Put Work Task on Accounting Hold

PURPOSE: Use this job aid to learn how to put a work task on Accounting Hold

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

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

For more information, visit the Facilities Connect website at www.northwestern.edu/fm/connect
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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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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.
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7 In the Job Cost Billing section, click on the Billing Status drop down arrow.  

8 Click on: Accounting Hold
Click on: **9** Save

Now document the reason you are placing this work task on account hold, click on: **10** Notes & Documents
11 The Notes & Document window opens. Click on:

Add

12 The Comment window opens. Type your comment.

Then click on:

Create

For more information, visit the Facilities Connect website at www.northwestern.edu/fm/connect
The Comment window closes. On the Job Cost window, click on:

Save & Close