MANUAL BUSINESS SOFTWARE HELPDESK

2020



BROWNSVILLE ISD | 1900 PRICE RD BROWNSVILLE TX -78521-

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Step 1: Log in to system.

Note: Access the link through the Business Software Help Desk website using Google Chrome **W for browser.



Department Directory

Department	Address	Phone:	Fax:	Administrator
Adult Continuing Education	708 Palm Blvd.	10562 540 0135		0
Aquatic Center	2901 FM 802		Coffiniaria	John Dook
Assess/Research/Evaluation	708 Palm Blvd. (Suite.210 CIICK)	on business	sonware r	
Athletics	1 Blvd of Champions			
Bilingual Education	1900 E. Price Road (Suite.210)	(956) 548-8271	see * below	Carlos Olvera
Business Software Help Desk	1900 E. Price Road (Suite.303)	(956) 698-1254	see * below	Walda Islas
Career & Technical Education	1905 E. 6th Street	(956) 548-8217	see * below	Dr. Juan Chavez Jr.
College Career & Military Readiness	708 Palm Blvd. (Suite.209)	(956) 548-8291	(956) 548-8294	Merrill Hammons
Computer/Technology Services	1900 E. Price Road (Suite.304)	(956) 554-2725/548-8241	(956) 548-7933	Robby Fisher
Curriculum & Instruction	1900 E. Price Road (Suite.202)	(956) 548-8121	see * below	Dolores Emerson
Dyslexia/504 Students	708 Palm Blvd. (Rm.227)	(956) 548-8679	(956) 982-3738	Dr. Norma Ibarra-Cantu Julie A. Salinas
Employee Benefits/Risk Management	1900 E. Price Road (Suite.212)	(956) 548-8061	see * below	Dustin Garza
Facilities	4350 Morrison Road	(956) 698-2400	see * below	Martin Espinosa/ Fernando
Federal Programs/Title I	708 Palm Blvd. (Suite.223)	(956) 548-8231	see * below	Mary Lou Esparza
Finance	1900 E. Price Road (Suite.303)	(956) 548-8311	(956) 982-2795	Mary Garza
Fine Arts	708 Palm Blvd.	(956) 982-3730	(956) 714-6132	Vacancy

You will be redirected to the Business Software Help Desk Website.



You are now logged in to the BusinessPLUS Software.

D BusinessPlus		० ५ 💽	
≡ Menu		BISD 19.12 Future Proc	4
	•		
User's Name	Personal Dashboard		
REPORTS	0 0 A		
Go to CDD Archive CDD Folders			
D 7.9 Standard Reports			
🗅 Bi-Tech			
🗅 Development	= Menu		
🗅 Federal Programs	Click:for full Menu		
C Food Services	Tree Options.		
	Note: Personal Dashboard will		
D IFAS IQ Reports	display for your favorite		
	snortcuts.		

BusinessPlus		0 Q EC
≡ Menu		BISD 19.12 Future Prod
Complete Menu AP Accounts Payable	• User's Name Personal Dashboard	
AR Accounts Receivable	REPORTS C • •	
BD Budget Item Detail	Go to CDD Archive	
BK Bank Reconciliation	D 7.9 Standard Reports	
EN Encumbrances	D BI-Tech	
FA Fixed Assets		
GL General Ledger	Diferenti Programs	
GM Grants Management	Note: Wenu will display. Scroll up/down	
HR Human Resources	To a complete menu of options.	
NU NUCLEUS	DiFAS IQ Reports	
PA Project Allocation		
PB Position Budgeting		
PE Person/Entity Database		
PI PEIMS		
PO Purchasing		
PY Payroll System		

Step 2: Access the Purchase Requisition Screen.

****NOTE:** There are **two** options for accessing the Purchase Requisition Screen.

<u>1st Option below.</u>

D BusinessPlus			0	Q,	EC
≡ Menu			BISD 19.1	2 Futu	re Prod
Complete Menu	• User's Name Personal Dashboard	,			
AR Accounts Receivable	REPORTS © •	~			
BD Budget Item Detail	Go to CDD Archive CDD Folders				
BK Bank Reconciliation	□ 7.9 Standard Reports	÷			
EN Encumbrances	C Bi-Tech	11			
FA Flxed Assets	Development DO Durschassing	11			
GL General Ledger	Click: PO Purchasing	11			
GM Grants Management	C Food Services HR Reports				
HR Human Resources					
NU NUCLEUS	D HR, PY				
PA Project Allocation		_			
PB Position Budgeting					
PE Person/Entity Database					
PI PEIMS					
PO Purchasing					
PY Payroll System					

