



Purchasing Module

The Purchasing module allows you to create Purchase Orders, Auto-Generate Purchase Orders and track invoices. This Chapter describes how to use the Web Work, Purchasing module.

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10.1 Overview of the Purchasing Module

The Purchasing module is used to create purchase orders and track invoices. There are three types of items purchaser can purchase – inventory stocked items, inventory non-stock items and non inventory items (spot-buys).

Click on Purchasing on the left hand side of the screen to access the Purchasing module.



When you enter the Purchasing module you will be in Query mode as pictured below:




The **Operations Resources Tools Help** drop-down menus contain the various features available in the Purchasing module.

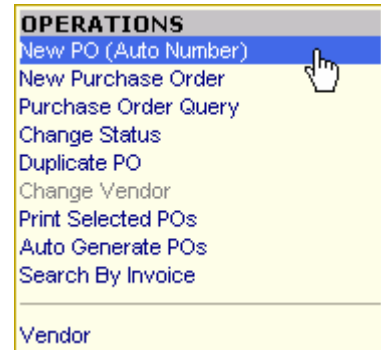


Placing mouse cursor over these menus will automatically provide the picklist – one less click.

10.2 Creating Purchase Orders

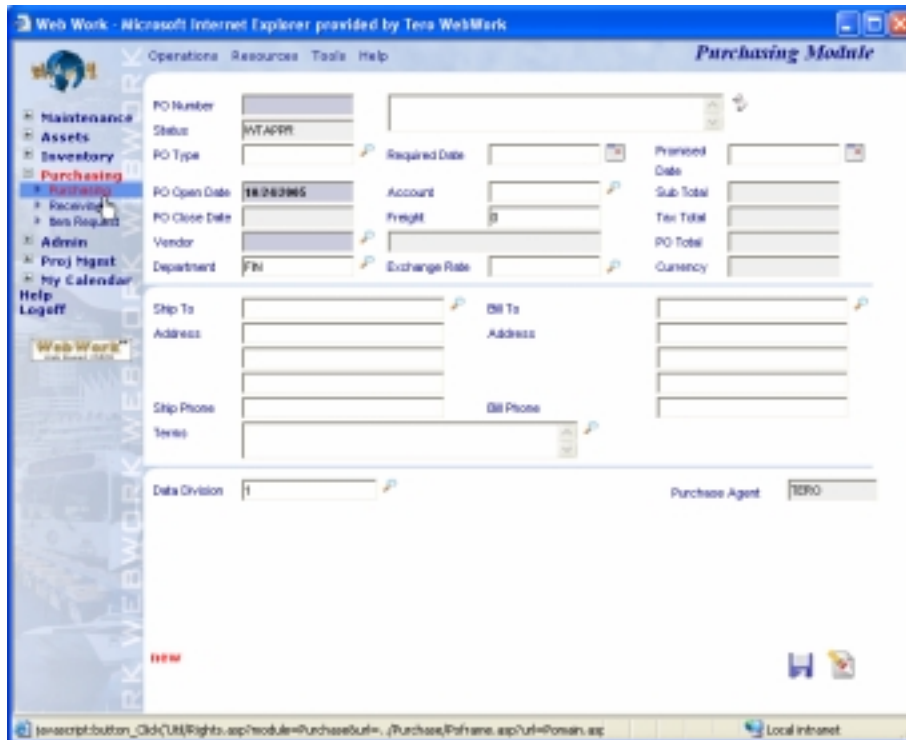
To create a Purchase Order:


- On the left module tab, click on Purchasing and from list provided click on Purchasing to access the Purchase Order module.
- Move the mouse over the Operations menu option to display list of options and select New PO. Alternatively you may choose New Item (Auto Number) or click on the  button at the bottom of the screen.



A policy should be set to define how each new inventory item will be coded. If intelligent coding is the standard, then the New Inventory Item option should be used. If auto-numbering of new codes is the standard, then use the New Item (Auto Number) option.

A screen similar to the one pictured below will open:



- Enter information into the fields. The Vendor field must be a mandatory field so vendor list must be already in place. Please see the section on Vendors for adding new records.
- Click on the  button to save the new purchase order.

