

Accounting Functions

AiM

2020

Need help: call IMS 862-3388 <https://sscaimapp.assetworks.com/fmax>

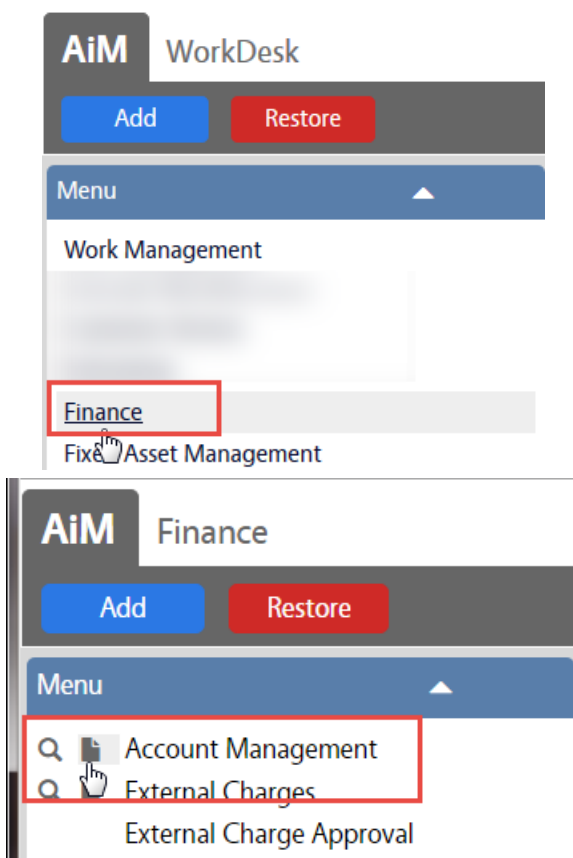
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Overview

- Charges are posted against the Phase of a Work Order.
- Labor charges are posted through the Timecard.
- Inventory charges are posted through the Counter Release or Shop Stock.
- Purchasing charges are posted through the Purchase Order Invoice.
- Charges or adjustments that do not follow one of these processes can be entered through the External Charge.

Account Entry



- On the WorkDesk Menu, click on Finance

- On the Finance Menu, click on the  next to Account Management

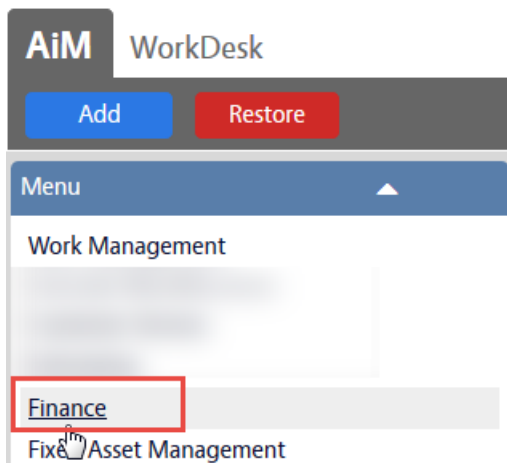
The screenshot shows the 'AIM Account Management' interface. At the top left, there are 'Save' and 'Cancel' buttons. Below them is a 'View' dropdown menu. The main area contains several input fields: 'Account Number' (with a yellow highlight and a '1' annotation), 'Account name or department' (with a '2' annotation), 'Start Date', and 'Expire Date'. On the right side, there are dropdown menus for 'Active' (set to 'Yes'), 'Invoice Group', 'Utility Invoice Group', and 'Administrator'. At the bottom, there is a table with columns 'Current', 'Beginning', and 'Prior Year' and rows for 'Labor', 'Material', and 'Equipment', all showing \$0.00 values.

1. Account Number – TAMU Accounts should be in the following format - ##-#####-#####
 2. Description – List the name of the department or other identifier for the account
 3. Click Save
- **Subcodes will populate as they are used in AiM.

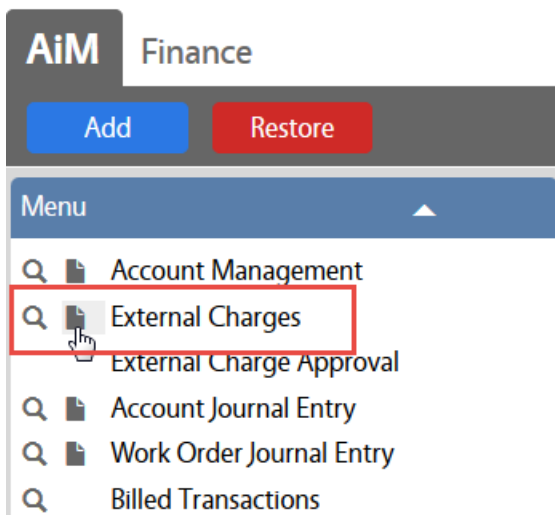
External Charges


If an invoice is entered through the External Charges screen, each line item is entered separately. External Charges do not post automatically. They must go through an approval process.

