



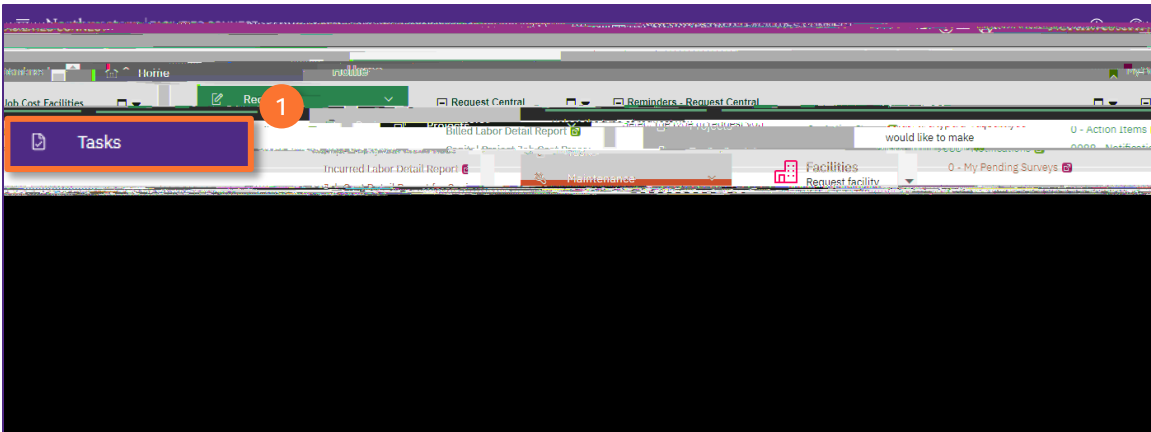
REVERSE JOB COST ENTRY

Provides guidance on how to reverse a job cost entry on a work task

DIRECTIONS:

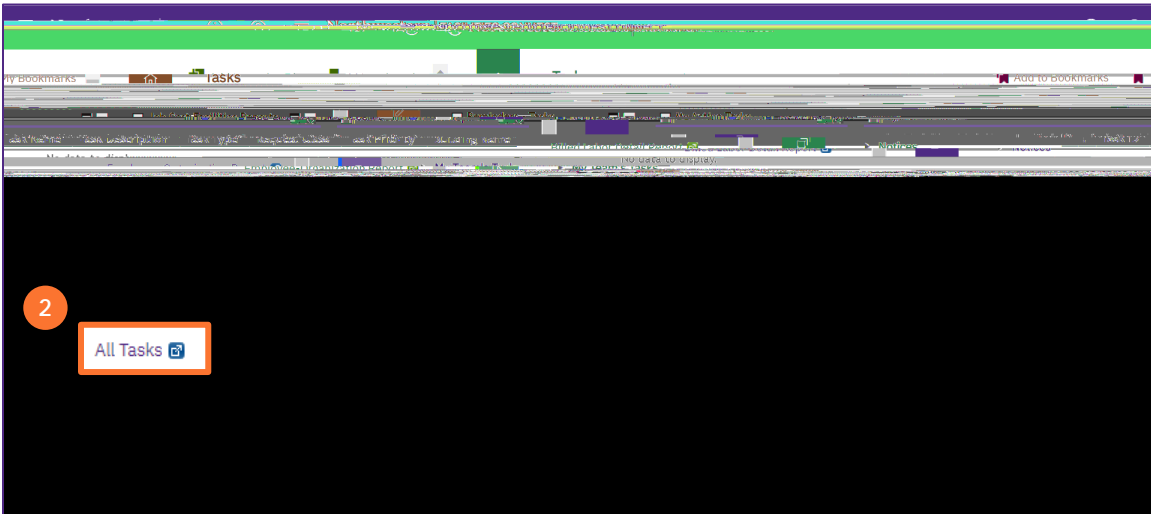
1 From the Facilities Connect Home Screen:

1 Click on **Tasks** section.



2 Upon clicking, the Tasks Screen will open:

2 Click on the **All Tasks** report.





REVERSE JOB COST ENTRY

Once you locate the appropriate Work Task:

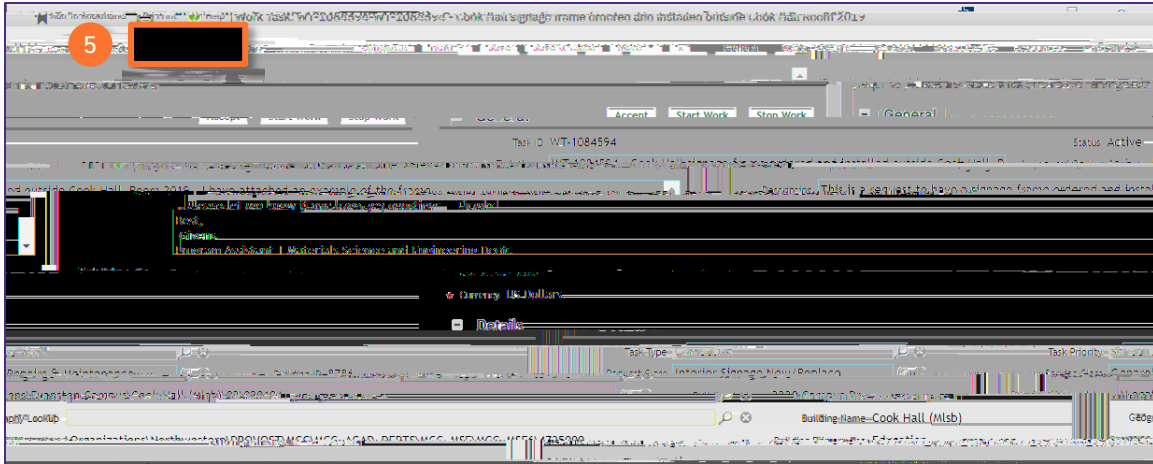
Click on the [Task Name](#) to open.

REVERSE JOB COST ENTRY

DIRECTIONS:

5 Upon clicking, the Work Task Record window will open:

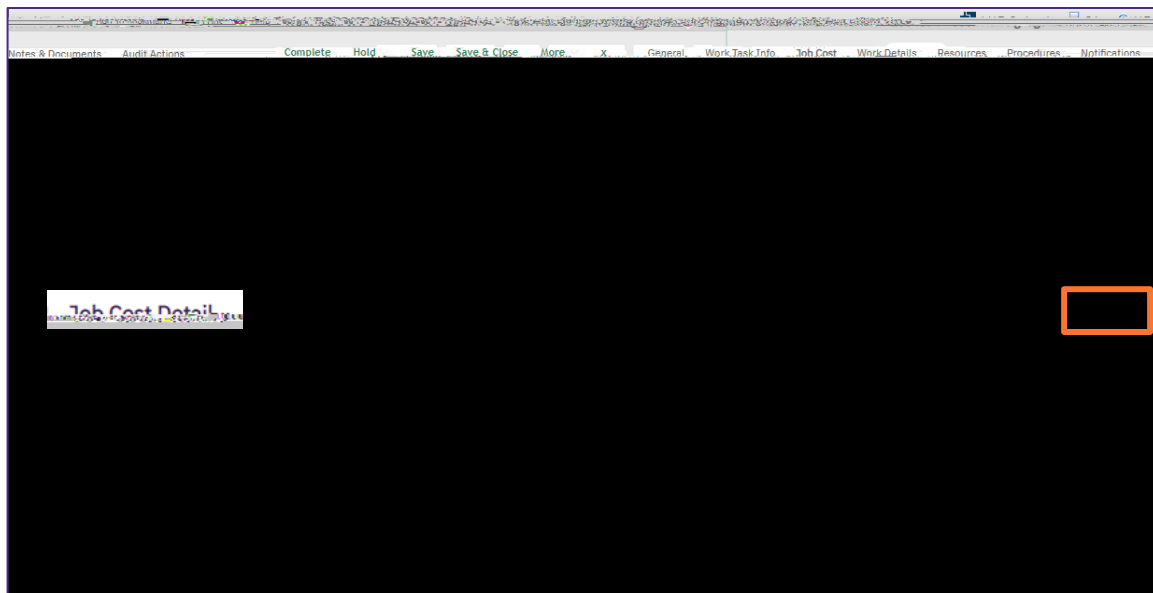
5 Click on the **Job Cost** tab.



