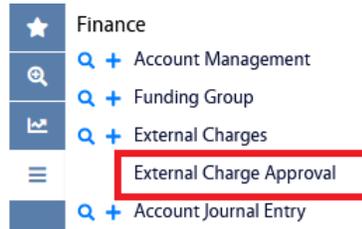


# External Charge Approval

An External Charge is a generic way to create a charge on a Work Order Phase. Once a charge is entered it must be approved.

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



2. Click the External Charges Approval hyperlink.
3. Enter the criteria needed to find the Purchase Order Invoice

## AiM External Charge Approval

A screenshot of the search criteria form. The 'Execute' button is highlighted. The search criteria include: Transaction = 1008, Description contains (empty), Trans Date (empty), Work Order (empty), Phase (empty), Work Code (empty), Contractor (empty), Address Code (empty), Terms (empty), and Shop (empty).

and click 

## AiM External Charge Approval

A screenshot of the search results table. The table has columns for 'Action', 'Work Order', 'Phase', 'Description', 'Total Transactions', and 'Total Cost'. One transaction is listed: Work Order W2000074 Phase 001, Description ECON - NO POWER IN OFFICE 14, Total Transactions 1, Total Cost \$100.00. There is a 'Select All' checkbox and a 'More Detail' button.

Action	Work Order	Phase	Description	Total Transactions	Total Cost
<input type="checkbox"/>	W2000074	001	ECON - NO POWER IN OFFICE 14	1	\$100.00

4. Click the check box for each transaction you want to approve, or click **Select All** checkbox to select all the transactions listed.

## AiM External Charge Approval

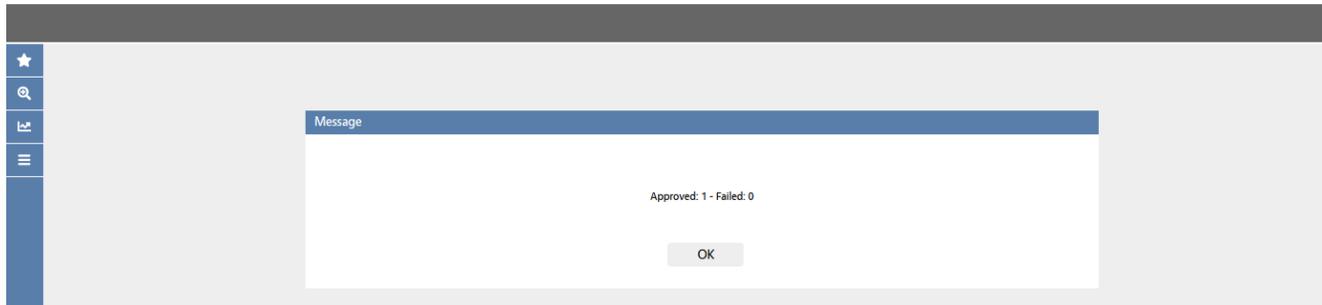
A screenshot of the search results table. The transaction from the previous screenshot is now selected, indicated by a checked checkbox in the 'Action' column. The table also shows a 'Less Detail' button.

Action	Work Order	Phase	Description	Subledger	Total Cost
<input checked="" type="checkbox"/>	W2000074	001	ECON - NO POWER IN OFFICE 14	Contract	\$100.00

5. Select one of the following options:

- a. Click  to approve all the selected transactions, or
- b. Click  to reject the transactions and remove them from the system.

AiM External Charge Approval



6. A screen will be presented that tells you how many charges were successfully processed and how many failed.

7. Click .

8. If there are errors, you can find them by clicking the Error Log hyperlink in the Action menu.



9. Here you will find a brief explanation of the error for each record that failed.