



BUSINESSPLUS TRAINING

Presentation

Jason Davis, Financial Systems Coordinator



BUSINESS PLUS FINANCIAL SYSTEM



What is BusinessPLUS?

- BusinessPLUS is the official Financial system of the District
- The system tracks all budgetary and financial information

How to gain access to BusinessPLUS

- Download and complete form on website “**BusinessPLUS Access Request Form**” <https://www.slps.org/Page/23540>
- Email completed form to: **BusinessPLUShelp@slps.org**





BUSINESS PLUS FINANCIAL SYSTEM

Logging into BusinessPLUS:

<http://bp.slps.org/ifas7/home> (Microsoft Edge only)

Locked out of BusinessPLUS?:

Contact the District's helpdesk at 345-5757 or helpdesk@slps.org

Budget Reports & Transactions:

- GL_5000: Budget to Actual Report
- Create Budget Transfer - GLBUBAUB

Procurement Reports & Transactions:

- PO3001: Purchase Order Status Inquiry Report
- Enter Purchase Requisition – POUPPR
- Create Contracts & Amendments – CMUPCM
- Receive on Purchase Order – POUPRC

Schedule one-on-one BusinessPLUS Training

Contact Jason.Davis2@slps.org

AGENDA



- ❑ Review GL5000 Budget to Actual Report

- ❑ Enter a Budget Transfer (video)

- ❑ Enter a Requisition (video)
 - ❑ General requisition
 - ❑ Blanket requisition
 - ❑ Contract

- ❑ Review Steps for Entering a Goods Receipt
- ❑ Voucher Processing Procedures
- ❑ Review PO:3001 Purchase Order Status Inquiry Report
- ❑ Enable attachment feature and view mode

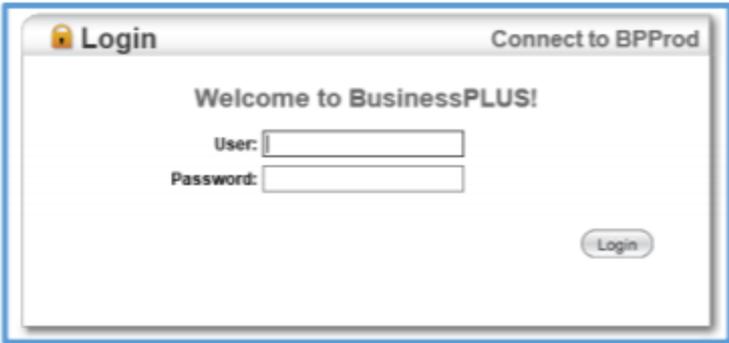


BUDGET TO ACTUAL REPORT

□ How to access the report:

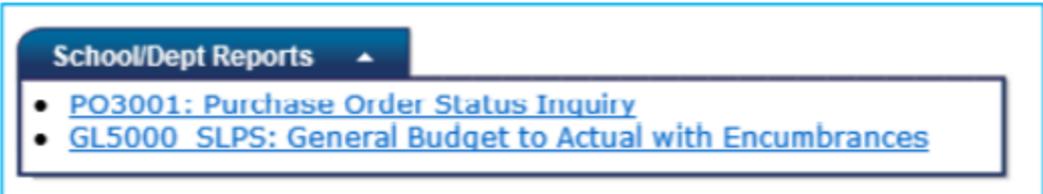
BUDGET REPORT – BUDGET TO ACTUAL

1. From the BusinessPLUS log in screen, please enter your User ID and Password



2. Click on the School/Departments tab , the below screen will appear.

3. The School/Department reports will be under the School/Dept Reports box.





BUDGET TO ACTUAL REPORT

4. Click on the “GL5000_SLPS: General Budget to Actual with Encumbrances” report and the below box will appear:

GL5000_SLPS: General Budget to Actual with Encumbrances /

Enter the Report Date:

Enter the Default Budget Version:

Excel Output ? (Y or N)

Fund (Key Part 01)

Funds to exclude:

Function (Key Part 02):

Location (Key Part 03)

Project (Key Part 05)

Year (Key Part 06)

