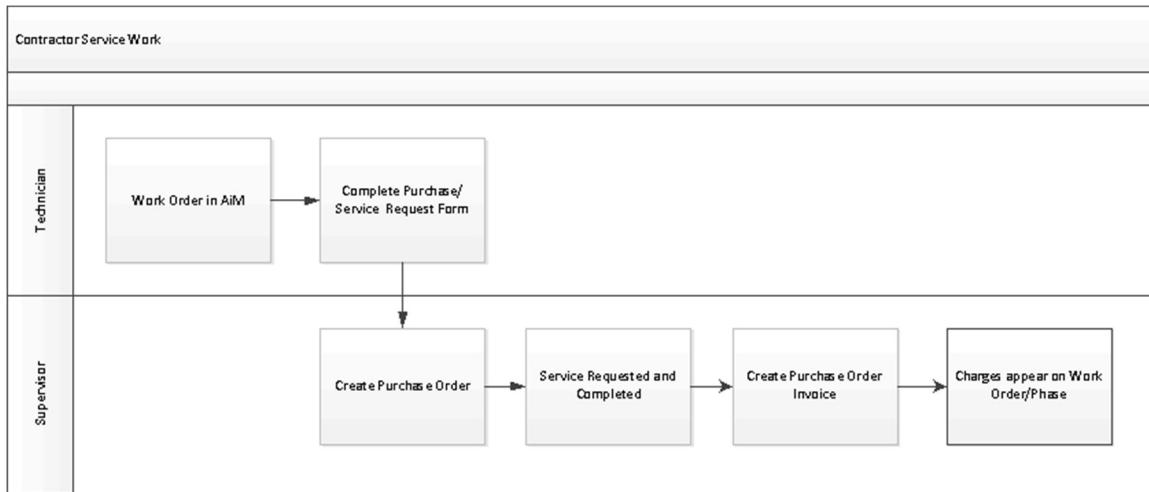


Contract Tracking

Contract Tracking

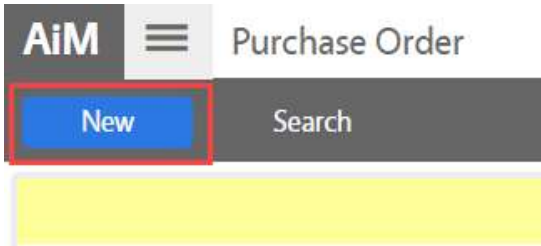
Charges for using a contractor to complete the work are documented through the Purchase Order and Purchase Order Invoice screens.



The screenshot shows the AiM WorkDesk interface. At the top, there are 'Add' and 'Restore' buttons. Below is a 'Menu' on the left and a 'Quick Search' bar in the center. On the right, there are several panels: 'Daily Tasks & Charge Outs', 'TIMECARD APPROVALS', and 'Equipment Approval'. In the 'Daily Tasks & Charge Outs' panel, the 'Purchase Orders' option is circled in red. A red arrow points from this circled option down to a zoomed-in view of the same panel below.

This is a zoomed-in view of the 'Daily Tasks & Charge Outs' panel. The 'Purchase Orders' option is circled in red, and a red arrow points to it from the main screenshot above. Other options visible include 'Equipment Rental', 'External Charges', 'Shop Phase Manager', 'Daily Assignment Print', and 'Timecard Entry'. Below this panel, the 'TIMECARD APPROVALS' panel shows '22 Timecards' and the 'Equipment Approval' panel shows '0 Equipment Rentals'.

- Under Daily Tasks, click Purchase Orders



- Click 

- In the yellow highlighted area, replace the 0000 with the abbreviation of the shop.
 - Abbreviation list is in appendix section.

