

ENTER EXTERNAL CHARGES

Path: Module:Finance>External Charges

1. Click the NEW Icon to insert a new record
2. Complete the following information for Equipment charges:
 - a. Description: Enter the identity of the equipment
 - b. Subledger: Equipment
 - c. Total Cost
 - d. Work Order & Phase (Zoom to complete Work Code)
 - e. UOM: Hours or Days
 - f. Invoice Date: Date of Equipment Use
3. Click the SAVE Icon to save the record

Module Finance Setup		External Charges		Posted		Not Posted	
Transaction	1021	Editor	RCROSS	Post Date			
		Edit Date	Jul 17, 2007	Subledger	Equipment		
Description	TRASH TRUCK #64			Total Cost	250.00		
Work Order		Item		Payment			
Work Order	001001	Part		Requisition			
	BUSINESS OFFICE TIME	UOM	HOURS	Cash Transaction			
Phase	001	Quantity	8.0	Batch			
	BUSINESS OFFICE TIME	Invoice Number		PO Code			
Work Code	Z1010	Invoice Date	16 Jul 2007	Payment Date			
	ADMINISTRATIVE TIME						
Shop		Contractor					
Shop	BUSINESS	Contractor					
	BUSINESS SERVICES	Address Code					
Primary Person							

APPROVE EXTERNAL CHARGES

Path: Module:Finance>External Charge Approval

1. Click the EXECUTE SEARCH Icon to find unapproved records
2. Click on More Detail to view the transactions for each Work Order

Module Finance Setup

External Charge Approval

Select All Less Detail | [More Detail](#)

<input type="checkbox"/> Work Order 001001 Phase 001	Total Transactions 7
Description BUSINESS OFFICE TIME	Total Cost \$562.50

3. Check the transactions to approve, or Select All

Module Finance Setup

External Charge Approval

Select All [Less Detail](#) | More Detail

<input type="checkbox"/> Work Order 001001 Phase 001	Total Transactions 7
Description BUSINESS OFFICE TIME	Total Cost \$562.50

	Trans Date	Transaction	Description	Subledger	Total Cost
<input type="checkbox"/>	07/05/2007 06:00 AM	1018	BEGINNING BALANCE FROM FACILITYFOCUS - LABOR - 7/5/07	Labor	\$45.00
<input type="checkbox"/>	07/05/2007 06:00 AM	1015	BEGINNING BALANCE FROM FACILITYFOCUS - LABOR - 7/5/07	Labor	\$90.00
<input type="checkbox"/>	07/05/2007 06:00 AM	1016	BEGINNING BALANCE FROM FACILITYFOCUS - LABOR - 7/5/07	Labor	\$22.50
<input type="checkbox"/>	07/05/2007 06:00 AM	1017	BEGINNING BALANCE FROM FACILITYFOCUS - LABOR - 7/5/07	Labor	\$90.00
<input type="checkbox"/>	07/05/2007 06:29 PM	1012	TESTING EXTERNAL CHARGE - LABOR	Labor	\$45.00
<input type="checkbox"/>	07/05/2007 06:50 PM	1020	TEST EQUIP - FRONT END	Equipment	\$20.00
<input checked="" type="checkbox"/>	07/17/2007 04:31 PM	1021	TRASH TRUCK #64	Equipment	\$250.00

4. Click on the APPROVE Icon. The display will update to show any remaining unapproved charges