

How To: View Physical Plant Invoices

Log into AiM using your MySFA username and password

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



The screenshot shows the login interface for AssetWORKS. At the top right, the logo "AssetWORKS" is displayed in a dark blue font, with the "O" in "WORKS" replaced by a gear icon. Below the logo is the URL "www.assetworks.com/iwms". On the left side, there is a large blue rounded square containing the letters "Ai" in a white, bold, sans-serif font. To the right of this logo, the text "AiM" is displayed in a large, dark blue font, followed by "Enterprise IWMS" in a smaller, dark blue font. Below this text are two input fields: "User Name" and "Password", each with a white rectangular box. A blue "Login" button is positioned below the "Password" field. The background of the login page is a light blue and white grid pattern.

How To: View Physical Plant Invoices (cont.)

- * 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.

The screenshot displays the AiM WorkDesk interface. At the top left, the 'AiM WorkDesk' logo is visible, with a blue 'Add' button below it. The top right corner shows the user name 'ALLENDEBOR' and links for 'About' and 'Logout'. The main content area is divided into several sections: a 'Menu' on the left with options like 'Work Management', 'Customer Service', and 'System Administration'; 'Administrator Messages' at the top; a 'Quick Search' section with input fields for 'Customer Request' and 'Work Order'; 'Work Orders' showing a count of 16; and 'NACOGDOCHES WEATHER' with a link to 'Current Weather Conditions'. On the right side, the 'Report Listing' section is expanded, showing 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'. Below this is a 'Quick Links' section with 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)

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

Parameter

Parameters marked with * are required.

{ } Please Enter a Start Date (Format: MM/DD/YYYY): *

09/01/2015

{ } Please Enter an End Date (Format: MM/DD/YYYY): *

09/04/2015

{ } Organization or Department Code Required

{ } Fund Code (Type ALL for all Fund codes): *

ALL

{ } Organization (Type ALL for all Org codes): *

12345

{ } Program (Type ALL for all Program codes): *

ALL

{ } Department (Type ALL for all Dept codes): *

ALL

OK Cancel

- * 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.

Print the report here (if desired)

Export the report here (if desired)

Click through the pages using these arrows

BIRT Report Viewer

Showing page 1 of 1

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: 15-075677 Date: 8/26/14 Location:
Property: (000104) PHYSICAL PLANT
Description: \$ CENTRAL STORES PURCHASES - PHYSICAL PLANT, ADMIN SUPPLIES, PPD 106 (107550-30201-400) \$
Phase 012: AUGUST PHY PLANT ADMIN SUPPLIES Shop: CENTRAL STORES WAREHOUS

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. 4055