

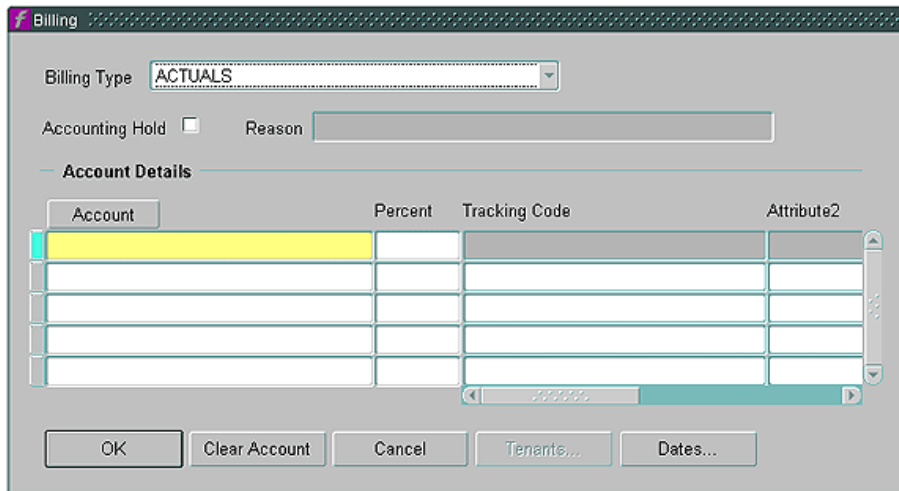
What you need to know:

- a) For some types of requests, account information in the Billing Form will default the account number on an associated record (such as Capital Project or Equipment ID); for other types of requests (such as Event) manual entry of account information is always required.
- b) If a Parent Work Order is added in the Service Request form after the Billing Form has been completed, the account information on the PWO will override existing accounts in the Billing Form. Entering a PWO in the Work Order form does not change the account information.

PROCEDURE

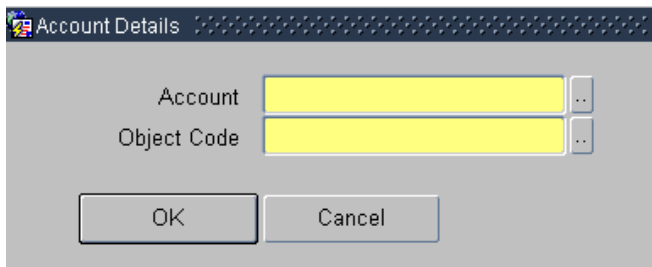
1. Open the Billing form by clicking the Billing button.

Billing Form



- a. **Billing Type** – (required) Use the pull-down list to select ACTUALS or NO CHARGE; refer to your business rules.
- b. **Accounting Hold** – (not used) Leave unchecked.
- c. **Account button** – Click on the Account button to open the Account Details form.

Account Details Form



- (1) **Account** – (required) Type or use LOV to select the appropriate charge Account.
- (2) **Object Code** – (required) Type or use LOV to select the appropriate Object Code.
- (3) Click OK to close Account Details form and return to the Billing form.
- d. **Percent** – (required) If a single account is used, enter 100; otherwise click in the next blank Account field and repeat above steps entering appropriate percentage for each account number.
- e. When Percent totals 100, click OK to save record and close Billing Form.