

AIM FAQ’s

* Why in the newest letter that I received is it asking me to identify object codes? What object code do I select if I regularly purchase more than one type of item (with different object codes) from the storeroom?
* Identifying object codes is not as critical to the initial transaction or service request set up as initially thought. AIM has default object codes established. If the default code is not accurate, it can be changed on the Facilities Invoice Voucher, during the time when you can edit/make changes to the transactions.
* What all will we be able to change on the Facilities Invoice Voucher?  Funding? Object Code?  What will it look like?  Will there be a tutorial or instructions that walk us through this?
* On the Facilities Invoice Voucher you will be able to change the project, source, organization and object code during the two week period in which you will be able to edit transactions. To see the process and what the screens will look like, please go to:

<http://www.k-state.edu/facilities/aim/AIMCustomerInfo.pdf>

A tutorial and/or instructions will be available on the Facilities website in the near future.

* What will the report look like? Will a sample with instructions on how to access it be available ahead of time? Will it have a reference number that corresponds to the line on the system generated voucher to easily follow (similar to BPC transaction numbers or IDV funding line numbers)?
* To see the process and what the report screens will look like, please go to:

<http://www.k-state.edu/facilities/aim/AIMCustomerInfo.pdf> . A tutorial and/or instructions will be available on the Facilities website in the near future.

* How long will I have to make changes to the Facilities Invoice Voucher?
* For the August invoice, which will be available around August 4th, you will have until August 20th to make changes. As a general rule, you will have approximately two weeks each month in which to make changes.
* If I need to change my funding at any point in time is there a form I fill out?  Do I call or email?
* You will have the opportunity to change funding after the monthly Facilities Invoice has been made available for review. You will then go into the Facilities Invoice Voucher where you will be able to change the project, source, organization and object code. No phone cal or email is necessary.
* If I need to pay a bill with external funds (Foundation, club, private, etc.), what revenue code do I deposit the funds into?  Do I code the expense as an expense or code against the revenue deposited to?
* The responses to these questions apply **only** to K-State departments, not external customers such as Athletics, K-State Student Union or Student Publications.
* For departments, the charge would be an expense and the revenue would be either R4105, if coming from the KSU Foundation, or R4100 from any other outside source.
* When will the first billing come out for this new format?
* The new process will be used for the August 2014 invoice.
* The new work order/phase format for postage metering numbers is longer than it was before. Do we print the whole number on our envelopes? Can we use up our current supply of envelopes with our old postage metering numbers? Do we need to cross out the old number and write in the new one on each envelope?
* The new work order/phase format is, for example, 00-000123-001. We recommend that you shorten the number by eliminating the 00-000 and only printing 123-001 on your envelopes. You can certainly use up your existing stock. You do not have to cross out the old number and write in the new one on each envelope. We do ask that you band together all your outgoing mail to be metered and put a post-it on the bundle, indicating what the new postage metering account number is.