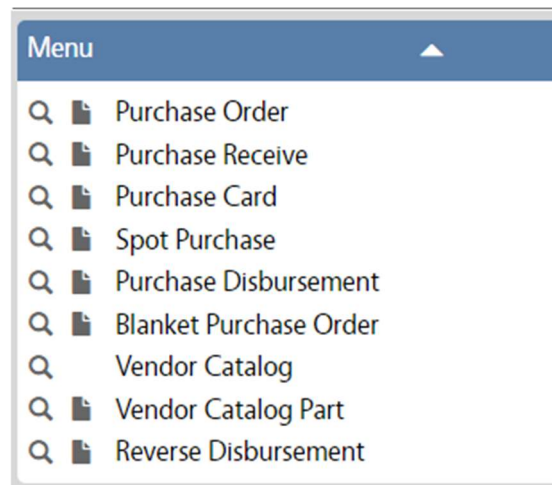


Purchasing Module How-To
AiM
2016

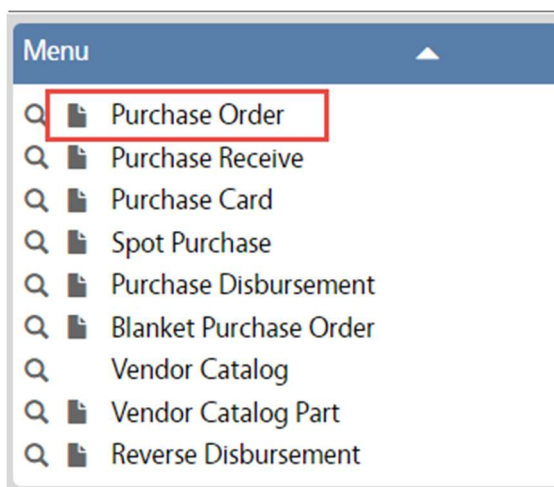
Table of Contents


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Purchasing Module Menu

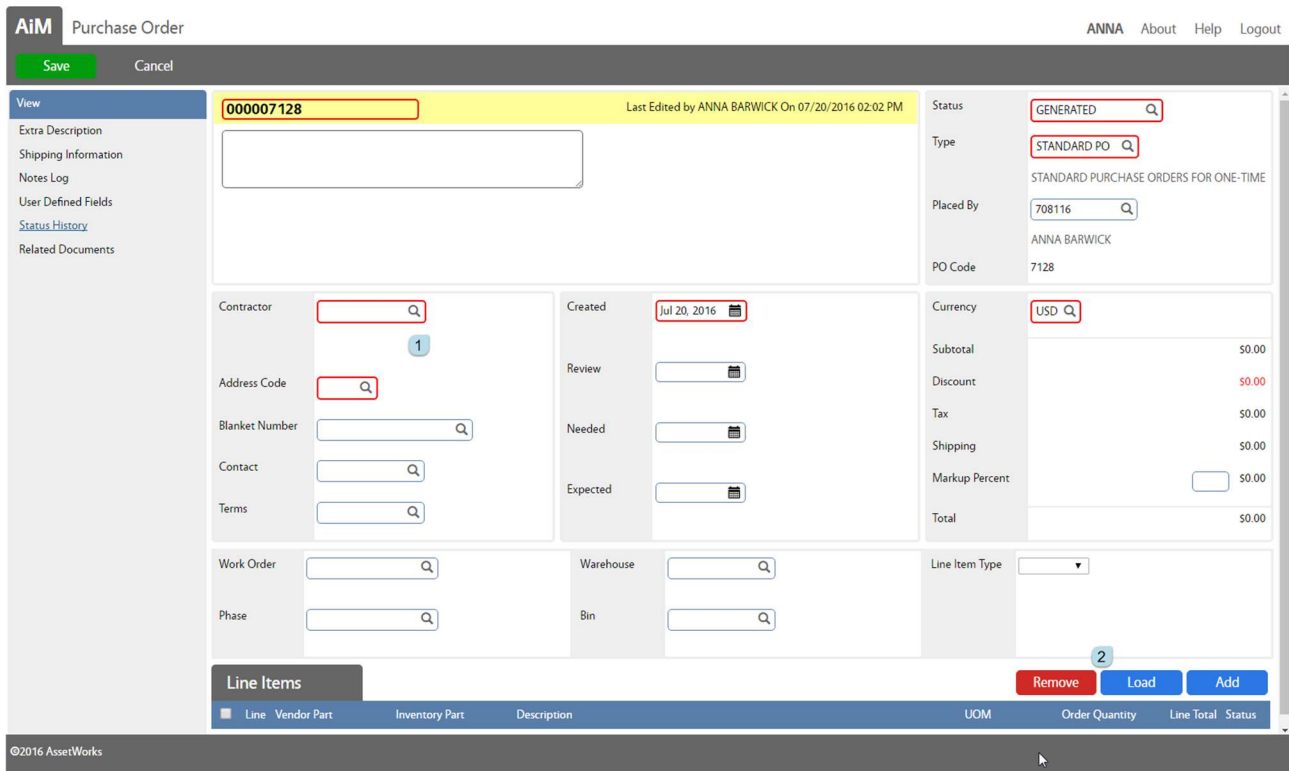


Purchase Order Screen



- In the Purchasing Module, look at the Menu
- Click the Paper Icon  next to Purchase Order

New Purchase Order by Loading Material Request



AiM Purchase Order ANNA About Help Logout

Save Cancel

View **000007128** Last Edited by ANNA BARWICK On 07/20/2016 02:02 PM

Status: GENERATED
 Type: STANDARD PO
 STANDARD PURCHASE ORDERS FOR ONE-TIME
 Placed By: 708116
 ANNA BARWICK
 PO Code: 7128

Contractor: [Search] **1**
 Address Code: [Search]
 Blanket Number: [Search]
 Contact: [Search]
 Terms: [Search]

Created: Jul 20, 2016
 Review: [Calendar]
 Needed: [Calendar]
 Expected: [Calendar]

Work Order: [Search]
 Phase: [Search]
 Warehouse: [Search]
 Bin: [Search]

Currency: USD
 Subtotal: \$0.00
 Discount: \$0.00
 Tax: \$0.00
 Shipping: \$0.00
 Markup Percent: \$0.00
 Total: \$0.00

