JOB COST RELATED FIELDS
Provides guidance on how to identify job cost related fields on a Work Task Record in Facilities Connect.

DIRECTIONS:

From the Work Task record,

1a Navigate to the Job Cost tab.

Scroll to the bottom of the page:

1b Job Cost Billing: includes the Billing Type and Billing Status.

1c Job Cost Detail: Allows you to search through all the job cost information for the Work Task.
JOB COST RELATED FIELDS

DIRECTIONS:

1. To view Parts related information:
   a. Navigate to the Resources tab.
   b. Scroll to the bottom of the page.
   c. Click on the Parts-Billed tab.

IMPORTANT

If any parts or materials issues arise that are separate from job cost, follow up directly with the Warehouse. Job Cost issues will only impact the department account billing.
JOB COST RELATED FIELDS

DIRECTIONS:

1. To view Labor related information:
   - Click on the Time Log-Billed tab.
   - IMPORTANT: If any labor issues arise that are separate from job cost, follow up directly with the Supervisor. Job Cost issues will only impact the department account billing.

2. To view Invoice related information:
   - Click on the Invoices Billed tab.
   - IMPORTANT: If any invoice issues arise that are separate from job cost, follow up directly with the Accounting Assistant. Job Cost issues will only impact the department account billing.
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DIRECTIONS:

Generally, Job Cost related billing error will occur when:

- Missing Chart String or Revenue Account code
- Job Cost Percent not equal to 100 percent
- Work Task is Closed Status which won't allow for billing
- Job Cost Billing Type is missing or wrong
- Billing Status is on Accounting Hold, it won't be billed until it's Active again
- Labor won't bill if it has not been approved yet
- Material return only can be picked up with manual entry only
- Make sure there is activity code for project for billing purpose
- Validate the capital chart string prior to billing