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.

2. Upon clicking, the Job Cost Processes screen will open:
   2. Click on Run Job Cost Process
RUN JOB COST

DIRECTIONS:

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

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

▼ 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
RUN JOB COST

DIRECTIONS:

5 IMPORTANT

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

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

Click on the X

[Image of a window with focus on the Process End Date Time field and a note to stop waiting and close the window when it is populated.]

[Image of a window showing the X button clicked to close it.]