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.
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.
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.
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.