

## Facilities Management Direct Charges Reporting Portal

<https://aub.ie/FMStmt>

Also located from the Facilities home page: <https://fm.auburn.edu> under “Client Tools”

Upon logging in, you will see the following menu bar:

**Direct Charges      Work Order Details      Utility Charges      FOP Administrators**

- **Direct Charges** will show a list of all charges for FOP's where you are associated in our system as the FOP Administrator.
  - Next to the heading are a series of drop-down menus to select filters so that it will make it easier to find the charges or work order for which you are searching. FOP Admin will already be filtered to your name. We suggest starting with a Billing Year, then Billing Month. Keep in mind that Facilities typically bills twice per month. Also note the Billing Year is the Calendar year in which billing was ran, not the fiscal year.

FOP Admin ▼

Billing Year ▼

Billing Month ▼

Work Order ▼
  - Once you have selected your initial filters, you can refine further by clicking in the various cells in the table. For example, if you click on “Haley Center” in the **Building** Column, it will highlight every line item with the Haley Center as the related building.
  - An option will also pop up over that selected column with a red X and a green Check. Click the check to filter out all non-matching line items (note: these filters will appear at the bottom of your browser window. You can remove them any time by clicking on the **x**.)
  - When you have filtered out the unnecessary line items, you may go to the details in one of two ways:
    1. By clicking on the “Go to Work Order Details → ” navigation bar that pops up when you hover over the bottom of the list
    2. By clicking **Work Order Details** in the top menu bar
- **Work Order Details**
  - This screen will show the details of any selected work orders from the previous screen broken into line items sorted by the work order phase (essentially a sequence number).
  - Below the billing details will be a table containing any work notes entered by Facilities staff.
- **Utility Charges**
  - This selection breaks down the utility charges for which the FOP admin is responsible.
  - It may be searched like the Direct Charges by selecting from the various filters.
  - Note that for academic spaces, you will likely not see utility charges as facilities is funded for and covers the costs of your utilities.
- **FOP Administrators**
  - This page contains all FOPs setup in our work order system with you associated as an administrator. If you would like to request a new FOP be added to the list, please email [facbill@auburn.edu](mailto:facbill@auburn.edu). Likewise, if there are FOP's listed that are no longer valid, you can also email [facbill@auburn.edu](mailto:facbill@auburn.edu) and request the FOP be inactivated.