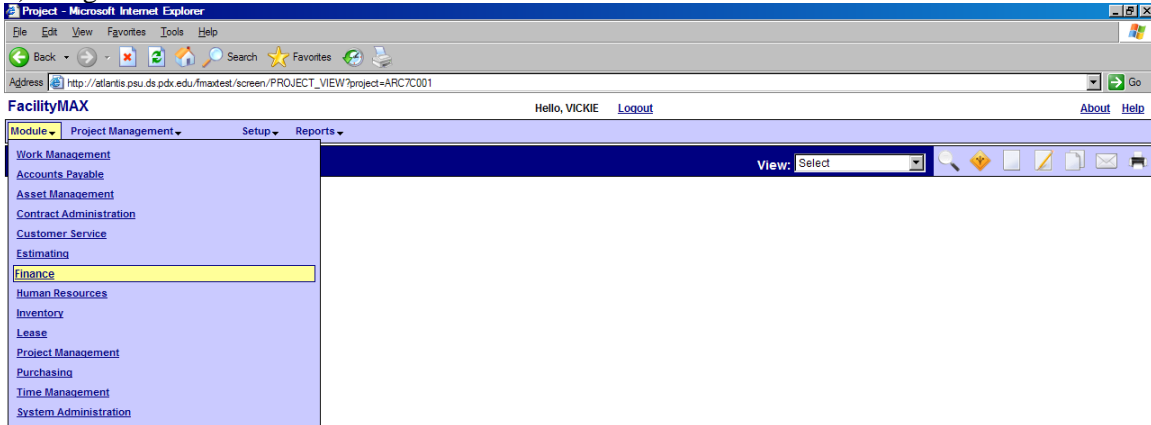


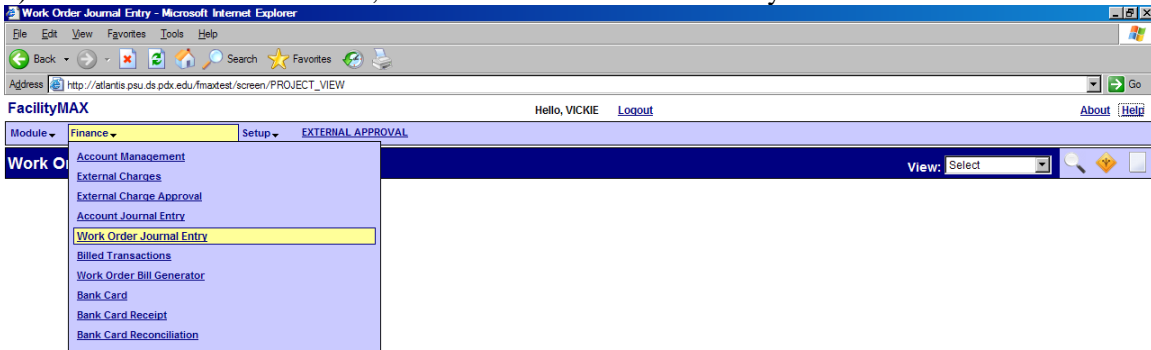
# Work Request Journals

Use this screen to correct financial transactions on a given phase where the charges have already posted and the index is not editable. Positive or negative transactions can be entered and will default to the given work order's account distribution.

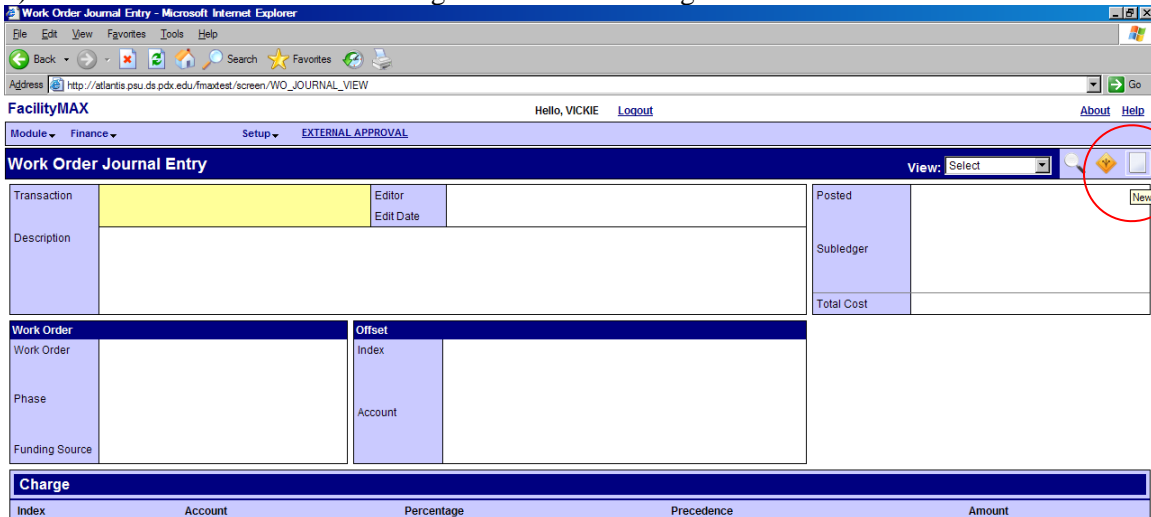
1). Log into Fmax and select the “Finance” module.