Object

Short Cut Help	
To view GOB Funds:	To view Grant Funds:
For Fund Enter: 110, 210, 410	Funds to exclude: 110, 210, 410

BUDGET TO ACTUAL REPORT



ST LOUIS PUBLIC SCHOOLS

Budget to Actuals with Encumbrances

Fiscal Year: 2020

Report Date: 06/04/2020

Account	Object Description	Original Budget	Current Budget	Encumb	Actual	Available Balance
Location: 400 Adams Elementary						
110-1111-634302-4000-000000-00	Meeting Expenses	1,500.00	1,500.00	0.00	0.00	1,500.00
110-1111-641101-4000-000000-00	General Supplies	20,082.00	24,279.60	12,190.44	8,336.44	3,752.72
110-1111-641104-4000-000000-00	Trophies/Awards/Incentives	2,000.00	2,000.00	0.00	109.90	1,890.10
110-1111-641201-4000-000000-00	Computers,laptops & iPads<\$1K	2,000.00	2,000.00	0.00	0.00	2,000.00
110-1111-641202-4000-000000-00	Technology Supplies	1,000.00	1,000.00	0.00	932.12	67.88
Project Total: 000000 - General		26,582.00	30,779.60	12,190.44	9,378.46	9,210.70
Fund Total: 110 - General		26,582.00	30,779.60	12,190.44	9,378.46	9,210.70
Location Total: 4000 Adams Elementary		26,582.00	30,779.60	12,190.44	9,378.46	9,210.70
Grand Total		26,582.00	30,779.60	12,190.44	9,378.46	9,210.70

ACCOUNT STRUCTURE					
Fund	Function	Object	Location	Project	Fiscal Year
110	1111	634302	4000	000000	00

- Object Description:** This object code is a 6 digit number that describes the type of expenditure e.g. 641101- supplies
- Original Budget:** This represents the adopted original budget that was approved by the board
- Current Budget:** This represents adjustments to the original budget e.g. budget transfers, etc.
- Encumb (Encumbrances):** A dollar amount held (committed) to pay for goods or services.
- Actual:** shows the dollar amount that was actually paid from your budget
- Available Balance:** indicates the dollar amount available to spend. Current Budget minus Encumbrances/Actuals = Available Balance

BUDGET TO ACTUAL REPORT



- Check budget report prior to completing a budget transfer or entering a purchase requisition
- Questions about your budget to actual report, contact your assigned Finance Analyst
- Any negative available budget, contact your assigned Finance Analyst to help resolve



BUDGET TRANSFER

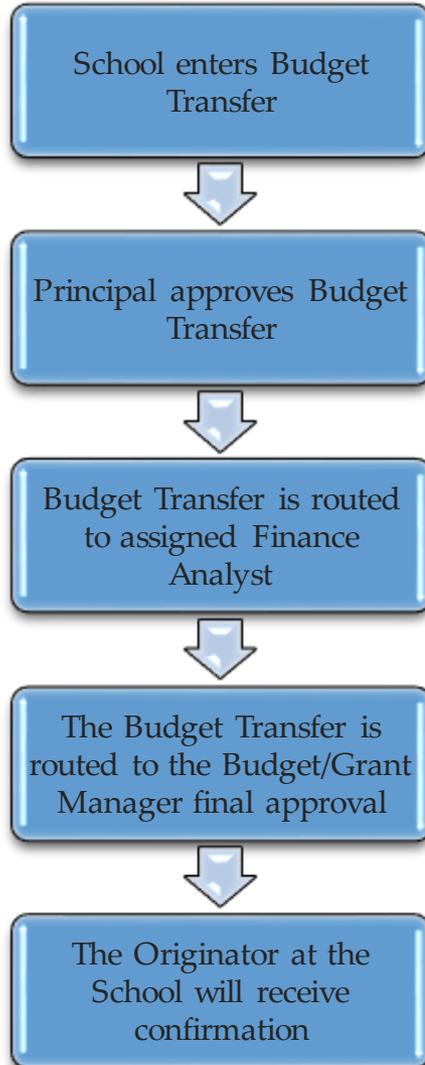
- ❑ In some instances, you may need to move budget from one object code to another object code to complete a purchase requisition or voucher



