

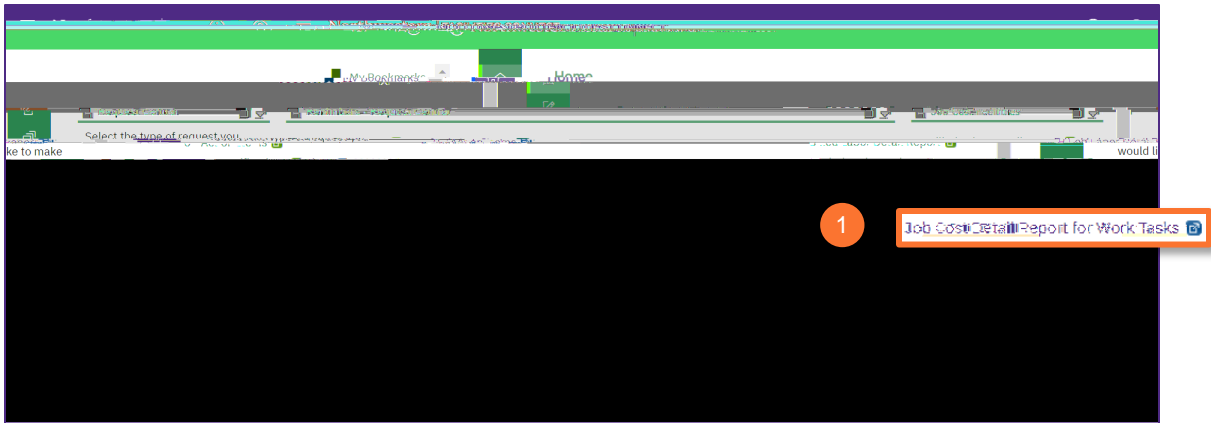


# NUFinancials and Work Task Job Cost Reconciliation

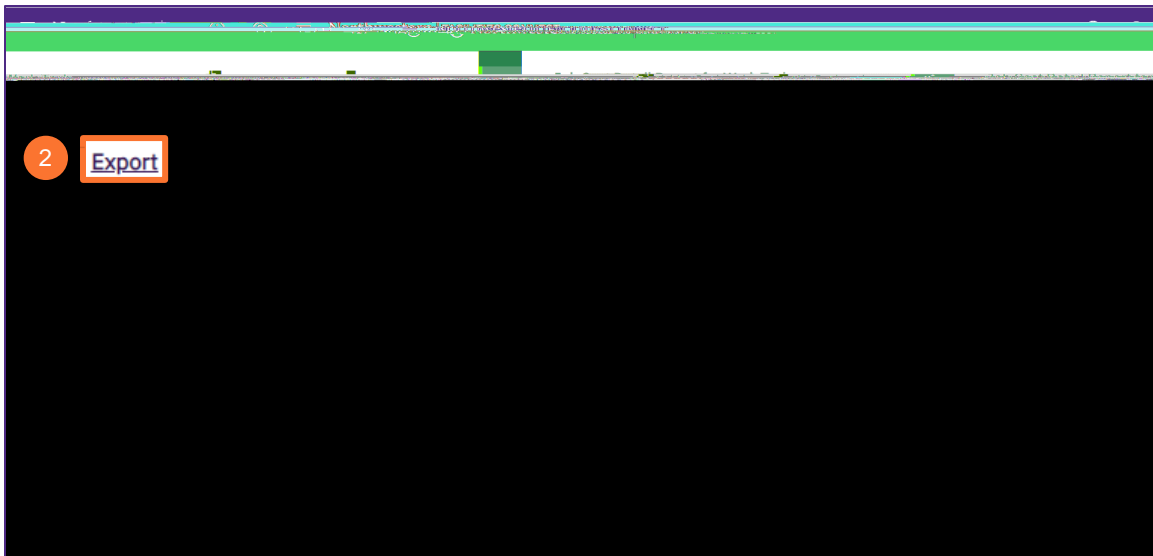
Provides guidance on how to reconcile FC Job Cost batch to NUFin Journal Entries. This process begins once the Job Cost has been run and any errors are corrected on Work Tasks.

## DIRECTIONS:

- 1 On the Facilities Connect Home Screen:
  - 1 Click on the Job Cost Detail Report for Work Tasks.



- 2 Upon clicking, the Job Cost Detail Report for Work Tasks will open,
  - 2 Click **Export** to export the job cost entries for the batch you are reconciling.











# NUFinancials



# NUFinancials and Work Task Job Cost Reconciliation

DIRECTIONS:

**11** Compare the NU WT Sumwith FC WT Sum to make sure it all matches.

Note any differences, if any.

The screenshot shows a spreadsheet with columns G through E. Row 1 is a header row. Row 2 contains the text 'NUFin Journal' and 'FC Batch'. Below this, there are rows with numerical values. A dropdown menu is open on the right side of the spreadsheet, showing a list of options: 'OK?', 'yes', 'yes', 'yes', 'yes', 'yes', 'yes', 'yes', 'yes', 'yes', 'yes', 'ok-rounding', 'yes', and 'ok-rounding'. The number '11' is circled in orange in the top left and top right corners of the spreadsheet area.

G	H	J	K	A	B	C	E
				1			
				2	NUFin Journal	FC Batch	
Sum of						Sum of Amount	