

Material Tracking

AiM

2017

Need help: call IMS 862-3388 <https://sscaimapp.assetworks.com/fmax>

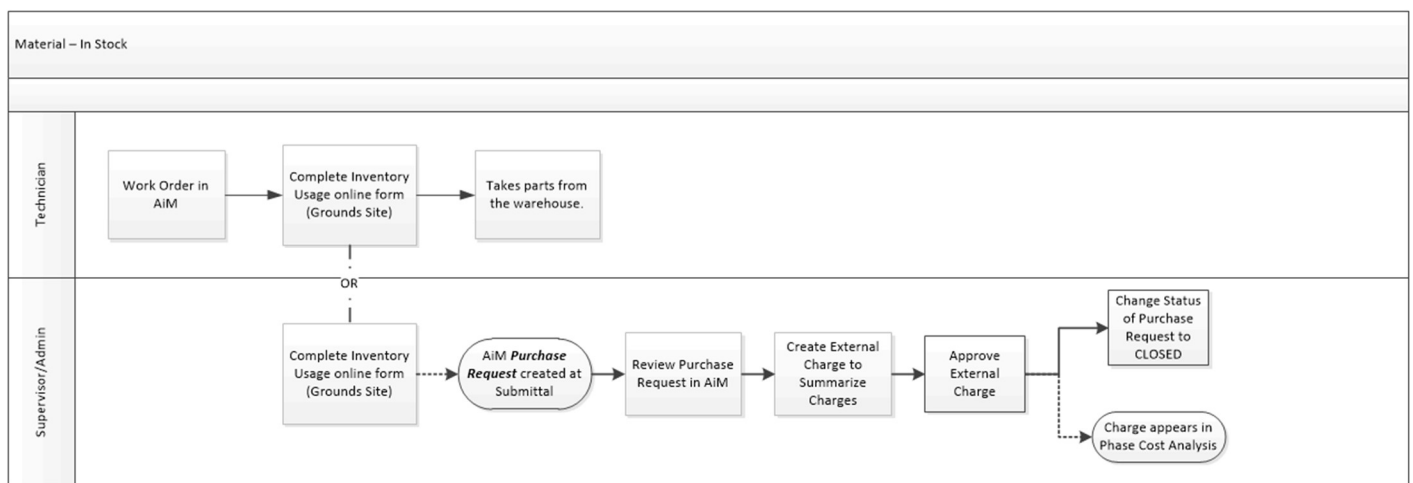
Material Tracking

There are 2 types of material charges.

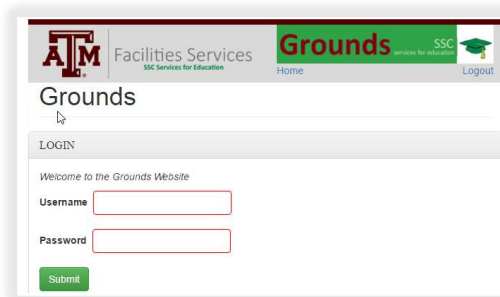
1. Items that are already available in the shop, referred to as Stock items or Inventory.
2. Items that have to be purchased or Non-stock.

These items are documented in AiM in two different way.

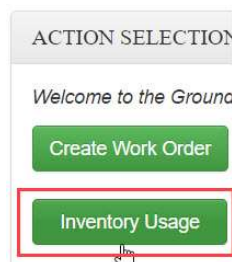
Stock or Inventory Item Tracking




Stock usage will be documented using the Grounds Inventory Usage form. This can be done on a mobile device or a desktop machine.



- Login to the Grounds website.



- On the Grounds website, click 

Inventory Usage

Date Used

Property Being Worked On
Please use the 'Lookup Bldg' button above.

Work Order/Phase
Please use the 'Work Order/Phase' button above.

Warehouse
Please use the Warehouse I

<input type="button" value="Part"/> Please use the 'Part' button above.	Quantity <input type="text"/> <input type="button" value="Add Item"/>
--	---

**Information is selected based on the Work Order/Phase the items are being taken for.

Inventory Usage

Date Used

Property Being Worked On 1
Please use the 'Lookup Bldg' button above.

Work Order/Phase 2
Please use the 'Work Order/Phase' button above.

Warehouse 3
Please use the Warehouse I

4
Please use the 'Part' button above.

1. Choose Property
 - a. Click on next to Property Being Worked On (Optional)
 - b. Search for the property of the WOP.
 - c. Select property from list
 2. Choose Work Order/Phase
 - a. Click on next to Work Order/Phase (WOP)
 - b. Hit the space bar to retrieve all WOPs assigned to technician (person logged in at the time.)
 3. Choose the Warehouse
 - a. Click on
 - b. Choose the Warehouse the part is being taken from.
- **Only parts from ONE warehouse can be documented on each form.
4. Click on . Only parts from the selected Warehouse will be pulled.
 - a. Hit the space bar to retrieve all parts or type in a word to search.
 - b. Select the part from the list

Find Part

Commodity Part Identifier Description UOM

- ADHESIVES Napa Permatex Red Loctite 50ml Napa Permatex Red Loctite EA
- BATTERY Battery Battery EA
- BATTERY Battery Terminal Battery Terminal EA
- BATTERY Napa CRC Battery Cleaner 11oz aerosol Napa CRC Battery Cleaner EA
- BELTS MORNING TEST MORNING TEST EA
- BELTS Serpentine Serpentine EA
- BELTS Timing Timing EA
- BRAKES 3M Brake cleaner 14oz aerosol 3M Brake cleaner EA

Part

BRAKES Brake pads Brake pads EA

Quantity

Add Item

5. Add the qty and click **Add Item**


Part

Please use the 'Part' button above.

Quantity

Add Item

Line Items

#	Part	Description	Qty UOM	
1	Brake pads	Brake pads	4 EA	

Submit

6. Parts will be listed as Line Items.

7. Add additional items.

8. Click **Submit**

*Items can be removed by clicking 

Once submitted, the following will be returned.

Inventory Usage

Material Request **120212** was successfully submitted on work order 161213-300968, phase 001

Another PR

- Purchase Requests will accumulate on the WOP until time for completing the work order and billing.
- When reviewing charges for billing, the supervisor will summarize the charges and post them using the External Charge screen.

Posting Charges using External Charge Screen

The screenshot shows the AiM Work Order interface. At the top, a list of work orders is displayed, with the entry '4 Work Management -- Work Order -- HEQ Billable Complete' highlighted in a red box. Below this, a table lists work orders with columns for 'Work Order #', 'Description', and 'Phase'. The entry '170504-303611' is highlighted in a red box. A 'View' button is visible next to this entry. Below the table, a 'Phase' section shows '001' highlighted in a red box. An 'Action' menu is open, with 'ViewFinder' highlighted in a red box. Below the 'ViewFinder' action, a detailed view of the work order is shown, including the work order number '170504-303611' and the description 'wes test'. At the bottom, a 'Screens' section is highlighted in a red box, showing a 'Purchase Request' screen with a count of '1'.

