# SPLIT BUILDING BILLING ALLOCATION

Provides guidance for splitting the chartstring billing information on a building record. The building billing information would only need to be changed at the request of a school or department.

**▼ GETTING STARTED**

This guide focuses on splitting a building billing allocation into several chartstrings. For the full walkthrough of the process, please see the **Update Building Billing Allocation** guide.
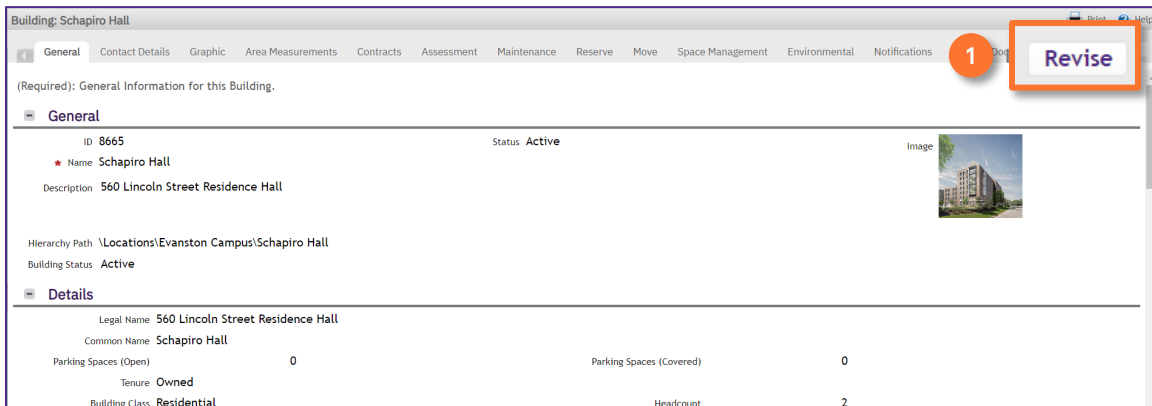
**▼ IMPORTANT**

Before updating the Building Billing Allocation information, submit a service ticket with NUIT or reach out to the Facilities Connect Product Team.
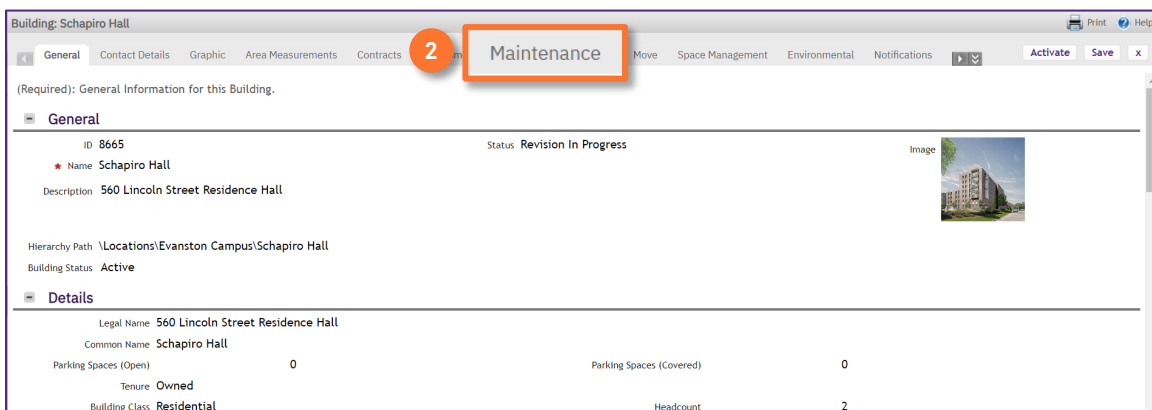
**DIRECTIONS:**

