CREATE JOB COST DETAIL ENTRY
Provides guidance on how to create a manual Job Cost entry in Facilities Connect.

DIRECTIONS:

From the Facilities Connect Home Screen:

1. Click on Tasks section.

Upon clicking, the Tasks Screen will open:

2. Click on the All Tasks report.
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3  Upon clicking, the All Tasks screen will open. Because of the size of the report, the default view will be blank.
   3a Enter criteria in any of the search fields beneath each of the column headers.
   3b Initiate the search by pressing the Enter key.

4  Once you locate the appropriate Work Task:
   4  Click on the Task Name to open.
DIRECTIONS:

5. Upon clicking, the Work Task Record window will open:
   - Click on the Job Cost tab.

6. Scroll down to the Job Cost Detail section:
   - Click on the Add button.
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DIRECTIONS:

Upon clicking, Job Cost pop out window will open.

Complete all required fields:

- 7a Cost Source
- 7b Debit Chart String
- 7c Original Cost
- 7d Credit Chart String
- 7e Allocation Percent

Once you have completed all fields:

Click the Create Draft button.
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DIRECTIONS:

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If needed, click on the Notes & Documents tab:

8a Click the Add button to enter any comments about the Job Cost report.

A new Comment window will open:

8b Click Create to save the Comment. This will close the comment window.
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DIRECTIONS:

9 From the Job Cost window:

9 Click the Pending Billing button to complete the Draft.

To close the Job Cost window:

10 Click the X button.
DIRECTIONS:

From the Work Task window:

Click the Save & Close button.