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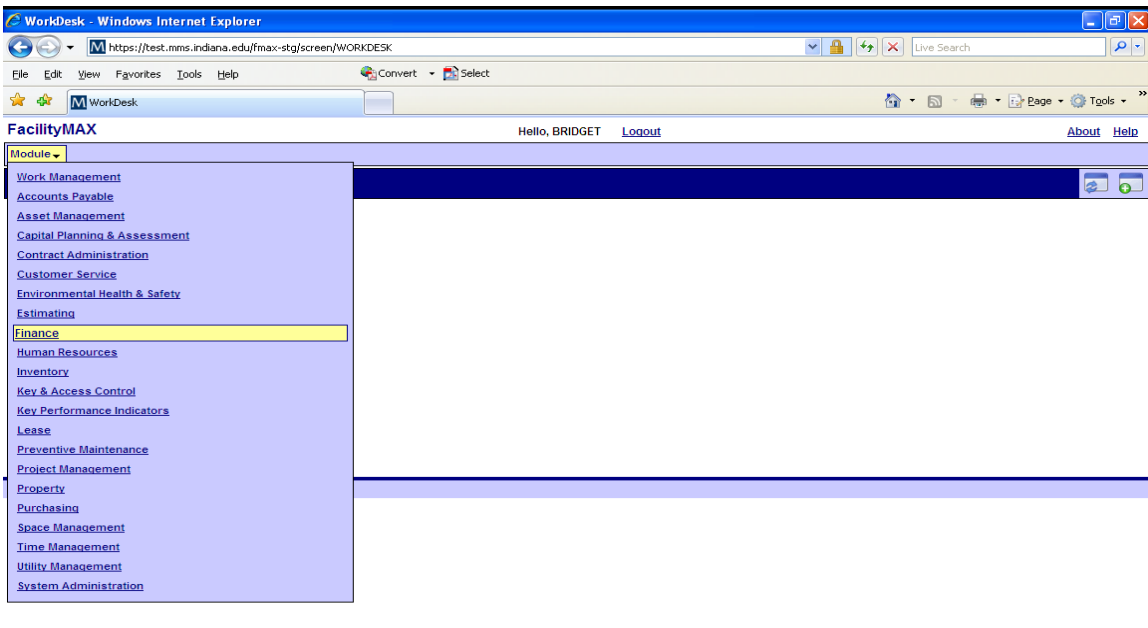
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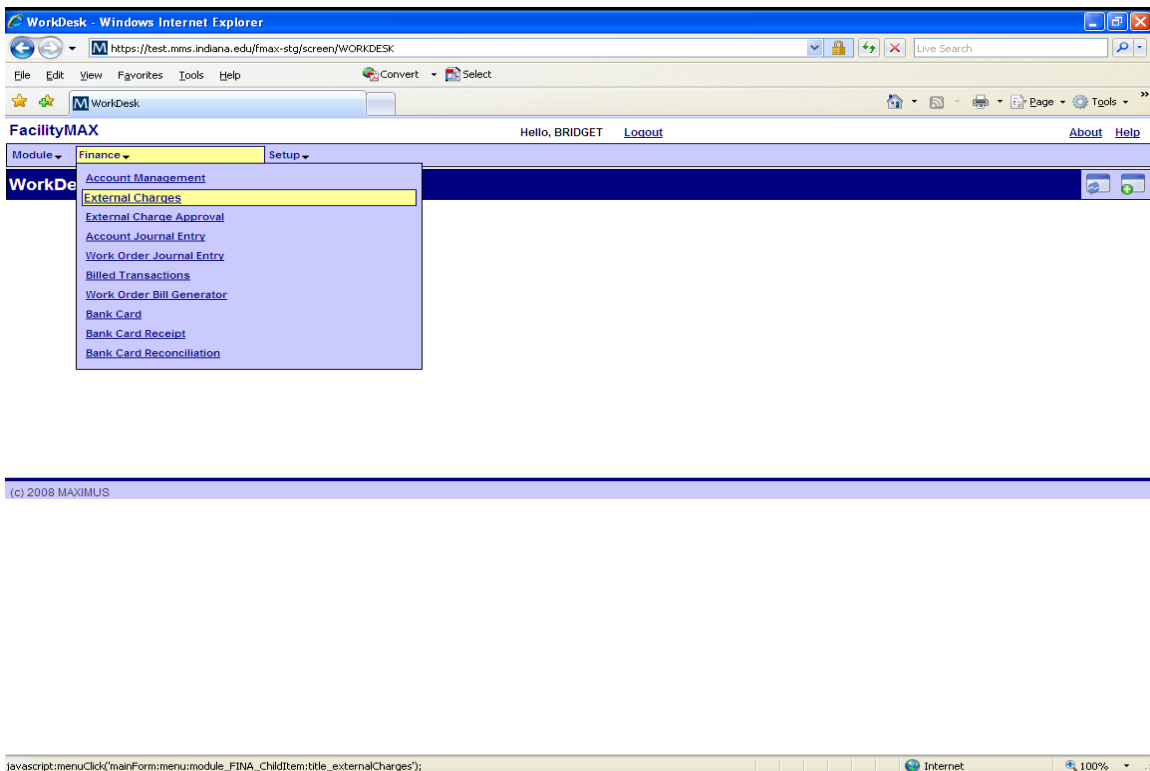
- External Charges
- External Charge Approval

