BusinessPLUS Finance Division Training

ST. LOUIS PUBLIC SCHOOLS

FINANCE DIVISION **7/24/19** **FY19 – FY20 School Year**

Table of Contents

ACCOUNT STRUCTURE

This page was intentionally left blank

PowerSchool-BusinessPLUS

PowerSchool – BusinessPlus will replace SAP as the District's financial accounting system. The financial accounting system will allow real-time, accurate, and superior data access, streamline the District's accounting processes and easily manage fiscal information, monitor workflows and general ledgers, and more. The new system will provide the district an intuitive and easy way of managing daily fiscal operations so that concentration can go back into making informed decisions.

ACCOUNT CODE STRUCTURE

"Old" SAP account structure:

	FUND	***FUND CTR***	***GRANT #***	***I/O***	***C/I***
GOB	*110*	*10180-90*	*N/A*	*600101*	*641101*
GRANT	*230*	*10180-71*	*T1-AM-1819*	*N/A*	*641101*

"New" Business PLUS account Structure:

	FUND	**FUNCTION**	**OBJECT**	**LOCATION**	**PROJECT**	**FY**
GOB	**110**	**1151**	**641101**	**1800**	**500200**	**00**
GRANT	**150**	**1251**	**641101**	**1800**	**451001**	**19**

FUND CODES

The ***Fund*** is a 3 digit number that accounts for all transactions related to the operations of the District's activities.

$$\underbrace{110}_{\textbf{FUND}} – 1151 – 641101 – 1860 – 000000 - 00$$

FUNCTION CODES

The ***Function*** is a 4 digit number that describes the action, purpose or program for which activities are being performed. In the below example function ***1151*** represents ***High School*** program.

$$110 – \underbrace{1151}_{\textbf{FUNCTION}} – 641101 – 1860 – 000000 - 00$$

- **“Old” SAP Function Codes:** DESE Function codes were automatically derived in SAP
- **“New” BusinessPlus Function Codes:** The DESE function codes have not changed, however they are now visible in the account structure.

OBJECT CODES

The ***Object*** is a 6 digit number, formerly referred to as the G/L or commitment item, describes the type of expenditure.

$$110 – 1151 – \underbrace{641101}_{\textbf{OBJECT}} – 1860 – 000000 - 00$$

LOCATION CODES

The ***Location*** is a 4 digit number describes the DESE assigned location code for school or building.

$$110 – 1151 – 641101 – \underbrace{1860}_{\textbf{LOCATION}} – 000000 - 00$$

- **“Old” SAP Location Codes:** The location codes in SAP included a 2 digit prefix, followed with the 3 digit location, and 2 digit extension. The extension derived the functional area. E.g. ***10186-90*** represents ***Central VPA High School- Office of the Principal***
- **“New” BusinessPlus Location Codes:** In most instances, the new location code is the old cost center 3 digit code with the addition of a zero e.g. location 186 is now 1860. There are a few locations that have changed completely (see crosswalk page 10).

PROJECT CODES

The ***Project*** is a 6 digit number that will replace the current SAP grant and internal order numbers.

$$110 – 1151 – 641101 – 1860 – \underbrace{000000}_{\textbf{PROJECT}} - 00$$

FISCAL YEAR

The ***Fiscal Year*** is a 2 digit number that represents the fiscal year in which the budget is available. SLPS fiscal year is July 1 thru June 30.

$$110 – 1151 – 641101 – 1860 – 000000 - \underbrace{00}_{\textbf{FISCAL YEAR}}$$

General Operating Budgets (GOB) Accounts – The fiscal year will always appear as “00”

Grant Budgets – All grants should have a two digit number to represent the fiscal year in which the grant falls

ACCOUNT CROSSWALKS

This page was intentionally left blank

FUND CROSSWALK

The ***Fund*** is a 3 digit number that accounts for all transactions related to the operations of the District's activities.

GOB Funds	Grant Funds
110- General Funds	**140**- School Lunchroom
210- Teachers Funds	**150**- General Grants
310 – Debt Services	**160**- Fund Balance
410- Capital Outlay	**240**- Teacher Lunchroom
477- Bonds	**250**- Grant Special Revenue
	260- Grant Special Revenue
	440- Capital School Lunchroom
	450- Capital Program
	460- Capital Fund Balance

OBJECT CROSSWALK

The ***Object*** is a 6 digit number, (formerly G/L or commitment item) describes the type of expenditure. In most cases the object code did not change from SAP to BusinessPLUS conversion. For a complete list please visit the BusinessPLUS training and reference documents https://www.slps.org/Page/23540

The following table crosswalks the exceptions to this rule.

OBJECT CODE QUICK REFERENCE GUIDE			
Former Commitment Item Number	**Former Commitment Name**	**New Object**	**New Object Name**
Note: Most object codes are the same			
641101	General Supplies	641101	General Supplies

Note: The following have changed			
Former Location	**Former Location Name**	**New Object**	**New Object Name**
641201	Supplies-Technology < $1,000	641201	Computers, laptops and iPads < $1,000
633905	Natural Gas Service	648201	Natural Gas Service
633906	Electric Service	648101	Electric Service
634205	Trip Allowance	634903	Trip Allowance
634904	Field Trip Admission	639103	Field Trip Admission
639801	Postage	636102	Postage
648201	Gas And Oil	648601	Gas And Oil
649101	Furn. Under $1,000	641109	Furn. Under $1,000
649102	Software-Microcomputer	641202	Software-Microcomputer
649103	Software-Mainframe	641202	Software-Mainframe
649104	Computer Supplies	641202	Computer Supplies
649105	Instructional Supplies	641108	Instructional Supplies
649106	Operational Supplies	641103	Operational Supplies

LOCATION CROSSWALK

The ***Location***: 4 digit number describes the DESE assigned location code for school or building.

"New" BusinessPlus Location Codes: In most instances, the new location code is the old cost center 3 digit code with the addition of a zero e.g. location ***186*** is now ***1860***. However, there are a few instances where the location code is completely different (see below)

SAP Location	Current Location Name	BusinessPLUS Location
10193-XX	Carnahan HS	1500
10117-XX	Clyde Miller Career Academy HS	1100
10150-XX	College Prep	1550
10111-XX	Gateway STEM HS	1220
30313-XX	McKinley CJA HS	1570
10114-XX	Nottingham CAJT HS	1222
10668-XX	Griscom Alternative HS	1015
10194-XX	N.W. Transport & Law HS	1540
30352-XX	Yeatman MS	2080

Complete list of new location codes:

SAP LOCATION CODES	BusinessPLUS LOCATION CODES	LOCATION NAMES
023	**0230**	Adult Ed Apprentices
026	**0260**	Adult Basic Ed Coordinator
028	**0280**	Oak Hill Service Center
036	**0360**	Nottingham Com Ed Center
042	**0420**	Walbridge Com Ed Center
045	**0450**	Yeatman Com Ed Center
049	**0490**	Vashon Com Ed Center
111	**1220**	Gateway Inst of Technology
114	**1222**	Nottingham @ CAJT HS
117	**1100**	Clyde C. Miller Career Academy HS
125	**1250**	Beaumont High School
144	**1440**	Cleveland / NJROTC
151	**1510**	Collegiate School of Medicine
156	**1560**	Metro Academic Classic HS
157	**1570**	McKinley Classical Leader
168	**1680**	Roosevelt High School

173	**1730**	Soldan Int'l Studies HS
180	**1800**	Sumner High School
183	**1830**	Vashon High School
186	**1860**	Central VPA High School
193	**1500**	Carnahan School of the Future
194	**1540**	Northwest Transportation & Law HS
277	**2770**	Substitute Undistributed
279	**2790**	Surplus Undistributed
305	**3050**	Busch MS of Character
307	**3070**	Carr Lane VPA Middle
313	**1570**	McKinley CJA HS
314	**3140**	Fanning Middle School
323	**3230**	Gateway Middle School
325	**3250**	Academy Envt'l Sci/Math @ L'Overture
326	**3260**	Long Middle School
339	**3390**	Compton Drew ILC Middle School
340	**3400**	Stevens Middle
377	**2080**	Yeatman-Liddell Preparatory Middle School
400	**4000**	Adams Elementary School
406	**4060**	Ashland Elementary School
418	**4180**	Bryan Hill Elementary School
420	**4200**	Buder Elementary School
425	**4250**	Ames VPA Elementary School
436	**4360**	Clay Elementary School
440	**4400**	Bertha Gilkey Pamoja @ Cole Elementary School
442	**4420**	Columbia Elementary School
447	**4470**	Dewey Int'l Study Elementary School
448	**4480**	Dunbar Elementary School
458	**4580**	Farragut Elementary School
463	**4630**	Ford Elementary School
466	**4660**	Froebel Elementary School
473	**4730**	Gateway Elementary School
478	**4780**	Hamilton Elementary School
488	**4880**	Henry Elementary School
489	**4890**	Hickey Elementary School
490	**4900**	Herzog Elementary School
492	**4920**	Hodgen Elementary School
496	**4960**	Humboldt Academy of Higher Learning

497	**4970**	New Americans Preparatory Academy
499	**4990**	AESM @ Carver Elementary School
502	**5020**	Jefferson Elementary School
503	**5030**	Kennard CJA Elementary School
506	**5060**	Laclede Elementary School
510	**5100**	Lexington Elementary School
518	**5180**	Lyon Academy @ Blow
524	**5240**	Mallinckrodt ABI Elementary School
526	**5260**	Mann Elementary School
534	**5340**	Mason Elementary School
550	**5500**	Meramec Elementary School
552	**5520**	Gateway Michael Ortho Handicap
556	**5560**	Monroe Elementary School
559	**5590**	Mullanphy ILC Elementary School
560	**5600**	Oak Hill Elementary School
561	**5610**	Earl Nance Sr Elementary School
562	**5620**	Peabody Elementary School
578	**5780**	Shaw VPA Elementary School
580	**5800**	Shenandoah Elementary School
586	**5860**	Sigel Elementary School
593	**5930**	Stix Early Childhood
596	**5960**	Walbridge Elementary School
597	**5970**	Woerner Elementary School
601	**6010**	Washington Montessori
603	**6030**	Wilkinson ECC II
612	**6120**	Woodward Elementary School
668	**1015**	Griscom Alter School - Goodwill
679	**6790**	The Innovation Concept Alternative
692	**6920**	NCNAA @ Roosevelt
698	**6980**	Fresh Start
699	**6990**	SLPS Therapeutic School
800	**8000**	Board of Education
802	**8020**	Chief Academic
803	**8030**	Deputy Superintendent of Operations
804	**8040**	Chief of Staff
810	**8100**	Superintendent of Schools
811	**8110**	Deputy Superintendent
812	**8120**	Public Info & Communication Outreach

814	**8140**	State & Federal Program
816	**8160**	Education Officer - High
819	**8190**	Innovative Studies
822	**8220**	Alternative Ed/Student Co
826	**8260**	Vocational/Tech Education
827	**8270**	Community Education
828	**8280**	Special Education
829	**8290**	Special Services
831	**8310**	Deputy Office - Student
833	**8330**	Athletics Coordinator
835	**8350**	Career Education
838	**8380**	Bilingual / ESL Program
839	**8390**	School Partnership Program
840	**8400**	Early Childhood Education
843	**8430**	Accountability Office
846	**8460**	Parent Infant Interaction
847	**8470**	Teaching / Learning Support
849	**8490**	Recruitment/Counseling Ce
851	**8510**	Springboard to Learning
880	**8800**	Student Support Services
905	**9050**	Building Commissioner
906	**9060**	Food & Nutrition Services
914	**9140**	Student Records
915	**9150**	Materials Management
918	**9180**	Transportation Supervisor
970	**9700**	Treasurer
972	**9720**	Grants Management
973	**9730**	Development Officer
976	**9760**	Budget, Planning, Development
977	**9770**	Fiscal Control Office
978	**9780**	Chief Financial Office
979	**9790**	Payroll Department
981	**9810**	Technology Services - MIS
984	**9840**	Research, Evaluation, Ass
990	**9900**	Human Resources
991	**9910**	St. Louis Plan

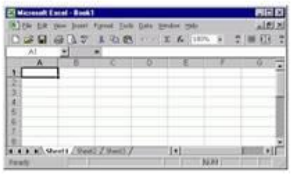
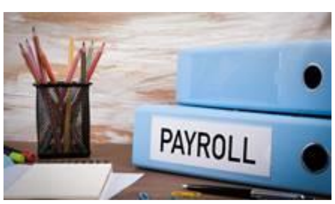
PROJECT CROSSWALK

The Project is a 6 digit number that have replaced grant and internal order numbers. Below are a few examples of project codes, to get a complete list please visit the BusinessPLUS training and reference documents https://www.slps.org/Page/23540.

Project Code	Project Code Names
451001	Title I-Schlwide
451003	Title I-EC
451005	Title I-PrntlInv
451010	Sch Imprvmt(SIG)
459001	21st Cent (CL)
500160	New Curriculum
500470	Love of Learning
500200	Attndnce Incntve

EXTRA SERVICE PROCESS & PAY AGREEMENT

Extra service will continue to be processed in the **"Old" SAP system** until the completion of the payroll implementation.

	• Once the extra service activity is identified by your location, funding must be appropriated. • An extra service spreadsheet must be completed prior to the extra service activity. • Forward your complete spreadsheet and extra service agreements to Budget Office (via budgetteam@slps.org) or Grants Management Office (email to individual analyst) for processing. • This is the same process you have followed prior to the implementation of Business Plus and will continue to follow.
	• Budget or Grants Management staff will review and approve the extra service request. • Once approved, you will receive notification that the spreadsheet is loaded. • After notification of upload and the employee has completed the extra service, time must be reported to payroll on an electronic timesheet.
	• The Extra Service Time Sheet is located on the SLPS website under the payroll tab. • This is the only timesheet that payroll will accept. • The Extra Service Timesheet will need to be submitted to payroll in order for the employee to receive payment. • Once complete, forward the electronic timesheet to payroll@slps.org. • The keying of extra service in SAP will no longer be entered at your location.
	All Schools or Central Office locations must submit the Extra Service Timesheets to payroll@slps.org no later than the end of business on Friday for the week that the service was completed.

