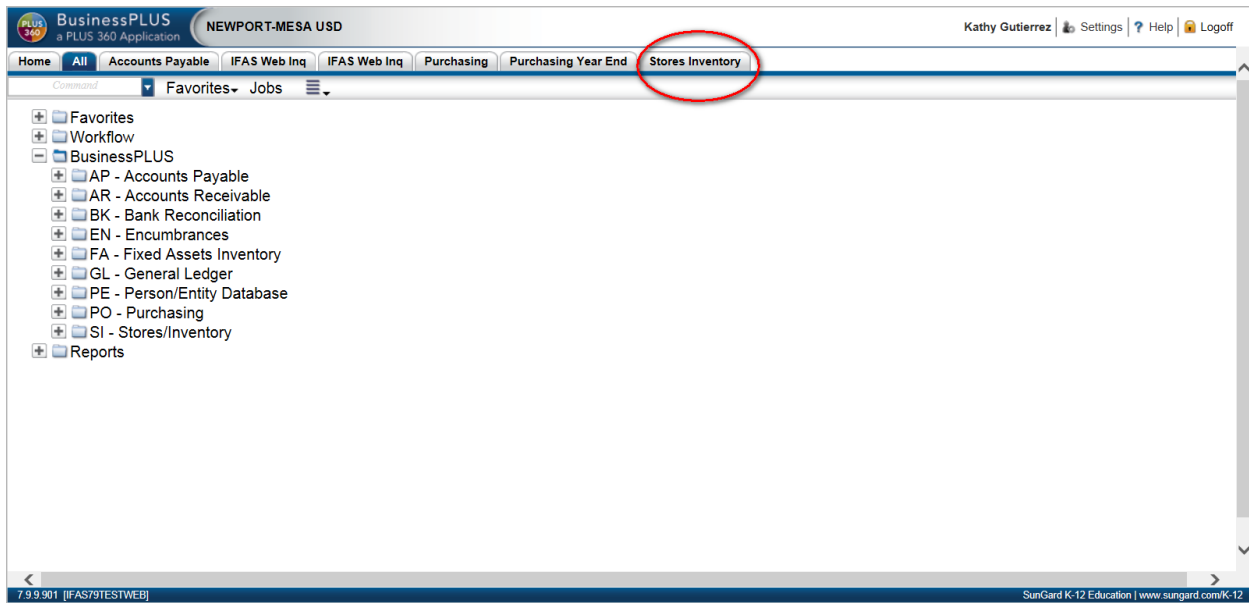
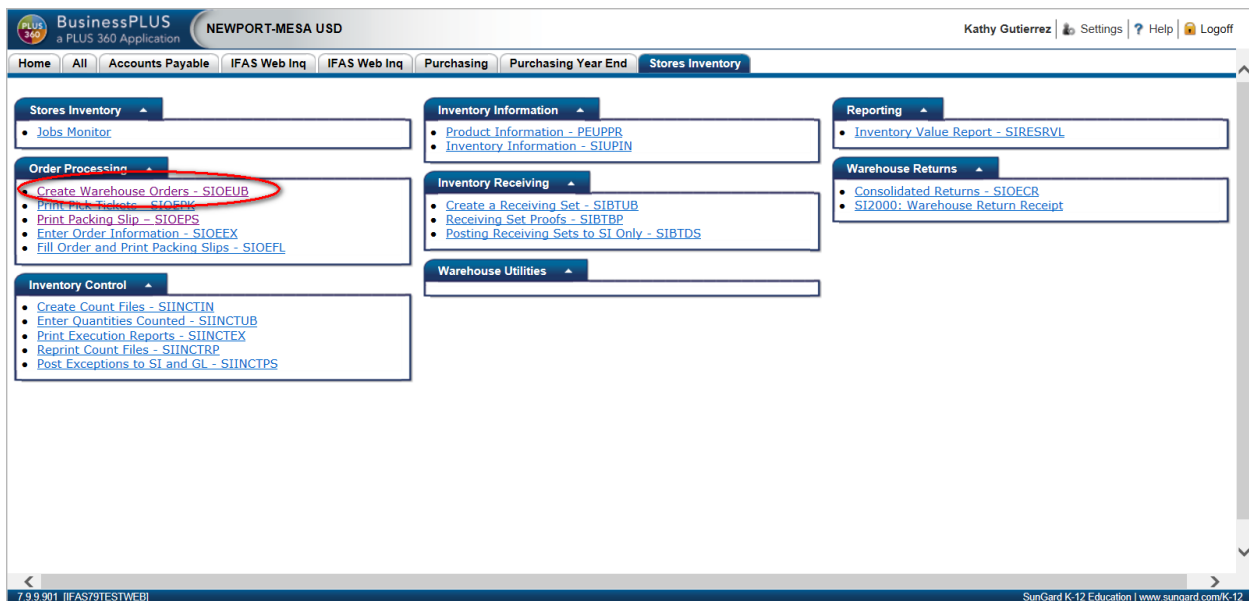


