FACILITIES MANAGEMENT
820 Accounting Transactions

U822: Miscellaneous Cost Entry
EXAMPLES NEEDED FOR TRAINING

Slide 13: Go through the process of entering a purchasing card miscellaneous cost entry.

Slide 17: Select a work order with purchase order charges that can be reversed. Then select a work order the charges can be transferred to. Go through the process of reversing charges from one work order and posting the charges to a different work order.

Slide 21: Access the Cost Summary form and view both work orders that were used in the previous exercise.

Slide 23: Answers to the quiz are....
1. No, use the Labor Timecard form
2. Cost Summary form then Misc Cost tab
3. One
U822 MISCELLANEOUS COST ENTRY

SUBJECTS COVERED IN THIS UNIT:

- Introduction ........................................ 4
- Miscellaneous Cost Form .......................... 6
- Entering Miscellaneous Costs .................... 12
- Reversing Charges .................................. 16
- Viewing MC from the Work Order ............ 21
INTRODUCTION

What is the *Miscellaneous Cost* form used for?

1. Manually entering miscellaneous costs to a Work Order such as purchases made by a credit card, equipment rental, miscellaneous shop supplies

2. Reversing incorrect miscellaneous costs from a Work Order

Do **not** use the *Miscellaneous Cost* form to correct miskeyed labor; the Labor Timecard is used for this.
Intentionally Blank Slide
MISCELLANOUS COST FORM

1. Miscellaneous Costs
2. Cost No.
3. Cost Type
   - **ASSIGN**
   - Markup Percent
   - Shipped to GL
   - Overhead Cost

Cost Information
   - Description
   - Resource
   - Unit
   - Qty
   - Amount
   - Marked up Amt

Comments
1. Access the *Miscellaneous Costs* form from the Navigator screen.
2. The *Miscellaneous Costs* form defaults to the General tab.
3. Click the **Cost Type** button and select a cost type from the list of values and then click **OK**. There are two kinds of Cost Types; “rate-based” and “lump sum.” If a rate-based cost is specified on the *Miscellaneous Costs* form, you can enter the quantity desired and COMPASS will automatically calculate the extended amount. You cannot modify **Description** of a rate-based miscellaneous cost. For lump sum costs, you can enter the quantity and rate or the extended amount of the cost, and the description of the cost.
MISCELLANEOUS COST FORM

- **ASSIGN**
- ADMIN ADJ
- THU JUN 26, 2008
- NON LABOR COSTS - GL YES
- 1.00
- **
- CR WORK ORDER
- DR WORK ORDER
- REQUESTOR
- TYPE 4

Comments

Account...
4. Once a Cost Type has been selected, the Attributes and Dates tabs appear. The Attributes tab is not currently being used by FM, and the Dates tab will display the enter date of the miscellaneous cost and the person that entered it.

5. Enter the work order number you will be applying charges to or removing charges from. If you don’t know the WO Number, click the **WO Number** button to query for it. If you attempt to place miscellaneous cost charges against a work order that has already been closed and the number of grace days for charging to this work order have passed, COMPASS will alert you that the grace days have expired. However, this form allows you to override the grace days function, if desired. After alerting you, COMPASS will allow you to proceed with the transaction or cancel it.

6. **Check the Recurring Cost checkbox if the cost is recurring.**

7. Enter the rate for this miscellaneous cost. This field will default to the Rate associated with the entered Cost Type.

8. Enter the unit of measure; defaults to the unit of measure associated with the Cost Type. Or you may press the **F9** key to select from a LOV.

9. Enter the number of units desired.

10. The total amount of the cost calculated automatically as Rate x Qty. This field is required.

Reference Fields:

- **Trans Date**: Will auto-fill with the current date.
- **Description**: This field defaults to the description associated with the Cost Type, but you can edit it as needed if the Cost Type is based on a lump sum.
- **Markup Percent**: Is this being used by FM???
- **Send to GL**: Depending on the Cost Type selected, COMPASS will automatically check or uncheck this box; the user has no control of this.
MISCELLANEOUS COST FORM

- **ASSIGN**
- ADMIN ADJ
- THU JUN 26, 2008
- NON LABOR COSTS - GL YES
- 1.00
- $$
- CR WORK ORDER
- DR WORK ORDER
- REQUESTOR
- Comments
11. Cost Attribute fields are prompts that are predefined according to the Cost Type selected. Enter the information for each attribute as prompted. In this example, the credited work order number is entered, then the debited work order number and then the requestor name/phone number information are entered.

12. Enter comments related to the transaction in the Comments field; there is room for up to 2000 characters.

Reference Fields:

- **Marked Up Amt**: Extended amount of the cost after the markup is applied. This field is calculated automatically.
ENTERING MISCELLANEOUS COSTS

One entry for posting miscellaneous costs to a Work Order...

1. Select the cost type, enter the amount and supporting data
1. Access the *Miscellaneous Cost* form from the Navigator screen.
2. Click the **Cost Type** button, select a Cost Type from the LOV then click the **OK** button.
3. Enter a WO Number in the **WO Number** field.
4. Notice how the **Cost Attribute** fields have prompted you to enter data.

5. Enter corresponding data in the **Cost Attributes** fields.

6. Enter the total amount in the **Qty** field for lump sum charges then press the **Tab** key. The **Amount** and **Marked up Amt** fields will auto-fill.
7. Enter any comments pertaining to the transaction.
8. Click the **Save/Commit** icon or press the **F10** key to save the record. Notice that a number is assigned to the Cost No. field after it is saved.
REVERSING CHARGES

Two entries for reversing charges from a Work Order...

1. Entry to subtract the costs from one work order
2. Entry to apply the costs to another work order
1st ENTRY – THE CREDIT

1. Select the Cost Type from the LOV.
2. Enter the WO Number to credit in the WO Number field.
3. Enter the total amount of the credit in the Qty field with a minus sign in front of the amount. The Amount field will auto-fill.
4. Enter the credited work order number in the Site field.
5. Enter the debited work order number in the **Type1** field.
6. Enter your name and telephone number in the **Type2** field.
7. Enter additional information related to the transaction in the **Comments** field.
8. Click the **Save/Commit** icon or press **F10** to save the record.
2\textsuperscript{ND} ENTRY – THE DEBIT

1. Select the Cost Type from the LOV, this will be the same Cost Type you selected for the credit.
2. Enter the WO Number to debit in the WO Number field.
3. Enter the total amount of the debit in the Qty field without the minus sign in front of the number. The Amount field will auto-fill.
4. Enter the credited work order number again in the Site field.
5. Enter the debited work order number again in the Type1 field.
6. Enter your name and telephone number again in the Type2 field.
7. Enter additional information related to the transaction in the Comments field.
8. Click the Save/Commit icon or press F10 to save the record.
1. Access the *Work Order Cost Summary* form from the Navigator screen

2. Perform a query for the work order you would like to view
3. The work order Cost Summary form appears
4. Click the Misc Costs tab to view all miscellaneous cost entries that have been posted to the work order
QUIZ

1. Should you use a miscellaneous cost entry to correct labor entries?

2. Where can you view miscellaneous costs that have been entered against a work order.

3. How many miscellaneous cost entries are required for a credit card purchase.
The End!!!

😊