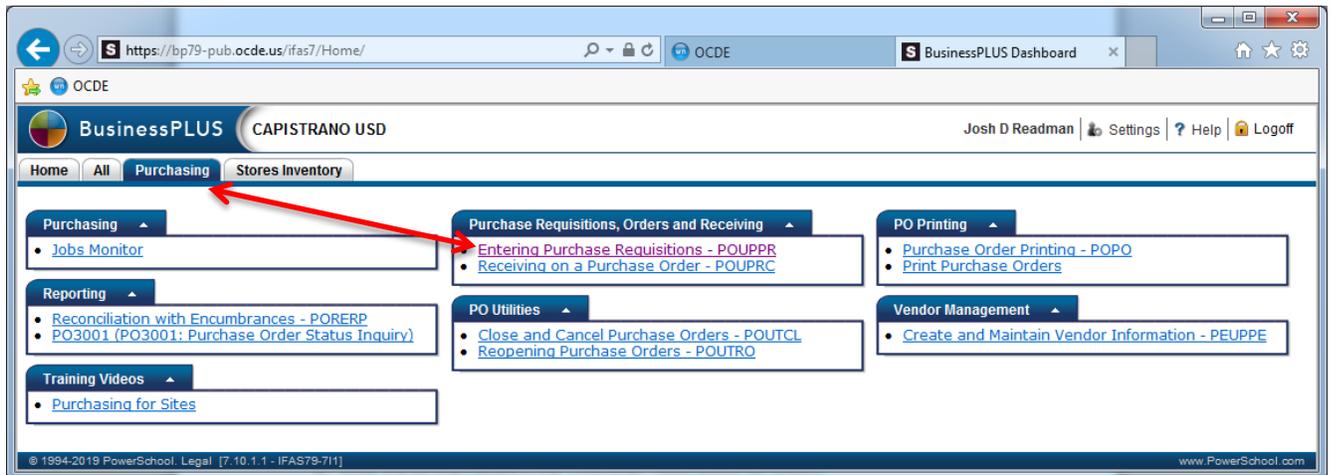
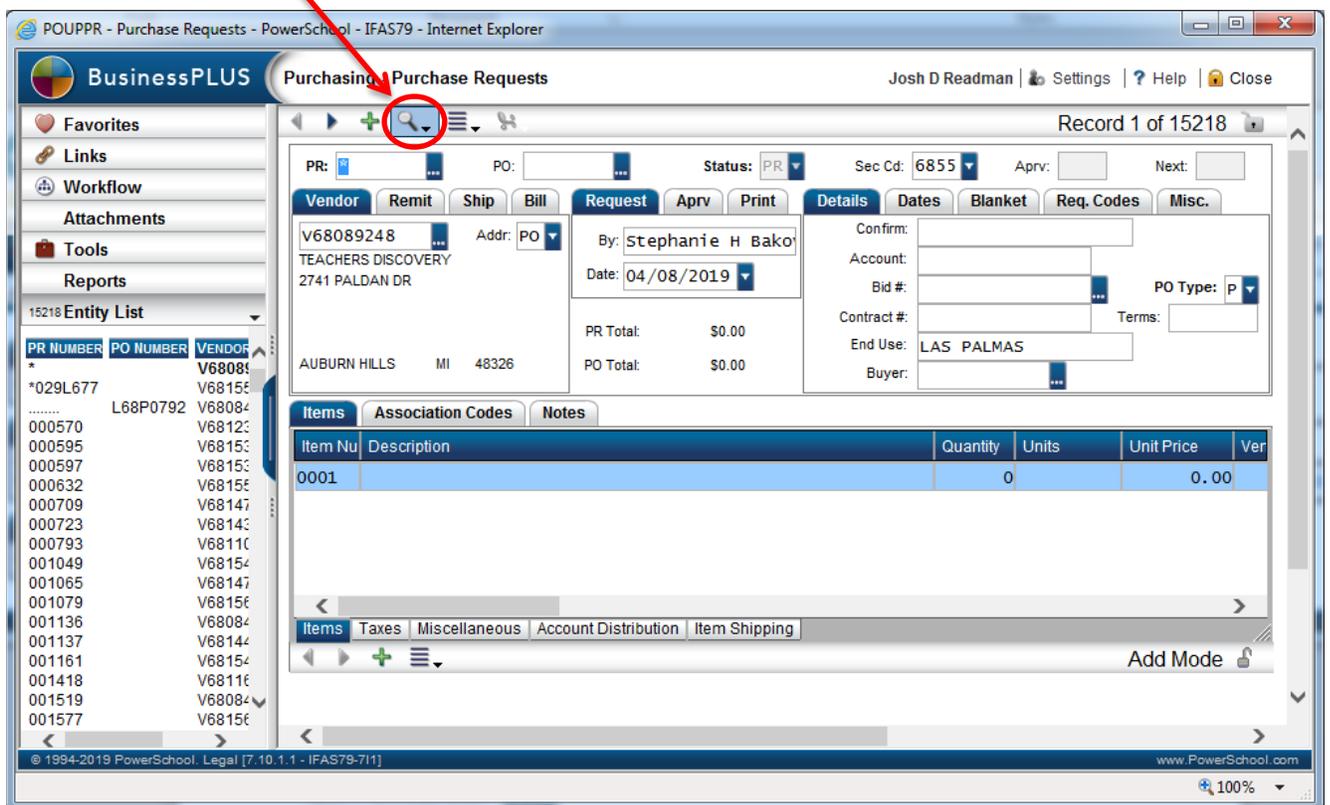


## HOW TO CHECK PURCHASE REQUISITION STATUS

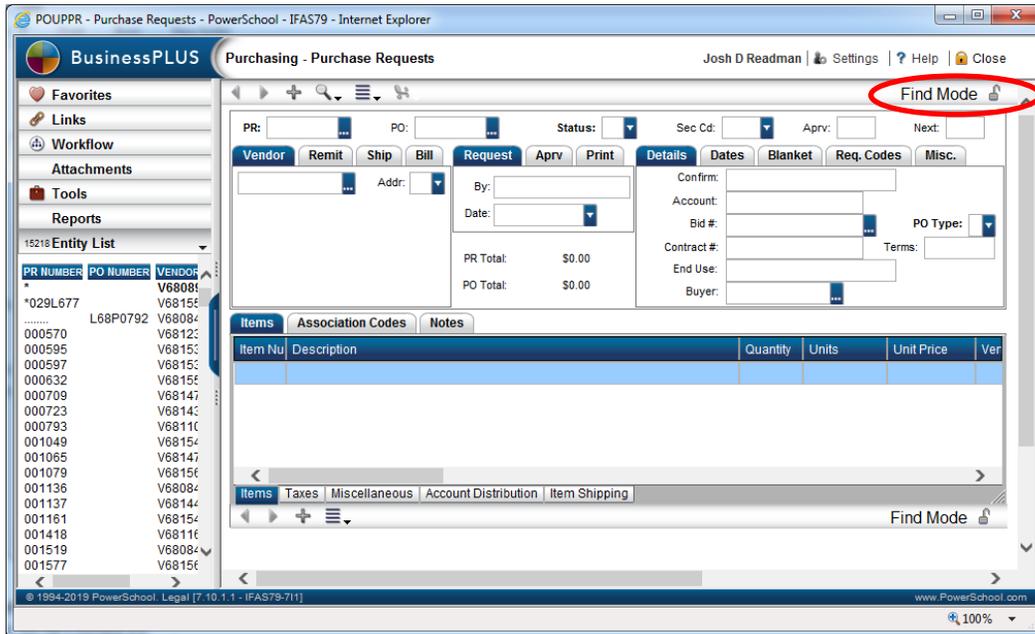
1. Open the POUPPR module from the Purchasing tab in BusinessPLUS.



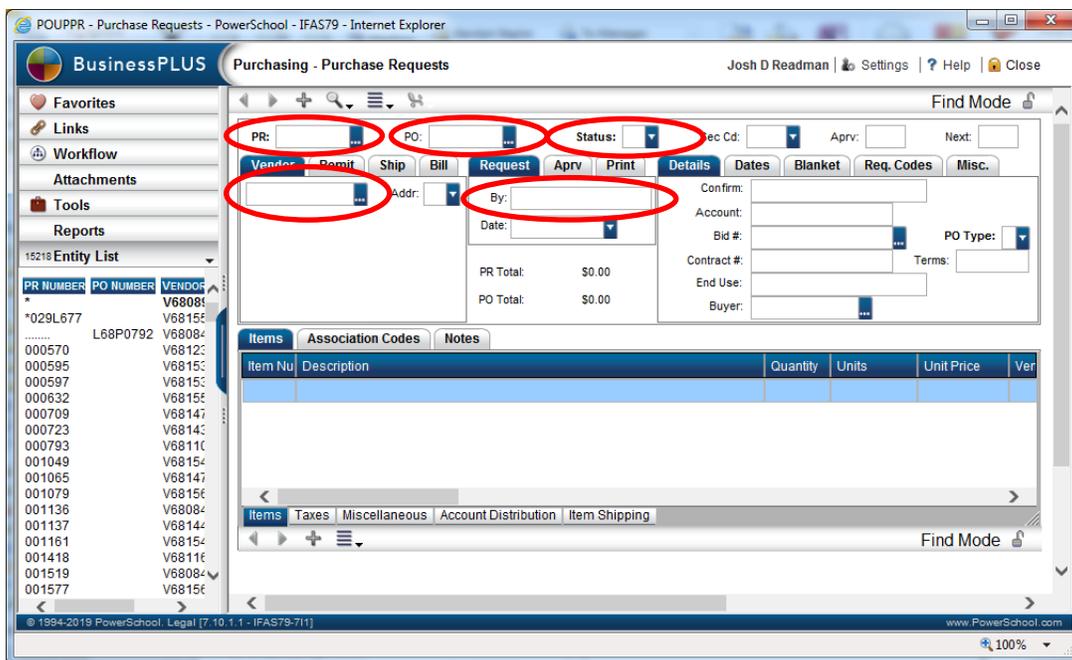
2. Select the "Find" function from the tool bar at the top of the screen.



3. This will put the module into “Find Mode.” You can verify what mode you are in by the notation in the upper right corner.

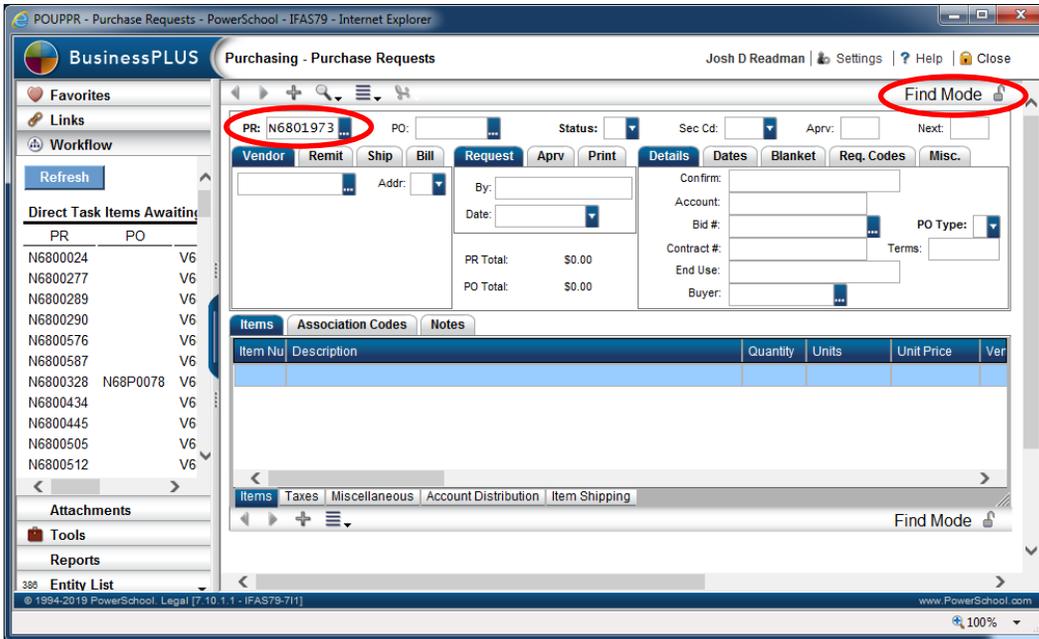


4. While in “Find Mode” you are able to query all the fields in the head section of the POUPPR screen. This includes PR/PO numbers, vendor, status, request by, etc.
  - a. **\*NOTE\*** - The asterisk (\*) can be used as a wildcard in these fields.
  - b. **\*NOTE\*** - You can query multiple fields at once. For example, vendor and PR status. This will return all current purchase requisitions to a specific vendor.

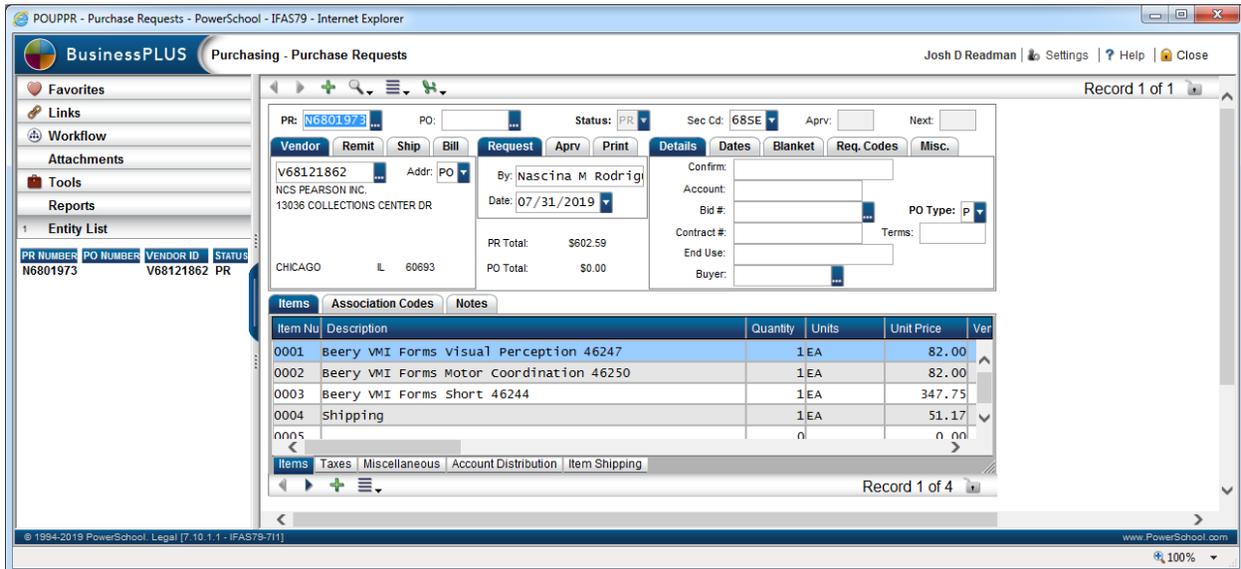


## 5. EXAMPLE #1 – YOU KNOW THE EXACT PR#

- Make sure you are in “Find Mode.”
- Enter N6801973 in the PR# field and hit enter.