- On the WorkDesk Work Order channel, click on the query for completed Work Orders
- Choose the Work Order to review
- Click on the Phase number
- Choose ViewFinder from the Action menu
- This screen will show all screens associated to this Phase.
- If there is a link for Purchase Request, then Stock items were used on this WOP.
- Click on Purchase Request

Transaction #	Date Needed	Placed By	Status	Region	Facility	Property
120210	May 05, 2017 12:00 AM	996622	REQUESTED	02	C1	1156

- If the status is REQUESTED, then the charge has not been posted to the WOP.
- Click on the Transaction number

120210 Last Edited by GROUNDSUSER On 05/05/2017 09:47 AM Status: REQUESTED

Work Order: 170504-303611 Requested By: 996622 WALTER DUFFARD

Phase: 001 Date Needed: May 05, 2017 12:00 AM

Shop: HEQ Grounds - Heavy Equipment

Region: 02 TEXAS A&M UNIVERSITY- COLLEGE STATION
 Facility: C1 VET SCHOOL AREA
 Property: 1156 PHYSICAL PLANT ADMINISTRATION & SHOPS
 Location:

Line	Line Type	Part/Equipment	Description	UOM	Quantity	Unit Cost	Subtotal	Status
1	Stock	SELECT FILL SAND		CU YD	2.0000	\$0.0000	\$0.00	Open
2	Stock	RIVER ROCK 1 1/2"		BG	1.0000	\$0.0000	\$0.00	Open

This screen provides the information on the inventory used.

1. Who took the items from the warehouse and the date taken.
2. The items taken
 - **If unit cost has been entered into AiM, it will appear on this screen. If it has not been entered, the supervisor will have to look up the cost. Cost information should be documented so that the data can get entered into AiM.
3. Supervisor will total up the entire cost of the **Purchase Request**.
4. Click **< Back** to return to the View Finder screen.
5. Gather this information for all Purchase Requests on this Work Order. This information will be entered on the **External Charge** screen.
6. Once complete, Click **< Back** to return to the **Phase** screen

Phase

001
wes test

Action Menu:

- ViewFinder
- Timecard
- External Charge**
- Purchase Request
- Work Planner

- On the Phase Action Menu, click External Charge

1. Enter the description of Inventory Usage
2. Enter the total of the items in the Subtotal field
3. Click Save

Once saved, the Purchase Request needs to be closed.

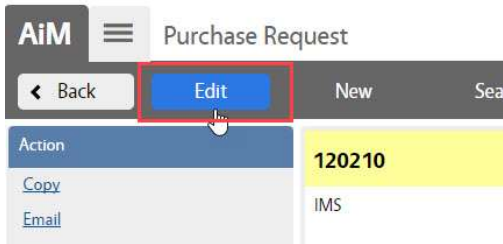
- Click ← Back to return to the WOP

- Choose ViewFinder from the Action menu

- Click on Purchase Request

Transaction #	Date Needed	Placed By	Status	Region	Facility	Property
120210	May 05, 2017 12:00 AM	996622	REQUESTED	02	C1	1156