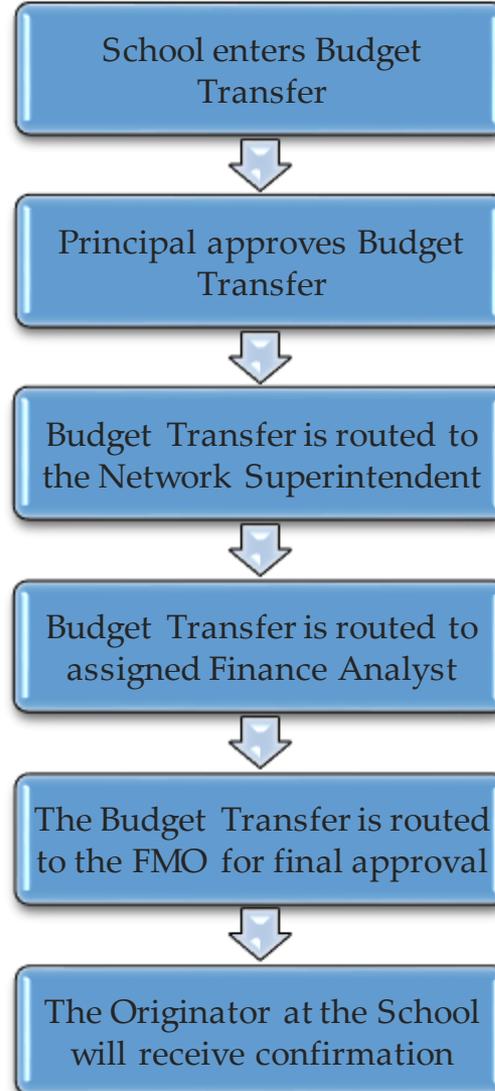
BUDGET TRANSFER WORKFLOW



Less than \$5000



Greater than \$5000



BUDGET TRANSFER VIDEO



A screenshot of the BusinessPLUS dashboard for Saint Louis Public Schools. The browser window title is "BusinessPLUS Dashboard". The dashboard header includes the BusinessPLUS logo, "ST LOUIS PUBLIC SCHOOLS", and user information for Stephanie Piatt. A navigation menu contains tabs for Home, All, Accounts Payable, Accounts Receivable, Bank Management, Cognos Reporting, Contract Management, Documents Online, General Ledger, Purchasing, Schools/Departments, and Work. The main content area has three expandable sections: "Purchase Requisitions, Orders and Receiving" with links for "Enter Purchase Requisition - POUPPR", "Receive on Purchase Order - POUPRC", and "PunchOut Web Shopping - POUPPP"; "Contracts" with links for "Create Contracts and Amendments - CMUPCM" and "Contract Tracking - CMUPTK"; and "Reports" with links for "PO3001: Purchase Order Status Inquiry" and "GL5000 SLPS: General Budget to Actual with Encumbrances". A fourth section, "Budget Transfers", is expanded to show a link for "Create Budget Transfer - GLBUBAUB".



BUDGET TRANSFER

- All budget transfers will be approved by Financial Management Office (FMO)
- Confirm budget availability prior to entering a budget transfer
- Budget transfers from GOB funds to Grant Funds are not allowed