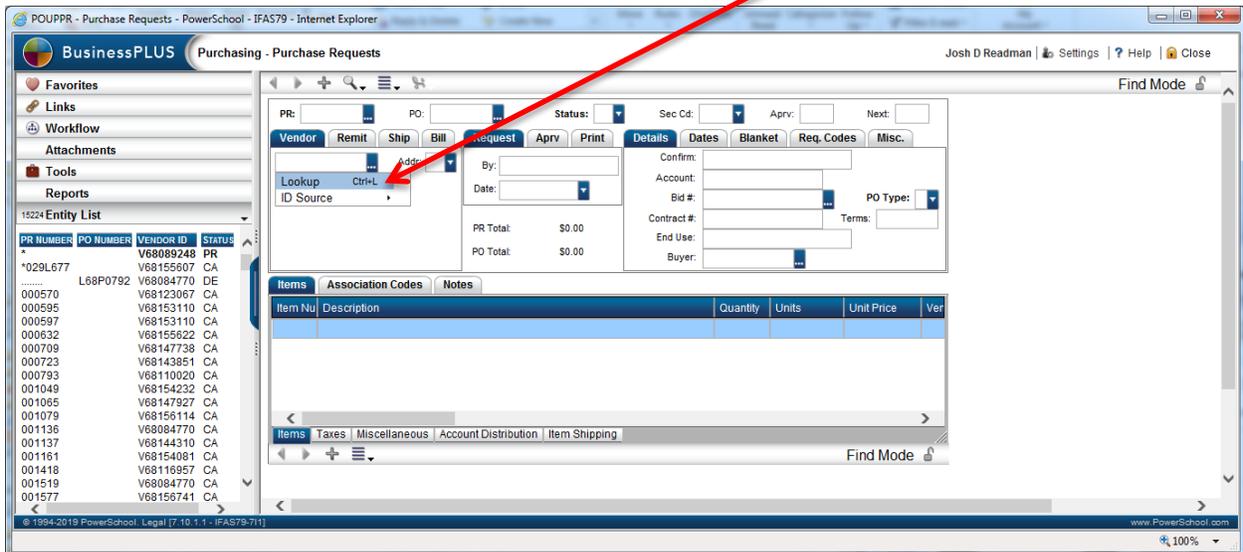


- The system will return all the details of the PR.

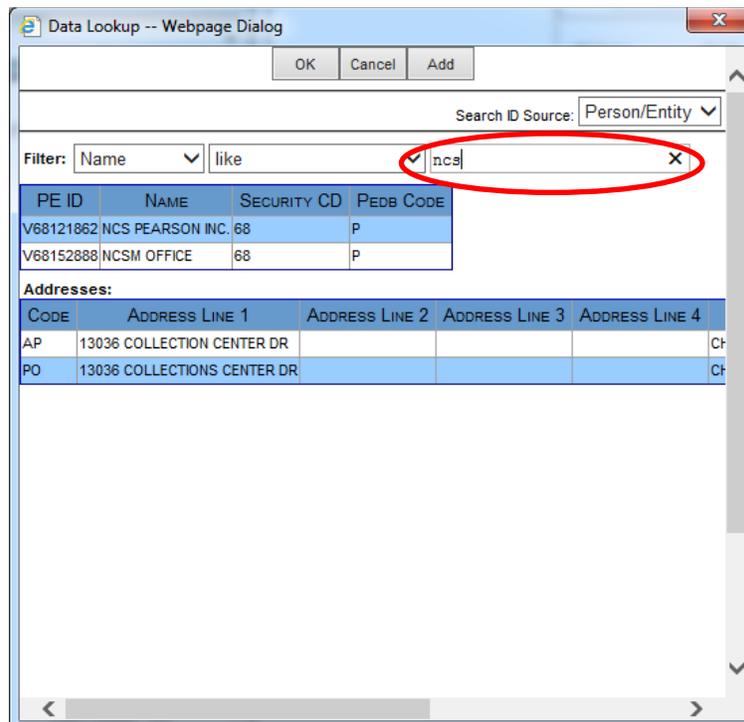


## 6. EXAMPLE #2 – YOU DO NOT HAVE THE PR# BUT REMEMBER THE VENDOR NAME

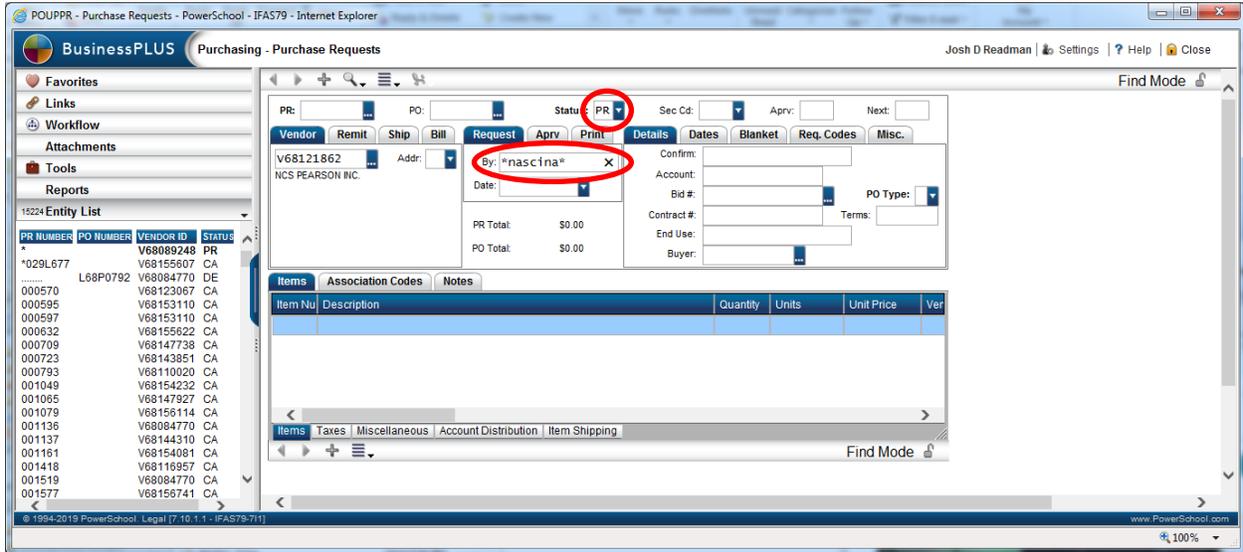
- a. Make sure you are in “Find Mode.”
- b. On the “Vendor” tab, use the ellipses (...) and “Lookup” to search for your vendor.



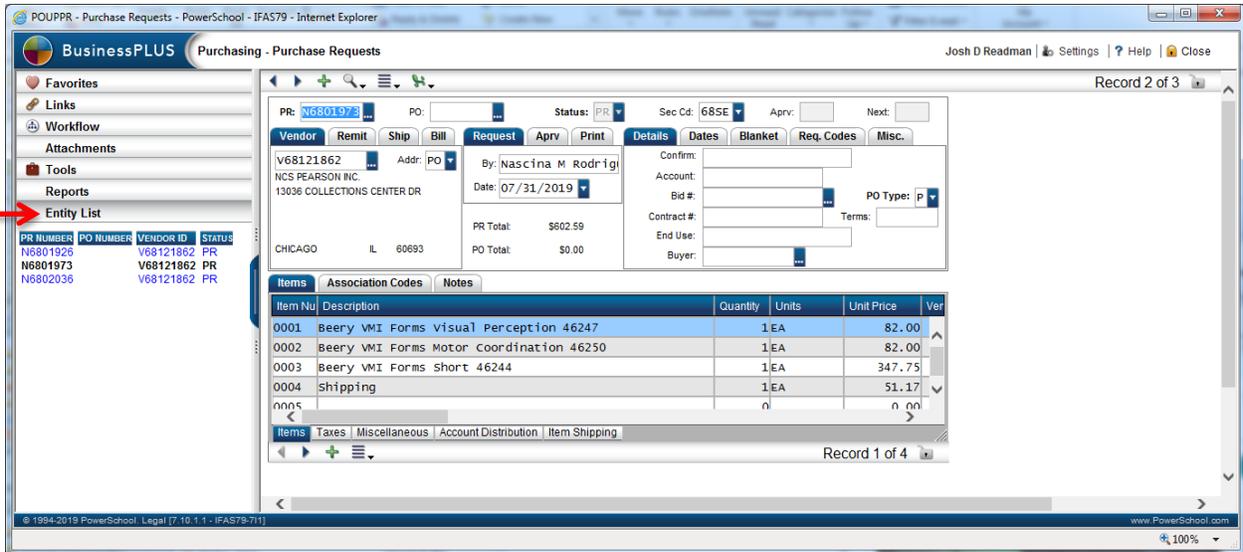
- c. Search your Vendor’s name in the Lookup Pop-up and double left click the correct one.