2). From the “Finance” module, select “Work Order Journal Entry”.



3). Click on the “new” icon at the right hand corner to begin a record.




4. Follow the steps below:

The screenshot shows the 'Work Order Journal Entry' form in the FacilityMAX system. The form is divided into several sections:

- Transaction Information:** Transaction number 1017, Editor ELLIGV, Edit Date Feb 13, 2009 01:51 PM.
- Posting Information:** Posted (No), Subledger (Labor), Total Cost (empty).
- Work Order Information:** Work Order (empty), Phase (empty), Funding Source (empty).
- Offset Information:** Index (empty), Account (empty).
- Charge Table:** A table with columns: Index, Account, Percentage, Precedence, Amount.

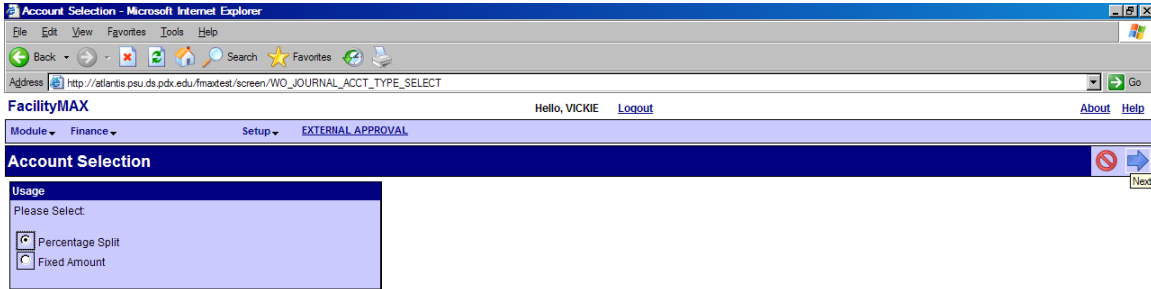
- **Transaction** number will be automatically generated by the system
- **Description** enter the description to identify the reason for the transaction (ex. Banner JXXXXX to CR FAP015 DR RAR81 ve 2/2/09).
- Select one of the four **subledgers** - labor, materials, equipment, contract.
- In the **total cost** field, enter the positive/negative dollar amount. Enter negative when CR a transaction to an index.
- In the offset index field, enter the index to be credited (CR) from the work order. Not the service department offset index, but the actual index that you want to credit.
- In the account field, enter the account number to be credited

5. Click the  icon in the **charge** field.

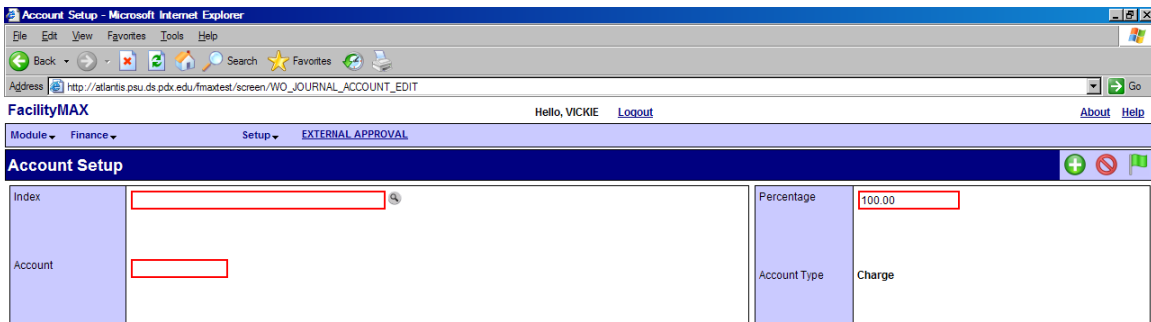
This screenshot shows the same 'Work Order Journal Entry' form, but with the following updates:

- Work Order Information:** Work Order (09-50003), Phase (001), Funding Source (TEST WORK REQUEST JOURNAL).
- Offset Information:** Index (RAR184), Account (40501).
- Charge Table:** The 'Add Account' icon in the bottom right corner of the table is circled in red.