**1** Once you locate the **Building Record** you wish to update,

**1** Click on the **Revise** button.



**2** Once the record is in **Revision in Progress** mode,
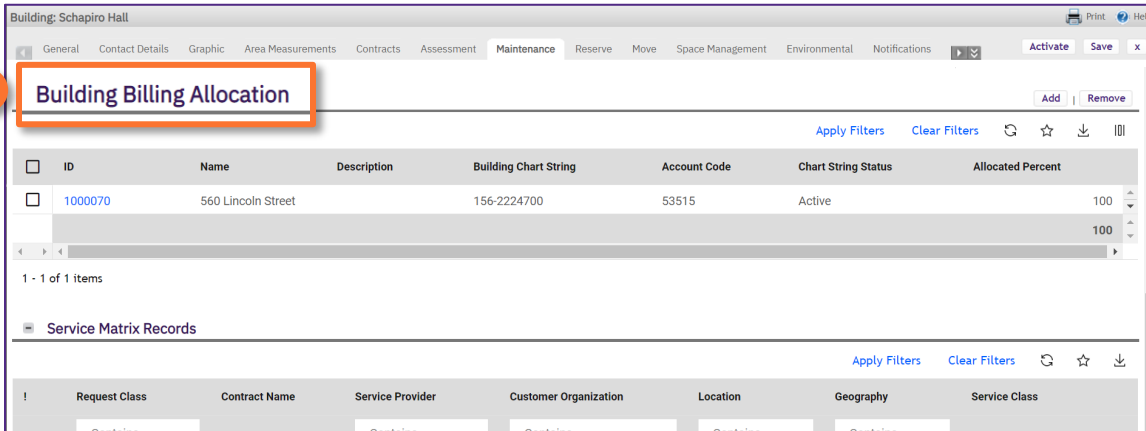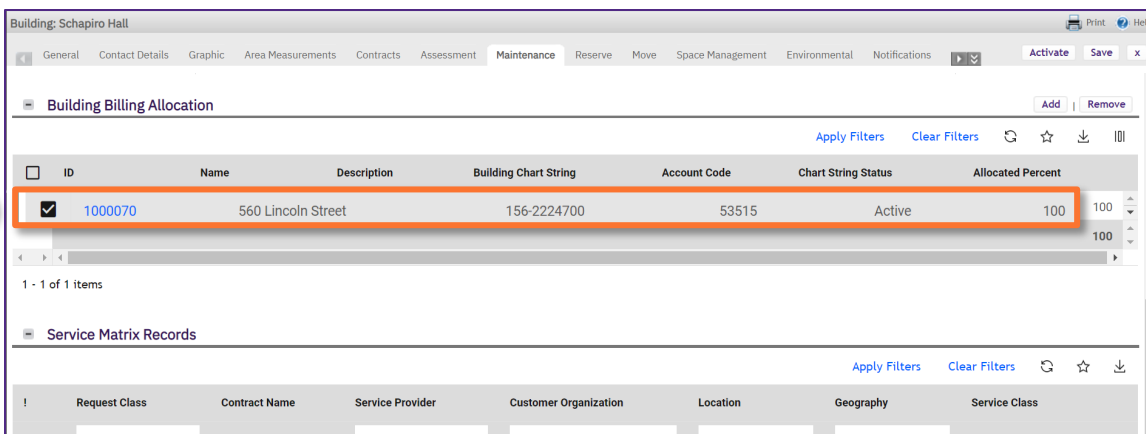
**2** Click on the **Maintenance** tab.