				0 Q 📧
≡ Menu				BISD 19.12 Future Prod
≡ I PO		•		
CS Client-Specific	User's Name P	ersonal Dashboard	ß	
IQ Interactive Inquiry	REPORTS		0 0 A	
MA PO Maintenance	io to CDD Archive			
PO Print Purchase Orders	DD Folders	Click:		
PO Print Quotations	D 7.9 Standard Reports			
DW Dript Workshoots	Development	UP Update Database		
	C Federal Programs			
RE REDOTTS	E Food Services			
UP Update Database	C Food Services HR Reports			
UT Utilities				
XP cXML PunchOut	D IFAS IQ Reports			
-				
BusinessPlus				0 Q 📧
≡Menu				BISD 19.12 Future Prod
		•		
= PO OP	llsor's Nan	Personal Dashboard		
FO PO Format Information	USCI S Nali		I	
GN General Information	REPORTS		2 0 A	
PP PunchOut Web Shopping	Go to CDD Archive			
PR Purchase Requests	CDD Folders	Click		
The Full lase nequests	17:9 Standard Reports	CIICK:	Î	
RC Receiving Information	🗅 Bi-Tech	PR Purchase Requests		
SC Security Codes	🗅 Development			
	C Federal Programs			
	Food Services			
	C Food Services HR Reports			
	CalFASIO Reporte			
	U IFAS IQ Reports		•	
Purchase Reauests (P	OUPPR) Screen will p	opulate. (To skip example of Option 2 ao to page	e 7 to proceed.)	
Purchase Requests (P	OUPPR) Screen will p	opulate. (To skip example of Option 2 go to page	e 7 to proceed.)	

Þ	BusinessPlus		Purchase Requests (POUPPR)	<u>a</u> (0	EC
 ସ ଜ ତ	Search Apply Search Clear Criteria Filters:	+ PR Number* Approval Code: PO Total:	Y PO Number: Y Status* Y Security Code: Y Y Requested By: Y Date Requested: III Y 0.00 PR Total: 0.00 Y	,		
	O POCSAD_Filter O POCSHR_Filter O POCSHR_Filter O POUPPR_Filter Search Criteria:	Vendor ID: Vendor Addr Code: Phone Cd: Details	Remit To ID: T Remit To Addr Code: T Phone Cd: T	_		
		Confirm: Bid Number:	▼ Vend Account: ▼ □ ▼ Contract Number: ▼ ▼	r r		
		End Use: Discount Terms:	Υ Buyer: (m) Υ Υ PO Type* (T)	r		
		Requisition Coo Req Code 1: Req Code 3:	T Req Code 2: T T Req Code 4: T	r		
		Req Code 5:	T Reg Code 6:	r		

2nd Option is as follows.

BusinessPlus		
≡ Menu		BISD 19.12 Future Prod
	•	
	User's Name Personal Dashboard	2
	REPORTS	2 0 A
	Go to CDD Archive CDD Folders	Click: Q
	🗅 7.9 Standard Reports	·
	Ph BI Task	

D BusinessPlus		
≡ Menu	•	BISD 19.12 Future Prod
User's N	ame Personal Note: Magnifying glass changes to a Search Field	8

BusinessPlus		Pup
≡ Menu	• User's Name Personal Dashboard	Approve Bequisitions (Multi) (POUPAM)
REPOF Go to CI CDD Fold Bi-Te Pede Prod Food	RTS DD Archive ders standard Reports ech elopment eral Programs d Services d Services	Multi-line Approval (POUPMA) Multi-line Purchase Requests (POUPMP) Override Vendor Amount Blocks (POUPPO) PO Format Information (POUPPO) Purchase Requests (POUPPR) Receiving Information (POUPRC) Receiving to OH Set (POUPRB) Total 16 items found

Purchase Requests (POUPPR) Screen will populate. See Screen below.

Step 3: Add Purchase Requisition.

******You are now ready to create Purchase Requisition follow the next steps.

Þ	BusinessPlus	Purchase Requests (POUPPR)	<u>a</u>	8	EC
	Search Apply Search Clear Criteria Filters:	PR Number. T PO Number. T Status* T Security Code: T Approval Code: T Requested By: T Date Requested: T PO Totat 0.00 PR Totat 0.00 T	r r		
0	POS Only POCSAD_Filter POCSAR_Filter PRUPPO_Filter PRUPPO_Filter Search Criteria:	Vendor ID: Vendor Addr Code: Phone Cd: Details			
		Confirm: Y Vend Account: Y Bid Number: Y Contract Number: Y End Use: Y Buyer: T Discount Terms: Y PO Type* Y	र र र		
		Req Code 1: T Req Code 2: T Req Code 3: T Req Code 4: T Req Code 5: T Req Code 6: T	r r		

Screen will then change to "Add" mode. See next page.