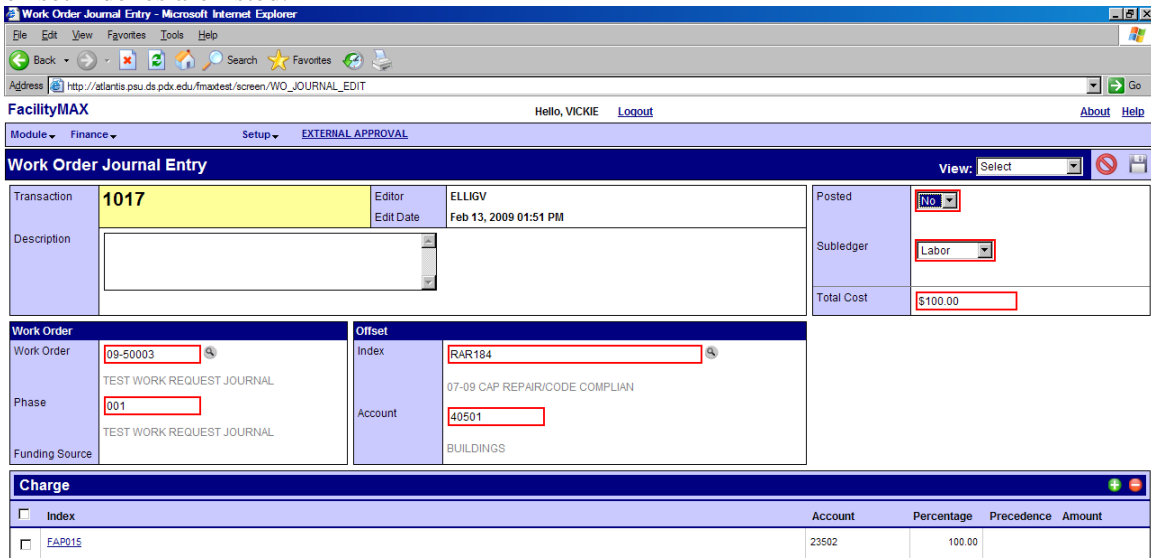
6. This will bring you to an account selection screen where one of the two options “percentage split” or “fixed amount” should be selected. Choose the appropriate one.



7. Enter the index, account number, percentage and click the green flag.



8. This will take you back to the original work order journal screen, where the charge and the offset indexes are listed.



9. After double checking your entries, click on the “posted” drop down menu and change the selection to “yes” and save your transaction by clicking on the save icon. Make sure to save your transaction or it won’t be posted.

The screenshot displays the FacilityMAX Work Order Journal Entry interface. The main form contains the following data:

Transaction	1017	Editor	ELLIGV	Posted	Yes	
		Edit Date	Feb 13, 2009 01:51 PM			
Description					Subledger	Labor
				Total Cost	\$100.00	

Work Order		Offset	
Work Order	09-50003	Index	RAR184
	TEST WORK REQUEST JOURNAL		07-09 CAP REPAIR/CODE COMPLIAN
Phase	001	Account	40501
	TEST WORK REQUEST JOURNAL		BUILDINGS
Funding Source			

Charge				
Index	Account	Percentage	Precedence	Amount
<input type="checkbox"/> EAP015	23502	100.00		

\*\*\* A few words of caution\*\*\*

- At this point the description on the Fmax transaction reports displays only “work order journal” not the actual description from the transaction. That’s why it is crucial to describe your intent in the description field.
- Remember to click “yes” in the posted field or transaction will not be posted.
- Unfortunately when entering the index on the work request journal, the index will not be automatically populated from the work order/phase which could create additional mistakes. Please use this form with a high degree of caution.
- Also, there is no validation. In other words it will let you reverse labor even though labor was never charged to the work order.