

# Work Order: Credit Account versus Charge Account

## Project Scope Sheet

Run Date: 7/20/2017

**BILLABLE**

Coordinator: JMART28	Trans. No.: 078482	Type: C	Bldg: 3301
Work Order: 2017601534	Phase: 003	Charge Acct.: 0000001303 - 85630	Sub Percent: 100
Shop: HVAC	Work Code: PTB	Credit Acct.: 0000034767 - 85630	

**NON-BILLABLE**

Coordinator: JMART28	Trans. No.: 077707	Type: C	Bldg: 1940
Work Order: 2017580737	Phase: 001	Charge Acct.: N1940 - 85630	Sub Percent: 100
Shop: HVAC	Work Code: CONTRACT	Credit Acct.: 0000034767 - 85630	

### What does Charge Account vs. Credit Account mean?

**CHARGE ACCOUNT:** Charge Account can be Non-billable (will start with N, P or X in AiM for E&G customers) OR Billable (referenced in AiM as 10 digit SpeedType for CS departments, *non-E&G customers, and E&G customers with SpeedType for items outside of service level agreement*)

**CREDIT ACCOUNT:** OWNERSHIP SHOP in the AiM work order phase or DEPARTMENT that is charged in Emory Express. This is the number you will see in Emory Express (EE) as the charge account.

Note: In EMORY EXPRESS, the ownership shop or department is always charged when the PO transaction is generated. In AiM, the ownership shop or department is credited for the same Emory Express transaction, thus netting to \$0 for the ownership shop. The AiM work order Charge Account determines who bears the true cost (see above if billable or non-billable.)

### Where do you find Charge Account and Credit Account Information in AiM?

**CHARGE ACCOUNT:** AiM / work order / contract phase / account setup / under "Charge"; Account: SmartKey = customer that is billed (could be Non-Billable or non-billable)

**CREDIT ACCOUNT:** work order / phase. Look at shop assigned.

Emory Express (EE) <i>Pays Vendor Invoice</i>	AiM <i>Charges Campus Services Customer</i>
Pays invoice to vendor (Charges AiM Work Order Phase <u>Credit Acct</u> ).	Charges CS Customer if billable. (per work order/phase <u>Charge Acct</u> )
EE does not charge CS Customer.	Tracks contract/PTB amount remaining and dates.
EE does not track contract amount remaining, nor contract dates.	Does not pay vendor invoice
Invoice Approval through EE	Confirm Recharge (Charge Account) in AiM

# Work Order: Credit Account versus Charge Account

## Project Scope Sheet

Run Date: 7/20/2017

**BILLABLE**

Coordinator: JMART28	Trans. No.: 078482	Type: C	Bldg: 3301
Work Order: 2017601534	Phase: 003	Charge Acct.: 0000001303 - 85630	Sub Percent: 100
Shop: HVAC	Work Code: PTB	Credit Acct.: 0000034767 - 85630	

## Project Scope Sheet

Run Date: 4/17/2017

PROPOSAL HAS BEEN ACCEPTED

**NON-BILLABLE**

Coordinator: JMART28	Trans. No.: 077707	Type: C	Bldg: 1940
Work Order: 2017580737	Phase: 001	Charge Acct.: N1940 - 85630	Sub Percent: 100
Shop: HVAC	Work Code: CONTRACT	Credit Acct.: 0000034767 - 85630	

## Project Scope Sheet

Run Date: 7/20/2017

**BILLABLE**

Coordinator: JMART28	Trans. No.: 078482	Type: C	Bldg: 3301
Work Order: 2017601534	Phase: 003	Charge Acct.: 0000001303 - 85630	Sub Percent: 100
Shop: HVAC	Work Code: PTB	Credit Acct.: 0000034767 - 85630	

**NON-BILLABLE**

Coordinator: JMART28	Trans. No.: 077707	Type: C	Bldg: 1940
Work Order: 2017580737	Phase: 001	Charge Acct.: N1940 - 85630	Sub Percent: 100
Shop: HVAC	Work Code: CONTRACT	Credit Acct.: 0000034767 - 85630	