₿В	usinessPlus		Purchase Requests (PO	UPPR)			Q ? EC
	PR Number.*	PO Number: Requested By:	User Name	Status.* Date Requested: PR Total: Remit o ID:	PR 09/28/2020	Security Code:	Add • 0.00
<i>୧</i> ଅ ସ ସ	Phone Cd:		Note: Add mode active. Your nar today's date will	e is now ne and default			
8	Bid Number:		π	Contract Number: Buyer:			•
<i>F</i> ,	Discount Terms: Requisition Codes			PO Type*	P		

Next: A PR number needs to be created; proceed to the following steps.

D	BusinessPlus	Purchase Requests (POUPPR)	C EC
Q ₩	PR Number*	PO Number: f Status* PR Requested By: Security Code: Og/29/2020 It:	Add
• ДЭ в	usinessPlus	Purchase Requests (POUPPR)	? EC
Q (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	PR Number.*	PO Number: Image: Status* PR Security Code: PR.SEED User Name Date Requested: 09/28/2020 Image: Security Code: 0.00 PR Total: Image: Security Code: Image: Security Code:	Add
C' P	Vendor ID: Vendor Addr Code: Phone Cd:	Click: PRSEED PR# will automatically generate.	

Note: A PR number has been generated.

D E	BusinessPlu	s		Purchase Reque	sts (PC	OUPPR)				۵	0	EC
= a	:= G										A	dd
iii	PR Number.*	PR429197	PO Number:		*	Status.*	PR	•	Security Code:			-
	PO Total:		Requested By.	User Name	0.00	PR Total:	09/28/2020					0.00
0												_

Step 4: Input Sec Cd. (Security Code)

NOTE: "Sec Cd" will be the campus/location creating PR.

))) B	BusinessPlus		Purchase Requests (POUPPR)	Q 🕑 EC	
= a	₽R Number.*	PR429197 5 PO Number:	• Status*	Add PR Security Code:	
	Approval Code: PO Total:	Requested By	Click: Drop down arrow. Select: Campus/location	09/28/2020 III 734 Q Code Description 734 Bi-tech Help Desk	
•	Vendor ID: Vendor Addr Code:		Remit To ID: Remit To Addr Code		

Step 5: Input Vendor ID

******You are now ready to enter the Vendor information.

PO Total:		0.00 PR Total:	1
Vendor ID:		Remit To ID:	
Vendor Addr Code:	•	Remit To Addr Code:	*
Phone Cd:		Phone Cd:	7.
Details		Click:	

The Data Lookup Screen will populate. See next screen.

		Data	Lookup			
				Search ID Source:	Person/Entity	~
PE ID	Name		Security CD	Pedb Co	ode	
	\odot			\odot		
						*
			in the blank	dor Name box.		
					No items to c	display
Code	Address Line 1	Address Line 2	Address Line 3	Address Line	e 4 City	
						*
Add					Close	Ok

Example provided is for Sam's Club.

		Data L	ookup		
PE ID	Name		Security CD	Pedb Code	^
	Sam's Club	• ×	\odot		
V008406	SAM TELL &	SON INC.		Р	•
V001639	SAM'S CLUB		_	Р	
138304	SAMANDI, R	OSARIO E	Notice: it gene Select: the de	erates a list. sired vendor	
350568	SAMANIEGO), MICHAEL	and address b	elow.	
V019417	SAMANIEGO), OMAR	Click: Ok		
019313	SAMANO, B	EATRICE		P	
					1 - 26 of 26 items
Code	Address Line 1	Address Line 2	Address Line 3	Address Line 4	City
P1	3570 W. ALTON G	×			
P2	1400 E. JACKSON				MCALLEN
P3	621 N. 77 SUNSHI				HARLINGEN
Add					Close
 Pronousi. Vendor ID. Vendor Addr Code: Vendor Addr Code: Phote Cot Details 	X0011639 MrS CLUB P1 70 W. ALTON GLOOR BLVD. KOWNSVILLE, TX 78526 DF ▼ 9563506917		Remit To ID. Remit To Add Phone Cd:	Information displayed.	

NOTE: For a list of awarded vendors, refer to the Purchasing website or call them directly. **ONLY** awarded vendors may be used.

Step 6: Input Details Information.

*Information required depends on vendor; example used below is for Sam's Club.



NOTE: <u>All three fields need to be filled in with correct information, to avoid system error and/or PR rejections causing</u> <u>delays.</u>

В	usinessPlus	5		Purchase Requests (PC)UPPR)			۹	?	EC
= 0	Delivery Dt:		Expiration DL		Entry Dr.	09/29/2020	Expected DL			
	Blanket									
	Blanket No:		Blanket Amt:	0.00	Rm:	0.00				_
0	Ship To ID:	5915			Bill To ID:	B726				
	Ship To Addr Code:	PALO ALTO SERVICE CENTER			Bill To Addr Code:	BISD ACCOUNTS PAYABLE	·			
0 0 0	Phone Cd:	3760 ROBINDALE RD. ***DELIVERY HRS: 7:30am to 3:30pm ** BROWNSVILLE, TX 78526	K		Phone Cd:	1900 E. PRICE RD, RM. 303 BROWNSVILLE, TX 78521				
D D	Other Informat	ion								
8	Approved By:		Date Approved	Shin To and Bil			Date Printed:			
⊞	Encumber PO?:	ү 🗸	EN Division:	information def		2.4	Category Code:			٠
۶.	Currency:	•	Text File:	automatical	y.					

NOTE: "Ship To" address can **ONLY** be changed if items are to be shipped directly to the ordering entity. You may check with Purchasing Dpt. to verify.

Step 7: Input requested items.

_	ourrency	CALCULATION				
=						
Q	Items Notes					
8	=					Add
	Item Number:	0001 🐓 Vendor Item No	Product Code:		Quantity:	0.00
-	11.1.	Ush Direc				
0	Units.	♥ Onit Price.	0.00 Extended Ame	0.00	Catalog Number:	
	Item Description					
12						
P						
0						
2						
~						~
8	+ Add Account Swi	tch to: Amount			Total: 100.00%	Remaining: 0.00%
m						-



Next, Input the item description, provide model/part# if applicable.

*Note: Do not copy/paste information from vendor websites. Information must be manually entered. See example below.

Q	n Description	
8	gers Dark Roast Coffee.	
0		
C.		
ø	+ Add Account Switch to: Amount Total: 100.00% Remaining: 0.00%	

You may now proceed to input a valid Account#. Questions regarding acct #'s; contact the Finance/Budget Dpt. @ (956)548-8311.

GL ▼ 199 53 639	99 00 734 Y 99 000 1	WORK ORDER ···· 100.00 Dele
Pct Discount:	0.00 Discount: 0.00 Charge Code:	✓ Charge Amt:
Tax Code:	NOTE: Input account #	✓ Tax Amt 2.
	Hit: Enter	
usinessPlus	Hit: Enter Purchase Requests (POUPPR)	<u> </u>
usinessPlus Items Notes	Hit: Enter Purchase Requests (POUPPR)	♀ ?

You may now proceed to enter any additional items.

	Unit Price	0.00 Extended Ar	nt.	0.00 Catalog Numb	ber:	
	Unit Price:	0.00 Extended Ar	at	0.00 Catalog Numt	ber:	
	Note: Itom n	umbor will dofa	ult l			
	Note. Item II					
	to next line i	em. Fill in the				
	required field	ls as previous it	em.			
- 4						
Switch to: Amount				To	al: 100.00%	emaining: 0 (
		Note: Item no to next line it required field	Note: Item number will defate to next line item. Fill in the required fields as previous it	Note: Item number will default to next line item. Fill in the required fields as previous item.	Note: Item number will default to next line item. Fill in the required fields as previous item.	Note: Item number will default to next line item. Fill in the required fields as previous item.

Hit **ENTER** key after each additional line item.

Step 8: Input "Notes" to PR.

****Note:** There are two sections that require notes.

1st Notes Section-PR Notes

:= <	> ¥ @ Q	כ								Edit	t 1 of 3 🔳
Item Number:		0001	Vendor Item No:			Product Code:	1		Quantity:		
Units:	EA	· ·	Unit Price:		8.98	Extended Amt.		17.96	Catalog Number:		
Item Description	n		Soloct	"Notor	" Tab						
			JEIELL	INULES	a la						
Folgers Dark Re	oast Coffee.		Jelect	Notes							
Folgers Dark Re	oast Coffee.		Jelect	NOLES							
Folgers Dark Re	oast Coffee.		Select	Notes							
Folgers Dark Re	Coffee.		Jelect	Notes							
Folgers Dark R	bast Coffee.		Jelect	Notes							
Folgers Dark R	obast Coffee.		Jelect	Notes							

Other Information								
Approved By:		Date Approved:		11	Printed By:		Date Printed:	
Encumber PO?: Y	*	EN Division:	GEN	-	Print Format:		 Category Code: 	
Currency:	-	Text File:						
Items Notes								
PR Notes Print Bef	Print After)					_	
				The follow	ving Tab	s are available		
				for any	/ notes/	comments		
				required b	v the Fi	unding Source		
					,			

Hit Enter to save your entry. If No notes are needed continue to Step 9.

