Entering Other Costs in FAMIS

1. To navigate to the Work Order – Financial page from the Request Details page, you can click Work Order – Financial at the top of the page.

2. To navigate to the Work Order – Financial page from the My Requests page, with the Show Detail box checked, click the link to hours next to Act. for a request.


4. Select the Cost Type from the Item list.

5. Enter a Description.

6. Enter the Quantity.

7. Enter a Unit Cost.

8. Modify or enter the Tax Rate if desired.

9. Enter an amount for Shipping & Handling in S&H if desired.

10. Uncheck the M/U box to waive any markup at the account level, if applicable.

11. Select the appropriate Charge To account, if applicable.

12. The Payee field can be used for entering the payee if the cost was already paid to an external party.

13. Click ADD.

14. The record will appear in the TOTALS SUMMARY and can be edited or deleted if necessary.