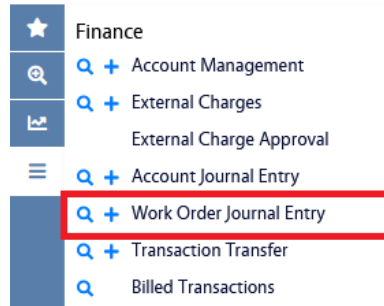
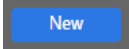



Create a Work Order Journal Entry

A Work Order Journal Entry allows charges to be posted against a Work Order and Phase using any Accounts and Subcodes, including ones that are not in the Account Setup for that Work Order/Phase combination. Only one Account and Subcode can be entered on one side of the transaction while the Charge side can have multiple Accounts and Subcodes. These Accounts can either have a maximum dollar amount or a percentage associated with them.

- From the menu, under **Finance**, select **Work Order Journal Entry**



- Click the Work Order Journal Entry hyperlink and then click: 

- Alternatively, you can click  to go left to the Work Order Journal Entry hyperlink.

 A screenshot of the 'AiM Work Order Journal Entry' form. The form has a header bar with 'Save' and 'Cancel' buttons. Below the header, there's a 'View' sidebar on the left with options like 'Extra Description', 'User Defined Fields', and 'Related Documents'. The main area contains several input fields: 'Work Order' and 'Phase' (both with search icons), 'Account' and 'Subcode' (both with search icons), and 'Funding Method'. On the right, there are dropdown menus for 'Posted' (set to 'No') and 'Subledger' (set to 'Labor'), and a 'Total Cost' field. At the bottom, there's a 'Charge' button and a table with columns for 'Account', 'Subcode', 'Percentage', 'Precedence', and 'Amount'. There are also 'Remove' and 'Add' buttons at the bottom right.

- Enter the following required fields:

- Work Order**
- Phase**

Note: The Journal Entries will be recorded under the Work Order and Phase entered, but do not use any of the accounting information from either of those two.


- Account**
- After selecting an Account, a list of **Subcodes** will be presented

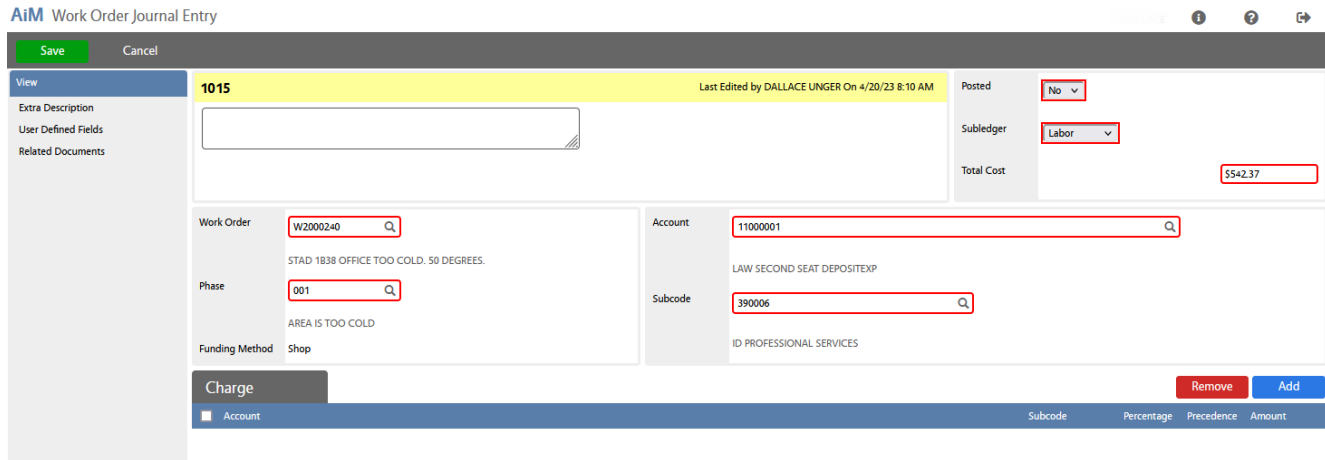
Note: This is the Offset account that will be used in the transaction.

- Select the **Subledger** from the dropdown

f. **Total Cost**

- g. **Posted** – No will allow changes to be made. Yes posted the transaction and it can no longer be edited.

Note: Several field have the  icon so that a search can be done to find the correct value for that field.



