

OCDE

Business Applications

BusinessPLUS
Purchasing for Sites



July 2016

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Purchasing Overview

The *PURCHASING* system is designed to give order and structure to the daily entry of Purchase Requests (PR's), On-line Approvals, to print Purchase Orders (PO's), Receiving Information, and to provide the ability to track the life of each individual item that is printed on Purchase Orders.

The *PURCHASING* system is fully integrated with Encumbrance, Accounts Payable, Fixed Assets and Stores Inventory.

The following two character codes, when combined with PO, will access the described options below.

IQ **Interactive Inquiry.** PO3001: Purchase Order Status Inquiry Report Displays Purchasing, Encumbrance, Receiving, Open Hold and Workflow information.

RE **Reports.** Request a report of information currently held in the system.

UP **Update Database.** Add, delete, or change information held in the system. All information is updated interactively; i.e., when a change to information is made on the Purchasing screen, the change is made immediately to the corresponding entry in the database.

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Purchase Request/Order Cycle

A Purchase Request/ Order has a definitive “life” in the accounting cycle. Data from a Purchase Request/Order is recorded in other BusinessPLUS modules such as Accounts Payable, Stores Inventory, Encumbrances, and the General Ledger.

Event	Key Date	Action
◆ Purchase Request created	Requested by Date	Funds are pre-encumbered in the Encumbrance database as of the <i>Requested By Date</i>
◆ Purchase Request printed	PO Print Date	The Purchase Request is disencumbered in the Encumbrance database. The Purchase Order is encumbered in the Encumbrance database. Both events are recorded as of the <i>Purchase Order Printing Date</i> . If it is a Stores Purchase Order, the “On Order” quantity is adjusted in Stores Inventory.
◆ Goods ordered on Purchase Order are received	Receipt Date	The “Quantity on Hand” for the product ordered is increased and the “On Order” quantity is reduced in Stores Inventory. If it is a Fixed Asset Purchase Order the Asset ID is recorded during receiving and begins to build the shell of the asset.
◆ Accounts Payable pays a portion of the Purchase Order	Distribution (posting) Date	General Ledger is charged and Encumbered balance is reduced for actual amount paid. Amount remaining encumbered is unpaid balance.
◆ Accounts Payable makes a Full (final) payment	Distribution (posting) Date	General Ledger is charged for actual amount paid. Encumbrance is reduced to zero. Purchase Order is flagged as “closed” (FP).

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Sample Purchase Request/Order

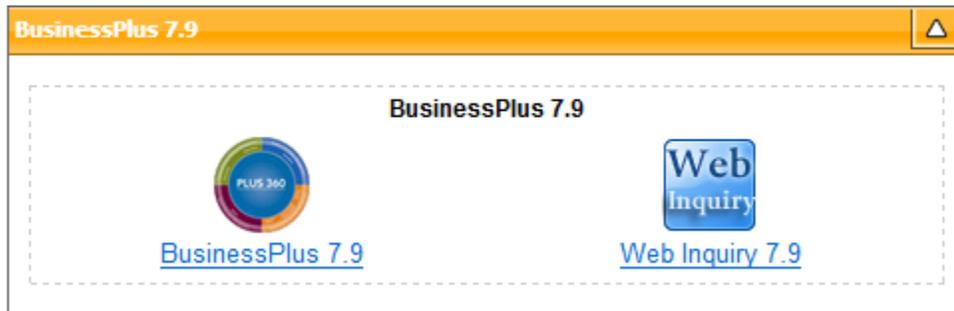
A Purchase Request is created for a quantity of two items at \$100.00 each, totaling \$200.00. Two accounts will be charged \$100.00 each. After the Purchase Request is approved, a Purchase Order number is assigned, and the Purchase Order is printed. A buyer then orders the items on the Purchase Order. As soon as the Purchase Order is sent to the vendor, the vendor ships one item (the other item remains on backorder) and sends the invoice to the district. The district makes a partial payment on the Purchase Order for the goods received thus far. The vendor then ships the second item and invoices the district at a reduced cost of \$90.00. Accounts Payable pays the actual cost of the invoice and flags the payment as "Fully Paid", which closes the Purchase Order.

Event	Date	Account Number	Encumbrance	General Ledger
Create new Purchase Request				
PR #J1200976	7/13/2015	010020101-4310	+100.00	
(PO #J12R0645)		010021616-4310	+100.00	
<hr style="border-top: 1px dashed black;"/>				
Print Purchase Order				
PR #J1200976	7/20/2015	010020101-4310	-100.00	
		010021616-4310	-100.00	
PO #J12R0645		010020101-4310	+100.00	
		010021616-4310	+100.00	
<hr style="border-top: 1px dashed black;"/>				
Accounts Payable makes partial payment				
PO #J12R0645	7/31/2015	010020101-4310	-50.00	+50.00
		010021616-4310	-50.00	+50.00
Remaining Balance			+100.00	+100.00
<hr style="border-top: 1px dashed black;"/>				
Accounts Payable makes full (final) payment for actual amount of invoice (\$90.00)				
PO #J12R0645	8/15/2015	010020101-4310	-50.00	+45.00
		010021616-4310	-50.00	+45.00
Final Balance			\$ 0.00	\$ 190.00

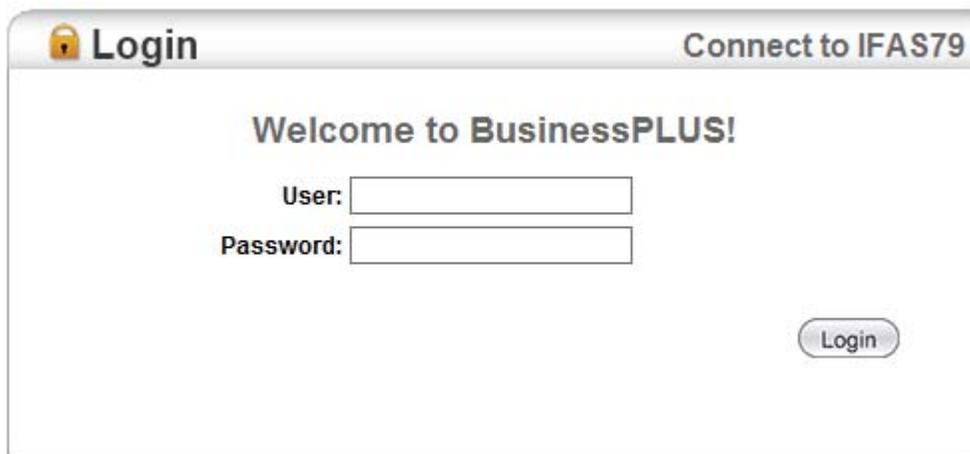
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How to Login/Logoff

Once successfully logged into Stoneware and the Business Applications dashboard is launched, click the BusinessPlus 7.9 link.

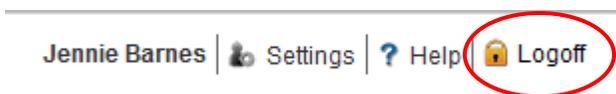


Login will be automatic since UserID and passwords are stored in the Stoneware “Applications Password” tab.



Logging off of BusinessPlus

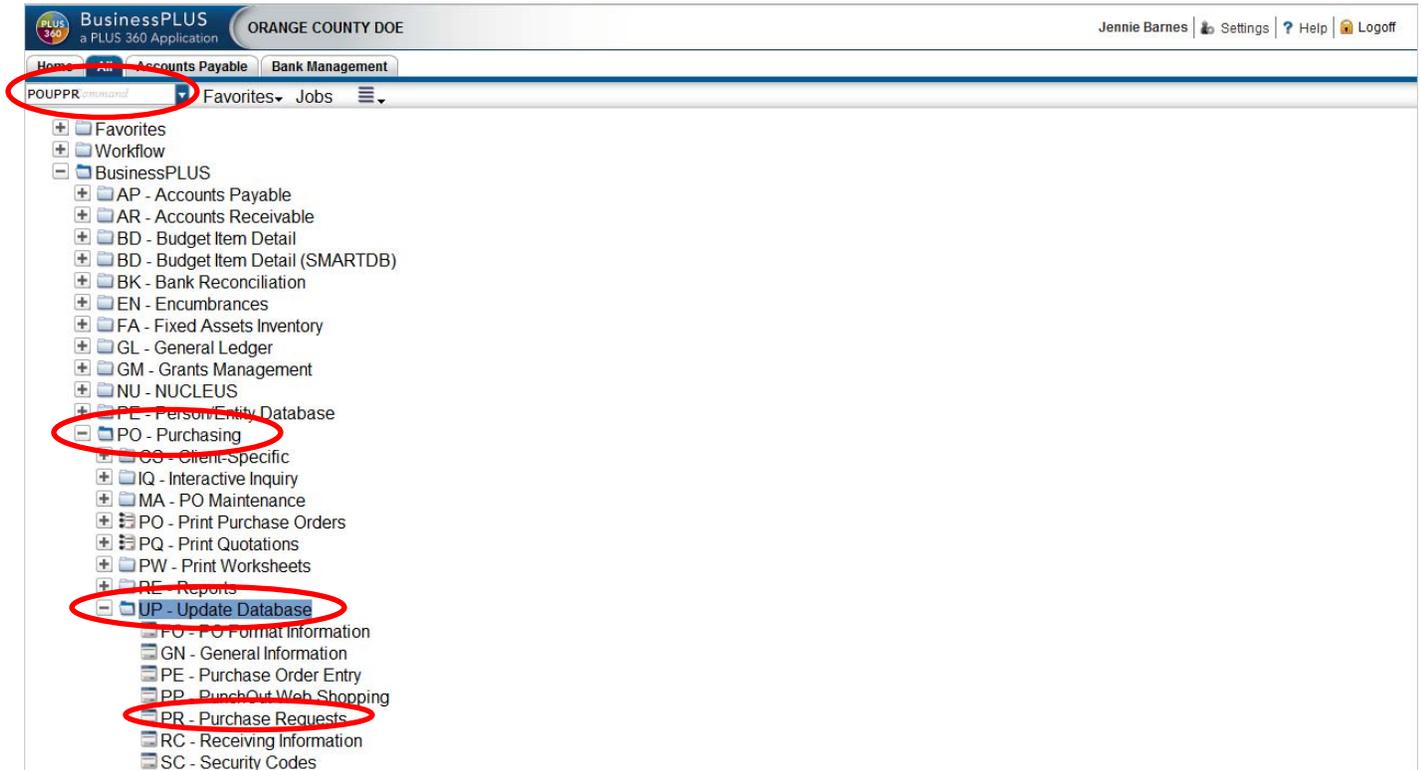
Click on the *Logoff* option.