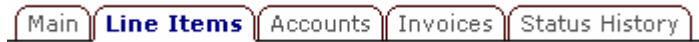



The next step is to add line items to the Purchase Order. To add line items click on the RESOURCES button at the top of the screen and select Line Items from the drop down menu. See adding PO Line Items for more information on adding line items to a purchase order.

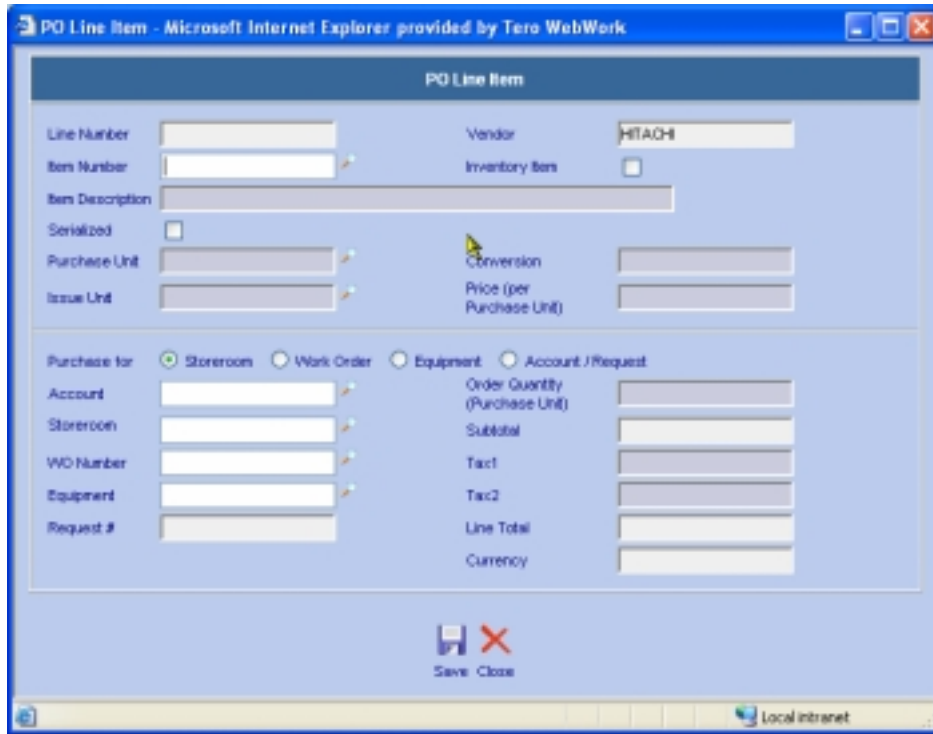
10.3 Adding Line Items to a Purchase Order


To add line items to a purchase order:




- In the purchasing module, perform a query to retrieve PO record of your choice.
- Move the mouse over the Resources menu and select Line Items from the drop down menu or click on the Line Items tab.



- The Line Items screen will open. A table showing any line items on this purchase order will be displayed on the screen.
- Click on the  button to add new PO line items to this purchase order. The New PO Line Items screen will open as pictured below:



- The Vendor information is carried forward from the main purchase order screen.
- Enter the item number or click on the  button to select an item from the Web Work Inventory database.
- When an item is selected, the Inventory Item, Item Description, Purchase Unit, Issue Unit Conversion and Price per Purchase Unit are populated with the information that was entered on the inventory record. If any of these fields were left blank when the inventory record was created, likewise they will be blank when selected in the line items screen.

- By checking appropriate  button, select what the item line will be purchased for – options include: Storeroom, Work Order, Equipment, Item Request and/or account. The account information may be entered along with any selection other than the account.
- If you select Storeroom then you will need to select the applicable storeroom from the drop down menu beside the storeroom field.
- What ever option you choose, the appropriate field then needs to be filled with information (i.e. selecting Work Order option, a work order number must then be entered).
- Enter the quantity of the item to be ordered with this PO and hit the tab button on your keyboard.
- The Subtotal, taxes and Total will be calculated by the Web Work system.
- Click on the  button to save the new line item or on the  button to cancel this operation without saving.



