**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**
   - **1b Work Task Job Cost Processes**

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

For more information, visit the Facilities Connect website at 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
3 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:

Run
Run Job Cost Process

5 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. Click on:

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Daily Job Cost Cut Off Time Reference

- To finish Job Costing in Facilities Connect by 4pm daily.
- Don’t process new Job Cost records until after 5pm daily. (for the following day of job cost)

4pm - Recommended that all Job Cost records for the day need to be ‘Billed’.

4:30pm - the integration starts - records are picked up by AWS integration and queued for NUFIN integration.

  A few minutes after 4:30 the job cost integration is complete. This time duration varies depending on the quantity of records.

5pm - integration expected to be have been complete for several minutes. Job costing for next day can begin.

Between 7pm and 7:30pm nightly NUFIN processes these job cost records and sends the email confirmation that the journal was created.

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