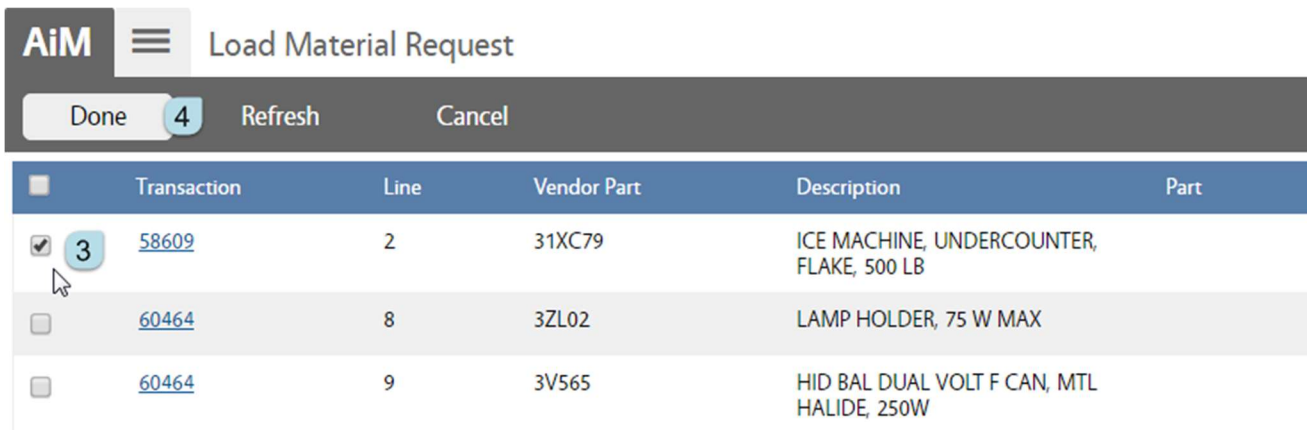
Line Item Type: [Dropdown]

Line Items **2** Remove Load Add

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

©2016 AssetWorks

1. Enter or search for a Contractor
2. Click **Load** to search for the Material Request



AiM Load Material Request

Done **4** Refresh Cancel

	Transaction	Line	Vendor Part	Description	Part
<input checked="" type="checkbox"/> 3	58609	2	31XC79	ICE MACHINE, UNDERCOUNTER, FLAKE, 500 LB	
<input type="checkbox"/>	60464	8	3ZL02	LAMP HOLDER, 75 W MAX	
<input type="checkbox"/>	60464	9	3V565	HID BAL DUAL VOLT F CAN, MTL HALIDE, 250W	

3. Check the box next to the Material Request (MR) to Load (make a note of the MR number)
4. Click **Done**

AiM Purchase Order

View T58609 5 Last Edited by ANNA BARWICK On 07/20/2016 02:02 P

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

TRADES
 6 DAY LEAD TIME

Contractor 1361150280
 GRAINGER INC

Address Code 000

Created Jul 20, 2016
 Review

5. Back on the Purchase Order screen, change the Purchase Order number to the format of –
 - Shop Code + Material Request # + Seq Number if needed
 - Ex: T for Trades MR # 1234 = T1234
 - If purchase order is needed for multiple venders – T1234-1; T1234-2

Contractor 1361150280
 GRAINGER INC

Address Code 000

Blanket Number

Contact

Terms

Created Jul 20, 2016

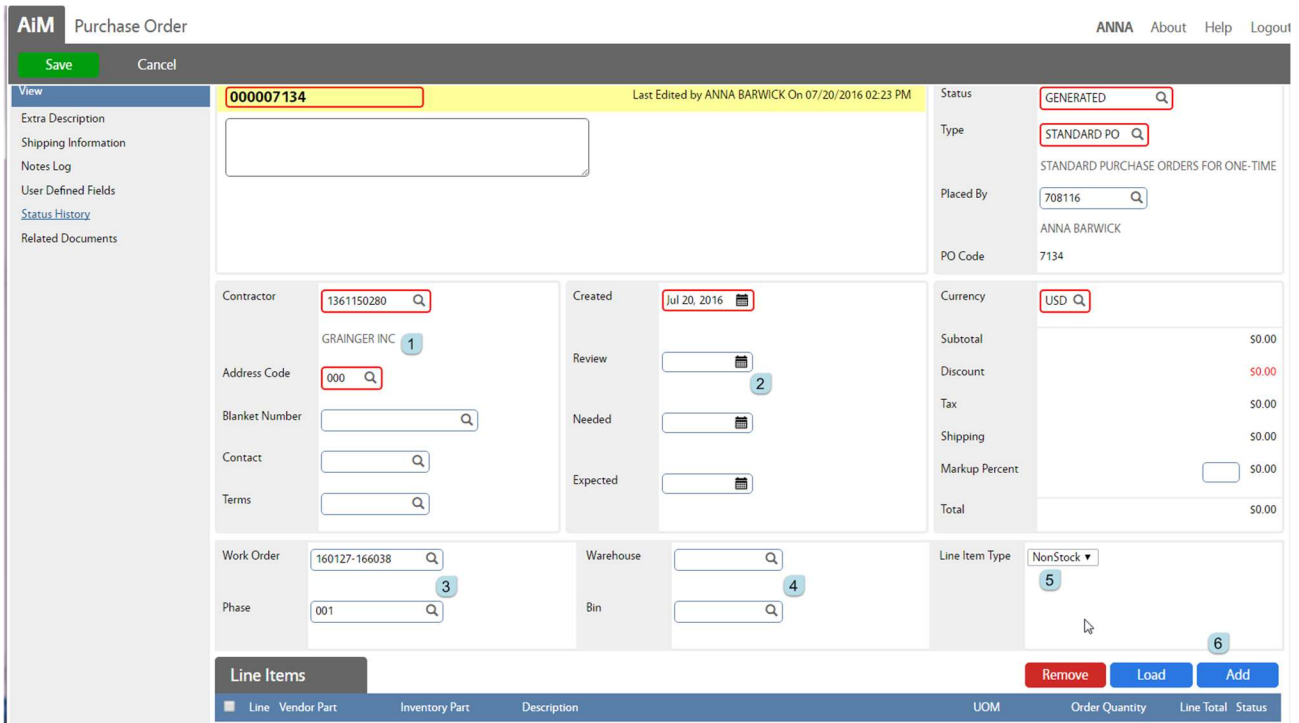
Review

Needed May 06, 2015

Expected

- The remaining date fields can be completed if the information is known.
6. Click

New Purchase Order by Manual Entry



AiM Purchase Order ANNA About Help Logout

Save **Cancel**

View **000007134** Last Edited by ANNA BARWICK On 07/20/2016 02:23 PM

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

Status: **GENERATED**

Type: **STANDARD PO**
STANDARD PURCHASE ORDERS FOR ONE-TIME

Placed By: **708116**
ANNA BARWICK

PO Code: **7134**

Contractor: **1361150280**
GRAINGER INC 1

Address Code: **000**

Blanket Number:

Contact:

Terms:

Created: **Jul 20, 2016**

Review:

Needed:

Expected:

Currency: **USD**

Subtotal	\$0.00
Discount	\$0.00
Tax	\$0.00
Shipping	\$0.00
Markup Percent	\$0.00
Total	\$0.00

Work Order: **160127-166038**

Phase: **001**

Warehouse:

Bin:

Line Item Type: **NonStock**

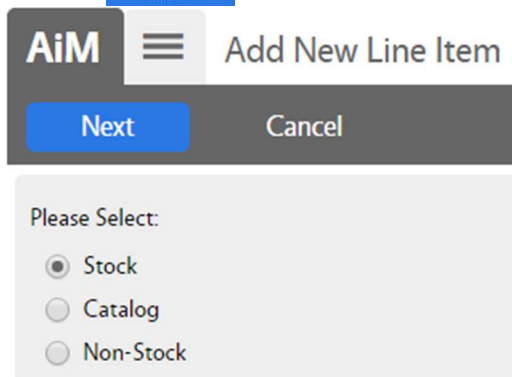
Remove **Load** **Add**

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

1. Enter or search for a Contractor
2. Enter additional date information if known

**** 3 – 5 are optional. They will default the information entered on each line item created. If these are not completed, then the information will need to be selected for each line. Cannot have both a Work Order **and** a Warehouse default on the same PO.**

3. Work Order – the Work Order these items will be disbursed to upon receipt.
4. Warehouse – Warehouse stock items will be disbursed to
5. Line Item Type – Stock, NonStock,
6. Click **Add** to create a line item.



