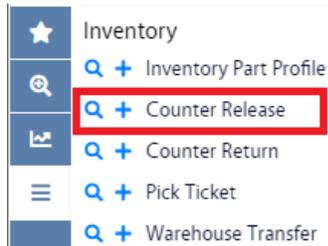
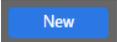


## Create a Counter Release

A Counter Release is created to release stock parts to a technician. A Counter Release can be created from a Pick Ticket or done directly to release stock parts to a technician (and charged to a Work Order/Phase).

1. From the menu, under **Inventory Management – Counter Release**



2. Click Counter Release hyperlink and then click 
  - a. Alternatively, you can click  from the menu.

3. This will bring you to the Counter Release screen.

A screenshot of the Counter Release screen. The top bar has 'Save' and 'Cancel' buttons. Below is a 'View' section with '1044' and 'Last Edited by SCOTT LLOYD On 10/13/22 9:56 AM'. There are input fields for 'Reference Number', 'Warehouse' (with a search icon), and 'Total Cost' (displaying '\$0.00'). Below these are fields for 'Released By', 'Released To', and 'Release Date' (set to 'Oct 13, 2022'). At the bottom, there is a 'Default Work Order' field and a table with columns: 'Line', 'Part', 'Description', 'Bin', 'Released', 'Returned', 'Work Order', 'Phase', and 'Pick Ticket'. There are 'Remove', 'Load', and 'Add' buttons.

4. You will need to fill in:
  - a. **Warehouse**
  - b. **Released By**
  - c. **Released To**
5. If there is an existing Pick Ticket to use:
  - a. Click 

### AiM Load Pick Tickets

b. You will get a query screen you can use to find the Pick Tick you need. (If you know the Pick Ticket number, put in the **Transaction** field.)

c. Click 

### AiM Load Pick Tickets

Transaction	Line	Work Order	Phase	Part	Bin	Requested Quantity	Drawn Quantity	Released Quantity
<input type="checkbox"/> 1008	1	W2000036	001	P1296	X1 07 P1296	2.0000	0.0000	0.0000
<input type="checkbox"/> 1008	2	W2000036	001	P1161	X3 07 P1161	1.0000	0.0000	0.0000
<input type="checkbox"/> 1013	1	W2000036	001	P3104	W2 02 P3104	2.0000	0.0000	0.0000
<input checked="" type="checkbox"/> 1019	1	W2000093	001	TAW332	BB1 05 TAW332	1.0000	0.0000	0.0000
<input checked="" type="checkbox"/> 1019	2	W2000093	001	TAW516	BB1 05 TAW516	1.0000	0.0000	0.0000

d. You will get a list of eligible Pick Tickets.

e. Click the checkbox of all the Pick Tickets items you want to release.

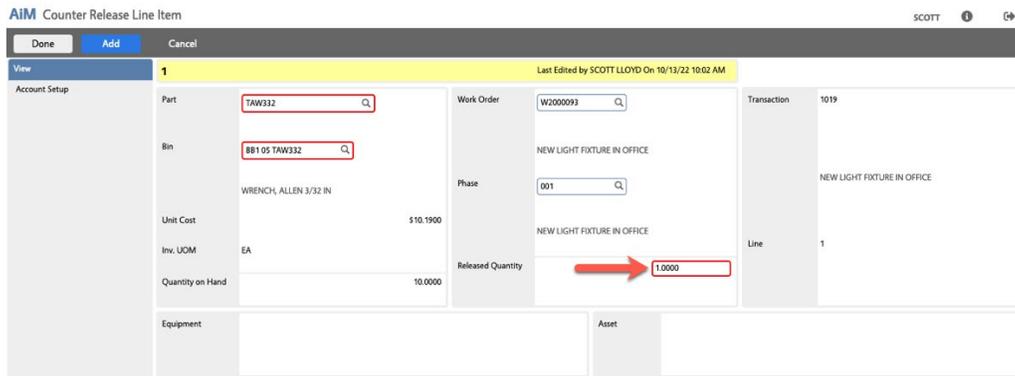
f. Click 

### AiM Counter Release

Line	Part	Description	Bin	Released	Returned	Work Order	Phase	Pick Ticket
<input type="checkbox"/> 1	TAW332	WRENCH, ALLEN 3/32 IN	BB1 05 TAW332	0.0000	0.0000	W2000093	001	1019
<input type="checkbox"/> 2	TAW516	WRENCH, ALLEN 5/16 IN	BB1 05 TAW516	0.0000	0.0000	W2000093	001	1019

g. Update any fields on this screen as needed.

h. Click the Line Item hyperlink and enter the quantity to release.



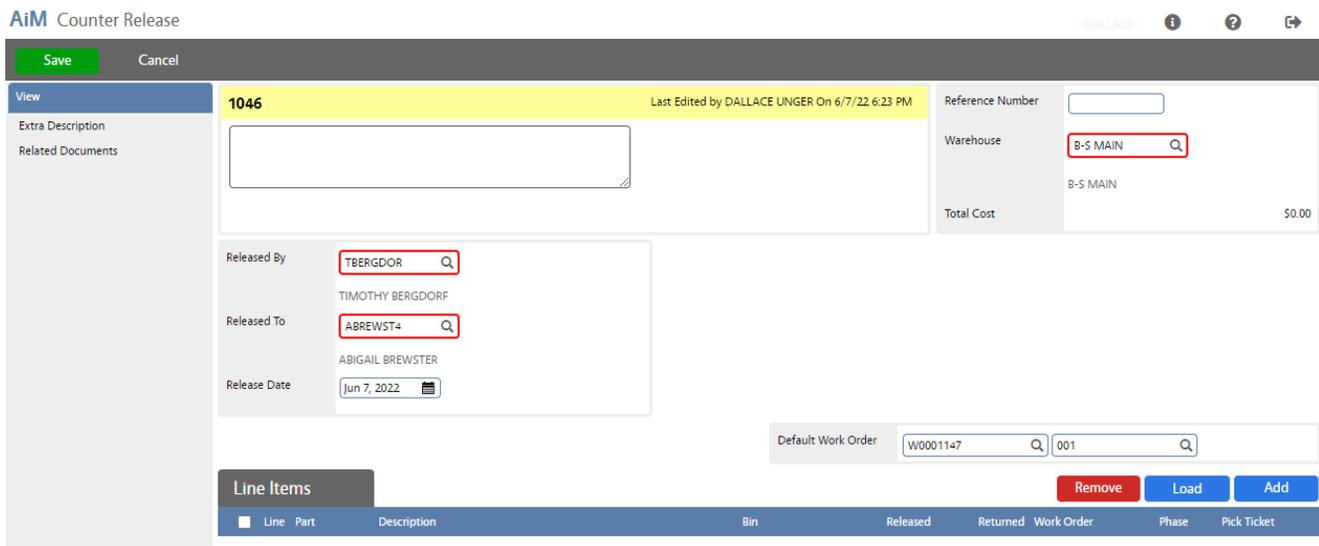
i. Update the other fields on this screen – bin, work order, and phase – as needed.

j. Click 

k. To complete the Counter Release click 

6. When there is no Pick Ticket and you just need to add drawn stock, you can manually add new line items:

a. If all materials will be released to the same Work Order and Phase, you can select the Work Order and Phase in the Default Work Order box. If there is only one Phase on the Work Order it will automatically populate.



b. To pick stock items, click 

c. Search for the stock item using the **Part** field, click 

**AiM Inventory Part Profile**

	Operator	
Part	=	<input type="text"/>
Description	contains	<input type="text"/>
Class	=	<input type="text"/>
Commodity	=	<input type="text"/>
Item	=	<input type="text"/>
Type	=	<input type="text"/>
UOM	=	<input type="text"/>
Green	=	<input type="text"/>

d. On the Inventory Part Profile screen, enter the criteria necessary to find the stock item you are looking for. Click **Execute** to execute the query.

**AiM Inventory Part**

Part	Description	Green
<a href="#">P1015</a>	GREASE, PREMALUBE RED P/N 10032840	No
<a href="#">P5251</a>	NYLUBE ELEVATOR 2 SPEED ELEVATOR FAN #X12F-9	No
<a href="#">P8156</a>	FLUID FILM 11.75 OZ SPRAY MEDECO P/N PX-KYLUBE-11	No

e. Click the Part hyperlink to add the part to the Counter Release Line Item. Clicking the hyperlink will return you to the Counter Release Line Item.

**AIM Counter Release Line Item** SCOTT ⓘ ↗

Done Add Cancel

**View** 3 Last Edited by SCOTT LLOYD On 10/13/22 10:12 AM

Account Setup

Part	<input type="text" value="P8156"/>	Work Order	<input type="text" value="W2000082"/>	Transaction	
Bin	<input type="text" value="M4 01 P8156"/>		1135BRD - EMERGENCY LIGHT FLASHING		
	FLUID FILM 11.75 OZ SPRAY MEDECO P/N PX-	Phase	<input type="text" value="001"/>		
Unit Cost	\$14.9500		1135BRD - EMERGENCY LIGHT FLASHING .	Line	
Inv. UOM	EA	Released Quantity			<input type="text" value="1.0000"/>
Quantity on Hand	12.0000				
Equipment		Asset			

f. Enter the Released Quantity.

g. If this is the last part you want to add, click . To add another part, click .

**AIM Counter Release** SCOTT ⓘ ? ↗

Save Cancel

**View** 1045 Last Edited by SCOTT LLOYD On 10/13/22 10:08 AM

Extra Description  
Related Documents

NEW LIGHT FIXTURE IN OFFICE

Reference Number

Warehouse STORES  
STORES WAREHOUSE

Total Cost \$73.47

Released By   
BEATRIZ ANTEQUERA

Released To   
ANDREW CALVO

Release Date

Default Work Order

Line	Part	Description	Bin	Released	Returned	Work Order	Phase	Pick Ticket
1	TAW332	WRENCH, ALLEN 3/32 IN	BB1 05 TAW332	1.0000	0.0000	W2000093	001	1019
2	TAW516	WRENCH, ALLEN 5/16 IN	BB1 05 TAW516	1.0000	0.0000	W2000093	001	1019
3	P8156	FLUID FILM 11.75 OZ SPRAY MEDECO P/N PX-KYLUBE-11	M4 01 P8156	1.0000	0.0000	W2000082	001	

h. To complete the Counter Release click