

How to look up FSR's

- 1) Log onto the CAMMS Portal (<http://facilities.bu.edu/camms>)
- 2) Click the "View Actual Cost of One Request"

The screenshot shows the 'Facilities Management & Planning' portal. On the left is a 'Logout' menu with options: CAMMS Portal, User Guides, Photos & Multimedia, Renovation Projects, Help/Suggestions, and Change Your Password. The main content area is titled 'Computer Aided Maintenance Management System (CAMMS) Megan Doiron's Portal'. It features a table of 'Departmental Requests' with columns for Request Number, Requester, Date/Time, Address, Description, Amount, and Type. A single request is listed with Request Number 9060247707, Requester Maria Pereira, Date/Time 12/23/2014 2:51:39 PM, Address 595 COMMONWEALTH AVE, Description 'Line #1, Shop: CUS, Cost Object: 9090001203, Event Setup Request', Amount \$1.00, and Type Event Setup Request. Below the table are sections for 'Approvals & Action Items' (Renovation Estimate Requests On-Hold: 0), 'New FMP Service Request' (Event Setup/Cleanup, Moving, Key/Lock, Vandalism, Renovation Estimate, Small Dollar Order, Maintenance/Update, Rental Turnover Cleaning Request), and 'Existing FMP Service Requests' (View/Update Request, View Actual Cost of One Request). A yellow arrow points to the 'View Actual Cost of One Request' option.

- 3) Type FSR number into the "10-Digit W/O Number" field and click submit.

This screenshot shows the 'Cost by Work Order Report' form. The '10-Digit W/O Number' field contains the value '906'. A yellow arrow points to this field. Other fields include 'FY: All', 'Date Range From: (blank for all dates)', and 'To:'. A 'Submit' button is located at the bottom right of the form.

This screenshot shows the 'Cost by Work Order Report' form with the '10-Digit W/O Number' field containing the value '9060226517'. A yellow arrow points to this field. Other fields include 'FY: All', 'Date Range From: (blank for all dates)', and 'To:'. A 'Submit' button is located at the bottom right of the form.

4) Work Order information will display.

Browser: http://facilities.bu.edu/camms/Reports/Finance/CostWO.aspx?type= Cost by Work Order/Pay W...

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BU Facilities Management & Planning Send Messages (0)

Logout

- CAMMS Portal
- User Guides
- Photos & Multimedia
- Renovation Projects
- Help/Suggestions
- Change Your Password


Cost by Work Order Report

10-Digit W/O Number: Show Summarized Costs by Shop

FY: Date Range From: To: [View Photos](#)

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BOSTON UNIVERSITY -- Facilities Management and Planning

120 ASHFORD STREET, BOSTON, MA 02215 

Work Order Summary for 9060226517, All Costs

Status: FMP Closed

| | | |
|---|--|------------------------|
| Requestor: SHOP | Date Open: 9/9/2014 | By: MEGLENN |
| Work Site: 595COMRoom: 426, Floor: 426 | Reported: 10/1/2014 <small>(most recent date of labor charge reported)</small> | |
| Room/Floor: 426 | Duration: 22 | Project ID: |
| Emp. Assigned: Seale, Roger | Cost Object: 9090001204 | Address: 595COM |
| Shop Assigned: CUS | | |
| Work Description: \$96 for B&G to set room 426 for the Accounting Department luncheon, Friday, September 5th from 12:00-2:00 | | |
| Budget: | | |
| SAP Posted: \$96.00 | | |

Status Change History for 9060226517

| Employee Name | Shop | Log Time | Date | Hours | O.T. | Operator | Notes | Status |
|--------------------|------|-----------------|------------|-------------|-------------|----------|-------|-----------------------|
| | | 10/1/2014 08:41 | 10/01/2014 | 3.00 | 0.00 | RSEA | | CLOSED, ALL COMPLETED |
| 1 Record(s) | | | | 3.00 | 0.00 | | | |

FMP Total: \$96.00

All SAP Transactions for 9060226517 as of 3/3/2015

| Shop | GL Account | Description | Amount | Vendor Name | Posted On | Invoice Image |
|------|------------|---------------------------------|---------|--------------|-----------|---------------|
| CUS | 881501 | FAC BILL (FMP ONLY); Facilities | \$96.00 | Not assigned | 10/2/2014 | |