Work Order Information - Purchasing

💾 Wed, Jan 17, 2024 🛛 🖿 Helpdesk Work Page

This is the second section for Purchasing. The Work Order Information section shows the main details which make up this Work Order. This screen is split into different blocks, which each contain information relating to different aspects of the Work Order, from finance, to locations, to linked Work Order details. From here you will be able to see the Work Order number and the current status of the Work Order.

1. The main body of the Helpdesk Work Page will show all information created against this Work Order number. These cover the Building, Caller, Type and Reason Code, Supplier Allocation & delivery information also the Purchase items will be visible here.

WO:	7109088			5.41 - Fully deli	vered - in	invoic	e process Build	ing Notes 🛭 🕿
	Building	Ostara B	uilding, 123 Demo Road, Ost	ara, Demo, TE3 5ST	, England			
	Caller	Retail Ar	ea Manager, Duncan Brooks					
	Туре	ELECTRI	CAL, Lighting, Lamps		Reason	Repla	cement	
Purch	nase Items							*
Line No	Name		Description	Code	Model Nu	mber	Manufacturer	Supplier
1	A Lamp							ESP ELECTRIC
2	A Balast							ESP ELECTRIC
3	A Fitting							ESP ELECTRIC
•	III							4

2. Any delivery receipts applicable to this Work Order will also be shown here.

Receipts		*
Date	Delivery Note Number	User
30/09/2014	delivery note number	Ostara
30/09/2014	delivery note number	Ostara

3. Any documents applicable to this Work Order number will also be shown here.

Documents						
Description	Created Date	Created By				
Demo Document	30/09/2014	Ostara				

4. All finance information will be shown at the bottom of the Helpdesk Work Page. This will include, the accrual, and any capital budget codes. It will also include any invoices that have

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been associated to the work order in question. The Purchasing Accrual rules are as follows:

- Accrual = "Line Items + Delivery"

- Unless "Receipted Items + Delivery" > "Line Items + Delivery", then Accrual = "Receipted Items + Delivery"

Finance								Revenu	ie 🛠
Capital Budget Code					Statu	us	Work order not i	nvoiced	
Total Paid (net)	£0.00			Line	Items & Deliver	у	£56.88		
Approved (net)	£0.00			Rece	ipted & Deliver	у	£0.00		
Unapproved (net)	£0.00				Accru	ıal	£56.88		0
Invoices								Ad	d 🛠
Invoice №	Invoice Date	Net Value	VAT		Gross	Statu	JS	Department	

Note: Use the Chevrons to minimise and maximise each section for ease of viewing. **Note:** Hover over the "i" to display further information on how the finance fields have been calculated.

WO:	7109088	3			5.41 - Fully del	ivered - in inv	voice process Build	ding Notes 🛭 🗙
	Buildi	ling (Ostara Bu	uilding, 123 Demo Road, C	stara, Demo, TE3 55	T, England		
	Cal	aller F	Retail Are	ea Manager, Duncan Broo	ks			
	Ту	ype E	ELECTRIC	CAL, Lighting, Lamps		Reason R	eplacement	
Supp	lier Allo	catio	n					*
	Suppl	olier E	ESP ELEC	TRICITY NETWORKS ESPE	N (ESP100)			
C	Delivery Char	rge						
Purch	nase Iter	ms						*
Line No	Name			Description	Code	Model Numb	er Manufacturer	Supplier
1	A Lamp							ESP ELECTRIC
2	A Balast							ESP ELECTRIC
								ESP ELECTRIC
3	A Fitting					1		
3 •	A Fitting							•
3 < Recei	A Fitting	III	ata Num					*
3	A Fitting	III Pelivery N	lote Num	nber			User	*
3 Recei Date 30/09/20 30/09/20	A Fitting ipts De 014 d 014 d	III Pelivery N delivery n delivery n	lote Num ote num ote num	nber Iber Iber			User Ostara Ostara	*
3	A Fitting	III Jelivery N Jelivery n Jelivery n	ote Num ote num	nber Iber Iber			User Ostara Ostara	History \$
3	A Fitting	III Jelivery N Jelivery n Jelivery n	lote Num ote num	nber Iber Iber			User Ostara Ostara	► * History *
3	A Fitting	III Delivery N delivery n delivery n	lote Num ote num	nber nber nber			User Ostara Ostara	History *
3 Recei Date 30/09/20 Creat Docu	A Fitting	III Delivery N delivery n delivery n	lote Num ote num	nber iber iber			User Ostara Ostara	History *
3 Recei Date 30/09/20 30/09/20 Creat Descripti	A Fitting	III Delivery N delivery n delivery n	lote Num ote num	nber nber nber		Created Date	User Ostara Ostara Created By	History *

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