

## What you need to know:

- a. Before entering Misc. Cost, you will need the following:
  - i. Work Order Number
  - ii. Account Number to be charged
  - iii. DEFINE document number
  - iv. Verify the work order billing information prior to posting.

## PROCEDURE

1. Open the Miscellaneous Costs form in the Job Costing Folder:

### Miscellaneous Costs Form – General Tab – Header Section

Miscellaneous Costs

General

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

Cost Type  Send to GL

WO Number  Recurring Cost

Trans Date **MON JAN 22, 2007**

Description

Cost Information

Rate

UM

Qty

Amount

Marked up Amt

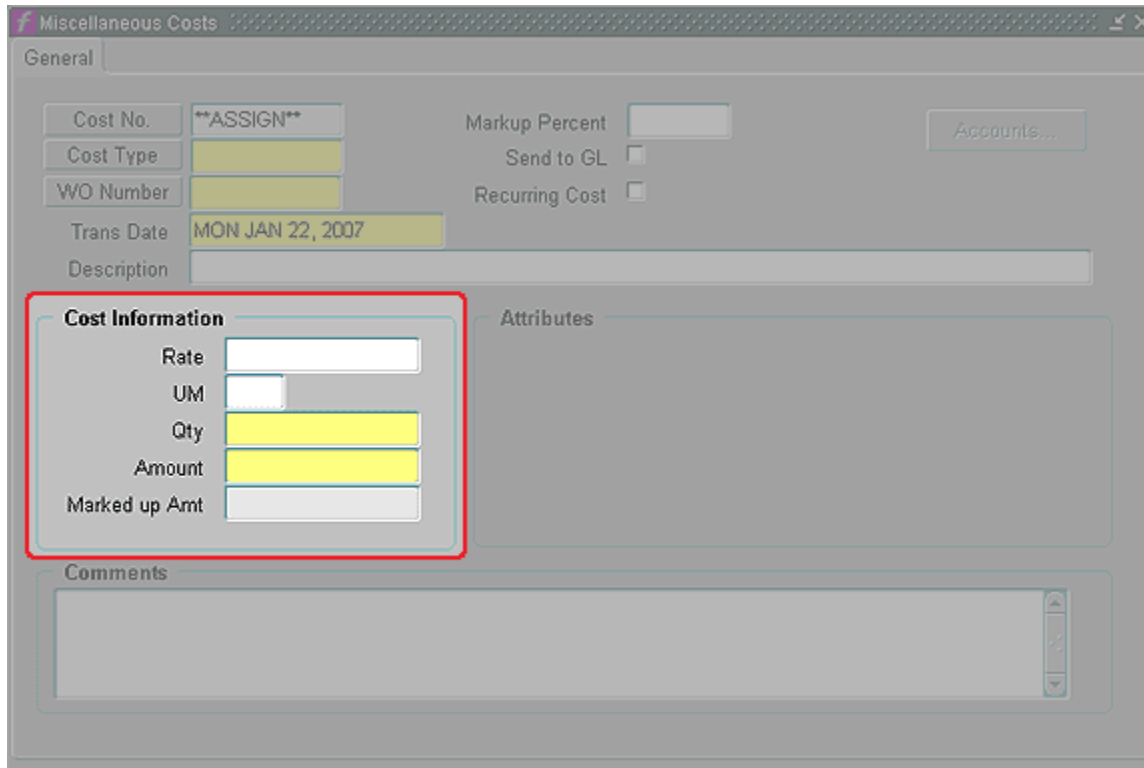
Attributes

Comments

- a. **Cost No.** – (required) Tab through this field; FAMIS will assign a Cost No. when the record is saved.
- b. **Cost Type** – (required) Type or click the Cost Type button to select from the List of Values (LOV).
- c. **Markup Percent** – (not used)
- d. **Send to GL** – (read only) This box is unchecked if the Cost Type is non-reimbursable; otherwise it will be checked.
- e. **Recurring Cost** – (not used)
- f. **WO Number:** (required) Type in the Work Order Number.
  - i. If work order number is not referenced on the document, do one of the following:
    1. Search in WORQS by account number or CP Number.
      - a. If you are unable to find the WO Number in WORQS, contact the Project Manager or Crew Supervisor and request a work order number.
  - ii. **Trans Date** – (required) Defaults to today's date.

- iii. **Description** – (read only) The Description of the Cost Type is displayed in this field.

## Miscellaneous Costs Form – General Tab – Cost Information Section



The screenshot shows the 'Miscellaneous Costs' form in the 'General' tab. The 'Cost Information' section is highlighted with a red box and contains the following fields:

Field	Value
Rate	
UM	
Qty	
Amount	
Marked up Amt	

- iv. **Rate** – (read only) Displays the Cost Type Rate (1.00)
- v. **UM** – (read only) Displays the Unit of Measure (Each)
- vi. **QTY** – (required) Enter the dollar amount of the expenditure.
- vii. **Amount** – (read only) Calculated field displays Rate \* Quantity. Because our Rate is 1.00, this will be the same as the value entered in Qty.
- viii. **Marked up Amt** – (read only) Applies any mark up to the Amount. Because we do not use a mark up, this will be the same as the value entered in Qty.

# Misc Cost Postings

## Miscellaneous Costs Form – General Tab – Comments Section

The screenshot shows a software window titled "Miscellaneous Costs" with a "General" tab. The form contains several input fields and checkboxes. The "Comments" section at the bottom is a large text area with a vertical scrollbar, highlighted by a red rectangular border. The fields are as follows:

Cost No.	**ASSIGN**	Markup Percent	<input type="text"/>	Accounts...
Cost Type	<input type="text"/>	Send to GL	<input type="checkbox"/>	
WO Number	<input type="text"/>	Recurring Cost	<input type="checkbox"/>	
Trans Date	MON JAN 22, 2007			
Description	<input type="text"/>			
<b>Cost Information</b>		<b>Attributes</b>		
Rate	<input type="text"/>			
UM	<input type="text"/>			
Qty	<input type="text"/>			
Amount	<input type="text"/>			
Marked up Amt	<input type="text"/>			
<b>Comments</b>				
<input type="text"/>				

- ix. **Comments** – (*required*) Refer to departmental business rules.
- x. Click Ctrl+S to save the record.