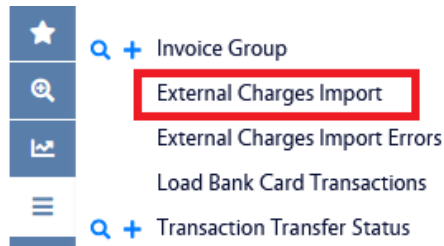


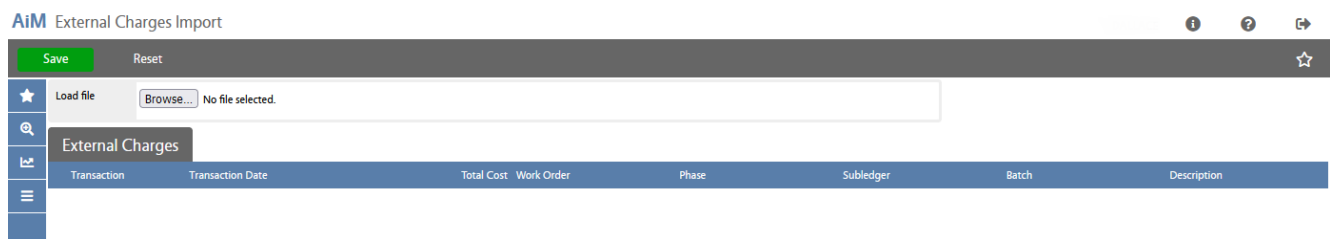
External Charges Import

An External Charge is a generic way to create a charge on a Work Order Phase. The charge can be applied to any of the Subledgers and is just a flat amount. There are fields on the screen to allow the entry of other information that can be used to document the charge. The import feature allows one, or more, charges to be created from an Excel spreadsheet.

1. From the menu, under **Finance**, select **External Charge Import**

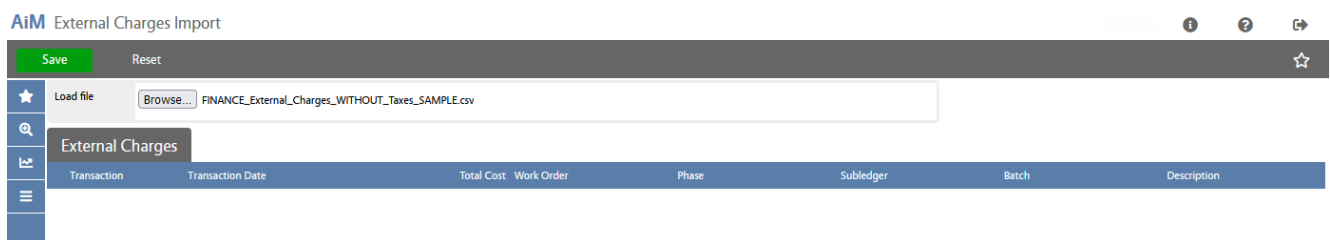


2. Click the External Charges Import hyperlink.

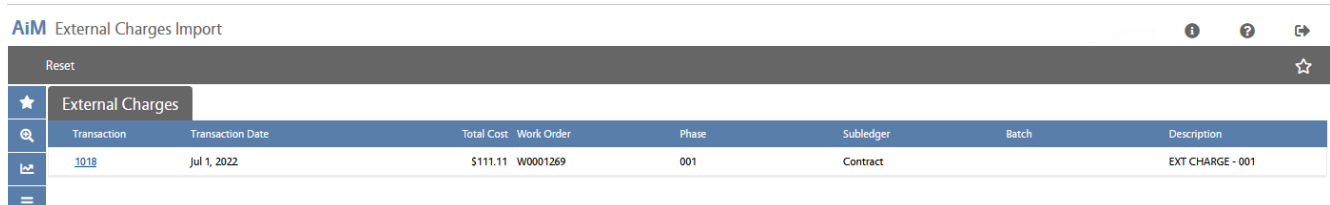


3. Click **Browse...**

4. Using your computers standard file browser, find your file and select it.



5. Click: **Save**



6. You will get a list of transactions what were sucessfully imported.

7. Errors will be repoted in the error log. See **FI External Charges import Errors**.