

Facilities Ancillary Services Best Practice

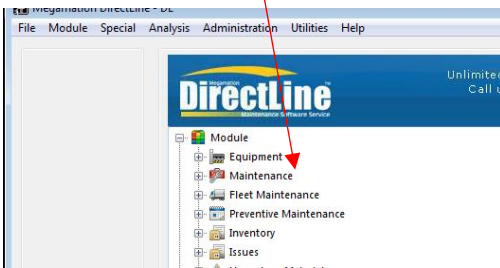
Entering Invoice Information & Closing/Charging Back Work Orders

INTRODUCTION (Purpose and Importance)

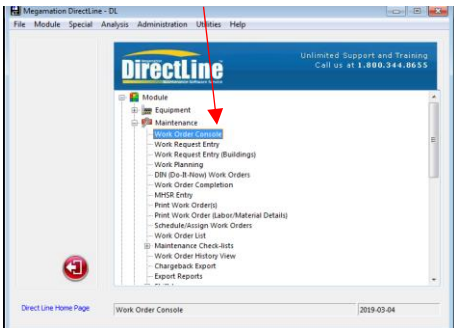
The purpose of this best practice is to provide instructions for entering invoice costing information and closing/charging back work orders in the Memamation system.

When front office staff receives invoices from managers for invoice data entry:

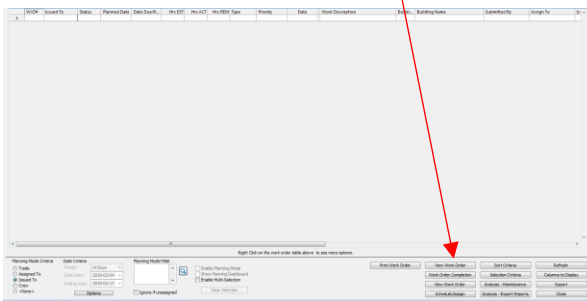
- Click on Maintenance



- Click on Work Order Console



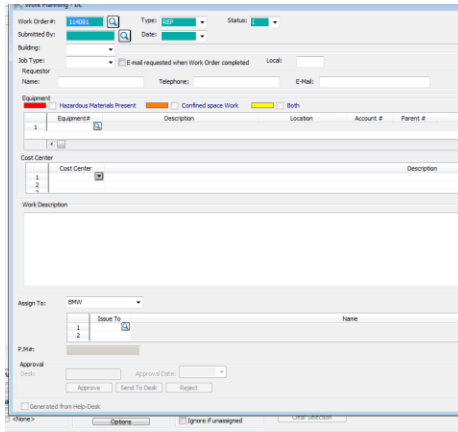
- Click on the View Work Order tab



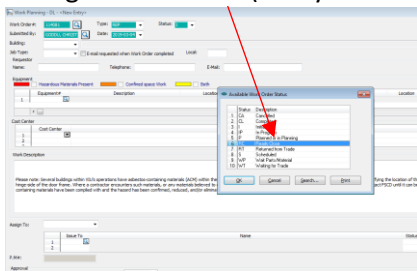
- Type in work order number



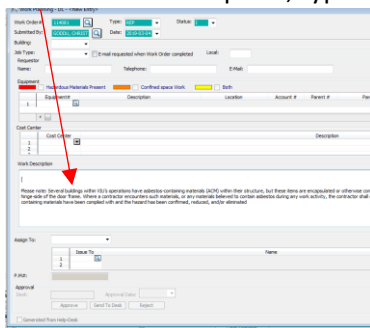
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- Change status to RC (ready to close)

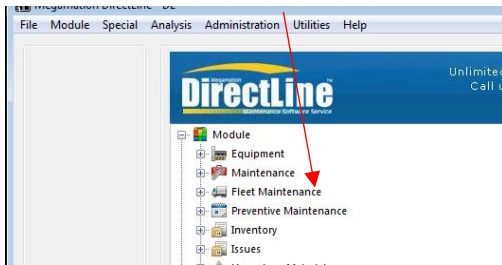


- Under work description, type in name of contractor (Ram Electric, etc.)

