



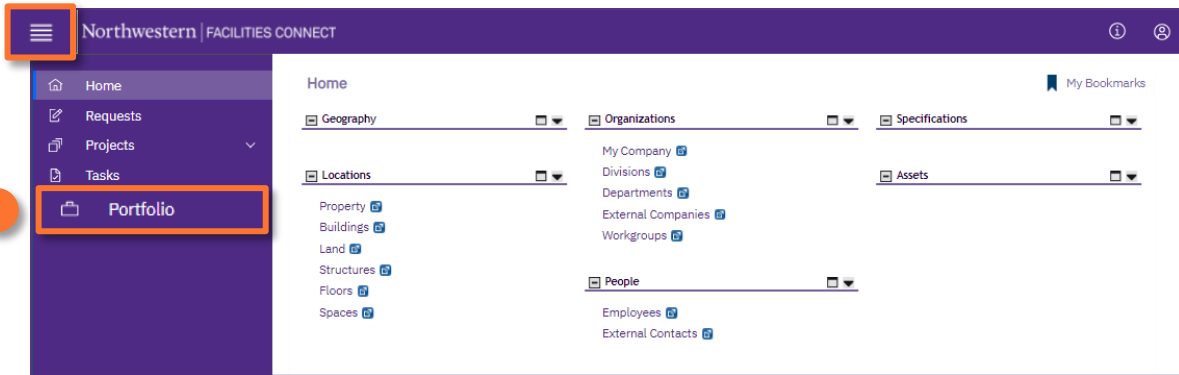
# UPDATE BUILDING BILLING ALLOCATION

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

## DIRECTIONS:

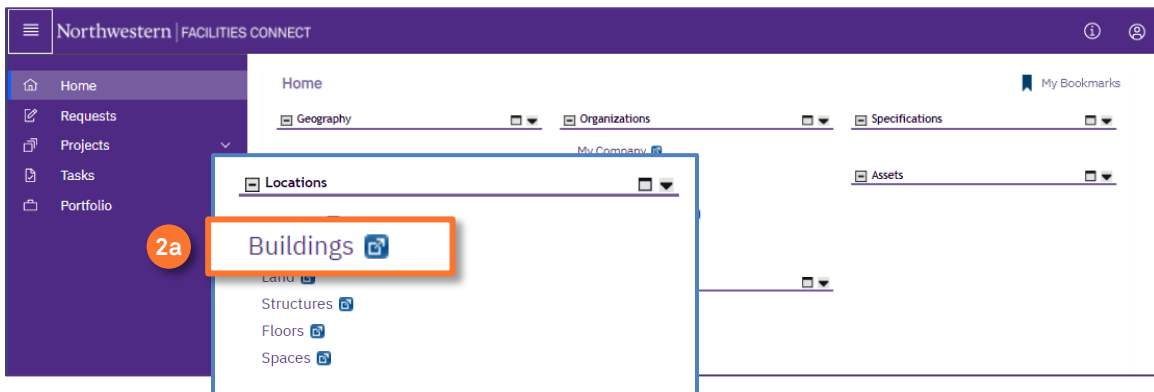
1 From the **Facilities Connect Home Screen**,

1 Click on the **Portfolio** section.



2 Locate the **Locations** section,

2 Click on the **Buildings** option.



# UPDATE BUILDING BILLING ALLOCATION

## DIRECTIONS:

- 3 From the **Buildings** list,
- 3 Use the **columns** to search for the desired location.

Northwestern | FACILITIES CONNECT

Buildings

Add to Bookmarks My Bookmarks

Popup View

ID	Building	Property	Primary Use	Maintenance Zone	
Contains	Schapiro hall	Contains	Contains	Contains	
<input type="checkbox"/> R129	1007 Orchard	Evanston Campus	Leased	0	Core (on campus)
<input type="checkbox"/> R151	1033 University Pl	Evanston Campus	Leased	0	NA
<input type="checkbox"/> R141	105 W. Adams	Chicago Campus	Leased	0	Non-Campus Property
<input type="checkbox"/> 8864	1201 Davis	Evanston Campus	Administration	5	Core (on campus)
<input type="checkbox"/> R178	1270 Avenue of the ...	Off-Site	Leased		NA
<input type="checkbox"/> R177	1475 Belvidere Road	Off-Site			
<input type="checkbox"/> R124	1603 Orrington	Evanston Campus	Leased	0	Core (on campus)
<input type="checkbox"/> 8854	1800 Sherman	Evanston Campus	Administration	5	Core (on campus)

Items per page: 50 1 - 50 of 292 items

1 of 6 pages

- 4 Once you have located the correct **Building**,

- 4a Click on the **Building Record** line.

