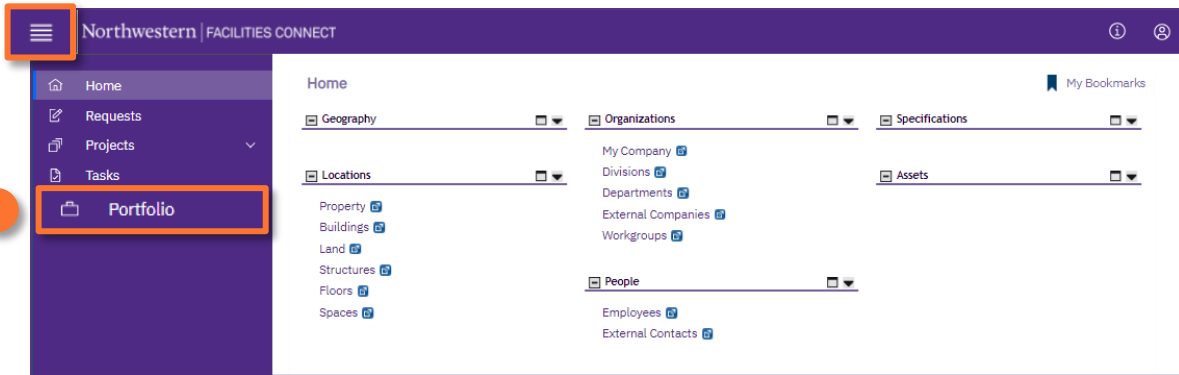# UPDATE BUILDING BILLING ALLOCATION

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.
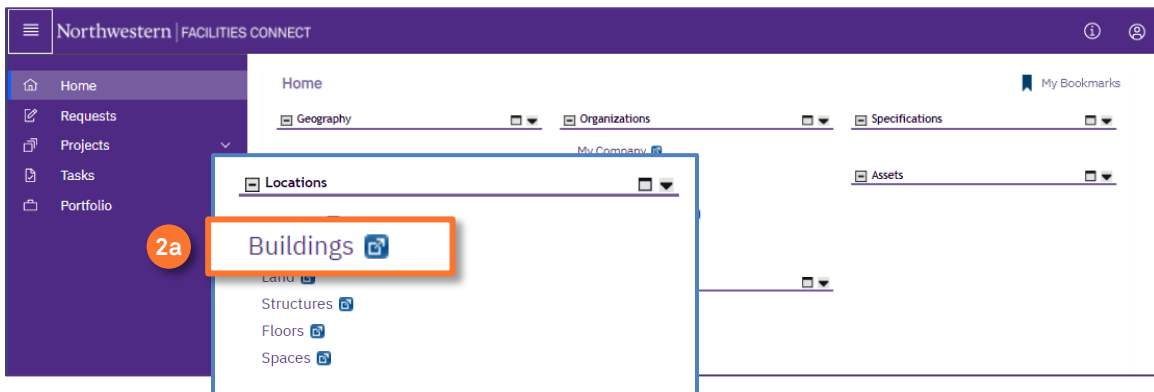
DIRECTIONS:

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.

4 Once you have located the correct **Building**,
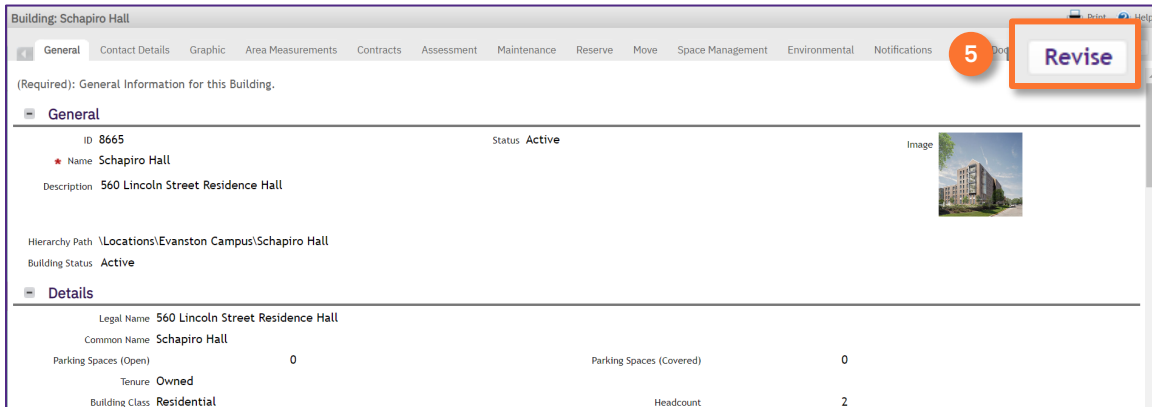
4a Click on the **Building Record** line.

