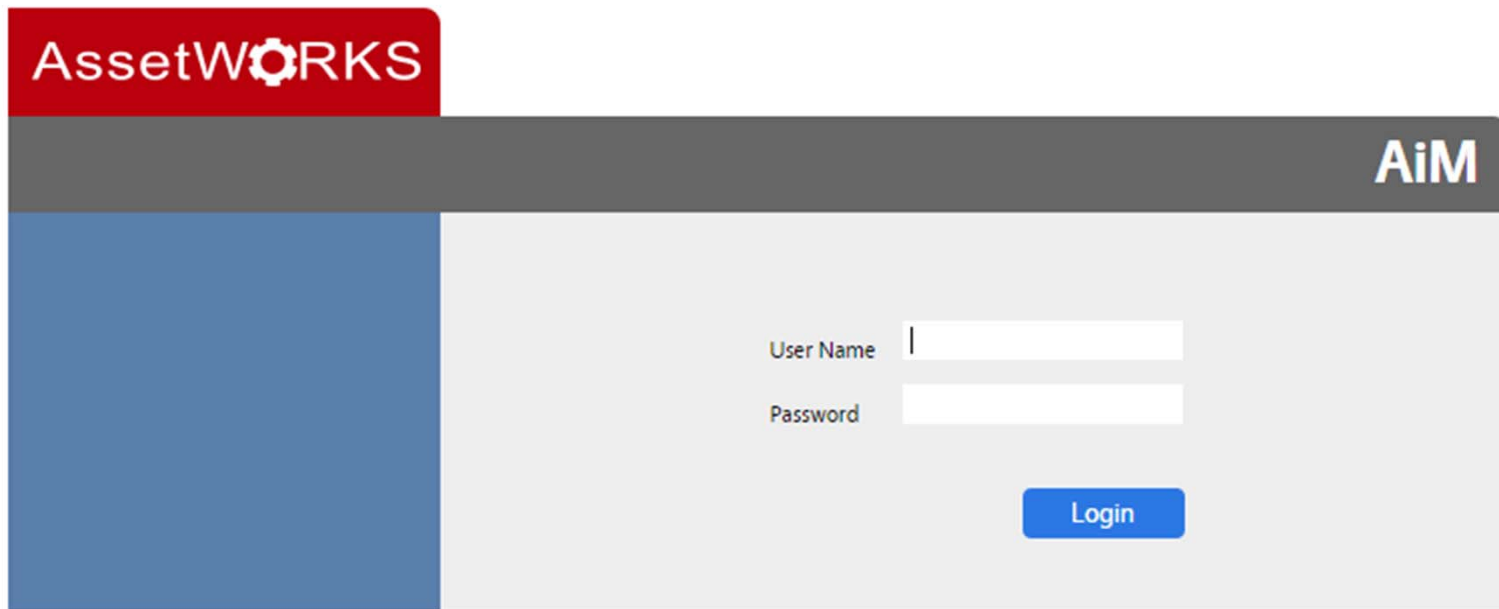


How To: View Physical Plant Invoices

Log into AiM using your MySFA username and password

<https://aim.sfasu.edu/fmax>



AssetWORKS

AiM

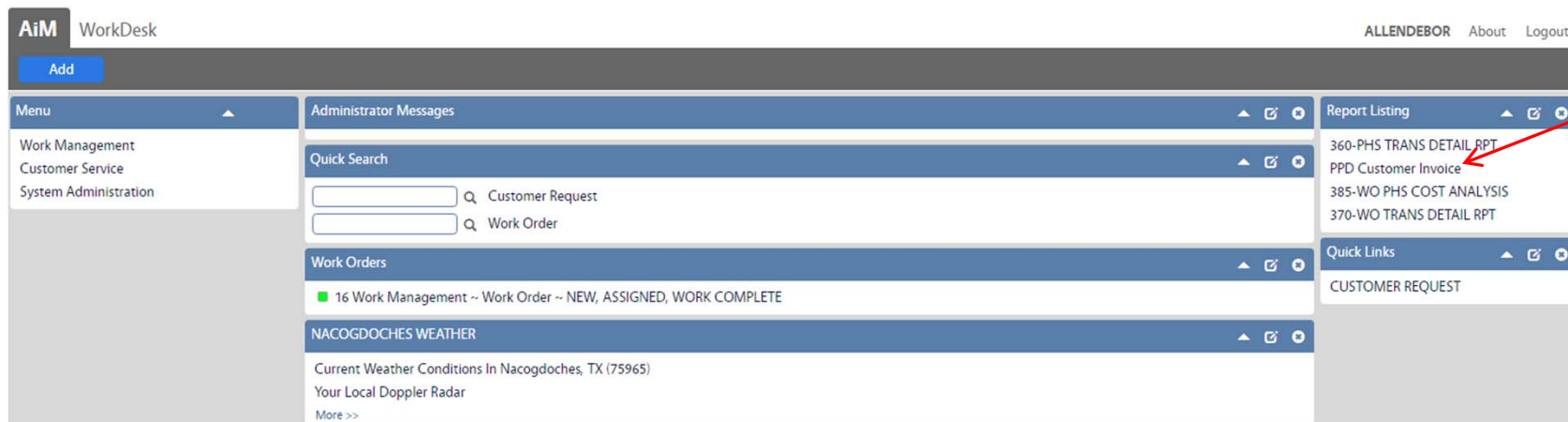
User Name

Password

Login

How To: View Physical Plant Invoices (cont.)

- * From the AiM workdesk (which is always accessible by clicking this tab in the upper left-hand corner: **AiM WorkDesk**), select the ‘PPD Customer Invoice’ from the Report Listing Box.



The screenshot displays the AiM WorkDesk interface. At the top left, the 'AiM WorkDesk' logo is visible, along with an 'Add' button. The top right corner shows the user name 'ALLENDEBOR' and links for 'About' and 'Logout'. The main interface is divided into several sections:

- Menu:** A vertical sidebar on the left containing 'Work Management', 'Customer Service', and 'System Administration'.
- Administrator Messages:** A section at the top of the main content area.
- Quick Search:** A search bar with two input fields. The first field contains 'Customer Request' and the second contains 'Work Order'.
- Work Orders:** A section showing a status indicator (a green square) and the text '16 Work Management -- Work Order -- NEW, ASSIGNED, WORK COMPLETE'.
- NACOGDOCHES WEATHER:** A section providing weather information for Nacogdoches, TX (75965), including 'Current Weather Conditions In Nacogdoches, TX (75965)', 'Your Local Doppler Radar', and a 'More >>' link.
- Report Listing:** A section on the right side of the interface, containing a list of reports: '360-PHS TRANS DETAIL RPT', 'PPD Customer Invoice' (highlighted with a red arrow), '385-WO PHS COST ANALYSIS', and '370-WO TRANS DETAIL RPT'.
- Quick Links:** A section at the bottom right containing a link for 'CUSTOMER REQUEST'.

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)

These dates are sent out monthly via email

The screenshot shows a 'Parameter' dialog box with the following fields and values:

- Parameters marked with * are required.
- Please Enter a Start Date (Format: MM/DD/YYYY): * (Value: 09/01/2015)