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Buildings

Add to Bookmarks My Bookmarks

Popup View

Buildings

Apply Filters Clear Filters

ID	Building	Property	Primary Use	Maintenance Zone	Clery Class	Building Class
Contains	Schapiro hall	Contains	Contains	Contains	Contains	Contains
<input checked="" type="checkbox"/> 8665	Schapiro Hall	Evanston Campus	Dormitory	1	Core (on campus)	

Items per page: 50 1 - 1 of 1 items

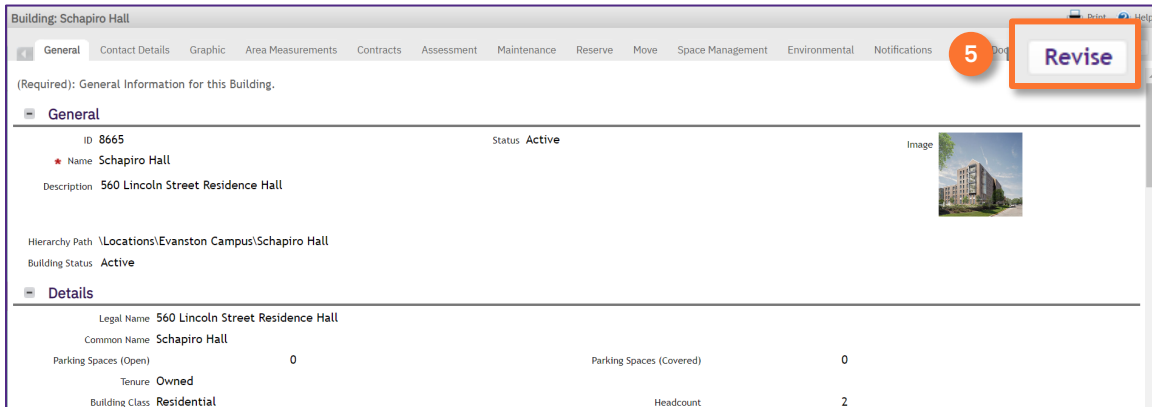
1 of 1 pages

# UPDATE BUILDING BILLING ALLOCATION

## DIRECTIONS:

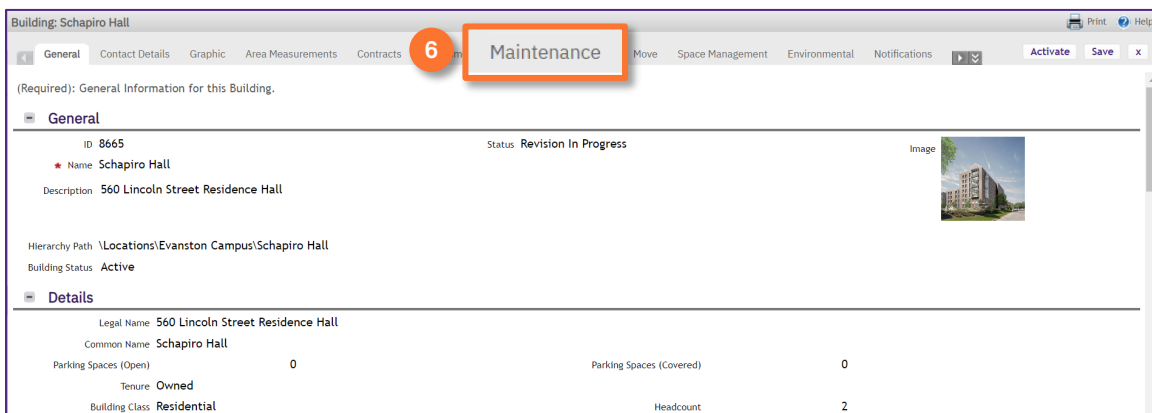
5 Upon clicking, the **Building Record** will open in a new window.

5 Click on the **Revise** button.



6 Once the record is in Revision in Progress mode,

6 Click on the **Maintenance** tab.



# UPDATE BUILDING BILLING ALLOCATION

## DIRECTIONS:

- 7 On the **Maintenance** tab,
  - 7 Locate the **Building Billing Allocation** section.

Building: Schapiro Hall

General Contact Details Graphic Area Measurements Contracts Assessment **Maintenance** Reserve Move Space Management Environmental Notifications

**Building Billing Allocation** Add Remove

Apply Filters Clear Filters

ID	Name	Description	Building Chart String	Account Code	Chart String Status	Allocated Percent
<input type="checkbox"/> 1000070	560 Lincoln Street		156-2224700	53515	Active	100

1 - 1 of 1 items

Service Matrix Records

Apply Filters Clear Filters

Request Class	Contract Name	Service Provider	Customer Organization	Location	Geography	Service Class
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- 8 To **remove** the existing Chartstring,
  - 8a Click on the **checkbox** in front of the existing Chartstring.
  - 8b Click the **Remove** button.

