pennsylvania

AssetWORKS
Integrated Workplace Management Systems

INVENTORY

PURCHASING - END USER TRAINING GUIDE

July 23, 2019

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Navigation

Logging into AiM

Logging into the system:

User Name: This field is populated with the user login.

Password: This field is populated with the password.

Login: Clicking the login button passes the user login and password information to the system.

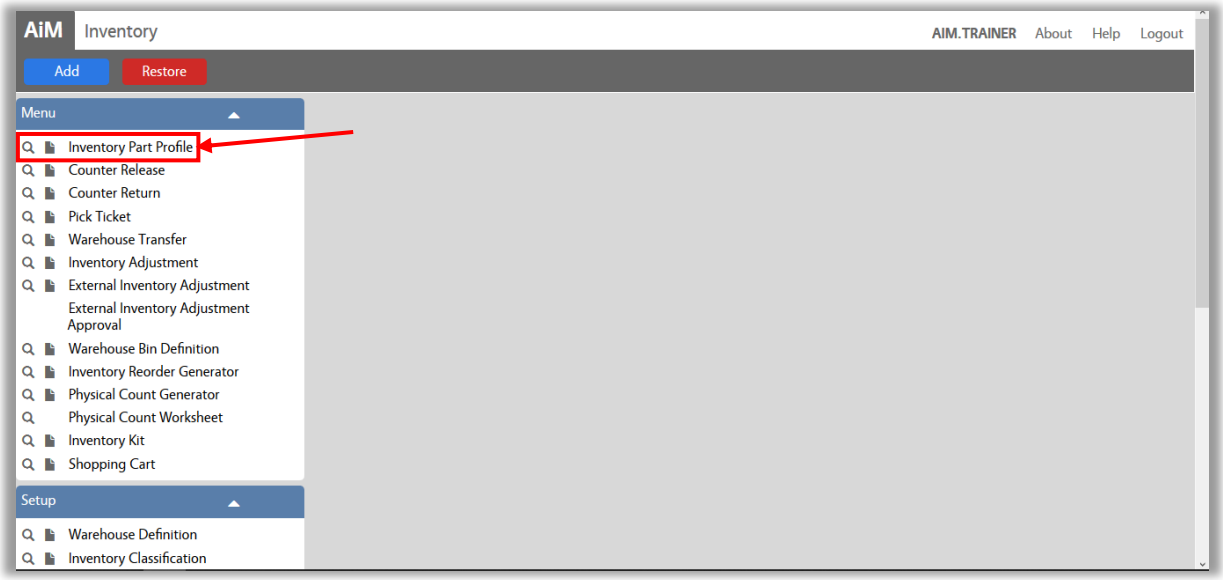
Inventory

New Part Entry

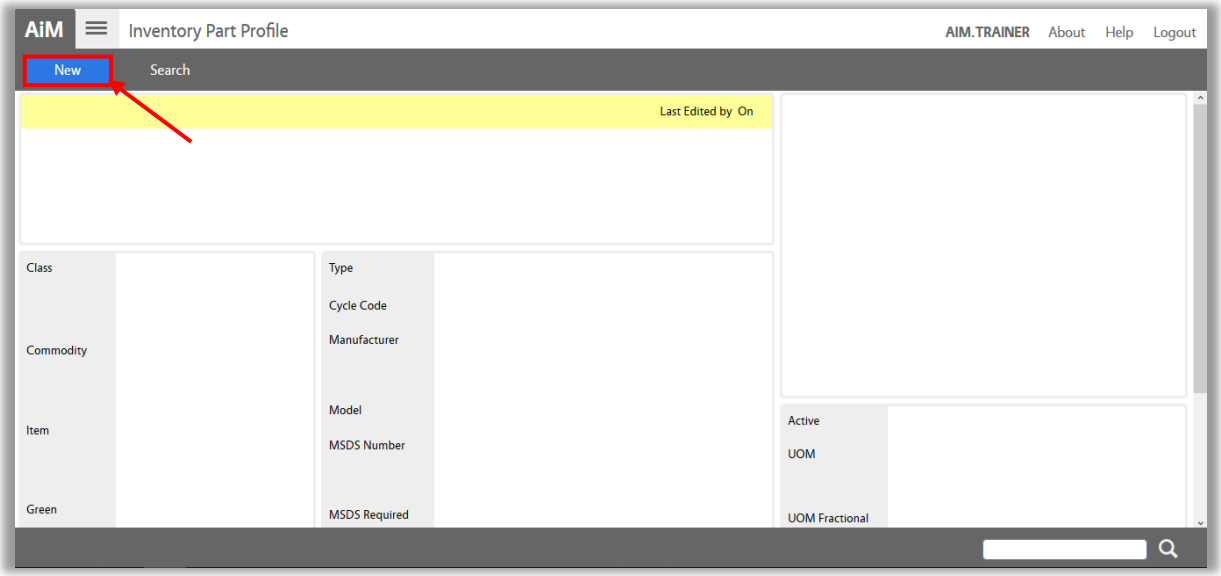
This method is used to Create Inventory Parts.

1) Login to AiM™ and click the 'Inventory' link from the menu channel.

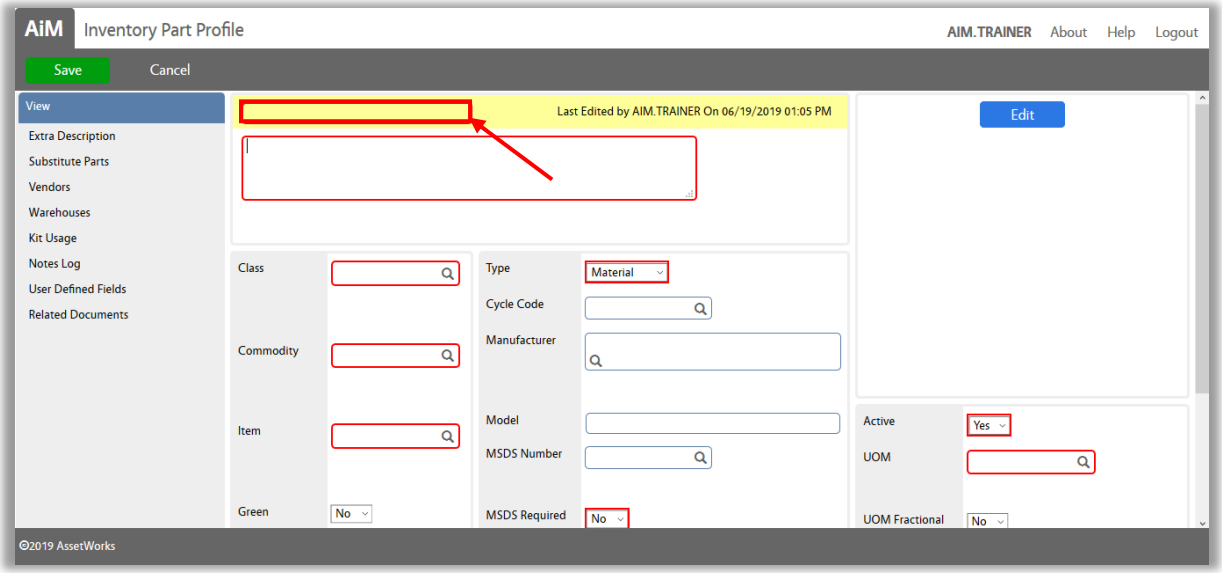
2) From the 'Inventory' menu channel, click the 'Inventory Part Profile' link.



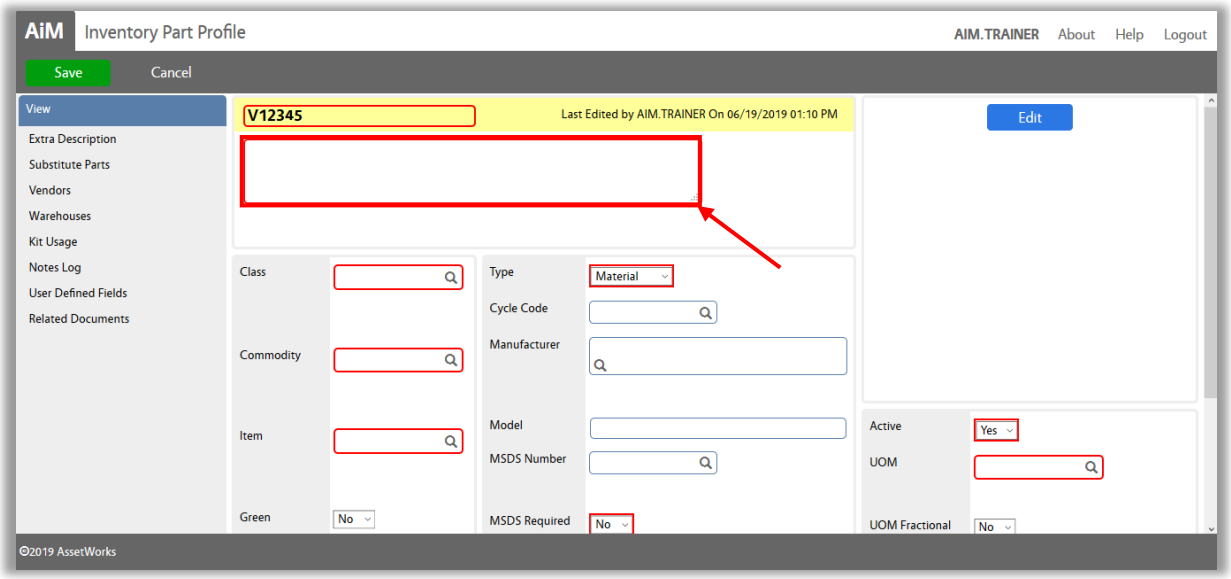
3) Click the 'New' button.



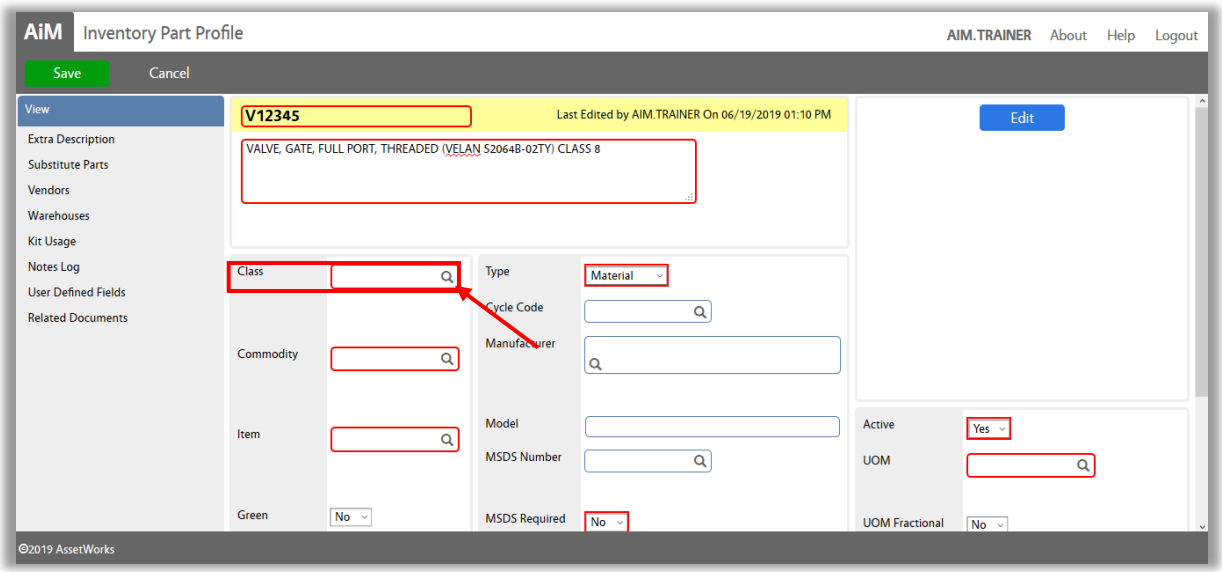
4) Provide an Inventory Part identification. The identification can consist of numbers and/or letters.



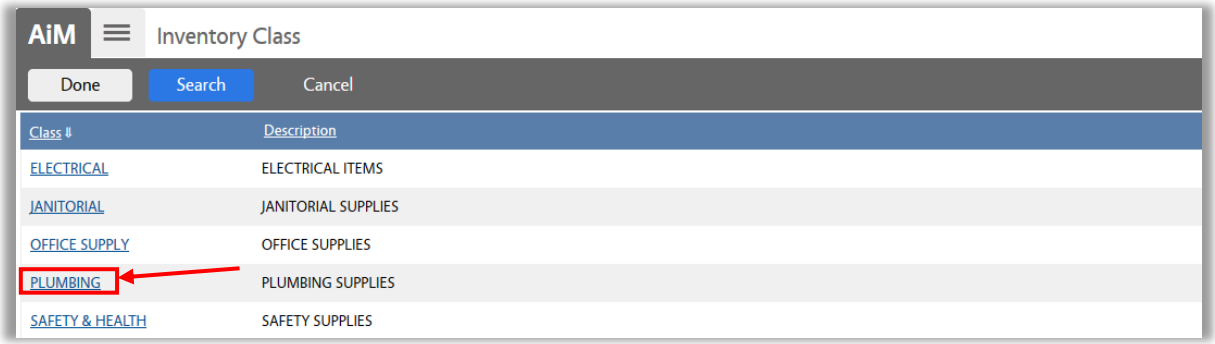
5) Provide a detailed Description.



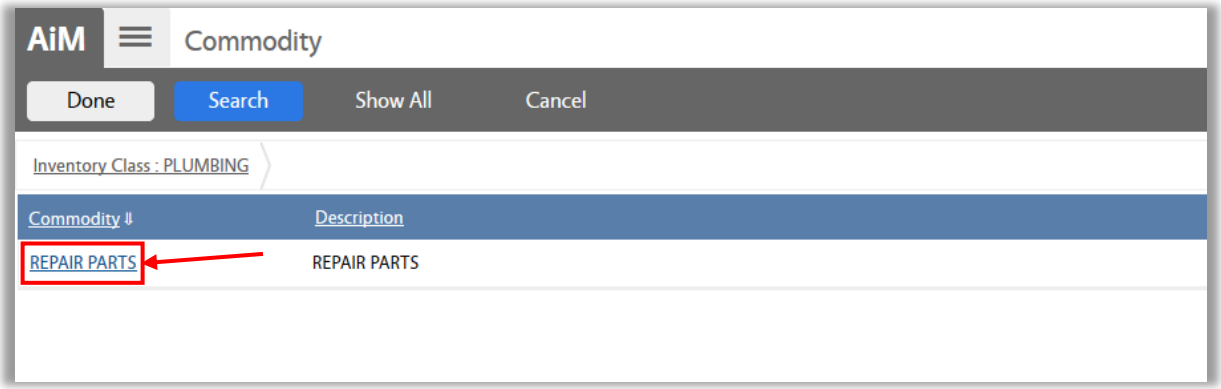
6) Click the Class 'Zoom' icon. Follow the prompts.



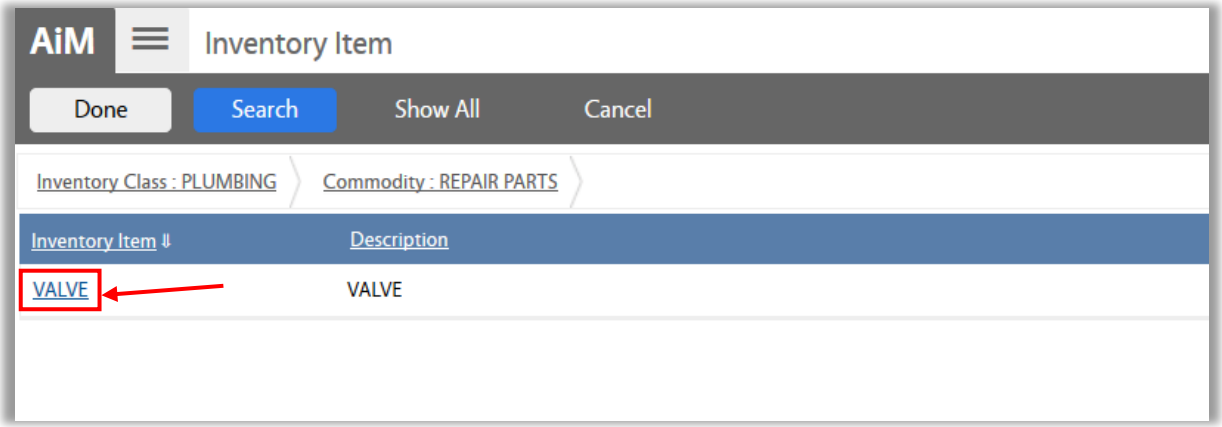
7) Select the appropriate Class. Click the 'Class' link.



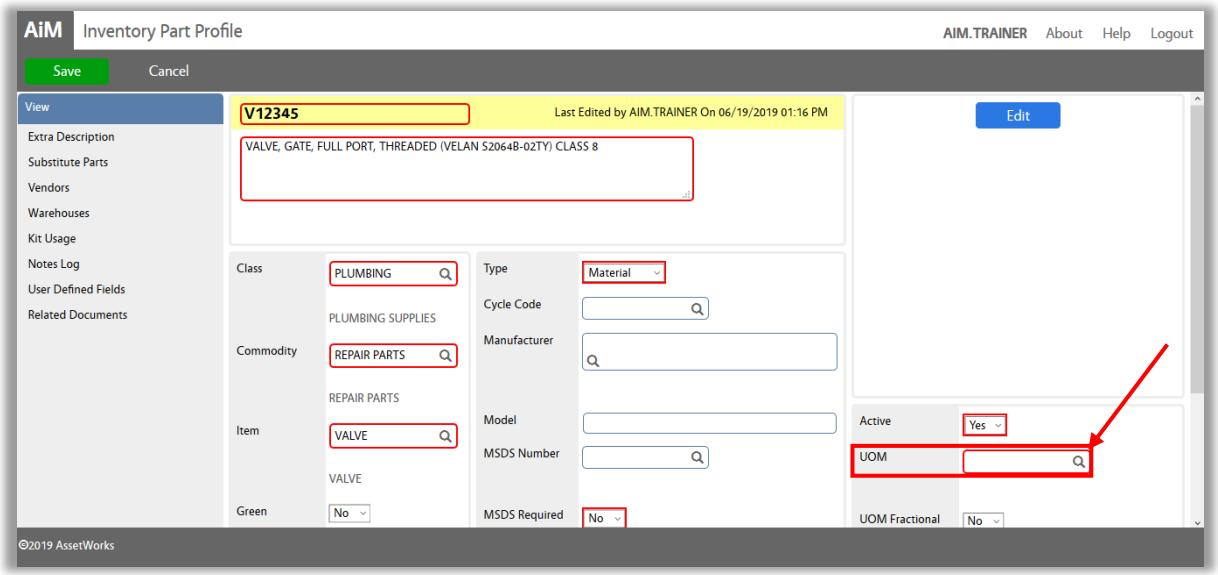
8) Select the Commodity. Click the Commodity link.



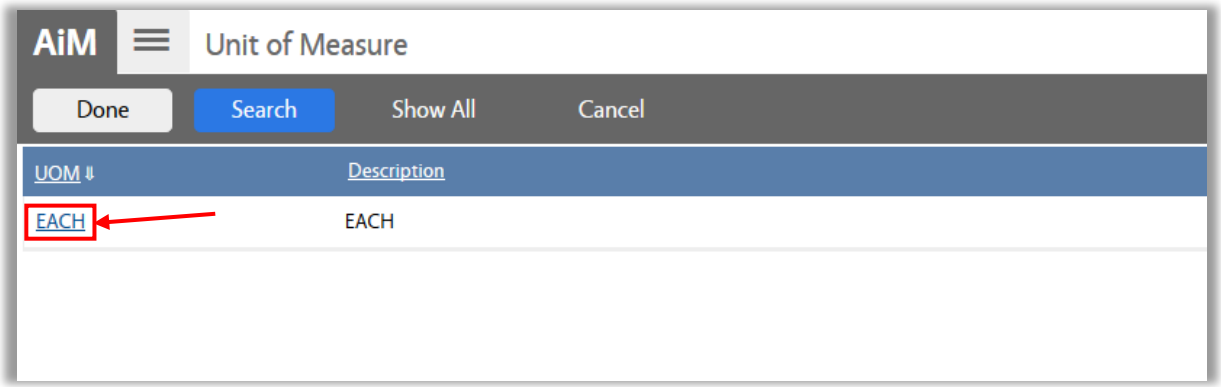
9) Select the Item. Click the Item link.



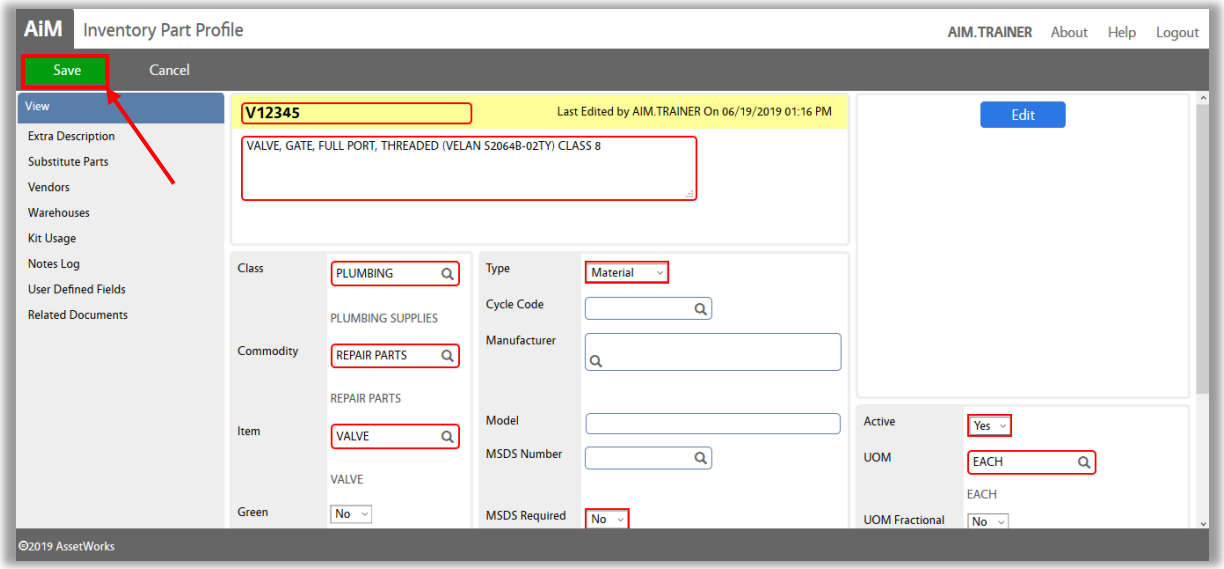
10) Click the UOM (Unit of Measure) 'Zoom' icon.



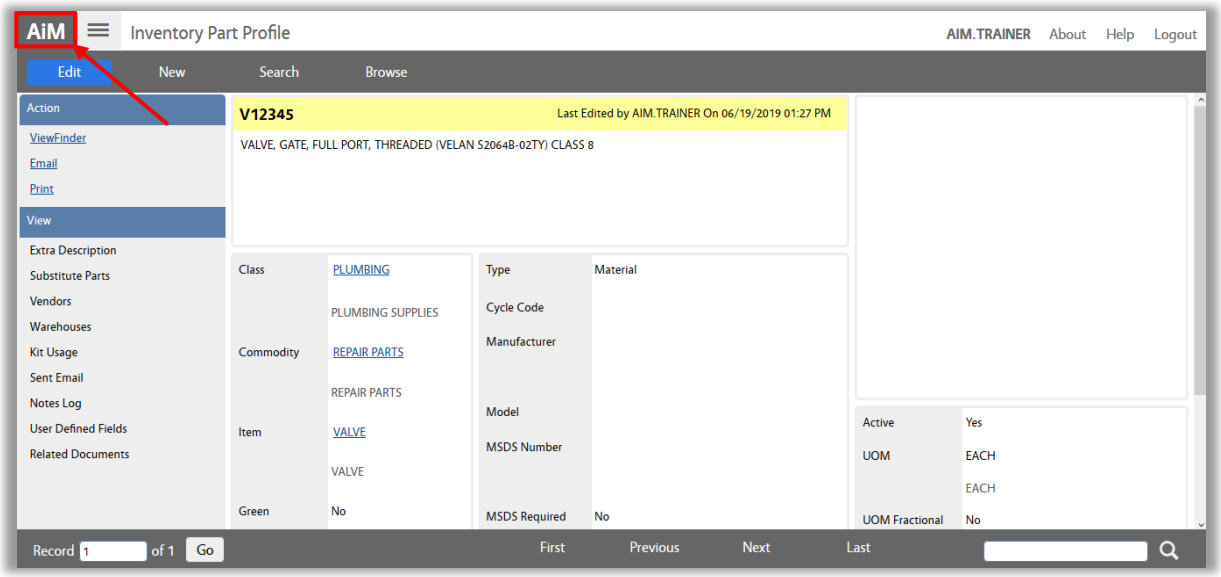
11) Select the appropriate Unit of Measure.



12) Select the 'Save' button.



13) Click the AiM™ logo to return to the main Work Desk.



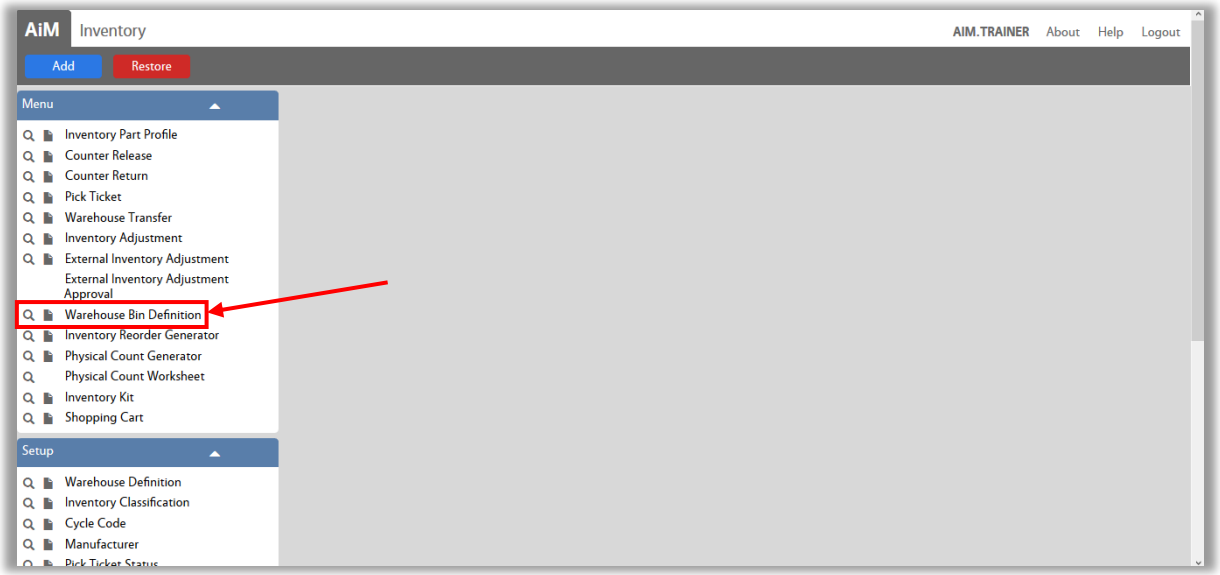
14) The main Work Desk. The Process is complete.

Warehouse Bin Definition

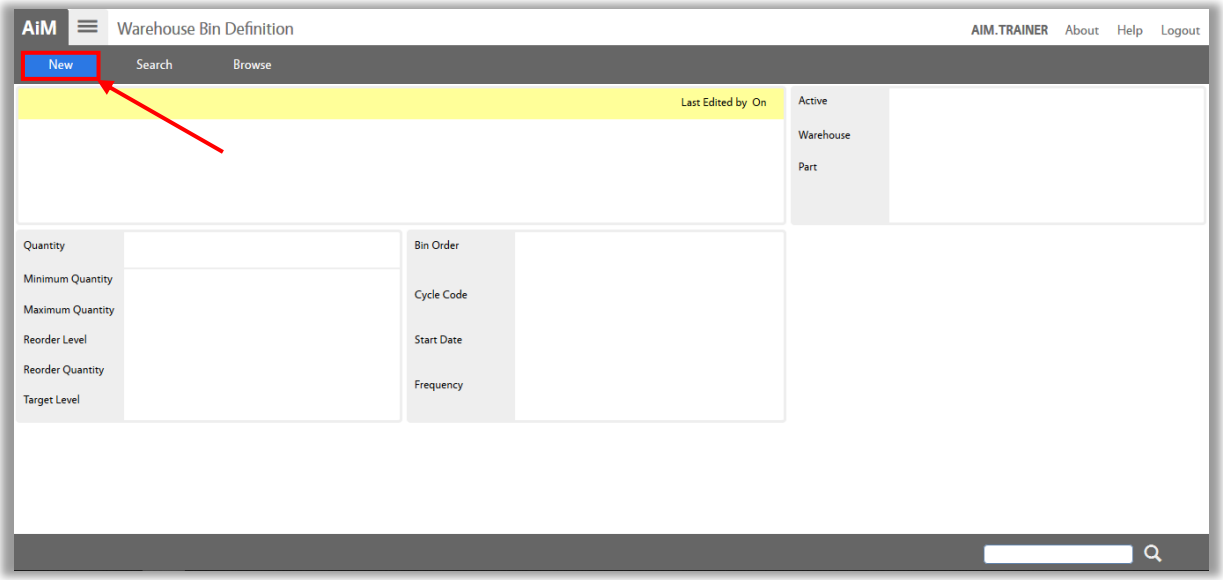
This method is used to define a Warehouse Bin.

1) Login to AiM™ and click the 'Inventory' link from the menu channel.

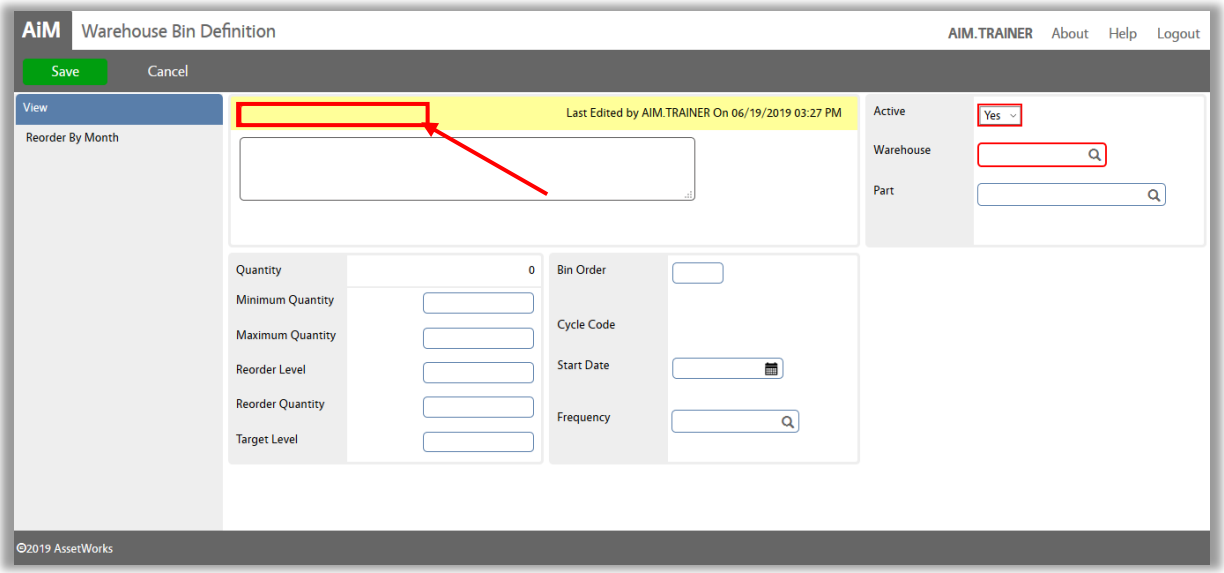
2) From the 'Inventory' menu channel, click the 'Warehouse Bin Definition' link.



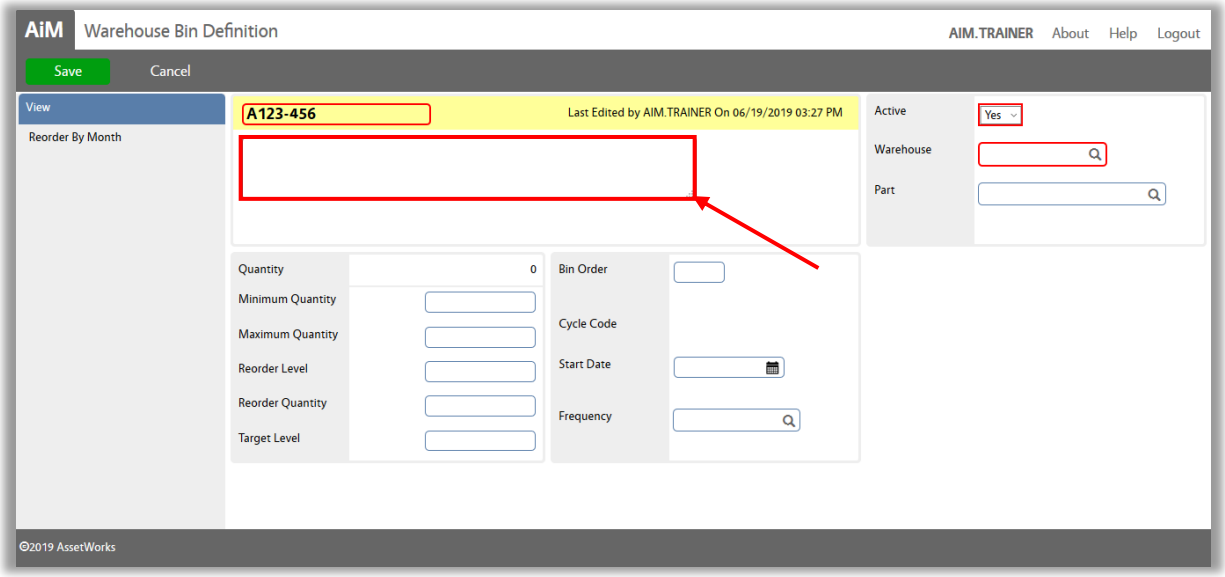
3) Click the 'New' button.



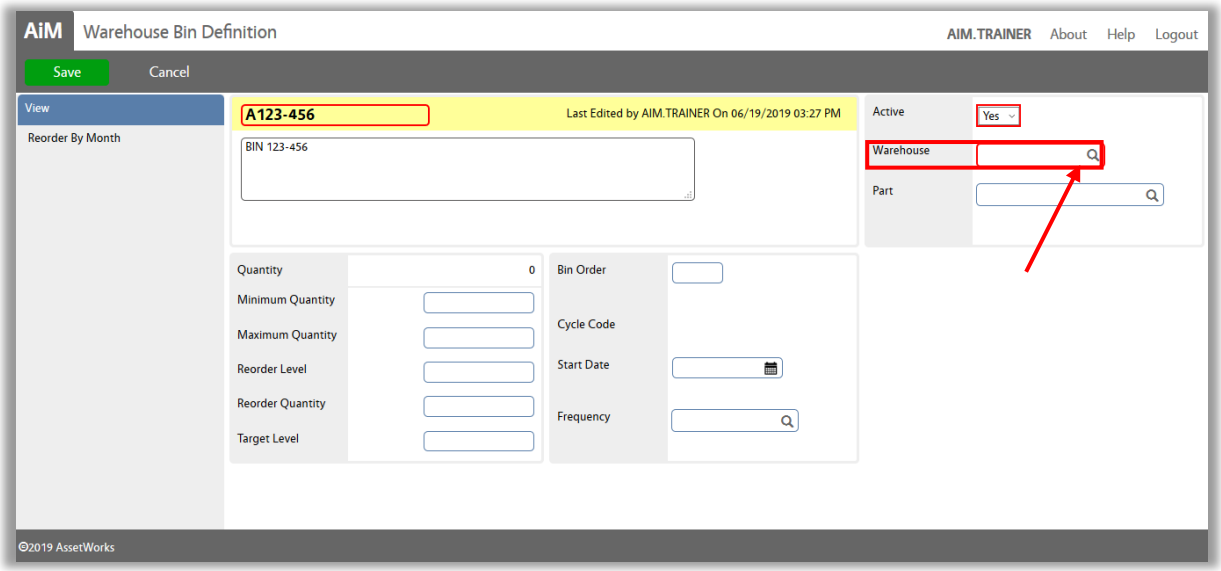
4) Provide a Bin Identification Code.



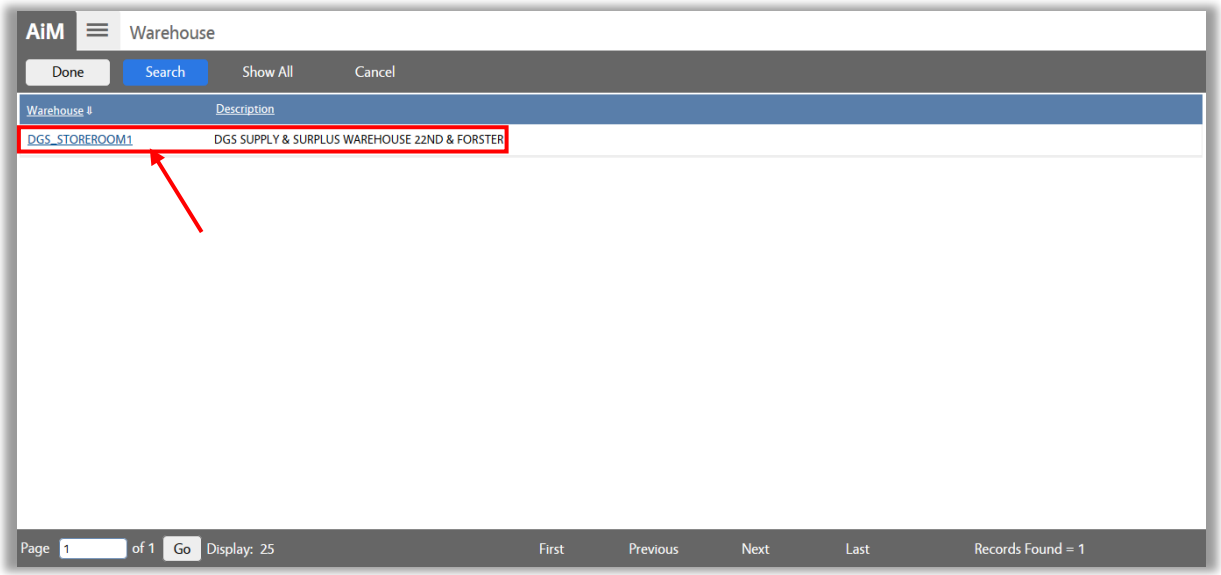
5) Optional: Provide a detailed Description.



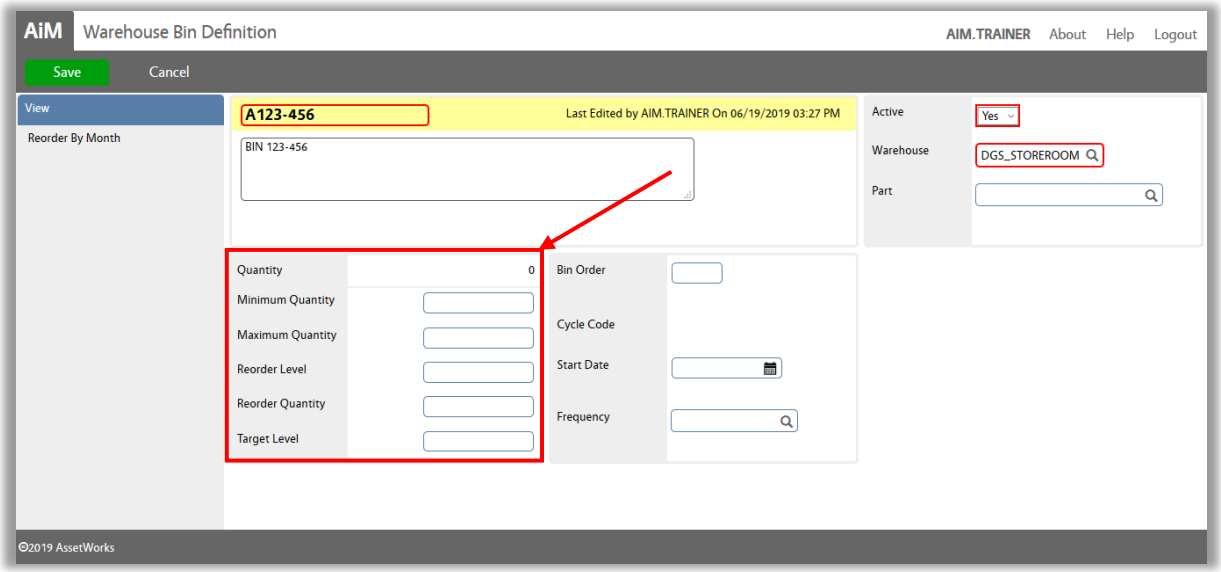
6) Click the 'Warehouse' Zoom icon.



7) Select the 'Warehouse', click the associated Warehouse link.



8) Insert your Bin Levels by entering the numeric values in the associated boxes.



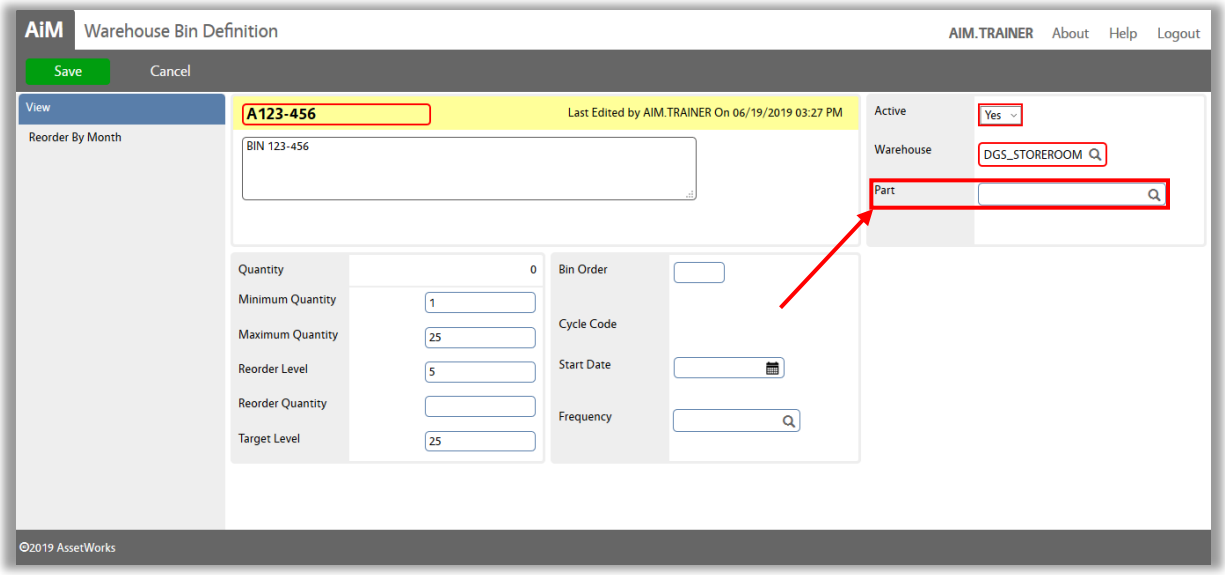
The Quantities Block displays the on-hand quantity currently in the bin, as well as inventory control quantities for minimum/maximum levels, reorder level and reorder quantity (or a target level). These quantities are by warehouse/bin and will be used by the automated inventory reorder generator to determine when to order parts and how many to order. If the target level is being used, the part will be reordered every time the on-hand quantity is below the target level. Alternatively, the reorder level triggers a reorder of a defined reorder quantity once reached. The reorder quantity will only be order once the on-hand inventory level is equal or less than the reorder level. The target level and reorder level methods cannot be used simultaneously.

The target level now allows a reorder point to be set. If a reorder level is set to only order once it is reached, users can now continue burn down to the reorder level. The validation is relaxed on the reorder level plus the reorder quantity versus the target level and allows the user to enter a third way to handle the reorder that is to set the reorder level and target level.

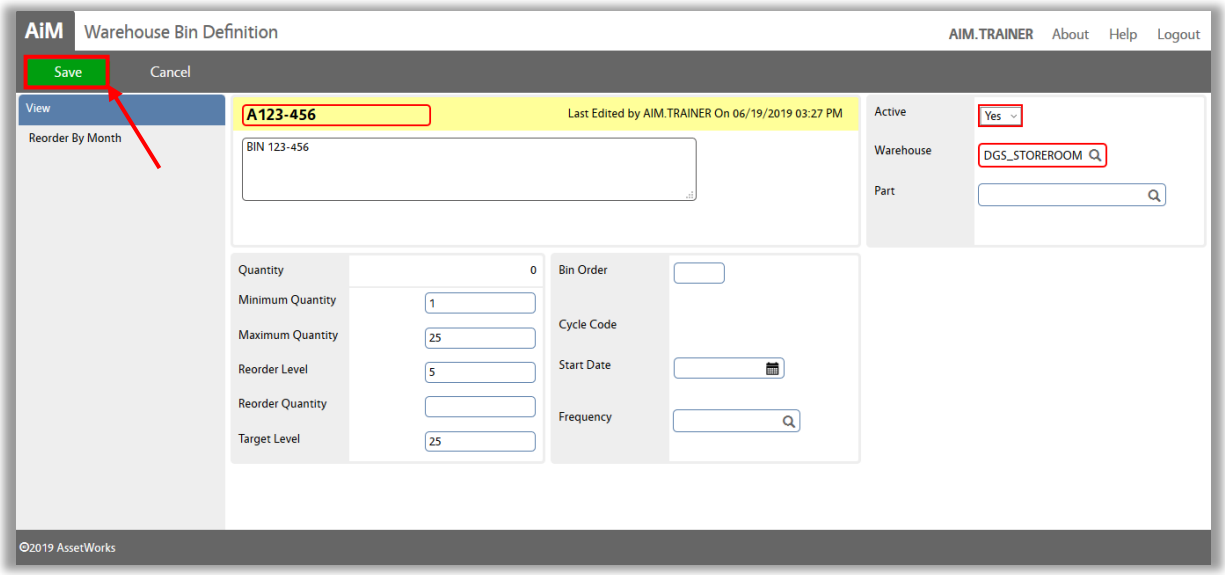
Now Three Methods:

1. Reorder + Reorder Quantity
2. Target Level Only
3. Target Level + Reorder Level (New in AiM 8.0)

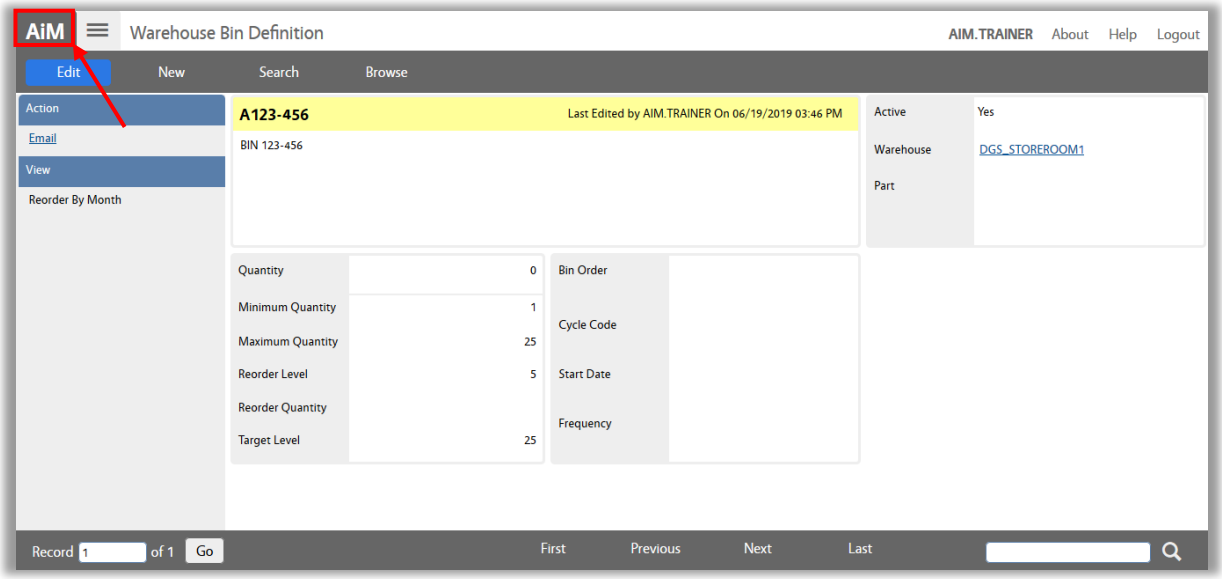
9) If you have an Inventory Part that belongs in this bin, add it by clicking the 'Zoom' icon and selecting the appropriate part.



10) Click the 'Save' button.



11) Click the AiM™ AiM logo to return to the main Work Desk.



12) The Main Work Desk. The Process is complete.

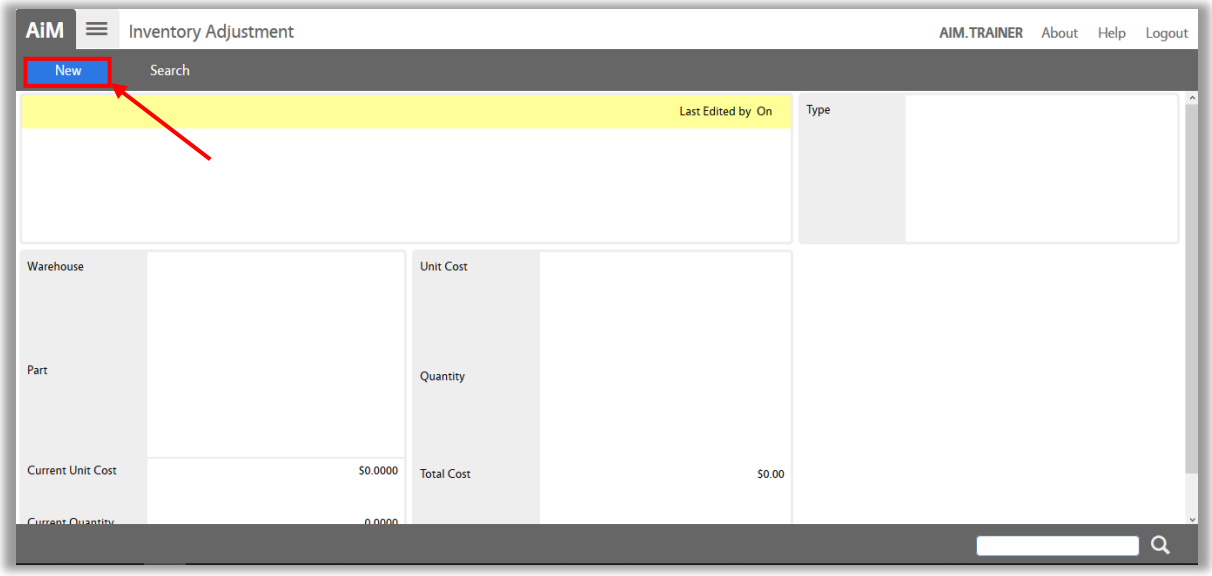
Inventory Adjustments

This method is used to perform initial part entry adjustments, and cost/quantity adjustments for Inventory parts in AiM.

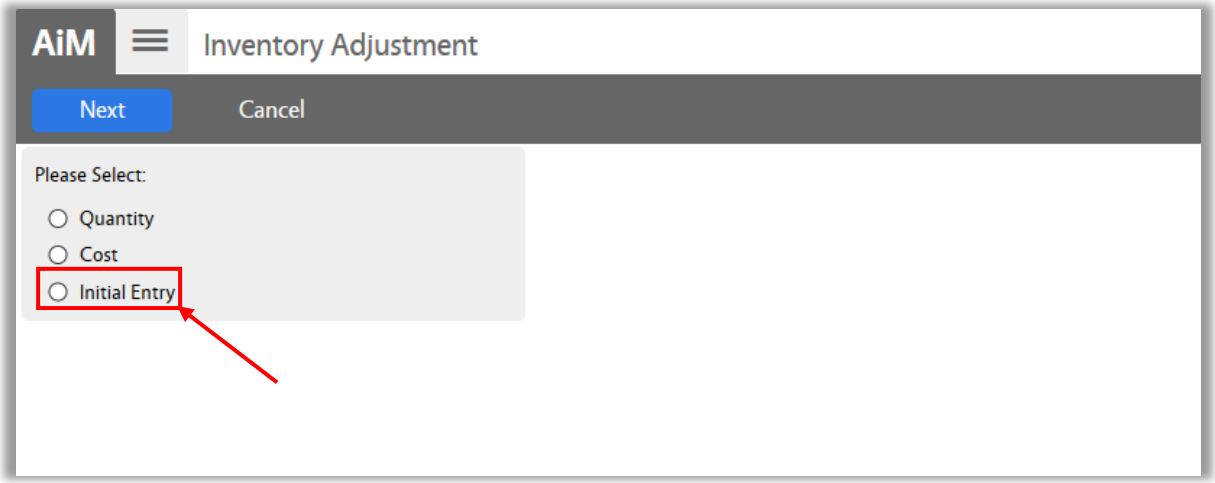
1) Log into AiM and click the 'Inventory' link from the main module menu.

2) Click 'Inventory Adjustment' from the main Inventory menu.

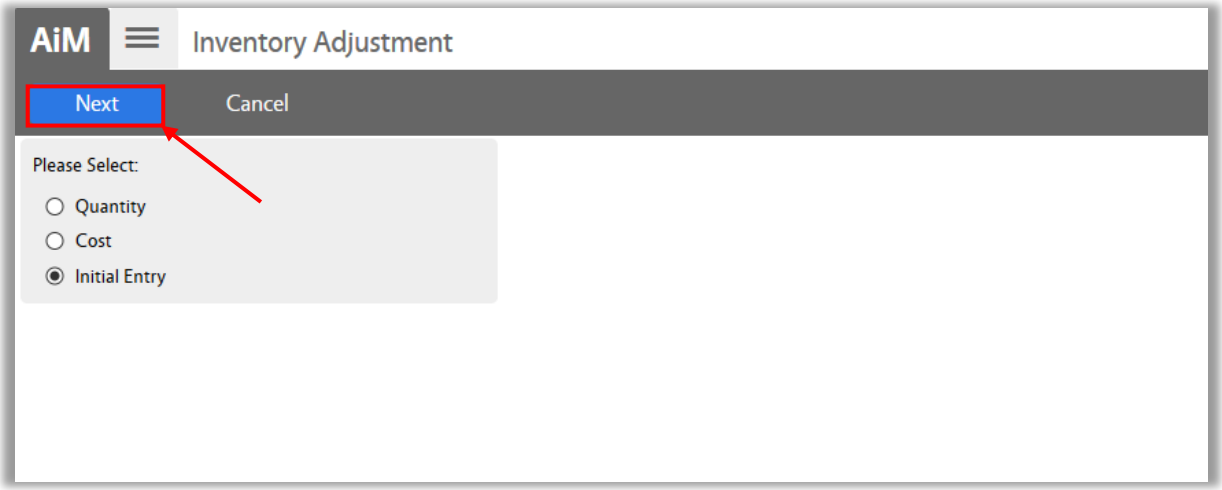
3) Click the 'New' icon.



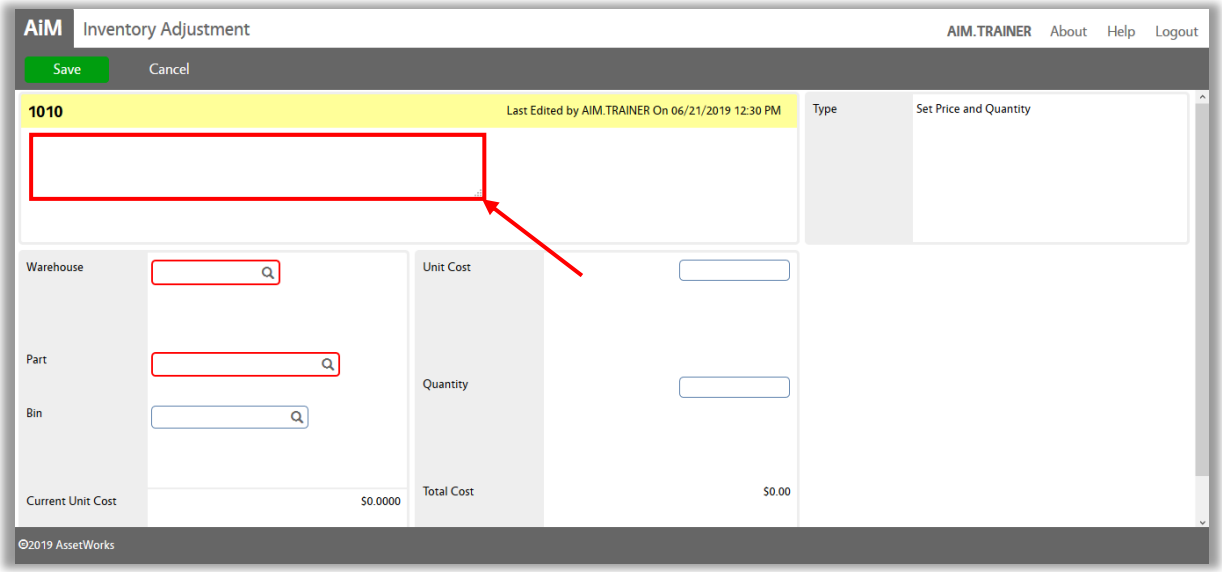
4) Select which adjustment type you would like to make. If the part is new to AiM, click 'Initial Entry', otherwise select either 'Quantity' or 'Cost'. Initial Entry is chosen for this example.



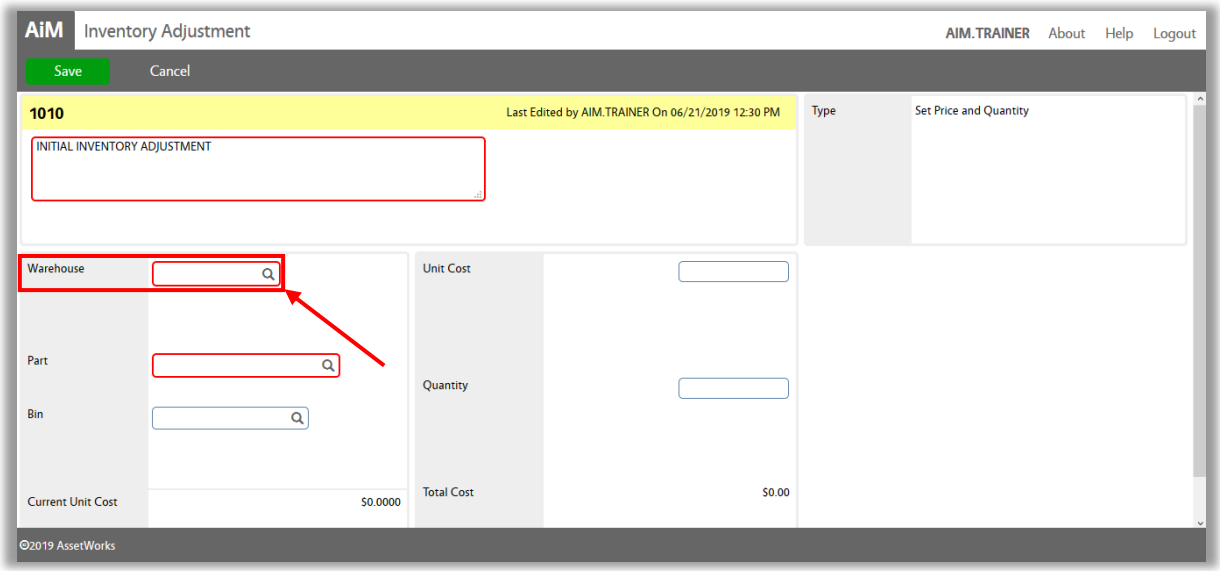
5) Click 'Next'



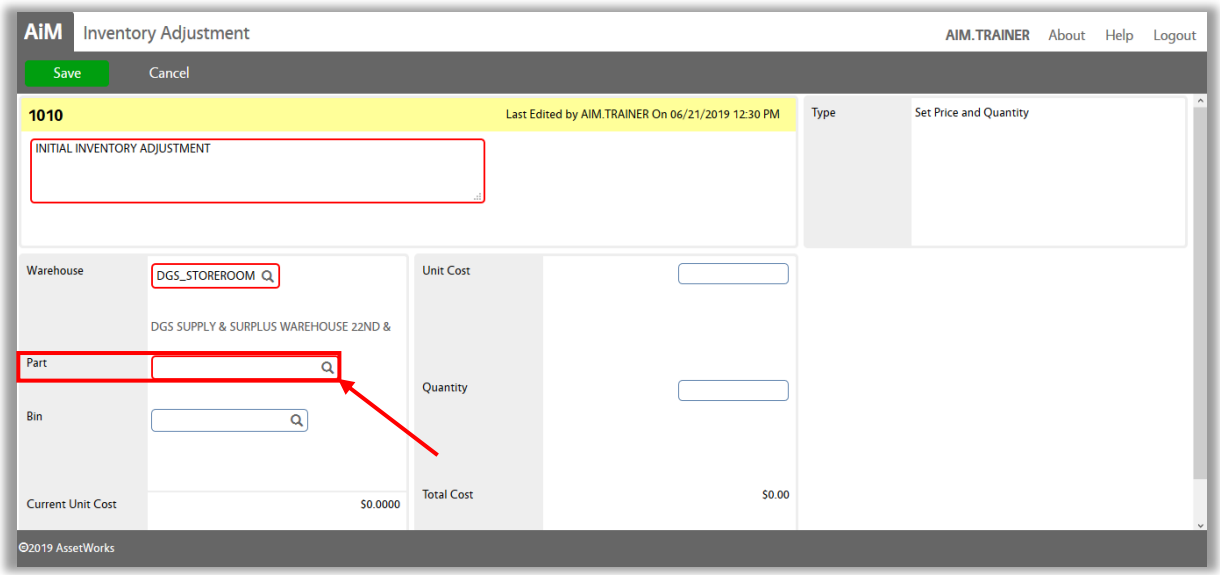
6) Enter a description for the adjustment.



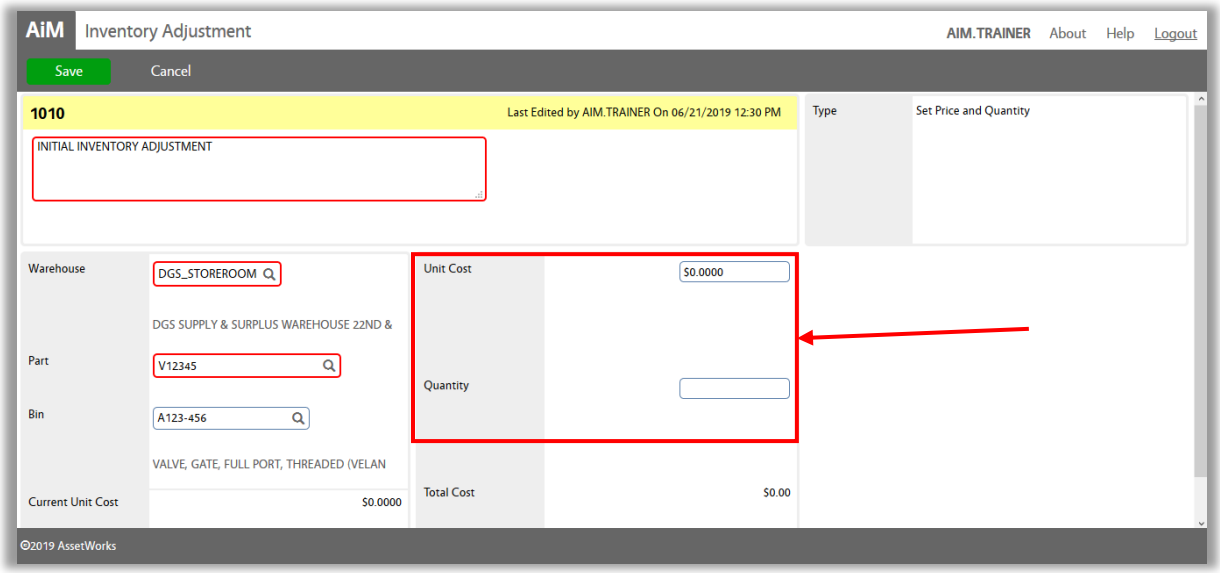
7) Select the appropriate warehouse. Click the warehouse zoom icon and chose the desired warehouse.



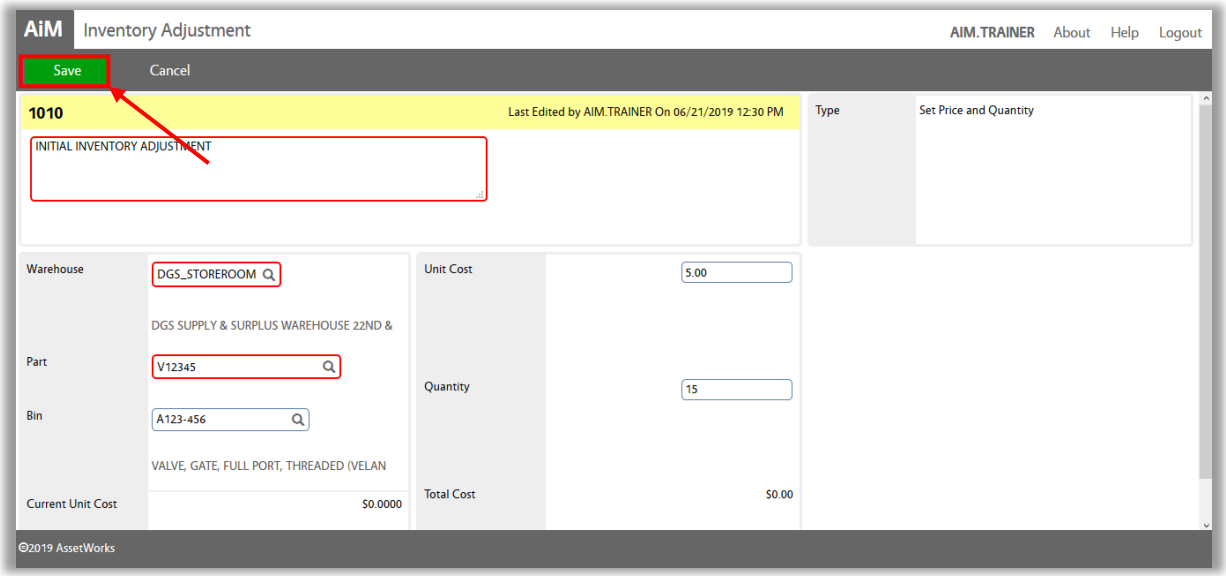
8) Select the appropriate part.



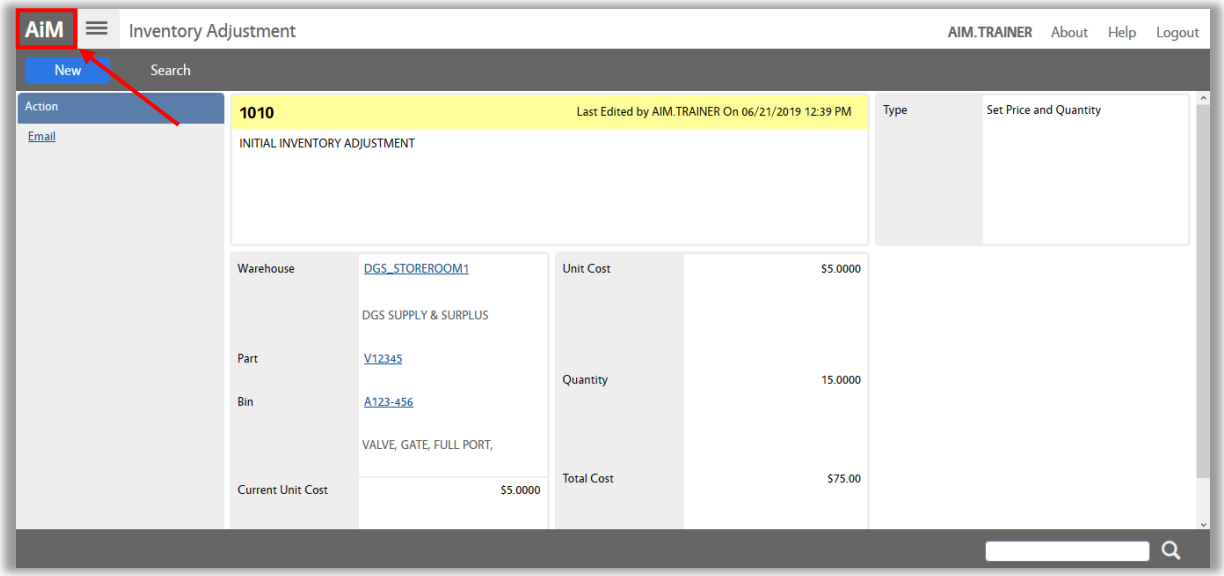
9) Enter an initial unit cost and initial quantity for the part.



10) Click the 'Save' icon.



11) Click the AiM icon to return to the main WorkDesk.



12) The main WorkDesk, the process is complete.

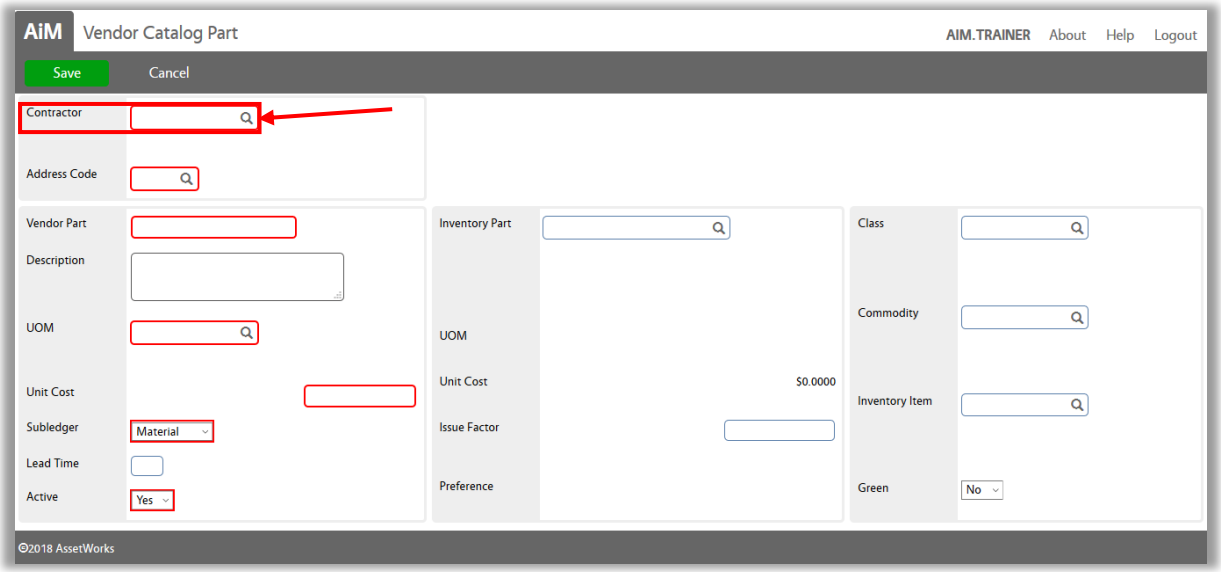
New Vendor Catalog Part Creation

This method is used to create a Vendor Catalog Part in AiM.

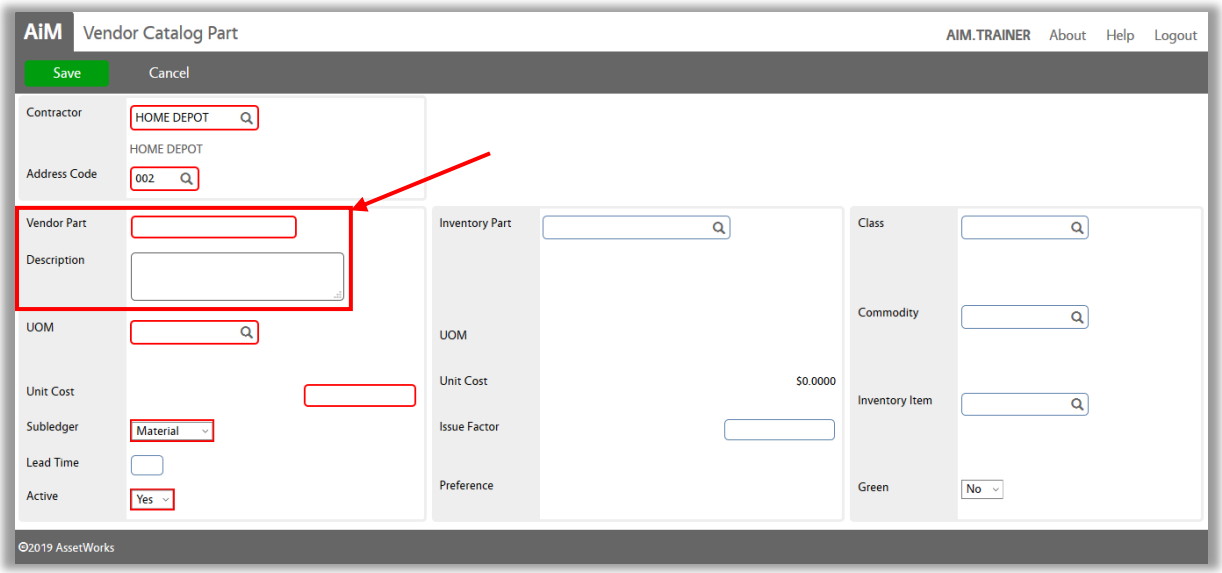
1. Log into AiM and click the 'Purchasing' link from the main module menu.

2. Click the New icon to the left of Vendor Catalog Part on the Purchasing screen main menu.

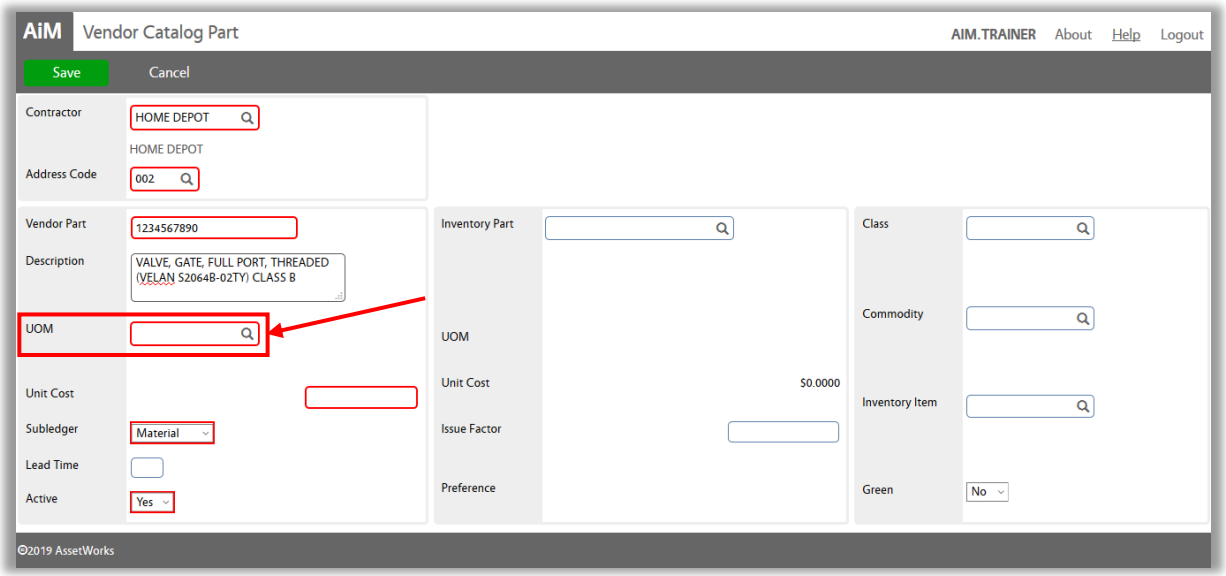
3. Enter Contractor ID Number and then click the Zoom icon. This action will add the Contractor name beneath their ID Number and autofill the Address Code field. (Note: If you do not know the Contractor's ID, then select the Zoom icon to open a search screen)



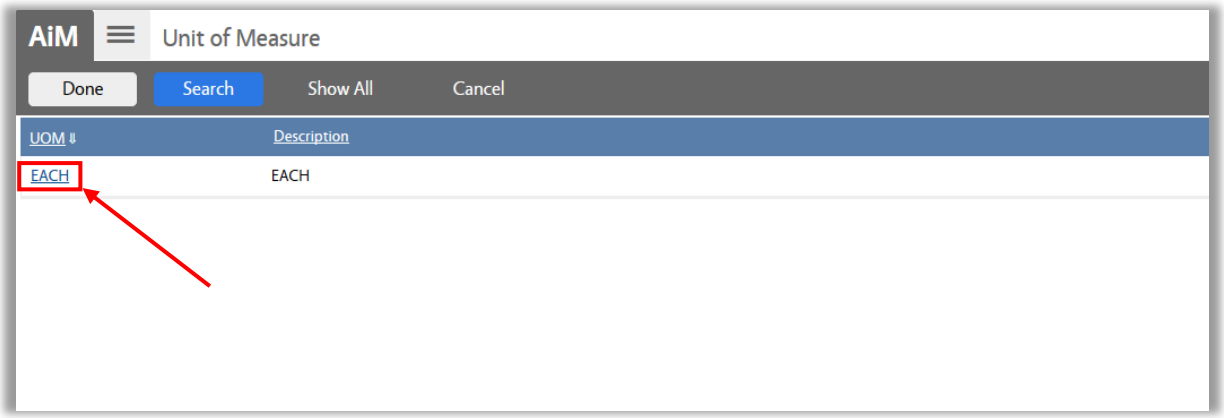
4. Enter the Vendor Part number and Description.



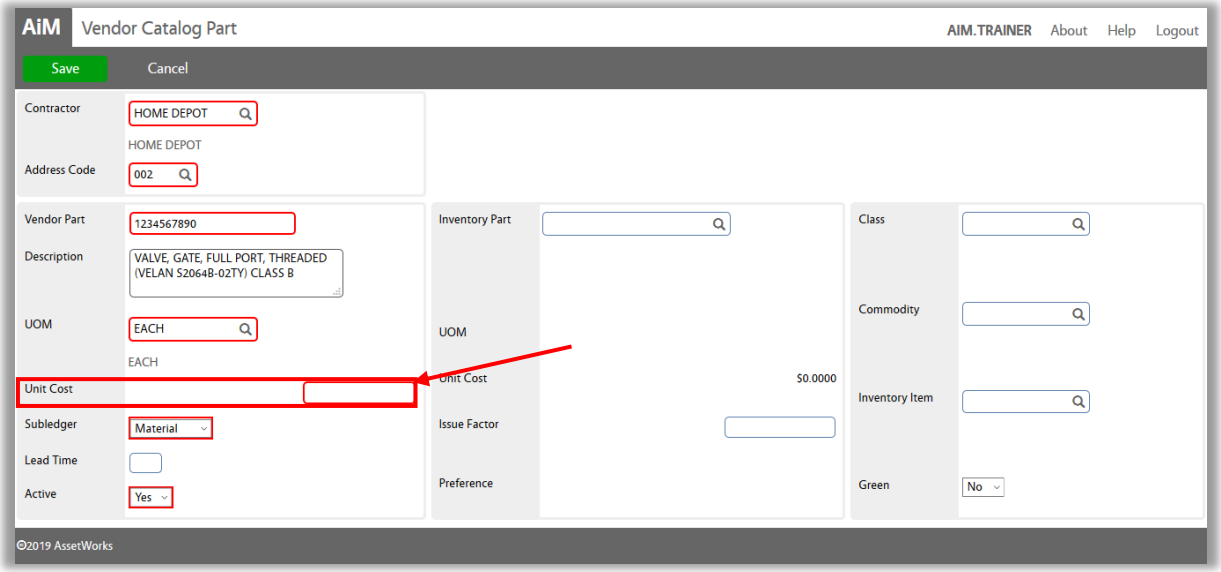
5. Select the Unit of Measure (UOM) by selecting the Zoom icon on the UOM field to display the UOM types that have been defined in the system.



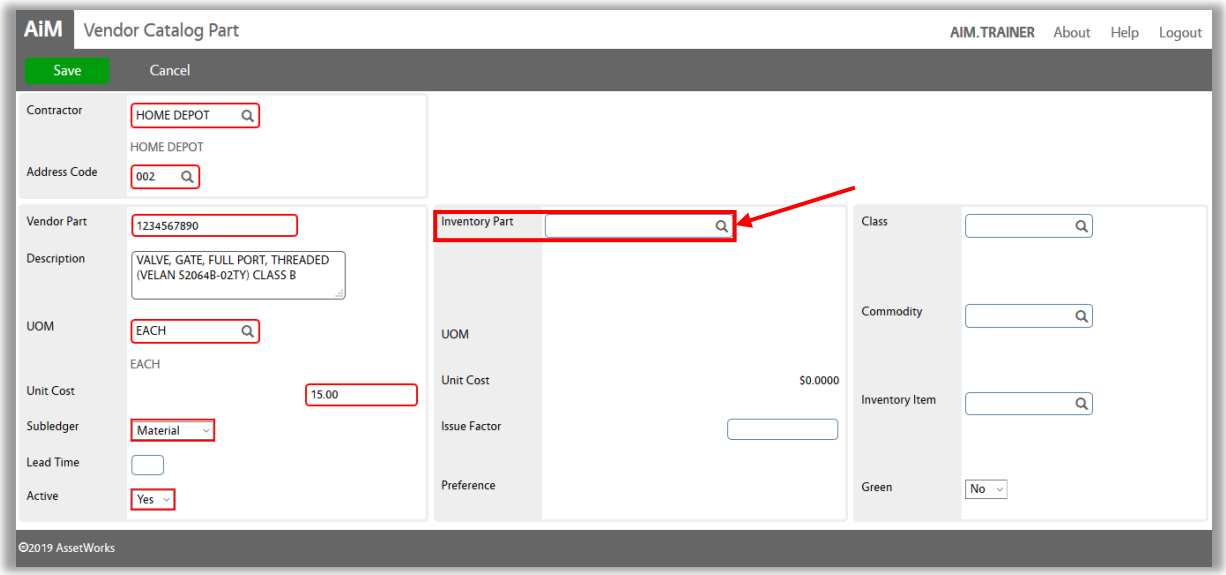
6. Select the UOM from the choices that are displayed.



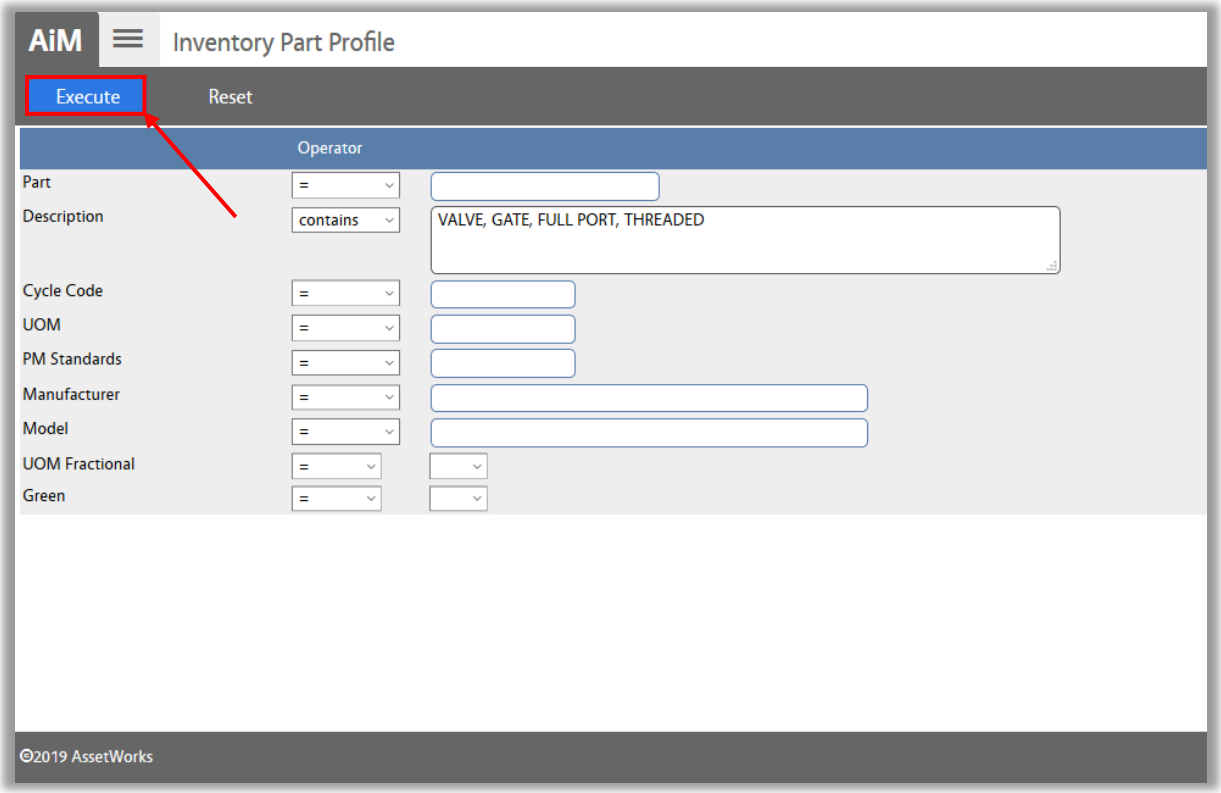
7. Enter the Unit Cost.



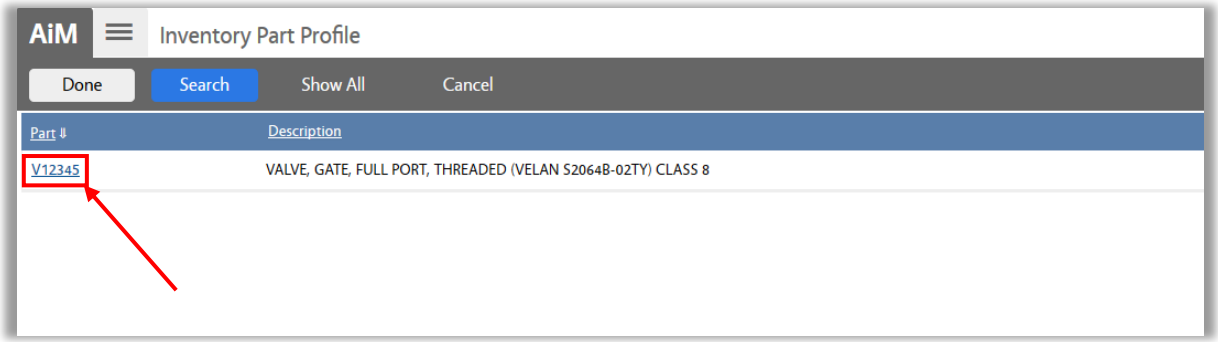
8. Select the Inventory Part by selecting the Zoom icon on the Inventory Part field to open a search screen.



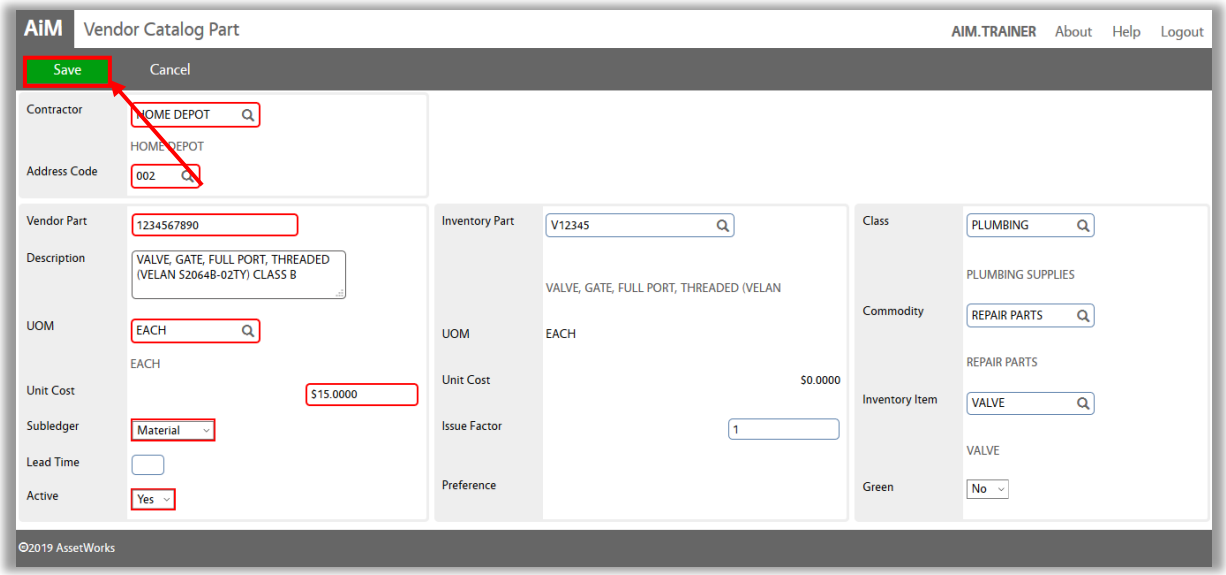
9. Enter Search criteria. Click Execute.



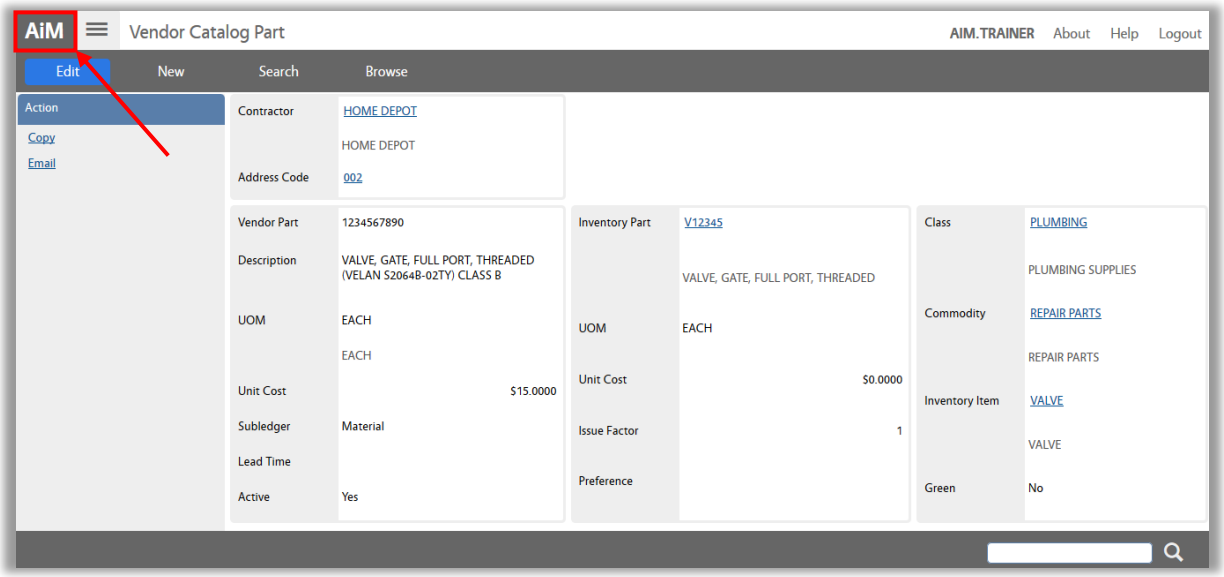
10. Select the Inventory Part Profile hyperlink of the appropriate part.



11. Click the Save icon.



12. Click the AiM icon to return to the main WorkDesk.



13. The main WorkDesk, the process is complete.

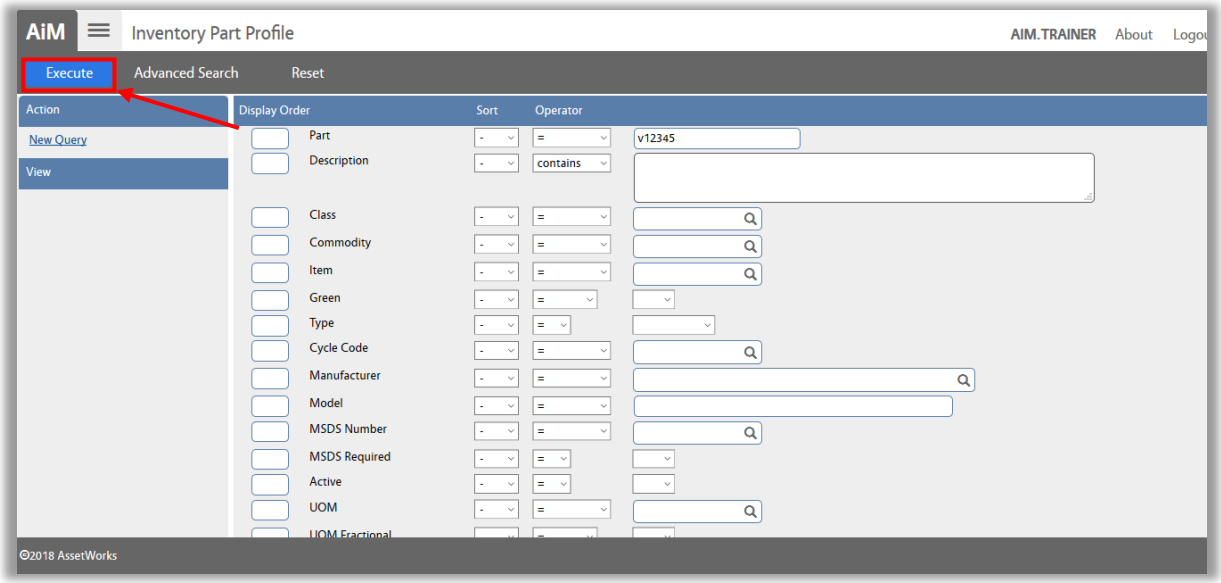
Updating the Vendor View on an Inventory Part Profile

This method is used to setup the default vendor preferences on an Inventory Part Profile.

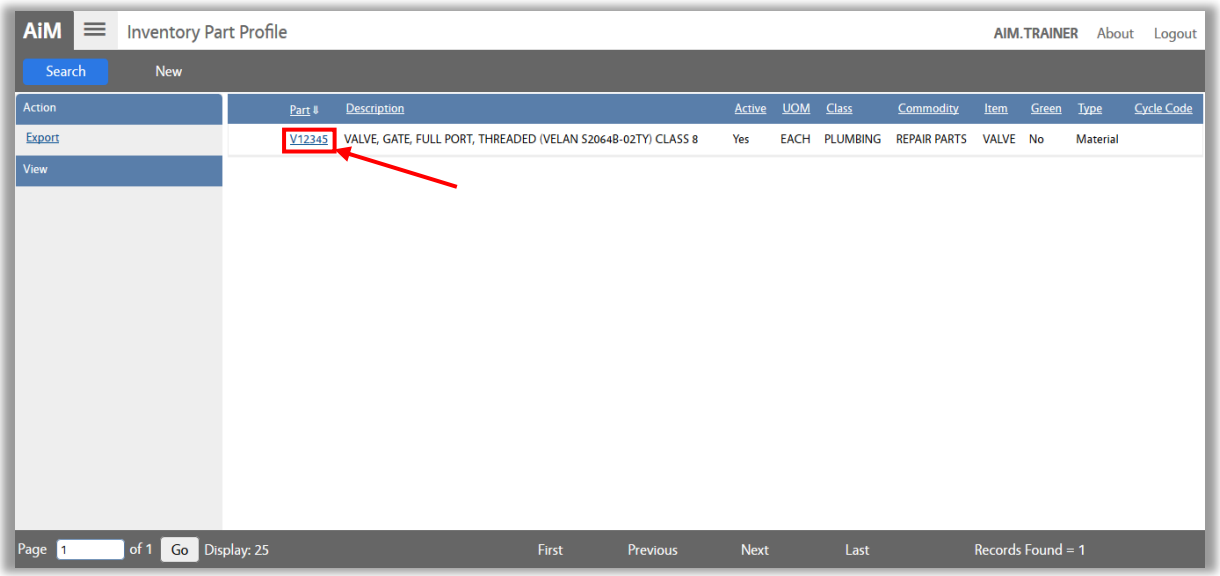
1. Log into AiM and click the Inventory link from the main WorkDesk module menu.

2. Click the Search icon to the left of Inventory Part Profile.

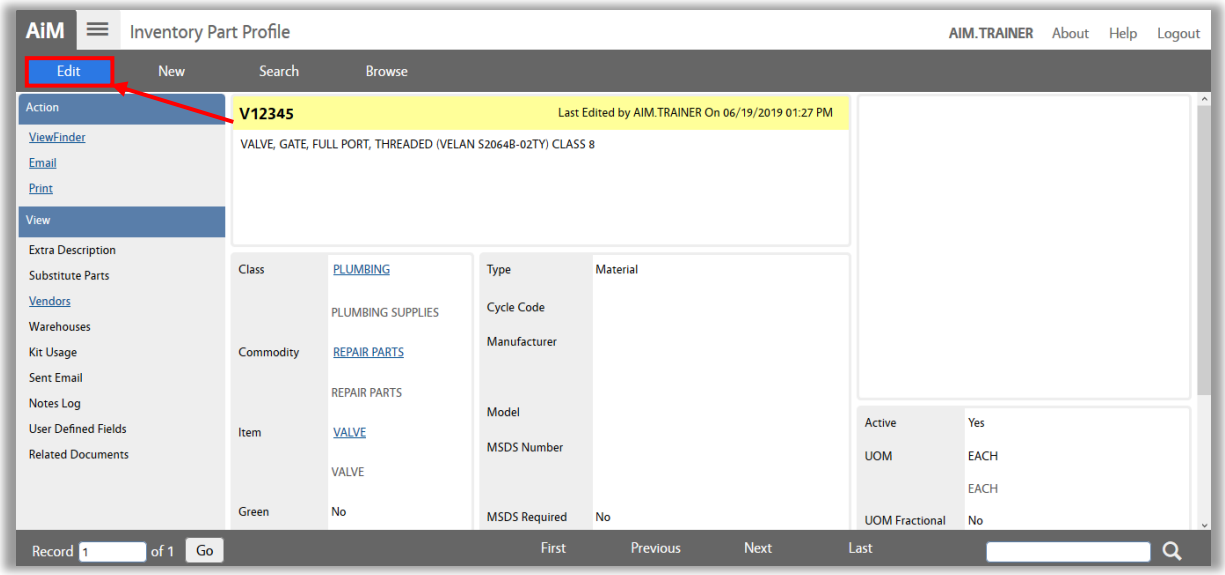
3. Enter any appropriate search criteria, then click 'Execute'.



