

## Facilities TMA Billing Reports

1. Go to the Facilities Services website <https://facilities.illinoisstate.edu/>
2. On the right side of the website, click **TMA Billing Reports**
3. A new window will open – scroll down and click **View Reports**



4. Click **Browse Charges** (that's the most commonly run report 😊)
5. Enter the date range
  - a. Use Datatel's JE post date(s) to look up work order charge details for the FM Billings
    - i. For example, if the JE is FCLT031522, the date would be 3/15/22
6. Enter the account number
  - a. Partial account number is OK and remember to use the underscore!

7. Click **View Report** on the right side
8. Once the report is generated, you can scroll through the pages using the arrow functions at the top or you can export the report to Excel by using the export drop-down menu

Building	Number	Project	Post Date	Account Number	Charge	Trade	Description
CG	1-540524		07/15/2018	10400_07_900400000_691600	\$24.18	C Electrician	Tracking of electronic access work - FY18.
HUA-BLDG	1-559114		07/15/2018	10400_07_900400000_691600	\$24.99	C Electrician	The following is needed per the Electrician Testing Work Order list repairs for October -EM light at first floor east hall failed -Relabel two pull stations at first floor by el zone 3 -Relabel smoke head by elevator on first fl -Panel is not resetting in walk test
HUA-BLDG	1-559114		07/31/2018	10400_07_900400000_691600	\$52.18	C Electrician	The following is needed per the Electrician Testing Work Order list repairs for October -EM light at first floor east hall failed -Relabel two pull stations at first floor by el zone 3 -Relabel smoke head by elevator on first fl -Panel is not resetting in walk test
SFHB	1-562640		07/31/2018	10400_07_900400000_691600	\$399.84	C Electrician	The following repairs are needed per the D and Jan 2018 FA testing: * Repair horn in room 352 * Bistro fire doors not closing properly * Clean annunciator screen * Readjust 4-60 flow switch * Repair EM lights by generator