Job Cost Related Fields

PURPOSE: Use this as reference to identify job cost related fields

Work Task Job Cost related key fields are under WT Job Cost Tab, Go to the bottom of the page to see Job costing Billing and Job Cost Detail:

For more information, visit the Facilities Connect website at www.northwestern.edu/fm/connect
PURPOSE: Use this job aid to learn how to run a job cost process

Job Cost related Parts-Billed in FC are under WT resource Tab, Go to the bottom Parts-Billed section. Follow up for warehouse related issue separate from the job cost which only impact the department account billing. Any material issues, it’s warehouse related follow up needed instead of job cost.

Job Cost Related Fields

**Time Log**

<table>
<thead>
<tr>
<th>Resource Type</th>
<th>Net ID</th>
<th>Name</th>
<th>Description</th>
<th>Category</th>
<th>Date</th>
<th>Hours</th>
<th>Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No data to display

**Parts - Billed**

<table>
<thead>
<tr>
<th>Item</th>
<th>Total Available</th>
<th>Quantity Selected</th>
<th>A. Quantity Hold</th>
<th>B. Quantity Issued</th>
<th>C. Quantity Returned</th>
<th>Total Quantity (A+B-C)</th>
<th>Est. Unit Cost</th>
<th>Total Item Cost</th>
<th>Inventory Location</th>
<th>Job Cost Process Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD11359 - CHCENTRAL: SCREW, PAN HEAD SHEET 6 X 3/4IN Mfr# 1LY47</td>
<td>200 box</td>
<td>12 each</td>
<td>0 each</td>
<td>12 each</td>
<td>0 each</td>
<td>12 each</td>
<td>$1.00</td>
<td>5.84</td>
<td>CHCENTRAL</td>
<td>05/18/2020</td>
</tr>
</tbody>
</table>

For more information, visit the Facilities Connect website at www.northwestern.edu/fm/connect
PURPOSE: Use this job aid to learn how to run a job cost process

Job Cost related Labor Billed are under WT resource Tab, Go to the bottom Time Log-Billed Tab. It need to follow up and confirm with managers to review and approve and approve the time. Also review labor class category by operation.
Job Cost Related Fields

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

Job Cost related Invoices Billed are under WT resource Tab, Go to the bottom Invoice Billed Tab. To follow up with accounting assistant for WT related invoice billing issue.

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

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

Generally the job cost related billing error will occur when:

- Missing Chart String or Revenue Account code
- Job Cost Percent not equal to 100 percent
- Work Task is **Closed** Status which won’t allow for billing
- Job Cost **Billing Type** is missing or wrong
- If **Billing status** is on Accounting Hold, it won’t be billed until it’s Active again
- Labor won’t bill if it has not been approved yet
- Material return only can be picked up with manual entry only
- Make sure there is activity code for project for billing purpose
- Valid the capital chart string prior of billing