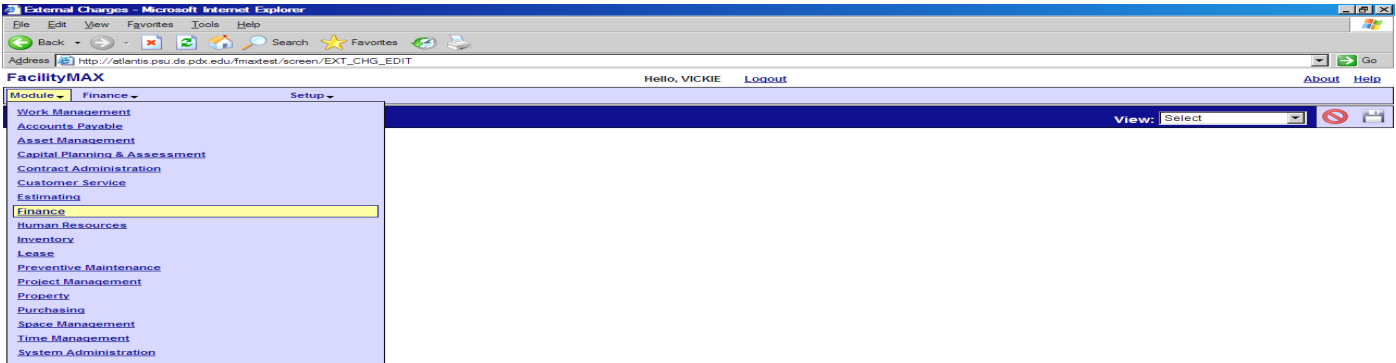
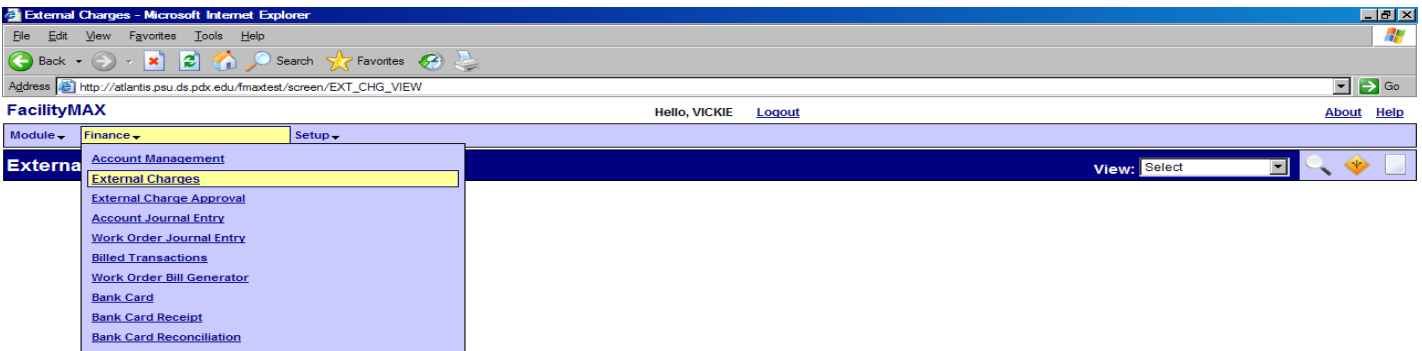


Entering External Charges in FMax:

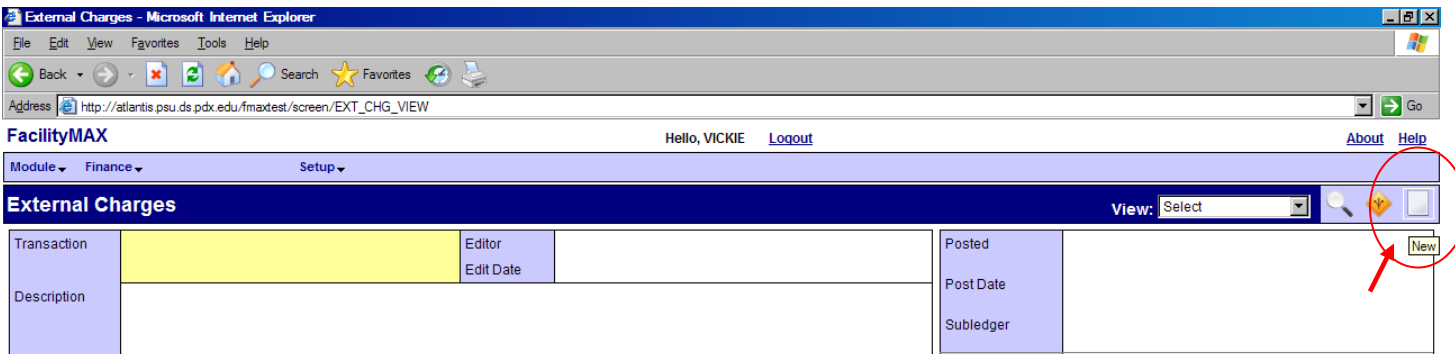
1). Click on “Finance” from the module menu:



2). From the “Finance Module”, click on External Charges:



3). Click on New icon at the right hand corner:



4). Fill in the fields as defined below.

