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.
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: Job Cost

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

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

7 In the Job Cost Detail section, click on:  
7 Add

8 Complete the required fields (marked by *). Then click on:  
8 Create Draft

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Create Job Cost Detail Entry

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

9 Optionally from the Job Cost window click on:

   9) Notes & Documents

10 To enter a comment, click on:

   10) Add

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

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

12. The Comment window closes. On the Job Cost window, click on:
   - Pending Billing
**Create Job Cost Detail Entry**

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

1. Close the Job Cost window.
2. Click on:
   - Create Job Cost Detail Entry

![Job Cost Detail Entry Screenshot]

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