

## Funding Method and Account Setup

Funding Method Custom

Save Cancel

View

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[Account Setup](#)

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- (On The Phase) Funding method on Maintenance work orders should be as follows
  - SR, CM, and EV – 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 \$5,848.64.
- 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

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

**AiM** Account Setup ANNA About Help

Done Cancel

**296475** Last Edited by AGGIEWORKS On 06/13/2016 04:00 PM

This is a test

Funding Method Custom

Work Order

**Charge** Remove

Account	Subcode	Percentage	Precedence	Amount	Start Date
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**Offset** Remove

Offset Account	Subcode	Start Date	Expire Date
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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.*

**AiM** Account Selection

Next Cancel

Please Select:

Percentage Split

Fixed Amount

- 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

**AiM** Account Setup ANNA About Help

Done Add Cancel

Account **1** 01-215010-0000 BOARD OFFICE OPERATIONS

Subcode **2** 5530 TAMU - M/R-BUILDINGS

Percentage **3** 100

Account Type Charge

Subledger All

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.