

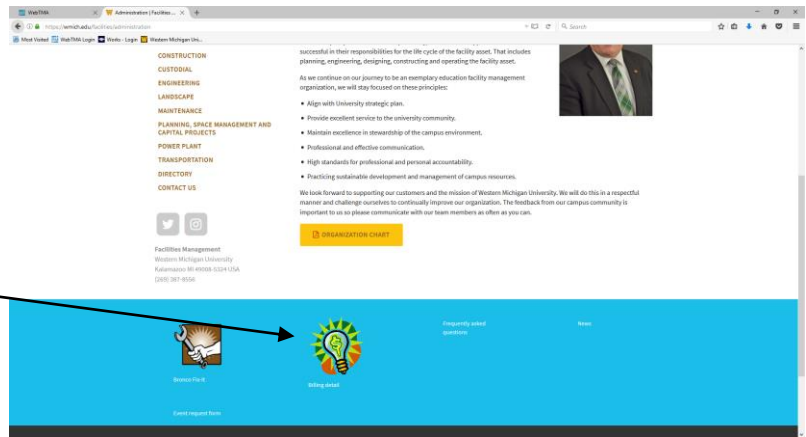
Facilities Management Billing Detail Site Quick Reference

How to look up a sales orders, work orders, or projects

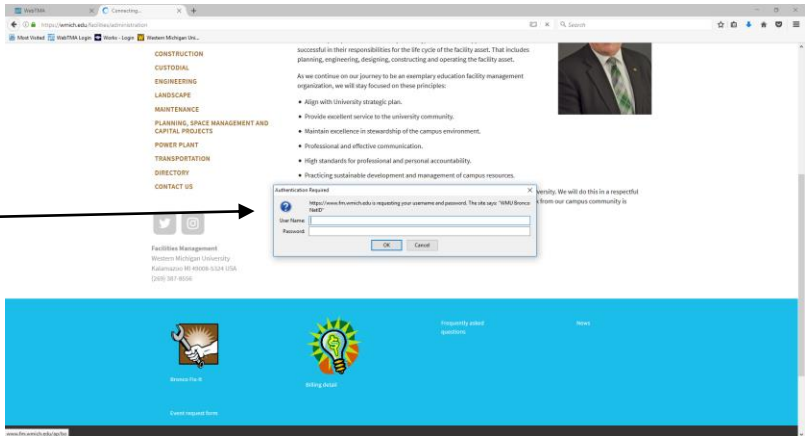
On Facilities' main page, click Administration



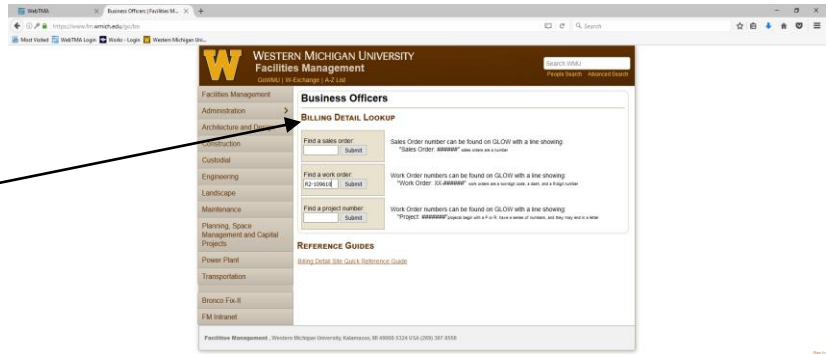
Scroll to the bottom of the page and click on the Billing Detail light bulb



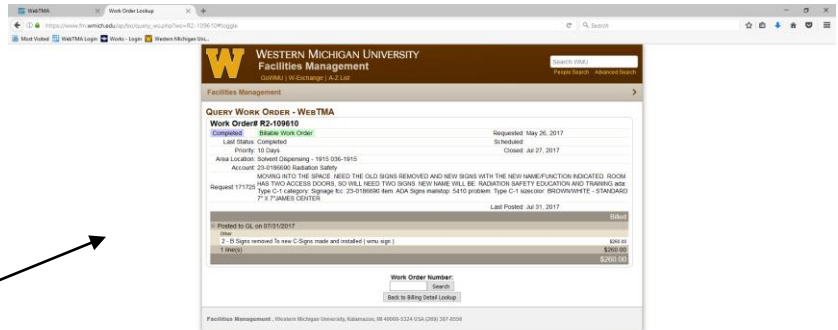
Enter your Bronco NetID and password



Use description on GLOW line to determine which section to use on FM Billing Site. Plug in sales order, work order, or project you want to review details.



Your sales order, work order, or project will pop up with all the information. If there is a "+" next to the "Posted on GL" area, additional details will be available if clicked



Additional details-

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 break down. These are typically fuel purchases.
- Questions regarding sales orders
 - Wendy Schutz (7-8523) or Vicki Cox (7-8527)

B. Work Orders:

- Used to bill and/or track charges for specific work
- Prefix can give indication of type of work

S_ = Maintenance Shops (S1, S3...)	XL = Lockshop / Public Safety
S0 = Outside contractor, Misc charges	L_ = Landscape (LS, LM, LC)
R1 = Recharge/Remodel Shop	C_ = Custodial (CA, CI, CC...)
R2 = Sign Shop	TS = Transportation

- 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