

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.

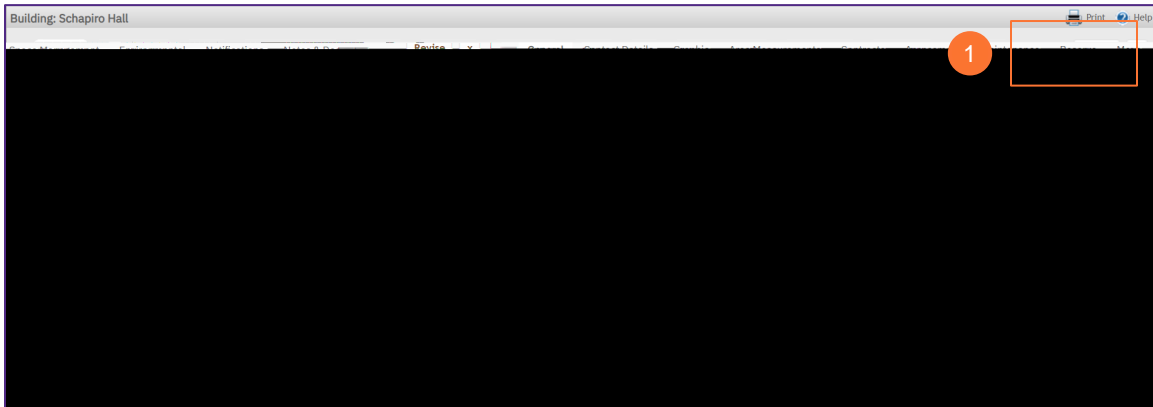
IMPORTANT

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

DIRECTIONS:

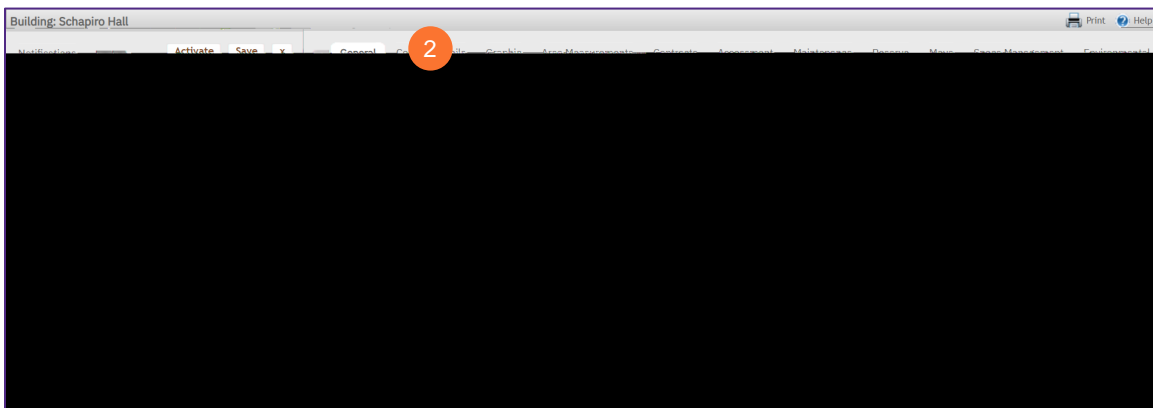
1 Once you locate the Building Record you wish to update,

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



2 Once the record is in Revision in Progress mode,

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

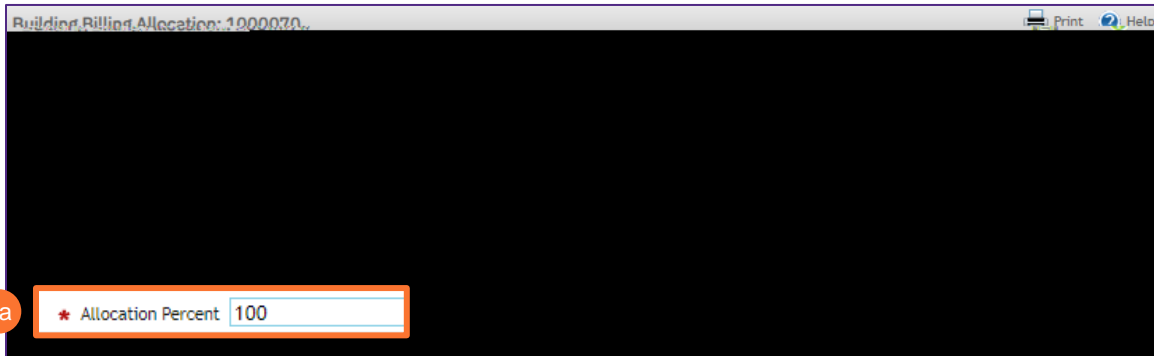


SPLIT BUILDING BILLING ALLOCATION

DIRECTIONS:

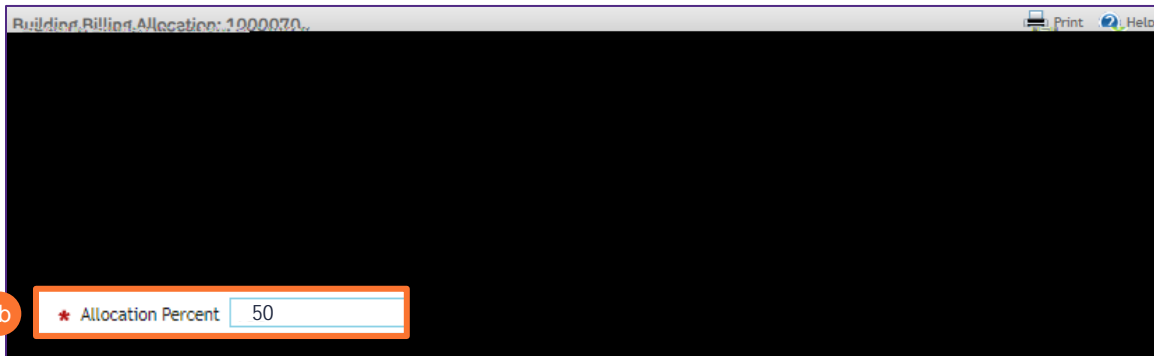
5 Upon clicking, the Chartstring record will open,

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



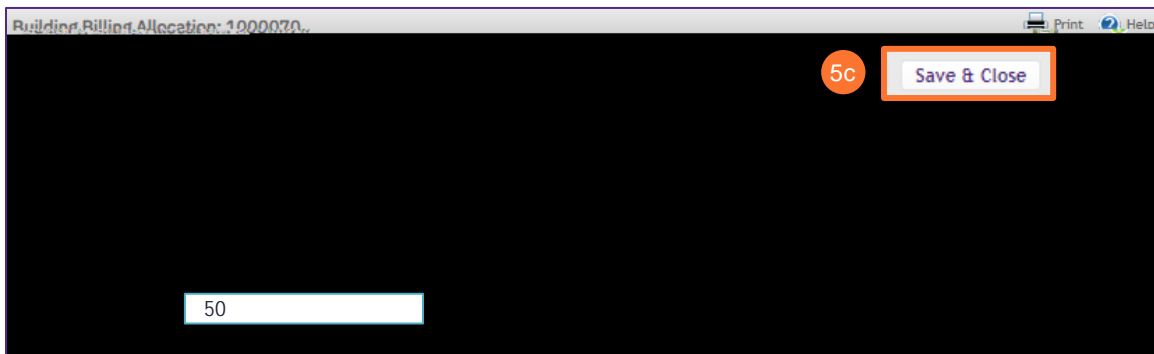
A screenshot of a software window titled "Building Billing Allocation: 1000070...". The window has a dark background. In the bottom-left corner, there is a field labeled "Allocation Percent" with a red asterisk to its left. The value "100" is entered in the field. The field is highlighted with an orange border. A callout bubble with "5a" is positioned to the left of the field. In the top-right corner, there are icons for "Print" and "Help".

5b Lower the Allocation Percent to the updated number.

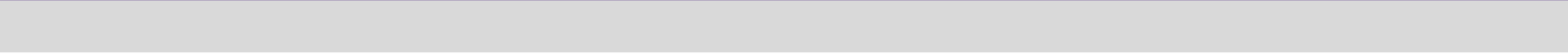


A screenshot of the same software window. The "Allocation Percent" field now contains the value "50". The field is highlighted with an orange border. A callout bubble with "5b" is positioned to the left of the field. The "Print" and "Help" icons are still visible in the top-right corner.

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



A screenshot of the software window. The "Allocation Percent" field at the bottom still contains "50". In the top-right corner, a "Save & Close" button is highlighted with an orange border. A callout bubble with "5c" is positioned to the left of the button. The "Print" and "Help" icons are still visible in the top-right corner.

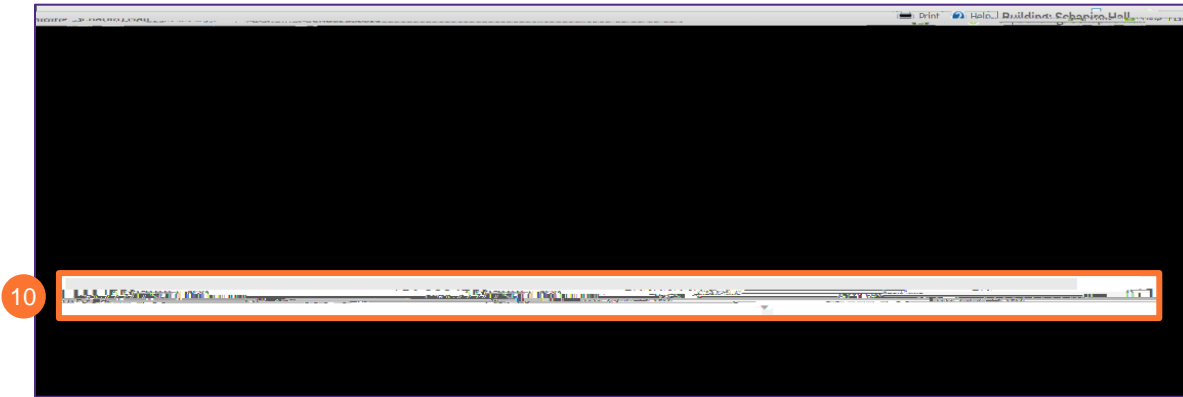


SPLIT BUILDING BILLING ALLOCATION

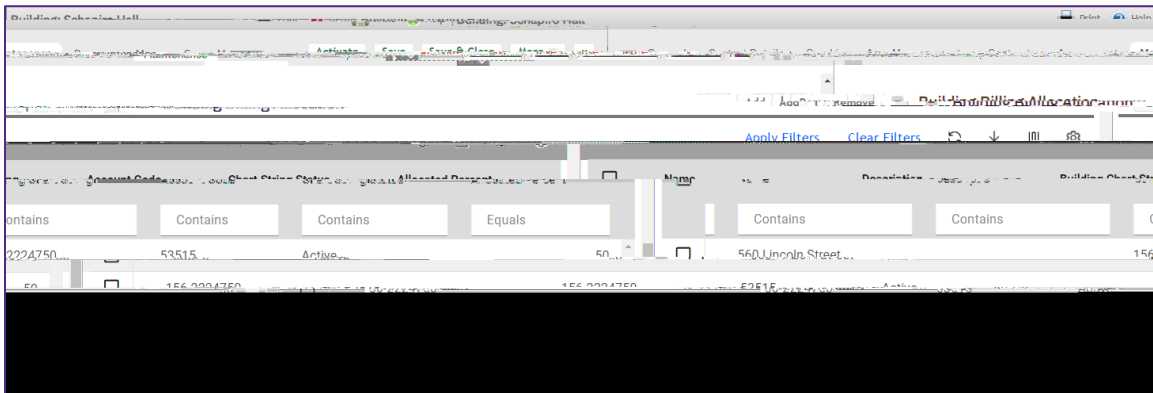
DIRECTIONS:

10 To edit the newly added Chartstring,

- 10 Click on the line item of the new Chartstring.
Complete the 5a-5c on page.



11 The new Chartstring allocations will now appear.



SPLIT-0 0 9T-0 0 9T-0 0 9T-1