Contract Tracking

Contract Tracking

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



Contract Tracking - 2

AiM	Pu	rchase Orc Search	ler	• Click	New		
AiM Purchase Order	Ş						ROLETEST About Help Logout
Save Cancel View Extra Description Shipping Information Notes Log User Defined Fields Statut History Related Documents	000036489)		Last Edited by ROLETEST On 05/24/	2017 04:54 PM Status Type Placed By	STANDARD PO Q STANDARD PURCHASE ORDER	S FOR ONE-TIME PURCHASE OF VARIOUS
	Contractor C Address Code Q Banket Number Contact Q Terms Q Work Order Pluse Line Items)]]]	Created May 24 2017 Review I Needed I Expected I Bin		PO Code Currency Subtoal Discount Tax Shipping Markup Total Line Item	36489 USD Q Percent 7569	5000 5000 5000 5000 5000 5000
82016 AuerWerks Ail View Eintra Ship Note Start Rela	Line Type Over	er 4	AIM Purchase O Save Car View Extra Description Shipping Information Notes Log	rder Icel	Verdor Pirt	Invertiory Part Onder Quantit	y LDM Line Total Sonta

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

Status	(1	
Туре СТ/			
STA	NDARD PURCHASE C	RDERS FOR ONE-TIME PURCH.	ASE OF VARIOUS
Placed By	Q		
PO Code 3648	19		
AiM 🔳	Purchase	Order Type	
Done	Search	Show All	Cancel
Type #		Description	
FREE OF CHARGE		FREE OF CHARGE	
GR P-CARD		post cost at disburse	ment
SERVICE		SERVICE	
STANDARD PO		STANDARD PURCHA	SE ORDERS FOR (
Contractor	٩		
Address Code	Q		
Blanket Number		Q	
Contact	Q		
Terms	Q		
AiM E	Contrac Search	tor Cancel	
Contractor U		Description	
1000BULBS		1000BULBS	
1010444523		EAGLESTON INST	TUTE
1010493289		KEPWARE TECHNO	DLOGIES
1010607946		BRYAN TEXAS UTI	LITIES
AiM E Contr	actor		
Contractor	Operator		
Description	contains ¥	plant	
1099 Code Qualified	- v	Q	
Expiration Date	- •		
Address Code			

• Click the Q next to Type

• Choose SERVICE

• Click the Q next to Contractor

Click Search

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

		*						
AiM 🗮	Contractor							
Done	Search Sho	w All	Cancel					
Contractor 4	Descriptio	n		•	Choose the	identif	fier for th	e correct
1383748576	PLANT PE	OPLE LLC			Contractor			
1742796924	PLANT EQ	UIPMENT + SERV	ICES					
1742902355	ALEXAND	ER PLANT FARM						
1770207692	PI *PLANT	RONICS INC						
Currency	USD Q							
Subtotal		\$0.00						
Discount		50.00						
Tav		\$0.00		•	Enter the M	arkup	Percenta	ge that should be
10A		40.00			added to the	total.		
Shipping		\$0.00						
Markup Percent	12	\$0.00						
Total		\$0.00						
iM Purchase Order								ROLETEST About Help Logout
Save Cancel						Status		
xtra Description hipping Information	000036489				a context by ROLE (C31 CARO) 29/2017 04:34 PM	Туре	STANDARD PO Q	
otes Log ser Defined Fields tatus Mintana						Placed By	STANDARD PURCHASE ORDER	RS FOR ONE-TIME PURCHASE OF VARIOUS
elated Documents						PO Code	36489	
	Contractor Q	c	Created May 24	2017 💼		Currency	USD Q	
	Address Code		Review	m		Subtotal		\$0.00 \$0.00
	Blanket Number	,	Needed		N	Tax		\$0.00
	Contact				6	Shipping Markup Percent		\$0.00
F	Terme Q	וו	expected	m	_	Total		\$0.00
	Work Order		Warehouse	٩		Line Item Type	.	
	Phase Q		Bin	٩				
. 	Line Items							Remove Load Add
	Line Type Description				Vendor 8	Part Inven	itory Part Order Quanti	ty UOM Line Total Status
1016 AssetWorks								

