Create Job Cost Detail Entry

PURPOSE: Use this job aid to learn how to create a manual job cost

1. From the Facilities Connect Home Screen, click on:
   - Tasks

2. From the Tasks screen, click on:
   - All Tasks

For more information, visit the Facilities Connect website at www.northwestern.edu/fm/connect
Create Job Cost Detail Entry

3. Enter the Work Task ID in the Task ID *Contains* text box and press Enter.

4. Click on the task name.

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PURPOSE: Use this job aid to learn how to run work task job cost process

5 The Work Task window opens. Display the Job Cost tab. Click on:  

5 Job Cost

The Job Cost tab displays. If necessary, scroll down to the Job Cost Detail section.

6 For more information, visit the Facilities Connect website at www.northwestern.edu/fm/connect
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7 In the Job Cost Detail section, click on:
   - **Add**

8 Complete the all fields (marked by *) and Markup Percent. Then click on:
   - **Create Draft**

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Optionally from the Job Cost window click on:

9. Notes & Documents

To enter a comment, click on:

10. Add

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11 The Comment window opens. Type your comment. Then click on:
   11a Create
   11b Create

12 The Comment window closes. On the Job Cost window, click on:
   12 Pending Billing
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Close the Job Cost window. Click on:

13

![Job Cost window](image-url)

ID: 1002259

- **Cost Source:** Miscellaneous Cost Adjustment/Correction
- **Debit Chart String:** 110-1000100
- **Original Cost:** $5,000.00
- **Markup Cost:** $250.00
- **Total Charged:** $5,250.00

Status: Pending Billing

- **Billing Type:** Non-Building
- **Credit Chart String:** 110-1301160
- **Markup Percent:** 5
- **Allocation Percent:** 100

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Click on “Save”: