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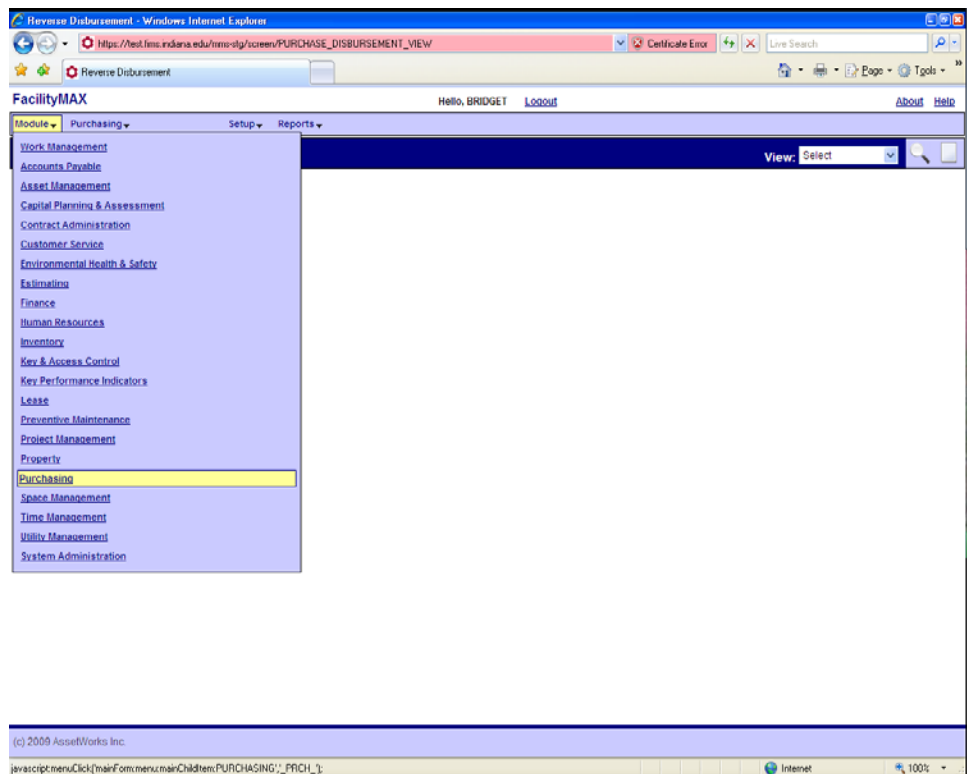
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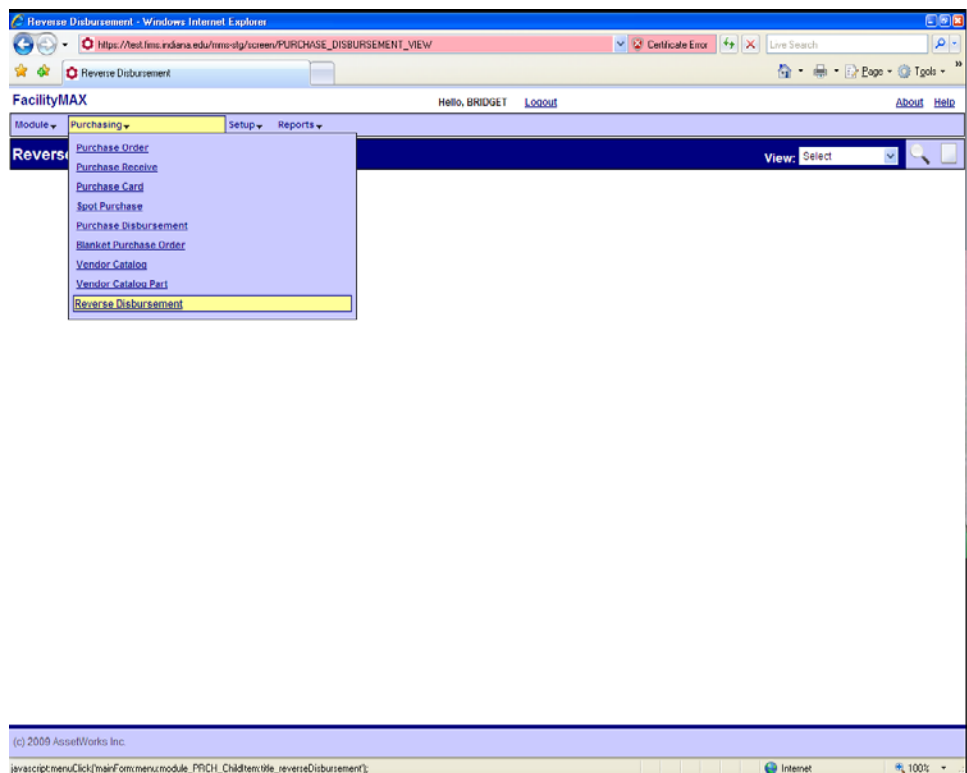
This manual will walk you through the steps of a Reverse Disbursement.

