PPD Customer Invoice

Website: http://aim.sfasu.edu/fmax

This Invoice will show all of your PPD charges for a specified time period.
From the AIM Work Desk, click the “PPD Customer Invoice” Link.
Please enter all the information required in order to pull up your invoice. At least a department code or organization code MUST be entered. This invoice can be printed for your personal records.

There are multiple ways you can pull this report:
1. You may enter an entire funding code (including the Fund, Organization, and Program)
2. You may enter an Organization number (and leave the other fields as “ALL”)
3. You may enter a Department code* (and leave the other fields as “ALL”)

*To find your department code, see the FTIORGH screen in Banner, or call extension 3007.

Enter the desired start and end dates. These dates are usually the 1st and 3rd of the month following the billing cycle, but if there are any changes you will be notified by email.

Press the “OK” button to process the report. A sample invoice can be found on the following slides.
The report date shown, is the date on which you generate the invoice.
The work order number, which can be found at the top of the page, is a clickable link which takes you to the Work Order page in AIM.
This is the date on which the Work Order was created.
The different phases for the Work Order can be found on this invoice.
The phase cost and break down of these costs can also be found on the invoice.
The total of all the phase costs of a Work Order can be found on this invoice.
A Funding Code Summary, which shows a breakdown of all the labor, material, equipment, and contract costs can be found on this invoice.

<table>
<thead>
<tr>
<th></th>
<th>Labor</th>
<th>Materials</th>
<th>Equipment</th>
<th>Contract</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Code Summary</td>
<td>$290.56</td>
<td>$158.37</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$448.93</td>
</tr>
</tbody>
</table>

Report Date: 8/27/12