

Purchasing Module How-To AiM 2016



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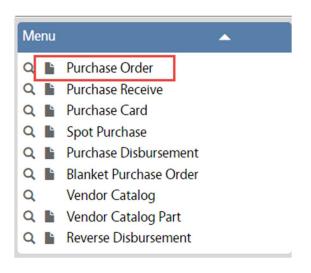
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Purchasing Module Menu

Menu	^
Q 🗎	Purchase Order
Q 🗎	Purchase Receive
Q	Purchase Card
Q 🗎	Spot Purchase
Q 🖬	Purchase Disbursement
Q 🖬	Blanket Purchase Order
Q	Vendor Catalog
Q L	Vendor Catalog Part
۹ 🖿	Reverse Disbursement

Purchase Order Screen



- In the Purchasing Module, look at the Menu
- Click the Paper Icon and 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 Q
Extra Description Shipping Information Notes Log					Туре	STANDARD PO Q STANDARD PURCHASE ORDERS FOR ONE-TIME
User Defined Fields Status History					Placed By	708116 Q ANNA BARWICK
Related Documents					PO Code	7128
	Contractor	<u></u> م	Created	Jul 20, 2016 🗮	Currency	USD Q
		1	Review		Subtotal	\$0.00
	Address Code	٩			Discount	\$0.00
	Blanket Number	٩	Needed		Tax	\$0.00
	Contact	Q			Shipping Markup Percent	\$0.00
	Terms	Q	Expected		Total	50.00
	Work Order	Q	Warehouse	Q	Line Item Type	¥
	Phase	Q	Bin	Q		
	Line Items					2 Remove Load Add
	Line Vendor	Part Inventory Part Descrip	tion		UOM	Order Quantity Line Total Status
©2016 AssetWorks						k

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

AiM	E Load Mater	rial Request	:		
Done	e 4 Refresh	Cancel			
	Transaction	Line	Vendor Part	Description	Part
 ✓ 3 	<u>58609</u>	2	31XC79	ICE MACHINE, UNDERCOUNTER, FLAKE, 500 LB	
	<u>60464</u>	8	3ZL02	LAMP HOLDER, 75 W MAX	
	<u>60464</u>	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				
Save Cancel				
View	T58609	5		Last Edited by ANNA BARWICK On 07/20/2016 02:02 P
Extra Description Shipping Information Notes Log User Defined Fields <u>Status History</u> Related Documents	TRADES ***6 DAY LEAD T	TIME***		
	Contractor Address Code	1361150280 Q GRAINGER INC 000 Q	Created Review	Jul 20, 2016 💼

- 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
 - \circ If purchase order is needed for multiple venders T1234-1; T1234-2

Contractor	1361150280 Q	Created	Jul 20, 2016 🛗
Address Code		Review	
Blanket Number	Q	Needed	May 06, 2015 📷
Contact	Q	Expected	
Terms	٩	cyperied	

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



New Purchase Order by Manual Entry

AiM Purchase Order						ANNA A	oout Help Logout
Save Cancel							
View	000007134		Last (dited by ANNA BARWICK On 07/20/2016 02:23 PM	Status	GENERATED C	۶)
Extra Description Shipping Information					Туре	STANDARD PO Q	
Notes Log						STANDARD PURCHASE C	ORDERS FOR ONE-TIME
User Defined Fields					Placed By	708116 Q	
Status History Related Documents						ANNA BARWICK	
netated Documents					PO Code	7134	
	Contractor	1361150280 Q	Created	Jul 20, 2016 📋	Currency	USD Q	
					Subtotal		
		GRAINGER INC	Review				\$0.00
	Address Code	Address Code 000 Q		2	Discount		\$0.00
	Blanket Number	Q	Needed		Tax		\$0.00
	Contact				Shipping		\$0.00
		4	Expected		Markup Percent		\$0.00
	Terms	Q			Total		\$0.00
	Work Order	160127-166038 Q	Warehouse	Q	Line Item Type	NonStock v	
		3	10.00	4		5	
	Phase	001 Q	Bin	Q		Cr.	
	1.1						6
	Line Items					Remove Load	
	Line Vende	or Part Inventory Part De	scription		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 Sele	ect:	
Stock	ĸ	
🔵 Catal	log	
O 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.

