

Funding Method and Account Setup

Funding Method Custom ▼

Save **Cancel**

View

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- (On The Phase) Funding method on Maintenance work orders should be as follows
 - SR – Work Order
 - PPM and ST – SHOP
- Work Order requires an account to be setup at the Work Order level. By default, maintenance work on contract will be setup as the SSC Maintenance account with a limit of \$6400.
- To view the Account on the Phase, click Account Setup on the View menu

AiM Account Setup ROLETEST A

Done **Cancel**

View

[Account History](#)

001 Created By ANNA BARWICK On 06/13/2016 03:54 PM
Last Edited by ROLETEST On 06/17/2016 11:12 AM

SR FAS SYSTEM 979-845-4311 RM 312 & RM 208A**DEV DELETED WAVEFORM ERROR PASSED TP JEREMY STANDEFER W/ SIEMENS & JONATHAN HOPKINS W/FAS

Funding Method Custom

Budget

Work Order 160613-166130

Charge **Remove**

| Account | Subcode | Percentage | Precedence | Amount | Star |
|--|---------|------------|------------|------------|------|
| All | | | | | |
| <input type="checkbox"/> 26543 | 5530 | | 1 | \$5,000.00 | |

Offset **Remove**

| Account | Subcode | Start Date | Expire Date |
|---------|---------|------------|-------------|
| | | | |

- The account screen has 2 sections.
- Charge is the account paying for the work. Offset will remain blank.
- 26543 is the SSC Maintenance account. This should not be here if the customer is funding the work.
- If work is billable, make sure the account is set correctly before beginning work and posting charges.

Add Account to Work Order

Click **Add** next to Charge

The Charge account is the one paying for the work. The Offset account is the one receiving the payment. Only the Charge account needs to be setup.

- Choose the type of account being entered
- Percentage Split – 1 or more accounts will equally split the charges. Percentages must equal 100%
- Fixed Amount – Account only to be used for a specific dollar amount
- Click Next

Percentage Split

1. *Account* - Enter the account number provided. Click the Magnify Glass at the end to validate.

If the name of the account does not appear, then the account is not in AiM. Contact AggieWorks or Billing Coordinator.

2. *Subcode* - Enter the Subcode of 5530. Click the Magnify Glass

3. *Percentage* - Enter the percentage for this account.
4. If an additional account is needed, Click **Add**
5. Click **Done** to return to the previous screen.

Fixed Amount

1. *Account* - Enter the account number provided. Click the Magnify Glass at the end to validate.
If the name of the account does not appear, then the account is not in AiM.
2. *Subcode* - Enter the Subcode of 5530. Click the Magnify Glass
3. *Amount* – How much can be charged to this account.
4. *Precedence* – The order the accounts should be charged.
5. If an additional account is needed, click **Add**
6. Click **Done** to return to the previous screen.

To Remove account

| Account | Subcode | Percentage | Precedence | Amount | Start Date |
|---|---------|------------|------------|------------|------------|
| <input type="checkbox"/> 01-215010-00000 | 5530 | 100.0000% | | | |
| <input checked="" type="checkbox"/> 01-215130-00000 | 5530 | | 1 | \$6,000.00 | |

1. Click the box in front of the account
2. Click **Remove**

Message

Are you sure you want to delete?

Confirm Yes

Yes

No

Click **Done** to return to the previous screen.