В	usinessPlus		Purchase Requests (PO	UPPR)	<u> </u>	Q 7 EC
 Q	3760 R ***DE BROW Phone Cd:	ROBINDALE RD. ELIVERY HRS: 7:30am to 3:30pm *** NNSVILLE, TX 78526		1900 E. PRICE RD, RM. 303 BROWNSVILLE, TX 78521 Phone Cd:	Record(s) Accept	ed
2 3 4 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	Other Information Approved By: Encumber PO?: Y Currency: Items Notes PR Notes Print Be Test	Date / EN Di Text F Before Print After	Note: bar will populate sa entries.	aving your	Date Printed: Category Code:	
₽ ₩ ≁ •						A

**Required (PR Notes) Information:
1) If ordering vehicle parts; indicate vehicle #, repair order#, bin # (if an inventory item) and storage location.
2) Repairs; indicate location and work order#.
3) Contracted services; indicate Board Approval date and contract amount.

2nd Notes Section-Print Before



****NOTE:** All PRs must have the required information listed below. Contact Purchasing for any questions or concerns @ (956)548-8361



Step 9: Adding Attachments

Þ	BusinessPlus	3	Purchase Requests (F	POUPPR)			Q ? EC
	FR Number* Approval Code: PO Total:	PR429197 9 PO Number: Requester by	Click: for (ex: vendor qu	Attachme otes)	ents	Edit Security Code: 734	1 of 1 🗐 -
	Vendor ID: Vendor Addr Code: Phone Cd:	V9+1639 SAM'S CLUB P1 \$3570 W. ALTON GLOOR BLVD. BROWNSVILLE, TX 78526 OF \$\u22269\$ 9563506917		Remit To ID: Remit To Addr Code: Phone Cd:	V001639 SAM'S CLUB P1 3570 W. ALTON GLOOR BLVD. BROWNSVILLE, TX 78526		
د ۱۱ ۲۰	Details Confirm: Bid Number:	20-002	٥	Vend Account: Contract Number:	LOCAL N/A		×
		BusinessPlus Attachments Purchase Doc Add New Attachment Search (arr. pdf)	PR Number.*	+ ₪ ₽R429197	PO Number: Requested E	Purchas	
			Vendor ID: S Vendor Addr Code: B Phone Cd:	V001 Click AM'S CLUB P1 570 W. ALTON GLOG ROWNSVILLE, TX 78 OF 95635069	Add New Attach	ment	
			Details Confirm: Bid Number:	20-002			

****NOTE:** Document to be attached should be saved in your files prior to attempting to attach.

Attachment Dialogue Box will display.

D	BusinessPlus	Durchase Dequests (DOLIDDD)		٩	0	EC
		Add New Attached Item		_		
0	Attachments	Description				
	Add New Attachment					
-	Search (exc pdf) Q	Phone Browse Choose Document		_	-	_
0		Other				
		Approve	inted:			
C.			n Codo:			-
P			, code.			•
101		Currency: • Text File				
~		Items Notes				
č		PR Notes Print Before Print After				
5		Test				
<i>,</i> e ,						

Add New /	Attached Item	
Quote Browse Choose Document Choose an Attach Definition	Input a title/name. Click: Browse Click: Select PO attachment - Purchase Document	
		Close Attach

) Open						×
- → × ♠ 🗔 > Th	is PC > Documents > Deskton		~	A Search Desition		0
	is re 7 bocuments 7 besktop		Ť	0 Search Desktop		-
Organize 🔻 New fold	er					2
Prsnl ^	Name	Date modified				^
Quotes	po restart.docx	10/7/2019 4:35 PM	Select the fi	le.		
OneDrive	PR Restart-Susie.docx	8/6/2019 1:25 PM	(Will display in	"File name"	field)	
	PR.docx	7/23/2019 5:57 PM		The nume		
This PC	PR419587_Rejected.pdf	12/9/2019 10:27 AM	Click: Open			
🗊 3D Objects	Quote HIPPA 8-26-2020 pdf	8/27/2020 9:16 AM			_	
Desktop	🔁 Quote.pdf 🛹	2/25/2019 9:41 AM	Adobe Acrobat D	37 KB		
Documents	S_Sloan.xlsx	4/27/2015 4:21 PM	Microsoft Excel W	12 KB		ta
Downloads	Scanner Quote.htm	2/13/2019 3:53 PM	HTML Document	7 KB		
h Music	Secretary In-Service Agenda 082014.doc	8/6/2014 1:47 PM	Microsoft Word 9	222 K		
Pictures	Sickleave Bank door	11/1/2014 1:56 PW	Microsoft Word D	1/2 KP		
Videos	Tern's docy	2/26/2020 3-20 PM	Microsoft Word D.	126 KB		- 18
Videos	Ticket 14265 Open Install Sparit Softw	8/18/2020 3:21 PM	Outlook Item	121 KB		- 18
	User Menu Access.xlsx	2/3/2015 3:07 PM	Microsoft Excel W	16 KB		
DVD KW Drive (L	🔁 Vendor Rpt.pdf	1/24/2019 4:52 PM	Adobe Acrobat D	33 KB		
📄 Network 🛛 🗸 🗸	1.pdf	1/24/2019 4:11 PM	Adobe Acrobat D	233 KB		~
File n	ame: Quote.pdf			✓ All Files (*.*)		~
				Ones		
				Open	Cance	