AiM 🗮	Add Ne	w Line Item				
Next Next - C Please Select: Stock Catalog Non-Stock	Cance Quick Key: >	21		Choose Stock Click Next		
AiM Purchase Order Lir	ne Item				ROL	ETEST About Logout
Done Add View	Cancel	_	Last Edited	by ROLETEST On 07/28/2016 11:21 AM	Status	Open 🔻
Extra Description Activity Expediting Actions Notes Log User Defined Fields					Subledger External Reference Code Purchase Order	Material • Q 000007136
6	Vendor Part UOM Green Unit Cost Issue Factor	Q No 50.0000	Part UOM Unit Cost	٩	Subtotal Discount Tax 1 Tax 2 Tax Rebate Shipping Markup	C Totals \$0.00 \$0
	Order Quantity	0.000	Stock Quantity	0.0000	Line Total	\$0.00
	Disburseme	ent Defaults Work Order Ph	ase Description	Warehouse B	in	Remove Add 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
<u>#10FW</u>		FLAT WASHER, SAE, STEEL, ZINC FIN SURFACE FOR FASTENERS AND FIXT
<u>#10SLW</u>		SPLIT LOCK WASHER, STANDARD, S. THICKNESS 0.047, PACKAGE OF 100
<u>#12FW</u>		FLAT WASHER, SAE, STEEL, ZINC FIN SURFACE FOR FASTENERS AND FIXT
<u>#12SLW</u>		SPLIT LOCK WASHER, STANDARD, S. THICKNESS 0.056, THICKNESS TOLE
AiM Purchas	se Or <mark>d</mark> er Line	ltem
Done	Add	Cancel
View		

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

AiM Purchase Order Lin	e 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 Q Code 000007136
	Vendor Part 6DYU8 Q SPLIT LOCK WASHER ZINC FITS #12SLW UOM PK SPLIT LOCK WASHER, STANDARD, Green No SPLIT LOCK WASHER, STANDARD, Unit Cost \$1.9900 UOM Issue Factor 1 UOM Unit Cost 1 UOM	C 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
(Order Quantity 0.0000 tock Quantity 0.0000 Disbursement Defaults Sequence Work Order Phase Description Warehouse E 1 <	Line Total \$0.00 Remove Add Bin Quantity Subtotal \$0.00

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



AiM Purchase Order Lin	e Item	ROLETEST About Logout
Done Add	Cancel	
View Extra Description <u>Activity</u> 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 Q Purchase Order 000007136
	Vendor Part 6DYU8 Q SPLIT SPLIT UOM PK Green No Unit Cost \$1.9900 Issue Factor 1 Order Quantity 3.0000 Stock Quantity 3.0000	Subtotal S5.97 Discount S0.00 Tax 1 S0.00 Tax 2 S0.00 Tax Rebate S0.00 Shipping S0.00 Markup S0.00 Line Total S5.97
(3.0000 \$5.97

©2016 AsserWorks 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 Disb	ursement 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 Q	Transaction			${old c}$ Totals
	FACILITIES WAREHOUSE			Subtotal	\$5.97
Bin	2122.2.4.4			Discount	\$0.00
bin	(2129.2.4.1 Q)			Tax 1	\$0.00
Work Order	Q	Line		Tax 2	\$0.00
		ente		Tax Rebate	\$0.00
Phase				Shipping	\$0.00
	Q			Markup	\$0.00
				Sequence Total	\$5.97

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



AiM Purchase Order Lin	ie Item				ROL	ETEST About	Logout
Done Add	Cancel						
View Extra Description Activity Expediting Actions Notes Log User Defined Fields	SPLIT LOCK WAY	SHER ZINC FITS #12 PK 100	Last E	dited by ROLETEST On 07/28/2016 11:21 AM	Status Subledger External Reference Code Purchase Order	Open T Material	٩
	UOM	6DYU8 Q) SPLIT LOCK WASHER ZINC FITS PK No 51.9900 1	Part UOM Unit Cost	₽125LW Q	Subtotal Discount Tax 1 Tax 2 Tax Rebate Shipping Markup	50 50 50 50	5.97 5.00 0.00 0.00 0.00 0.00 0.00 50.00
	Order Quantity Disburseme Sequence 1	3.0000 ent Defaults Work Order Pha	Stock Quantity ase Descri	3.0000 ption Warehouse FACILITIES	Line Total Bin 2129.2.4.1	Remove Quantity 3.0000	S5.97 Add Subtotal S5.97
Click Done Line Items		rn to the Purchas	_	creen or Click	Add to	enter ad	ditiona

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 It	em			
Nex	đ	Cancel				
Please Sel	lect:			•	Choose Click	e Catalog Next
StocCataNon	_	ß				