PURCHASE REQUISITIONS



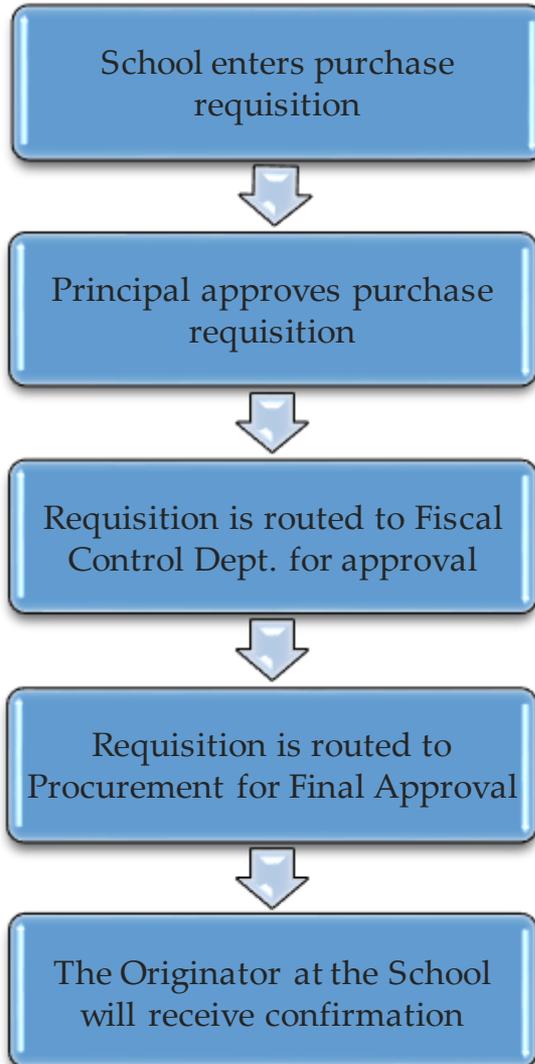
- A purchase requisition is used to purchase goods or services through an SLPS authorized vendor, examples include the following:
 - Supplies
 - Technology supplies
 - Furniture

- General requisition purchases entered in BusinessPLUS must be greater than \$25

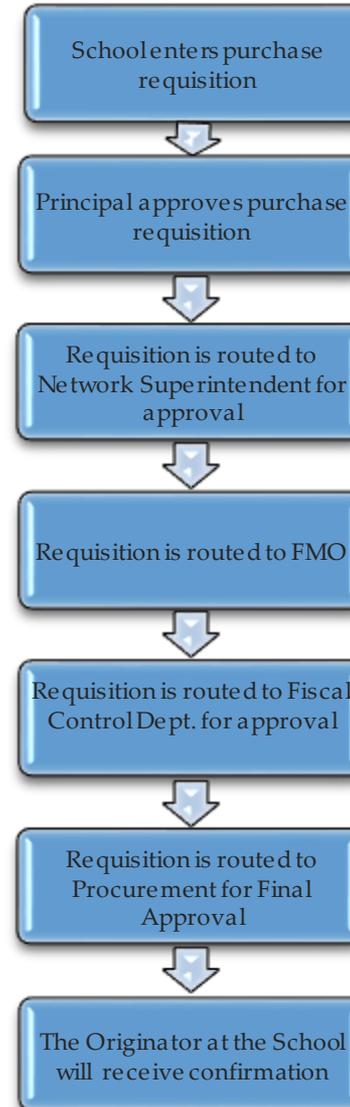
REQUISITION WORKFLOW



GOB Purchase < \$5000



Purchase > \$5000



PURCHASE REQUISITIONS



- The maximum number of lines on a requisition is 10 lines
- External vs Internal attachments
 - External attachment will route to the vendor
 - Internal attachment will route to the Procurement Dept.
- If known, shipping charges need to be included on the PR
- Never include a PO number on the entry screen
- ALWAYS include the quantity and unit of measure e.g. box, carton, PU(services)



Internal Attachment

Attachment Dialog - Work - Microsoft Edge

Not secure | bp.slps.org/lfas7/miscpages/attachviewer/attac...

Attach ID:

Description:

Attachment:

PURCHASE REQUISITIONS VIDEO



File Edit View Favorites Tools Help

BusinessPLUS ST LOUIS PUBLIC SCHOOLS Stephanie Piatt | Settings | Help | Logoff

Home All Accounts Payable Accounts Receivable Bank Management Cognos Reporting Contract Management Documents Online General Ledger Purchasing Schools/Departments Work C

- Purchase Requisitions, Orders and Receiving**
 - [Enter Purchase Requisition - POUPPR](#)
 - [Receive on Purchase Order - POUPRC](#)
 - [PunchOut Web Shopping - POUPPP](#)
- Budget Transfers**
 - [Create Budget Transfer - GLBUBAUB](#)
- Contracts**
 - [Create Contracts and Amendments - CMUPCM](#)
 - [Contract Tracking - CMUPTK](#)
- Reports**
 - [PO3001: Purchase Order Status Inquiry](#)
 - [GL5000 SLPS: General Budget to Actual with Encumbrances](#)