Status

Type

STANDARD PURCHASE ORDERS FOR ONE-TIME PURCHASE OF VARIOUS

Placed By

PO Code 36489

AiM Purchase Order Type

| Type ↓ | Description |
|--------------------------------|--------------------------------|
| FREE OF CHARGE | FREE OF CHARGE |
| GR P-CARD | post cost at disbursement |
| SERVICE | SERVICE |
| STANDARD PO | STANDARD PURCHASE ORDERS FOR C |

Contractor

Address Code

Blanket Number

Contact

Terms

AiM Contractor

| Contractor ↓ | Description |
|----------------------------|-----------------------|
| 1000BULBS | 1000BULBS |
| 1010444523 | EAGLESTON INSTITUTE |
| 1010493289 | KEPWARE TECHNOLOGIES |
| 1010607946 | BRYAN TEXAS UTILITIES |

AiM Contractor

Operator

Contractor

Description contains

1099 Code

Qualified

Expiration Date

Address Code

- Click the next to Type

- Choose SERVICE

- Click the next to Contractor

- Click

- Search by typing part of the Vendor's name in the Description field
- Click

AiM Contractor

Done Search Show All Cancel

| Contractor ↓ | Description |
|-----------------------------------|-----------------------------|
| 13837-8576 | PLANT PEOPLE LLC |
| 17-2796924 | PLANT EQUIPMENT - SERVICES |
| 17-2902355 | ALEXANDER PLANT FARM |
| 1770207692 | PI *PLANTRONICS INC |

Currency:

Subtotal: \$0.00

Discount: \$0.00

Tax: \$0.00

Shipping: \$0.00

Markup Percent: \$0.00

Total: \$0.00

- Choose the identifier for the correct Contractor

- Enter the Markup Percentage that should be added to the total.

AiM Purchase Order ROLETEST About Help Logout

Save Cancel

View: 000036489 Last Edited by ROLETEST On 05/24/2017 04:54 PM

Extra Description
Shipping Information
Notes Log
User Defined Fields
Status History
Related Documents

Contractor:

Address Code:

Blanket Number:

Contact:

Work Order:

Phase:

Created: May 24, 2017

Review:

Needed:

Expected:

Warehouse:

Bin:

Status:

Type: STANDARD PO

Placed By:

PO Code: 36489

Currency: USD

Subtotal: \$0.00

Discount: \$0.00

Tax: \$0.00

Shipping: \$0.00

Markup Percent:

Total: \$0.00

Line Item Type:

Remove Load Add

Line Items

| Line | Type | Description | Vendor Part | Inventory Part | Order Quantity | UOM | Line Total | Status |
|------|------|-------------|-------------|----------------|----------------|-----|------------|--------|
|------|------|-------------|-------------|----------------|----------------|-----|------------|--------|

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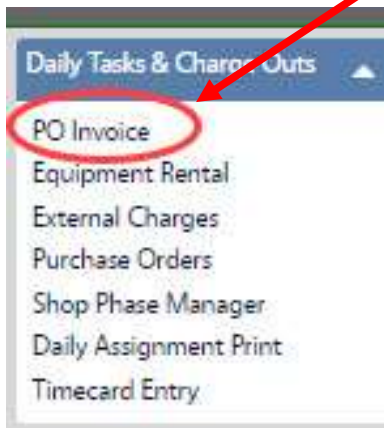
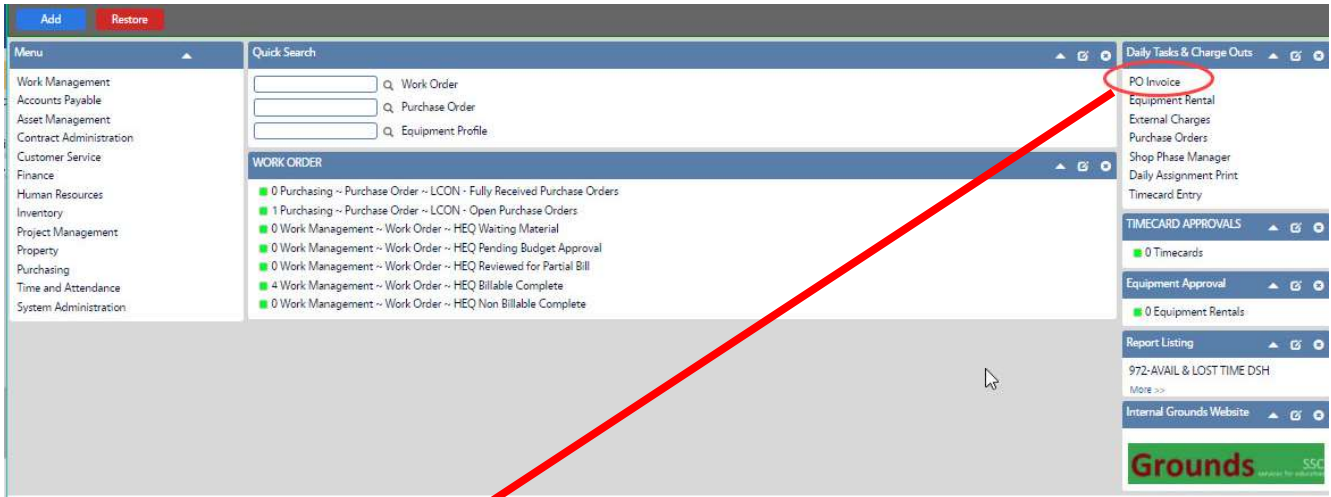
- In the Green highlighted section search for or enter the Work Order/Phase number.
- In the Purple highlighted section choose Line Type of Service.
- Click **Add** to create a line item.

