

On Track GLCF07 Training Guide - Purchasing (PO)

General Ledger and Core Financial processes

This guide includes information corresponding to agenda items included in a typical General Ledger and Core Financial implementation.

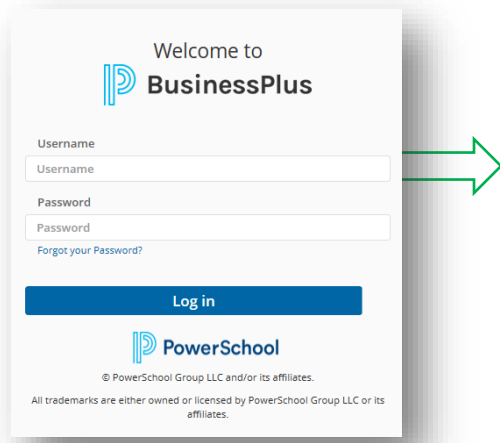
On Track GLCF07-PO Training Guide

Table of Contents

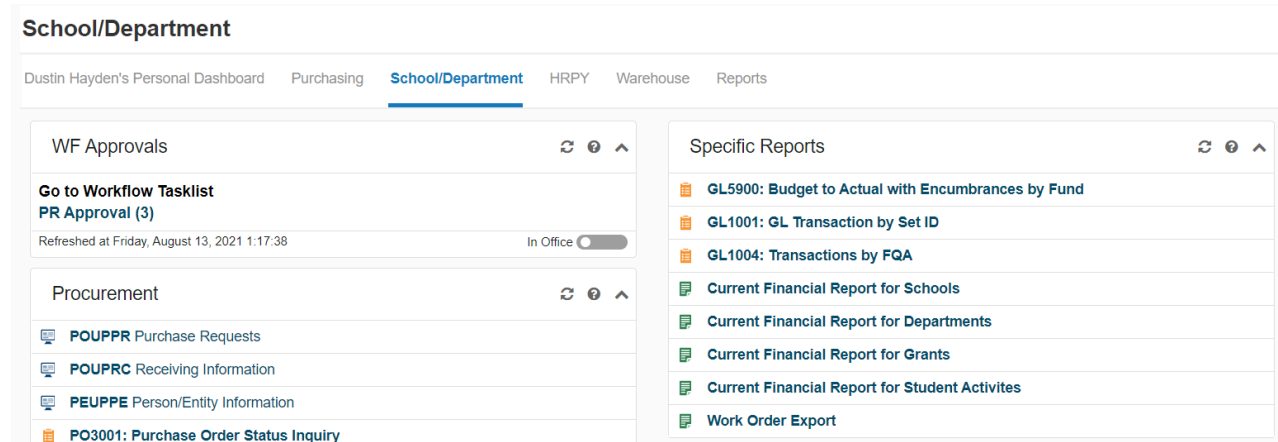
Navigation	3
How to Utilize the Search Function	8
PR Creation – Purchase Requisition (POUPPR)	9
Required Fields	9
PR Number	10
Vendor	10
Ship To	12
PO Type	12
Saving a PR	13
Item Information	14-17
Attaching Documents	18-19
Other PR Functions	20
Blanket PRs	21-22
PR Approvals	23-25
Workflows	26-27
Purchase Order Printing	28-29
Purchase Order Receiving	30-35
Ordering from the 4J Warehouse	37-45

Navigation/Basics

Login to access the BusinessPLUS Dashboard.



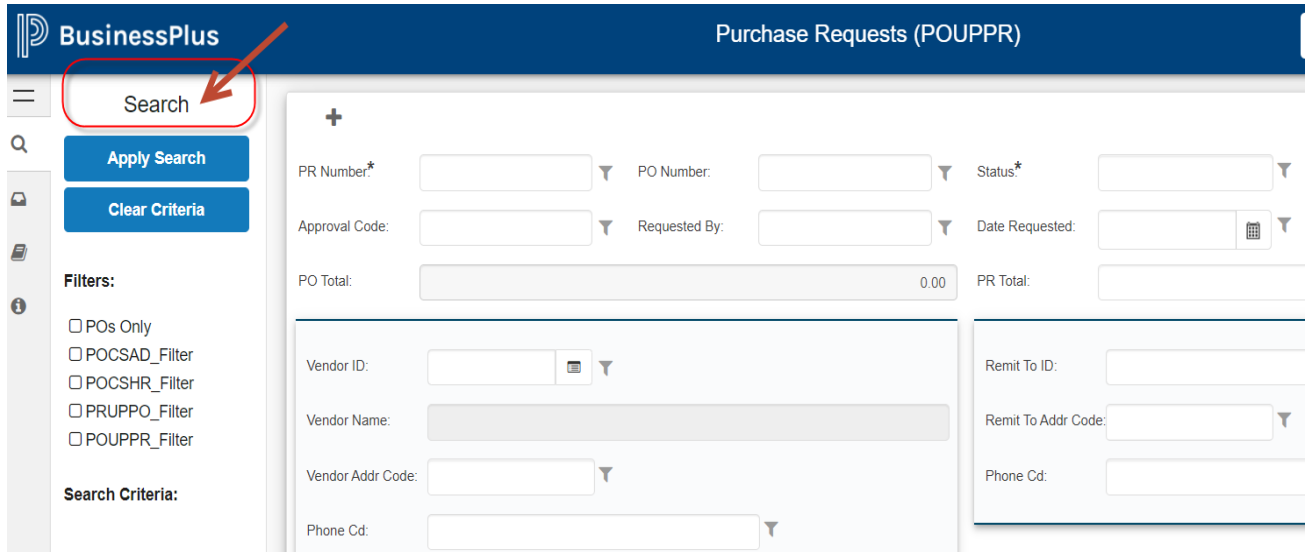
Each user will have a Personal Dashboard that can be customized. Links to the Task List, Job Monitor, Weblink and Reports Components are available with 6 layouts to choose from. The user can also rename their Personal Dashboard. **Schools and Departments will be using the School/Department Dashboard.**



Screens can be accessed by the Dashboard Links, entering the menu mask in the Search field or using the Complete Menu on the Dashboard.

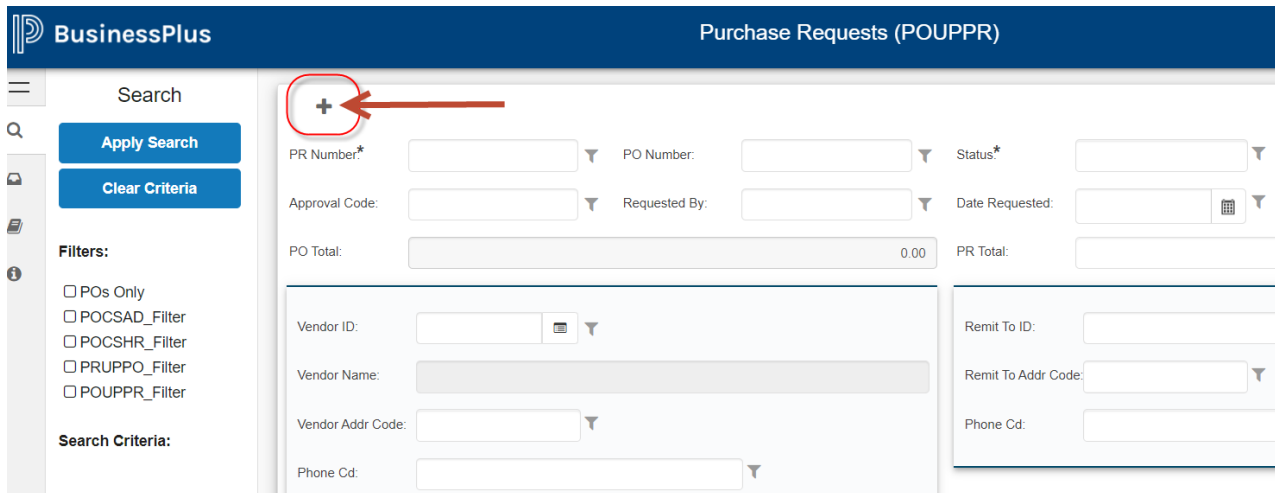
Screens open in **Search** mode.

Search Mode:



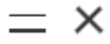













The screenshot shows the BusinessPlus interface for Purchase Requests (POUPPR) in Search mode. The top navigation bar includes the BusinessPlus logo and the title "Purchase Requests (POUPPR)". On the left side, there is a navigation menu with a "Search" button circled in red and an arrow pointing to it. Below the navigation menu are buttons for "Apply Search" and "Clear Criteria". The main content area features a search form with the following fields: PR Number*, PO Number, Status*, Approval Code, Requested By, Date Requested, PO Total (0.00), PR Total, Vendor ID, Vendor Name, Vendor Addr Code, Phone Cd, Remit To ID, Remit To Addr Code, and Phone Cd. There are also checkboxes for filters: POs Only, POCSAD_Filter, POCSHR_Filter, PRUPPO_Filter, and POUPPR_Filter.

Add Mode: Click the “+” sign to change to “**Add mode**” for data entry. The “+” may be found in the top left corner of the screen.









The screenshot shows the BusinessPlus interface for Purchase Requests (POUPPR) in Add mode. The top navigation bar includes the BusinessPlus logo and the title "Purchase Requests (POUPPR)". On the left side, there is a navigation menu with a "+" sign circled in red and an arrow pointing to it. Below the navigation menu are buttons for "Apply Search" and "Clear Criteria". The main content area features a data entry form with the following fields: PR Number*, PO Number, Status*, Approval Code, Requested By, Date Requested, PO Total (0.00), PR Total, Vendor ID, Vendor Name, Vendor Addr Code, Phone Cd, Remit To ID, Remit To Addr Code, and Phone Cd. There are also checkboxes for filters: POs Only, POCSAD_Filter, POCSHR_Filter, PRUPPO_Filter, and POUPPR_Filter.













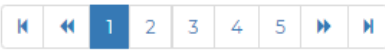

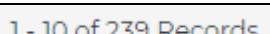
Page Menu Options: Always located on the far left of screen

SYMBOL	NAME	DESCRIPTION
	Expand/Minimize	Expand or minimize the page menu.
	Search	Enable Search mode. Search Records are returned in Grid mode. Entered selection criteria appear under "Search Criteria" listing the page or tab name. Click the X to remove.
	Advanced Search	Save entered selection criteria. Must be in Search Mode to display this option.
	Records	Display selected record(s) in Grid or Single Record view.
	Field Help	Display field related DB information in lower right corner of the page.
	About	Displays release, user, server, connection and Web browser information.
	Threaded Notes	Displays saved threaded notes. Selecting a saved note or the "Add New Thread" button opens the Update Generic Text (SYUTTXUP) page. User must have appropriate security.
	Screen Links	Displays links to related screens, if available.
	Attachments	Displays DO attachments, if any. Select "Add New Attachment" to attach new item.
	Reload Record	Reload the current record.
	Revert Changes	Reverts all changes since the record was last saved. Greyed out if no changes made.
	Save Changes	Save Changes. Greyed out if no changes made.
	Export to Excel	Opens the Export to Excel window from which users can select what data to export to excel.
	Tools	Screen-specific tools appear in bold . Ledger Settings – Change ledger preferences. View Last Changes – Displays most recent set of changes Data Dictionary – Displays DB information for all page fields.

Grid Mode: This provides itemized information. You may enter Grid Mode by clicking on the top left icon. This may also be customized by clicking on the

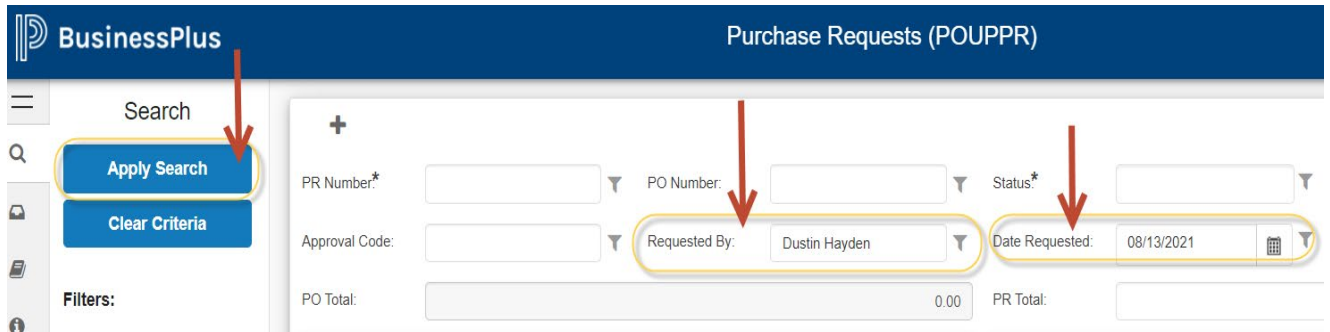
BusinessPlus		Purchase Requests (POUPPR)						
<input checked="" type="checkbox"/>		PR Number	PO Number	Vendor ID	Status	PO Type	Requested By	
	R0004104			0703254	PR	P	Dustin Hayden	
	R0001548	P0001107		0703254	PO	P	Dustin Hayden	
	R0001570	P0001108		0904380	PP	P	Dustin Hayden	
	R0002306	P0001779		0011554	PP	B	Dustin Hayden	
	R0002440	P0001797		0904315	PO	P	Dustin Hayden	
	R0002883	P0002130		0700122	PP	B	Dustin Hayden	

Single and Grid modes Record Controls:

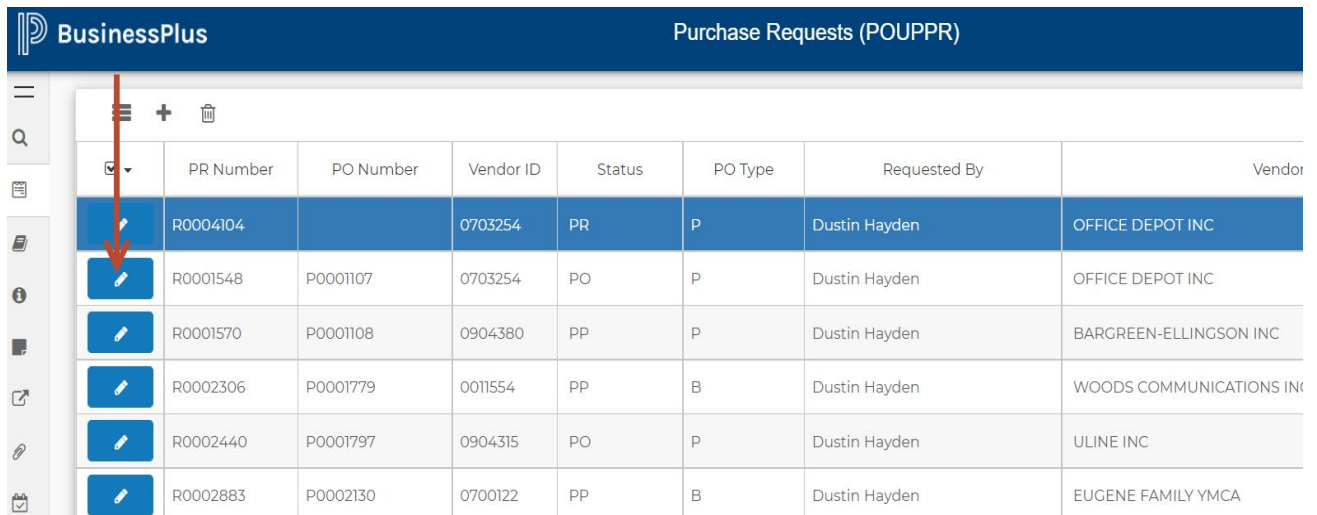
SYMBOL	DESCRIPTION
	Toggle between Grid and Edit view.
	Go to previous record
	Go to next record.
	Add a new record.
	Back to Grid from Add mode
	Delete current record.
	Copy current record
	Paste record.
	Select page Sort option. Record Info displays Record Data and Log History. Copy/Paste current record commands.
	Switch to Added Records
	Select columns to display in Grid mode.
	Edit the selected record in Edit mode.
	Use the arrows or page numbers forward or back.
	Select the number of rows to display the Search results window.
	Which subset of records out of the total number of records is currently displayed.







How to Utilize the Search Function in BusinessPlus

Select **Purchase Request (POUPPR)** on the School/Department Dashboard. Remember, your query opens in Search Mode – now, you just need to select which criteria you want to search (“Requested By” and “Date Requested” are recommended for best results). Click on “Apply Search” to launch the search.



A list of results will be displayed in Grid Mode that fits the requested criteria. Click the Pencil Icon to the left of the PR/PO to call up the desired PR or PO.

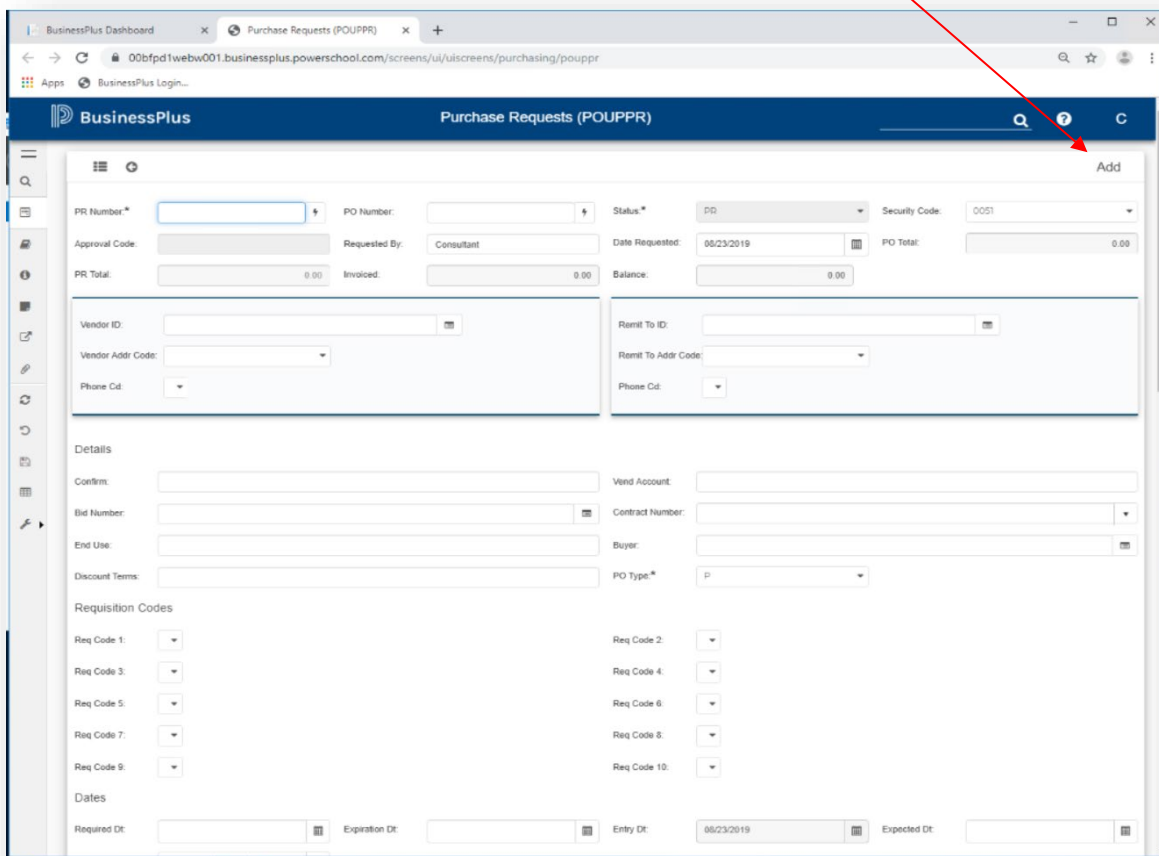


	PR Number	PO Number	Vendor ID	Status	PO Type	Requested By	Vendor
	R0004104		0703254	PR	P	Dustin Hayden	OFFICE DEPOT INC
	R0001548	P0001107	0703254	PO	P	Dustin Hayden	OFFICE DEPOT INC
	R0001570	P0001108	0904380	PP	P	Dustin Hayden	BARGREEN-ELLINGSON INC
	R0002306	P0001779	0011554	PP	B	Dustin Hayden	WOODS COMMUNICATIONS INC
	R0002440	P0001797	0904315	PO	P	Dustin Hayden	ULINE INC
	R0002883	P0002130	0700122	PP	B	Dustin Hayden	EUGENE FAMILY YMCA

PR Creation – Purchase Requisition (POUPPR)

Click the “+” sign to change to “Add mode” for data entry. The “+” may be found in the top left corner of the screen.

Note that the screen with “Add” in upper right hand corner signifies you are now in Add mode.



The screenshot shows the BusinessPlus interface for creating a Purchase Requisition (POUPPR). The header includes the BusinessPlus logo, the title 'Purchase Requests (POUPPR)', and an 'Add' button in the top right corner, which is highlighted by a red arrow. Below the header, the form is divided into several sections: 'Header Information' with fields for PR Number, PO Number, Status, Security Code, and PO Total; 'Vendor Information' with fields for Vendor ID, Vendor Addr Code, and Phone Cd; 'Details' with fields for Confirm, Bid Number, End Use, Discount Terms, Vend Account, Contract Number, Buyer, and PO Type; 'Requisition Codes' with ten dropdown menus for Req Code 1 through 10; and 'Dates' with fields for Required Dt, Expiration Dt, Entry Dt, and Expected Dt.

Required fields on the **Header Information** of the record:

- PR Number (*Purchase Request Number*)
- Vendor ID
- Security Code (*defaults to user’s cost center*)
- PO Type: P = Standard PO (*Regular or Itemized*), B = Blanket Order (*NTE*)
- Ship To ID (*defaults to same value as Security Code/Cost Center*)

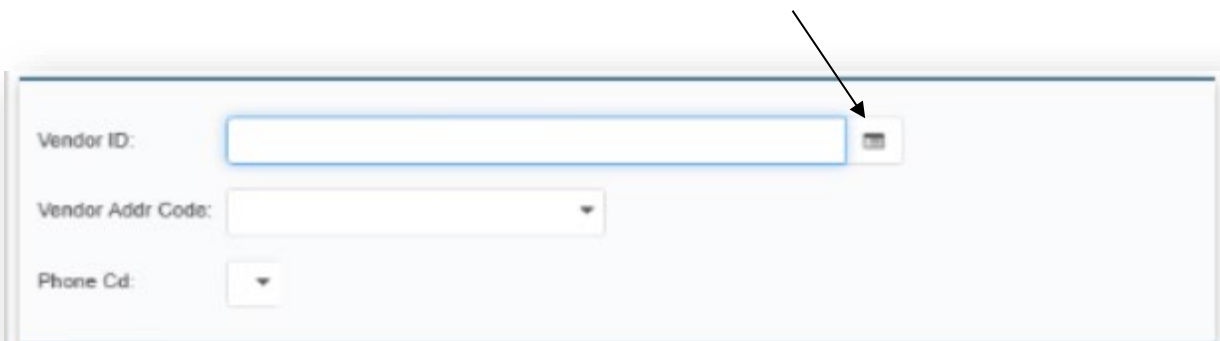
Required fields on the **Item information** of the record:

- Quantity
- Units
- Unit Price
- Catalog Number (*optional but encouraged*)
- Item Description
- Account Number

PR Number – The system will assign the next available number. Click on the lightning bolt and select “PR.SEED” and note the PR Number (*it will always begin with an R*) that auto populates for future reference.

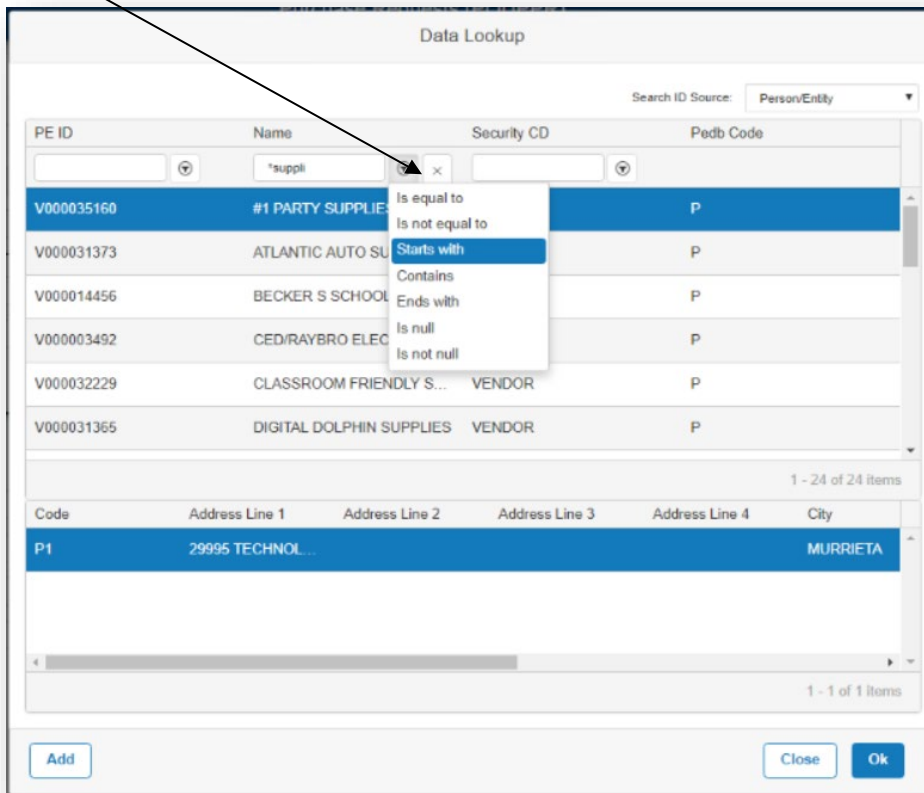


Vendor –To access the lookup feature, click on the lookup button.



The search can be initiated by PE ID, Name or Security Code. There is a dropdown list of operators to select by.

Recommended: Search by Vendor Name. Place cursor in name field, type in a portion of the name, click on “funnel icon” and highlight “contains”. Multiple options should appear. Select proper vendor, highlight and click OK. Double clicking will also pull the ID back into the record. If Vendor does not appear, contact Purchasing.



Vendor ID:


Vendor Name:

Vendor Addr Code:

PO BOX 11008
GREEN BAY, WI 54307

Phone Cd:

Ship to – The Ship ID is defaulted based on the user’s security code (cost center). It may be necessary to update the Ship ID if the order needs to be shipped to a different location. Use the lookup feature to select the correct ID or enter the ID if known.

Ship To ID: 

CAL YOUNG MIDDLE SCHOOL


Ship To Addr Code: ▼

2555 GILHAM ROAD
EUGENE, OR 97408

Phone Cd: ▼

PO Type – The default type is P (Regular) for an itemized PO. Select B for Blanket (NTE) in this field if your purchase is related to contracted services (i.e. you are processing a PR for an Independent Contractor’s Agreement (ICA), Intergovernmental Agreement (IGA), or any contract or agreement with a not-to-exceed dollar value) or an ongoing purchase arrangement (i.e. Office Depot blanket for office supplies). Keeping track of multiple invoices throughout the year can be an administrative burden, so only utilize a blanket if you are prepared to closely track ongoing spending.

PO Type* ▼



Code	Description
	Not Selected
B	Blanket Order
C	Contract
P	Standard PO
T	Item Contract

Req Code 2:

Req Code 4:

Req Code 6:

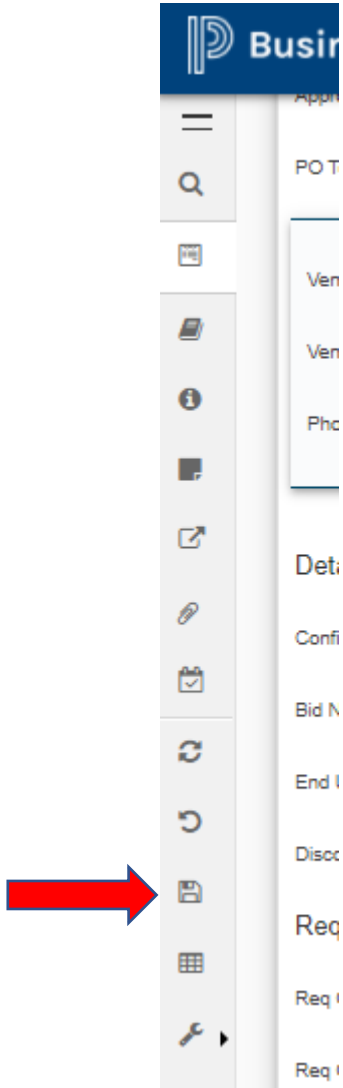
Req Code 8:

Blanket Amount (NTE) – This field is only required if the PO Type is a B (Blanket). Enter the full amount of the Blanket PO.

Blanket

Blanket No:  Blanket Amt:

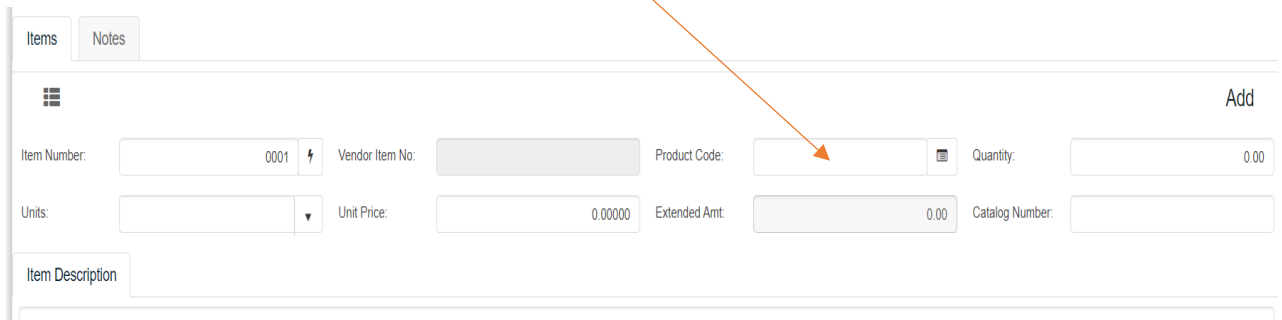
At this time, click the **Save** icon.



This will save the header portion of the requisition, however no money has been encumbered until a quantity and unit cost are entered with the account to be encumbered.

Item Information

- **Product Code- IMPORTANT- IGNORE** – Do not enter information here. For Purchasing team use only.

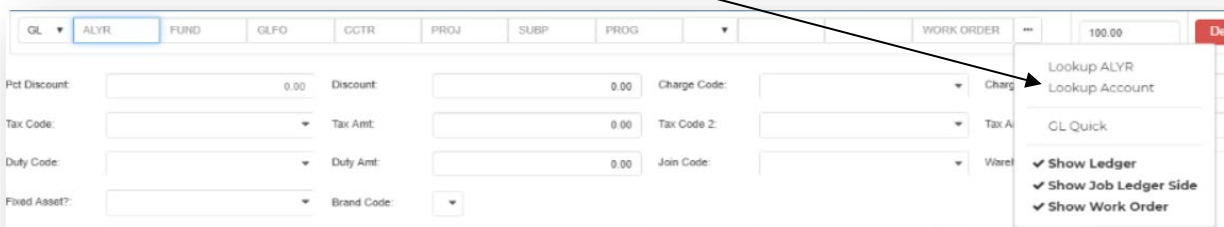


- **Quantity** – If Purchase Requisition is being itemized, enter the exact quantity for the item being purchased. If the Requisition is a Blanket, then enter a 1 as the quantity.
- **Unit** – Enter or select the appropriate Unit of Measure from the drop-down list. Access the list by clicking on the down arrow.
- **Unit Price** – Enter the dollar amount for the item entered. This is the amount that will be encumbered. If entering a number with no cents, it is not necessary to enter a decimal and zero cents.
- **Description** – Enter description of item being purchased. Please be as descriptive as possible! If creating a blanket, enter general description of items being purchased (for example, Office Supplies).

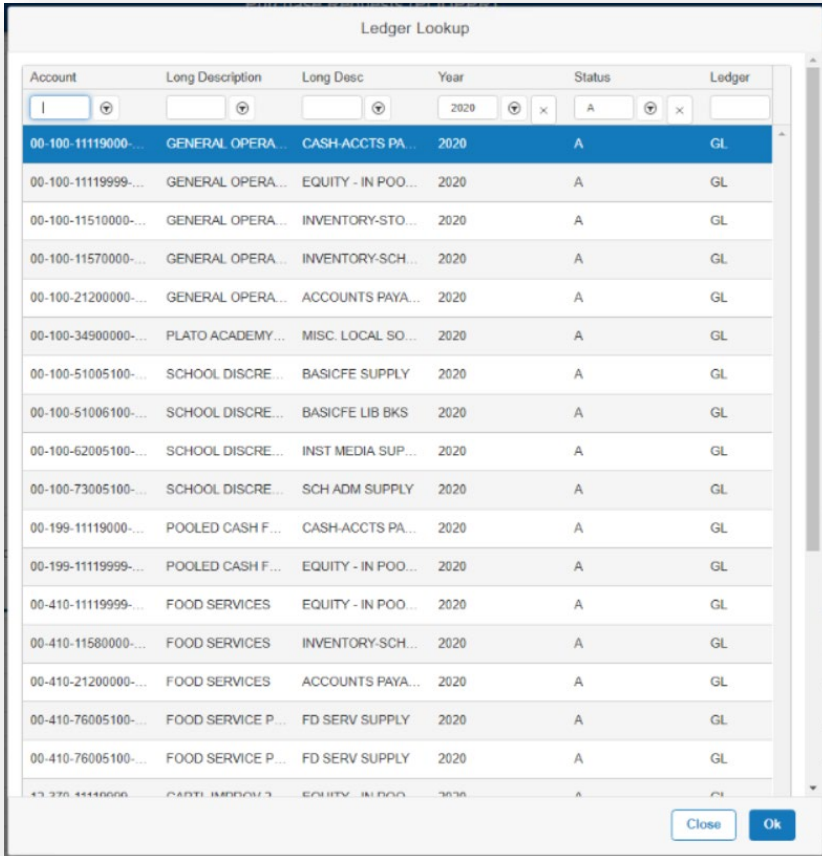
***Only the first 30 characters of the description entered will be available on GL CDD reports.*

1. **Account** – Enter the GL Account Number to be encumbered for the purchase. If the numbers are known, simply type them into the appropriate field. There is a lookup feature available if the GL Account Number is not known.

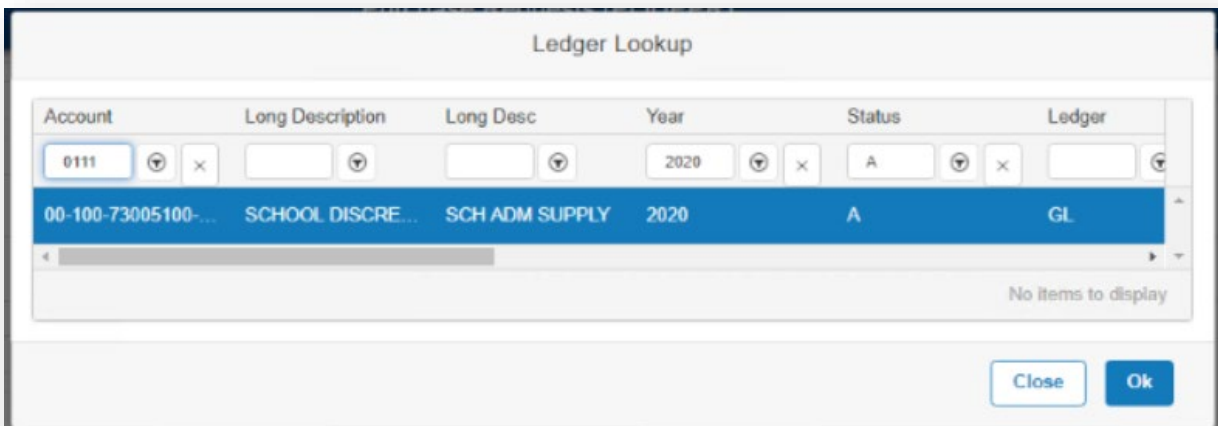
To see a list of available Accounts, make sure your cursor is in the first blank field, and then click on the ellipses icon to access the Lookup Account.



A list will appear of account numbers available based on the user's security profile. The search can be initiated by Account, Long Description or Long Desc, as well as by the background parts of the GL Account Number. There is a dropdown list of operators to select by.



Double-click on the appropriate code to have the system bring it into the Purchase Request record.

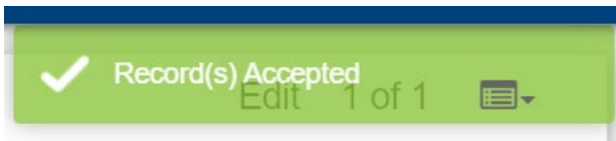


[+ Add Account](#) Switch to: [Amount](#)

Total: 100.00% Remaining: 0.00%

Account										Percent		
GL ▾	299	680	3100	000	685	00000	00000	5460000	WORK ORDER	⋮	100.00	Delete

At this time, click “Save Icon” to save the first line item on the Purchase Requisition. A green message stating “Record Accepted” will appear in the upper right portion of the screen if all required fields are complete and there are not any budget warnings or blocks. Until the “Record Accepted” message is received the record is not saved in the database.



The system automatically numbers the next line item in anticipation of additional records.

Items

Notes

Item Number: ⚡

Units: ▾

Vendor Item No:

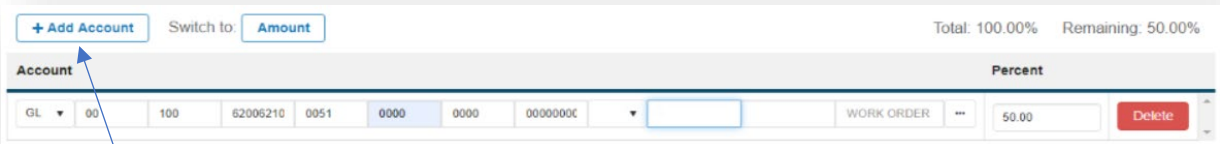
Unit Price:

Item Description:

There will be times when the “Record Accepted” message is not received and a budget warning appears instead. These warnings are intended to inform the user that funds are not available and to take the necessary steps to transfer money into the account or choose another account to expense the purchase. Budget warnings can be overridden and the record saved by simply pressing the Enter key again until the “Record Accepted” message is received. Budget Blocks cannot be overridden.

Splits - Charging multiple accounts for items

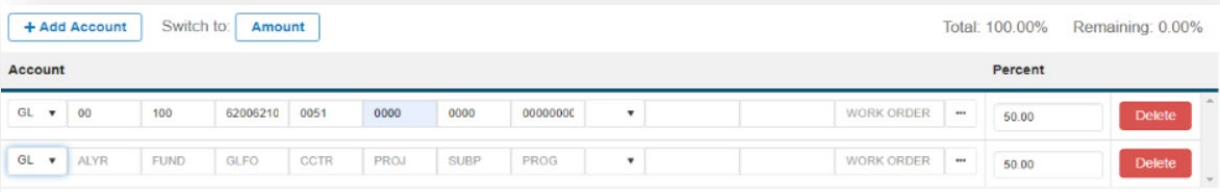
Item expenses can be split to multiple accounts by either dollar amounts or percentages using the Switch to toggle button.



Switch to: **Amount** Total: 100.00% Remaining: 50.00%

Account										Percent	
GL	00	100	62006210	0051	0000	0000	00000000		WORK ORDER	50.00	Delete

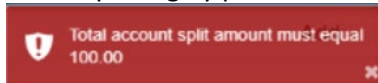
Click the Add Account button to add additional lines.



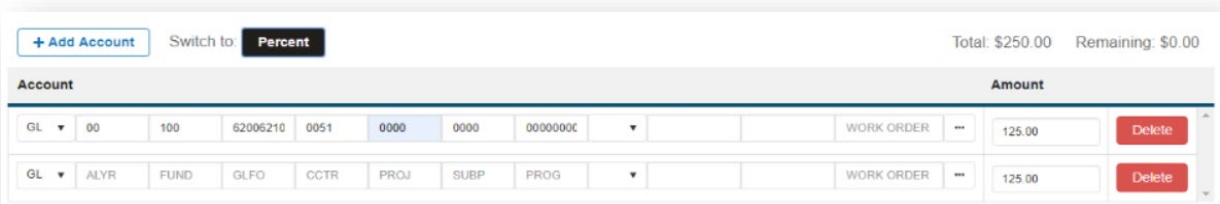
Switch to: **Amount** Total: 100.00% Remaining: 0.00%

Account										Percent	
GL	00	100	62006210	0051	0000	0000	00000000		WORK ORDER	50.00	Delete
GL	ALYR	FUND	GLFO	CTTR	PROJ	SUBP	PROG		WORK ORDER	50.00	Delete

When splitting by percent the total must equal 100%.



Splitting accounts by amount



Switch to: **Percent** Total: \$250.00 Remaining: \$0.00

Account										Amount	
GL	00	100	62006210	0051	0000	0000	00000000		WORK ORDER	125.00	Delete
GL	ALYR	FUND	GLFO	CTTR	PROJ	SUBP	PROG		WORK ORDER	125.00	Delete

When splitting an account by amount, the split amount must equal the extended amount that may include tax, shipping and duty charges.

To delete an account from split:

Use the Delete button to remove a line from the split. **Attachment- How To**

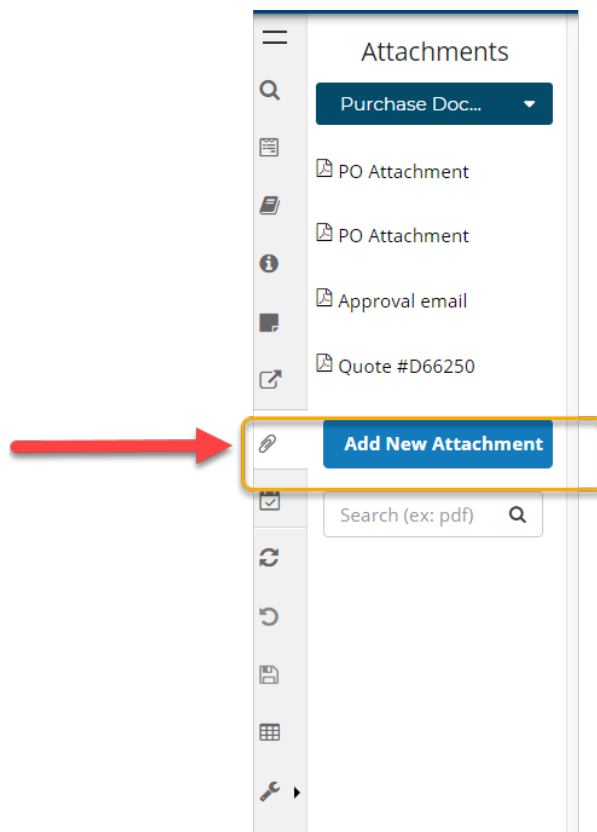
Attaching documents to your Purchase Request

BusinessPLUS is our book of record for all supporting documentation related to your purchase request or purchase order. As such, you are required to attach all relevant documentation to your PR to ensure your request can be reviewed and approved as swiftly as possible. PRs that are not adequately supported will be rejected and returned to you for correction by either Financial Services or Purchasing, depending on what documentation is needed to complete a review.

Types of supporting documentation include, but are not limited to, the following:

- Evidence of bids/quotes for purchases of goods (if required by Purchasing Policy)
- Fully executed contract or agreement, including Independent Contractor Agreements (ICAs), Intergovernmental Agreements (IGAs) and any other formal agreement that obligates the District
- Email requesting or supporting the purchase (i.e. an purchase request email from a teacher forwarded to you with the Principal's approval noted)
- Invoice or billing
- Packing slip (may only be needed at year end to evidence that goods were received prior to the 6/30 cutoff)
- Electronic copy of form or handwritten request to purchase

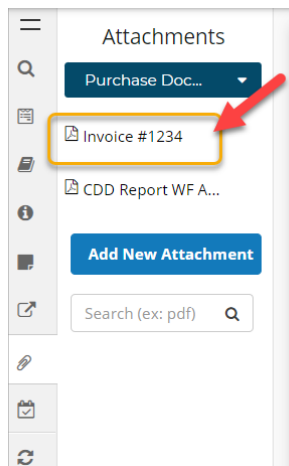
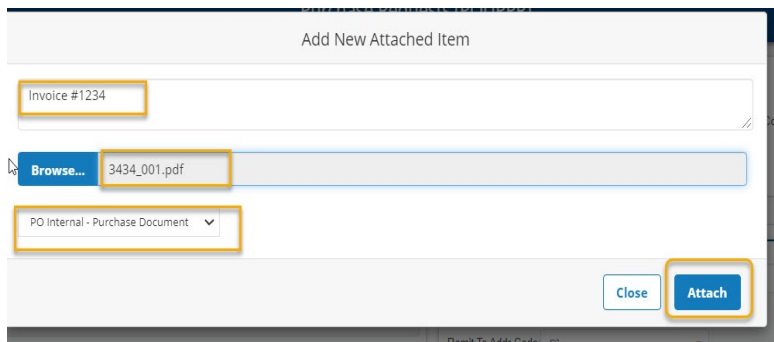
Locate the paperclip icon on the toolbar and click. "Add New Attachment" now displays. Click "Add New Attachment" to see Attachment Box.



Attachment Box has 3 areas to complete:

- List item to be attached (invoice, quote, etc)
 - Browse for file, locate from your computer & select
 - Select Internal document
- Click "Attach"

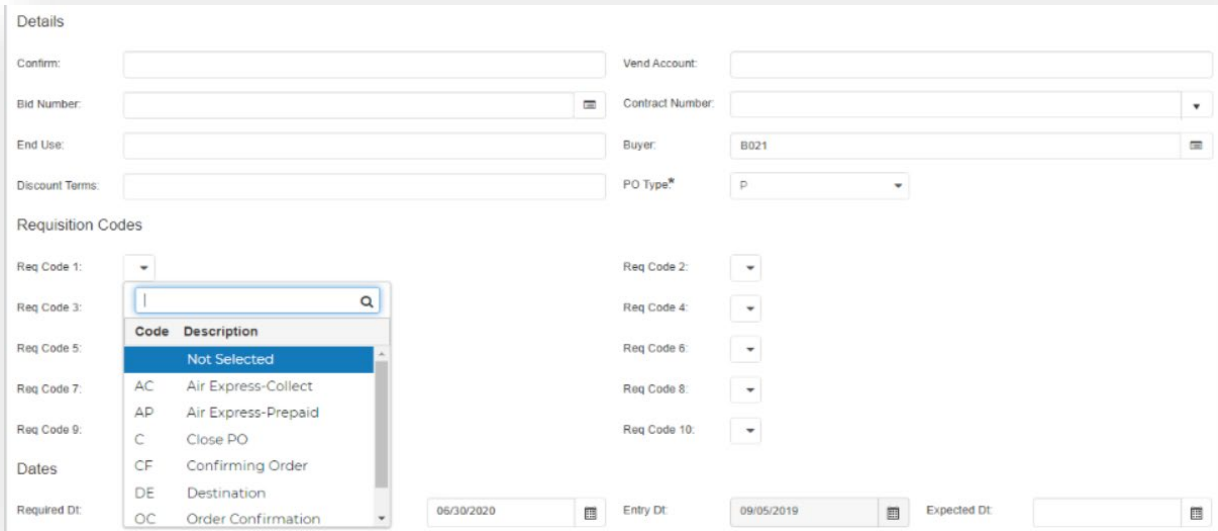
Once you're finished adding all your documents click "Close"



It is now attached to your PR

Req (Requisition) Codes

Requisition codes have multiple uses (canned text, communication with AP clerks, triggering WF) and are assigned on the Details portion of the POUPPR screen. Up to 10 codes can be assigned per record.



The screenshot shows the 'Details' section of the POUPPR screen. It includes fields for Confirm, Bid Number, End Use, Discount Terms, Vend Account, Contract Number, Buyer (B021), and PO Type (P). Below these is the 'Requisition Codes' section with 10 dropdown menus (Req Code 1-10). A dropdown menu for Req Code 3 is open, showing a search bar and a list of codes with descriptions:

Code	Description
Not Selected	
AC	Air Express-Collect
AP	Air Express-Prepaid
C	Close PO
CF	Confirming Order
DE	Destination
OC	Order Confirmation

At the bottom, there are date fields for Required Dt (05/30/2020), Entry Dt (09/05/2019), and Expected Dt.

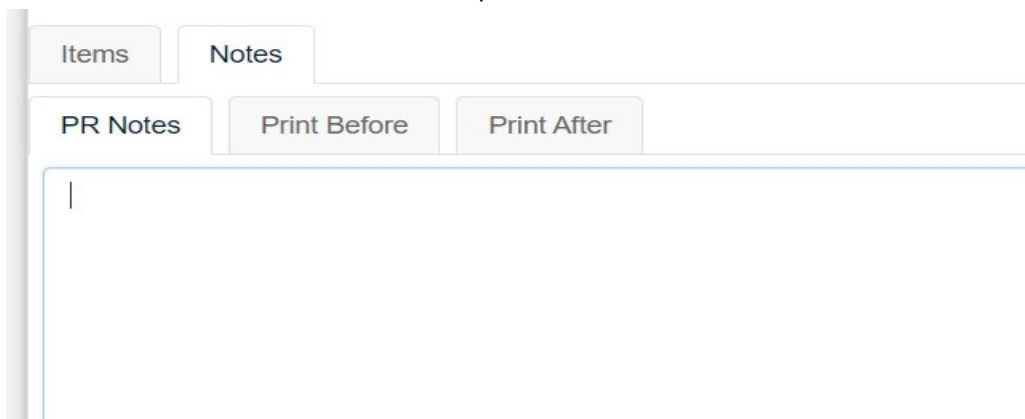
The AP clerk can see Requisition Codes on the PO Extract screen that comes up when they are entering invoices into APOHININ so these codes can be used as a form of communication between requisitioners, the PO Dept and the AP Dept.

Notes and Text

PR Notes and Text are entered under the Notes tab on POUPPR. The tab indicates which option is being utilized. **PR Notes** are internal and do not print, while **Print Before** and **Print After** are options that allow text to print on the Purchase Order document.

Text entered on the **Print Before** tab will print before the first line item on the PO.

Text entered on the **Print After** tab will print after the last line item on the PO.

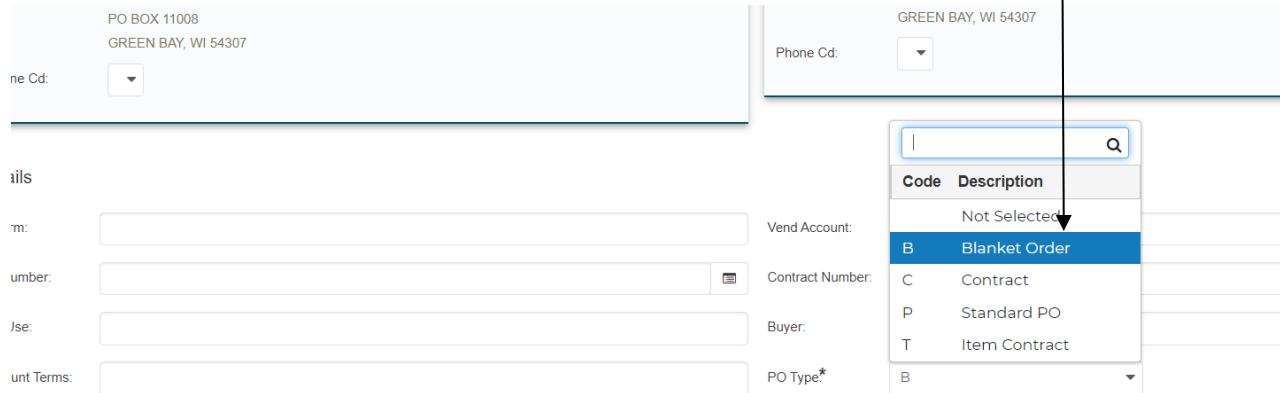


The screenshot shows the 'Notes' tab selected in the POUPPR interface. Below the 'Notes' tab are three sub-tabs: 'PR Notes', 'Print Before', and 'Print After'. The 'PR Notes' sub-tab is currently active, and a text input area is visible below it.

Blanket PO's (NTE)

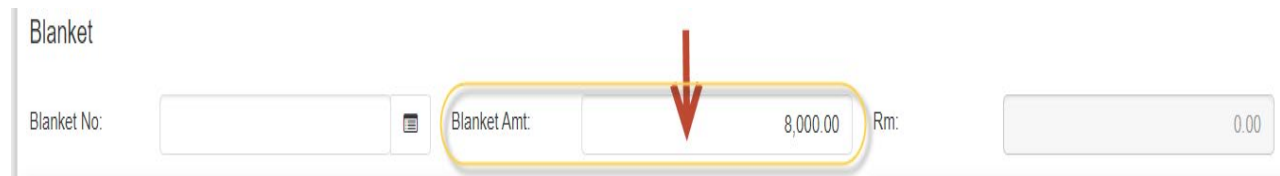
Blanket PO's are used when the order is not itemized and is based on dollar amounts (e.g. hardware supplies needed by Maintenance department).

The PO type must be changed to B (Blanket Order).



The screenshot shows a form for creating a PO. At the top, there are address fields: "PO BOX 11008 GREEN BAY, WI 54307" and "GREEN BAY, WI 54307". Below these are fields for "Phone Cd:", "Vend Account:", "Contract Number:", "Buyer:", and "PO Type*". The "PO Type*" dropdown menu is open, showing a search bar and a list of options: "Not Selected", "B Blanket Order", "C Contract", "P Standard PO", "T Item Contract", and "B". A red arrow points to the "B Blanket Order" option.

The Blanket Amount needs to be entered.



The screenshot shows the "Blanket" section of the form. It includes a "Blanket No:" field, a "Blanket Amt:" field with a value of "8,000.00", and an "Rm:" field with a value of "0.00". A red arrow points to the "Blanket Amt:" field.

Additionally you will need to enter the following Item Information:

- **REMINDER FOR PRODUCT CODE - IMPORTANT- IGNORE** – Do not enter information here. For Purchasing purposes only.
- **Quantity** – Enter "1" for the quantity on a Blanket requisition
- **Unit** – Access the list by clicking on the down arrow. For Blanket requisitions enter NTE
- **Unit Price** – **Make sure to enter the total amount, if a Blanket requisition.** This is the amount that will be encumbered. If entering a number with no cents, it is not necessary to enter a decimal and zero cents.
- **Description** – Enter description of item being purchased. Please be as descriptive as possible! If creating a blanket, enter general description of items being purchased (for example, Office Supplies).

Enter the item record with the appropriate amount and GL account number. The amount may be split between multiple GL account numbers.

Items
Notes

☰
◀
▶
+
🗑️
📄

Edit 1 of 1 ⌵

Item Number:	0001	Vendor Item No:		Product Code:		Quantity:	1.00
Units:	NTE	Unit Price:	38,696.00000	Extended Amt:	38,696.00	Catalog Number:	

Item Description

Broadcast antenna capable of meeting licensed pattern. See quote for full scope of work.

+ Add Account
Switch to:
Amount

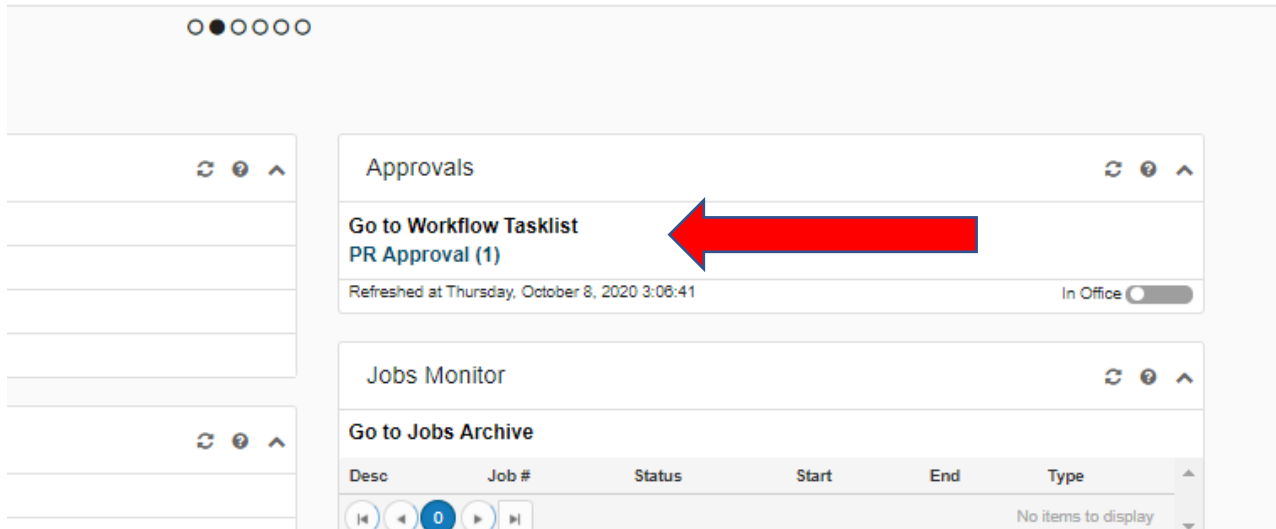
Total: 100.00% Remaining: 0.00%

Account	Percent													
<table style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <tr> <td style="width: 5%; border: 1px solid #ccc; padding: 2px;">GL</td> <td style="width: 5%; border: 1px solid #ccc; padding: 2px;">▼</td> <td style="width: 10%; border: 1px solid #ccc; padding: 2px;">490</td> <td style="width: 10%; border: 1px solid #ccc; padding: 2px;">899</td> <td style="width: 10%; border: 1px solid #ccc; padding: 2px;">2544</td> <td style="width: 10%; border: 1px solid #ccc; padding: 2px;">000</td> <td style="width: 10%; border: 1px solid #ccc; padding: 2px;">899</td> <td style="width: 10%; border: 1px solid #ccc; padding: 2px;">00000</td> <td style="width: 10%; border: 1px solid #ccc; padding: 2px;">F0903</td> <td style="width: 10%; border: 1px solid #ccc; padding: 2px;">5541000</td> <td style="width: 10%; border: 1px solid #ccc; padding: 2px;">WORK ORDER</td> <td style="width: 5%; border: 1px solid #ccc; padding: 2px;">⋮</td> </tr> </table>	GL	▼	490	899	2544	000	899	00000	F0903	5541000	WORK ORDER	⋮	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid #ccc; padding: 2px;">100.00</td> </tr> </table>	100.00
GL	▼	490	899	2544	000	899	00000	F0903	5541000	WORK ORDER	⋮			
100.00														
Delete														

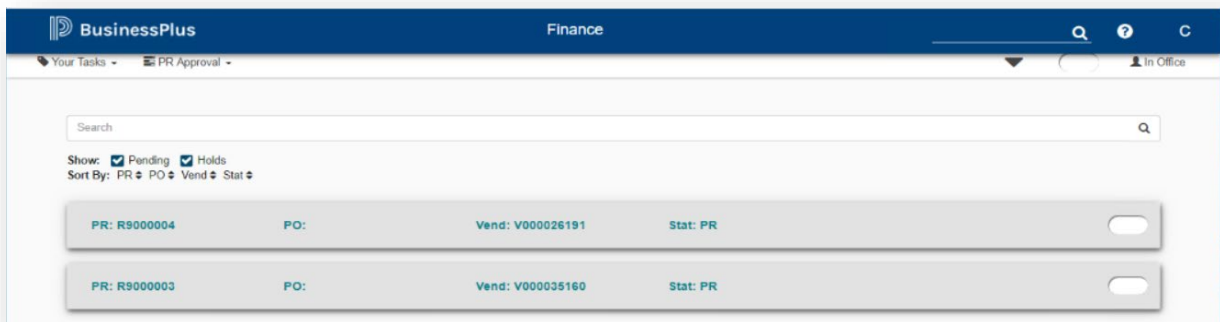
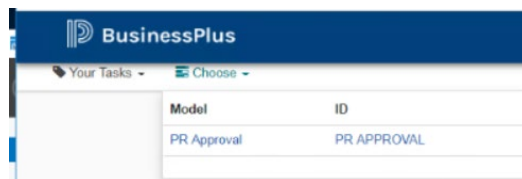
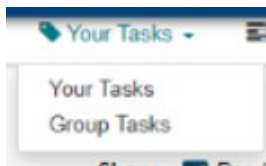
Purchase Requisition Approvals

To approve a Purchase Requisition, start on the Dashboard and find the Workflow Tasklist.

Click the link 'PR Approval' on the WF Approval Component to access the tasklist.



The user can see a list of records (tasks) awaiting their approval by user ID or user Role (group). Select the Choose icon to display the dropdown and select PR Approval from the list. If the user is responsible for other types of approvals, they can access those lists from this page



Click on the PR number on the list to view Details about the requisition.

Show: Pending Holds
Sort By: PR PO Vend Stat

PR: R900004 PO: Vend: V000026191 Stat: PR

Details Attachments History [Link To Record](#)

Purchase Request# = R9000004
PR Totals\$ - \$169.95
Requested By - Consultant
Request Date - 8/23/2019
Entry Date - 8/23/2019
Vendor - V000026191-IMPERIAL SUPPLIES

ACCOUNT INFORMATION

Item#	Quantity	Price	Item Total	Lg	Key	Object	Amt/Pct
0001	5.000	\$33.99	\$169.95	GL	1108893	73005100	100%

Item Description
Widgits

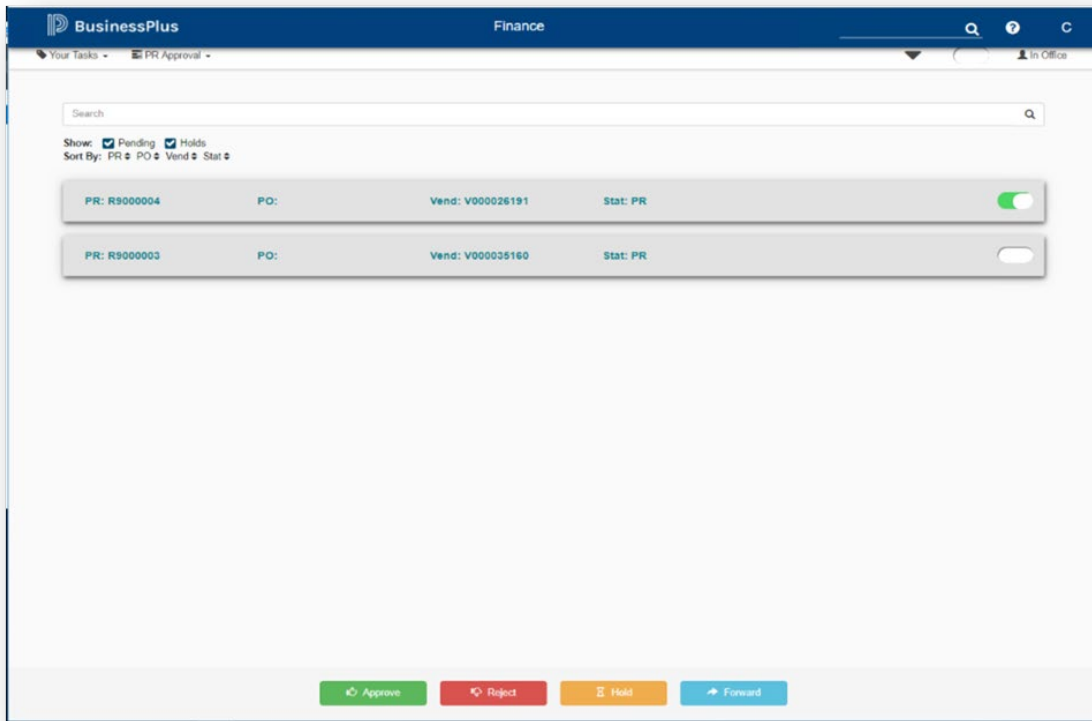
There are also tabs to access Attachments and view approval History.

PR: R9000004 PO: Vend: V000026191 Stat: PR

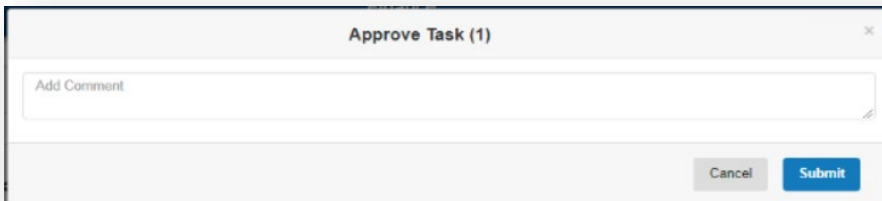
Details Attachments History [Link To Record](#)

User	Name	Group	Status	When In	When Out	Comment
BSICF1	Consultant		Pending	8/23/2019 3:34:55 PM		

The user may then select the record(s) to approve, reject, hold or forward.



Comments may be added when approving or rejecting a requisition.

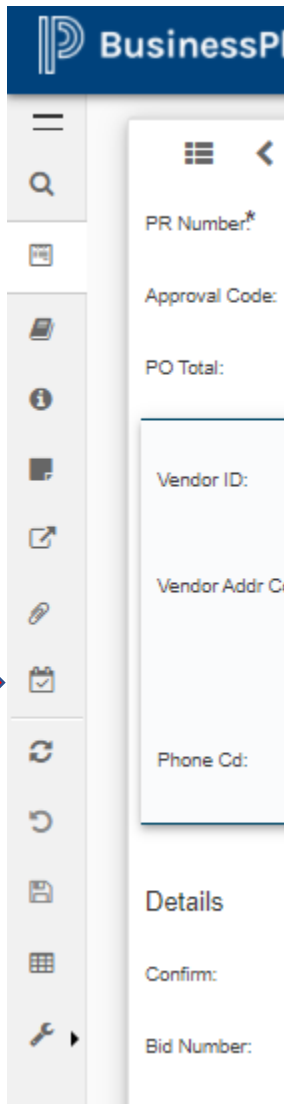


It is also possible to select all requisitions by checking the box in the upper right corner of the screen.



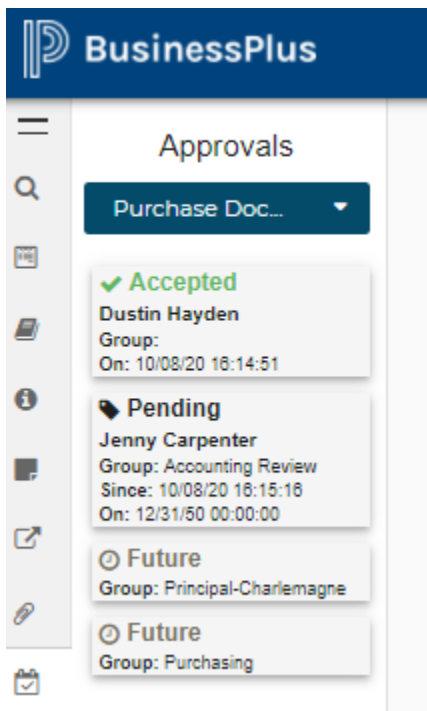
Where is my Purchase Requisition in the Approval Process (Work-Flow)?

1. Search for and locate your Purchase Requisition in the Purchase Request (POUPPR) screen.
2. Upon loading your Purchase Requisition, click “Pending Tasks” on the left hand portion of the screen.



Upon clicking “Pending Tasks,” an “Approvals” timeline will appear, showing where in the approval status the PR is currently at. In the example below:

1. The PR has been approved by its originator (which tells the system the PR is complete and is ready to go through the full approval process);
2. The PR is awaiting accounting review;
3. After accounting, the PR will go to the appropriate administration review (in this example the PR is for less than \$1000, so it stops at the building principal);
4. Upon administration approval, the PR is ready for Purchasing to approve and release a signed PO back to the originator.

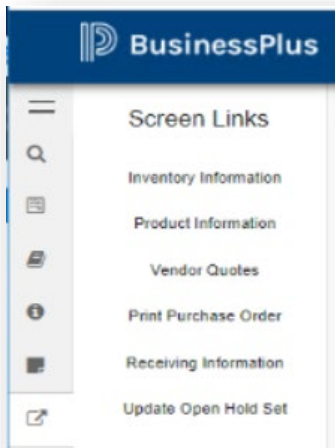


PO Approved Copy – Print

You will receive an email with the final approved, and signed copy of the PO to print for your records

PO Re-Printing - POPO

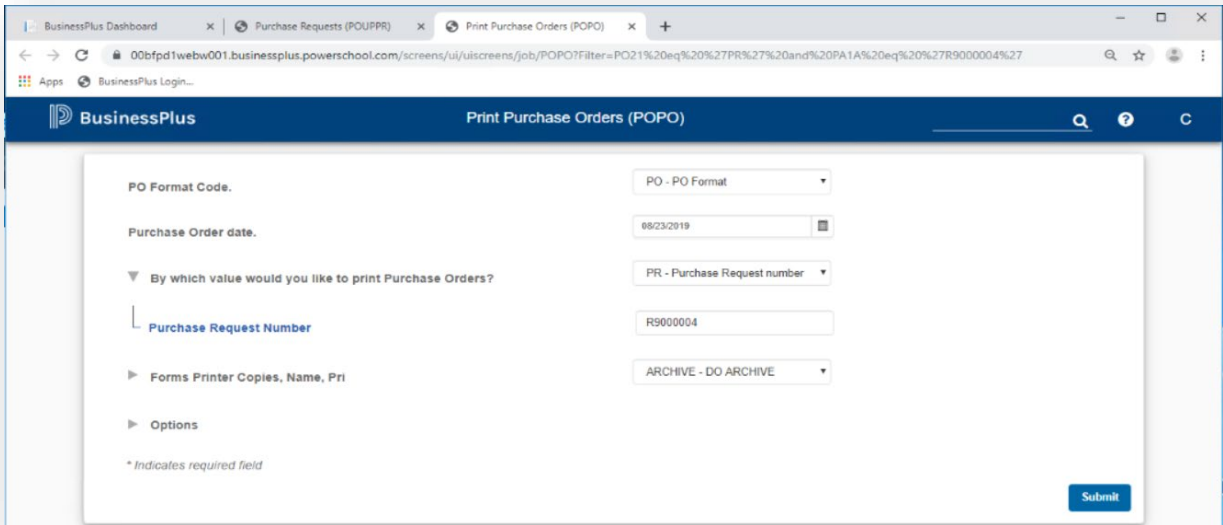
To print Purchase Orders, click on the link to print Purchase Orders – POPO



The print process does more than just produce a Purchase Order form; it also relieves any prior encumbrances and re-encumbers the Purchase Order amount. The record created on the POUPPR screen is only a Purchase Requisition until it is printed for the first time at which point the status of the record changes and it becomes a Purchase Order.

The system is designed to print a record by its Purchase Request number the first time the POPO process is submitted. Also, the requisition must be fully approved before it will print if there is a security code on the record.

Leaving the field for Purchase Request Number empty tells the system to print all requests that are fully approved and have never been printed before. This allows for centralized printing of PO's without the need to enter all PR numbers.



The screenshot shows a web browser window with the BusinessPlus interface. The page title is "Print Purchase Orders (POPO)". The form contains the following fields and options:

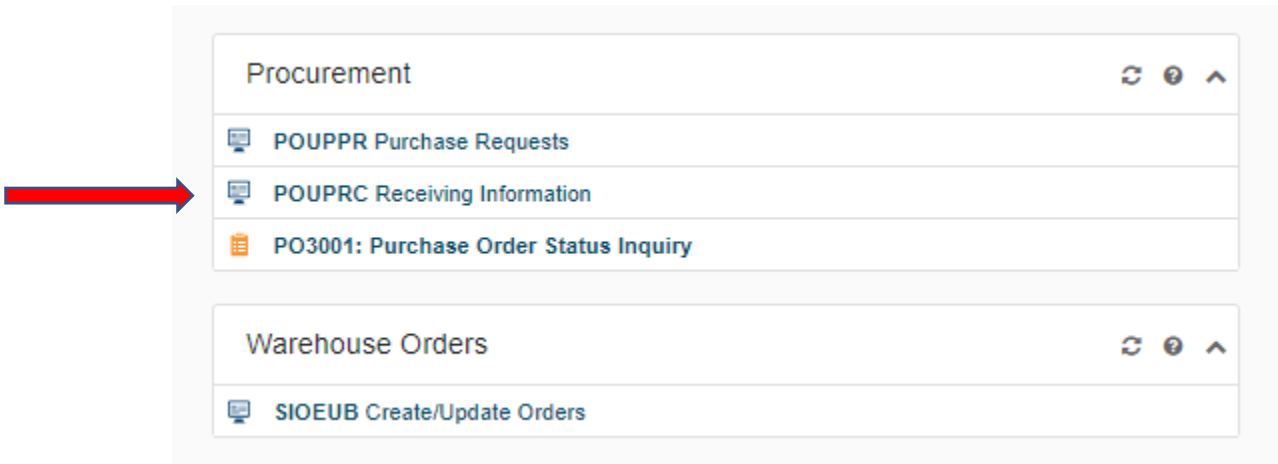
- PO Format Code:** A dropdown menu with "PO - PO Format" selected.
- Purchase Order date:** A date input field with "9/23/2019" entered.
- By which value would you like to print Purchase Orders?:** A dropdown menu with "PR - Purchase Request number" selected.
- Purchase Request Number:** An input field with "RS000004" entered.
- Forms Printer Copies, Name, Pri:** A dropdown menu with "ARCHIVE - DO ARCHIVE" selected.
- Options:** A section with a right-pointing arrow.
- * Indicates required field** (small text at the bottom left).
- Submit** (blue button at the bottom right).

**Note: ELFPO should be the selected printer if using Easy Laser Forms (ELF).*

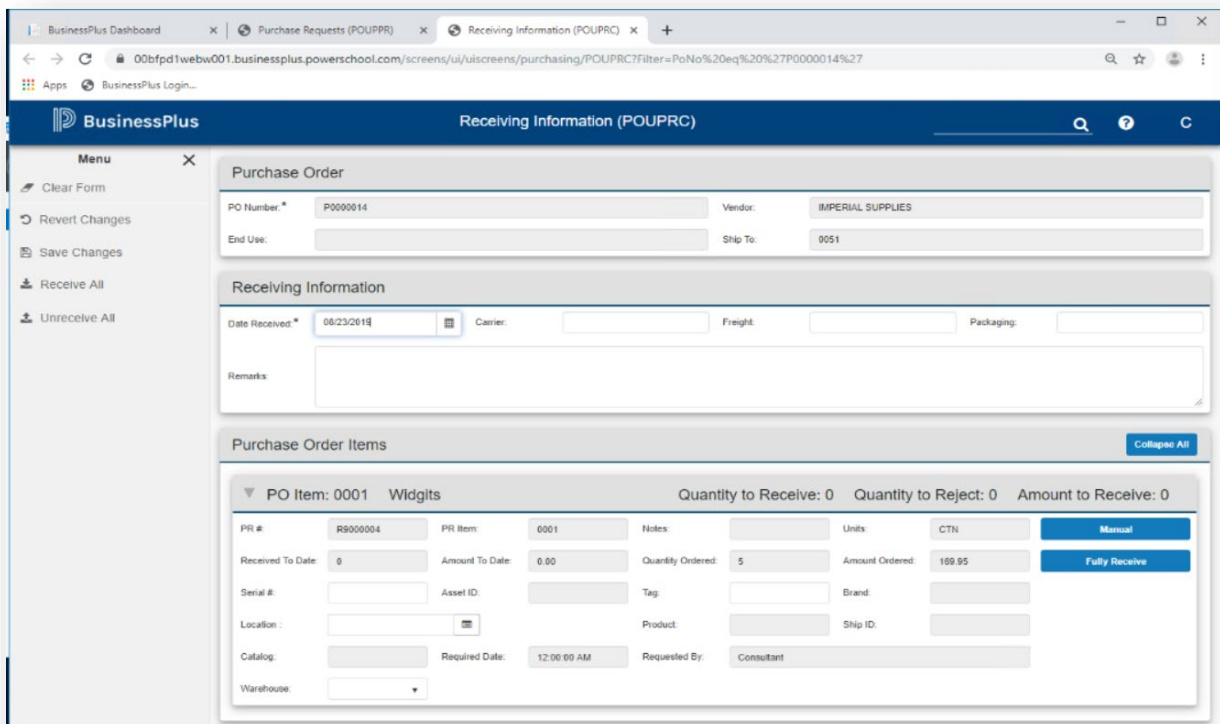
When a reprint of a Purchase Order is needed, it will be necessary to change the Value by which you would like to print the Purchase Order to 'PO' and enter the Purchase Order number. It is possible to enter multiple numbers separated by commas (P000204, P000210, P000222) or to enter a range of numbers (P000250-P000260).

**Do not leave the field empty when printing by Purchase Order number otherwise the system will reprint all Purchase Orders.*

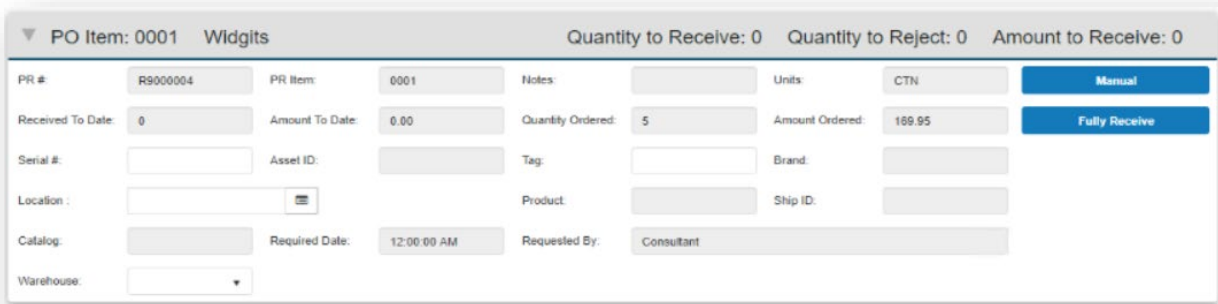
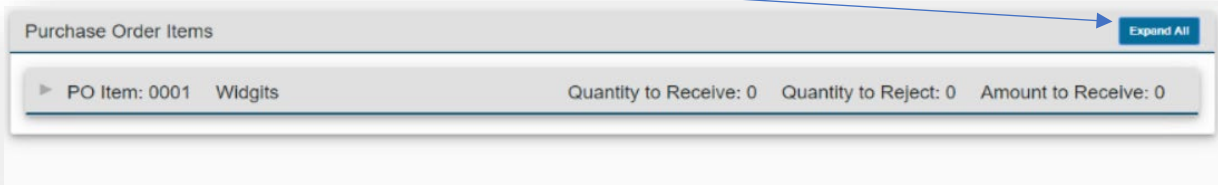
PO Receiving- POUPRC: In order for an invoice to be processed against a PO by Accounts Payable the user must receive on their PO's – this includes Regular (P) and Blanket (B) PO's. On the Dashboard, click on the Receiving Information Tab (POUPRC).



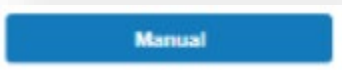
Enter the PO number for the items to be received. Tab or press enter for the system to display PO items.



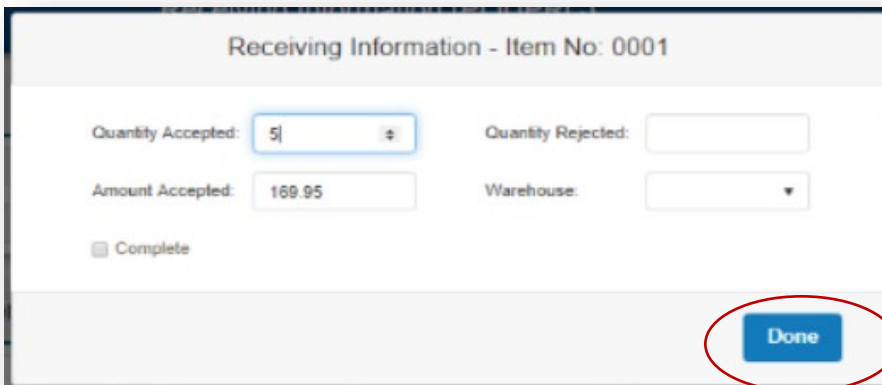
Items on the PO can be viewed in a collapsed mode or detailed by using the Collapse All/Expand All toggle button.



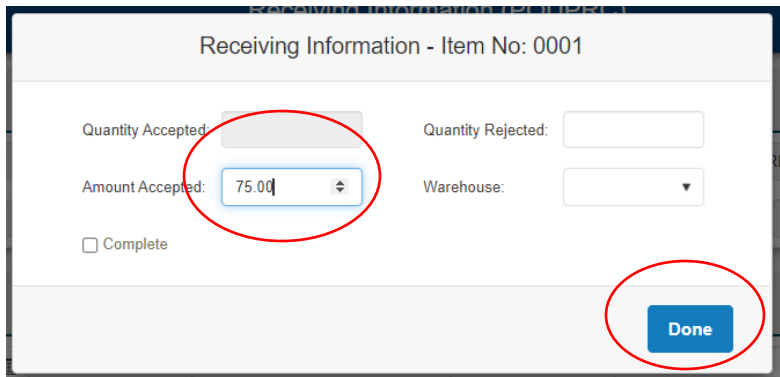
Receiving can be done manually for partial shipments by clicking the Manual button.



For Regular (P) PO's you will receive by quantity A popup will appear – see below. enter quantity received. Click Done.



For Blanket (B) PO's you will receive by the dollar amount. A popup will appear- see below, enter the dollar amount from your invoice, then click done:



Receiving Information - Item No: 0001

Quantity Accepted:

Quantity Rejected:

Amount Accepted:

Warehouse:

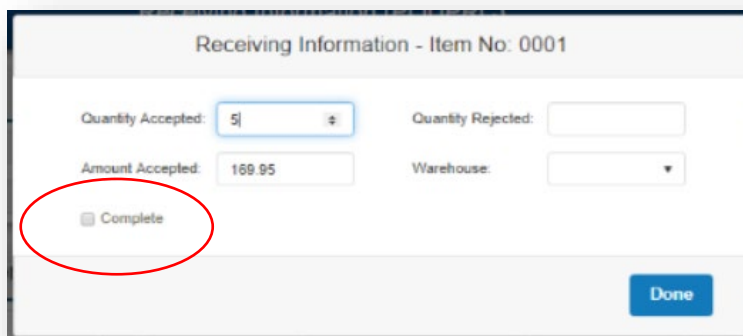
Complete

WARNING: IN MOST INSTANCES, YOU WILL NOT CHECK THE 'COMPLETE' BUTTON PRIOR TO CLICKING 'DONE.'

The 'Complete' button is to be checked ***only*** when you receive a quantity or an amount on a line item less than the quantity/amount ordered and you are not expecting the remainder. For example, if you ordered an item in a quantity of 10, but the vendor only sends 5 and they cancel the backorder, you would put '5' in the 'Quantity Accepted' field, then check 'Complete.' Or if the dollar amount is less that the amount ordered, but no additional invoices are expected, you would then check 'Complete'

However, If you order 10 of something and receive 5 and then check 'Complete,' you ***cannot*** receive any more on the line – so ***do not*** check 'Complete' for partial shipments. This is true of a Blanket PO if you know there are more invoices to be processed ***do not*** check 'Complete'. Doing so, will not allow you to receive any additional invoices against that blanket PO.

Users will rarely, if ever, use the 'Complete' feature.



Receiving Information - Item No: 0001

Quantity Accepted:

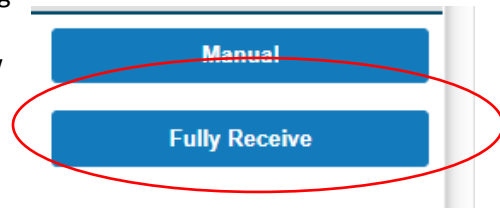
Quantity Rejected:

Amount Accepted:

Warehouse:

Complete

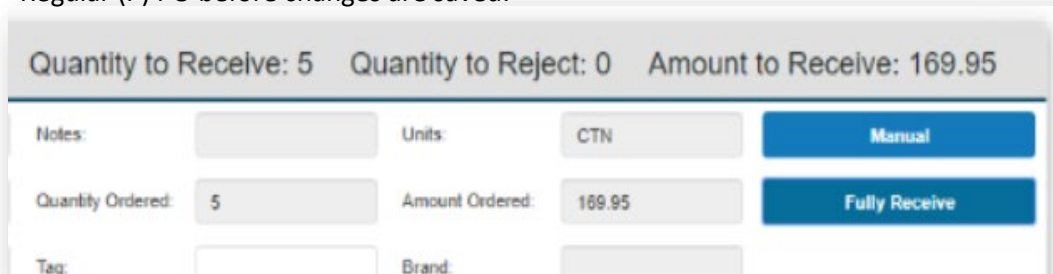
Clicking the Fully Receive button will default to receiving all of the quantity or amount ordered. This can also be used if a partial receiving was made previously and now you wish to receive all of the remaining quantity or amount.



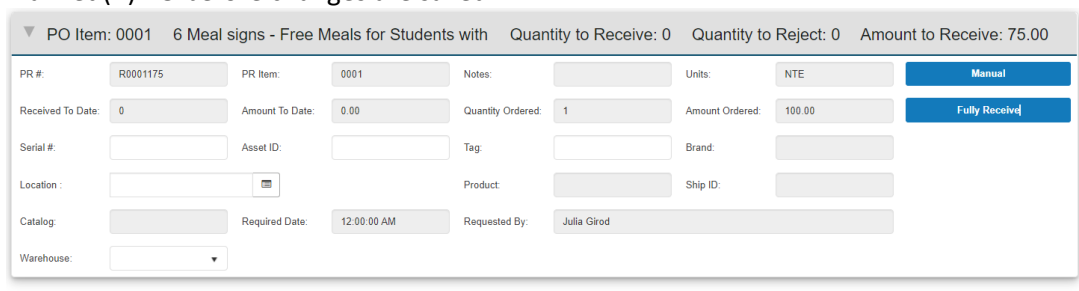
When Receiving on a PO 'Save Changes' must be selected:

Once the quantity to be received or the amount to receive has updated the Quantity/Amount to Receive field it is necessary to click 'Save Changes' on the Menu. This will move the quantities/amount entered into the Received to Date fields and give the user a message that says Record Accepted.

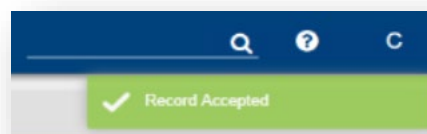
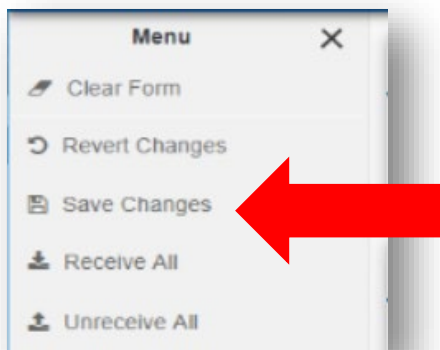
Regular (P) PO before changes are saved:



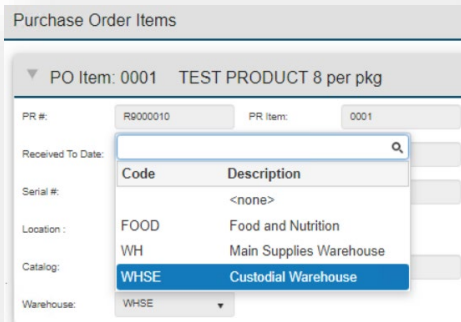
Blanket (B) PO before changes are saved:



Click 'Save Changes' to get confirmation of your receiving being accepted:



Receiving Inventory Items: For items that are to be stocked in a warehouse, receiving is basically the same as for a regular PO item except that the warehouse must be identified on the item record. Enter the quantity received. Inventory items are entered on requisitions with product ID's that identify them as stocked items and the system will not allow the user to save the record if a warehouse is not identified. If the warehouse was not entered on the requisition it will need to be selected from the dropdown options on the receiving screen.



Purchase Order Items

PO Item: 0001 TEST PRODUCT 8 per pkg

PR #: R9000010 PR Item: 0001

Received To Date: [Search]

Code	Description
<none>	<none>
FOOD	Food and Nutrition
WH	Main Supplies Warehouse
WHSE	Custodial Warehouse

Serial #: []

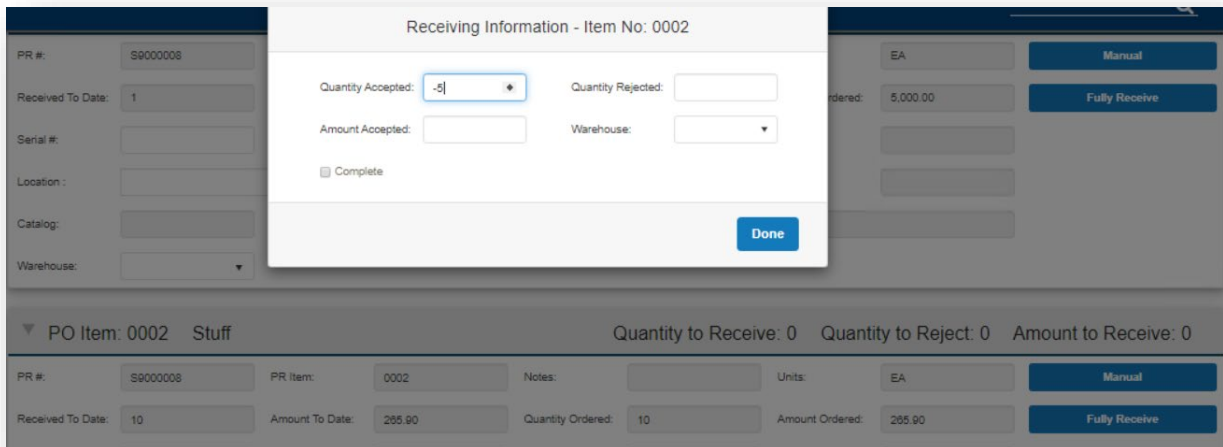
Location: FOOD

Catalog: WH

Warehouse: WHSE

Back out Receiving

To reduce the quantity Received to date, enter a negative number in the Qty Accepted field after clicking the Manual button and click Done.



Receiving Information - Item No: 0002

Quantity Accepted: -2

Quantity Rejected: []

Amount Accepted: []

Warehouse: []

Complete

Done

PR #: S9000008

Received To Date: 1

Serial #: []

Location: []

Catalog: []

Warehouse: []

EA [Manual]

Ordered: 5,000.00 [Fully Receive]

PO Item: 0002 Stuff

Quantity to Receive: 0

Quantity to Reject: 0

Amount to Receive: 0

PR #: S9000008 PR Item: 0002 Notes: [] Units: EA [Manual]

Received To Date: 10 Amount To Date: 295.90 Quantity Ordered: 10 Amount Ordered: 295.90 [Fully Receive]






Quantity to Receive reflects the amount being backed out.

PO Item: 0002 Stuff Quantity to Receive: -5 Quantity to Reject: 0 Amount to Receive: 0

PR #:	S9000008	PR Item:	0002	Notes:		Units:	EA	Manual
Received To Date:	10	Amount To Date:	285.90	Quantity Ordered:	10	Amount Ordered:	285.90	Fully Receive
Serial #:		Asset ID:		Tag:		Brand:		
Location:		Product:		Ship ID:				
Catalog:		Required Date:	12:00:00 AM	Requested By:	Consultant			
Warehouse:								

Click Save to update the Received to Date amount.

Menu ✕

-  Clear Form
-  Revert Changes
-  Save Changes
-  Receive All
-  Unreceive All

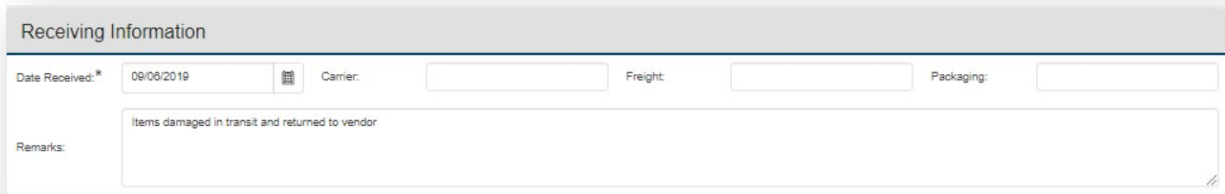
The Received To Date field will be updated with the new total.

PO Item: 0002 Stuff Quantity to Receive: 0 Quantity to Reject: 0 Amount to Receive: 0

PR #:	S9000008	PR Item:	0002	Notes:		Units:	EA	Manual
Received To Date:	5	Amount To Date:	285.90	Quantity Ordered:	10	Amount Ordered:	285.90	Fully Receive
Serial #:		Asset ID:		Tag:		Brand:		
Location:		Product:		Ship ID:				
Catalog:		Required Date:	12:00:00 AM	Requested By:	Consultant			
Warehouse:								

PO Remarks

Comments may be entered in the Remarks box.



The screenshot shows a web form titled "Receiving Information". It contains several input fields: "Date Received:*" with the value "09/09/2019", "Carrier:", "Freight:", and "Packaging:". Below these is a "Remarks:" section with a text area containing the text "Items damaged in transit and returned to vendor".

Receiving Details and Events

There are a couple of screens that may be accessed from the POUPRC mask. Open the Links option on the side bar to access screens with Receiving Details and PO Events.

Receiving Details

The Receiving Details screen tracks information by item such as quantity received, receipt and payment dates, who received, who posted the expense, and any remarks entered at the time of receiving.

Receiving Events

The Receiving Event screen logs Purchase Order activity such as print date, reprints, items added, deleted, complete receiving, back order, overage, etc...

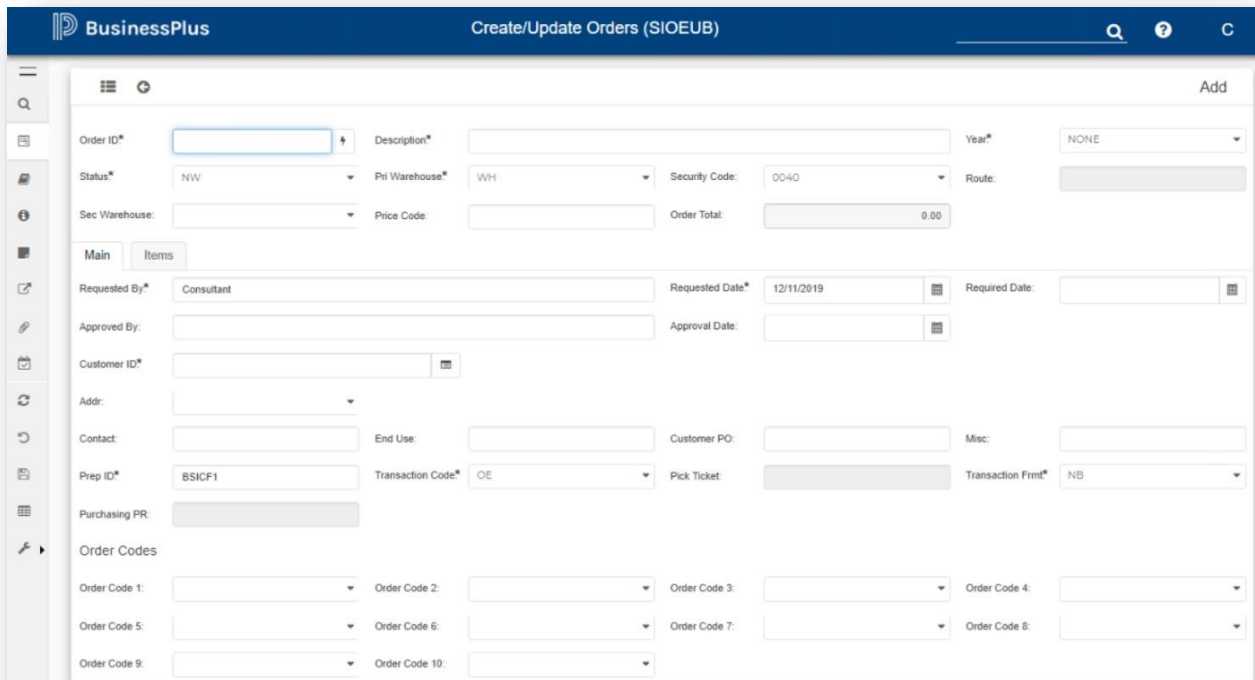
4J Warehouse Ordering

Order Processing Overview

1. Create Warehouse Order – SIOEUB
2. Proof Order – SIOEBP (optional)
3. Run report of orders ready to pick – SI1001
4. Print Pick Tickets - SIOEPK
5. Enter Order Exceptions – SIOEEX (optional)
6. Fill Order and Print Packing Slips - SIOEFL

Create Warehouse Order - SIOEUB

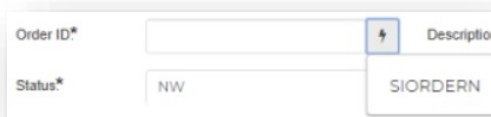
Access the Create/Update Order (SIOEUB) screen. Click the plus sign to go into Add mode. It will be necessary to complete the Parent record and the Main tab before pressing Enter to access the Items tab.



The screenshot displays the 'Create/Update Orders (SIOEUB)' screen in BusinessPlus. The interface includes a search bar, a navigation menu, and a main form area. The form is divided into several sections: 'Main' (selected) and 'Items'. The 'Main' section contains fields for Order ID (with a lightning bolt icon for auto-seed), Description, Year, Status, Pri Warehouse, Security Code, Route, Sec Warehouse, Price Code, Order Total, Requested By, Requested Date, Required Date, Approved By, Approval Date, Customer ID, Addr, Contact, End Use, Customer PO, Misc, Prep ID, Transaction Code, Pick Ticket, Transaction Frmt, Purchasing PR, and Order Codes (1-10). The 'Add' button is located in the top right corner of the form area.

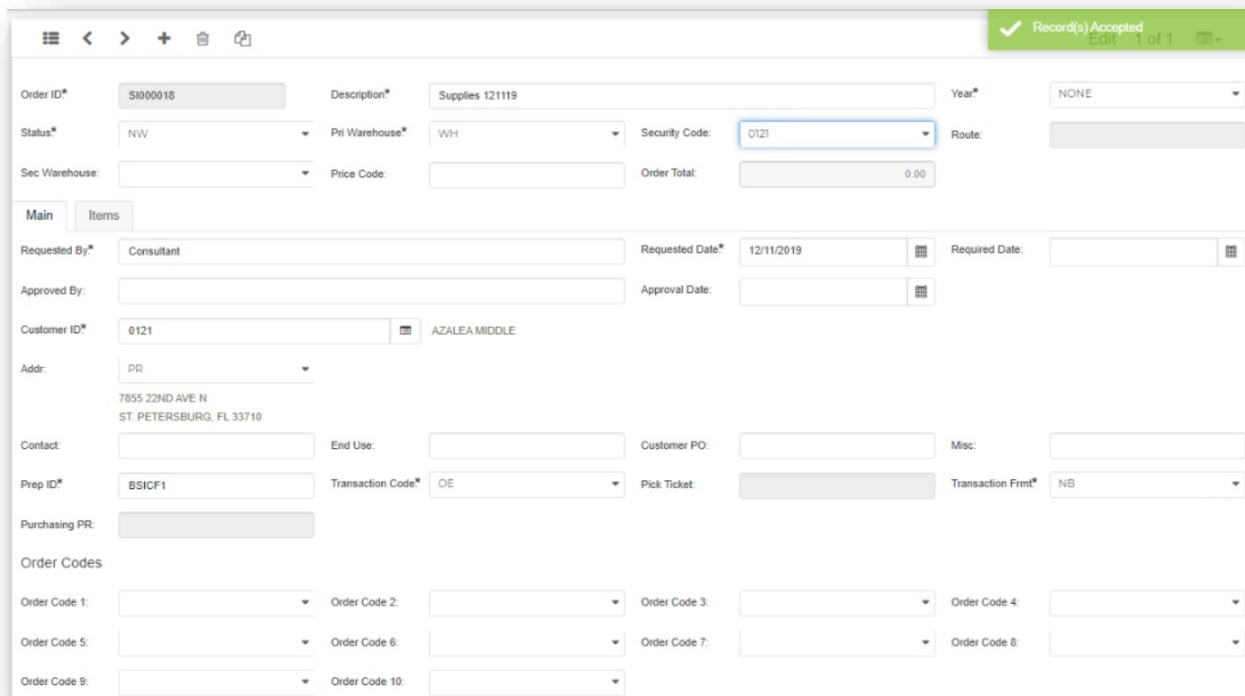
Required Fields:

- **Order ID:** Click Lightning bolt to access Auto Seed for Order Number.



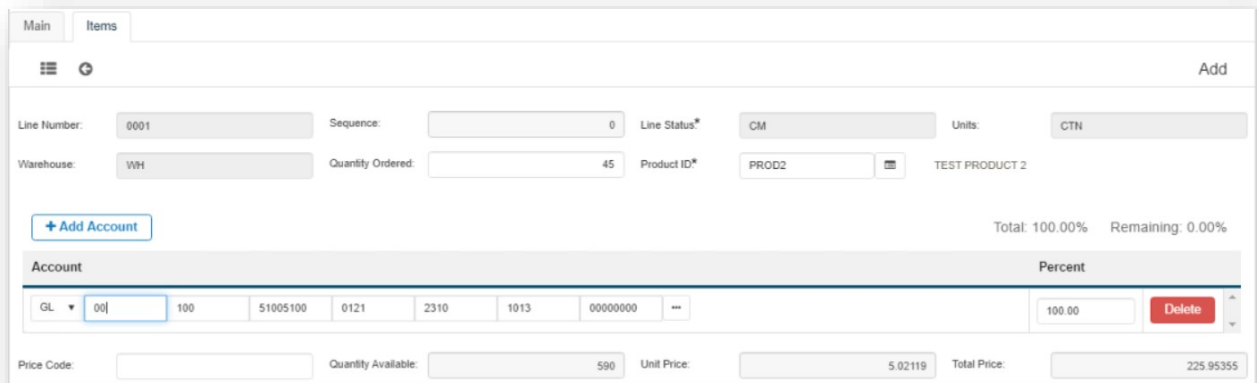
- **Description:** Enter a general description for the entire order.
- **Year:** Will default to NONE or Current Year if Routes are defined.
- **Status:** Will default to NW for New Order.
- **Primary Warehouse:** Will default to WHSE.
- **Sec Cd:** Will default to User's default Security Code.
- **Requested By:** Will default user's name.
- **Requested Date:** Will default to current date.
- **Customer ID:** Enter PE ID for school or department. *This can be set to default based on user login.*

When all required fields are entered press Enter to save the record.