BLANKET REQUISITIONS

- ❑ Blanket requisition is used when creating requisitions that require multi-lists such as, library books, maintenance supplies, textbook and services that are not contract related

- ❑ Examples of when to complete a blanket requisitions:
 - ❑ Field Trip Transportation expenses (e.g. First Student)

BLANKET REQUISITIONS VIDEO



POUPPR - Purchase Requests - PowerSchool - BPPod - Internet Explorer

BusinessPLUS Purchasing - Purchase Requests Stephanie Piatt | Settings | Help | Close

Record 15 of 15

PR: PO: Status: Sec Cd: Aprv: Next:

Vendor Remit Ship Bill **Request** Aprv Print **Details** Dates Blanket Req. Codes Misc.

V600004273 Addr: By: Stephanie Piatt
 FIRST STUDENT INC
 22157 NETWORK PLACE
 Date:

Board Res:
 Account:
 Bid #: PO Type:
 Contract #: Terms:
 Deliver To:
 Buyer:

PR Total: \$1,000.00
 PO Total: \$0.00

CHICAGO IL 60673-1221

Items Association Codes Notes

Item Number	Catalog Number	Quantity	Units	Description	Unit Price	Account
0001			1PU	field trip - school name	1,000.00	GL 110-2511-
0002			0		0.00	GL 110-2511-

Items Taxes Miscellaneous Account Distribution Item Shipping

Add Mode

Direct Task Items Awaiting ID App

PR	PO	VEND
R0009782	P0006636	V600015098
R0010188		V600001131
R0011172		V600016901

Indirect Task Items Awaiting Role

GROUP	PR	F
WF_LOC_8000	R0011524	C000
WF_LOC_9780	R0011522	
WF_LOC_4400	R0011100	
WF_LOC_1830	R0010221	
WF_LOC_1830	R0010224	
WF_LOC_1830	R0010226	
WF_LOC_1830	R0010230	
WF_LOC_1830	R0010231	

Attachments
 Tools
 Reports
 15 Entity List

CONTRACTS



A contract requisition is used when seeking professional services, service agreements, maintenance services, professional development workshops, etc.

- ❑ Step by Step instructions are included in the BusinessPLUS Finance Division Training Manual, page 35

[BusinessPLUS Finance Division Training Manual](#)



GOODS RECEIPT ON PURCHASE

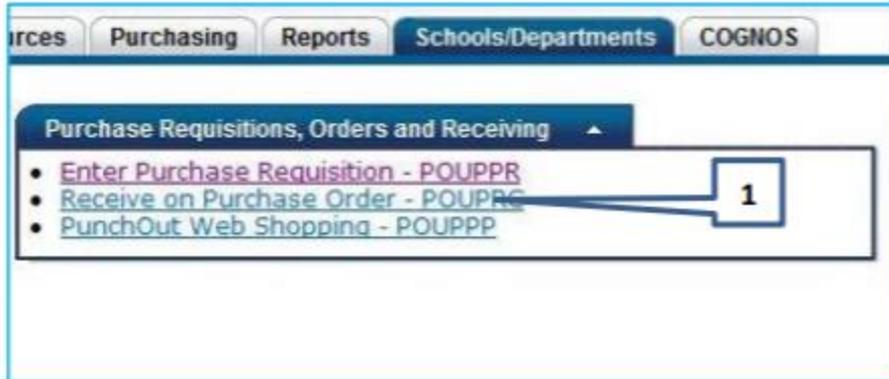


- Items ordered and received by the school must be confirmed
- The "Receive on Purchase" transaction in BusinessPLUS is the school's confirmation that all items requested via the Purchase Order have been received
- If the "Receive on Purchase" transaction is not completed, Accounts Payable will not issue a vendor payment

GOODS RECEIPT ON PURCHASE



1. Click on **Receive on Purchase Order** – POUPRC Link



2. Enter the Purchase Order Number in the **“PO Number”** field

PO Item	Description	Qty Ordered	Units	Received To Date	Qty Accepted	Amt Accepted

GOODS RECEIPT ON PURCHASE



- 3. If all items have been received, click **Receive All** and then **Save**
- 4. If all items **have not** been received, you must enter the "QTY Accepted" for the line items that have been received