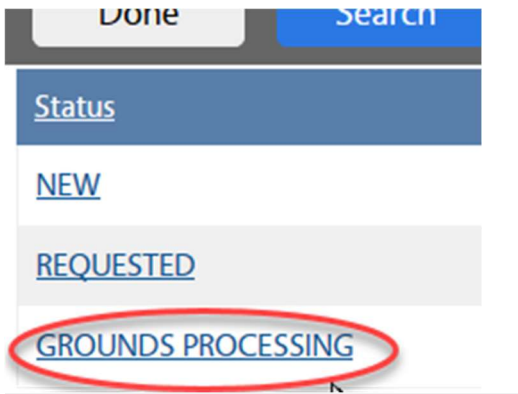
- Click on the Transaction number



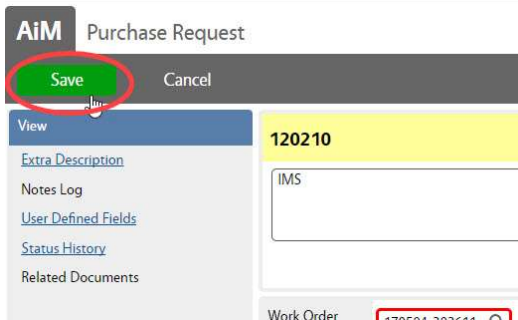
- Click 



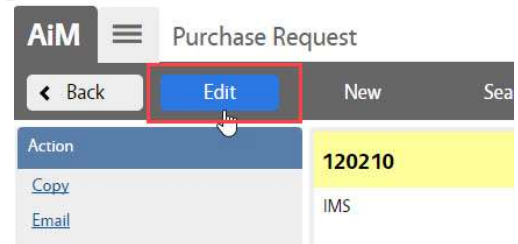
- Click magnify glass next to Status



- Choose GROUNDS PROCESSING



- Click 



- Click  again

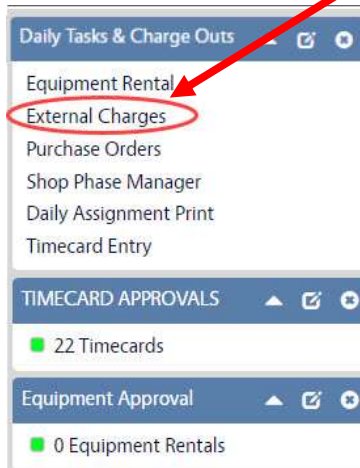
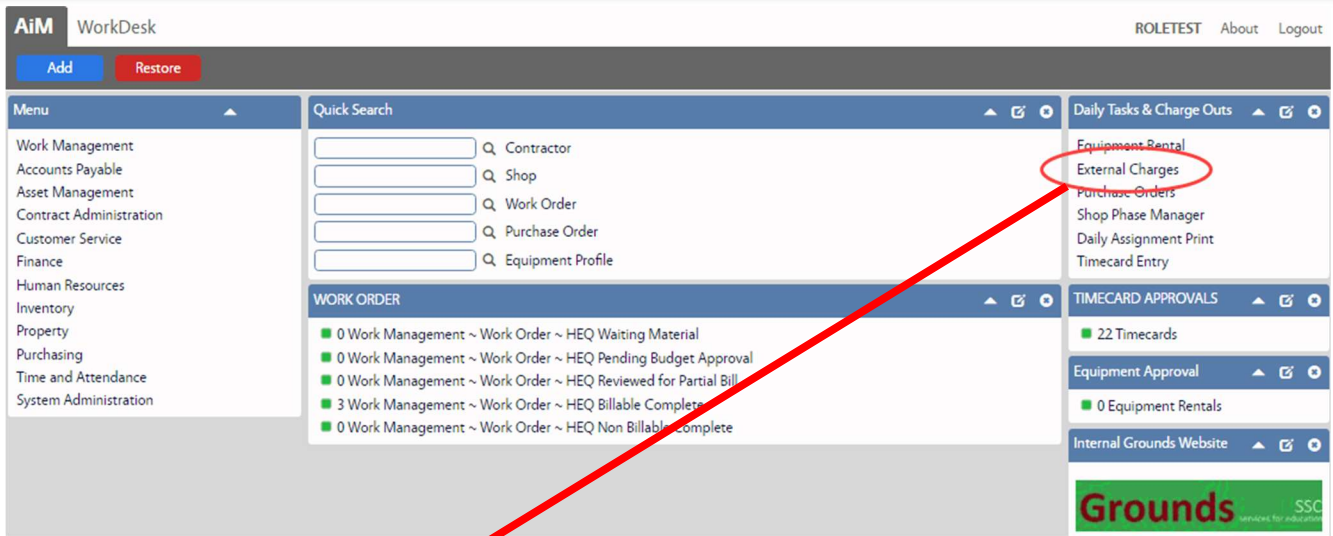
Save Cancel

View 120210 Last Edited by GROUNDUSER On 05/05/2017 09:47 AM Status PARTIALLY RECEIVED 

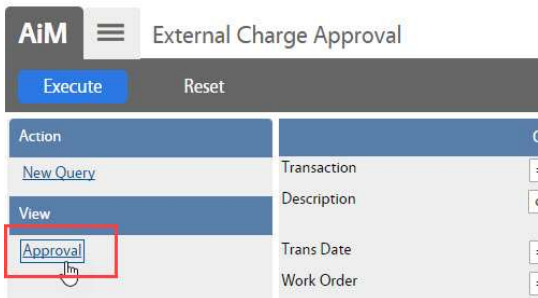
Extra Description

- Click magnify glass next to Status
- Choose Closed
- Click 

External Charge Approval



- Under Daily Tasks, click External Charges



- The External Charge Approval screen will open.
- Click on the Approval query



- Click 

AiM External Charge Approval ANNA About Help Logout

Approve Reject Search

Action More Detail

Select All

Work Order [130702-010961](#) Phase 001 Total Transactions 1
Total Cost \$4,994.85

Description 1507 IN THE PENTHOUSE AIR-HANDLER C,B,L-2 AND L-3 ALL HAVE AIR CONDITIONING LEAKS ON THE BASE OF THE DUCT GOING INTO THE AIR-HANDLER. THE ARE RUBBER SEALS THE NEED TO BE REPLACED AND INSULATED ALL AROUND THE BOTTOM OF THESE DUCTS GOING INTO THE HANDLERS.

Work Order [130716-012982](#) Phase 001 Total Transactions 4
Total Cost \$313.32

Description 0446 WE NEED TO HAVE AN EXTERMINATOR COME TO RUDDER 205 TO GET RID OF ANTS AS SOON AS POSSIBLE. IF YOU HAVE ANY QUESTIONS CALL BILL BIELAMOWICZ AT 845-8903. INSIDE/107

- The list of records appears in summary mode by Work Order.
- Click More Detail to expand the lines.

AiM External Charge Approval ANNA About Help Logout

Approve Reject Search

Action Less Detail

Select All

Work Order [130702-010961](#) Phase 001 Total Transactions 1
Total Cost \$4,994.85

Description 1507 IN THE PENTHOUSE AIR-HANDLER C,B,L-2 AND L-3 ALL HAVE AIR CONDITIONING LEAKS ON THE BASE OF THE DUCT GOING INTO THE AIR-HANDLER. THE ARE RUBBER SEALS THE NEED TO BE REPLACED AND INSULATED ALL AROUND THE BOTTOM OF THESE DUCTS GOING INTO THE HANDLERS.

Trans Date	Transaction	Description	Subledger	Total Cost
<input type="checkbox"/>	Apr 08, 2015	268882 REPLACE CANVAS CONNECTIONS	Contract	\$4,994.85

Work Order [130716-012982](#) Phase 001 Total Transactions 4
Total Cost \$313.32

Description 0446 WE NEED TO HAVE AN EXTERMINATOR COME TO RUDDER 205 TO GET RID OF ANTS AS SOON AS POSSIBLE. IF YOU HAVE ANY QUESTIONS CALL BILL BIELAMOWICZ AT 845-8903. INSIDE/107

Trans Date	Transaction	Description	Subledger	Total Cost
<input type="checkbox"/>	May 30, 2014	164452 23/32 BC PINE ULX EXTERIOR	Material	\$78.33

- More Detail shows each transaction number, transaction date, description, subledger and cost.
- Click on the Transaction number to see the full record
- Check the box in front of the transaction to approve

AiM External Charge Approval ANNA About Help Logout

Approve Reject Search

Action Less Detail

Select All

Work Order [130702-010961](#) Phase 001 Total Transactions 1
Total Cost \$4,994.85

Description 1507 IN THE PENTHOUSE AIR-HANDLER C,B,L-2 AND L-3 ALL HAVE AIR CONDITIONING LEAKS ON THE BASE OF THE DUCT GOING INTO THE AIR-HANDLER. THE ARE RUBBER SEALS THE NEED TO BE REPLACED AND INSULATED ALL AROUND THE BOTTOM OF THESE DUCTS GOING INTO THE HANDLERS.