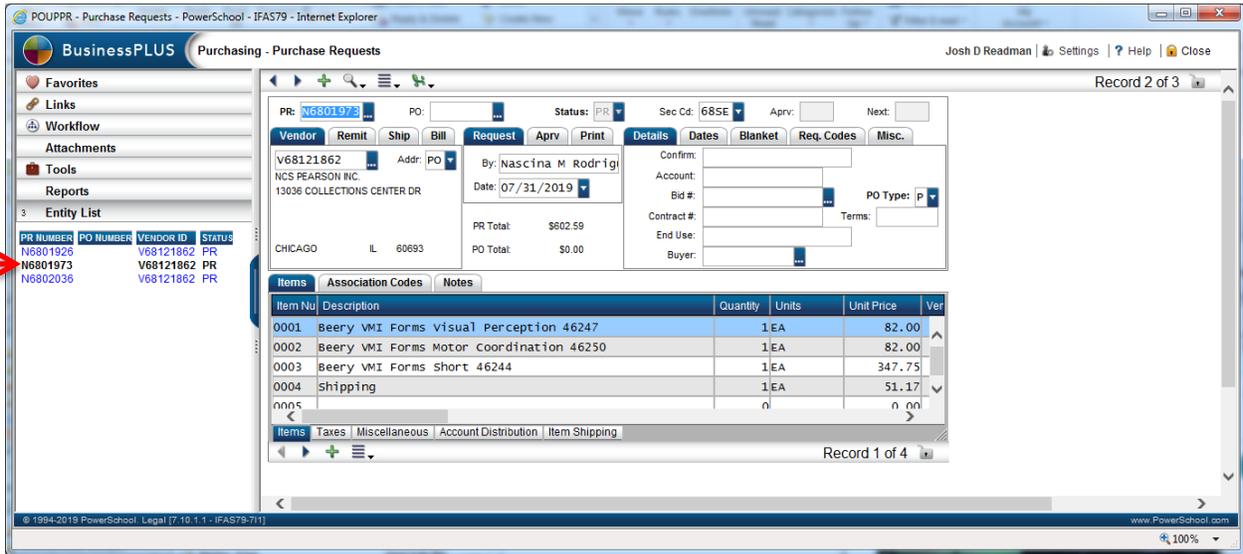
- d. Set your "Status" to PR, enter your name in the "Requested By" field, and hit enter.
  - a. \*NOTE\* remember you can use the asterisk (\*) for a wildcard.