- Please Enter an End Date (Format: MM/DD/YYYY): * (Value: 09/04/2015)
- Organization or Department Code Required
 - Fund Code (Type ALL for all Fund codes): * (Value: ALL)
 - Organization (Type ALL for all Org codes): * (Value: 12345)
 - Program (Type ALL for all Program codes): * (Value: ALL)
 - Department (Type ALL for all Dept codes): * (Value: ALL)

Red arrows point from the text 'These dates are sent out monthly via email' to the Start Date and End Date fields. Another red arrow points from the text '* Press 'OK'' to the OK button at the bottom right of the dialog box.

- * 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.

The screenshot shows the BIRT Report Viewer interface. At the top, there is a toolbar with icons for print, export, and navigation. A red arrow points to the print icon with the text "Print the report here (if desired)". Another red arrow points to the export icon with the text "Export the report here (if desired)". On the right side of the toolbar, there are navigation arrows. A red arrow points to these arrows with the text "Click through the pages using these arrows".

The main content area displays the following information:

Physical Plant Charges
Stephen F. Austin State University
Physical Plant Department
P.O. Box 13031, SFA Station
Nacogdoches, TX 75962
(936) 468-3007

Report Date: 11/17/16

Administrator: PHYSICAL PLANT
Physical Plant
ATTN: Lee Brittain
Funding Code: 107550-30201-400
Address: BOX 13031
Phone: 936.468.3906
Email: lbrittain@sfasu.edu

Work Order: 15-075977 Date: 8/26/14
Property: (000104) PHYSICAL PLANT Location:
Description: \$ CENTRAL STORES PURCHASES - PHYSICAL PLANT, ADMIN SUPPLIES, PPD 106 (107550-30201-400) \$ Shop: CENTRAL STORES WAREHOUS
Phase 012: AUGUST PHY PLANT ADMIN SUPPLIES

Labor Cost: \$0.00
Material Cost: \$90.03
Equipment Cost: \$0.00
Contract Cost: \$0.00
Phase Cost: \$90.03
Total Cost: \$90.03

Funding Code Summary				
Labor	Materials	Equipment	Contract	Total
\$0.00	\$90.03	\$0.00	\$0.00	\$90.03

- * With questions, please call ext. 3007