For non-inventory items, simply enter information manually into the applicable fields. When the line item is saved a message box will appear asking if you wish to add this item to inventory. To add this item into inventory, click YES.


Sub Total, Tax and Total fields now display the information from the line items you entered.

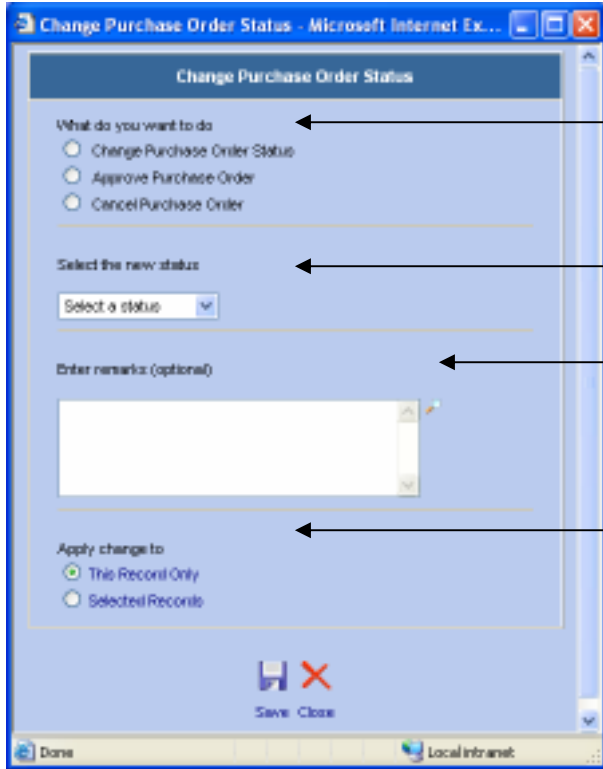
10.4 Purchase Order Status

As a purchase order flows through it's lifecycle, the PO status may require changing a number of times to reflect the changes (i.e. from new purchase order, to approved purchase order, to partially received purchase order to completed purchase order). The Web Work Change Status feature is used to make these purchase order status changes.

There are five main system statuses: WTAPPR (Waiting Approval), APPR (Approved), COMP (Completed), CLOSE (Closed) and CANC (Cancelled). In addition, you may create a number of sub-statuses of your choice by assigning them to the appropriate category (see admin section of the manual for adding new PO status codes).

10.4.1 Change Purchase Orders Status

- In purchasing module perform query to retrieve PO record of your choice.
- Move the mouse cursor over the [Resources](#) drop down menu to display list of options and select [Change Status](#) or click on the  button. The Change Purchase Order Status screen comes up as pictured below:



Depending on what stage of the status process you are at, choose the appropriate PO status category.





Select the desired status for the selected category above.

Enter any comments regarding the status change

Identify if this change in status relates to only the record on the screen or any records retrieved by the query (i.e. 1 of 23)



Purchase Orders must be in WTAPPR category for line items to be added.

- Depending on what stage of the status process you are at, choose the appropriate PO status category.
- Click on the down arrow  and select the desired status for the selected category. Note that the available selection will change according to the category picked and current PO status!
- With each status code you can add remarks into the [Enter Remarks](#) field. You may also access predefined remarks or add new predefined remarks by clicking on the  button and accessing the [Status Change Remark Code](#).
- Click on the  button under [Apply Changes To](#): to identify if this change in status relates to only the record on the screen or any records retrieved by the query (i.e. 1 of 23)
- Click on the  button to update the status. The Change Purchase Order Status screen will close and on the main screen the status field will indicate the new status.

The current Status code always appears in the Purchase Order Status field and the Status Category will always accompanies the status code at the right hand – bottom side of the screen.



If your organization wishes to have Purchase Orders approved automatically when created, Web Work can be setup to automatically perform this task. See the System Admin – System Defaults section of this manual for more information on setting up this feature.

