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. **It is strictly 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 **Work Order number** and **Phase number** 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: 🔍 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 addres

   c. **Enter Mark-Up**: *THIS STEP IS CRUCIAL. DO NOT FORGET TO ADD THE MARK-UP!*
      The mark-up for fiscal year 2015 is **6.95%**
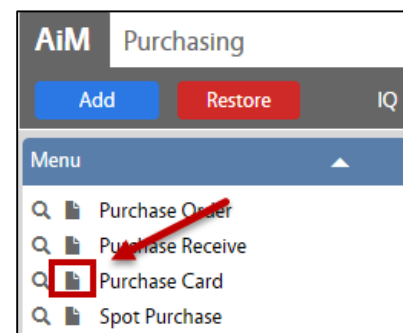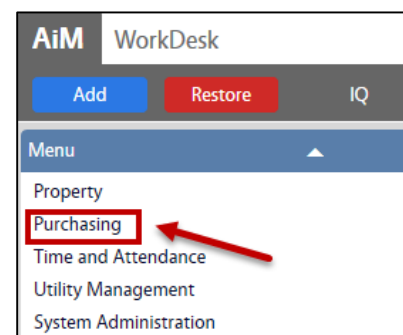
d. **Enter Work Order and Phase.** Once the work order is filled in you can select the magnifying glass to the right of that box. This will bring up your phase options where you can select the appropriate phase. If there is only one phase as an option, the box will autofill immediately after you select the magnifying glass.

e. From the **Line Item section**, click: **Add**. Input information about the items you purchased. Each Line Item Number represents a **new** 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.

   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 <u>if you do not have specific part numbers for the three doors</u>. Ideally the vendor will have a specific part number for each item you purchased.*

   iv. Enter UOM. Click: 🔍 **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.

If you do not see all of the items, 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.

If you want to delete a line item, 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 View menu, select **Related Documents**

ii.   **Add New Document.** Click: **Add**
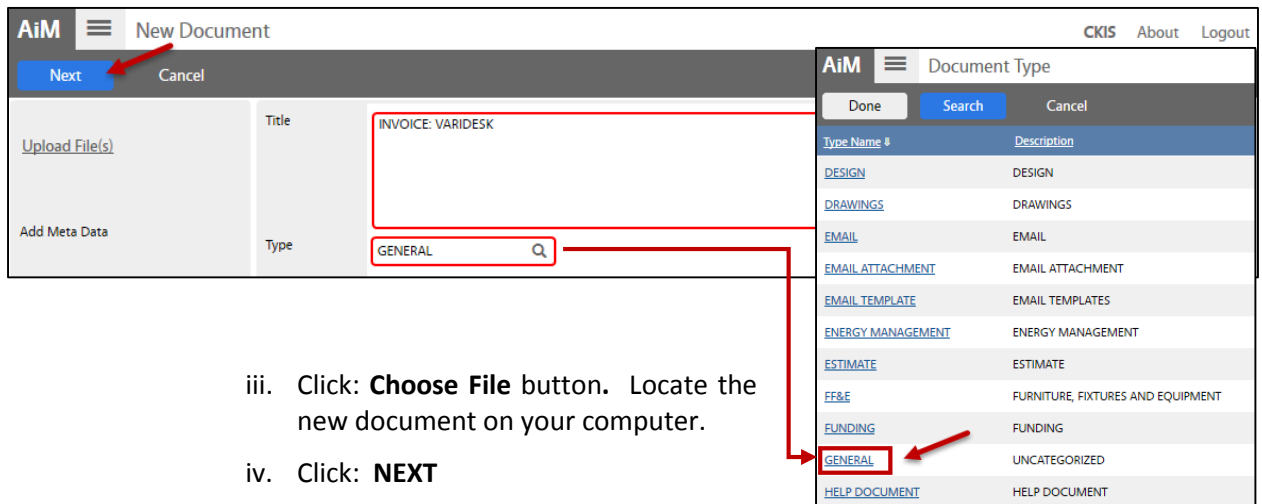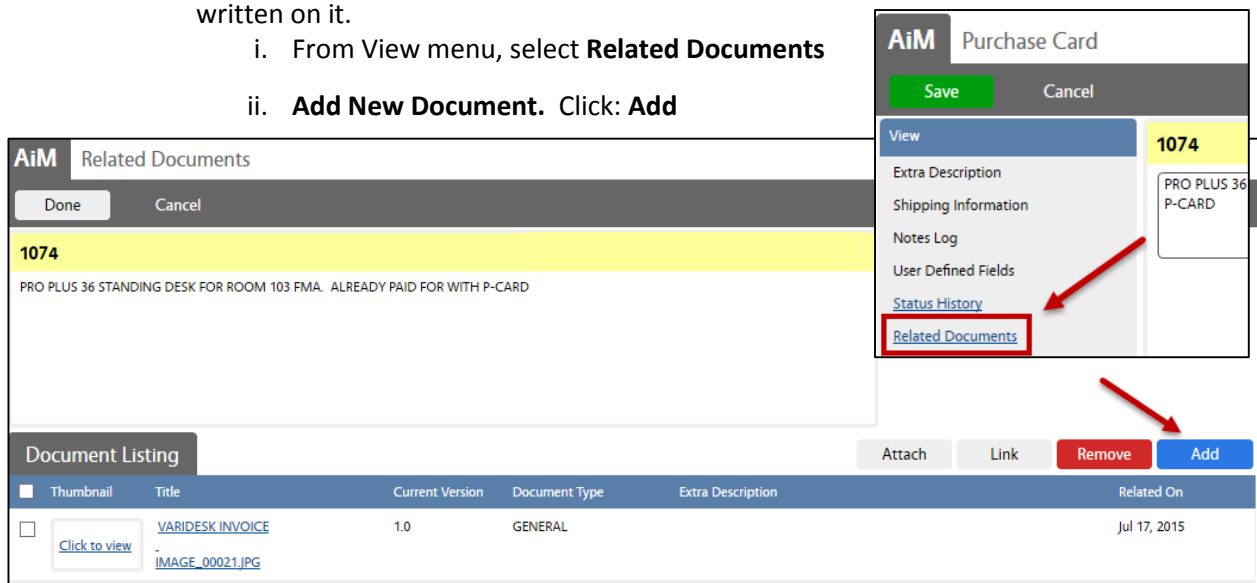
iii.   Click: **Choose File** button**.** Locate the new document on your computer.