	BusinessPlus	2	Purchase Paquasts (POLIPPP)	7	Q	C EC
14			Add New Attached Item			
	Attachments	= < >			Ed File attached success	fully
a	Purchase Doc +	00 Number	Description	Cada		
		PR Number, PR42		6008 23	~ •	
	년 Quote 음	Approval Code:	Browse Choose Document			
	Add New Attachment	PO Total			41,88	
0			PO attachment - Purchase Document	_		
	Search (exc pdf) Q	Vendor ID: Voc				
1		SAM	Close Attach			
		Vendor Addr Code: P1	· Reparto Addr Code, ps			
R			Click:			

File has been uploaded/attached. Click on file name to open document.

D	BusinessPlus	Purchase Requests (POI	JPPR)
= Q ₪ 0	Attachments Purchase Doc Quote Add New Attachment	Image: Image	 Status.* Date Requested: PR Total:
,	Search (ex: pdf) Q	Vendor ID: V001639	Remit To ID:

****NOTE:** Verify all information; once complete, you may proceed to approving the PR.

Step 10: <u>Approving PR</u>

Þ	BusinessPlus	Purchase Requests (POUPPR)			Q 7 EC
= Q =	Attachments Purchase Doc Quote	Image: Control of the second	Status* Date Requested: PR Total:	DR Security Code: 06/30/2020 Imm	Edit 1 of 1 📼 - 734 -
6 17 17 17 17 17 17 17 17 17 17 17 17 17	Search (ex: pdf) Q	Vendor ID: V001639 SAM'S CLUB Vendor Addr Code: P1 3570 W. ALTON GLCON ELVID. BROWNSVILLE, TX 78526 Phone Cdt: OE 9563506017	Remit To ID: Remit To Addr Code	V001639 SAM'S CLUB e: P1 3570 W. ALTON GLOOR BLVD, BROWNSVILLE, TX 78526	
ສ ເ ເ ເ ເ ເ ເ ເ ເ ເ ເ ເ ເ ເ ເ ເ ເ ເ ເ ເ		Details Confirm: Bid Number: 20-002 End Use: Discount Terms:	Vend Account: Contract Number: Buyer: PO Type [#]	LOCAL N/A P	•

Þ	BusinessPlus			Purchase Requests (POUPPR)				٩	?	EC
=	Approvals	∷ <	> + 🔒				Edit 1 of 1	-		
	Direct Task It	PD Number*	PR429197 9 PO Numb	er: 🛉 Status.*	PR 👻	Security Code:	734	•		
	Approval User ID: BI734ECC	Approval Code:	Requeste	Click: Direct Task It	5/30/2020					
0	Role ID: Document: PR:PR429189~PO:~ Vend:V016593~Stat.PR	PO Total:		Drop down				41.88		
,		Vendor ID:	V001639	Drop down	V001639		-			
2			SAM'S CLUB		SAMPS CLUB					

Þ	BusinessPlus	Purchase Requests (POUPPR)	Q 😧 EC	
= Q	Approvals	≔ < > + ⊕	Edit 1 of 1 📼-	
Ħ	Direct Task Items Awaiting ID Approval	PR Number* PR429197 / PR Security Code:	734 •	
@ 0	Purchase Document Role ID: Document: PR PR429189~PO:~ Vend: V016593~Stat PR	PO Total:	41.88	
		Vendor ID: V001639 Remit To ID: V001639 SAM'S CLUB SAM'S CLUB SAM'S CLUB		

