

NUFinancials and Work Task Job Cost Reconciliation

Provides guidance on how to reconcile FC Job Cost batch to NUFin Journal Entries. This process begins once the Job Cost has been run and any errors are corrected on Work Tasks.

DIRECTIONS:

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

1 Click on the **Job Cost Detail Report for Work Tasks**.

Northwestern | FACILITIES CONNECT

Home

Request Central | Reminders - Request Central | Job Cost Facilities

Select the type of request you would like to make

Facilities
Request facility repair

Alarm Response
Bike
Electrical & Lighting
Elevator
Estimate
Event Support
Exterior Services/Grounds
Furniture & Appliances

0 - Action Items
9111 - Notifications
0 - My Pending Surveys

My Active Requests

My Completed Requests

SR-	Task Name	SW	Location	Date
1005052	Electrical Outlet	SW0004094	345 - SWITCH GEAR MAINTENANCE	03/15/2020 20:41:16
1005050	Electrical Outlet	SW0004093	345 - FIRE ALARM MAINTENANCE AND TESTING	03/15/2020 20:21:42
1003437	Leak	*Parent-ENG WO724487 - LURIE 6. EM SHOWERS *Child-CHELEC WO724778 - LURIE 6. EM...		03/08/2020 15:15:09
1003432	Leak	*Parent-ENG WO709782 *Child-CHELEC WO727805 *Child-ENG WO709782 MPL817 ON 1...		03/08/2020 14:55:55

My Bookmarks

- Billed Labor Detail Report
- Capital Project Job Cost Processes
- Incurred Labor Detail Report
- Job Cost Detail Report for Capital
- Job Cost Detail Report for Work Tasks**
- Revenue Analysis for Capital Proje
- Revenue Analysis of Work Task Jo
- Roll Back Job Cost - Projects
- Roll Back Job Cost - Tasks
- Sold Service Hours Report
- Work Order Audit Report
- Work Task Job Cost Processes

2 Upon clicking, the Job Cost Detail Report for Work Tasks will open,

2 Click **Export** to export the job cost entries for the batch you are reconciling.

Northwestern | FACILITIES CONNECT

Job Cost Detail Report for Work Tasks

Add to Bookmarks | My Bookmarks

Job Cost Detail Report for Work Tasks

Update Selected As Billed | Update ALL as Billed | Retire

Export

Job Cost ID	Task ID	Task Name	Task Type	Building Name	Space	Requested B
1000358	1737777	WT-1030296 PM Schedule Engineer-Ryan Hall - MONTHLY	Preventive	Ryan Hall		
1000358	1737778	WT-1030296 PM Schedule Engineer-Ryan Hall - MONTHLY	Preventive	Ryan Hall		
1000360	1741089	WT-1030296 PM Schedule Engineer-Ryan Hall - MONTHLY	Preventive	Ryan Hall		
1000360	1741090	WT-1030296 PM Schedule Engineer-Ryan Hall - MONTHLY	Preventive	Ryan Hall		
1000360	1741091	WT-1030296 PM Schedule Engineer-Ryan Hall - MONTHLY	Preventive	Ryan Hall		
1000358	1737779	WT-1030433 PM Schedule Engineer-Annenberg Hall - MONTHLY	Preventive	Annenberg Hall		
1000360	1741092	WT-1030461 PM Schedule Electrician-Annenberg Hall - MONTHLY	Preventive	Annenberg Hall		
1000354	1734091	WT-1030533 PM Schedule Engineer-Cook Hall (Mlsb) - MONTHLY	Preventive	Cook Hall (Mlsb)		
1000354	1734092	WT-1030533 PM Schedule Engineer-Cook Hall (Mlsb) - MONTHLY	Preventive	Cook Hall (Mlsb)		
1000354	1734093	WT-1030533 PM Schedule Engineer-Cook Hall (Mlsb) - MONTHLY	Preventive	Cook Hall (Mlsb)		
1000354	1734094	WT-1030533 PM Schedule Engineer-Cook Hall (Mlsb) - MONTHLY	Preventive	Cook Hall (Mlsb)		
1000356	1736170	WT-1030533 PM Schedule Engineer-Cook Hall (Mlsb) - MONTHLY	Preventive	Cook Hall (Mlsb)		
1000358	1737780	WT-1030533 PM Schedule Engineer-Cook Hall (Mlsb) - MONTHLY	Preventive	Cook Hall (Mlsb)		
1000358	1737781	WT-1030533 PM Schedule Engineer-Cook Hall (Mlsb) - MONTHLY	Preventive	Cook Hall (Mlsb)		

NUFinancials and Work Task Job Cost Reconciliation

DIRECTIONS:

3

After exporting Job Cost entries and saving the file, return to Facilities Connect:

3a Select all entries for the Batch you are reconciling by clicking the **checkbox**.

3b Click **Update Selected as Billed**.

Batch ID	Job Cost ID	Task ID	Task Name	Task Type	Building Name	Space	Requested B
<input checked="" type="checkbox"/>	1000358	1737777	WT-1030296	PM Schedule Engineer-Ryan Hall - MONTHLY	Preventive	Ryan Hall	
<input checked="" type="checkbox"/>	1000358	1737778	WT-1030296	PM Schedule Engineer-Ryan Hall - MONTHLY	Preventive	Ryan Hall	
<input type="checkbox"/>	1000360	1741089	WT-1030296	PM Schedule Engineer-Ryan Hall - MONTHLY	Preventive	Ryan Hall	
<input type="checkbox"/>	1000360	1741090	WT-1030296	PM Schedule Engineer-Ryan Hall - MONTHLY	Preventive	Ryan Hall	
<input type="checkbox"/>	1000360	1741091	WT-1030296	PM Schedule Engineer-Ryan Hall - MONTHLY	Preventive	Ryan Hall	
<input type="checkbox"/>	1000358	1737779	WT-1030433	PM Schedule Engineer-Annenberg Hall - MONTHLY	Preventive	Annenberg Hall	
<input type="checkbox"/>	1000360	1741092	WT-1030461	PM Schedule Electrician-Annenberg Hall - MONTHLY	Preventive	Annenberg Hall	

4

The next day, an automated notification email from PeopleSoft@evfn857prdpua.ci.northwestern.edu will be sent to you.

This email let you know whether the FC Job Cost Batch was successfully posted to NUFin. An NUFin Journal ID will be provided on the email.

```

Recharge Center Journal Import

2020-06-05 17.18.03.000000
-----

Processing file /psft/ffra/fn857prd/data/facilities/in/recharge/FM_06052020_5874879_2.xml ...

** Journal Description - OPERATING - Facilities Job Cost Transactions - 06/05/2020
Process completed successfully with 1 journals imported.
Imported journals: (NWJUNV, FM00643560, 2020-06-05)
Updated journals:
  
```

NUFinancials and Work Task Job Cost Reconciliation

DIRECTIONS:

5

Go to NuFinancials -> Navigator -> General Ledger -> Review Financial Information -> Journals.

5a Search for the Journal ID provided by automated email.

5b Change Max Rows to 20,000.

Employee Self Service Journal Inquiry

Journal Inquiry

Journal Criteria

Inquiry *Unit *Ledger *Year *From Period *To Period Suspense Status

Status Source Currency Stat Document Type Date Code Adj

User Document Sequence Sort By Max Rows Attachment Exist

Search Delete Clear

Save Return to Search Notify Add Update/Display

6

Click on the result from the Search.

Journal Inquiry

Journal Criteria

Inquiry DEPARTMENT *Ledger *Year *From Period *To Period Suspense Status

Journal ID Status Source Currency Stat Document Type Date Code Adj

User Document Sequence Sort By Max Rows Attachment Exist

Search Delete Clear

Journals

Personalize | Find | First 1 of 1 Last

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
FM00643560	06/05/2020	NWUNV	Posted	RCG	No Susp	GLBATCH	06/05/2020	OPERATING - Facilities Job Cos

NUFinancials and Work Task Job Cost Reconciliation

DIRECTIONS:

7 Click **Export** icon to export Journal to Excel.

Journal Inquiry
Journal Inquiry Details
Ledger Criteria

Go To [Journal Criteria](#)

Journal Header

Journal ID	FM00643560	Date	06/05/2020	Schedule	
Ledger Group	ACTUALS	Original Date	06/05/2020	Process	No Request
Source	RCG	Date Posted	06/05/2020	Total Lines	762
Journal Status	Posted	Reversal Date		User ID	GLBATCH
Balanced	DR=CR	Reversal	None	InterUnit BU	NWUNV
Doc Seq		Budget Status	Valid	Date Code Adjustment	N
Long Description	OPERATING - Facilities Job Cost Transactions - 06/05/2020				

View Attachment (0)

All Lines
 From/To

From Line To Line [Query Journal Lines](#)

Totals by Currency

Currency	USD	Debit Amount	134,351.62	Credit Amount	134,351.62	Net	0.00
----------	-----	--------------	------------	---------------	------------	-----	------

Journal Line

Line #	Line Descr	SpeedType	Amount (in Transaction Currency)	Currency	Fund	Dept	PC Bus Unit	Project	Activity	An Type
1	WT-1040196 - Routine, Lurie Re		116.29	USD	110	5011704				
2	WT-1040196 - Routine, Lurie Re		-116.29	USD	160	1801200				

8 Edit the report - Name file as: **NU and WT Rec-date**. From the **FC WT # Detail** tab,

8a Insert a new Column A.

8b Trim the left 30 Char for Column B.

8a **8b** **=TRIM(LEFT(B2001,30))**

	A	B	C	D	E	F	G	H
8a	Trimmed Name 30 char	Task Name	Building Name	Task Status	Job Cost	Billing Type		
2001	WT-1046994 - Emergency, 1801 M	WT-1046994 - Emergency, 1801 Maple, Trouble Alarm	1801 Maple	Active	1074693	Building		
2002	WT-1047001 - Emergency, Ayers	WT-1047001 - Emergency, Ayers Hall(Commerce), Fire	Ayers Hall(Commerce)	Active	1074694	Building		
2003	WT-1047010 - Scheduled Work, 5	WT-1047010 - Scheduled Work, 555 Clark, PM Correctiv	555 Clark	Active	1074695	Building		
2004	WT-1047012 - Emergency, Millar	WT-1047012 - Emergency, Millar Chapel/Parkes, Troubl	Millar Chapel/Parkes	Active	1074696	Building		
2005	WT-1047015 - Emergency, Lurie	WT-1047015 - Emergency, Lurie Resear, Supervisory Al	Lurie Resear	Active	1074697	Building		
2006	WT-1047015 - Emergency, Lurie	WT-1047015 - Emergency, Lurie Resear, Supervisory Al	Lurie Resear	Active	1074698	Building		
2007	WT-1047020 - Routine, Sports &	WT-1047020 - Routine, Sports & Aquatic Cen, Leak	Sports & Aquatic Cen	Active	1074699	Building		
2008	WT-1047020 - Routine, Sports &	WT-1047020 - Routine, Sports & Aquatic Cen, Leak	Sports & Aquatic Cen	Active	1074700	Building		
2009	WT-1047021 - Emergency, Univer	WT-1047021 - Emergency, University Library, Fire Alarm	University Library	Active	1074701	Building		
2010	WT-1047025 - Routine, Technolo	WT-1047025 - Routine, Technological Instit, Flood	Technological Instit	Active	1074702	Building		
2011	WT-1047027 - Emergency, 560 Li	WT-1047027 - Emergency, 560 Lincoln Street, Power	560 Lincoln Street	Active	1074703	Building		
2012	WT-1047027 - Emergency, 560 Li	WT-1047027 - Emergency, 560 Lincoln Street, Power	560 Lincoln Street	Active	1074704	Building		
2013	WT-1047036 - Emergency, 1835 H	WT-1047036 - Emergency, 1835 Hinman, Supervisory A	1835 Hinman	Active	1074705	Building		
2014	WT-1047040 - Important, Wiebol	WT-1047040 - Important, Wieboldt Hall, Clog	Wieboldt Hall	Active	1074706	Building		
2015	WT-1047040 - Important, Wiebol	WT-1047040 - Important, Wieboldt Hall, Clog	Wieboldt Hall	Active	1074707	Building		
2016	WT-1047044 - Routine, Ryan Fie	WT-1047044 - Routine, Ryan Field, Pressurization/Air FI	Ryan Field	Completed	1074708	Building		
2017	WT-1047074 - Routine, Allison	WT-1047074 - Routine, Allison Hall, Window AC - Repai	Allison Hall	Active	1074711	Building		
2018	WT-1047103 - Routine, 345 East	WT-1047103 - Routine, 345 East Superior, DDC - Other, WT-1047103	345 East Superior	Completed	1074712	Building		
2019	WT-1047118 - Important, Techno	WT-1047118 - Important, Technological Instit, Health & WT-1047118	Technological Instit	Active	1074713	Building		
2020	WT-1047170 - Routine, Hogan Ha	WT-1047170 - Routine, Hogan Hall, Flood	Hogan Hall	Active	1074714	Building		

Reconciliation Summary Sue xref NU **FC WT 052820 Detail**

NUFinancials and Work Task Job Cost Reconciliation

DIRECTIONS:

9 Edit the report, *continued*:

9a Go to the **NU List** tab.

9b Insert column P and use VLOOKUP to pull the WT ID from FC into the NUFin tab

9b =VLOOKUP(B119,'FC WT 052820 Detail'!A:T,3,FALSE)

9a NU List

	N	O	P	Q	R	S	T	U	V	W	X	Y	
1	ChartField	Accou	Match WT Dr	Dr	Book Code	Adjustme	Settlement Da	Date Co	Scenal	N	Exchange R	Amount (in Base Curren	Base C
119		76004		156-2224700-76004			5/28/2020	0	N		1	24.48 USD	
120		76004 WT-1040453		156-2224700-76004			5/28/2020	0	N		1	33.7 USD	
121		76004 WT-1040453		156-2224700-76004			5/28/2020	0	N		1	531.68 USD	
122		76025 WT-1040469		110-1851070-76025			5/28/2020	0	N		1	9.39 USD	
123		76025 WT-1040469		110-5011709-76025			5/28/2020	0	N		1	127.49 USD	
124		76025 WT-1040469		110-1851070-76025			5/28/2020	0	N		1	6.26 USD	
125		76025 WT-1040469		110-5011709-76025			5/28/2020	0	N		1	84.99 USD	
126		76025 WT-1040476		110-1851080-76025			5/28/2020	0	N		1	19.62 USD	
127		76025 WT-1040476		110-5011710-76025			5/28/2020	0	N		1	208.51 USD	
128		76007 WT-1040478		156-2241300-76007			5/28/2020	0	N		1	44.87 USD	
129		76007 WT-1040487		110-1860470-76007			5/28/2020	0	N		1	44.87 USD	
130		76007 WT-1040507		110-1870260-76007			5/28/2020	0	N		1	44.87 USD	
131		76007 WT-1040530		110-1860830-76007			5/28/2020	0	N		1	179.47 USD	
132		76007 WT-1040530		110-1860830-76007			5/28/2020	0	N		1	179.47 USD	
133		76007 WT-1040629		110-1860340-76007			5/28/2020	0	N		1	403.81 USD	
134		76007 WT-1040654		110-1860340-76007			5/28/2020	0	N		1	16.2 USD	

10 Create two Pivot Table in **Reconciliation** tab to sum WT Total Charged for each WT,

10a One from NU List.

10b One from FC List.