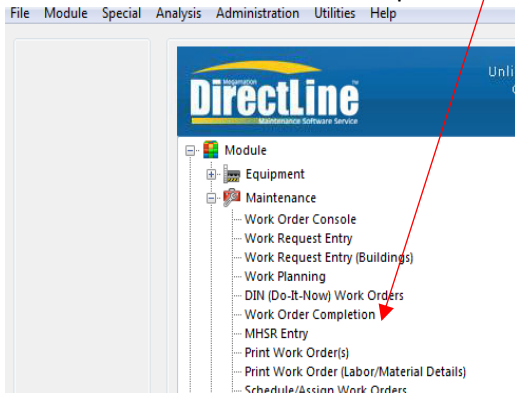


- Save
- Click on Maintenance

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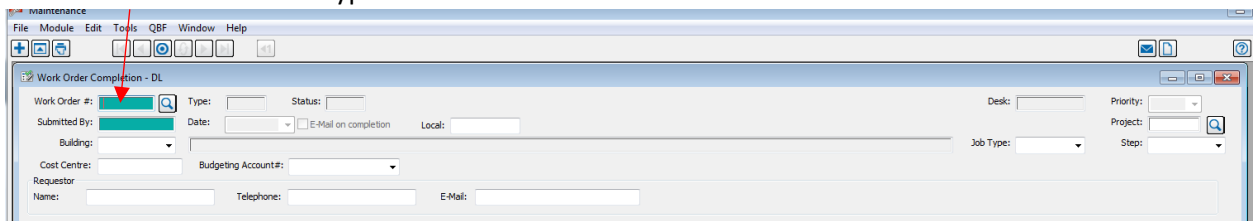


- Double click on Work Order Completion

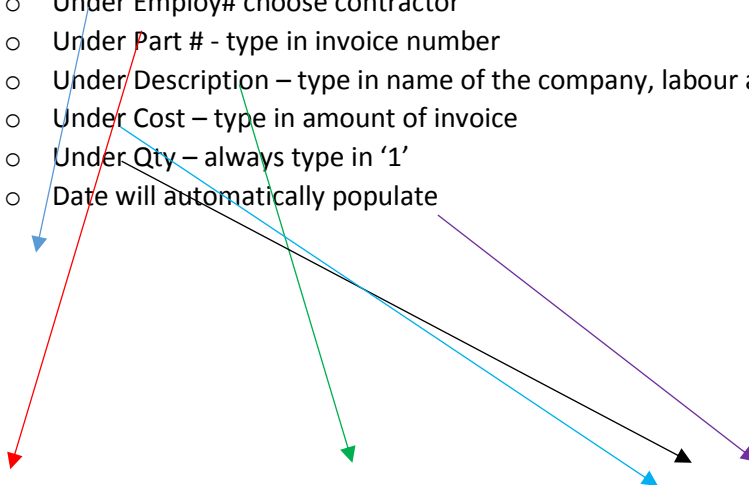


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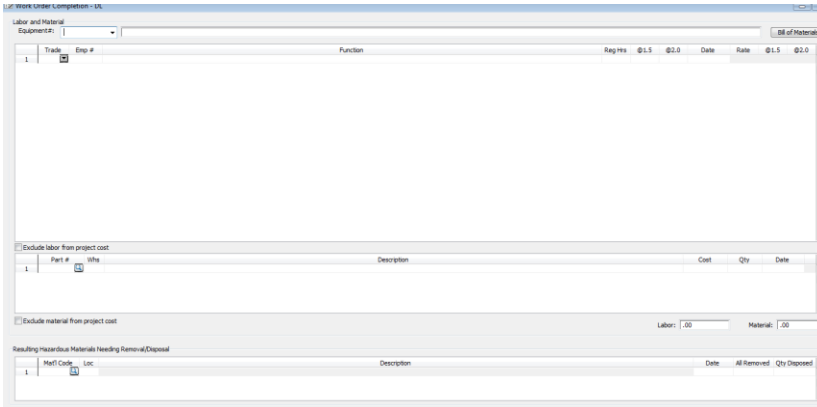
- Click on Work Order # and type in Work Order #