D BusinessPlus

CREATING PURCHASE REQUISITIONS

Þ	BusinessPlus							Pur	chase Requests	(POUPI	PR)						٩	?	EC
= a	Approvals		=	<	> +	ŵ									Edit	1 of 1	•		
m	Purchase Doc	F	PR Number	*	PR429197		*	PO Number:		,	Status.*	PR	*	Security Code:	734		•		
	Pending BI734ECC Group:	1	Approval Co	de:				Requested By:	User Name		Date Requested:	06/30/2020							
0	Since: 09/28/20 09:50:56 On: 12/31/50 00:00:00	F	P() Total:							0.00	PR Total:						41.88		
	Future Group: WF Dept 734	ľ									Dent To ID.	(
-	Future Group: WEAS CED		endor ID:		V001639 SAM'S CLUB						Remit to ID:	V001639 SAM'S CLUB							
ø	Future Group: WF Fixed Asset		Vendor Ado	dr Code:	Pl		•			_	Remit To Addr Cod	e: P1	•						
Ċ	Future Group: WF Purchasing Verification			- [Арр	rovals	s fi	eld wil	l expand	ı. 📗	Phone Oct	3570 W. ALTON GLOOR BLVD. BROWNSVILLE, TX 78526							
C	Future Group: WF Buyer 02	Į,	none Ca:	5					-		Phone Cd.	*							
C	O Future Group: WF Purchasing Agent	(Details																
6	C Link to Task List		Confirm:								Vend Account:	LOCAL							
⊞	🖌 Approve	١,	Bit Number		20.002					-	Contract Number:	N/A							
<i>\$</i> ² +	× Reject				20.002						_	N/A					•		
	O Hold	ľ	End Use:								Buyer:								
	🕈 Forward	0	Discount Ter	rms:							PO Type.*	P	٠						
	_	I	Requisiti	on Coo	des														
		F	Req Code 1	:	•						Req Code 2:	-							

**Reminder: Make sure Purchase Requisition is correct prior to approving!

Þ	BusinessPlus	Purchase R	lequests (POUPPR)	Q ? EC
= Q	Approvals Purchase Doc	Image: Constraint of the state of	 	Edit 1 of 1 📾 -
•••	Pending BI734ECC Group: Since: 09/28/20 09:50:56 On: 12/31/50 00:00	Approval Code: Requested By: User N: PO Total:	Date Requested: 06/30/2020 0.00 PR Total:	41.88
	Future Group: WF Dept 734 O Future	Vendor ID: V001639	Remit To ID: V001639	
Ø	Group: WF AS CFO Future Group: WF Fixed Asset	Vendor Addr Code: p1 Click	to approve	
1	O Future Group: WF Purchasing Verification	3370 W. ALTON GLOOR BLVD. BROWNISVILLE. TX 78526 Phone Cd: OF ▼ 9563506917	nit to the Workflow.	
ອ ເວ ເຄ	O Future Group: WF Buyer 02 O Future Group: WF Purchasing Agent	Details		
	C Link to Task List	Confirm:	Vend Account: LOCAL	
۶,	× Reject	Bid Number: 20-002	Contract Number: N/A	•
	O Hold	Ena Use: Discount Terms:	Buyer: PO Type* P •	
	Forward	Requisition Codes		
		Req Code 1:	Req Code 2.	

Comments box will populate. Space is available for any comments for the approvers.

P	BusinessPlus		Purchase Requests (ROL		×		Q	0	EC
Πα	Approvals Purchase Doc	PR Number*	Add Comment			Edit 1 of 1)- -		
8	Pending Bi734ECC Group: Since: 09/28/20 09:50:55 On: 12/31/50 00:00:00	Approval Code PO Total:			Cancel Submit		41.88		
	O Future Group: WF Dept 734 O Future Group: WF AS CFD	Vendor ID:	V001639 III	Remit To ID:	V001639 SAMIS CLUB				
P	O Future Group: WF Fixed Asset	Vendor Addr Code	pt ·	Remit To Addr Coo	da Pl 💌				
10 0	O Future Group: WF Purchasing Verification	Phone Cd	3570 W.A.TON GLOOR BLVD. BROWHSVILE, TX 78526 OF • 9562506917	Phone Cd.	3570 W. ALTON GLOOR BLVD. BROWNSVILLE, TX 78520				
C	Group: WF Buyer 02 O Future Group: WF Purchasing Agent	Details		-					
	CLink to Task List	Confirm		Vend Account	LOCAL				
5.		Bid Number.	20-002	Contract Number	N/A				

****Note:** <u>DO NOT</u> use special characters; such as: #, &, \$, @, *, %, etc... PR will not go thru.

12	BusinessPlus	Purchase Pequests (POI IPPP)	-		Q	0	EC
IU		Approve	-				
α	Approvals Purchase Doc	PR Number* PRA	Code	Edit 1 of 1			
	Pending Bi734ECC Group: Since: 09/28/20 06 50 56 On: 12/31/50 00:000	Approval Code Cancel Submit			41.50		
	O Future Group: WF Dept 734	Vender ID Vno1616		-			
C [*]	© Future Group: WFAS CF0	SAMS CLUB SAMS CLUB					
		Click:					

