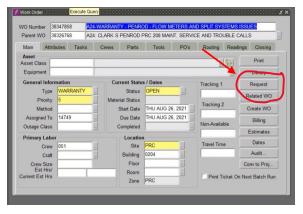
## Assigning CPs to Existing WOs

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*. The 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,



- b. Type in the CP #, then select 3.1.
  - 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	BillingAccount #
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	

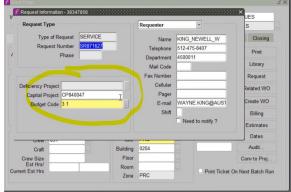
## \*\*Reference the file at the following link:

https://operations.austin.utexas.edu/sites/Facilities/fac maint/\_layouts/15/start.aspx#/OnCall/Forms/AllItems.a spx

iii. Click ok st Type Requeste Closing Type of Request SERVICE Name KING\_NEWELL\_W est Number SR871627 Telephone 512-475-8407 Print 4500011 Library Mail Code a we Capital Project CP840047 Page Judget Cod Find% Budget Codes De Description JOC CONSTRUCTION CREW CONST SUPPORT HAZMAT (EHS AND ABATEME CONST CONTINGENCY в Craf Crew Size Est Hrs/ 2.4 2.5 2.6 2.7 PTS CHARGES UTPD CHARGES TELECOM NETWORK PROJECT CONTINGENCY 0 4.1 5.1 Eind QK Cancel

ii. Select 3.1 for FURN FIXTURES EQUIP

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





## 4. Now to Change the WO account#.

a. Now click on the Billing button.

	and the second second	1000 G					
Vork Order					*********	10110000	×≥ 20000000 ± ×
/O Number 38	347858	WARRANTY - PENR	DD - FLOW N	ETERS AN	D SPLIT SYS	TEMS ISS	JES
Parent WO 38	326768 A24	CLARK S PENROD	PRC 208 MAI	NT, SERVIO	E AND TROU	JBLE CALL	S
Main Attrib	utes Tasks	Crews Parts	Tools	PO's	Routing	Readings	Closing
Asset Asset Class						Fel	Print
Equipment							Library
General Information		Current Status / Dates		Tracking 1		Request	
Type	WARRANTY	Status	OPEN	**		1000	Related WO
Priority	5	Material Status			Tracking 2		celated VVO
Method		Start Date	THU AUG 2		The string a	_	Create WO
Assigned To	14749	Due Date	THU AUG 2	6, 2021	Non-Availat	1	Billing
Outage Class		Completed			Non-Availat	1000 million -	Estimates
Primary Labor		Locatio	n		The second second		Dates
Crew	051	Site	PRC		Travel Tim	e	
Craft		Building	0204				Audit
Crew Size		Floor			Conv to Pr		onv to Proj
Est Hrs/		Room		14	Print Ticket On N		ant Batch Due

- 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.

Wark Order			2×
WO Number 🗾			
Parent WO	Billing Type ACTUALS	w	
Main A Asset	Accounting Hold Reason		
Asset Class Equipment	Account Details		1
General Ini Tyj Priori	Account 1986401150-1479	Percent Attribute1 Account Details indeficiely address and a second and a second address a	Attribute2
Methe Assigned <sup>*</sup> Outage Clas		Account 3620031851 Object Code 1479	
Primary La Cre Cri	OK Clear Account	OK Cancel	
Crew Size Est Hrs/ Current Est Hrs	Floor Room Zone	PRC Print Ticket On N	Convito Proj

- 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-Reqs to this work order.