The screenshot shows the 'AIM External Charges' interface. On the left, there is an 'Invoice' summary for invoice 1732-181, including details like 'Dispatch #', 'Due Date', 'Service Address', and 'Texas A&M University'. In the center, there is a 'MALEK' logo and contact information for '18464 STATE HWY 30 COLLEGE STATION, TX 77845'. The main interface shows the 'External Charges' form for a 'Diagnostic Analysis' with a '327066' ID. It includes fields for 'Work Order', 'Part', 'UOM', 'Work Code', 'Contractor', 'Address Code', 'Terms', 'Quantity', 'Shop', 'Shop Person', and 'Employee'. On the right, there are fields for 'Post Date', 'Subledger', 'Total Amount', 'Currency', 'Invoice Number', 'Invoice Date', 'Subtotal', 'Document', 'Tax 1', 'Tax 2', 'Tax Rebate', 'Markup', 'Requestion', 'Cash Transaction', 'Batch', 'PO Code', and 'Payment Date'. A red text box with arrows pointing to the 'Work Order' and 'Part' fields contains the text: 'This invoice would have 2 separate records created.'



- On the WorkDesk Menu, click on Finance

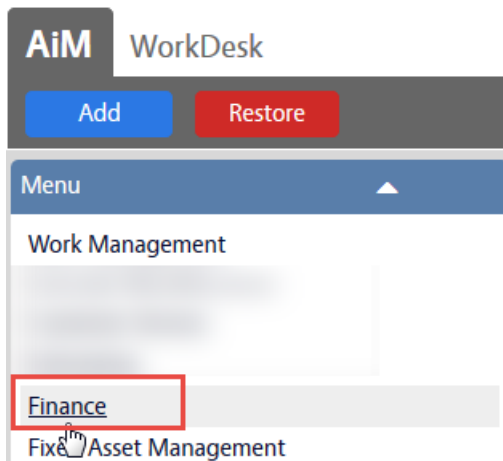


- On the Finance Menu, click on the  next to External Charges

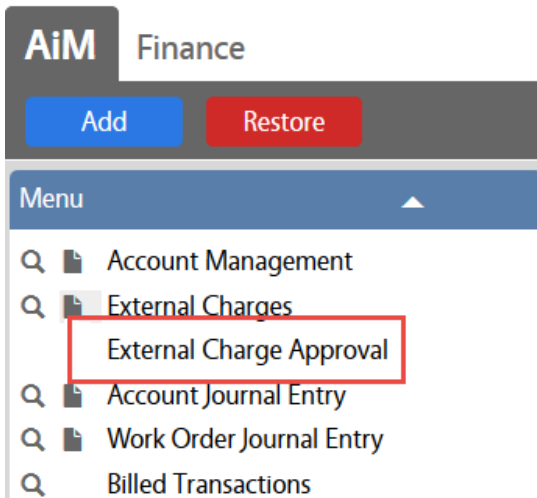
1. Description – Line Item description
2. Work Order number to be charged
3. Phase number
4. Work Code – SSC Invoice or SSC Payment Card (method of payment)
5. Contractor identifier
6. Part number from the invoice

7. UOM – Unit of measure
8. Quantity – how many were purchased
9. Subledger – Material, Labor, Equipment, or Contract
10. Invoice Number
11. Invoice Date
12. Cash Transaction – line amount from the invoice
13. Subtotal – amount plus SSC markup
14. Click Save

