**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:
   - **Tasks**

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

For more information, visit the Facilities Connect website at www.northwestern.edu/fm/connect
Put Work Task on Accounting Hold

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

4. Click on the task name.
Put Work Task on Accounting Hold

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.
Put Work Task on Accounting Hold

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**
Put Work Task on Accounting Hold

11 The Notes & Document window opens. Click on:

Add

12 The Comment window opens. Type your comment:

12a

Then click on:

Create

12b
The Comment window closes. On the Job Cost window, click on:

13 Save & Close