UPDATE WT OR BATCH TO BILLED STATUS

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

1. From the Facilities Connect Home Screen, click on:
   - Job Cost Detail Report for Work Tasks

2. The Job Cost Detail Report for Work Tasks displays. Enter the Task ID in the Task ID Contains text box and press Enter.
   - Note: for search by batch, enter Batch ID and press Enter

For more information, visit the Facilities Connect website at www.northwestern.edu/fm/connect
Update WT or Batch to Billed Status

3. Click on the Task ID.

4. Review the Job Cost and edit as needed. Then click on:
   - Billed
Update WT or Batch to Billed Status

5. Click on select all (currently one page at a time) check mark for the Batch ID.

Then Click on Update Selected As Billed to update the batch to the Billed Status.