Run Job Cost Process

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

1. From the Facilities Connect Home Screen, click on either:
   - **1a** Capital Project Job Cost Processes
   - **1b** Work Task Job Cost Processes

2. The Job Cost Processes screen displays. Click on:
   - **2** Run Job Cost Process

For more information, visit the Facilities Connect website at www.northwestern.edu/fm/connect
Run Job Cost Process

3 Enter the Job Cost Batch Name. Use one of the following naming conventions:

- OPER through yyyy/mm/dd V1
- CAP through yyyy/mm/dd V1

**Note**: Increment the version number in the name if running a second job cost process on the same day (e.g., V2).

4 Click on:

- Run
Run Job Cost Process

STOP! Wait for the Process End Date Time to be populated; it may take a few minutes.

When The Process End Date Time is populated close the window. Click on:

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