- 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. •

Contract Tracking - 5

AiM Purchase Order Lir	ne Item			ROLETEST About Logout
Done Add	Cancel			
View S Extra Description Activity Expediting Actions Notes Log User Defined Fields	1 Install new landscape	Last Edited by ROLETEST On 05/27/2017 09:10 PM	Status Subledger External Reference Code Purchase Order	Open V Contract V Q LCON36500
	Unit Cost Order Quantity Amount	4000	Subtotal Discount Tax 1 Tax2 Tax Rebate Shipping Markup Line Total	C Totals S0.00 S0.00 S0.00 S0.00 S0.00 S0.00 S0.00 S0.00 S0.00
©2016 AssetWorks	Disbursement Defaults		_	Remove Add

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

AiM Purchase Order						ROL	ETEST About Help	Logout	
Save Cancel									
View Extra Description	LCON36500		1	Last Edited by ROLETEST On 05/27/2017 09:09 PM	Status			^	
Shipping Information Notes Log <u>User Defined Fields</u>		7	3		Placed By		M =	Purchase Order Status	
Status History Related Documents					PO Code	36500	Done <u>Status</u>	Search Show All	G
	Contractor	1742902355	Created	May 27, 2017	Currency	USD Q	CREATED SERVICE ORDERED	NEW PO SERVICE ORDERED	
	Address Code	ALEXANDER PLANT FARM	Review		Subtotal Discount		CLOSED CANCELED	CLOSED CANCELED	
	Blanket Number	٩	Needed	(m)	Tax			20.00	

- 4. Click the Magnify Glass next to Status
- 5. Choose Service Ordered. (No changes can be made at this point.)
- 6. Click Save

**Charge will appear as Encumbered on the WOP.

Purchase Order Invoice

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



AiM	E Purch	ase Order						
Search	Can	cel						
Purchase Orde	[• Clic the l	k on the l ine item	Purchase (Order num	ber to see
AiM Purc Done Re PO Code 36500	thase Order Tra fresh Ca Line 1	INSACTIONS ncel Description Install new landsca	ape	Che Clic	ck the ite k Done	ms that are	e being inv	voiced.
AiM Purchase Order	Invoice	_					ROLETEST Abo	ut Help Logo
View	32677		Last Edite	ed by ROLETEST C	n 05/29/2017 01:08 Pl	VI Status	GENERATED	a
Extra Description Notes Log User Defined Fields <u>Status History</u>						Type Purchase Order	SERVICE	_1
Related Documents	Contractor Address Code Blanket Number	1742902355 ALEXANDER PLANT FARM 000	Invoice Number	May 29 2017 🗮	2	Currency Code Subtotal Discount Tax Shipping	USD	\$4,000.00 \$0.00 \$0.00 \$0.00
	Contact Term Code			Wely 29, 2017	2	Line Total Markup		\$4,000.00 \$0.00
	Line Items			0		Grand Total	Remove	Add
		Install new lands	cape	0.0000	0.0000	S0.0000	50.0000 S4.000.00) Yes No

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

AiM Purchase Order Inv	oice Line Item					ROLETEST About Logout
Done Cancel View Extra Description Notes Log User Defined Fields	1 Install new landscape			Last Edited by ROLETEST On 05/29/2017 01:10 PM	Voided Allow External Reference Code Subledger Transaction	No Yes V Q Contract 32677
	Ordered Amount Prior Invoiced Amount Quantity	\$4,0	00.00 Invoiced Invoice Unit Cost Subtotal Discount Tax 1	© Totals (\$4,000,00) (\$0,00) (\$0,00) (\$0,00)	Accepted Unit Cost Subtotal Discount Tax 1 Tax2	C Totals 54,000,00 50,00 50,00 50,00 50,00
	Accepted Quantity Disbursement		Tax Rebate Shipping Invoiced Total	\$0.00 \$0.00 \$0.00 \$4,000.00	Tax Rebate Shipping Markup Line Total	50.00 50.00 50.00 50.00 54,000.00
	Sequence Work Order <u>1</u> 170516-303	Phase Des 739 001	cription	Wareho	use Bin	Quantity Sequence Total \$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
1	Status	GENERATED	(2	
	Туре	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 PC	36500?	
Yes	No	

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