iv.   Click: **NEXT**

     v.   Enter **Title** of document

    vi.   Select **Type** by clicking: 🔍 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</u>** (*e.g. 1074*)

h.   Change Status from OPEN to **APPROVED**, type or click: 🔍 Zoom to select **APPROVED**.
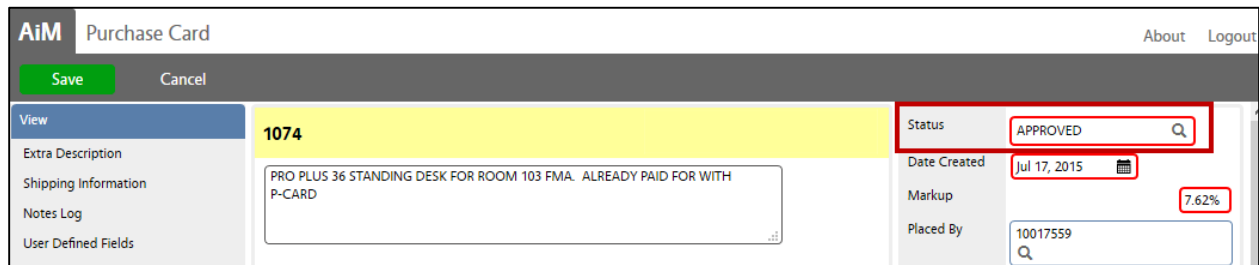
     i.   On the Purchase Card transaction screen, click: **SAVE**

4.   P-Card Transaction complete. **Disburse Immediately**.

The Purchase Card transaction is now created and approved. *PLEASE NOTE: It is important that 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**
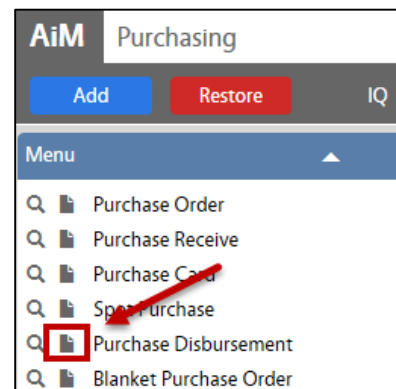
d. Your transaction will appear. Click the line item number to accept disbursement of purchased items.

e. click: **SAVE**

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