Work Request Billing Console

(Work Request Billing Console is located under your Building Operations Console)

To perform the billing of each work request, you must go to the "Work Request Billing Console".

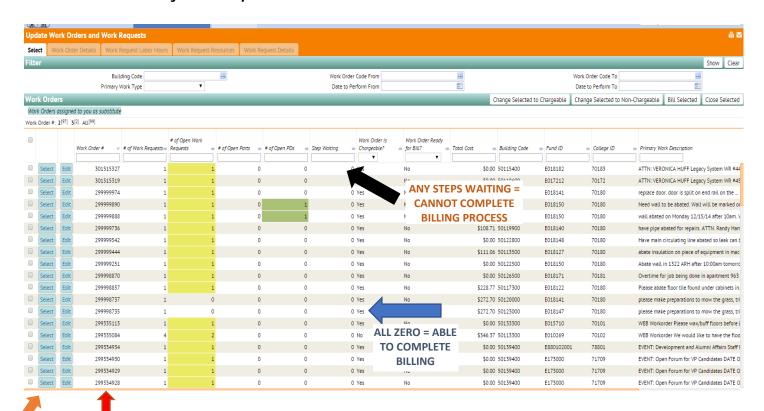
Click on "Work Request Billing Console"

Once in the work request billing console, you will need to process all work orders/work requests that have been completed and have no "OPEN" work requests, part, PDs or steps waiting (see BLACK arrow).

If any of these have a color associated with them telling you how many "open" items you have per each column, then you are unable to process the billing for the WO/WR until all of these columns show "zero". See BLUE arrow.

Once all columns show zero, you can either "bill" or "close" the WO/WR.

NOTE: You will always have a number in the "# of Work Requests" column. This lets you know how may work requests are associated with the work order.

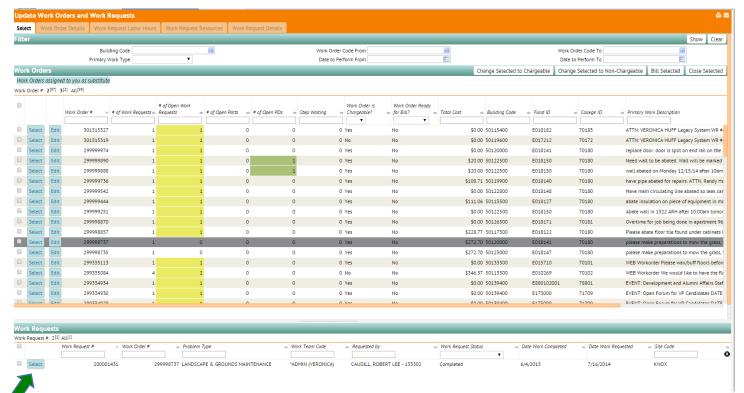


Please note: You are now working with the "Work Order" #, not the Work Request #.

To view the work request, you need to click "select". See ORANGE arrow.

Clicking "select" will bring up the work request at the <u>bottom</u> of the screen. See GREEN arrow.

You will need to click "select" again to view the details of the work request.



Once in the details screen, you will have access to the following information:

"Work Request Labor Hours" tab:

Craftsperson Assignments: Shows craftsperson(s) assigned to work request and how many hours they worked.

Clicking NEXT (top right hand corner) will take you to the "Work Request Resources" tab:

Information shown here lets you know what parts, tools, PDs or shop stock was needed to complete the work request.

Clicking NEXT (top right hand corner) will take you to the "Work Request Details" tab:

This is a general overview of the work request which includes the work description and will give you the total cost of the work request.

If everything is correct on the work request/work order, click on the "Select" tab (top left hand corner). This will take you back to the main screen for you to process the billing.

To process the billing:

Select the work order number you want to process by clicking on the box to the left of select. This will put a check mark in the box. See PINK arrow.

Once the check mark is in the box, you are ready to perform the billing process.

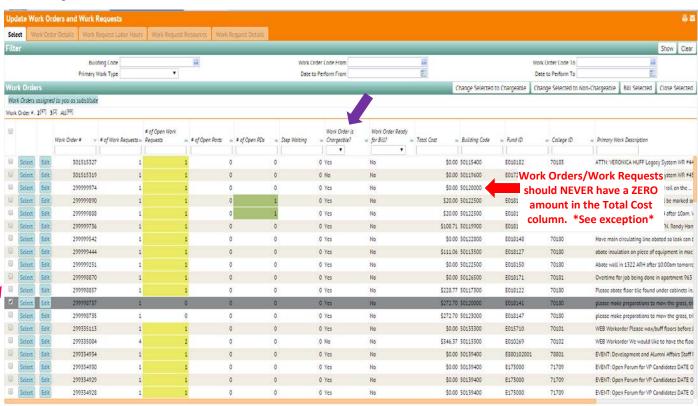
ALL CHARGEABLE work requests get BILLED using the "Bill Selected" button.

ALL NON-CHARGEABLE work requests get CLOSED using the "Close Selected" button.

To tell if a work request is "chargeable" or "non-chargeable" look in the "Work Order is Chargeable?" field. See PURPLE arrow. A "yes" indicates the work order/work request is chargeable and a "no" indicates the work order/work request non-chargeable.

NOTE: Work orders/work requests should NEVER have a ZERO amount in the total cost field. All work orders/work requests should at least have labor charges.

EXCEPTION: The <u>only</u> work orders/work requests that may have a zero amount are those associated with a "Project". If you have any of these, you may close with zero amount, but <u>only</u> if WO/WR is associated with a "Project".



If you have a chargeable work order/work request that needs to be non-chargeable, click on the box to the left and click the "Change Selected to Non-Chargeable".

If you have a non-chargeable work order/work request that needs to be chargeable, click the on the box to the left and click the "Change Selected to Chargeable".

If you have any questions at all about what is chargeable or non-chargeable, please ask before completing any of the billing process for the work order/work request in question.

NOTE: Once you have completed this process, Administrative Services office is notified to generate transfer vouchers.