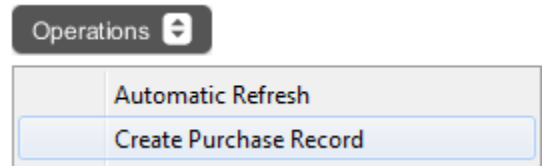


The **Create Purchase Record Operation** in the AwareManager allows you to create a new Purchase record from the Work list based upon a Work record.












When selected, the new Purchase record will automatically default information such as *Vendor, Client, Property, Unit, Department, Materials, Work Number, Contract, Project and Paragraph* from the highlighted Work record.

Access this Operation by clicking on the Operations button in the Work list. You can only have one Work record selected at a time.

**Example Work Record:**



Work

Number:	3704	006AR	<input type="checkbox"/> Posted
<u>Client:</u>	AVG	America's Vacation Gr...	<u>Work Category:</u> OTH Other
<u>Work Contact:</u>	DALE.CLYDE S.	Clyde S. Dale	<u>Work Status:</u> SCHEDULED Work Assigned and Sc...
Phone:			Entered: April 27, 2010 18:50
<u>Property:</u>	6 ARLNGTN	6 Arlington Street	Received: November 15, 2012 15:21
<u>Unit:</u>	6 ARLNGTN-B	Basement	Scheduled: November 15, 2012 15:21
Floor:	floor		Required: November 15, 2012 15:21
Room:	MECH		Started: 00:00
<u>Department:</u>	ENG	Engineering	Completed: 00:00
<u>Work Type:</u>	CARPENTRY	Carpentry	Closed: 00:00
<u>Priority:</u>	1-IMMED	Immediate Priority - wit...	Posted: 00:00
<u>Worker:</u>	ENG	Engineer	<input type="checkbox"/> Billable
Description:	Weekly Generator Test - Summer Months Only		Notes: notes

Purchases




<
Custom Fields
Related
Total Amounts
Additional Amounts
Time
Materials
Vendors
Readings
Tasks
Other Links
Mitigation
Timestamps
Files
R
>

Material	Description	Purchase	Quantity	Unit Price	Charge	Unit Cost	Cost	Inven
MOTOROIL	Motor Oil		3.000	7.8000	\$23.40	0.0000	\$0.00	
VENDING	Snack and Drink Machines		7.000	798.0000	\$5,586.00	0.0000	\$0.00	

« < 1/1 > »
Available Records: 6054

When this operation is selected, a new Purchase record will open (with defaulted information):

Purchase

Request Number: 08-0109	006AR	PO Number:
Purchase Type: BUILDING	Building Purchase	Total: \$0.00
Purchase Status: REQUEST	Request	Date Approved:
Vendor:		Time Approved:
Client: AVG	America's Vacation Gr...	Date Ordered:
Property: 6 ARLNGTN	6 Arlington Street	Time Ordered:
Unit: 6 ARLNGTN-B	Basement	Delivery:
Department: ENG	Engineering	Tracking Number:
Bill To:	6 Arlington Street Boston, MA 02115	Customer Number:
Deliver To:	6 Arlington Street Boston, MA 02115	Description:
		Notes:

< Custom Fields Materials Additional Amounts **Approval** Dates Other Links Reminders >

Permission	Threshold	Approver	Date Approved	Time Approved	Purchase Status	Include On Report
FULLACCESS	1,000.000				APPROVAL3	<input checked="" type="checkbox"/>
PM	500.000				APPROVAL2	<input checked="" type="checkbox"/>
ENG	100.000				APPROVAL1	<input checked="" type="checkbox"/>
	0.000					<input type="checkbox"/>

Available Records: 0

When you have finished filling out the Purchase record, click the green checkmark and the record will be added to the Purchase capsule.