

This manual will walk you through the steps of creating new purchase order receives and disbursements.

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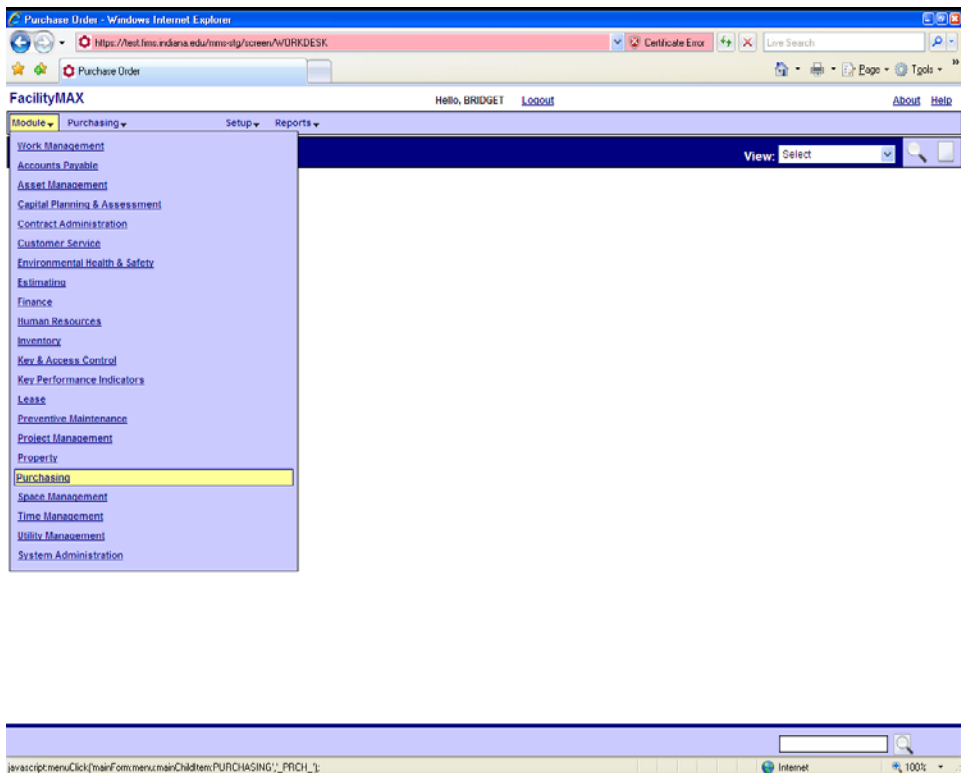
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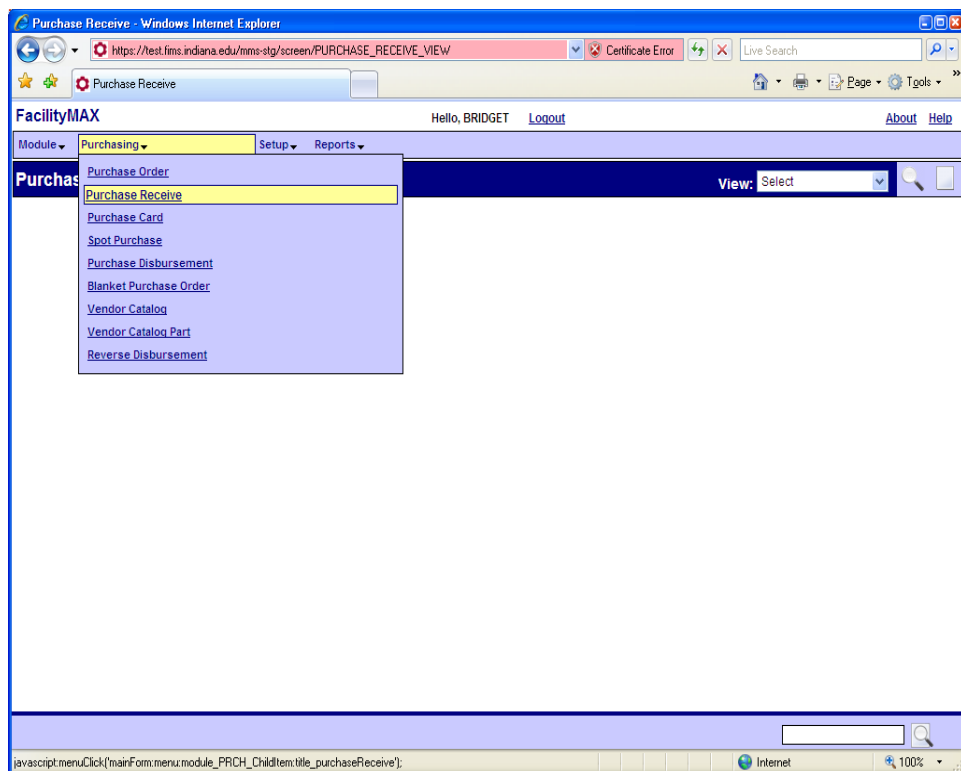
**For the receives there are different types of receives.**

- There is a complete receive where you receive all of the material at once.
- A partial receive where you only receive part of an order.
- And an overage receive where you receive more than you ordered.

We will also walk through the steps of doing a purchase order disbursement for a complete receive and one for an overage receive.



To get to the Receive document in the new MMS, go to **Purchasing** on the Module menu. Then on the Purchasing menu go to purchase receive.



# Complete Receive

Above you see a blank receive screen. Click on the New Icon in the upper right corner.

You will now see the search screen. Enter your PO number and click on the execute search icon.

Purchase Receive - Windows Internet Explorer

https://test.fms.indiana.edu/fms-sql/screen/PURCHASE\_RECEIVE\_EDIT

FacilityMAX Hello, BRIDGET Logout About Help

Module Purchasing Setup Reports

Purchase Receive View: Select

Transaction: 210015 Editor: BLCENTRY Date Created: Jun 12, 2009 11:19 AM Status: FINALIZED

Description: Purchase Order: 0200062 Type: PO PURCHASE ORDER

Contractor: 13079438000 GRAYBAR ELECTRIC CO., INC. Address Code: BL Blanket Number: Contact: Shipping Warehouse: BLMAIN BPP MAIN STOREROOM Shipment Type: STANDARD STANDARD SHIPPING Employee: DYOUNG DONALD YOUNG Reference Number: Packing Slip Received By: BLCENTRY Date Received: 10 Jun 2009 Packing Slip: 14525 Packing Slip Date: 8 Jun 2009

Line Item

Line	PO Line	Vendor Part	Inventory Part	Description	UOM	Ordered	Received	Accepted	Prior Received
1	1	B3001650	B3001650	BALLAST 1-06" T-12 74W SLIMLINE LAMP 120V 60CY INSTANT	EA	11.0000	11.0000	11.0000	0.0000
2	2	B3001750	B3001750	BALLAST 2-40" 72" OR 90" SLIMLINE 120V 60 HZ ADVANCE NO R-2	EA	24.0000	24.0000	24.0000	0.0000
3	3	B3020400	B3020400	BUSS LOW-PEAK FUSE LPH-RK-150 (250V AC)	EA	30.0000	30.0000	30.0000	0.0000
4	4	B3031600	B3031600	DE F32T8L SP35ECO FLUORESCENT LAMP (36 LAMPS PER CARTON)	EA	100.0000	100.0000	100.0000	0.0000
5	5	B3079200	B3079200	N224-1/4-PLTD B-LINE S/S PLTD SPRING NUT	EA	55.0000	55.0000	55.0000	0.0000

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To do a complete receive of all material, you need to fill in the description, packing slip number, packing slip date. If you are receiving all items, click the small white check box next to the word LINE in the blue Line Item section of the screen.

## Partial Receive

Purchase Receive - Windows Internet Explorer

https://test.fms.indiana.edu/nmo-olp/screen/PURCHASE\_RECEIVE\_VIEW

FacilityMAX

Module: Purchasing Setup Reports

View: Select

Transaction

Editor Date Created Status Purchase Order Type

Description

Contractor

Contractor Address Code Blanket Number Contact

Shipping

Warehouse Shipment Type Employee Reference Number

Packing Slip

Received By Date Received Packing Slip Packing Slip Date

Line Item

Line	PO Line	Vendor Part	Inventory Part	Description	UOM	Ordered	Received	Accepted	Prior Received
------	---------	-------------	----------------	-------------	-----	---------	----------	----------	----------------

Above you see a blank receive screen. Click on the New Icon in the upper right corner.

You will now see the search screen. Enter your PO number and click on the execute search icon.

Purchase Order - Windows Internet Explorer

https://test.fms.indiana.edu/nmo-olp/screen/PO\_CODE\_SEARCH

FacilityMAX

Module: Purchasing Setup Reports

Purchase Order

Purchase Order PO Code Description Contractor Address Code Blanket Number Contact Warehouse Shipment Type Requestor Editor Edit Date

Purchase Receive - Windows Internet Explorer  
[https://test.fms.indiana.edu/fms-slg/screen/PURCHASE\\_RECEIVE\\_EDIT?docNum=210016](https://test.fms.indiana.edu/fms-slg/screen/PURCHASE_RECEIVE_EDIT?docNum=210016)  
 Certificate Error  
 Live Search  
 Purchase Receive  
 FacilityMAX  
 Hello, BRIDGET Logout  
 About Help  
 Module Purchasing Setup Reports  
 Purchase Receive View: Select

Transaction	210016	Editor	BLCENTRY	Status	OPEN
Description	TEST 2 FOR RECEIVES	Date Created	Jun 12, 2009 02:12 PM	Purchase Order	0200063
				Type	PO PURCHASE ORDER

Contractor	Shipping	Packing Slip
Contractor	Warehouse	Received By
13079438000	BLMAIN	BLCENTRY
GRAYBAR ELECTRIC CO., INC.	BPP MAIN STOREROOM	Date Received
Address Code	Shipment Type	12 Jun 2009
BL	STANDARD	Packing Slip
Blanket Number	STANDARD SHIPPING	
Contact	Employee	Packing Slip Date
	DYOUNG	
	DONALD YOUNG	
	Reference Number	

Line	PO Line	Vendor Part	Inventory Part	Description	UOM	Ordered	Received	Accepted	Prior Received
1	1	B3001650	B3001650	BALLAST 1-06" T-12 74W SLIMLINE LAMP 120V 60CY INSTANT	EA	11.0000	11.0000	11.0000	0.0000
2	2	B3001750	B3001750	BALLAST 2-40" 72" OR 90" SLIMLINE 120V 60 HZ ADVANCE NO R-2	EA	24.0000	24.0000	24.0000	0.0000
3	3	B3002400	B3002400	BUSS LOW-PEAK FUSE LPH-RK-150 (250V AC)	EA	30.0000	30.0000	30.0000	0.0000
4	4	B3031600	B3031600	GE F32TDLSP35CO FLUORESCENT LAMP (36 LAMPS PER CARTON)	EA	100.0000	100.0000	100.0000	0.0000
5	5	B3079200	B3079200	N224-1/4-PLTD B-LINE S/S PLTD SPRING NUT	EA	55.0000	55.0000	55.0000	0.0000

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 Done  
 Internet 100%

To do a partial receive of material, you need to fill in the description, packing slip number, packing slip date. Click on the check box beside the line item you want to receive. If you need to change the quantity of that line, click on the line item number (not the po line number).

Purchase Receive - Windows Internet Explorer  
[https://test.fms.indiana.edu/fms-slg/screen/PURCHASE\\_RECEIVE\\_EDIT?docNum=210016](https://test.fms.indiana.edu/fms-slg/screen/PURCHASE_RECEIVE_EDIT?docNum=210016)  
 Certificate Error  
 Live Search  
 Purchase Receive  
 FacilityMAX  
 Hello, BRIDGET Logout  
 About Help  
 Module Purchasing Setup Reports  
 Purchase Receive View: Select

Transaction	210016	Editor	BLCENTRY	Status	OPEN
Description	TEST 2 FOR RECEIVES	Date Created	Jun 12, 2009 02:12 PM	Purchase Order	0200063
				Type	PO PURCHASE ORDER

Contractor	Shipping	Packing Slip
Contractor	Warehouse	Received By
13079438000	BLMAIN	BLCENTRY
GRAYBAR ELECTRIC CO., INC.	BPP MAIN STOREROOM	Date Received
Address Code	Shipment Type	4 Jun 2009
BL	STANDARD	Packing Slip
Blanket Number	STANDARD SHIPPING	145263
Contact	Employee	Packing Slip Date
	DYOUNG	2 Jun 2009
	DONALD YOUNG	
	Reference Number	

Line	PO Line	Vendor Part	Inventory Part	Description	UOM	Ordered	Received	Accepted	Prior Received
1	1	B3001650	B3001650	BALLAST 1-06" T-12 74W SLIMLINE LAMP 120V 60CY INSTANT	EA	11.0000	11.0000	11.0000	0.0000
2	2	B3001750	B3001750	BALLAST 2-40" 72" OR 90" SLIMLINE 120V 60 HZ ADVANCE NO R-2	EA	24.0000	24.0000	24.0000	0.0000
3	3	B3002400	B3002400	BUSS LOW-PEAK FUSE LPH-RK-150 (250V AC)	EA	30.0000	30.0000	30.0000	0.0000
4	4	B3031600	B3031600	GE F32TDLSP35CO FLUORESCENT LAMP (36 LAMPS PER CARTON)	EA	100.0000	100.0000	100.0000	0.0000
5	5	B3079200	B3079200	N224-1/4-PLTD B-LINE S/S PLTD SPRING NUT	EA	55.0000	55.0000	55.0000	0.0000

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[https://test.fms.indiana.edu/fms-slg/screen/PURCHASE\\_RECEIVE\\_EDIT?docNum=210016](https://test.fms.indiana.edu/fms-slg/screen/PURCHASE_RECEIVE_EDIT?docNum=210016)  
 Internet 100%

Purchase Receive Line Item - Windows Internet Explorer

https://test.fms.indiana.edu/fms-sqlg/screen/PURCHASE\_RECEIVE\_DETAIL\_EDIT?docNum=210016&docItem=1

FacilityMAX Hello, BRIDGET Logout

Module Purchasing Setup Reports

Purchase Receive Line Item View: Select

Line	1	Editor	SYSTEM	Purchase Order	200063
Description	BALLAST 1-96" T-12 74W SLIMLINE LINE LAMP 120V 60CY INSTANT	Edit Date	Jun 12, 2009	Purchase Order Line Item	1
				Transaction	210016
					TEST 2 FOR RECEIVES

<b>Vendor</b>	<b>Inventory</b>	<b>Receiving Totals</b>
Vendor Part B3001650	Inventory Part B3001650	Prior Receives 0.0000
UOM EA	BALLAST 1-96" T-12 74W SLIMLINE	Disbursed 0.0000
EACH	UOM EA	Delivered 11.0000
Unit Cost \$38.5800	EACH	Accepted 11.0000
Issue Factor 1	Unit Cost \$30.9900	Rejected 0.0000
Order Quantity 11.0000	Stock Quantity 11.0000	Quantity Remaining 0.0000

**Rejections**

Sequence	Reason	Description	Quantity	Editor	Name	Edit Date
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Done Internet 100%

In this case I have clicked on line item 1. Look on the right hand side of the screen. See the red box on the delivered field? Make sure that number is correct for the quantity you want to receive. I am only receiving a qty of 5 on this receive.

Purchase Receive Line Item - Windows Internet Explorer

https://test.fms.indiana.edu/fms-sqlg/screen/PURCHASE\_RECEIVE\_DETAIL\_EDIT?docNum=210016&docItem=1

FacilityMAX Hello, BRIDGET Logout

Module Purchasing Setup Reports

Purchase Receive Line Item View: Select

Line	1	Editor	SYSTEM	Purchase Order	200063
Description	BALLAST 1-96" T-12 74W SLIMLINE LINE LAMP 120V 60CY INSTANT	Edit Date	Jun 12, 2009	Purchase Order Line Item	1
				Transaction	210016
					TEST 2 FOR RECEIVES

<b>Vendor</b>	<b>Inventory</b>	<b>Receiving Totals</b>
Vendor Part B3001650	Inventory Part B3001650	Prior Receives 0.0000
UOM EA	BALLAST 1-96" T-12 74W SLIMLINE	Disbursed 0.0000
EACH	UOM EA	Delivered 5
Unit Cost \$38.5800	EACH	Accepted 11.0000
Issue Factor 1	Unit Cost \$30.9900	Rejected 0.0000
Order Quantity 11.0000	Stock Quantity 11.0000	Quantity Remaining 0.0000

**Rejections**

Sequence	Reason	Description	Quantity	Editor	Name	Edit Date
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Purchase Receive - Windows Internet Explorer

https://test.fms.indiana.edu/fms-sqlg/screen/PURCHASE\_RECEIVE\_EDIT?docNum=210016

FacilityMAX

Module: Purchasing Setup Reports

Transaction: 210016 Editor: BLGENTRY Date Created: Jun 12, 2009 02:12 PM Status: OPEN

Description: TEST 2 FOR RECEIVES Purchase Order: 0200063 TEST 2 FOR RECEIVES Type: PO PURCHASE ORDER

Contractor: 13079438000 GRAYBAR ELECTRIC CO., INC. Address Code: BL

Shipping: Warehouse: BLMAIN BPP MAIN STOREROOM Shipment Type: STANDARD STANDARD SHIPPING Employee: DYOUNG DONALD YOUNG Reference Number:

Packing Slip: Received By: BLGENTRY Date Received: 4 Jun 2009 Packing Slip: 145203 Packing Slip Date: 2 Jun 2009

Line	PO Line	Vendor Part	Inventory Part	Description	UOM	Ordered	Received	Accepted	Prior Received
1	1	B3001650	B3001650	BALLAST 1-08" T-12 74W SLM LINE LAMP 120V 60CY INSTANT	EA	11.0000	5.0000	5.0000	0.0000
2	2	B3001750	B3001750	BALLAST 2-60" 72" OR 90" SLM LINE 120V 60 HZ ADVANCE NO R 2	EA	24.0000	24.0000	24.0000	0.0000
3	3	B3028480	B3028480	BUSB LOW-PEAK FUSE LPH-RK-150 (250V AC)	EA	30.0000	30.0000	30.0000	0.0000
4	4	B3031600	B3031600	GE F32TBLSP35ECO FLUORESCENT LAMP (30 LAMP9 PER CARTON)	EA	100.0000	100.0000	100.0000	0.0000
5	5	B3079200	B3079200	1/224-1/4 PLTD B-LINE S/S PLTD SPRING 1/UT	EA	55.0000	55.0000	55.0000	0.0000

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Now I have changed my qty on line 1. I do not want to receive lines 2, 3 and 4 on this receive. So I will check the boxes beside lines 2, 3 and 4. Then go up to the dark blue Line Item section and on the right you will see a red minus. That will delete off the lines you have checked.

You will see Are you sure you want to delete? Click on the green check mark to delete those lines.

Modal Message - Windows Internet Explorer

https://test.fms.indiana.edu/fms-sqlg/screen/MODAL\_MESSAGE\_2

Modal Message

Are you sure you want to delete?



Purchase Receive - Windows Internet Explorer

https://test.fms.indiana.edu/fms-slg/screen/PURCHASE\_RECEIVE\_EDIT?docNum=210016

File Edit View Favorites Tools Help

Purchase Receive

FacilityMAX Hello, BRIDGET Logout About Help

Module Purchasing Setup Reports

Purchase Receive View: Select

Transaction	210016	Editor	BLGENTRY	Status	OPEN
Description	TEST 2 FOR RECEIVES	Date Created	Jun 12, 2009 02:12 PM	Purchase Order	0200063
					TEST 2 FOR RECEIVES
				Type	PO
					PURCHASE ORDER

Contractor	13079438000	Shipping	Warehouse	BLMAIN	Packing Slip
	GRAYBAR ELECTRIC CO., INC.			BPP MAIN STOREROOM	Received By
Address Code	BL	Shipment Type	STANDARD	STANDARD SHIPPING	Date Received
Blanket Number		Employee	DYOUNG		1 Jun 2009
Contact		Reference Number		Packing Slip	145263
				Packing Slip Date	2 Jun 2009

Line	PO Line	Vendor Part	Inventory Part	Description	UOM	Ordered	Received	Accepted	Prior Received
1	1	B3001650	B3001650	BALLAST 1-66" T-12 74W SLIMLINE LINE LAMP 120V 60CY INSTANT	EA	11.0000	5.0000	5.0000	0.0000
2	2	B3079200	B3079200	N224-1/4-PLTD B-LINE S/S PLTD SPRING NUT	EA	55.0000	55.0000	55.0000	0.0000

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Done

Now you can see that I only have 2 lines that I am receiving. I did not alter the 2<sup>nd</sup> line because I am accepting the full qty of that part. Once you have your receive the way you need it, change your status to finalized and save.

# Overage receive

Purchase Receive - Windows Internet Explorer  
https://test.fms.indiana.edu/fms-slg/screen/PURCHASE\_RECEIVE\_VIEW  
FacilityMAX  
Hello, BRIDGET Logout  
Module Purchasing Setup Reports  
Purchase Receive View: Select  
Transaction Description Editor Date Created Status Purchase Order Type  
Contractor Contractor Address Code Blanket Number Contact Shipping Warehouse Shipment Type Employee Reference Number Packing Slip Received By Date Received Packing Slip Packing Slip Date  
Line Item  
Line PO Line Vendor Part Inventory Part Description UOM Ordered Received Accepted Prior Received  
Internet 100%

Above you see a blank receive screen. Click on the New Icon in the upper right corner.

You will now see the search screen. Enter your PO number and click on the execute search icon.

Purchase Order - Windows Internet Explorer  
https://test.fms.indiana.edu/fms-slg/screen/PO\_CODE\_SEARCH  
FacilityMAX  
Hello, BRIDGET Logout  
Module Purchasing Setup Reports  
Purchase Order Execute Search  
Purchase Order Purchase Order PO Code Description  
Contractor Contractor Address Code Blanket Number Contact Warehouse Warehouse Shipment Type Requestor Editor Edit Date  
(c) 2009 AssetWorks Inc.  
Done Internet 100%

Purchase Receive - Windows Internet Explorer

https://test.fms.indiana.edu/fms-sql/screen/PURCHASE\_RECEIVE\_EDIT

Purchase Receive

FacilityMAX Hello, BRIDGET Logout About Help

Module Purchasing Setup Reports

Purchase Receive View: Select

Transaction	202016	Editor	BLGENTRY	Status	OPEN
Description	427778	Date Created	Jun 22, 2009 10:10 AM	Purchase Order	191011
				427778	
				Type	BLANKET
					BLANKET PURCHASE ORDERS

Contractor	361687851U	Shipping	Warehouse	BLMAIN	Packing Slip
Contractor	HEADCO, INC., DBA BEARING HEADQTRS.			BPP MAIN STOREROOM	Received By
Address Code	BL	Shipment Type	STANDARD	STANDARD SHIPPING	Date Received
Blanket Number		Employee	MEDWARDS	MERCEDES EDWARDS	Packing Slip
Contact	ALLISON MCCLURE	Reference Number			TEST123SLIP
					Packing Slip Date
					8 Jun 2009

Line	PO Line	Vendor Part	Inventory Part	Description	UOM	Ordered	Received	Accepted	Prior Received
1	1	B3904036	B3904036	V BELT SIZE A-36 BROWNING BEARING NUMBER 903FJ04464	EA	8.0000	8.0000	8.0000	0.0000
2	2	B3904040	B3904040	V BELT SIZE A-40 BROWNING BEARING NO B3FJ05952	EA	8.0000	8.0000	8.0000	0.0000
3	3	B3904051	B3904051	V BELT SIZE A-51 BROWNING BEARING NO B3FJ10044	EA	8.0000	8.0000	8.0000	0.0000

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Fill in the packing slip and packing slip date. You can fill in the shipment type. Click on the line item number. I have clicked on the 2<sup>nd</sup> line item here.

You can see below that I have put 18 in the delivered quantity when only 8 had been ordered. Click on the done flag.

Purchase Receive Line Item - Windows Internet Explorer

https://test.fms.indiana.edu/fms-sql/screen/PURCHASE\_RECEIVE\_DETAIL\_EDIT?docNum=202016&docItem=2

Purchase Receive Line Item

FacilityMAX Hello, BRIDGET Logout About Help

Module Purchasing Setup Reports

Purchase Receive Line Item View: Select

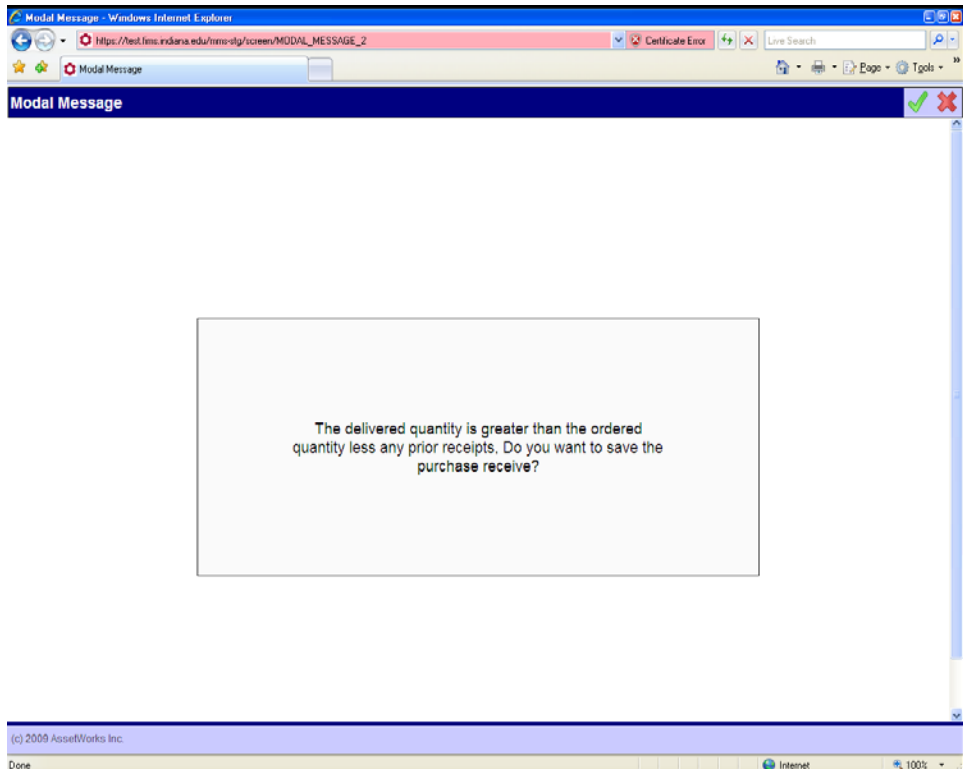
Line	2	Editor	SYSTEM	Purchase Order	191011
Description	V BELT SIZE A-40 BROWNING BEARING NO B3FJ05952	Edit Date	Jun 22, 2009	427778	
				Purchase Order Line Item	2
					V BELT SIZE A-40 BROWNING BEARING
				Transaction	202016
					427778

Vendor	Inventory	Receiving Totals
Vendor Part	B3904040	Prior Receives
UOM	EA	Disbursed
EACH	UOM	Delivered
Unit Cost	\$4.1400	Accepted
Issue Factor	1	Rejected
Order Quantity	8.0000	Quantity Remaining
	Stock Quantity	
	8.0000	

Sequence	Reason	Description	Quantity	Editor	Name	Edit Date

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Done



You will see a warning message. You can click on the green check mark if you are sure you want to receive more than you ordered. You can see below that line item 2 has 8 ordered and 18 received and accepted. Change you status to finalized and save your document.

Purchase Receive - Windows Internet Explorer

https://test.fms.indiana.edu/fms-olp/screen/PURCHASE\_RECEIVE\_EDIT

Modal Message

FacilityMAX

Hello, BRIDGET Logout

Module Purchasing Setup Reports

Purchase Receive View: Select

Transaction: 202016 Editor: BLGENTRY Date Created: Jun 22, 2009 10:10 AM Status: FINALIZED

Description: 427778 Purchase Order: 181011 427778 Type: BLANKET BLANKET PURCHASE ORDERS

Contractor: 361687851IN HEADCO, INC., DBA BEARING HEADQTRS. Address Code: BL Blanket Number: Contact: ALLISON MCCLURE

Shipping Warehouse: BMAIN BPP MAIN STOREROOM Shipment Type: STANDARD STANDARD SHIPPING Employee: MEDWARDS MERCEDES EDWARDS Reference Number:

Packing Slip Received By: BLGENTRY Date Received: 22 Jun 2009 Packing Slip: TEST123SLIP Packing Slip Date: 8 Jun 2009

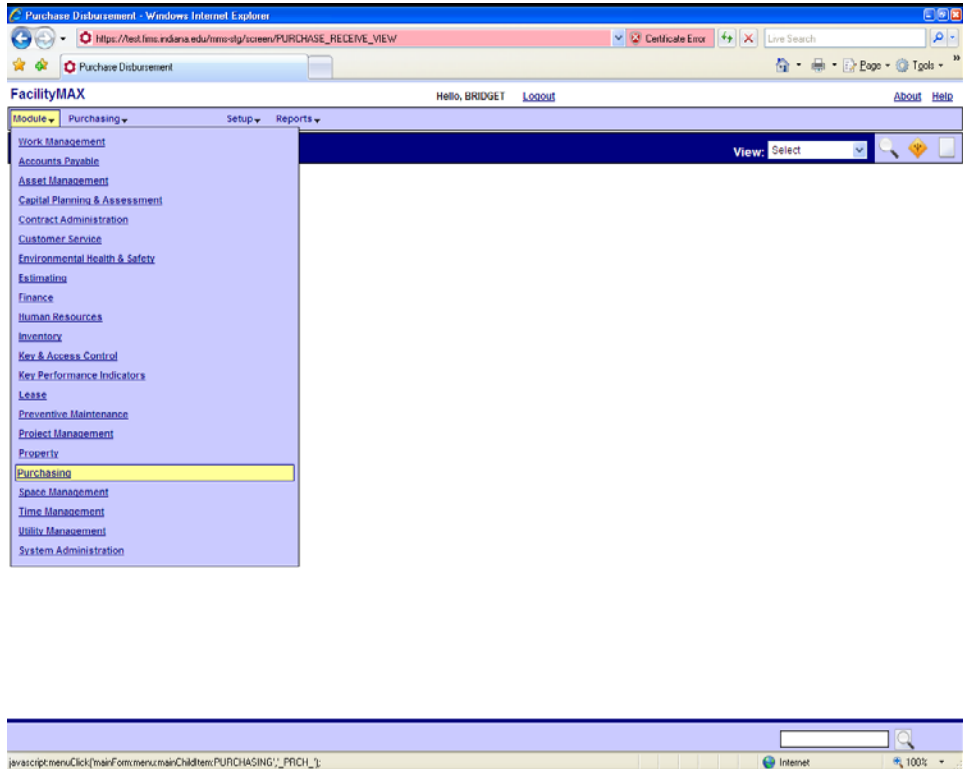
Line	PO Line	Vendor Part	Inventory Part	Description	UOM	Ordered	Received	Accepted	Prior Received
1	1	B3904036	B3904036	V BELT SIZE A-36 BROWNING BEARING NUMBER 903FJ04464	EA	8.0000	8.0000	8.0000	0.0000
2	2	B3904040	B3904040	V BELT SIZE A-40 BROWNING BEARING NO B39FJ05952	EA	8.0000	18.0000	18.0000	0.0000
3	3	B3904051	B3904051	V BELT SIZE A-51 BROWNING BEARING NO B39FJ10044	EA	8.0000	8.0000	8.0000	0.0000

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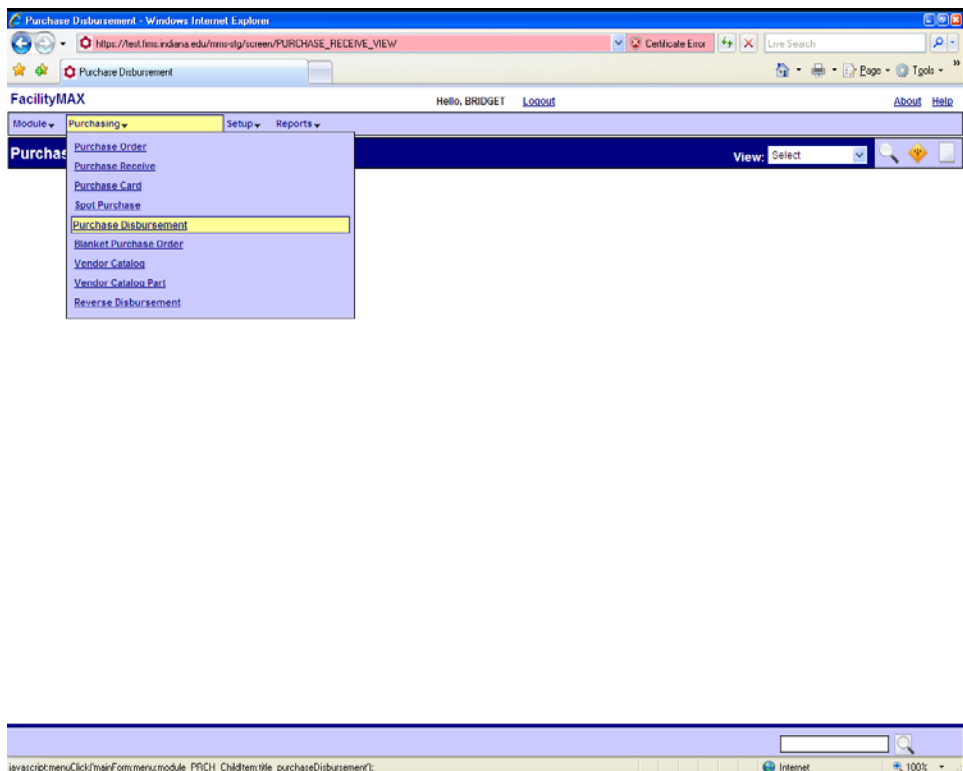
Done

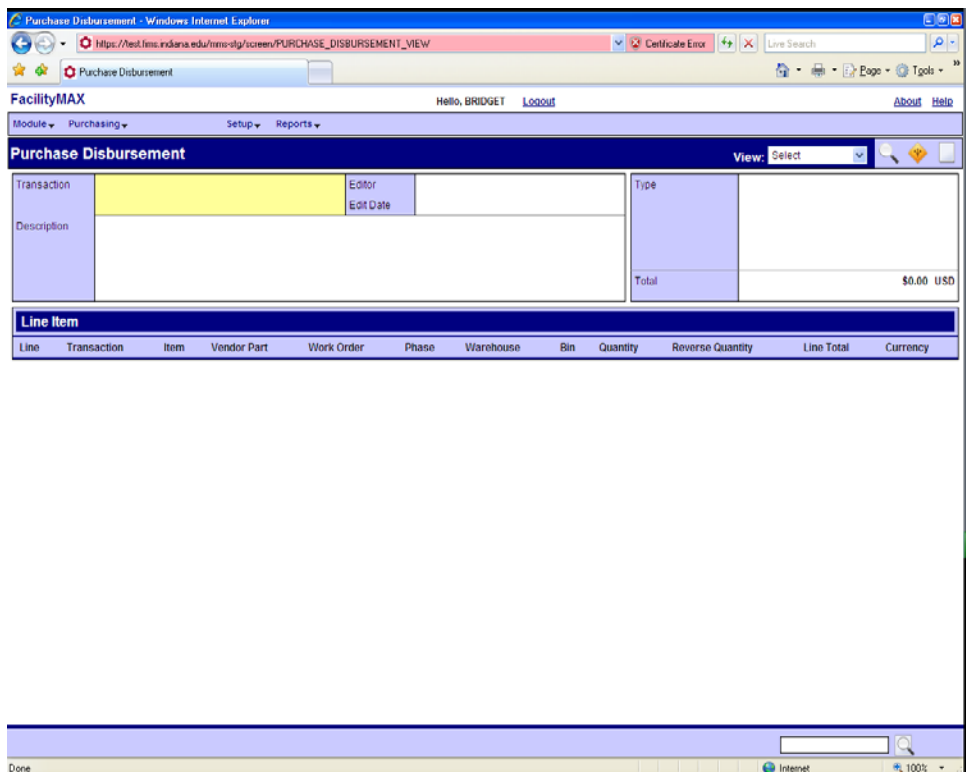
# Disbursements

## Complete



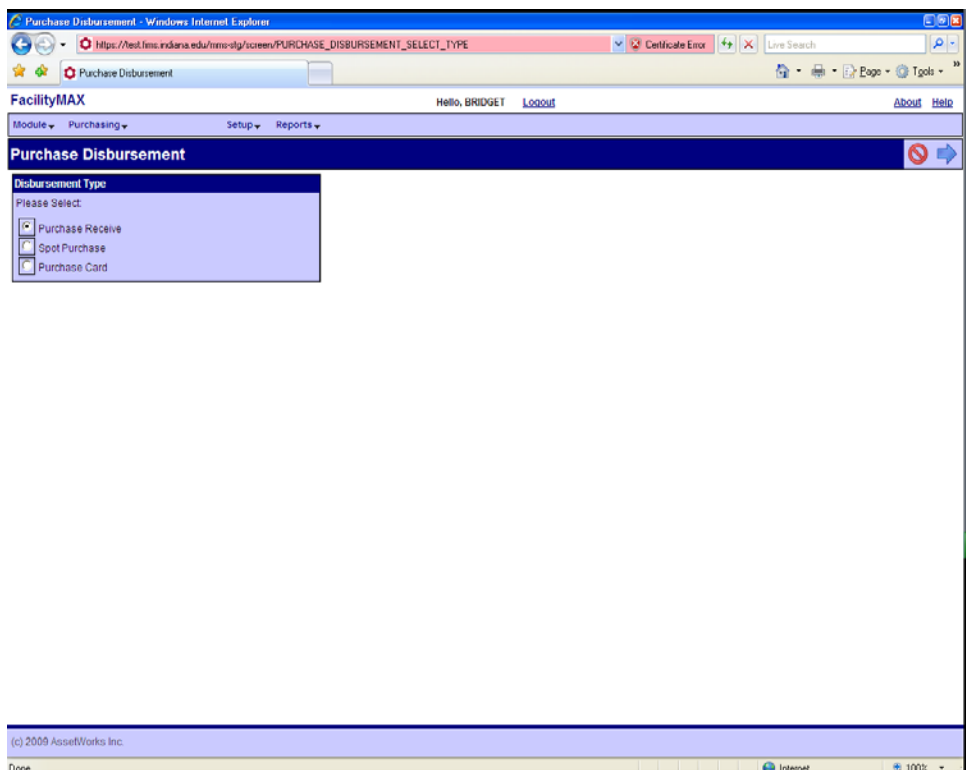
To get to the Disbursement screen in the new MMS, go to **Purchasing** on the Module menu. Then on the Purchasing menu go to Purchase Disbursement.





Above you will see a blank Disbursement screen. Click on the new icon in the upper right corner.

Below you will see the disbursement screen options. You will choose Purchase receive. Then click on the blue arrow in the upper right corner.



**Purchase Receive Transactions Search**

Transaction = 201085

Description =

Contractor =

Address Code =

Editor =

Edit Date =

**Purchase Order**

Purchase Order =

PO Code =

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Done

Enter the receive document number in the transaction field. Click on the execute search icon.