GENERAL BusinessPLUS Navigation

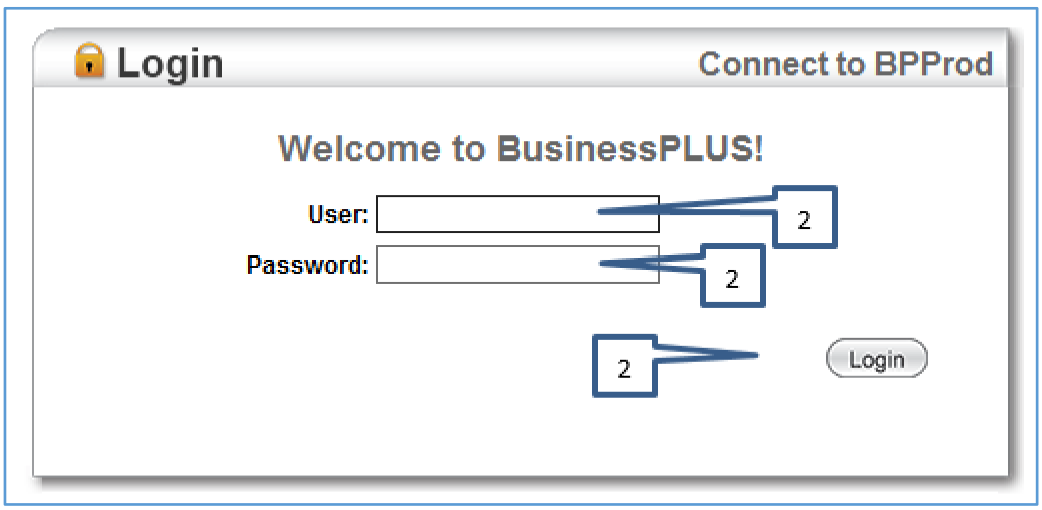
HOW TO LOG INTO BUSINESSPLUS

1. Login into BusinessPLUS by accessing the  internet browser, then enter the following address:

Please note: You must use Internet Explorer with BusinessPlus

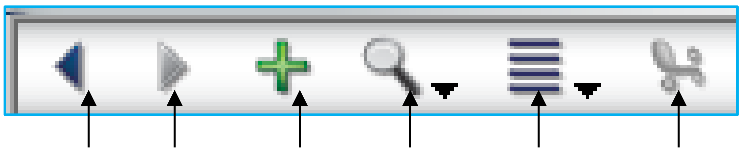
http://bp.slps.org/ifas7/Home/

2. On the **Login Screen**, Enter your User Name in the **User Field**; Enter your Password in the **Password Field**; Click on the **Log-in button**



BUSINESSPLUS NAVIGATION SHORTCUT BAR

Navigation Bar



Previous Next Add Search Options Export to Excel

Keyboard Commands

CTRL + A	Add a record.
CTRL + D	Delete a record.
CNTL + C	Copy a record.
CNTL + V	Paste a record.
CTRL + F	Find/ Search and then Apply Search.
CTRL + G	Toggle to and from the grid view and single record view.
CTRL + L	View the list box attached to a field with an arrow.
CTRL + T	Display the last used auto-generated seed value for a field.
CTRL + N	Move to the next record.
CTRL + P	Move to the previous record.
F1	Press F1 to display the help file associated with the screen you are viewing.
F5	Refreshes the screen.
ESC	Cancel all changes to the record you are working on (since last “ENTER”)
TAB	Press the Tab key to move through the fields on a screen.
Shift + TAB	Hold the shift key and Tab key at the same time will allow you to move backwards through the fields on the screen.

HOW TO ADD AN ATTACHEMENT FEATURE IN BUSINESSPLUS

There are three different viewing preferences options for attachments:

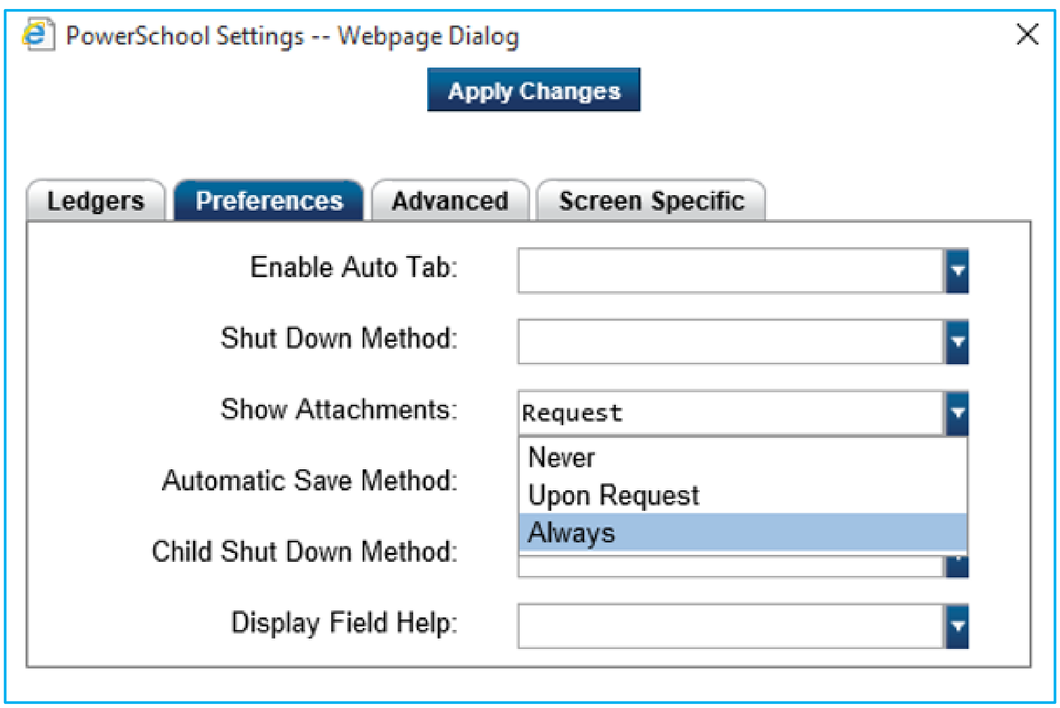
1. **Never** – in this mode the user will not be able to see any attachments
2. **Upon Request** – in this mode the user will be able to see attachment options under the "Attachments" tab *(most preferred)*
3. **Always** – in this mode the attachments will automatically open when you enter the screen

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:

3. Click on "Settings", then click on the 

tab and the below drop downs will appear:



4. Select "**Upon Request**" in order to have the ability to see attachments as an option
5. Click "**Apply Changes**" 

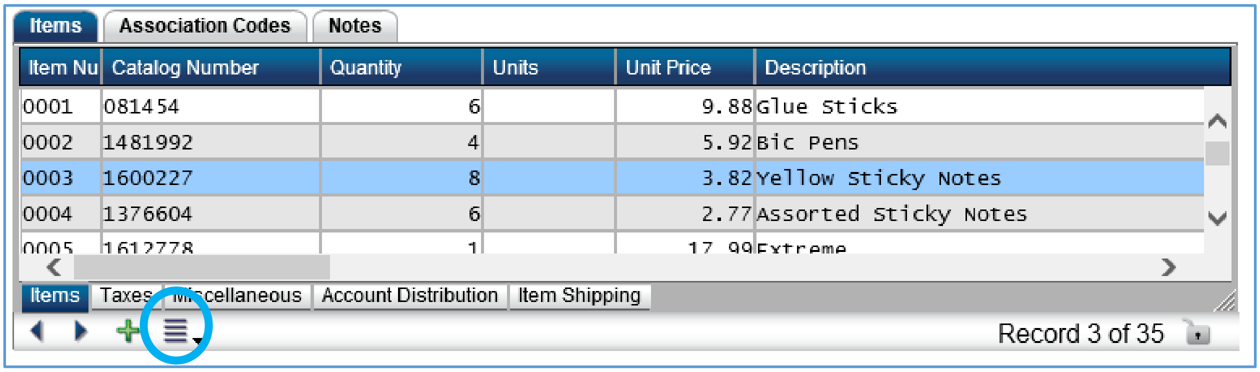
in order to save the new updates, log out or refresh the system and the new updates will show next time you open the requisition screen

HOW TO DELETE A REQUISITION LINE IN BUSINESSPLUS

The maximum number of lines on a requisition is **10 lines**:

How to delete a requisition line:

1. Within the Purchasing - Purchase request screen, highlight the line that you would like to delete
2. At the bottom of the screen (child record), click on the "options" icon 
3. Select "delete record", and the record will be deleted



HOW TO DELETE A REQUISITION IN BUSINESSPLUS

There are instances when a purchase requisition can be deleted completely:

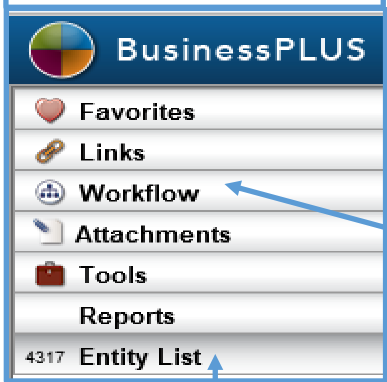
- The creator can delete a requisition **prior to approving** (clicking the green check mark) the requisition, once the creator approves they will not be able to delete the requisition
- If a requisition is declined and sent back to the creator, it can also be deleted

How to delete an entire requisition:

1. Within the Purchasing - Purchase request screen, click on the "options" icon  at the top of the screen (Parent record)
2. Select "delete record", and the record will be deleted

HOW TO CHECK THE APPROVAL STATUS (APPROVE VS REJECT)

Left side screen panel



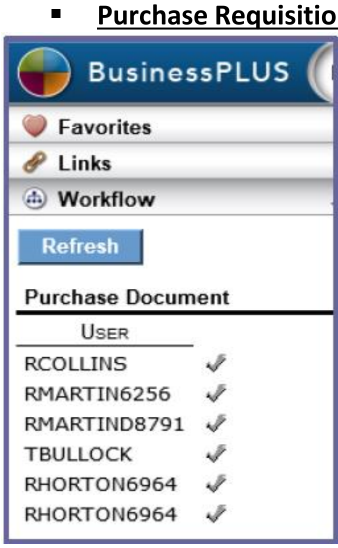
The workflow tab will show you each approval level from the creator to final approver

The entity list will show all items created at your location based on module

EXAMPLE OF A WORKFLOW APPROVAL IN BUSINESSPLUS

A budget transfer or purchase requisition is completely approved once all levels have approved in BusinessPLUS

- **Budget Transfers** – Funds are available after the final approval level
- **Purchase Requisitions** – Purchase orders are sent to vendors after the final approval level

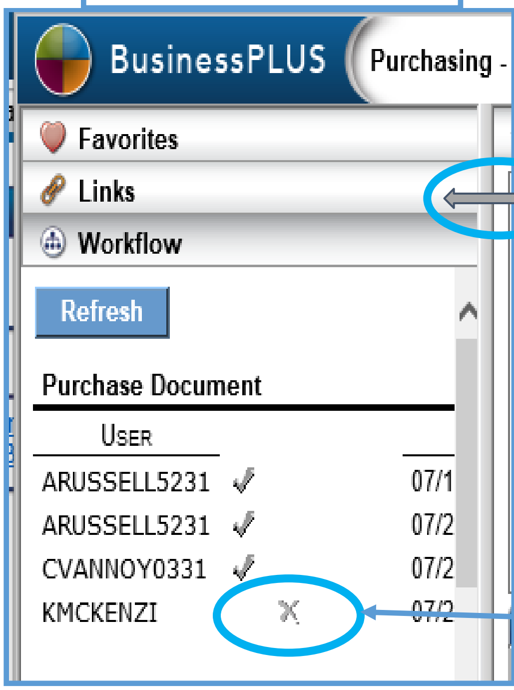


Clicking on the "Workflow" tab will allow you to see the status approval level of the req/budget transfer. It will also show if it was (X) declined by an approver

EXAMPLE OF A WORKFLOW REJECTION IN BUSINESSPLUS

A budget transfer or purchase requisition can be declined for several reasons e.g. wrong funding, wrong object code, unallowable expenses and therefore someone in the approval process declines the request.

Left side screen panel



In order to see comments, place your mouse over the line that divides the left and right side of your screen

- The ⟺ will appear
- Left click the mouse and drag right to see notes in regards to the reason the transaction was declined

Indicates that the transaction has been **declined**, you will be able to see why the approver declined the request and comments

Sample of a declined requisition with Comments

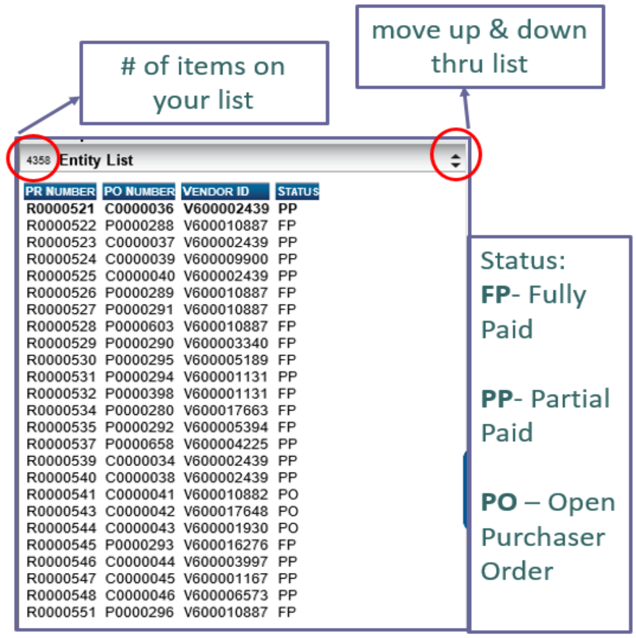
KMCKENZI 07/26/18 11:02:07 Kevin Mckenzie 07/27/18 08:13:19 WF Fiscal

The correct account to charge for this item is now 641202 - Technology Supplies under $1,000. Account 641201 is now used for Computers, Laptops, iPads, and Tablets with a unit cost under $1,000.

