How To: View Physical Plant Invoices

Log into AiM using your MySFA username and password

https://aim.sfasu.edu/fmax
From the AiM workdesk (which is always accessible by clicking the word “AiM” in the upper left-hand corner: AiM WorkDesk), select the ‘PPD Customer Invoice’ from the Report Listing Box.
How To: View Physical Plant Invoices (cont.)

* Fill out the required parameters: Start Date, End Date, and funding parameters (must use at least an Org code or a Department code)

Pick a date range of your choice—see monthly emails for more specific instructions

* Press ‘OK’
How To: View Physical Plant Invoices (cont.)

* Invoice will be displayed in BIRT Report Viewer. In order to navigate through the report viewer, see toolbar at the top.

* With questions, please call ext. 4055