External Charges

To do an External charge you will need to select Finance from the Module Menu



From the Finance Menu, choose External Charges



This is the blank External Charge screen. Click on the NEW icon in the upper right corner.

External Charges - Windows Internet Explorer

https://test.mms.indiana.edu/fmax-stg/screen/WORKDESK

File Edit View Favorites Tools Help

Convert Select

External Charges

FacilityMAX Hello, BRIDGET Logout About Help

Module Finance Setup

External Charges View: Select

Transaction Editor Edit Date

Posted Post Date Subledger Total Cost

Work Order Work Order Phase Work Code

Item Part UOM Quantity Invoice Number Invoice Date

Shop Shop Primary Person

Contractor Contractor Address Code

Payment Requisition Cash Transaction Batch PO Code Payment Date

Done

The boxes in red are required fields. The system has assigned a transaction number to the External Charge.

External Charges - Windows Internet Explorer

https://test.mms.indiana.edu/fmax-stg/screen/EXT_CHG_EDIT

File Edit View Favorites Tools Help

Convert Select

External Charges

FacilityMAX Hello, BRIDGET Logout About Help

Module Finance Setup

External Charges View: Select

Transaction Editor Edit Date

Posted Not Posted Post Date Subledger Total Cost

Work Order Work Order Phase Work Code

Item Part UOM Quantity Invoice Number Invoice Date

Shop Shop Primary Person

Contractor Contractor Address Code

Payment Requisition Cash Transaction Batch PO Code Payment Date

Material

(c) 2008 MAXIMUS

Done

External Charges - Windows Internet Explorer

https://test.mms.indiana.edu/fmax-stg/screen/EXT_CHG_EDIT

File Edit View Favorites Tools Help Convert Select

External Charges

FacilityMAX Hello, BRIDGET Logout About Help

Module Finance Setup

External Charges View: Select

Transaction	90004	Editor	BLGENTRY	Posted	Not Posted
		Edit Date	Mar 10, 2009 06:11 PM	Post Date	
Description	THIS EXTERNAL CHARGE IS TO COVER DELIVERY CHARGES			Subledger	Material
				Total Cost	\$5.00

Work Order	Item	Payment
Work Order	Part	Requisition
1122862		
100 GALLON FUEL DELIVERY @ SRSC	UOM	Cash Transaction
Phase	Quantity	Batch
001		
100 GALLON FUEL DELIVERY @ SRSC	Invoice Number	PO Code
	123456	
Work Code	Invoice Date	Payment Date
B-CAMPUS	5 Jan 2009	
BPP CAMPUS - GROUNDS WORK (B-SR)		

Shop	Contractor
Shop	Contractor
B-CAMPUS	
BPP CAMPUS GROUNDS MAINT. SHOP	
Primary Person	Address Code

(c) 2008 MAXIMUS

Fill in the description, amount, work order, phase, work code, invoice number, invoice date and click on the save icon.

External Charges - Windows Internet Explorer

https://test.mms.indiana.edu/fmax-stg/screen/EXT_CHG_VIEW?transNo=90004

File Edit View Favorites Tools Help Convert Select

External Charges

FacilityMAX Hello, BRIDGET Logout About Help

Module Finance Setup

External Charges View: Select

Transaction	90004	Editor	BLGENTRY	Posted	Not Posted
		Edit Date	Mar 10, 2009 06:16 PM	Post Date	
Description	THIS EXTERNAL CHARGE IS TO COVER DELIVERY CHARGES			Subledger	Material
				Total Cost	\$35.00

Work Order	Item	Payment
Work Order	Part	Requisition
1122862		
100 GALLON FUEL DELIVERY @ SRSC	UOM	Cash Transaction
Phase	Quantity	Batch
001		
100 GALLON FUEL DELIVERY @ SRSC	Invoice Number	PO Code
	123456	
Work Code	Invoice Date	Payment Date
B-CAMPUS	Jan 05, 2009	
BPP CAMPUS - GROUNDS WORK (B-SR)		