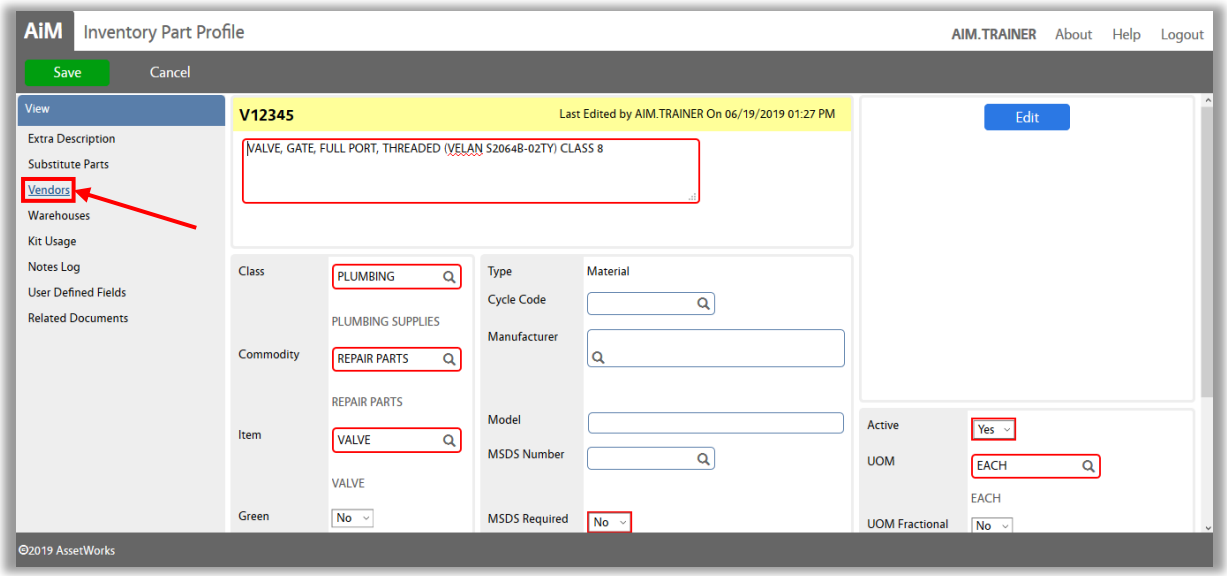
4. Select the appropriate Inventory Part Profile hyperlink



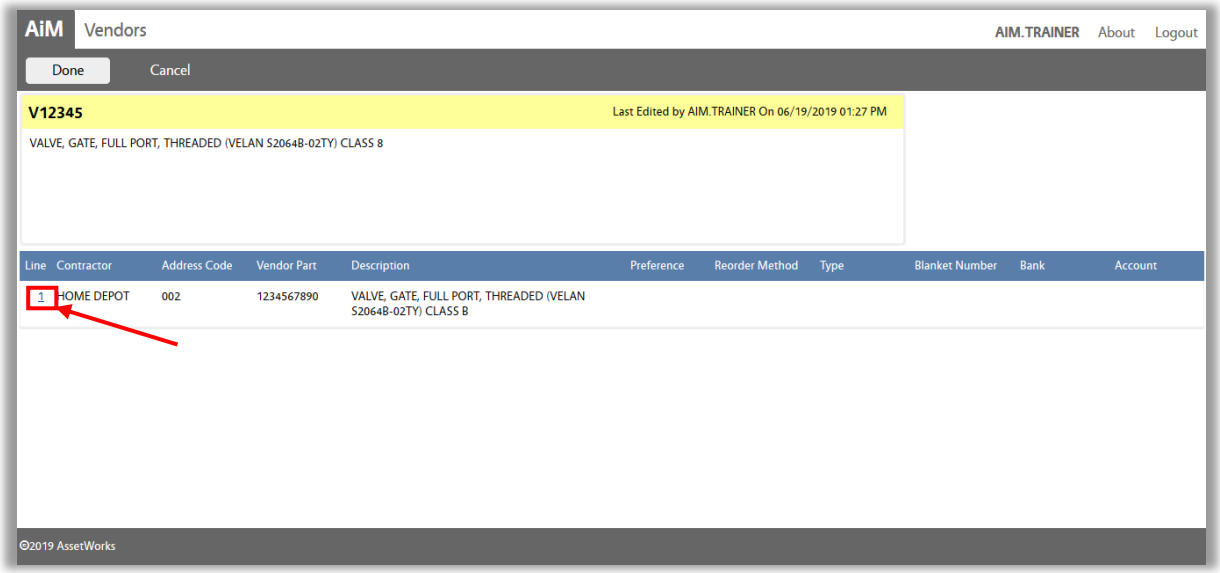
5. Click the 'Edit' icon



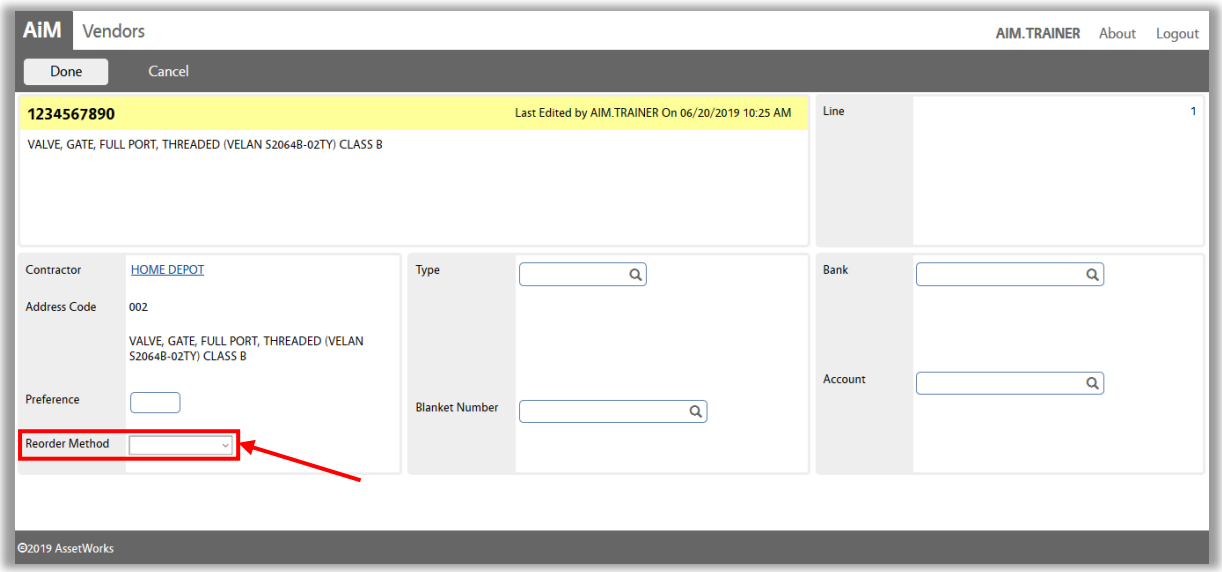
6. Click 'Vendors' from the View menu.



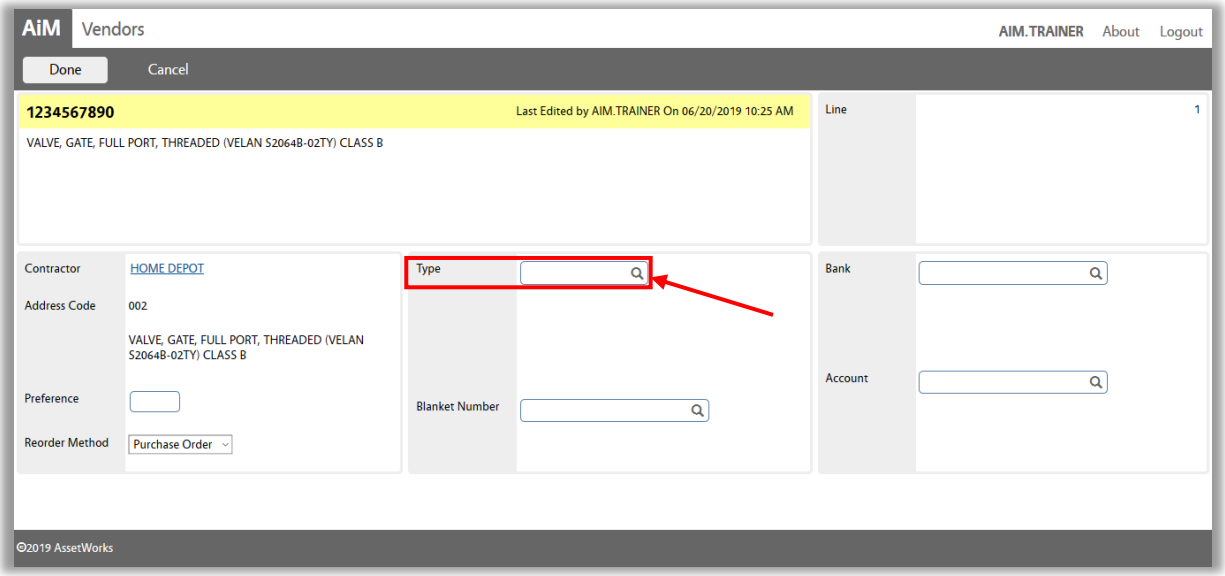
7. Click the Line Item number of the line you would like to edit.



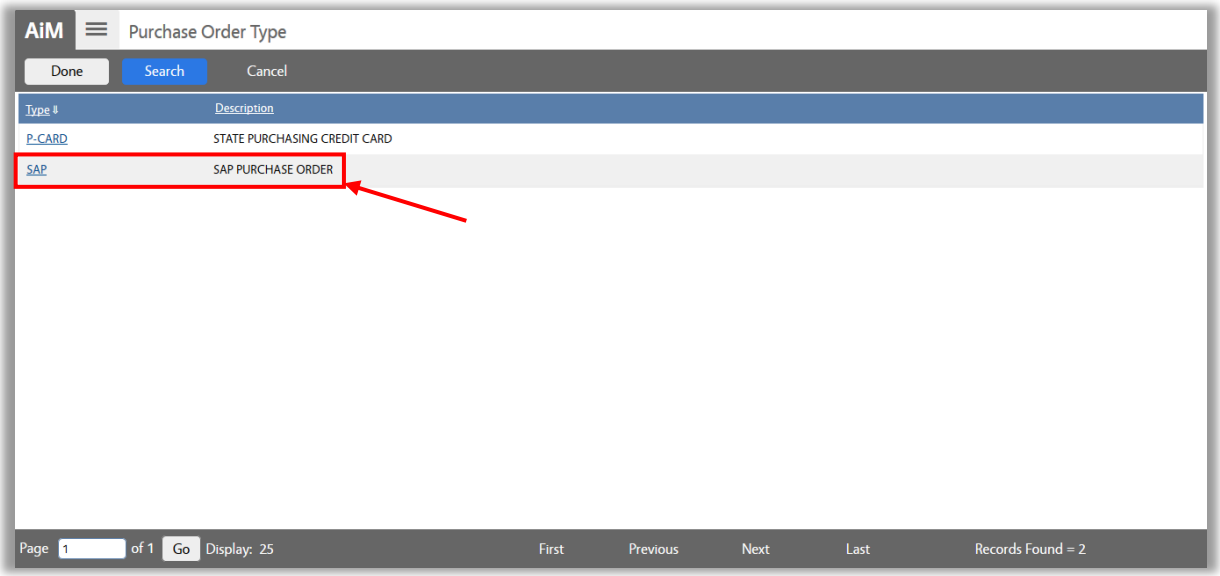
8. Select the Reorder Method from the drop down list under the Reorder Method field.



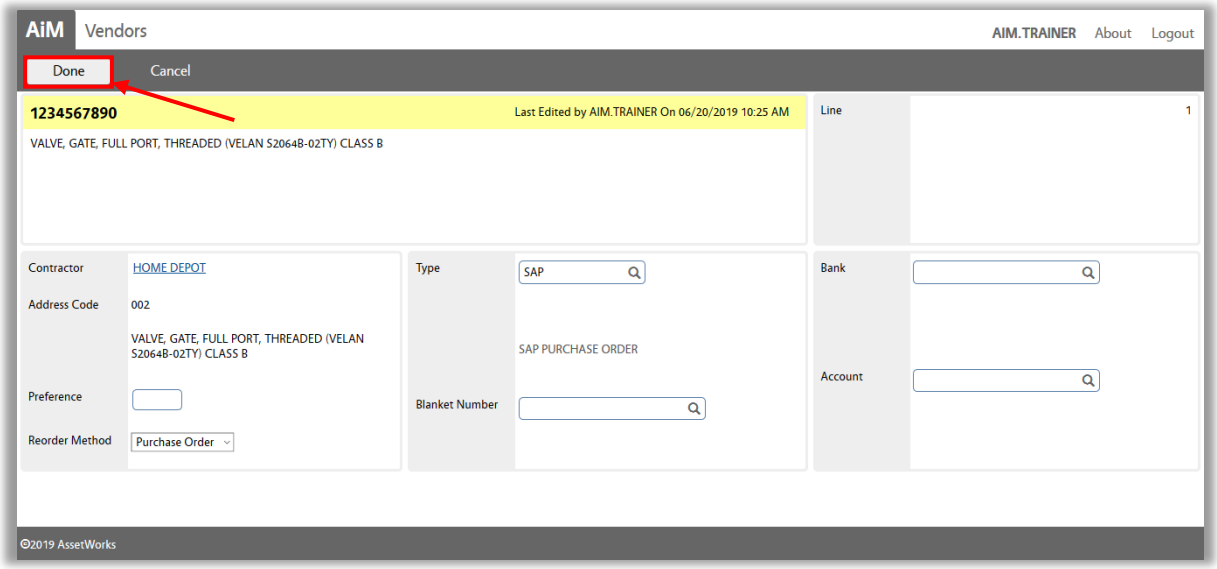
9. Select the Type by selecting the Zoom icon on the Type field.



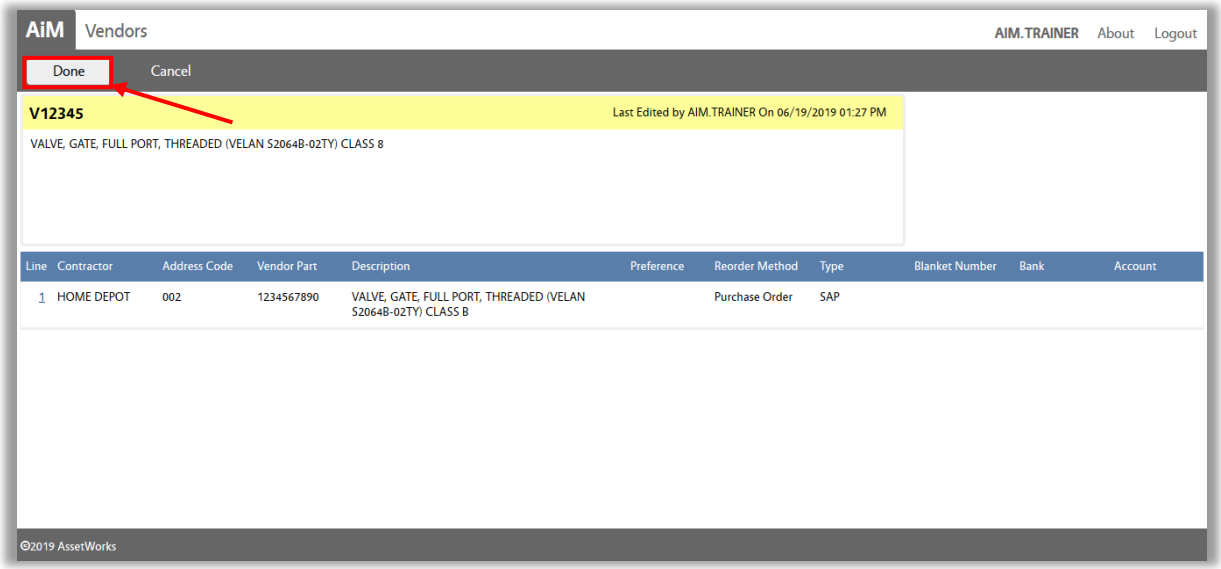
10. Select the Type from the choices that are displayed.



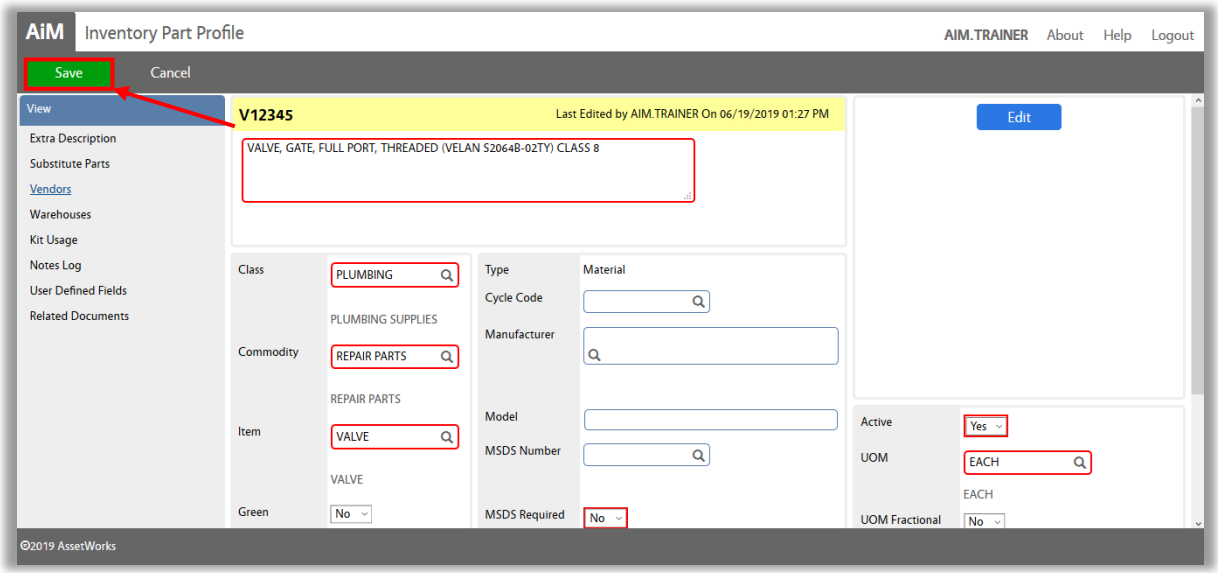
11. Click the 'Done' icon.



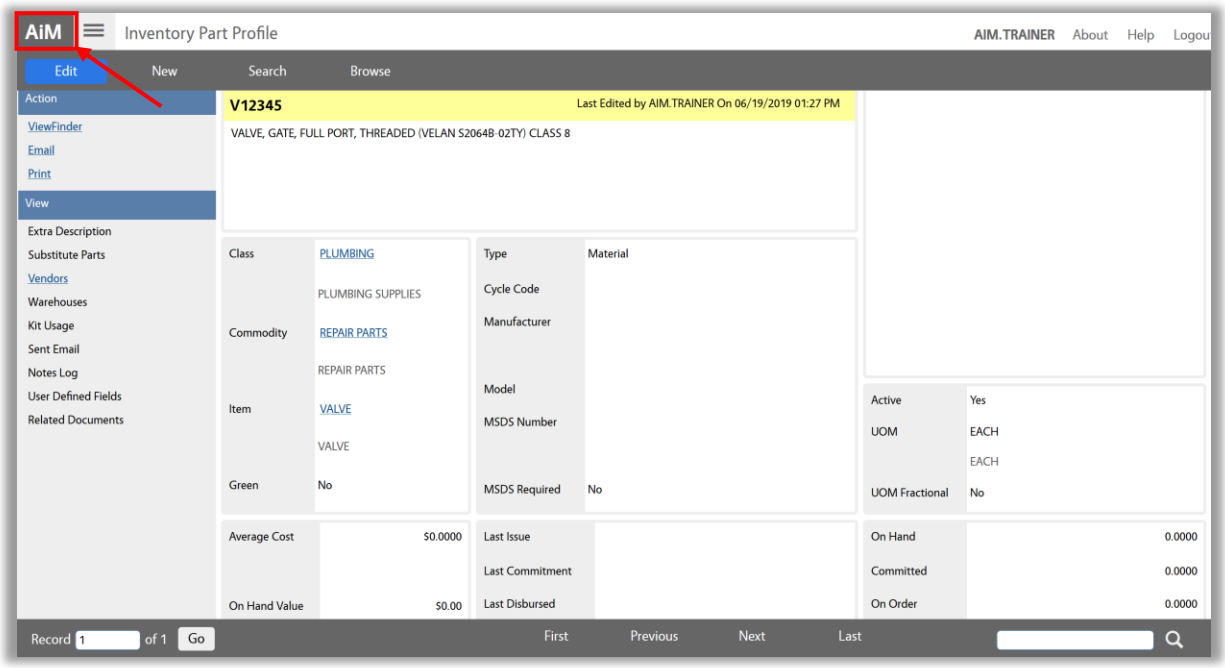
12. Click the 'Done' icon.



13. Click the 'Save' icon.



14. Click the AiM logo to return to the main WorkDesk.



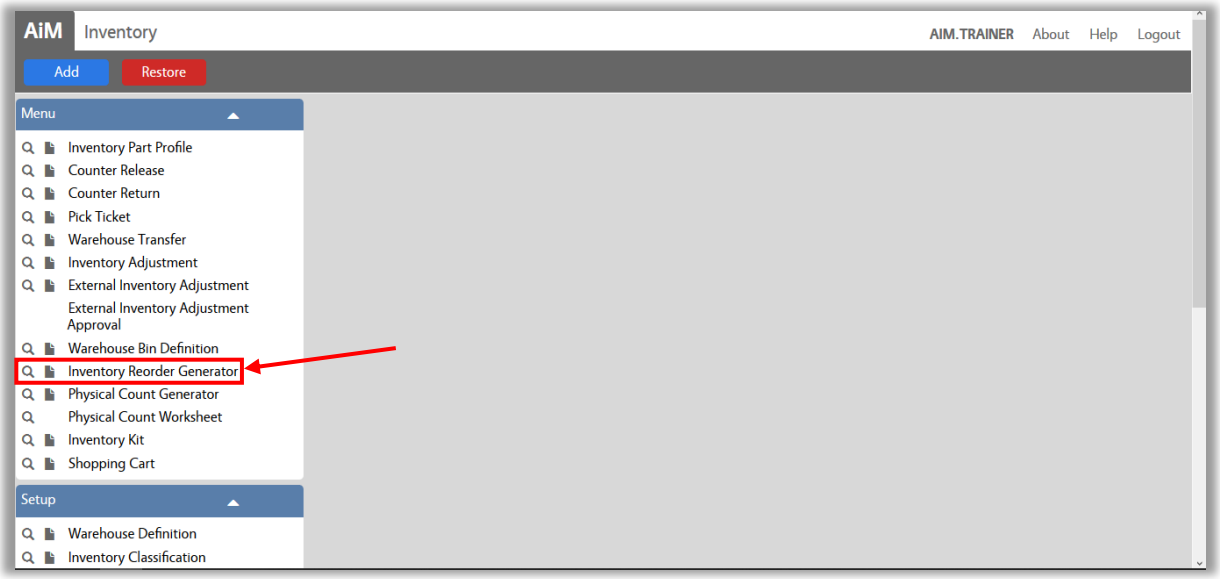
15. The main WorkDesk, the process is complete.

Inventory Reorder Generation

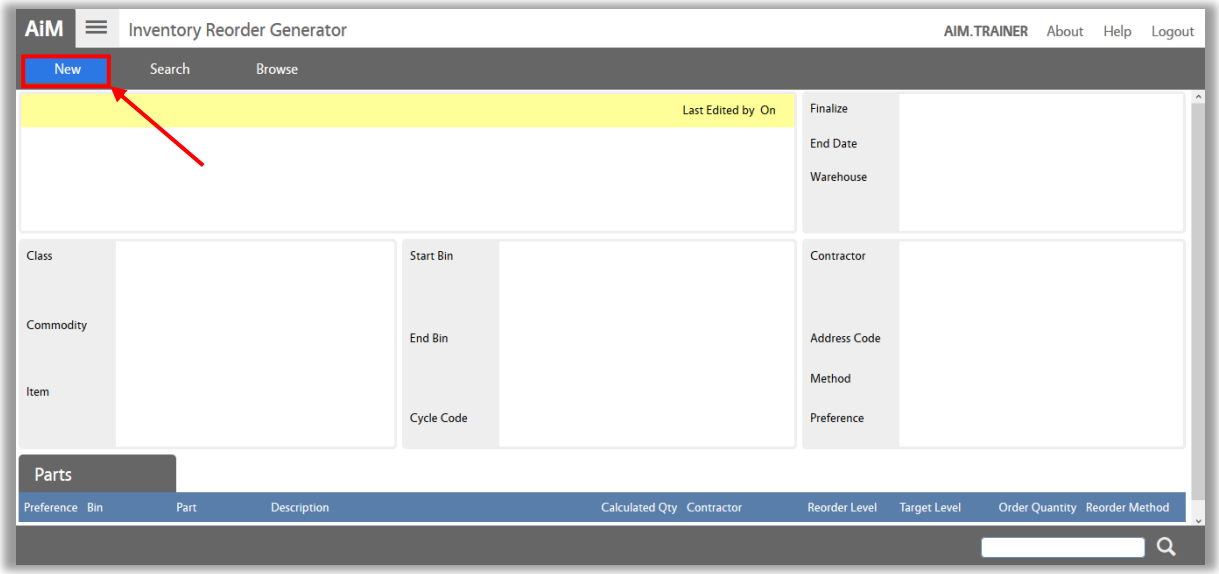
This method is used to reorder stocked Inventory Parts.

1) Login to AiM™ and click the 'Inventory' link from the menu channel.

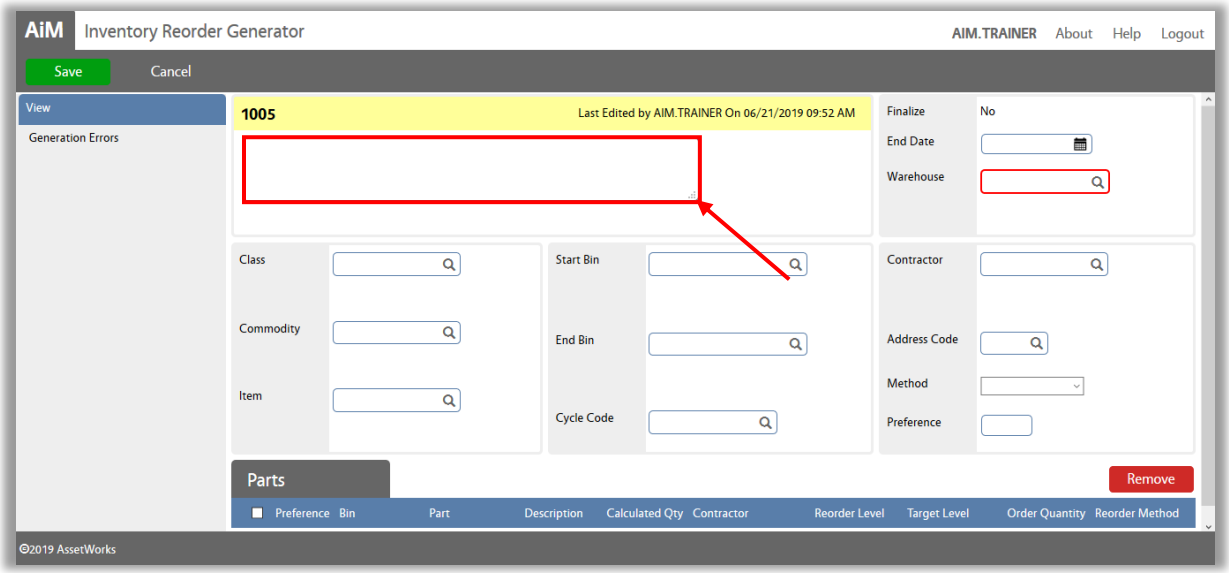
2) From the 'Inventory' menu channel, click the 'Inventory Reorder Generator' link.



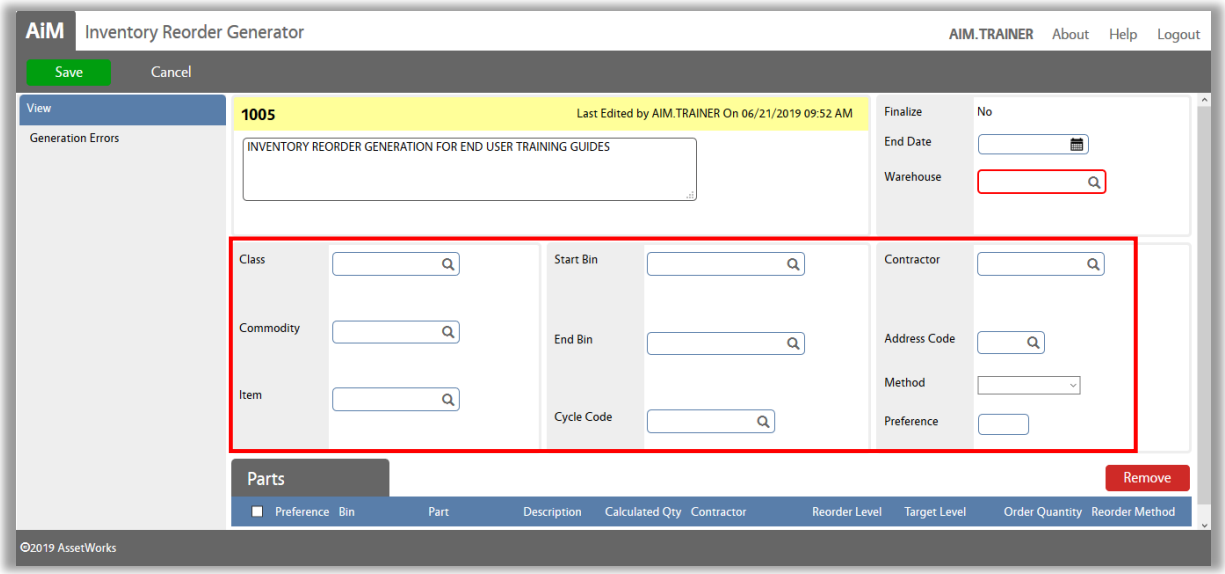
3) Click the 'New' Button.



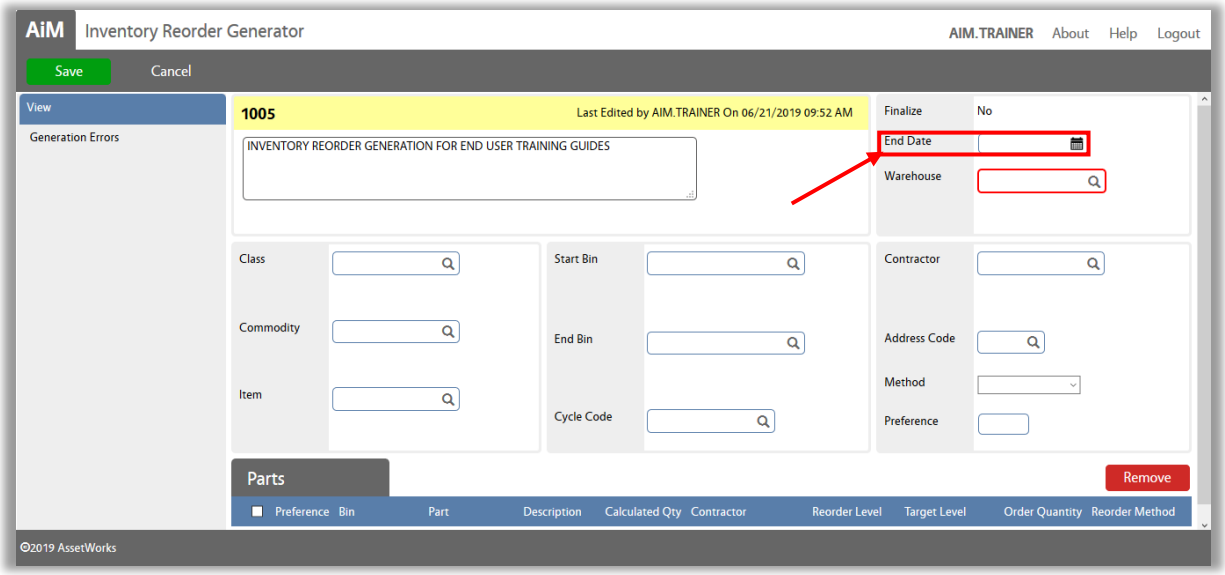
4) Provide a detailed description.



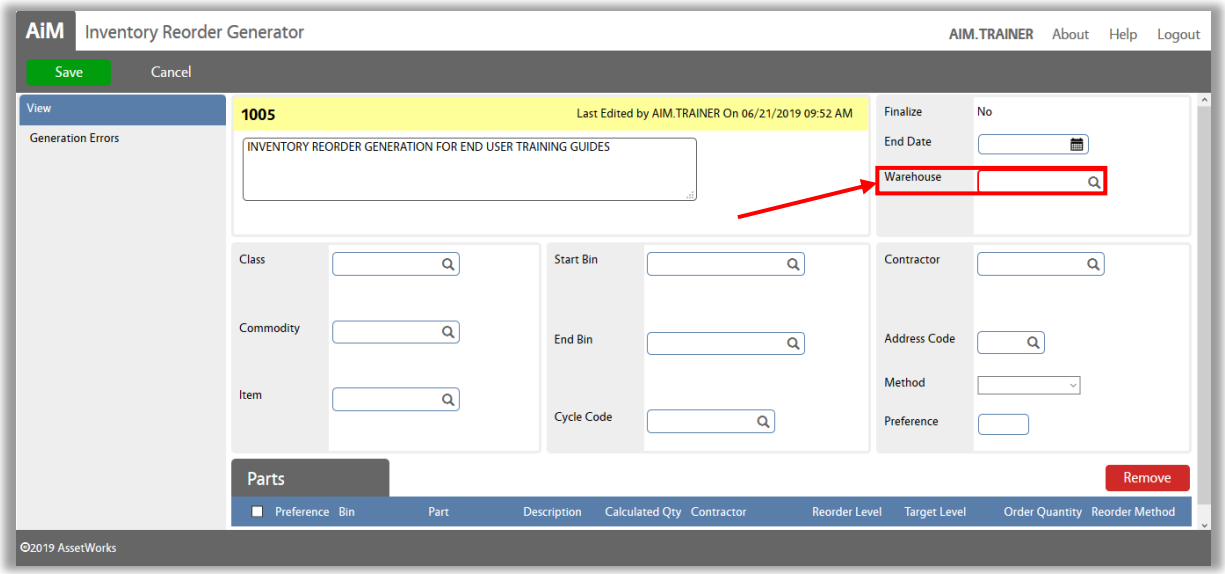
5) Optional: Use one of the filters to select which Bins, Contractor, or Class/Commodity/Item's to reorder.



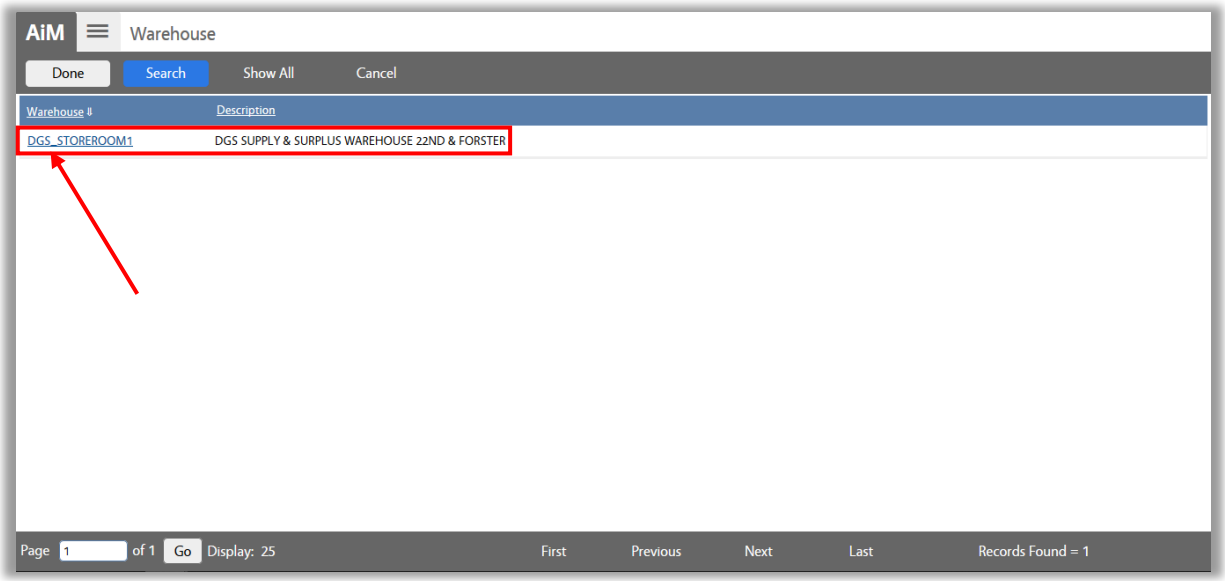
6) Optional: Click the 'End Date' Calendar Icon. Select the appropriate Date.



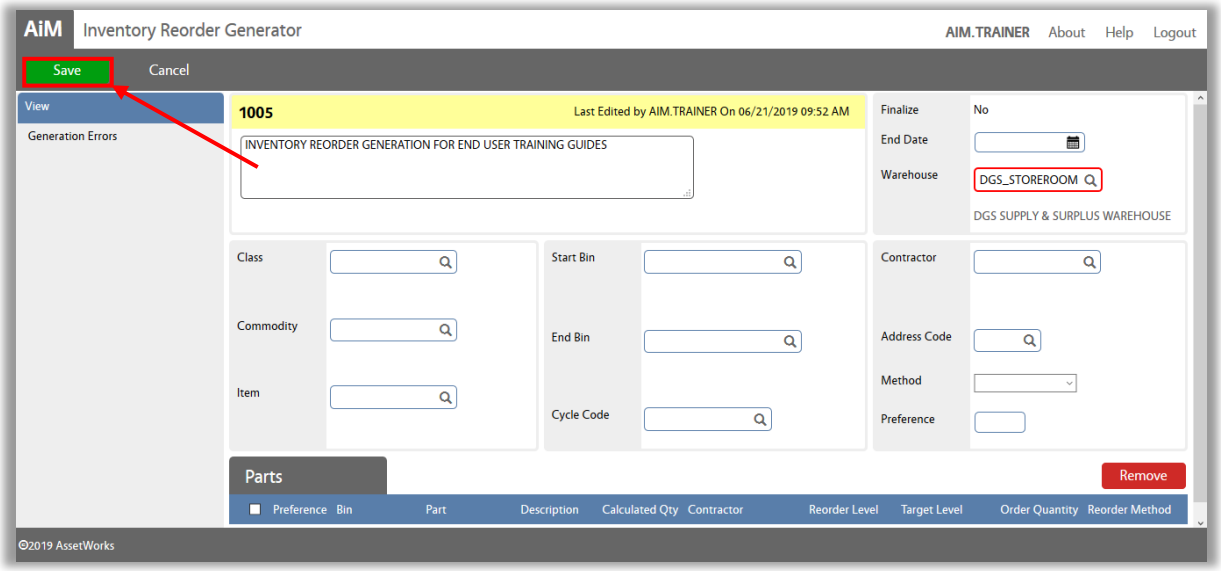
7) Click the 'Warehouse' Zoom icon.



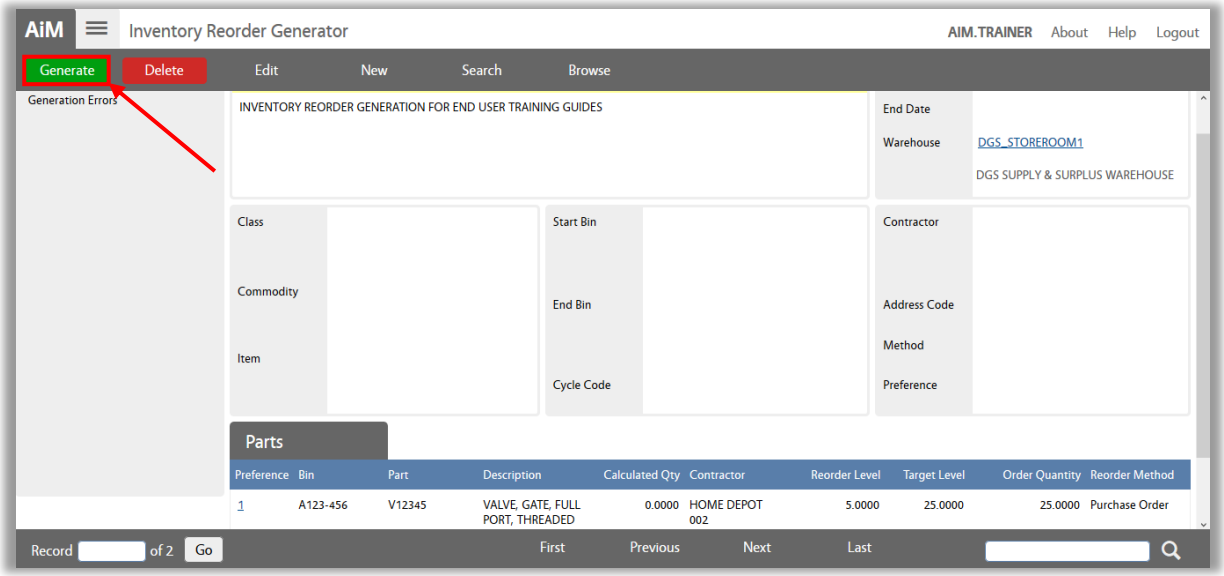
8) Select the appropriate Warehouse by clicking the associated link.



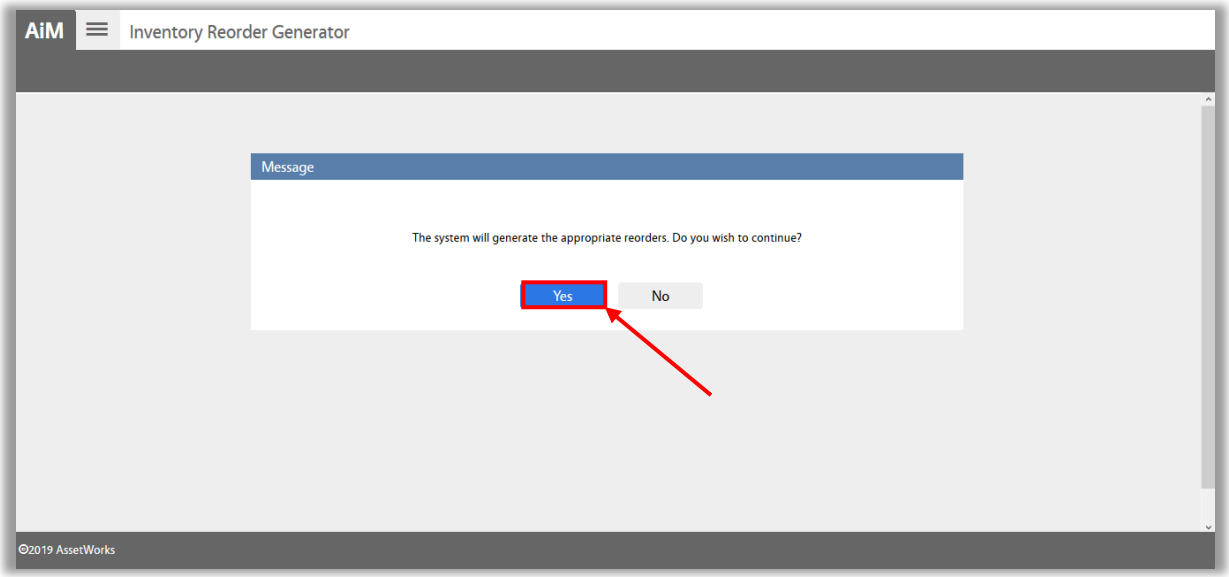
9) Click the 'Save' button.



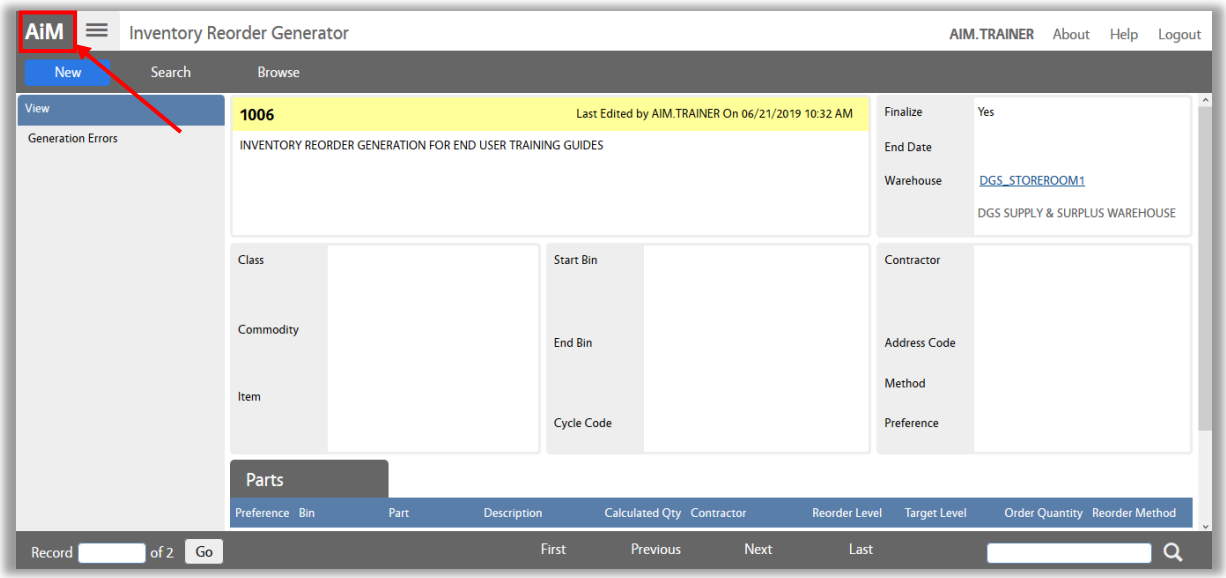
10) Click the 'Generate' button to generate the Purchase Orders.



11) Information note appears. Click the 'Yes' button.



12) Click the AiM™ AiM logo to return to the main Work Desk.



13) The main Work Desk. The Process is complete.

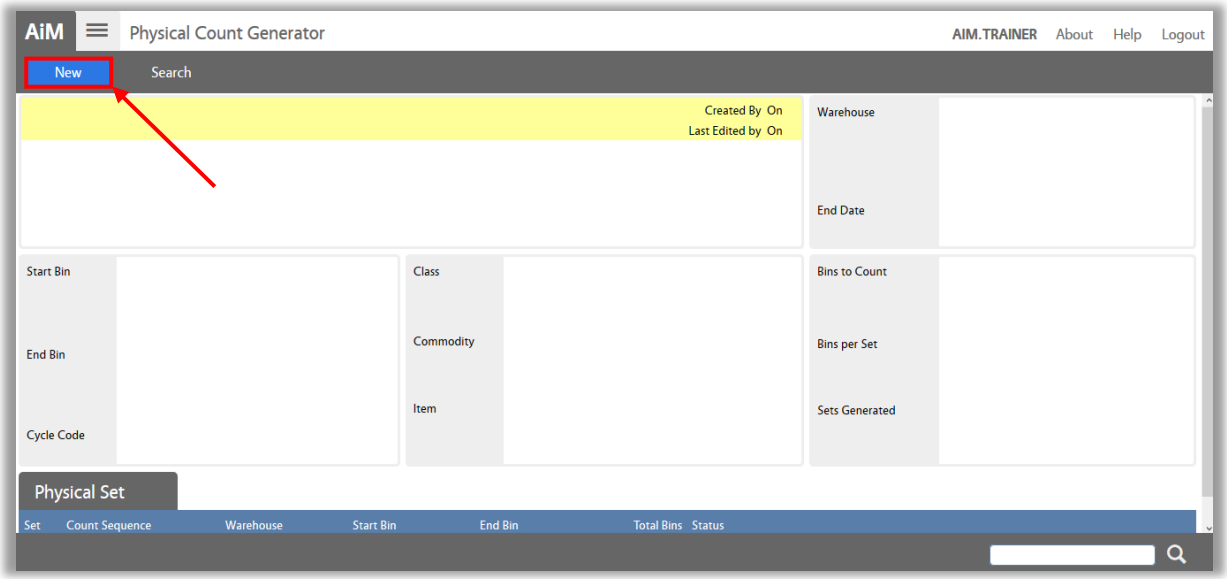
Physical Count Generation

This method is used to create a Physical Count.

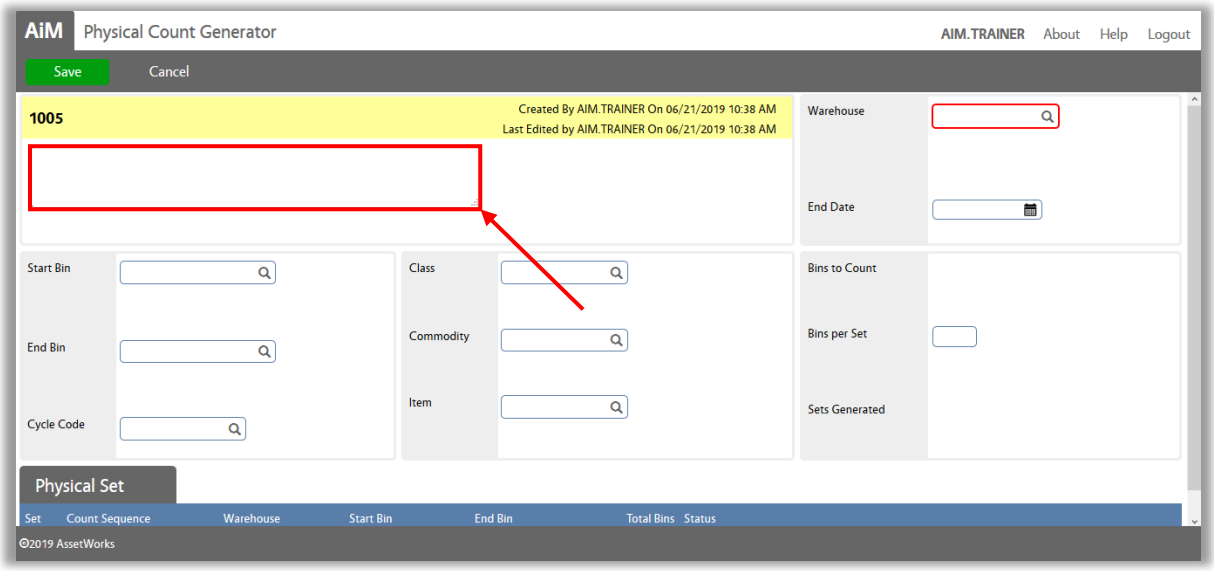
1) Login to AiM™ and click the 'Inventory' link from the menu channel.

2) From the 'Inventory' menu channel, click the 'Physical Count Generator' link.

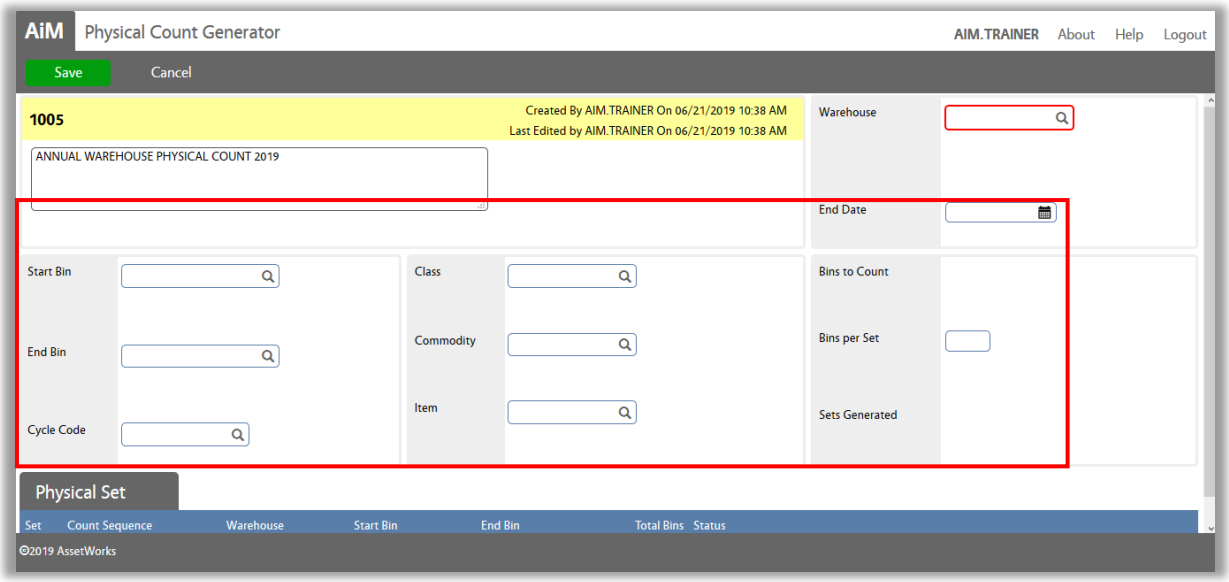
3) Click the 'New' Button



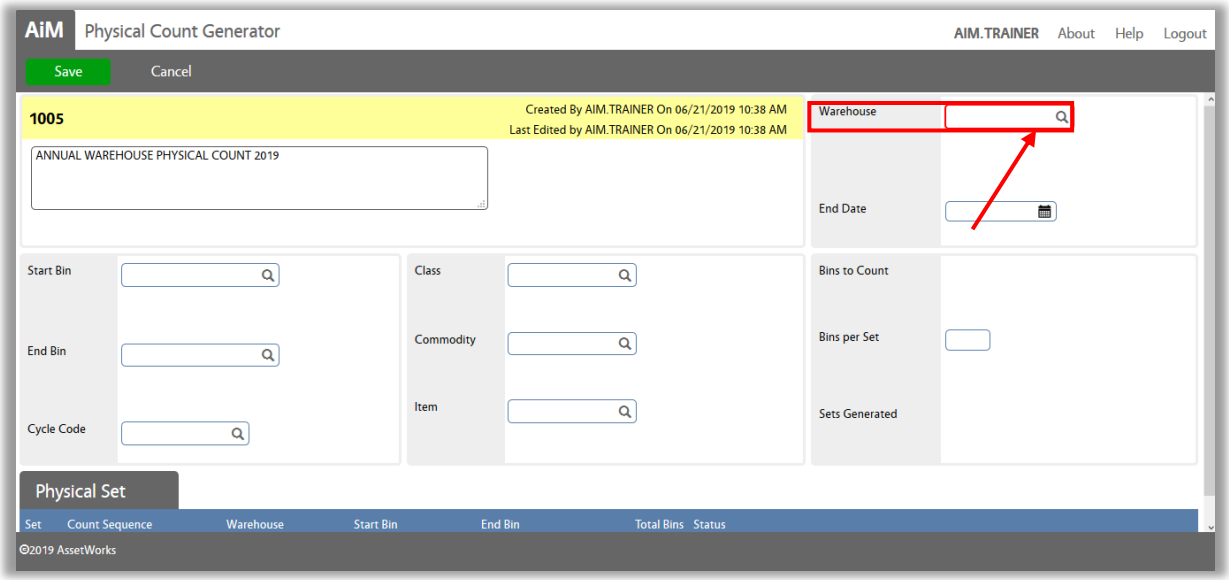
4) Add a detailed description in the Description box.



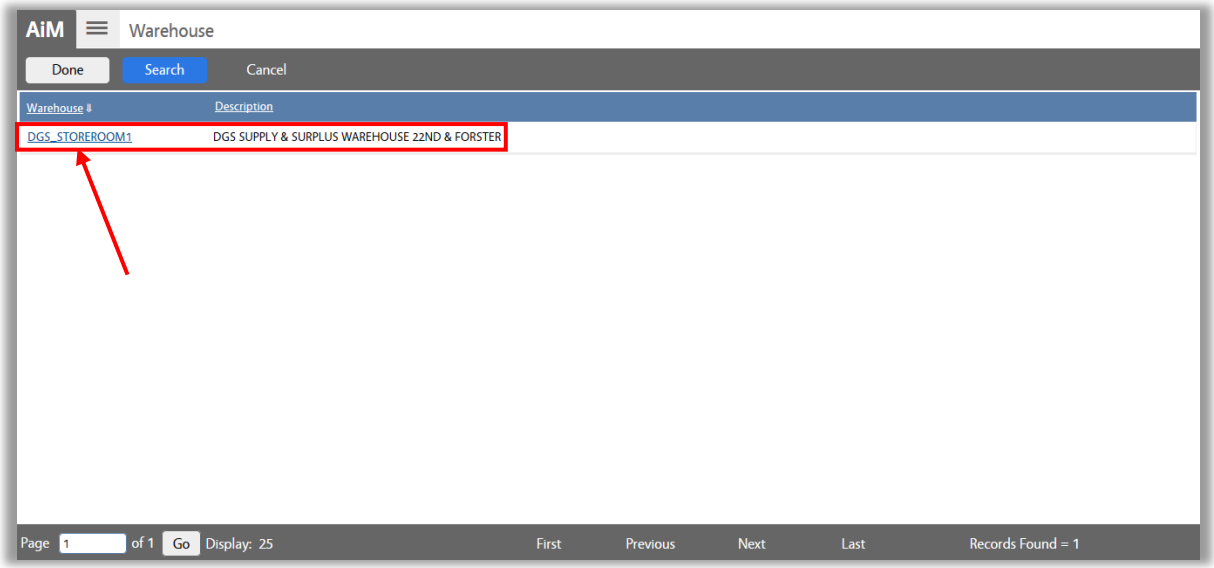
5) Optional: Click the 'End Date' Calendar Icon. Select the appropriate Date. You can also choose to count only certain Bins or Class/Commodity/Items by using the associated filters.



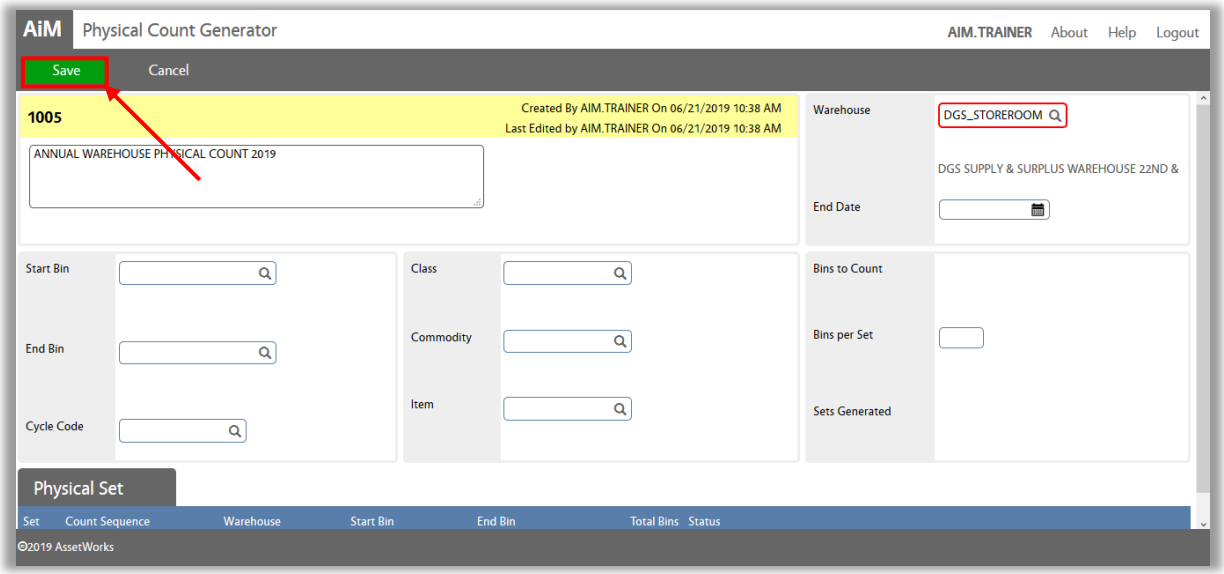
6) Click the Warehouse 'Zoom' icon.



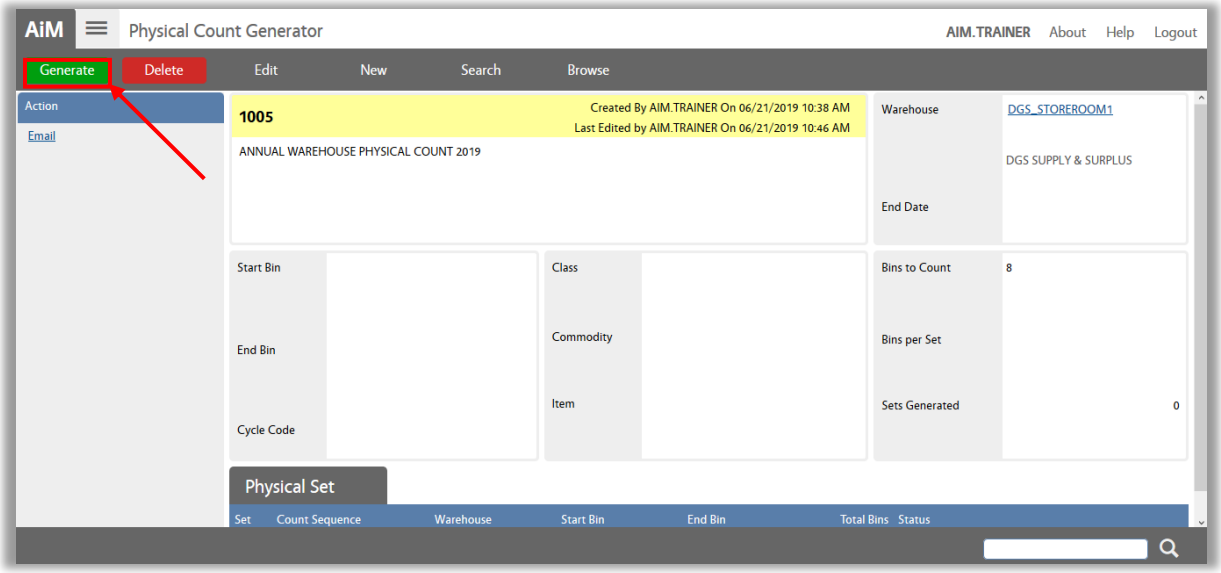
7) Select the appropriate Warehouse by clicking the associated link.



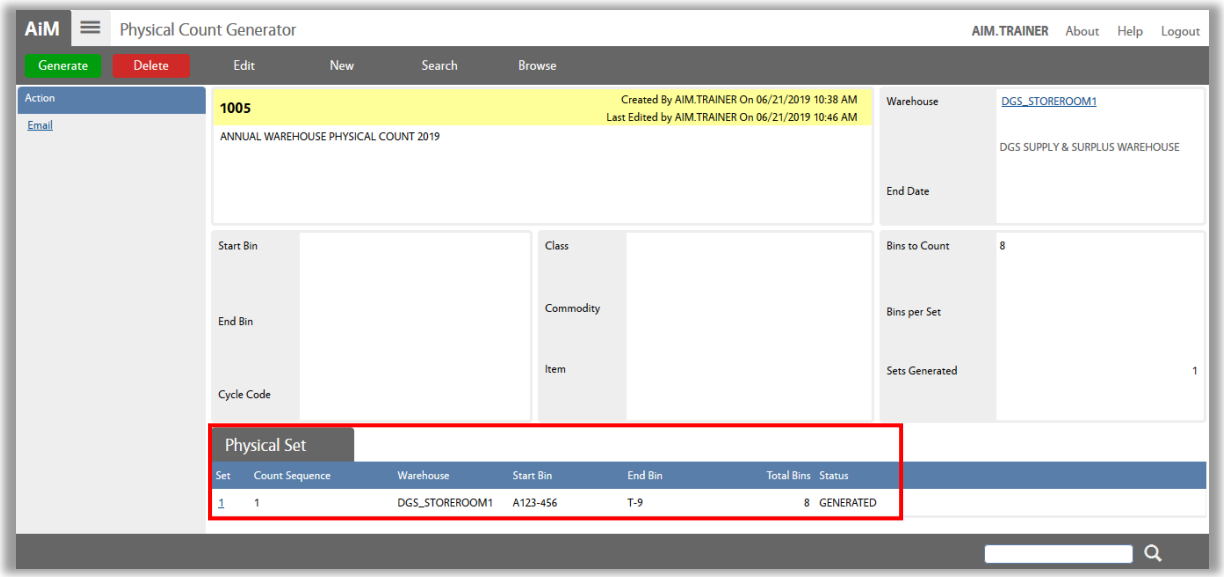
8) Click the 'Save' button.



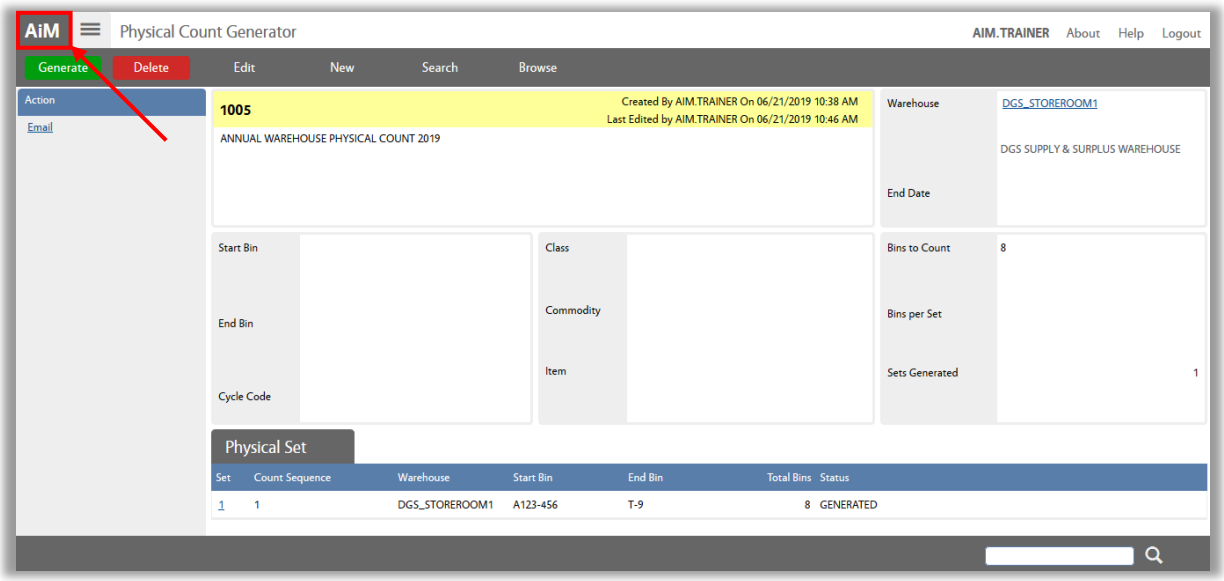
9) Click the 'Generate' button to generate the Physical Count Worksheet(s).



10) The Physical Count Worksheet is generated.



11) Click the AiM™ AiM logo to return to the main Work Desk.



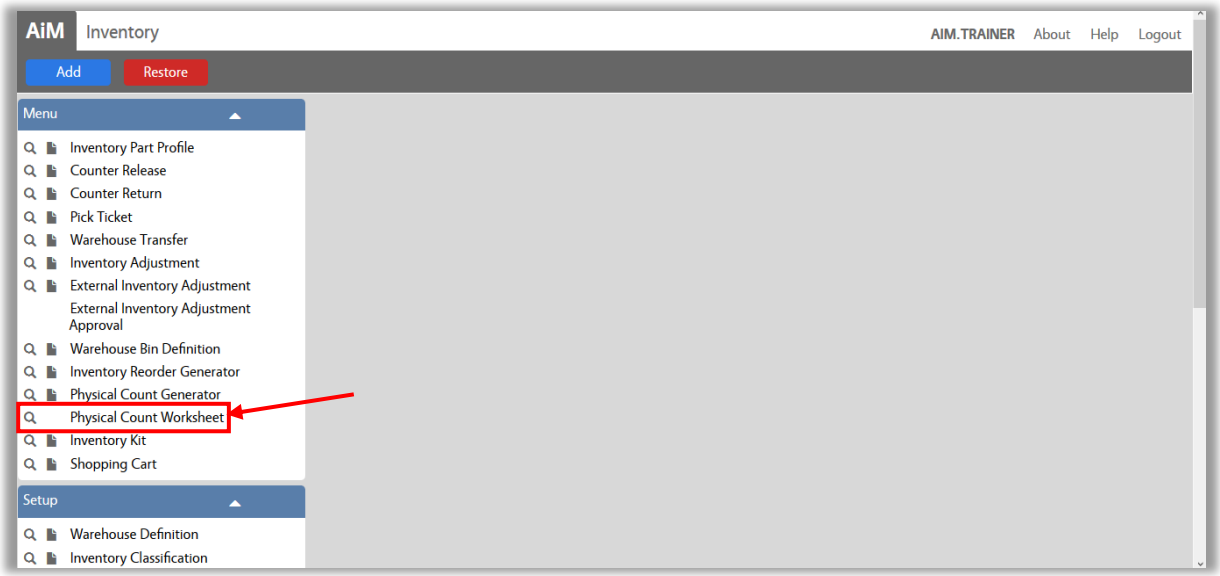
12) The main Work Desk. The Process is complete.

Review and Approve Physical Count Worksheets.

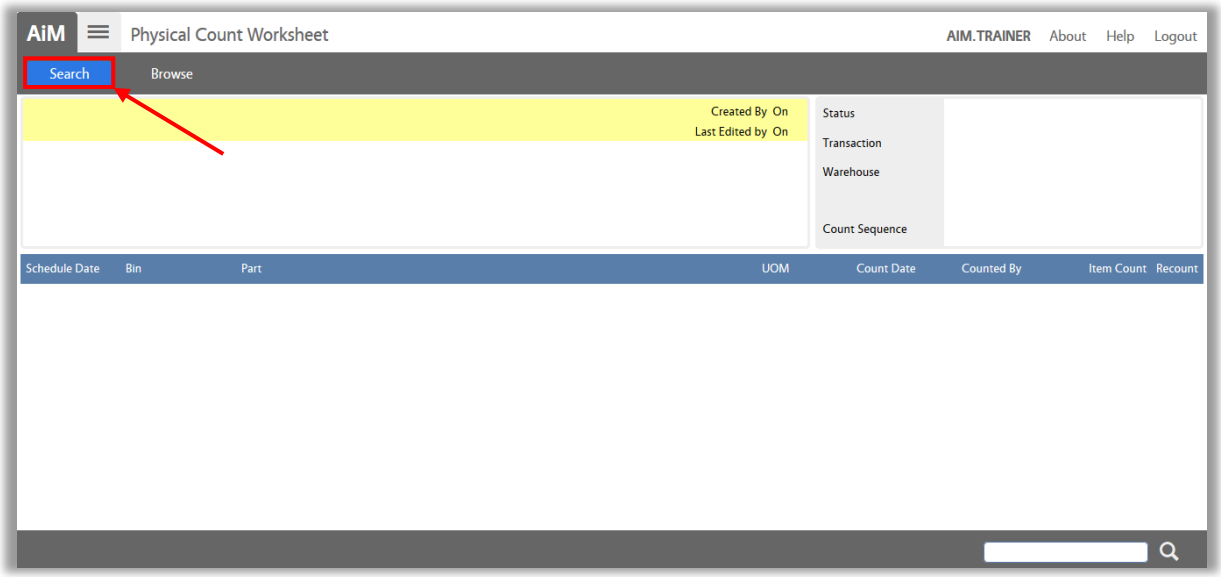
This method is used to process a Physical Count Worksheets.

1) From the main WorkDesk, click the Inventory module link.

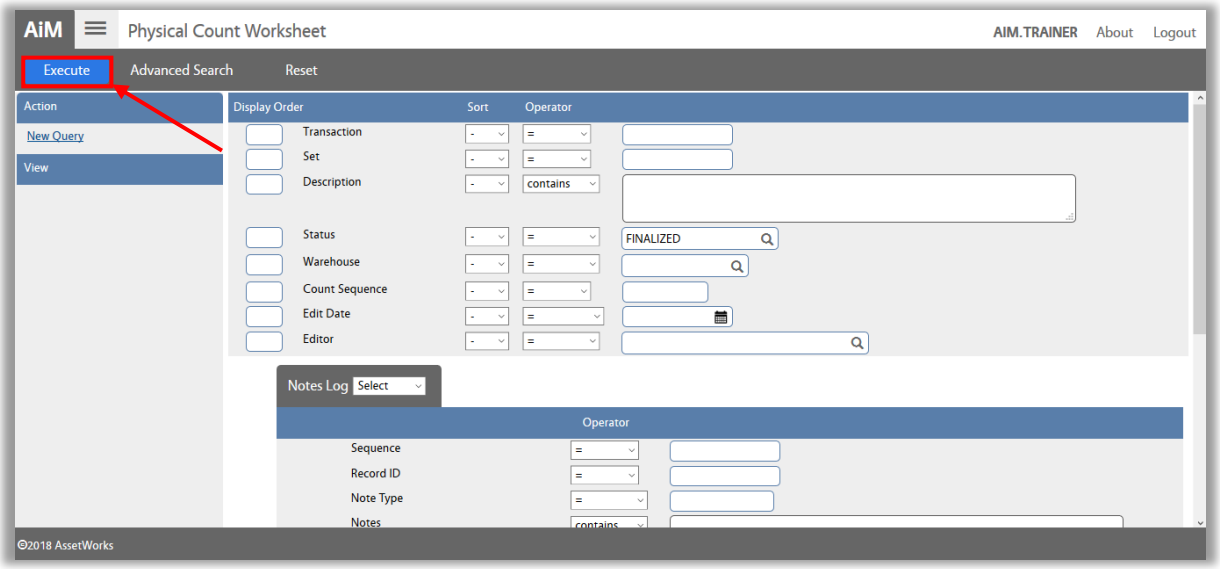
2) From the Inventory module main WorkDesk, click the 'Physical Count Worksheet' link.



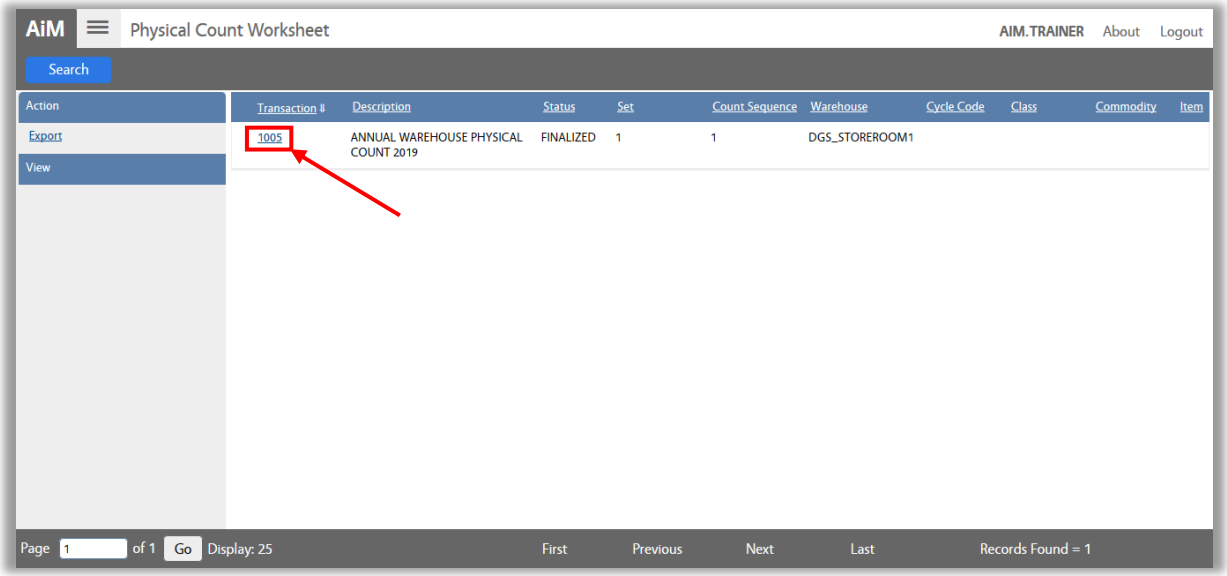
3) Click the 'Search' icon.



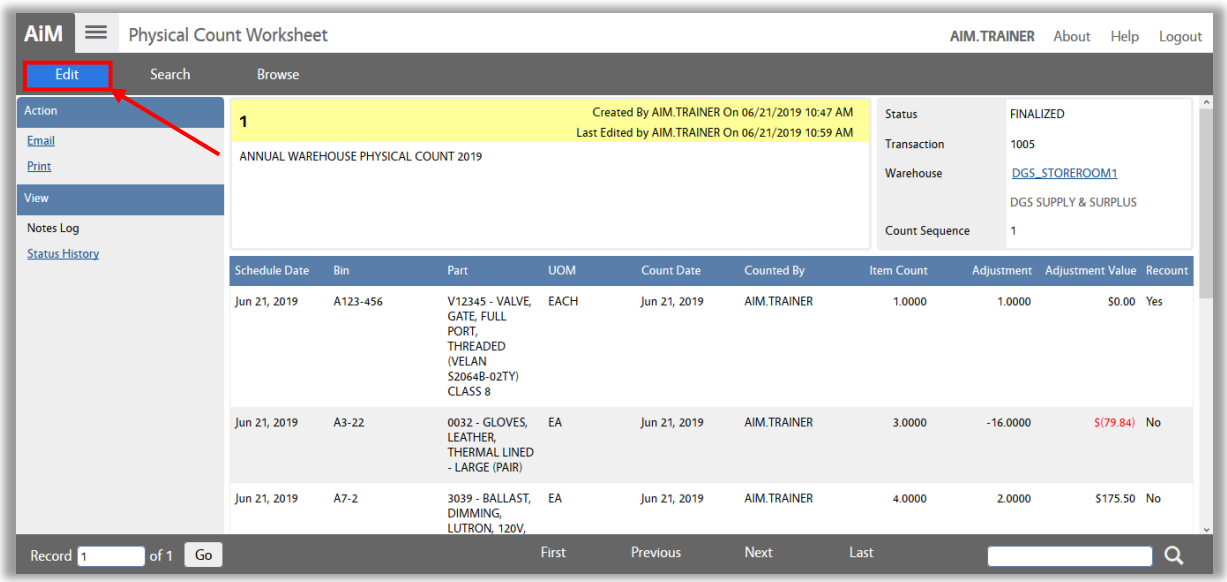
4) Click 'Execute'. Note: enter any appropriate search criteria to narrow down the search results.



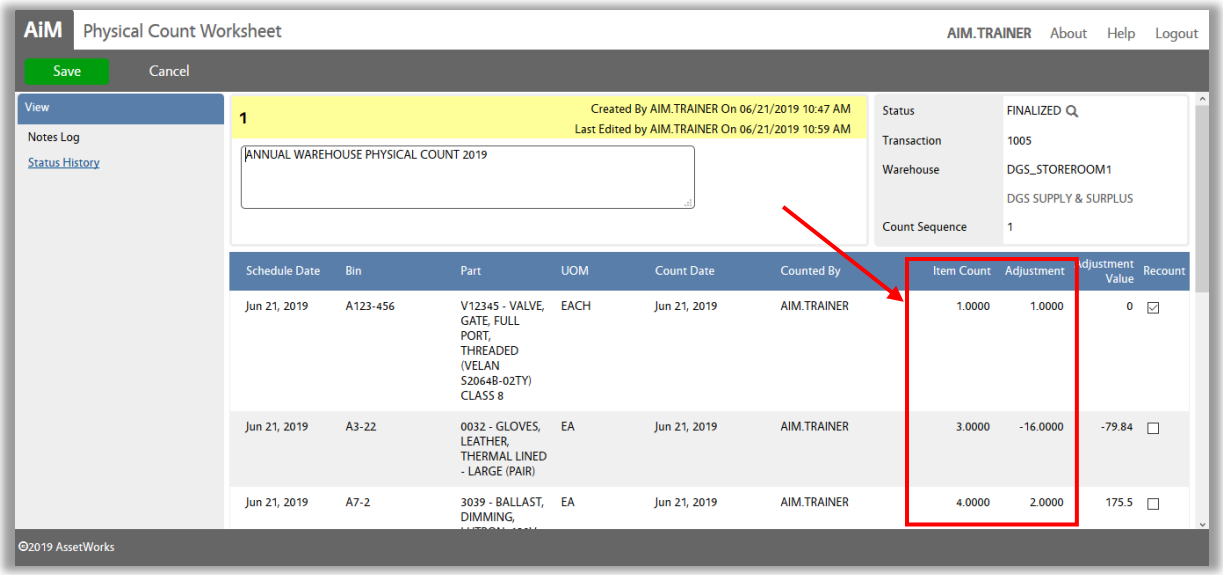
5) Select the Count Worksheet you wish to review/approve.



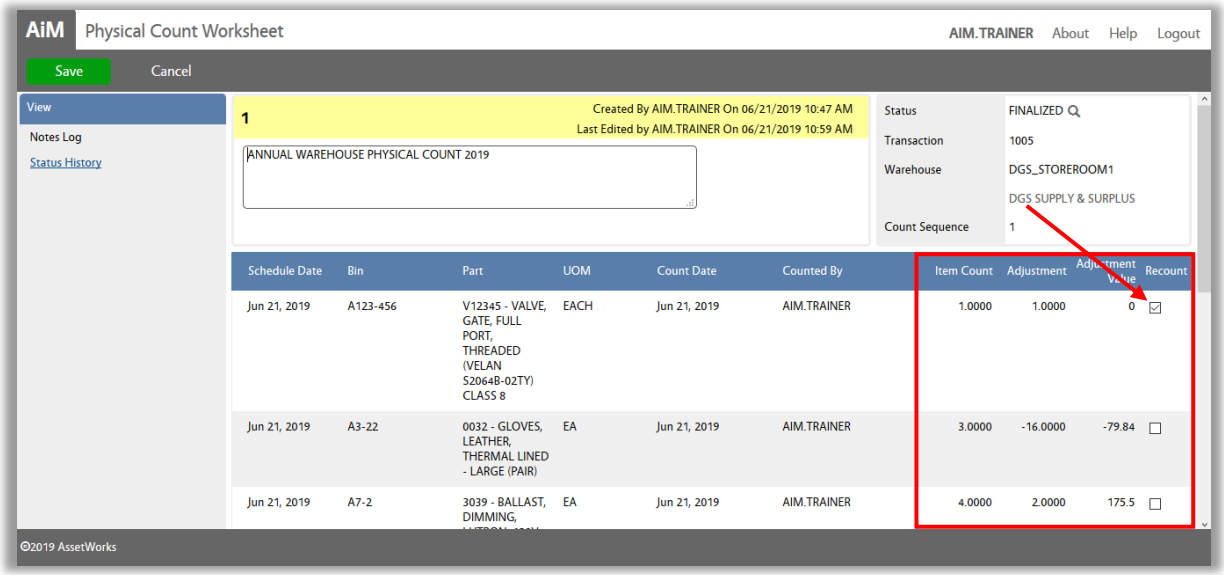
6) Click the 'Edit' icon.



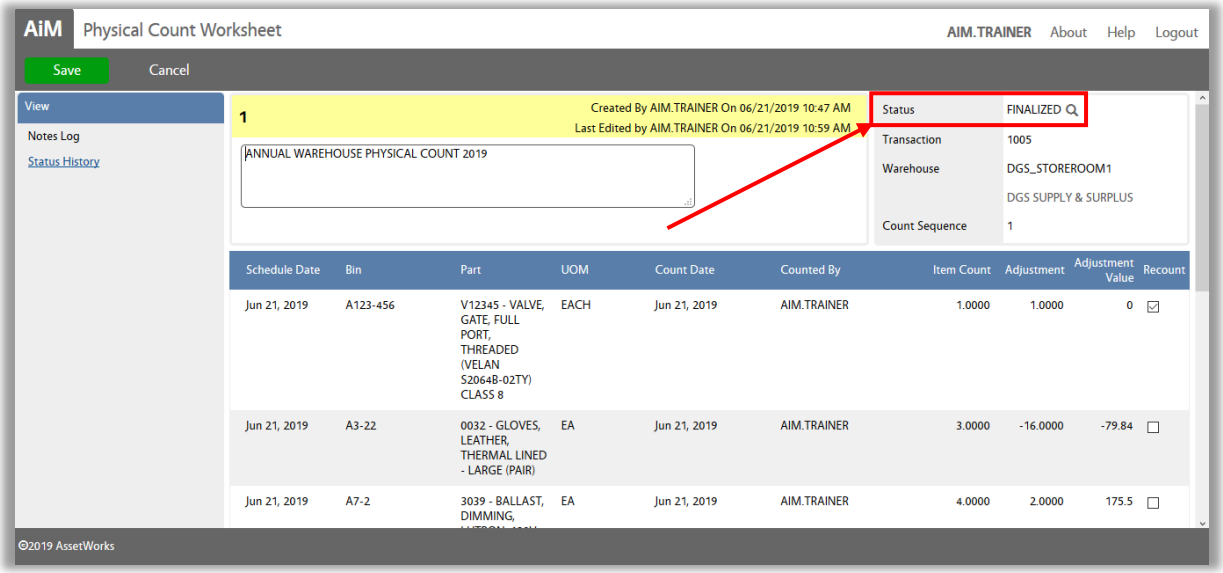
7) Review the counts, note the adjustment value for any changes between the expected count and the actual count.



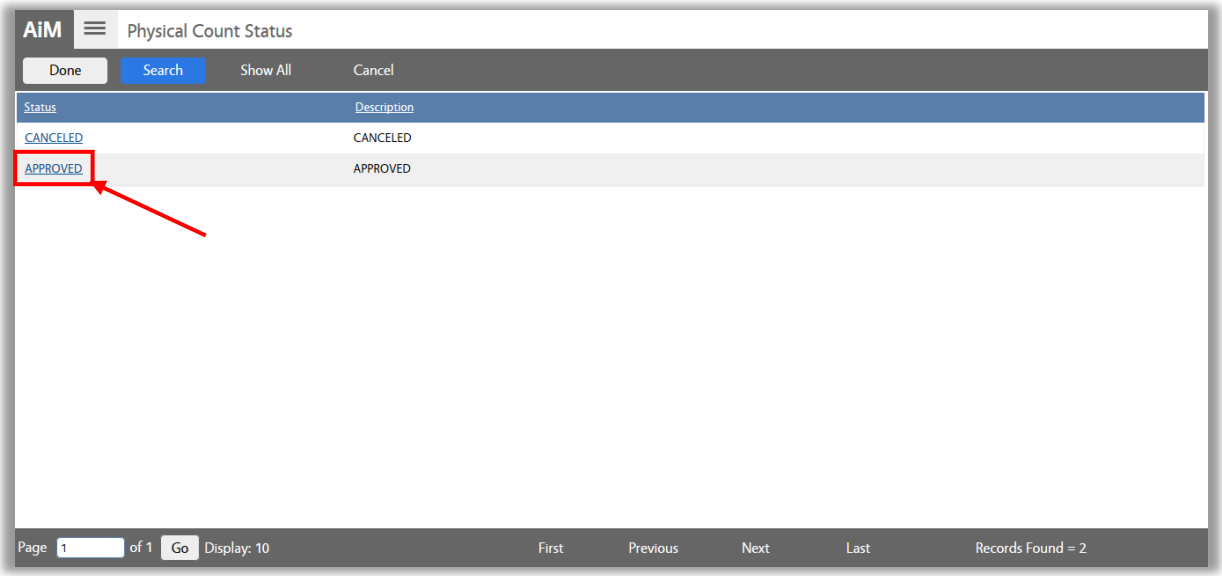
8) Mark any bins for recount as appropriate.



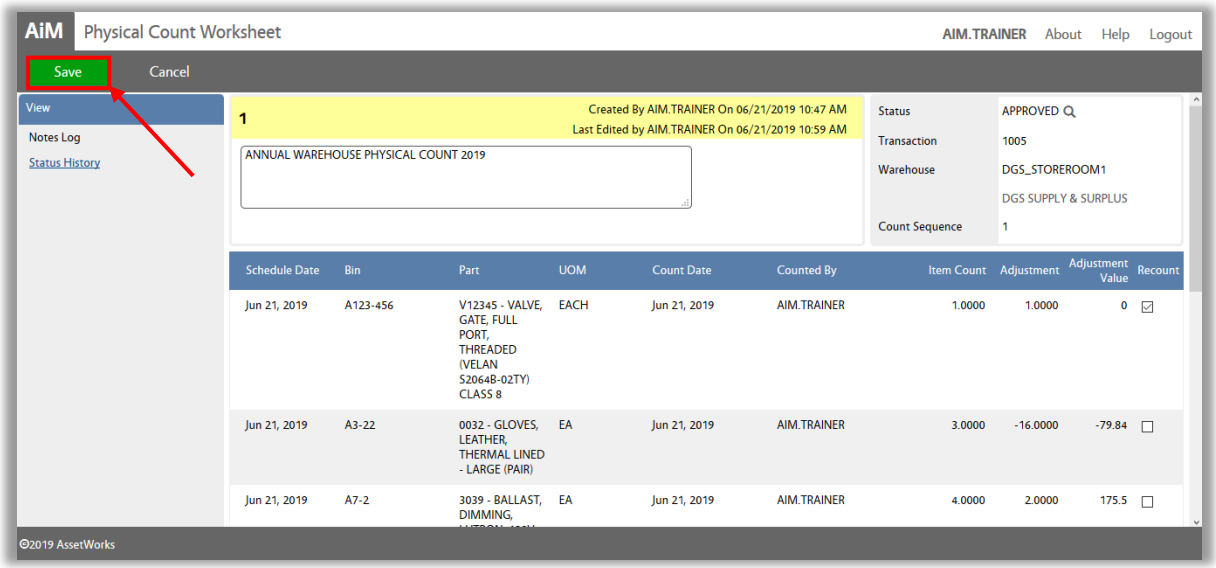
9) Select the status zoom icon.



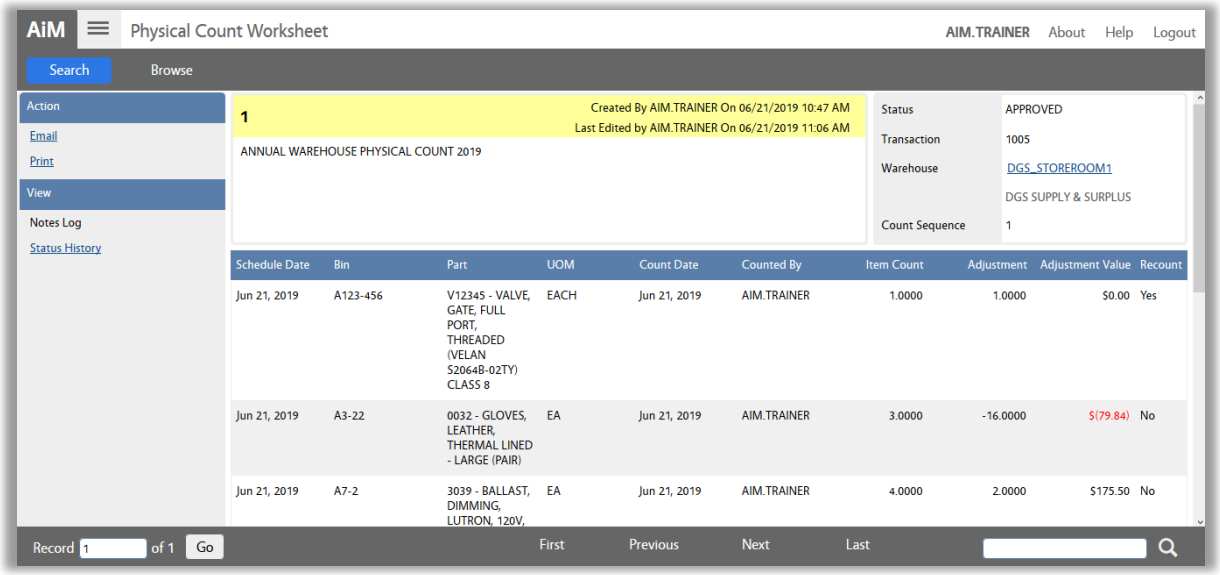
10) Select the 'Approved' status.



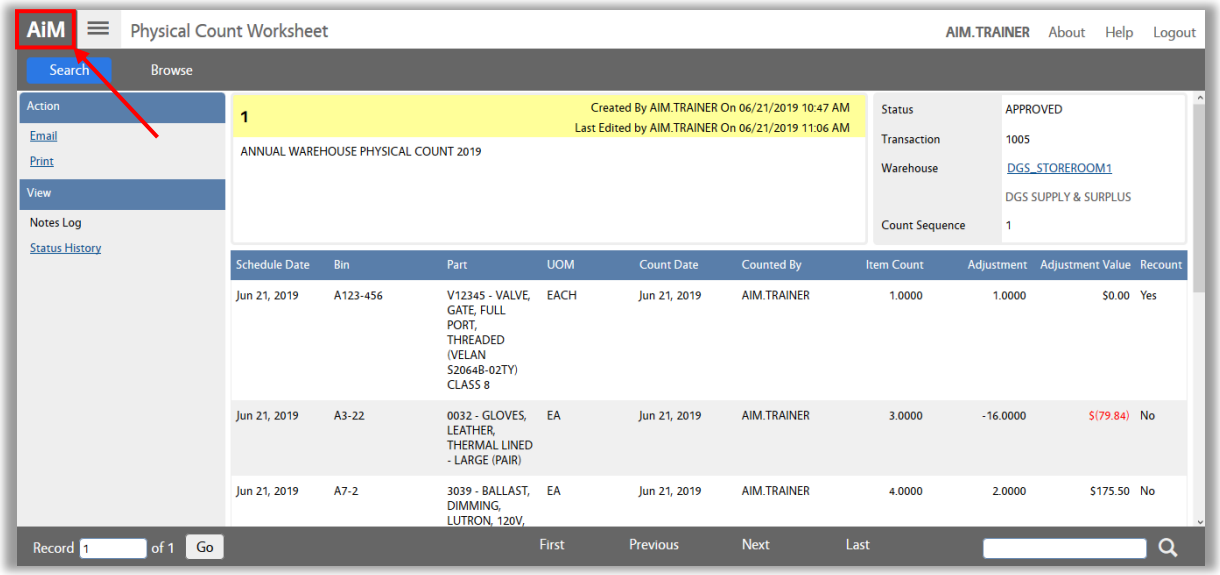
11) Click the 'Save' icon.



12) The Inventory adjustments have been made. If any Bins were marked for recount, an additional Count Sheet has been generated.



13) Click the AiM Icon to return to the main WorkDesk.



14) The main WorkDesk, the process is complete.

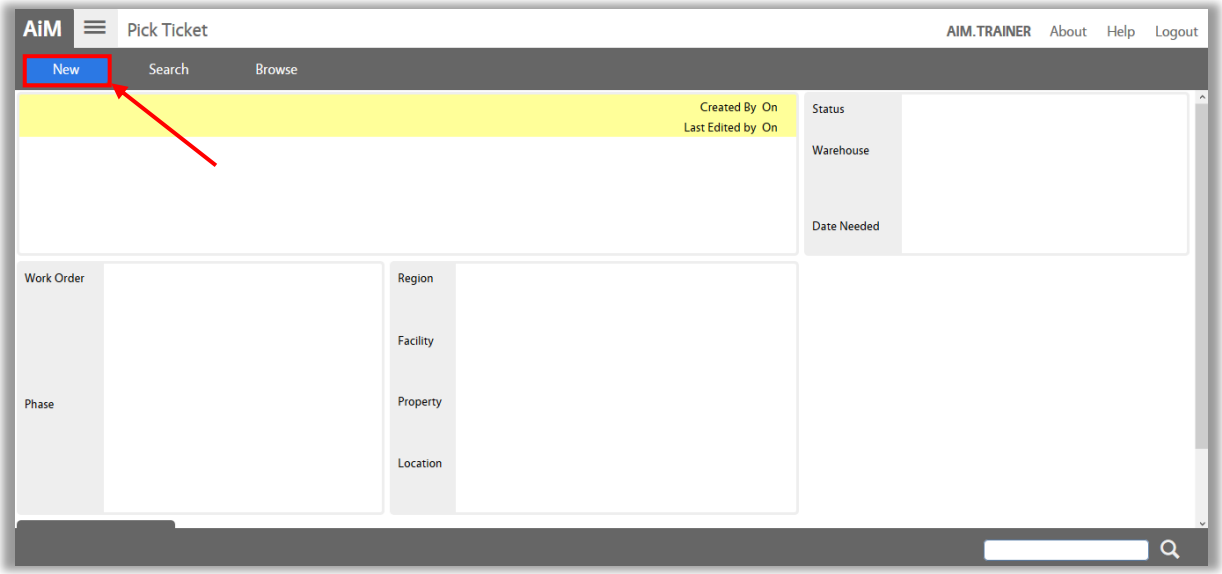
Pick Ticket

This method is used to create a Pick Ticket from a finalized Purchase Request.

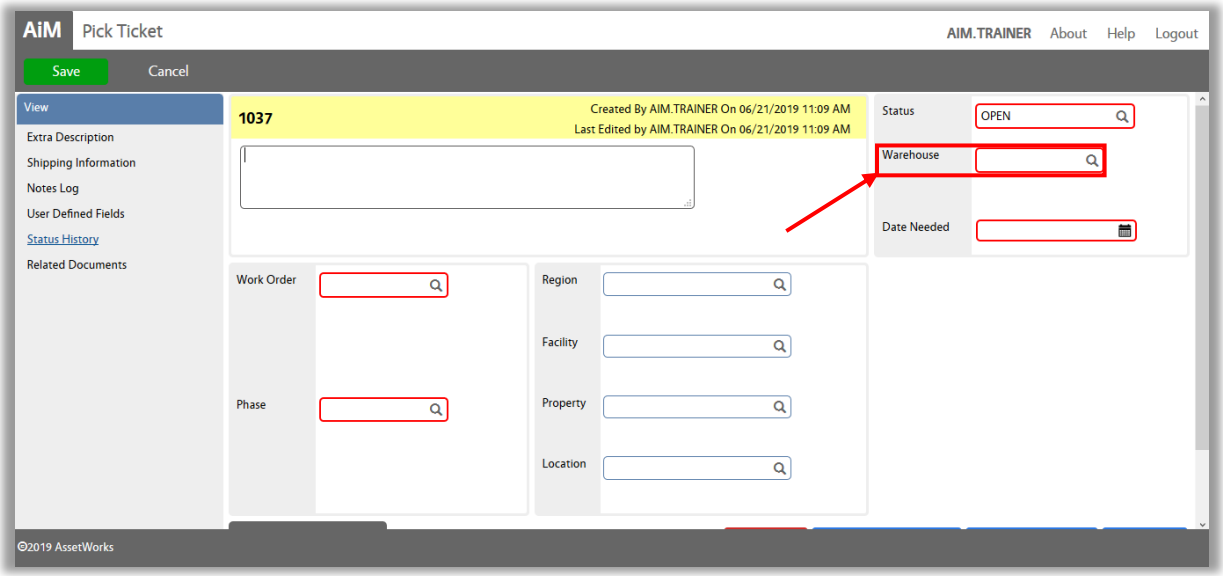
1) Login to AiM™ and click the 'Inventory' link from the menu channel.

2) From the 'Inventory' menu channel, click the 'Pick Ticket' link.

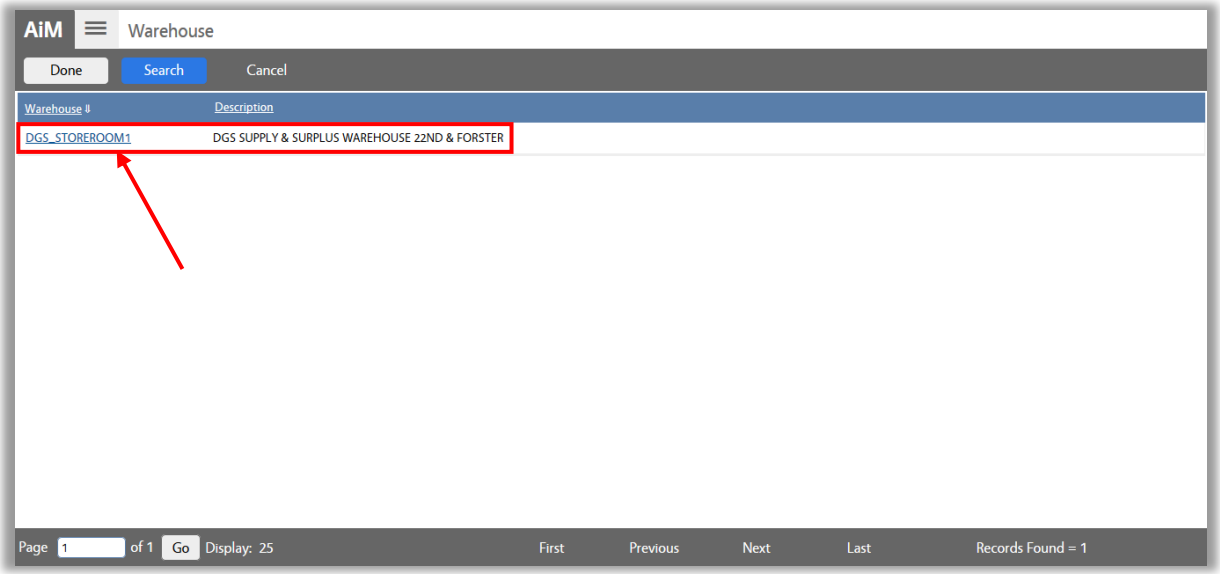
3) Click 'New' button.



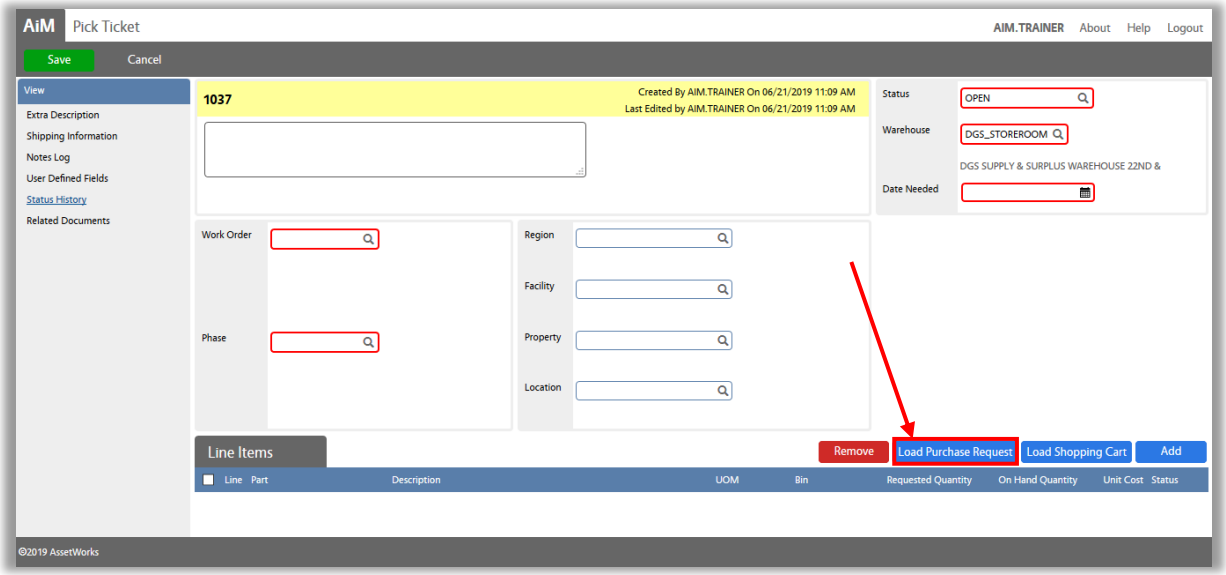
4) Select the appropriate Warehouse. Click the Warehouse zoom icon to search.



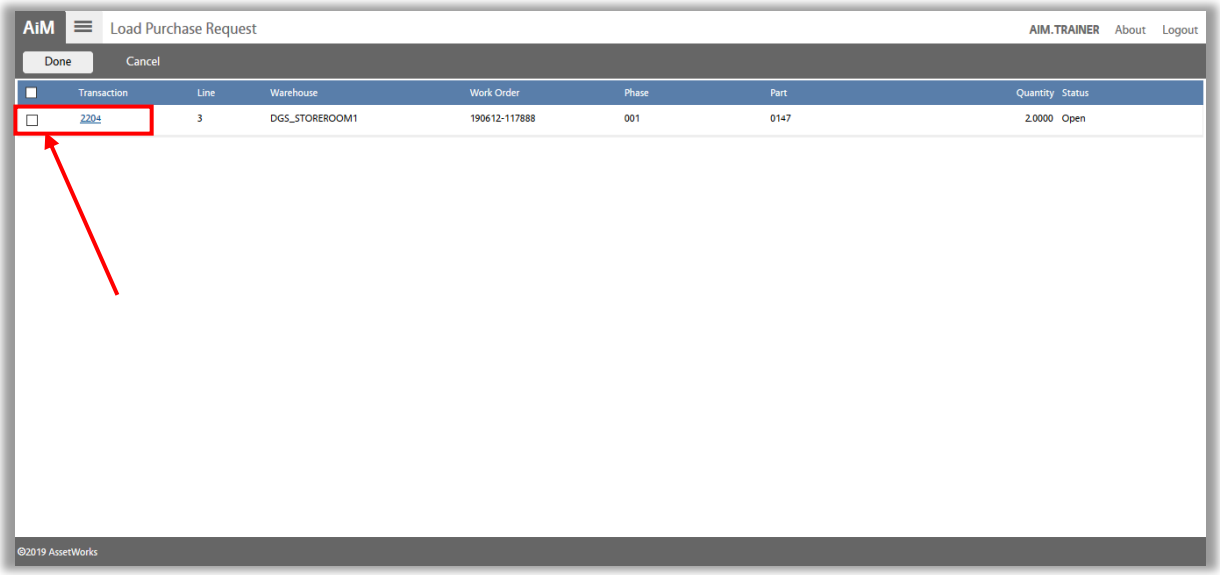
5) Select the Warehouse ID.



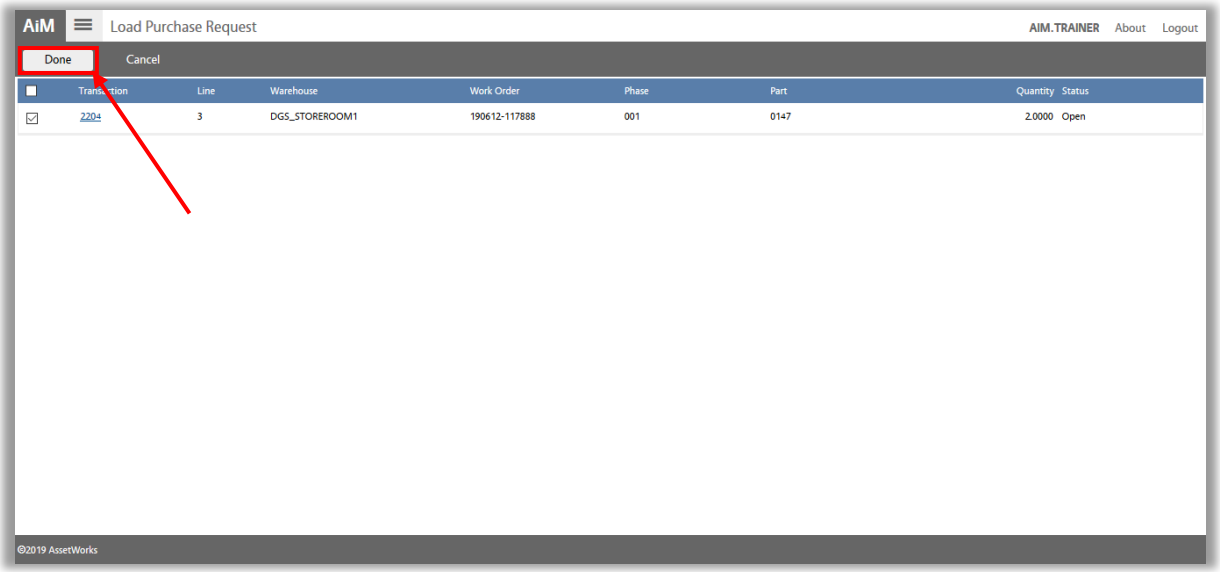
6) Click the 'Load Purchase Request' button to load finalized Purchase Requests for this warehouse.



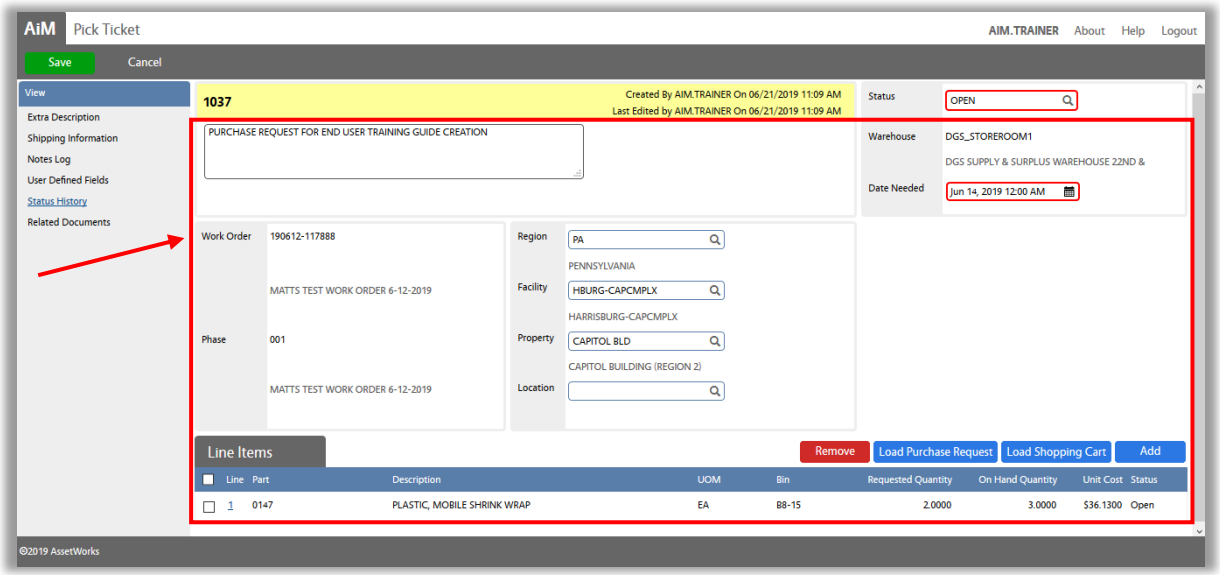
7) Check the box next to the Purchase Request(s) you wish to load.



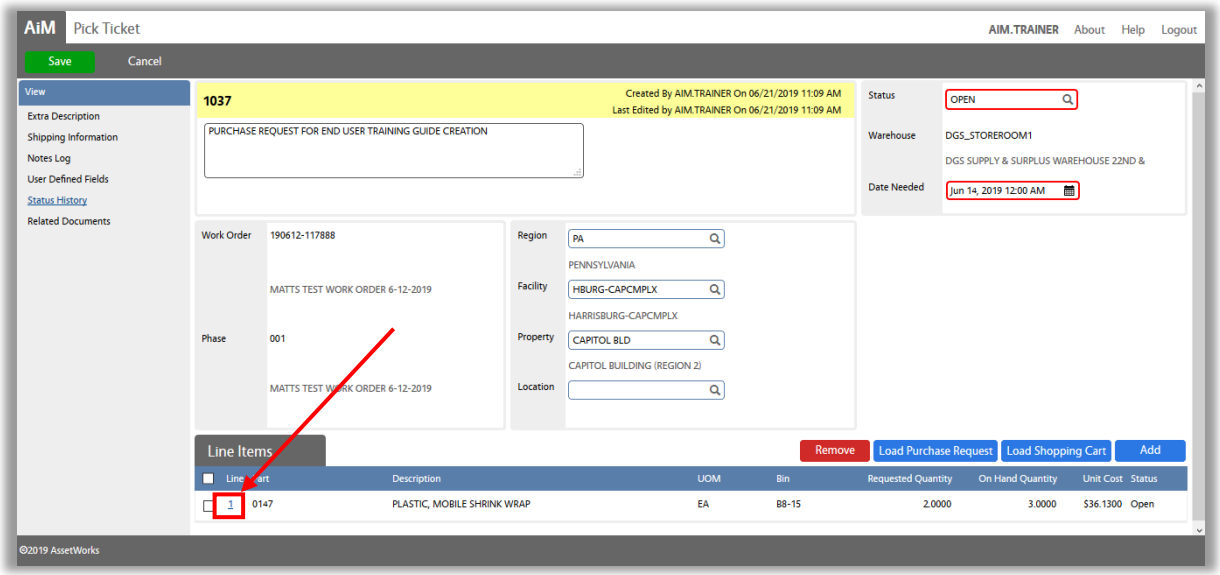
8) Click the 'Done' button.



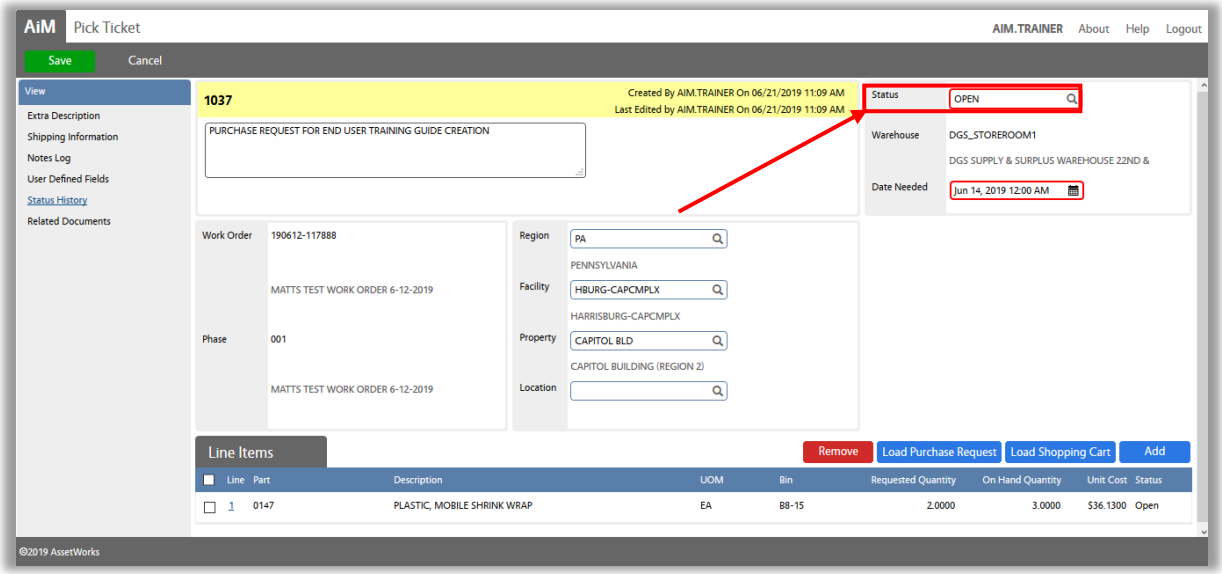
9) Note: When loading a Purchase Request, the related fields are automatically populated.



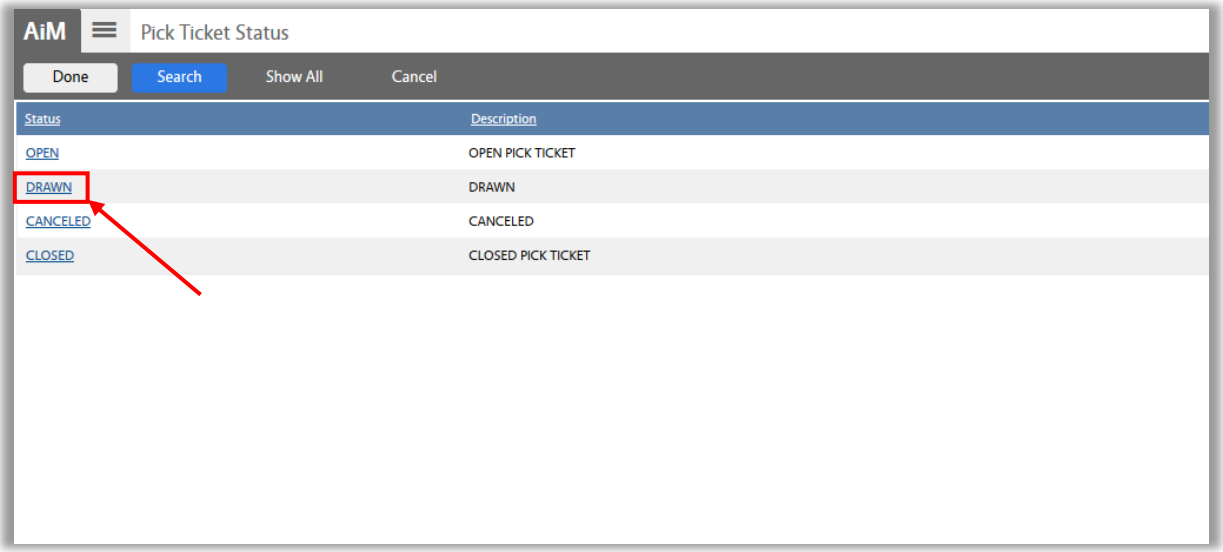
10) Click the corresponding line item(s) and enter the 'Drawn Quantity'.



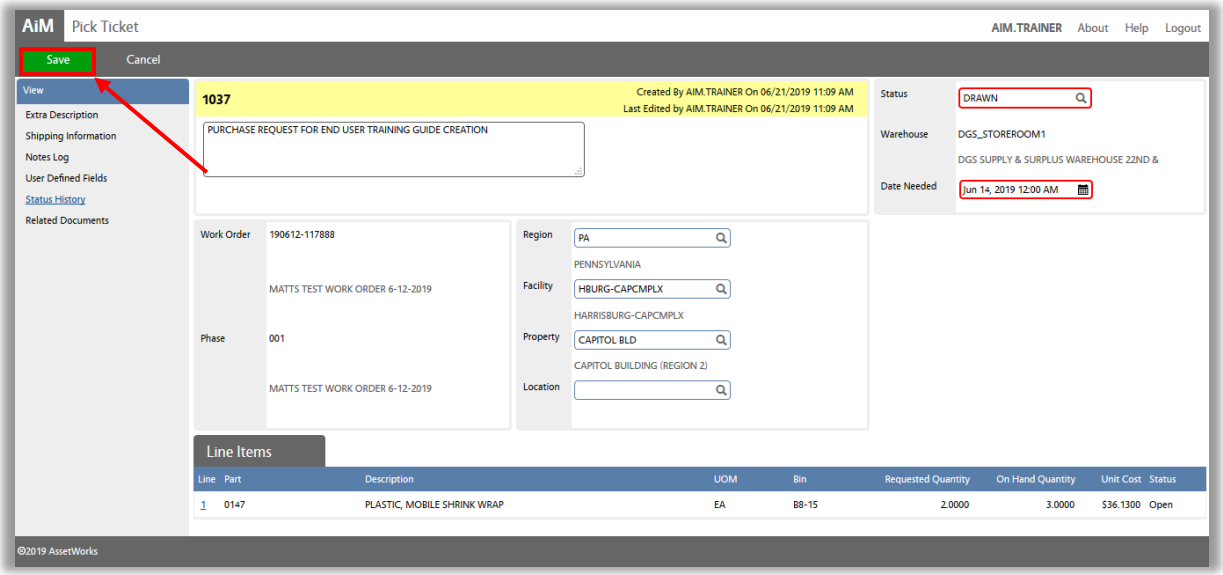
11) Select the appropriate Pick Ticket Status. Click the Status zoom icon.



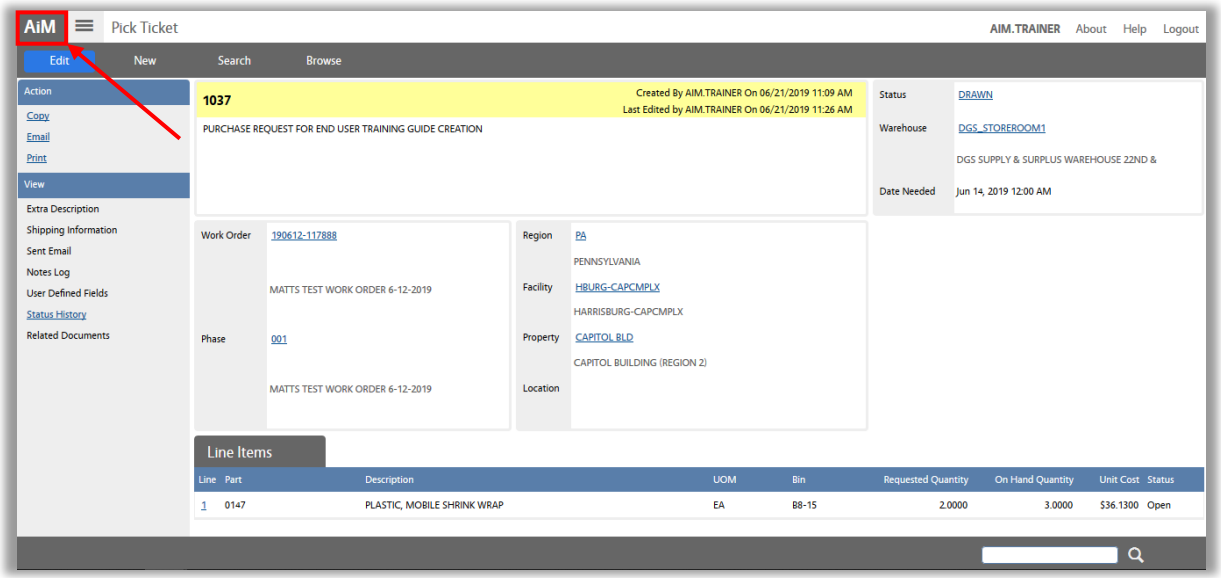
12) Choose the appropriate Pick Ticket status.



13) Click the 'Save' button to save the record.



14) Click the AiM logo to return to the main WorkDesk.



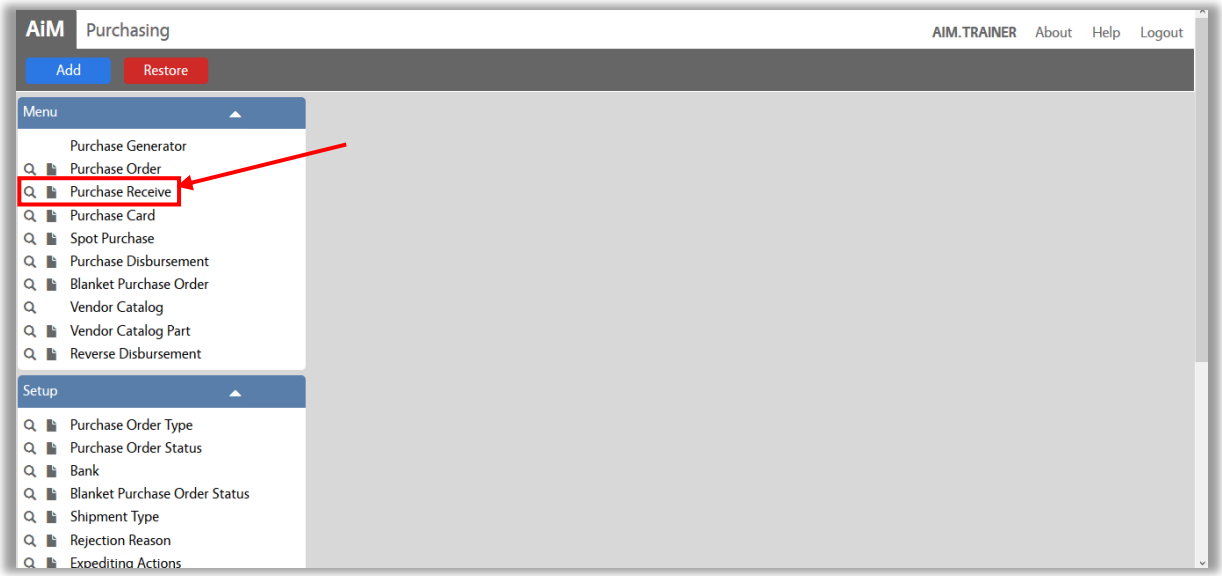
15) The main WorkDesk, the process is complete.

Purchase Receive

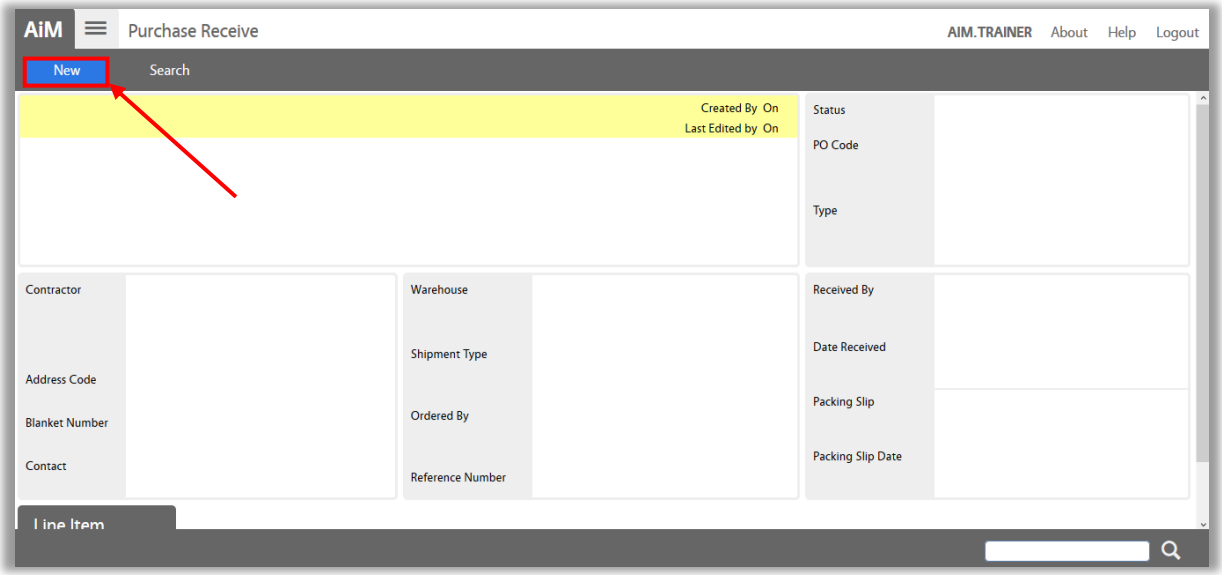
This method is used to receive a purchase in AiM.

1) Login to AiM™ and click the 'Purchasing' link from the menu channel.

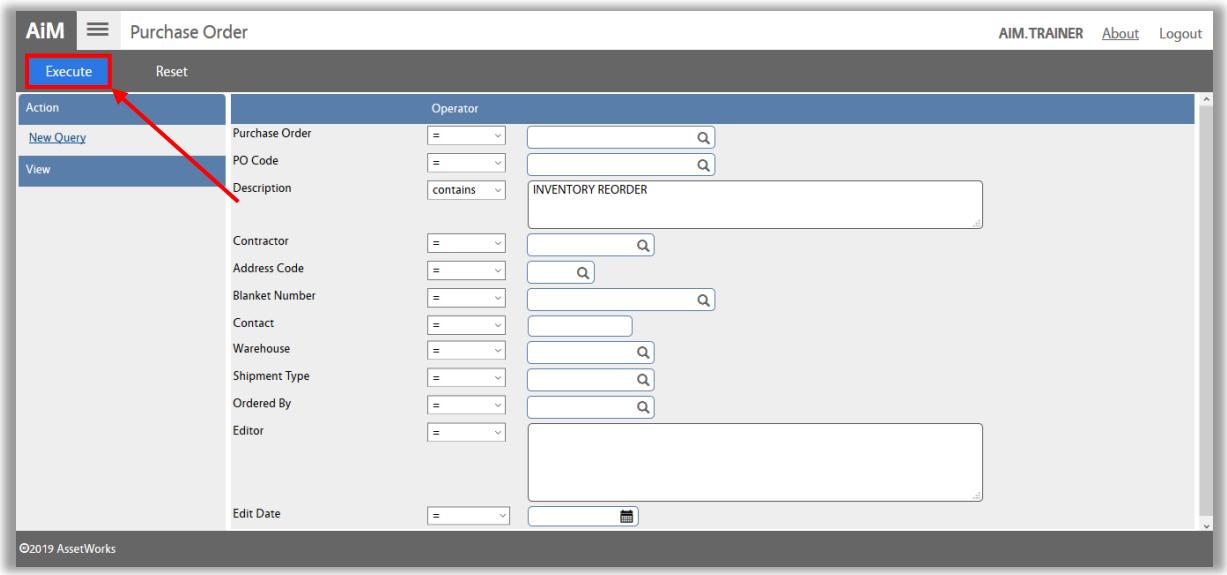
2) From the Purchasing module main WorkDesk, click the 'Purchase Receive' link.



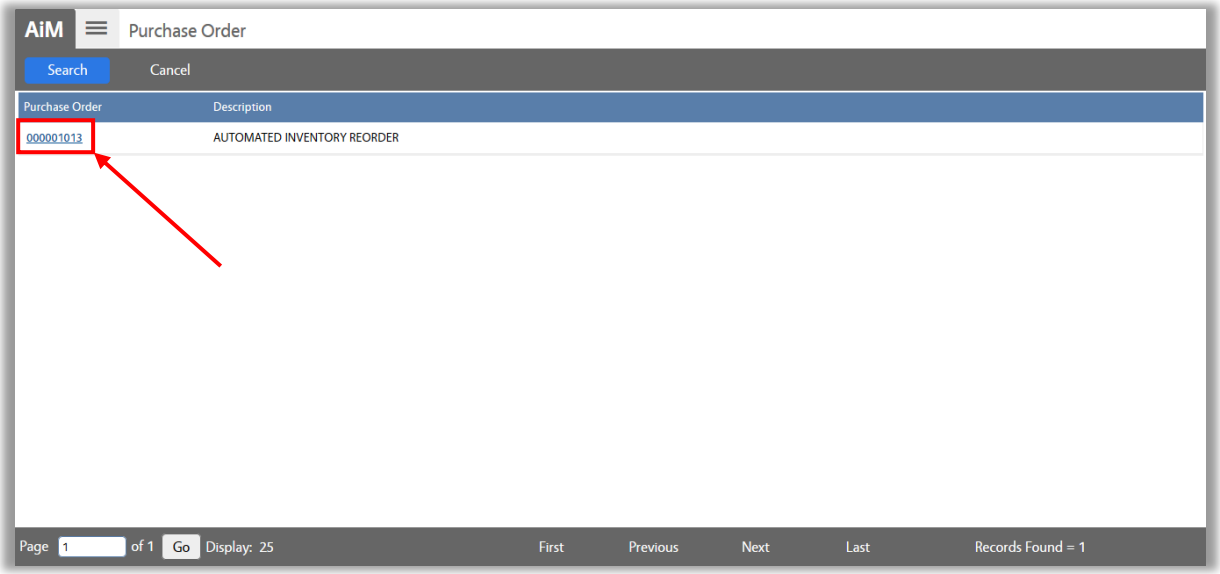
3) Click 'New'



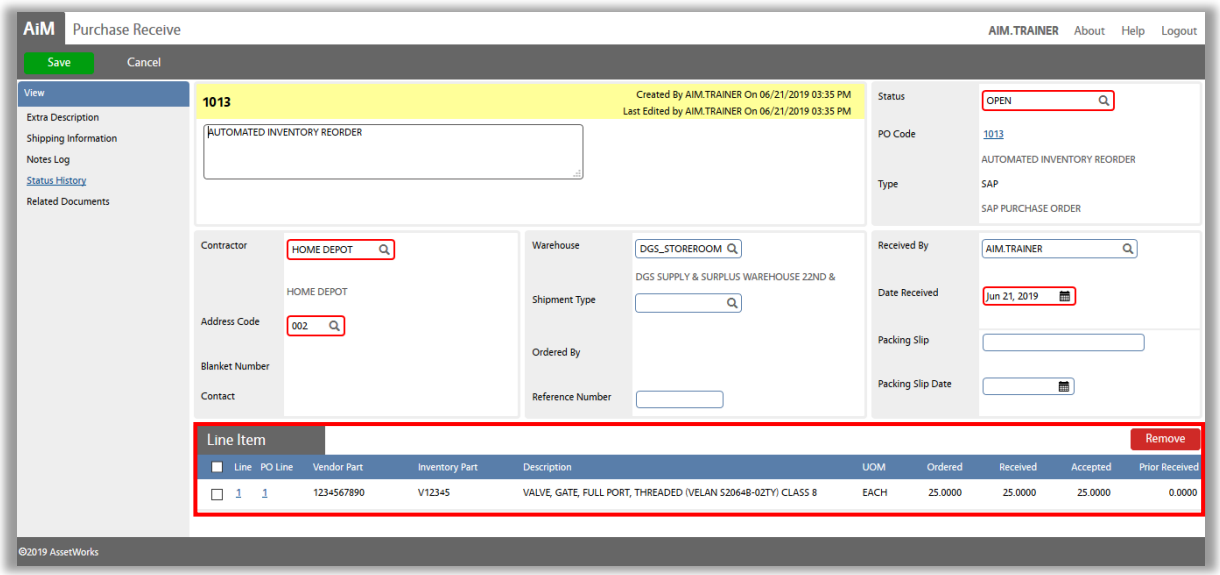
4) Click 'Execute' to search for an eligible Purchase Order. Note: Enter search criteria to find a specific record.



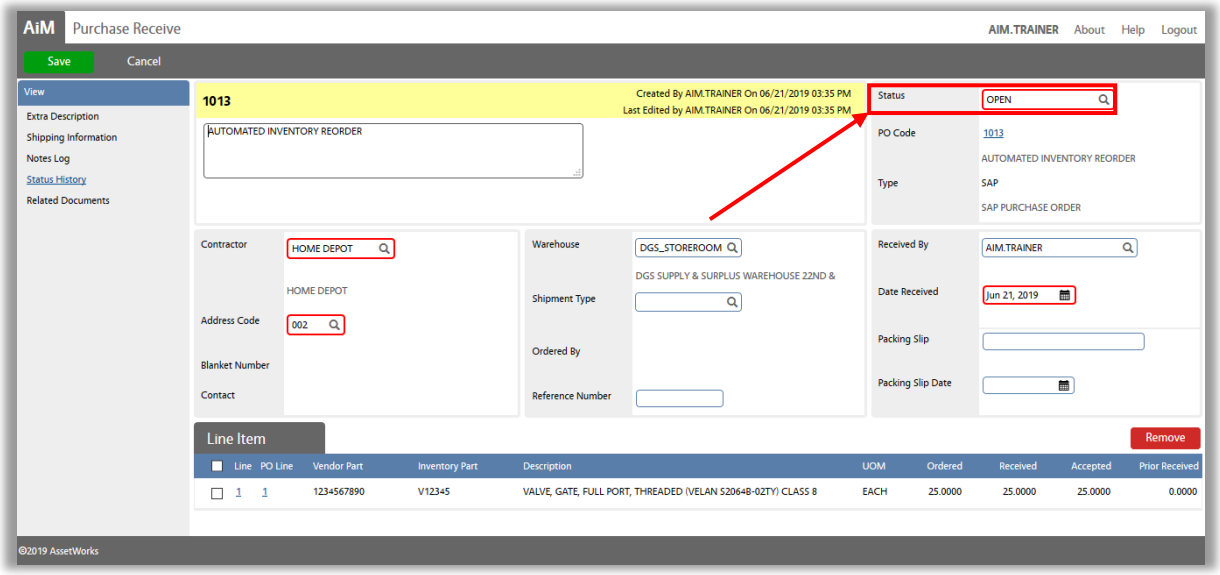
5) Select the Purchase Order record you wish to receive items for.



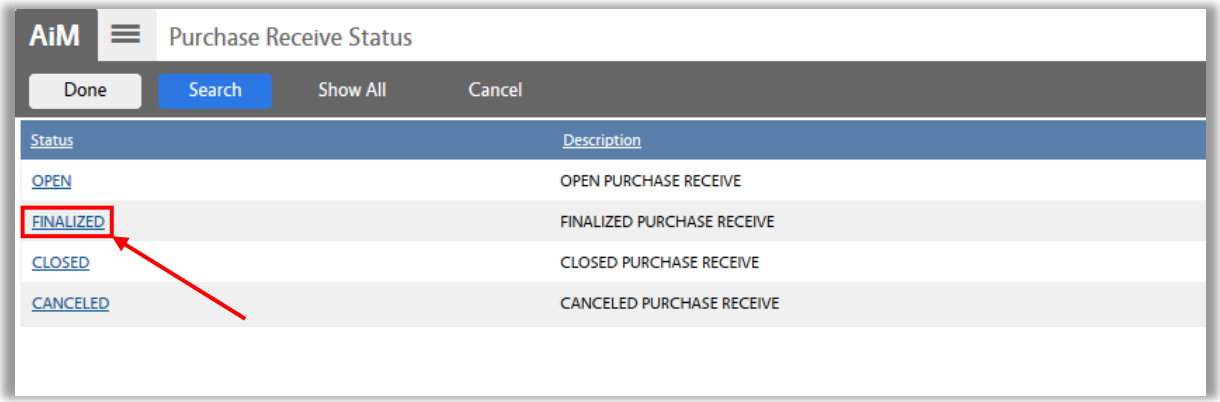
6) Note the line items for the Purchase Order you are receiving. To receive in partial, click into the line item and adjust the receive amount. If you wish to only receive certain items and not all of them, you may also put a check in the box next to items you wish to remove, and click the 'Remove' button.



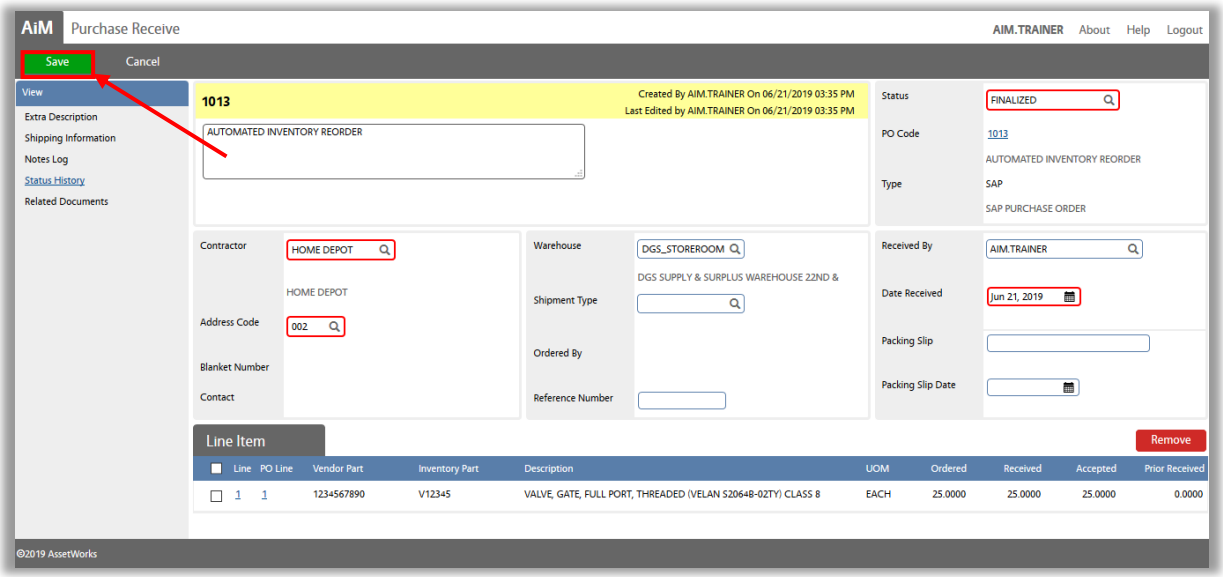
7) Once you are ready to process the receive, click the status zoom icon and select the appropriate status.



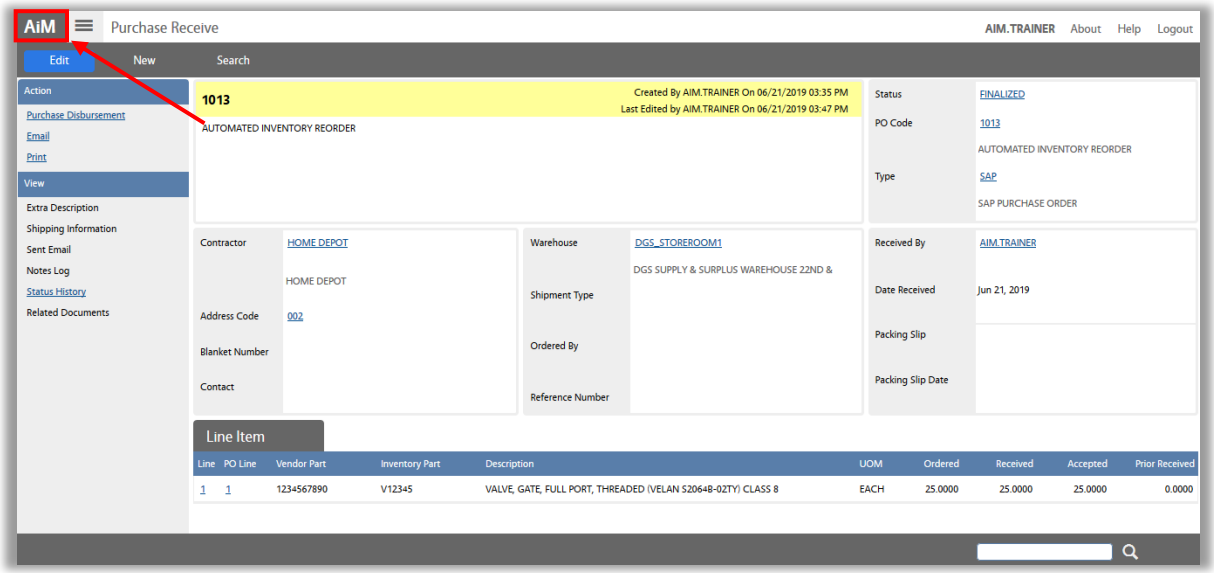
8) Select the 'Finalized' status to finalize the Purchase Order.



9) Click 'Save'.



10) The Purchase Receive is complete, click the AiM icon to return to the main WorkDesk.

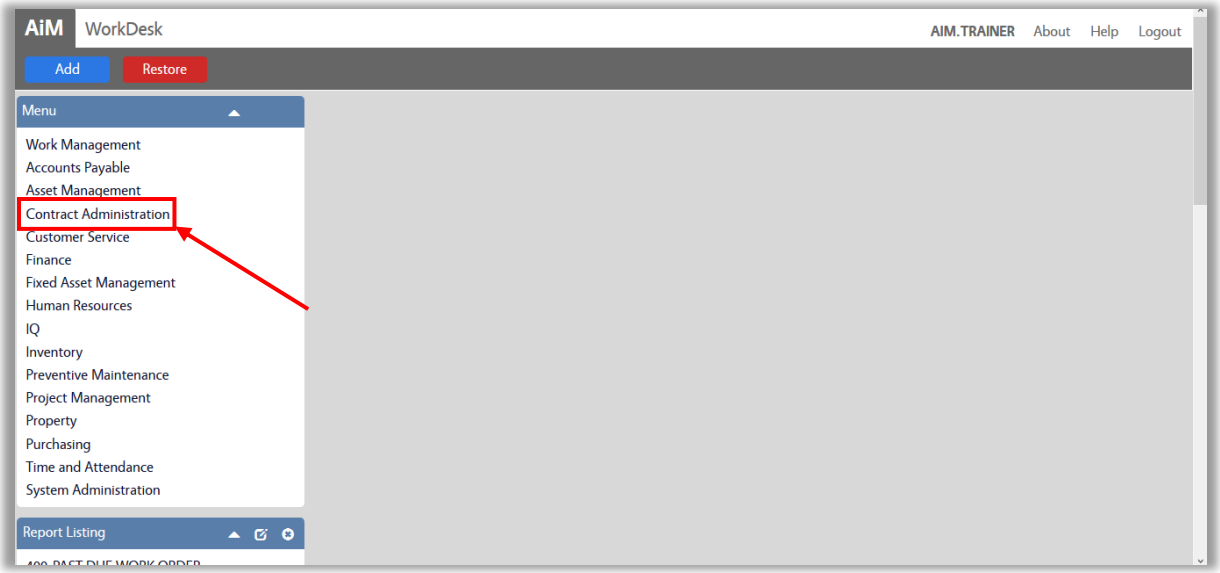


11) The main WorkDesk, the process is complete.

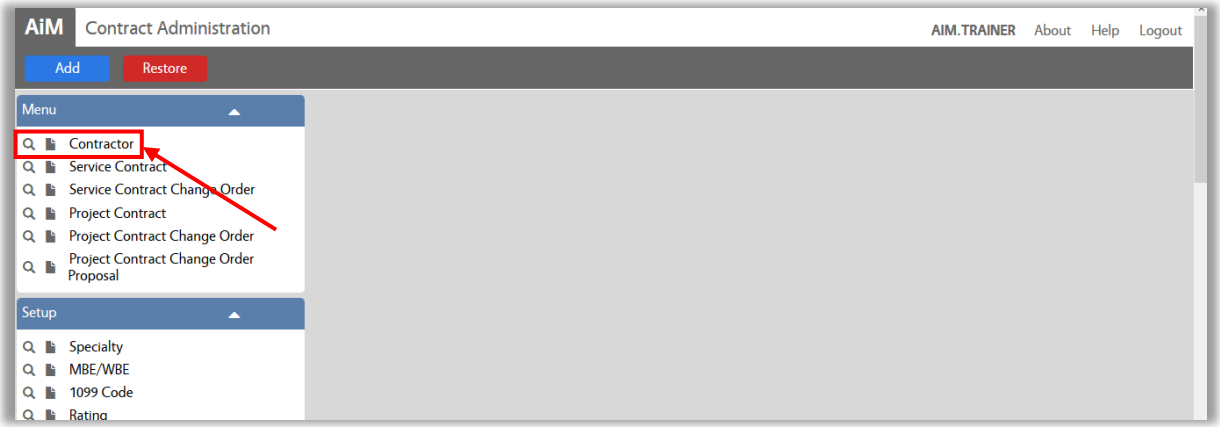
Contractor Creation

This method is used to create new Contractors in AiM.

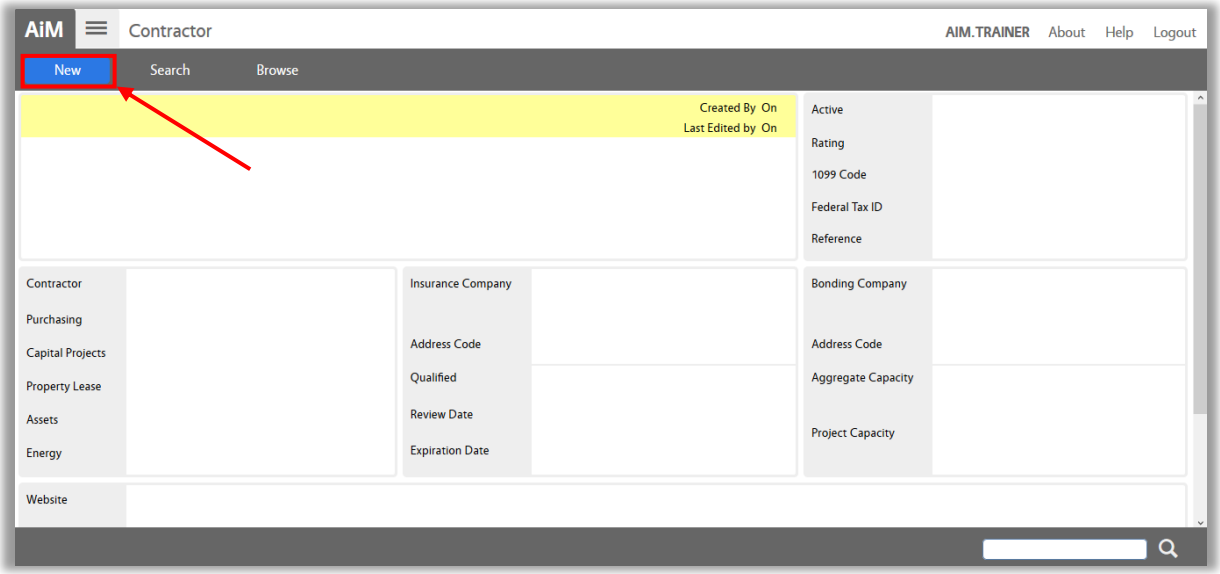
1) Log into AiM and click 'Contract Administration' from the main module menu.



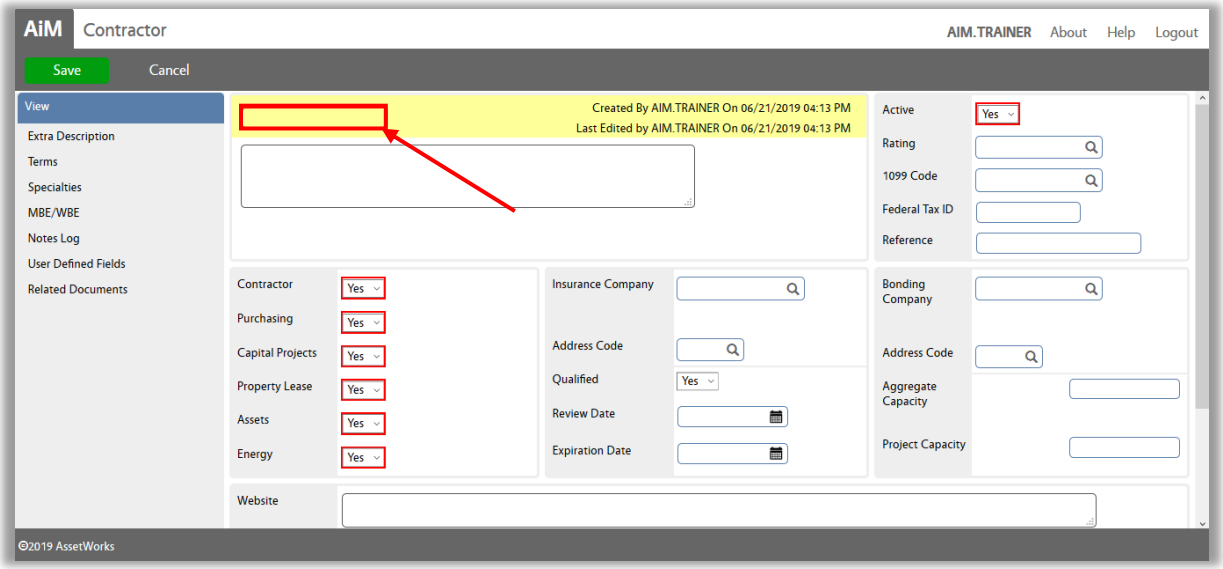
2) Click 'Contractor'



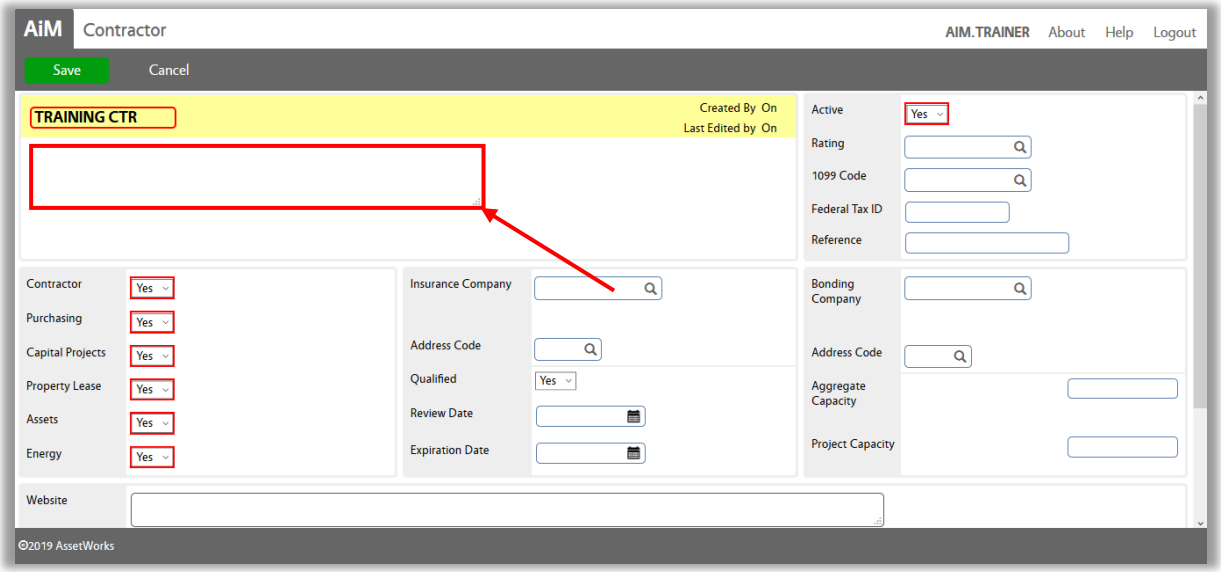
3) Click 'New'



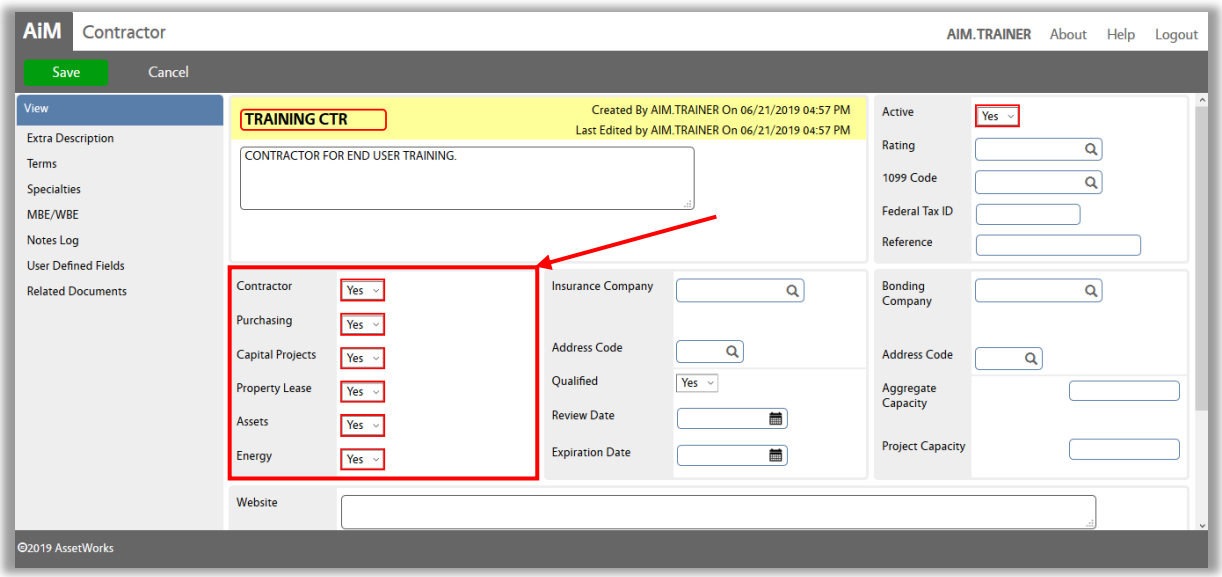
4) Create a Contractor ID.



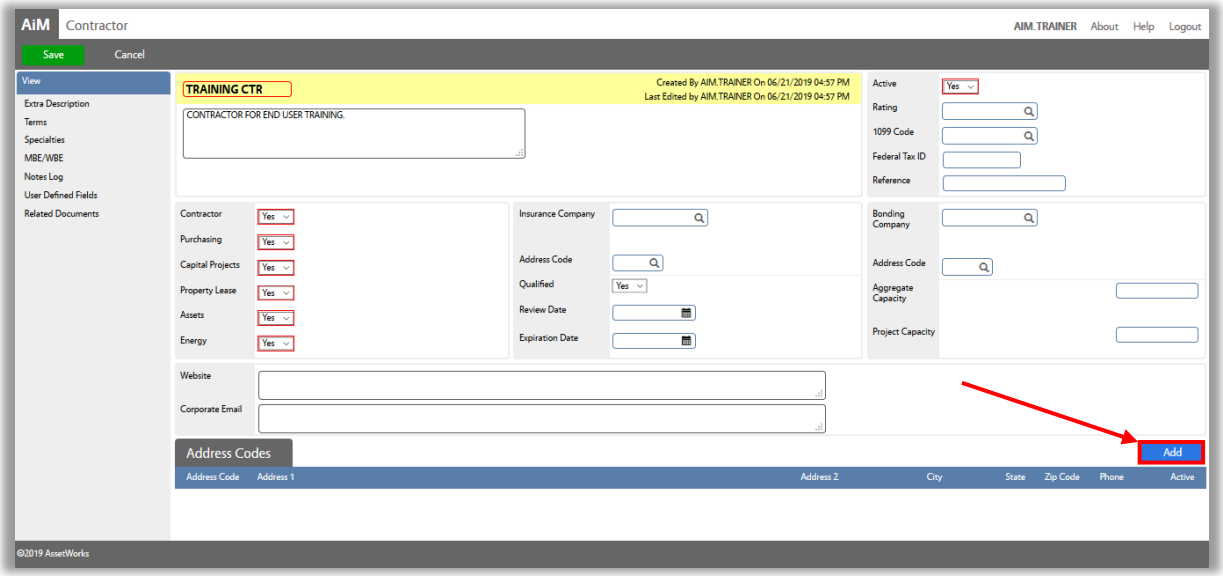
5) Enter a description for the contractor.



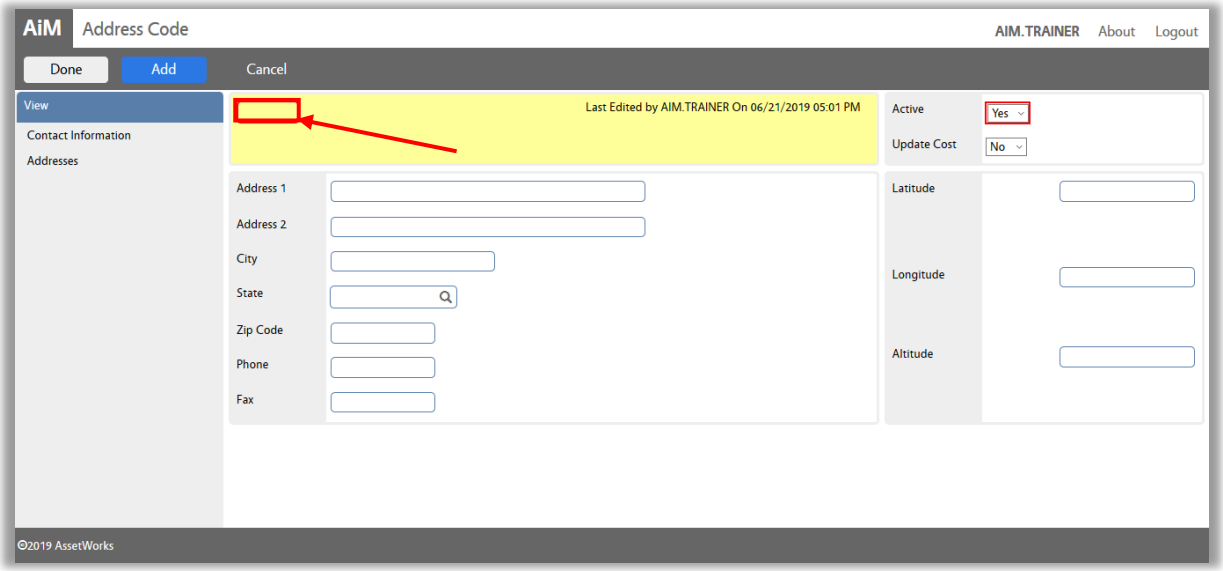
6) The contractor availability flags. These flags should be left set to 'YES'. This determines whether the contractor is available in AiM in the associated modules.



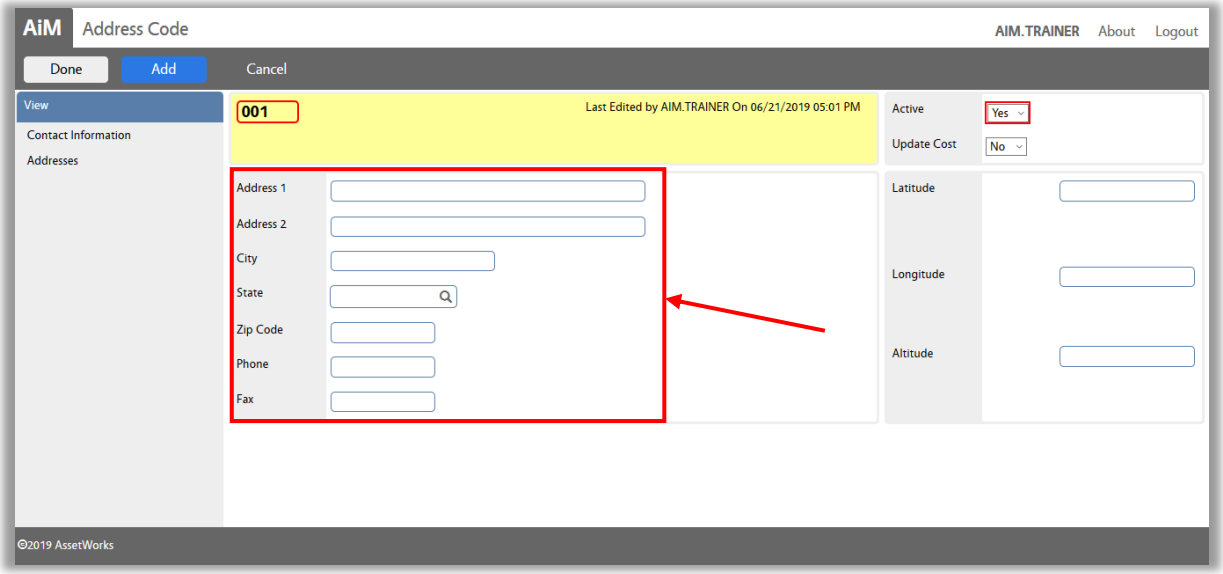
7) Click 'Add' to create an Address Code for the contractor.



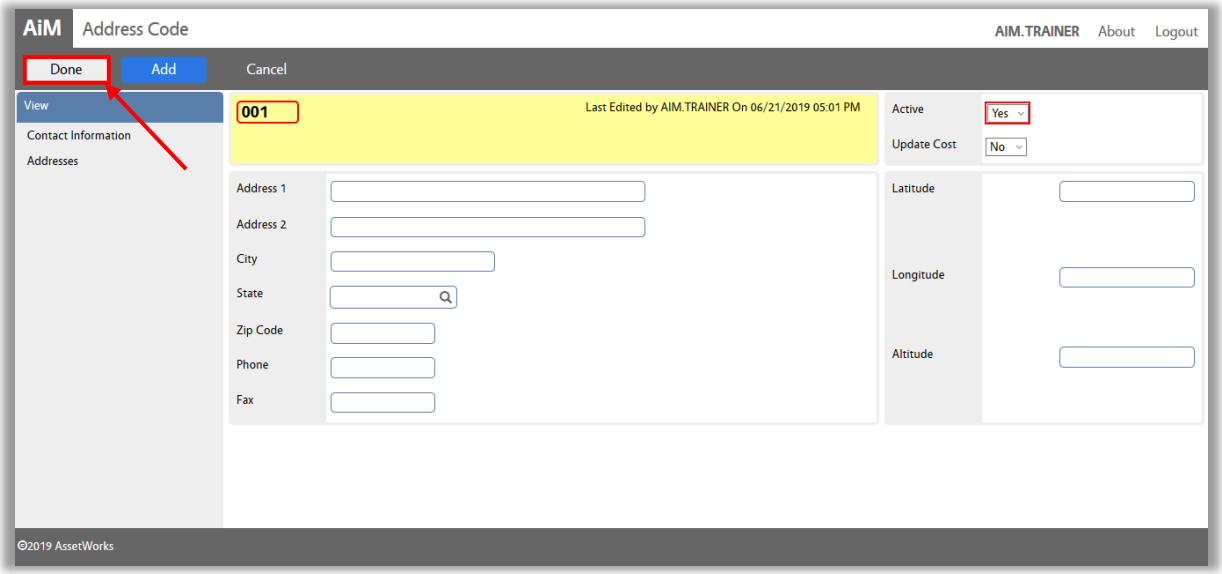
8) Specify the contractor Address Code ID.



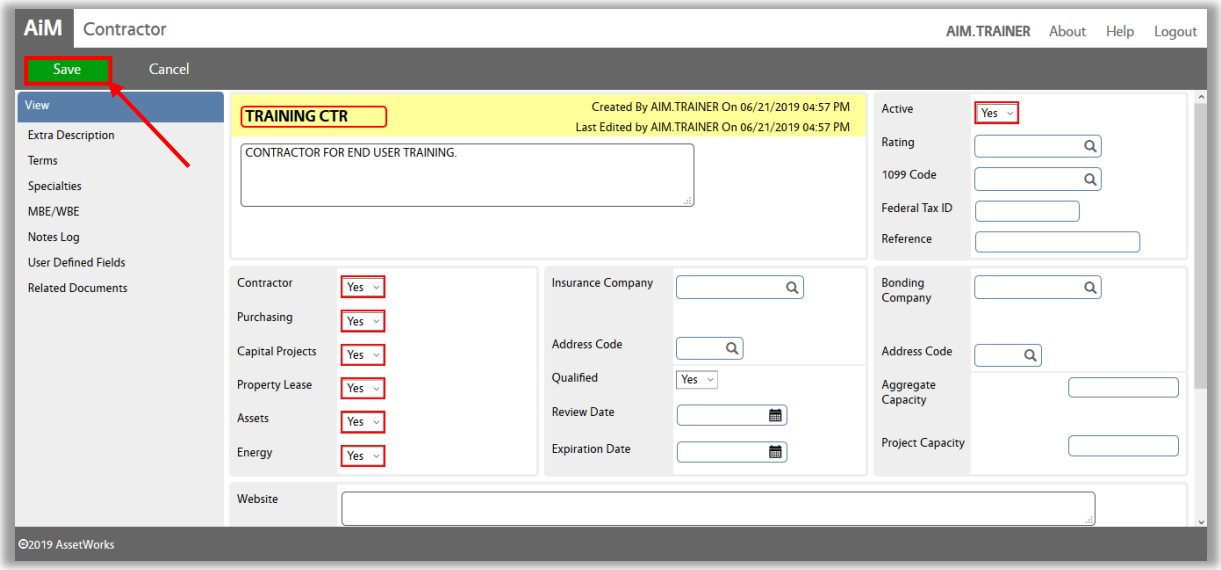
9) Optional: Enter the address and contact information for the address code.



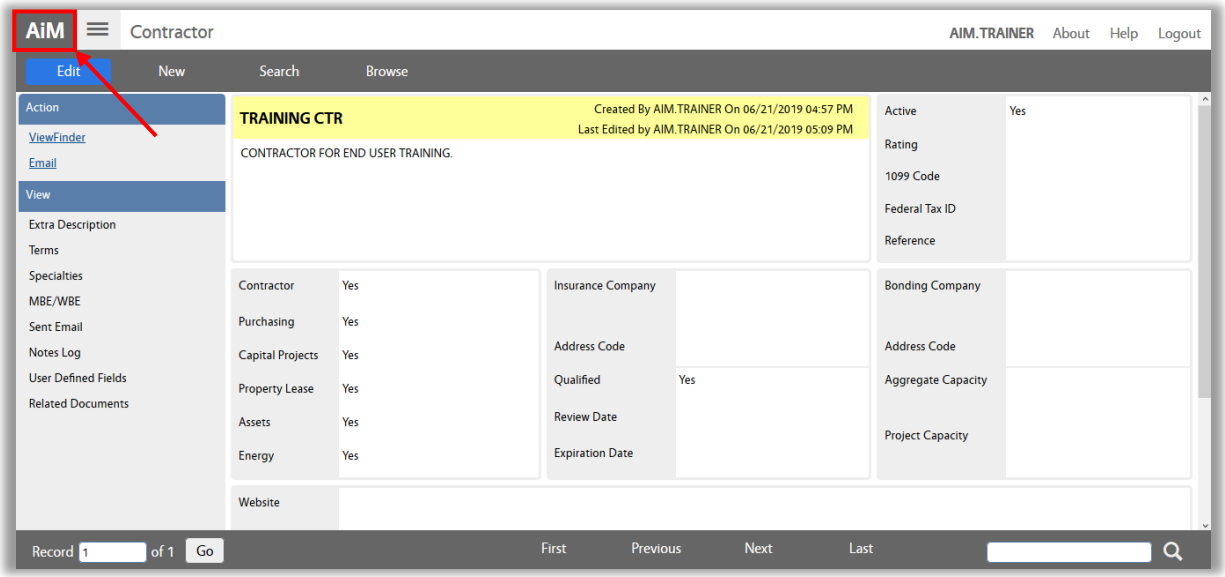
10) Click 'Done'



11) Click 'Save'



12) Click the AiM icon to return to the main WorkDesk.

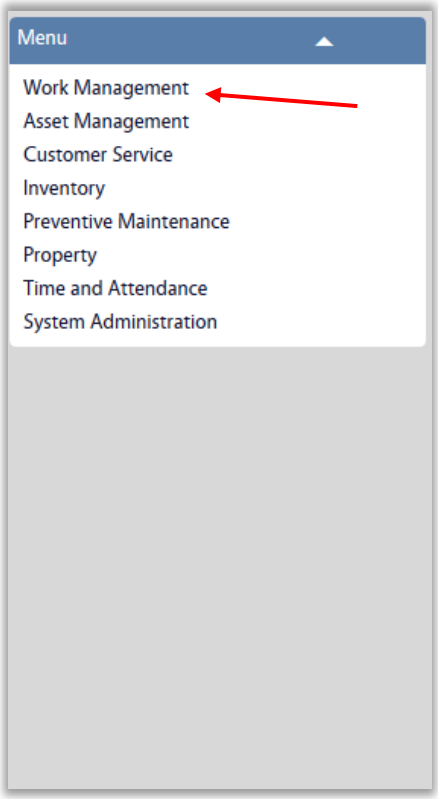


13) The main WorkDesk, the process is complete.

Shopping Cart Creation

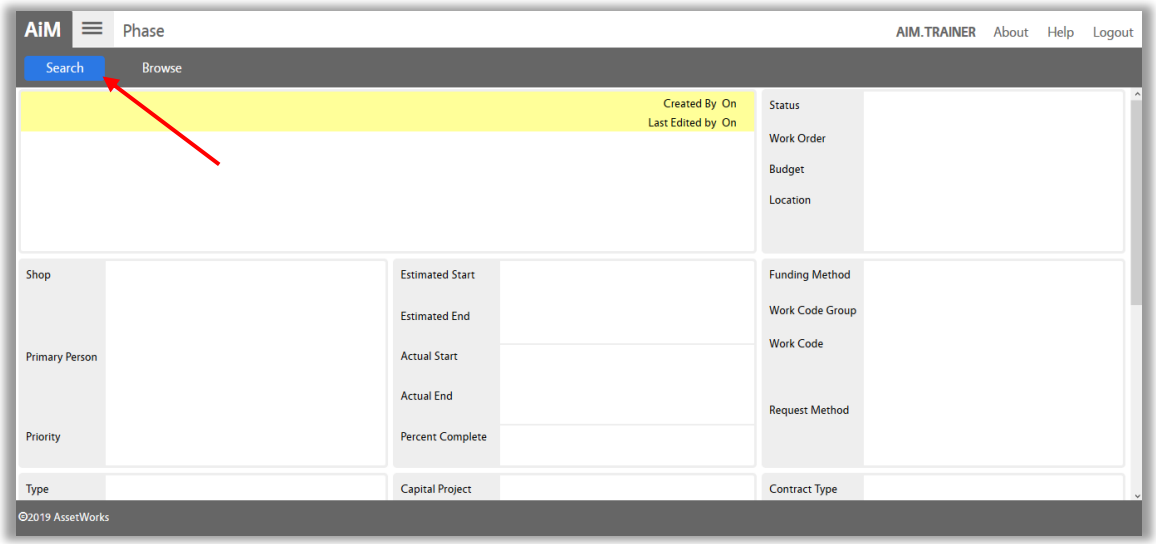
This method is used to create new "Shopping Cart" Material Requests for stock items in AiM.

1) Login to AiM™ and click the Work Management Module
    a. Alternatively, if there is a query on your WorkDesk that displays the phases assigned to you, click that query to display the search results and skip to step 5.

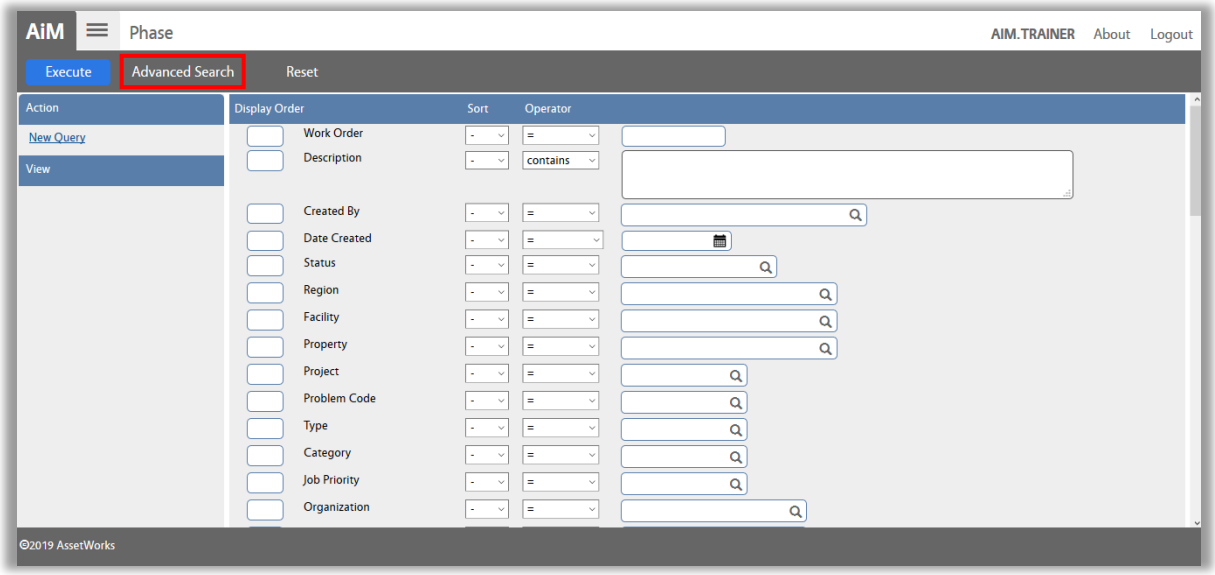


2) Click Phase.

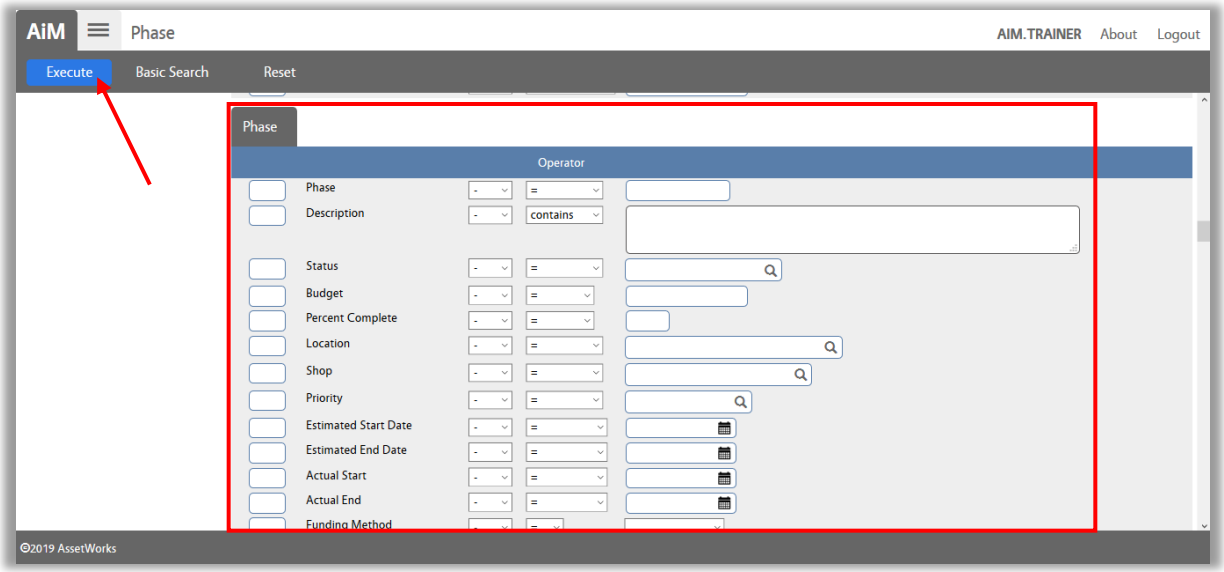
3) On the phase screen, click Search.



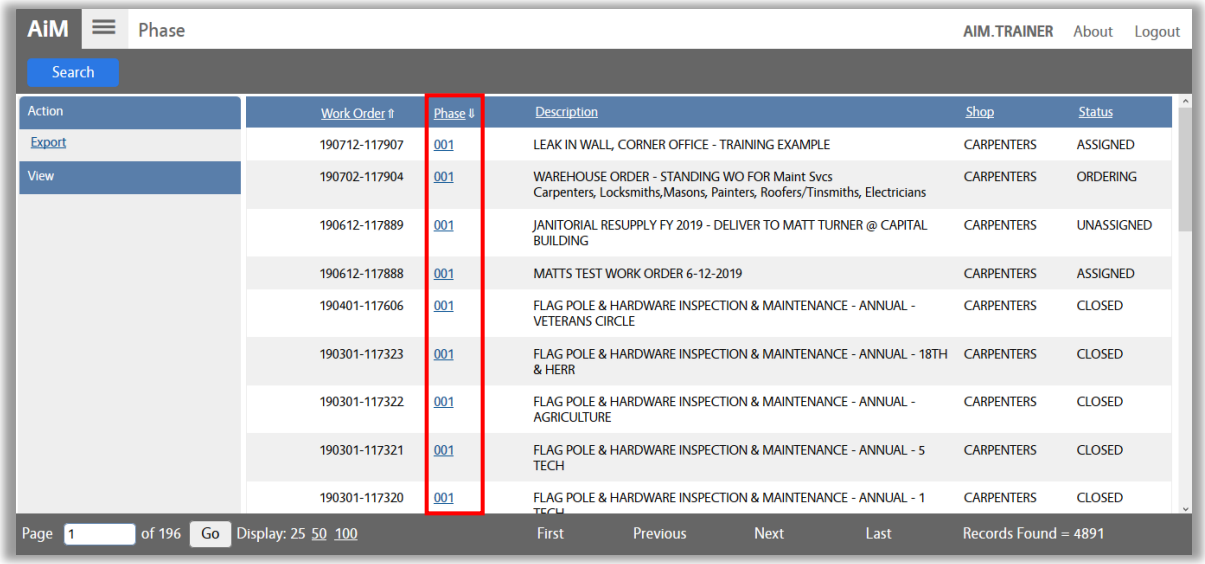
4) Enter the search criteria to find the phase for which you are requesting material.
   a. Note: the "Basic Search" provides search criteria at the work order level, it is recommended that you click the "Advanced Search" link, which will list additional search fields at the phase level.
   b. Once you've entered the search criteria, click Execute.



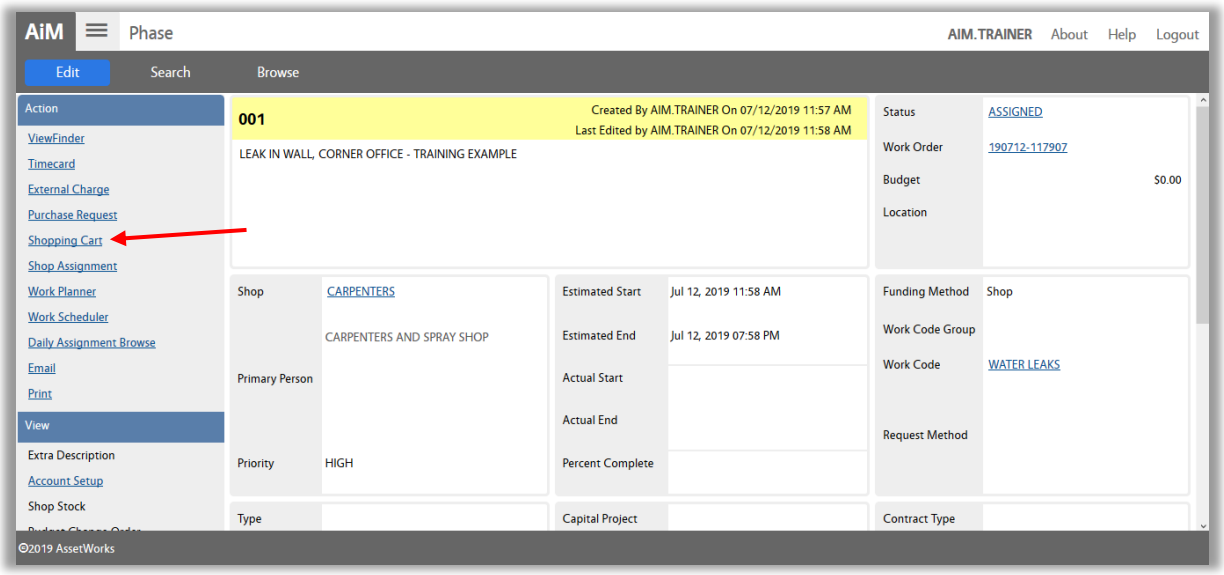
Note: You can also choose from a list of saved queries by clicking one of the links on the left hand side.



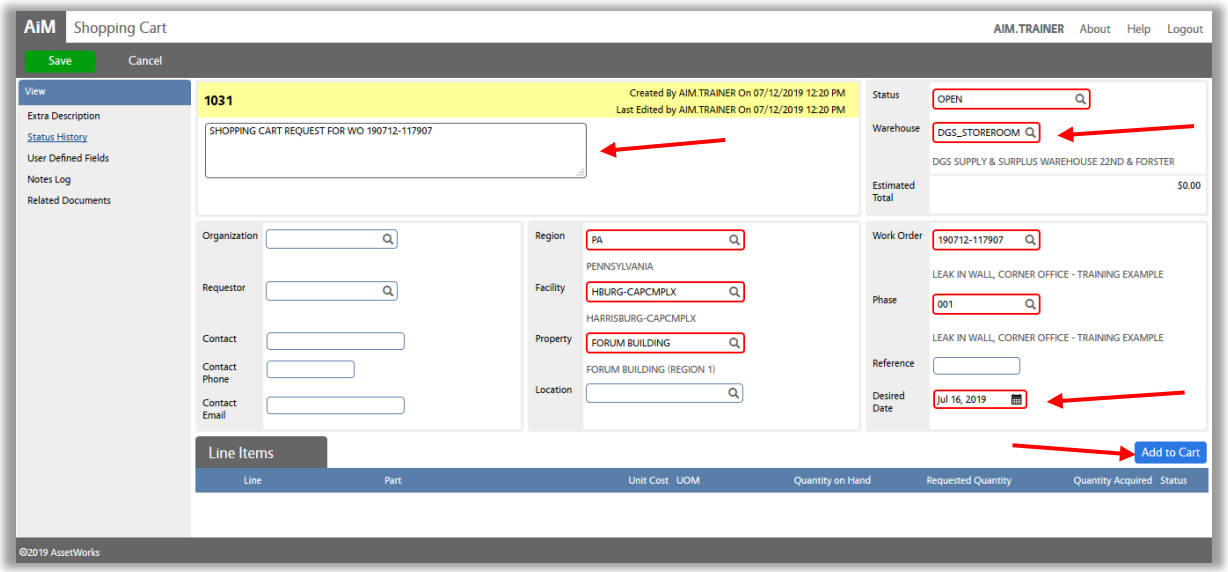
5) The phase results are displayed. Click on the phase number to select the phase.



6) If the phase is in a status that allows for material requests, the “Shopping Cart” link will appear in the left hand action panel. Click the “Shopping Cart” link.

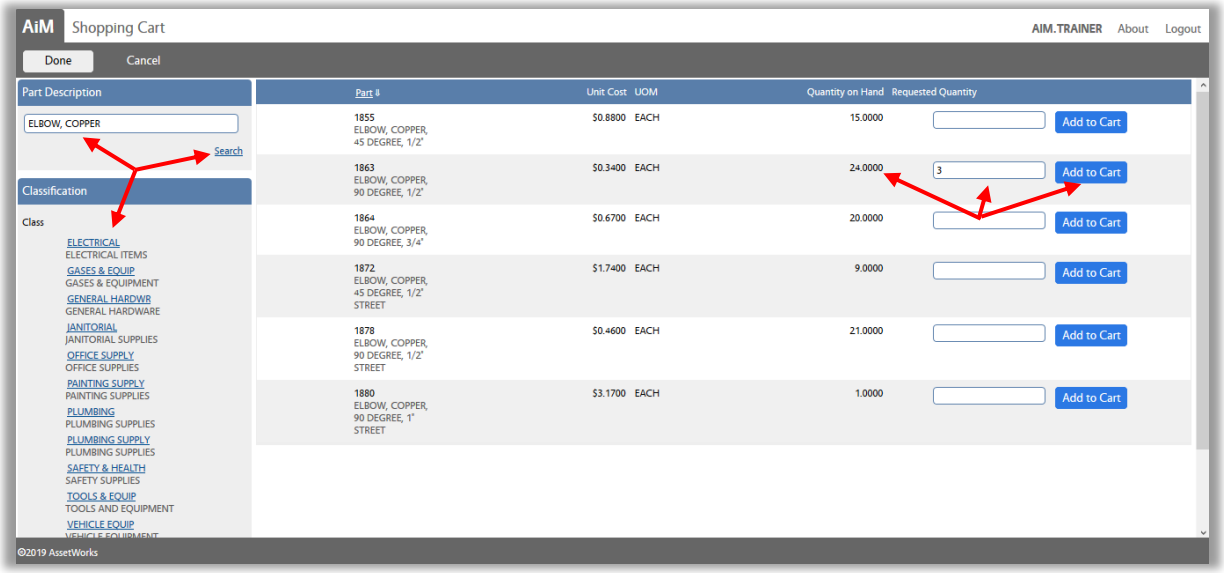


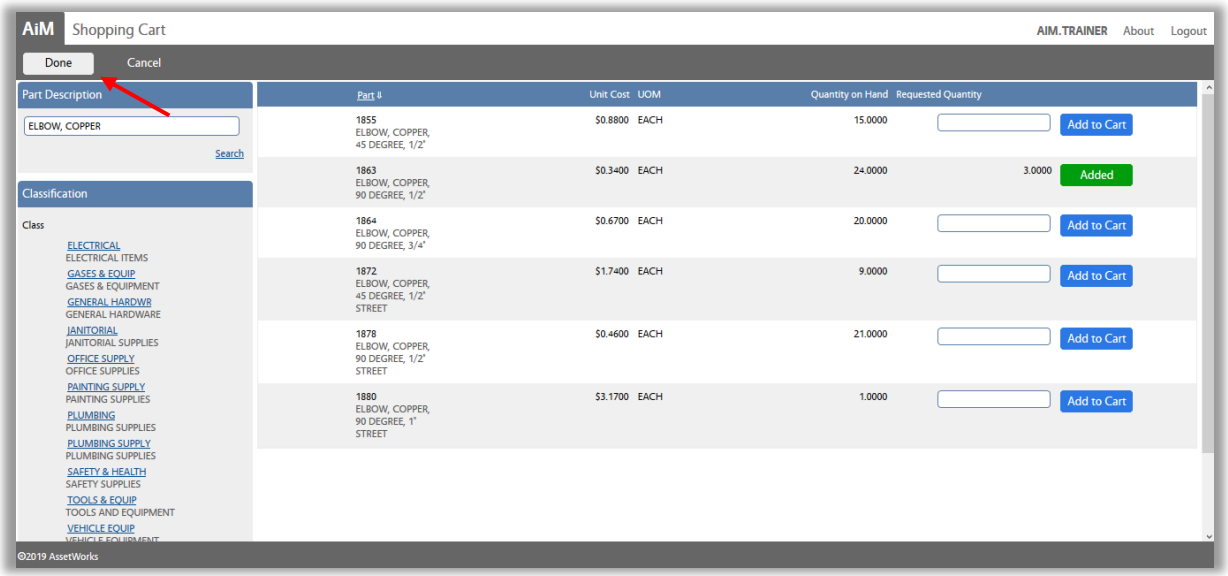
7) On the Shopping Cart header screen:
   a. Enter the Description
   b. Enter the Desired Date
   c. Click the Zoom Icon beside warehouse to select a warehouse
   d. In the line item section, click the “Add to Cart” button



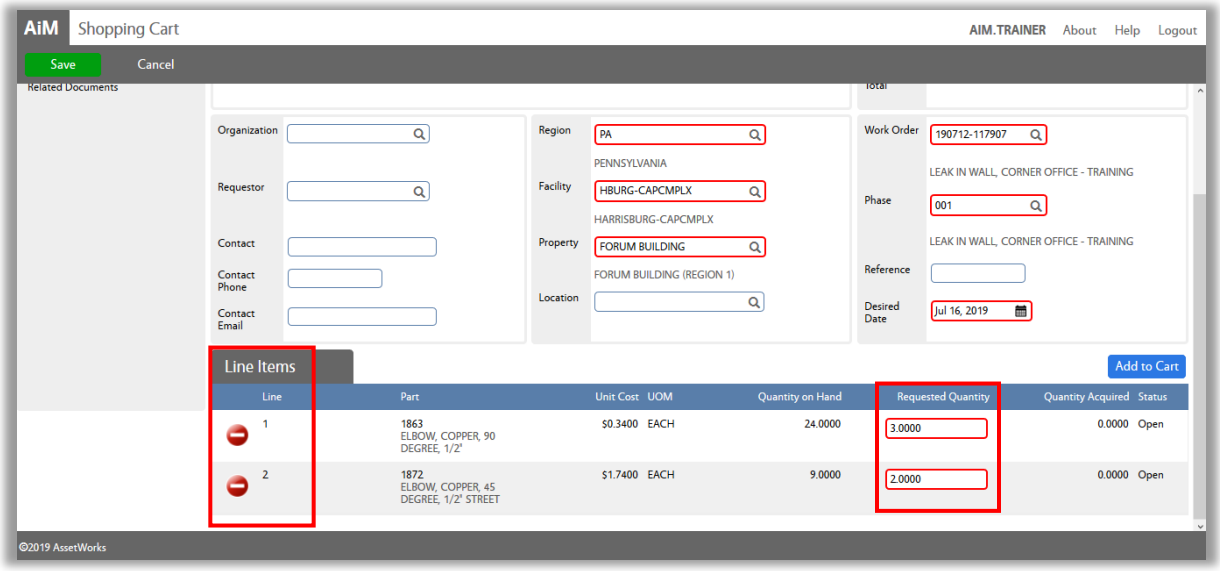
The shopping cart line item selection screen will appear

a. Enter your search criteria into the search box and then click on the “Search” link.
    i. Note: The search criteria is based upon the part description. A one or two word phrase is recommended unless you know the description of the part as it displays in AiM.
    ii. Multi-word searches will only display results for items where the words in the part description appear exactly as you typed them in the search box. For example a search for “Grease Hi Temp” will display part 6584800 – Lube, Grease Hi Temp AP-L 14OZ, but a search for “Hi Temp Grease” will display no results.
    iii. Partial words, such as “Grea” are also acceptable, but most abbreviations are not.
b. You can filter your selection by clicking on a “Class”, and even further by clicking on a “Commodity” and “Item”
c. Enter a number in the requested quantity boxes beside the parts you are requesting and then click “Add to Cart”
    i. Note: You may request quantities above the amount displayed in the “quantity on hand” field, but be aware that these requests may take additional days to fulfill.
    ii. Once added, the blue “Add to Cart” button will change to a green “Added” button.
d. Once all entries have been added, click the “Done” button to return to the shopping cart header.

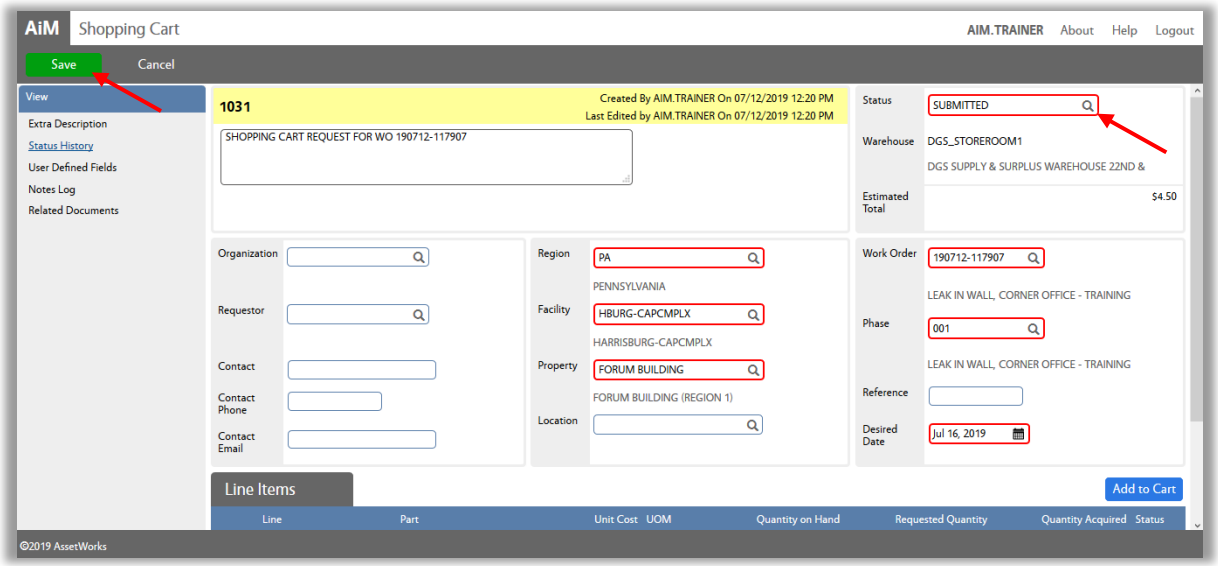

AiM
Shopping Cart
AIM.TRAINER
About
Logout
Done
Cancel
Part Description
ELBOW, COPPER
Search
Classification
Class
ELECTRICAL
ELECTRICAL ITEMS
GASES & EQUIP
GASES & EQUIPMENT
GENERAL HARDWR
GENERAL HARDWARE
JANITORIAL
JANITORIAL SUPPLIES
OFFICE SUPPLY
OFFICE SUPPLIES
PAINTING SUPPLY
PAINTING SUPPLIES
PLUMBING
PLUMBING SUPPLIES
PLUMBING SUPPLY
PLUMBING SUPPLIES
SAFETY & HEALTH
SAFETY SUPPLIES
TOOLS & EQUIP
TOOLS AND EQUIPMENT
VEHICLE EQUIP
Part
Unit Cost
UOM
Quantity on Hand
Requested Quantity
1855
ELBOW, COPPER, 45 DEGREE, 1/2"
$0.8800
EACH
15.0000
Add to Cart
1863
ELBOW, COPPER, 90 DEGREE, 1/2"
$0.3400
EACH
24.0000
3
Add to Cart
1864
ELBOW, COPPER, 90 DEGREE, 3/4"
$0.6700
EACH
20.0000
Add to Cart
1872
ELBOW, COPPER, 45 DEGREE, 1/2" STREET
$1.7400
EACH
9.0000
Add to Cart
1878
ELBOW, COPPER, 90 DEGREE, 1/2" STREET
$0.4600
EACH
21.0000
Add to Cart
1880
ELBOW, COPPER, 90 DEGREE, 1" STREET
$3.1700
EACH
1.0000
Add to Cart
©2019 AssetWorks


AiM
Shopping Cart
AIM.TRAINER
About
Logout
Done
Cancel
Part Description
ELBOW, COPPER
Search
Classification
Class
ELECTRICAL
ELECTRICAL ITEMS
GASES & EQUIP
GASES & EQUIPMENT
GENERAL HARDWR
GENERAL HARDWARE
JANITORIAL
JANITORIAL SUPPLIES
OFFICE SUPPLY
OFFICE SUPPLIES
PAINTING SUPPLY
PAINTING SUPPLIES
PLUMBING
PLUMBING SUPPLIES
PLUMBING SUPPLY
PLUMBING SUPPLIES
SAFETY & HEALTH
SAFETY SUPPLIES
TOOLS & EQUIP
TOOLS AND EQUIPMENT
VEHICLE EQUIP
Part
Unit Cost
UOM
Quantity on Hand
Requested Quantity
1855
ELBOW, COPPER, 45 DEGREE, 1/2"
$0.8800
EACH
15.0000
Add to Cart
1863
ELBOW, COPPER, 90 DEGREE, 1/2"
$0.3400
EACH
24.0000
3.0000
Added
1864
ELBOW, COPPER, 90 DEGREE, 3/4"
$0.6700
EACH
20.0000
Add to Cart
1872
ELBOW, COPPER, 45 DEGREE, 1/2" STREET
$1.7400
EACH
9.0000
Add to Cart
1878
ELBOW, COPPER, 90 DEGREE, 1/2" STREET
$0.4600
EACH
21.0000
Add to Cart
1880
ELBOW, COPPER, 90 DEGREE, 1" STREET
$3.1700
EACH
1.0000
Add to Cart
©2019 AssetWorks

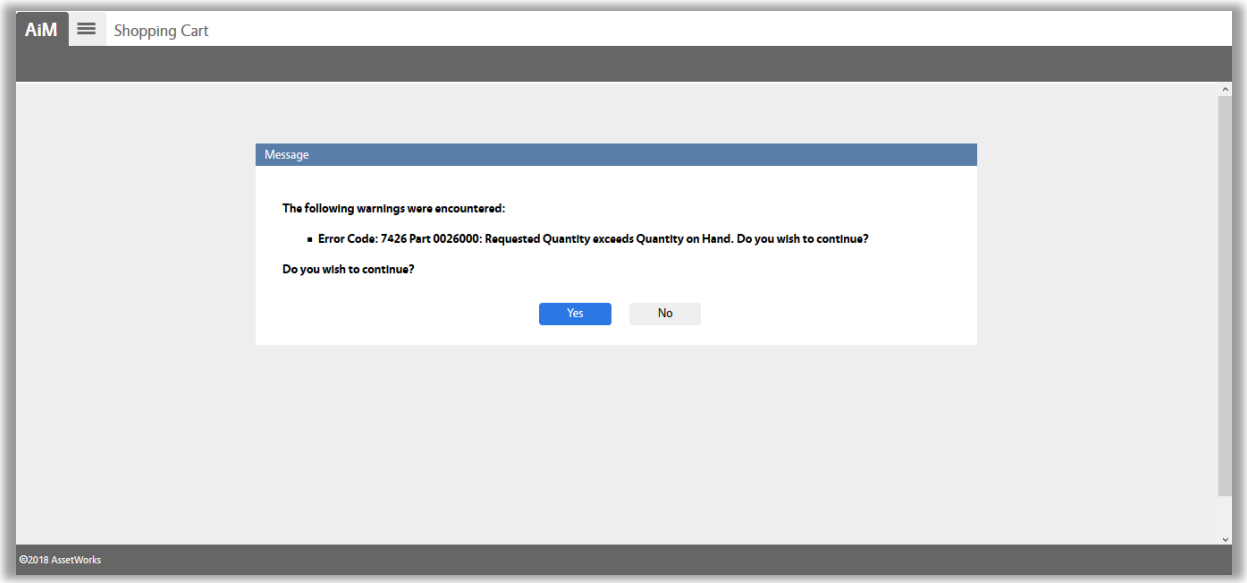
8) All requested items will appear in the line items section near the bottom of the screen. If needed, you may make any adjustments to the items or their quantities.



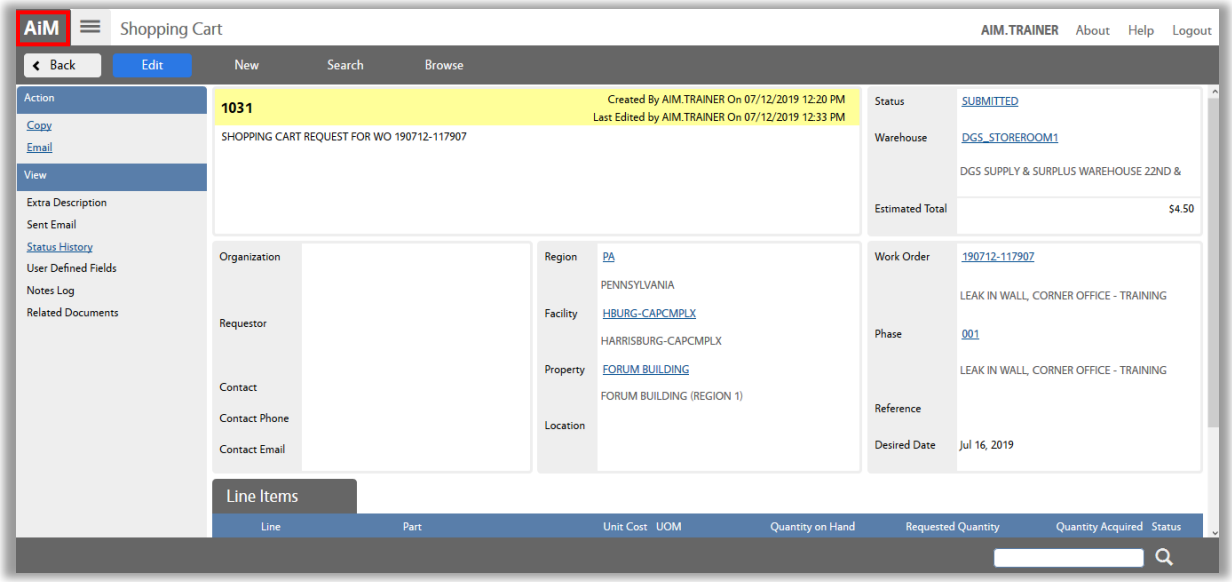
9) If you are not finished with your order but would like to return to it at a later time, you may save the order in “OPEN” status.
10) When ready to submit the shopping cart request, change the status to “SUBMITTED” and click the SAVE button.



11) If you receive a notification, such as quantity exceeds quantity on hand, clicking Yes will save the record, clicking no will return you to the entry screen where you may adjust the parts and quantities.



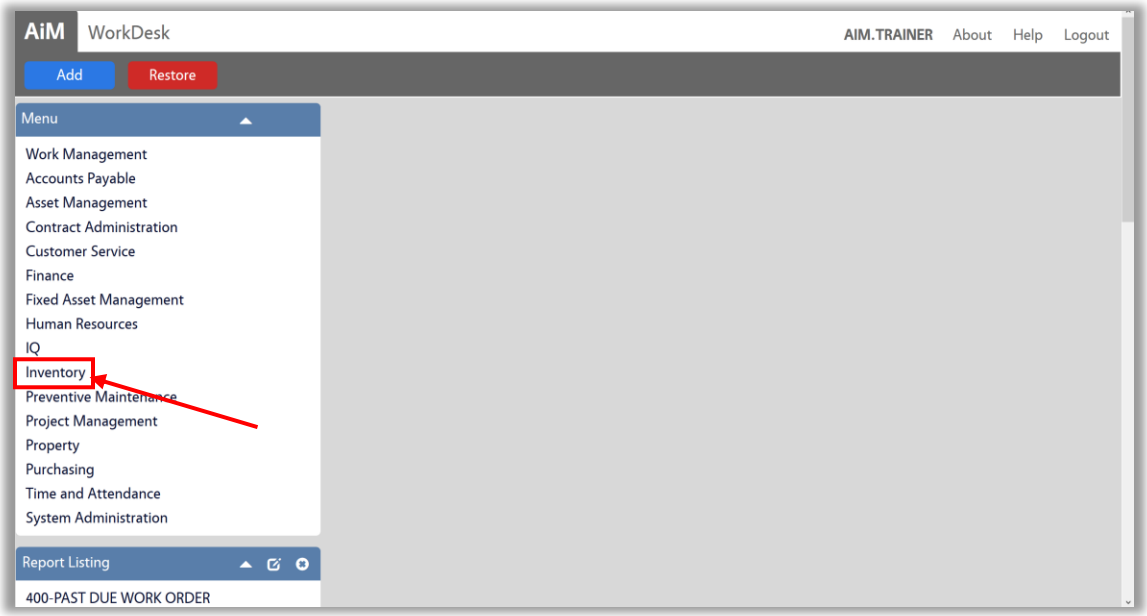
12) Click Back to return to the Phase, or click AiM to return to the Main WorkDesk.



Counter Release

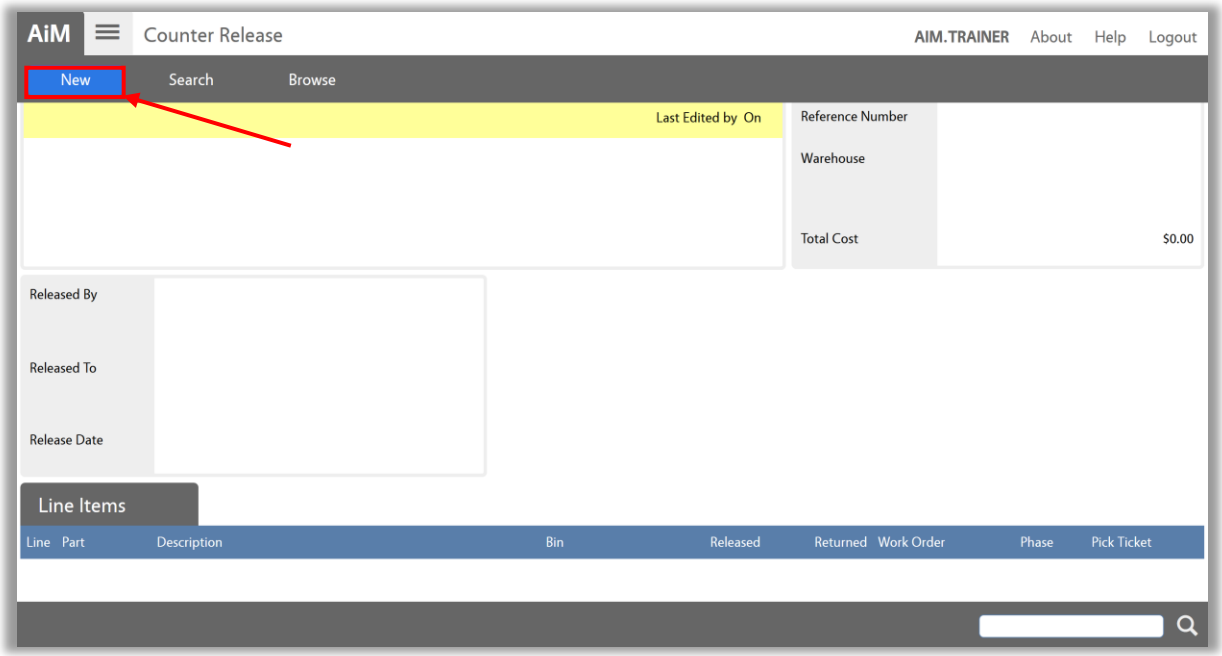
This method is used to Process an Inventory Counter Release.

1) Login to AiM™ and click the 'Inventory' link from the menu channel.

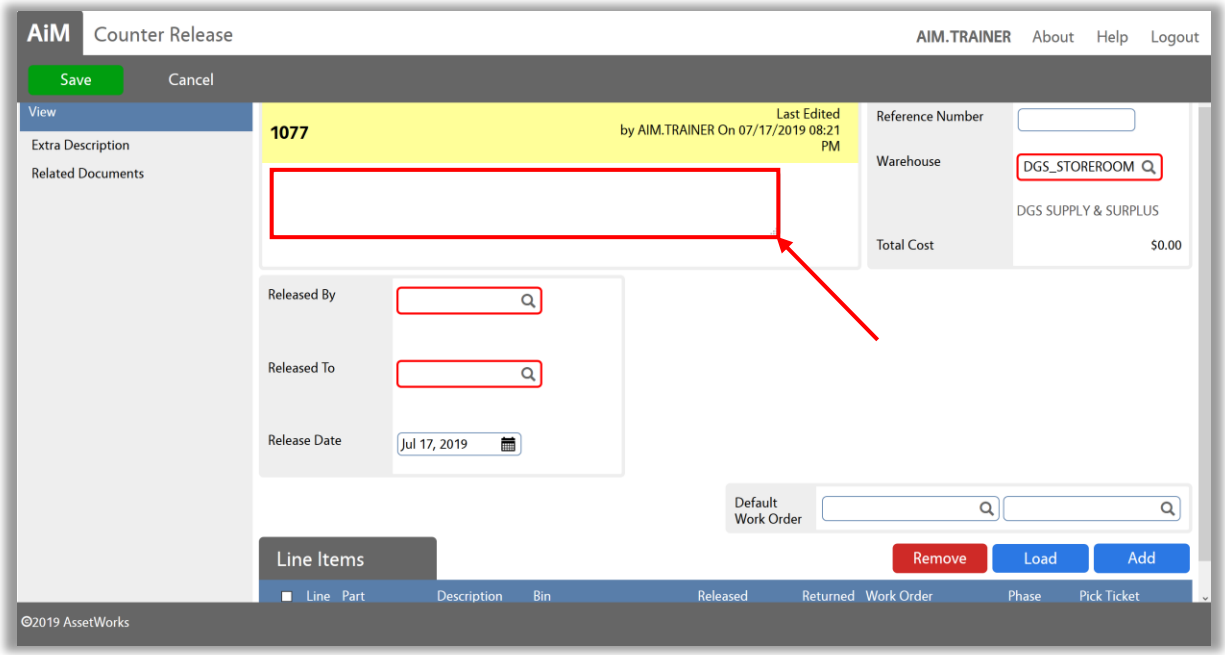


2) From the 'Inventory' menu channel, click the 'Counter Release' link.

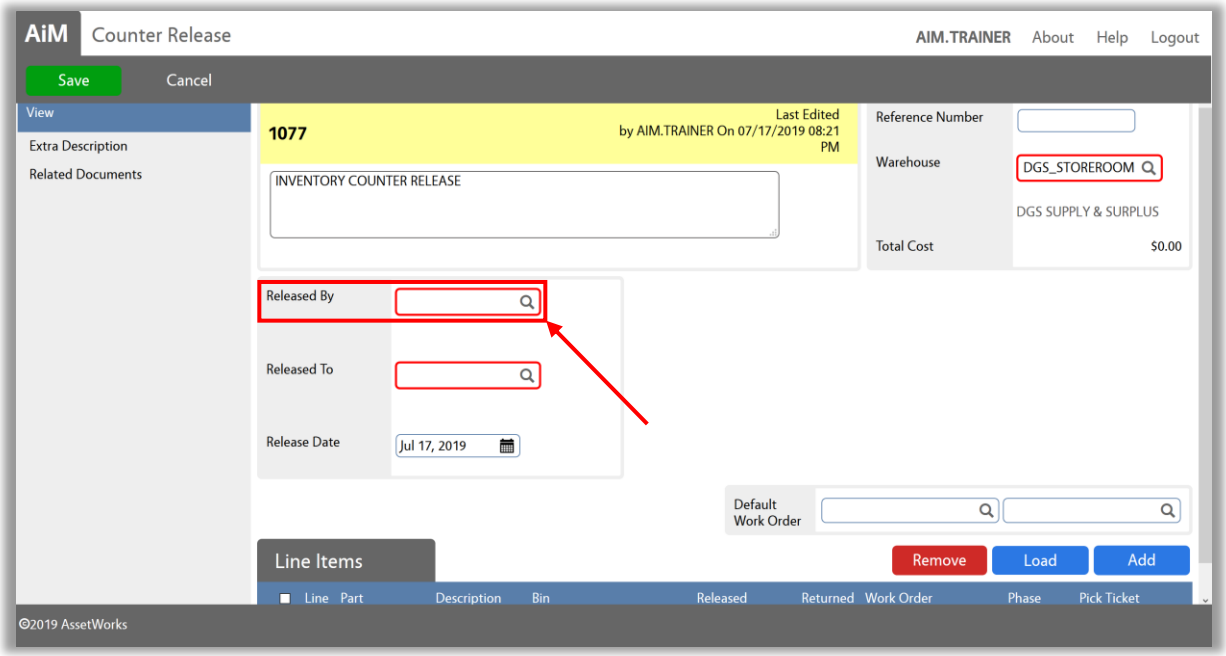
3) Click the 'New' button.



4) Add a detailed Description.

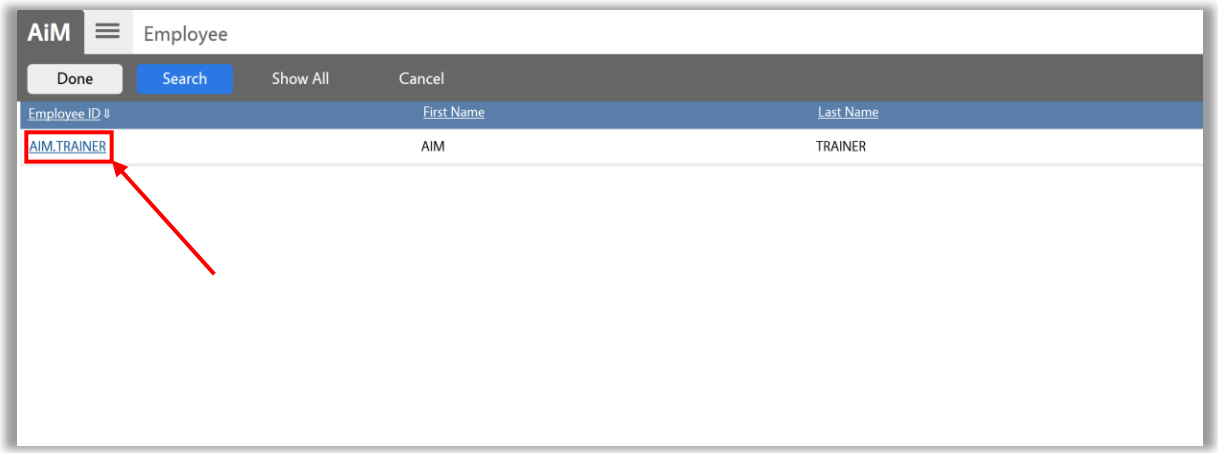


5) Click the 'Released By' Zoom icon.

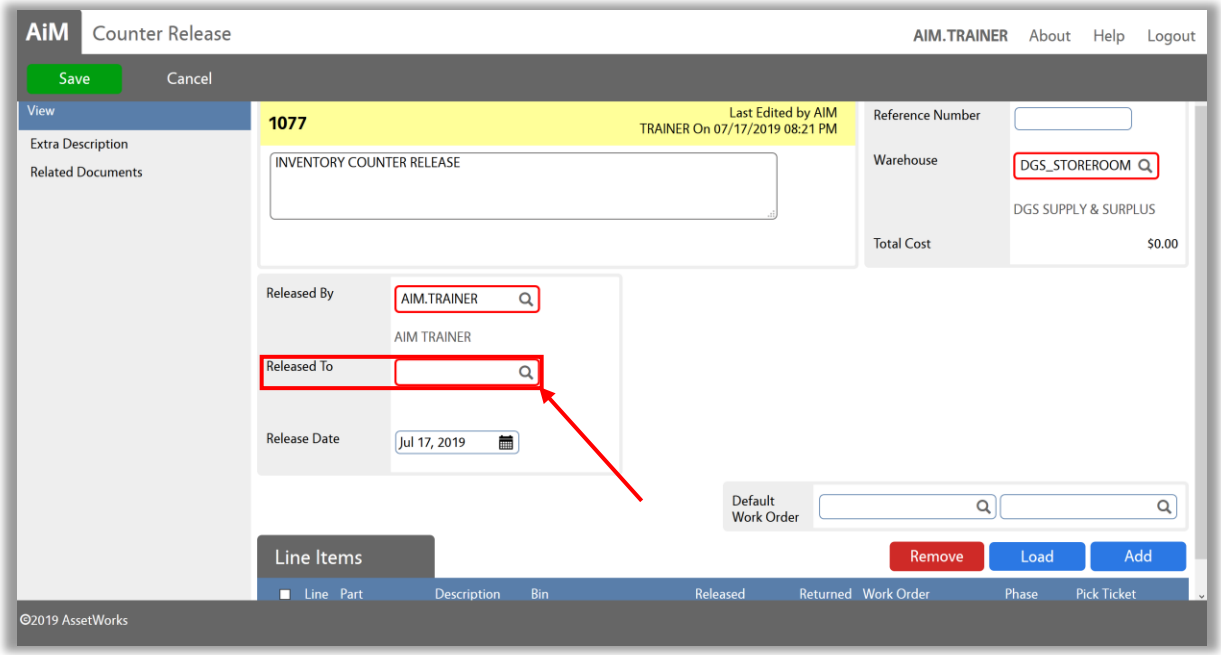


Note: The only employee's shown in the selection list are assigned to the Warehouse.

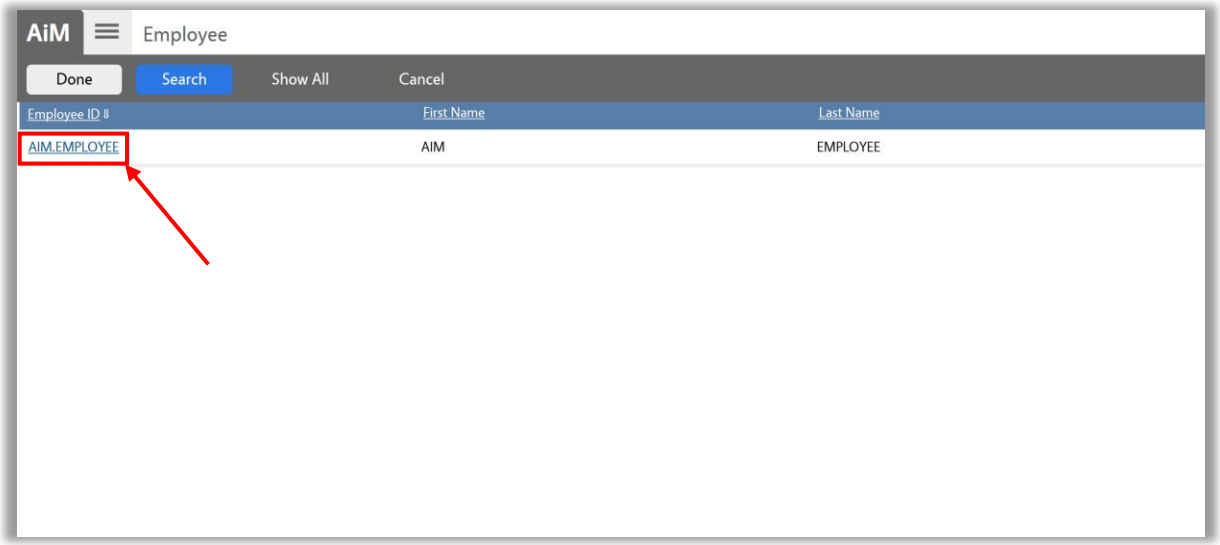
6) Select the appropriate Employee. Click the associated 'Employee ID' link.



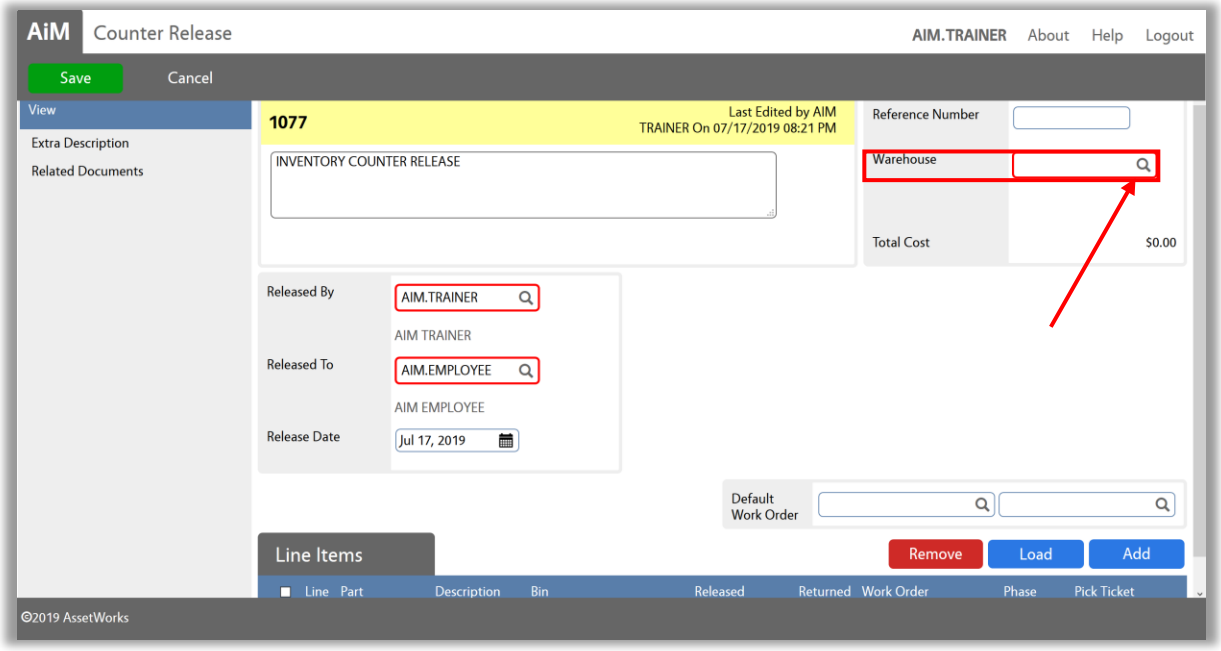
7) Click the 'Released To' Zoom icon. Follow the prompts.



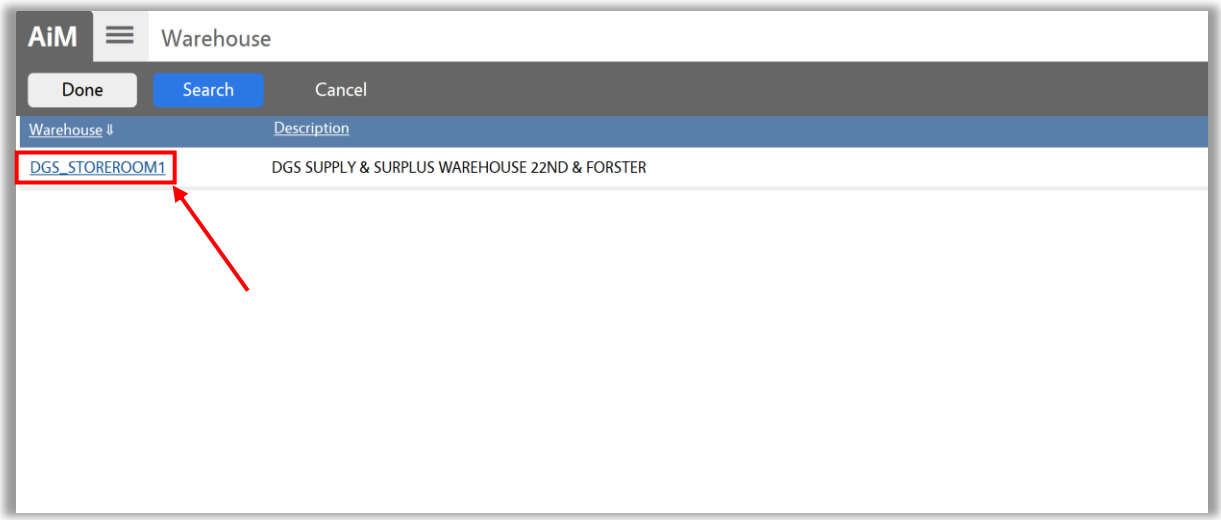
8) Select the employee by clicking the associated 'Employee ID' link.



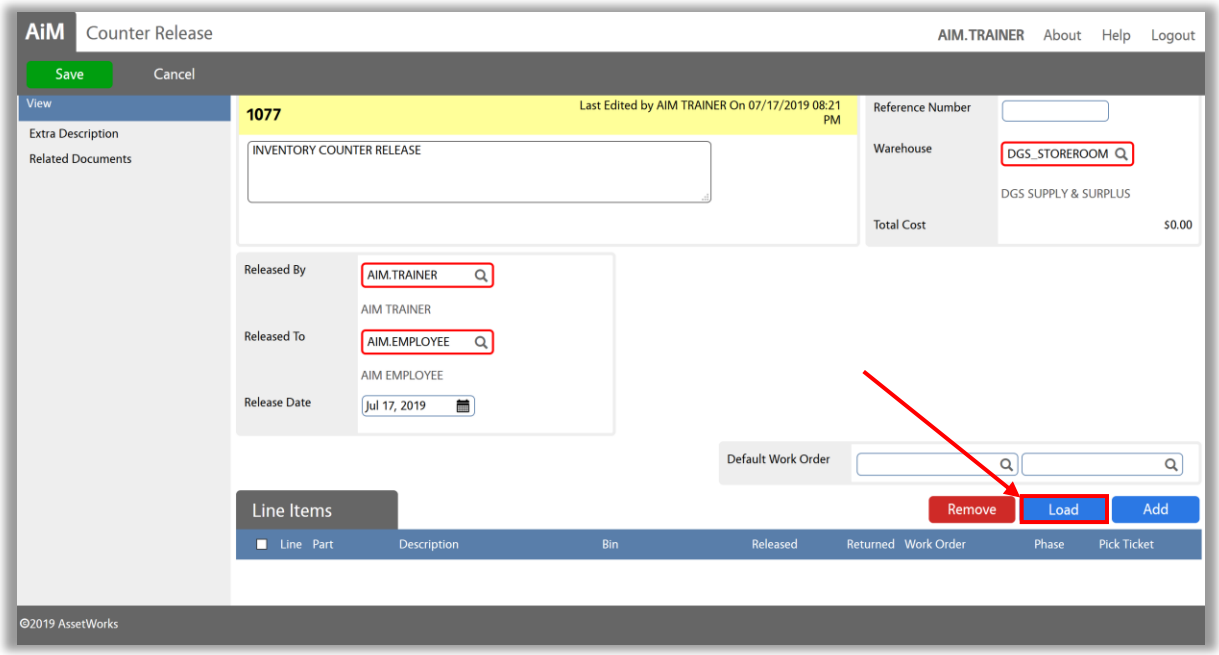
9) Click the 'Warehouse' the Zoom icon. *Note: This may Autopopulate*.



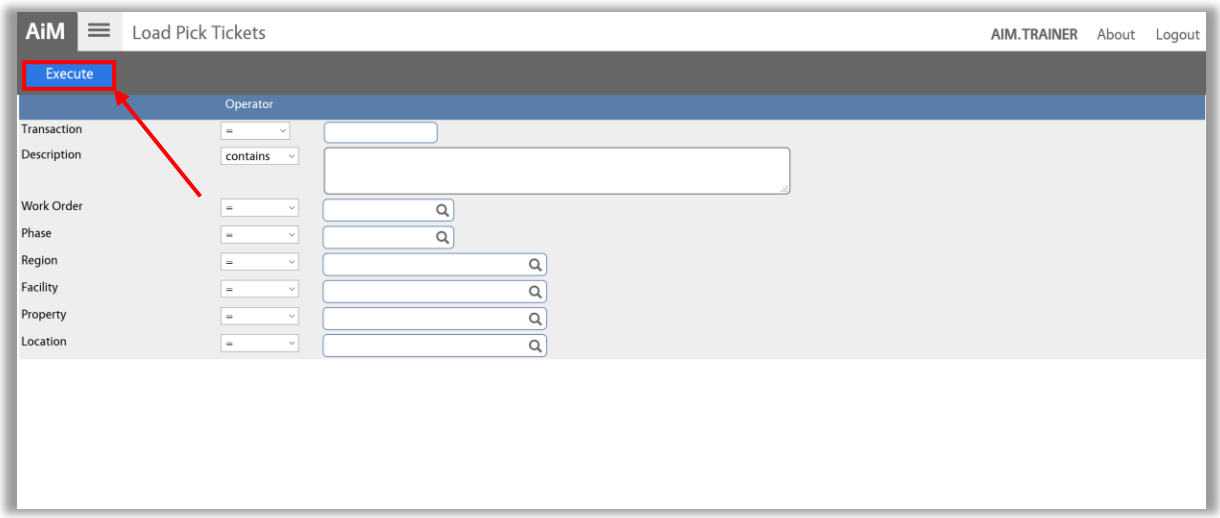
10) Select the appropriate 'Warehouse' by clicking the associated link.



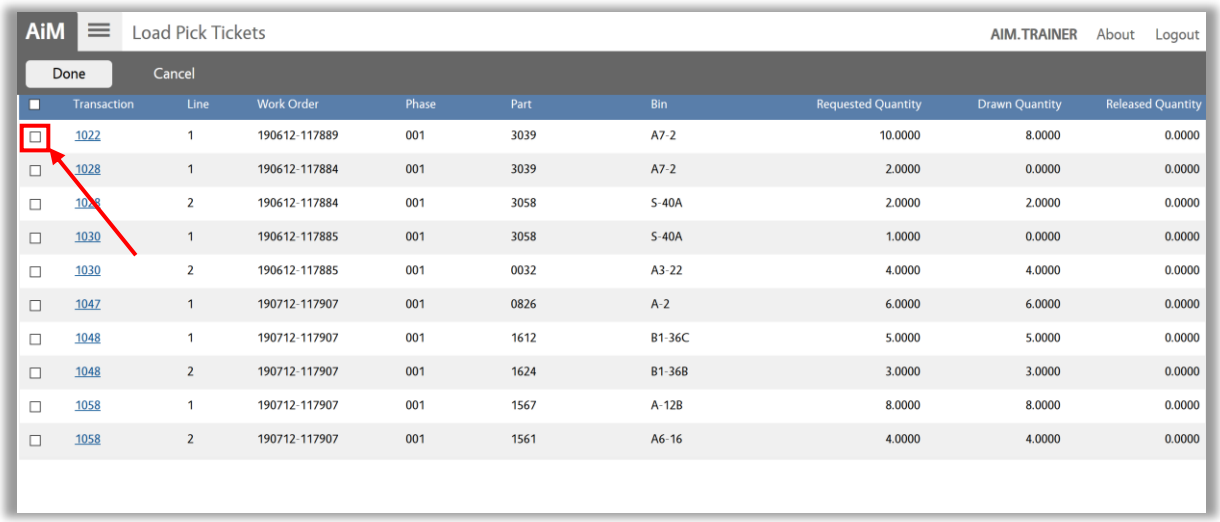
11) Click the 'Load' button. *Note: you may also click the 'Add' button if you are creating a release from scratch.*



12) Click 'Execute' to find eligible Pick Tickets. *Note: You can enter search criteria to find specific records.*

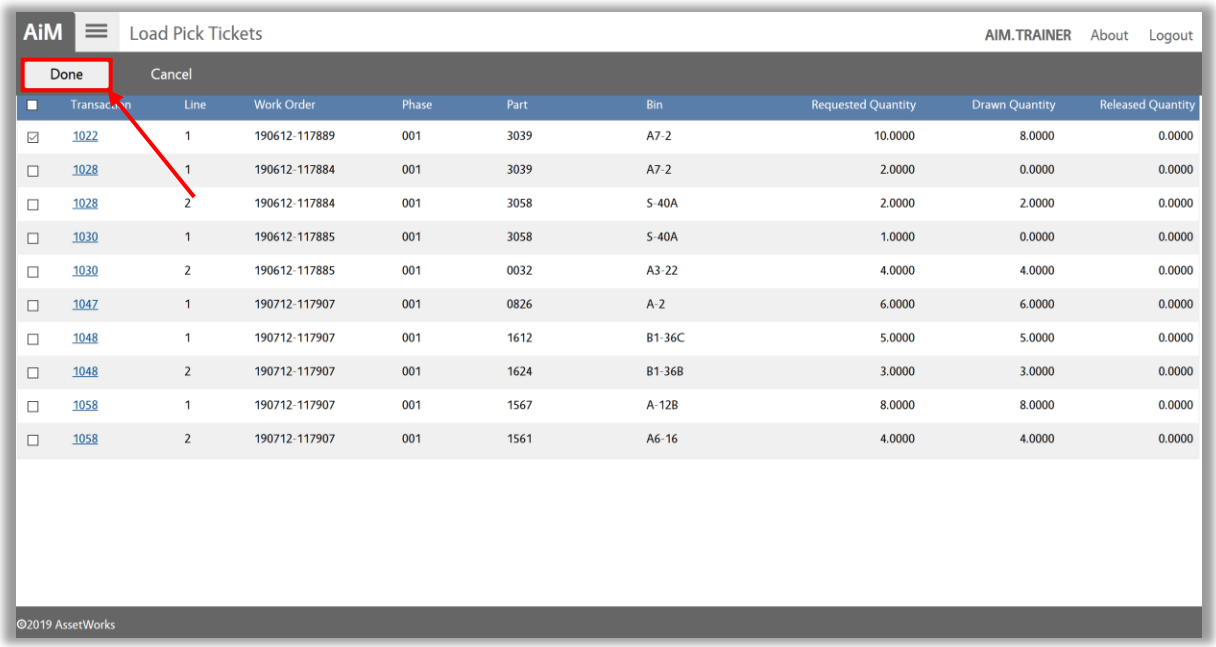


13) Select a Pick Ticket you wish to release. Check the box next to the appropriate Pick Ticket record(s).



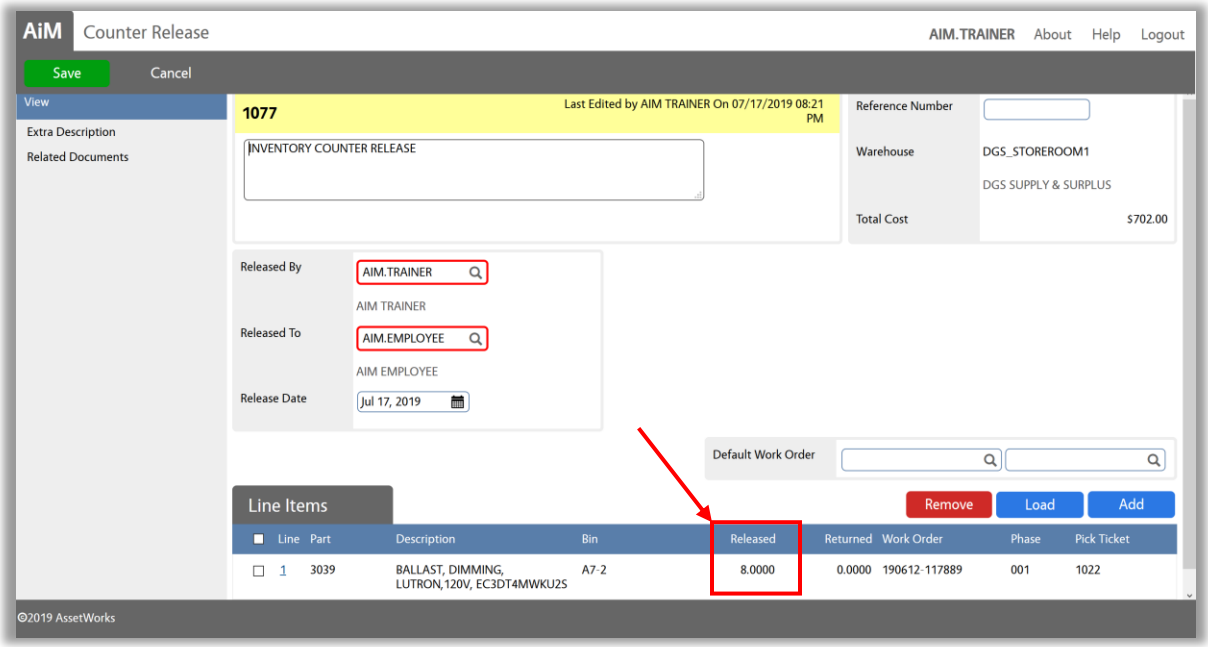
Transaction	Line	Work Order	Phase	Part	Bin	Requested Quantity	Drawn Quantity	Released Quantity
1022	1	190612-117889	001	3039	A7-2	10.0000	8.0000	0.0000
1028	1	190612-117884	001	3039	A7-2	2.0000	0.0000	0.0000
1028	2	190612-117884	001	3058	S-40A	2.0000	2.0000	0.0000
1030	1	190612-117885	001	3058	S-40A	1.0000	0.0000	0.0000
1030	2	190612-117885	001	0032	A3-22	4.0000	4.0000	0.0000
1047	1	190712-117907	001	0826	A-2	6.0000	6.0000	0.0000
1048	1	190712-117907	001	1612	B1-36C	5.0000	5.0000	0.0000
1048	2	190712-117907	001	1624	B1-36B	3.0000	3.0000	0.0000
1058	1	190712-117907	001	1567	A-12B	8.0000	8.0000	0.0000
1058	2	190712-117907	001	1561	A6-16	4.0000	4.0000	0.0000

14) Click the 'Done' button.

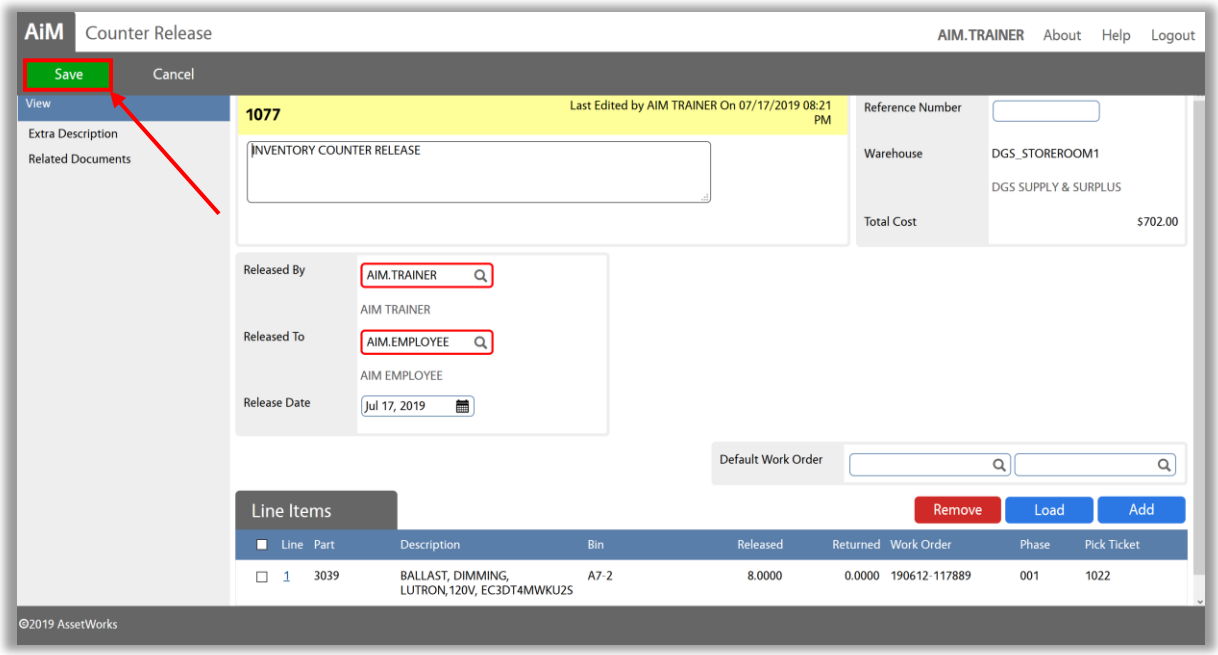


Transaction	Line	Work Order	Phase	Part	Bin	Requested Quantity	Drawn Quantity	Released Quantity
1022	1	190612-117889	001	3039	A7-2	10.0000	8.0000	0.0000
1028	1	190612-117884	001	3039	A7-2	2.0000	0.0000	0.0000
1028	2	190612-117884	001	3058	S-40A	2.0000	2.0000	0.0000
1030	1	190612-117885	001	3058	S-40A	1.0000	0.0000	0.0000
1030	2	190612-117885	001	0032	A3-22	4.0000	4.0000	0.0000
1047	1	190712-117907	001	0826	A-2	6.0000	6.0000	0.0000
1048	1	190712-117907	001	1612	B1-36C	5.0000	5.0000	0.0000
1048	2	190712-117907	001	1624	B1-36B	3.0000	3.0000	0.0000
1058	1	190712-117907	001	1567	A-12B	8.0000	8.0000	0.0000
1058	2	190712-117907	001	1561	A6-16	4.0000	4.0000	0.0000

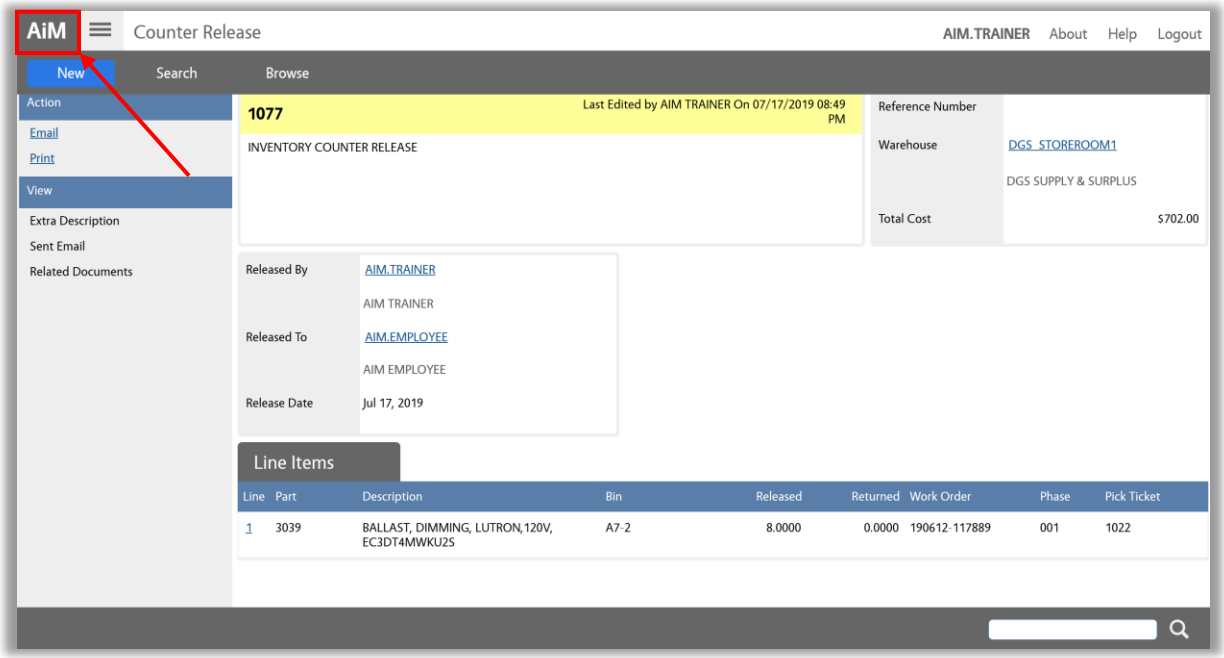
15) Note the Released quantity, this is defaulted from the 'Drawn' amount on the pick ticket.



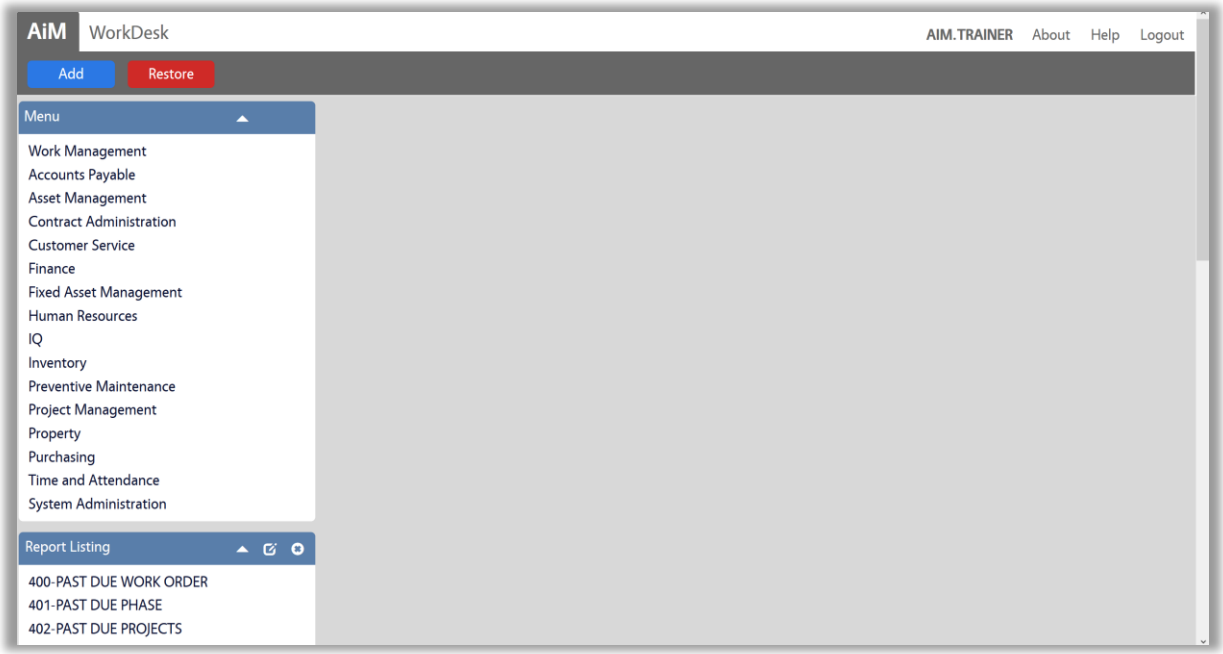
16) Click the 'Save' button to finalize the release.



17) Click the AiM™ AiM logo to return to the main Work Desk.



18) The main Work Desk. The Process is complete.

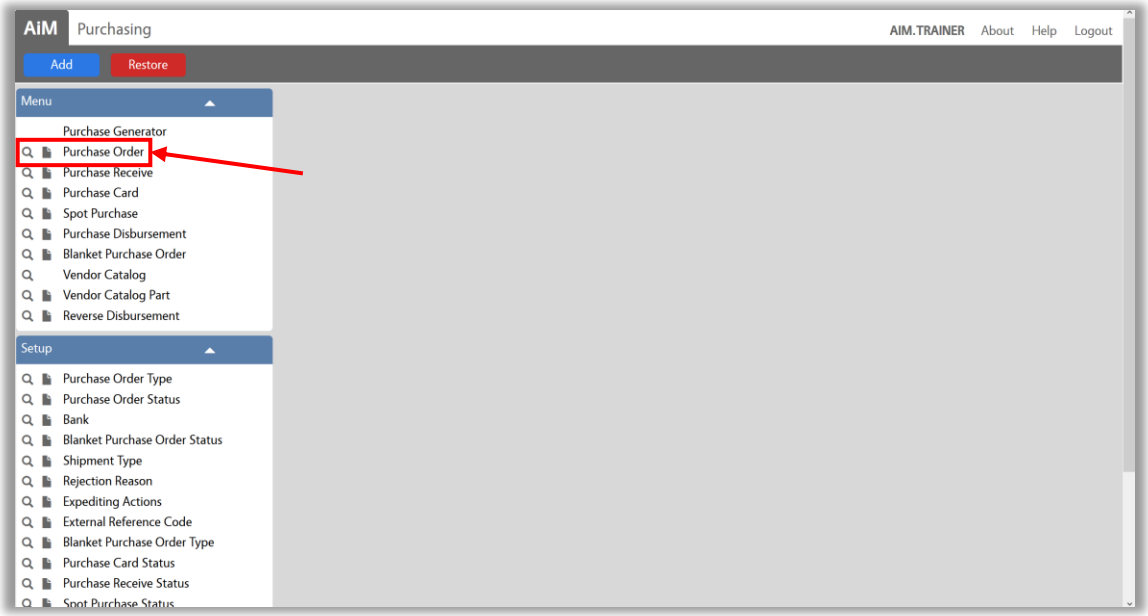


Purchase Order Creation

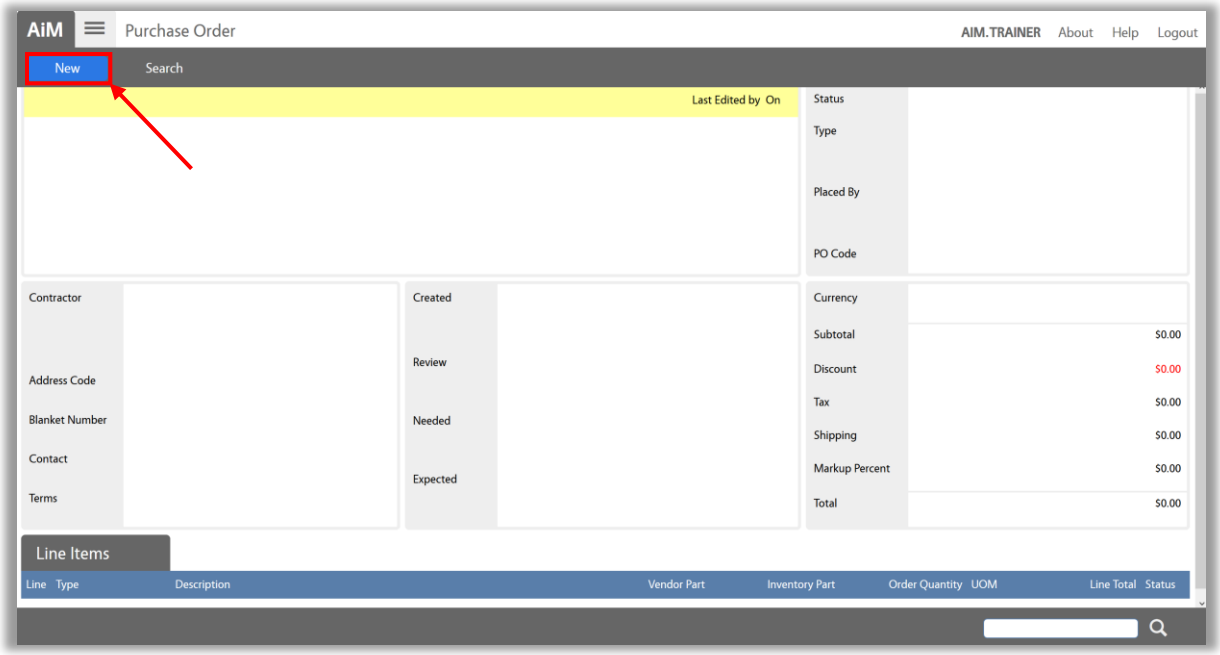
This method is used to create a Purchase Order in AiM.

1) Login to AiM™ and click 'Purchasing' link from the menu channel.

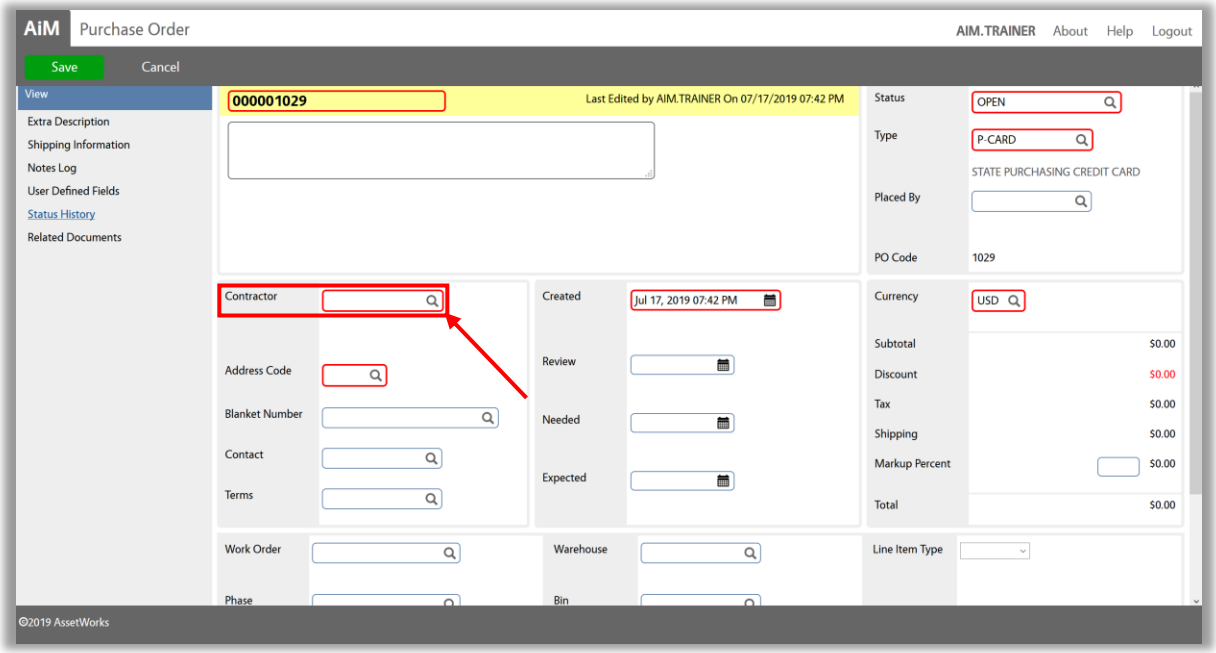
2) From the 'Purchasing' menu channel, click the 'Purchase Order' link.



3) Click the 'New' button.

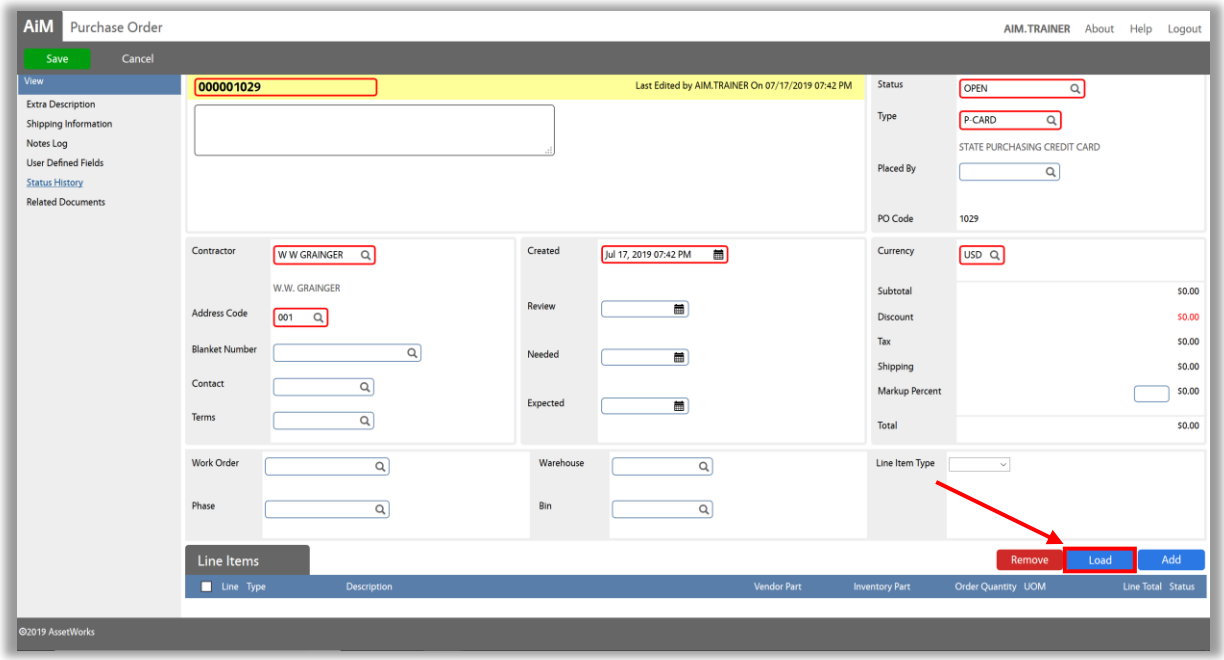


4) Click the 'Contractor' Zoom icon. Follow the prompts and select the appropriate Contractor and Address Code.

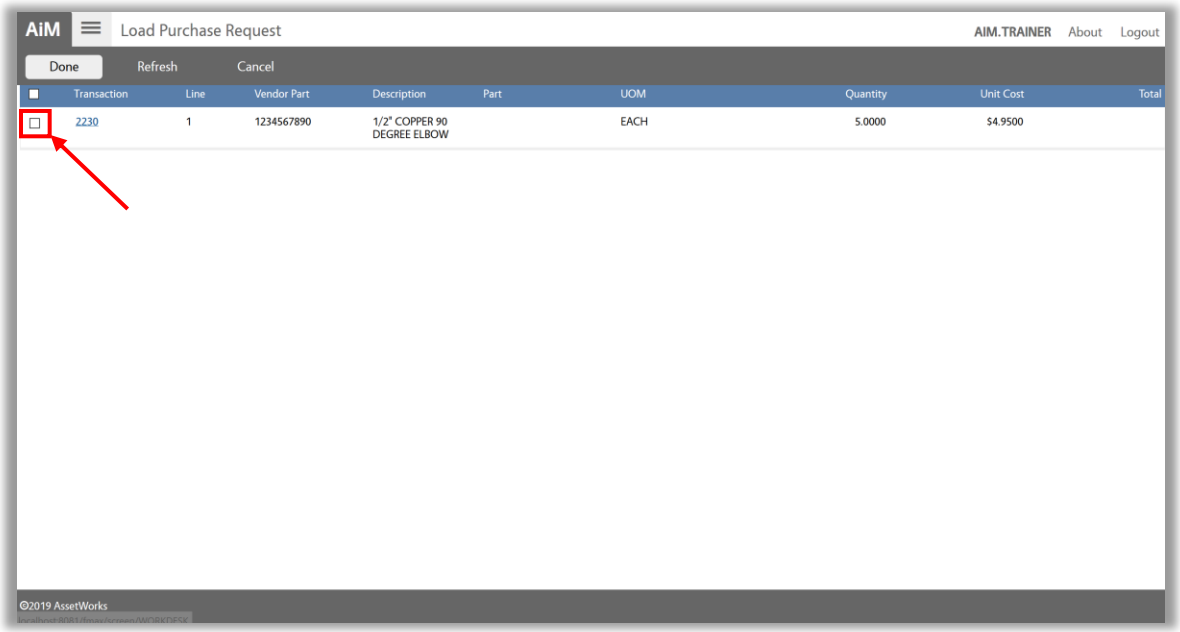


Note: It the Contractor number is known, add the Contractor number first then click the Zoom icon.

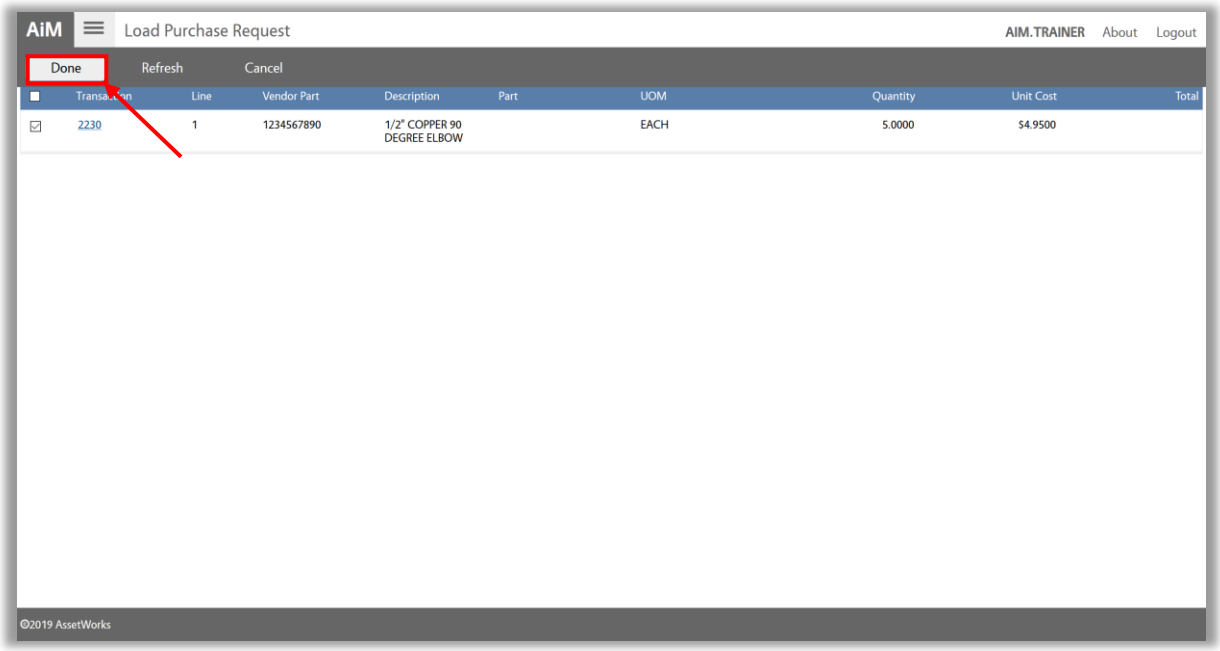
5) Click the 'Load' Zoom icon.



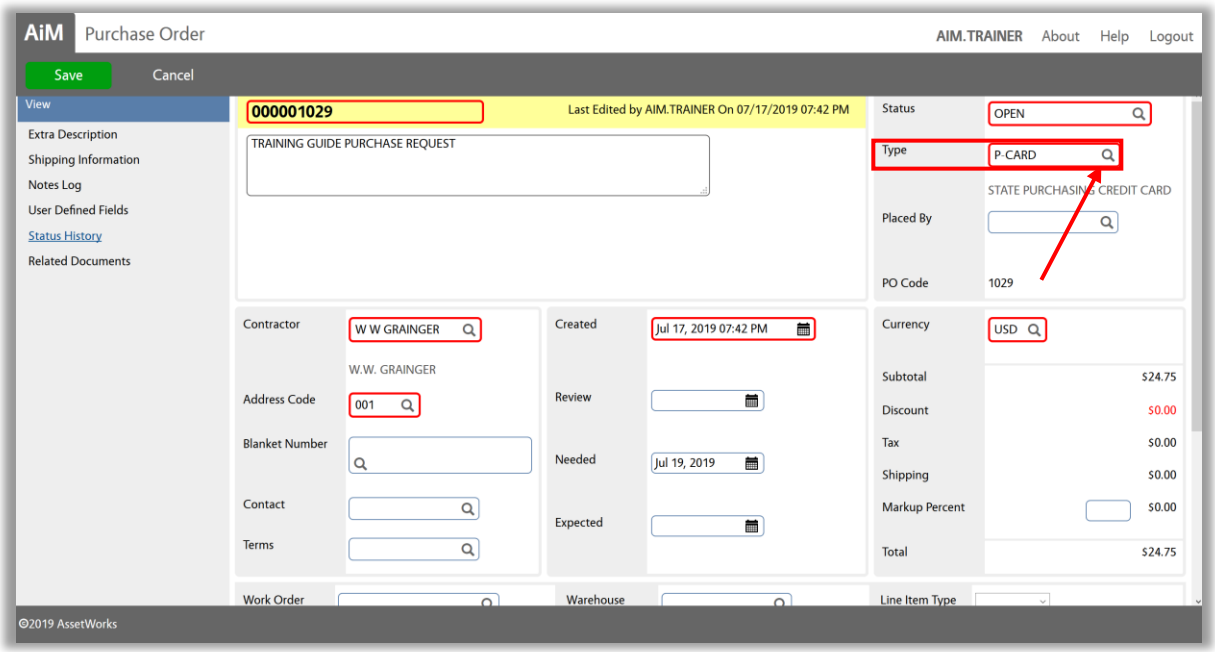
6) Select the Purchase Request(s) to add to the Purchase Order. Click in the box next to the transaction number.



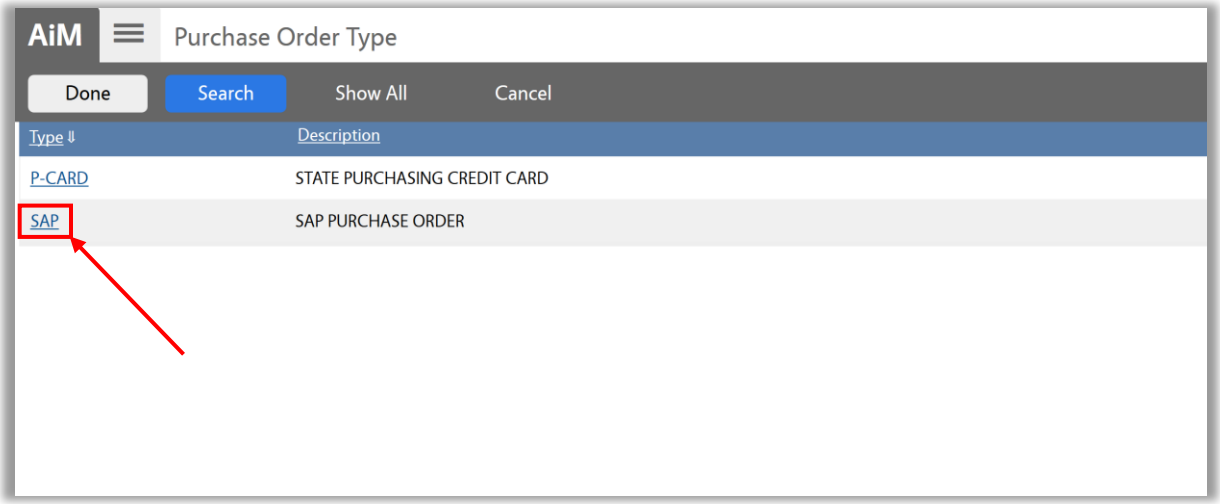
7) Click the 'Done' button.



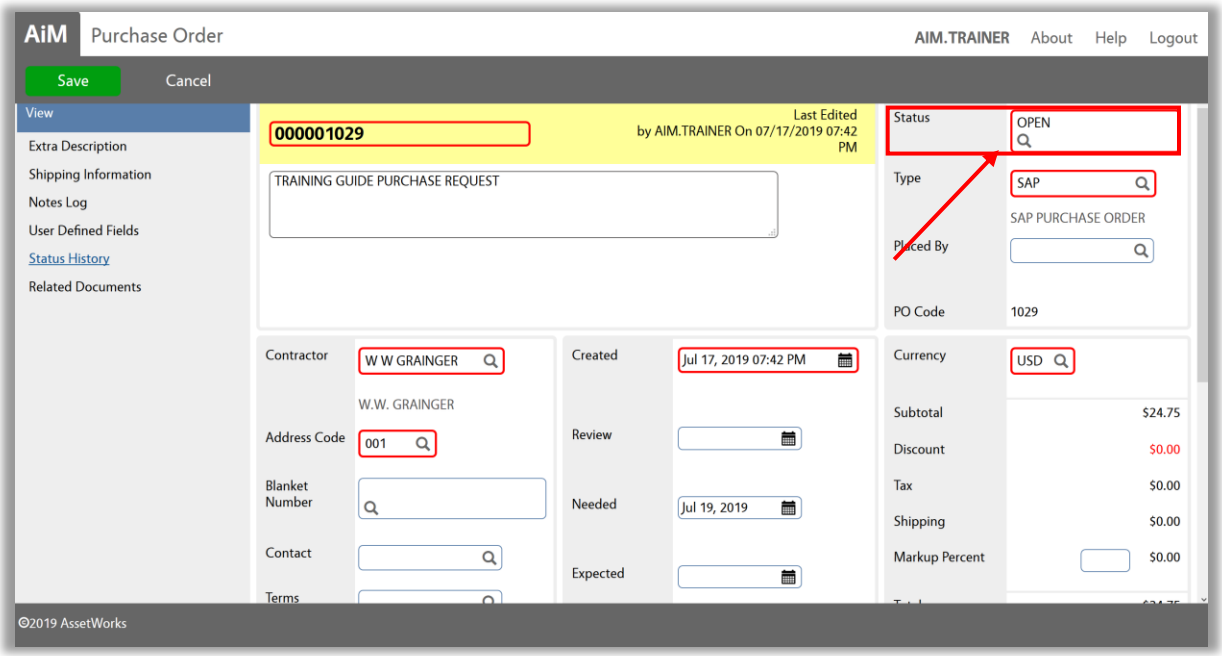
8) Click the 'Type' Zoom icon.



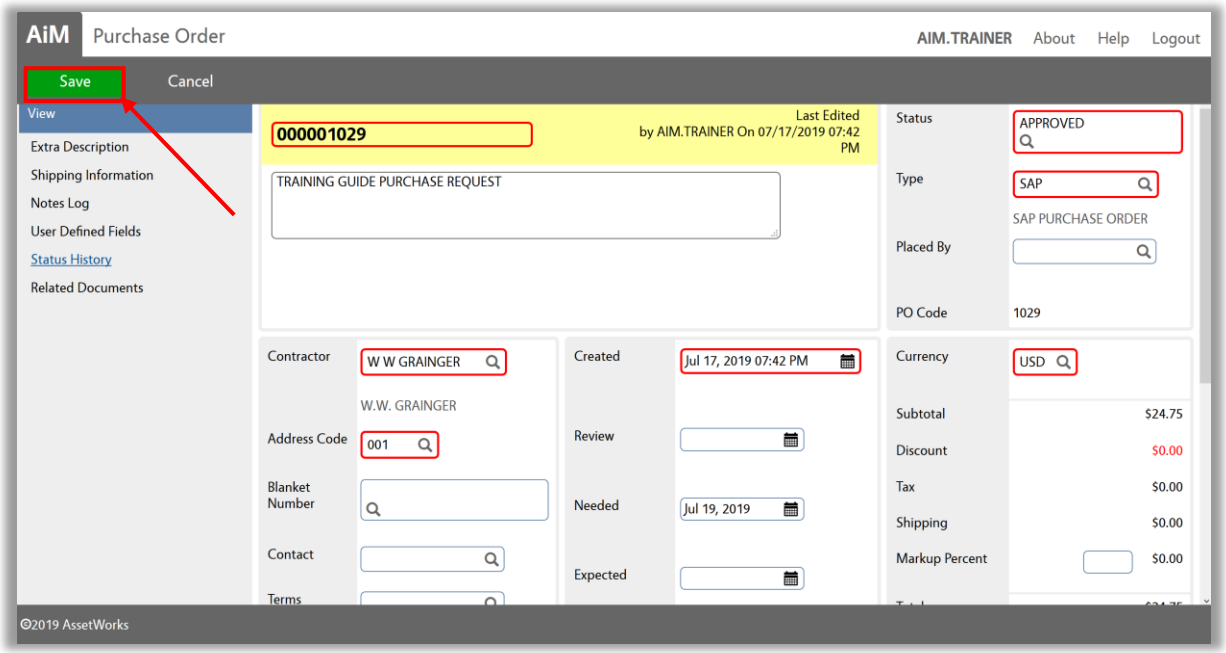
9) Select the appropriate Purchase Order Type.



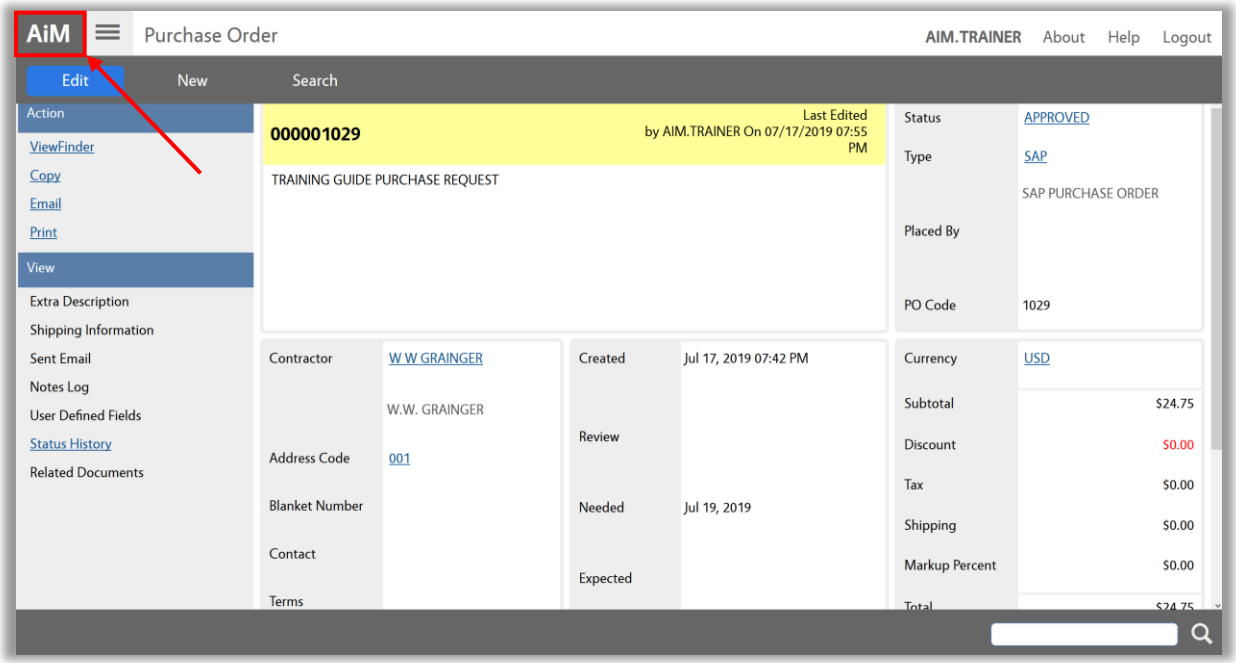
10) Set the Purchase Order Status as appropriate. Click the Status 'Zoom' Icon, and select a status.



11) Click the 'Save' button.



12) Click the AiM™ logo to return to the main Work Desk.



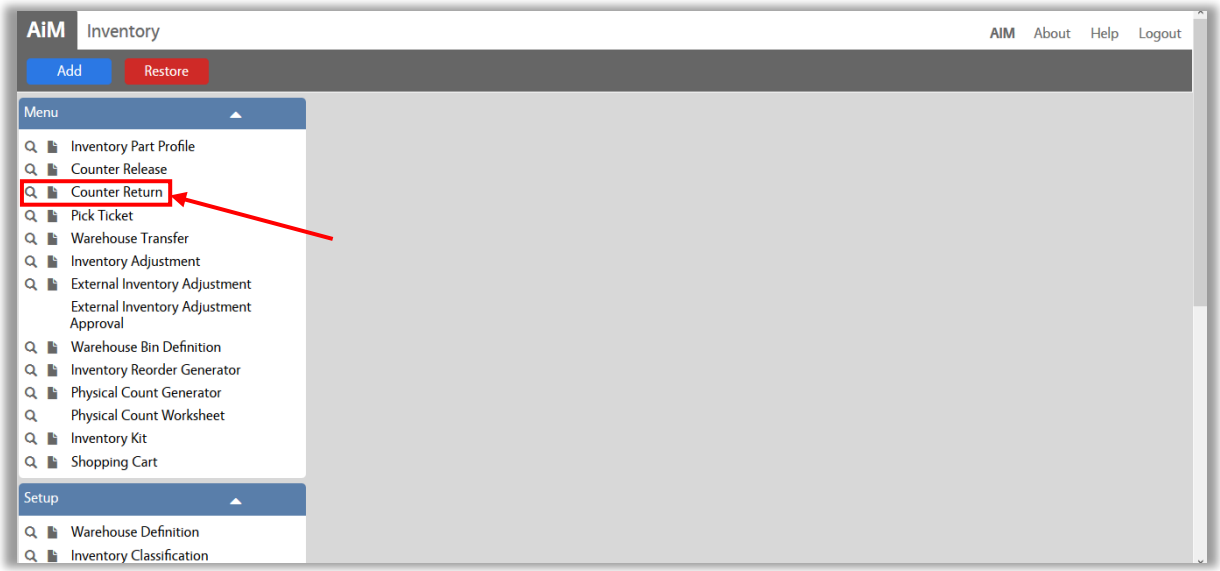
13) The Main Work Desk. The Process is complete.

Counter Return

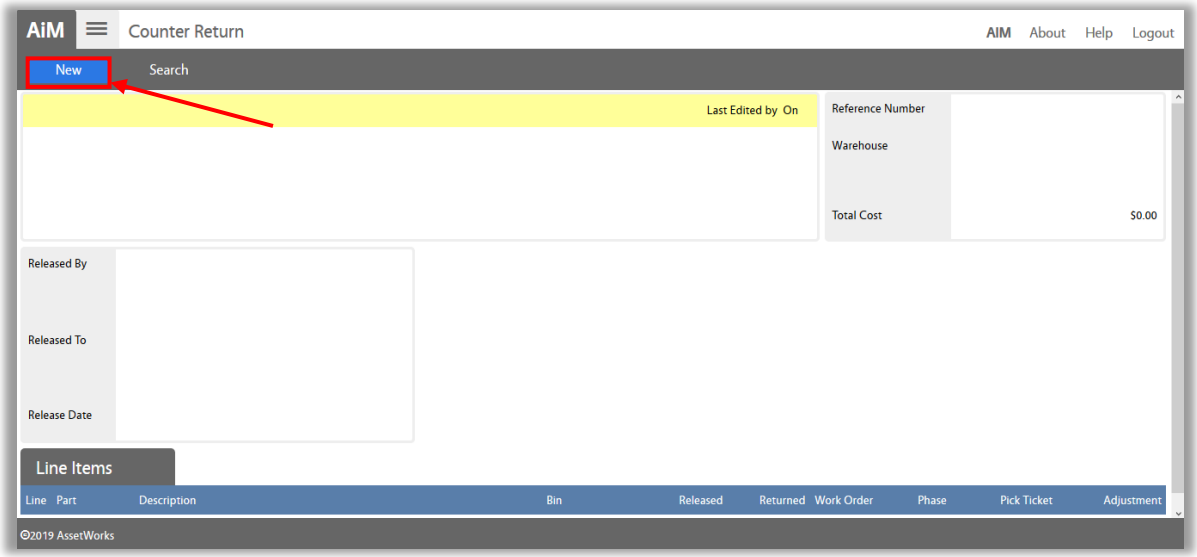
This method is used to process a Counter Return.

1) Login to AiM™ and click the 'Inventory' link from the menu channel.

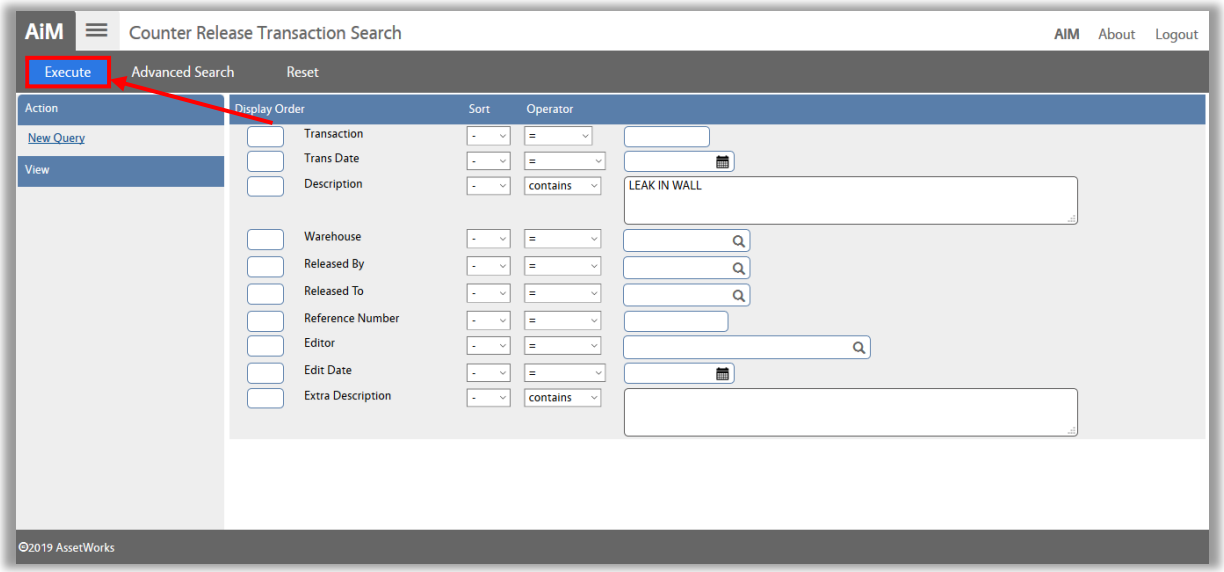
2) From the 'Inventory' menu channel, click 'Counter Return'.



3) Click the 'New' button.

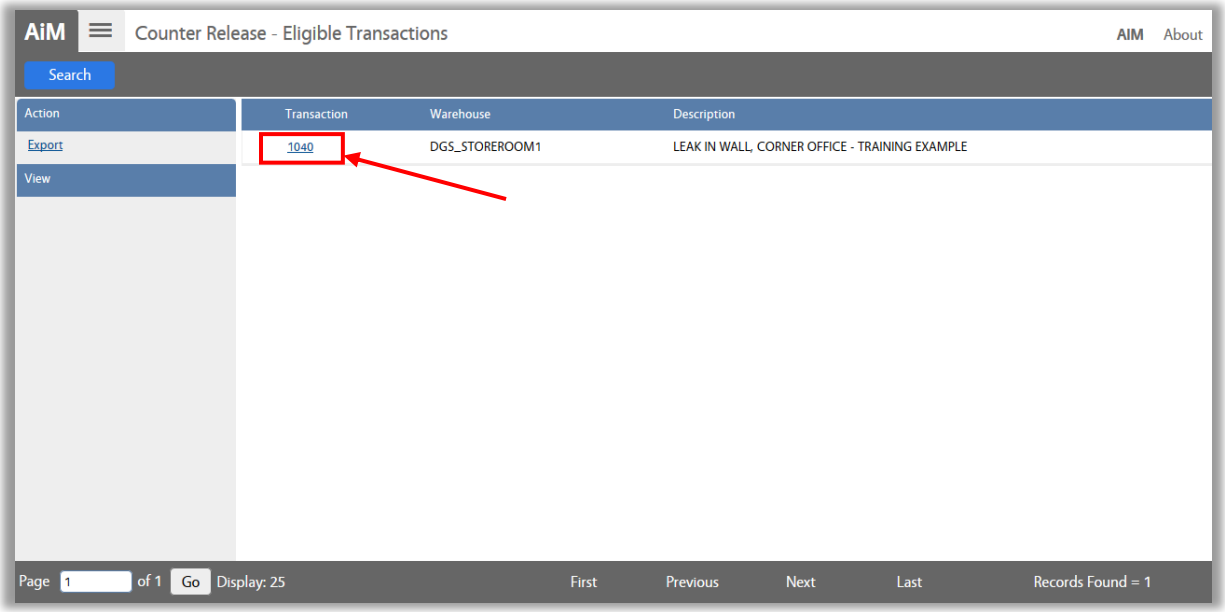


4) Click the 'Execute' button.

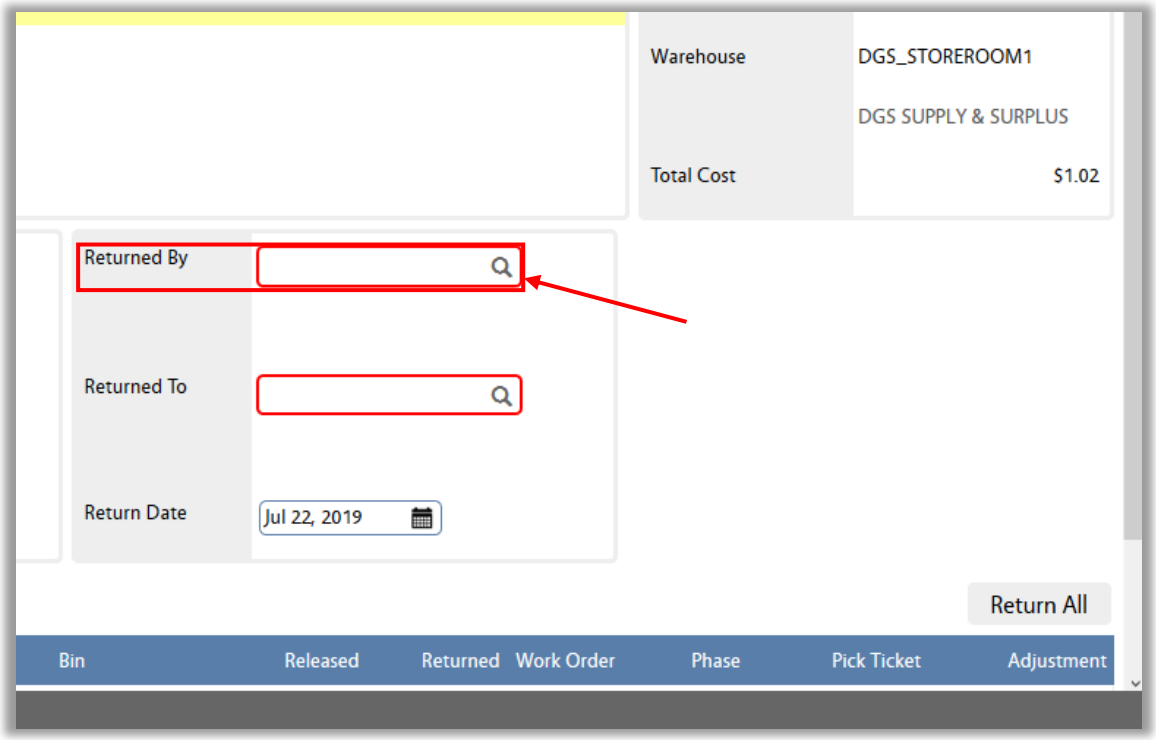


Note: Add search criteria to find a specific transaction.

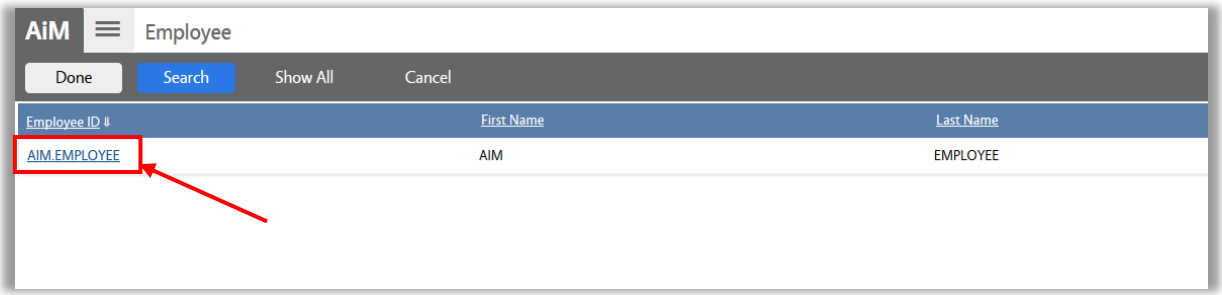
5) Select the 'Transaction' by clicking the associated link.



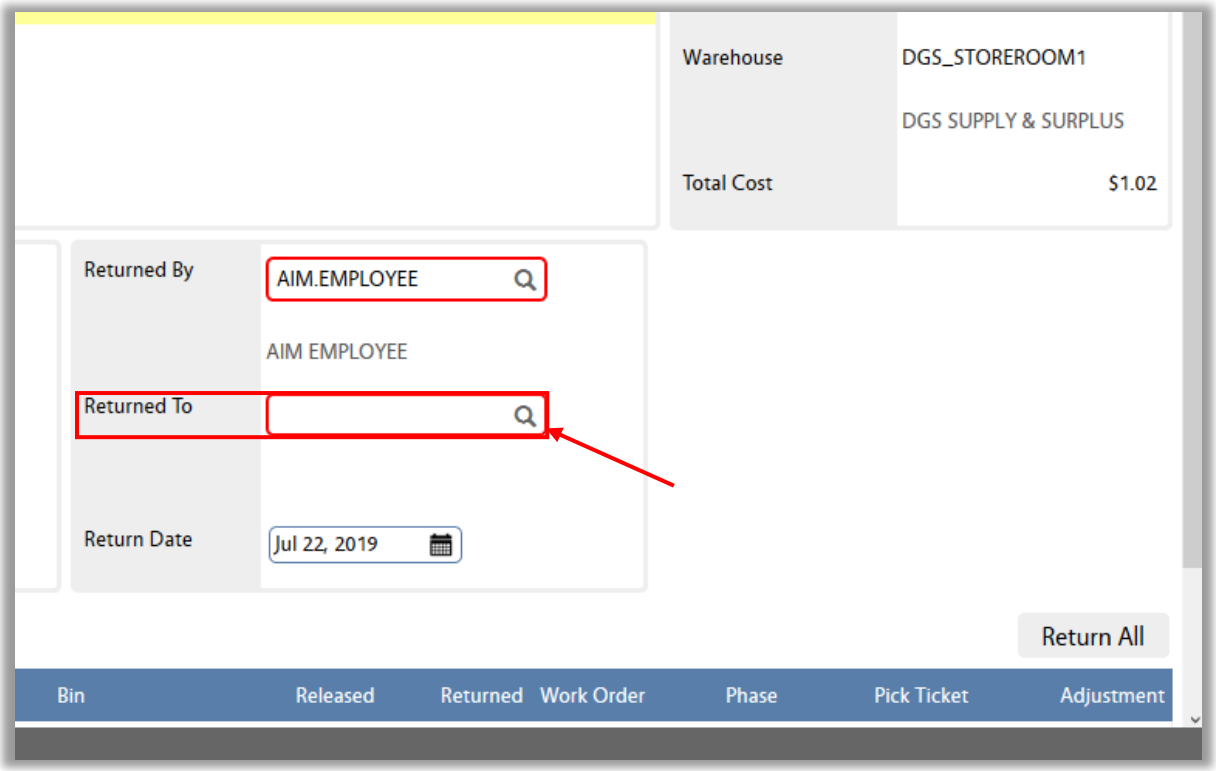
6) Click the 'Returned By' Zoom icon.



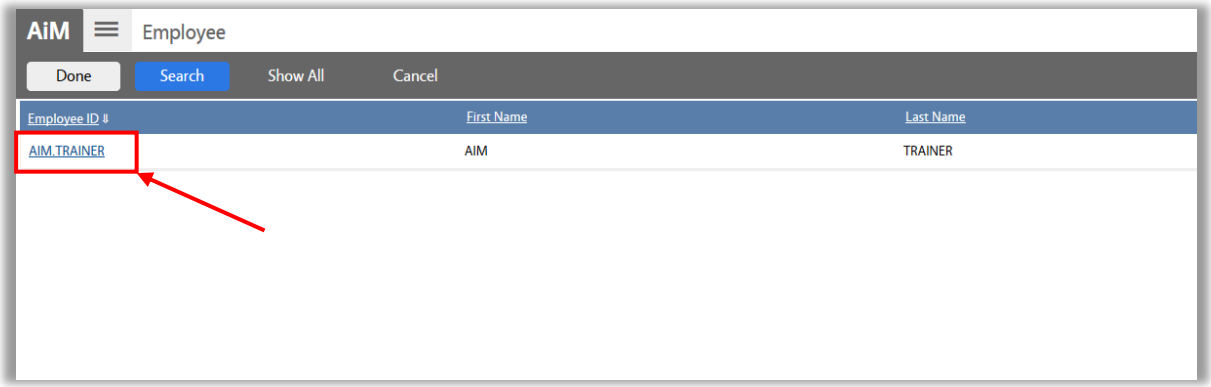
7) Choose the appropriate employee by clicking the associated 'Employee ID' link.



8) Click the 'Returned To' Zoom icon. Follow the prompts.

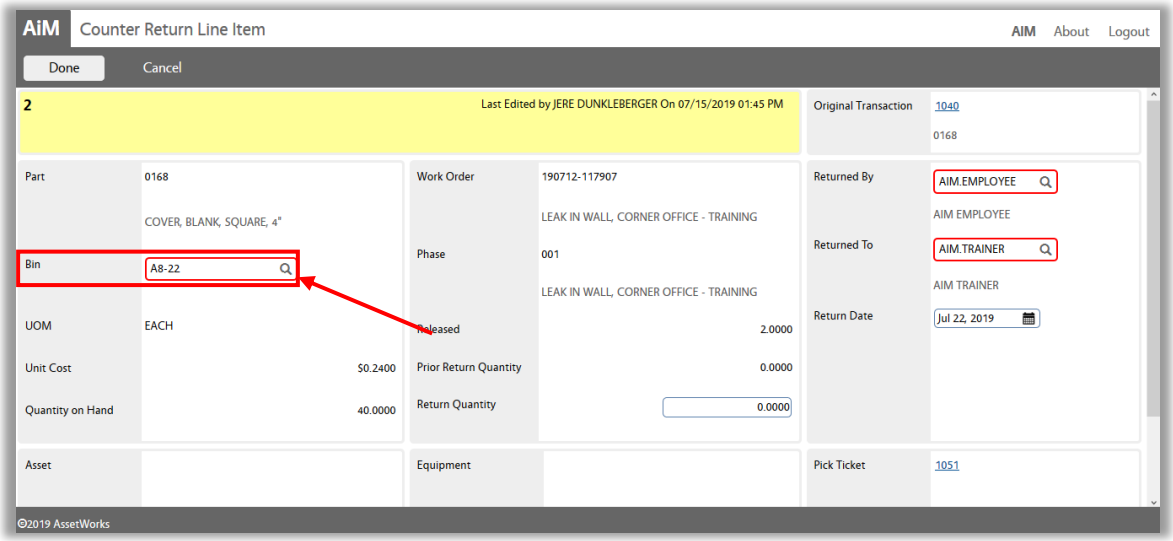


9) Choose the appropriate employee by clicking the associated 'Employee ID' link.

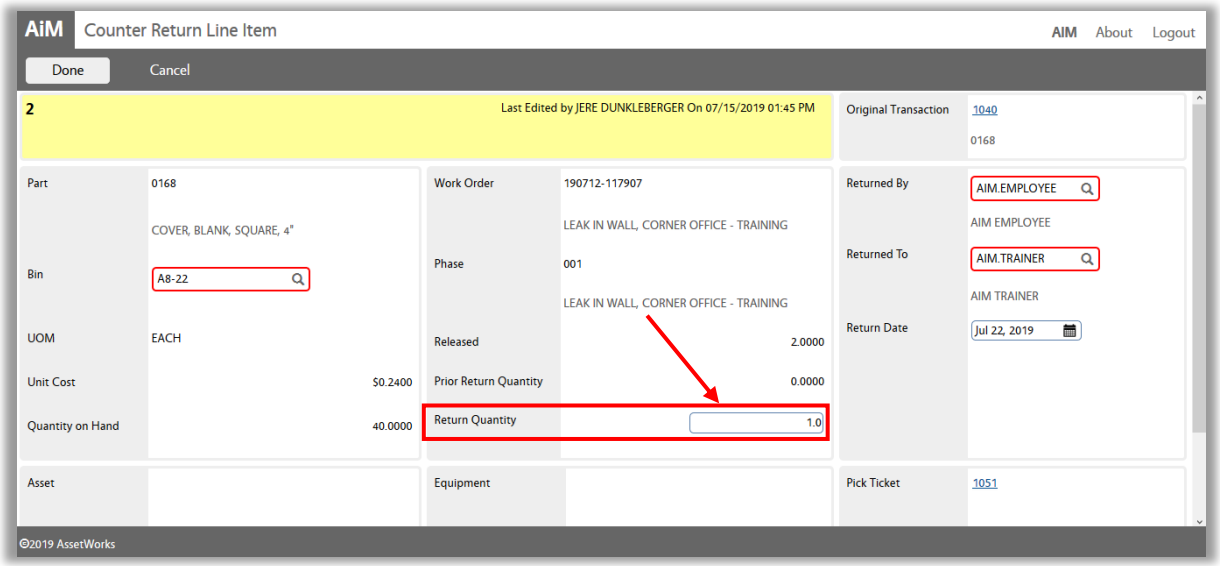


10) Click the Line Items link.

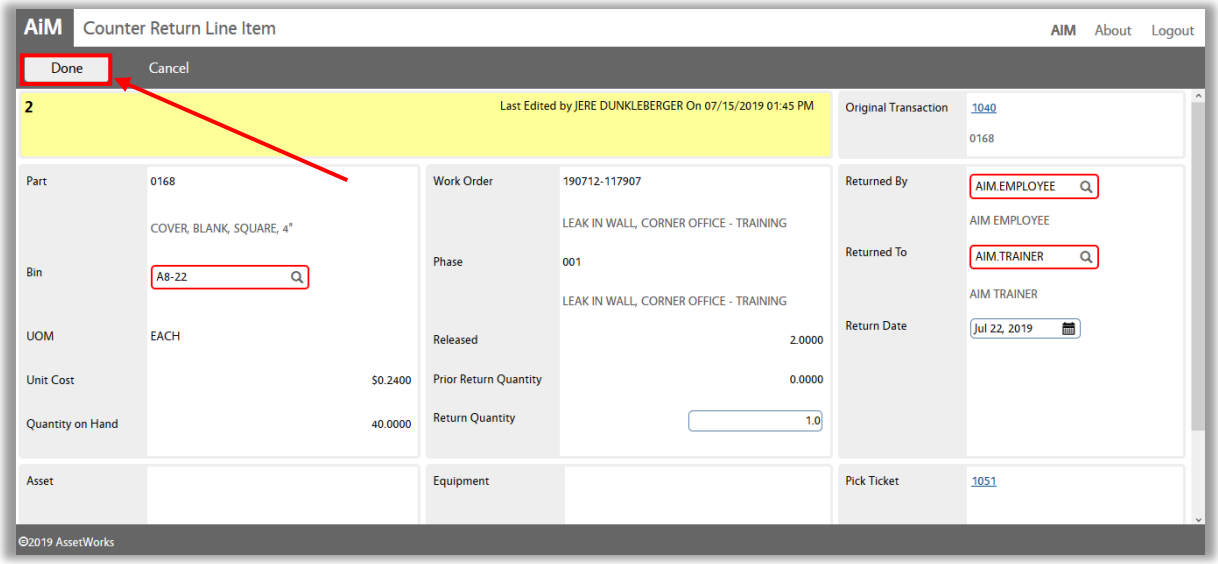
11) The Default Bin will automatically populate.



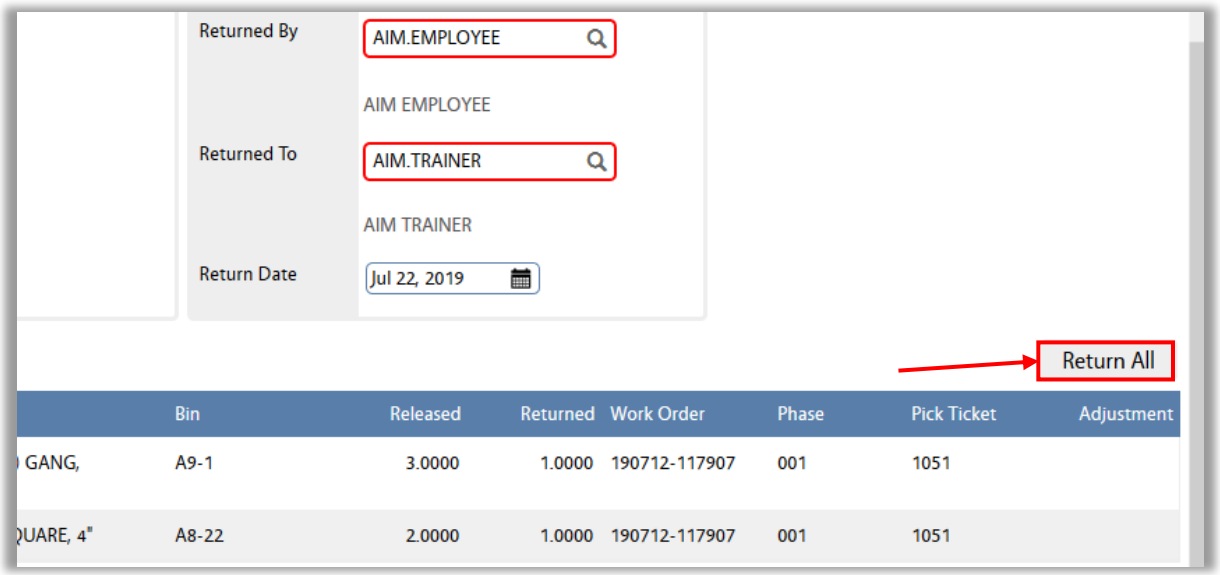
12) Add the quantity of items returned.



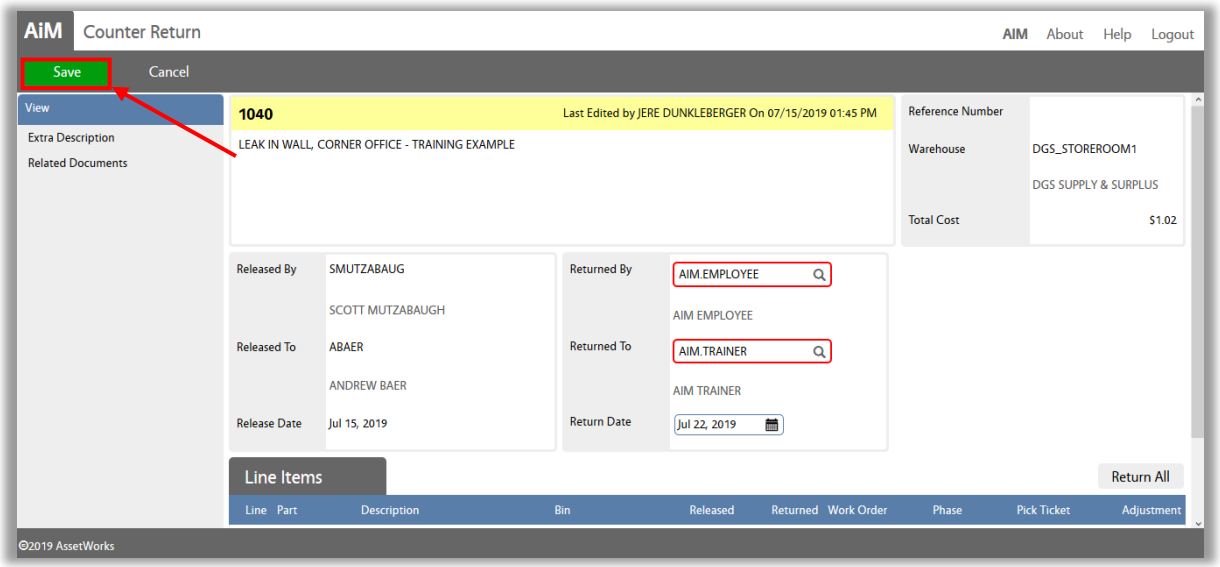
13) Click the 'Done' button.



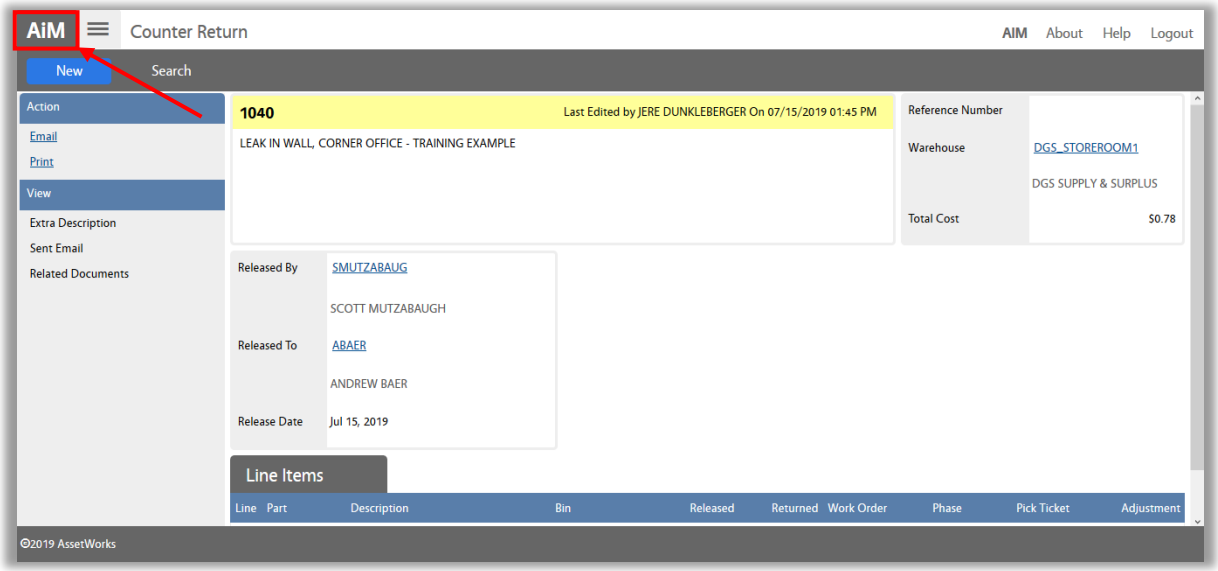
14) Optional: To return all items on the Counter Release, click the 'Return All' button.



15) Click the 'Save' button.



16) Click the AiM™ AiM logo to return to the main Work Desk.



17) The main Work Desk. The Process is complete.