REVERSE JOB COST ENTRY

Provides guidance on how to reverse a job cost entry on a work task

DIRECTIONS:

1. 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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DIRECTIONS:

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.
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DIRECTIONS:

5. Upon clicking, the Work Task Record window will open:

5. Click on the Job Cost tab.

6. Scroll down to the Job Cost Detail section:

Review Job Cost entries. Identify the entry you want to reverse

6. Click on the Add button.
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DIRECTIONS:

7 Complete the required fields (marked by *).

7a **Cost Source**: select Misc Cost Adjustment/Correction

7b **Debit Chart String**: enter the Credit Chartstring on the Original Entry

7c **Original Cost**: Same as Original Entry

7d **Credit Chartstring**: enter the Debit Chartstring on the Original Entry

7e **Markup Percent**: Same as Original Entry

7f **Allocation Percent**: Same as Original Entry

7g **Click Create Draft**
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DIRECTIONS:

8. Optionally from the Job Cost window:

   8. Click on **Notes & Documents**

To enter a comment providing reason for the Reversal:

9. Click on **Add**

![Image of the Notes & Documents section](image-url)
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DIRECTIONS:

10 Upon clicking the **Comment** window opens.

   10a Type the comment.

   10b Click on **Create**

Upon clicking the **Comment** window closes. On the Job Cost window,

11 Click on **Pending Billing**
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DIRECTIONS:

12 Close the Job Cost window.
   - Click on “X”

13 From the Work Task Record,
   - Click on Save