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# BUSINESS PLUS USER GUIDE

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PURCHASE REQUISITION ENTRY  
PURCHASE REQUISITION ENTRY

# INTRODUCTION

INTRODUCTION

## WELCOME TO BUSINESS PLUS VERSION 20.11

This guide is intended to help new users become familiar with Business Plus Version 20.11 and the methods for preparing and approving online purchase requisitions. It is also provided as a reference tool for the seasoned user.

The BUSINESS PLUS software system allows the District to manage its financial systems related to Accounts Payable, Payroll, Accounts Receivable and Purchasing. This guide focuses on the purchasing portion of the financial system. Should you have any questions regarding the instructions provided in this guide, please do not hesitate to contact the Purchasing Department at extension #2245.

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# Getting Started

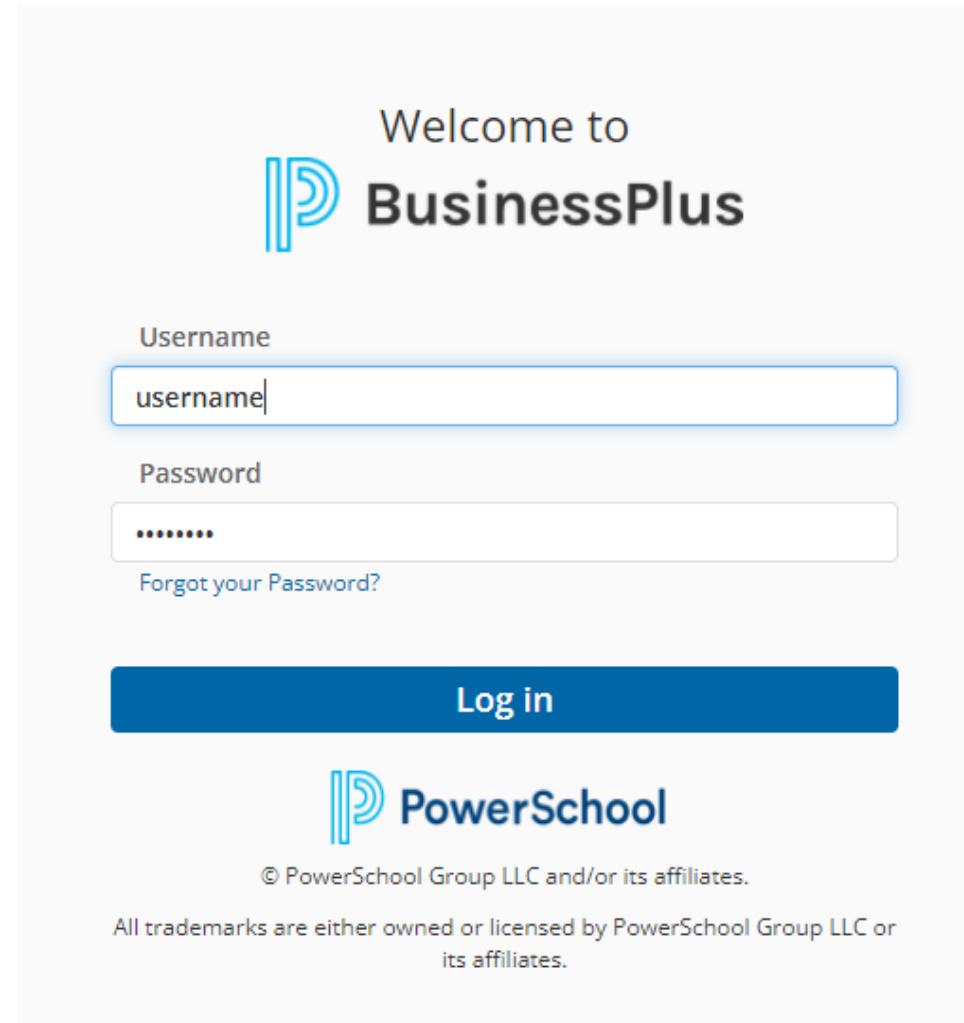
- There are two ways to access BusinessPlus
  1. First option double click the BusinessPlus icon on your desktop



2. Second option follow the link by holding down ctrl + left click:  
[BusinessPlus](#)

# Logging In

- Type in your username followed by your password for BusinessPlus (This is your second login from BusinessPlus 7.11)
- Click Login



The screenshot shows a login interface for BusinessPlus. At the top, it says "Welcome to BusinessPlus" with a logo. Below this are two input fields: "Username" with the text "username" and "Password" with masked characters ".....". A link "Forgot your Password?" is positioned below the password field. A large blue "Log in" button is centered below the fields. At the bottom, the PowerSchool logo is displayed, followed by copyright information: "© PowerSchool Group LLC and/or its affiliates." and "All trademarks are either owned or licensed by PowerSchool Group LLC or its affiliates."

Welcome to  
**BusinessPlus**

Username  
username

Password  
.....

[Forgot your Password?](#)

**Log in**

**PowerSchool**

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# Navigating the Dashboard

The system will default you to your personal dashboard, click on the tab called “School Site User”.

This tab will have two sections:

- **Activities**
  - POUPPR – Purchase Requests
  - SIOEUB – Stores Orders
  - GLBUBATR – Budget Transfers
  - BUDACT – GL Account Data
- **Workflow Tasks**
  - Pending approval tasks

**SCHOOL SITE USER**

Personal Dashboard **SCHOOL SITE USER** HRTECH SITE\_WEB\_FORM EMPLOYEE

### Activities

- POUPPR** Purchase Requests
- POUPRC** Receiving Information
- SIOEUB** Create/Update Orders
- GLBUBATR** Create/Update Transfers Set
- Employee Credit Leave Report**
- BUDACT\_GL\_SUSD\_SM\_BA120301 - BUDGET TO ACTUAL WITH ENCUMBRANCES - NO PAGEBREAKS**

### Workflow Tasks

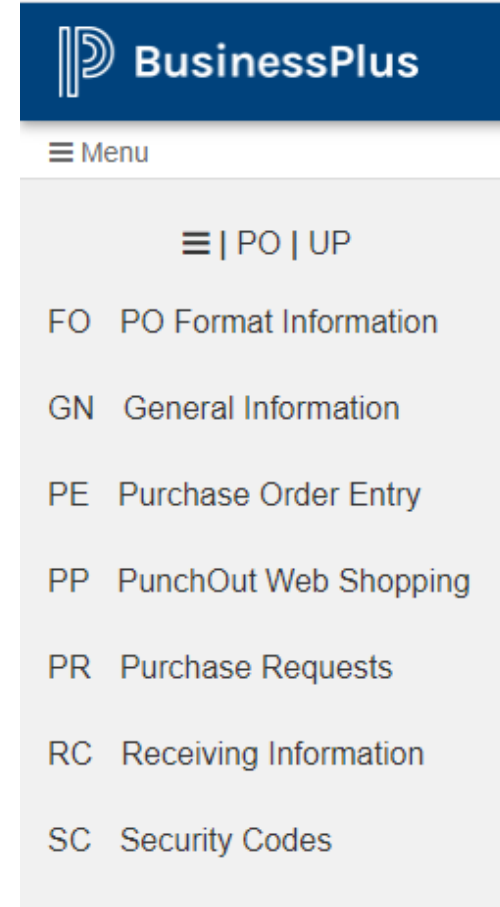
**Go to Workflow Tasklist**

**No tasks**

Refreshed at Saturday, October 23, 2021 11:23:37

# Navigation Part 2

- You can also navigate BusinessPlus by expanding the menu on the top left of your dashboard.
- Such as for POUPPR click the following:
  - PO
  - UP
  - PR



# The Purchase Requisitions Link Opens to the Purchase Requisition Screen (Defaulted to search mode)

The screenshot displays the BusinessPlus interface for Purchase Requests (POUPPR) in search mode. The header includes the BusinessPlus logo and the page title "Purchase Requests (POUPPR)".

**Search Section:**

- Buttons: "Apply Search" and "Clear Criteria".
- Filters:
  - POs Only
  - POCSAD\_Filter
  - POCSHR\_Filter
  - PRUPPO\_Filter
  - POUPPR\_Filter
- Search Criteria:

**Search Criteria Fields:**

- PR Number\*:
- PO Number:
- Status\*:
- Security Code:
- Approval Code:
- Requested By:
- Date Requested:  (calendar icon)
- PO Total:
- PR Total:

**Vendor Information Fields:**

- Vendor ID:  (dropdown icon)
- Vendor Name:
- Vendor Addr Code:
- Phone Cd:

**Remit To Information Fields:**

- Remit To ID:  (dropdown icon)
- Remit To Addr Code:
- Phone Cd:

**Details Section:**

- Confirm:
- Bid Number:  (dropdown icon)
- End Use:
- Discount Terms:
- Vend Account:
- Contract Number:  (dropdown icon)
- Buyer:  (dropdown icon)
- PO Type\*:



# Building a Requisition

- 1. PR Number\*** - Click the lightning Symbol which will auto generate the requisition number.
- 2. Vendor ID** – Enter vendor number. If unknown click the symbol next to the field to do a look up.
- 3. Details:**
  - 1. Confirm* – Entry should be quote number or features of request ex. Order form, open purchase order, amendment etc.
  - 2. End use* – Enter the site receiving items or requisitions site location.
- 4. Ship To ID** – This is the point of delivery receiving the materials. Click the symbol next to the field to do a look up.

The screenshot shows a requisition form with the following fields and sections:

- PR Number\*:** A text input field with a lightning bolt icon to its right. A blue arrow points from the instruction to this icon.
- PO Number:** A text input field with a lightning bolt icon to its right.
- Approval Code:** A text input field containing the value "PR.SEED".
- Vendor Name:** A text input field containing the value "LOTEY, GURMEET".
- PO Total:** A text input field containing the value "0.00".
- Vendor ID:** A text input field with a magnifying glass icon to its right. A blue arrow points from the instruction to this icon.
- Vendor Name:** A text input field.
- Vendor Addr Code:** A dropdown menu.
- Phone Cd:** A dropdown menu.
- Details:** A section containing:
  - Confirm:** A text input field.
  - Bid Number:** A text input field with a magnifying glass icon to its right. A blue arrow points from the instruction to this icon.
  - End Use:** A text input field.
  - Discount Terms:** A text input field.
- Ship To ID:** A text input field with a magnifying glass icon to its right. A blue arrow points from the instruction to this icon.
- Ship To Addr Code:** A dropdown menu.
- Phone Cd:** A dropdown menu.

# Building a Requisition Cont.

The screenshot shows a requisition form with the following fields and controls:

- Items** / **Notes** tabs at the top left.
- Item Number:** Input field with value 0001 and a lightning bolt icon.
- Vendor Item No.:** Input field with a greyed-out value.
- Product Code:** Input field with a menu icon.
- Quantity:** Input field with value 0.00.
- Units:** Dropdown menu.
- Unit Price:** Input field with value 0.00000.
- Extended Amt:** Input field with value 0.00.
- Catalog Number:** Input field.
- Item Description:** Large text area.
- + Add Account** button and **Switch to: Amount** button.
- Total: 100.00%** and **Remaining: 0.00%** summary.
- Account** table with columns: **GL**, **ORG KEY**, **OBJECT**, **Percent**, and **Delete**.

Blue arrows point from the text below to the following fields:

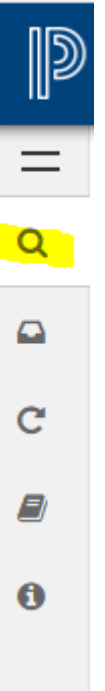
- Arrow 5 points to the **Account** table.
- Arrow 6 points to the **Units** dropdown.
- Arrow 7 points to the **Item Description** text area.
- Arrow 8 points to the **Unit Price** input field.
- Arrow 9 points to the **Quantity** input field.
- Arrow 10 points to the **Notes** tab.

5. Account Number - \_\_\_\_\_
6. Units – Each, Kit, Set, Case, etc.
7. Description – Describe product being ordered
8. Unit Price - \$ \_\_\_\_\_

9. Quantity – Number of the items needed
10. Notes – For purchase justification or directions for staff once printed

# Page Commands

- Click the “Add” to enter in a purchase requisition +
- The menu can be expanded by click the “=” on the left side
- The magnifying glass icon on the left may be used to search existing requisitions 🔍
- On the side menu, click Pending Tasks can be used to see the approval process
- Click attachments on the side menu will allow you to add attachments to any requisitions.



# More on the Process

## Additional Requisition Entry Tips

- **Requisitioner can enter as many line items as necessary.**
  - HOWEVER if you request is OVER 50 line items Purchasing WILL accept attached LISTS TITLEWAVE and PERMA BOUND orders NEED NOT ENTER MATERIAL LINE ITEMS.
  - ALTHOUGH the first account number automatically populates to the next line item for your convenience, different GL accounts can also be used on one requisition.
- The tax option defaults to Y (Yes) (Sales tax applies to all tangible goods as well as to shipping and handling.
- Catalog Entry: Enter part # or ISBN #:
  - This information serves to identify the product and ensure that the correct material is being ordered.

# Cont.

- Notes

- It is recommended that the requestor enter justification for every purchase request. This practice assists in a smoother flow of the approval process.

- Computers or Other Equipment

- The item description must include the building and room number for equipment items valued at \$500.00 or more (including cost of shipping and taxes)

- Consultant Agreements

- The following documents must be attached to the requisition:
  - Board Agenda, Consultant Utilization Form, Agreement to Furnish Consultant Services, Certificate of Liability Insurance.

# Approving Purchase Requisitions

- Once entered, the requisition must be approved by the originator and other designated approvers. To the right is a side panel view with approval instructions.




- The picture will be updated at a future time.

The screenshot displays the BusinessPLUS Purchasing - Purchase Requests interface. The main window title is "BusinessPLUS a PLUS 360 Application" and the sub-header is "Purchasing - Purchase Requests". The interface includes a "Favorites" section, a "Links" section, and a "Workflow" section. A red circle with the number "1" is overlaid on the "Workflow" section. Below the "Workflow" section is a "Refresh" button and a "Purchase Document" table. The table has columns for "USER" and "WHEN IN". The first row shows "STARK,A" with a green checkmark, a red X, a blue arrow, and a hand icon, and a timestamp of "09/05/17 15:3". Below this are several rows with "TBA" in the "USER" column and "Future Task It" in the "WHEN IN" column. To the right of the main window is a side panel with a search bar containing "PR: N146049". Below the search bar are tabs for "Vendor", "Remit", and "Ship". The "Vendor" tab is selected, showing details for "V000811" and "LAKESHORE LEARNING MA ACCOUNT #96957". Below the vendor details are tabs for "Items" and "Association Co". The "Items" tab is selected, showing a table with columns "Item Nu", "Quantity", and "Units". The table has three rows: "0001" with "3 SET" and "LA", "0002" with "1 EA", and "0003" with "0".

USER	WHEN IN
STARK,A	09/05/17 15:3
TBA	Future Task It
TBA	Future Task It
TBA	Future Task It
TBA	Future Task It
TBA	Future Task It
TBA	Future Task It
TBA	Future Task It
TBA	Future Task It
TBA	Future Task It

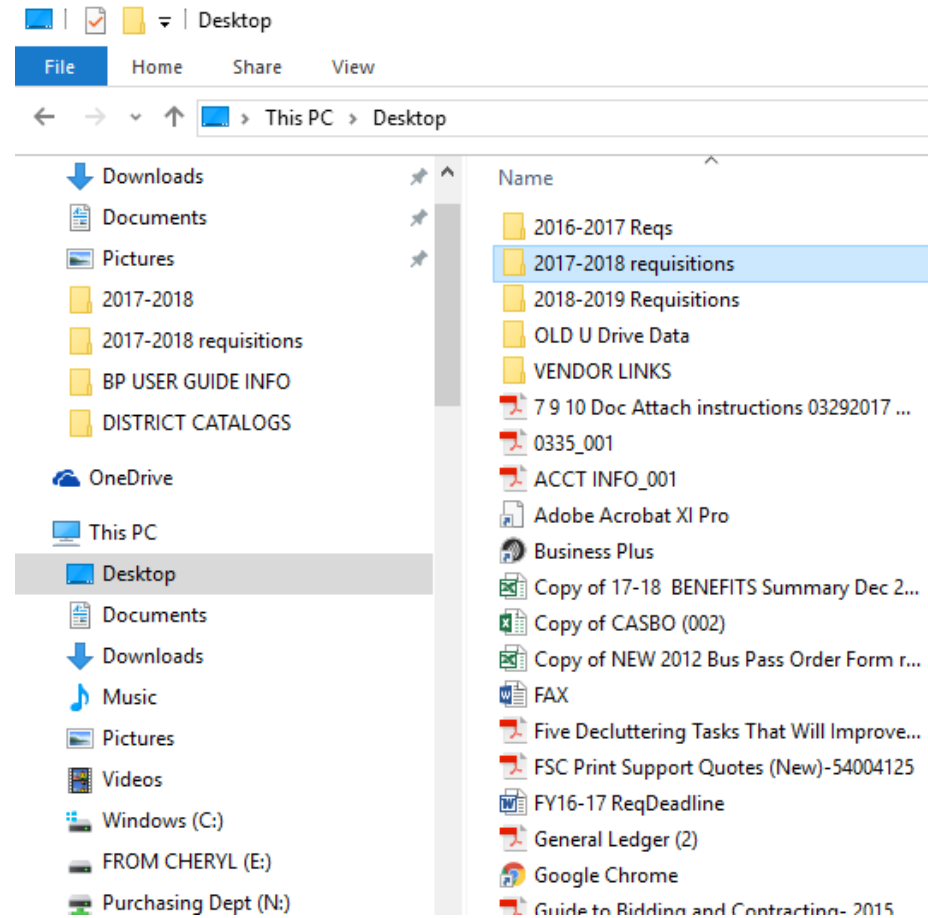
Item Nu	Quantity	Units
0001	3 SET	LA
0002	1 EA	
0003	0	

## ONCE ENTERED, THE REQUISITION IS READY FOR APPROVALS

1. USE WORKFLOW TO APPROVE REQUISITIONS BY CLICKING THE **GREEN CHECK MARK**. WORKFLOW IS ALSO USED TO FOLLOW YOUR REQUISITION THROUGH THE APPROVAL STREAM
  - A.  **FOR APPROVING**
  - B.  **FOR DELETING** *(PLEASE NOTIFY PURCHASING )*
  - C.  **TO SEND THE REQUISITION BACK:** A USER WINDOW WILL OPEN
  - D. **AFTER REQUESTOR APPROVES CLICK THE "REFRESH" BUTTON TO MAKE SURE IT MOVES ALONG TO THE NEXT APPROVER** *(GIVE IT TIME IT MIGHT TAKE A MINUTE)*

# The INITIAL SET-UP FOR ATTACHING DOCUMENTS IN BUSINESS PLUS

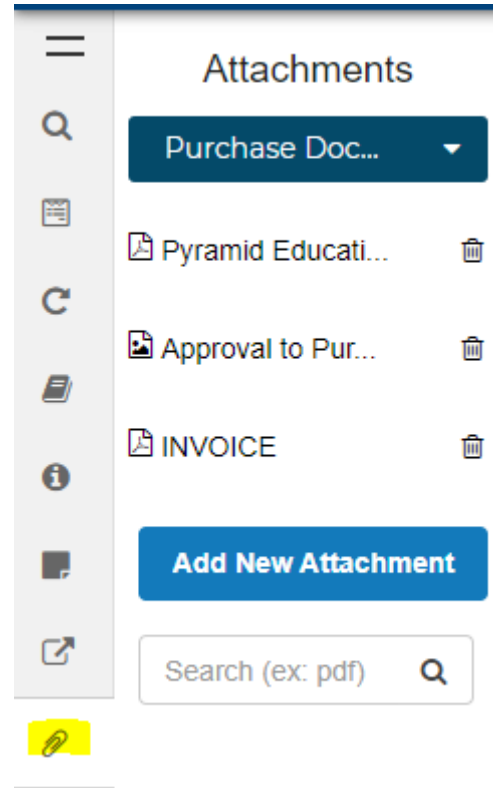
## 1. CREATE A FILE FOR YOUR ATTACHMENTS ON YOUR OFFICE DRIVE





# Adding Attachments

**ADDING ATTACHMENTS: THE INITIAL SET UP**  
Click “Add New Attachment”



# Cont.

- Enter a **description** for the document.
- Click “**Browse...**” to open the file explorer window, here find your document which you would like to upload. Double click the file to upload.
- Expand the drop down menu for *Choose an Attach Definition* and select **PO document attachment – Purchase Document**

Add New Attached Item

Description

**Browse...** Choose Document

Choose an Attach Definition... ▾

Close Attach

EX.

Add New Attached Item

Training guide

**Browse...** BP user guide 20.11.pdf

PO document attachment - Purchase Document ▾

Close Attach

# Product Codes: The What When and Why

- Product codes are to be used for commonly requested items such as:
  - Open purchase orders
  - Amendments
  - Bus and Fieldtrips
  - Consultant Agreements
  - Cellular phone services
  - Maintenance agreements for duplicators, (vendor code, V095273)
  - Laminators, (vendor code, V022408)
  - Copiers (vendor code, V099909)
- Requisition codes for computers and peripherals are located on “Technology Equipment Prices” link on the Purchasing web page.

\*\*\*Enter the product code before enter item description as the system will automatically populate the item description template

PRODUCT CODES:

32: DUPLICATOR MAINTENANCE AGREEMENT; DUPLICATOR INFO

33: COPIER MAINTENANCE AGREEMENT; COPIER INFO

34: COPIER MAINTENANCE AGREEMENT; ADDING TAX

AM: AMENDMENTS TO YOUR PURCHASE ORDERS

BC130: TWO-WAY RADIOS; USER INFO

CA: CONSULTANT AGREEMENTS; BOARD APPROVAL, COST, AND TERMS

CP: CELLULAR PHONE REQUEST; CONTRACT INFO

FT: FIELDTRIP REQUEST; DATES, DESTINATION AND BOARD APPROVAL

GBC: LAMINATOR INFO

OP: OPEN PURCHASE ORDER INFO

# Sample: Product Codes for Open P.O. and Amendments

Items Notes

☰

Item Number:  ⚡ Vendor Item No:  Product Code:  📄

Units:  ▼ Unit Price:  Extended Amt:

**Item Description**

FOR:

VALID FROM: 7/17/17 THROUGH 6/30/18

AUTHORIZED SUSD PERSONNEL:

IMPORTANT: Product codes must be entered before entering item description.

# Reminder: When using product codes the product code must be entered before the item information

Items Notes

☰

Item Number:  ⚡ Vendor Item No:  Product Code:  📄

Units:  ▼ Unit Price:  Extended Amt:

**Item Description**

FOR:


VALID FROM: 7/17/17 THROUGH 6/30/18

AUTHORIZED SUSD PERSONNEL:

# Bus/Fieldtrip Transportation

- Items listed below MUST be attached to the requestion before it can go through the approval process.
  - Field trip planning checklist and final approval form
  - Initial approval form
  - Field trip lesson plan

Items Notes

 Add

Item Number:	<input type="text" value="0001"/>	Vendor Item No:	<input type="text"/>	Product Code:	<input type="text" value="FT"/>	Quantity:	<input type="text" value="0.00"/>
Units:	<input type="text" value="EACH"/>	Unit Price:	<input type="text" value="0.00000"/>	Extended Amt:	<input type="text" value="0.00"/>	Catalog Number:	<input type="text"/>

Item Description


FIELD TRIP BUS RESERVATION  
FIELD TRIP DATE:  
DESTINATION:  
LOCATION CITY:  
DEPART: RETURN:  
SITE CONTACT & PHONE:

# Process for Consultant Agreements

- When creating a Consultant Agreement purchase requisition, the following documents MUST be included/attached to the purchase requisition.
  - Agreement to furnish consultant services
  - Board agenda item
  - Consultant utilization form
  - Certificate of liability insurance
  - W-9 (only if a new vendor)
  - Invoice (if available)



# Cont.

Items		Notes					
		Add					
Item Number:	<input type="text" value="0001"/> ⚡	Vendor Item No:	<input type="text" value=""/>	Product Code:	<input type="text" value="CA"/> 📄	Quantity:	<input type="text" value="0.00"/>
Units:	<input type="text" value="EACH"/> ▼	Unit Price:	<input type="text" value="0.00000"/>	Extended Amt:	<input type="text" value="0.00"/>	Catalog Number:	<input type="text" value=""/>
<b>Item Description</b>							
CONSULTANT SERVICES TO BE PERFORMED: VALID DATES: AMOUNT OF CONTRACT: \$ BOARD APPROVAL DATE: BOARD AGENDA ITEM NO.:							

# Maintenance Contracts

Currently sites receive information from Purchasing on the charges for copier maintenance from Purchasing

Items Notes

☰ Add

Item Number:  ⚡ Vendor Item No:  Product Code:  📄 Quantity:

Units:  ▼ Unit Price:  Extended Amt:  Catalog Number:

Item Description

2021-2022 COPIER MAINTENANCE  
ID:  
ID:  
ID:  
ID:  
Model #:  
S/N #:  
RMC ID #:  
Copies: @ \$0  
SUSD Asset #:

1. Enter the product code and the description will prompt you to fill in the details of your copier
2. Scroll down the dialog box to complete
3. Enter the product code for our adjusted tax
4. Take out the tax on both line items.

Items Notes

☰ Add

Item Number:  ⚡ Vendor Item No:  Product Code:  ☰ Quantity:

Units:  ▼ Unit Price:  Extended Amt:  Catalog Number:

Item Description

TAX ON 34% OF MAINTENANCE  
CONTRACT FOR SUPPLIES  
FOR 7/2019 THROUGH 6/30/2020  
SERVICE PHONE: 866-754-7677

+ Add Account Switch to: Amount

Account

GL	ORG KEY	OBJECT	...
----	---------	--------	-----

Pct Discount:  Discount:

Tax Code:  ▼ Tax Amt:

Duty Code:  ▼ Duty Amt:

# Account splits: Adding multiple account codes to a line item

- Users can enter multiple account numbers for a single line item, referred to as account split. To enter an account split, click “+Add Account”. This will add a new row in which the next GL account information can be entered.
- Click “Amount” next to Switch to: Amount
- In the amount field enter the amount for the GL account to pay for the item.
- Total % must always equal 100.00% and remaining should always be 0.00%.

**+ Add Account**    Switch to: **Amount**    **Total: 100.00%**    **Remaining: 0.00%**

Account				Percent	
GL ▼	ORG KEY	OBJECT	...	50.00	Delete
GL ▼	ORG KEY	OBJECT	...	50.00	Delete

# Ordering From SUSD Warehouse Stock

- Back on the home page click the highlighted link:

The screenshot shows a user interface for a 'SCHOOL SITE USER'. At the top, the user's name 'SCHOOL SITE USER' is displayed in a yellow highlight. Below this, a navigation menu contains several links: 'Personal Dashboard', 'SCHOOL SITE USER' (highlighted in yellow and underlined with a blue bar), 'HRTECH', 'SITE\_WEB\_FORM', and 'EMPLOYEE'. Below the navigation menu is a section titled 'Activities' which lists several items:

- POUPPR** Purchase Requests
- POUPRC** Receiving Information
- SIOEUB** Create/Update Orders
- GLBUBATR** Create/Update Transfers Set
- Employee Credit Leave Report**
- BUDACT\_GL\_SUSD\_SM\_BA120301 - BUDGET TO ACTUAL WITH ENCUMBRANCES - NO PAGEBREAKS**

# Steps to creating your Stores Order

1. Order ID\* – Click the lightning icon
3. Requested By\*
5. Required Date\*

2. Description\* – purpose of request
4. Requested Date\*
6. Customer ID / Site Code\*

The screenshot shows a web form for creating a Stores Order. The form is divided into several sections. At the top right, there is an 'Add' button. The form contains the following fields and sections:

- Order ID\*:** A text input field with a lightning bolt icon to its right.
- Status\*:** A dropdown menu with 'NW' selected.
- Sec Warehouse:** A dropdown menu.
- Description\*:** A text input field.
- Pri Warehouse\*:** A dropdown menu with 'SUSD' selected.
- Price Code:** A text input field with 'NC' entered.
- Year\*:** A dropdown menu with 'NONE' selected.
- Security Code:** A dropdown menu.
- Route:** A dropdown menu.
- Order Total:** A text input field showing '0.00'.
- Requested By\*:** A text input field with a lightning bolt icon to its right.
- Requested Date\*:** A date picker field.
- Required Date:** A date picker field.
- Approved By:** A text input field.
- Approval Date:** A date picker field.
- Customer ID\*:** A text input field with a lightning bolt icon to its right.
- Addr:** A dropdown menu.
- Contact:** A text input field.
- End Use:** A text input field.
- Customer PO:** A text input field.
- Misc:** A text input field.
- Prep ID\*:** A dropdown menu with 'GLOTEY' selected.
- Transaction Code\*:** A dropdown menu with 'OE' selected.
- Pick Ticket:** A dropdown menu.
- Transaction Fmt\*:** A dropdown menu with 'NB' selected.
- Purchasing PR:** A dropdown menu.
- Order Codes:** A section containing ten dropdown menus labeled 'Order Code 1' through 'Order Code 10'.

Blue arrows from the numbered list above point to the following fields in the form:

- Arrow 1 points to the lightning bolt icon next to the Order ID\* field.
- Arrow 2 points to the Description\* field.
- Arrow 3 points to the Requested By\* field.
- Arrow 4 points to the Requested Date\* field.
- Arrow 5 points to the Required Date field.
- Arrow 6 points to the Customer ID\* field.

# Once Entries are filled, click your *Items* Tab

- The **blue arrows** point to the only information needed
- After each entry press enter
- Note:
  - As many items as needed may be entered in on this page.
  - If you receive a message indicating that inventory stock is out, press enter again and the item will be logged in as back ordered

The screenshot shows a software interface for entering items. The interface includes the following elements:

- Line Number:** 0001 (indicated by a blue arrow)
- Warehouse:** (empty field)
- Quantity Ordered:** 0 (indicated by a blue arrow)
- Product ID:** (empty field, indicated by a blue arrow)
- Line Status:** CM
- Units:** (empty field)
- Description:** (empty field)
- Account:** (empty field, indicated by a blue arrow)
- Buttons:** + Add Account, Add, Delete
- Table:** A table with columns for GL, ORG KEY, OBJECT, and Percent. The Percent column shows 100.00.
- Summary:** Total: 100.00%, Remaining: 0.00%
- Bottom Fields:** Price Code, Quantity Available: 0, Unit Price: 0.00000, Total Price: 0.00000

# Receiving Items

- The “Receiving Information” Link is located on the home page
- The following steps are for orders delivered directly to Schools or Departments

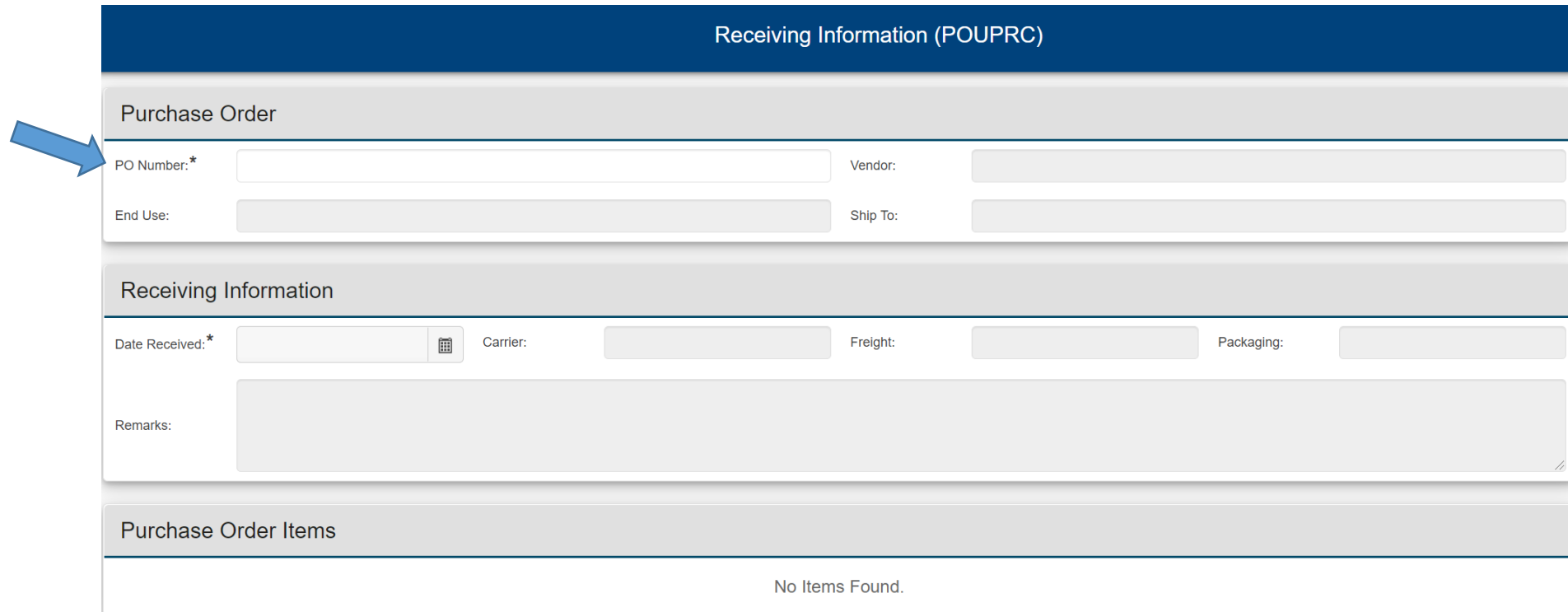
The screenshot displays a user interface for a 'SCHOOL SITE USER'. At the top, there is a navigation bar with the following links: 'Personal Dashboard', 'SCHOOL SITE USER' (highlighted in yellow), 'HRTECH', 'SITE\_WEB\_FORM', and 'EMPLOYEE'. Below the navigation bar, there is a section titled 'Activities' which contains a list of items:

- POUPPR** Purchase Requests
- POUPRC** Receiving Information
- SIOEUB** Create/Update Orders
- GLBUBATR** Create/Update Transfers Set
- Employee Credit Leave Report**
- BUDACT\_GL\_SUSD\_SM\_BA120301 - BUDGET TO ACTUAL WITH ENCUMBRANCES - NO PAGEBREAKS**



# Receiving

Clicking the link will open the tab below, in which a PO Number will need to be entered.  
Once entered hit your *ENTER* key on your keyboard (This will populate the rest of the fields)



The screenshot displays a web form titled "Receiving Information (POUPRC)". The form is organized into three main sections:

- Purchase Order:** This section contains four input fields: "PO Number:\*" (highlighted by a blue arrow), "Vendor:", "End Use:", and "Ship To:".
- Receiving Information:** This section contains four input fields: "Date Received:\*" (with a calendar icon), "Carrier:", "Freight:", and "Packaging:". Below these fields is a large "Remarks:" text area.
- Purchase Order Items:** This section currently displays "No Items Found."

# FQA's

- **When can I request a “payment in advance” for a requisition?**

- The following generally qualify for a request for payment in advance:
  - Subscriptions
  - Memberships
  - Fieldtrip Admissions
  - Postage Stamps
  - Permits and Services Provided by Other Government Agencies
  - Leases of Real Property
  - Maintenance of Equipment Under Agreements Not Exceeding One Year.
- Requestor is to provide instructions regarding the check. Add if it is directly to the vendor or if someone from your site will pick it up. Attach all supporting documents to the requisition.

- **When a “Pay Only” is allowed?**

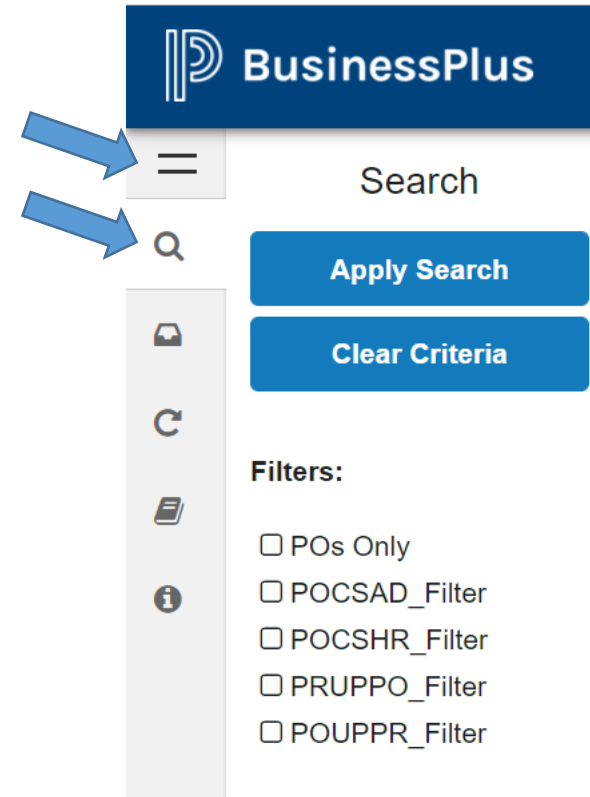
- Purchasing using district funds without a purchase order is a violation of SUSD Board Policy 3310 that states; “All purchases shall be made by formal contract, unauthorized purchases are not allowed”.

- **How can I request an item or an entire request be deleted?**

- Email any of the purchasing technicians in the purchasing office. Clearly indicate the request number and specific items to be deleted.

# Cont.

- **How can I find a purchase request/purchase order in Business Plus when I want to review it?**
  - The magnifying glass icon on the left side panel will allow users to search exiting requisitions. Use the fields necessary to filter requests you would like to search and click “Apply Search”
- **How can I change an order after it had been sent out to the vendor?**
  - In those instances where the originator finds it necessary to request a change in an order, such as cancellation of an item, quantity, size, stock number, etc., after the purchase order has been sent to the vendor, you must contact the buyer whose name is on the purchase order.



# Cont.

- **What is the difference between “Deleting a purchase request” and “Canceling a purchase order”?**
  - Purchasing can permanently remove an unprinted purchase request from the system, but cannot permanently remove printed purchaser orders. Requests to cancel purchase orders must be made via email to the buyer. Cancellations may be originated by the Vendor, the Site, or Purchasing. The vendor and all parties involved receive copies of the Cancellation Amendment to Close the Purchase Order.
- **What should I do if I do not receive any or all of my items ordered?**
  - CONTACT THE BUYER that is listed on the purchase order, SITES are NOT to contact the vendor, central receiving, property control, or textbook warehouse
- *The Purchasing Staff strives to make the purchasing process easier for everyone involved. Working with our vendors is an important part of our job, and we know it is vital to keep good relationships with them as well. Following District procedures helps to ensure accuracy in ordering and receiving needed materials.*

# Keyboard Navigation Tips

Keys	Function
Ctrl + Shift + Key	Press and Hold the Ctrl and Shift key noted below, in combination with below:
Ctrl + Shift + A	Add button for the navigation bar associated with the field that currently has focus
Ctrl + Shift + D	Selects the delete option for the navigation bar associated with the field that currently has focus
Ctrl + Shift + F	Toggles Find mode
TAB / Shift + TAB	Move through the fields forwards / backwards
Ctrl + Shift + L	View the list box attached to a field with an arrow or invokes the Lookup functionality
Ctrl + Shift + T	Display the last used auto-generated seed value for a field
Ctrl + Shift + N	Next button for the navigation bar associated with the field that currently has focus.

# Selection Criteria for FIND Mode

- Use ':' to specify a range
- Both the '%' and the '\*' can be used as wildcards
- Use ',' or '|' to specify an OR condition (A, B would be A or B).
- Use '=xxx,xxx' to select text with commas
- Use the filter button to filter the field with logic (ex. Greater than) ▼

# SUSD Purchasing Department

- , Manager, Ext. ,#B13
- Patricia Monesi, Senior Buyer, Ext. 2250 #B14
- Anita Tomboc, Buyer, Ext. 2252 #B16
- Marie Dacpano, Purchasing Technician, Ext. 2245, #B21
- Rosalinda Esquivel, Purchasing Technician, Ext. 2253, #B06
- Linda Gow, Purchasing Technician, Ext. 2247, #B21
- Kaleena Sysay, Purchasing Technician, Ext. 2245, #B07