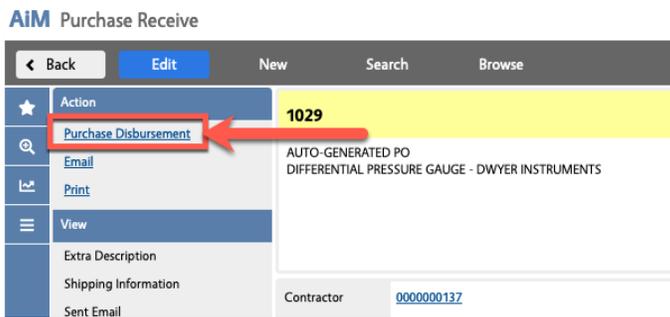


Purchase Order Disbursement

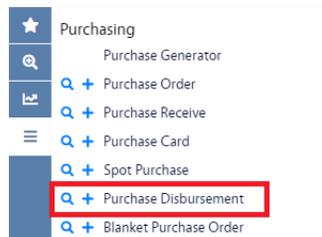
Purchase Orders are used to purchase materials from Contractors (vendors). Once the items have been received on a Purchase Order they will need to be disbursed to the warehouse (if inventory) or a Phase on a Work Order (if non-stock or catalog). Only items that have been received can be disbursed.

1. There are two ways to start a Purchase Order Disbursement
 - a. From the Purchase Receive screen. The most direct is to do it after completing the receiving.
 - b. From the Purchase Disbursement screen. This method is easiest if you need to search for the receiving.

2. **OPTION 1** – From the Purchase Receive screen, click the Purchase Disbursement hyperlink in the Action menu.



3. **OPTION 2** – From Purchasing, click Purchase Disbursement



- a. Click Purchase Disbursement hyperlink and then click 
- b. Alternatively, you can click  from the menu.

Commented [CP1]: Only Option 2 worked. Need Option 1

Commented [CP2R1]: we should not get a question about closing the PO. Update screenshot

AiM Purchase Disbursement

Please Select:

Purchase Receive

Spot Purchase

Purchase Card

- c. If needed, click the radio button for Purchase Receive (the default) and click
- d. Fill in the search screen to find the Purchase Order you want to do the receiving for and then click

AiM Purchase Receive Transactions Search

Basic Search

Transaction Operator
Description contains

Contractor Address Code Editor

Edit Date

Purchase Order

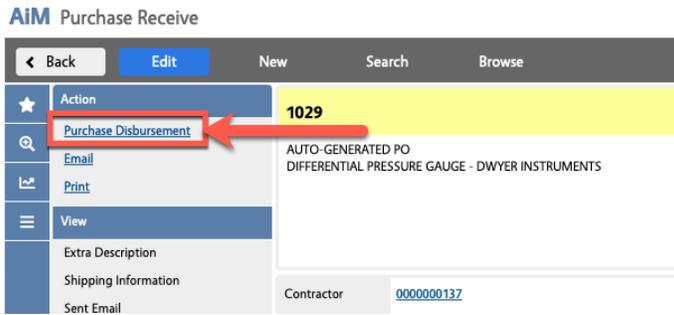
Purchase Order PO Code

- e. Enter the criteria needed to find the Purchase Receive. The Transaction is the simplest way to find the Purchase Receiving.
- f. Click the Transaction hyperlink to select the Purchase Receive.

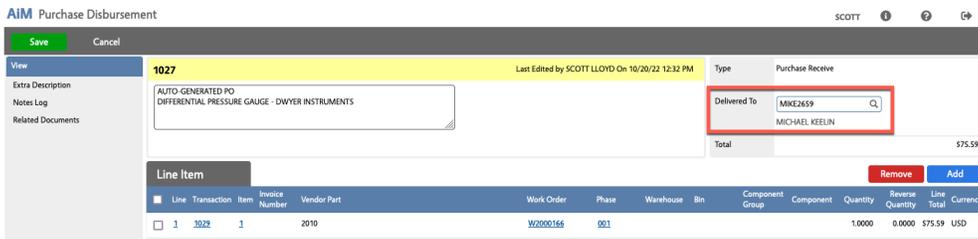
AiM Purchase Receive - Eligible Transactions

Transaction	Line	Purchase Order	Vendor Part	Description	UOM	Quantity Received	Inventory Part	Subtotal
<input type="checkbox"/>	1002	1	10012345678	1NFG8 STIFF BRISTLE JOHNNY MOPS 1NFG8	EA	12.0000		\$41.88
<input type="checkbox"/>	1008	1	10012345678	1NFG8 STIFF BRISTLE JOHNNY MOPS 1NFG8	EA	12.0000		\$41.88
<input type="checkbox"/>	1012	1	A001011	F123 FILTERS	EA	3.0000		\$60.00
<input type="checkbox"/>	1013	1	A001013	PART NUMBER 34567 ABB VFD	EA	1.0000		\$750.00
<input type="checkbox"/>	1025	1	100288888	LEV123 LIGHT FIXTURE	EA	1.0000		\$100.00
<input checked="" type="checkbox"/>	1025	1	A001042	2010 DIFFERENTIAL PRESSURE GAUGE, INCH OF WATER, 0-10" RANGE, +/-2%, 2000 SERIES	EA	1.0000		\$75.59

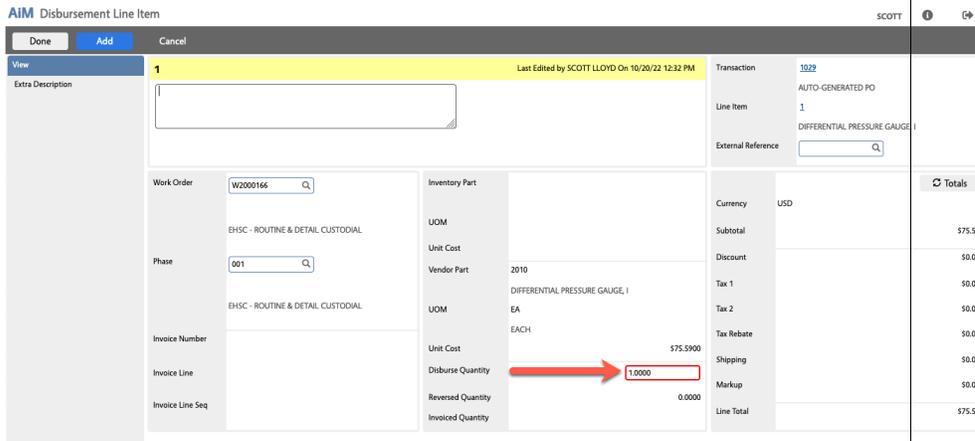
g. Click the Purchase Disbursement hyperlink in the Action menu.



4. Once the Disbursement is brought up, the default assumption is that the entire receiving will be disbursed. The work order and disburse quantity should already be filled in. There should be little to do here other than enhance the description or fill in the Delivered To name.



a. But if you need to change anything on the Line Item, click the Item number hyperlink.



b. When complete, click Done

5. Click .
6. If all receiving and disbursement is complete, and your system is configured for a 2-way match (Purchase Order quantity and Received quantity) you will be asked if you want to close the Purchase Order.

AiM Purchase Disbursement



7. Click  to close the Purchase Order. If you do not close the Purchase Order it will need to be closed manually.