## How to Enter a Stores Order in Business PLUS

**<u>Step 1</u>**: Once you are logged into BusinessPLUS, click on the "**Stores Inventory**" tab on the top right. A blue tab indicates the current selected page.

BusinessPLUS NewPORT-MESA USD	Kathy Gutierrez 🌡 💩 Settings 🏼 ? Help 🔒 Logoff
Home All Accounts Payable IFAS Web Inq IFAS Web Inq Purchasing Purchasing Year End Stores Inventory	~
Command Services Jobs E.	
<ul> <li>Favorites</li> <li>Workflow</li> <li>BusinessPLUS</li> <li>AP - Accounts Payable</li> <li>AR - Accounts Receivable</li> <li>BK - Bank Reconciliation</li> <li>EN - Encumbrances</li> <li>FA - Fixed Assets Inventory</li> <li>GL - General Ledger</li> <li>PC - Purchasing</li> <li>SI - Stores/Inventory</li> <li>Reports</li> </ul>	
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**<u>Step 2:</u>** In the top left of the screen, click on **"Create Warehouse Orders – SIOEUB"**.

BusinessPLUS A PLUS 360 Application		Kathy Gutierrez   💩 Settings   ? Help   🔒 Logoff	
Home All Accounts Payable IFAS Web Ing IFAS Web Ing	Purchasing Purchasing Year End Stores Inventory	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~
Stores Inventory  Jobs Monitor  Order Processing  Create: Warehouse Orders - SIOEUB Print Dacking Slip - SIOEPS Print Packing Slip - SIOEPS Enter Order Information - SIOEEX Fill Order and Print Packing Slips - SIOEFL  Inventory Control  Create: Count: Files - SIINCTIN Print Execution Reports - SIINCTEP Print Execution Reports - SIINCTEP Print Execution Store SIINCTEP Print Exceptions to SI and GL - SIINCTPS	Inventory Information  PEUPPR  Product Information - SUPPR  Inventory Receiving  Create a Receiving Set - SIBTUB Receiving Set Proofs - SIBTBP Posting Receiving Sets to SI Only - SIBTDS Warehouse Utilities	Reporting       •         • Inventory Value Report - SIRESRVL         Warehouse Returns       •         • Consolidated Returns - SIOECB       •         • SI2000: Warehouse Return Receipt	
		SunGard K-12 Education Lyssey supgard com/K-12	l
		Sundard K-12 Education   www.sungard.com/k-12	-

**<u>Step 3</u>**: A new window should pop up. This is your new SIOEUB screen. It may take a few seconds to fully load. At the top left of the screen, click on the green "+" icon to go to Add Mode.

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F	••(+)٩		Add Mode 🖌 🧄
	Order ID:	Description: Year: NONE Status: NW	$\smile$
		Primary Warehouse: W/8 Y Sec Cd: / 800 Y Route:	
	Main Items		
	Requested By: Approved By:	Kathy Gutierrez         Requested Date:         10/06/2016         Required Date:         V           Approval Date:         V </th <th></th>	
	Customer ID:	Addr: Contact	
		End Use. Customer PO:	
		Misc	
		Order Codes	
:	Prep ID:	KGUTI Transaction Code: OE	
	Pick Ticket:	Transaction Format: NB 🔽 🔽 🔽 🔽 🔽	
	Purchasing PR:		
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**<u>Step 4</u>**: Make sure you are in "Add Mode". Click on the **ellipsis (...)** next to the "**Order ID**" and select "**Auto[SI.S]**".