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Accessing the Purchase Request (POUPPR) Entry Screen

There are three options to access **POUPPR** to create or update a Purchase Request. Type **POUPPR** in the Command Window, click on the corresponding folders on the tree or use the *Purchasing* preferences tab.



The *Preferences* tab is shown below.



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Settings

When working in the POUPPR screen, it is recommended to set the following screen specific settings which are retained by user ID. Click *Settings* from the top right corner of the screen (from within the module) to open the dialog box illustrated below.

Screen Specific: The screen can open in either an “Add” or a “Find” mode. Click the tab *Screen Specific*, and make a selection from the drop down arrow next to *Initial Screen Mode* to choose the mode the screen will open in.

Preferences: To allow auto tab when keying in a Pseudo (Account) key and object, click the *Preferences* tab. From the *Enable Auto Tab* drop down arrow select *Enable Auto Tab*.

To save these settings click *Apply Changes*.

The screenshot shows a web browser window titled "SunGard Settings -- Webpage Dialog". At the top, there is a blue button labeled "Apply Changes". Below this, there are four tabs: "Ledgers", "Preferences", "Advanced", and "Screen Specific". The "Screen Specific" tab is currently selected. The settings within this tab are as follows:

Initial Screen Mode:	ScreenInitialADD
Initial Filter:	Initially normal
Always Filter:	Initially in Find mode
	Initially in Add
Workflow Task List:	Enable
Local Printer:	
QBE Lookups:	

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Add Mode (create new data)

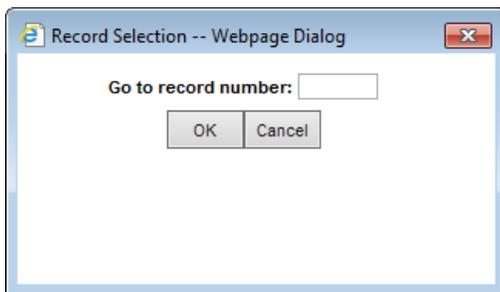
If the screen has been set to open in ADD mode, a new Purchase Request can be created when the POUPPR screen is launched.

If the screen is set to open in a VIEW mode, it is first necessary to click on the green plus sign  at the **top** of the screen to begin a new Purchase Request.

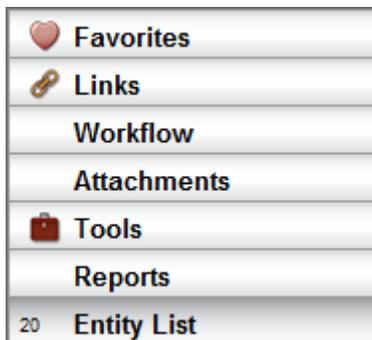
Find Mode (view and modify data)

To view an existing Purchase Request, select from the *Entity List* or use the looking glass icon, , to search for a specific Purchase Request.

To find a record, click on **Record 1 of 595947** which launches a dialog box to select the record number to view as shown below.



Side Bar Navigation

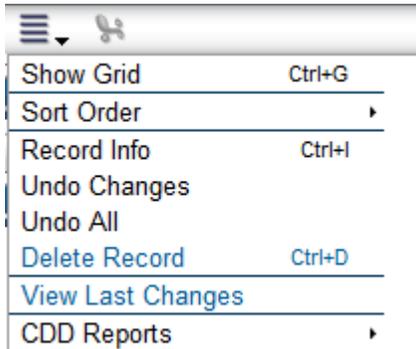


- The Side Bar Navigation contains shortcuts to various purchasing screens from the Favorites and Links options.
- The Workflow option identifies approvers and time stamp of their approvals.
- Tools allows for a PR/PO to be copied into a new PR.
- Entity List displays all records a user has access to. When a Find/Search is performed the records displayed on the entity list will be reduced to display only the results of the search.

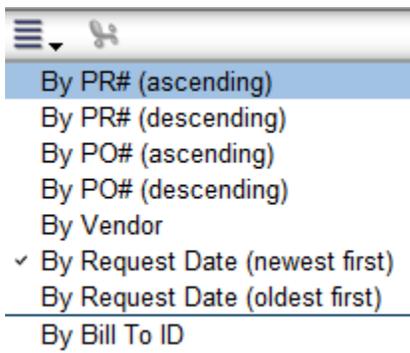
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Sort Order

The entity list display order can be set by selecting the *Options* icon, , at the top of the screen and then selecting *Sort Order*.



By hovering the mouse cursor on *Sort Order*, available sorts will be displayed.

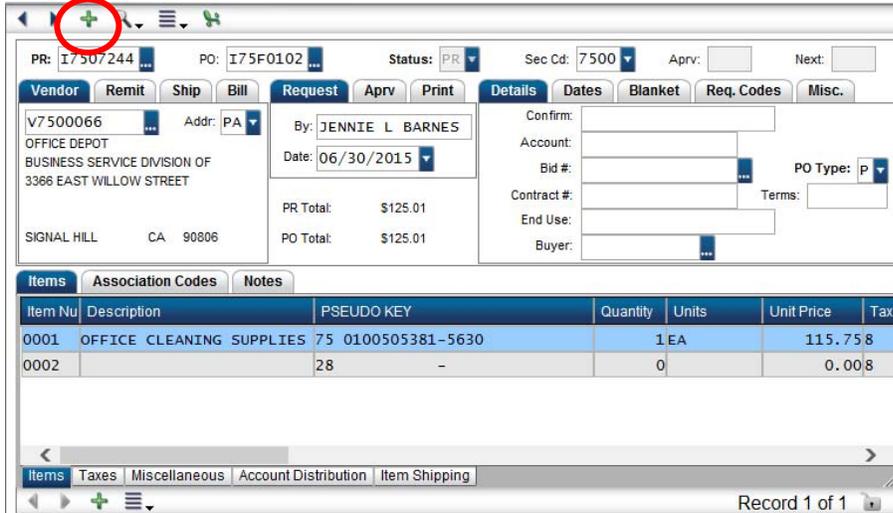


The check mark on the “By Request Date (newest first)” indicates the current sort option.

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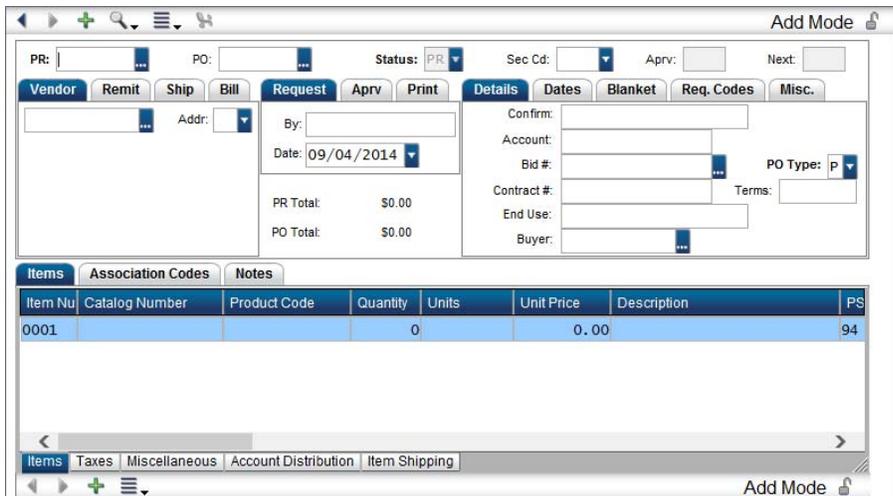
Create a Record

If the screen is defaulted to open in a “View” mode, click the green plus sign  at the **top** of the screen to create a new Purchase Request.



Item Nu	Description	PSEUDO KEY	Quantity	Units	Unit Price	Tax
0001	OFFICE CLEANING SUPPLIES	75 0100505381-5630	1	EA	115.75	8
0002		28 -	0		0.00	8

If the screen is set to open in “ADD” mode, begin entering data to create a new Purchase Request.



Item Nu	Catalog Number	Product Code	Quantity	Units	Unit Price	Description	PS
0001			0		0.00		94

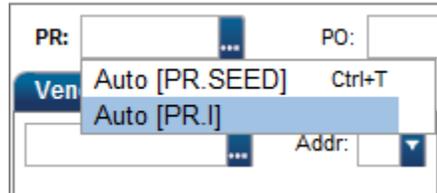
Once all data entry has been completed on the PR, hit ENTER on your keyboard to save the record you may notice the following message: **Waiting for host response** at the bottom of the screen followed by a  **Record Accepted** message indicating the record was created. The following pages detail each field and what fields are required for the entry of the PR information.

