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

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

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

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