Work Order Audit Report – Review for Job Cost

PURPOSE: Use this job aid to learn how the Work Order Audit Report is used to validate data for Job Cost

FMFA generates a Bi-weekly Work Task Audit Report twice a week for the Customer Service and Preventive Maintenance teams to review and make necessary corrections to ensure data on WT is accurate for Job Cost. FMFA uses the Work Order Audit Report in FC as the source data for the audit.

Below is a list of example audit items that the audit report detects:

1) Missing Workgoup
2) Missing Building Name
3) Missing Request Class
4) Missing Billing Type
5) Missing Chartstring
6) Missing Revenue Code
7) Fund 812/820 Missing FC Project ID
8) Family Institute Billing Type should be Building
9) Rev Code 53504 can only be used for Athletics
10) Intra-FM can only use Rev Code 53595

From the Facilities Connect Home Screen, click on:

1) Work Order Audit Report

For more information, visit the Facilities Connect website at www.northwestern.edu/fm/connect
3. Enter the WT ID in the Work Task ID text box and press Enter to pull up WT information to review or make corrections.

4. To Export report to Excel, click on “Export”.