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PR Information:

NOTE: An * indicates the field will be printed on a Purchase Order.

*PR#: **Purchase Request Number** (REQUIRED): To obtain the next seeded PR number click the ellipses  and select Auto [PR.Y], where Y represents the fiscal year indicator (see screen shot below). For example, I = 2015, J = 2016, K = 2017 etc.

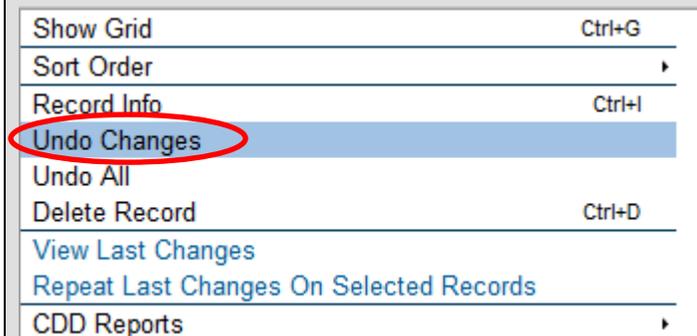


NOTE: The Purchase Request number can be changed by first deleting the selected PR Seed number. This feature should be used with caution and with guidance from the District office.

The system will display the following warning message:

 Warning - About to change the Purchase Request number. (PO140)

To correct the erroneous change, click the “Options” icon  from the menu bar and then select “Undo Changes” as shown below.



*PO#: **Purchase Order Number:** Purchase Order numbers are typically assigned by the **District office purchasing staff**; site users usually should not alter this field.

To issue a PO# District Office purchasing staff will:
Click on the ellipse to display the Purchase Order Seed Generators (AUTO [PO.xy]). Click on the desired Purchase Order Seed Generator to generate the Purchase Order number. Each time a user clicks on the Purchase Order, the next available sequential number for that type of PO will be assigned as the PO number.

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Purchase Order numbers **must** follow the following convention:
XLLY9999

X = Fiscal Year Indicator

LL = Ledger Number

Y = Purchase Order Type (see below)

9999 = Numeric (sequential) indicator

Valid Types include:

A = Contract (Agreement)

B = Library (Books)

C = Confirming

D = Delivery

E = Emergency

F = Food Service

L = Leases

M = Maintenance Operations

Q = Consultant

R = Regular

S = Stores

T = Transportation

U = Utilities

V = Fixed Assets (Inventory)

X = Open

Y = Open Transportation

Z = Open Maintenance

NOTE: The PO Number can be changed by spacing out the existing PO Number (using the Delete key) and then choosing a new PO Seed Generator to generate the next PO number. Once the PO Number is changed, the encumbrances are immediately adjusted (the old PO Number is disencumbered and the new PO number is encumbered).

Once the ENTER key is pressed, a Warning message will be displayed notifying the user the PO Number is about to be changed. Press the ENTER key again to save the change or press the ESC key to not save the change.

Status: Indicates the current status of the Purchase Order. (AUTOMATIC)
Status codes include:

PR Purchase Request (non-printed Purchase Order)

PO Purchase Order (has been printed)

PP Partially Paid through Accounts Payable

FP Fully Paid through Accounts Payable

CA Canceled (no payments made)

DE Disencumbered (payments have been made)

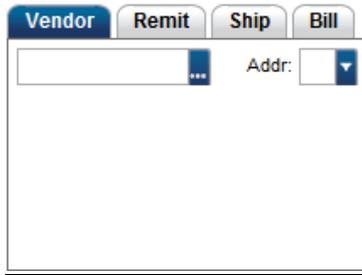
Sec Cd: Contains the user's ledger code and is automatically updated by the system. (AUTOMATIC) DO NOT CHANGE

Approval Code: Is updated with *APRV* when the PR is approved.

Next: **This field is not used but needed for compatibility**

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Vendor Tab



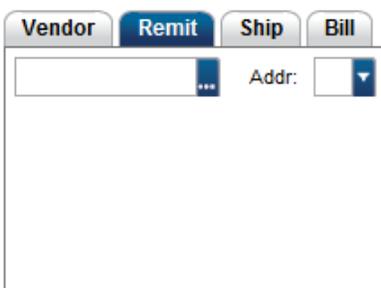
*Vendor ID: Enter the Vendor (PE) ID for which the PO is to be generated. If a PEID is unknown, click on the ellipsis **...** and select *Lookup* or CTRL+L to search for a specific vendor. A list can be obtained by simply typing in a partial spelling of the vendor's name in the lookup screen. To select, double click on the preferred vendor or click once to highlight the vendor and press the OK button. (REQUIRED)

Addr: A two character code specifying which Vendor address to be printed on the Purchase Order. Multiple addresses can be specified for a vendor (PA, PB, PO = Purchasing, AA, AB, AP = Accounts Payable, etc.). The system defaults to the pre-defined address code set up by OCDE District Systems Support. Contact the Financial Help desk to setup additional address codes. (OPTIONAL)

To change the Address Code (ADDR), click on the ADDR: drop down to see available address codes for the PEID or use the Vendor Lookup screen.

See the section entitled 'Person/Entity Lookup' for instructions on how to look up vendors and add vendors 'on the fly' in the *POUPPR – PURCHASE REQUESTS* screen. (pg. 32-33)

Remit Tab

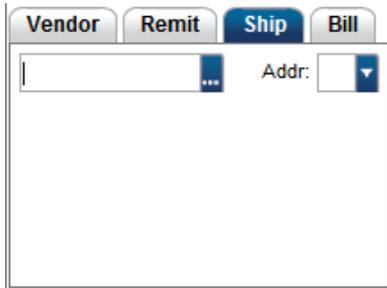


This tab is automatically populated.

NOTE: If the Vendor ID is changed in the Vendor tab, the user must change the Remit To PEID to match the Vendor ID.

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Ship Tab

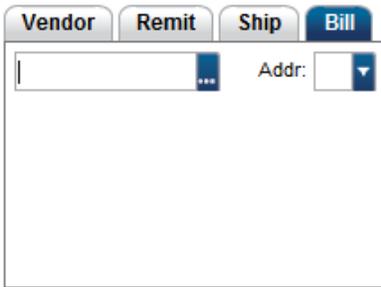


*Ship: Enter the PEID number of the *Ship To* location. The first letter of a *Ship To* PEID begins with an “S”. *Ship To* PEID’s are created in the *PERSON/ENTITY MODULE*. This may default to the user’s district Warehouse *Ship To* PEID. (REQUIRED)

To lookup a *Ship To* ID, click on the ellipses to access the *PERSON/ENTITY LOOKUP SCREEN*.

Addr: A two character code that specifies which *Ship To* PEID address is to be printed on the Purchase Order. Valid address codes must be defined by the OCDE Financial Help Desk. (OPTIONAL)

Bill Tab



This tab is automatically populated.

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Request Tab

Request	Aprv	Print
By:	<input type="text"/>	
Date:	<input type="text"/>	▼
PR Total:	\$0.00	
PO Total:	\$0.00	

* By: Enter the receiving party and/or location of the requester. (REQUIRED)

*Date: This date is used to check the budget and to determine the date of the pre-encumbrance in the General Ledger. (REQUIRED)
Request Date defaults to Today's date, unless the system is configured for working in two fiscal years. In this case, the Request Date will populate with either Today's date for old fiscal year seeds and 07/01/20YY for new fiscal year seeds.

The Purchase Request will pre-encumber as of this date.

Aprv Tab

Request	Aprv	Print
By:	<input type="text"/>	
Date:	<input type="text"/>	▼
PR Total:	\$0.00	
PO Total:	\$0.00	

By: The user ID of the last person who approved the Purchase Request. As a general rule, DO NOT make an entry in this field. (AUTOMATIC)

Date: The date the last approval was given. As a general rule, DO NOT make an entry in this field. (AUTOMATIC)

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Print Tab

Request	Aprv	Print
By: <input type="text"/>		
Date: <input type="text"/>		
PR Total:	\$0.00	
PO Total:	\$0.00	

This tab is automatically populated.

Details Tab

Details	Dates	Blanket	Req. Codes	Misc.
Confirm:	<input type="text"/>			
Account:	<input type="text"/>			
Bid #:	<input type="text"/>	...	PO Type:	<input type="text"/>
Contract #:	<input type="text"/>		Terms:	<input type="text"/>
End Use:	<input type="text"/>			
Buyer:	<input type="text"/>	...		

Confirm: Enter the name of the confirming party. This field does not print on the Purchase Order. (OPTIONAL)

Account: If an account has been established with a vendor, or an Open Purchase Order exists with a vendor, enter the vendor's account number. (OPTIONAL)

Bid Number: If the purchase request came from a specific bid, enter the bid number into this field. This information will carry over into the Accounts Payable subsystem.

PO Type: **Purchase Order Types:**

- P** = Regular
- C** = Contract
- B** = Blanket

This field is for inquiry purposes only. As a general rule, do not change the Purchase Order type. (AUTOMATIC)

Contract #: Enter the contract number. The contract number is transferred through to the Accounts Payable and General Ledger module transactions associated with the Purchase Order. (OPTIONAL)

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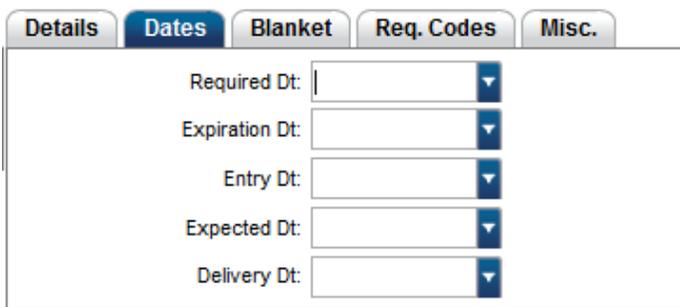
Terms: If terms of payment have been established with a vendor, or an open Purchase Order exists with a vendor, enter the terms. This field is used for reference and/or printing on the PO. (OPTIONAL)

To have the vendor terms print on the Purchase Order, enter the vendor terms on the *ASSOCIATIONS TAB* in the *PERSON/ENTITY SYSTEM (PEUPPE)*.