How to Enter a Stores Order in Business PLUS

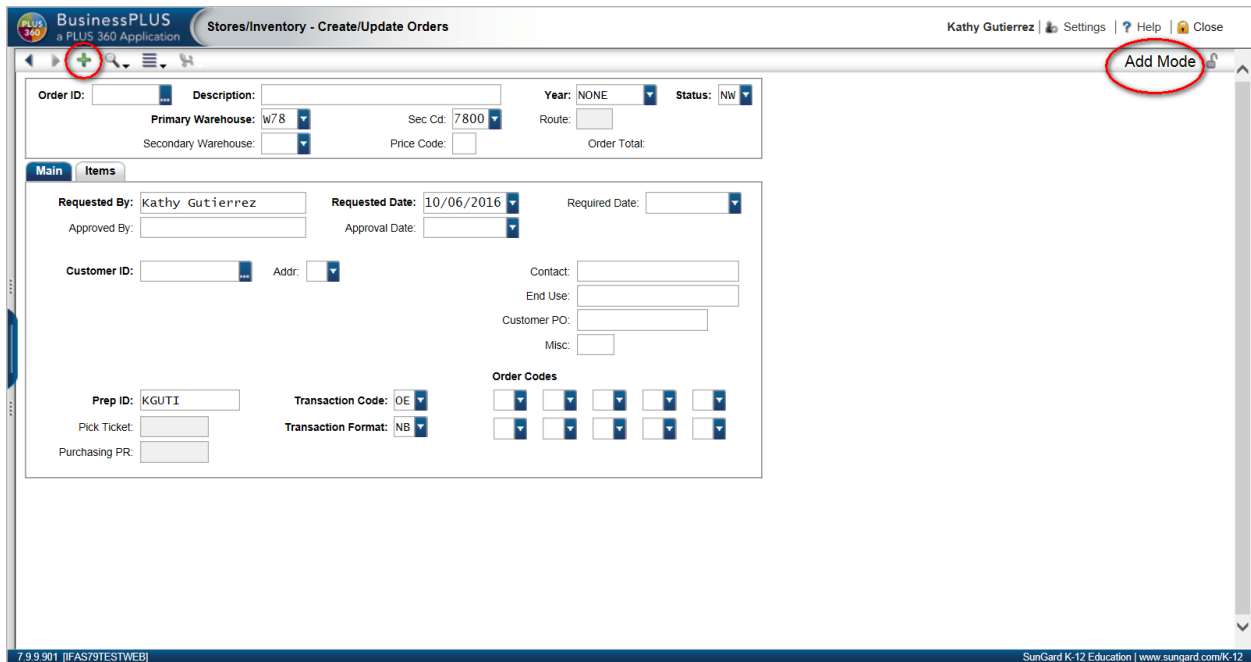
Step 1: Once you are logged into BusinessPLUS, click on the “Stores Inventory” tab on the top right. A blue tab indicates the current selected page.



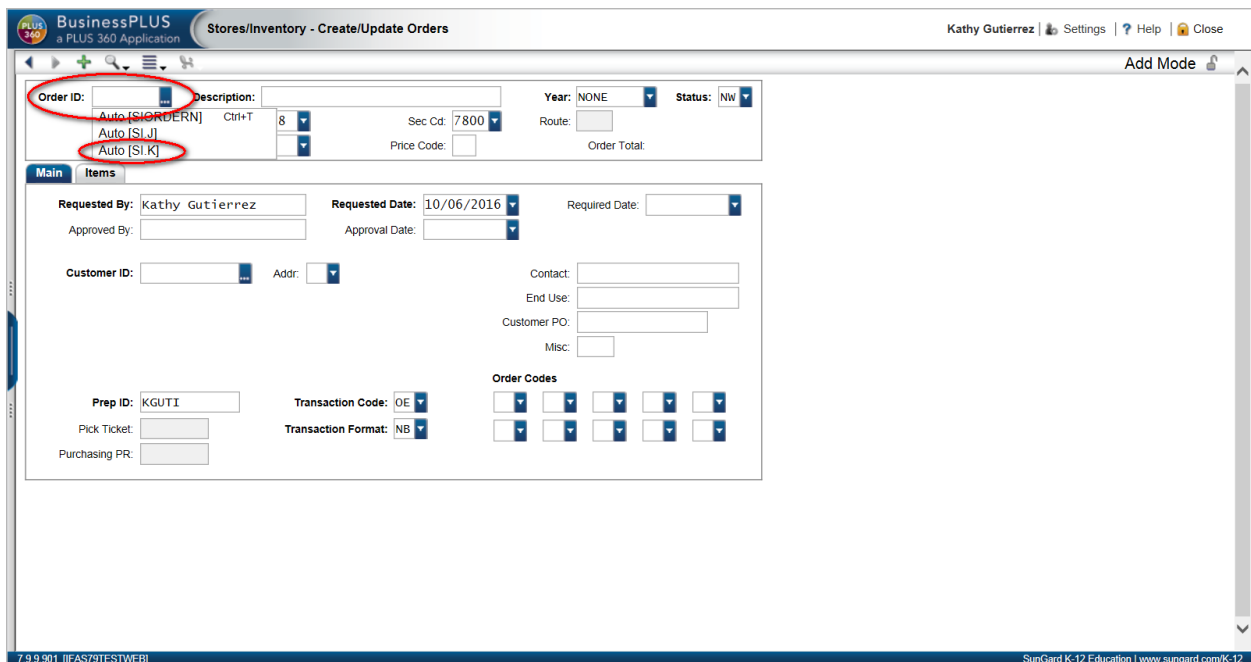
Step 2: In the top left of the screen, click on “Create Warehouse Orders – SIOEUB”.



Step 3: 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.



Step 4: Make sure you are in “Add Mode”. Click on the ellipsis (...) next to the “Order ID” and select “Auto[SI.S]”.



Step 5: Enter the following three fields:

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

Requested By: Your name

Customer ID: Your ship to ID

BusinessPLUS a PLUS 360 Application Stores/Inventory - Create/Update Orders Kathy Gutierrez | Settings | Help | Close

Order ID: 78SK0019 Description: [Red Circled] Year: NONE Status: NW

Primary Warehouse: w78 Sec Cd: 7800 Route: Order Total:

Secondary Warehouse: Price Code: Order Total:

Main Items

Requested By: [Red Circled] Requested Date: 10/06/2016 Required Date:

Approved By: Approval Date:

Customer ID: [Red Circled] Addr:

Contact: End Use: Customer PO: Misc:

Prep ID: KGUTI Transaction Code: OE Order Codes: [Grid of dropdowns]

Pick Ticket: Transaction Format: NB

Purchasing PR:

7.9.9.901 [IFAS79TESTWEB] SunGard K-12 Education | www.sungard.com/K-12

Step 6: Hit enter to save the header information. Make sure a green message at the top of the screen reads “Record Accepted”.