AiM **Add New Line Item**

Next **Cancel**

Please Select:

Stock

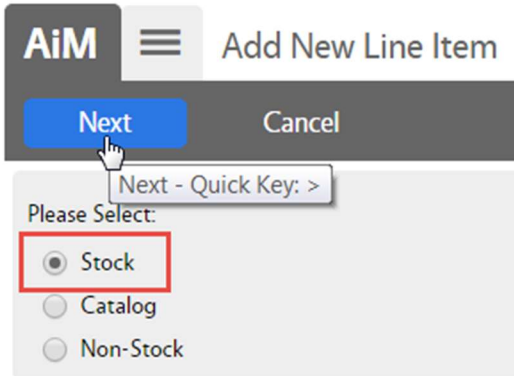
Catalog

Non-Stock

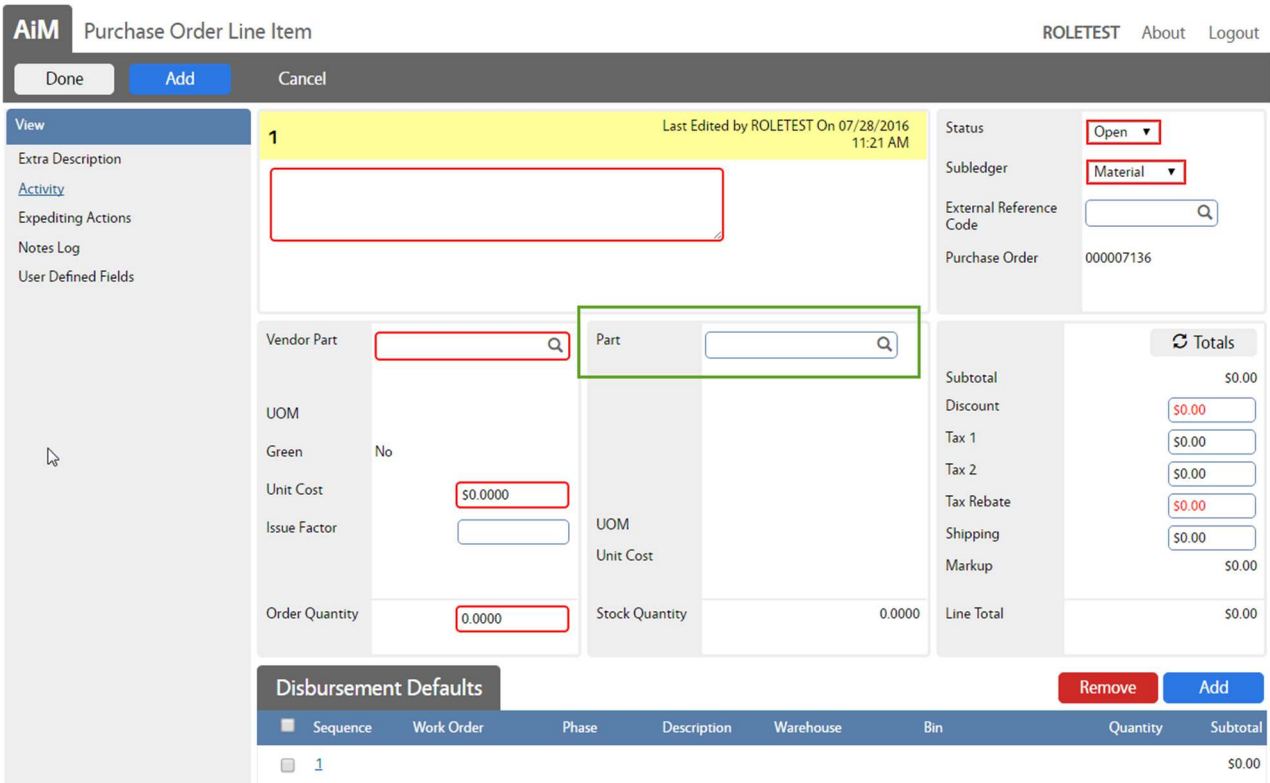
- If a default Line Item Type was not selected, this screen will appear to choose the type of item that is being added.
 - Stock – Items kept in the warehouse
 - Catalog – a part stored in AiM associated to a specific vendor
 - Non-Stock – items not in inventory or a catalog

Add New Line Item – Stock

Stock could be used if replenishing the warehouse or buying specifically for a Work Order.



- 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

AiM Inventory Part Profile

Done Search Cancel

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

Vendor Part: SPLIT LOCK WASHER ZINC FITS

UOM: PK

Green: No

Unit Cost:

Issue Factor:

Order Quantity: Stock Quantity: 0.0000

Part: SPLIT LOCK WASHER, STANDARD,

UOM:

Unit Cost:

Totals

Subtotal: \$0.00

Discount:

Tax 1:

Tax 2:

Tax Rebate:

Shipping:

Markup: \$0.00

Line Total: \$0.00

Remove Add

Disbursement Defaults

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: SPLIT LOCK WASHER ZINC FITS

Part: SPLIT LOCK WASHER, STANDARD,

UOM: PK

Green: No

Unit Cost:

Issue Factor:

Order Quantity: Stock Quantity: 3.0000

UOM:

Unit Cost:

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
<input type="checkbox"/>	<input type="text"/>					3.0000	\$5.97

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https://sscaimapp.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

Quantity:

Unit Cost: \$1.9900

Warehouse: FACILITIES WAREHOUSE

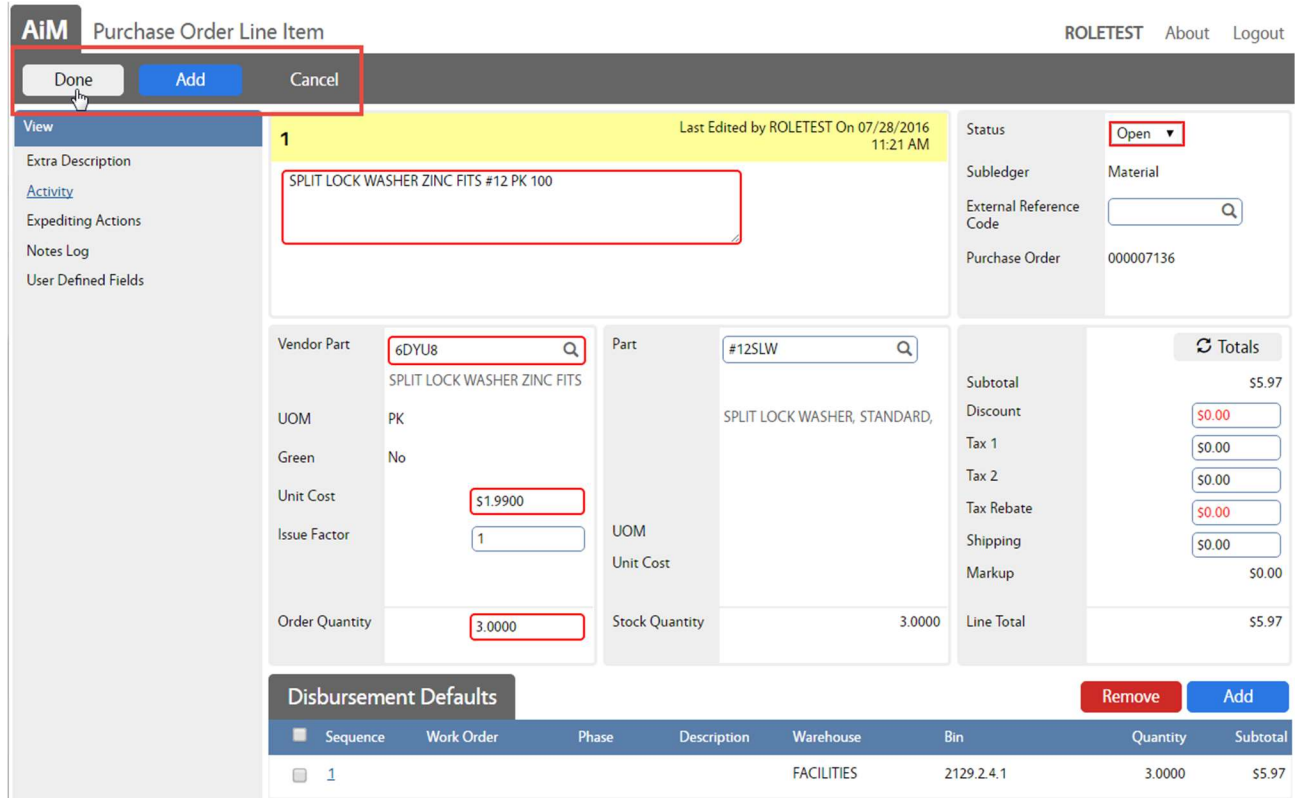
Bin:

Work Order:

Phase:

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



AiM Purchase Order Line Item ROLETEST About Logout

Done Add Cancel

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

1 Status: Open

SPLIT LOCK WASHER ZINC FITS #12 PK 100 Subledger: Material

Vendor Part: 6DYU8 Part: #12SLW

SPLIT LOCK WASHER ZINC FITS SPLIT LOCK WASHER, STANDARD,

UOM: PK UOM:

Green: No Unit Cost:

Unit Cost: \$1.9900 Issue Factor: 1

Issue Factor: 1 Order Quantity: 3.0000

Order Quantity: 3.0000 Stock 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

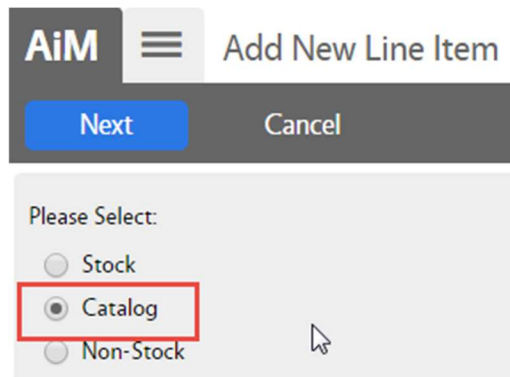
Disbursement Defaults Remove Add

Sequence	Work Order	Phase	Description	Warehouse	Bin	Quantity	Subtotal
1				FACILITIES	2129.2.4.1	3.0000	\$5.97

- 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. This saves the vendor part number and cost. Only items not associated to an inventory part can be selected through this method. These can only be disbursed to a Work Order.



AiM Add New Line Item

Next Cancel

Please Select:

Stock

Catalog

Non-Stock

- Choose Catalog
- Click **Next**



AiM Purchase Order Line Item ROLETEST About Logout

Done Add Cancel

View

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

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

Vendor Part

UOM

Unit Cost

Issue Factor

Order Quantity

Part

UOM

Unit Cost

Stock Quantity

Status

Subledger

External Reference Code

Purchase Order

Totals

Subtotal

Discount

Tax 1

Tax 2

Tax Rebate

Shipping

Markup

Line Total

Disbursement Defaults Remove Add

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

- 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
<div style="border: 1px solid red; padding: 2px;">10C468</div>	PRE-RINSE SPRAY FACE
10K298	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: 10C468 Part: PRE-RINSE SPRAY FACE

UOM: EA UOM: UOM

Green: No

Unit Cost: \$5.8300

Issue Factor: 1

Order Quantity: 6.0000 Stock Quantity: 6.0000

Subtotal: \$34.98

Discount: \$0.00

Tax 1: \$0.00

Tax 2: \$0.00

Tax Rebate: \$0.00

Shipping: \$0.00

Markup: \$0.00

Line Total: \$34.98

↻ Totals

Disbursement Defaults Remove Add

Sequence	Work Order	Phase	Description	Warehouse	Bin	Quantity	Subtotal
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: 10C468 Part: PRE-RINSE SPRAY FACE

UOM: EA UOM: UOM

Green: No

Unit Cost: \$5.8300

Issue Factor: 1

Order Quantity: 6.0000 Stock Quantity: 6.0000

Subtotal: \$34.98

Discount: \$0.00

Tax 1: \$0.00

Tax 2: \$0.00

Tax Rebate: \$0.00

Shipping: \$0.00

Markup: \$0.00

Line Total: \$34.98

↻ Totals

Disbursement Defaults Remove Add

Sequence	Work Order	Phase	Description	Warehouse	Bin	Quantity	Subtotal
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:

Vendor Part: Part:

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

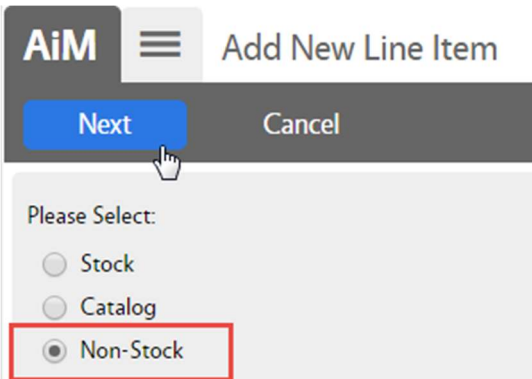
Disbursement Defaults

Sequence	Work Order	Phase	Description	Warehouse	Bin	Quantity	Subtotal
<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

Add New Line Item – Non-Stock

Non-Stock is used to order parts not in inventory or a vendor catalog.