6 Scroll down to the **Job Cost Detail** section:

Review Job Cost entries. Identify the entry you want to reverse

6 Click on the **Add** button.



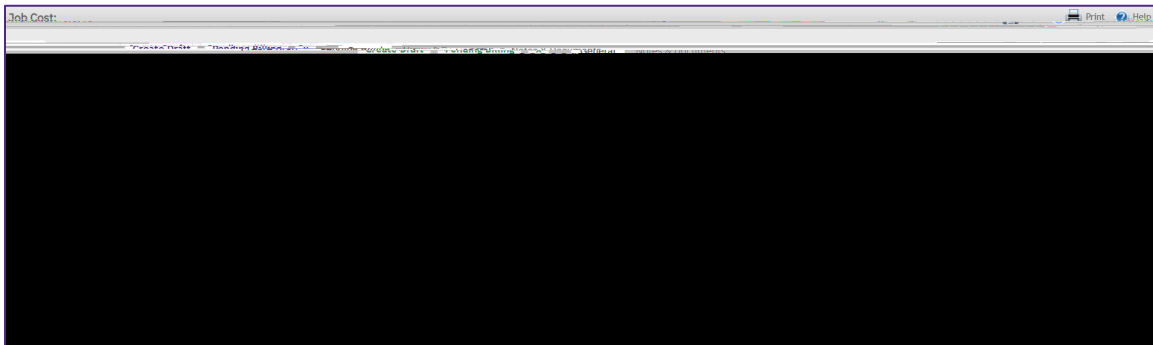


REVERSE JOB COST ENTRY

Cost Source: select Misc Cost
Adjustment/Correction

Debit Chart String: enter the Credit
Chartstring on the Original Entry

Original Cost



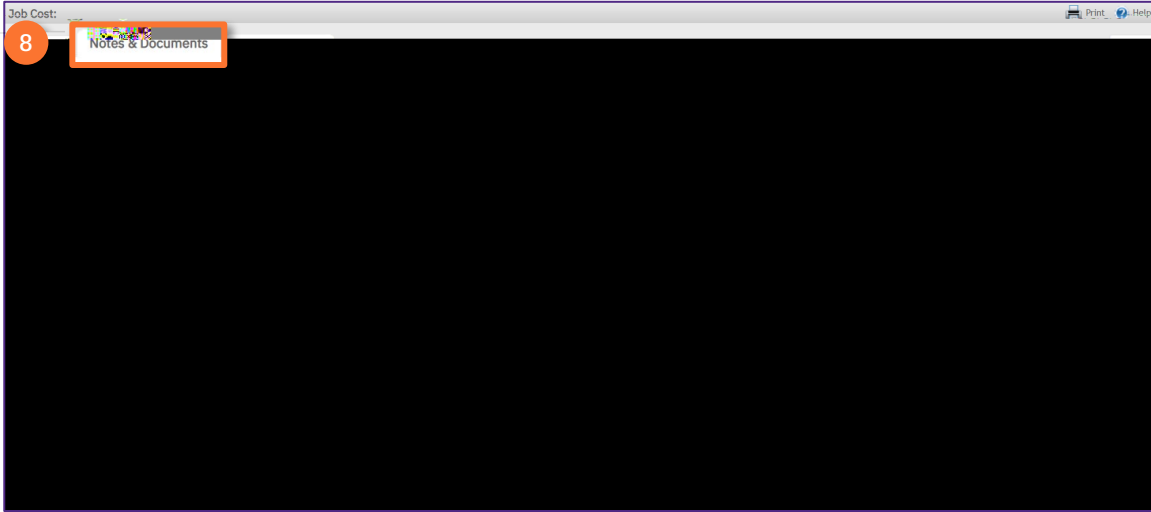


REVERSE JOB COST ENTRY

DIRECTIONS:

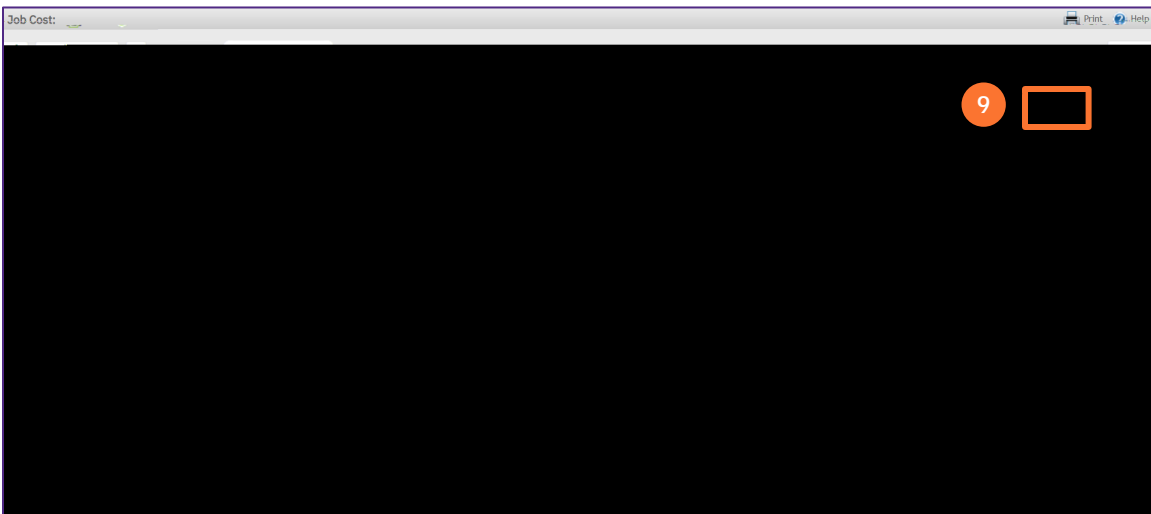
8 Optionally from the Job Cost window:

8 Click on Notes & Documents



9 To enter a comment providing reason for the Reversal:

9 Click on Add





REVERSE JOB COST ENTRY

DIRECTIONS:

10

Upon clicking the **Comment** window opens.

10a

Type the comment.

Click on **Create**

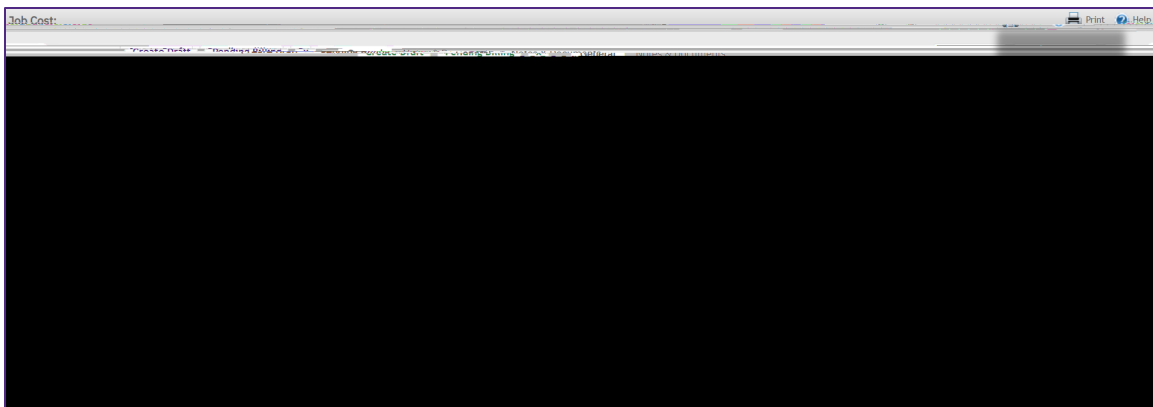


11

Upon clicking the **Comment** window closes. On the **Job Cost** window,

11

Click on **Pending Billing**

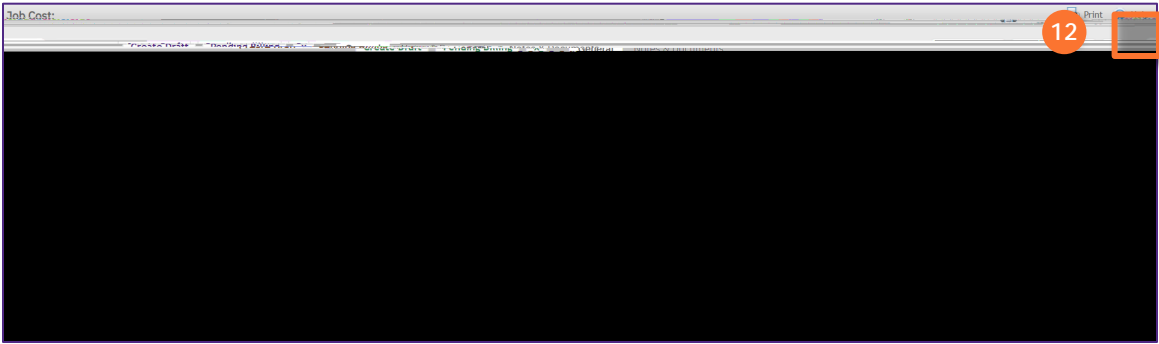


REVERSE JOB COST ENTRY

DIRECTIONS:

12 Close the Job Cost window.

12 Click on "X"



13 From the Work Task Record,

13 Click on **Save**