***End Use:** Used in conjunction with *Requested By*, this field represents the End Use of the goods being ordered. An example would be a room number or a particular function such as a refund grant. (OPTIONAL)

***Buyer:** Enter the Buyer ID if each individual Buyer's name is to print on the Purchase Order. The Buyer must be defined in the *PERSON/ENTITY MODULE*. The name, and sometimes phone number, associated with the Buyer ID will be printed on the Purchase Order. (AUTOMATIC)

Dates Tab



Details Dates Blanket Req. Codes Misc.

Required Dt:

Expiration Dt:

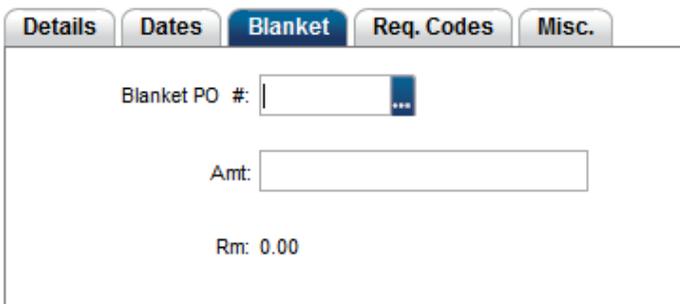
Entry Dt:

Expected Dt:

Delivery Dt:

This tab is automatically populated.

Blanket Tab



Details Dates Blanket Req. Codes Misc.

Blanket PO #:

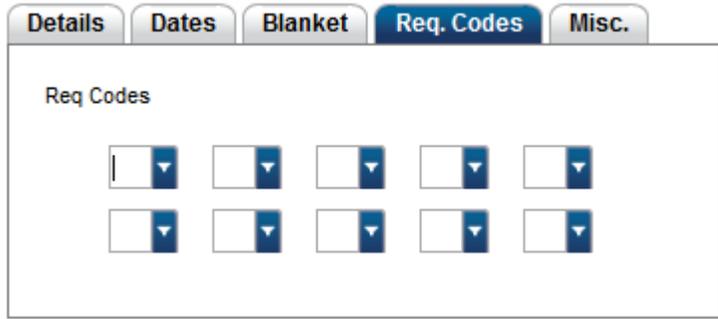
Amt:

Rm: 0.00

Fields on this tab are not used by OCDE.

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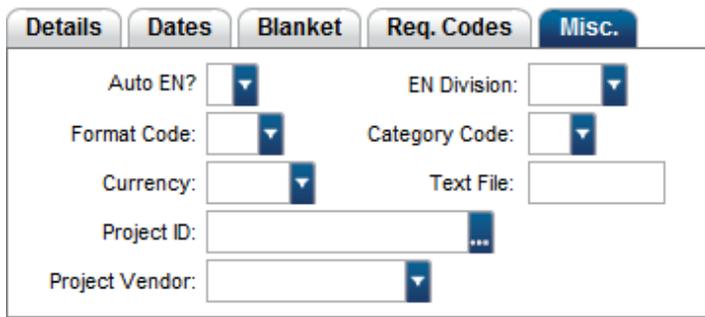
Req Codes Tab



*Requisition Codes

To view valid Requisition Codes that allow “custom” printing on the Purchase Order click on the drop down arrow for a pick list of valid codes. (Requisition Codes are defined by OCDE District Systems Support.) (OPTIONAL)

Misc Tab



Fields used by OCDE on this tab are automatically populated.

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Items Tab

The lower section of the screen is used to enter the item information for the Purchase Request. There are five tabs at the bottom of the screen that contain condensed information from the Items Tab.

A nice feature of the grid is that the layout of the columns can be rearranged by simply dragging and dropping the column title to the location desired, allowing customization of the tab to suit the needs of the user. The width of each column can also be adjusted.

Item Nu	Quantity	Unit Price	Units	Discount	Pct Discount	Tax Code	Tax Amt	Extended Amt	PSEUDO ACCOUNT
0001	0	0.00		0.00		8	0.00	0.0094	-

*Item Number: The Purchase Request Item number is automatically generated when adding a Purchase Order item. (REQUIRED)

*Quantity: Enter the quantity requested for each item. (REQUIRED)

*Unit Price: Enter the item cost per unit in dollars and cents. Up to 5 decimal places may be used. If a Product Code is entered and this field is left blank, the system will display the last cost; or, if none, the retail price; or, if none, \$0 is displayed. (REQUIRED)

*Units: Enter the units of measurement or select from the drop down menu. (REQUIRED)

If a Product Code is entered, the Units must match the Unit Description previously defined on the *PRODUCT INFORMATION SCREEN* in the *PERSON/ENTITY MODULE*.

If a Product Code is entered and the Units are left blank, the Units will be filled with the Units defined for the Product Code on the *PRODUCT INFORMATION SCREEN* in the *PERSON/ENTITY MODULE*.

NOTE: Items that have a unit cost of zero and a quantity of zero will print “unknown” on the printed Purchase Order. Items that have a unit cost of zero and a non-zero quantity will print “No Charge” as the unit cost on the printed Purchase Order. The user may override these system defaults by placing “UNK” or “NOC” in the *Units field*.

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Discount: Enter the discount amount. This field is system generated if a term is entered. (OPTIONAL)

Pct Discount: If a percentage discount is to be given for an item, enter the percentage as the terms of the discount. If the discount is 15.5%, enter **15.5**. (OPTIONAL)

If both a *Discount* and *Discount Percentage* are entered, the discount amount will override any discount percentage specified.

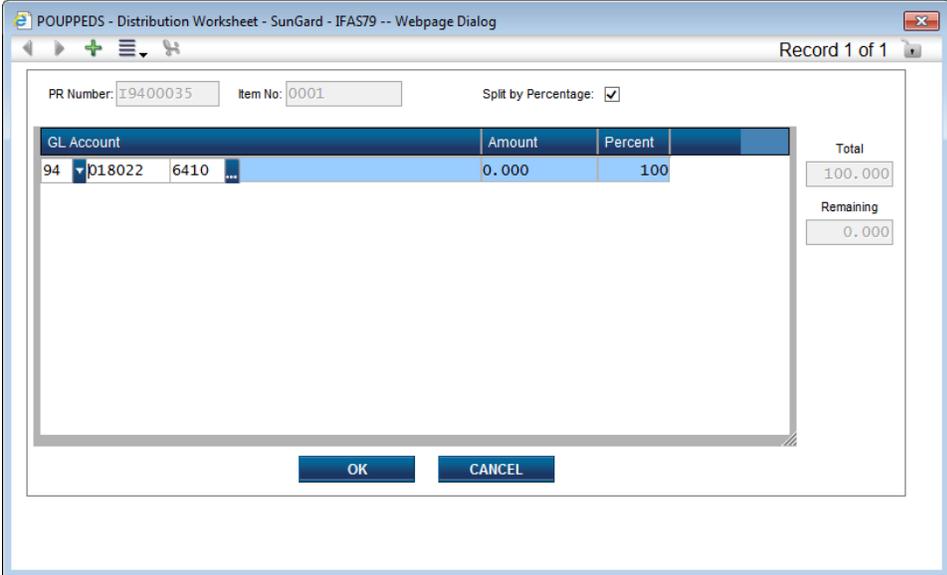
Tax Code: If the item is taxable and the tax is to be applied to the encumbrance, enter the tax code percentage (the default is 8%). For non-taxable items, space out the tax code. (Tax codes are defined by OCDE District Systems Support). (OPTIONAL)

Tax Amount: The tax amount is automatically calculated if a tax code is entered. If there isn't a tax code but a tax amount is to be applied to the item, enter the amount in the tax amount field. (OPTIONAL)

Extended Amt: Displays the extended cost of the item. This field is calculated as the unit cost plus the tax minus the discount plus the charges. (DISPLAY ONLY)

***Pseudo Account:** Enter the Pseudo (Account)-Object to be charged for this item if the item is to be charged to only one account number.

If multiple account numbers are to be charged, click on the  icon to launch the Distribution Worksheet illustrated below.



GL Account	Amount	Percent
94 018022 6410	0.000	100

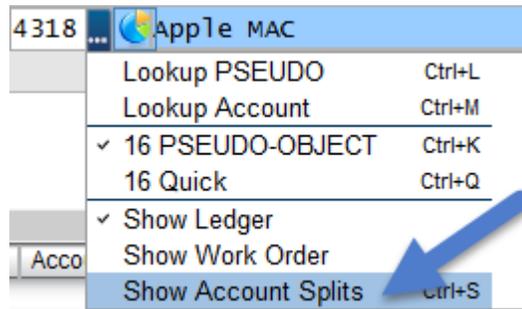
Total: 100.000
Remaining: 0.000

To split funding for the item by percent or amount, check or uncheck the *Split by Percentage* check box at the top of the screen as needed or click CTRL+%. To add a new line use the Enter key, CTRL+A, or the green plus, , sign at the top of the dialog box.

