Reverse Job Cost Entry on WT

**PURPOSE:** Use this job aid to learn how to reverse a job cost entry on the WT

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
Reverse Job Cost Entry on WT

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

4. Click on the task name.
The Work Task window opens. Display the Job Cost tab. Click on:

5. Job Cost

The Job Cost tab displays. Scroll down to the Job Cost Detail section.

6.
Reverse Job Cost Entry on WT

Review Job Cost entries in the Job Cost Detail section. Identify the entry you want to reverse, click on:

Add

Complete the required fields (marked by *).

1) Cost Source: select Misc Cost Adjustment/Correction
2) Debit Chart String: enter the Credit Chartstring on the Original Entry
3) Credit Chartstring: enter the Debit Chartstring on the Original Entry
4) Original Cost: Same as Original Entry
5) Markup Percent: Same as Original Entry
6) Allocation Percent: Same as Original Entry
7) Click “Create Draft”

For more information, visit the Facilities Connect website at www.northwestern.edu/fm/connect
Optionally from the Job Cost window click on: Notes & Documents

To enter a comment providing reason for the Reversal, click on: Add

For more information, visit the Facilities Connect website at www.northwestern.edu/fm/connect
Reverse Job Cost Entry on WT

11 The Comment window opens. Type your comment. Then click on:
   11a Create

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

For more information, visit the Facilities Connect website at www.northwestern.edu/fm/connect
Close the Job Cost window.
Click on: 

Reverse Job Cost Entry on WT
Reverse Job Cost Entry on WT

13 Close the Job Cost window. Click on:

Reverse Job Cost Entry on WT
Reverse Job Cost Entry on WT

Click on “Save”:

14