Applying Amendment Fees in FAMIS

Facilities Services

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

- UT Crew Supervisor
- Work Control

Applying Charges

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

FAMIS Xi Navigator		$\neq \times$
FAMIS Help Center	Menu My Documents	
WORQS	UT Crew Supervisor	
Cognos 8	- Work Order Cost Report	
CP Workbench	-⊡Route Work Order Ticket ♥─⊒Reports - Active WO	Navigation Main View
FCP Capital Project	P Reports - WO Activity	
Work Order Form	 P→ Reports - WO Billing P→ Reports - WO Invoices 	
SR Form	ev⊒ Reports - WO Labor	
Daily Labor Form	Beports - WO Materials CP Management	
Current Schedule	Solution of the second	
WO Closing	-⊐Material Charges	
Work Order Cost R	⊕□ Purchasing	
SR Workbench	Unar Database Brofile	
	Type All Menu Items	

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 Cos General Attribu	sts Ifes Dates			≤ ×
Cost No. Cost Type WO Number Trans Date Description	**ASSIGN** COSTTYPE 37875583 TUE SEP 18, 2018 TEST OF COSTTYPE	Markup Percent Send to GL 🔽 Recurring Cost	Accounts	Miscellaneous Cost View
Cost Informa Ra U C Amou Marked up A	ation ate JM Dty Int 100.00 mt 100.00	Attributes		
Comments TESTING ONI	.Y.			

Viewing Charges in Cost Summary

- 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.

VO Number 37 Parent WO	7875583	C1: CPO	C MONTHLY TEA	M MEETINGS				Main Work
Main Attribu	ites Tasks	Crews	s Parts	Tools PO's	Rou	ting Readings	Closing	Order view
Asset Asset Class							Print	
Equipment							Library	
General Inform	nation		Current Statu	is / Dates		Tracking 1	Request	
Туре	EVENT		Status	OPEN			Polatod W/O	
Priority	5		Material Status			Tracking 2	Related VVO	
Method			Start Date	MON SEP 10, 20	18		Create WO	
Assigned To			Due Date	MON SEP 10, 20	8	VVED	Billing	
Outage Class			Completed			Non-Available		
Primary Labo	r		Location	1			Estimates	
Crew	049		Site	UTM		Travel Time	Dates	
Craft			Building	0550	1		Audit	
Crew Size			Floor	01	i		Conv to Proi	
Est Hrs/		_	Room	1 118B	1			
Current Est Hrs	1		Zone	3)	Print Ticket O	n Next Batch Run	

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

^f Work Order Cost Su WO Number <mark>3</mark>	immary 2000000000000000000000000000000000000	CPC MONTHLY TE	EAM MEETINGS		***************	
Parent WO	abor Material	Invoices	Equip Rental Misc	c Costs Billed		Work Order Cost Summary View
	Estimate	Actual	Committed	Balance	Reque	et
Labor	.00			.00	Reque	5
Material	.00	.00	.00	.00	Print	
Invoices	.00	.00	.00	.00	Data	
Equipment	.00	.00		.00	Dales	····
Contingency -	.00	▶ 100.00		-100.00	>	
Total	.00	100.00	.00	-100.00		

- 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 y	ou can	see,	the entr	y has a	unique	Cost	No.	assigned	to it.
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F Work Order Cost	Summary 200000	****************					× ≚ ×
WO Number Parent WO	<u>37875583</u>	FC1: CPC MONTHLY	TEAM MEETIN	IGS			Misc. Cost
Summary	Labor Ma	aterial Invoices	Equip Rental	Misc Costs	Billed		VIEW #1
Cost No.	Cost Type	Description		Rate	Quantity	Amoun	t
MC078071	COSTTYPE	TEST OF COSTTYPE				100.00	
							~
_							
-							
							~
							-
	1	1		Total Inv	voice Amount	100.00	\mathbf{D}

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

f Work Order Cost	Summary						≚ ×
WO Number	37875420	STD: FOOTBALL GAM	E DAY TRAS	H VALET			Misc. Cost
Parent WO]					View #2
Summary	Labor M	aterial Invoices	Equip Renta	Misc Cost	s Billed		
Cost No.	Cost Type	Description		Rate	Quantity	/ Amo	ount
MC078070	COSTTYPE	TEST OF COSTTYPE				100	0.00
MC078072	COSTTYPE	TEST OF COSTTYPE				50	0.00
							<u> </u>
	_						<u> </u>
							(`
	1	,	1	Total I	nvoice Amount	150	0.00

Work Order Cost Report

- D. This view allows you to see the entire cost report
 - 1. As you can see, the miscellaneous cost appears on this report.
 - 2. This was one of the reasons Stephanie recommended entering charges as Misc. Cost.
 - 3. The first image shows one entry
 - 4. The second image shows two entries

			WORK	ORDER		r 		
Material								
Part Number	Description					Um	Quantity	 Amount
					Tota	I -		 0.00
Invoice								
PO Number	Release No	Line No Vendor			Description			
					Tota	d -		 0.00
Committed Cost	s							
Preq/PO Nur	mber Rel No Li	ne No Vendor	I/S	Descript	on			 Amount
					Tot	al -		 0.00
Miscellaneous C	osts							
Enter Date	Cost Type	Description				Rate	Qty	Amount
18 SEP 2018	COSTTYPE	TEST OF COSTT	YPE					* 100.00
					1	Fotal -		 100.00
Equipment Rent	a							
Trans. Date	Employee	Equipment		Hours	Rental Rate	Miles	Fuel Charge	Amount
					Total	-		0.00
					Gran	d Total	-	 100.00

	WORK ORDER COST REPORT									
Part Number	Description				Um	Quantity	Amount			
				Tota	I -		0.00			
Invoice										
PO Number	Release No	Line No Vendor		Description						
				Tota	al -		0.00			
Committed Costs	;									
Preq/PO Num	nber Rel No Li	ine No Vendor I/S	Descript	ion			Amount			
				Tot	al -		0.00			
Miscellaneous Co	osts									
Enter Date	Cost Type	Description	\mathbf{i}		Rate	Qty	Amount			
18 SEP 2018	COSTTYPE	TEST OF COSTTYPE					100.00			
19 SEP 2018	COSTTYPE	TEST OF COSTTYPE					50.00			
				T	Fotal -	_	150.00			
Equipment Renta	1									
Trans. Date	Employee	Equipment	Hours	Rental Rate	Miles	Fuel Charge	Amount			
				Total	-		0.00			