Trans Date	Transaction	Description	Subledger	Total Cost
<input checked="" type="checkbox"/>	Apr 08, 2015	268882 REPLACE CANVAS CONNECTIONS	Contract	\$4,994.85

Work Order [130716-012982](#) Phase 001 Total Transactions 4
Total Cost \$313.32

Description 0446 WE NEED TO HAVE AN EXTERMINATOR COME TO RUDDER 205 TO GET RID OF ANTS AS SOON AS POSSIBLE. IF YOU HAVE ANY QUESTIONS CALL BILL BIELAMOWICZ AT 845-8903. INSIDE/107

Trans Date	Transaction	Description	Subledger	Total Cost
<input checked="" type="checkbox"/>	May 30, 2014	164452 23/32 BC PINE ULX EXTERIOR	Material	\$78.33
<input checked="" type="checkbox"/>	May 30, 2014	164451 23/32 BC PINE ULX EXTERIOR	Material	\$78.33
<input type="checkbox"/>	May 30, 2014	164447 23/32 BC PINE ULX EXTERIOR	Material	\$78.33
<input checked="" type="checkbox"/>	May 30, 2014	164453 23/32 BC PINE ULX EXTERIOR	Material	\$78.33

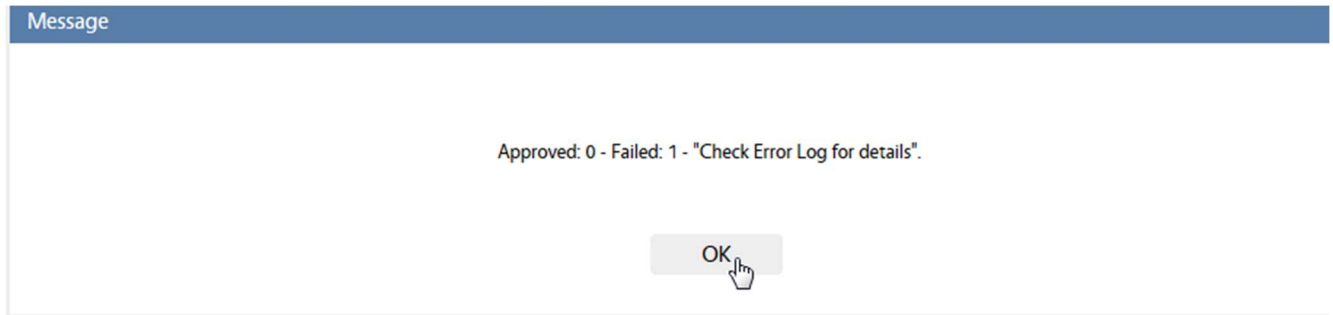
- Click Approve

Message

Approved: 4 - Failed: 0

OK

Error Log

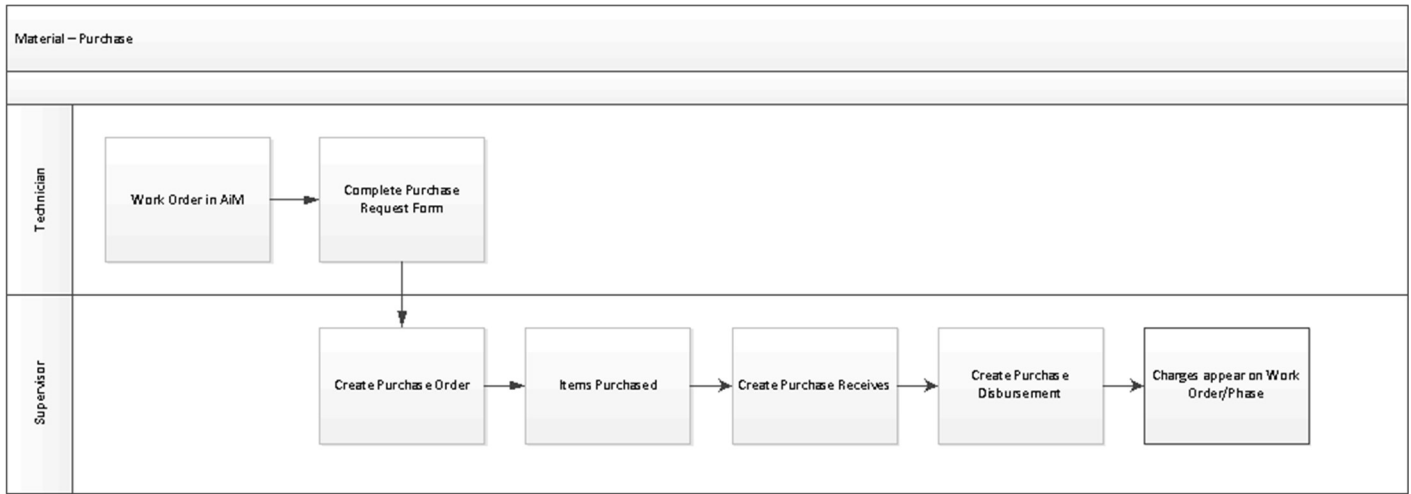


If a record does not Post, this message will appear.

The screenshot shows the "AiM External Charge Approval" interface. At the top, there are buttons for "Approve" (green), "Reject" (red), and a "Search" field. Below these is a "Message" box with the text: "Unable to approve certain external charges. Check Error Log for details." To the left of the main content is a sidebar with an "Action" menu where "Error Log" is highlighted with a red box. The main content area shows a list of work orders. The first entry is "Work Order 130716-012982 Phase 001" with a description: "0446 WE NEED TO HAVE AN EXTERMINATOR COME TO RUDDER 205 TO GET RID OF ANT: 845-8903. INSIDE/107". Below this is a table with columns "Trans Date", "Transaction", and "Description". The first row in the table has a red flag icon, a checkbox, the date "May 30, 2014", the transaction ID "164447", and the description "23/32 BC PINE ULX EXTERIOR". A red banner above the table reads: "Error Code: 6175 Work Order Actual and Encumbered Charges exceed the Work Order Budget".

- Put cursor over the Red flag or click on the Error Log to see the issue

Purchased Items



Technician Makes Request

- Technician will request the purchase of items using the Purchase Request Form.
- This form will be available to print on the Grounds website.
- The form is submitted to the person with the purchase card.