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Record 26 of 23982

Record Accepted [Red Circled]

Order ID: 78SK0019 Description: Test Year: NONE Status: NW

Primary Warehouse: w78 Sec Cd: 7800 Route: Order Total: 0.00

Secondary Warehouse: Price Code: Order Total: 0.00

Main Items

Line Number: 0001 Sequence: Line Status: CM Warehouse: Units: Quantity Available: 0

Quantity Ordered: Product ID: Account: 78 PKY OBJ Price Code: Unit Price: \$0.00 Total Price: \$0.00

7.9.9.901 [IFAS79TESTWEB] SunGard K-12 Education | www.sungard.com/K-12

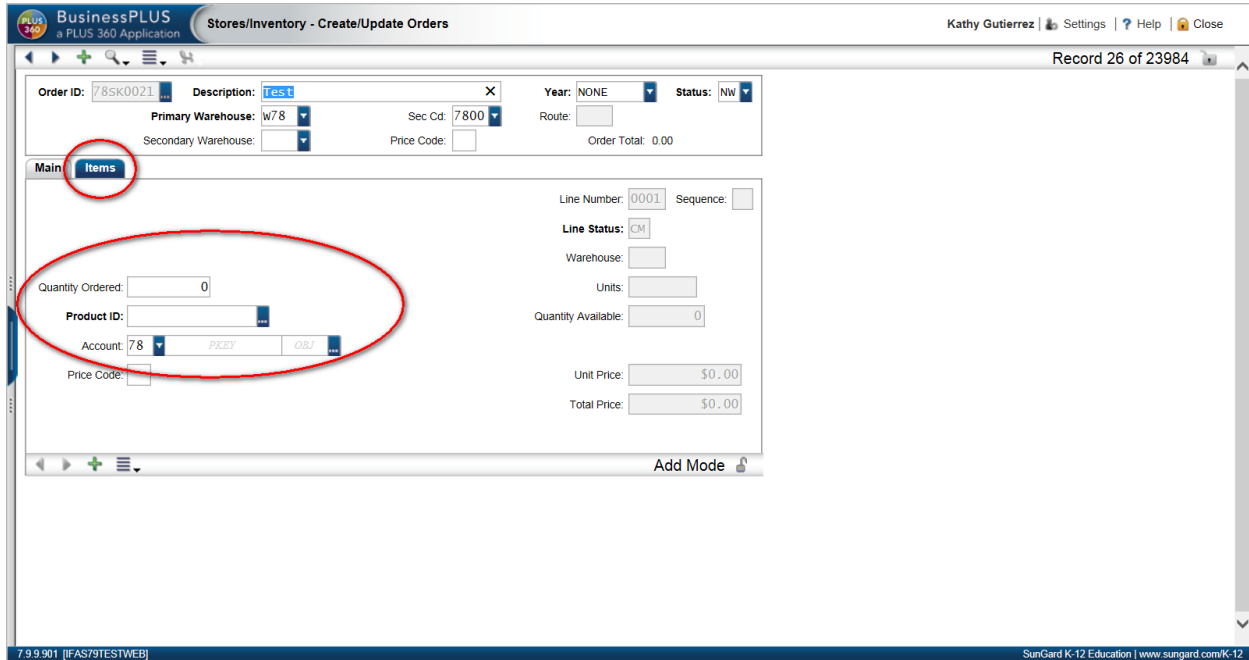
Step 7: Click on the “Items” Tab and enter the following:

Quantity Ordered

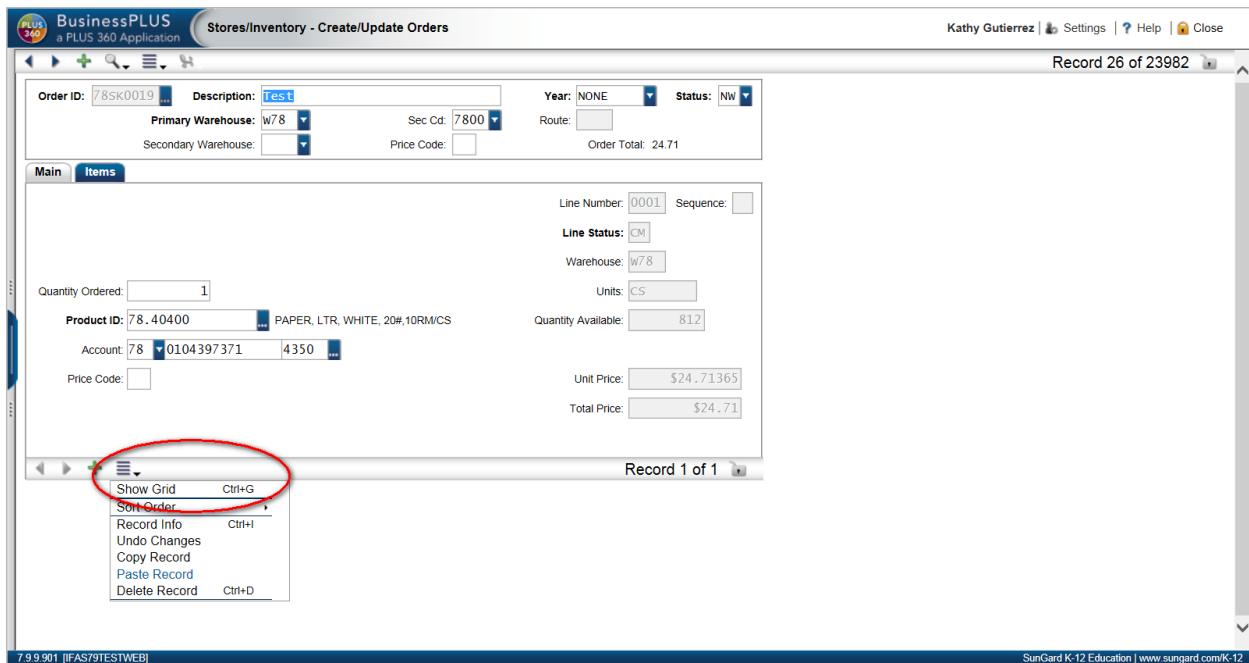
Product ID

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.



Alternate view: To see multiple items on one screen, click on the grid icon on the bottom of screen and choose “Show Grid”.



This will show you multiple items all on one screen.

BusinessPLUS a PLUS 360 Application Stores/Inventory - Create/Update Orders Kathy Gutierrez | Settings | Help | Close

Record 26 of 23983

Order ID: 785k0020 Description: test X Year: NONE Status: NW
 Primary Warehouse: w78 Sec Cd: 7800 Route: Order Total: 66.73
 Secondary Warehouse: Price Code:

| Quantity Avail | Quantity Order | Product ID | Description | PSEUDO ACCOUNT |
|----------------|----------------|------------|--------------------------------|--------------------|
| 811 | 1 | 78.40400 | PAPER, LTR, WHITE, 20#,10RM/CS | 78 0104397371-4350 |
| 52 | 1 | 78.10600 | FILM,LAM, 25" X 500', 1"CORE | 78 0104397371-4350 |
| 35 | 10 | 78.50600 | BANDAGES, 1" X 3", 100/BX | 78 0104397371-4350 |
| 0 | 0 | | | 78 0104397371-4350 |

← Shows multiple items all on one screen

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

BusinessPLUS Stores/Inventory - Create/Update Orders Kathy Gutierrez | Settings | Help | Close

Record 26 of 31379

Order ID: 78SS0016 Description: TEST X Year: NONE Status: NW
 Primary Warehouse: w78 Sec Cd: 7800 Route: Order Total: \$112.41
 Secondary Warehouse: Price Code:

| Quantity Order | Product ID | Description | PSEUDO ACCOUNT |
|----------------|------------|--------------------------------|--------------------|
| 1 | 78.40400 | PAPER, LTR, WHITE, 20#,10RM/CS | 78 0104397375-4350 |
| 1 | 78.10600 | FILM,LAM, 25" X 500', 1"CORE | 78 0104397375-4350 |
| 10 | 78.50600 | BANDAGES, 1" X 3", 100/BX | 78 0104397375-4350 |
| 0 | | | 78 0104397375-4350 |

Workflow

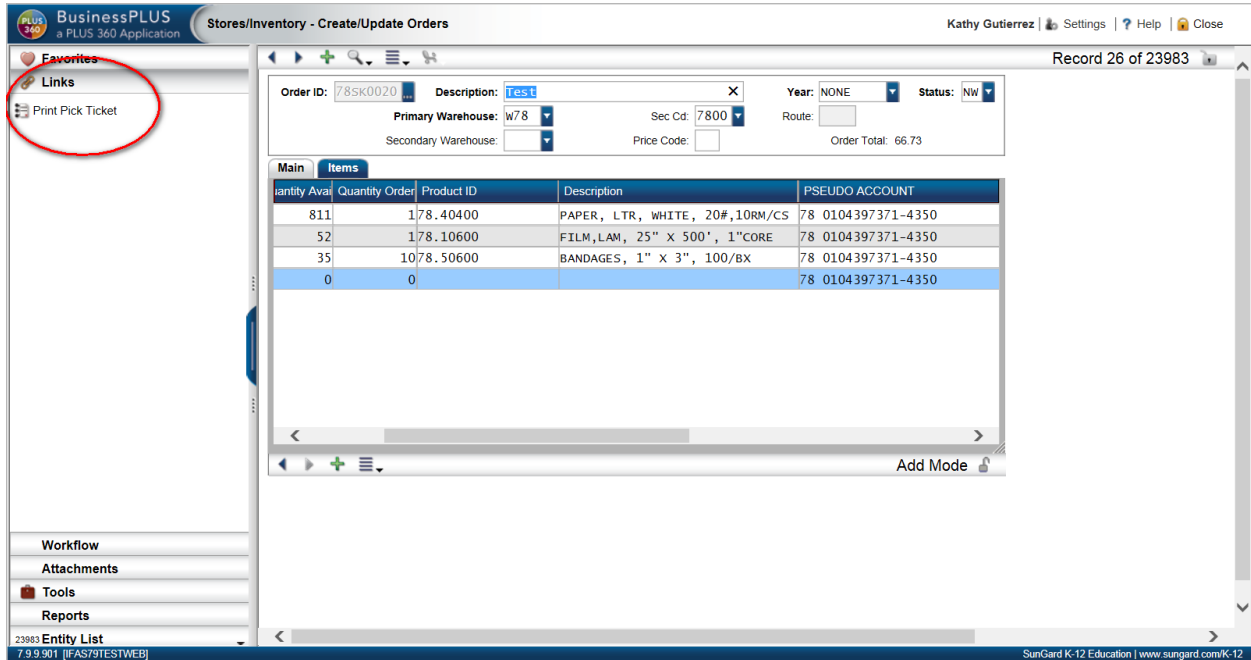
Order

| User | When |
|-------|----------------|
| KGUTI | 07/11/22 1:... |

Direct Task Items Awaiting ID Approval

| Order ID | Cust |
|----------|----------|
| 78SS0016 | S7800004 |

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



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

