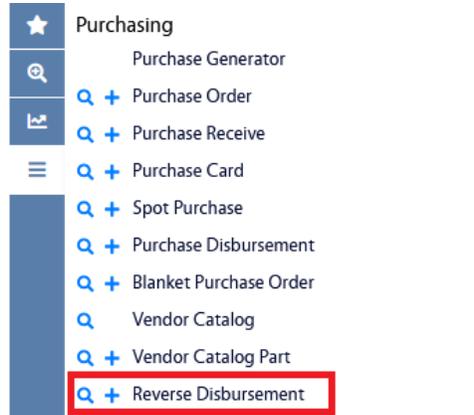


## Reverse Disbursement

Reverse Disbursement can be used to remove a disbursement from a Work Order/Phase that may not need the items anymore, or when the wrong Work Order/Phase was used. The Reverse Disbursement can only be done on a Disbursement that has already been completed.

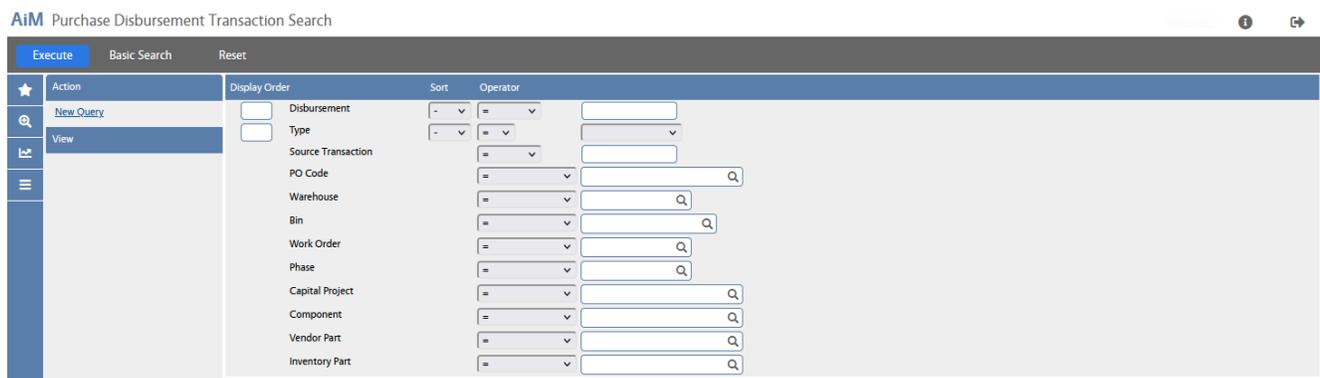
From this screen you can reverse a disbursement on a Purchase Receive, Spot Purchase or Purchase Card.

1. From the menu, under **Purchasing – Purchase Order**



1. Click Reverse Disbursement hyperlink and then click 

- a. Alternatively, you can click  from the menu.



2. Specify the Type of transaction you are looking for to reverse.



3. Fill in the search screen to find the transaction you want to reserve and then click 

AiM Purchase Disbursement - Eligible Transactions

Action	Disbursement #	Description	Type
Export	1001	AUTO-GENERATED PO	Purchase Receive
View	1002	AUTO-GENERATED PO	Purchase Receive
	1003	AUTO-GENERATED PO	Purchase Receive
	1004	AUTOMATED INVENTORY REORDER	Purchase Receive
	1005	AUTOMATED INVENTORY REORDER	Purchase Receive
	1006	AUTOMATED INVENTORY REORDER	Purchase Receive
	1008	AUTO-GENERATED PO	Purchase Receive

4. Click the Disbursement hyperlink of the transaction to reverse.

AiM Reverse Disbursement

Save
Cancel

View

Extra Description

Notes Log

Related Documents

**1004**
Last Edited by JON SHERMAN On 1/12/23 10:50 AM

AUTOMATED INVENTORY REORDER

Line Items

Reverse All

Line	Transaction	Item	Invoice Number	Vendor Part	Work Order	Phase	Warehouse	Bin	Component Group	Component	Disbursed Quantity	Reversed Quantity
1	<a href="#">1004</a>	1		27181			STORES	BB1 05 P0972			1.0000	0.0000
2	<a href="#">1004</a>	2		34770			STORES	M1 06 P1104			9.0000	0.0000
3	<a href="#">1004</a>	3		202779			STORES	M1 06 P1141			25.0000	0.0000
4	<a href="#">1004</a>	4		HBL12231			STORES	X1 04 P1306			10.0000	0.0000
5	<a href="#">1004</a>	5		19544			STORES	X2 10 P1256			3.0000	0.0000
6	<a href="#">1004</a>	6		23504			STORES	X3 04 P0494			1.0000	0.0000

5. The Line Items from the original transaction are brought up. The Reversed Quantity column will show if any of the item have already been reversed.

**Note:** If no items are displayed, the entire transaction has already been reversed.

6. To reverse all Line Items, click Reverse All

**Tip:** If most of the disbursement is to be reversed, click Reverse All and then change the Line Items that are not being reversed.

7. If you need to change anything on the Line Item, click the Line hyperlink.

AiM Reverse Disbursement Line Item

Done Cancel

View 1 Last Edited by JON SHERMAN On 1/12/23 10:50 AM

Transaction 1004  
 AUTOMATED INVENTORY REORDER

Item 1  
 IDEAL 45-615 INDUST. REFLEX ST

External Reference  
 Invoice Number  
 Invoice Line  
 Invoice Line Seq

Warehouse STORES  
 STORES WAREHOUSE

Bin BB1 05 P0972  
 IDEAL 45-615 INDUST. REFLEX STRIPPER

Work Order

Phase

Inventory Part P0972  
 IDEAL 45-615 INDUST. REFLEX STRIPPER

UOM EA  
 EACH

Unit Cost \$18.0900

Vendor Part 27181  
 UOM EA  
 EACH

Unit Cost \$18.0900

Issue Factor 1.0000

Disburse Quantity 1.0000

Reversed Quantity

Disbursement Remaining 1

- a. The only field that can be entered is the Reversed Quantity.
- b. Enter the quantity to be reversed and click 

AiM Reverse Disbursement

Save Cancel

View 1004 Last Edited by JON SHERMAN On 1/12/23 10:50 AM

Type Purchase Receive

Extra Description AUTOMATED INVENTORY REORDER

Notes Log

Related Documents

Line Items Reverse All

Line	Transaction	Item	Invoice Number	Vendor Part	Work Order	Phase	Warehouse	Bin	Component Group	Component	Disbursed Quantity	Reversed Quantity
1	1004	1	27181				STORES	BB1 05 P0972			1.0000	0.0000
2	1004	2	34770				STORES	M1 06 P1104			9.0000	5.0000
3	1004	3	202779				STORES	M1 06 P1141			25.0000	0.0000
4	1004	4	HBL12231				STORES	X1 04 P1306			10.0000	0.0000
5	1004	5	19544				STORES	X2 10 P1256			3.0000	0.0000
6	1004	6	23504				STORES	X3 04 P0494			1.0000	0.0000

- 8. Once all reservsals are recorded, click 