10.4.2 Different Purchase Orders Statuses

WTAPPR (Waiting for Approval) category:

- Status can be changed to another status within the WTAPPR category. System statuses include WTAPPR. User defined statuses may be created (i.e. NEWPO)
- Line items may be added, any information edited
- Can be changed to APPR (approved) category (i.e. INPRG or APPR). Also at this point the PO can be cancelled CANC

APPR (Approved) category

- Status can be changed to another status within the APPR category. System statuses include APPR and PARTIAL. User defined statuses may be created (i.e. WTPARTS)
- Line items are approved and therefore no information can be edited at this point.
- Can be changed back to WTAPPR category or COMP category upon receiving the goods.
- Can be changed to WTAPPR or a sub-category thereof
- Can be completed (COMP)

COMP (Completed) category

- Status can be changed to another status within the COMP category. System statuses include only COMP. User defined statuses may be created (i.e. INCOMP)
- PO information cannot be edited
- Can be back to APPR category but is not recommended if all goods were already received
- Can be closed (CLOSE)

Purchase Orders can be automatically set to CLOSE category upon full receipt of all PO line items. See the admin section of this manual to see how to setup Auto Close PO option.



If your systems default – Approve Purchase Orders is set to NO, an approved Purchase order cannot be cancelled unless you change the status of it to NEWPO or a sub-category of NEWPO first. If your systems default – Approve Purchase Orders is set to YES - then purchase orders with the status of approved can be cancelled.

CLOSE (Closed) category

- Record is archived
- NO changes can be made to the purchase order.

10.4.3 Purchase Order Status History

To view all PO status changes to date:


- In purchasing module perform query to retrieve PO record of your choice.
- Move the mouse cursor over the [Resources](#) drop down menu to display list of options and select Status History or click on Status History tab. The Status history window opens:



Date/Time	Status	Changed By	Remarks
25/10/2005 11:37:33 AM	CLOSE	TERO	PO closed on receiving all items
25/10/2005 11:37:33 AM	COMP	TERO	All items completely received
25/10/2005 11:37:16 AM	APPR	TERO	
25/10/2005 11:36:27 AM	WTAPPR	TERO	New PO created

You can add/edit Status remarks at any time (as long as the PO is not Closed) by clicking on each line and editing the information on new pop-up screen provided.

The first column shows the date and time of when the status was changed. The second column shows what the status was changed to. The third column shows name of the user who performed the status change. The fourth column shows any remarks that were associated to individual status change.

When done, you may choose to go to the main menu by clicking on the  button or choosing [Resources – Main](#).

10.5 Purchase Order Accounts

A Purchase Order can be assigned to one account or to a variety of accounts depending on the accounting practices of your organization. If only one account will be used to apply the costs of the purchase order, simply enter the applicable account in the Account # field on the main purchase order screen.







When assigning the purchase order costs to multiple accounts you can specify the exact cost breakdown for individual accounts or split the total PO value by assigning percentage to each account specified.

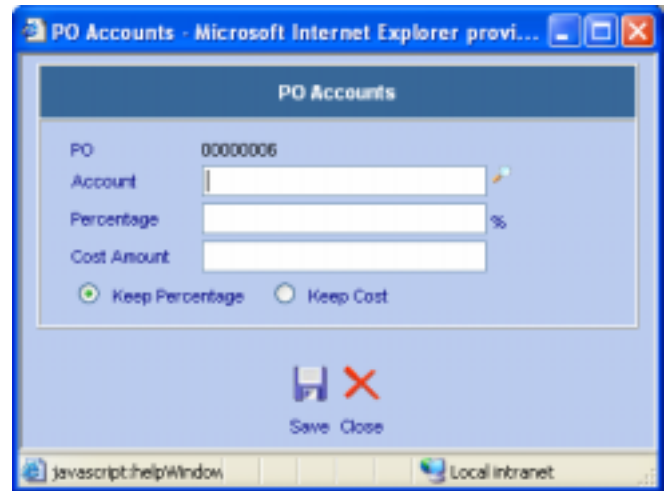
To apply purchase order costs to more than one account:

- In purchasing module perform query to retrieve PO record of your choice.
- Move the mouse cursor over the Resources drop down menu to display list of options and select Accounts or click on Accounts tab. The Split account screen populates as pictured below:



Account	Description	Cost	Percentage
ADMIN	zADMINISTRATIVE ACCOUNT	\$982.80	65%
ES	ENVIRONMENTAL SVCS ACCT	\$302.40	20%
	PO Total	\$1,285.20	85%

- Click on the  button to open the Add PO Accounts window.
- Enter an account into the Account field, or click on the  button to select an account from the list of accounts in the Web Work database.
- For split by percentage: Enter the percentage of the purchase order that is to be charged to this account. Do not enter a percent sign, only the numerical value of the percent. Click the  button beside Keep Percentage.
- For split by specified cost: Enter the actual cost value for that account into the Cost Amount field. Click the  button beside Keep Cost.
- The cost amount will be calculated automatically by the Web Work system.
- Click on the  button to save this account information.
- When all accounts have been assigned, to return to the main menu click on the z  button.



10.6 Invoices

The Web Work invoicing feature allows the user to create multiple invoices for each purchase order. Once recorded, purchase orders can be queried by invoice. Please refer to the section on searching by invoice in this chapter.

10.6.1 Entering new Invoices

To enter a new invoice:


- In purchasing module perform query to retrieve PO record of your choice.
- Move the mouse cursor over the [Resource](#) drop down menu and click on [Invoices](#) or click on Invoices tab. The Invoice screen comes up:



PO Number

PO Total

Invoice Number	Transaction Date	Invoice Date	Invoice Amount
Invoice Total			\$0.00

- Click on the  button to open the Add Invoices screen as pictured below:
- Enter an invoice number.

PO Invoice



PONumber

InvoiceNo


TransDate



InvoiceDate

Cost

 Save Close

- The Transaction Date field is populated with the current date by default and cannot be modified.
- Enter an Invoice Date or click on the  button to select a date from the calendar.
- Enter the Cost Amount as per the received invoice. The cost amount should not exceed the total amount of the Purchase Order. If it does, a Web Work message dialog box comes up asking you if you still want to continue with saving the changes.

- To save the new invoice amount and to return to the Invoice main screen, click on the  button. To return to the Invoice main screen without adding any invoices, click on the  button.
- Continue the steps above if more than one invoice needs to be recorded.

10.6.2 Editing / deleting Invoices

To edit/delete an invoice:

- In purchasing module perform query to retrieve PO record of your choice.
- Move the mouse cursor over the [Resource](#) drop down menu and click on [Invoices](#) or click on Invoices tab. The Invoice screen comes up:

Main



Line Items

Accounts

Invoices

Status History 

Add Request To PO

- Where invoices are already recorded, move mouse cursor over the line needed editing and click – the Invoice window pops up.
- To edit an Invoice line, make any changes needed and click  button to save.
- To delete an Invoice line, click on the  button to delete.

10.7 Adding Requests to a Purchase Order

Use the Add Request to PO screen buy new spot buy items requested by the Work Order or the Item Request modules. The items will then be added to the Purchase Order currently displayed on the screen. This screen will show only non-stock non-inventory items that are being requested (spot buys). For Work Orders, the requested items are items that are setup as Work Order material estimates and the status of the Work Order is approved. For Item Requests, the requested items are items that are indicated as the Item Request line items and the Item Request record is approved.

To add new requested items to current PO:

- In purchasing module perform query to retrieve PO record of your choice. The Purchase Order must be in Waiting for Approval status category.
- Move the mouse over the Resources menu at the top of the Purchasing screen to display the drop down menu.
- Select [Add Requested Items](#) from the drop down menu. Add requested items screen comes up. The Requested Items screen has a filter portion as pictured below:

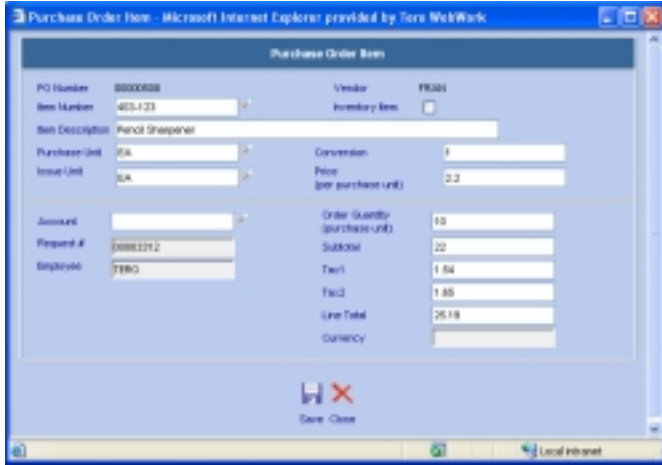
- Select the Request Type – it can be Work Order, Item Request, or Both.
- You may enter specific Work Order or Item Request number to the Request # field or leave the field blank and see a list of all requested items.
- Specify the range of Open Date for the work orders and/or item requests.
- Click on the filter button to retrieve the records. The records will be listed like in the picture below:


Res Item	Request #	Item #	Description	Req Qty	Storeroom	Create PO	Add To PO
W	00003374	JIRLUYEE	TEST NONSTOCK ITEM	3			

- A letter R to the left in the Request # column indicates the record is an item request, a W indicates a work order.

The screen will always display only non-stock non-inventory items (spot buys). Inventory items from work orders and Item Requests are reserved automatically in the storeroom when work orders and item requests are approved.

- To purchase new items, click on the button under the Add to PO columns. Add to PO will add the item to the existing purchase order that is currently retrieved on the screen. The Purchase Order item screen comes up:



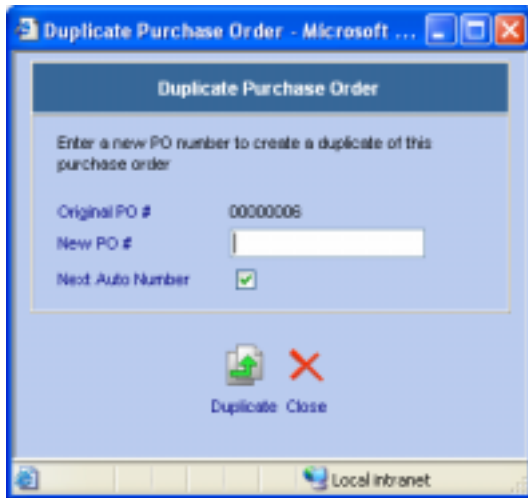
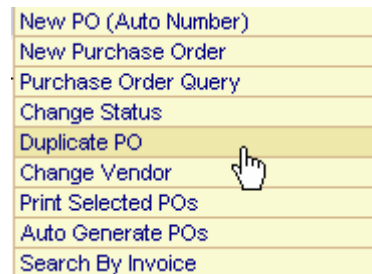
If needed, modify the quantity requested or adjust the price. When done, click on the  button to add this requested item to the purchase order as a new PO line item.


10.8 Duplicating Purchase Orders

The Duplicate Purchase Order feature allows you to create a new purchase order by copying an existing purchase order, to help save on data entry time.

To duplicate a Purchase Order:

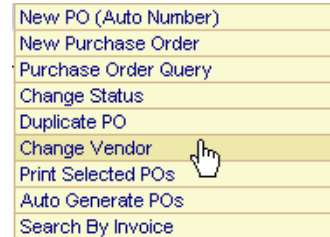
- In purchasing module perform query to retrieve PO record of your choice.
- Move the mouse cursor over the Operations drop down menu to display list of options and select Duplicate PO.
- Select Duplicate PO from the drop down menu. The Duplicate PO screen comes up:




- Enter a New PO # manually or leave this field blank and click on the check box beside next auto-number to have the system assign the next available auto-number to this PO.
- Click on the  button to save the new PO.
- The new purchase order will be opened in Edit mode allowing you to edit the new purchase order.

10.9 Changing Vendors


The vendor is a mandatory field that needs to be entered when creating new Purchase Order – even before line items are specified. At later date you may find that another Vendor other than the one already specified may be a better candidate for buying from. Web Work allows you to change the vendor before the Purchase Order is approved.



To change a Vendor on a Purchase Order:

- In purchasing module perform query to retrieve PO record of your choice.
- Move the mouse cursor over the **Operations** drop down menu and click on **Change Vendor**. The Change Vendor screen will open as pictured:
- Type in new vendor code or use the  button to select a vendor code from the Web Work database.

Only vendors that are currently setup to supply all items on the Purchase Order Lines may be selected. If there are one or more items that are not currently setup with the new vendor, the new vendor cannot be specified.