Items		Remarks				
PO Item	Description	Qty Ordered	Units	Received To Date	Qty Accepted	Amt Accepted
0001	Toner Cartri1		EA	0	1	

- 5. Click on **Save**, and the Record is Automatically Accepted
- 6. If there are additional comments, you can enter the comments within the Remarks Tab

VOUCHER PROCESSING PROCEDURES



REIMBURSEMENT TO STUDENT ACTIVITY ACCOUNTS

Reimbursement to student activity accounts should not be performed for the purposes of circumventing the Purchase Order (PO) process.

PROCEDURES FOR SUBMITTING VOUCHERS TO THE ACCOUNTS PAYABLE OFFICE:

1. Requestor completes and signs voucher form, verifies correct vendor name and code, and secures signature of principal or administrator
2. Requestor attaches documentation to verify method of payment for each voucher submitted:
 - a. Legible scanned invoice or receipt copy
 - b. GL_5000_SLPS: General Budget to Actual with Encumbrances report (budget availability)
 - c. Check copy or bank statement (if applicable)
 - d. Bank statements preferred, but will accept credit card copy with last four digits visible (If applicable)
3. **Travel Vouchers:** Principal approves Teacher travel; Network Superintendent approves Principal Travel; Superintendent or Designee approves Central Office Travel
 - a. GOB dept. – travel documents must be submitted **30 days** prior to travel dates
 - b. Grant dept. – travel documents must be submitted **45 days** prior to travel dates
4. Requestor forwards completed voucher and documentation to the Fiscal Control Office for processing

EMPLOYEE REIMBURSEMENT FOR SPECIFIED VENDORS:

Vouchers for employee reimbursement should be submitted for the following vendors:

- Amazon - \$200 total per voucher
- Walmart- \$200 total per voucher
- SAMs Club- \$200 total per voucher
- Target- \$200 total per voucher

VOUCHER PROCESSING PROCEDURES



VOUCHER APPROVED EXPENDITURES		
EMPLOYEE BENEFITS		
627101	Unemployment Comp	Amounts paid by District to provide unemployment insurance for employees.
PURCHASED SERVICES		
631101	Tuition Service/Local Tax Effort	Expenditures relating to tuition for students.
631201	Professional Ed Service	Expenditures relating to services performed for SLPS by persons or firms with professional education, specialized skills, and knowledge. This object is also used for expenditures relating to tuition for employees.
631902	Other Prof & Tech	Expenditures relating to professional, or consultant services not specified in other purchased services commitment items (excludes technology-related professional services). <i>PHL officials</i>
633401	Rentals-Equipment (Special Event Rentals)	Expenditures relating to lease or rental of equipment for temporary or long-range use (excludes technology-related equipment). <i>Special event rentals e.g. tent for events</i>
633501	Water Service	Expenditures relating to payment of bills for water utility services.
633502	Sewer Service	Expenditures relating to payment of bills for sewer utility services.
634101	Contracted Transportation To-From School	Expenditures relating to transportation for students to and from school which is contracted by outside firm: payments to bus companies. <i>Students in Transition (SIT) student transportation</i>
634301	Out of Town Travel & Conference Expenses	Expenditures relating to per diem expenses such as transportation, travel, meals, hotel, registration fees, and other expenses associated with out of town travel for SLPS employees.
634302	Meeting Expenses	Expenditures relating to food and supplies associated with meeting expenses. <i>(Must follow the district Food Purchasing Guidelines)</i>
634305	In-Town Workshops (St. Louis Metro Area)	Expenditures relating to in-town workshops & trainings, registration and other expenses associated with local meetings and workshops for SLPS employees.
634906	Non Professional Development Travel	Expenditure relating to District staff and student travel expenses to academic and athletic events and competitions (not related to professional development.
635202	Employee Personal Liability Reimbursement	Expenditures relating to personal property damage claims for employees. Approved by Risk Management office
635901	Legal Settlements	Expenditures relating to the District legal settlements.
636102	Postage \$200 Maximum limit	Expenditures relating to the purchase of postage stamps and postage meter rental.
636301	Printing & Binding	Expenditures relating to printing and binding services provided by outside firms.
637101	Memberships & Dues	Expenditures relating to membership dues of SLPS employees in professional organizations.
639101	Licenses, Fees and Permits	Expenditures relating to any licenses, fees or permits required by SLPS employees, e.g. security guards, etc.
639103	Field Trip Admission	Expenditures related to admission fees associated with field trips for students.