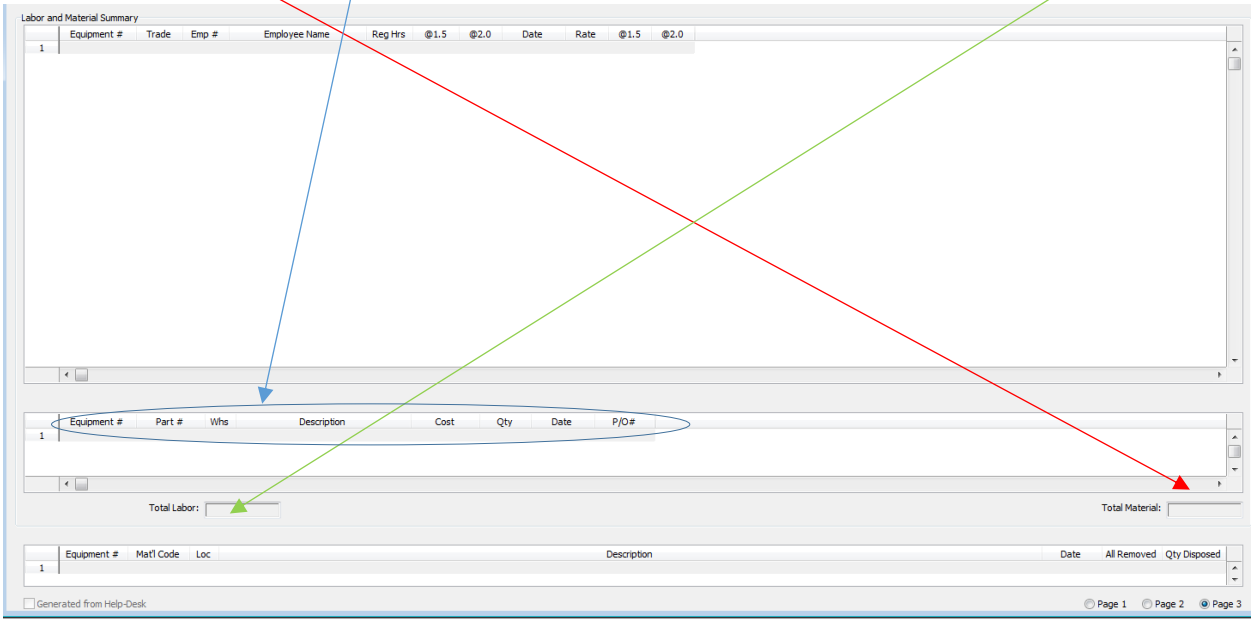
- Click on Page 2
 - Under Employ# choose contractor
 - Under Part # - type in invoice number
 - Under Description – type in name of the company, labour and materials
 - Under Cost – type in amount of invoice
 - Under Qty – always type in '1'
 - Date will automatically populate



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- Click on Page 3 and ensure information has carried over and the amounts appear in Total Labour and/or Total Material



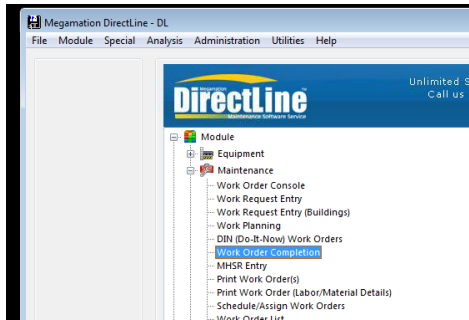
- Click Save to save updates/changes



1. Close and or chargeback work order for completion: (Manager/Facilities Maintenance Coordinator/Designate).

- Under Maintenance, Double click on Work Order Completion tab

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- **Type in Work Order #**

- If the Work Order is going to be charged back, ensure the Cost Centre that is paying for the Work Order is noted under Cost Centre and the Budgeting Account # is completed (this will be a Facilities cost centre). If there is no charge for the Work Order, leave both of these areas blank.

- 1-8401-787 (Physical Plant Recovery)
- Object code 786 – used for Capital, Foundation, High School (see Facilities Object Code List)

- **Completed By** – type in your initials and hit “enter”. **Completed Date** will automatically populate.

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- Click on Page 2 to ensure information updated

- Click on Page 3 to ensure information and costs carried over

- Click Save to close the Work Order (Status will automatically update)