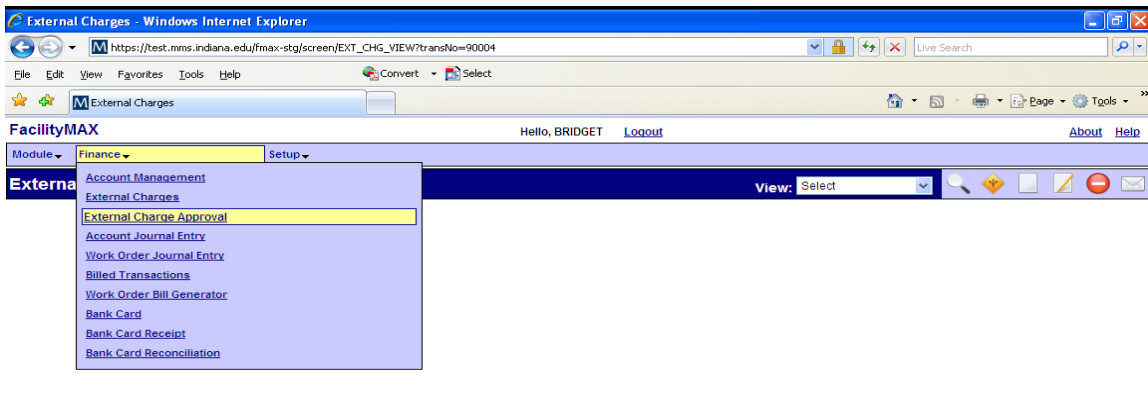
Shop	Contractor
Shop	Contractor
B-CAMPUS	
BPP CAMPUS GROUNDS MAINT. SHOP	
Primary Person	Address Code

Record 1 of 1

Done

External Charge Approval

After you have entered an external charge, you need to approve it. To do this, go to the External Charge Approval screen listed in the finance menu.



The search screen will appear first thing. You can type in the External Charge transaction number or search by your user name in the Entry Clerk Field. In this case I have searched by the entry clerk field.

****NOTE**** You can save this as a query and save it to the work desk under approvals. If you do not have approvals on your work desk, you can add the approvals channel by clicking on the add Content icon. If you need assistance with this, call Bridget Gentry 856-2407. This is the add content icon.

A screenshot of the "External Charge Approval" search screen in the FacilityMAX application. The browser title is "External Charge Approval - Windows Internet Explorer". The address bar shows a URL starting with "https://test.mms.indiana.edu/fmax-stg/screen/EXT_CHG_APPROVAL_SEARCH". The page header shows "Hello, BRIDGET" and a "Logout" link. The left-hand menu is open, showing the "Finance" module selected, and the "External Charge Approval" option is highlighted. The main content area is a search form with various fields and dropdown menus. The fields are: Shop, Shop Person, Total Cost, Subledger, Description, Quantity, Invoice Number, Part, Invoice Date, UOM, Requisition, Cash Transaction, Batch, PQ Code, Payment Date, Entry Clerk (pre-filled with "BLOGENTRY"), and Editor. Each field has a dropdown menu and a search icon. The footer of the page shows "(c) 2009 AssetWorks Inc." and a status bar with "Done" and "Internet" icons.

Here you can see the search results.

The screenshot shows the FacilityMAX External Charge Approval interface in a Windows Internet Explorer browser. The page title is "External Charge Approval". The user is logged in as BRIDGET. The page displays search results for a work order. The results table shows one entry: Work Order 1122862 Phase 001, Description 100 GALLON FUEL DELIVERY @ SRSC, Total Transactions 1, and Total Cost \$35.00. The page includes navigation links like "Select All", "Less Detail", and "More Detail".

Work Order	Phase	Description	Total Transactions	Total Cost
1122862	001	100 GALLON FUEL DELIVERY @ SRSC	1	\$35.00

You can click on more detail to see the detail information. Check the box beside the work order and phase and then click on the green check mark icon in the upper right corner. This is your Approve Icon. Once it is done approving, you are finished.

The screenshot shows the FacilityMAX External Charge Approval interface in a Windows Internet Explorer browser. The user is logged in as BRIDGET. The page displays detailed transaction information for the work order. The results table shows one entry: Work Order 1122862 Phase 001, Description 100 GALLON FUEL DELIVERY @ SRSC, Total Transactions 1, and Total Cost \$35.00. Below this, a detailed table shows the transaction details: Trans Date Mar 10, 2009 06:11 PM, Transaction 90004, Description THIS EXTERNAL CHARGE IS TO COVER DELIVERY CHARGES, Subledger Material, and Total Cost \$35.00. The page includes navigation links like "Select All", "Less Detail", and "More Detail".

Work Order	Phase	Description	Total Transactions	Total Cost
1122862	001	100 GALLON FUEL DELIVERY @ SRSC	1	\$35.00

Trans Date	Transaction	Description	Subledger	Total Cost
Mar 10, 2009 06:11 PM	90004	THIS EXTERNAL CHARGE IS TO COVER DELIVERY CHARGES	Material	\$35.00