AiM Purchase Order Li	ne 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	Status Open Subledger Material External Reference Q Code O00007136
k,	Vendor Part Q Part UOM UOM Green No Unit Cost 50.0000 Issue Factor Unit Cost	C TotalsSubtotal\$0.00Discount\$0.00Tax 1\$0.00Tax 2\$0.00Tax Rebate\$0.00Shipping\$0.00Markup\$0.00
	Order Quantity 0.0000 Stock Quantity 0.0000 Disbursement Defaults Sequence Work Order Phase Description Warehouse B	Line Total \$0.00 Remove Add in 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				
<u>Vendor Part</u> ↓		Description				
08500/558-935		TECMATE PRO SERVICI				
<u>10A990</u>		DIAGONAL CUTTER, 7-				
<u>10C458</u>		CARTRIDGE ASSEMBLY				
<u>10C459</u>		CARTRIDGE ASSEMBLY				
<u>10C468</u>		PRE-RINSE SPRAY FACE				
10KZ98		HIGH VISIBILITY VEST, C				
10K299		HIGH VISIBILITY VEST,				

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



AiM Purchase Order Lin	e Item	R	OLETEST About Logout
Done Add	Cancel		
View Extra Description Activity Expediting Actions Notes Log User Defined Fields	2 Last Edited by ROLI PRE-RINSE SPRAY FACE, PLASTIC, MFR. MODEL # 001121-45, T & S	ETEST On 07/28/2016 11:45 AM Subledger External Reference Code Purchase Order	Open Material O000007136
	Vendor Part IOC468 Part PRE-RINSE SPRAY FACE, UOM Green No Unit Cost \$55.8300 Issue Factor 1	Subtotal Discount Tax 1 Tax 2 Tax Rebate Shipping Markup	C Totals 534,98 50.00 50.00 50.00 50.00 50.00 50.00 50.00 50.00
(Order Quantity 6.0000 Stock Quantity Disbursement Defaults	6.0000 Line Total	s34.98 Remove Add
	Sequence Work Order Phase Description N	Varehouse 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 Lin	e 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	Status Open ▼ Subledger Material External Reference Q Code 000007136
	Vendor Part10C468PartPRE-RINSE SPRAY FACE,UOMUOMEAUOMGreenNoInit CostUnit Cost\$5.8300Init CostIssue Factor1Unit Cost	C Totals Subtotal S34.98 Discount \$0.00 Tax 1 \$0.00 Tax 2 \$0.00 Tax Rebate \$0.00 Shipping \$0.00 Markup \$0.00
	Order Quantity 6.0000 Stock Quantity 6.0000 Disbursement Defaults Sequence Work Order Phase Description Warehouse I	Line Total 534.98 Remove Add Bin Quantity Subtotal
(6.0000 \$34.98

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



AiM Disbu	rsement Defaults				ROLETEST	About	Logout
Done	Cancel						
1			Last Edited by ROLETEST On 07/28/2016 11:45 AM	Purchase Order	000007136		
		6		Line Quantity Unit Cost	2 PRE-RINSE SPRAY FACE,	PLASTIC, M	IFR.
Warehouse		Transaction				SI	Totals
Bin				Subtotal			\$34.98
Work Order	Q	Line		Discount Tax 1 Tax 2			\$0.00 \$0.00 \$0.00
		Line		Tax Rebate			\$0.00
Phase	Q			Shipping			\$0.00
				Markup Sequence Total			\$0.00 \$34.98
				sequence rotal			334.70

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

IM Purchase Orde	r Line Item					R	OLETEST Abo	out Logout
Done Add	Cancel							
ew xtra Description uctivity xpediting Actions lotes Log lser Defined Fields	2 PRE-RINSE SPRAY I	FACE, PLASTIC, MFR. MC	DEL # 001121-4		ROLETEST On 07/28/7 11:45		Open V Material	٩
			Q Part UOM	ost		Subtotal Discount Tax 1 Tax 2 Tax Rebate Shipping Markup		C Totals 534.98 50.00 50.00 50.00 50.00 50.00 50.00 50.00
	Order Quantity Disbursemen Sequence 1	6.0000 ht Defaults Work Order 160727-166152		Quantity	Warehouse	Bin	Remove Quantity 6.0000	S34.98 Add Subtota S34.98
Click Line Item		n to the Pur	chase C	Order scre	en or Clicl	c Add	to enter	additic

