOB COST

Provides guidance on how to run a job cost process in Facilities Connect.

DIRECTIONS:

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

1a Click on **Capital Project Job Cost Processes**.

OR

1b Click on **Work Task Job Cost Processes**.

Northwestern | FACILITIES CONNECT

Home

Request Central

Reminders - Request Central

0 - Action Items

9103 - Notifications

0 - My Pending Surveys

My Active Requests

My Completed Requests

My Request History

Job Cost Facilities

Billed Labor Detail Report

Capital Project Job Cost Processes

Job Cost Detail Report for Capital

Job Cost Detail Report for Work Task

Project Costing Audit Report

Revenue Analysis for Capital Project

Revenue Analysis of Work Task Job Cost

Roll Back Job Cost - Projects

Roll Back Job Cost - Tasks

Sold Service Hours Report

Work Order Audit Report

Work Task Job Cost Processes

| Request ID | Created Date/Time | Service Requested | Description | Status | Requested For | Requested For |
|------------|---------------------|-------------------|--|----------------------|-----------------|-----------------|
| SR-1005052 | 03/15/2020 20:41:16 | 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 | Completed | 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... | Revision In Progress | 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 |

2 Upon clicking, the **Job Cost Processes** screen will open:

2 Click on **Run Job Cost Process**

Northwestern | FACILITIES CONNECT

Capital Project Job Cost Processes

Add to Bookmarks

My Bookmarks

Run Job Cost Process

| Job Cost Batch ID | Job Cost Batch Name | Job Cost Batch Run By | Process Start DateTime | Process End DateTime | Job Cost Records Processed | Job C |
|-------------------|-------------------------------|-----------------------|------------------------|----------------------|----------------------------|-------|
| 1000405 | Capital Projects | System System | 03/04/2022 09:00:07 | 03/04/2022 09:01:03 | 0. | |
| 1000402 | Capital Projects | System System | 02/25/2022 09:00:08 | 02/25/2022 09:01:15 | 0. | |
| 1000399 | Capital Projects | System System | 02/18/2022 09:00:04 | 02/18/2022 09:01:04 | 0. | |
| 1000396 | Capital Projects | System System | 02/11/2022 09:00:09 | 02/11/2022 09:01:15 | 0. | |
| 1000388 | mw qa test | Mark Wheeler | 02/04/2022 11:32:24 | 02/04/2022 11:33:04 | 1. | |
| 1000387 | Capital Projects | System System | 02/04/2022 09:00:08 | 02/04/2022 09:01:09 | 0. | |
| 1000384 | Capital project test 2.3.2022 | Celia Gardner | 02/03/2022 14:17:32 | 02/03/2022 14:18:38 | 1. | |
| 1000382 | Capital Projects | System System | 01/28/2022 09:00:10 | 01/28/2022 09:01:15 | 0. | |
| 1000378 | Capital Projects | System System | 01/21/2022 09:00:12 | 01/21/2022 09:01:12 | 0. | |
| 1000375 | Capital Projects | System System | 01/14/2022 09:00:13 | 01/14/2022 09:06:15 | 0. | |
| 1000372 | Capital Projects | System System | 01/07/2022 09:00:17 | 01/07/2022 09:06:19 | 0. | |

RUN JOB COST

DIRECTIONS:

3 Upon clicking, the **Job Cost Process** record will open in a new window:

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

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

Job Cost Process Project:

General System Audit Actions

General

Job Cost Batch Name

Status Job Cost Batch Run By Ngoc Nguyen

Process Start DateTime Process End DateTime

Job Cost Records Processed 0 Duration 0

Job Cost Errors 0

Job Cost Billing Errors

Apply Filters Clear Filters

| Project ID | Project Name | Building Name | Project Status | Job Cost ID | Billing Type | Cost Source |
|--------------------|--------------|---------------|----------------|-------------|--------------|-------------|
| No data to display | | | | | | |

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

Job Cost Billing

Apply Filters Clear Filters

| Project ID | Project Name | Building Name | Project Status | Job Cost ID | Billing Type | Cost Source | Original Cost |
|--------------------|--------------|---------------|----------------|-------------|--------------|-------------|---------------|
| No data to display | | | | | | | |

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

▼ TIP & TRICKS

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

4 Click on **Run**

Job Cost Process Work Task:

General System Audit Actions

General

Job Cost Batch ID

Job Cost Batch Name

Status Job Cost Batch Run By Ngoc Nguyen

Process Start DateTime Process End DateTime

Job Cost Records Processed 0 Duration 0

Job Cost Records with Errors 0

Job Cost Billing

Apply Filters Clear Filters

| Task ID | Task Name | Responsible Organization | Responsible Person | Building Name | Task |
|--------------------|-----------|--------------------------|--------------------|---------------|------|
| No data to display | | | | | |

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

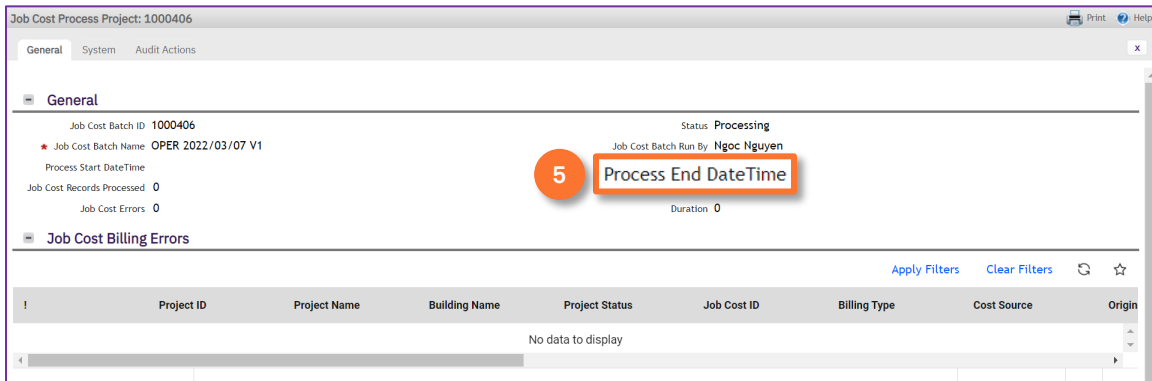
RUN JOB COST

DIRECTIONS:

5

▼ IMPORTANT

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



6

When the **Process End Date Time** is populated close the window.

6

Click on the X