NAVIGATING THE ENTITY LIST IN BUSINESSPLUS

Left side screen panel

The entity list shows all items created at your location per module



PR NUMBER	PO NUMBER	VENDOR ID	STATUS
R0000521	C0000036	V600002439	PP
R0000522	P0000288	V600010887	FP
R0000523	C0000037	V600002439	PP
R0000524	C0000039	V600009900	PP
R0000525	C0000040	V600002439	PP
R0000526	P0000289	V600010887	FP
R0000527	P0000291	V600010887	FP
R0000528	P0000603	V600010887	FP
R0000529	P0000290	V600003340	FP
R0000530	P0000295	V600005189	FP
R0000531	P0000294	V600001131	PP
R0000532	P0000398	V600001131	FP
R0000534	P0000280	V600017663	FP
R0000535	P0000292	V600005394	FP
R0000537	P0000658	V600004225	PP
R0000539	C0000034	V600002439	PP
R0000540	C0000038	V600002439	PP
R0000541	C0000041	V600010882	PO
R0000543	C0000042	V600017648	PO
R0000544	C0000043	V600001930	PO
R0000545	P0000293	V600016276	FP
R0000546	C0000044	V600003997	PP
R0000547	C0000045	V600001167	PP
R0000548	C0000046	V600006573	PP
R0000551	P0000296	V600010887	FP

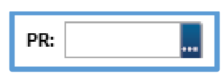
This is an example of an entity list from the Purchasing Module

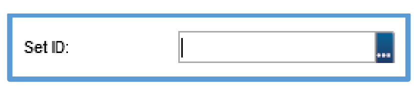
HOW TO USE FIND/SEARCH FEATURE FOR THE ENTITIY LIST

If a budget transfer or purchase requisition does not show up in your entity list you can perform a “find and search”:

1. At the top of the screen, click on the magnifying glass 

2. Click on “Find/Search” – this will put you into the “find” mode

   - For Requisitions: Enter the req. number in the PR Screen then click “enter” 

   - For Budget Transfers: Enter the set ID then click “enter” 

   - The budget transfer/purchase requisition will appear in the left side panel of the screen, and you will see the req. number/set ID in the “entity list”

HOW TO USE ASTERICK WILDCARD SEARCH

An asterisk (*****) can be used in the place of a character in your “search” if the information is not known. For example, If you don’t know the PR number you can enter * in the PR field and it will retrieve all PR’s created for the location.

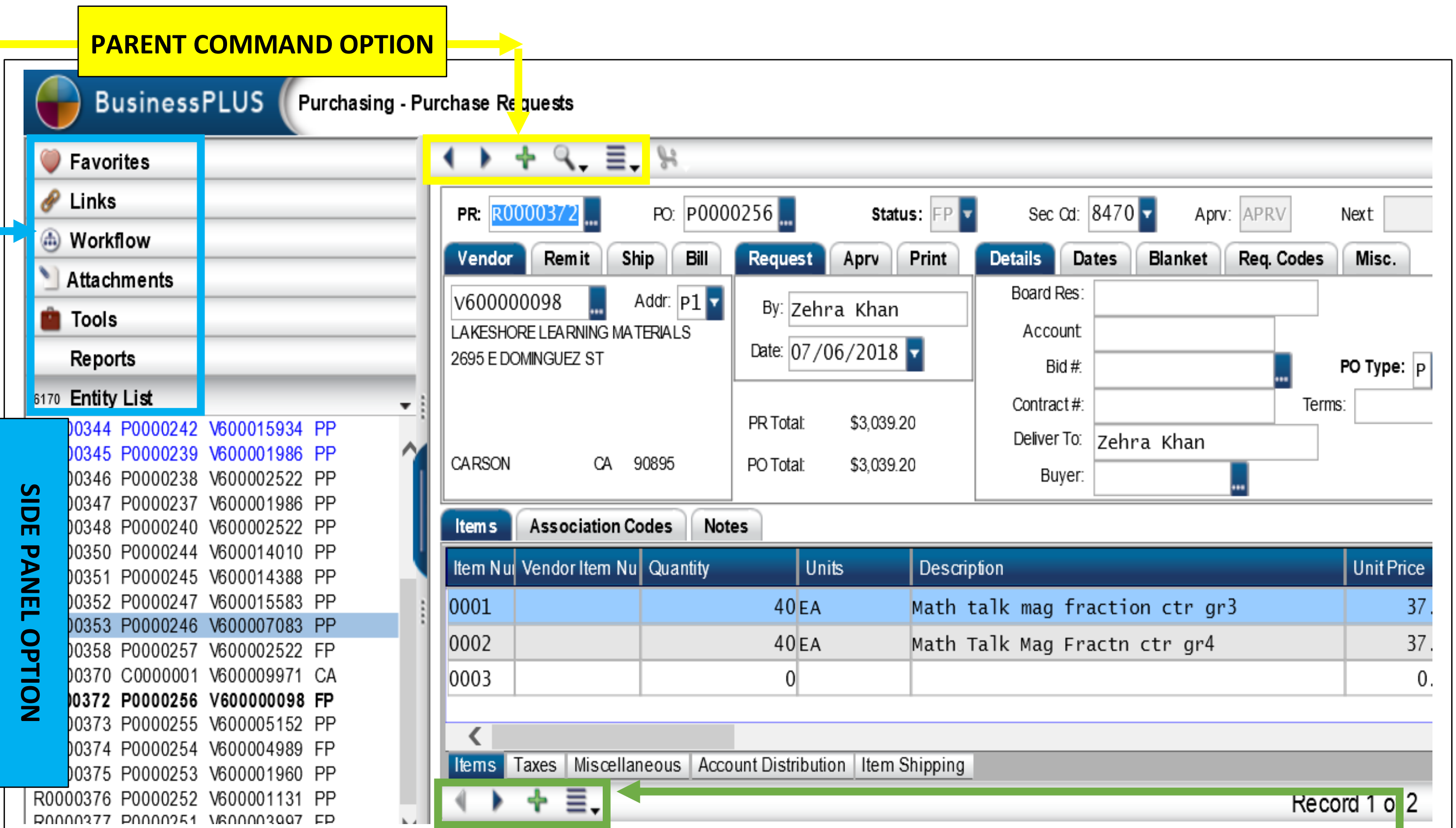
PROCUREMENT

This page was intentionally left blank

PROCUREMENT TRANSACTIONS TYPES

Transaction	Module	Explanation
CMUPCM – Create contracts and Amendments	**Contract Management**	**Used to enter requisitions that have a contract *(physical document that requires signature from 2 or more parties*) associated with the expenditure. E.g.: Professional Development Services, Service Agreements, Maintenance Services, DJ Services, Workshops, etc.** ***NOTE: REQUIRES A SIGNED INVOICE FOR PAYMENT**
POUPPR – Enter Purchase Requisitions	**Purchase Requisition** **(General)**	**Used when creating general requisitions for supplies, technology purchases, furniture, computers, etc.** ***NOTE: REQUIRES GOOD RECEIPT (POUPRC) FOR PAYMENT**
POUPPR – Enter Purchase Requisitions	**Purchase Requisition** **(Blanket)**	**Used when creating requisitions that require multi- lists such as, library books, maintenance and custodial supplies, textbooks and services that aren't contract related.** ***NOTE: REQUIRES A SIGNED INVOICE FOR PAYMENT**
POUPRC – Receive on Purchase Order	**Receive on Purchase Order**	**Used when receiving on items ordered through the general requisition process**

PURCHASE REQUISITION SCREEN REVIEW



SIDE PANEL OPTIONS: USED TO APPROVE, TRACK AND ADD ATTACHMENTS

Workflow	The workflow tab is used for approving and tracking requisitions entered
Attachments	The attachment tab is used to add files/documents to a requisition
6170 Entity List	The entity tab shows a list of all requisitions and purchase orders entered

PARENT COMMAND OPTIONS: CREATING AND REVIEWING REQ'S

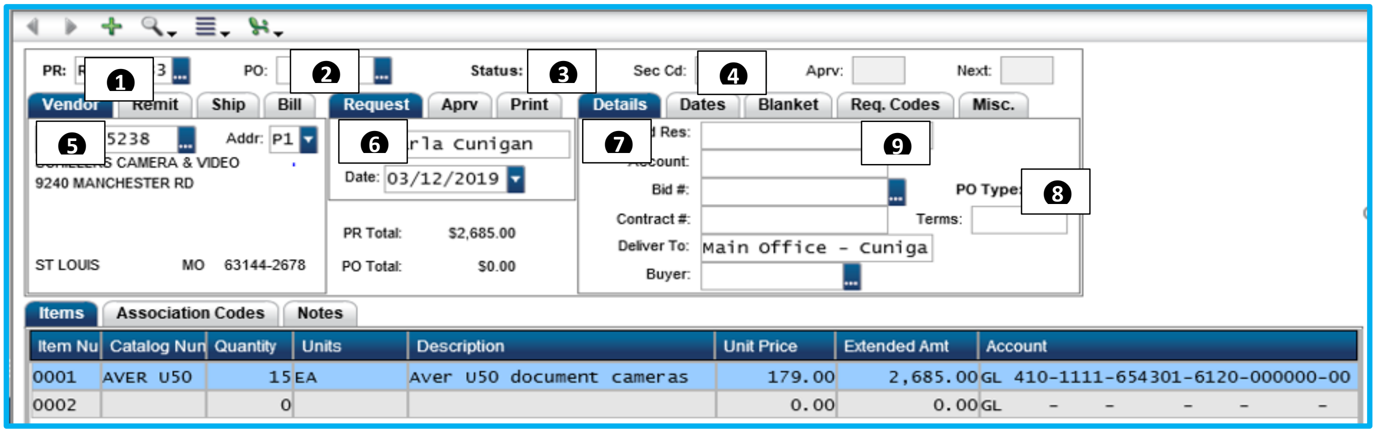
- Click on the plus icon to enter in a new requisition
- Click on the magnifying glass icon to find/search existing requisitions
- Click on the options icon to delete an entire record

CHILD COMMAND OPTIONS: USED FOR LINE ITEMS ON THE REQ

- Click on the arrow icons to navigate to different line items
- Click on the plus icon to add a new line on the requisition
- Click on the options icon to delete a line

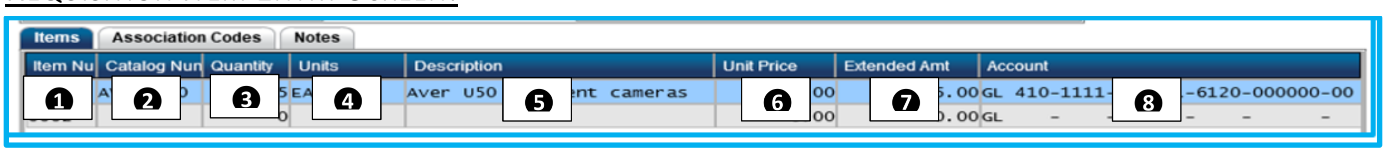
CHILD COMMAND OPTION

Requisition Main Entry Screen



1. **PR:** Purchase Requisition Auto [PR.SEED]
2. **PO:** Auto generated (DO NOT SELECT)
3. **STATUS**: Status of the Purchase Requisition/Purchase Order:
   a. CA: Canceled, DE: Disencumbered, FP: Fully Paid, PO: Open Order, PP: Partially Paid, PR: Requisition
4. **SEC CD:** Security Code shows the location for which you have security rights
5. **VENDOR TAB:** Lookup Vendor ID
6. **REQUEST TAB:** Auto generated (DO NOT CHANGE)
7. **DETAILS TAB:** Populate with the known information, if applicable e.g. Board resolution #
8. **PO TYPE**: indicates what type of PO: Blanket, Contract or Standard
9. **REQ. CODE TAB:** used to indicates special details about the requisition e.g. No shipping charges, no inside delivery, Spring Break, Winter Break

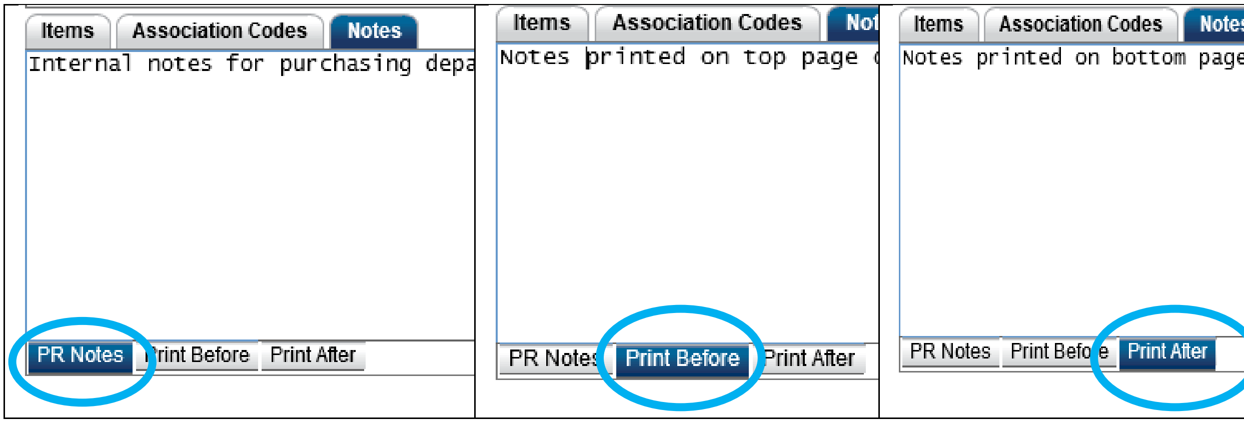
Requisition Item Entry Screen:



1. **Item Number**: Indicates the line number
2. **Catalog Number**: If applicable, include the catalog number
3. **Quantity**: Number of items purchasing
4. **Units**: Each, Kit, Set, Case, PU, etc.
5. **Description**: Brief description of item
6. **Unit Price**: Dollar amount of the item
7. **Extended Amount**: Quantity x Unit Price, this price the system will calculate
8. **Account** : Fund-Function-Object Code-Location-Project Code-FY, look-up account feature available

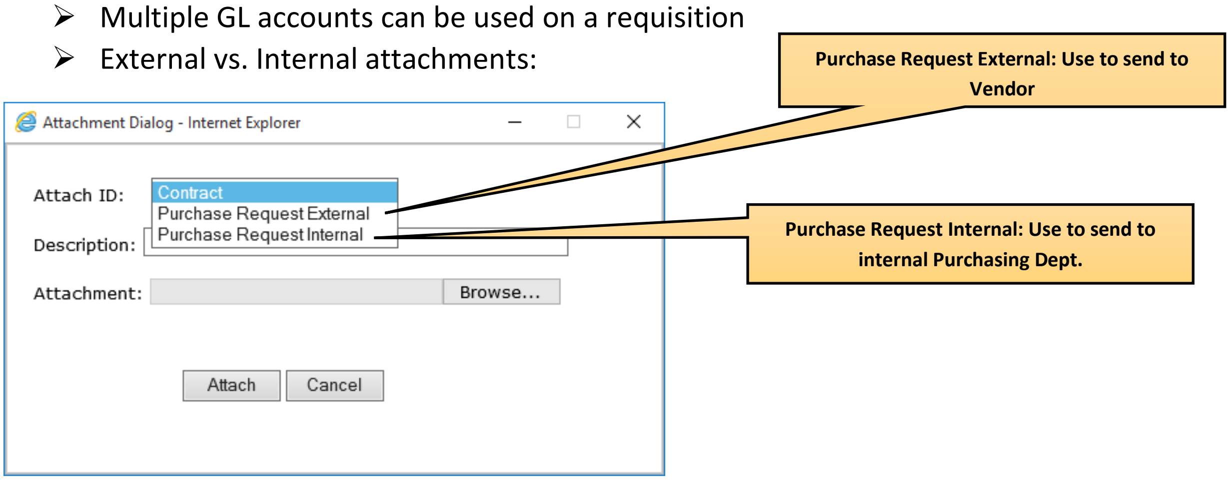
Requisition Note Entry Screen:

Notes Tab: 



REQUISITION ENTRY TIPS

- **Only** enter **<u>10 lines</u>** per requisitions
- Multiple GL accounts can be used on a requisition
- External vs. Internal attachments:



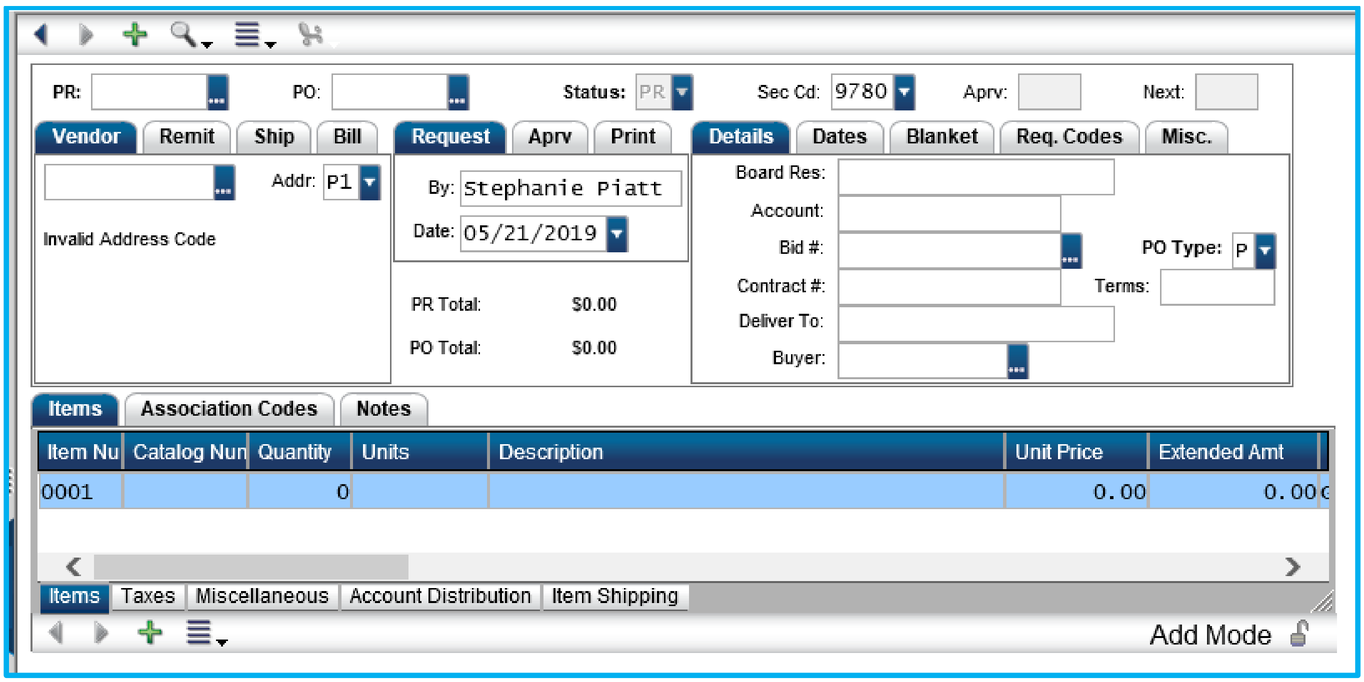
- "Receiving on purchase - POUPRC"
  - **<u>General Requisition</u>** – **REQUIRED** to receive on general requisitions in order for the vendor to be paid
  - **<u>Blanket Requisition</u>** – **NOT** necessary to receive on requisitions that were entered as PO Type: B (Blanket)
  - **<u>Contract</u>** - **NOT** necessary to receive on requisitions that were entered as PO Type: C (Contract)
- Any requisition greater than $1000 **MUST** have a quote attached
- Shipping Charges:
  - No shipping charges - Select Req. Code NS – No shipping charges
  - Shipping Charges – must be added on the purchase requisition

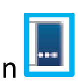
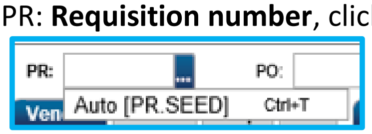
HOW TO CREATE A PURCHASE REQUISITION

A purchase requisition is used when seeking to purchase general supplies, technology purchases, furniture, etc.

1. Log into BusinessPLUS through **Internet Explorer** 

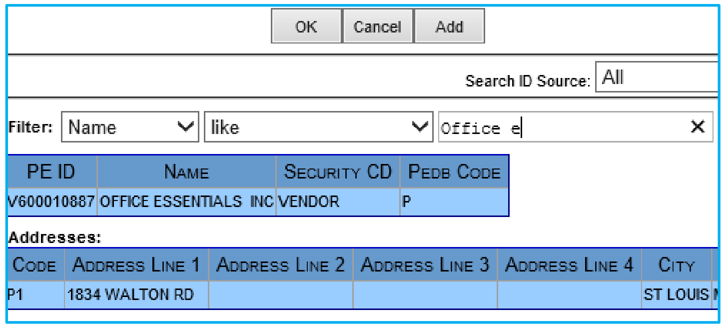
2. Under the School/Department tab, click on **"Enter Purchase Requisition – POUPPR"**, and the below screen will appear: If necessary, click on the  icon to populate a blank entry screen



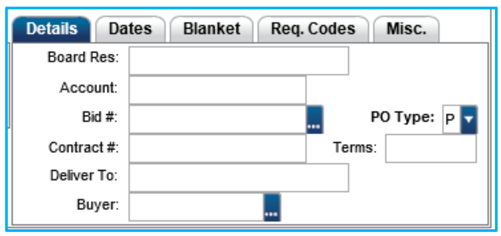
3. To assign a PR: **Requisition number**, click the ellipses button , and select "**Auto [PR.SEED}**" 

4. To select a vendor: Click on the ellipses button  on the vendor tab and click on "Lookup" to find a vendor 

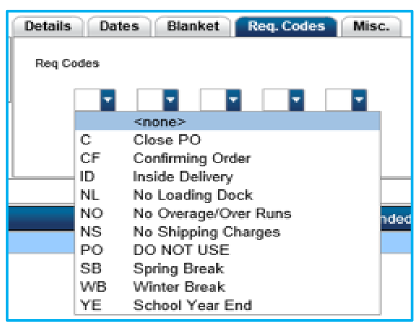
   a. The below screen will appear, enter a portion of the vendor's name, the system will display names matching the characters entered. Select the appropriate vendor by highlighting and clicking "OK" or double click on the vendor name



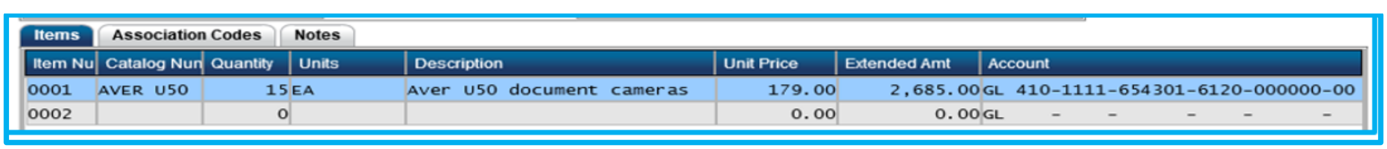
5. On the **Request tab,** this information will auto populate. **DO NOT CHANGE**
6. On the **Details tab**, enter all applicable information:



7. On the **Req. Codes** tab, select appropriate req codes, if none applies then you should leave blank.



8. On the **Items tab**, populate the below information :



Please note: The order of your categories on the items tab is based on the user's preference and can be changed in any order by left clicking the mouse and dragging the categories to new location

A. The **Item Number** will auto populate -**DO NOT CHANGE**
B. Enter the **Catalog Number,** If applicable
C. Enter the **Quantity** number, this field is ***required by the purchasing department***

D. Select the **Units** from the drop down option, this field is required by the purchasing department e.g. each, box, pack or power unit

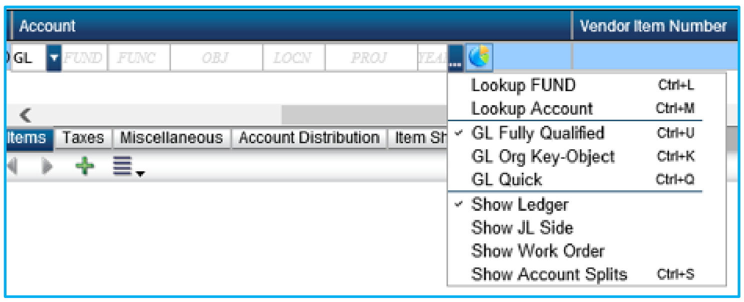
E. Enter a brief **Description** of the item you are purchasing**,** this ***field is required by the purchasing department***

F. Enter the **Unit Price** of the item you are purchasing**,** this ***field is required by the purchasing department***

G. The **Extended Amount** will auto populate - **DO NOT CHANGE** the system will calculate

H. Enter or select the **Account** information for the Lookup account option:

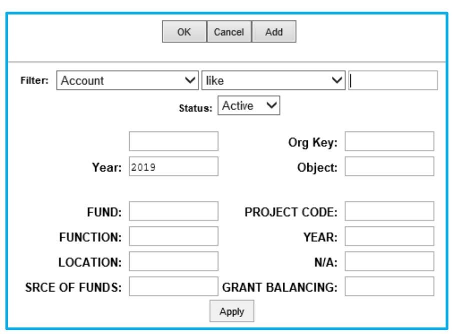
   a. Click on the ellipses button, and click on "Lookup Account"



   b. The below screen will appear:

      i. If you click "apply" without any selection criteria, all discretionary accounts will appear

      ii. If you enter known selection criteria ***e.g. project code*** only the account codes for that specific project code will appear



iii. Accounting information for a location, with the selection criteria of project code: 5009900

Account	Long Description	Short/Long Description	Year	Stat
110-1151-641108-1440-500990-00	Acadm Read Prgm, ClevlndNJROTC	Instructional Supplies	2019	A
210-2213-613102-1440-500990-00	Acadm Read Prgm, ClevelandNJRO	Extra Service - Profess Dev	2019	A
210-2213-623101-1440-500990-00	Acadm Read Prgm, ClevelandNJRO	Old Age, Surv and Disabil Ins	2019	A
210-2213-623201-1440-500990-00	Acadm Read Prgm, ClevelandNJRO	Medicare	2019	A
210-2213-626101-1440-500990-00	Acadm Read Prgm, ClevelandNJRO	W/C & Unemploy Comp - FTE	2019	A

I. Enter **Notes**, if applicable by clicking on the "**NOTES"** tab

9. Once the requisition information is added, press "enter" from your keyboard, "record accepted" Record Accepted will appear

HOW TO APPROVE PURCHASE REQUISITION IN BusinessPLUS

On the left side panel of the screen, click on the "workflow" tab Workflow to approve or decline:

a) To approve the requisition, click the  icon, the requisition will then route to the next line of approval

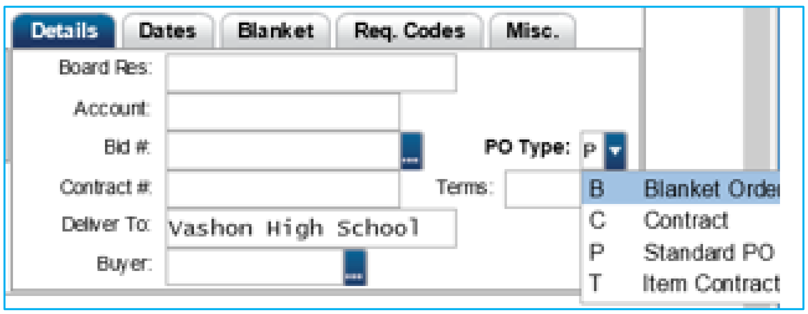
b) To decline the requisition, click the  icon, and the requisition will be rejected.