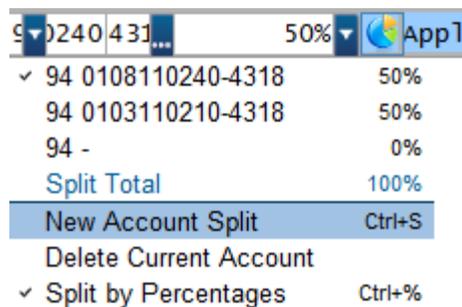
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NOTE: When there is a single item on the PR/PO with split funding, the split should be entered by percent if accessing the distribution worksheet.

If the split is to be done by dollar amount, the splits should be entered directly from the items tab when creating the PR. This is done by selecting 'Show Split Accounts' in the Pseudo (Account) field.



Once the first Pseudo (Account) is entered, then click the down arrow and select New Account Split to enter the next Pseudo (Account)/amount information. To change the split from percentage to amount, click the Split by Percentages line.



***Description:** Enter the item description text. The first 25 characters should be unique as it is referred to in other subsystems as the description of the item. The number of characters printed on the Purchase Order depends on the default PO Form setup per district. Default PO form setup choices are:

- RX (Regular POs) - 63 characters
 - PR (Product ID POs) - 52 characters
 - CC (Commodity Code POs) - 48 characters
- (REQUIRED).

Product Code: Enter the Inventory Item number or Product Code being purchased. The Product Code must have previously been created in the PERSON/ENTITY MODULE (PEUPPR). The last purchase price translated in terms of the units entered, in addition to text entered for the product will automatically be displayed when the product ID is entered. (OPTIONAL)

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When creating a new Purchase Request / Order to replenish an Inventory item, the user **must** include the “Product Code” and the “Warehouse ID”.

Warehouse: If the item is a Store’s Inventory item, enter the code of the Stores Inventory warehouse, *WLL*, where *LL* becomes the ledger code for the district. When creating a new Purchase Request / Order to replenish an Inventory item, the user **must** include the “Product Code” and the “Warehouse ID”.

***Catalog Number:** Enter the Vendor’s catalog number to have this field print on the Purchase Order. Enter the product code in this field to have it print above the first line of text on a Purchase Order. (OPTIONAL)

Vendor Item Number:	(Not used by OCDE)
Brand Code:	(Not used by OCDE)
Brand Description:	(Not used by OCDE)

Tax Code 2: If the item needs a second tax and the tax is to be applied to the encumbrance, enter the tax code percentage (the default is 8%). For non-taxable items, space out the tax code. (Tax codes are defined by OCDE District Systems Support.) (OPTIONAL)

Tax Amt 2: Automatically calculated if a second tax code is entered. If there isn’t a second tax code but a second tax amount is to be applied to the item, enter the amount in the second tax amount field. (OPTIONAL)

Charge Code: If a percentage amount is to be charged against an item, enter the percentage in the charge code field. If the charge is 10%, enter 10. If both a charge code and charge amount is entered, the charge amount will override any charge code specified. Charge codes are defined by the OCDE District Systems Support. (OPTIONAL)

Charge Amt: Enter the charge amount. This field is system generated if a charge code is entered. (OPTIONAL)

Duty Code:	(Not used by OCDE)
Duty Amt:	(Not used by OCDE)

Changed Item? The column defaults to a blank field. The field is flagged with a “Y” when changes are made to an item. The “Y” confirms that “yes” the item has changed and the flag is set regardless of the printed status when a modification occurs.

Fixed Asset?: When an item is entered into the system using district specific amounts

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and object codes, the field will be automatically set to “Y” for yes or “N” for no. (OPTIONAL)

Once a **Y** is entered in this field, “FIXED ASSET” or “ADD” will be displayed in the *Tag Number* field in *PURCHASING RECEIVING (POUPRC)*.

Print Item?: (Not used by OCDE)

Join Code: (Not used by OCDE).

*Ship To ID: Enter the PEID number of the Ship To location only if the item is to be shipped to a different location than the Ship To location entered on the *Ship Tab*. The first letter of a Ship To ID begins with an “S”. Placing a Ship To location in this field prints the Ship To address below the item description on a Purchase Order. (OPTIONAL)

NOTE: To ship an entire Purchase Order to a single Ship To address, enter the Ship To ID on the “Ship” tab. To ship an individual item to an address that is different than the rest of the items on a Purchase Order, enter the Ship To ID in this field.

If the Ship To ID is entered in this field the Ship To Name and Address will print in the body of the Purchase Order directly after the associated items description.

Addr: A two character code that specifies which Ship To PEID address to be printed on the Purchase Order. (Valid address codes are defined by OCDE District Systems Support). (OPTIONAL)

Close: This field indicates if the item is closed or open. (Not used by OCDE)

Delete: Indicates if an item on a printed PO is logically deleted. This flag is set to “Y” if an item is deleted after the item was printed on a PO. It is not removed from the PR; it just sets the flag to “Y”. When the PO is reprinted, the item will not print on the PO.

Ledgers: (GL): Displays the General Ledger code (same as the ledger number). The District Name associated with the General Ledger code is displayed below the General Ledger Code. (DISPLAY ONLY)

Requested By: Displays the person entered on the purchase request as the one requesting the item. (DISPLAY ONLY)

Required Date: If a particular item is required on a specific date, other than the date specified on the PO header, enter that date here.

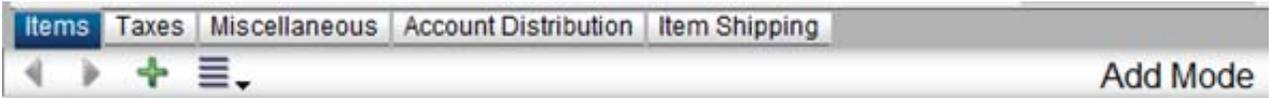
PO Item Number: System generated line number for an item on the PR that echoes the

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item number.

Items Tab View Options

The bottom tabs offer a specific view of the same information contained on the *Items Tab*.



Association Codes

A screenshot of the BusinessPLUS Purchasing interface showing the 'Association Codes' tab. The interface has three tabs: 'Items', 'Association Codes' (highlighted in blue), and 'Notes'. Below the tabs, there is a form with the following fields: 'Item Number' with the value '0000', 'Assoc Code:' with a dropdown menu, and 'Code Value:' with a text input field. At the bottom of the form, there is a toolbar with navigation arrows, a green plus sign, and a menu icon. On the right side of the toolbar, there is a button labeled 'Find Mode' with a lock icon.

Assoc Code: This tab is used to track information about items. For example, tracking the maintenance schedule of a particular personal computer, or tracking savings associated with purchasing this item from a particular vendor. This screen is also used to identify various items for Independent Contract Reporting (ICR) associated with SB542. All Association Codes are defined by OCDE District Systems Support prior to their use.

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Notes

The screenshot shows a software interface with three main tabs at the top: 'Items', 'Association Codes', and 'Notes'. The 'Notes' tab is currently selected and highlighted in blue. Below these tabs is a large, empty rectangular area intended for entering text. At the bottom of the interface, there are three smaller sub-tabs: 'PR Notes', 'Print Before', and 'Print After'.

The Notes tab serves two functions.

1. It enables the user to define internal comments on purchase requests during any part of the life of the request. The PR Notes range from comments about the necessity of an order, to a comment about the rejection of a purchase request. *It should be noted that PR Notes entered on the PR Notes tab are not printed on the purchase order.*
2. It also allows the user to create additional text that *is to print* on the PO. The text may be designated to print before all the item detail, by entering the text on the *Print Before* tab, or after all the item detail, by entering the text on the *Print After* tab.

It is recommended that a purchase request code of “NT” be added to the purchase request. This will help other users know that Notes are available to browse.

Press the Enter key to advance to the next line and press Shift+Enter combination to save the text entered. **NOTE: A PR cannot be saved from the Notes Tab. Go back on the Items Tab to save the PR.**

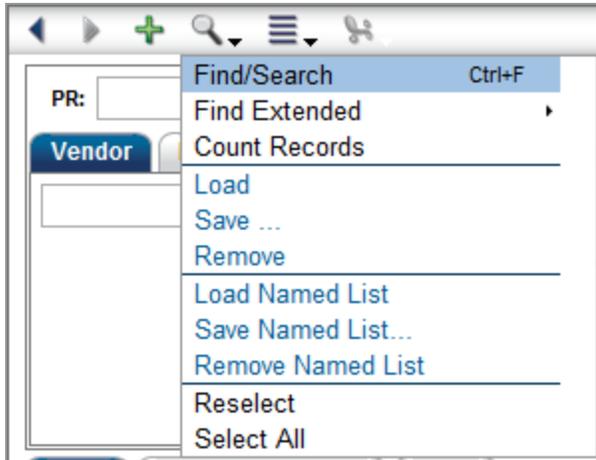
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Copy A Previous PR/PO

A user has the ability to copy an entire Purchase Requisition or Purchase Order into a new year Purchase Requisition/Purchase Order regardless of the status by first searching for the PR/PO to copy from and then clicking on the “Tools” option on the sidebar menu.

Step 1

Perform a “Find/Search” to obtain the PR/PO to be copied from.



