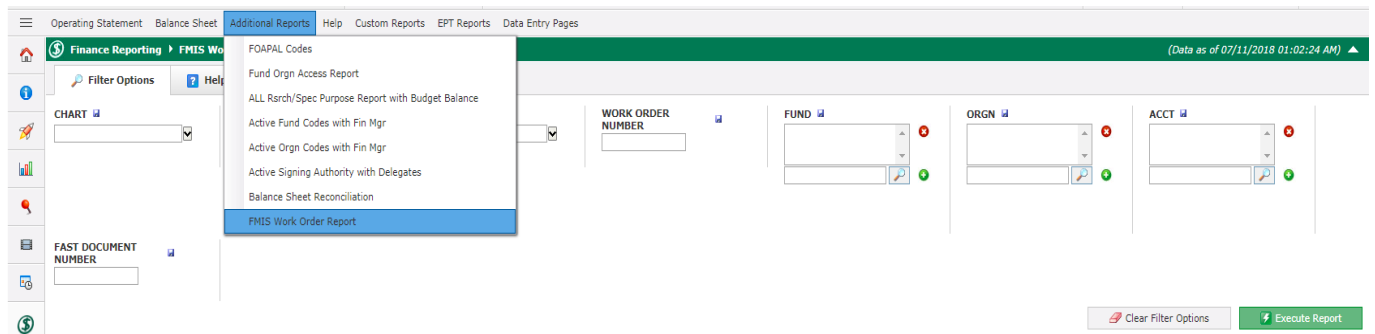


# Quick Reference Guide – FAST / FMIS Work Order Reporting Tool

In order to give users the ability to view detailed work order information on Facilities Management service charged to departmental accounts, a FMIS data table has been made available to FAST users.



This report will provide FAST users access to FMIS Work Order information based on the fiscal year/period, account charged, the work order number or the FAST document number.

The Work Order information is comprehensive, and includes a full description of the work, the charge type, charge amount and a description of the charge.

The report can be downloaded in Excel, as a pdf or in CSV.

This reporting capability via FAST complements the enhanced work order information available via FMIS.