Þ	BusinessPlus	Purchase Requests (POUPPR) C	0	EC
= 0	Approvals Purchase Doc	III < > + II Successfully Upde PR Number* 02/02/02 PR Number* 02/02/02	ed Task.	
0	Pending BI734ECC Group: Since: 09/20/20 09 50:56 On: 12/31/50 00:00:00	Approval Code: PO Total: P		
	Future Group: WF Dept 734 O Future	Vender ID: V001639		

D	BusinessPlus		Purchase Requests (POUPPR)	EC
= Q	Approvals Purchase Doc 🔹	E <	Edit 1 of 1	
	✓ Accepted Bi734ECC Group: On: 09/30/20 13:55:49 Note: Items needed for meeting.	Approval Code: PO Total:	r Name Date Requested: 06/30/2020 Notice: Next 0.00 PR Total: 41.88	
	Pending BI734WRI Group: WF Dept 734 Since: 09/30/20 13:56:20 On: 12/31/50 00:00:00	Vendor ID:	approver in line same is - Pending	
P	O Future Group: WF AS CFO	Vendor Addr Code:	P1 Remit To Addr Code: P1 +	
Ċ	Future Group: WF Fixed Asset		3570 W. ALTON GLOOR BLVD. 3570 W. ALTON GLOOR BLVD. BROWNSVILLE, TX 78526 BROWNSVILLE, TX 78526	
C	Future Group: WF Purchasing Verification	Phone Cd:	OF • 9563506917 Phone Cd: •	
C	Future Group: WF Buyer 02	Details		
	O Future Group: WF Purchasing Agent	Confirm:	Vend Account: LOCAL	
		Bid Number:	20-002 Contract Number: N/A +	

Þ	BusinessPlus	Purchase Requests (POUPPR)	Q 7 EC
 Q 	Approvals Purchase Doc Accepted Bi734ECC Group: On: 09/30/20 13:55:49	PR Number! PR429197 Approval Code: APRV Approval Code: APRV PR Number PR429197 PR Number PR4	Edit 1 of 1
0	Note: Items needed for meeting		41.00

See example of a complete PR below.

Þ	BusinessPlus		Purchase Requests (POUPP	'R)			٩	2	EC
=	Approvals	≡ < >	+ î			Edit 12 of 158 📺-			
m	Purchase Doc	PR Number.*	PR422959 9 9 PO Number: P353969 9	Status.*	FP • Security Code:	734	•		
	Accepted BI734ECC Group:	Approval Code: "A	APRV Requested By: User Name	Date Requested:	01/14/2020				
0	On: 01/14/20 10:03:57	PO Total:	40.72	PR Total:		40	.72		
	BI734WRI Group: WF Dept 734 On: 01/15/20 11:20:26	Vendor ID:	V016593	Remit To ID:	V016593				
ď	Accepted Todd A. Nichols Group: WE PA Technology	Vendor Addr C	Note: A "PO#" has been	Remit To Addr Cod	NETSYNC NETWORK SOLUTIONS				
P	HW/SW 2 On: 01/15/20 13:58:40	a	assigned after PR has been		2500 WEST LOOP SOUTH STE. 510				
0	✓ Accepted David Robledo Group: WF AS CFO On: 01/15/20 14:13:45	a	approved by all users in	Phone Cd:	v				
Ċ	Accepted WH915MRR Group: WF Fixed Asset	Details	accordance to the workflow				-		
8	On: 01/16/20 10:01:28	Confirm:	module.	Vend Account:	LOCAL				
	Group: WF Purchasing Verification On: 01/16/20 10:06:31	Bid Number:	R003/19-20 000	Contract Number:	DIR-TSO-3763		•		
	✓ Accepted Norma Lucio	End Use:		Buyer:			•		
	Group: WF Buyer 02 On: 01/17/20 12:38:13	Discount Terms:		PO Type.*	P •				
	Accepted Delia Rodriguez Group: WF Purchasing Agent	Requisition Code	es						
	On: 01/17/20 13:12:04	Req Code 1:	•	Req Code 2:	·				

Once the PR has been fully approved; the PR Originator will receive an e-mail notification. See example e-mail below.



Note: Delivery of items may vary depending when order is actually placed to the Vendor by Purchasing Dpt. For any questions or concerns regarding your order you will need to contact Purchasing Dpt. (956)548-8361.

Step 11: Receiving PR

Once items are delivered, you will need to receive the PO in the system. For detailed instructions refer to "How to Receive POs".

NOTES: