Processing Electronic Invoices - Service Contractors

A Microsoft Excel Template has been provided to OSU to give to their service contractors baseline service invoicing. Service contractors will update this invoice and return the xls file to Facilities Management for an import into AiM. Service contractors may also provide a paper invoice, if required by OSU.

Refer to OSU GCA INVOICE TEMPLATE, located in Accounting.

PROCESSING ELECTRONIC SERVICE CONTRACT INVOICES

Electronic Invoicing provided by GCA and potentially other service contractors will be imported into AIM through the *External Charge Import* screen. The user who performs this task should be proficient in Microsoft Excel.
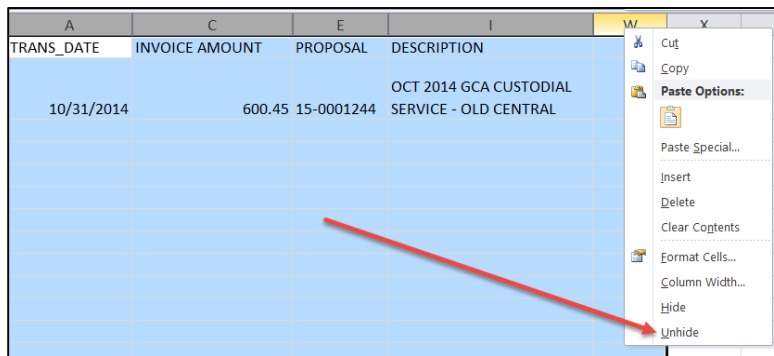
1. Your service contractor will submit an electronic invoice based on a template OSU has provided to them. **Open** the XLS invoice in Microsoft Excel.

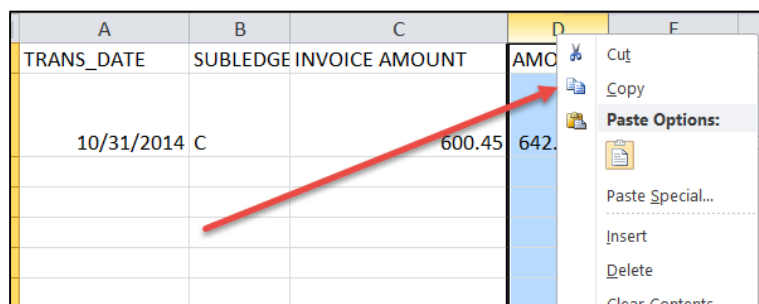   a. Save the file with a file extension **.CSV (MS_DOS)**

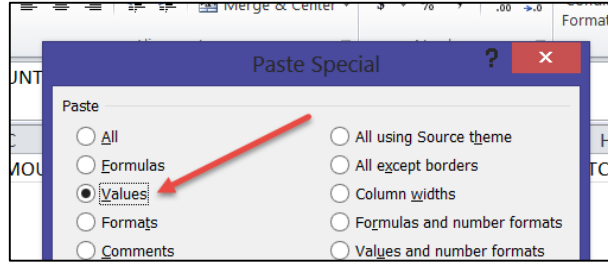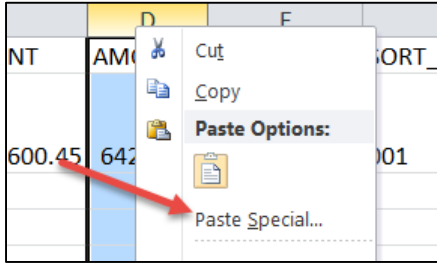   b. **Unprotect** the Sheet. *(Password = osuaim123)*
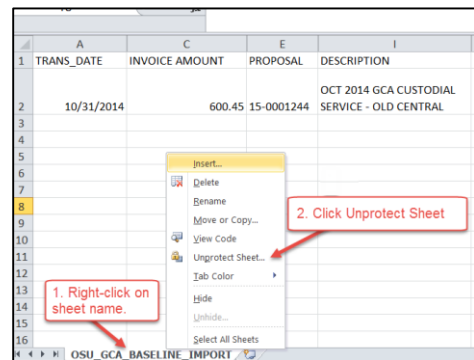
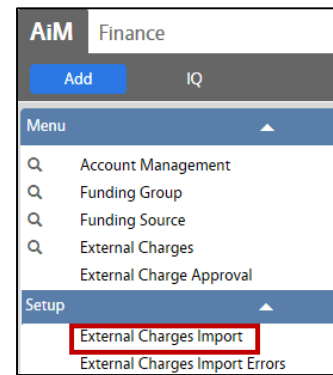2. Select **ALL columns**, select **Unhide**.

3. Select **Column D**, right click. Select **Copy**.

4. Select **Column D again**; right-click. Select **Paste Special** and then select **Values**.
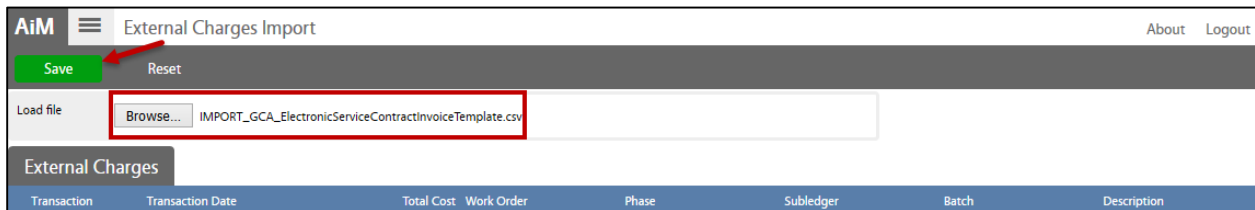
5. **Delete** Column C.

6. **Save** and **close** the file. **Note the file location**.

7. Log-in to AiM.

8. Go to the **Finance** module

9. From Setup menu, click: **External Charge Import** screen.

10. Click: **Browse**, locate **.csv** file and **Save**

11. The list of import charges will appear on the screen. **Upon external charge approval**, charges will be posted to work orders.