Request to Purchase Non-Stock Material or Services

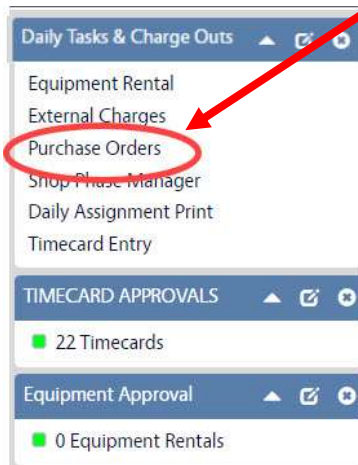
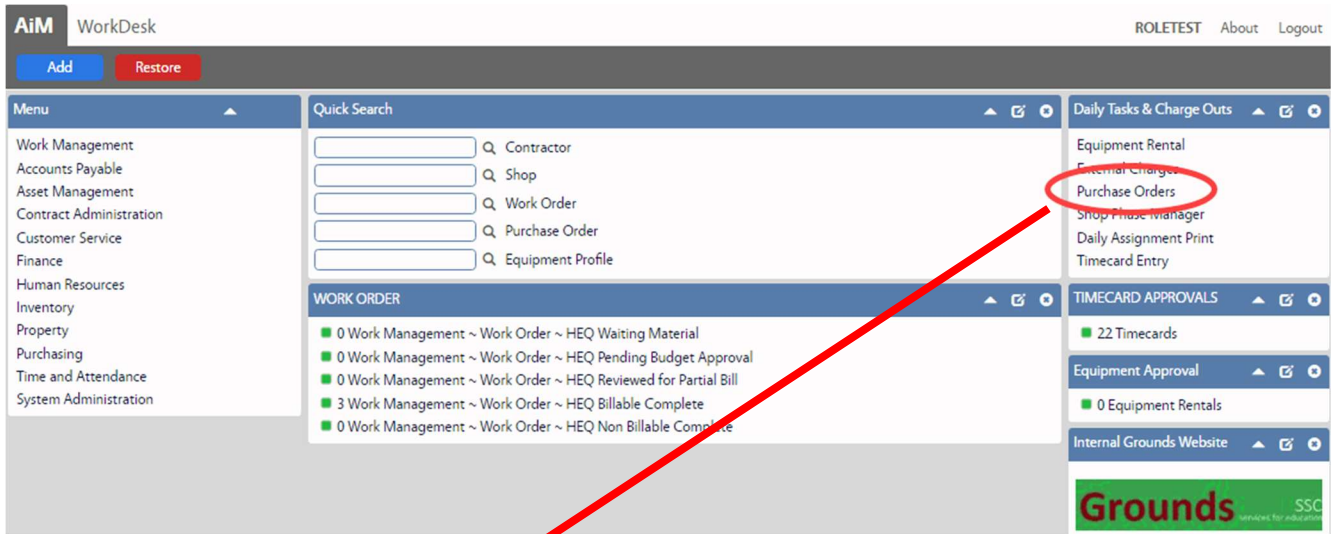
Requestor: _____ Date Requested: _____
 Work Order/Phase: _____ Date Needed: _____
 Vendor: _____

Part #	Description	Qty

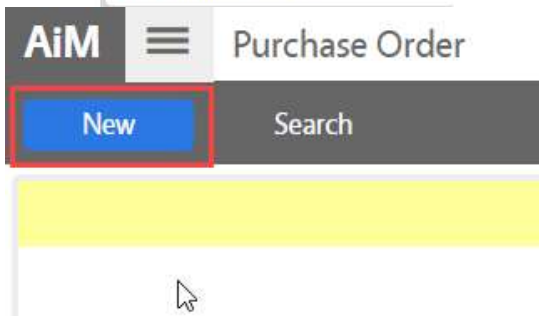
Entered in AiM By: _____ Date: _____
 Purchased By: _____ Date: _____
 AIM PO #: _____

Manager Documents Charges using Purchase Order

- The person responsible for the purchase card must create the Purchase Order.
- Purchase Order should be created prior to the items being purchased.
- Each physical receipt is entered into AiM as a Purchase Order
- Upload an image of the physical receipt to the PO as a Related Document.



- Under Daily Tasks, click Purchase Orders



- Click 

AiM Purchase Order ROLETEST About Help Logout

Save **Cancel**

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

Extra Description
Shipping Information
Notes Log
[User Defined Fields](#)
[Status History](#)
Related Documents

000036489

Contractor

Address Code

Blanket Number

Contact

Terms

Work Order

Phase

Created

Review

Needed

Expected

Warehouse

Bin

Status

Type

STANDARD PURCHASE ORDERS FOR ONE-TIME PURCHASE OF VARIOUS

Placed By

PO Code 36489

Currency

Subtotal \$0.00

Discount \$0.00

Tax \$0.00

Shipping \$0.00

Markup Percent

Total \$0.00

Line Item Type

Remove **Load** **Add**

Line	Type	Description	Vendor Part	Inventory Part	Order Quantity	LCM	Line Total	Status
------	------	-------------	-------------	----------------	----------------	-----	------------	--------

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AiM Purchase Order

Save **Cancel**

View

Extra Description
Shipping Information
Notes Log
[User Defined Fields](#)
[Status History](#)
Related Documents

000036489

AiM Purchase Order

Save **Cancel**

View

Extra Description
Shipping Information
Notes Log
[User Defined Fields](#)
[Status History](#)
Related Documents

LCON36489

- 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

- Click the next to Type

AiM Purchase Order Type

Done Search Show All Cancel

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

- Choose GR P-CARD

Contractor

Address Code

Blanket Number

Contact

Terms

- Click the Q next to Contractor

AiM Contractor

Done Search Cancel

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

- Click Search

AiM Contractor

Execute Reset

Operator

Contractor

Description

1099 Code

Qualified

Expiration Date

Address Code

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

AiM Contractor

Done Search Show All Cancel

Contractor ↓	Description
1383748576	PLANT PEOPLE LLC
1742796924	PLANT EQUIPMENT - SERVICES
1742902355	ALEXANDER PLANT FARM
1770207692	PI *PLANTRONICS INC

- Choose the identifier for the correct Contractor

Currency	<input type="text" value="USD"/>
Subtotal	\$0.00
Discount	\$0.00
Tax	\$0.00
Shipping	\$0.00
Markup Percent	<input type="text" value="12"/> \$0.00
Total	\$0.00

- 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: [Text Area]

Shipping Information: [Text Area]

Notes Log

User Defined Fields

Status History

Related Documents

Status: [Dropdown]

Type: STANDARD PO

Placed By: [Text]

PO Code: 36489

Currency: USD

Subtotal	\$0.00
Discount	\$0.00
Tax	\$0.00
Shipping	\$0.00
Markup Percent	<input type="text" value="12"/> \$0.00
Total	\$0.00

Contractor: [Text]

Address Code: [Text]

Blanket Number: [Text]

Contact: [Text]

Work Order: [Text]

Phase: [Text]

Created: May 24, 2017

Review: [Dropdown]

Needed: [Dropdown]

Expected: [Dropdown]

Warehouse: [Text]

Bin: [Text]

Line Item Type: [Dropdown]

Remove Load Add

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

©2016 AssetWorks

- The Green highlighted section is used if all items are being purchased for the same Work Order/Phase
- The Purple highlighted section is used if all items are the same Line Item Type.
- Click **Add** to create a line item.

There are 4 types of line items.

- Stock – items to replenish the warehouse
- Catalog – items from a saved vendor list
- Non-Stock – items not in inventory or a catalog
- Service – Hiring a contractor to do the work

Add New Line Item – Non-Stock

- Non-Stock is used to order parts not in inventory or a vendor catalog.
- These items are disbursed to a WOP.

