

To Access Work Order Summary

Through AccessUH log in to FAMIS Work Order System

Click **Service Requests**

The screenshot shows the FAMIS logo at the top, followed by a blue navigation bar with 'Facilities Services'. Below this is a 'Select a Site' section with two options: '00730 UNIVERSITY OF HOUSTON' and '00783 UNIVERSITY OF HOUSTON SYSTEM'. The 'Service Requests' button is highlighted in blue.

Click **Billing**

The screenshot shows the 'Display Service Requests' page. It includes a search bar with a dropdown menu and a 'Go' button. Below the search bar is a table with columns: Request Number, Status, Work Order, Request Description, Status, Conv Project, Requestor, Alt Requestor, Maint Type, BSM, Billing, Date Entered. The 'Billing' button is highlighted in blue.

Enter the "Standard" for Chart of Accounts and add more criteria to refine your search. Then click **Search**.

The screenshot shows the 'Search Billing' page. It includes a search bar and several dropdown menus for 'Chart of Accounts', 'Business Unit', 'Fund Code', 'Department ID', 'Program', and 'Project ID'. There are also input fields for 'Billing From Date' and 'Billing To Date'. The 'Search' button is highlighted in blue.

The results will be a list of your work orders.

The screenshot shows the 'Results' page. It features a summary table with columns for 'Work Order Charge Totals', 'Labor', 'Materials', 'Invoices', 'Equipment Rentals', and 'Misc. Cost'. Below this is a table of 'Work Order Details' with columns for 'WO Number', 'Request Number', 'Description', 'Labor', 'Material', 'Invoice', 'Misc. Cost', 'Rental Equip', 'Estimate', and 'Total'.

Work Order Charge Totals			
Labor	\$	133,277.72	
Materials	\$	832,519.18	
Invoices	\$	7,168.42	
Equipment Rentals	\$	0.00	
Misc. Cost	\$	0.00	
Total Work Order Charges	\$	972,965.32	
Non-Work Order Charge Totals	\$	0.00	
Grand Total of Charges	\$	972,965.32	

WO Number	Request Number	Description	Labor	Material	Invoice	Misc. Cost	Rental Equip	Estimate	Total
WO000121	SR000128	STS / ART2 - ANNUAL VEHICLE MAINT. (FY13)	82.86	0.00	12.21	0.00	0.00	0.00	94.89
WO000289	SR000291	TOO HOT	0.00	29.96	0.00	0.00	0.00	0.00	29.96
WO000707	SR000712	SOUTH CUSTODIAL EQUIPMENT REPAIR	91.89	0.00	0.00	0.00	0.00	0.00	91.89
WO000787	SR000792	ELECTRIC OUTLETS ARE NOT WORKING	105.07	0.00	0.00	0.00	0.00	0.00	105.07
WO000820	SR000825	CS8 - ANNUAL VEHICLE MAINT	82.50	0.00	0.00	0.00	0.00	0.00	82.50
WO001151	SR001156	CS3 - ANNUAL VEHICLE MAINTENANCE	52.50	89.62	0.00	0.00	0.00	0.00	122.12
WO001152	SR001157	CS4 - ANNUAL VEHICLE MAINTENANCE	360.29	102.83	115.75	0.00	0.00	0.00	578.87
WO001153	SR001158	CS10 - ANNUAL VEHICLE MAINTENANCE	489.21	148.09	0.00	0.00	0.00	0.00	617.90
WO001182	SR001187	ROOM TOO HOT 110	32.91	0.00	0.00	0.00	0.00	0.00	32.91
WO001288	SR001273	RL8 - ANNUAL VEHICLE MAINT	307.12	49.11	88.48	0.00	0.00	0.00	444.71

For FAMIS technical problems, contact famissup@central.uh.edu
 AND
 For FAMIS/PeopleSoft questions, contact fambill@uh.edu

For complete details, double click the work order number.

[Display Service Request Details](#)

[Requestor Information](#)

Requester Name **BROKHIN, PAUL** Requestor Phone **713/743-5580**
Requestor Dept **H0189** Requestor Email **pbrokhin@uh.edu**
Alt Requester Name Alt Requestor Phone
Alt Requestor Dept Alt Requestor Email

[Service Description](#)

Work Title **CRDM~~~~~WATER BOTTLE FILLING STATIONS**
Description
Close Comments
Maintenance Type **BILLABLE** Request Type **SERVICE REQUEST**
Crew **HVAC** Craft **HVAC-MECHA**
Account **STANDARD-00730--7047-H0189-G0004-P779969 (100%)**
Date Entered **05/29/2013** Start Date **05/29/2013**
Modify Date **06/18/2013** Closed Date

[Location](#)

Site **00730** Floor
Building **0800** Room

[Status](#)

Request Number **SR223521** Work Order Number **WO226888**
Status **COMPLETE**

[Cost Information](#)

Account Segment **STANDARD-00730--7047-H0189-G0004-P779969---**

[Labor Detail](#)

Transaction Date	Employee ID	Pay Code	Hours		Charge Amount
06/15/2013	1227566	OVERTIME	8.00	1227566	414.72
06/15/2013	1239543	OVERTIME	8.00	1239543	414.72
07/12/2013	0081778	REGULAR	2.00	0081778	69.12
Total					898.56

[Material Detail](#)

Transaction Date	Part Number	Warehouse	Issue Number	Issued To	Charge Amount
07/24/2013	NONSTOCK	STORES	IS009391	0081778	21.56
07/24/2013	NONSTOCK	STORES	IS009391	0081778	24.24
07/24/2013	NONSTOCK	STORES	IS009391	0081778	123.00
07/24/2013	NONSTOCK	STORES	IS009391	0081778	8.30
Total					177.10

For FAMIS technical problems, contact famissup@central.uh.edu
AND
For FAMIS/PeopleSoft questions, contact fambill@uh.edu