AiM Add New Line Item

Next Cancel

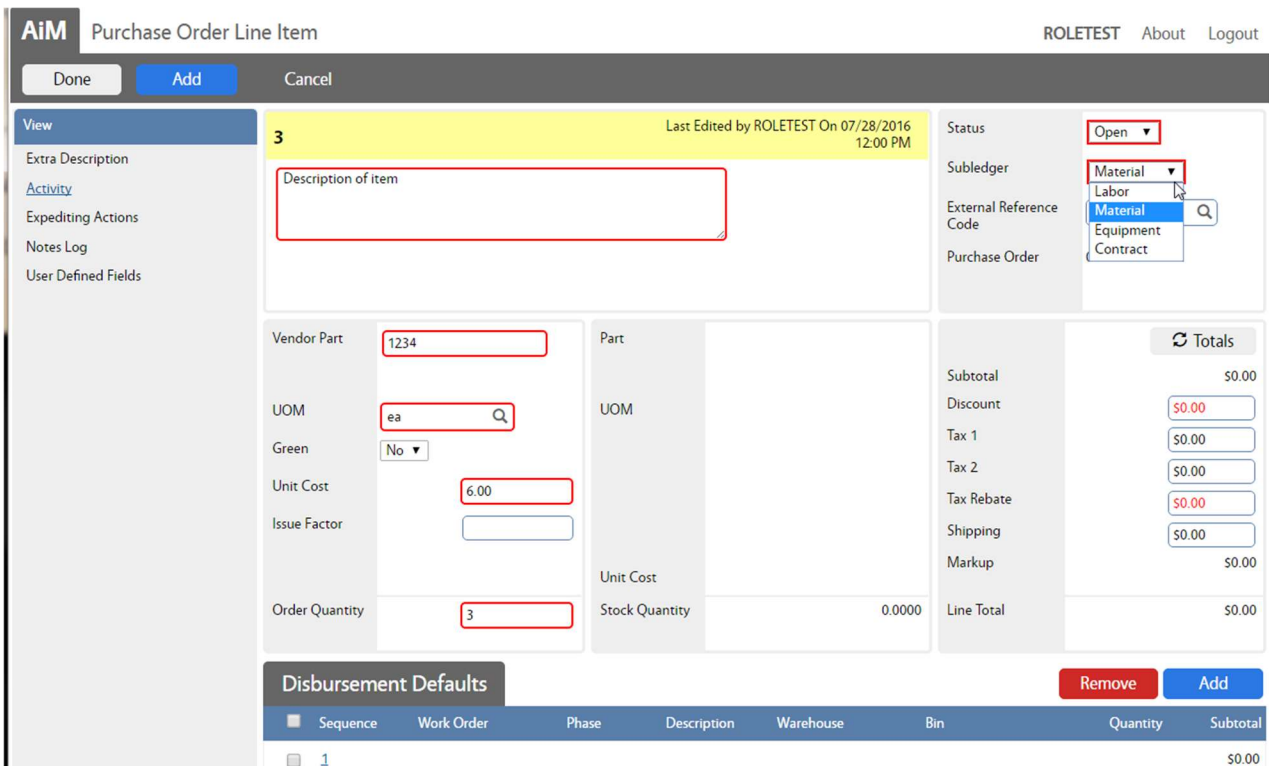
Please Select:

Stock

Catalog

Non-Stock

- Choose Non-Stock
- Click 



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 Material

Purchase Order Equipment Contract

Vendor Part 1234 Part

UOM ea UOM

Green No

Unit Cost 6.00

Issue Factor

Order Quantity 3 Stock Quantity 0.0000

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. – labor)
- 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) – Should this item charge to the Work Order as a material, contractor, equipment, or labor charge
- 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

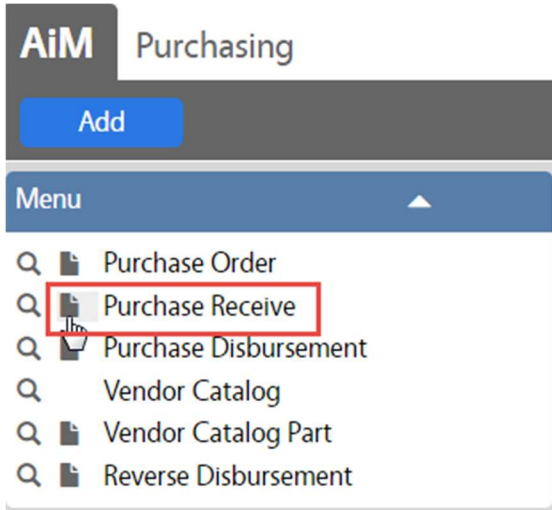
- Enter a Work Order for the items to be disbursed to upon arrival. Quantity will default to the total amount. Multiple disbursement locations can be setup.
- Click **Done**


- 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**

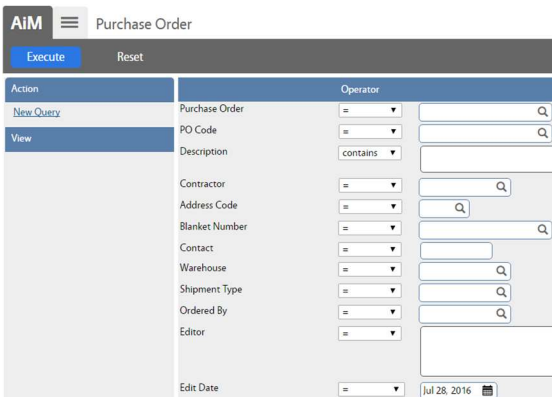
- Once all line items are entered on the Purchase Order, follow the process outlined in the Purchase Module Process Overview packet.
- The Purchase Order must be in a Finalized status in order to proceed to the Purchase Receive screen.
- Finalized Statuses include –
 - Ordered
 - Service Ordered
 - Service Complete
 - Partially Received
 - Fully Received
 - Pending Invoice

Purchase Receive

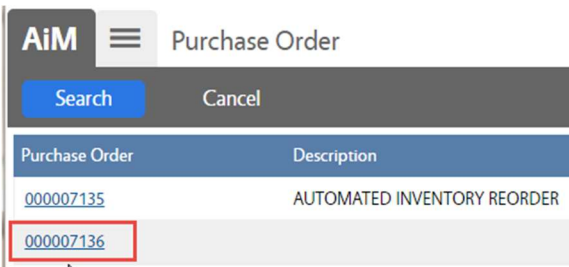
Purchase Receive screen documents that the items purchased were received or rejected.
 Purchase Receive document must be completed before the Purchase Disbursement screen can be completed.



- In the Purchasing Module, look at the Menu
- Click the Paper Icon  next to Purchase Receive



- The Purchase Order search screen will appear.
- Search for the Purchase Order being received
***Purchase Order must be in a Finalized status in order to create the Purchase Receive document.*



- Click on the Purchase Order to receive

AiM Purchase Receive ROLETEST About Help Logou

Save Cancel

View 6526 Created By ROLETEST On 07/28/2016 01:00 PM
Last Edited by ROLETEST On 07/28/2016 01:00 PM

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

Status

PO Code

Type STANDARD PO
STANDARD PURCHASE

Received By

Date Received

Packing Slip

Packing Slip Date

Contractor Warehouse

GRAINGER INC

Shipment Type

Address Code

Ordered By

Blanket Number

Reference Number

Contact

Line Item **Remove**

Line	PO Line	Vendor Part	Inventory Part	Description	UOM	Ordered	Received	Accepted	Prior Received
<input type="checkbox"/> 1	1	6DYU8	#12SLW	SPLIT LOCK WASHER ZINC FITS #12 PK 100	PK	3.0000	3.0000	3.0000	0.0000
<input type="checkbox"/> 2	2	10C468		PRE-RINSE SPRAY FACE PLASTIC MER	EA	6.0000	6.0000	6.0000	0.0000

The Purchase Order data will populate the Purchase Receive document. It automatically completes the Received Quantity with the full amount ordered.