Step 2

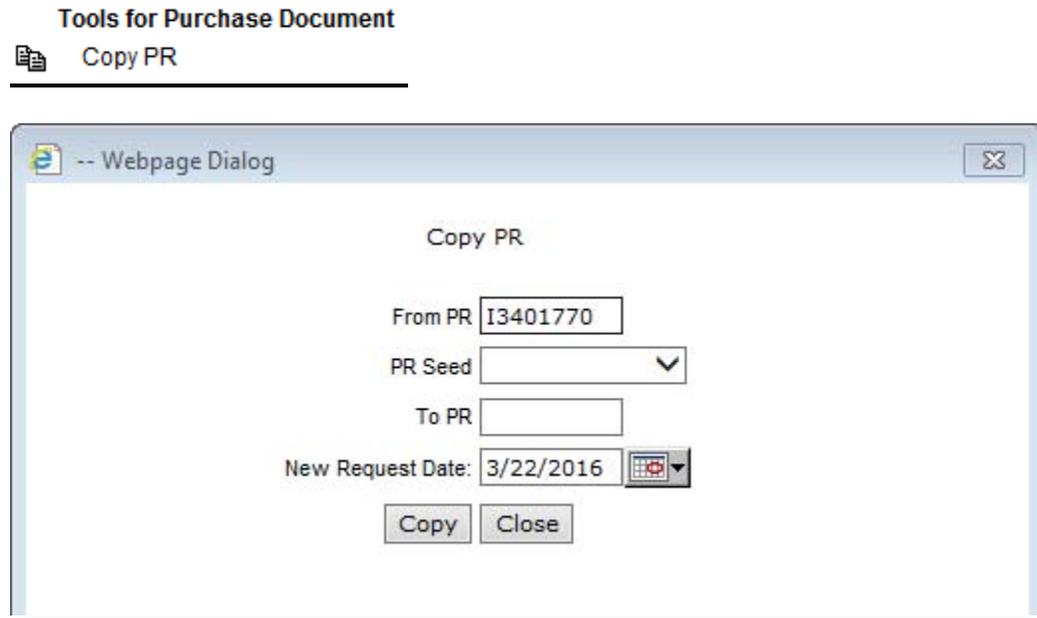
Click on “Tools” from the sidebar menu



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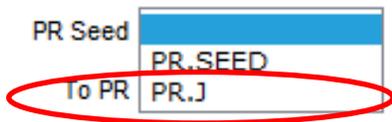
Step 3

Click on “Copy PR” from inside the “Tools” menu to receive the copy dialogue box.



Step 4

Click on the drop down arrow next to the PR Seed field and select PR.J (or the appropriate seed for the fiscal year the PR/PO is being copied into). A valid manual PR number may also be entered directly in the “To PR” field.



Step 5

Click Copy.



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Copy An Item

To copy an item from an existing PO/PR to a Purchase Request:

- Perform a 'Find/Search' to obtain the PO/PR to copy from
- Highlight the line item to be copied (shown as the blue highlighted line below)
- Click on the Options icon at the bottom of the screen
- Click on Copy Record option to copy all fields from the line item.

PR: J2000999 PO: J20R0972 Status: PR Sec Cd: Aprv: Next:

Vendor: V2001182 STAPLES ACCT. #6011-1002-3003-759 7881 EDINGER AVENUE, STE. 130 HUNTINGTON CA 92647

Request: By: JENNIE L BARNES Date: 03/21/2016

PR Total: 38340.00 PO Total: \$38,340.00

Item Nu	Quantity	Units	Unit Price	PSEUDO ACCOUNT	Description
0001	1	EA	33,000.00	20 010269275-4310	TESLA
0002	1	EA	500.00	20 010269275-4310	WARRANTY
0003	0		0.00	20	

Options menu: Restore Default Grid Settings, Sort Order, Record Info (Ctrl+I), Undo Changes, Copy Record, Paste Record, Paste Cascading, Delete Record (Ctrl+D)

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The item is now copied to a 'holding area'. To paste the item into the new Purchase Request:

- Perform a 'Find/Search' to obtain the Purchase Request to copy the item 'into'
- Highlight the item line to copy to
- Click on the Options icon
- Click on Paste Record from the Options dropdown. This copies all fields into the highlighted line item.
- To save the item just copied, press the ENTER key. A 'Record Accepted' message will be displayed indicating the copy was successful.

Record 7 of 7

PR: I9402651 PO: Status: PR Sec Cd: Aprv: Next:

Vendor: V9413903 BARNES, JENNIE

Request: By: JENNIE L BARNES Date: 04/22/2015

PR Total: \$1,512.00 PO Total: \$0.00

Item Nu	Quantity	Units	Description	Unit Price	PSEUDO ACCOUNT	Extended
0001	2	EA	IPAD	500.0094	018022-4310	1,000
0002	2	EA	KEYBOARD	200.0094	-	400
0003	0			0.0094	-	

Items Taxes Miscellaneous Account Distribution Item Shipping

Restore Default Grid Settings
Sort Order
Record Info Ctrl+I
Undo Changes
Copy Record
Paste Record
Paste Cascading
Delete Record Ctrl+D

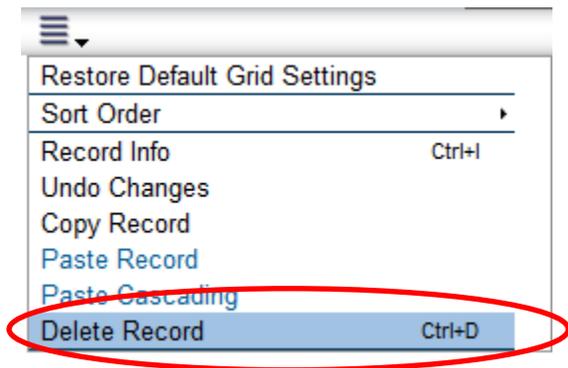
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Deleting an Item on a PR

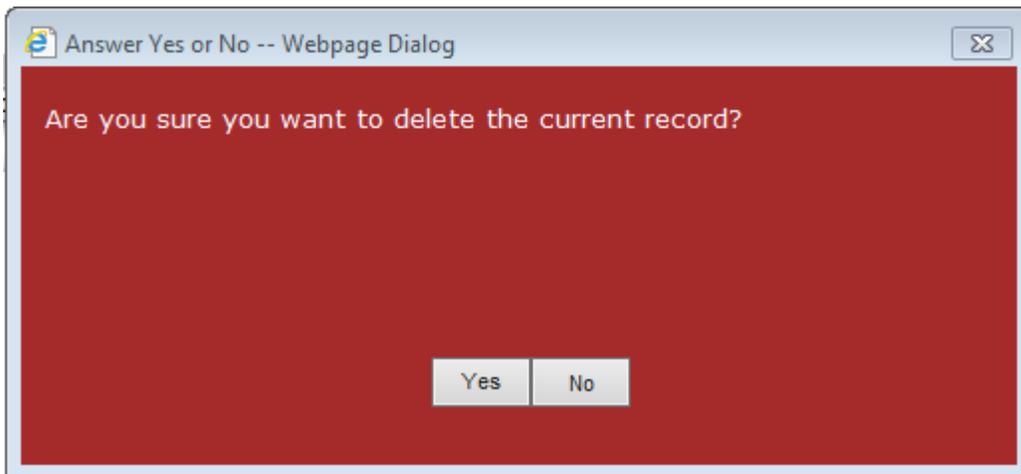
To delete an item from a PR, click to identify/highlight the item to be deleted. Access the options icon, , at the bottom of the screen and click on *Delete Record* or click CTRL+D.

Item Num	Quantity	Units	Description	Unit Price	PSEUDO ACCOUNT
0001	1	EA	Ergonomic pencil	33.33	94 018022-4301
0002	2	EA	ergonomic eraser	11.10	94 018022-4301
0003	1	EA	ergonomic pen	11.11	94 018022-4301
0004	0			0.00	94 -

Items Taxes Miscellaneous Account Distribution Item Shipping



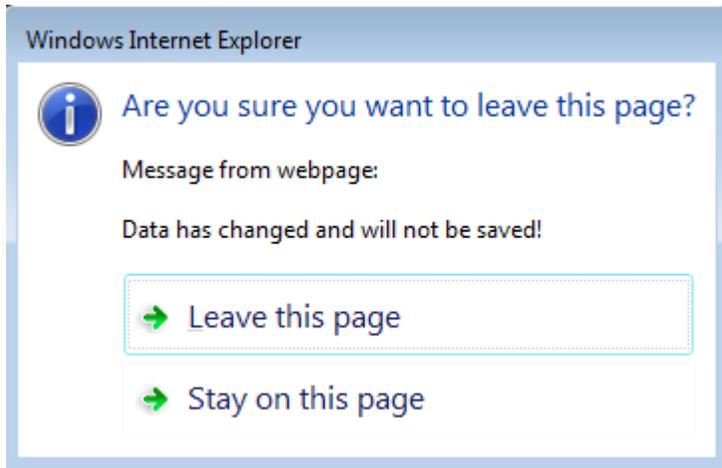
Once the delete has been requested the following prompt will display to confirm either Yes or No in order to delete the current record.



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On Screen Messages

If a user tries to exit the module before saving the PR (including changes), the following pop-up box will display. If the PR needs to be saved click “Stay on This Page” and save the PR by hitting ENTER on the keyboard. If the PR doesn’t need to be saved click “Leave This Page”.



-  - A green circle with a white check mark indicates the record has been accepted.
-  - A yellow triangle with a black exclamation point indicates a warning. Review the message, (make changes as needed) then hit Enter on your keyboard to clear the warning.
-  - A red circle with a white X indicates a block. The errors must be addressed and corrected to proceed.

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Person/Entity Lookup

The *PERSON/ENTITY LOOKUP* is used to locate entities such as Vendors, Buyers, and Ship To ID's. This dialog box supports lookup by Person/Entity ID (commonly referred to as the PEID) by Person/Entity Name (commonly referred to as the PE Name), or by Social Security/TIN number.

