

SPLIT BUILDING BILLING ALLOCATION

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

GETTING STARTED

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

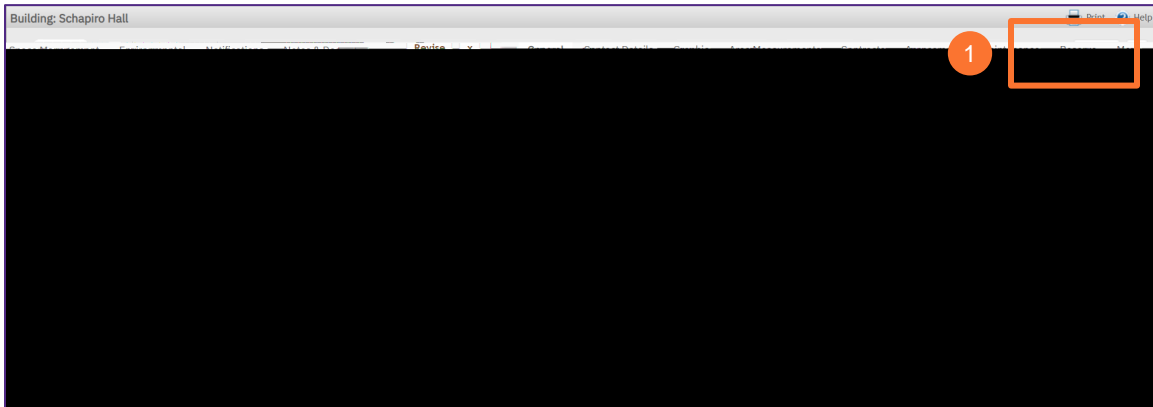
IMPORTANT

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

DIRECTIONS:

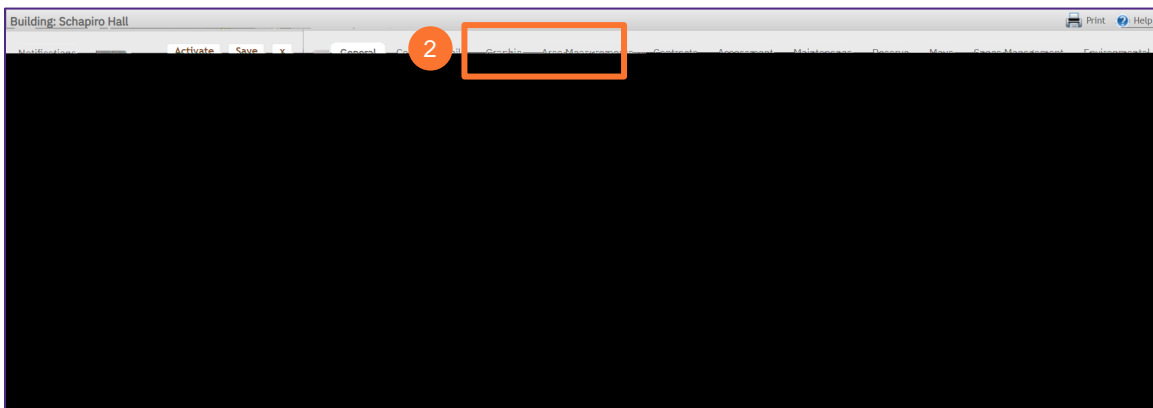
1 Once you locate the Building Record you wish to update,

1 Click on the [Revise](#) button.



2 Once the record is in Revision in Progress mode,

2 Click on the [Maintenance](#) tab.



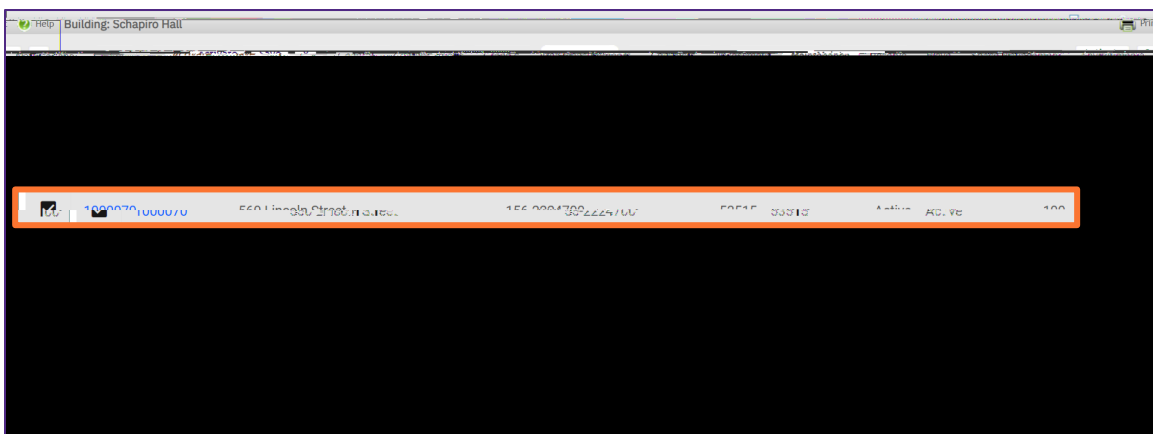
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DIRECTIONS:

- 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.