10a

10b

NuFin Journal		FC Batch		
Row Labels	Sum of Amount (in base currency)	Task ID	Task Name	Sum of Total Charged
5 WT-1030604	\$1,458.58	WT-1030604	Pm Schedule Engineer-Technological Instit - MONTHLY	\$1,458.58
6 WT-1030732	\$399.00	WT-1030732	PM Schedule Electrician-Mudd Hall - MONTHLY	\$399.00
7 WT-1030780	\$89.74	WT-1030780	PM Schedule Engineer-Mudd Hall - MONTHLY	\$89.74
8 WT-1031013	\$89.74	WT-1031013	PM Schedule Engineer-Segal Visitors Ctr - MONTHLY	\$89.74
9 WT-1031097	\$89.74	WT-1031097	PM Schedule Engineer-Ryan Center - MONTHLY	\$89.74
10 WT-1031539	\$538.41	WT-1031539	PM Schedule Engineer-University Library - MONTHLY	\$538.41
11 WT-1031837	\$44.87	WT-1031837	PM Schedule Engineer-Wirtz Center - MONTHLY	\$44.87
12 WT-1032281	\$134.58	WT-1032281	PM Schedule Engineer-Jacobs Ctr (And/Lev) - MONTHLY	\$134.60
13 WT-1032719	\$89.74	WT-1032719	PM Schedule Engineer-Fisk Hall - MONTHLY	\$89.74
14 WT-1032810	\$897.36	WT-1032810	PM Schedule Engineer-Deering Library - MONTHLY	\$897.35
15 WT-1033866	\$224.34	WT-1033866	PM Schedule Engineer-2040 Sheridan - MONTHLY	\$224.34
16 WT-1034351	\$98.50	WT-1034351	PM Schedule Engineer-1922 Sheridan - MONTHLY	\$98.50
17 WT-1035079	\$44.87	WT-1035079	PM Schedule Engineer-1201 Davis - MONTHLY	\$44.87
18 WT-1035244	\$1,031.96	WT-1035244	PM Schedule Engineer-2020 Ridge - MONTHLY	\$1,031.95
19 WT-1036456	\$465.41	WT-1036456	PM Schedule Zone 6 Engineer-Simpson Querrey - MONTHLY	\$465.38

Reconciliation



NUFinancials and Work Task Job Cost Reconciliation

DIRECTIONS:

11 Compare the **NU WT Sum** with **FC WT Sum** to make sure it all matches.

Note any differences, if any.

11 =IF(ROUND(G4,2)=ROUND(J4,2),"yes",IF(INT(J4)=INT(G4),"ok-rounding","no"))

NUFin Journal	Sum of Amount (in Base Currency)	FC Batch	Sum of Total Charged	NUFin	OK?
WT-1030296	\$44.87	WT-1030296 PM Schedule Engineer-Ryan Hall - MONTHLY	\$44.87	\$44.87	yes
WT-1030604	\$1,458.58	WT-1030604 Pm Schedule Engineer-Technological Instit - MONTHLY	\$1,458.58	\$1,458.58	yes
WT-1030732	\$399.00	WT-1030732 PM Schedule Electrician-Mudd Hall - MONTHLY	\$399.00	\$399.00	yes
WT-1030780	\$89.74	WT-1030780 PM Schedule Engineer-Mudd Hall - MONTHLY	\$89.74	\$89.74	yes
WT-1031013	\$89.74	WT-1031013 PM Schedule Engineer-Segal Visitors Ctr - MONTHLY	\$89.74	\$89.74	yes
WT-1031097	\$89.74	WT-1031097 PM Schedule Engineer-Ryan Center - MONTHLY	\$89.74	\$89.74	yes
WT-1031539	\$538.41	WT-1031539 PM Schedule Engineer-University Library - MONTHLY	\$538.41	\$538.41	yes
WT-1031837	\$44.87	WT-1031837 PM Schedule Engineer-Wirtz Center - MONTHLY	\$44.87	\$44.87	yes
WT-1032281	\$134.58	WT-1032281 PM Schedule Engineer-Jacobs Ctr (And/Lev) - MONTHLY	\$134.60	\$134.58	yes
WT-1032719	\$89.74	WT-1032719 PM Schedule Engineer-Fisk Hall - MONTHLY	\$89.74	\$89.74	yes
WT-1032810	\$897.36	WT-1032810 PM Schedule Engineer-Deering Library - MONTHLY	\$897.35	\$897.36	yes
WT-1033866	\$224.34	WT-1033866 PM Schedule Engineer-2040 Sheridan - MONTHLY	\$224.34	\$224.34	yes
WT-1034351	\$98.50	WT-1034351 PM Schedule Engineer-1922 Sheridan - MONTHLY	\$98.50	\$98.50	ok-rounding
WT-1035079	\$44.87	WT-1035079 PM Schedule Engineer-1201 Davis - MONTHLY	\$44.87	\$44.87	yes
WT-1035244	\$1,031.96	WT-1035244 PM Schedule Engineer-2020 Ridge - MONTHLY	\$1,031.95	\$1,031.96	yes
WT-1036456	\$465.41	WT-1036456 PM Schedule Zone 6 Engineer-Simpson Querrey - MONTHLY	\$465.38	\$465.41	ok-rounding