

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 delivered - in invoice process	Building Notes
Building	Ostara Building, 123 Demo Road, Ostara, Demo, TE3 5ST, England	
Caller	Retail Area Manager, Duncan Brooks	
Type	ELECTRICAL, Lighting, Lamps	Reason Replacement

Purchase Items						
Line No	Name	Description	Code	Model Number	Manufacturer	Supplier
1	A Lamp					ESP ELECTRIC
2	A Balast					ESP ELECTRIC
3	A Fitting					ESP ELECTRIC

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

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

- Accrual = "Line Items + Delivery"

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

Finance		Revenue	
Capital Budget Code	<input type="text"/>	Status	Work order not invoiced
Total Paid (net)	£0.00	Line Items & Delivery	£56.88
Approved (net)	£0.00	Received & Delivery	£0.00
Unapproved (net)	£0.00	Accrual	£56.88

Invoices							Add
Invoice Nº	Invoice Date	Net Value	VAT	Gross	Status	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

5.41 - Fully delivered - in invoice process Building Notes ^

Building Ostara Building, 123 Demo Road, Ostara, Demo, TE3 5ST, England

Caller Retail Area Manager, Duncan Brooks

Type ELECTRICAL, Lighting, Lamps

Reason Replacement

Supplier Allocation ^

Supplier ESP ELECTRICITY NETWORKS ESPEN (ESP100)

Delivery Charge

Purchase Items ^

Line No	Name	Description	Code	Model Number	Manufacturer	Supplier
1	A Lamp					ESP ELECTRIC
2	A Balast					ESP ELECTRIC
3	A Fitting					ESP ELECTRIC

Receipts ^

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

Creation Notes History ^

Documents ^

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

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=259>