The screenshot shows the FacilityMAX External Charges form. The transaction ID is 990013, edited by ELLIGV on Feb 12, 2009 at 03:22 PM. The form is divided into several sections:

- Transaction:** Transaction ID: 990013, Editor: ELLIGV, Edit Date: Feb 12, 2009 03:22 PM.
- Posted/Not Posted:** Post Date, Subledger (Material), Total Cost.
- Work Order:** Work Order, Phase, Work Code.
- Shop:** Shop, Primary Person.
- Item:** Part, UOM, Quantity, Invoice Number, Invoice Date.
- Contractor:** Contractor, Address Code.
- Payment:** Requisition, Cash Transaction, Batch, PO Code, Payment Date.

Key the following information. Required fields are in red, however for our purpose additional fields are also required. Please make sure the following fields are entered:

1. In the description field, enter the description of the invoice, journal voucher, etc.
2. In the subledger field, enter the appropriate type of cost (material, equipment). Note, no labor or contracts costs should be entered as external charges.
3. In the total cost field, enter the amount that will be charged to a particular work order.
4. In the work order field, enter the work order number if known or click on the zoom icon to select a work order.
5. Select the appropriate phase.
6. Work code field will be populated if the work order number is zoomed in.
7. Shop name will be populated automatically once the work order is entered on the screen.
8. In the Part number field, enter vendor part number when applicable.
9. UOM unit of measurement should be entered when applicable. No need on JVs or service invoices
10. Quantity should only be entered when it is applicable
11. Invoice number is a required field. This is vendor invoice number.
12. Invoice date is a required field and should be the date of the invoice or JV.
13. Contractor use the vendor/contractor number for invoices; use 890-00-8300 for JVs.
14. In the Requisition field enter the Banner document number, I0, JV, JG etc.
15. In the PO Code field enter the Purchase Order number when applicable. Please note, Purchase Order invoices should be entered against a Purchase Order in Fmax. Use of this field should be in rare cases.
16. In the Payment Date field, enter today's date.

5). Click the “save” icon located at the top right hand corner to save the transaction.

The screenshot shows the FacilityMAX External Charges form. The browser window is Mozilla Firefox. The URL is http://atlantis.psu.ds.pdx.edu/fmaxtest/screen/EXT_CHG_EDIT. The page title is External Charges. The user is logged in as VICIE. The form is titled External Charges and has a View: Select dropdown. The transaction number is 990016, edited by ELLIGV on Feb 12, 2009 04:44 PM. The description is DOOR LOCK. The total cost is 445. The form is divided into several sections: Work Order, Item, Payment, Shop, and Contractor. The Work Order section includes Work Order (09-50003), Phase (003), and Work Code (AUTO DOORS). The Item section includes Part (PR00083), UOM (EA), Quantity (1), Invoice Number (C12345), and Invoice Date (10 Feb 2009). The Payment section includes Requisition (0576088), Cash Transaction, Batch, PO Code (if applicable), and Payment Date (11 Feb 2009). The Shop section includes Shop (AEPS) and Primary Person. The Contractor section includes Contractor (090004277), CHOWN INC, and Address Code (VO.01). A red circle highlights the save icon in the top right corner of the form.

Transaction		Editor	ELLIGV	Posted	Not Posted
990016		Edit Date	Feb 12, 2009 04:44 PM	Post Date	
Description		DOOR LOCK		Subledger	Material
				Total Cost	445
Work Order		Item		Payment	
Work Order	09-50003	Part	PR00083	Requisition	0576088
Phase	TEST WORK REQUEST JOURNAL TRANSACTIONS 003	UOM	EA	Cash Transaction	
Work Code	TEST WORK REQUEST JOURNAL TRANSACTIONS AUTO DOORS	Quantity	1	Batch	
	AUTOMATIC DOORS	Invoice Number	C12345	PO Code	if applicable
		Invoice Date	10 Feb 2009	Payment Date	11 Feb 2009
Shop		Contractor			
Shop	AEPS	Contractor	090004277		
Primary Person	ARCHITECTURAL ENGINEERING PLANT SERVICES		CHOWN INC		
		Address Code	VO.01		