1. Enter the Description of the service being requested.
2. Enter the dollar amount of the service
3. Click

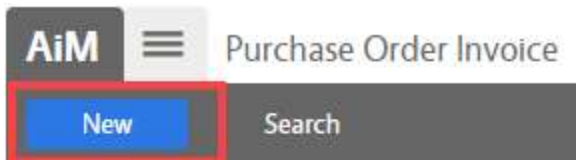
4. Click the Magnify Glass next to Status
 5. Choose Service Ordered. (No changes can be made at this point.)
 6. Click
- **Charge will appear as Encumbered on the WOP.

Purchase Order Invoice

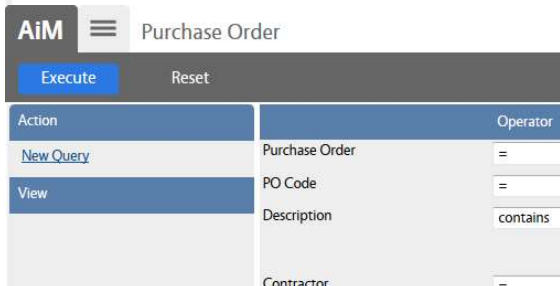
Service Purchase Orders are charged to the WOP through the Purchase Order Invoice.



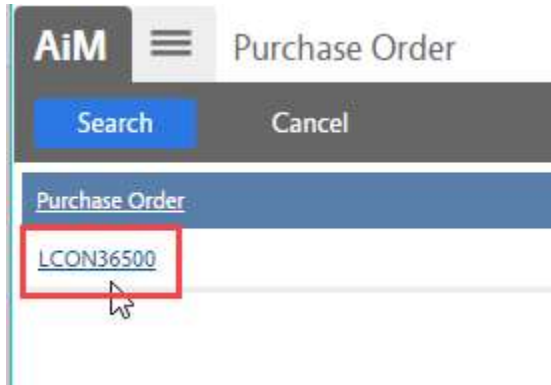
- Under Daily Tasks, click PO Invoice



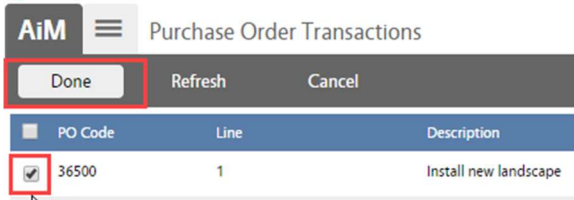
- Click **New**



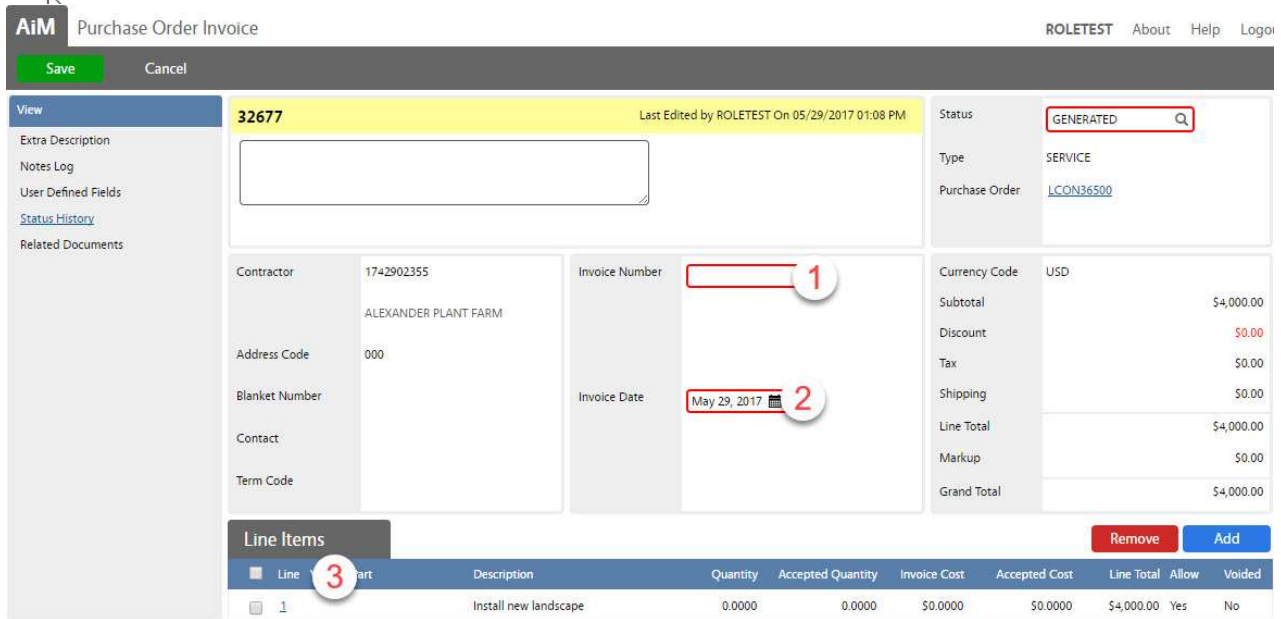
- Search for the Purchase Order the invoice is for.



- Click on the Purchase Order number to see the line item



- Check the items that are being invoiced.
- Click



- Enter the Invoice number
- Enter the Invoice Date
- Click on the Line Item numbers to open the detail

AiM Purchase Order Invoice Line Item ROLETEST About Logout

Done Cancel

View 1 Last Edited by ROLETEST On 05/29/2017 01:10 PM

Extra Description: Install new landscape

Notes Log

User Defined Fields

Voided: No

Allow: Yes

External Reference Code: [Search]

Subledger: Contract

Transaction: 32677

| | | | |
|-----------------------|------------|---|---|
| Ordered Amount | \$4,000.00 | Invoiced Totals | Accepted Totals |
| Prior Invoiced Amount | \$0.00 | Invoice Unit Cost | Unit Cost |
| Quantity | | Subtotal | Subtotal |
| Accepted Quantity | | Discount | Discount |
