

Account Setup

The Account Setup screen associates an item* to a charge account, or more than one account if the transaction costs are split. These accounts will collect charges from work order phases by default when an asset is associated to the phase and the funding source is selected.

The screenshot shows the 'Work Order Account Setup' interface. At the top, there are 'Done' and 'Cancel' buttons. The main content area is divided into sections: 'View' (with 'Account Setup' selected), 'Account History', and 'Charge'. The 'Charge' section contains a table with the following data:

Account	Subcode	Percentage	Precedence	Amount	Start Date	Expire Date
<input type="checkbox"/> AA325524	7200	100.0000%			Mar 04, 2015	

1. From **View** menu, click: **Account Setup**
 - a. Under Charge section, Click: **ADD**
 - b. From **Account Selection** screen, select Percentage or Fixed Amount. Click: **Next**
 - i. **FOR GU BUILDINGS (FUNDING BY THE MAINTENANCE ACCOUNT)** ENTER THIS INFORMATION:
 1. Account: AA181100
 2. Sub Code: 7200 – Maintenance & Repairs (*account extension*)
 3. Percentage: 100
 4. Subledger: All
 - ii. For **Auxiliary Buildings** or **Custom Funding requests**, in the Sub Code, enter the charge account for the department that is funding the service.
 - c. Click: **DONE** (twice)
 - d. Click: **SAVE**

*Common items (*fund sources*) include assets, properties, organizations, work codes, shops and capital projects. Within each of these AiM screens there is a sub-screen for Account Setup.