The *PERSON/ENTITY LOOKUP* allows the user to search for a PE ID or name during data entry by clicking on the ellipses and then clicking on lookup (or using the accelerator keys CTRL+L) to access the *DATA LOOKUP* dialog box. Enter the name of the Vendor or Buyer and hit enter. Once the desired option is displayed either double click on the desired field or highlight it and click 'OK'.

Vendor Remit Ship Bill

Lookup Ctrl+L
ID Source

Enter the name of the Vendor or Buyer and hit enter

Data Lookup -- Webpage Dialog

OK Cancel Add

Search ID Source: Person/Entity

Filter: Name like

PE ID	NAME	SECURITY CD	PEDB CODE
V7500066	OFFICE DEPOT	75	P
V7802153	OFFICE DEPOT	78	P
V8302322	OFFICE DEPOT	83	P
V7201182	OFFICE DEPOT INC	72	P
V9402143	OFFICE DEPOT INC.	94	P
V8302323	OFFICE DESIGN GROUP	83	P
V9418845	OFFICE DIRECT INC	94	P

Once the desired option is displayed the user can either double click on the desired field or highlight it and click 'OK'

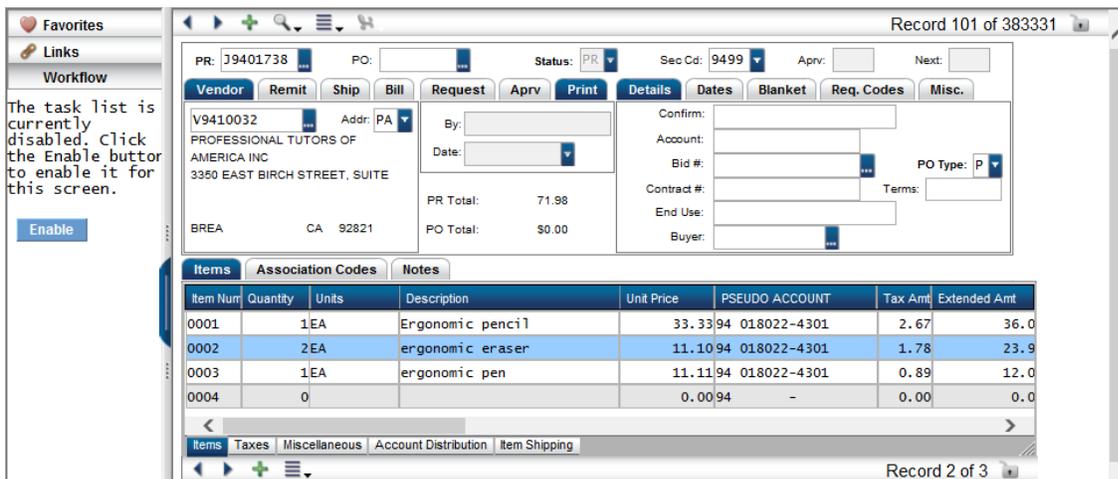
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Workflow – Sending Purchase Requests to Workflow

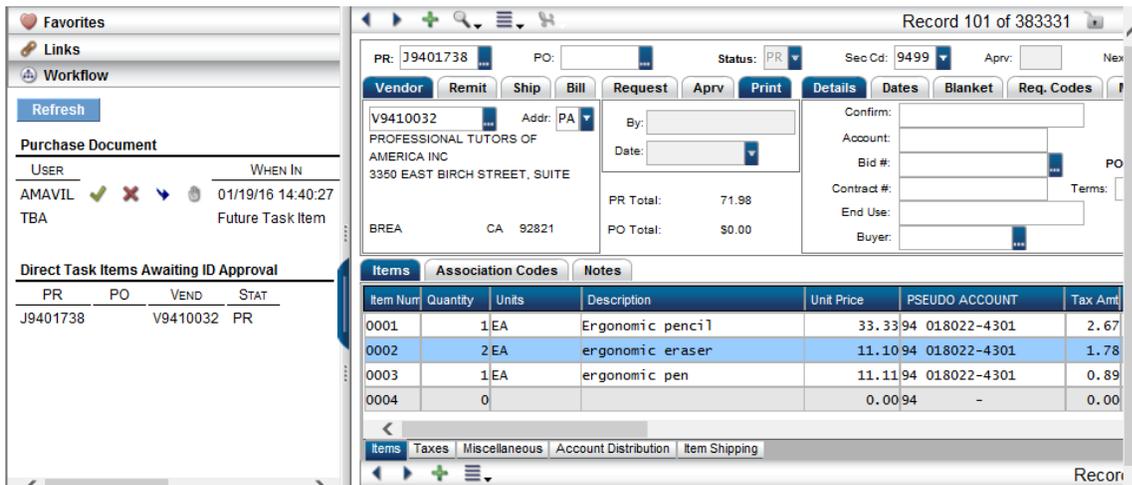
Once the Purchase Request has been entered, it is necessary to approve the PR using WORKFLOW in order to send it to the next level of approval. There are three options to access workflow: Sidebar Menu from within the module, *All* tab and *Home* tab. The recommended method for Sites is from the Sidebar Menu.

Workflow from the Sidebar Menu

From within the POUPPR Purchase Requests screen and with the PR displayed as the active record, click *Workflow* from the sidebar menu to view workflow information. If it is the first time accessing workflow, it may be necessary to click *Enable* to access workflow as displayed below.



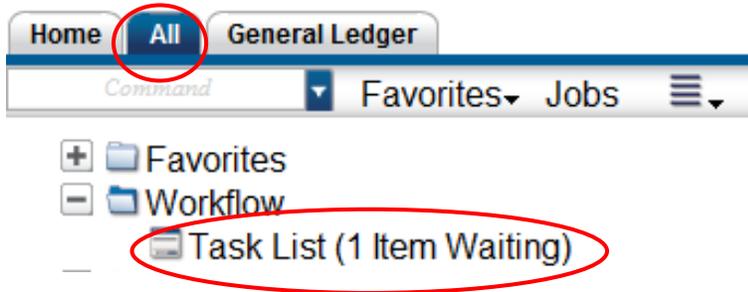
Once workflow information is displayed as shown below, click the green check mark, ✓, to approve, and then SUBMIT to send the purchase request through workflow to the next approver as set up per district requirements.



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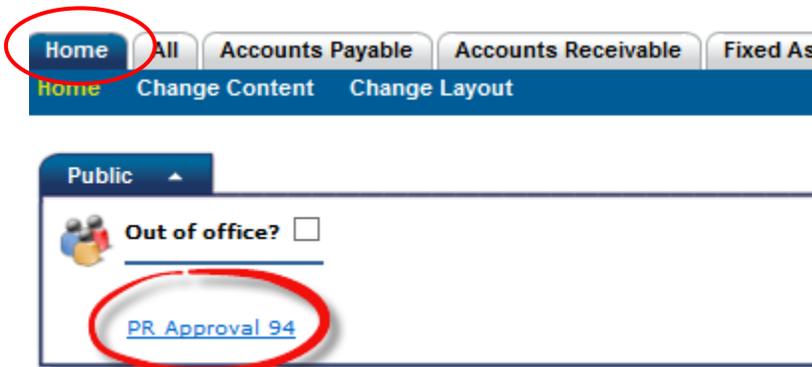
Workflow from the All tab

From the *All* tab, click *Workflow* to expand the folder then click *Task List* to launch the workflow task list window.



Workflow from the Home tab

The *Home* tab will display a link to access workflow when a record requires the user's attention. Click the link in the *Public* folder (PR Approval 94 in this example) to launch the workflow task list window.



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Workflow Task List Window

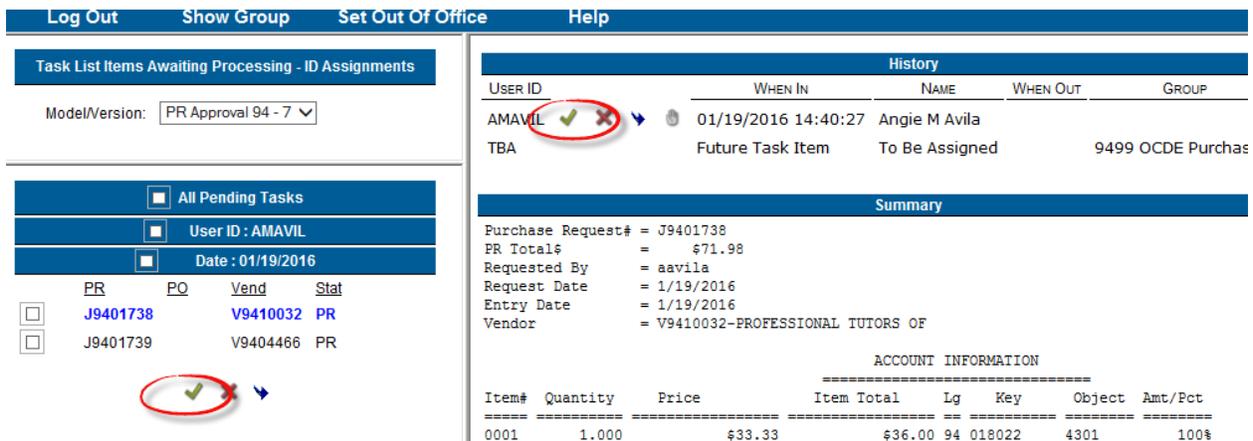
Tasks waiting to be processed are listed under *All Pending Tasks (left sidebar)*. Information from the identified purchase request is displayed under *Summary*. Workflow details for the identified purchase request are displayed under *History*. There are two options to approve and send purchase requests for approval:

Submit Purchase Requests Individually or Collectively:

From the *All Pending Tasks* section, select a specific purchase request, or click the box next to *All Pending Tasks* to select all PR's then click the green check mark,  to approve and submit all identified PR's.

