MMS

Reverse Disbursement

Scott Knapp Administrator of MMS scknapp@indiana.edu

812-855-5826

Bridget Gentry Associate Administrator of MMS blgentry@indiana.edu

812-856-2407 Pager: 812-337-4710 This manual will walk you through the steps of a Reverse Disbursement.

A reverse disbursement can be done when too much of an item is charged out or if an item is returned.

It can be used to correct a wrong Work Order/phase or the wrong account number



From the Module menu, go to purchasing and from the purchasing menu go to Reverse Disbursement.



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Click on the new icon in the upper right corner. You will have a search screen. Enter your disbursement number and click the execute search icon.

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0042	Purchase Receive	202016	BMAIN	70-01-84			B3904051	B3904051

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You may have more than one line that shows up for this disbursement. You can click on any one of the disbursements and it will bring the line items into one reverse disbursement document.

Click on the line for which you need to do the reverse disbursement.

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1	202016	1		B3904036				<u>BMAN</u>	Z	0-01-69	8.000	0.	0000
2	202016	2		B3904040				BMAN	Z	0-01-73	8.000	0.	0000
2	202016	2		B3904040				BMAN	Z	0-01-73	10.0000	0.1	0000
4	202016	2		B3904051				BMAN	1	0-01-84	8.000	0.	0000

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Work Order		Unit Cost	\$4.	1400		
		Vendor Part	83	904040		
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In this example, I clicked on line item 3. I am going to return a qty 5 of the 10 items. In the red box, I put in 5. I will then click on the green done flag. Notice on my screen on line 3, it has a qty of 5 that has been reversed. If you are finished click on the save icon.

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1	202016	1		B3904038				BMAN	70-0	1-69	8.0000	0.0000
2	202016	2		B3904040				BMAN	70-0	1-73	8.0000	0.0000
3	202016	2		B3904040				BMAN	70-0	1-73	10.0000	5.0000
4	202016	2		B3904051				BMAIN	70-0	1-84	8.0000	0.0000



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	Line Tr	ransact	ion Item	Invoice #	Vendor Part			Work Order	Phase	Wareho	ouse	Bin	Disbursed Quantity	Reversed Quantity
	Line Tr 5 20	ransact	ion Item 2	Invoice #	Vendor Part B3904040			Work Order	Phase	Wareho BMAIN	ouse	Bin 70-01-73	Disbursed Quantity	Reversed Quantity 5.0000



As your reverse disbursement saves, you will only see one line. If you go back to disbursements now and pull up the disbursement number (note the disbursement and reverse disbursement have the same transaction number) you will see that the reverse disbursement shows up in red.

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Descrip	tion	427778							Total				\$143.40 1150
Line	ltem												
Line	Transac	tion I	ltem	Invoice #	Vendor Part	Work Orde	r Phase	Warehouse	Bin	Quantity	Reverse Quantity	Line Total	Currency
1	202016		1		83904036			BMAN	70-01-69	8.0000	0	\$30.72	USD
2	202016		2		83904040			BMAN	70-01-73	8.0000	0	\$33.12	USD
3	202016		2		83904040			BMAN	70-01-73	10,0000	0	\$41,40	USD
4	202016		3		83904051			BMAN	70-01-84	8.0000	0	\$38.16	USD
5	202016		2		B3904040			BMAN	70-01-73	0.0000	5	\$(20.70)	USD

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