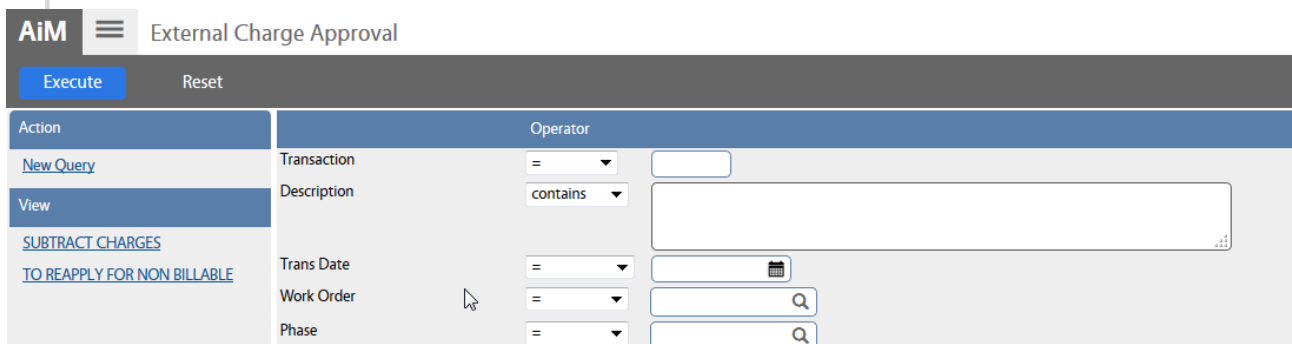
External Charge Approval



- On the WorkDesk Menu, click on Finance



- On the Finance Menu, click on External Charge Approval



- Search for charges to approve

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Approve Reject Search

Action Select All [More Detail](#)

[Error Log](#)

<input type="checkbox"/>	Work Order 130702-010961 Phase 001	Total Transactions 1
Description 1507 IN THE PENTHOUSE AIR-HANDLER C,B,L-2 AND L-3 ALL HAVE AIR CONDITIONING LEAKS ON THE BASE OF THE DUCT GOING INTO THE AIR-HANDLER. THE ARE RUBBER SEALS THE NEED TO BE REPLACED AND INSULATED ALL AROUND THE BOTTOM OF THESE DUCTS GOING INTO THE HANDLERS.		Total Cost \$4,994.85
<input type="checkbox"/>	Work Order 130716-012982 Phase 001	Total Transactions 4
Description 0446 WE NEED TO HAVE AN EXTERMINATOR COME TO RUDDER 205 TO GET RID OF ANTS AS SOON AS POSSIBLE. IF YOU HAVE ANY QUESTIONS CALL BILL BIELAMOWICZ AT 845-8903.		Total Cost \$313.32

- The list of records appears in summary mode by Work Order.
- Click [More Detail](#) to expand the lines.

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Approve Reject Search

Action Select All [Less Detail](#)

[Error Log](#)

<input type="checkbox"/>	Work Order 130702-010961 Phase 001	Total Transactions 1		
Description 1507 IN THE PENTHOUSE AIR-HANDLER C,B,L-2 AND L-3 ALL HAVE AIR CONDITIONING LEAKS ON THE BASE OF THE DUCT GOING INTO THE AIR-HANDLER. THE ARE RUBBER SEALS THE NEED TO BE REPLACED AND INSULATED ALL AROUND THE BOTTOM OF THESE DUCTS GOING INTO THE HANDLERS.		Total Cost \$4,994.85		
Trans Date	Transaction	Description	Subledger	Total Cost
<input type="checkbox"/>	Apr 08, 2015	268882	REPLACE CANVAS CONNECTIONS	Contract \$4,994.85
<input type="checkbox"/>	Work Order 130716-012982 Phase 001	Total Transactions 4		
Description 0446 WE NEED TO HAVE AN EXTERMINATOR COME TO RUDDER 205 TO GET RID OF ANTS AS SOON AS POSSIBLE. IF YOU HAVE ANY QUESTIONS CALL BILL BIELAMOWICZ AT 845-8903.		Total Cost \$313.32		
Trans Date	Transaction	Description	Subledger	Total Cost
<input type="checkbox"/>	May 30, 2014	164452	23/32 BC PINE ULX EXTERIOR	Material \$78.33
<input type="checkbox"/>	May 30, 2014	164451	23/32 BC PINE ULX EXTERIOR	Material \$78.33

- More Detail shows each transaction number, transaction date, description, subledger and cost.
- Click on the Transaction number to see the full record
- Check the box in front of the transaction to approve

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Approve Reject Search

Action Select All [Less Detail](#)

[Error Log](#)

