



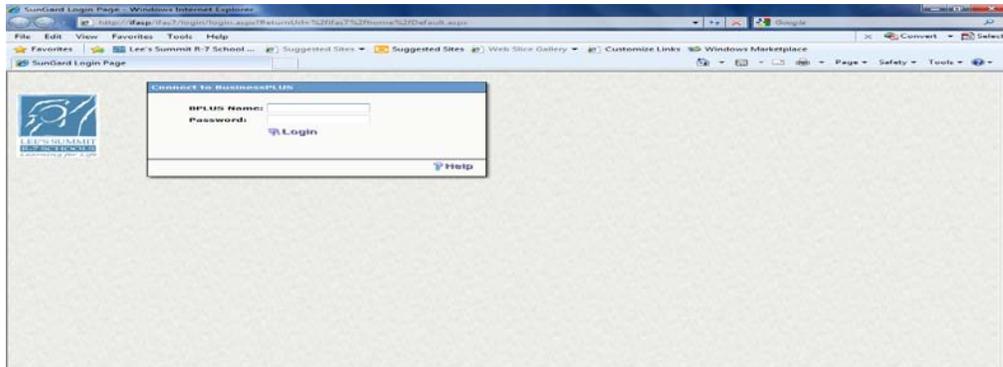
LEE'S SUMMIT R-7 SCHOOL DISTRICT PLACING STORES INVENTORY (DISTRIBUTION) ORDERS

Logging into BusinessPLUS:

Go to Internet Explorer and enter: <http://ifasp/ifas7/home> in the address bar.

Enter your BusinessPLUS ID and password to login and click.

LOGIN

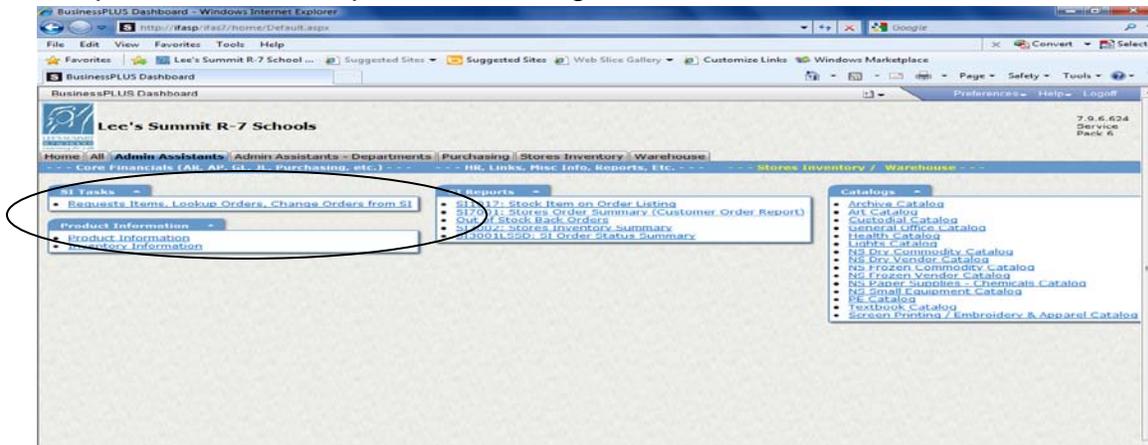


Note: Your BusinessPLUS ID and password are normally the ID and password that is used to logon to your computer

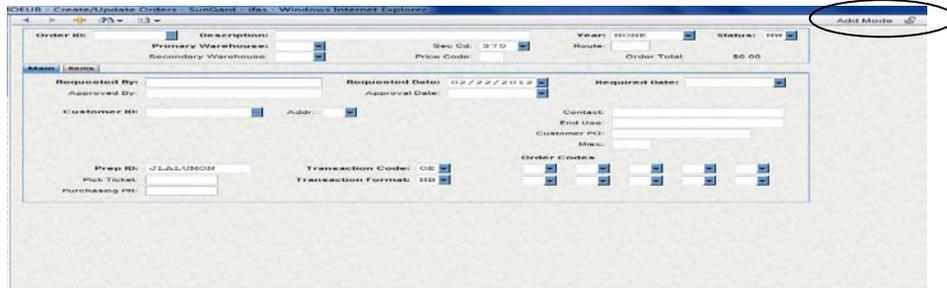
SI orders should be submitted by 12:00 PM (noon) two days prior to your delivery date.

SI Order Entry Screen (SIEOUB):

Once logged into BusinessPLUS go to the tab that says "Admin Assistants" and click the link to "Stores Inventory / Warehouse". Under the "SI Tasks", click on "Request items, Lookup Orders, Change orders from SI".

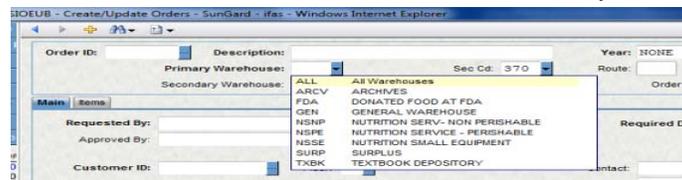


When the SIEOUB is open, you will automatically be in ADD MODE, which is displayed in the upper right hand corner of the screen.



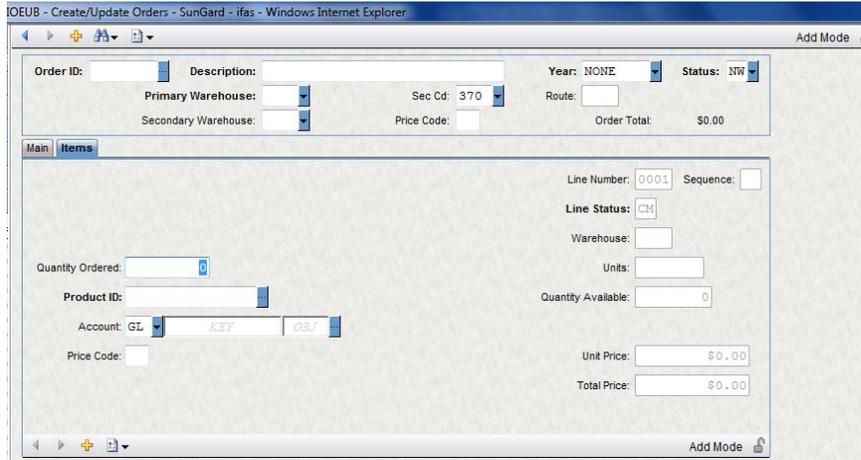
The following fields are required when entering a SI order:

1. Order ID: The system will assign the number to the order. Click on the ellipse button and select AUTO (SIORDERN). Note the assigned number for future reference.
2. Description: This is a text field and it is used to describe the order. Examples are Office Supplies for Front Office, Art Supplies for Mrs. Smith, or Health Room supplies.
3. Primary Warehouse: Click on the ellipse button and the select the appropriate warehouse from the list.
 - ARCV- Items stored in archives such as student records.
 - FDA- Used only by Nutritional Services
 - GEN- General office supplies, art supplies, custodial supplies, health supplies and lights.
 - NSNP- Non perishable food items, such as cups and canned vegetable.
 - NSPE- Perishable food items such as pizza, chicken and cheese.
 - NSSE- Small equipment for the cafeterias such as pans, cookie sheets, and spatulas.
 - SURP- Surplus items within the district.
 - TXBK- Textbooks that are available in the depository.



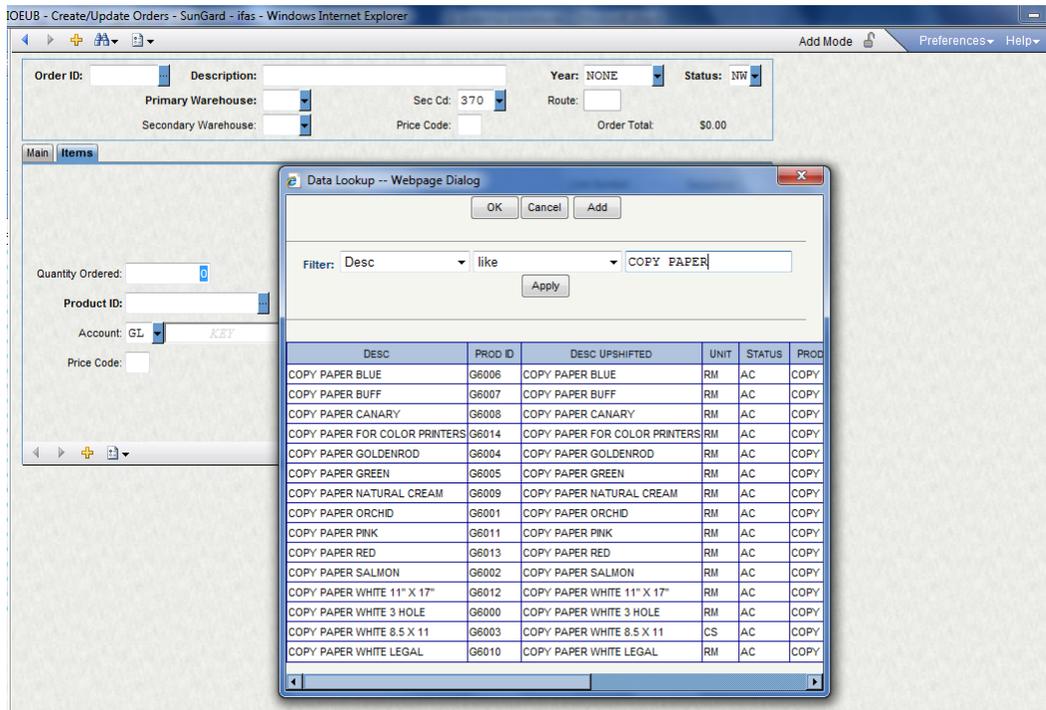
4. Required Date: This is the delivery date for your building location.
5. Customer ID: Enter the location number of the building that the order will be delivered to.

Hit **enter** after entering all the required data and the ITEM tab will appear. This is where you will enter the items that you wish to order from the Distribution Center.



The following fields are required on the ITEM tab:

1. Quantity ordered: Enter the quantity requested.
2. Product ID: Enter the stock number of the item requested. If you do not know the Product ID, click on **Ellipse** button at the end of the field and the list of items stocked in the Distribution Center will appear.

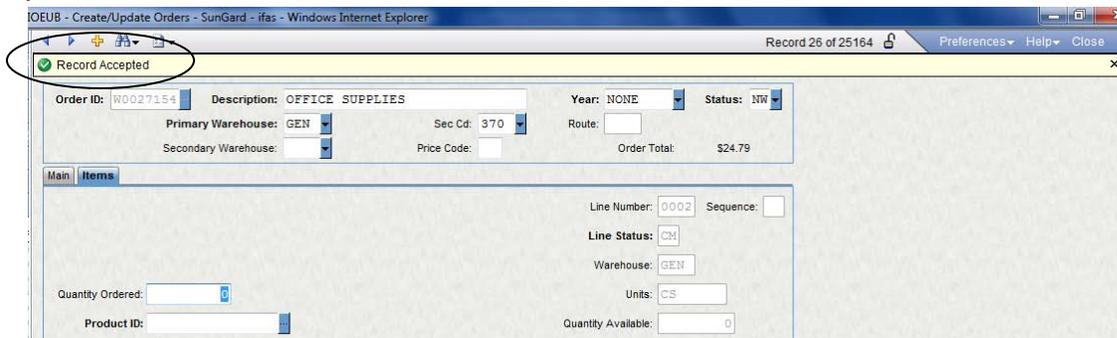


In the criteria box, type the name of the item that you wish to purchase such as copy paper. Click **APPLY** to display the copy paper that is available in the Distribution Center. Select the appropriate Product ID by highlighting it and clicking **OK**. Double clicking will add the Product ID to the field.

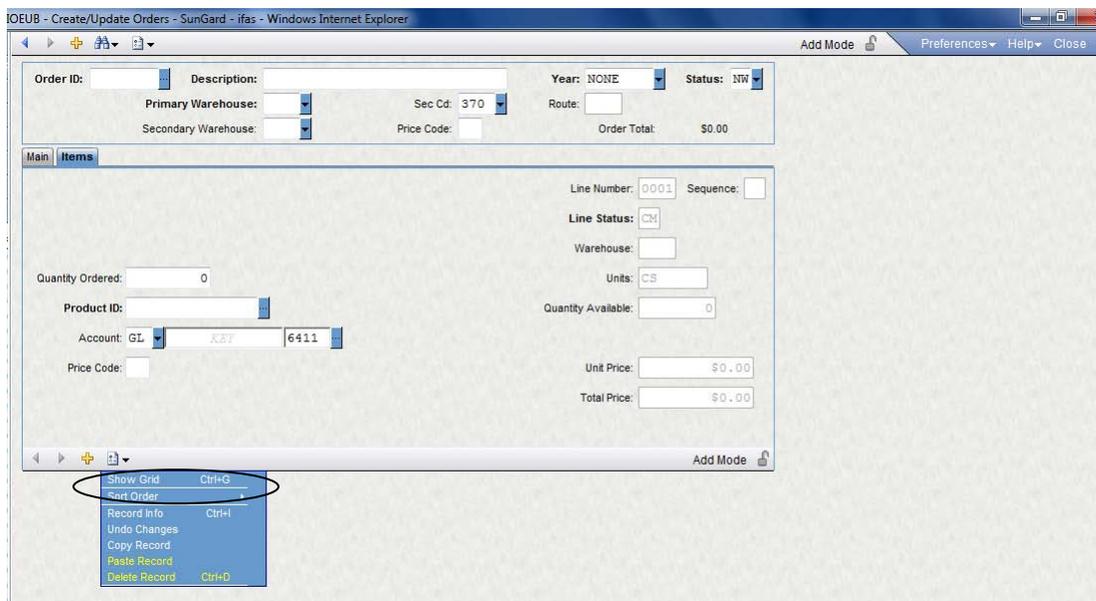
3. Account Code: Enter the GL key code for that item. This is the budget account code that the item needs to be charged to. The object code will be system generated by the following codes:

- 6411—General Warehouse
- 6471---Nutrition Services Vendor
- 6491---Nutrition Services Supplies
- 6499---Nutrition Services Commodities

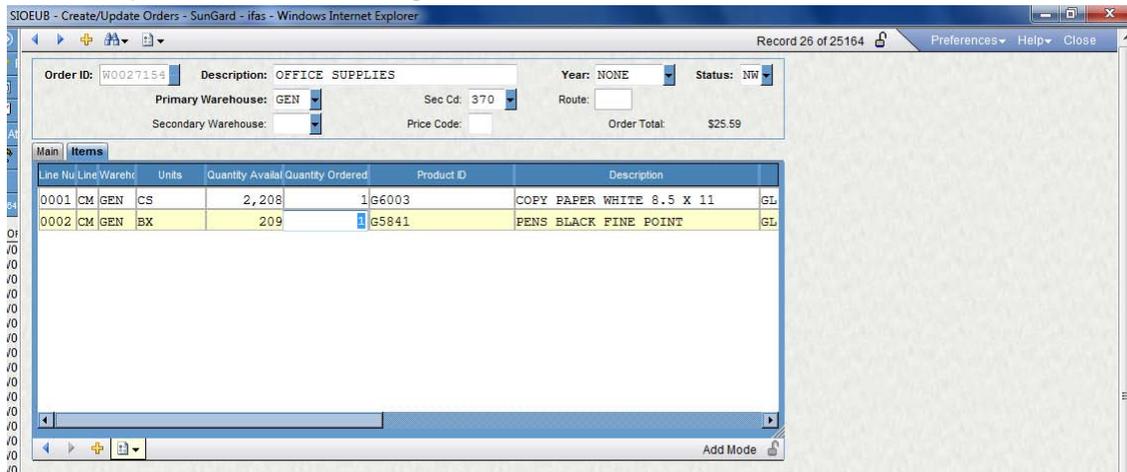
Press **enter** to save the record. “Record accepted” will appear at the top of your screen if all of your data that you entered is correct. If there are any errors, you will need to correct before the record will be saved.



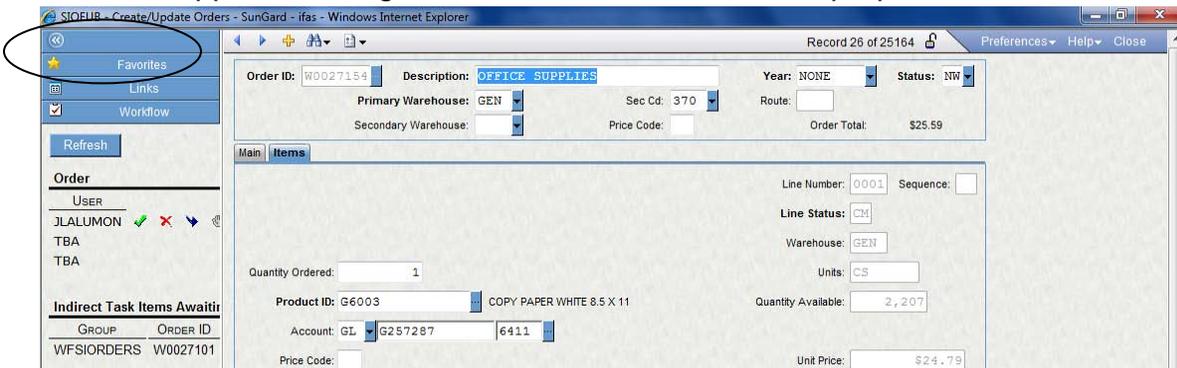
Another view to enter the items that you wish to order from Distribution is in the grid mode. This view allows you to see all of the items that you have ordered. To view the grid, click on **OPTIONS** located at the bottom of your screen and select “show grid”.



An example of the screen in grid view.



When all items are entered, the order must be approved in order to be submitted to work flow for final approval. This can be done by clicking on the **Chevron** which is located on the left side of the screen. Click on "Workflow" and beside your name will appear with a green check mark, red X, and a purple arrow.



Please choose one of them. The green check mark is to accept the order; red X is to reject the order; or purple arrow to forward the order to another person. Select one of these options and a comment screen will appear. You can enter comments for the approver, but it is not required. Click on **SUBMIT** and the SI order will be forwarded to the budget manager for approval.

Once the order is approved, you may exit SIEOUB.

In order to expedite your order, you may want to email your budget manager to let them know that a SI order needs their approval.