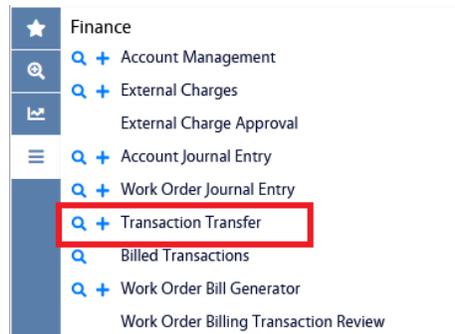
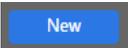


Create a Transaction Transfer

A Transaction Transfer allows charges on a Work Order and Phase to be moved from an existing Account Setup on the Work Order and Phase to another Account Setup. Only charges on the specified Account Setup can be transferred. The Account (to) can be one or more Account Setups, each with an Amount or Percentage specified.

- From the menu, under **Finance**, select **Transaction Transfer**



- Click the Transaction Transfer hyperlink and then click: 

- Alternatively, you can click  to go left to the Transaction Transfer hyperlink.

 A screenshot of the 'AiM Transaction Transfer' form. The form has a header with 'Save' and 'Cancel' buttons. Below the header, there are several input fields: 'View' (1013), 'Status' (OPEN), 'Transaction Date', and 'Transfer Amount'. There are also search fields for 'Work Order', 'Phase', 'Account', and 'Subcode'. At the bottom, there is a table for 'Account (to)' with columns for Account, Subcode, Percentage, Precedence, and Amount. Below that is a table for 'Transfer Transactions' with columns for Transaction ID, Transaction Date, Type, Description, Subledger, Amount, and Transfer Date.

- Enter the Work Order and Phase. Use the  to search for a Work Order is needed. If there is only one Phase it will automatically be filled in.
- Enter the Account. If you use the  to search for an Account, you will only see Accounts on the Work Order/Phase that have charges on them. If there are no Accounts with chrges the search results screen will be empty.

5. Enter the Account (to) by clicking 

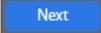
AiM Account Selection

Please Select:

Percentage Split

Fixed Amount

6. Select either Percentage Split or Fixed Amount and click 

AiM Account Setup

Account

Subcode

Fund

Org

Program

Project

Subclass

Account Extension 6

Account Extension 7

Account Extension 8

Account Extension 9

Account Extension 10

Account Extension 11

Account Extension 12

Account Extension 13

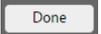
Account Extension 14

Account Extension 15

Account Extension 16

Percentage

Account Type Charge

7. Enter the Account. Click  to search for the Account.
8. After the Account is selected, a list of Subcodes will be present. Select one or click  to search for the Subcode needed.
9. For a Fixed Amount or Percentage.
- For and Amount, enter the maximum amount that can be charged against this account. This is a required field. Then enter the Precedence for this Account. This determines the order in which the Fixed Amount Accounts are charged.
 - For a Percentage, enter the percentage as a whole number. For example, 27.5% would be entered as 27.5.
10. Click  to save this record and add another, or  to save this record and return to the Transaction Transfer screen.
11. Find and select the Transfer Transactions by clicking 

12. Enter the criteria to find the transactions needing transfer and click



Transaction ID #	Transaction Type	Description	Transaction Date	Total Cost
<input type="checkbox"/> 1005	CW	TIME CARD APPROVAL	Jan 13, 2023	\$20.08
<input type="checkbox"/> 1011	TW	INVENTORY MATERIAL RELEASE TO WORK ORDER	Jan 10, 2023	\$9.86
<input type="checkbox"/> 1016	SS	SHOP STOCK USAGE	Jan 25, 2023	\$13.86
<input type="checkbox"/> 1027	CW	TIME CARD APPROVAL	Feb 3, 2023	\$160.60

13. Only actual transactions will be displayed. To see details on any transaction, click the Transaction ID hyperlink.

14. Click the checkbox on any transaction to be transferred and click



Account	Subcode	Percentage	Precedence	Amount
<input type="checkbox"/> 11000019	390020	100.00%		

Transaction ID	Transaction Date	Type	Description	Subledger	Amount	Transfer Date
<input type="checkbox"/> 1016	Jan 25, 2023	SS	SHOP STOCK USAGE	Material	\$13.86	
<input type="checkbox"/> 1027	Feb 3, 2023	CW	TIME CARD APPROVAL	Labor	\$160.60	

15. Update the Status by clicking



16. Select the Status you need from the list presented.

17. Save the Transaction Transfer by clicking



Note: *If the Status is associated with a Status Flag on Posted, the Transaction Transfer is committed and can not longer be edited.*