BusinessPLUS Stores/Inventory - Create/Update Orders	Kathy Gutierrez   🐌 Settings   ? Help   🔒 Close
♦ + 9, ≡, 8	Add Mode 🦨 📐
Order ID:     Description:     Year:     NONE     Status:     NM       Auto [SiGRDERN]     Ctrl+T     8     Sec Cd:     7800     Route:       Auto [SiGRDERN]     Ctrl+T     8     Sec Cd:     7800     Route:       Auto [SiGRDERN]     Ctrl+T     8     Price Code:     Order Total:	
Requested By:     kathy Gutierrez     Requested Date:     10/06/2016     Required Date:     T       Approved By:     Approval Date:     T	
Customer ID: Addr. Contact: End Use: Customer PO: Misc: Misc: Customer PO: Customer	
Prep ID:     KGUTI     Transaction Code:     OE     Image: Comparison of Code:     Image: Comparison of Code:     Image: Comparison of Code:     Image: Code:     I	
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**<u>Step 5:</u>** Enter the following three fields:

Description (site name, department, teacher, room number etc.)

Requested By: Your name

Customer ID: Your ship to ID

BusinessPLUS Stores/Inventory - Create/Update Orders	Kathy Gutierrez   🖢 Settings   ? Help   🔒 Close
♦ > + 9, ≡, 8.	Add Mode 🦨 📐
Order ID:     //85K0019     Description     Year:     NONE     Year:     NN I       Primary Warehouse:     W78     Sec co.     /800     Route:     Image: Code to tal:	
Main Items Requested By: Approved Dy: Approved Dy: Approved Date:	
Customer ID: ddr. T Contact End Use: Customer PO: Misc:	
Prep ID:     KGUTI     Transaction Code:     Image: Code of the code o	
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**Step 6:** Hit enter to save the header information. Make sure a green message at the top of the screen reads "**Record Accepted**".

BusinessPLUS a PLUS 360 Application Stores/Inventory - Create/Update Orders		Kathy Gutierrez   🧞 Settings   🍞 Help   🔒 Close
1 + 9 I. 8		Record 26 of 23982 🗽
Record Accepted		×
Order ID: 785K0019 Description: Test	Year: NONE Status: NW	
Primary Warehouse: w78 🔽 Sec Cd: 7800 🔽	Route:	
Secondary Warehouse: Price Code:	Order Total: 0.00	
Main Items		
	Line Number: 0001 Sequence:	
	Line Status: CM	
	Warehouse:	
Quantity Ordered:	Units:	
Product ID:	Quantity Available: 0	
Account: 78 T PKEY OBJ		
Price Code:	Unit Price: \$0.00	
	Total Price: \$0.00	
4 5 4 5	Add Mode	
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**<u>Step 7:</u>** Click on the "**Items**" Tab and enter the following:

Quantity Ordered Product ID Account number

Hit enter and look for the green message "**Record Accepted**" at the top left of the screen. If you have more items you can continue entering them one by one hitting enter after each one.

BusinessPLUS a PLUS 360 Application Stores/Inventory - Create/Update Orders		Kathy Gutierrez   🐌 Settings   ? Help   🔒 Close
		Record 26 of 23984 🗽 🔎
Order ID: 785K0021 B Description: Test X Primary Warehouse: W78 Sec Cd: 7800 V	Year: NONE Status: NW Route:	
Secondary Warehouse: Price Code:	Order Total: 0.00	
Main Items	Line Number: 0001 Sequence:	
	Warehouse:	
Quantity Ordered: 0	Units:	
Product ID:	Quantity Available: 0	
Account: 78 V PKEY OBJ		
Price Code:	Unit Price: \$0.00	
	Total Price: \$0.00	
( ) + ≡.	Add Mode 🦨	
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<u>Alternate view</u>: To see multiple items on one screen, click on the grid icon on the bottom of screen and choose "Show Grid".

