

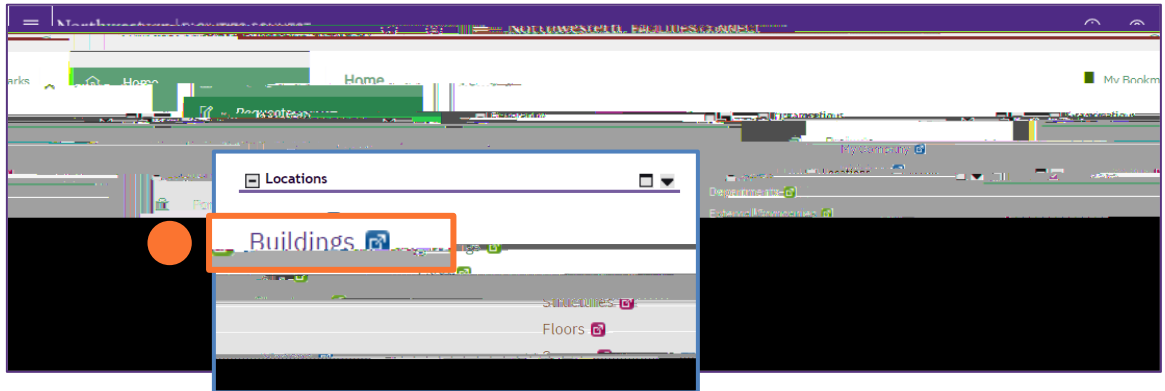
UPDATE BUILDING BILLING ALLOCATION

Provides guidance for updating the chartstring information on a building record. The building billing information would only need to be changed at the request of a school or department.

DIRECTIONS:

1 From the Facilities Connect Home Screen,

1 Click on the **Portfolio** section.



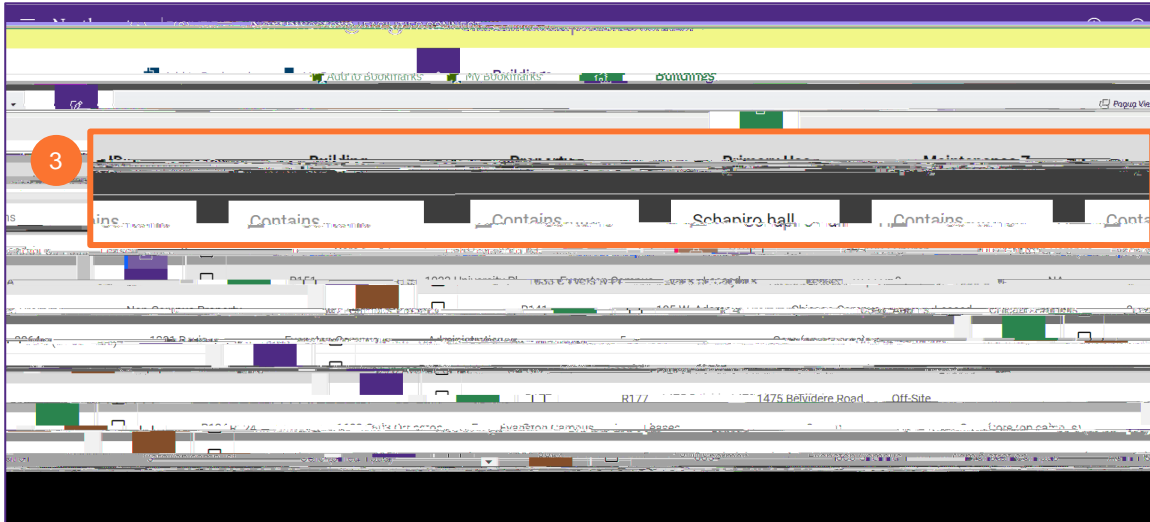
2 Locate the **Locations** section,

1 Click on the **Buildings** option.

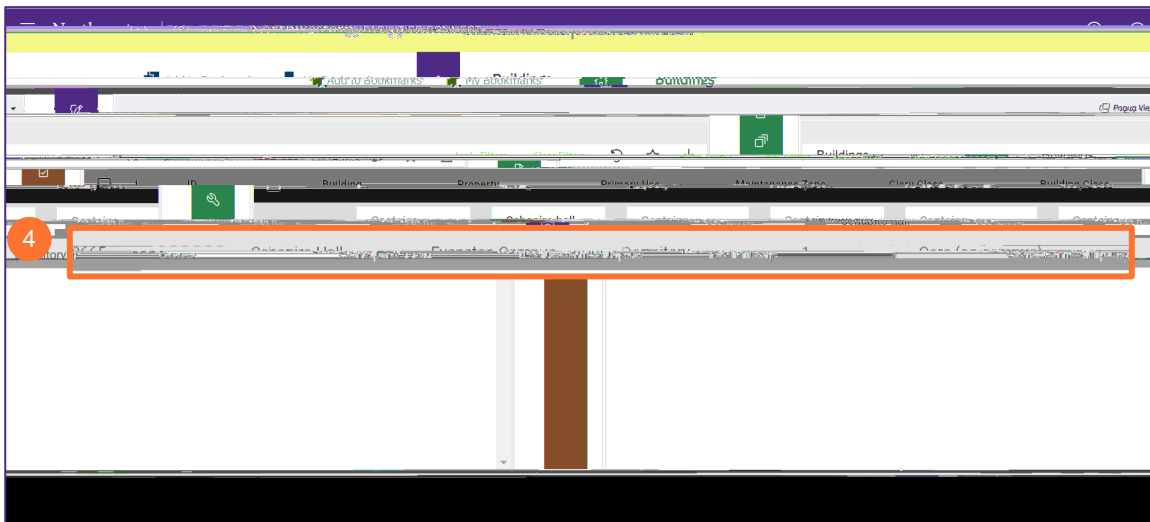
UPDATE BUILDING BILLING ALLOCATION

DIRECTIONS:

- 3 From the Buildings list,
 - 3 Use the **columns** to search for the desired location.



- 4 Once you have located the correct Building ,
 - 4a Click on the **Building Record** line.

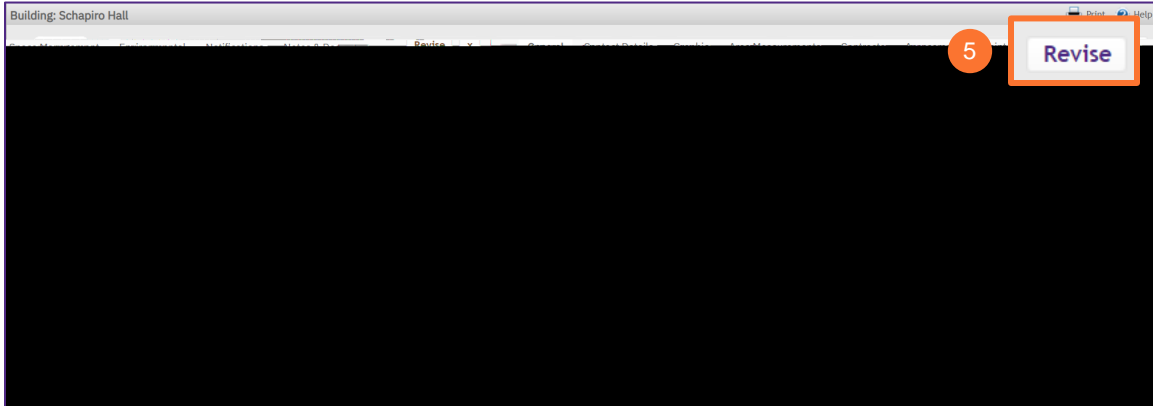


UPDATE BUILDING BILLING ALLOCATION

DIRECTIONS:

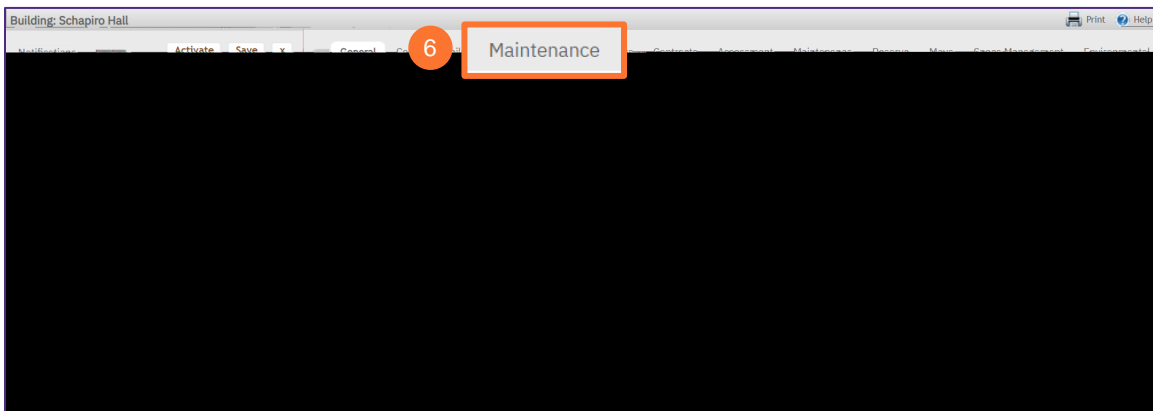
5 Upon clicking, the **Building Record** will open in a new window.