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**DIRECTIONS:**

**3** On the **Maintenance** tab,

**3** Locate the **Building Billing Allocation** section.



**4** To **edit** the existing Chartstring,

**4** Click on the line item of the existing Chartstring.

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**DIRECTIONS:**

**5** Upon clicking, the **Chartstring** record will open,

**5a** Locate the **Allocation Percent** section.



**5b** Lower the Allocation Percent to the updated number.



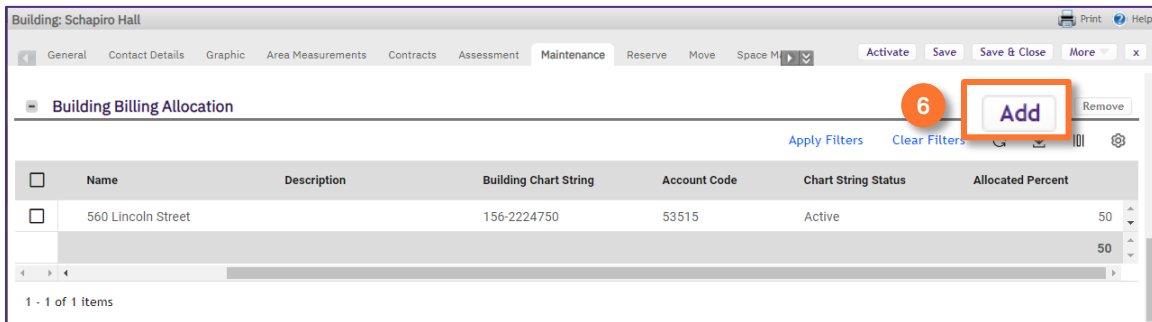**5c** Click **Save and Close** to save the new Allocation Percent.

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**DIRECTIONS:**

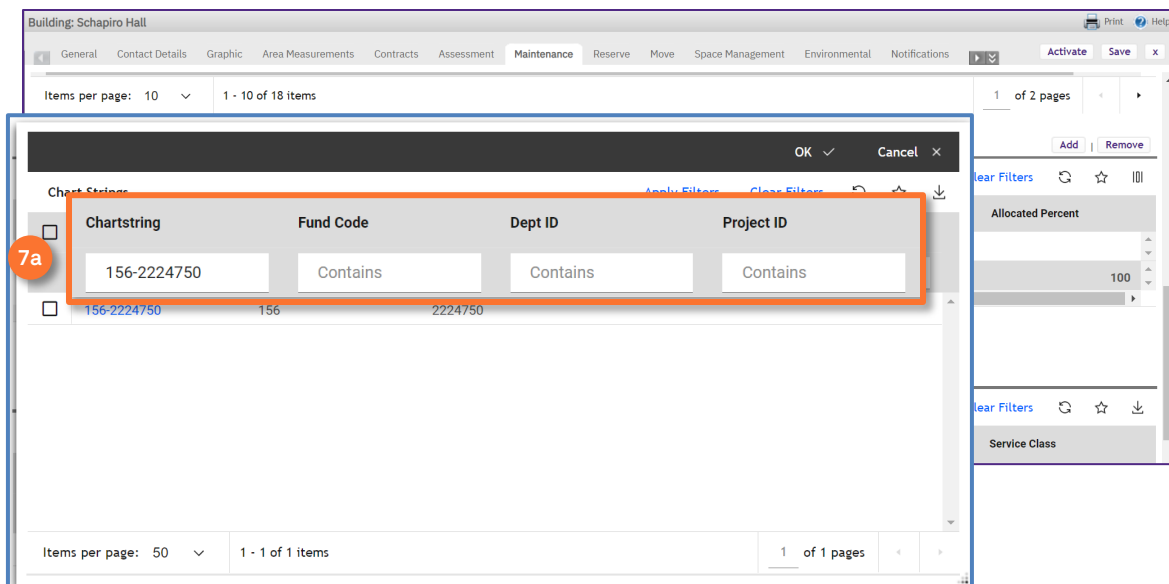**6** Once the original Chartstring is updated, **add** the new Chartstring.

From the Maintenance tab,

**6** Click on the **Add** button.



**7** Upon clicking, the Chartstring search box will open.

**7a** Use the **columns** to search for the desired Chartstring.

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**DIRECTIONS:**

**8** Once you have located the new Chartstring,

**8a** Click the **checkbox** to the left of the desired new Chartstring.

**8b** Click **OK** to save.



**9** The new chartstring will now appear in the Building Billing Allocation section:

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**DIRECTIONS:**

**10** To **edit** the newly added Chartstring,

**10** Click on the line item of the new Chartstring.

*Complete steps 5a-5c to update.*



**11** The new Chartstring allocations will now appear.

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**DIRECTIONS:**

▼ IMPORTANT

The percentage splits will only change if the Chartstring on Work Task matches the building billing allocation chartstring. The splits that are not updated are due to a mismatch with the chartstring on the work task and the building allocation chartstring.

To ensure that all Work Tasks are updating properly, review the **Work Tasks – With WTBA** queue in the Tasks section of the Maintenance Tab.