- Click on the  button to save the purchase order with the updated vendor.




To change the vendor on an approved purchase order you must first un-approve the purchase order, change the vendor and then approve the purchase order with the new vendor. To unapprove a purchase order, refer to section in this chapter called Change Purchase Order status.

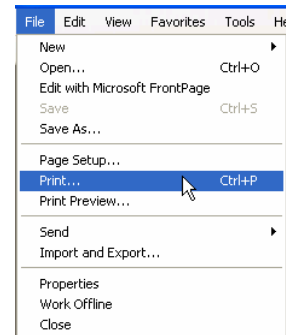
10.10 Printing Purchase Orders

There are two ways to print Purchase Orders. You can print an individual purchase order or multiple purchase orders that you have selected and retrieved.

10.10.1 Printing Individual Purchase Orders

To print only the purchase order that is currently retrieved to the screen:

- In purchasing module perform query to retrieve PO record of your choice.
- Click on the  button at the bottom right hand side of the screen. The PO report will open in a new browser window showing current PO record.
- To print to the printer, click on File and select Print from the drop down menu.



10.10.2 Printing Multiple Purchase Orders

To print a batch of purchase orders:

- In purchasing module perform query to retrieve PO record of your choice.
- Click on [Operations](#) drop down menu and choose [Print Selected POs](#).
- The PO report will open in a new browser window showing all selected PO records.

To print to the printer, click on File and select Print from the drop down menu.


10.11 Auto-Generating Purchase Orders

The Auto Generate PO function is programmed to look through all of inventory stocked items within all storerooms and provide a list of all of those items that are currently at the re-order point or lower than the re-order point. Upon processing these items, the system will automatically create purchase orders for all of these items so the stock levels can be brought back up to full inventory. Purchase Orders are organized by the vendor, so one purchase order generated may have multiple items on order as long as the vendor is the same.


To Auto Generate Purchase Orders:

- In Purchasing module, move the mouse cursor over the [Operations](#) drop down menu and click on [Auto Generate POs](#). The Generate Purchase Orders screen will open as pictured below:


- New PO (Auto Number)
- New Purchase Order
- Purchase Order Query
- Change Status
- Duplicate PO
- Change Vendor
- Print Selected POs
- Auto Generate POs
- Search By Invoice

- You can define custom filters before producing the list by selecting a storeroom, category or vendor followed by a click on the  button. A table view of all inventory items, which are below reorder level, shows up.
- Select the items you wish to generate a PO for by click in the applicable checkboxes . To select all items, click on “select all” at the top of the table.

PO #	Vendor
00000536	BBBB
00000537	EBH

- To start the PO generation process, click on the  button. A summary list of PO

numbers generated and it's vendors comes up:

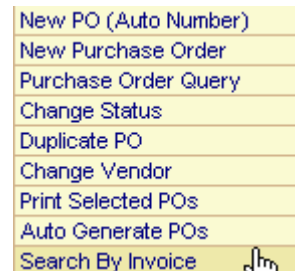
- Click on [Print Purchase Order](#) to print the purchase orders that were generated – a standard Purchase Order report gets printed to a new window. Click on the  button to close the Purchase Order Generation screen without printing.

10.12 Search Purchase Orders by Invoice

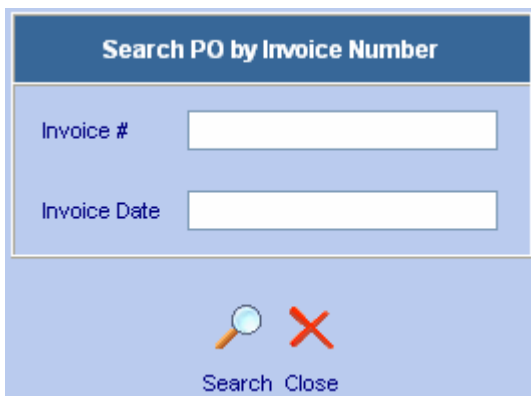
Multiple invoices can be recorded against a purchase order. Once an invoice is recorded, you can search for purchase orders using the invoice number via the Search by Invoice functionality.

