

# Applying Amendment Fees in FAMIS

## Facilities Services

The following FAMIS roles can be used to perform this function.

- UT Crew Supervisor
- Work Control

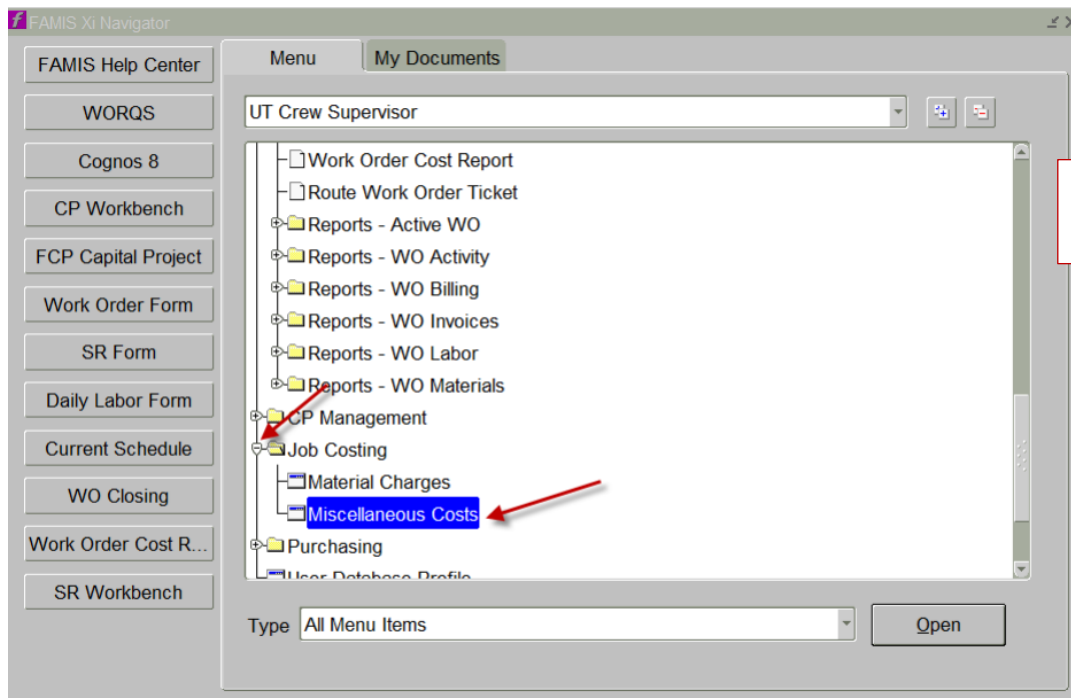
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### Applying Charges

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#### A. From Navigation view

- 1) Click on the Job Costing plus icon to expand and see options
- 2) Select Miscellaneous Cost by double clicking on it



#### B. Entering data only in the yellow highlighted fields in the General tab

1. Click on **Cost Type** and scroll until you see the description "**Amendment Charges**".
  - i. The description can be what we want it to be – currently I am using the general costtype test description.
  - ii. We can have multiple cost types to capture late cancellations as well
2. Select it by clicking on the description (it will highlight in blue)
3. Click OK (the cost type name and description will auto fill)
4. Type the **work order number** in the WO Number field
5. Trans Date (transaction date) can be changed if you want to reflect the amendment date
6. Enter **cost** in Amount field (this is a free field so amount must be entered)
7. Click **Save** (Must select Save to update)

Miscellaneous Costs

General | Attributes | Dates

Cost No. \*\*ASSIGN\*\* Markup Percent  Accounts...

Cost Type COSTTYPE Send to GL

WO Number 37875583 Recurring Cost

Trans Date TUE SEP 18, 2018

Description TEST OF COSTTYPE

**Cost Information**

Rate

UM

Qty

Amount 100.00

Marked up Amt 100.00

**Attributes**

**Comments**

TESTING ONLY.

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### Viewing Charges in Cost Summary

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- C. This view will allow you to see the charges applied
1. On the main Work Order view, open the work order cost summary by left clicking the work order number twice and right clicking once.

Work Order

WO Number 37875583 FC1: CPC MONTHLY TEAM MEETINGS

Parent WO

Main | Attributes | Tasks | Crews | Parts | Tools | PO's | Routing | Readings | Closing

**Asset**

Asset Class

Equipment

**General Information**

Type EVENT

Priority 5

Method

Assigned To

Outage Class

**Current Status / Dates**

Status OPEN

Material Status

Start Date MON SEP 10, 2018

Due Date MON SEP 10, 2018

Completed

**Primary Labor**

Crew 049

Craft

Crew Size

Est Hrs/

Current Est Hrs

**Location**

Site UTM

Building 0550

Floor 01

Room 1.118B

Zone 3

Tracking 1

Tracking 2 WEB

Non-Available

Travel Time

Print Ticket On Next Batch Run

Print | Library | Request | Related WO | Create WO | Billing | Estimates | Dates | Audit... | Conv to Proj...

2. Select **Cost Summary**
  - i. You will see the charges you entered in the Summary tab under Contingency

Work Order Cost Summary

WO Number: 37875583 FC1: CPC MONTHLY TEAM MEETINGS

Parent WO:

Summary Labor Material Invoices Equip Rental Misc Costs Billed

	Estimate	Actual	Committed	Balance
Labor	.00			.00
Material	.00	.00	.00	.00
Invoices	.00	.00	.00	.00
Equipment	.00	.00		.00
Contingency	.00	100.00		-100.00
<b>Total</b>	.00	100.00	.00	-100.00

Request...  
Print...  
Dates...

**Work Order  
Cost Summary  
View**

3. Click on the **Misc. Costs** tab
  - i. Here you will see the full description of the cost type and amount charged against the work order you are viewing.
  - ii. As you can see, the entry has a unique Cost No. assigned to it.

Work Order Cost Summary

WO Number: 37875583 FC1: CPC MONTHLY TEAM MEETINGS

Parent WO:

Summary Labor Material Invoices Equip Rental Misc Costs Billed

Cost No.	Cost Type	Description	Rate	Quantity	Amount
MC078071	COSTTYPE	TEST OF COSTTYPE			100.00
Total Invoice Amount					100.00

**Misc. Cost  
View #1**

- iii. For multiple entries, each entry will have its own cost type number and a list of charges.



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WORK ORDER COST REPORT

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Part Number	Description	Um	Quantity	Amount
			Total -	0.00

Invoice

PO Number	Release No	Line No	Vendor	Description	Amount
				Total -	0.00

Committed Costs

Preq/PO Number	Rel No	Line No	Vendor	I/S	Description	Amount
					Total -	0.00

Miscellaneous Costs

Enter Date	Cost Type	Description	Rate	Qty	Amount	
18 SEP 2018	COSTTYPE	TEST OF COSTTYPE			100.00	
19 SEP 2018	COSTTYPE	TEST OF COSTTYPE			50.00	
					Total -	150.00

Equipment Renta

Trans. Date	Employee	Equipment	Hours	Rental Rate	Miles	Fuel Charge	Amount	
							Total -	0.00
							Grand Total -	1,996.77