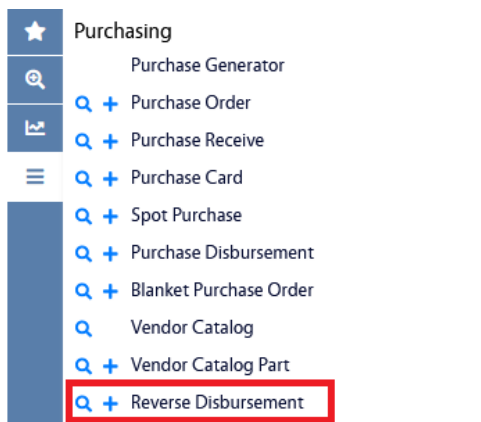


Reverse Disbursement


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.

- From the menu, under **Purchasing – Purchase Order**



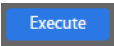
- Click Reverse Disbursement hyperlink and then click 

a. Alternatively, you can click  from the menu.

 A screenshot of the 'AiM Purchase Disbursement Transaction Search' screen. The interface includes a top bar with 'Execute', 'Basic Search', and 'Reset' buttons. On the left is a sidebar with icons for Action, New Query, View, and a menu icon. The main area contains a search form with fields for 'Display Order', 'Sort', and 'Operator'. Below these are several search criteria: Disbursement (checkbox), Type (checkbox), Source Transaction, PO Code, Warehouse, Bin, Work Order, Phase, Capital Project, Component, Vendor Part, and Inventory Part. Each criterion has a dropdown menu and a search icon.

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

 A close-up of the 'Type' dropdown menu in the search form. The dropdown is open, showing three options: 'Purchase Receive', 'Spot Purchase', and 'Purchase Card'. Each option has a search icon to its right. The 'Type' field is currently empty.

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

</

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

Type

Purchase Receive

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	1004	1		27181			STORES	BB1.05 P0972			1.0000	0.0000
2	1004	2		34770			STORES	M1.06 P1104			9.0000	0.0000
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

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

DoneCancel

View

Extra Description

1

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Transaction

1004

Item

AUTOMATED INVENTORY REORDER

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

0.0000

Disbursement Remaining

1

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

Done

AiM Reverse Disbursement

SaveCancel

View

Extra Description

Notes Log

Related Documents

1004

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

Type

Purchase Receive

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 P0484			1.0000	0.0000

8. Once all reservsals are recorded, click

Save