



## BusinessPLUS Year-End Ordering Reminders and Tips

- Develop a year-end purchasing plan
- Adhere to the published deadlines
- Mind your budget
- Watch your P Card transactions
- Manage year-end travel and travel claims
- School sites: Be careful when sending in deposit checks for SAF funded purchases
  - *Current year checks should be sent in well before the PR entry deadline*
  - *Next year checks should be held and submitted after July 1st*
- Receive on PO's in a timely manner and keep the receiving date accurate (refer to Year-End Receiving document)
  - Run the DW2001 (Purchase Order Summary Report, on your Dept. Office dashboard) to view all PO's for your site in any one fiscal year.
    - Dates default to the current fiscal year. Only change if you need a different fiscal year.
    - Enter your site RC in the "Ship-to ID" field. (You can also enter your site RC,098 to ensure you capture all computer related orders as well....all computers ship to the Warehouse 098, not your site.)
    - Click submit.
  - Run the DW2002 (Purchase Request Summary Report, on the Finance dashboard) to view all PR's (not fully approved) for your site in any one fiscal year.
    - Dates default to the current fiscal year. Only change if you need a different fiscal year.
    - Enter your site RC in the "Ship-to ID" field. (You can also enter your site RC,098 to ensure you capture all computer related orders as well....all computers ship to the Warehouse 098, not your site.)
    - Click submit.
- Be prepared for the new fiscal year budget to be released and follow all rules