IQ

AiM - Create Purchase Card Transaction and Disbursement

A Purchase Card transaction is an electronic form to document and charge a work order for an urgent/emergency material purchase that was bought utilizing a Purchase card and would not be processed through the OK Corral system.

The following step-by-step procedures walk through the creation of a Purchase Card Transaction and Disbursement for Small Dollar Urgent/Emergency Pick-Ups. A Purchase Card will be issued to personnel designated by Facility Management Directors from each department. Purchases using the P-Card will only be allowed in the case of an urgent/emergency, after hour situation or in instances where there are no other purchase options. This must be a small dollar purchase equaling \$5,000 or less. <u>It is strictly</u> **PROHIBITED to use a P-Card for any purchase over \$5,000 regardless of the situation.**

After you have purchased the necessary product and conducted the work to resolve the urgent/emergency incident, enter the Purchase Card Transaction into AiM.

Before beginning this process:

Know the <u>Work Order number</u> and <u>Phase number</u> that you wish to place a Purchase Card Transaction against.

Save all documents that need to be attached to the Purchase Card

Transaction. Examples include, but not limited to, credit card receipt and invoice. Saving them in advance will save you time when creating your Purchase Card Transaction.

If you have questions on any of the steps, please contact any of the Facilities Management Procurement Service personnel for guidance.

- 1. From the AiM WorkDesk, select **Purchasing**
- 2. Click: NEW (left of Purchase Card)
- 3. From the **Purchase Card** screen, enter the following:
 - a. Enter brief description of purchase
 - b. Click: ^O Select **Contractor,** the **Address Code** will auto-populate once the Contractor is selected.

-SEARCH TIP- In the description, type the Contractor name or a portion of the name to provide a list of possible Contractors containing that name. Click: **Execute**

Select a Contractor from the list displayed. **The Address Code will automatically populate unless there are multiple addresses for the Contractor.** If there are multiple addresses, another pop up box will appear, select the appropriate Contractor address

c. Enter Mark-Up: <u>THIS STEP IS CRUCIAL. DO NOT FORGET TO ADD THE MARK-UP!</u> The mark-up for fiscal year 2015 is 6.95%



AiM

Menu

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Purchasing Time and Attendance

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Add

WorkDesk

Restor

PU-01-Purchase Card and Disbursement

AiM Purchase Card								About Log
Save Cancel								
View	1074					Status	OPEN Q	
Extra Description Shipping Information	PRO PLUS 36 S P-CARD	TANDING DESK FOR ROOM 103 FMA	ALREADY PAID FOR	RWITH		Date Created	Jul 17, 2015 🛗	
Notes Log						Markup		6.95%
User Defined Fields						Placed By	10017559	۹
Status History Related Documents						Reference Number	JOYCE ALTMAN	
	Contractor	7295 Q		Bank	Q	Currency	USD Q	
		VARIDESK LLC					US Dollar	
	Address Code	001 Q				Subtotal		\$400.00
	Contact Name	C	2	Account		Discount		\$0.00
				Account	Q	Tax Shipping		\$0.00
	Terms					Markup		\$30.48
						Total		\$430.48
	Work Order	٩		Warehouse	Q	Line Item Type	v	
	Phase	٩		Bin	Q			

d. Enter Work Order and Phase. Once the work order is filled in you can select the magnifying glass to the right of that box. This will bring up your phase options where you can select the appropriate phase. If there is only one phase as an option, the box will autofill immediately after you select the magnifying glass.

l	_ine l	tems			Remove	Load	Add
	Line	Vendor Part	Inventory Part	Description	UOM	Order Quantity	Line Total
] 1	PRO PLUS 36 STANDING DESK	G	PRO PLUS 36 STANDING DESK FOR ROOM 103 FMA. ALREADY PAID FOR BY P-CARD.	EA	1.0000	\$376.67
	2	SHIPPING		PRO PLUS 36 STANDING DESK FOR 103 FMA. ALREADY PAID BY P-CARD	EA	1.0000	\$53.81

- e. From the Line Item section, click: Add. Input information about the items you purchased. Each Line Item Number represents a <u>new</u> item purchased. Therefore, you must create a line item number for each item purchased.
 - i. Select "Non-Stock", click: NEXT
 - ii. Enter detailed information about each of the items purchased.
- AiM Add New Line Item
 Next Cancel
 Please Select:

 Stock
 Catalog
 Non-Stock
- iii. Enter the vendor part number.

-WARNING- Aim will combine line items with the exact same part number. For example: if you purchased 3 different styles of doors and do <u>NOT</u> have specific part numbers for each door, do not enter the word "door" as the part number on 3 separate line items as Aim will see that as 3 of the same door and combine the lines into ONE line with a quantity of 3 doors on the Purchase Card Transaction. *Instead enter door 1, door 2 and door 3 as part numbers if you do not have specific part numbers for the three doors. Ideally the vendor will have a specific part number for each item you purchased.*

- iv. Enter UOM. Click: ^O Zoom to select from a list of measures.
- v. Enter Cost
- vi. Enter Quantity

- vii. Are there additional items to be purchased on this purchase card transaction?
 - 1. If YES, Click: **ADD**, then repeat the steps until all items have been added to the order.
 - 2. If NO, Click: DONE

-IMPORTANT - All the items you purchased should be shown in the Line Items Block.

<u>If you do not see all of the items</u>, you have missed creating a line item. If this happens, simply click: **ADD** again and enter the missing line item. Click: **DONE** when finished adding the missing line item and review the purchase card transaction to ensure it is correct.

<u>If you want to delete a line item</u>, simply click on the box to the left of the line item number and then click: **REMOVE**. The line item will be deleted from the transaction.

f. Attach the vendor receipt/invoice. Please have the vendor receipt/invoice saved on your computer for attachment to the purchase card transaction. Reminder: Receipt/invoice should already be signed, dated and the transaction number should be written on it.

		i. From V	AiM	AiM Purchase Card					
		ii. Add N	Save Cancel						
AiM Do	Related	Documents Cancel	-	-		View Extra Des Shipping Notes Loo	Information		1074 PRO PLUS 36 P-CARD
1074 PRO PL		NG DESK FOR ROOM 103 FMA. ALREA	DY PAID FOR WITH P-0	CARD		User Defi <u>Status Hi</u>	ned Fields	<	
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	<u>Click to view</u>	VARIDESK INVOICE	1.0	GENERAL				Jul 1	7, 2015

AiM 🗮 New Documen	t		CKIS About Logout					
Next Cancel		AiM E Document Type						
	Title INVOICE: VARIDESK	Done Search	Cancel					
Upload File(s)	INVOICE. VARIDESK	Type Name #	Description					
		DESIGN	DESIGN					
		DRAWINGS	DRAWINGS					
Add Meta Data	Type GENERAL Q	EMAIL	EMAIL					
		EMAIL ATTACHMENT	EMAIL ATTACHMENT					
		EMAIL TEMPLATE	EMAIL TEMPLATES					
		ENERGY MANAGEMENT	ENERGY MANAGEMENT					
	. Click: Choose File button. Locate the	ESTIMATE	ESTIMATE					
11		FF&E	FURNITURE, FIXTURES AND EQUIPMENT					
	new document on your computer.	FUNDING	FUNDING					
iv	. Click: NEXT	GENERAL	UNCATEGORIZED					
		HELP DOCUMENT	HELP DOCUMENT					

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- v. Enter Title of document
- vi. Select **Type** by clicking: ^Q Choose document type.
- vii. Click: NEXT (3) times
- viii. -Optional- Tags, Meta Data, Attributes and Permissions
- ix. Click on a Thumbnail to view the document
- x. Click: **DONE**, which returns you to the Purchase Card transaction screen.
- xi. Click: SAVE
- g. Review to ensure you included all the necessary information. In order to **disburse this** transaction to a work order you must <u>make note of the transaction number (e.g. 1074)</u>
- h. Change Status from OPEN to **APPROVED**, type or click: Zoom to select **APPROVED**.

AiM Purchase Card			A	bout Logout
Save Cancel				
View	1074	Status	APPROVED	ď
Extra Description		Date Created	Jul 17, 2015 🛗	
Shipping Information	PRO PLUS 36 STANDING DESK FOR ROOM 103 FMA. ALREADY PAID FOR WITH P-CARD	Markup		
Notes Log				7.62%
User Defined Fields	j	Placed By	10017559 Q	

- i. On the Purchase Card transaction screen, click: SAVE
- 4. P-Card Transaction complete. Disburse Immediately.

The Purchase Card transaction is now created and approved. <u>PLEASE NOTE: It is important that</u> you immediately disburse this transaction so that the dollar value for this P-Card purchase appears on the Cost Analysis area of the Work Order.

- a. From the AiM WorkDesk, select Purchasing
- b. Click: NEW (left of Purchase Disbursement)
- c. Disbursement type, select: Purchase Card
 - i. Click: 🗢 NEXT
 - ii. You will be taken to the "Purchase Card Transactions Search". Transaction field: enter the transaction number. (*e.g.* 1074)
 - iii. Click: Execute



d. Your transaction will appear. Click the line item number to accept disbursement of purchased items.

AiM Purchase Disburser	nent											About	Help	Logout
Save Cancel														
View	1672	5								Туре	Purch	nase Card		
Extra Description PRO PLUS 36 STANDING DESK FOR ROOM 103 FMA. ALREADY PAID FOR WITH P-CARD P-CARD														
								.::)		Total				\$430.48
	Line	ltem										Remove		Add
	🗌 Li	ne Transaction	ltem	Vendor Part	Work Order	Phase	Warehouse	Bin	Component Group	Component	Quantity	Reverse Quantity	Line Total	
	v 1	<u>1074</u>	1	PRO PLUS 36 STANDING DESK	<u>15-0131130</u>	<u>003</u>					1.0000	0.0000	\$376.67	USD
	✓ 2	<u>1074</u>	<u>2</u>	SHIPPING	<u>15-0131130</u>	003					1.0000	0.0000	\$53.81	USD

e. click: SAVE

Purchase disbursement is now complete and the P-Card transaction will automatically close.