<input type="checkbox"/>	Work Order 130702-010961 Phase 001	Total Transactions 1		
Description 1507 IN THE PENTHOUSE AIR-HANDLER C,B,L-2 AND L-3 ALL HAVE AIR CONDITIONING LEAKS ON THE BASE OF THE DUCT GOING INTO THE AIR-HANDLER. THE ARE RUBBER SEALS THE NEED TO BE REPLACED AND INSULATED ALL AROUND THE BOTTOM OF THESE DUCTS GOING INTO THE HANDLERS.		Total Cost \$4,994.85		
Trans Date	Transaction	Description	Subledger	Total Cost
<input checked="" type="checkbox"/>	Apr 08, 2015	268882	REPLACE CANVAS CONNECTIONS	Contract \$4,994.85
<input type="checkbox"/>	Work Order 130716-012982 Phase 001	Total Transactions 4		
Description 0446 WE NEED TO HAVE AN EXTERMINATOR COME TO RUDDER 205 TO GET RID OF ANTS AS SOON AS POSSIBLE. IF YOU HAVE ANY QUESTIONS CALL BILL BIELAMOWICZ AT 845-8903.		Total Cost \$313.32		
Trans Date	Transaction	Description	Subledger	Total Cost
<input checked="" type="checkbox"/>	May 30, 2014	164452	23/32 BC PINE ULX EXTERIOR	Material \$78.33
<input checked="" type="checkbox"/>	May 30, 2014	164451	23/32 BC PINE ULX EXTERIOR	Material \$78.33
<input type="checkbox"/>	May 30, 2014	164447	23/32 BC PINE ULX EXTERIOR	Material \$78.33

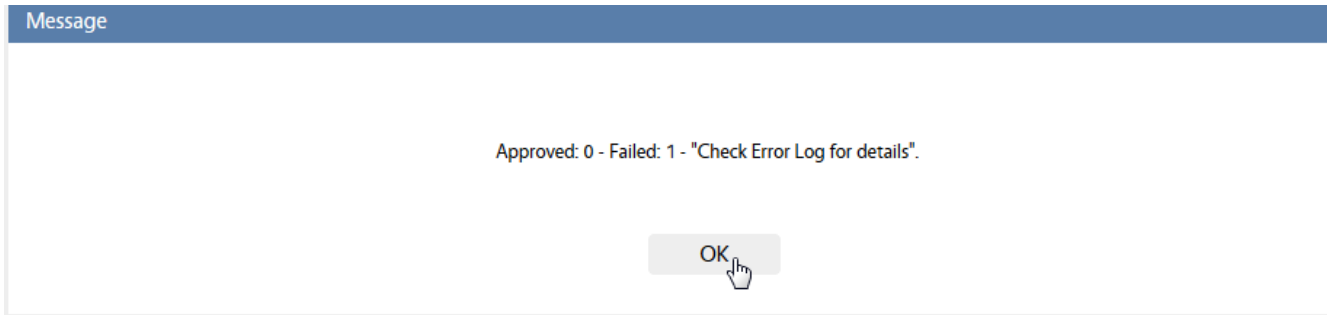
- Click [Approve](#)

Message

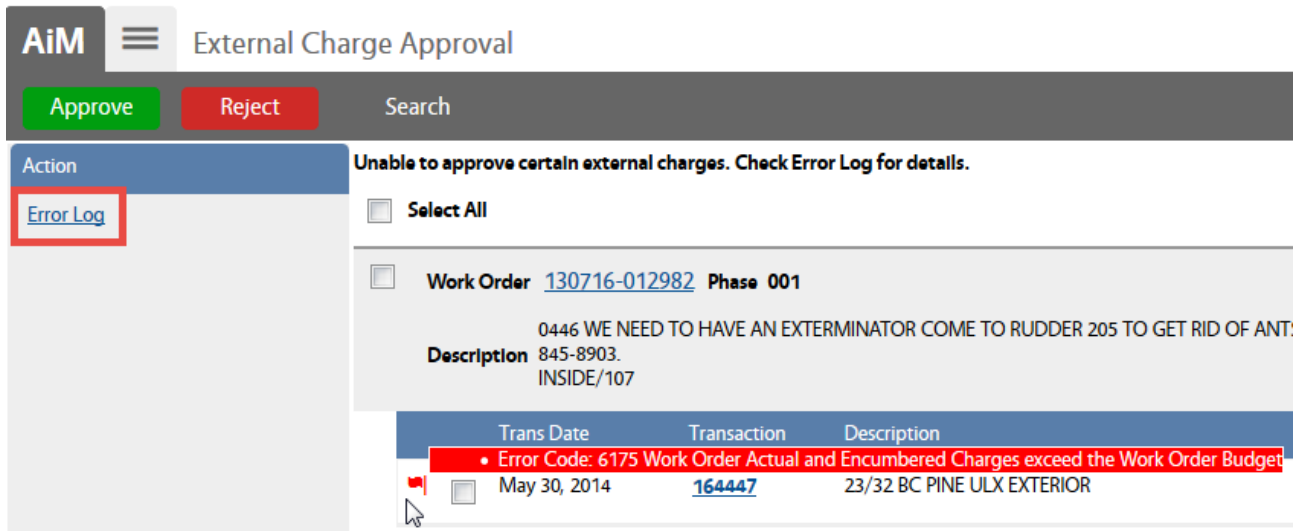
Approved: 4 - Failed: 0

[OK](#)