HOW TO CREATE A BLANKET PURCHASE ORDER (PO)

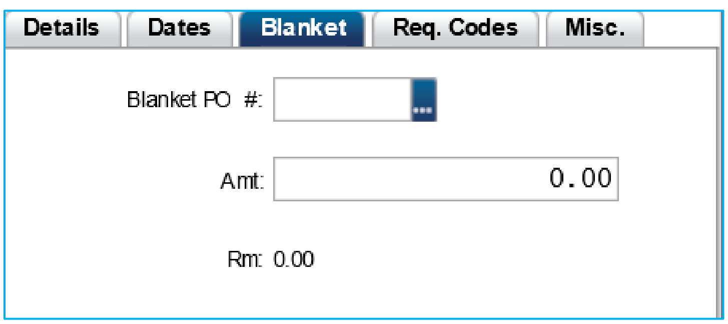
A ***blanket order*** is a ***purchase order*** the requestor makes with its supplier, which may contain multiple delivery dates, scheduled over an agreed period of time, often negotiated to take advantage of predetermined pricing. Blanket purchase order use may be restricted by Department needs. Normally used when there is a recurring need for expendable goods such as library books, custodial maintenance supplies and textbooks.

Follow steps 1 – 8 on "HOW TO CREATE A PURCHASE REQUISITION"

9. On the Details tab, change the PO type to "B", which represents Blanket



10. Click on the Blanket tab, and the below screen will appear:



11. Under the Amount (Amt) enter the total dollar amount of the Blanket requisition
12. Once the changes are made, hit the "enter" key from the keyboard to save the changes, record accepted" Record Accepted will appear

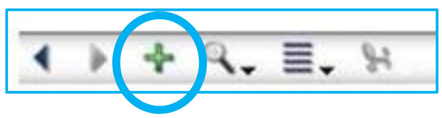
HOW TO CREATE A CONTRACT REQUISITION

A contract requisition is used when seeking professional services, service agreements, maintenance services, professional development workshops, etc. Entering a contract in BusinessPLUS is a **two-step process.** The contract should be first created in the **Create Contracts and Amendments – CMUPCM** screen, and then approved in the "**Enter Purchase Order – POUPRC**" screen.

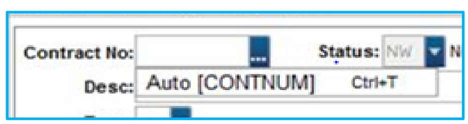
STEP 1

1. To create a Contract Requisition, begin by clicking on **Create Contracts and Amendments – CMUPCM** on your **Schools / Departments Tab**. Please ensure that your source document provides the Budget Account Number, Vendor Name, Ship to address and any special notes.

2. Click on the **+ Icon** at the top of the screen to bring up a contract management – entry screen

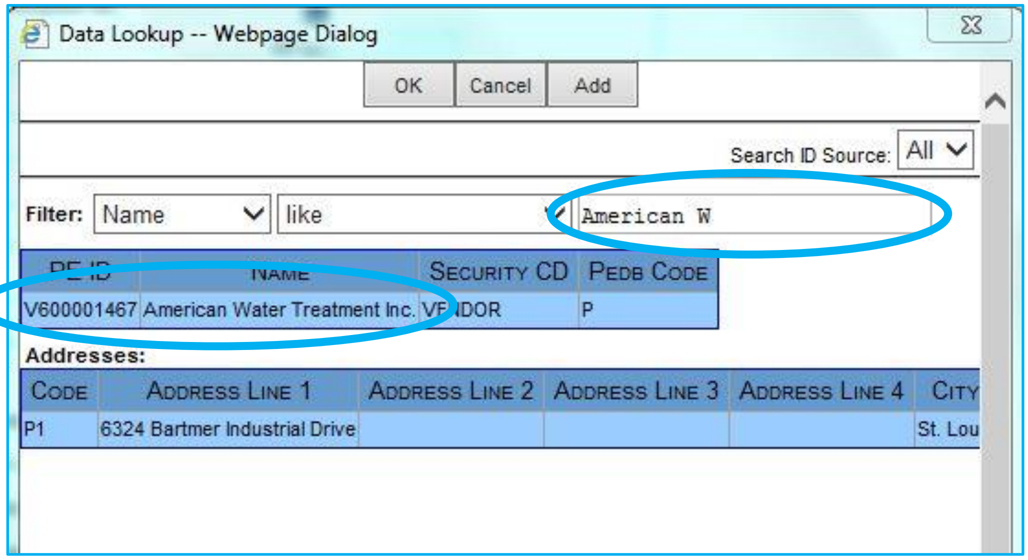


3. On the "**Contract No:**" field, Click on the **ellipses button**, select **Auto CONTNUM** and document your Contract No:



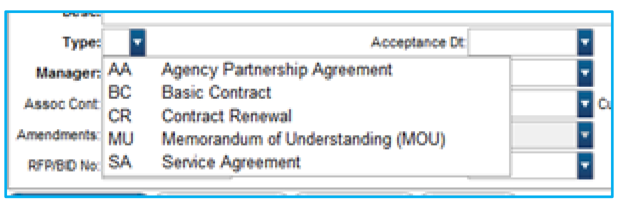
4. In the "**Contractor ID**" field enter the Contractor ID Number or look up the Contractor ID number by clicking on the ellipses button and selecting Lookup Ctrl+L

5. Enter a portion of the Contractor's name (it is not necessary to enter full name). The system will display names matching the characters entered. Select the appropriate ID by highlighting it and clicking OK. Double clicking will also pull the ID back into the record.



6. In the “**Desc:**” field enter a brief description of the contract.

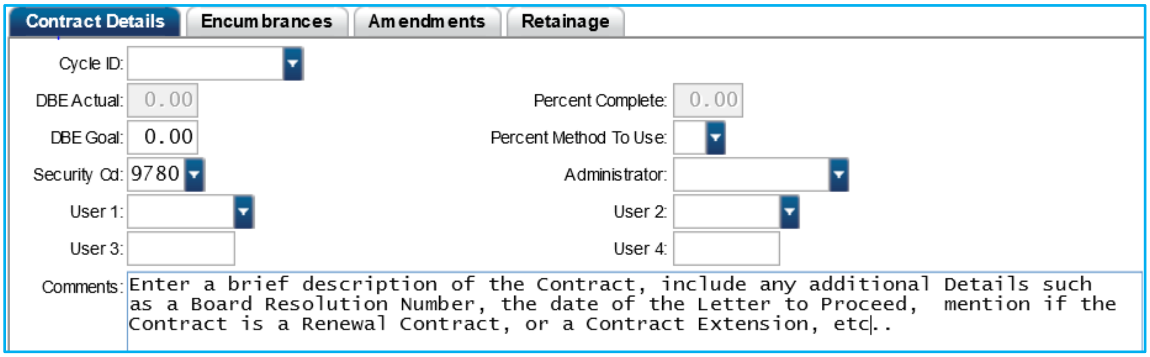
7. In the Type Field clicking on the Dropdown button and select the appropriate type of contract:



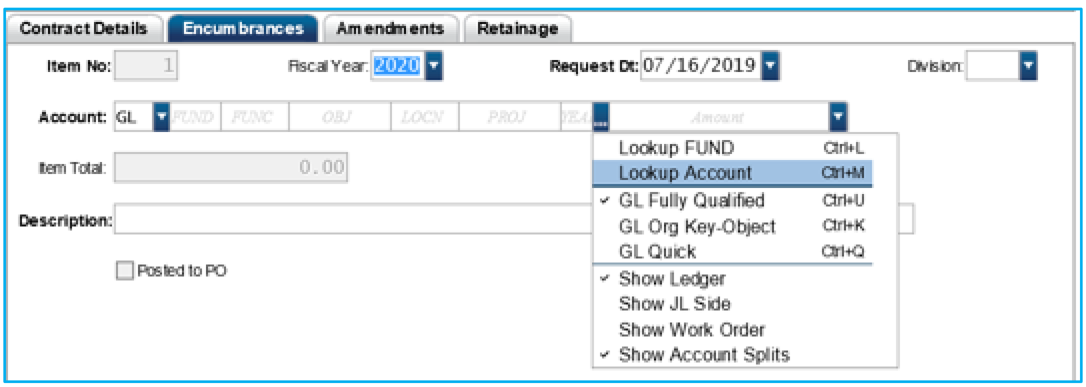
8. In the “**Manager**” field clicking on the Dropdown button and select the Department that is responsible for managing the contract:

9. Enter the “**RFP/Bid No:**” field, if applicable
10. In the “**Begin Dt**” field, enter the beginning date of the contract
11. In the “**Current End Dt**” field, enter the end date of the contract
12. In the “**Original Amt**” enter the total dollar amount of the contract

13. On the “**Contract Details”** tab on the “**Comments”** field, enter contract details



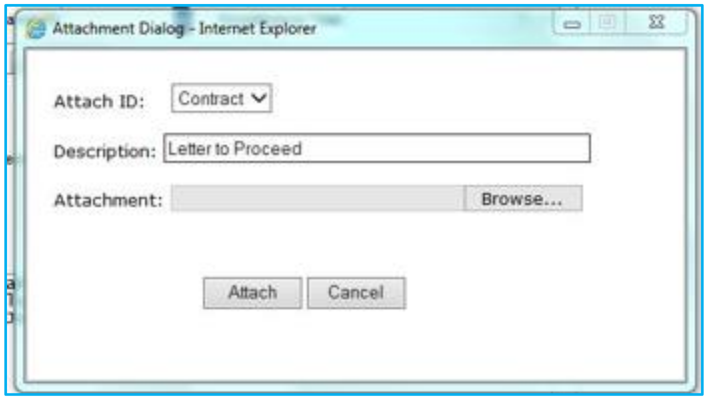
14. On the “**Encumbrance**” tab, click on the ellipses button and select “Lookup Account” to search for your specific line item account



15. Populate the applicable fields for the account you are using, and click **Apply.** A list will appear of account numbers for your department. Double click on the appropriate Account to have the system bring it up onto the Encumbrance tab.

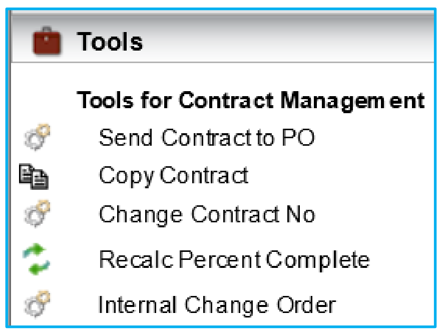
16. In the **Description Field**, enter a Description that identifies the purpose of the Contract. **This Description will populate the Description Field on the Purchase Order**. In the **Amount Field**, enter the amount of the Contract.

17. To add attachments such as a “Contract” and / or “Letter to Proceed”, click on the “**Attachment”** tab, on the left side panel of the screen. Click on “**Add Attachment”.** The “**Attachment Dialog”** box will appear, enter a Description in the **Description Field**. Click on **Browse**, Select your Document, Click on **Attach**.

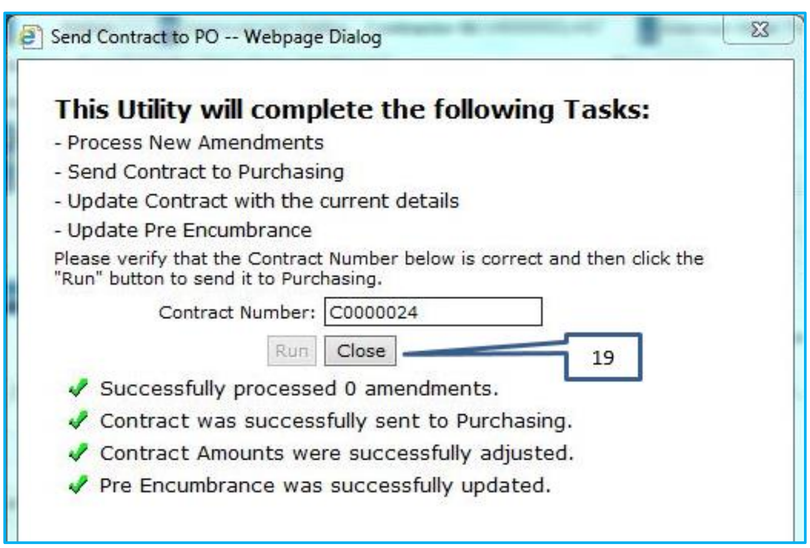


18. Once document is attached to the record, click on **Click here to close**.

19. Once you have entered all information for the contract, click on the "**Tools"** tab. Click on "**Send Contract PO"** and click "**Run**"



20. You will see the below message if the job ran successfully:

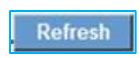


21. Once the contract is successfully sent to a PO, the contract requisition is routed through the Workflow System. You **must** log into the "Enter Purchase Requisition – POUPPR" screen to approve the contract from the workflow tab

Please Note: If the contract is not approved in the requisition screen, it is not processed, and a Purchase Order will never be generated!

