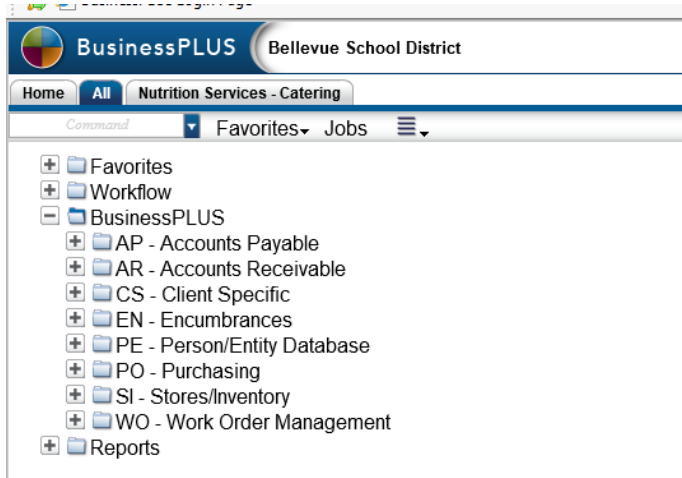
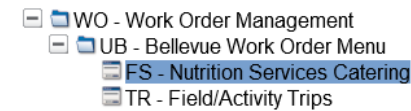


# Job Aide for Placing Nutrition Services Catering Work Order

Step 1: Log into Business Plus and navigate to Work Order Management



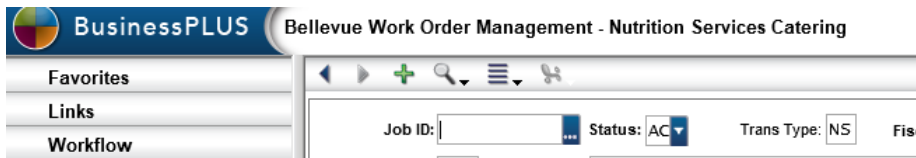
Step 2: Click on Work Order Management -> Bellevue Work Order Menu -> FS Nutrition Services Catering



*If you prefer to use the Command function, the command is WOUBFS*

A new window should open to place the Nutrition Services Catering work order.

Step 3: Click on the green plus sign at the top left hand of the order screen:



Step 4: Click on the blue ellipses on the right side of the Job ID box. This opens a drop down. Click on Auto [WOFOODID].

Step 5: Enter Rationale number (1-4) for the order. Below are the corresponding rationale options:

- 1 – Beverages Only (in-district billing)
- 2 – Food and Beverages (in-district billing)
- 3 – ASB
- 4 – Outside Billing

Status, Trans Type, Fiscal Year, and Order date can be left with the default information.

Step 5: Enter approver of the order in the Approved By box.

Rationale:  Approved By:

*For example, a school office manager may be entering a work order on behalf of the school principal. The school principal would be the approver.*

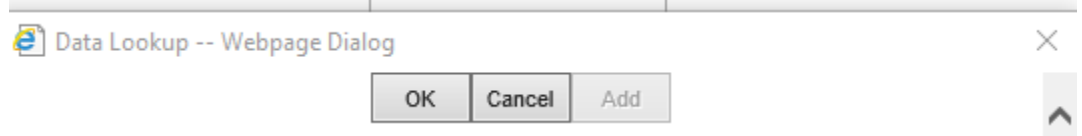
Step 6: **For Outside Billing only!** Skip to Step 7 for in-district billing.

Please check the box, Non-District Billing.

Click on the blue ellipses next to Vendor to Look Up the established vendor number. Enter a search term into the blank box on the far right side of the Filter line to find the organization.

Filter: Name  like

Select the correct organization from the list. Click OK at the top of the dialog box:



The Billing Name and Address should autofill. If not, please enter the Billing Name and Address for the out of district billing.

*If you know the Vendor number, you can type it in the Vendor box. This should autofill the Billing Name and Address boxes.*

Step 7: Fill out the Event Time, Event Date, Event Name, Contact, Phone Number, and Location.

Event Time:  Event Date:  Address:   
 Event Name:   
 Contact:   
 Phone:  Location:

Event times will be the time food will be served. If you would like it set up earlier or have any other notes about event time, please include them in the Notes section. The Notes section will be covered in Step 10.

Step 8: Select the Details tab in the bottom box:

Qty	Item	Item Description	Notes

Step 9: Enter the number of each item that you would under Qty. Select the item number in the drop-down list under Item. This will autofill the Item Description box. Item numbers (IFAS numbers) are listed on the catering website for your convenience.

Hit the Enter key on your keyboard to add another line under Qty to order additional items.

Step 10: **Optional** Click in the Notes box on the right side of the Item Description. Type in any notes that you have for the item.

Item Description	Notes
Coffee, Air Pot 12 cup	2 Decaf & 5 Hot water
Buffet - Taco Bar	11:30 am
Coffee, Starbucks 100 cup	Regular

Step 11: Select the Accounts tab:

GL	Percent \$	
GL -0089	100.00	

Step 12: Select the blank box next to GL. Enter the account code or budget code that will be billed for the work order.

Details Accounts Comments Notes

GL

GL	KEY	0089	...
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Step 13: Hit the Enter key on your keyboard. This will enter the work order into the system. If it has been inputted correctly, a green ribbon will show at the top of the screen that says Record Accepted:

Record Accepted

Step 14: Make a note for yourself of the Job ID for the work order. You can use this to reference the order later.

Job ID: F12079 Statu

Assigned By: [ ]