5 Click on the **Revise** button.



6 Once the record is in Revision in Progress mode,

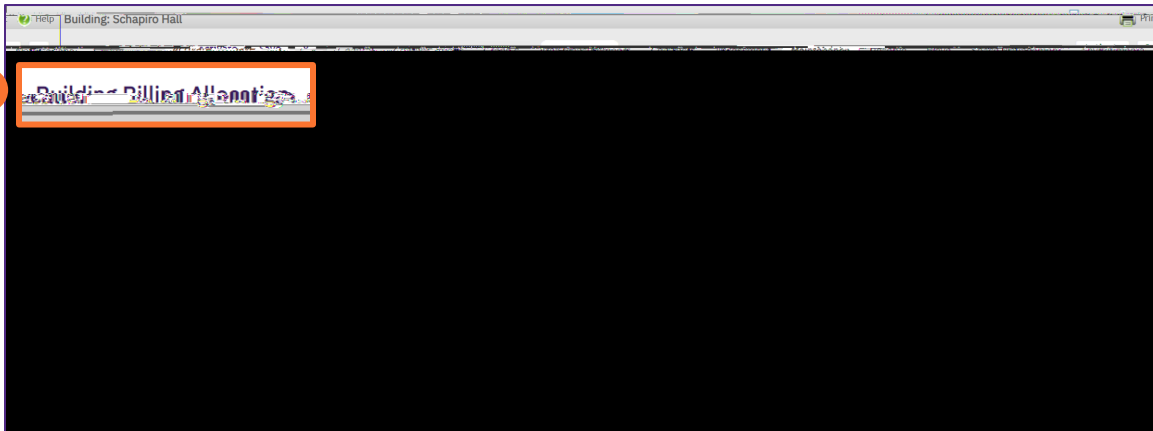
6 Click on the **Maintenance** tab.



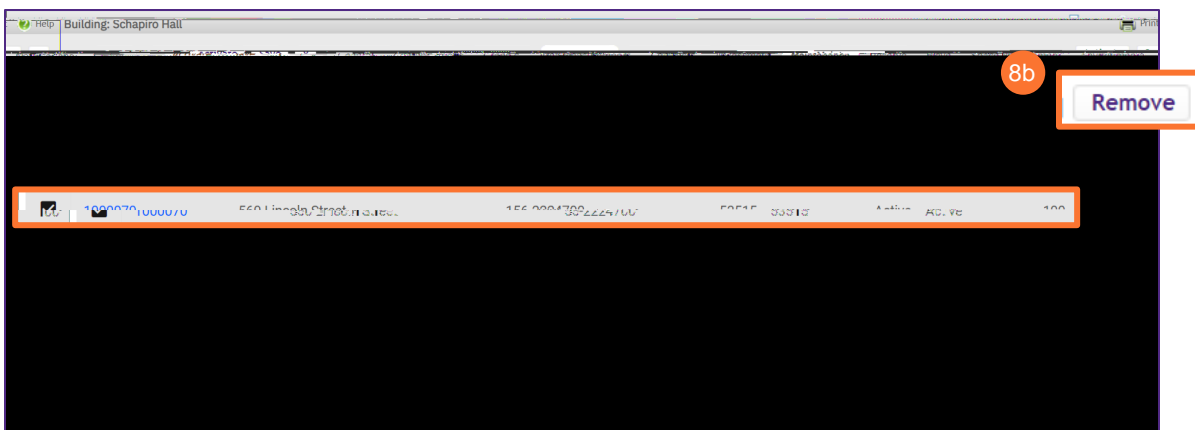
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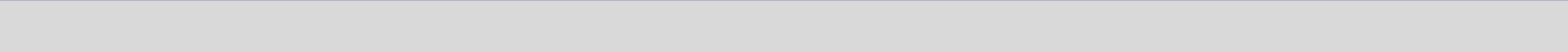
DIRECTIONS:

- 7 On the Maintenance tab,
 - 7 Locate the **Building Billing Allocation** section.



- 8 To remove the existing Chartstring,
 - 8a Click on the **checkbox** in front of the existing Chartstring.
 - 8b Click the **Remove** button.





UPDATE BUILDING BILLING ALLOCATION

DIRECTIONS:

11 Once you have located the new Chartstring,

11a Click the **checkbox** to the left of the desired new Chartstring.

11b Click **OK** to save.



12 The new chartstring will now appear in the Building Billing Allocation section:

UPDATE BUILDING BILLING ALLOCATION

DIRECTIONS:

13 To save the changes to the Building Record,

Click the [Save](#) button .

Click

