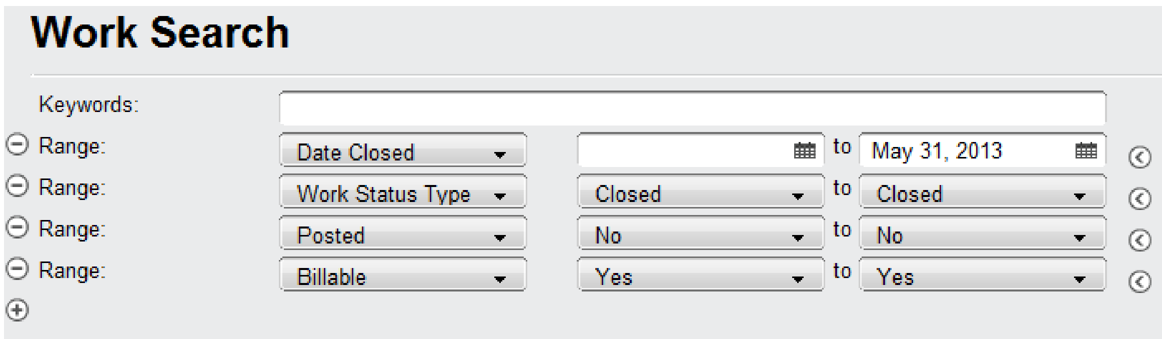
This quick reference will show the simple steps to posting your Work Orders using the AwareManager

1. Fill out the completion details on each work order for Time, Materials, Vendor and Additional Amount charges.

2. Make sure that all of your Work Types are linked to the appropriate accounts.

3. Change the Status of the Work Order to Closed when you are ready to bill the work order.

4. Using the Work List, view all Closed, Non Posted, Billable Work Orders .



- Enter in the “to” date field under **Date Closed** to show all un-posted work orders from the beginning of time until that date.

- **Work Status Type** of Closed to Closed will only show WO’s with a closed status type.

- **Billable** Yes to Yes will show only Billable Work Orders.

5. Once the search range opens, view Work Orders in the Work List and correct any outstanding issues.

   Check that each work order has the appropriate:

- Tenant

- Work Type

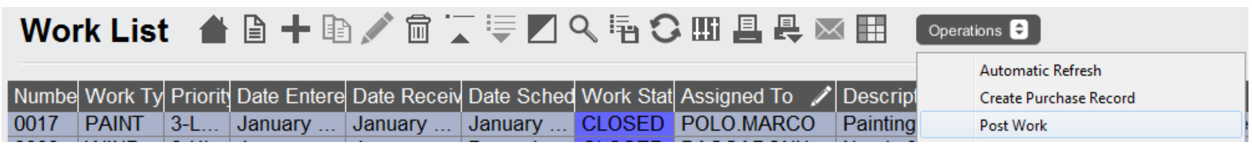
- Bill Code

Check that each work order has an amount (you can do this very quickly by highlighting the first line in the list and then using your keyboard arrows scroll down the list viewing the **Total Charge** amount to make certain it has a value that is reasonable).

- If a work order has the wrong amount – correct it.
- If a work order has a zero amount and it shouldn't be billed – unclick the billable checkbox.
- If the work order has a zero amount (or incorrect amount) and it is billable; change the status to COMPLETED and remove the Closed date and time information. It can be included in the next posting after the charges are confirmed.

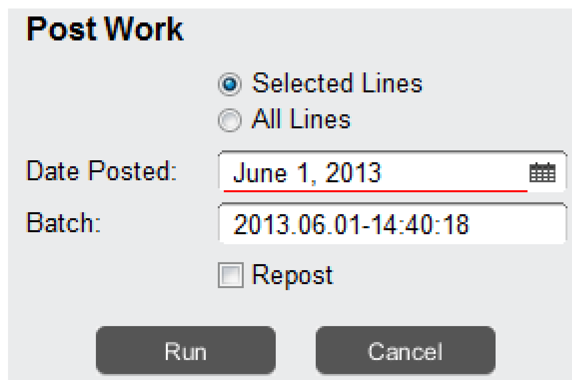
6. **Once all the corrections are made you are ready to post.**