Building: Schapiro Hall

General Contact Details Graphic Area Measurements Contracts Assessment **Maintenance** Reserve Move Space Management Environmental Notifications

**Building Billing Allocation** Add Remove

Apply Filters Clear Filters

ID	Name	Description	Building Chart String	Account Code	Chart String Status	Allocated Percent
<input checked="" type="checkbox"/> 1000070	560 Lincoln Street		156-2224700	53515	Active	100

1 - 1 of 1 items

Service Matrix Records

Apply Filters Clear Filters

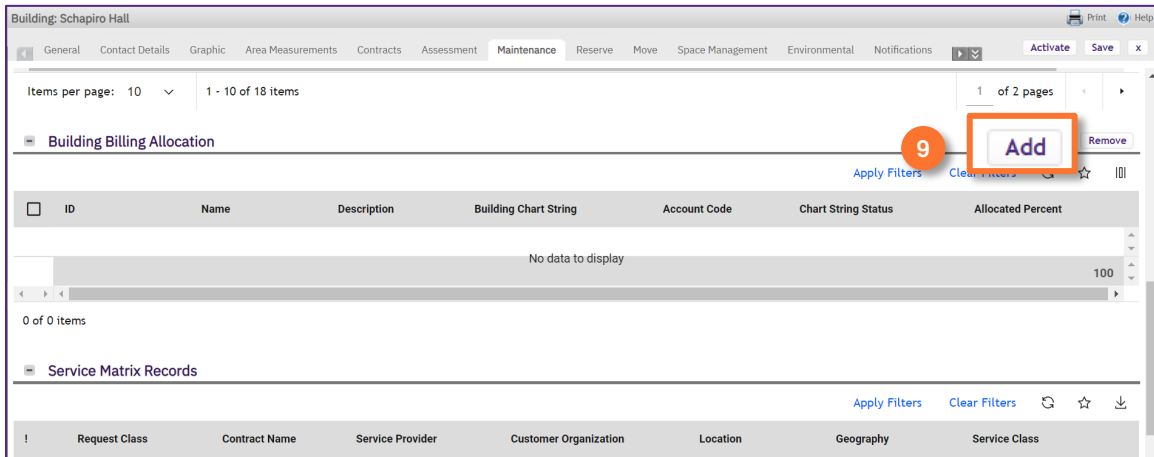
Request Class	Contract Name	Service Provider	Customer Organization	Location	Geography	Service Class
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# UPDATE BUILDING BILLING ALLOCATION

## DIRECTIONS:

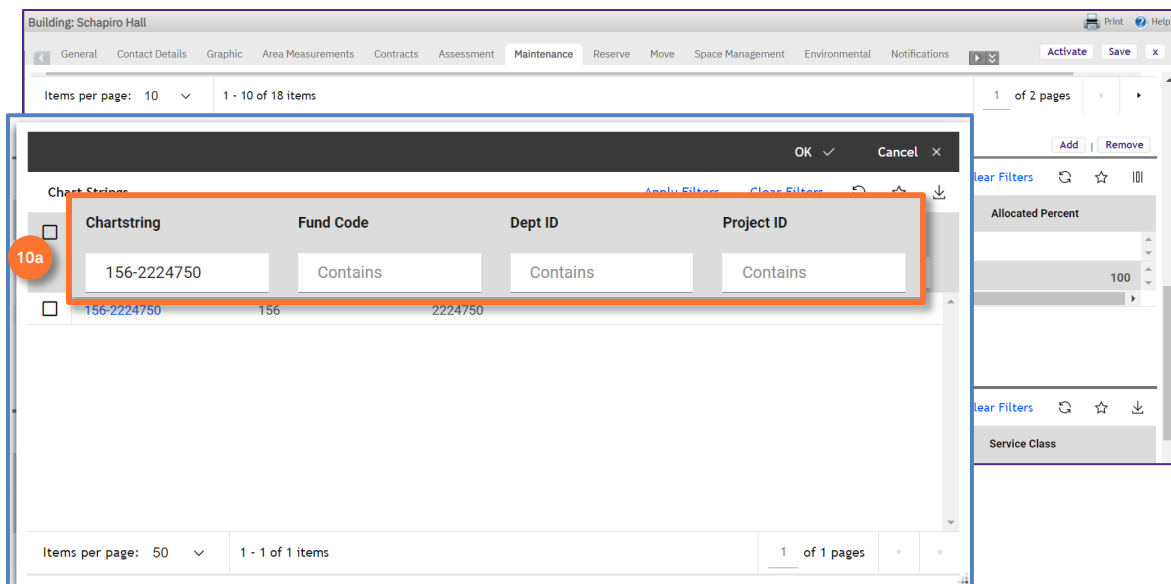
9 To **add** the new Chartstring,

9 Click on the **Add** button.



10 Upon clicking, the Chartstring search box will open.

10a Use the **columns** to search for the desired Chartstring.



