BILLED STATUS: UPDATE WORK TASK OR BATCH

Provides guidance on how to run work task job cost process

DIRECTIONS:

1. From the Facilities Connect Home Screen:

   1. Click on Job Cost Detail Report for Work Tasks.

2. Upon clicking, the Job Cost Detail Report for Work Tasks displays:

   2a. Enter the Task ID in the Task ID Contains text box and press Enter.

   2b. To search by batch, enter Batch ID and press Enter.
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DIRECTIONS:

3. Once you have located the desired Work Task,
   
   Click on the Task ID.

3. Upon clicking, the Job Cost record opens in a new window.
   
   Review the Job Cost record and edit as needed.

4a. Click on Billed.

4b. Click on the X to close the window.
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DIRECTIONS:

5 Back on the Job Cost Detail Report for Work Tasks,

5a Click on select all check mark for the Batch ID.

5b Then click on Update Selected As Billed to update the batch to the Billed Status.