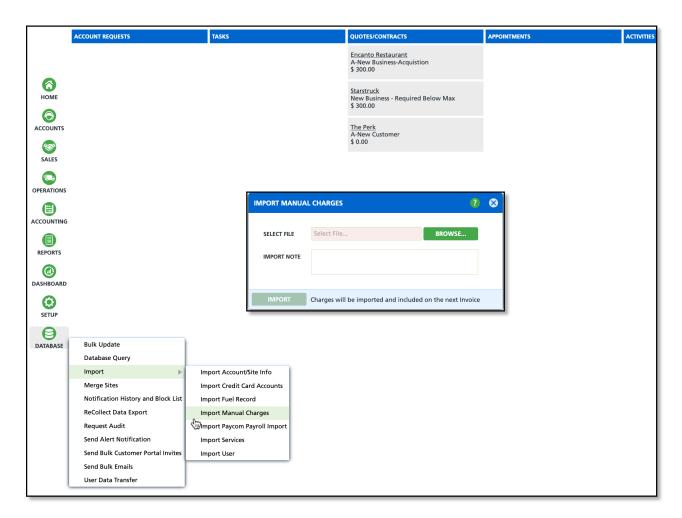
# **Import Manual Charges**

Last Modified on 10/28/2025 1:08 pm PDT

#### **Pathway:** Database > Import > Import Manual Charges

The Import Manual Charges feature provides users a method of importing a large amount of manual charges across multiple sites. Once imported, charges are included on the next invoice.



### **Permission**

The following permission is required to use the Import Manual Charges import feature:

Permission ID	Permission Name	
456	Import Manual Charges	

## Logic and File Format Requirements

The following requirements must be met to successfully import manual charges.

#### Logic

Charge code used in the import file must be available for the division the site is associated.

#### **File Format**

File Format: CSV

Date Format: MM/DD/YY

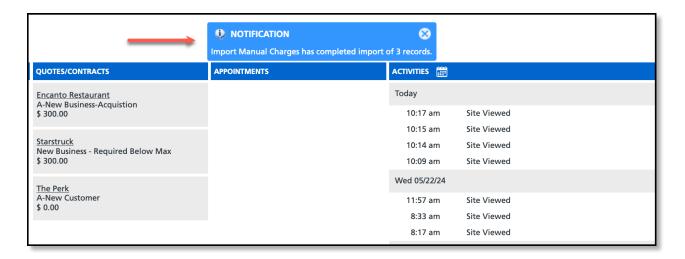
Amount: Must be greater than '0'

Α	В	С	D	Е	F	G
SiteID	ChargeCode	Quantity	Amount	Date	PONumber	Note
12345001	code_id	1	25	10/28/25	po_number123	notes are good

## **Import Notification of Results**

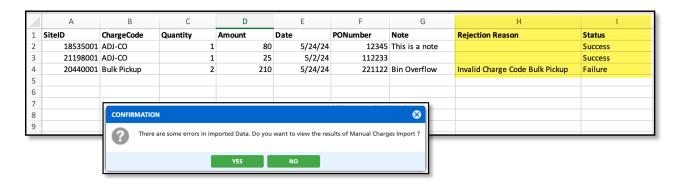
#### No Errors Detected

Once the import is complete, the user will receive a notification on their screen. If there are no errors, a CSV file is not generated for review.



#### **Errors Detected**

Once the import is complete, the user will receive a notification on their screen. If the import contains errors, a confirmation popup will appear. Upon selecting 'Yes,' a CSV of the import is generated with additional columns: Rejection Reason and Status.



### **View Results on Customer Service Screen**

On the Customer Service screen, the imported manual charge will appear in the Pending section and on the

Customer Service Calendar. If edits are needed, click on the charge to open the Add/Edit Manual Charge popup editor.