| | | Tax 1 | Tax 1 |
| | | Tax 2 | Tax 2 |
| | | Tax Rebate | Tax Rebate |
| | | Shipping | Shipping |
| | | Invoiced Total | Line Total |
| | | \$4,000.00 | \$4,000.00 |

Disbursement

| Sequence | Work Order | Phase | Description | Warehouse | Bin | Quantity | Sequence Total |
|----------|---------------|-------|-------------|-----------|-----|----------|----------------|
| 1 | 170516-303739 | 001 | | | | | \$4,000.00 |

- Quantity Block
 - Original Amount – Dollar amount from Purchase Order
- Invoiced Block
 - These fields will default to the amount on the Purchase Order. If the amount on the invoice differs from the purchase order, the fields can be updated. This captures an accurate picture of the invoice values.
- Accepted Block
 - These fields will default from the Purchase Order. These fields can be updated to reflect the amount actually being paid to the vendor.
 - These are the totals that will post in the final transaction.
- Disbursement
 - List of Work Orders that the charge will post against.
 - After updating the information, Click **Done** to return to the previous screen.


ROLETEST About Help Logo

Status GENERATED [Search]

Type SERVICE

Purchase Order [LCON36500](#)

- Back on the main invoice screen, update the Status
 - Generated – New, still editing
 - Approved – Charge is posted to the Work Order
 - Rejected – Invoice will not be paid.
- Click **Save**



Close the PO 36500?

Yes

No

- If the total on the PO has been invoiced, this message will appear.
- Click 