Submit Purchase Requests Individually:

From the *History* section click the green check mark,  to approve and submit the individual purchase request displayed under *Summary*.



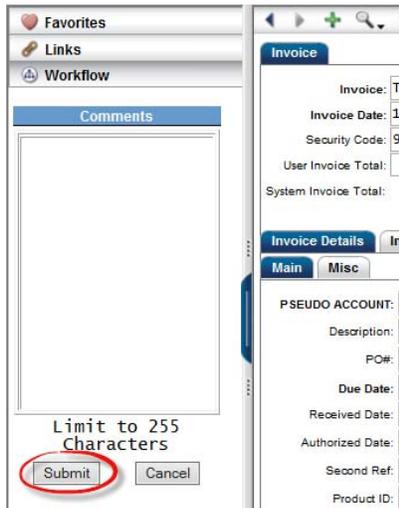
PR	PO	Vend	Stat
<input type="checkbox"/>	J9401738	V9410032	PR
<input type="checkbox"/>	J9401739	V9404466	PR

USER ID	WHEN IN	NAME	WHEN OUT	GROUP
AMAVIL	01/19/2016 14:40:27	Angie M Avila		
TBA	Future Task Item	To Be Assigned		9499 OCDE Purchas

Purchase Request# = J9401738
PR Total\$ = \$71.98
Requested By = aavila
Request Date = 1/19/2016
Entry Date = 1/19/2016
Vendor = V9410032-PROFESSIONAL TUTORS OF

Item#	Quantity	Price	Item Total	Lg	Key	Object	Amt/Pct
0001	1.000	\$33.33	\$36.00	94	018022	4301	100%

Comments for the next workflow approver may be added prior to clicking Submit.



Limit to 255 Characters

Submit Cancel

The next approver will approve  or refer the PR back  using the same workflow screens.

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Purchase Order Status Inquiry (PO3001)

PO3001 will display purchasing, receiving, encumbrance, and accounts payable information relating to a selected Purchase Request or Purchase Order.

To access the Purchase Order Status Inquiry *PO3001* report, the user will click on PO, IQ and then *PO3001* (by PO or PR), within the IQ menu.

Entering a Purchase Order Number will display all information about a Purchase Order/Purchase Request.

The screenshot shows a tree view menu on the left with the following items:

- [-] PO - Purchasing
 - [+] CS - Client-Specific
 - [-] IQ - Interactive Inquiry
 - [-] PO3001 (PO3001: Purchase Order Status Inquiry)
 - [+] No Criteria; Select All
 - [-] Selection Prompts
 - ? Vendor ID:
 - ? Vendor Name:
 - ? Enter the Purchase Requisition or Purchase Order Number:

Below the menu items is a blue "Submit" button. To the right of the menu items are three empty text input fields, each with an asterisk (*) to its right, indicating required fields.

Purchase Order Status Inquiry (PO3001)

The following page shows an example of data that is displayed in the *PO3001* for a Fully Paid Purchase Order.

The user may also view Purchase Requests and Purchase Orders in *PO3001* by Vendor ID or Vendor Name. Enter the desired *PEID Number* or desired *Vendor Name* at the appropriate prompt and the beginning portion of a PR or PO, for example JLL* (where LL becomes the district ledger code).

BusinessPLUS Purchasing

ORANGE COUNTY DOE PURCHASE ORDER STATUS INQUIRY

Report Date: 09/24/2014

MASTER INFORMATION

			Fully Paid										
<u>PR Number</u>	<u>PO Number</u>	<u>Vendor ID</u>	<u>Vendor Name</u>										
I9400177	I94V0055	V9400371	BEST BUY										
Address: PA 25422 EL PASEO STORE #101 MISSION VIEJO, CA 92691			PO Total Amount: 5,400.00										
Confirm:	Requested by: NADINE REYNOSO	Blanket Number:	Req. Dt: 09/22/2014										
Account: NADINE	Approved by: IGCAVA	Blanket Amount:	Apr Dt: 09/22/2014										
Bid:	Printed by: IGCAVA	Blanket Remaining:	Print Dt: 09/22/2014										
Contract:	PO Type: P		Entry Dt: 09/22/2014										
Ship To: S9400083	EN Flag: Y	Req. Codes	Expr Dt:										
Bill To: P9400001	Sec Cd: 9499	<table border="1" style="margin: auto;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>											Buyer: B9400019
End Use:													

ITEMS

Item	Unit Price	Key	Object	Tax1	Discount	Extended	Catalog	F/A	Print
Qty Ordered	UN			Tax2	Charges	Work Order	Ship To	Whse	Chg
FLAT SCREEN TV FOR CLASSROOM									
0001	\$1,000.00	G016439	4410	\$400.00	\$0.00	\$5,400.00		Y	
5	EA			\$0.00	\$0.00				
***** FIXED ASSET ***** A FIXED ASSET (EQUIPMENT VALUED AT \$500.00 OR MORE, INCLUDING TAX) HAS BEEN ORDERED ON THIS PURCHASE ORDER AND MUST BE TAGGED WITH A FIXED ASSET IDENTIFICATION NUMBER ASSIGNED BY THE PURCHASING DEPARTMENT WHEN YOUR EQUIPMENT IS RECEIVED. THE PURCHASE DEPARTMENT HAS ATTACHED A FIXED ASSET IDENTIFICATION NUMBER TAG TO THE FIXED ASSET ACQUISITION FORM FOR YOU TO USE. PLEASE FOLLOW THE INSTRUCTIONS STATED ON THE FORM FOR RECEIVING YOUR									
0002	\$0.00	G		\$0.00	\$0.00	\$0.00		N	
				\$0.00	\$0.00				
						\$5,400.00			

ENCUMBRANCES

Item #	PR Number	Batch ID	Key	Object	Post Date	EN Amount	PD Amount	Balance	TP
FLAT SCREEN TV FOR CLASSROOM									
0001	I9400177	PO	94 016439	4410	09/22/14	\$5,400.00	\$0.00	\$5,400.00	EN
0001	I9400177	A94B922D	94 016439	4410	09/23/14	\$0.00	\$1,080.00	\$4,320.00	FP
0001	I9400177	A94B922D	94 016439	4410	09/23/14	\$0.00	\$1,080.00	\$3,240.00	FP
0001	I9400177	A94B922D	94 016439	4410	09/23/14	\$0.00	\$1,080.00	\$2,160.00	FP
0001	I9400177	A94B922D	94 016439	4410	09/23/14	\$0.00	\$1,080.00	\$1,080.00	FP
0001	I9400177	A94B922D	94 016439	4410	09/23/14	\$0.00	\$1,080.00	\$0.00	FP
PO Balance:						\$5,400.00	\$5,400.00	\$0.00	

RECEIVING DETAIL

Item #	Date Received	Quantity Received	Quantity Paid	Quantity Damaged	User	Entry Date	Warehouse	Fixed Asset ID
0001	09/22/2014	1.00	0.00	0.00	TXCASA	09/22/2014		F941000048
0001	09/22/2014	1.00	0.00	0.00	TXCASA	09/22/2014		F941000049

User: JXBARN - Jennie Barnes

Page

Current Date: 09/24/2014

BusinessPLUS Purchasing

ORANGE COUNTY DOE PURCHASE ORDER STATUS INQUIRY

Report Date: 09/24/2014

MASTER INFORMATION

<u>PR Number</u>	<u>PO Number</u>	<u>Vendor ID</u>	<u>Vendor Name</u>	Fully Paid
I9400177	I94V0055	V9400371	BEST BUY	F941000052
0001	09/22/2014	1.00	0.00	0.00 TXCASA 09/22/2014 F941000052
0001	09/22/2014	1.00	0.00	0.00 TXCASA 09/22/2014 F941000053
0001	09/22/2014	1.00	0.00	0.00 TXCASA 09/22/2014 F941000055
		<u>\$5.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

OPEN HOLD ACTIVITY

<u>Item #</u>	<u>Sts</u>	<u>Vend.ID</u>	<u>Set ID</u>	<u>Ke</u>	<u>Object</u>	<u>Check #</u>	<u>Check Date</u>	<u>Invoice #</u>	<u>Invoice Date</u>	<u>Amount</u>
0001	WP	V940037	A94B922D	016439	4410			2259	09/16/2014	1,080.00
0001	WP	V940037	A94B922D	016439	4410			2259	09/16/2014	1,080.00
0001	WP	V940037	A94B922D	016439	4410			2259	09/16/2014	1,080.00
0001	WP	V940037	A94B922D	016439	4410			2259	09/16/2014	1,080.00
0001	WP	V940037	A94B922D	016439	4410			2259	09/16/2014	1,080.00
TOTAL AMOUNT CHECK 94 :										<u>\$5,400.00</u>
TOTAL PAYMENTS FOR PO I94V0055:										<u>\$5,400.00</u>

WORKFLOW ACTIVITY

<u>WF Role</u>	<u>Approver</u>	<u>Approved?</u>	<u>Assigned</u>	<u>Responded</u>	<u>Delegatee</u>
	IGCAVA	Accepted	2014/09/22	2014/09/22 13:30:48	
9499_OCDE_PUR	IGCAVA	Accepted	2014/09/22	2014/09/22 13:30:53	

Notes: ID IGCAVA already approved transaction in activity A21

BusinessPLUS Purchasing

NOTES: