Work Order: <u>Credit Account</u> versus <u>Charge Account</u>

Project Scope Sheet

Run Date: 4/17/2017

PROPOSAL HAS BEEN ACCEPTED   **BILLABLE**

Coordinator: HCAIN	Trans. No.: 069067	Type: C	Bldg: 8803
Work Order: 2014346058	Phase: 002	Charge Acct. 0000044756 - 85630	Sub Percent: 100
Shop: ZXM	Work Code: CONTRACT	Credit Acct.: 0000034766 - 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	

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 <u>in AiM</u>?

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

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

Emory Express (EE) *Pays Vendor Invoice*	AiM *Charges Campus Services Customer*
Pays invoice to vendor (Charges AiM Work Order Phase *Credit Acct*).	Charges CS Customer if billable. (per work order/phase *Charge Acct*)
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

Updated 7/12/17