STEP 2

WORKFLOW APPROVALS FOR CONTRACTS THROUGH "POUPPR" SCREEN

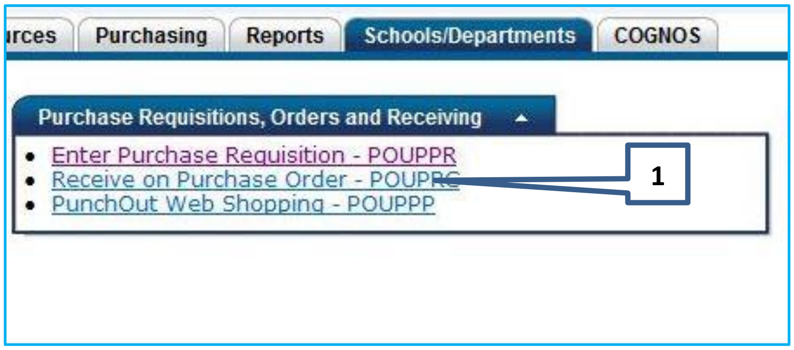
1. Log into BusinessPLUS, and click on "Enter Purchase Requisition – POUPPR"
2. From the "Entity List" find the PR number that is pending approval and highlight
3. Once highlighted click on the "Workflow" tab:
   - To approve, click on the green check mark . The green check mark will approve the requisition
   - To decline, click on the red X  will reject the requisition
4. Click the submit button, a text box will appear to include any comments
5. Press the Refresh Button and will see a Grey check next to your name, showing your submission was entered into the workflow. Click the 

button to see the next pending approval level
6. Once the requisition is completely approved, a PO will be generated and sent to the vendor. The PO is then attached to the requisition in BusinessPLUS

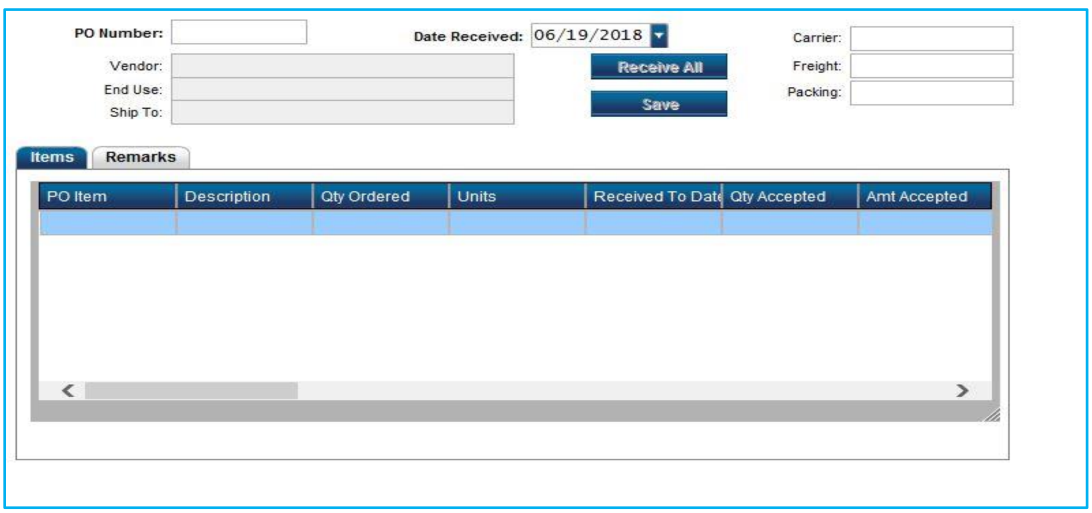
PURCHASE ORDER RECEIVING - POUPRC

PO receiving is used when you received shipment on the items listed on the purchase order

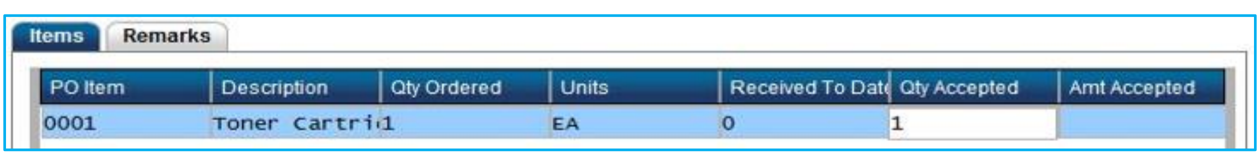
1. Click on **Receive on Purchase Order** – POUPRC Link



2. Enter the Purchase Order Number in the "**PO Number**" field



3. If all items have been received, click  and then 
4. If all items **<u>have not</u>** been received, you must enter the "QTY Accepted" for the line items that have been received

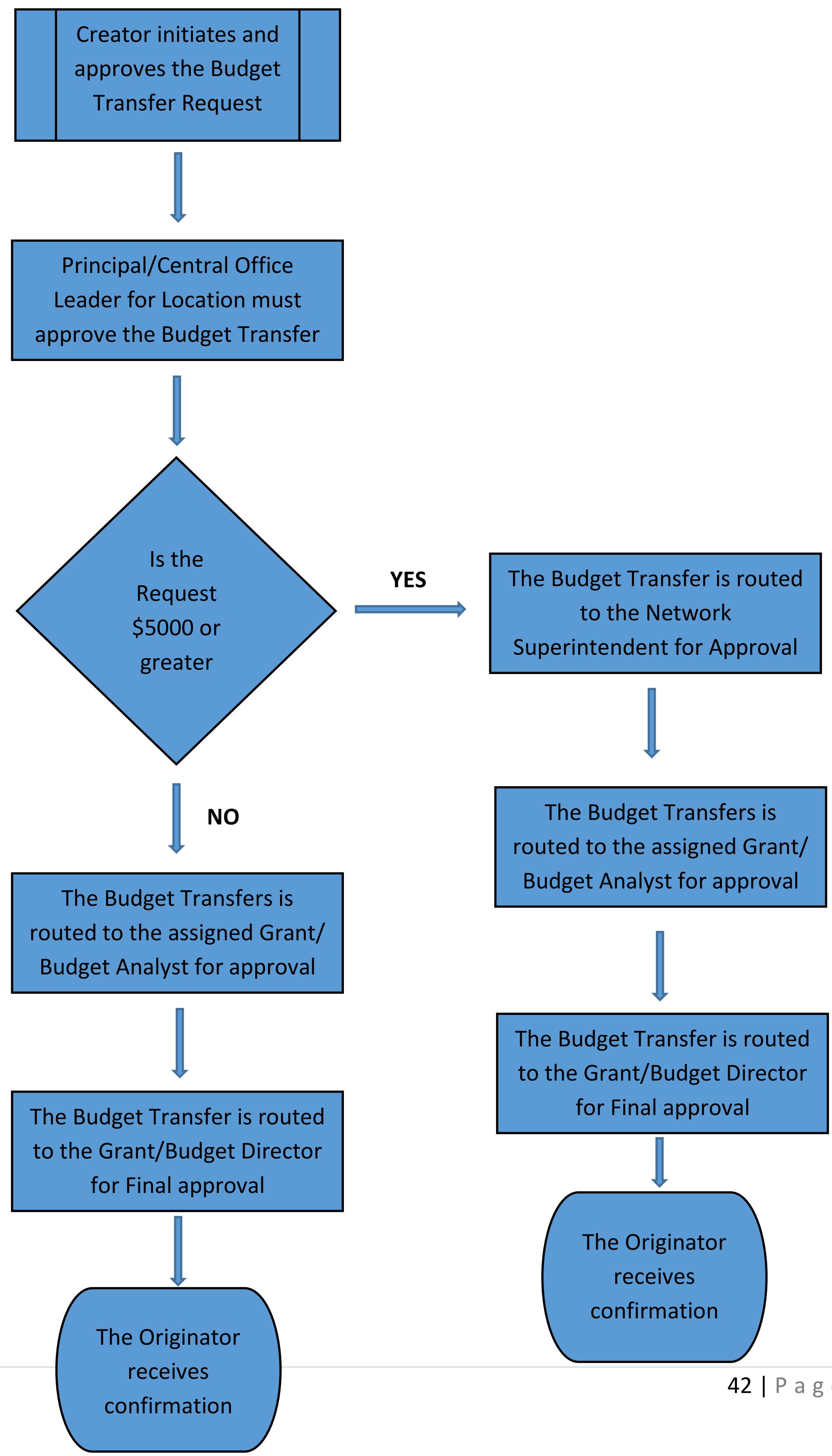


5. Click on , and the Record is Automatically Accepted
6. If there are additional comments, you can enter the comments within the Remarks Tab

GRANTS/BUDGET

This page was intentionally left blank

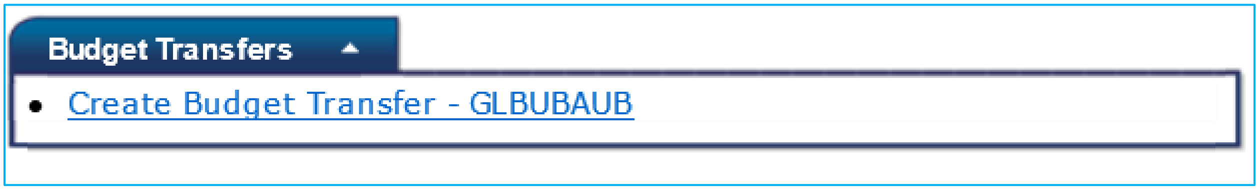
BUDGET TRANSFER WORKFLOW



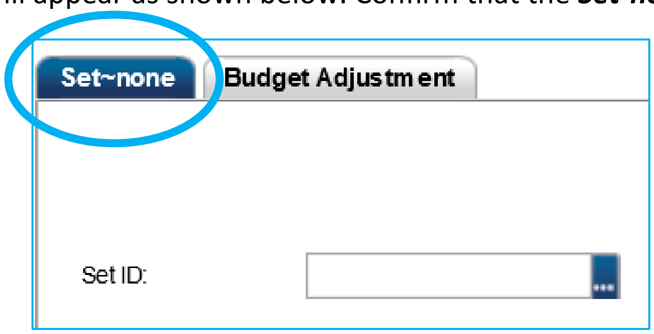
BUDGET TRANSFER PROCESS

SINGLE TRANSACTION BUDGET TRANSFERS:

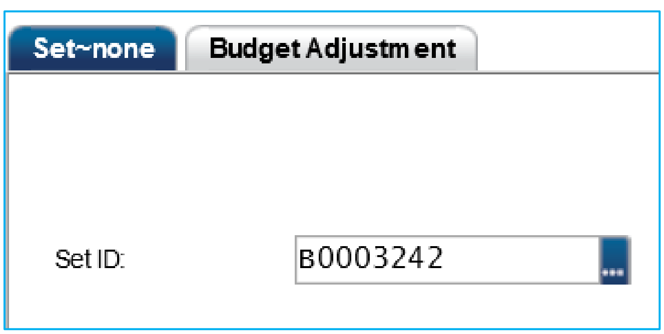
1. Log into BusinessPlus, Click on the “***Schools/Department”*** Tab, Click on “***Create Budget Transfer Update – GLBBUBAUB”*** under the Budget Transfer category



A dialogue box will appear as shown below. Confirm that the ***Set-none*** Tab is selected.

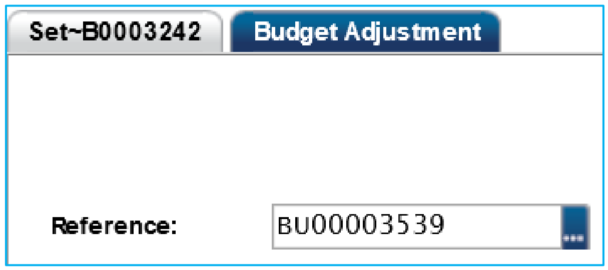


2. To create the batch, click the ***ellipsis*** in the ***Set ID*** field, select ***Auto*** from the drop-down menu to obtain the next auto-generated Set ID number, and then press ***Enter*** (on your keyboard).

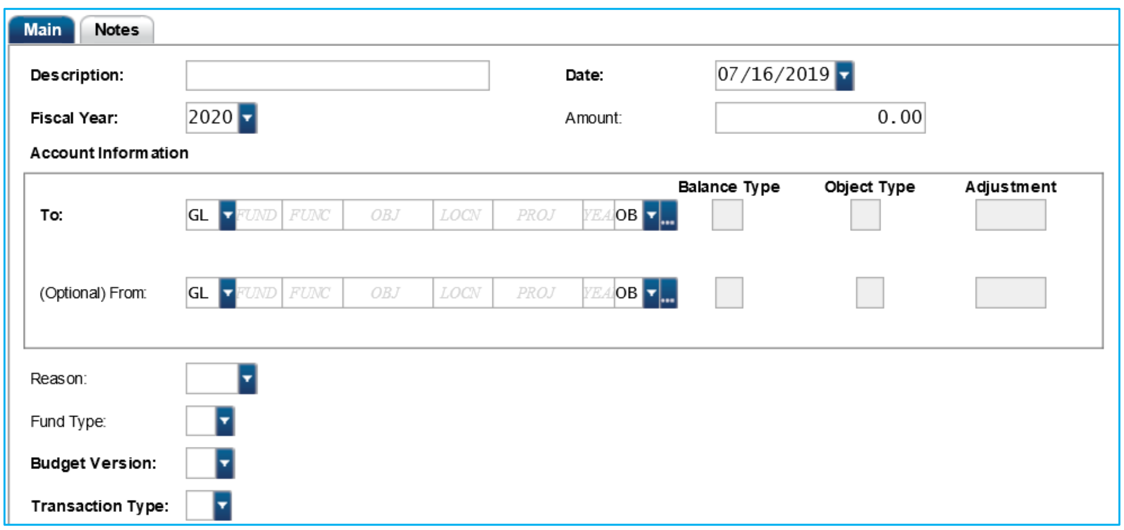


3. You should receive a confirmation stating that the record is accepted. The batch ***Set ID number*** will appear in the left panel of the page (under the Entity List).
4. The screen will automatically take you to the “**Budget Adjustment**” tab to begin the entry of your budget transfer

5. Click the ***ellipsis*** in the ***Reference*** field, then select ***Auto*** from the drop-down menu to obtain the next auto-generated reference number.