To update the amount received –

- Click on the Line Item number of the line to edit

AiM Purchase Receive Line Item ROLETEST About Logout

Done Cancel

View 1 Last Edited by ROLETEST On 07/28/2016 01:00 PM

Extra Description

PO Line

Vendor Part 6DYU8 Part #12SLW Prior Receives 0.0000

SPLIT LOCK WASHER ZINC FITS #12 SPLIT LOCK WASHER, STANDARD, Disbursed 0.0000

UOM PK UOM PK **Quantity**

PACKAGE PACKAGE Received 3.0000

Unit Cost \$1.9900 Unit Cost \$1.4600 Rejected 0.0000

Issue Factor 1.0000 Stock Quantity 3.0000 Quantity Remaining 0.0000

Order Quantity 3.0000

Rejections **Remove** **Add**

Sequence	Rejection	Description	Quantity	Editor	Editor	Edit Date
----------	-----------	-------------	----------	--------	--------	-----------

- Change the Quantity received
- Click **Done**
- Set the Status to Partially Received or Fully Received
- Click **Save**

Delete a Line Item from Receive Document

AiM Purchase Receive ROLETEST About Help Logou

Save **Cancel**

[Status History](#)

Related Documents

Contractor: 1361150280 GRAINGER INC

Warehouse:

Received By: ROLETEST

Address Code: 000

Shipment Type:

Date Received: Jul 28, 2016

Blanket Number:

Ordered By:

Packing Slip:

Contact:

Reference Number:

Packing Slip Date:

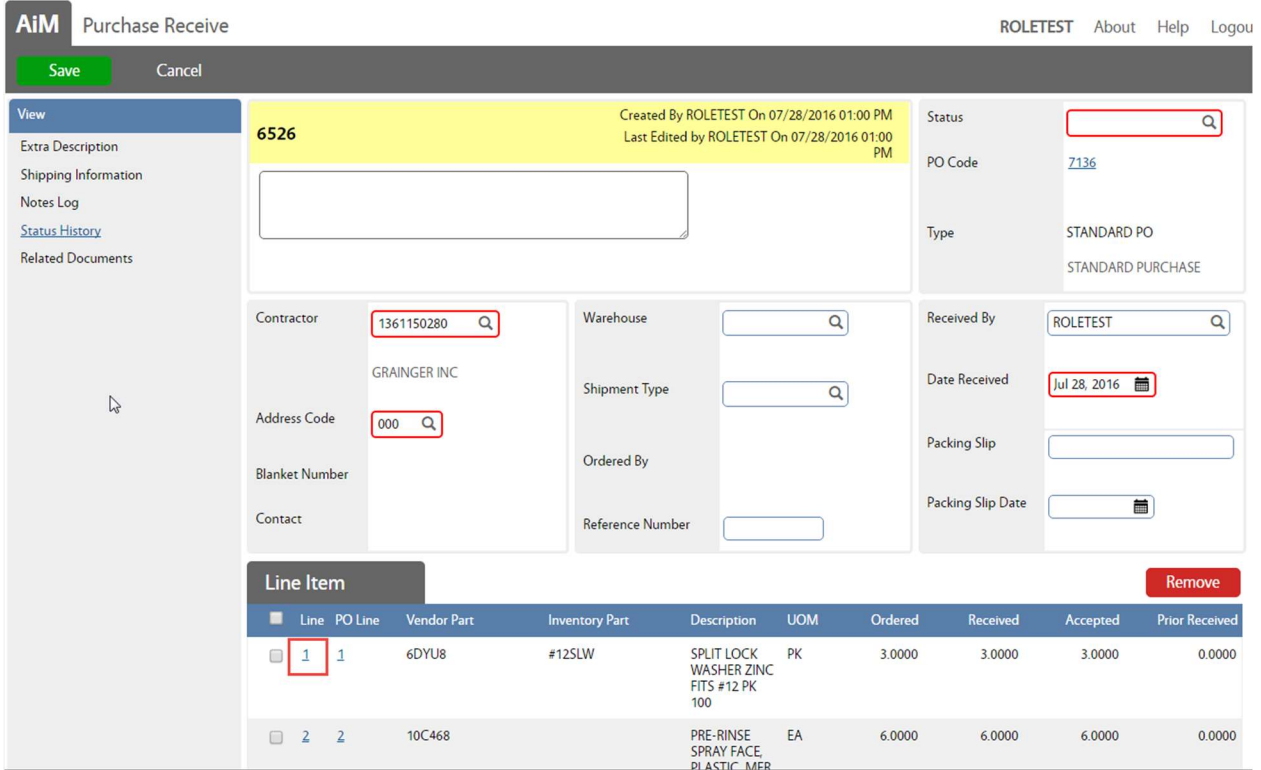
Line Item **Remove**

Line	PO Line	Vendor Part	Inventory Part	Description	UOM	Ordered	Received	Accepted	Prior Received	
<input checked="" type="checkbox"/>	1	1	6DYU8	#12SLW	SPLIT LOCK WASHER ZINC FITS #12 PK 100	PK	3.0000	3.0000	3.0000	0.0000

- If a line has not been received, check the box in front of the Line Item number.
- Click **Remove**.

Reject a Line Item

Rejection can be done for an entire line or partial amount.



AiM Purchase Receive ROLETEST About Help Logou

Save **Cancel**

View (Left sidebar: Extra Description, Shipping Information, Notes Log, Status History, Related Documents)

6526 Created By ROLETEST On 07/28/2016 01:00 PM
Last Edited by ROLETEST On 07/28/2016 01:00 PM

Status:

PO Code: 7136

Type: STANDARD PO
STANDARD PURCHASE

Contractor: 1361150280
GRAINGER INC

Warehouse:

Received By: ROLETEST

Address Code: 000

Shipment Type:

Date Received: Jul 28, 2016

Blanket Number:

Ordered By:

Packing Slip:

Contact:

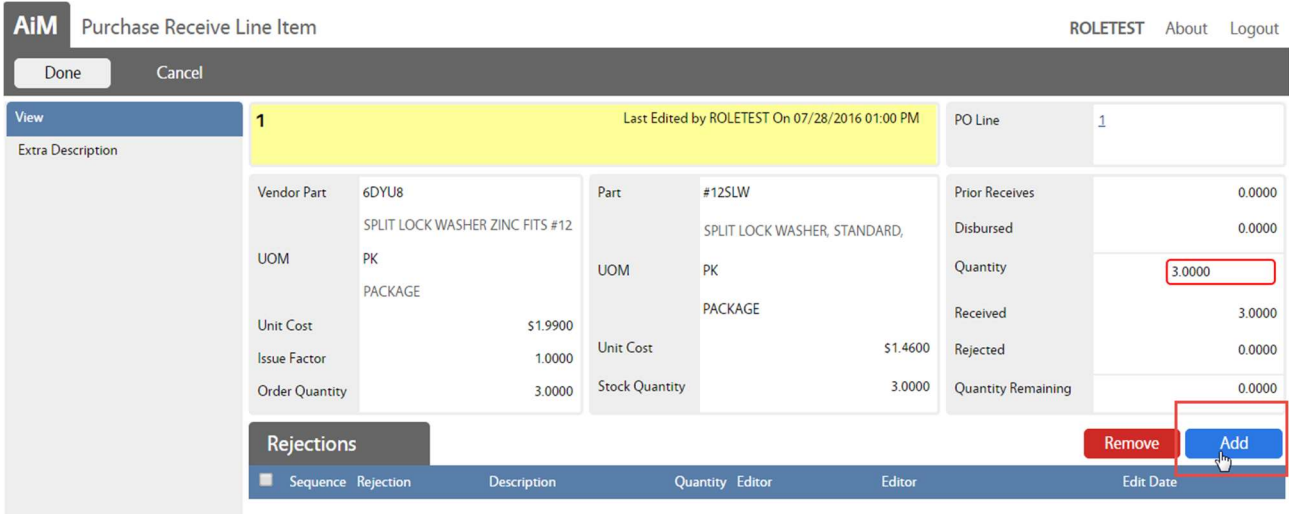
Reference Number:

Packing Slip Date:

Line Item **Remove**

Line	PO Line	Vendor Part	Inventory Part	Description	UOM	Ordered	Received	Accepted	Prior Received
1	1	6DYU8	#12SLW	SPLIT LOCK WASHER ZINC FITS #12 PK 100	PK	3.0000	3.0000	3.0000	0.0000
2	2	10C468		PRE-RINSE SPRAY FACE PLASTIC MER	EA	6.0000	6.0000	6.0000	0.0000

- Click the Line Item number



AiM Purchase Receive Line Item ROLETEST About Logout

Done **Cancel**

View (Left sidebar: Extra Description)

1 Last Edited by ROLETEST On 07/28/2016 01:00 PM

PO Line: 1

Vendor Part: 6DYU8
SPLIT LOCK WASHER ZINC FITS #12

Part: #12SLW
SPLIT LOCK WASHER, STANDARD,

UOM: PK
PACKAGE

UOM: PK
PACKAGE

Unit Cost: \$1.9900

Unit Cost: \$1.4600

Issue Factor: 1.0000

Stock Quantity: 3.0000

Order Quantity: 3.0000

Quantity: 3.0000

Received: 3.0000

Rejected: 0.0000

Prior Receives: 0.0000

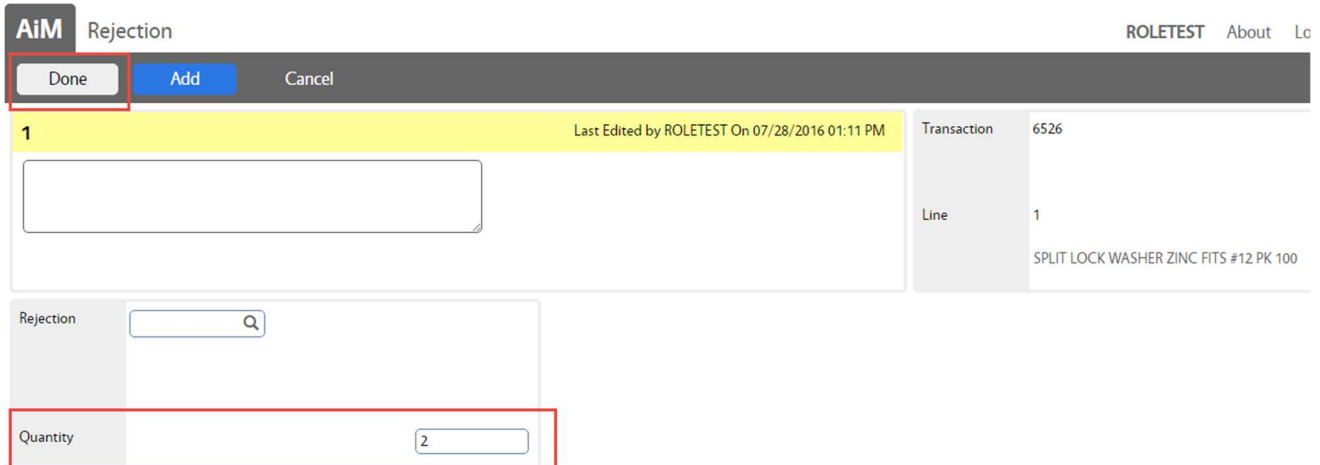
Disbursed: 0.0000

Quantity Remaining: 0.0000

Rejections **Remove** **Add**

Sequence	Rejection	Description	Quantity	Editor	Editor	Edit Date

- The Quantity should be the total received (including the ones being rejected)
- Click **Add** on the Rejections line



AiM Rejection ROLETEST About Lo

Done Add Cancel

1 Last Edited by ROLETEST On 07/28/2016 01:11 PM

Transaction 6526

Line 1
SPLIT LOCK WASHER ZINC FITS #12 PK 100

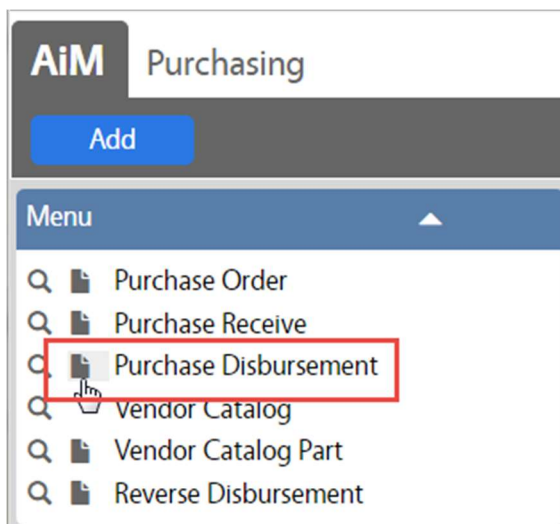
Rejection

Quantity

- Enter the Quantity being rejected
- *If Rejection types have been preset in AiM, then they can be added on this screen.*
- Click or Click if there are multiple reasons

Purchase Disbursement

Once purchased items have been received in AiM, a Purchase Disbursement needs to be completed. The Disbursement screen sets which Work Order or Warehouse the items were released to. This will not release the encumbered funds on the Work Order. The charge will not post until the Purchase Order Invoice is completed.





AiM Purchasing

Add

Menu

- Purchase Order
- Purchase Receive
- Purchase Disbursement
- Vendor Catalog
- Vendor Catalog Part
- Reverse Disbursement

- In the Purchasing Module, look at the Menu
- Click the Paper Icon  next to Purchase Disbursement

AiM  Purchase Disbursement

Next Cancel


Please Select:

Purchase Receive

Spot Purchase

Purchase Card

- Choose Purchase Receive
- Click **Next**
- Search for the document to be disbursed.

