

# WorkDesk

- Menu**
- Work Management
  - Contract Administration
  - Customer Service
  - Finance
  - Human Resources
  - Inventory
  - Purchasing
  - Time and Attendance
  - System Administration

## Administrator Messages

## Saved Searches

- 0 Work Management ~ Work Order ~ PHASE WORK ADMIN COMPLETE-BILLABLE
- 51 Work Management ~ Work Order ~ PHASE WORK COMPLETE-BILLABLE
- 91 Work Management ~ Work Order ~ PHASE WORK COMPLETE-NON-BILLABLE
- 0 Work Management ~ Work Order ~ PHASE WORK ADMIN COMPLETE-NON-BILLABLE

## Workflow

From the AIM Workdesk, Click the "360-PHS TRANS DETAIL RPT" Link.

## Quick Search

Work Order

## Administrative Work Order Processing

- 0 Work Management ~ Work Order ~ PHASE WORK ADMIN COMPLETE-BILLABLE
- 0 Work Management ~ Work Order ~ PHASE WORK ADMIN COMPLETE-NON-BILLABLE
- 51 Work Management ~ Work Order ~ PHASE WORK COMPLETE-BILLABLE
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## SFA



## Report Listing

- 360-PHS TRANS DETAIL RPT
- 370-WO TRANS DETAIL RPT
- 385-WO PHS COST ANALYSIS
- PPD Customer Invoice

**Parameter**

Parameters marked with \* are required.

Work Order Number: \*

  

Phase: \*

  

OK Cancel

A three digit Phase must be entered as well. Phase numbers begin with zero. (Eg. 001,002...etc)

A Work order number which can be found using your WorkDesk queries must be entered.

After entering the appropriate information, click the OK button to generate your report.

This step generates a Phase Transaction Detail Report, as shown in the next slide.  
This report can be printed for your personal records.

Parameter

Parameters marked with \* are required.

Work Order Number: \*  
12-014087

Phase: \*  
001

OK Cancel

After entering the appropriate information, click the OK button to generate your report.



Work Order  
**12-014482**  
Status: OPEN

### Phase Transaction Detail Report

Work Order	
Description:	NO LIGHTS WILL COME ON IN RM 239
Project:	
Budget:	\$0.00
Enforce Budget:	No

Phase	
Description:	001 (NO LIGHTS WILL COME ON IN RM 239)
Estimated Start:	
Estimated End:	
Date Created:	Jun 4, 2012
Priority:	3
Funding Source:	Organization
Budget:	\$0.00
Enforce Budget:	No

#### Transaction Detail History

**Labor**

Timecard Approval							
Transaction Date	Transaction Number	Transaction Line	Employee	Time Type	Labor Class	Hours	Cost
Jun 6, 2012	13694	2	PIERCE, SIDNEY	R	ELECTRICAL	1	\$24.05

**Material**

Counter Release/Return								
Transaction Date	Transaction Number	Transaction Line	Warehouse	Part	Part Description	Quantity	UOM	Cost
Jun 4, 2012	4728	1	CENTRAL STORES WAREHOUSE	285-95-91571-2	SWITCH IVORY PLASTIC SINGLE POLE 20 AMP 120/277 VOLT	1	EA	\$3.67

**Equipment**

**Contract**

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## Workflow

From the AIM Workdesk, Click the "370-WO TRANS DETAIL RPT" Link.

## Quick Search

Work Order

## Administrative Work Order Processing

- 0 Work Management ~ Work Order ~ PHASE WORK ADMIN COMPLETE-BILLABLE
- 0 Work Management ~ Work Order ~ PHASE WORK ADMIN COMPLETE-NON-BILLABLE
- 51 Work Management ~ Work Order ~ PHASE WORK COMPLETE-BILLABLE
- 91 Work Management ~ Work Order ~ PHASE WORK COMPLETE-NON-BILLABLE

## SFA



## Report Listing

- 360-PHS TRANS DETAIL RPT
- 370-WO TRANS DETAIL RPT
- 385-WO PHS COST ANALYSIS
- PPD Customer Invoice

This generates a Work Order Transaction Detailed Report as shown in the next slide. This report can be printed for your personal records.

Parameter

Parameters marked with \* are required.

Work Order Number: \*

  
  
 

Enter your Work Order Number. No phase is required

Click "OK" after you enter your Work Order Number to generate your Work Order Transaction Detail Report.



Work Order  
**12-014482**  
 Status: OPEN

## Work Order Transaction Detail Report

Work Order			
Description:	NO LIGHTS WILL COME ON IN RM 239		
Project:			
Budget:	\$0.00	Enforce Budget:	No

### Transaction Detail History

Labor							
Timecard Approval							
Transaction Date	Transaction Number	Transaction Line	Employee	Time Type	Labor Class	Hours	Cost
Jun 6, 2012	13694	2	PIERCE, SIDNEY	R	ELECTRICAL	1	\$24.05

### Material

Counter Release/Return								
Transaction Date	Transaction Number	Transaction Line	Warehouse	Part	Part Description	Quantity	UOM	Cost
Jun 4, 2012	4728	1	CENTRAL STORES WAREHOUSE	285-95-91571-2	SWITCH IVORY PLASTIC SINGLE POLE 20 AMP 120/277 VOLT	1	EA	\$3.67

### Equipment

### Contract



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- Saved Searches**
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## Workflow

From the AIM Workdesk, Click the "385-WO PHS COST ANALYSIS" Link.

**Quick Search**

  
Work Order

- Administrative Work Order Processing**
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  - 0 Work Management ~ Work Order ~ PHASE WORK ADMIN COMPLETE-NON-BILLABLE
  - 51 Work Management ~ Work Order ~ PHASE WORK COMPLETE-BILLABLE
  - 91 Work Management ~ Work Order ~ PHASE WORK COMPLETE-NON-BILLABLE



- Report Listing**
- 360-PHS TRANS DETAIL RP
  - 370-WO TRANS DETAIL RP
  - 385-WO PHS COST ANALYSIS
  - PPD Customer Invoice



This generates a Work Order/Phase Cost Analysis.  
This can be printed for your personal records.

Parameter

Parameters marked with \* are required.

Work Order: \*

Phase:

Null Value

OK Cancel

Enter you Work Order Number, a Phase number is optional but not required.

Click "OK" after you enter your Work Order Number to generate your Work Order /Phase Cost Analysis report.



## Work Order/Phase Cost Analysis

Work Order			
<b>Work Order:</b>	12-014482 (NO LIGHTS WILL COME ON IN RM 239)	<b>Region:</b>	003624 (EAST TEXAS)
		<b>Facility:</b>	MAIN CAMPUS
<b>Status:</b>	OPEN	<b>Property:</b>	000121 (E. L. MILLER SCIENCE)

### Phase 001

<b>Description:</b>	NO LIGHTS WILL COME ON IN RM 239		
<b>Status:</b>	ASSIGNED	<b>Est Start Date:</b>	
<b>Shop:</b>	112 (ELECTRICAL)	<b>Est End Date:</b>	

Contractor			
<b>Contractor:</b>			
<b>Address:</b>			

Cost Analysis						
	Hours	Labor	Material	Equipment	Contract	Total
<b>Estimated:</b>	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Actual:</b>	1	\$24.05	\$3.67	\$0.00	\$0.00	\$27.72