Under the ***Main*** Tab:



a. ***Description***: Enter a description that will support the rationale/justification for the budget transfer (30 maximum characters). Please use the ***Notes*** Tab to provide or expound on a rationale/justification.

b. ***Amount***: Enter the amount of the transfer.

c. ***To*** and ***From***: Enter or click on the ***ellipsis*** to view the drop-down menu and select ***Lookup Account*** to obtain the fully qualified accounts (FQA) that will be adjusted. Enter specific information to filter and identify desired accounts and select ***Apply***. Then, select ***Ok*** to complete the ***Account Lookup*** selection.

d. ***Reason***: Select the following from the drop down menu:
   a. ***BAPP – Board Approved***
   b. ***BUD- non-granted funded transfers***
   c. ***GRNT – Grant funded transfers***
   d. ***NONE- Do not select this option***

> **BAPP – Board Approved** transfers:
> (1) That exceeds $50,000 per transaction
> (2) Between different funds (e.g. 110 and 210)
> (3) With object 634301 for out of town travel and conferences.

> All budget transfers requesting a transfer to object ***634301 – Out of Town Travel*** should include the following information under the ***NOTES*** tab:
> 1. Conference Name
> 2. Conference Attendee(s)
> 3. Conference location
> 4. Conference dates

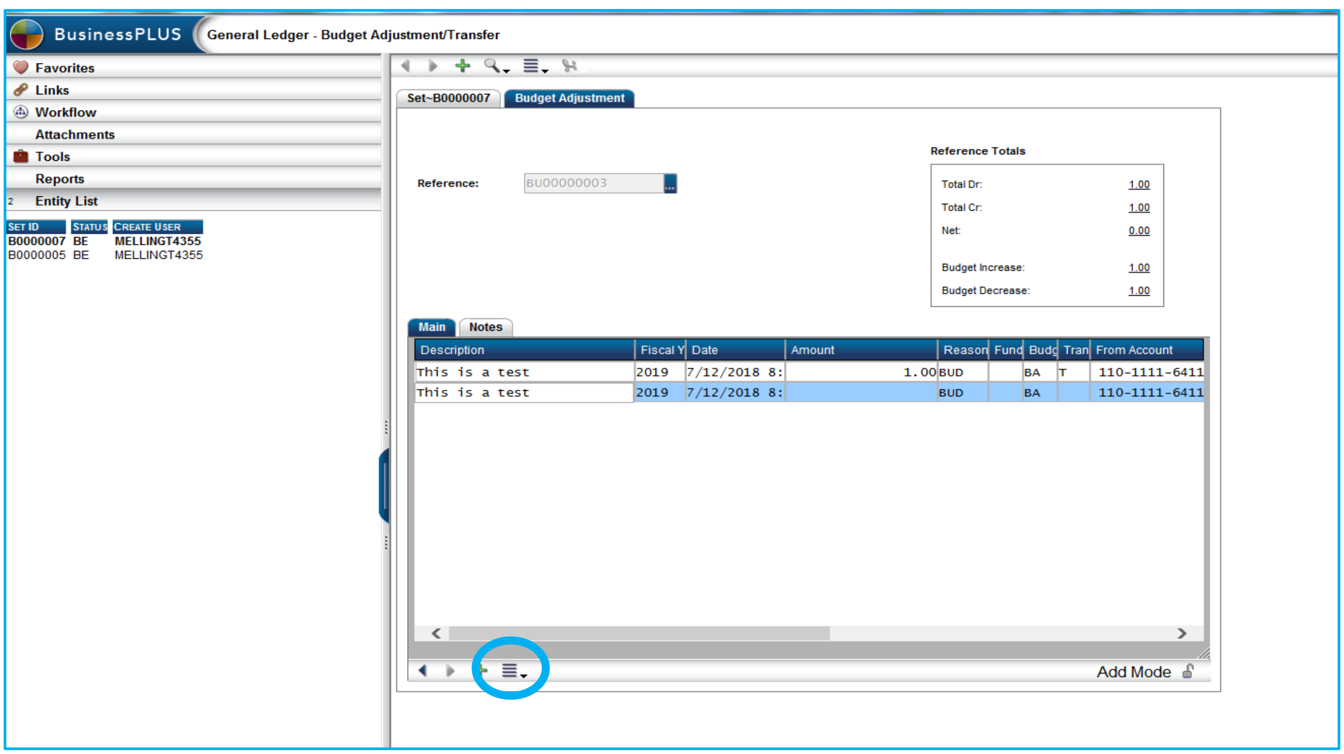
e. ***Fund Type:*** Select ***RB Rebudget*** from the drop-down menu.
f. ***Budget Version***: Select the following from the drop down menu:
   a. ***BA Adjustments*** - (for non-grant funds)
   b. GA Adjustments- (for Grant funds)
g. ***Transaction Type***: Always select ***T Transfer and create new associations as needed*** *from the drop-down menu*.
h. Press Enter (on the keyboard) to complete the transaction.

6. To confirm that the transaction is complete, a notification Record Accepted will be displayed.

Multiple Transactions Budget Transfers:

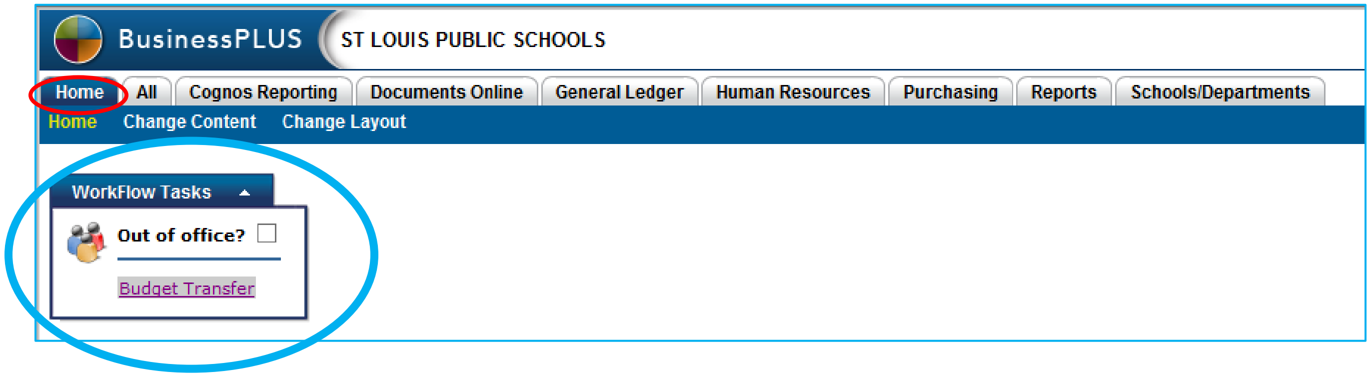
To create a budget transfer with multiple transactions, the budget transfer must be completed in grid mode.

1. Complete steps 1 through 5 as outlined above.
2. At step 6, click the grid icon and select ***Show Grid*** from the drop-down menu. Enter the information outlined in step 6 clicking on each section in the grid. Press Enter (on your keyboard) to add another transaction. Please note: with the exception of the ***From*** account, all other fields will automatically populate with the information from the previous transaction.
3. Press Enter (on the keyboard) when your transaction is complete, and you will receive the “Record Accepted” notification.

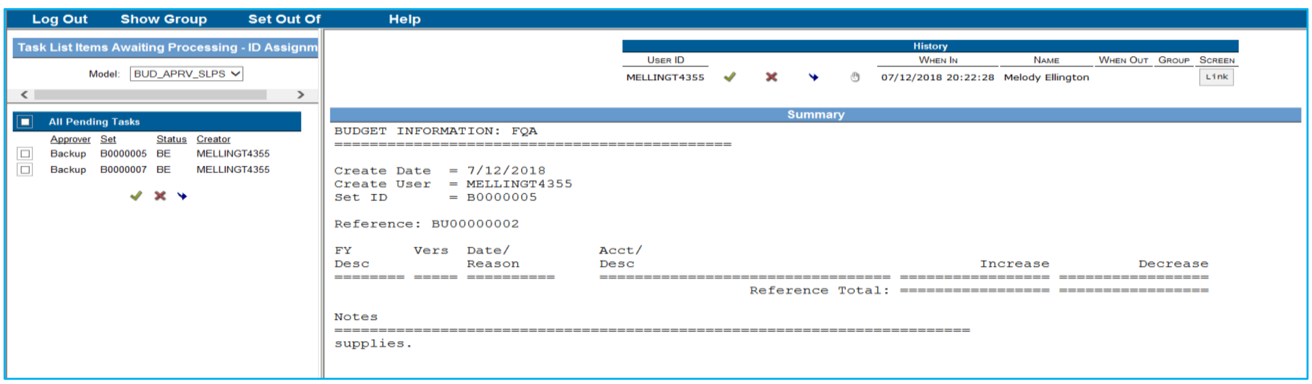


Budget Transfers: How to Approve Budget Transfers

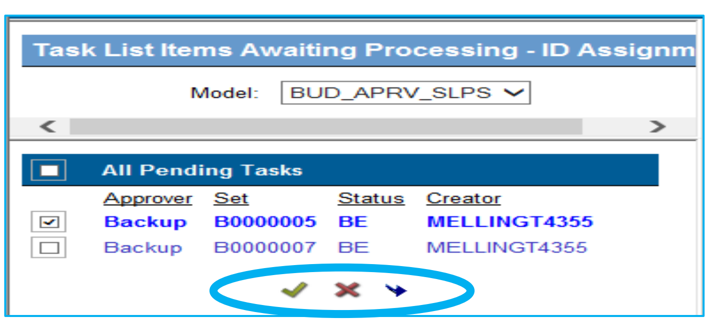
1. Begin by logging into BusinessPlus, click on the ***Home*** Tab. Under ***WorkFlow Tasks***, Select ***Budget Transfer***. Please note: if you have the ability to initiate and approve budget transfers, you will be required to approve all budget transfers that you initiate.



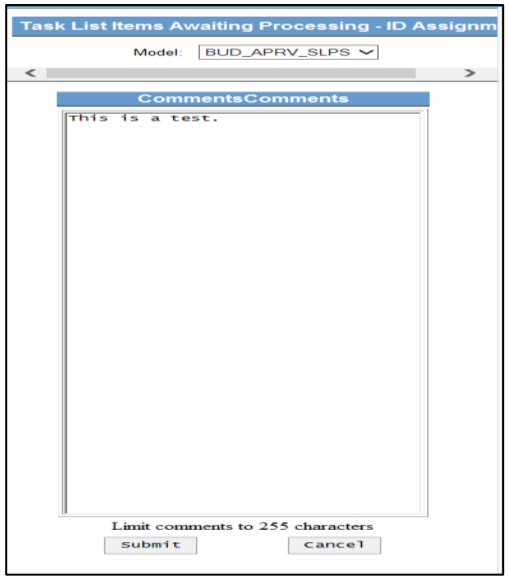
2. The pending budget transfers will be listed in the workflow under ***All Pending Tasks*** in the left column. The details of the first pending transaction will be visible on the screen. To view the details of other pending transfers, mouse over the transaction under the workflow.



3. To respond to the pending budget transfer, select either of the following icons:
   a. ***Green check*** = Approve
   b. ***Red X*** = Reject



4. An approver may add comments when responding to budget transfer.



5. After the final approver responds to the budget transfer, an email notification will be generated and sent to the person who initiated the original budget transfer. Below is an example of an email notifications for an approved budget transfer.

-----Original Message-----
From: BusinessPLUS
Sent: Wednesday, June 06, 2018 12:27 PM
To: Logan, Ericka R.
Subject: Budget Transfer Distribution Notification

Budget Transfer Set #B0000026 has been approved and distributed.

BUDGET INFORMATION: FQA

==
Create Date = 6/5/2018
Create User = ELOGAN6386
Set ID = B0000026

Reference: BU00000026

FY Vers Date/ Acct/
Desc Reason Desc Increase Decrease

======== ===== ========== ================================ ================ ================
2018 BA 6/5/2018 To:110-1131-634302-3140-000000-00 $313.50
Perfect attendance incentivesBUD Fanning MS Meeting Expenses
From:110-1131-641101-3140-000000-00 $313.50
Fanning MS General Supplies

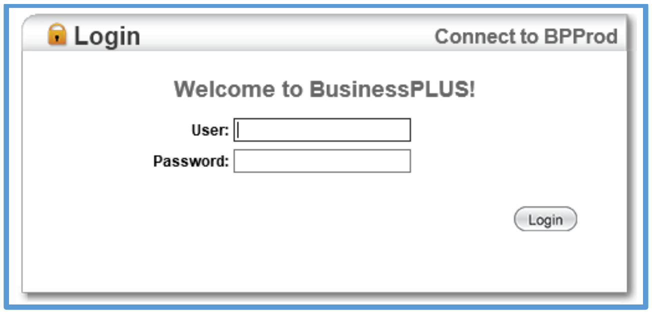
Reference Total: ================ ================
$313.50 $313.50

BusinessPLUS REPORTS

This page was intentionally left blank

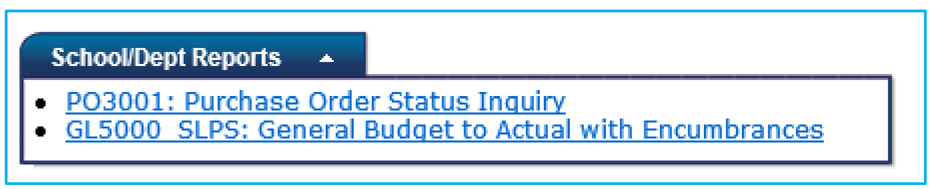
BUDGET REPORT – BUDGET TO ACTUAL

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

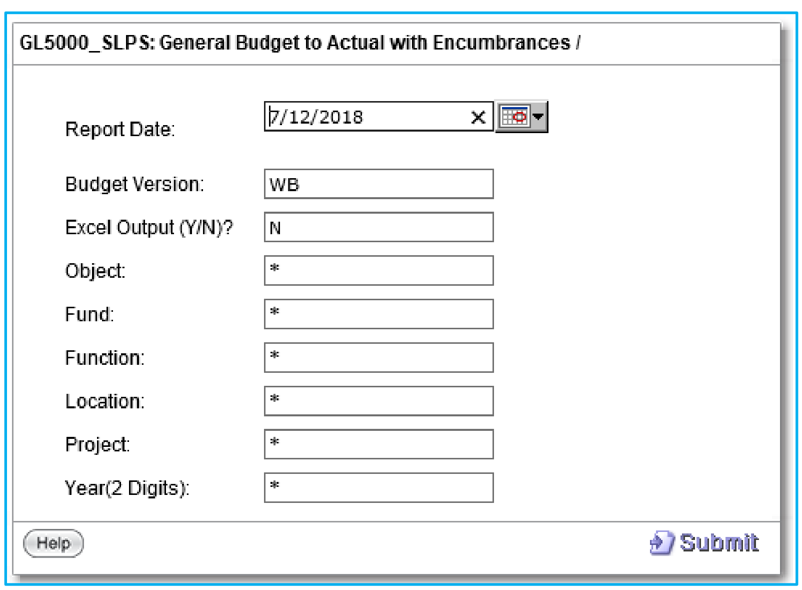


2. Click on the School/Departments tab 

, the below screen will appear.
3. The School/Department reports will be under the School/Dept Reports box.



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



5. If you have multiple locations, enter the location in the location box in order to pull that specific location. If you have one location you can just click Submit to run the report.

ST LOUIS PUBLIC SCHOOLS

Budget to Actuals with Encumbrances

Fiscal Year: 2020 Report Date: 07/09/2019

Account	Object Description	Original Budget	Current Budget	Encumb	Actual	Available Balance
Location: [redacted] Elementary						
110-1111-634302-[redacted]-000000-00	Meeting Expenses	1,500.00	1,500.00	0.00	0.00	1,500.00
110-1111-636102-[redacted]-000000-00	Postage	500.00	500.00	0.00	0.00	500.00
110-1111-641101-[redacted]-000000-00	General Supplies	20,082.00	20,082.00	314.95	0.00	19,767.05
110-1111-641104-[redacted]-000000-00	Trophies/Awards/Incentives	2,000.00	2,000.00	0.00	0.00	2,000.00
110-1111-641201-[redacted]-000000-00	Computers,laptops & iPads<$1K	2,000.00	2,000.00	0.00	0.00	2,000.00
110-1111-641202-[redacted]-000000-00	Technology Supplies	1,000.00	1,000.00	0.00	0.00	1,000.00
Project Total: 000000 - General		27,082.00	27,082.00	314.95	0.00	26,767.05
Fund Total: 110 - General		27,082.00	27,082.00	314.95	0.00	26,767.05
150-1111-641101-[redacted]-451010-19	General Supplies	0.00	0.00	11,946.30	0.00	-11,946.30
150-1111-641104-[redacted]-451010-19	Trophies/Awards/Incentives	0.00	0.00	1,263.95	0.00	-1,263.95
150-1111-641201-[redacted]-451010-19	Computers,laptops & iPads<$1K	0.00	0.00	16,087.04	0.00	-16,087.04
150-2551-634201-[redacted]-451010-19	Cntr Ppl Trnsp-Field Trip	0.00	0.00	5,500.00	0.00	-5,500.00
Project Total: 451010 - Sch Imprvmt(SIG)		0.00	0.00	34,797.29	0.00	-34,797.29
Fund Total: 150 - Incidental Grants		0.00	0.00	34,797.29	0.00	-34,797.29
450-1111-654301-[redacted]010-19	Technology Related - Hard >$1K	0.00	0.00	13,745.00	0.00	-13,745.00
Project Total: 451010 - Sch Imprvmt(SIG)		0.00	0.00	13,745.00	0.00	-13,745.00
Fund Total: 450 - Capital -Grants		0.00	0.00	13,745.00	0.00	-13,745.00
Location Total: [redacted] Elementary		27,082.00	27,082.00	48,857.24	0.00	-21,775.24

How to Review the Budget to Actual Report

Account:

FUND	FUNCTION	OBJECT	LOCATION	PROJECT	FISCAL YEAR
110	1111	634302	XXXX	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.

Ecumb (Encumbrances): A dollar amount held (committed) to pay for goods or services.

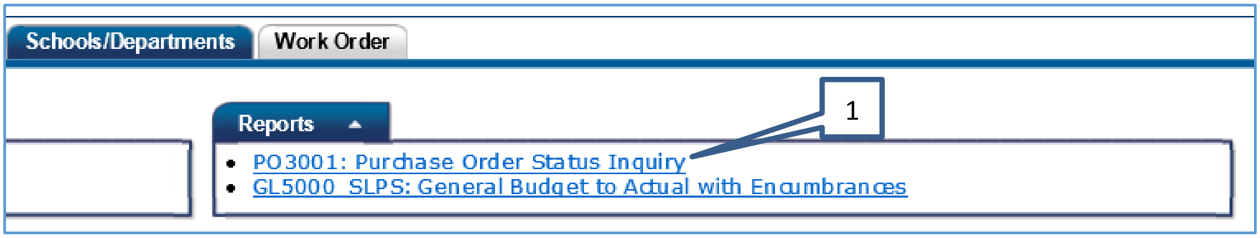
Actual: shows the dollar amount that was actually paid from your budget

Available Balance: indicates the dollar amount available to spend. Current Budget minus Encumbrances/Actuals = Available Balance

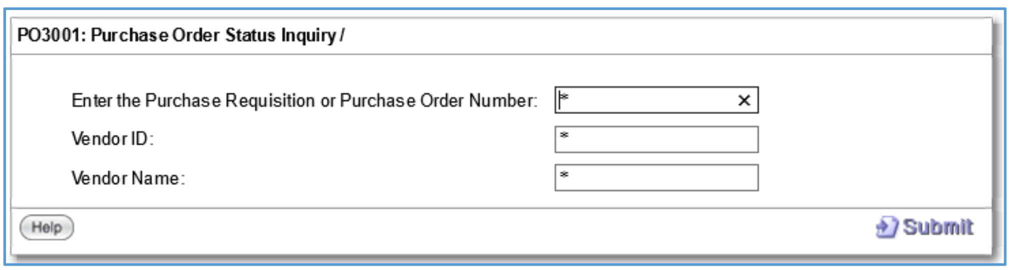
PURCHASING REPORT – PO3001: PURCHASE ORDER STATUS INQUIRY

To check the status of a Purchase Order review the PO3001: Purchase order status inquiry report.

1. From the "School/Department" tab, under the "reports tab, click **PO3001: Purchase Order Status Inquiry**

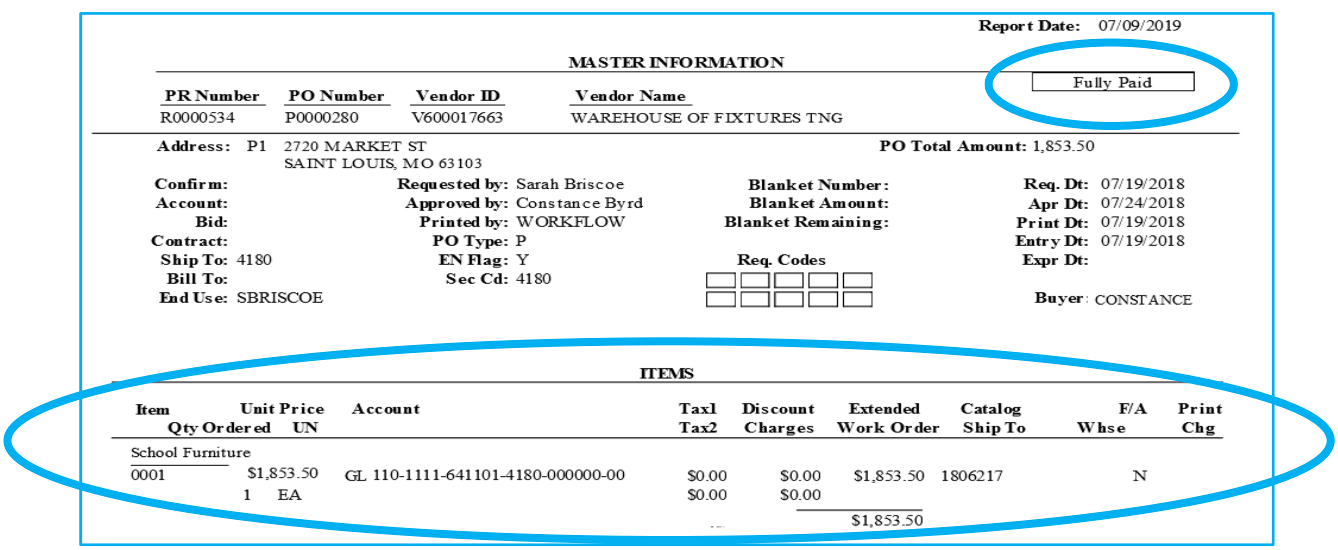


2. Enter the Purchase Requisition or Purchase Order Number or enter the Wildcard * into the **Enter Purchase Requisition or Purchase Order Number Field**. Click **Submit**.



The below report will appear

Master Information section: Shows the basic information of the PO that was entered, the status and the items ordered***:***



Report Date: 07/09/2019

MASTER INFORMATION

Fully Paid

PR Number	PO Number	Vendor ID	Vendor Name
R0000534	P0000280	V600017663	WAREHOUSE OF FIXTURES TNG

Address: P1 2720 MARKET ST
SAINT LOUIS, MO 63103

PO Total Amount: 1,853.50

Confirm:
Account:
Bid:
Contract:
Ship To: 4180
Bill To:
End Use: SBRISCOE

Requested by: Sarah Briscoe
Approved by: Constance Byrd
Printed by: WORKFLOW
PO Type: P
EN Flag: Y
Sec Cd: 4180

Blanket Number:
Blanket Amount:
Blanket Remaining:
Req. Codes

Req. Dt: 07/19/2018
Apr Dt: 07/24/2018
Print Dt: 07/19/2018
Entry Dt: 07/19/2018
Expr Dt:

Buyer: CONSTANCE

ITEMS

Item / Qty Ordered	Unit Price / UN	Account	Tax1 / Tax2	Discount / Charges	Extended / Work Order	Catalog / Ship To	F/A / Whse	Print / Chg
School Furniture								
0001	$1,853.50	GL 110-1111-641101-4180-000000-00	$0.00	$0.00	$1,853.50	1806217	N	
1	EA		$0.00	$0.00				
					$1,853.50			

<u>Encumbrances:</u> This sections shows what funds have been encumbered and what has been paid

<u>Receiving detail:</u> This section shows what Qty. items have been received via the "receive on purchase" process. It also shows the Qty. paid that was entered by the AP department

ENCUMBRANCES

Item #	PR Number	Batch ID	Account	Post Date	EN Amount	PD Amount	Balance	Tp
School Furniture								
0001	R0000534	PO	GL 110-1111-641101-4180-000000-00	07/19/18	$1,853.50	$0.00	$1,853.50	EN
0001	R0000534	OH006596	GL 110-1111-641101-4180-000000-00	11/19/18	$0.00	$1,853.50	$0.00	FP
				PO Balance:	$1,853.50	$1,853.50	$0.00	

RECEIVING DETAIL

Item #	Date Received	Quantity Received	Quantity Paid	Quantity Damaged	User	Entry Date	Warehouse	Fixed Asset ID
0001	09/04/2018	1.00	0.00	0.00	LDA VIS0304	09/04/2018		
0001	11/19/2018	0.00	1.00	0.00	SMORRIS782	11/19/2018		
		1.00	1.00	0.00				

<u>Open Hold Activity:</u> This sections shows what has been paid including the account, check #, check date, invoice and invoice date as well as the amount

OPEN HOLD ACTIVITY

Item #	Sts	Vend.ID	Set ID	Account	Check #	Check Date	Invoice #	Invoice Date	Amount
0001	PD	V60001766	OH006596	110-1111-641101-4180-000000-00	00452857	11/20/2018	1807152SM	08/30/2018	1,853.50
					TOTAL AMOUNT CHECK AP 00452857:				$1,853.50

GENERAL INFORMATION

This page was intentionally left blank

GENERAL INFORMATION AND RESOURCES

Any questions in reference to PowerSchool- BusinessPLUS, please send email to the below email address:

BusinessPlusHelp@slps.org

Additional BusinessPLUS Resources:

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

- BusinessPLUS Access Request Form
- BusinessPLUS Training Manual
- BusinessPLUS Year End Training
- Navigation Guide
- Account Code Structure
- Fund Quick Reference
- Location Quick Reference
- Object Quick Reference

BusinessPLUS FAQ's

This page was intentionally left blank

BUSINESSPLUS FREQUENTLY ASKED QUESTIONS

Question: My Vendor hasn't received payment yet, what should I do?

- Confirm that your purchase requisition has been completely approved in BusinessPLUS
- Verify that your location has "received on purchases" in BusinessPLUS
- Check PO3001 status report to verify if payment was made
- If your location has any invoices, please forward to AccountsPayable@slps.org

Question: My PO has been approved, but I have not received my items, what should I do?

- Please confirm that your location has "received on purchases" in BusinessPLUS
- Contact the vendor to confirm if the PO was received

Question: I submitted a budget transfer, when can I expect it to be approved?

- The turnaround time for budget transfers is approximately 24 – 48 hours

Question: What account information (e.g. fund, function, object or Project code) should use for a purchase?

- The first line of communication in reference to any accounting information should be your assigned budget/grant analyst.

Question: I am locked out of BusinessPLUS, who should I contact?

- The districts help desk at 345-5757

Question: How do I check the status of my Purchase Order?

- Go to "PO3001: Purchase Order Status Inquiry" Report
- Enter the PO number, Vendor ID or Vendor Name

Question: How do I find a previously entered Budget Transfer/Requisition?

- Go to "Entity List" tab, and follow the find/search instructions

Question: How do I look at my Title only or GOB Only budget?

- Go to "GL5000_General Budget to Actual" Report
- GOB only: in the "Fund" field enter funds: 110, 210, 410
- Title Funds: in the "Project" field enter project code: 451001

There are multiple combinations of search options that can be entered to retrieve data