VOUCHER PROCESSING PROCEDURES



641101	General Supplies – <i>\$200 Maximum limit</i>	Expenditures relating to the purchase of supplies including equipment costing under \$1000/unit; items which are not found in the warehouse.
641104	Trophies/Awards/Incentives	Expenditures relating to purchase of school related trophies, <u>awards</u> and incentives for students (not allowed for staff, few exceptions).
641105	Uniforms - \$200 limit per person	Expenditures relating to the purchase of uniforms. Not allowed for staff, few exceptions.
641202	Technology Supplies- <i>\$200 Maximum limit</i>	Technology-related expenditures for supplies typically hardware and software under \$1,000 (e.g. CD's, flash or jump drives, computer-related cables, accessories related to computers, activ pens, bulbs for projectors, document camera, iPad covers, keyboards, keyboard cleaners, laptops cases, monitors, mouse pads, mouse, printer cartridges, printer ink, printers, privacy filters for computer screens, projector remotes, projectors, promethean board bulbs, routers, san disk, software, software license fee, toners, replacing only parts of a promethean and not the promethean itself)
645101	Periodicals	Expenditures relating to the purchase of subscriptions to magazines, newspapers, weekly readers, <u>etc.</u>
648101	Electric Services	Expenditures relating to payment of bills for electric services
648601	Gas Services	Expenditures relating to payment of gas services.

VOUCHER PROCESSING PROCEDURES



VOUCHERS NOT APPROVED FOR THE FOLLOWING EXPENDITURES:

VOUCHERS NOT APPROVED	
x	Holiday parties (e.g. Thanksgiving, Christmas, etc.)
x	Donations to charitable organizations
x	Employee gifts (e.g. birthdays, weddings, showers, secretary/admin assistant day, etc.)
x	Condolences/get-well flowers or acknowledgments
x	Conflict of interest pay requests (e.g. payment to employees or relatives of employees for Board of Education-related business)
x	Sales tax

Please contact Stephanie Morris, Supervisor of Accounts Payable at 345-2278 or Charles Ellis, Director of Fiscal Control at 345-2389 for any additional information.

<https://www.slps.org/Page/46295>

PURCHASE ORDER REPORT



To check the status of a Purchase Order review the PO: 3001 Purchas Order Status Inquiry Report, page 52

- Step by Step instructions are included in the BusinessPLUS Finance Division Training Manual:

[BusinessPLUS Finance Division Training Manual](#)

ATTACHMENT FEATURE



- ❑ Attachment feature will allow you to attach supporting documents, for example: vendor quotes

How to change the settings:

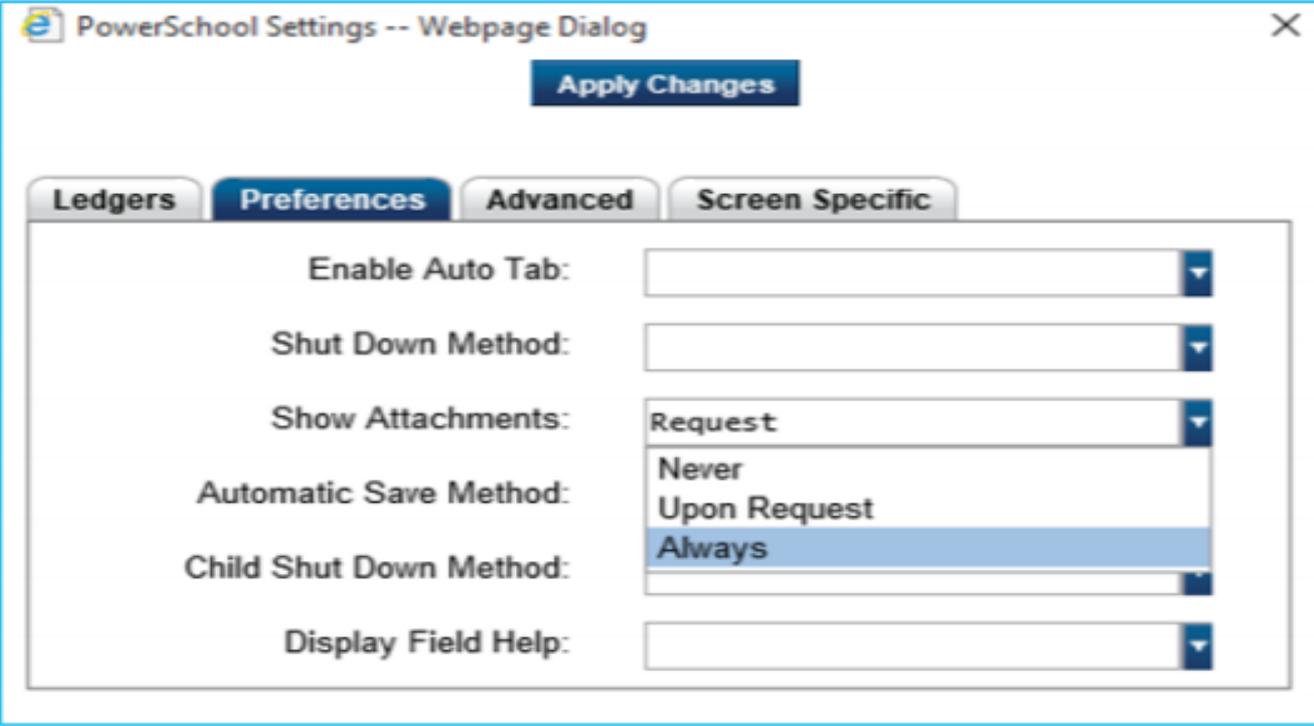
1. From the "School/Department" tab, Click on "Enter Purchase Requisition – POUPPR" link, and the Purchasing - Purchase request screen will appear
2. In the top right hand side of the screen you will see the following:



ATTACHMENT FEATURE



3. Click on "Settings", then click on the  tab and the below drop downs will appear:

A screenshot of the "PowerSchool Settings -- Webpage Dialog" window. The window has a title bar with a close button (X) on the right. Below the title bar is a blue button labeled "Apply Changes". There are four tabs: "Ledgers", "Preferences" (which is selected and highlighted in blue), "Advanced", and "Screen Specific". The "Preferences" tab contains several settings, each with a dropdown menu:

- Enable Auto Tab: [dropdown]
- Shut Down Method: [dropdown]
- Show Attachments: [dropdown menu open showing "Request", "Never", "Upon Request", and "Always" (highlighted)]
- Automatic Save Method: [dropdown]
- Child Shut Down Method: [dropdown]
- Display Field Help: [dropdown]

4. Select "**Upon Request**" in order to have the ability to see attachments as an option
5. Click "**Apply Changes**"  in order to save the new updates, log out or refresh the system and the new updates will show next time you open the requisition screen



CHANGE TO ADD VIEW

- ❑ Change the view to “add”, for example: vendor quotes

How to change the settings:

1. From the “School/Department” tab, Click on “Enter Purchase Requisition – POUPPR” link, and the Purchasing - Purchase request screen will appear
2. In the top right hand side of the screen you will see the following:





CHANGE TO ADD VIEW

3. The below screen will appear:

Apply Changes

Ledgers **Preferences** **Advanced** **Screen Specific**

Initial Screen Mode:

Initial Filter:

Always Filter:

Workflow Task List:

Local Printer:

QBE Lookups:

4. Click on “Screen Specific”
5. Click on “Initial Screen Mode”
 - Click on “Initially in Add”
6. Click on “Apply Changes”

BUSINESS PLUS FINANCIAL SYSTEM



Questions???

Don't remember what we just covered??

Our page may have the answer for you. Visit our webpage at

<https://www.slps.org/Page/23540>





THANK YOU

SLPS Finance Division