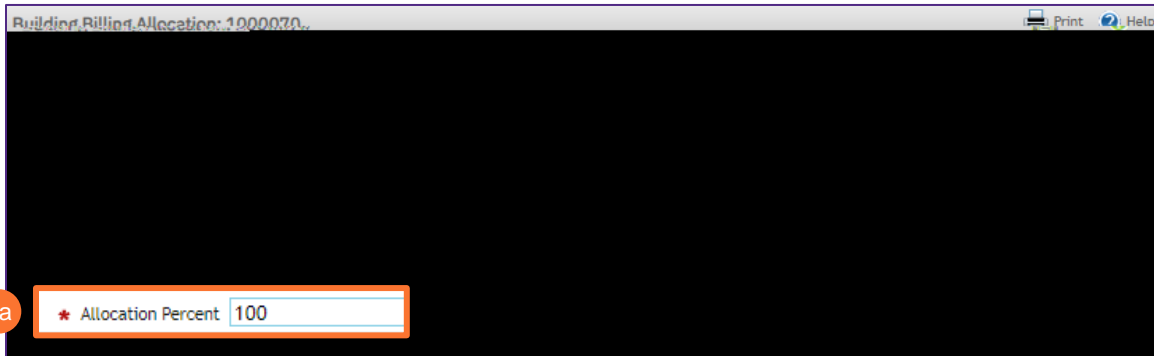


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DIRECTIONS:

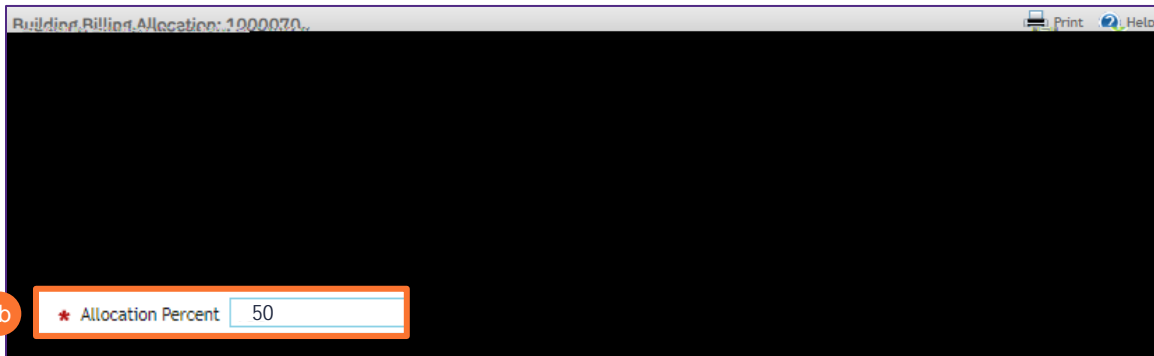
5 Upon clicking, the Chartstring record will open,

5a Locate the **Allocation Percent** section.



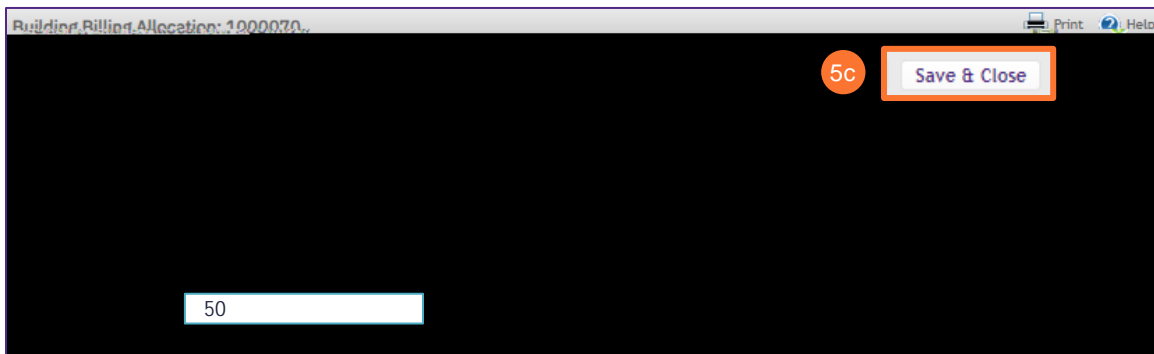
A screenshot of a software interface window titled "Building Billing Allocation: 1000070...". The window has a dark background. In the bottom-left corner, there is a field labeled "Allocation Percent" with a red asterisk icon to its left. The value "100" is entered in the field. The field is highlighted with a red border. In the top-right corner, there are icons for "Print" and "Help".

5b Lower the Allocation Percent to the updated number.

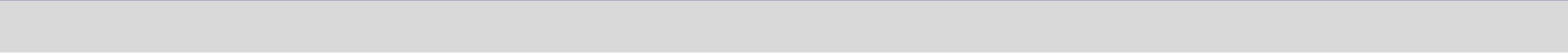


A screenshot of the same software interface window. The "Allocation Percent" field now contains the value "50". The field is highlighted with a red border. The rest of the interface is the same as in the previous screenshot.

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



A screenshot of the software interface window. The "Allocation Percent" field at the bottom still contains "50". In the top-right corner, a button labeled "Save & Close" is highlighted with a red border. The field label "Allocation Percent" is no longer visible. The "Print" and "Help" icons are still present in the top-right corner.



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