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♦ ♦ ٩, ≡, 8		Record 26 of 23982 🐌
Order ID: 785K0019 Description: Test	Year: NONE Status: NW	
Primary Warehouse: W78 VSec Cd: 7800 V	Route:	
Secondary Warehouse: Price Code:	Order Total: 24.71	
Main Items		
	Line Number: 0001 Sequence:	
	Line Status:	
	Warehouse: W78	
Quantity Ordered: 1	Units: CS	
Product ID: 78.40400	Quantity Available: 812	
Account: 78 0104397371 4350		
Price Code:	Unit Price: \$24.71365	
	Total Price: \$24.71	
	Record 1 of 1	
Show Grid Ctrl+G		
Sort-Order , Record Info Ctri+I		
Undo Changes		
Paste Record		
Delete Record Ctri+D		
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	() + 6	ι. ≣. <i>%</i>			Record 26 of 23983 `
	Order ID: 785	Description:	Test X	Year: NONE Status: NW	
		Primary Warehouse:	w78 🔽 Sec Cd: 7800 🔽	Route:	
H		Secondary Warehouse:	Price Code:	Order Total: 66.73	
ľ	Main Items				
	Jantity Avai Qu	antity Order Product ID	Description	PSEUDO ACCOUNT	
Ш	811	178.40400	PAPER, LTR, WHITE, 20#,10R	M/CS 78 0104397371-4350	
Ш	52	178.10600	FILM,LAM, 25" X 500', 1"CO	RE 78 0104397371-4350	Shows multiple items
	35	1078.50600	BANDAGES, 1" X 3", 100/BX	78 0104397371-4350	all on one screen
1	0	0		78 0104397371-4350	
	٢				
H	<b>↓ ▶ +</b>	≣.		Add Mode 🔓	
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7.	Solution (IFAS797E)     Solution (IFAS79E)     Solution (IFAS79E)     Solution (IFAS79E)     S	STWEB]			SunGard K-12 Education   www.sungard.com/K-12

This will show you multiple items all on one screen.

**Step 8:** Once you are done entering all your items, click **"Workflow"** on top left of screen and approve your order.

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💚 Favorites		< > + <,	, ≣, ₩,			Record 26 of 31379
Links     Workflow		Order ID: 7855	0016 Description:	TEST	Year: NONE Status: N	w 🔽
Refresh			Primary Warehouse: Secondary Warehouse:	₩78         ▼         Sec Cd:         7800         ▼           ▼         Price Code:	Route: Order Total: \$112.41	
Order		Main Items				
	$\frac{When}{07/11/22}$	Quantity Order	Product ID	Description	PSEUDO ACCOUNT	
Direct Lask Items Aw	aifing ID Approval	178	8.40400	PAPER, LTR, WHITE, 20#,10RM/CS	78 0104397375-4350	
Order ID	Cust	178	8.10600	FILM,LAM, 25" X 500', 1"CORE	78 0104397375-4350	
78550016	\$7800004	10 78	8.50600	BANDAGES, 1" X 3", 100/BX	78 0104397375-4350	
		0			78 0104397375-4350	

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Eavorites	• • + •,	. <b>≣</b> . <i>¥</i> .			Record 26 of 23983 🚡 🔍
Contract Con	Order ID: 785K	020 Description: Test	×Y	fear: NONE Status: NW	
E Print Pick Ticket		Primary Warehouse: W78	- Sec Cd: 7800 - Ro	oute:	
		Secondary Warehouse:	Price Code:	Order Total: 66.73	
	Main Items				
	antity Avai Quant	ty Order Product ID	Description	PSEUDO ACCOUNT	
	811	178.40400	PAPER, LTR, WHITE, 20#,10RM/CS	78 0104397371-4350	
	52	178.10600	FILM,LAM, 25" X 500', 1"CORE	78 0104397371-4350	
	35	1078.50600	BANDAGES, 1" X 3", 100/BX	78 0104397371-4350	
	0	0		78 0104397371-4350	
Workflow	< ∢	·		Add Mode 🦨	
Toola					
Reports					~
23983 Entity List 7.9.9.901 [IFAS79TESTWEB]	<				SunGard K-12 Education   www.sungard.com/K-12

Step 9: Now select "Links" on top left of screen and select "Print Pick Ticket".

**<u>Step 10</u>**: This screen should pop up, hit **Submit** and your order will print to the Warehouse. You are done!

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? Order number(s)	<mark>785к0020</mark> ×	
Printer Copies, Name, Pri	01 🔻 78STORES 🔽 02 🔽	
? Options		
Submit		