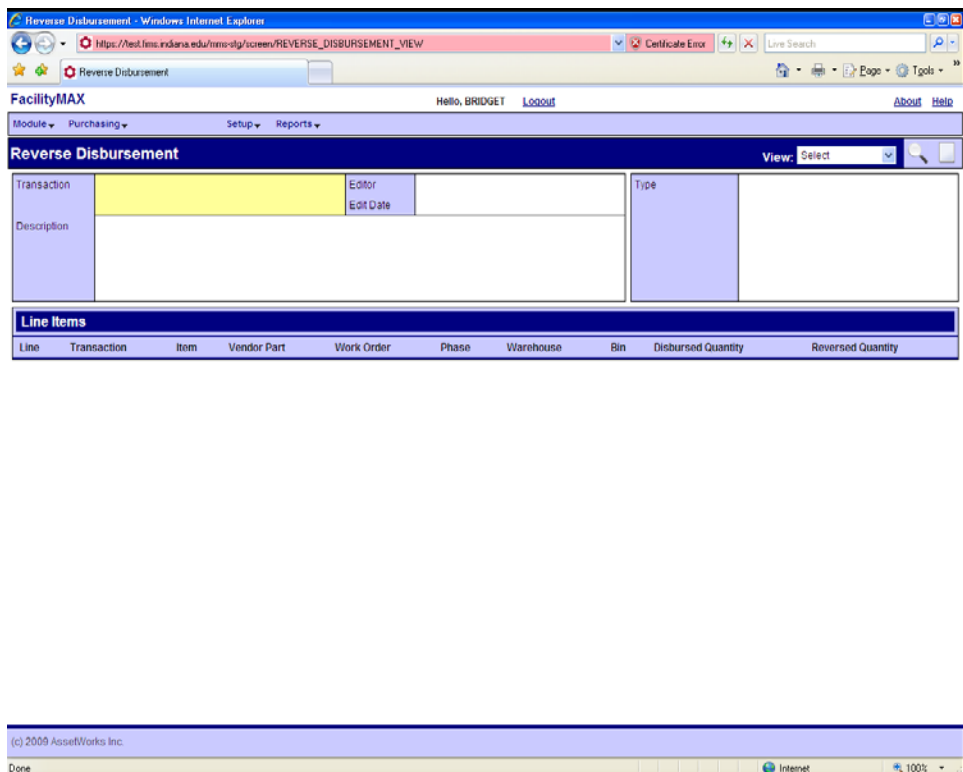
A reverse disbursement can be done when too much of an item is charged out or if an item is returned.

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.





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.

Purchase Disbursement - Eligible Transactions - Windows Internet Explorer

https://test.fms.indiana.edu/fms-sqlg/screen/REVERSE_DISBURSEMENT_BROWSE?viewItemNo=operator=NULL&reverseQty=0 Certificate Error

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Module Purchasing Setup Reports

Purchase Disbursement - Eligible Transactions

Disbursement Transaction	Source	Source Transaction	Warehouse	Bin	Work Order	Phase	Vendor Part	Part
400042	Purchase Receive	202016	BIJAN	70-01-69			B3904036	B3904036
400042	Purchase Receive	202016	BIJAN	70-01-73			B3904040	B3904040
400042	Purchase Receive	202016	BIJAN	70-01-73			B3904040	B3904040
400042	Purchase Receive	202016	BIJAN	70-01-84			B3904051	B3904051

Page 1 of 1 Records Found = 4

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.

Reverse Disbursement - Windows Internet Explorer

https://test.fms.indiana.edu/fms-sqlg/screen/REVERSE_DISBURSEMENT_EDIT?docNo=400042 Certificate Error

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Module Purchasing Setup Reports

Reverse Disbursement

View: Select

Transaction	400042	Editor	BLGENTRY	Type	Purchase Receive
Description	427778	Edit Date	Jun 22, 2009 01:32 PM		

Line Items

Line	Transaction	Item	Invoice #	Vendor Part	Work Order	Phase	Warehouse	Bin	Disbursed Quantity	Reversed Quantity
1	202016	1		B3904036			BIJAN	70-01-69	8.0000	0.0000
2	202016	2		B3904040			BIJAN	70-01-73	8.0000	0.0000
3	202016	2		B3904040			BIJAN	70-01-73	10.0000	0.0000
4	202016	3		B3904051			BIJAN	70-01-84	8.0000	0.0000

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Done

Reverse Disbursement Line Item - Windows Internet Explorer

https://test.fms.indiana.edu/fms-sqlg/screen/REVERSE_DISBURSEMENT_DETAIL_EDIT?ItemNo=3&docNo=400042

Reverse Disbursement Line Item

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Module Purchasing Setup Reports

Reverse Disbursement Line Item View: Select

Line	3	Editor	BLGENTRY	Transaction	202016
Description		Edit Date	Jun 22, 2009 01:32 PM	427778	
				Line Item	2
				V BELT SIZE A-40 BROWNING BEARING	
				External Reference	
				Invoice #	
				Invoice Line	
				Sequence	

Disbursement	Part	Quantity
Warehouse	Inventory Part	Reversible Quantity
BMAIN	B3904040	10.0000
BPP MAIN STOREROOM	BELT V SIZE A-40	
Bin	UOM	Quantity to Reverse
79-01-73	EA	5
Work Order	Unit Cost	
	\$4,1400	
Phase	Vendor Part	
	B3904040	
	UOM	
	EA	
	Unit Cost	
	\$4,1400	
	Issue Factor	
	1	
		Disbursement Remaining
		10.0000

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Done

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.

Reverse Disbursement - Windows Internet Explorer

https://test.fms.indiana.edu/fms-sqlg/screen/REVERSE_DISBURSEMENT_EDIT?docNo=400042

Reverse Disbursement

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Module Purchasing Setup Reports

Reverse Disbursement View: Select

Transaction	400042	Editor	BLGENTRY	Type	Purchase Receive
Description	427778	Edit Date	Jun 22, 2009 01:32 PM		

Line	Transaction	Item	Invoice #	Vendor Part	Work Order	Phase	Warehouse	Bin	Disbursed Quantity	Reversed Quantity
1	202016	1		B3904038			BMAIN	79-01-68	8.0000	0.0000
2	202016	2		B3904040			BMAIN	79-01-73	8.0000	0.0000
3	202016	2		B3904040			BMAIN	79-01-73	10.0000	5.0000
4	202016	3		B3904051			BMAIN	79-01-84	8.0000	0.0000

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Done

Reverse Disbursement - Windows Internet Explorer

https://test.fms.indiana.edu/fms-sqlg/screen/REVERSE_DISBURSEMENT_VIEW?docNo=100042

Reverse Disbursement

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Module Purchasing Setup Reports

Reverse Disbursement View: Select

Transaction	400042	Editor	BLGENTRY	Type	Purchase Receive
Description	427778	Edit Date	Jun 22, 2009 01:32 PM		

Line	Transaction	Item	Invoice #	Vendor Part	Work Order	Phase	Warehouse	Bin	Disbursed Quantity	Reversed Quantity
1	200216	2		83904040			BLAN	70-01-73	0.0000	0.0000

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Done

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.

Purchase Disbursement - Windows Internet Explorer

https://test.fms.indiana.edu/fms-sqlg/screen/PURCHASE_DISBURSEMENT_VIEW?docNo=100042

Purchase Disbursement

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Module Purchasing Setup Reports

Purchase Disbursement View: Select

Transaction	400042	Editor	BLGENTRY	Type	Purchase Receive
Description	427778	Edit Date	Jun 22, 2009 01:32 PM		
Total					\$143.40 USD

Line	Transaction	Item	Invoice #	Vendor Part	Work Order	Phase	Warehouse	Bin	Quantity	Reverse Quantity	Line Total	Currency
1	200216	1		03904030			BLAN	70-01-09	0.0000	0	\$30.72	USD
2	200216	2		03904040			BLAN	70-01-73	0.0000	0	\$33.12	USD
3	200216	2		03904040			BLAN	70-01-73	10.0000	0	\$41.40	USD
4	200216	3		03904051			BLAN	70-01-84	8.0000	0	\$38.16	USD
5	200216	2		83904040			BLAN	70-01-73	0.0000	5	\$(23.79)	USD

Record 1 of 1

Done