• Once all Line Items have been entered, Click Save



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 Please Select: Stock Catalog Non-Stock	Cancel	Choose Non-St Click Next	cock
AiM Purchase Order Li	ine Item Cancel		ROLETEST About Logout
View Extra Description Activity Expediting Actions Notes Log User Defined Fields	3 Description of item	Last Edited by ROLETEST On 07/28/2016 12:00 PM	Status Open Subledger External Reference Code Purchase Order
	Vendor Part 1234 UOM ea Q Green No ▼ Unit Cost 6.00 Issue Factor Order Quantity 3	Part UOM Unit Cost Stock Quantity 0.0000	C TotalsSubtotal\$0.00Discount\$0.00Tax 1\$0.00Tax 2\$0.00Tax Rebate\$0.00Shipping\$0.00Markup\$0.00Line Total\$0.00
	Disbursement Defaults		Remove Add
	Sequence Work Order PH	hase Description Warehouse I	Bin Quantity Subtotal

**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.
 - \circ Ex: Box of 12 for \$12.00 will be charged to 3 Work Orders at \$1.00/piece
- Order Quantitiy 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

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



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

AiM Disbursement Defaul	ts			ROLETEST About Logout
Done Cancel				
1		Last Edited by ROLETEST On 07/28/2016 11:45 AM	Purchase Order	000007136
			Line Quantity	2 PRE-RINSE SPRAY FACE, PLASTIC, MFR.
			Unit Cost	\$5.8300
Warehouse	Transaction			${old C}$ Totals
Bin			Subtotal	\$34.98
			Discount	\$0.00
Work Order	m)		Tax 1	\$0.00
	Line		Tax 2	\$0.00
	Line		Tax Rebate	\$0.00
Phase Q			Shipping	\$0.00
			Markup	\$0.00
			Sequence Total	\$34.98

- Enter a Work Order for the items to be disbursed to upon arival. Quantity will default to the • total amount. Multiple disbursement locations can be setup.
- Click Done • AiM Purchase Order Line Item ROLETEST About Logout Done Add Cancel Last Edited by ROLETEST On 07/28/2016 Status Open 🔻 11:45 AM Extra Description Material Subledger PRE-RINSE SPRAY FACE, PLASTIC, MFR. MODEL # 001121-45, T & S Activity External Reference Q Expediting Actions Code Notes Log Purchase Order 000007136 User Defined Fields Vendor Part Part C Totals 10C468 Q PRE-RINSE SPRAY FACE, Subtotal \$34,98 Discount \$0.00 UOM UOM EA Tax 1 \$0.00 Green No Tax 2 \$0.00 Unit Cost \$5.8300 Tax Rebate \$0.00 Issue Factor 1 Shipping \$0.00 Markup \$0.00 Unit Cost Order Quantity Stock Quantity 6.0000 Line Total \$34,98 6.0000 **Disbursement Defaults** Add Remove Warehou Sequence Work Order Quantity Phase Descrip 160727-166152 001 6.0000 \$34.98 1 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 Need help: call IMS 862-3388 https://sscaimapp.assetworks.com/fmax Purchasing Module How-To - 14



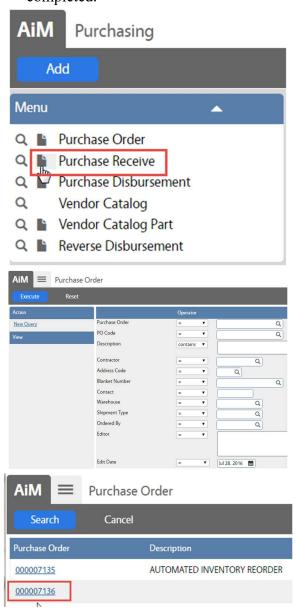
- Once all line items are entered on the Purchase Order, follow the process outlined in the Purchase Module Process Overview packet.
- The Purchase Order must be in a Finalized status in order to proceed to the Purchase Receive screen.
- Finalized Statuses include
 - Ordered
 - o Service Ordered
 - Service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



Save Cancel									
View Extra Description Shipping Information Notes Log Status History Related Documents	6526			ROLETEST On 0 by ROLETEST C			Status PO Code Type	7136 STANDARD P	
k₂ A B		61150280 Q NINGER INC	Warehouse Shipment Type Ordered By Reference Numbe		Q		Received By Date Received Packing Slip Packing Slip Date	STANDARD F ROLETEST Jul 28, 2016	٩
	Line Item Line POLine 1 1 2 2		12SLW	Description SPLIT LOCK WASHER ZINC FITS #12 PK 100 PRE-RINSE	UOM PK EA	Ordered 3.0000 6.0000	Received 3.0000 6.0000	Accepted 3.0000 6.0000	Remove Prior Received 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 Rec	eive Line Item				RC	DLETEST Ab	out Logout
Done Cance	el						
View Extra Description	1		PO Line	1			
	Vendor Part	6DYU8 SPLIT LOCK WASHER ZINC FITS #12	Part	#12SLW SPLIT LOCK WASHER, STANDARD,	Prior Receives Disbursed		0.0000
	UOM	PK PACKAGE	UOM	PK	Quantity	3.0	000
	Unit Cost Issue Factor	\$1.9900 1.0000	Unit Cost	PACKAGE \$1.4600	Received Rejected		3.0000
	Order Quantity	3.0000	Stock Quantity	3.0000	Quantity Remaining		0.0000
	Rejections				l	Remove	Add
	Sequence	Rejection Description	Qu	antity Editor Editor		Edit Date	

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



AiM Purchase Receive ROLETEST About Help Logou Cancel Save Type STANDARD PU **Related** Documents STANDARD PURCHASE Contractor Warehouse Received By Q 1361150280 Q ROLETEST Q GRAINGER INC Date Received Jul 28, 2016 🛗 Shipment Type Q Address Code 000 Q Packing Slip Ordered By Blanket Number Packing Slip Date Contact Reference Number Line Item Remove Prior Rec UOM Acce #12SLW SPLIT LOCK WASHER ZINC FITS #12 PK ✓ 1 1 6DYU8 PK 3.0000 3.0000 3.0000 0.0000 22 100

Delete a Line Item from Receive Document

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

Reject a Line Item

AiM Purchase Receive							ROLE	EST About	Help Logo
Save Cancel									
View Extra Description Shipping Information Notes Log Status History	<mark>6526</mark>			By ROLETEST On 0 teed by ROLETEST C			Status PO Code Type	7136 STANDARD F	Q 20
Related Documents								STANDARD	
	Contractor 13	861150280 Q	Warehouse		Q		Received By	ROLETEST	Q
\triangleright			Shipment Type		Q		Date Received	Jul 28, 2016	
	Blanket Number		Ordered By				Packing Slip		
	Contact		Reference Num	ber			Packing Slip Date		
	Line Item								Remove
	Line PO Line	Vendor Part	Inventory Part	Description	UOM	Ordered	Received	Accepted	Prior Received
		6DYU8	#12SLW	SPLIT LOCK WASHER ZINC FITS #12 PK 100	РК	3.0000	3.0000	3.0000	0.0000
	22	10C468		PRE-RINSE SPRAY FACE, PLASTIC MER	EA	6.0000	6.0000	6.0000	0.0000

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

• Click the Line Item number

AiM Purchase Rece	eive Line Item				RC	OLETEST About	Logout
Done Cancel							
View 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,	Prior Receives Disbursed		0.0000
	UOM	PK PACKAGE	UOM	PK PACKAGE	Quantity	3.0000	
	Unit Cost Issue Factor	\$1.9900 1.0000	Unit Cost	\$1.4600	Received Rejected		3.0000 0.0000
	Order Quantity Rejections	3.0000	Stock Quantity	3.0000	Quantity Remaining	Remove	0.0000 Add
	Sequence		Qu	antity Editor Editor		Edit Date	<u>_</u>

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

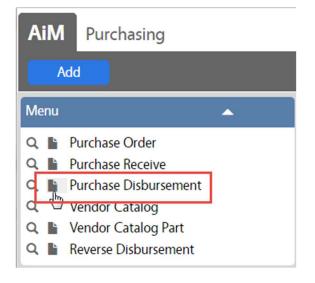


AiM Rej	ection			ROLETEST About Lo
Done	Add Cancel			
1	-	Last Edited by ROLETEST On 07/28/2016 01:11 PM	Transaction	6526
			Line	1 SPLIT LOCK WASHER ZINC FITS #12 PK 100
Rejection	Q			
Quantity	2			
• E	Inter the Quantity being rejected	1		

- If Rejection types have been preset in AiM, then they can be added on this screen.
- Click Done or Click Add 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.



