

## Purchase Order/Work Order Link

The *Purchase Order/Work Order Link* (PO/WO) application is an enhancement to the functionality of MRI Work Order and Purchase Order. For both Commercial and Residential Management, it provides the convenience of a link between one or more Purchase Orders and a Work Order in MRI Web.

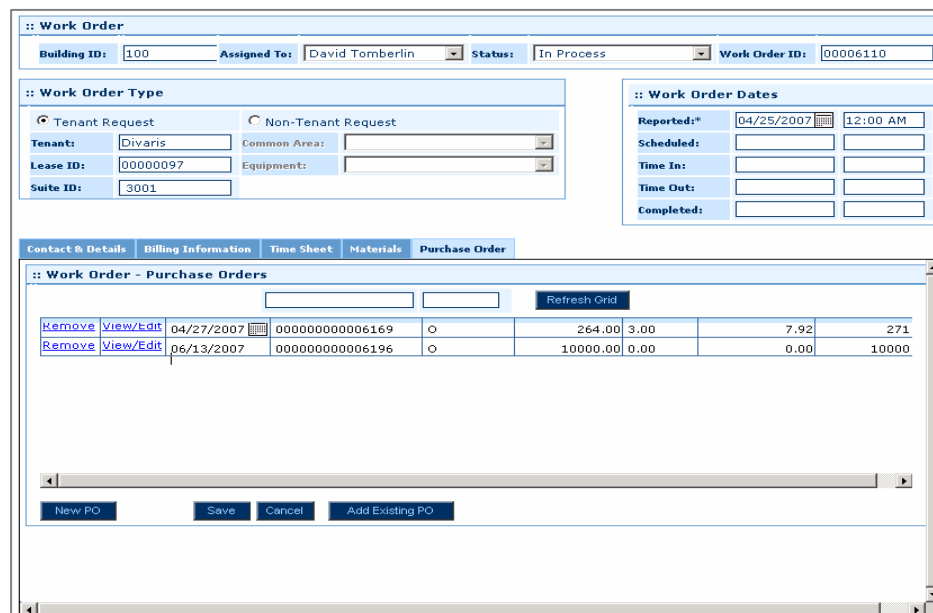
### Benefits

#### ➤ Convenience and Simplicity

- Allows pertinent work order information to automatically fill in purchase order(s)
- Allows information from invoiced purchase orders to automatically fill in work order billing including added items such as shipping/receiving costs
- Allows the user to attach to the WOs both existing POs and new POs created from the work order

#### ➤ Enhanced Flexibility

- Allows the user to manually or automatically bill the invoiced purchase order materials and labour, and add a markup %
- Offers the option of providing standard billing or individually billing the actual purchased order invoiced amounts
- Provides in CM a Purchase Order Web Save function that excludes final PO approval, allowing the user to make changes to purchase orders up to the time of invoicing
- Includes both tenant/resident work requests and non tenant/resident work requests
- Provides option to override Materials & Time spent with standard cost for service



The screenshot displays the 'Work Order' application interface. At the top, it shows fields for 'Building ID: 100', 'Assigned To: David Tomberlin', 'Status: In Process', and 'Work Order ID: 00006110'. Below this, there are sections for 'Work Order Type' (with radio buttons for 'Tenant Request' and 'Non-Tenant Request') and 'Work Order Dates' (with fields for 'Reported\*', 'Scheduled', 'Time In', 'Time Out', and 'Completed'). A navigation bar includes 'Contact & Details', 'Billing Information', 'Time Sheet', 'Materials', and 'Purchase Order'. The main area is titled 'Work Order - Purchase Orders' and contains a table with columns for date, ID, status, and costs. At the bottom, there are buttons for 'New PO', 'Save', 'Cancel', and 'Add Existing PO'.

Work Order - Purchase Orders		Refresh Grid						
<a href="#">Remove</a>	<a href="#">View/Edit</a>	04/27/2007	000000000006169	o	264.00	3.00	7.92	271
<a href="#">Remove</a>	<a href="#">View/Edit</a>	06/13/2007	000000000006196	o	10000.00	0.00	0.00	10000

For billing purposes, POs can be attached directly to WOs

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### Benefits

#### ➤ Increased Efficiency with Improved Control

- Provides an automatic bulk update of the purchase order information to the work order billing
- Allows the PO Item list to be used in WO, eliminating the duplicity of item set ups and entries
- Includes control features that disallow a vendor invoice unless a corresponding purchase order has been assigned
- Incorporates expense controls in RM as per core RM specifications
- Ensures only POs for the associated entities can be linked to WOs
- Provides better controls on receipt of goods and invoicing through automatic cross referencing procedures

#### ➤ Saves Time with Fewer Errors

- Reduces time spent on tracking and following up on POs
- Lessens time required for entering both POs and WOs
- Reduces input errors through less manual inputting

:: Purchase Order Entry									
Vendor Id:		Date:		2/12/2008		Required by:			
		Status:		Open Order		Cancel After:			
		Invoices:				Ship Via:			
		Type: *				Terms:			
Contact:		Request By:				Freight:			
Phone:		Request By Phone:				Entry Currency:			
Fax:		Est Expense Period:				Print Date:			
PO Number:		000000000006210							
<a href="#">Ship / Bill To</a>									
:: Work Order Details									
Work Order:		00006156		View		Building:		100	
						Lease:		CPE001	
						Suite:		R100	
Tenant:		CHUM FM							
Entity Id	Item #	Description	Units	Quantity	Unit Cost	Net Cost	Tax Code		
<input type="checkbox"/>	100		EACH	1.00					
<input type="button" value="Add Line Item"/> <input type="button" value="Delete Line Item"/>									
Description:		Additional Description		Sub-Total:		0.00			
Internal Instructions:				Tax:		0.00			
				Shipping:		0.00			
				Grand Total:		0.00			
<input type="button" value="Approve"/>				<input type="button" value="Print"/>		<input type="button" value="Cancel"/>		<input type="button" value="Save"/> <input type="button" value="Close"/>	

Pertinent work order information fills in the applicable purchase orders