AiM Add New Line Item

Next Cancel

Please Select:

Stock

Catalog

Non-Stock

- Choose Non-Stock
- Click **Next**

AiM Purchase Order Line Item ROLETEST About Logout

Done Add Cancel

View

Extra Description

Activity

Expediting Actions

Notes Log

User Defined Fields

3 Last Edited by ROLETEST On 07/28/2016 12:00 PM

Description of item

Status: Open

Subledger: Material

External Reference Code

Purchase Order

Vendor Part: 1234

Part

UOM: ea

UOM

Green: No

Unit Cost: 6.00

Issue Factor

Order Quantity: 3

Unit Cost

Stock Quantity: 0.0000

Totals

Subtotal: \$0.00

Discount: \$0.00

Tax 1: \$0.00

Tax 2: \$0.00

Tax Rebate: \$0.00

Shipping: \$0.00

Markup: \$0.00

Line Total: \$0.00

Disbursement Defaults

Remove Add

Sequence	Work Order	Phase	Description	Warehouse	Bin	Quantity	Subtotal
1							\$0.00

****For Non-Stock parts, all Red boxes must be filled in. Nothing will auto-populate.**

- Description – Under the yellow area, enter a description for the line item
- Vendor Part – Part number being ordered; If a part number does not exist, use the best description (ie. – Dirt)
- UOM – What unit of measure is being charged. Is the unit cost by each, by the oz, by the inch, etc
- Issue Factor – If item is bought as a box but will be charged to Work Orders individually.
 - Ex: Box of 12 for \$12.00 will be charged to 3 Work Orders at \$1.00/piece
- Order Quantity – How many are being ordered
- Subledger (Top right corner) – Designation for the charge on the Cost Analysis

- Add any known tax or shipping cost
- Click Totals to calculate the Line Total
- If a default Work Order was not entered on the first screen, click the Disbursement Defaults Sequence number

AiM Disbursement Defaults ROLETEST About Logout

Done Cancel

1 Last Edited by ROLETEST On 07/28/2016 11:45 AM

Purchase Order 000007136

Line 2
PRE-RINSE SPRAY FACE, PLASTIC, MFR.

Quantity

Unit Cost \$5.8300

Warehouse

Bin

Work Order

Phase

Transaction

Line

Totals

Subtotal	\$34.98
Discount	\$0.00
Tax 1	\$0.00
Tax 2	\$0.00
Tax Rebate	\$0.00
Shipping	\$0.00
Markup	\$0.00
Sequence Total	\$34.98

- Enter a Work Order for the items to be disbursed to upon arrival. Quantity will default to the total amount.
- Click

AiM Purchase Order Line Item ROLETEST About Logout

Done **Add** Cancel

view

2 Last Edited by ROLETEST On 07/28/2016 11:45 AM

PRE-RINSE SPRAY FACE, PLASTIC, MFR. MODEL # 001121-45, T & S

Status

Subledger Material

External Reference Code

Purchase Order 000007136

Vendor Part

Part PRE-RINSE SPRAY FACE,

UOM EA

Green No

Unit Cost

Issue Factor

Order Quantity

Stock Quantity 6.0000

Unit Cost

Totals

Subtotal	\$34.98
Discount	<input type="text" value="\$0.00"/>
Tax 1	<input type="text" value="\$0.00"/>
Tax 2	<input type="text" value="\$0.00"/>
Tax Rebate	<input type="text" value="\$0.00"/>
Shipping	<input type="text" value="\$0.00"/>
Markup	\$0.00
Line Total	\$34.98

Disbursement Defaults

Sequence	Work Order	Phase	Description	Warehouse	Bin	Quantity	Subtotal
<input type="checkbox"/> 1	160727-166152	001				6.0000	\$34.98

- Click to return to the Purchase Order screen or Click to enter additional Line Items
- Once all Line Items have been entered, Click
- Supervisor provides the vendor with the Purchase Order number.

Add New Line Item – Stock

- Stock line item type is used when replenishing the warehouse
- Stock line item type can be used when buying specifically for a Work Order.
- Stock allows user to choose the item from the list of inventory items.
- In order to be added to the Purchase Order, the stock item must be in the Vendor Catalog of the selected vendor.

- Choose Stock
- Click

Sequence	Work Order	Phase	Description	Warehouse	Bin	Quantity	Subtotal
1							\$0.00

- Click the Magnify glass next to Part
- Search for the inventory part number

Part	Description
#10FW	FLAT WASHER, SAE, STEEL, ZINC FIN SURFACE FOR FASTENERS AND FIXT
#10SLW	SPLIT LOCK WASHER, STANDARD, S THICKNESS 0.047, PACKAGE OF 100
#12FW	FLAT WASHER, SAE, STEEL, ZINC FIN SURFACE FOR FASTENERS AND FIXT
#12SLW	SPLIT LOCK WASHER, STANDARD, S THICKNESS 0.056, THICKNESS TOLE

- Choose the part number
- The Purchase Order Line Item screen will reappear with the Vendor data populated

AiM Purchase Order Line Item ROLETEST About Logout

Done Add Cancel

View

- Extra Description
- Activity
- Expediting Actions
- Notes Log
- User Defined Fields

1 Last Edited by ROLETEST On 07/28/2016 11:21 AM

Status: Open

Subledger: Material

External Reference Code:

Purchase Order: 000007136

<p>Vendor Part: 6DYU8 SPLIT LOCK WASHER ZINC FITS</p> <p>UOM: PK</p> <p>Green: No</p> <p>Unit Cost: \$1.9900</p> <p>Issue Factor: 1</p> <p>Order Quantity: 0.0000</p>	<p>Part: #12SLW SPLIT LOCK WASHER, STANDARD,</p> <p>UOM:</p> <p>Unit Cost:</p> <p>Stock Quantity: 0.0000</p>	<p>Totals</p>
---	---	---

Subtotal: \$0.00
Discount: \$0.00
Tax 1: \$0.00
Tax 2: \$0.00
Tax Rebate: \$0.00
Shipping: \$0.00
Markup: \$0.00
Line Total: \$0.00

Disbursement Defaults Remove Add

Sequence	Work Order	Phase	Description	Warehouse	Bin	Quantity	Subtotal
1							\$0.00

- Enter the Quantity to order
- Add any known tax or shipping cost
- Click Totals to calculate the Line Total

AiM Purchase Order Line Item ROLETEST About Logout

Done Add Cancel

View

Extra Description
[Activity](#)
 Expediting Actions
 Notes Log
 User Defined Fields

1 Last Edited by ROLETEST On 07/28/2016 11:21 AM

SPLIT LOCK WASHER ZINC FITS #12 PK 100

Status: Open

Subledger: Material

External Reference Code:

Purchase Order: 000007136

Vendor Part: 6DYU8 Part: #12SLW

SPLIT LOCK WASHER ZINC FITS

UOM: PK

Green: No

Unit Cost: \$1.9900

Issue Factor: 1

Order Quantity: 3.0000

Stock Quantity: 3.0000

Totals

Subtotal: \$5.97

Discount: \$0.00

Tax 1: \$0.00

Tax 2: \$0.00

Tax Rebate: \$0.00

Shipping: \$0.00

Markup: \$0.00

Line Total: \$5.97

Disbursement Defaults Remove Add

Sequence	Work Order	Phase	Description	Warehouse	Bin	Quantity	Subtotal
1						3.0000	\$5.97

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 https://scaimapp.assetworks.com:8443/fmax/screen/PO_LINE_ITEM_EDIT#

- If a default Work Order or Warehouse was not entered on the first screen, click the Disbursement Defaults Sequence number

AiM Disbursement Defaults ROLETEST About Logout

Done Cancel

1 Last Edited by ROLETEST On 07/28/2016 11:21 AM

Purchase Order: 000007136

Line: 1

SPLIT LOCK WASHER ZINC FITS #12 PK 100

Quantity: 3.0000

Unit Cost: \$1.9900

Warehouse: FACILITIES

FACILITIES WAREHOUSE

Bin: 2129.2.4.1

Work Order:

Phase:

Transaction:

Line:

Totals

Subtotal: \$5.97

Discount: \$0.00

Tax 1: \$0.00

Tax 2: \$0.00

Tax Rebate: \$0.00

Shipping: \$0.00

Markup: \$0.00

Sequence Total: \$5.97

- Enter a Warehouse or Work Order for the items to be disbursed to upon arrival. Quantity will default to the total amount. Multiple disbursement locations can be setup.
- Click

- Click **Done** to return to the Purchase Order screen or Click **Add** to enter additional Line Items
- Once all Line Items have been entered, Click **Save**

Add New Line Item – Catalog

- Catalog parts are items that have been created and stored in a Vendor Catalog in AiM.
- Only items not associated to an inventory part can be selected through this method.
- These can only be disbursed to a Work Order.

- Choose Catalog
- Click **Next**

AiM Purchase Order Line Item ROLETEST About Logout

Done Add Cancel

View **2** Last Edited by ROLETEST On 07/28/2016 11:45 AM

Extra Description
Activity
Expediting Actions
Notes Log
User Defined Fields

Status: Open
Subledger: Material
External Reference Code:
Purchase Order: 000007136

Vendor Part: Part:

UOM: Green No
Unit Cost: \$0.0000
Issue Factor:

Order Quantity: 0.0000 Stock Quantity: 0.0000

Disbursement Defaults

Sequence	Work Order	Phase	Description	Warehouse	Bin	Quantity	Subtotal
1							\$0.00

Totals
Subtotal: \$0.00
Discount: \$0.00
Tax 1: \$0.00
Tax 2: \$0.00
Tax Rebate: \$0.00
Shipping: \$0.00
Markup: \$0.00
Line Total: \$0.00

Remove Add

- Click the Magnify glass next to Vendor Part
- Search the Vendor Catalog for the part number

AiM Vendor Part

Done Search Cancel

Vendor Part ↓	Description
08500/558-935	TECMATE PRO SERVI
10A990	DIAGONAL CUTTER, 7-
10C458	CARTRIDGE ASSEMBLY
10C459	CARTRIDGE ASSEMBLY
10C468	PRE-RINSE SPRAY FACE
10K798	HIGH VISIBILITY VEST, C
10K299	HIGH VISIBILITY VEST, C

- Choose the Vendor part number
- The Purchase Order Line Item screen will reappear with the Vendor data populated

AiM Purchase Order Line Item ROLETEST About Logout

Done Add Cancel

View 2 Last Edited by ROLETEST On 07/28/2016 11:45 AM

Extra Description
Activity
Expediting Actions
Notes Log
User Defined Fields

PRE-RINSE SPRAY FACE, PLASTIC, MFR. MODEL # 001121-45, T & S

Status: **Open**

Subledger: Material

External Reference Code:

Purchase Order: 000007136

Vendor Part: Part: PRE-RINSE SPRAY FACE

UOM: EA UOM: UOM

Green: No

Unit Cost:

Issue Factor:

Order Quantity: Stock Quantity: 6.0000

Subtotal: \$34.98

Discount:

Tax 1:

Tax 2:

Tax Rebate:

Shipping:

Markup: \$0.00

Line Total: \$34.98

Disbursement Defaults Remove Add

Sequence	Work Order	Phase	Description	Warehouse	Bin	Quantity	Subtotal
<input type="checkbox"/>	1					6.0000	\$34.98

- Enter the Quantity to order
- Add any known tax or shipping cost
- Click Totals to calculate the Line Total

AiM Purchase Order Line Item ROLETEST About Logout

Done Add Cancel

View 2 Last Edited by ROLETEST On 07/28/2016 11:45 AM

Extra Description
Activity
Expediting Actions
Notes Log
User Defined Fields

PRE-RINSE SPRAY FACE, PLASTIC, MFR. MODEL # 001121-45, T & S

Status: **Open**

Subledger: Material

External Reference Code:

Purchase Order: 000007136

Vendor Part: Part: PRE-RINSE SPRAY FACE

UOM: EA UOM: UOM

Green: No

Unit Cost:

Issue Factor:

Order Quantity: Stock Quantity: 6.0000

Subtotal: \$34.98

Discount:

Tax 1:

Tax 2:

Tax Rebate:

Shipping:

Markup: \$0.00

Line Total: \$34.98

Disbursement Defaults Remove Add

Sequence	Work Order	Phase	Description	Warehouse	Bin	Quantity	Subtotal
<input type="checkbox"/>	1					6.0000	\$34.98

- If a default Work Order was not entered on the first screen, click the Disbursement Defaults Sequence number

AiM Disbursement Defaults ROLETEST About Logout

Done Cancel

1 Last Edited by ROLETEST On 07/28/2016 11:45 AM

Purchase Order 000007136

Line 2
PRE-RINSE SPRAY FACE, PLASTIC, MFR.