The items tab is where the user will indicate quantity and product being ordered. The Order Total on the parent record will update automatically as items are saved.

The system will populate the unit of measure, quantity available, unit price and total price for the item once the user tabs out of the Product ID field.



The screenshot shows the 'Items' form in PowerSchool. The form includes the following fields and values:

- Line Number: 0001
- Sequence: 0
- Line Status*: CM
- Units: CTN
- Warehouse: WH
- Quantity Ordered: 45
- Product ID*: PROD2 (with a lookup button)
- TEST PRODUCT 2
- + Add Account button
- Total: 100.00% Remaining: 0.00%
- Account table:

Account							Percent		
GL	00	100	51005100	0121	2310	1013	00000000	100.00	Delete
- Price Code: (empty)
- Quantity Available: 590
- Unit Price: 5.02119
- Total Price: 225.95355

Required Fields:

- **Quantity Ordered:** Enter the quantity for the item being ordered.
- **Product ID:** Enter the Product ID for the item being ordered. There is also a button to access the Prod ID Lookup.

Product ID*

Prod ID Lookup

Desc	Prod ID	Desc Upshifted	Unit	Status	Product Class
COPY PAPER	64066470	COPY PAPER	RM	AC	STOCK
TEST PRODUCT 2	PROD2	TEST PRODUCT 2	CTN	AC	STOCK
TEST PRODUCT ...	PROD1	TEST PRODUCT ...	EA	AC	STOCK

No items to display

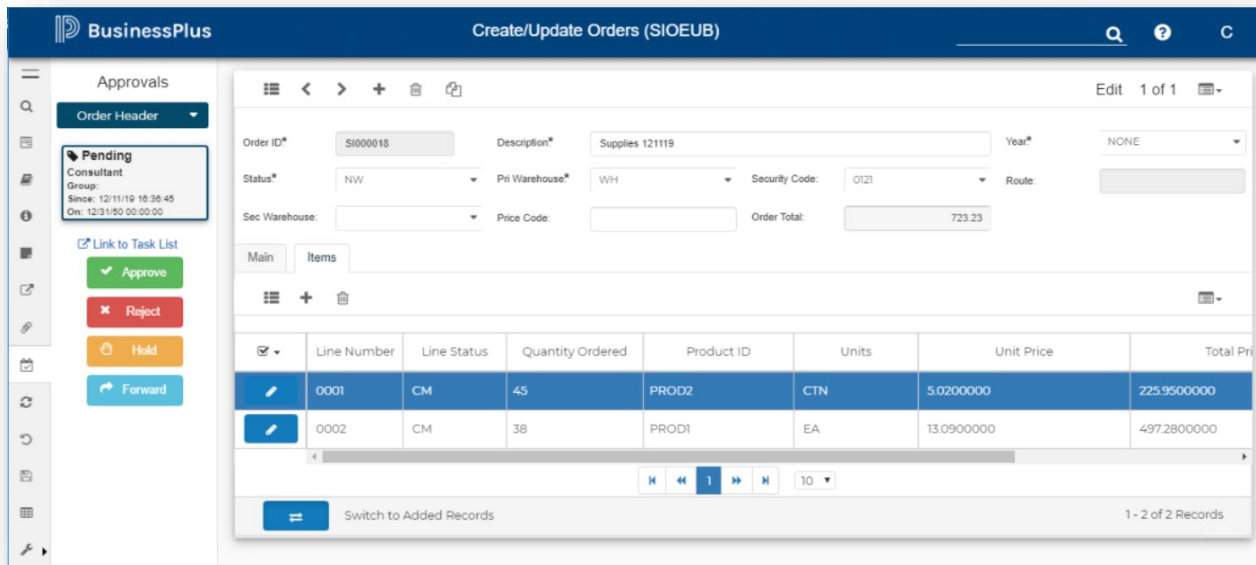
Close Ok

- Account:** Enter the account to be expensed for the item. The ellipses button can be used to access a Lookup if the account is not known. The 'Add Account' button can be used to get another line for splitting the expense between two or more GL accounts. Splits can only be done by Percent.

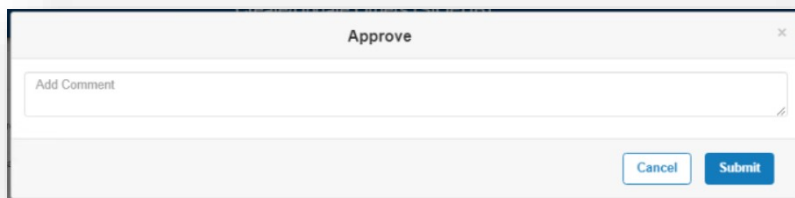
+ Add Account Total: 100.00% Remaining: 0.00%

Account							Percent		
GL	001	100	51005100	0121	2310	1013	00000000	100.00	Delete

When all required fields are entered press enter to save the record. Make sure you get the Record Accepted message. The user must approve the order and once it is fully approved the warehouse staff can fill the order.

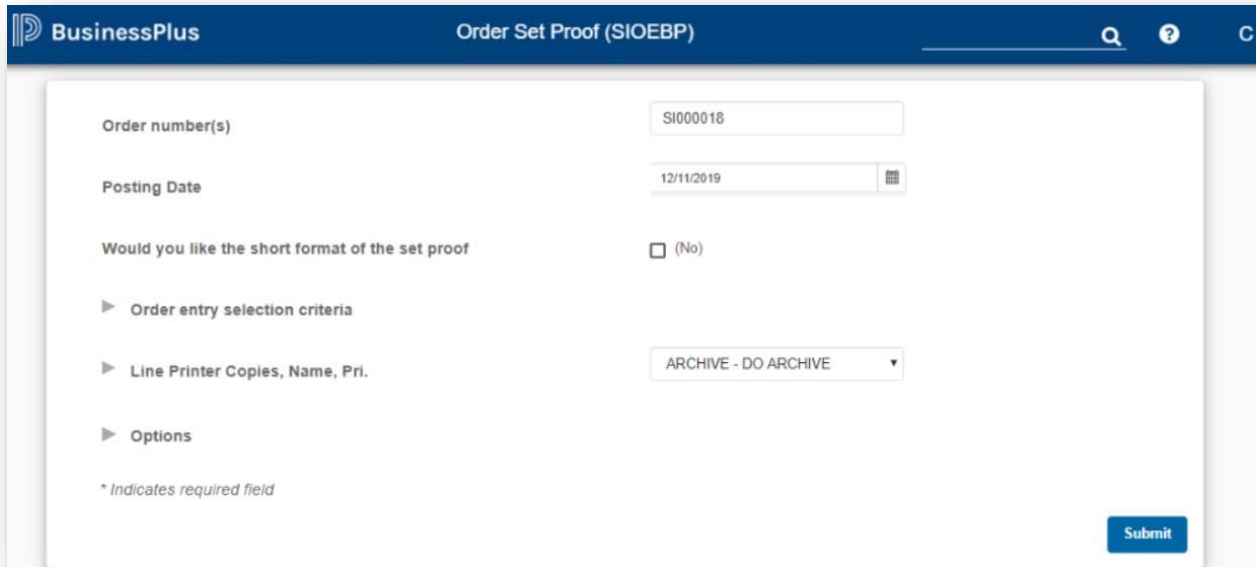


Click the Approve button and then the Submit button on the pop-up.



Order Proof– SIOEBP (optional)

The user may print a proof of their order if desired.



BusinessPlus Order Set Proof (SIOEBP)

Order number(s) SI000018

Posting Date 12/11/2019

Would you like the short format of the set proof (No)

▶ Order entry selection criteria

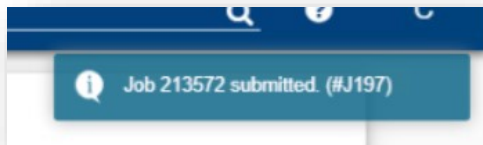
▶ Line Printer Copies, Name, Pri. ARCHIVE - DO ARCHIVE

▶ Options

* Indicates required field

Submit

Enter the Order number and click Submit.



Go to the Jobs Monitor to see the report.

Jobs Monitor

Desc	Job #	Status	Start	End	Type
Job: SIOEBP	213572	Completed	12/11/2019 4:55:02 PM	12/11/2019 4:55:03 PM	Job
Job: POPO	213570	Completed	12/11/2019 2:42:26 PM	12/11/2019 2:42:26 PM	Job
Job: SIBTDS	213569	Completed	12/11/2019 1:46:14 PM	12/11/2019 1:46:17 PM	Job
Job: SIBTBP	213568	Completed	12/11/2019 1:40:03 PM	12/11/2019 1:40:05 PM	Job
Job: SIOEFL	213560	Completed	12/11/2019 10:31:37 AM	12/11/2019 10:31:43 AM	Job

1 - 5 of 5 items

Job Details

Job:	213572	Status:	Completed
Desc:	Job: SIOEBP	Start:	12/11/2019 4:55:02 PM
Type:	Job	End:	12/11/2019 4:55:03 PM

Attachments

Doc	Type	Desc
10057	Tail Sheet	Tail Sheet for Job #213572
10056	Doc	Stores Order Fill

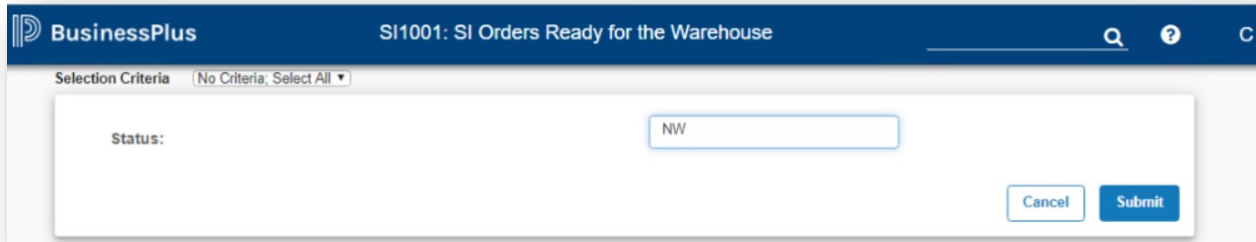
Refreshed at Wednesday, December 11, 2019 4:55:35 Your Jobs

```

Pinellas Test - 11/22/19      12/11/19      STORES  ORDER  FILL      BATCH PROOF      Page 1
WED, DEC 11, 2019, 4:55 PM --req: BSICF1----leg: GL ----loc: ONSITE----job: 213572 #J197----prog: SI255 <2.20--report id: SIORFILL
Account      Order Number  Prep ID  Code
SEQ NO / GLFO  Description
Customer ID  Trns Fmt  Misc
Customer Name
-----
00-100-51005100-0121-2310-1013-00000000
SI000018  BSICF1      OE  0001      45  PROD2      225.95      5.02
REF ART ART LIBR      Supplies 121119      01  CTN      TEST PRODUCT 2      0.00      225.95 WH
BASICFE SUPPLY      0121  NB      DM      45      0.00
AZALEA MIDDLE      0.00
00-100-51005100-0121-1144-0000-00000000
SI000018  BSICF1      OE  0002      38  PROD1      497.28      13.09
FLORIDA SCHOOL RECOGNITI  Supplies 121119      01  EA      TEST PRODUCT 8 per pkg      0.00      497.28 WH
BASICFE SUPPLY      0121  NB      DM      38      0.00
AZALEA MIDDLE      0.00
GRAND TOTAL      System Computed Total:      723.23
    
```

Run report of items ready to pick – SI1001

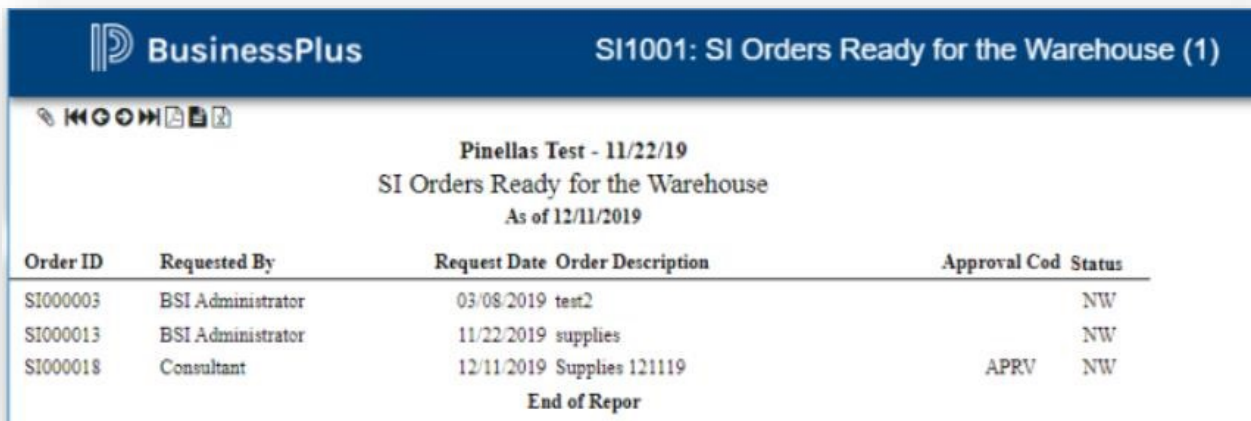
It is necessary to enter valid order numbers when requesting pick tickets and these may be obtained from the CDD report SI1001. Enter a status of NW (new) to pull up list of all new orders.



BusinessPlus SI1001: SI Orders Ready for the Warehouse

Selection Criteria (No Criteria, Select All)

Status:



BusinessPlus SI1001: SI Orders Ready for the Warehouse (1)

Pinellas Test - 11/22/19
SI Orders Ready for the Warehouse
As of 12/11/2019

Order ID	Requested By	Request Date	Order Description	Approval Cod	Status
SI000003	BSI Administrator	03/08/2019	test2		NW
SI000013	BSI Administrator	11/22/2019	supplies		NW
SI000018	Consultant	12/11/2019	Supplies 121119	APRV	NW

End of Repor

Print Pick Tickets - SIOEPK

Access the mask SIOEPK to print pick tickets for approved orders.



BusinessPlus Print Pick Tickets (SIOEPK)

Order number(s)

Forms Printer Copies, Name, Pri

Options

* Indicates required field

Enter the Order Number(s). Order Numbers can be entered individually, in ranges (000001234-

000001296), or separated by commas (000001234,00001256,00001273), or a combination of ranges and commas (000001234-000001256,00001273).

Make sure the printer is set to ELFSI then click Submit.

```
12/11/19                                PICK TICKET
Page 1 of 1

      Ship To:                               Order #:   SI000018
      AZALEA MIDDLE                          Warehouse:  WH
      7855 22ND AVE N
      ST. PETERSBURG, FL 33710

      Requested By:
      Consultant

Location:=====Pick Qty:====Description:=====
      PROD2          45      TEST PRODUCT 2          CTN      5.02
A  PROD1          38      TEST PRODUCT 8 per pkg  EA       13.09
```