Below you can see that I have two line items that are eligible for disbursement. If you want to disburse both lines, click on the check box in the blue section next to the word transaction that will select all. Click on the done flag.

**Eligible Transactions - Purchase Receive**

Transaction	Item	Purchase Order	Vendor Part	Description	UOM	Quantity Received	Inventory Part	SubTotal
<input checked="" type="checkbox"/> 201085	1	188113	HT79-4	HANG TIGHT RAIL-4 FT LENGTH CLARIDGE CORK, 1105 DESERT TAN	EA	40.0000		\$1,238.40
<input checked="" type="checkbox"/> 201085	2	188113	2	FREIGHT	EA	1.0000		\$150.00

Purchase Disbursement - Windows Internet Explorer

https://test.fms.indiana.edu/fms-sqlg/screen/PURCHASE\_DISBURSEMENT\_EDIT?docNo=400039

Certificate Error

Live Search

Purchase Disbursement

FacilityMAX

Hello, BRIDGET Logout

Module Purchasing Setup Reports

Purchase Disbursement View: Select

Transaction	400039	Editor	BIGENTRY	Type	Purchase Receive
Description	EPIC PO #574603	Edit Date	Jun 22, 2009 10:50 AM	Total	\$1,388.40 USD

Line	Transaction	Item	Invoice #	Vendor Part	Work Order	Phase	Warehouse	Bin	Quantity	Reverse Quantity	Line Total	Currency
1	201592	1		H779-4	1173614	002			40.0000	0	\$1,238.40	USD
2	201685	2		2	1173614	002			1.0000	0	\$150.00	USD

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Done

Internet 100%

As you can see, a new disbursement document is created. You can now click on the save icon. The receive will automatically close without asking you.



# Disbursement with overage receive

Purchase Disbursement - Windows Internet Explorer

https://test.fms.indiana.edu/fms-olp/screen/PURCHASE\_DISBURSEMENT\_VIEW

FacilityMAX

Module Purchasing Setup Reports

Hello, BRIDGET Logout

About Help

Purchase Disbursement View: Select

Transaction Editor Edit Date Type

Description

Total \$0.00 USD

Line Item

Line	Transaction	Item	Vendor Part	Work Order	Phase	Warehouse	Bin	Quantity	Reverse Quantity	Line Total	Currency
------	-------------	------	-------------	------------	-------	-----------	-----	----------	------------------	------------	----------

Done

Above you will see a blank Disbursement screen. Click on the new icon in the upper right corner.

Below you will see the disbursement screen options. You will choose Purchase receive. Then click on the blue arrow in the upper right corner.

Purchase Disbursement - Windows Internet Explorer

https://test.fms.indiana.edu/fms-olp/screen/PURCHASE\_DISBURSEMENT\_SELECT\_TYPE

FacilityMAX

Module Purchasing Setup Reports

Hello, BRIDGET Logout

About Help

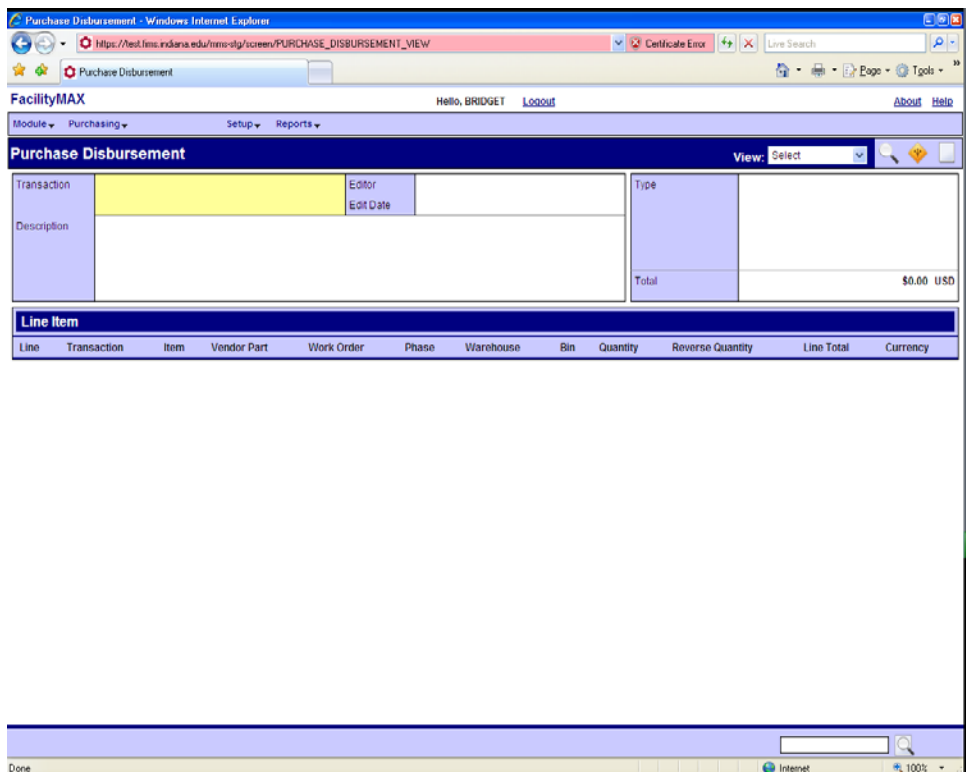
Purchase Disbursement

Disbursement Type

Please Select:

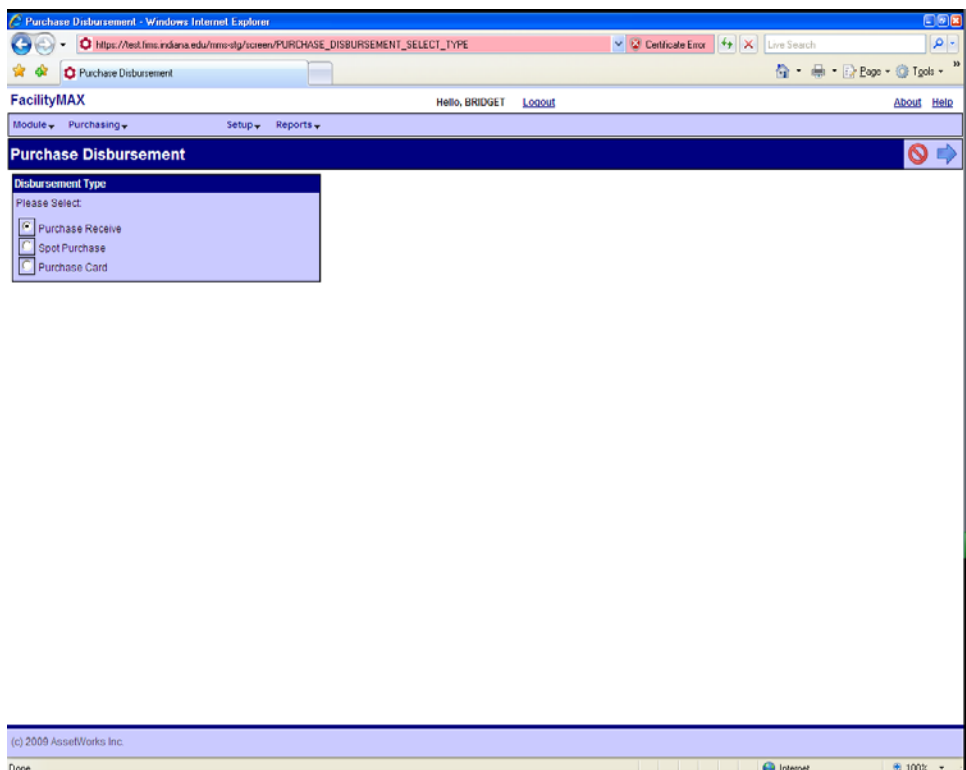
- ☒ Purchase Receive
- ☐ Spot Purchase
- ☐ Purchase Card

Done



Above you will see a blank Disbursement screen. Click on the new icon in the upper right corner.

Below you will see the disbursement screen options. You will choose Purchase receive. Then click on the blue arrow in the upper right corner.



Purchase Receive Transactions Search - Windows Internet Explorer

https://test.fms.indiana.edu/nms-olp/screen/PRI\_LOAD\_SEARCH

FacilityMAX Hello, BRIDGET Logout

Module Purchasing Setup Reports

**Purchase Receive Transactions Search**

**Purchase Receive**

Transaction = 202016

Description =

Contractor =

Address Code =

Editor =

Edit Date =

**Purchase Order**

Purchase Order =

PO Code =

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Done

Fill in the receive transaction number and click on execute search.

If you want to disburse all lines, click on the check box in the blue section next to the word transaction that will select all.

Click on the done flag.

Eligible Transactions - Purchase Receive - Windows Internet Explorer

https://test.fms.indiana.edu/nms-olp/screen/PRI\_LOAD\_TRANSACTIONS

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Module Purchasing Setup Reports

**Eligible Transactions - Purchase Receive**

Transaction	Item	Purchase Order	Vendor Part	Description	UOM	Quantity Received	Inventory Part	SubTotal
<input type="checkbox"/> 202016	1	191011	B3904036	V BELT SIZE A-36 BROWNING BEARING NUMBER B83FJ04484	EA	8.0000	B3904036	\$30.72
<input type="checkbox"/> 202016	2	191011	B3904040	V BELT SIZE A-40 BROWNING BEARING NO B83FJ02952	EA	10.0000	B3904040	\$74.52
<input type="checkbox"/> 202016	3	191011	B3904051	V BELT SIZE A-51 BROWNING BEARING NO B83FJ10044	EA	6.0000	B3904051	\$30.16

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Done

Purchase Disbursement - Windows Internet Explorer

https://test.fms.indiana.edu/fms-olp/screen/PURCHASE\_DISBURSEMENT\_EDIT/docNo=400040

FacilityMAX

Module: Purchasing Setup Reports

Purchase Disbursement

Transaction: 400040 Editor: BLGENTRY Edit Date: Jun 22, 2009 11:15 AM Type: Purchase Receive

Description: 427778

Total: \$143.40 USD

Line Item

Line	Transaction	Item	Invoice #	Vendor Part	Work Order	Phase	Warehouse	Bin	Quantity	Reverse Quantity	Line Total	Currency
1	202016	1		B3904036			BMAIN	70-01-69	8.0000	0	\$30.72	USD
2	202016	2		B3904040			BMAIN	70-01-73	8.0000	0	\$33.12	USD
3	202016	2		B3904040					10.0000	0	\$41.40	USD
4	202016	2		B3904051			BMAIN	70-01-84	8.0000	0	\$38.16	USD

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Notice that I have 4 lines now in the new document versus the 3 lines we saw on the eligible transactions. Line Items 2 and 3 are the same items. Line 2 is the amount ordered and line 3 is the overage amount. You must click on line item 3 to add in the warehouse and bin or work order and phase. Below I have clicked line 3 and added the warehouse and bin. Click on the green done flag when you are finished.

Disbursement Line Item - Windows Internet Explorer

https://test.fms.indiana.edu/fms-olp/screen/PURCHASE\_DISBURSEMENT\_DETAIL\_EDIT

FacilityMAX

Module: Purchasing Setup Reports

Disbursement Line Item

Line: 3 Editor: BLGENTRY Edit Date: Jun 22, 2009 11:15 AM

Description:

Transaction: 202016 427778

Line Item: 2 V BELT SIZE A-40 BROWNING BEARING NO

External Reference:

Disbursement		Part		Totals	
Warehouse	BMAIN	Inventory Part	B3904040	Currency	USD
Bin	BPP MAIN STOREROOM	UOM	EA	SubTotal	\$41.40
Work Order		Unit Cost	\$0.0000	Discount	\$0.00
Phase		Vendor Part	B3904040	Tax 1	\$0.00
		UOM	EA	Tax 2	\$0.00
		Unit Cost	\$4.1400	Tax Rebate	\$0.00
		Disburse Quantity	10.0000	Shipping	\$0.00
		Reversed Quantity	0.0000	Markup	\$0.00
		Involved Quantity		Line Total	\$41.40

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Purchase Disbursement - Windows Internet Explorer

https://test.fims.indiana.edu/fims-olig/screen/PURCHASE\_DISBURSEMENT\_EDIT?docNo=400040

Certificate Error

Live Search

Purchase Disbursement

FacilityMAX

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About Help

Module Purchasing Setup Reports

Purchase Disbursement View: Select

Transaction: 400040 Editor: BLGENTRY Edit Date: Jun 22, 2009 11:15 AM Type: Purchase Receive

Description: 427778

Total: \$143.40 USD

Line Item

Line	Transaction	Item	Invoice #	Vendor Part	Work Order	Phase	Warehouse	Bin	Quantity	Reverse Quantity	Line Total	Currency
1	200016	1		83904036			BLMAN	76-01-69	8.0000	0	\$30.72	USD
2	200016	2		83904040			BLMAN	76-01-73	8.0000	0	\$33.12	USD
3	200016	2		83904040			BLMAN	76-01-73	10.0000	0	\$41.40	USD
4	200016	2		83904051			BLMAN	76-01-84	8.0000	0	\$38.16	USD

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Done

Internet 100%

You may now click on the save icon to complete the disbursement.