Quantity

Unit Cost \$5.8300

Warehouse

Bin

Work Order

Phase

Transaction

Line

Totals

Subtotal	\$34.98
Discount	\$0.00
Tax 1	\$0.00
Tax 2	\$0.00
Tax Rebate	\$0.00
Shipping	\$0.00
Markup	\$0.00
Sequence Total	\$34.98

- Enter a Work Order for the items to be disbursed to upon arrival. Quantity will default to the total amount. Multiple disbursement locations can be setup.
- Click

AiM Purchase Order Line Item ROLETEST About Logout

Done Cancel

2 Last Edited by ROLETEST On 07/28/2016 11:45 AM

Status

Subledger Material

External Reference Code

Purchase Order 000007136

Extra Description

Activity

Expediting Actions

Notes Log

User Defined Fields

PRE-RINSE SPRAY FACE, PLASTIC, MFR. MODEL # 001121-45, T & S

Vendor Part Part

PRE-RINSE SPRAY FACE,

UOM EA UOM

Green No

Unit Cost

Issue Factor

Order Quantity Stock Quantity 6.0000

Totals

Subtotal	\$34.98
Discount	<input type="text" value="\$0.00"/>
Tax 1	<input type="text" value="\$0.00"/>
Tax 2	<input type="text" value="\$0.00"/>
Tax Rebate	<input type="text" value="\$0.00"/>
Shipping	<input type="text" value="\$0.00"/>
Markup	\$0.00
Line Total	\$34.98

Disbursement Defaults

Sequence	Work Order	Phase	Description	Warehouse	Bin	Quantity	Subtotal
1	160727-166152	001				6.0000	\$34.98

- Click to return to the Purchase Order screen or Click to enter additional Line Items
- Once all Line Items have been entered, Click

Statuses –

- Open –
 - Items can be added to the Purchase Order.
 - Cost can be edited.
 - Work Order numbers can be edited.
- Fully Received –
 - Cost is correct.
 - Items have been purchased.
 - Lines match receipt line items.
 - Once PO is saved in Fully Received, the dollar amount will appear in the Cost Analysis as an Encumbered expense.

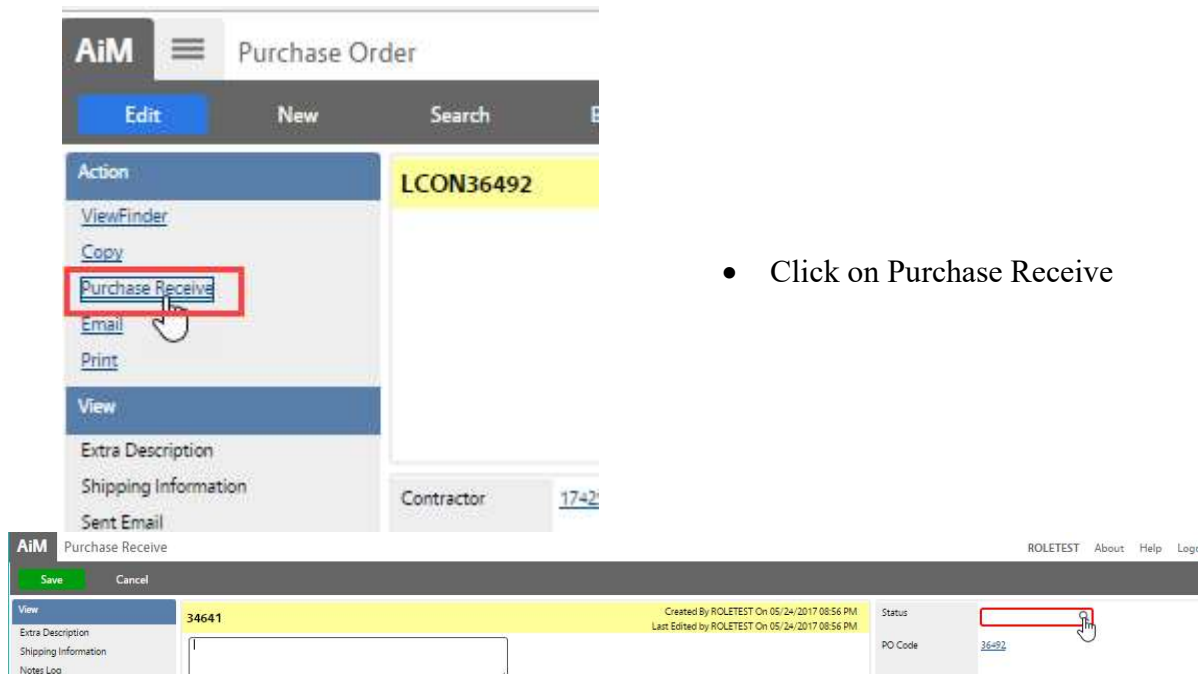
Once the Purchase Order is saved in Fully Received, proceed to the next step.

Purchase Receives

Once items have been purchased, do the following steps to post the charges to the Work Order/Phase. On the WorkDesk, click on the query for Fully Received Purchase Orders.



- Click the PO Code next to the Purchase Order number

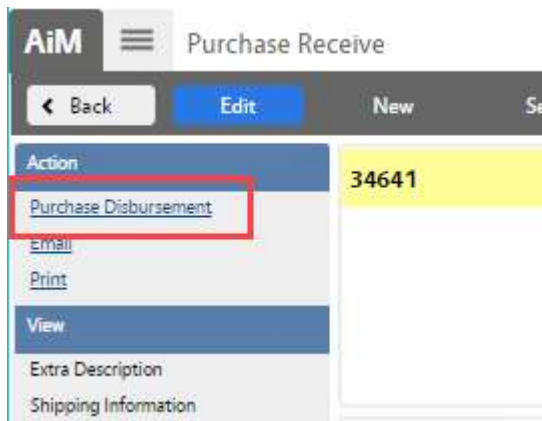


- Click on Purchase Receive

- Click the magnify glass next to the Status box
- Choose Fully Received
- Click **Save**

Purchase Disbursement

Once purchased items have been received in AiM, a Purchase Disbursement needs to be completed. The Disbursement screen sets which Work Order/Phase the items were charged to.



- Once the Purchase Receive is saved, the Purchase Disbursement link will appear.
- Click Purchase Disbursement

Save Cancel

View 10055 Last Edited by ROLETEST On 07/29/2016 03:10 PM Type Purchase Receive

Extra Description

Notes Log

Total \$6.00

Line Item Remove Add

Line	Transaction	Item	Invoice Number	Vendor Part	Work Order	Phase	Warehouse	Bin	Component Group	Component	Quantity	Reverse Quantity	Line Total	Currency
1	6526	3	1234	160727-166152	001						1.0000	0.0000	\$6.00	USD

- Confirm the Work Order/Phase to disburse to.
- Click **Save**

Message

Close the PO 364927

Yes No

- If all items on the PO have been received and disbursed, this message will appear.
- Click **Yes**

Charge will now appear on the Work Order/Phase Cost Analysis.