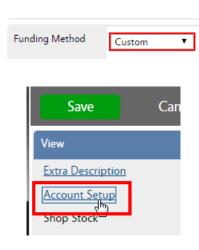
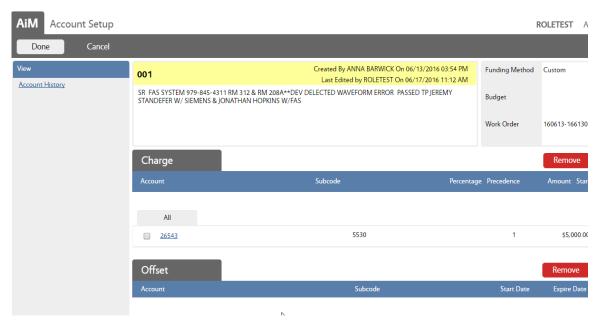
### **Funding Method and Account Setup**

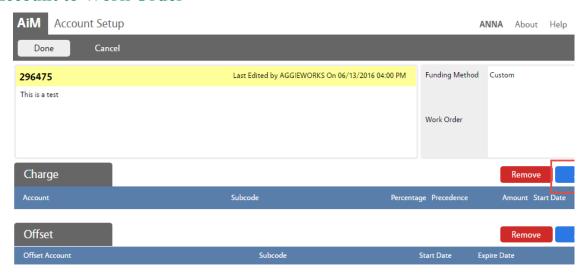


- (On The Phase) Funding method on Maintenance work orders should be as follows
  - SR Work Order
  - o PPM and ST SHOP
- Work Order requires an account to be setup at the Work Order level. By default, maintenance work on contract will be setup as the SSC Maintenance account with a limit of \$6617.60.
- To view the Account on the Phase, click Account Setup on the View menu



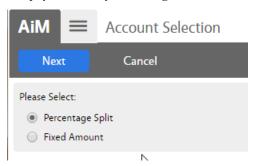
- The account screen has 2 sections.
- Charge is the account paying for the work. Offset will remain blank.
- 26543 is the SSC Maintenance account. This should not be here if the customer is funding the work.
- If work is billable, make sure the account is set correctly before beginning work and posting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

#### Add Account to Work Order



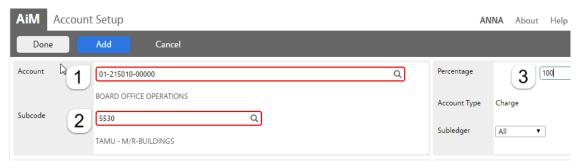
# Click Add next to Charge

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**



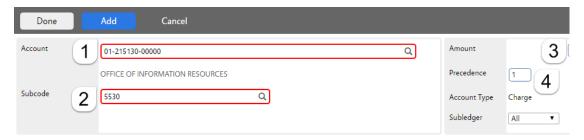
1. *Account* - Enter the account number provided. Click the Magnify Glass at the end to validate.

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**

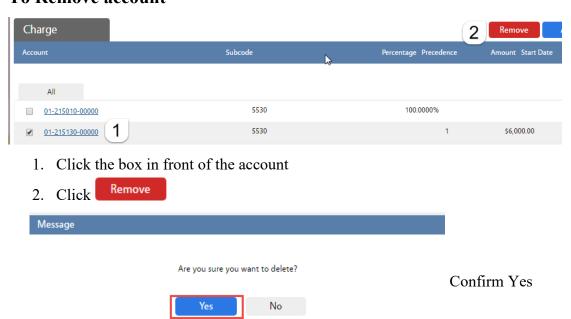


1. *Account* - Enter the account number provided. Click the Magnify Glass at the end to validate.

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



Click Done to return to the previous screen.