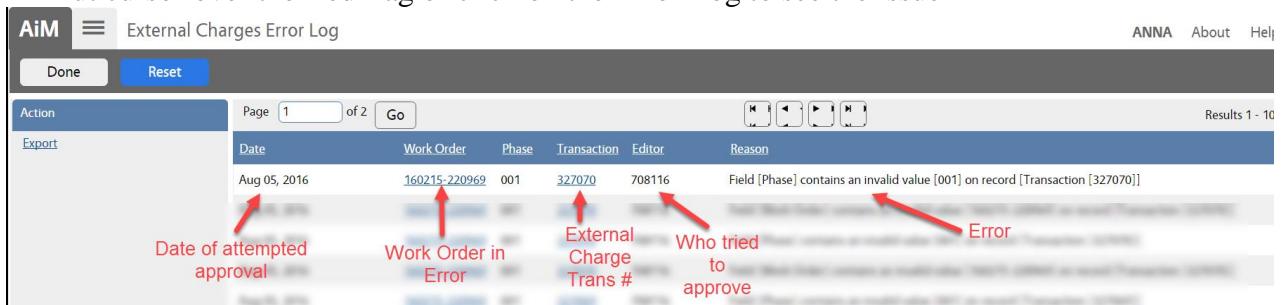
Error Log



If a record does not Post, this message will appear.



- Put cursor over the Red flag or click on the Error Log to see the issue

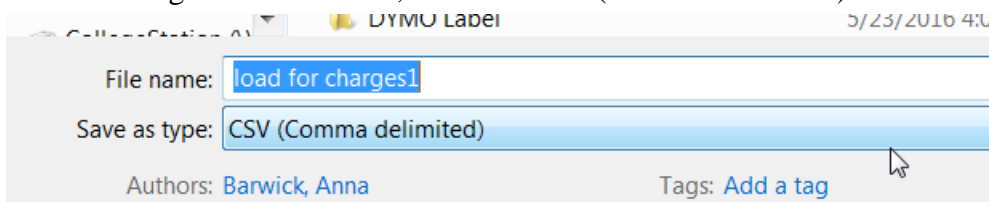


- Click Done to return to previous screen
- Click Reset to clear the entire Error List