To search Purchase Orders by Invoice Number:




- In purchasing module, move the mouse cursor over the [Operations](#) drop down menu and click on [Search by Invoice](#). The Search by Invoice Number screen comes up.



Invoices must be recorded against the purchase order first. See [Adding an Invoice](#) section of this manual.



A screenshot of a web form titled 'Search PO by Invoice Number'. It has two input fields: 'Invoice #' and 'Invoice Date'. Below the fields are two buttons: a magnifying glass icon labeled 'Search' and a red 'X' icon labeled 'Close'.

- Enter an Invoice # and/or Invoice Date in the respective fields.
- To run the search, click on  button - all relevant records will be displayed in the Query Lookup window. To exit the screen, click on  button.
- Select the POs you wish to retrieve by clicking in the applicable checkboxes . To select all items, click on "select all" at the top of the table.
- Click on the  button. Web Work will retrieve all

Pos to the purchase order main screen in Edit mode.

10.13 Purchasing – Reports

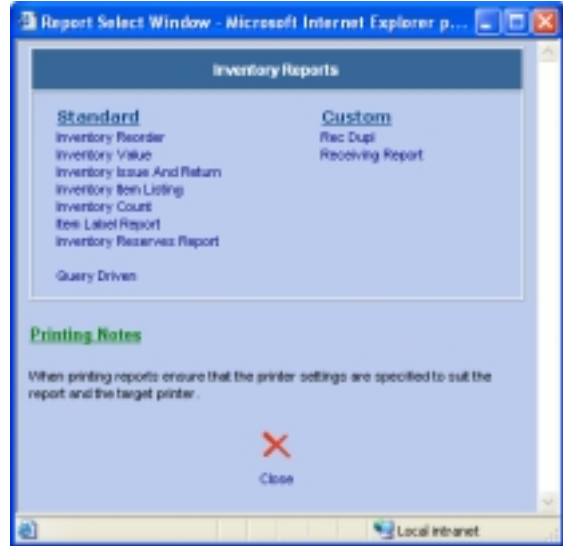
To access Inventory reports move the mouse over the [Tools](#) menu and select [Reports](#) from the drop down menu.

A screen similar to the one shown below will open:

- Click on any of the Reports listed under Standard or Custom, to open them.



Only reports applicable to the Inventory module will be displayed. To view all reports, click on the **REPORTS** module on the left hand side of the Web Work screen. For more information about custom reports, see the Reports section of this manual.



10.14 Links

When you are in the Inventory module and you select [Links](#) from the [Tools](#) menu, the Web Work Create/Edit Links window will open as shown below. You can view existing links or create new links using this feature.



You can only view links, which have been setup to be accessible from this module or from all modules. Links set up in other modules with the accessibility set as only within that module will not be shown.



10.15 Mailing Purchase Orders

In Web Work a purchase order can easily be emailed using Web Work's built in email functionality.

To Email a Purchase Order:

- Retrieve a purchase order by performing a purchase order query. See purchase order queries for more information.
- Click on the **Tools** menu and select **Email** from the drop down menu - the Web Work Email function screen will open as shown below:



The e-mail server and default address needs to be setup before hand by an administrator within the Admin module. See Admin module for more details.

- Enter information into the applicable fields:

To: You can choose to email the purchase order to one or more people.



CC: You can choose to carbon copy the purchase order to any one or more people.

From: The email address of the person logged into the system will be displayed in this field.

Subject: By default this field will contain the Work Order identification number. You can add to this information or change this information as required.

Message: The message field contains the PO number, ship/bill to info, summary of what's being ordered etc.. You can add to this information as required.

Copy Administrator: It will send a copy of this purchase order to the sender when checked off.

- Click on the  button to send this email and return to the work order screen. If you wish to exit this screen without sending this email click on the  button.



If you have multiple purchase orders open, only the one displayed on the screen will be emailed. To send additional purchase orders by email, open the details page of the applicable Purchase order and then follow the steps above.



This feature sends out a reminder to the recipients. If you wish to e-mail the actual Purchase Order to someone, then print the PO report instead and under File – Send to select Page by e-mail. That is standard IE functionality and can be used with virtually any Web Work report.