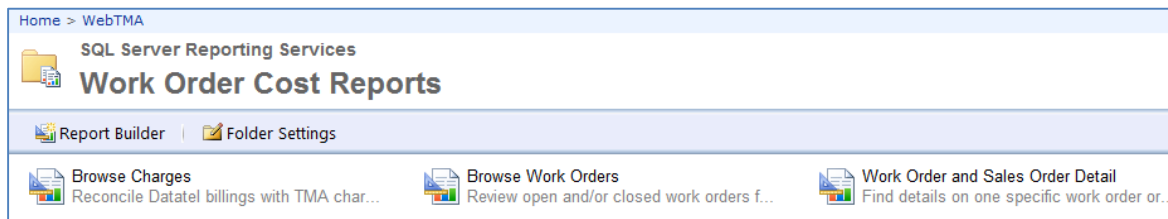


SQL Server Reporting Services – Work Order Cost Reports Instruction Guide

The Work Order Cost Reports provide detailed information regarding work orders and work orders costs based on a user-specified time period. Faculty/Staff can access Work Order Cost reports through [TMA Billing Report](#).

If you need further assistance, please contact Karen Orrick at kmorri2@ilstu.edu or Erika Jones (Comptroller’s Office) at eljones@ilstu.edu.

Home Page

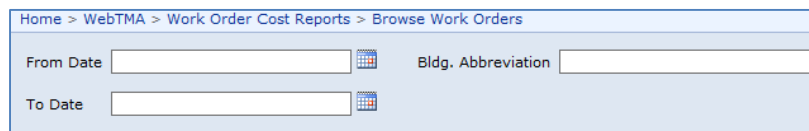
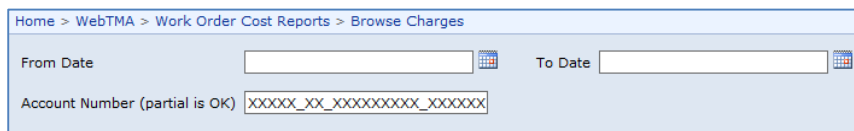


Browse Charges: Reconcile Datatel billings with TMA charges.

Browse Work Orders: Review open and/or closed work orders for specific buildings.

Work Order and Sales Order Detail: Find details on one specific work order or sales order.

Terminologies

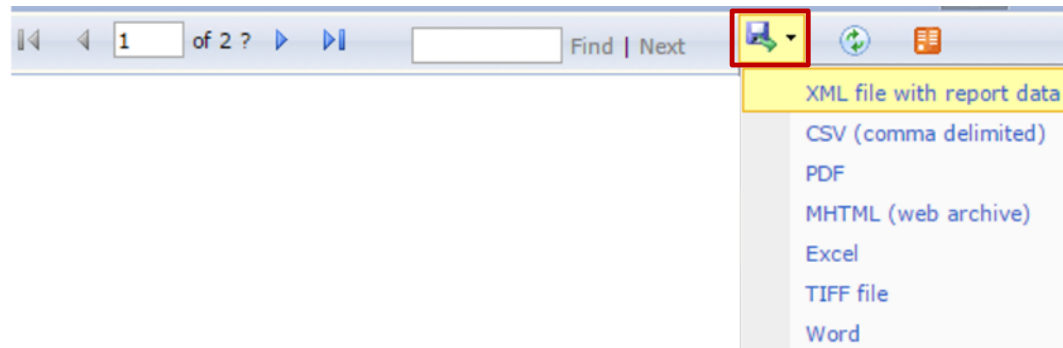


Terms	Description	
	Browse Charges:	Browse Work order:
From Date	Date to begin, based on post date	Date to begin, based on request date
To Date	Date to end, based on post date	Date to end, based on request date
Account Number	<p>You need to use the underscore (_) key in the account instead of a dash (-).</p> <p>Tips: Wildcards are automatic at the front and end of accounts. Simply enter any portion of the account number (i.e. 900) to create your search, it will return all accounts with the 900 in it. This method will give you more results.</p>	

Building	Number	Project	Post Date	Account Number	Charge	Trade	Description	Requestor	Email	Phone	Request Date (UTC)	Close Date (UTC)	Priority
				Total									






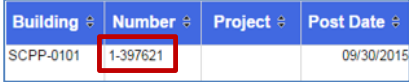
Terms	Description
Building	Displays only building abbreviations (i.e. Hovey Hall = HOV)
Number	Displays Work Order# and Sales Order# <ul style="list-style-type: none"> • Work Order number starting with 1-XXXXXX (i.e. 1-45678) • Sales Order number starting without 1- (i.e. 45678)
Post Date	The date that a transaction actually posts in TMA. Post dates are the 15 th and last day of the month and charges are posted 2 to 3 weeks after each billing cycle. (The billings are actually posted to your account by the Comptroller’s Office a few days after the billing is posted.) Note: “1/1/0001” means the billing has not been posted yet.
Charge	The total charge on a work order and sales order.
Trade	The classification of a person who completes the work.
Requestor	A person who submitted the request through iServiceDesk.
Request Date	The date that the work request was submitted.
Close Date	The date that the work order is closed.

Data Export



- The data can be exported in different formats (XML file, CSV, PDF, MHTML, Excel, TIFF file, and Word) by using use the drop down arrow to select desired file format. (Excel does not sort easily because of merged cells – suggest using the CSV for that purpose).

Frequently Asked Questions (FAQs)

FAQs	Description
<p>How to sort data in ascending or descending order</p>	 <p><input type="checkbox"/> Sort data by using the up/down arrow  next to column headers.</p>
<p>How to browse all pages of your search</p>	<p style="text-align: center;">“End”</p>  <p><input type="checkbox"/> To view all pages of your search, click the “End” button. For example, 2? may be changed to indicate how many pages there are.</p>
<p>How to go back to the previous page</p>	<p style="text-align: center;">“Back”</p>  <p><input type="checkbox"/> To go back to the previous page, click the “Back” button on the left of your window.</p>
<p>How to find specific data on Work Order and Sales Order</p>	<p style="text-align: center;">“Search box”</p>  <p><input type="checkbox"/> To search specific data, you can type any text or part of text in the Search box and the system will find the instance (s) of that data. (i.e. leak).</p>
<p>How to view detailed information on Work Order and Sales Order</p>	 <p><input type="checkbox"/> To view more detailed information, you can click on the Work Order# or Sales Order# under the Number column.</p>
<p>How to view Work Orders that are split-billed</p>	<p><input type="checkbox"/> If your bill is split with multiple account numbers, you will only see your percentage of the charges. To view more detailed information about the charges, you can click on the Work Order# or Sales Order# under the “Number” column.</p>