AiM Work Order Journal Entry

Save Cancel

View: 1015 Last Edited by DALLACE UNGER On 4/20/23 8:10 AM

Extra Description
User Defined Fields
Related Documents

Work Order: W2000240
STAD 1838 OFFICE TOO COLD. 50 DEGREES.
Phase: 001
AREA IS TOO COLD
Funding Method: Shop

Account: 11000001
LAW SECOND SEAT DEPOSITEXP
Subcode: 390006
ID PROFESSIONAL SERVICES

Posted: No
Subledger: Labor
Total Cost: \$542.37

Charge
Account Subcode Percentage Precedence Amount

Remove Add

4. Enter the Charge Account(s) by clicking

Add

AiM Account Selection

Next Cancel

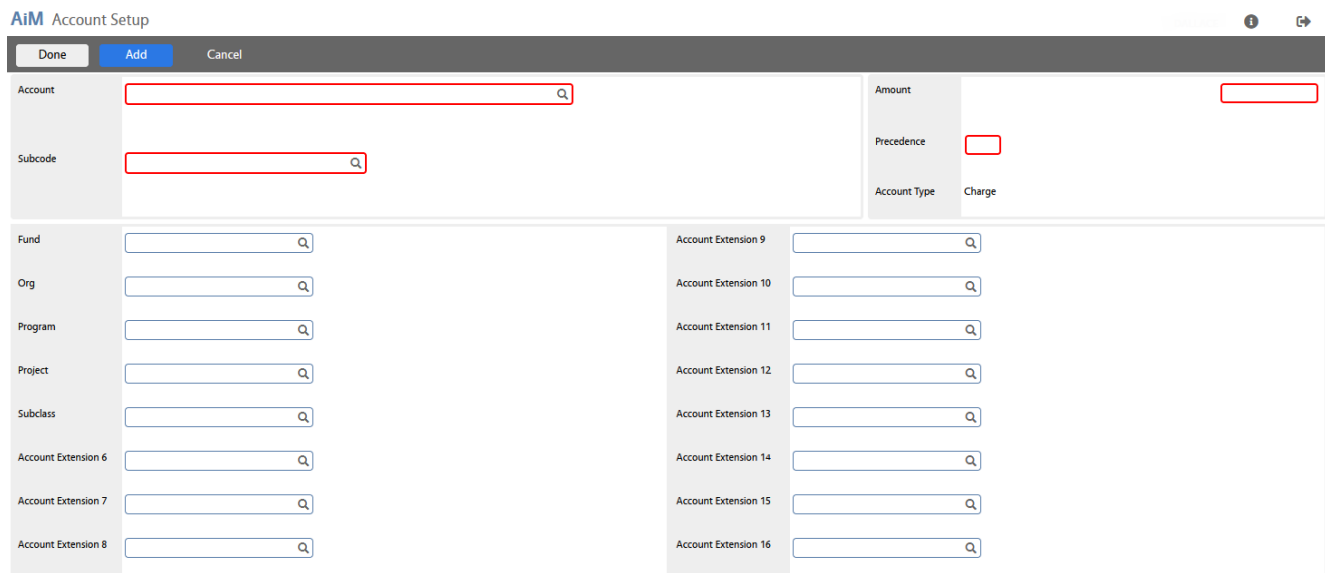
Please Select:

☒ Percentage Split

☐ Fixed Amount

5. Select either Percentage Split or Fixed Amount and click

Next



AiM Account Setup

Done Add Cancel


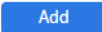
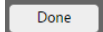
Account: [Search]
Subcode: [Search]

Fund: [Search]
Org: [Search]
Program: [Search]
Project: [Search]
Subclass: [Search]
Account Extension 6: [Search]
Account Extension 7: [Search]
Account Extension 8: [Search]

Account Extension 9: [Search]
Account Extension 10: [Search]
Account Extension 11: [Search]
Account Extension 12: [Search]
Account Extension 13: [Search]
Account Extension 14: [Search]
Account Extension 15: [Search]
Account Extension 16: [Search]

Amount: [Search]
Precedence: [Search]
Account Type: Charge

6. Enter the Account. Click  to search for the Account.

7. After the Account is selected, a list of Subcodes will be present. Select one or click  to search for the Subcode needed.
8. For a Fixed Amount or Percentage.
 - a. 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.
 - b. For a Percentage, enter the percentage as a whole number. For example, 27.5% would be entered as 27.5.
9. Click  to save this record and add another, or  to save this record and return to the Work Order Journal Entry screen.

AiM Work Order Journal Entry

Save Cancel

View

Extra Description
User Defined Fields
Related Documents

1016 Last Edited by DALLACE UNGER On 4/20/23 8:28 AM

Posted:

Subledger:

Total Cost:

Work Order: STAD 1838 OFFICE TOO COLD. 50 DEGREES.

Phase: AREA IS TOO COLD

Funding Method: Shop


Account: LAW SECOND SEAT DEPOSITREV

Subcode: ID SUPPLIES SALES

Charge


Remove Add

Account	Subcode	Percentage	Precedence	Amount
<input type="checkbox"/> 11000022	390023	100.00%		

10. The Work Order Journal Entry can be saved at this point and edited, or processed, later by clicking .
11. To Process the Work Order Journal Entry, click the Posted dropdown:

Posted:

Subledger:

12. Select Yes and click . This will post the transaction and it will no longer be possible to edit the transaction.