On Facilities’ main page, click Administration.

Scroll to the bottom of the page and click on the Billing Detail light bulb.

Enter your Bronco NetID and password.

Updated 11/5/19
A. **Sales Orders:**

- Items from Maintenance Stores (typically fuel purchases) that hit a fund and cost center directly. These will charge against the 4490 object code.
- Searching for a sales order will take you directly to detailed information about the purchase. Includes transaction date, requestor, product description, and cost breakdown. These are typically fuel purchases.
- Questions regarding sales orders
  - Wendy Schutz (7-8523) or Vicki Cox (7-8527)

Updated 11/5/19
**B. Work Orders:**

- Used to bill and/or track charges for specific work
- Prefix can give indication of type of work
  
<table>
<thead>
<tr>
<th>Prefix</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S_</td>
<td>Maintenance Shops (S1, S3...)</td>
</tr>
<tr>
<td>S0</td>
<td>Outside contractor, Misc charges</td>
</tr>
<tr>
<td>R1</td>
<td>Recharge/Remodel Shop</td>
</tr>
<tr>
<td>R2</td>
<td>Sign Shop</td>
</tr>
<tr>
<td>XL</td>
<td>Lockshop / Public Safety</td>
</tr>
<tr>
<td>L_</td>
<td>Landscape (LS, LM, LC)</td>
</tr>
<tr>
<td>C_</td>
<td>Custodial (CA, CI, CC...)</td>
</tr>
<tr>
<td>TS</td>
<td>Transportation</td>
</tr>
</tbody>
</table>

- No established budget
- Hits object code 4390 (most work orders) or 4988 (transportation work orders)
- Searching for a work order will take you to a summary page showing work order description information (request, requestor, date requested, location, summary of GLOW dates, and cost summary).
  - For detailed information on monthly charges, click on the “+” to the left of summary of GLOW dates. This opens up the monthly billing (or pending billing, if current month) and shows you what charges make up your billing for that month.
  - Hovering on detail lines can provide additional information (contract numbers, invoice numbers, names of people who purchased if on pro card).
  - Hovering over lines in the billed column can give you additional details. This may be especially useful if it is a line item pending billing.
- Questions regarding work orders and project billing information.
  - Monica Orsolini (7-8532) or Tara Tresh (7-8524)

**C. Projects:**

- Projects are usually a larger scope of work that may include numerous work orders
- Projects require signed project approval and established budget
- Charges bill through project work orders. In most cases, this will hit object code 4390
- The two digits after P indicate year project opened (P130005 was opened in 2013).
- Searching for a project will take you to a summary page showing project description information (request, requestor, date requested, location, budget amounts, amounts billed to date, pending amounts, and a summary of all work orders attached to a project).
  - For detailed information on monthly charges, you will need to look at the work orders (see section above).
  - When you click on a work order, the work order opens in a new tab.
- Questions regarding work orders and project billing information.
  - Monica Orsolini (7-8532) or Tara Tresh (7-8524)
- Questions regarding project work scope contact your project manager

Updated 11/5/19