SPLIT BUILDING BILLING ALLOCATION

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

d GETTING STARTED

This guide focuses on splitting a building billing allocation into several chartstrings. For the full walkthrough of the proces s, please see the Update Building Billing Allocation guide.

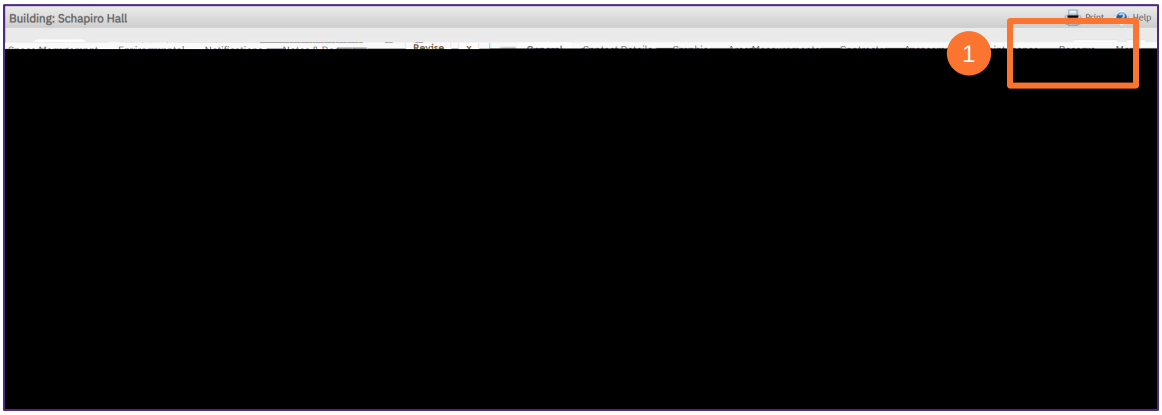
d IMPORTANT

Before updating the Building Billing Allocation information, submit a service ticket with NUIT or reach out to the Facilities Connect Product Team.

DIRECTIONS:

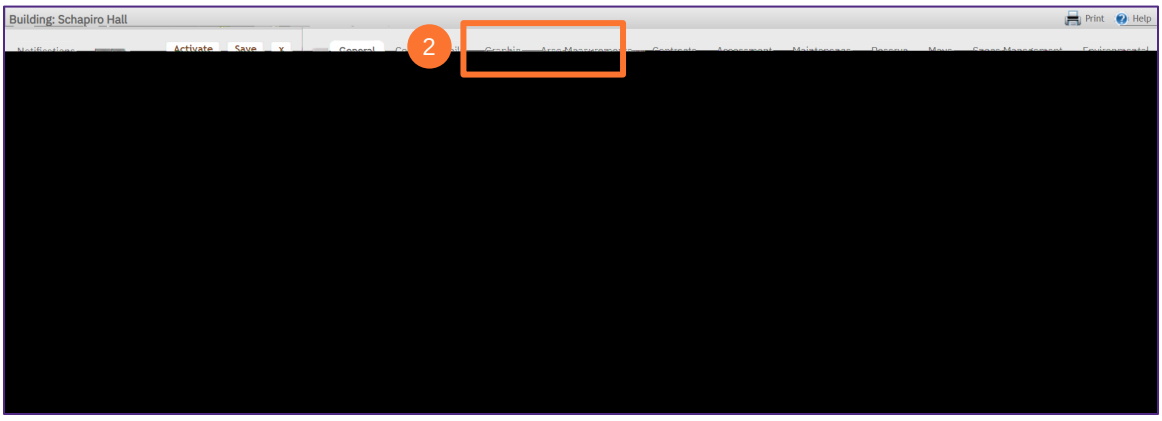
1 Once you locate the Building Record you wish to update,

1. Click on the Revise button.



2 Once the record is in Revision in Progress mode,

2. Click on the Maintenance tab.



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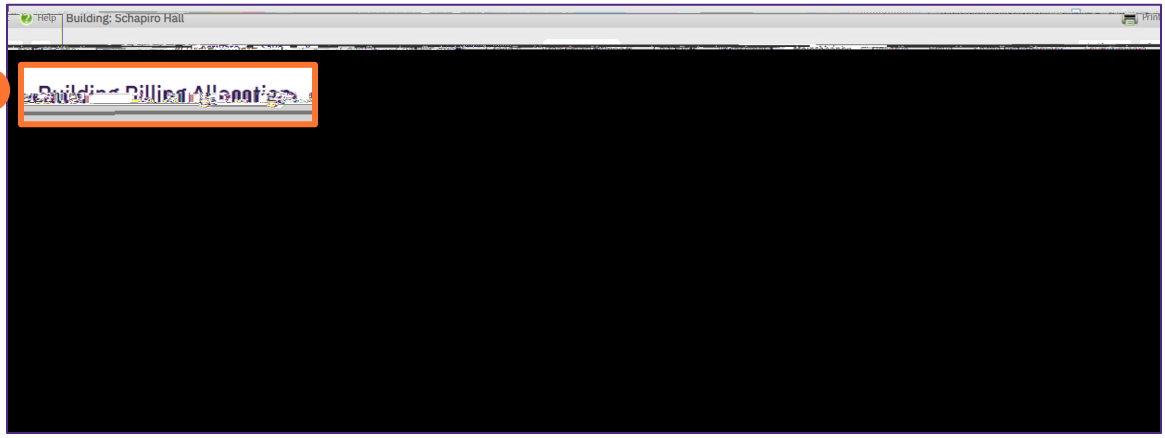
DIRECTIONS:

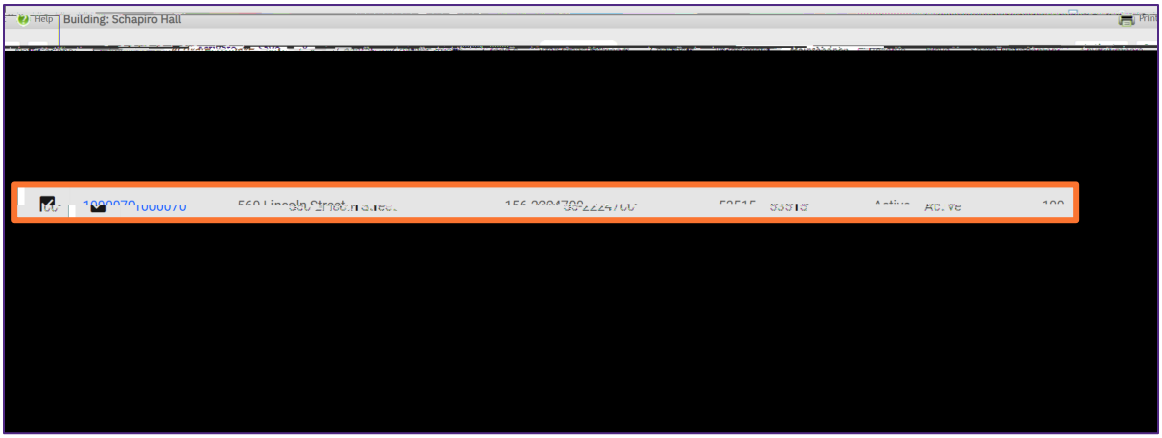
3 On the Maintenance tab,

3 Locate the Building Billing Allocation section.



4 To edit the existing Chartstring,

4 Click on the line item of the existing Chartstring.



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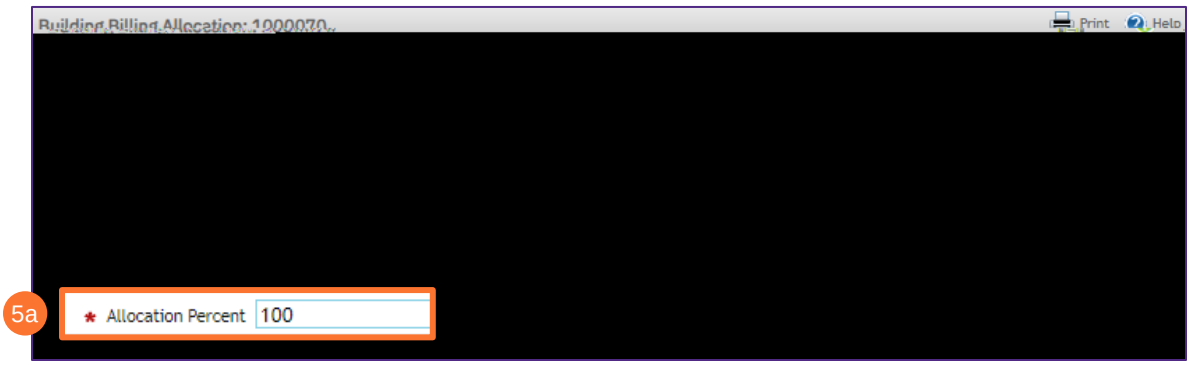
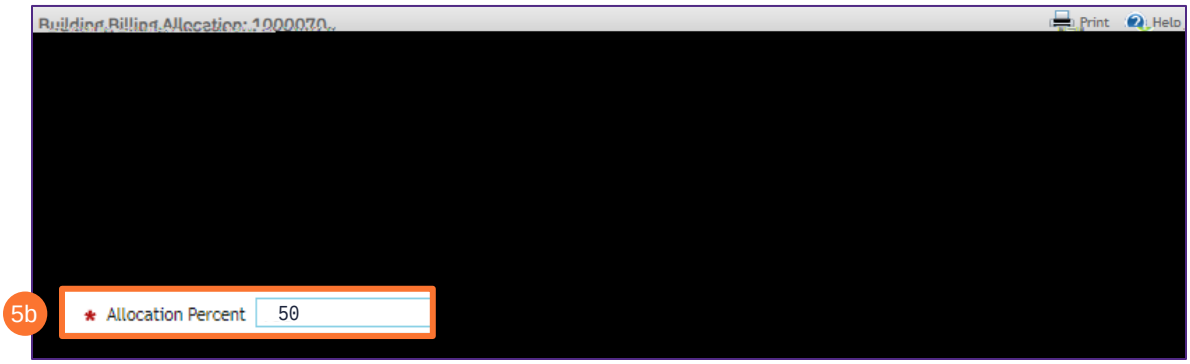
DIRECTIONS:

5 Upon clicking, the Chartstring record will open,

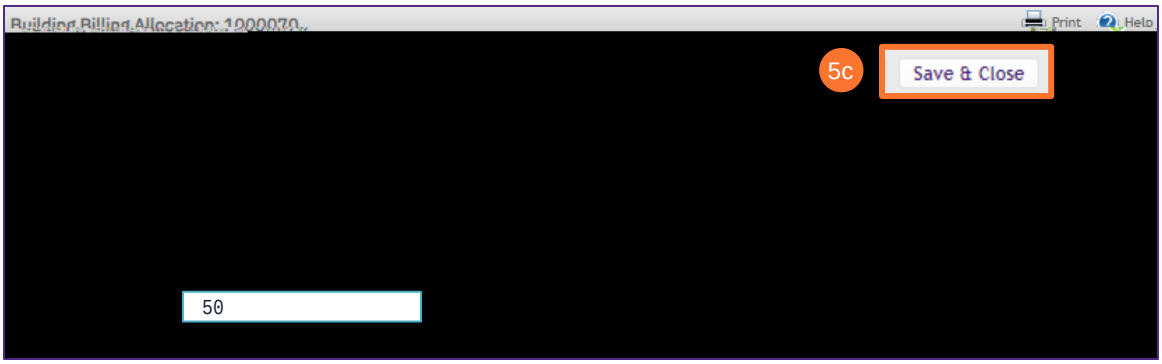
5a Locate the Allocation Percent section.



5b Lower the Allocation Percent to the updated number.



5c Click Save and Close to save the new Allocation Percent.



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DIRECTIONS:

10 To edit the newly added Chartstring,

10 Click on the line item of the new Chartstring.

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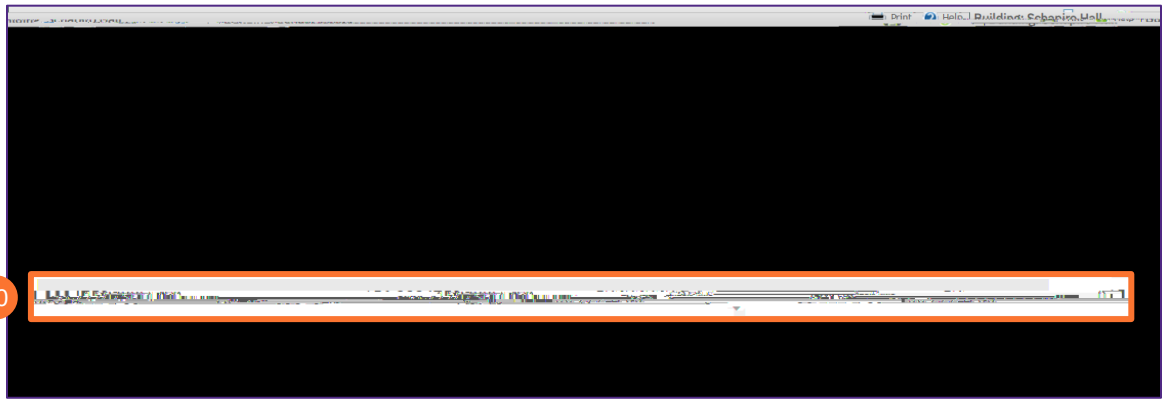
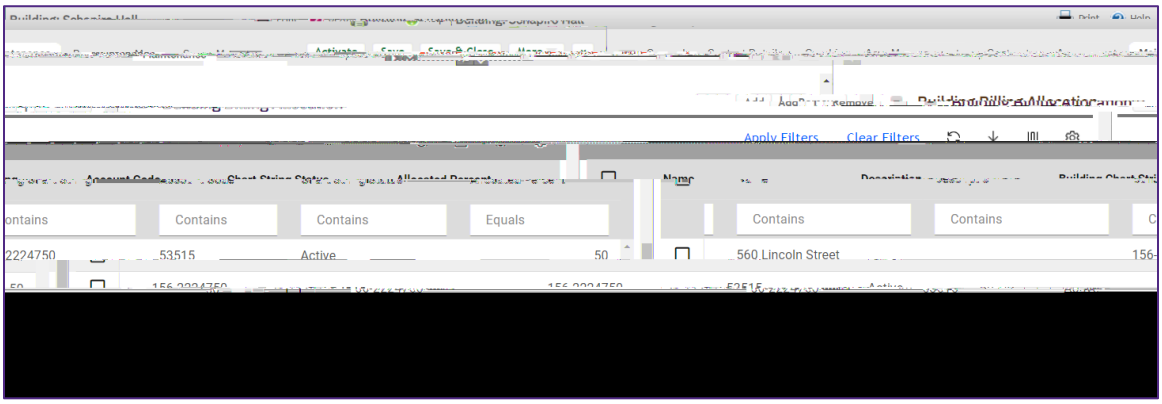


11 The new Chartstring allocations will now appear.



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