UPDATE BUILDING BILLING ALLOCATION
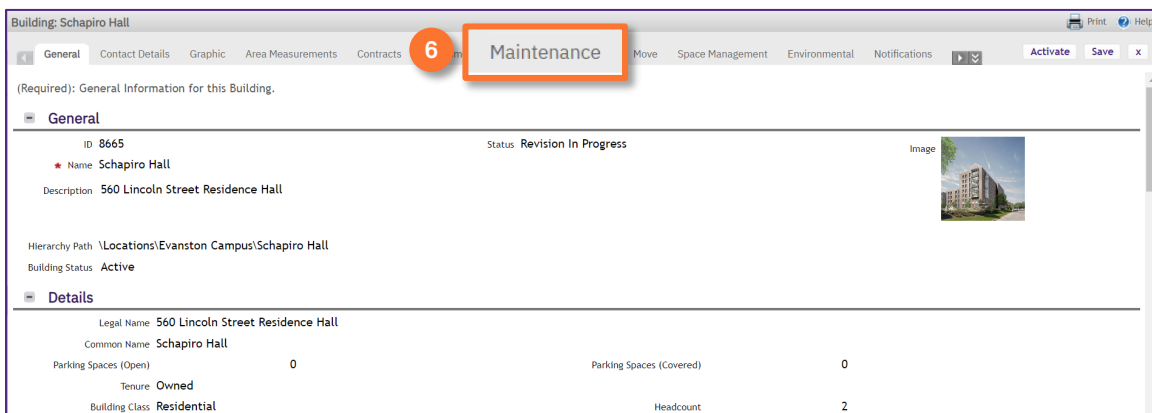
DIRECTIONS:

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.

8 To **remove** the existing Chartstring,

8a Click on the **checkbox** in front of the existing Chartstring.

8b Click the **Remove** button.

UPDATE BUILDING BILLING ALLOCATION

DIRECTIONS:

9 To **add** the new Chartstring,

9 Click on the **Add** button.
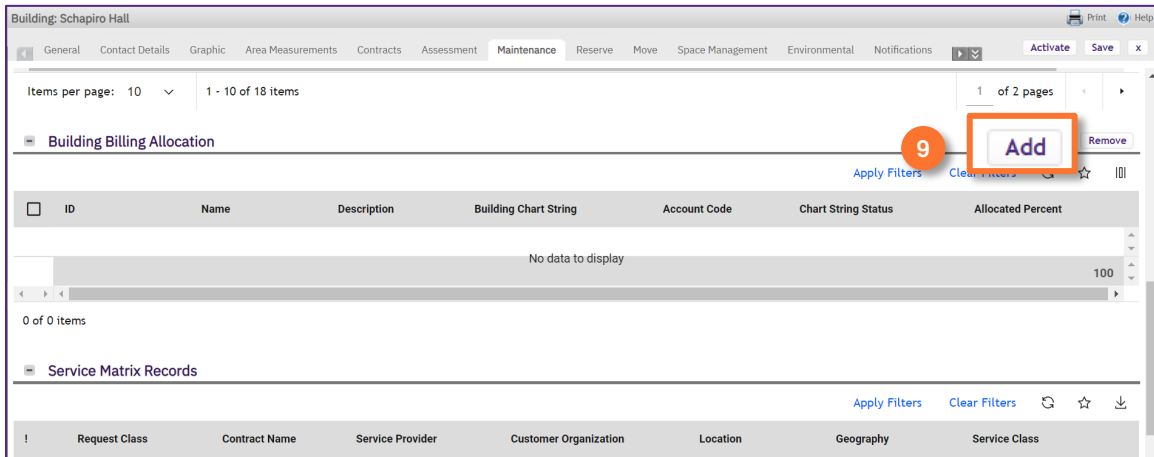
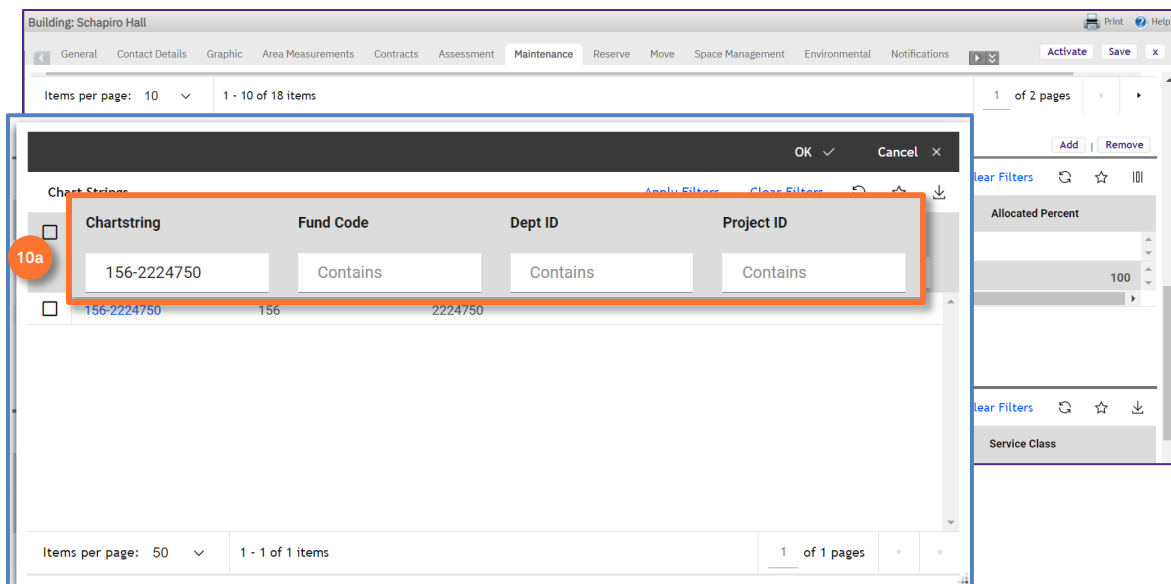**10** Upon clicking, the Chartstring search box will open.

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.

12 The new chartstring will now appear in the Building Billing Allocation section:
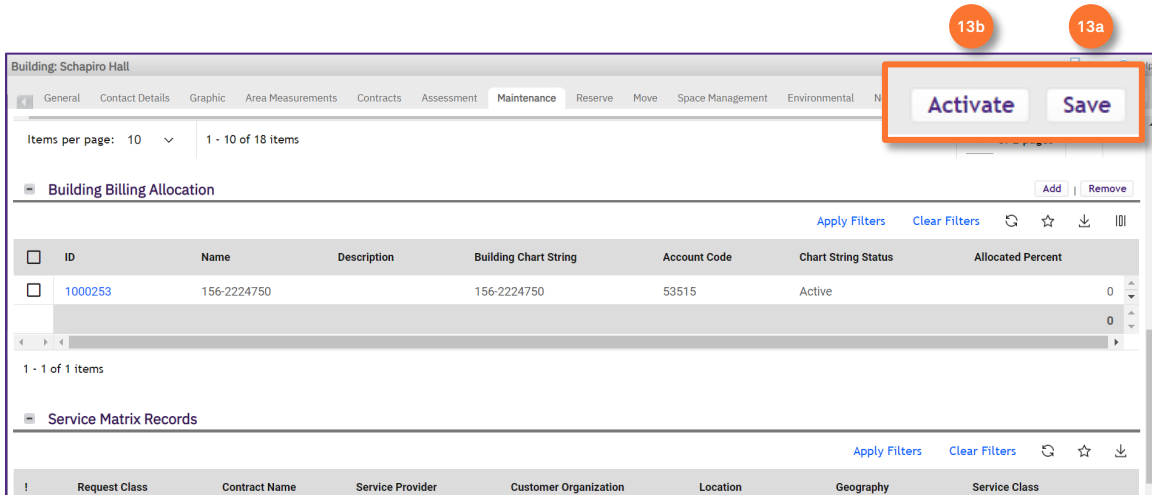
UPDATE BUILDING BILLING ALLOCATION

DIRECTIONS:

13 To save the changes to the Building Record,

13a Click the **Save button**.

13b Click **the Activate button**.

▼ **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.