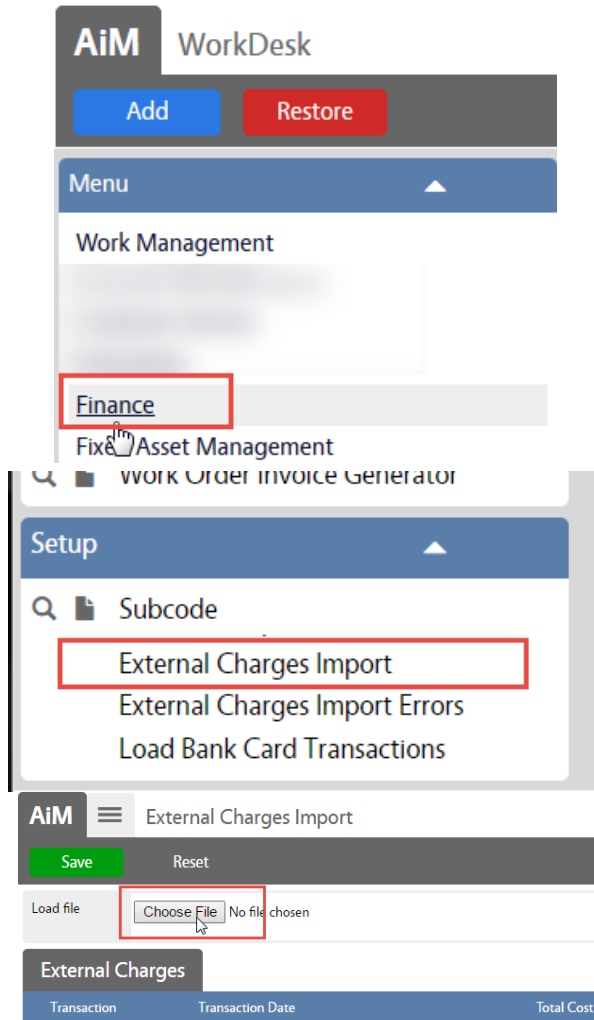
External Charge Import

Create File to Load

- If multiple External Charges need to be entered, they can be imported.
- The file must be saved as a csv file.
- The file should have these columns in this order. *(Black is the name of the column. Red is description of the data entered in that column.)*
 - Trans_Date(mm/dd/yy)
 - Subledger – use the following – M for Material, L for Labor, C for Contract, E for Equipment
 - Amount – Do not use the \$
 - Proposal
 - Sort_code – Format column as text so that the leading zeros save
 - Craft_code – Work Code
 - Batch_No
 - Description
 - Req_No
 - Inv_No – Invoice Number
 - Cash_No – Cost before markup
 - Shop
 - Shop_Person
 - Payment_Date
 - Inv_Date – Invoice Date
 - Part
 - Itm_Qty – Item Quantity
 - Contractor – Identifier found in AiM for the contractor
 - Address_Code – Can be left blank and AiM will autofill
 - Inv_UOM – Unit of Measure for parts
 - PO_Code
- After creating the file in Excel, Save As CSV (Comma delimited)



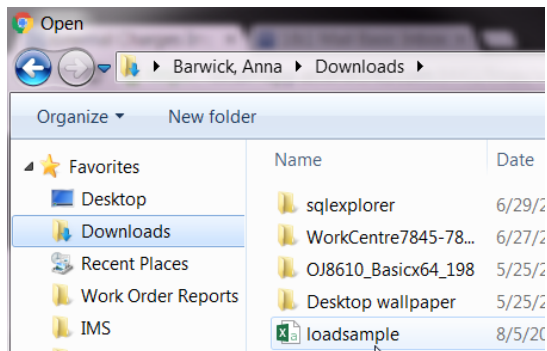
Load File in AiM



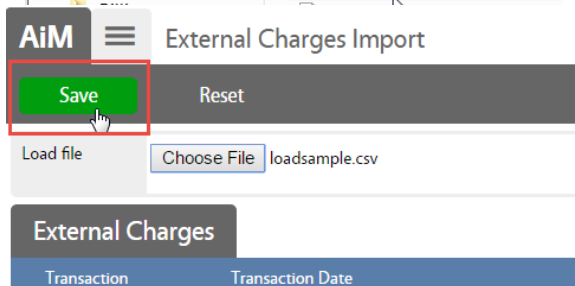
- On the WorkDesk Menu, click on Finance

- In the Finance Module, look at the Setup Menu
- Click on External Charges Import

- Click Choose File



- Look for the csv file to load
- Click on it and choose Open



- Click 

Transaction	Transaction Date	Total Cost	Work Order	Phase	Subledger	Batch	Description
327071	Aug 05, 2016	\$78.33	130716-012982	001	Material		23/32 BC PINE ULX EXTERIOR
327072	Aug 05, 2016	\$78.33	130716-012982	001	Material		23/32 BC PINE ULX EXTERIOR
327073	Aug 05, 2016	\$78.33	130716-012982	001	Material		23/32 BC PINE ULX EXTERIOR
327074	Aug 05, 2016	\$4,994.85	130702-010961	001	Contract		REPLACE CANVAS CONNECTIONS

- The list of loaded charges will appear.
- Proceed to the External Charge Approval process to post the charges.

External Charges Import Errors

If a file fails to load, the reason(s) for the failure will appear on the External Charges Import Errors screen.

The screenshots illustrate the navigation process:

- WorkDesk Menu:** The 'Finance' option is highlighted in the menu.
- Finance Module Setup:** In the 'Setup' menu, 'External Charges Import Errors' is highlighted.
- External Charges Import Errors Screen:** The screen displays a search filter table for recent errors.

Action	Display Order	Sort	Operator
New Query	<input type="checkbox"/> Date	- ▾ = ▾	<input type="text"/>
View	<input type="checkbox"/> Transaction	- ▾ = ▾	<input type="text"/>
	<input type="checkbox"/> Work Order	- ▾ = ▾	<input type="text"/>
	<input type="checkbox"/> Phase	- ▾ = ▾	<input type="text"/>

- On the WorkDesk Menu, click on Finance
- In the Finance Module, look at the Setup Menu
- Click on External Charges Import Errors

- Search for the recent errors