AiM  Eligible Transactions - Purchase Receive

Done Cancel

Transaction	Line	Purchase Order	Vendor Part
<input type="checkbox"/> 4045	1	SSC INVENTORY 05112015-1	22UR70.
<input type="checkbox"/> 6526	1	000007136	6DYU8
<input checked="" type="checkbox"/> 6526	2	000007136	10C468
<input type="checkbox"/> 6526	3	000007136	1234

- Check the box in front of the record
- Click **Done**

AiM Purchase Disbursement ROLETEST About Help Logout

Save Cancel

View

Extra Description

Notes Log

10055 Last Edited by ROLETEST On 07/29/2016 03:10 PM

Type: Purchase Receive

Total: \$6.00

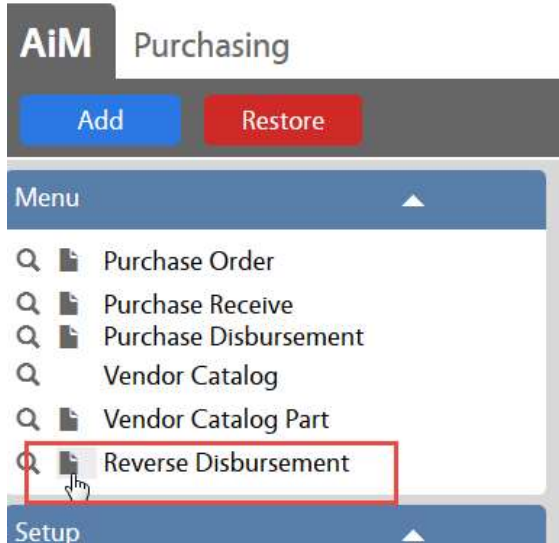
Line Item **Remove** **Add**

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

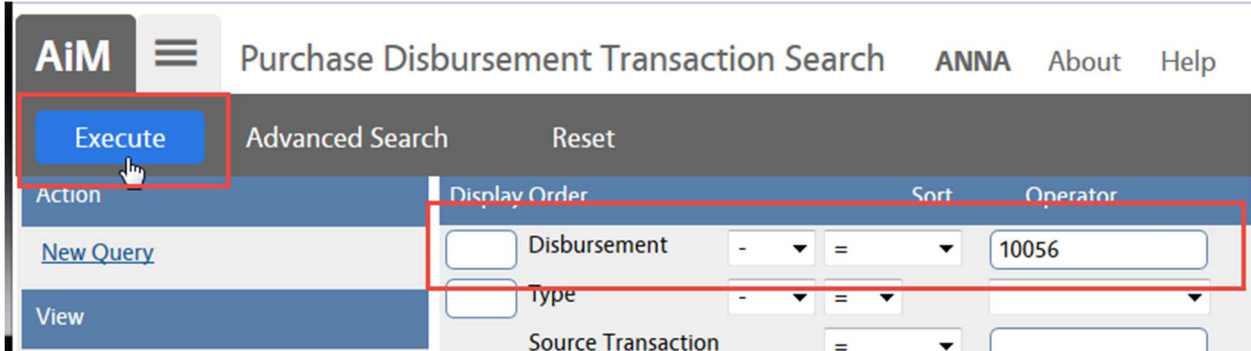
- Confirm the information that loads
- If there are changes, click the Line Item number to update
- If everything is correct, Click **Save**

Reverse Disbursement

This screen is used to remove the item from the Work Order Phase.

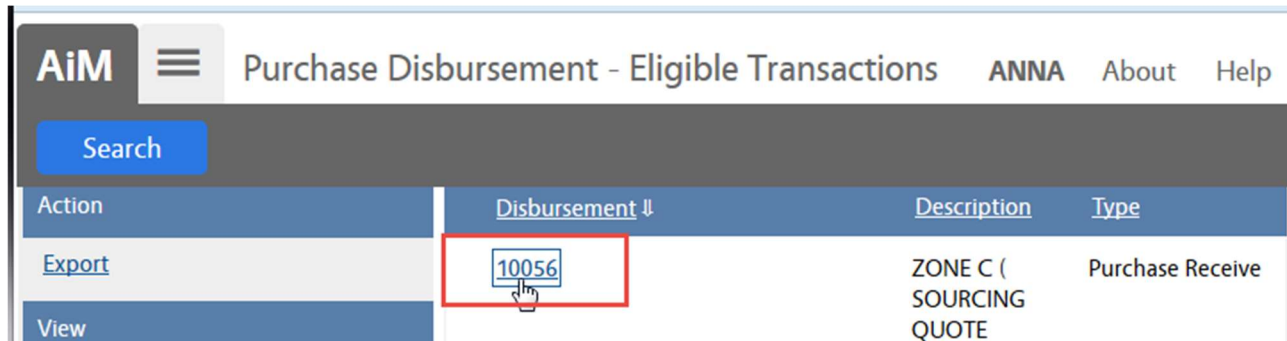


- In the Purchasing Module, look at the Menu
- Click the Paper Icon next to Reverse Disbursement



- Enter the Purchase Order Disbursement number to be reversed
- Click **Execute**

**** You must enter criteria on the search screen.**



- Click on the transaction number

AiM Reverse Disbursement ANNA About Help Logout

Save Cancel

View **10056** Last Edited by ANNA BARWICK On 09/20/2016 10:12 AM Type Purchase Receive

Extra Description
Notes Log

ZONE C (SOURCING QUOTE 1238148965)
3 DAY LEAD TIME
ORDERED

Reverse All

Line	Transaction	Item	Invoice Number	Vendor Part	Work Order	Phase	Warehouse	Bin	Component Group	Component	Disbursed Quantity	Reversed Quantity
1	6533	1		050-070	150623-160294	001					2.0000	0.0000
2	6533	2		1JY66	160920-166187	001					3.0000	0.0000
3	6533	3		10K299	160920-166187	001					4.0000	0.0000
4	6533	4		LADDER	160920-166187	001					4.0000	0.0000

- The disbursement information will load.
- Click **Reverse All** if all items are being removed from the Work Order.
- Click on the Line item number to reverse specific items.

AiM Reverse Disbursement Line Item ANNA About Logout

Done Cancel

View **1** Last Edited by ANNA BARWICK On 09/20/2016 10:12 AM

Extra Description

Transaction [6533](#)
Item ZONE C (SOURCING QUOTE
1
WADE 8600-4 3/4" WALL

External Reference
Invoice Number
Invoice Line
Invoice Line Seq

Warehouse
Bin
Work Order 150623-160294
1184 PLEASE SEND TO DONNIE AT
Phase 001
1184 PLEASE SEND TO DONNIE AT

Inventory Part
UOM
Vendor Part 050-070
UOM EA
EACH
Unit Cost \$443.6200
Issue Factor 1.0000

Disburse Quantity 2.0000
Reversed Quantity
Disbursement Remaining 2

- The Reversed Quantity is the only field that can be edited on the line item.
- Click **Done**

AIM Reverse Disbursement ANNA About Help Logout

Save Cancel

view **10056** Last Edited by ANNA BARWICK On 09/20/2016 10:12 AM Type Purchase Receive

Extra Description
Notes Log

ZONE C (SOURCING QUOTE 1238148965)
3 DAY LEAD TIME
ORDERED

Line Items Reverse All

Line	Transaction	Item	Invoice Number	Vendor Part	Work Order	Phase	Warehouse	Bin	Component Group	Component	Disbursed Quantity	Reversed Quantity
1	6533	1		050-070	150623-160294	001					2.0000	2.0000
2	6533	2		1Y66	160920-166187	001					3.0000	0.0000
3	6533	3		10K299	160920-166187	001					4.0000	0.0000

- Once Reversed Quantities have been updated, Click **Save**