

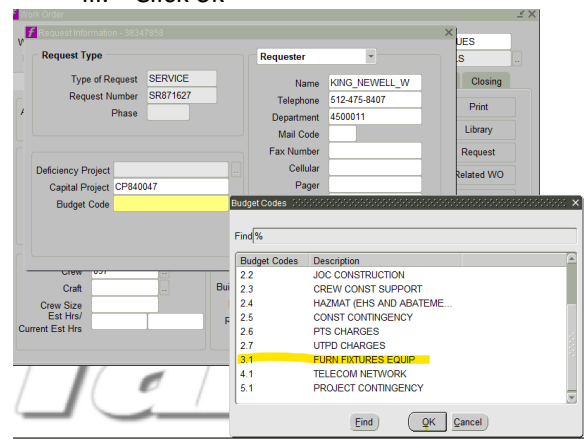
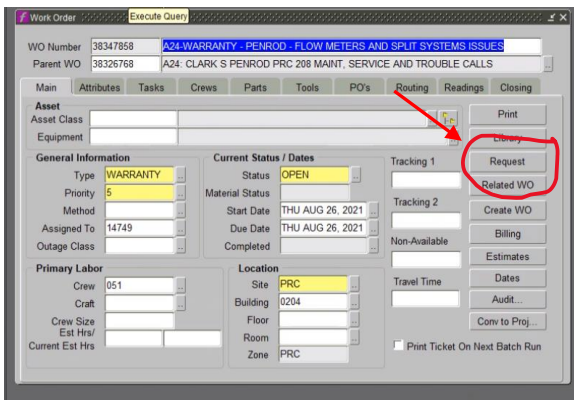
Assigning CPs to Existing WOs

Often times, a trouble or maintenance work orders evolves into a much more involved repair exceeding \$3000 or for roofs and windows, etc. What starts on a work order with the PWO and account of 1150, needs to be changed to the respective CPs for >\$3000 or Building Envelope. To make this happen, it is a **2-step process**:

- 1-Attach the CP
- 2-Change the WO account#.

1. Log into Famis.
2. Query the work order
3. **Attach the CP**
 - a. Click the Request button,

- ii. Select 3.1 for FURN FIXTURES EQUIP
- iii. Click ok

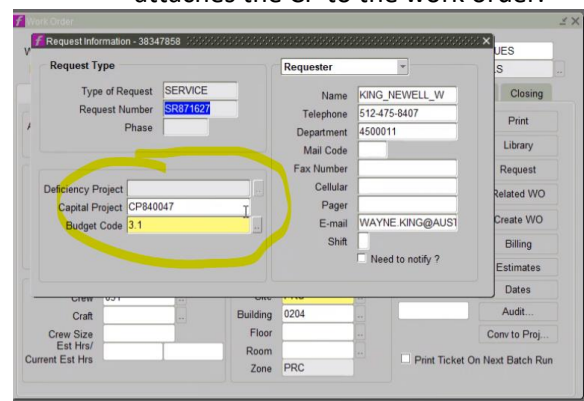


- b. Type in the CP #, then select 3.1.
 - i. CP is the project number provided to you for **Emergency Repairs, building envelope repairs or other capital projects. These will change each year.

Capital Project	CP#	Description	Billing Account #
	CP840047	CAM: FY 20/21 EMERGENCY REPAIRS (>\$3K)	3620031851
	CP845605	CAM: FY 20/21 BLDG ENVELOPE REPAIRS	3621003451

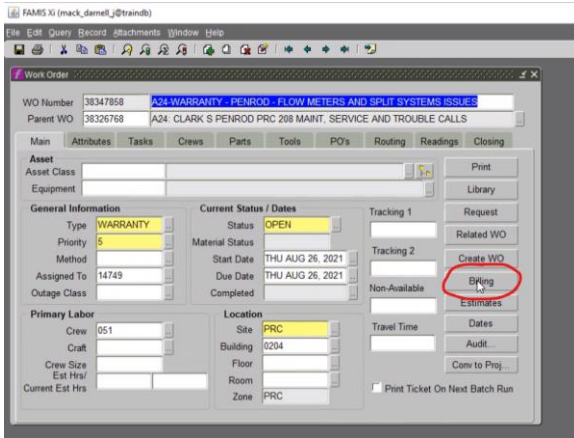
NOTE: These CP #'s change every fiscal year

- iv. "X" out of the Request dialogue box. This attaches the CP to the work order.

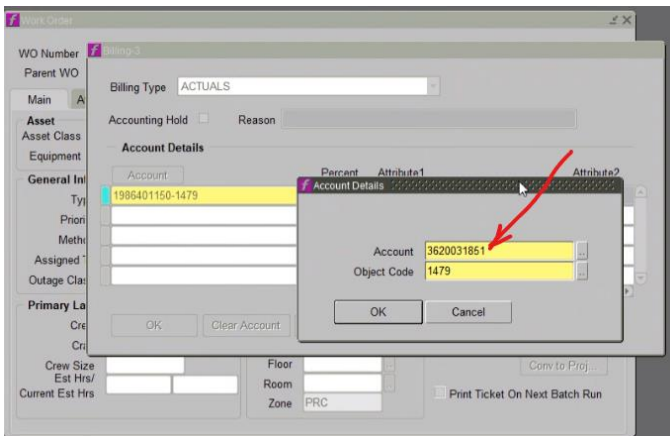


**Reference the file at the following link:
https://operations.austin.utexas.edu/sites/Facilities/fac_maint/layouts/15/start.aspx#/OnCall/Forms/AllItems.aspx

4. Now to **Change the WO account#.**
 - a. Now click on the Billing button.



- b. This brings up a new Billing dialogue box for account numbers. Reference back to the spreadsheet up above with the account numbers for the FOM CPs,
 - i. copy paste the account number for the CP and paste into the account field.
 - ii. Object code will always be 1479
 - iii. Click ok. **Verify that the account number actually changed.** This step is usually what causes the problems.



- iv. Click ok to go back to the work order,
- v. Click save.

Now, this updates the CP and the account number to the CP with the work order and any contract work with P-Req's to this work order.