

[-] Maintenance

- › Work Request
- › Work Order
- › Timecard
- › PM
- › Procedure
- › IT Helpdesk

[-] Assets

- › Equipment
Route Reading
- › Location
- › Labor

[-] Inventory

- › Inventory
- › Storeroom
- › Vendor

[-] Purchasing

- › Purchasing
- › Receiving
- › Item Request

[-] Admin

- › Admin
- › Reports
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[-] My Calendar

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Help
Logoff

MODULE

PURCHASING

The Purchasing module in Web Work provides both flexibility and powerful functionality to accommodate single "spot buys" and detailed inventory or project purchases. Tightly integrated with the Inventory, Receiving, and other modules in Web Work, items and services may be purchased and tracked easily and efficiently.

Purchase orders and change orders have complete audit trails and access to the module is limited by security as well as approval by dollar amounts.

Individual line items may be received in full or in part, and with a single mouse click receive information directly from the inventory module with all relevant item details. Items may be purchased for inventory or directly purchased for work orders or projects, and shipped to a site or to a holding area for pickup. All shipping documents are tracked to ensure full audit trails.

Item Requests generated by users may be added to the purchase order in full or part to easily complete the purchase order with minimal effort.

Invoices are compared and tracked with each PO or line item and may be received and paid for in full or in part.

As with other modules in Web Work an unlimited account structure is available for each line item or for the entire PO. Each line item may have its own account code assigned as well as have an unlimited number of accounts assigned to the overall purchase order by fixed cost or percentage.

Within the Purchasing module you can:

- › Create/approve purchase orders
- › Utilize built-in automatic purchase/re-order functions
- › Receive orders in part or in full
- › Apply Accounts to each Line Item or PO
- › Charge to WO, storeroom(s), account or employee
- › Apply multiple taxes and freight
- › Apply requested items in part or in full
- › Track invoices in part or in full
- › Auto-generate POs by storeroom, vendor, or category

The inherent web architecture of Web Work allows for purchasing agents to easily access vendor web sites to compare prices, check availability and send orders via e-mail directly from within the Web Work purchasing module.

NOTE: Included in Enterprise Package

TMSS, Inc.

8601 Washington NE • Albuquerque, New Mexico 87113
TOLL FREE: (888) 656-8677 • FAX: (505) 856-6925 • <http://webwork.tmsusa.com>