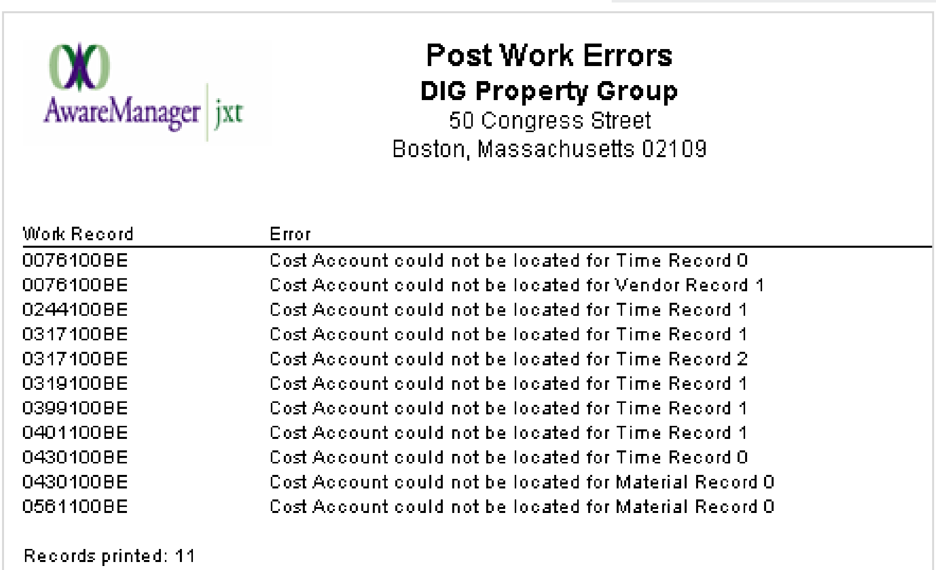
7. Highlight all work orders to be posted and, using the operations button, select Post Work



8. Date Posted will automatically put in today's date. Change this to the posting date you need. Leave the batch number as is. Then click the green check mark to post.

9. If you get a Post Work Errors log, print this using the printer icon on the top left of your screen and research and fix any errors. Then post again using the process above.





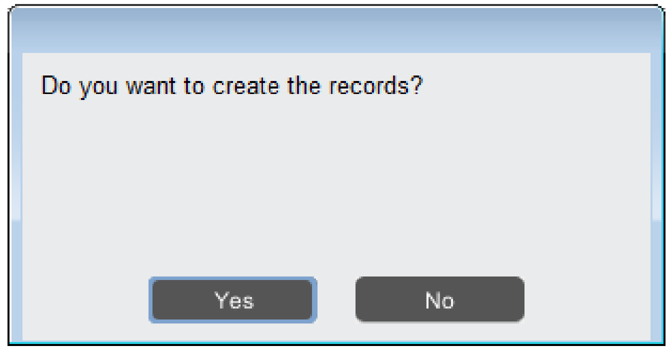
Post Work Errors
DIG Property Group
50 Congress Street
Boston, Massachusetts 02109

Work Record	Error
0076100BE	Cost Account could not be located for Time Record 0
0076100BE	Cost Account could not be located for Vendor Record 1
0244100BE	Cost Account could not be located for Time Record 1
0317100BE	Cost Account could not be located for Time Record 1
0317100BE	Cost Account could not be located for Time Record 2
0319100BE	Cost Account could not be located for Time Record 1
0399100BE	Cost Account could not be located for Time Record 1
0401100BE	Cost Account could not be located for Time Record 1
0430100BE	Cost Account could not be located for Time Record 0
0430100BE	Cost Account could not be located for Material Record 0
0561100BE	Cost Account could not be located for Material Record 0

Records printed: 11

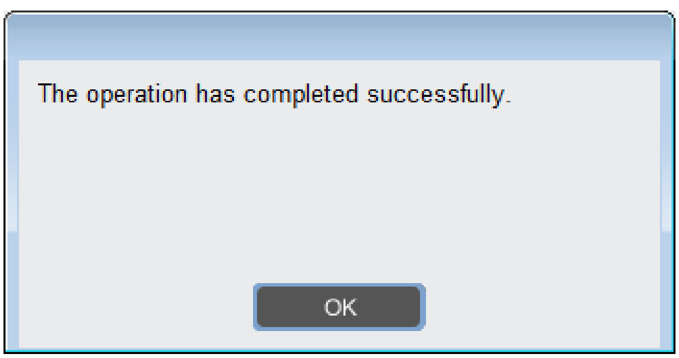
10. If you get the **Post Work Preview Report: Charges**, review your charges.
11. Once you close out of this report, you will be asked if you want to create the records (transactions).

- **This is irreversible.**
- **If you do not wish to create the charges and need to edit the work orders, say NO.**
- **If you want to create the charges, say YES.**



12. Once you choose YES, the work orders will post and the transaction list will open.

13. Highlight all the transaction lines and choose the appropriate operation from the **Operations** menu.
14. You will be prompted to save the file.
15. Once saved you will receive the following message from AwareManager:



16. Upload the file into your appropriate accounting program.

Note: if the export file needs to be viewed, right click and say "Open With" then choose Notepad. This is the only way the formatting will not be compromised.