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**.

А	В	С	[n l	F	
TRANS_DATE	SUBLEDGE	INVOICE AMOUNT	AMO	₩	Cu <u>t</u>	D
			1		<u>C</u> opy	
				2	Paste Options:	
10/31/2014	С	600.45	642.		Ê	0
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					Clear Contents	

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

AiM 🔳	External Charges Import Abo				About Logout	
Save	Reset					
Load file	Browse IMPORT_GCA_Elect	tronicServiceContractInvoiceTemplate.csv				
External C	harges					
Transaction	Transaction Date	Total Cost Work Order	Phase	Subledger	Batch	Description

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

External Cha	arges					
Transaction	Transaction Date	Total Cost Work Order	Phase	Subledger	Batch	Description
<u>3015</u>	Nov 02, 2015	\$125.00 16-0168081	003	Contract		GCA Charge for Work Order 16-0168081

AiM	Finance			
A	dd IQ			
Menu	▲			
Q	Account Management			
Q	Funding Group			
Q	Funding Source			
Q	External Charges			
	External Charge Approval			
Setup	▲			
	External Charges Import			
	External Charges Import Errors			