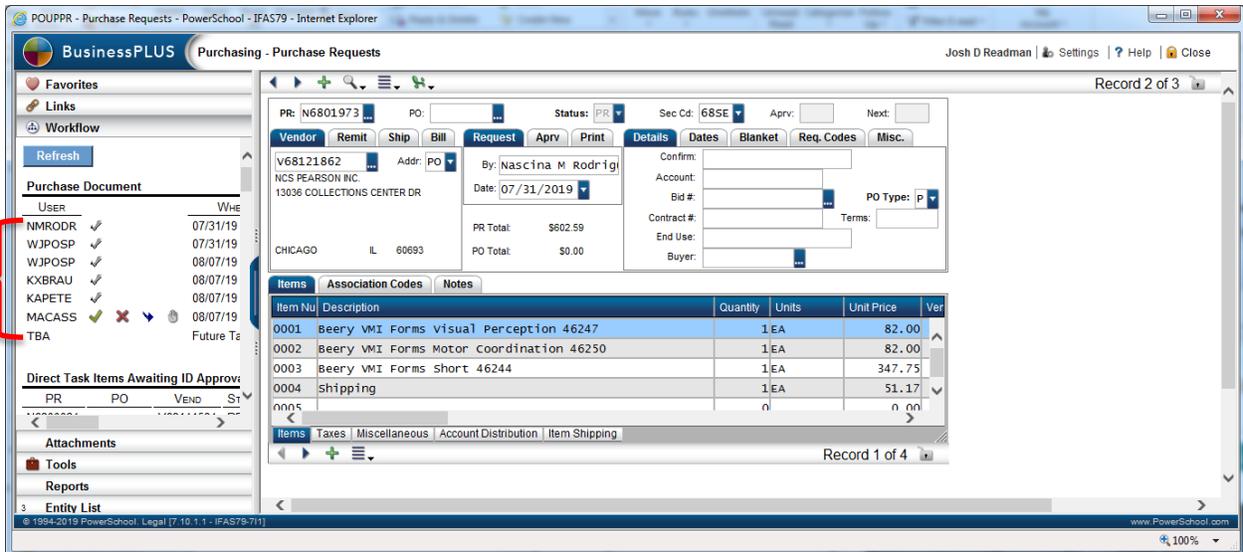
- e. In the "Entity List" of the left sidebar, the system will return any PR to NCS Pearson Inc. that was requested by...



f. Select the correct purchase requisition from the “Entity List.”



7. Select “Workflow” from the left side bar. From here you can see the approvals chain as well as pending approvals.



\*NOTE\* - you can resize the left side bar by hovering over the border.

\*NOTE\* - you can also use the scroll bar to view all time stamps, names, notes, etc

POUPPR - Purchase Requests - PowerSchool - IFAS79 - Internet Explorer

BusinessPLUS Purchasing - Purchase Requests

Josh D Readman | Settings | Help | Close

Record 2 of 3

Status: PR Sec Cd: 68SE Aprv:

By: Nascina M Rodrigi Date: 07/31/2019

PR Total: \$602.59 PO Total: \$0.00

USER	WHEN IN	NAME	WHEN OUT	GROUP
NMRODR	07/31/19 14:37:22	Nascina M Rodriguez	07/31/19 14:59:27	
WJPOSP	07/31/19 14:59:32	Wendy J Pospichal	08/07/19 14:09:33	681 Function 3120 0+
WJPOSP	08/07/19 14:09:52	Wendy J Pospichal	08/07/19 14:10:06	681 Resource 6500 0+
KXBRAU	08/07/19 14:10:12	Kirsty Braun	08/07/19 15:11:56	68 Budget Approval
KAPETE	08/07/19 15:12:07	Kristin A Peters	08/07/19 15:36:14	68 Purchasing
MACASS	08/07/19 15:37:43	Mardee A Cassidy		68 Buyer Assigned
TBA		Future Task Item To Be Assigned		68 Exec. Dir, Contracts & Purc

PR	PO	VEND	STAT

Notes	Quantity	Units
Visual Perception 46247	1	EA
Motor Coordination 46250	1	EA
Short 46244	1	EA
	1	EA

Account Distribution | Item Shipping

Recc

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