# UPDATE BUILDING BILLING ALLOCATION

## DIRECTIONS:

**11** Once you have located the new Chartstring,

**11a** Click the **checkbox** to the left of the desired new Chartstring.

**11b** Click **OK** to save.

Building: Schapiro Hall

Items per page: 10 | 1 - 10 of 18 items

Chart Strings

Chartstring	Fund Code	Dept ID	Project ID	Activity ID
<input type="checkbox"/> 156-2224750	Contains	Contains	Contains	Contains
<input checked="" type="checkbox"/> 156-2224750	156	2224750		

Items per page: 50 | 1 - 1 of 1 items

**12** The new chartstring will now appear in the Building Billing Allocation section:

Building: Schapiro Hall

Items per page: 10 | 1 - 10 of 18 items

Building Billing Allocation

ID	Name	Description	Building Chart String	Account Code	Chart String Status	Allocated Percent
<input checked="" type="checkbox"/> 1000253	156-2224750		156-2224750	53515	Active	

1 - 1 of 1 items

Service Matrix Records

Request Class	Contract Name	Service Provider	Customer Organization	Location	Geography	Service Class
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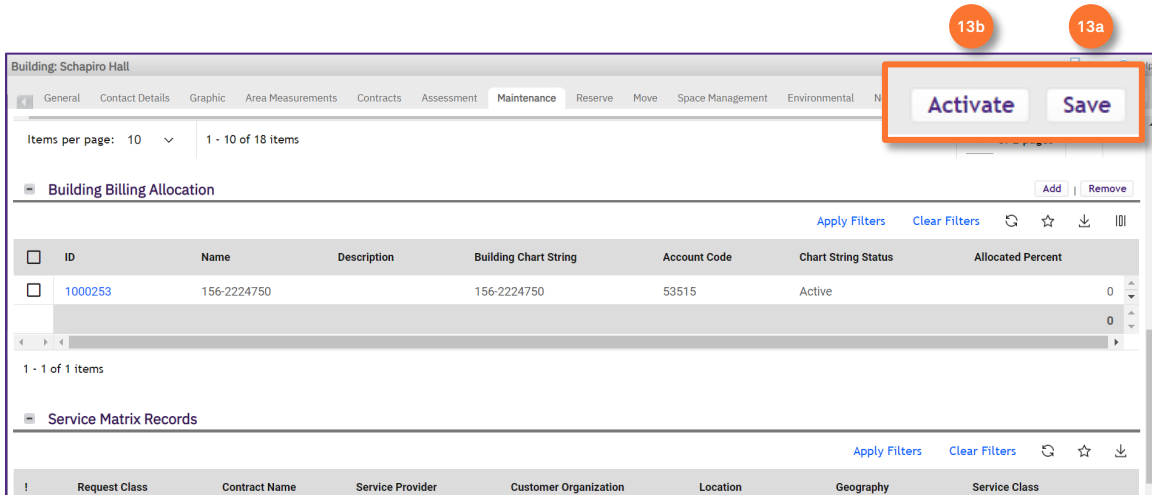
# UPDATE BUILDING BILLING ALLOCATION

## DIRECTIONS:

**13** To save the changes to the Building Record,

**13a** Click the **Save** button.

**13b** Click the **Activate** button.



Building: Schapiro Hall

General Contact Details Graphic Area Measurements Contracts Assessment Maintenance Reserve Move Space Management Environmental

Items per page: 10 1 - 10 of 18 items

Building Billing Allocation Add Remove

ID	Name	Description	Building Chart String	Account Code	Chart String Status	Allocated Percent
<input type="checkbox"/> 1000253	156-2224750		156-2224750	53515	Active	0
						0

1 - 1 of 1 items

Service Matrix Records

Request Class	Contract Name	Service Provider	Customer Organization	Location	Geography	Service Class
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### ▼ IMPORTANT

Only once the Building Record has been Activated, will the new Account Codes be added to the Chartstring. If you are trying to update or run a Job Cost report and are not seeing the new Account Codes, please confirm that you have Activated the Building Record.

### ▼ INFORMATION

The building charges can be split between multiple Building Billing Allocations, where the total **Allocated Percent** sum is 100%.

For a more detailed walkthrough, please see the **Split Building Billing Allocation** guide.