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



AiM = Purchase Disbursement			
Next Cancel Choose Purchase Receive			
Please Select: • Click Next • Purchase Receive • Spot Purchase • Purchase Card • Search for the document to be	t to be disbursed.		
AIM Eligible Transactions - Purchase Receive Done Cancel			
 Transaction Line Purchase Order Vendor Part Check the box in front of the result of the r	ecord		
4045 1 SSC INVENTORY 05112015-1 22UR70. Click Done	conu		
6526 <u>1</u> 000007136 6DYU8			
<u>6526 3 000007136</u> 1234			
AiM Purchase Disbursement ROLETEST About	t Help Logout		
Save			
View 10055 Last Edited by ROLETEST On 07/29/2016 Extra Description 03:10 PM	ceive		
Notes Log			
Total	\$6.00		
Line Item Remov	re Add		
Line Transaction Item Invoice Vendor Work Order Phase Warehouse Bin Component Component Quantity Quartity Quart			
	000 \$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.

AiM Purchasing Add Restore	• In the Purch	asing Module	, look at the Menu
 Q Purchase Order Q Purchase Receive Q Purchase Disbursement Q Vendor Catalog Q Vendor Catalog Part Reverse Disbursement 		per Icon 🖺 nex	
Setup			
AiM Purchase D Execute Advanced Sea	isbursement Transaction Searc arch Reset Display Order		About Help
New Query	Disbursement - 🕶 =	▼ 100	56
		•	
View	Source Transaction =	•	
 Enter the Purchase Order I Click Execute **You must enter criteria on the s 	Disbursement number to be reversed	1	
Tou must enter criteria on the s	eurch screen.		
AiM E Purchase Disl	oursement - Eligible Transactic	ons ANNA	About Help
Search			
Action	<u>Disbursement</u> ↓	Description	<u>Туре</u>
<u>Export</u>	<u>10056</u> रोफ	ZONE C (SOURCING	Purchase Receive

• Click on the transaction number

View

QUOTE



AiM Reverse Disbursem	ent											ANNA	About	Help	Logout
Save Cancel															
View	10	056				Last Edit	ted by ANNA BARWI	CK On 09/20/2	016 10:12 AM	Туре	1	Purchase Recei	ve		
Extra Description Notes Log	3 D ORI	AY LEAD TIMI DERED		3148965)											
	Li	ine Items												Re	verse All
	Line	Transaction	Item Invoice Number	Vendor Part	Work Order	Phase	Warehouse		Component	t Group	Compone		sbursed Jantity		Reversed Quantity
	1	<u>6533</u>	1	050-070	<u>150623-160294</u>	<u>001</u>							2.00	00	0.0000
	2	<u>6533</u>	2	1JY66	<u>160920-166187</u>	001							3.00	00	0.0000
	3	<u>6533</u>	3	10K299	<u>160920-166187</u>	<u>001</u>							4.00	00	0.0000
	4	<u>6533</u>	4	LADDER	<u>160920-166187</u>	<u>001</u>							4.00	00	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 Disburse	ment Line Item						ANNA About Lo
Done Cancel							
View	1		Last Edited	by ANNA BARWICK On 09/20/2016 1	10:12 AM	Transaction	<u>6533</u>
Extra Description							ZONE C (SOURCING QUOTE
						ltem	1
							WADE 8600-4 3/4" WALL
						External Reference	
						Invoice Number	
						Invoice Line	
						Invoice Line Seq	
	Warehouse		Inventory Part			Disburse Quantity	2.00
	Bin		UOM				
						Reversed Quantity	0.0000
	Work Order	150623-160294	Vendor Part	050-070			Č.
		1184 PLEASE SEND TO DONNIE AT	UOM	EA			
		1 104 FLEASE SEND TO DOMINE AT		EACH			
	Phase	001	Unit Cost		\$443.6200	Disbursement Remaining	
		1184 PLEASE SEND TO DONNIE AT	Issue Factor		1.0000		

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



AiM Reverse Disbursem	ent					ANNA About H	lelp Logout
Save Cancel							
View	10056		Last Edited by ANNA BA	RWICK On 09/20/2016 10:12 AM	Туре	Purchase Receive	
Extra Description Notes Log	ZONE C (SOURCING QUOTE 123814 3 DAY LEAD TIME ORDERED	8965)					Reverse All
	Line Transaction Item Invoice Number	Vendor Work Order Part	Phase Warehous	e Bin Compone	nt Group Comp	onent Disbursed Quantity	Reversed Quantity
	<u>1 6533 1</u>	050-070 <u>150623-160294</u>	001			2.0000	2.0000
	<u>2 6533 2</u>	1JY66 <u>160920-166187</u>	001			3.0000	0.0000
	<u>3 6533 3</u>	10K299 <u>160920-166187</u>	001			4.0000	0.0000

Once Reversed Quantities have been updated, Click Save