



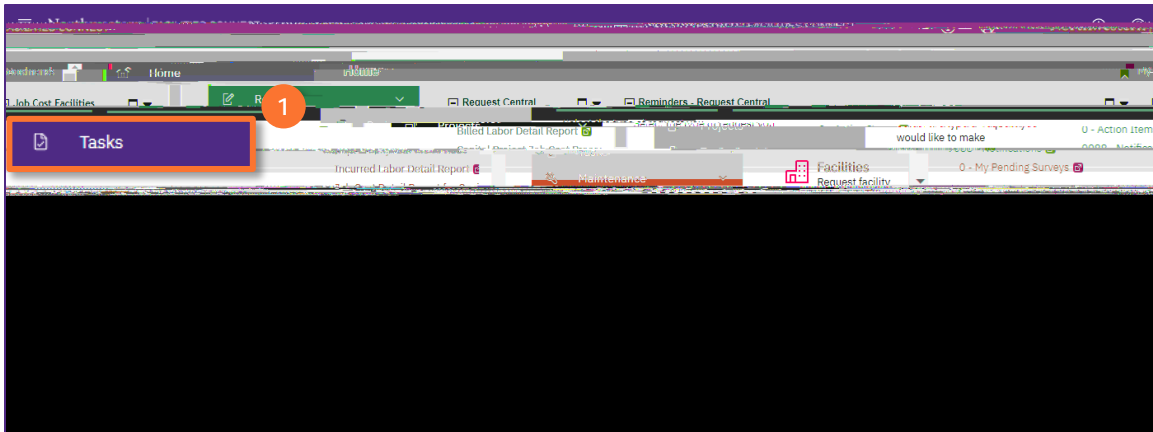
# REVERSE JOB COST ENTRY

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

## DIRECTIONS:

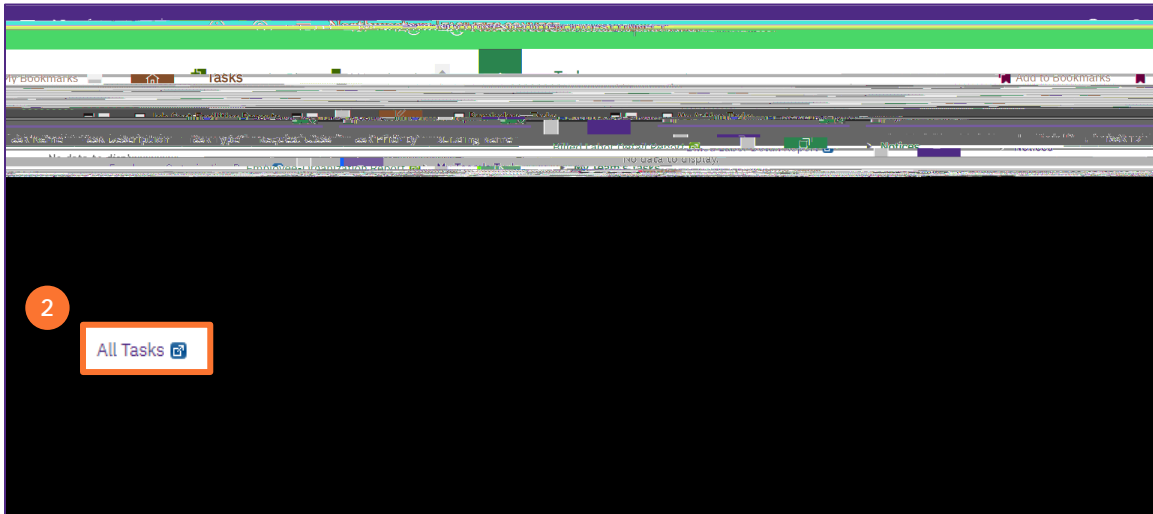
**1** From the Facilities Connect Home Screen:

**1** Click on **Tasks** section.



**2** Upon clicking, the Tasks Screen will open:

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





## REVERSE JOB COST ENTRY

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Once you locate the appropriate Work Task:

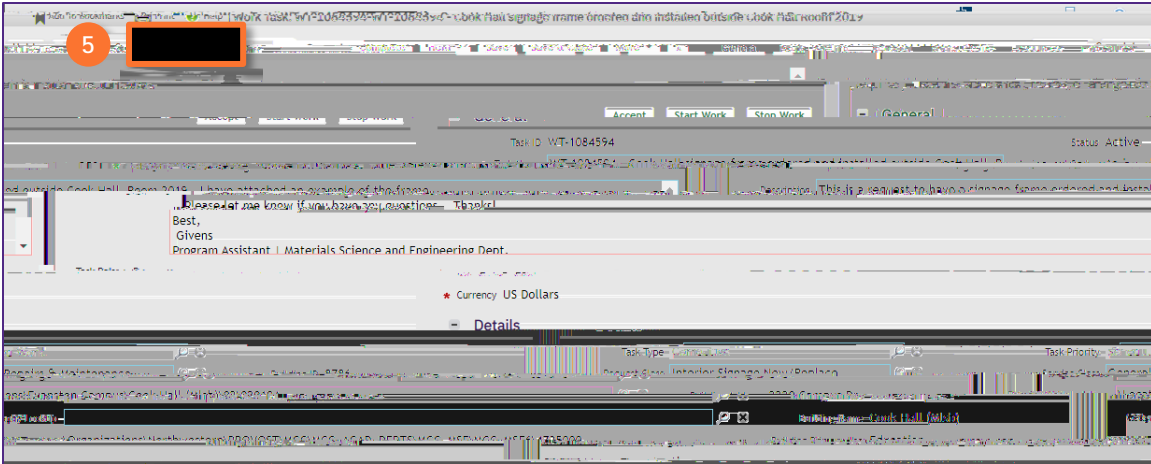
Click on the [Task Name](#) to open.

# REVERSE JOB COST ENTRY

**DIRECTIONS:**

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

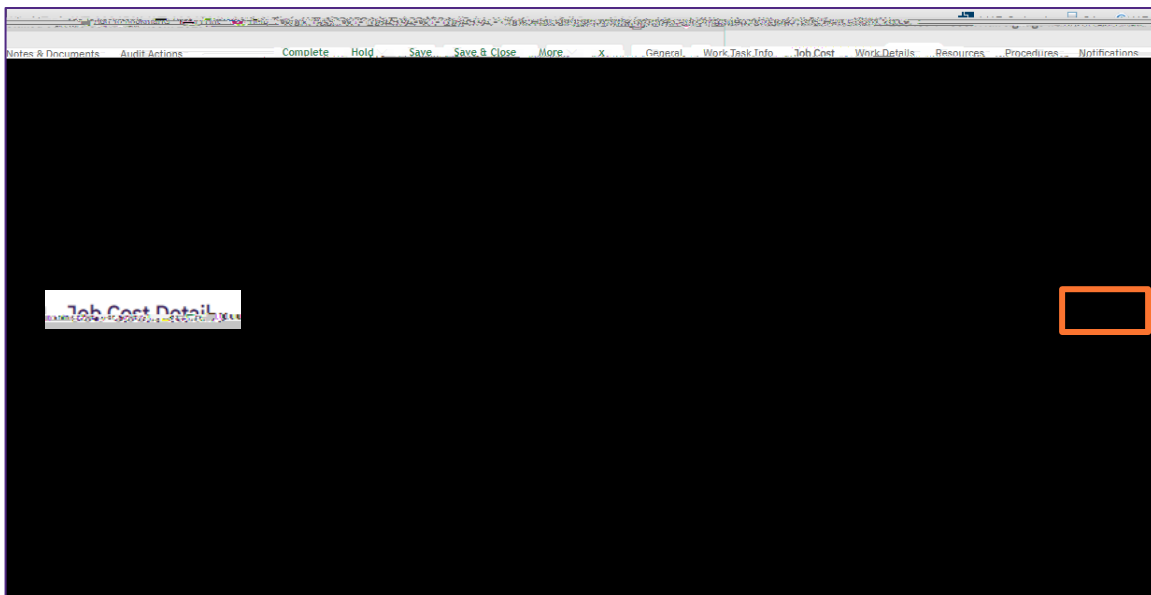
**5** Click on the **Job Cost** tab.



**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.





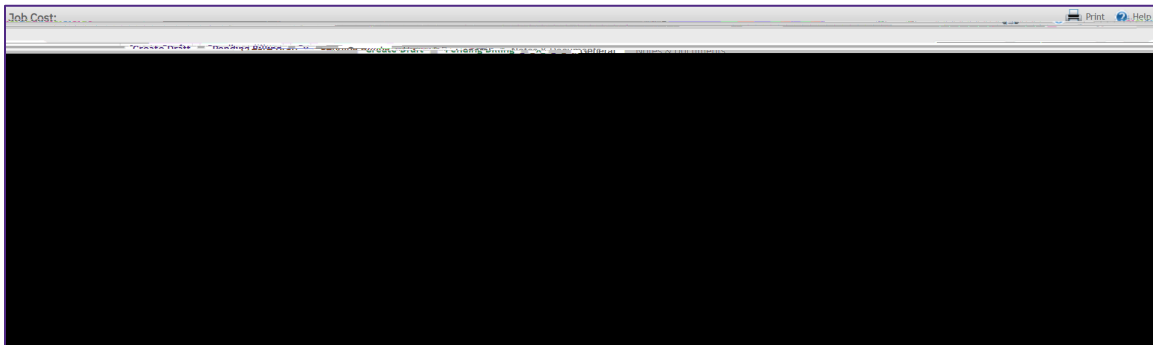
# REVERSE JOB COST ENTRY

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**Cost Source:** select Misc Cost  
Adjustment/Correction

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

**Original Cost**



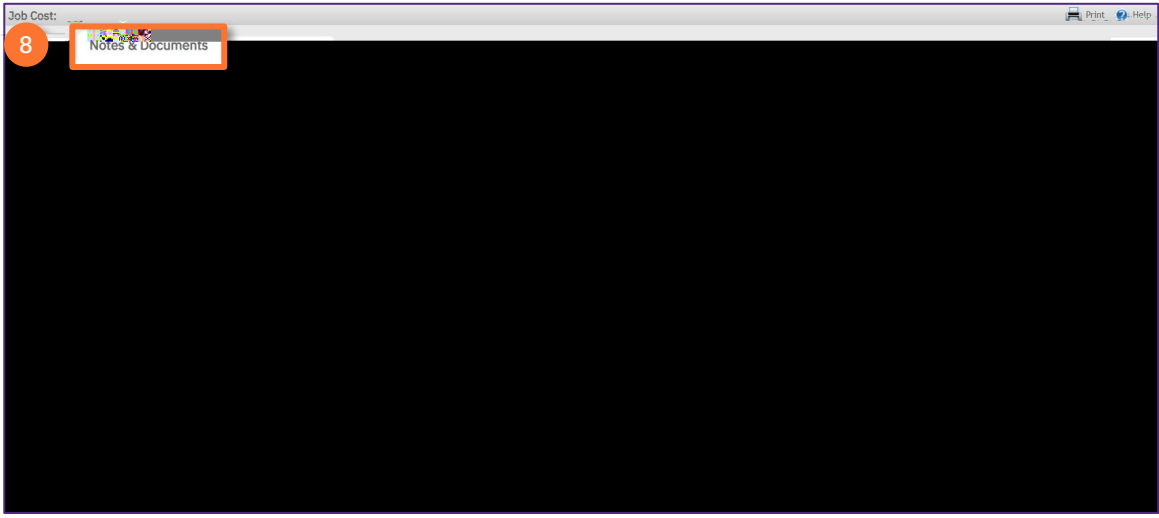


# REVERSE JOB COST ENTRY

## DIRECTIONS:

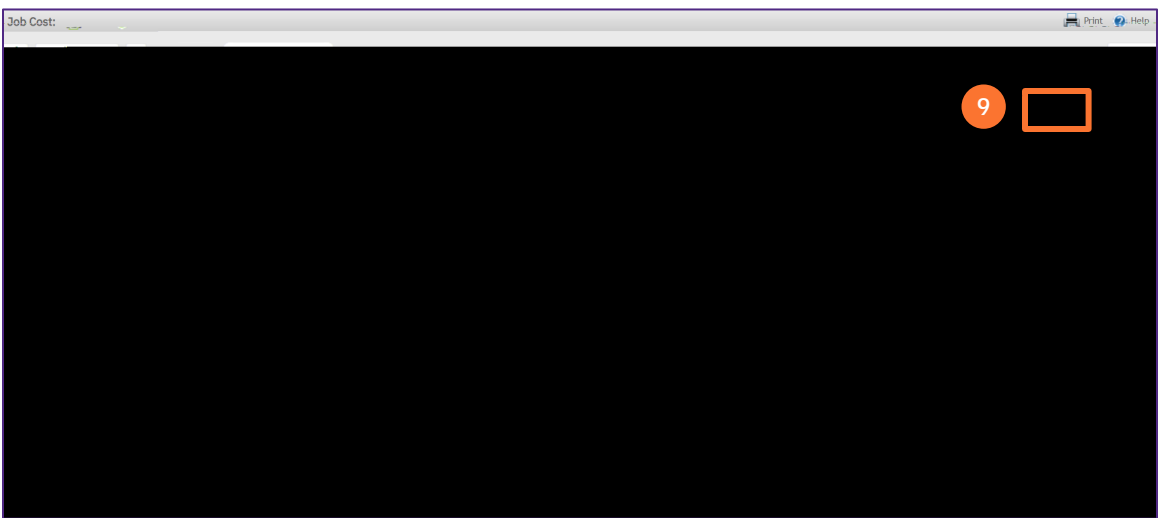
**8** Optionally from the Job Cost window:

- 8** Click on Notes & Documents



**9** To enter a comment providing reason for the Reversal:

- 9** Click on **Add**





# REVERSE JOB COST ENTRY

## DIRECTIONS:

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Upon clicking the **Comment** window opens.

10a

Type the comment.

Click on **Create**

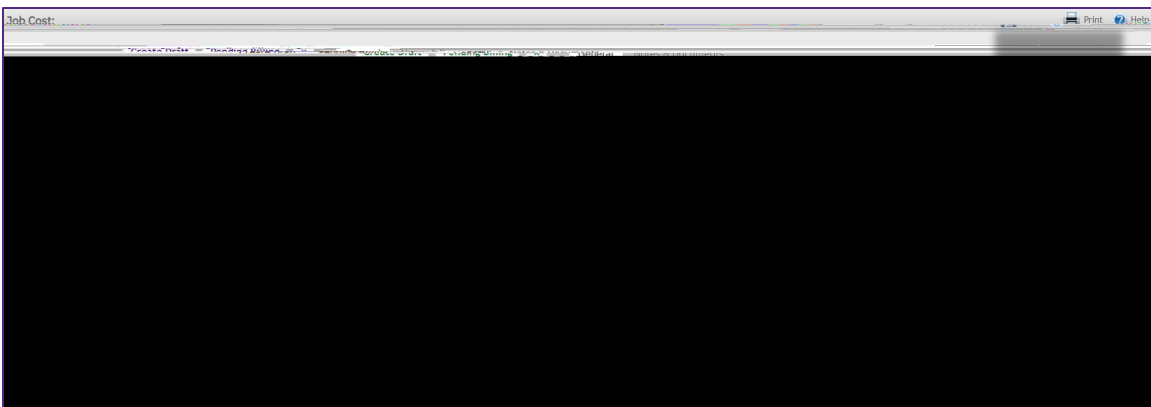


11

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

11

Click on **Pending Billing**

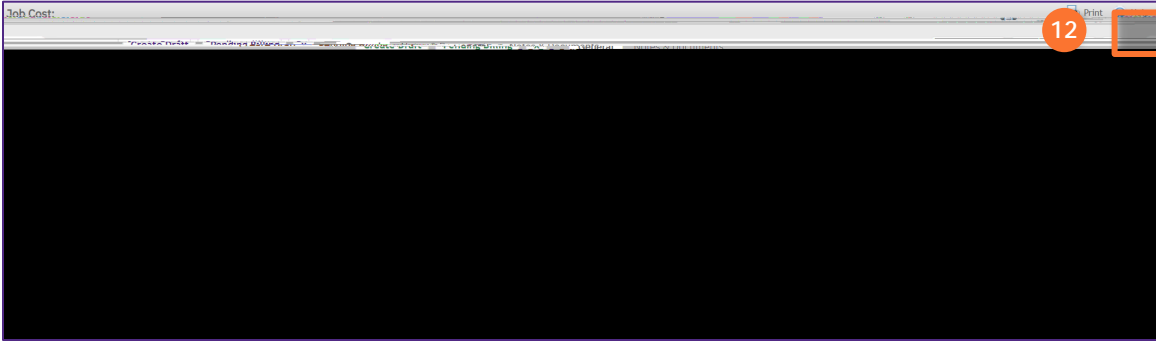


# REVERSE JOB COST ENTRY

**DIRECTIONS:**

**12** Close the Job Cost window.

**12** Click on "X"



**13** From the Work Task Record,

**13** Click on **Save**

