



BusinessPLUS Year End

8 March 2019



Agenda

Year End Checklist

- Purchase request/ budget transfers Fiscal Control deadlines
- Budget transfer/ purchase requisitions status
- Receiving on purchase order
- Vendor invoice submission
- BusinessPLUS frequently asked questions
- Open lab sessions



Fiscal Control Deadlines

FISCAL CONTROL DEADLINES FISCAL YEAR 2018 - 2019		
PROGRAMS	FINAL DATE TO ENTER REQUISITONS INTO BUSINESSPLUS PENDING AVAILABILITY OF FUNDS (INCLUDING EQUIPMENT REQUEST)	FINAL DATE TO LOG IN "RECEIVE ON PURCHASES"
TITLE I Project Code: 451001, 451002, 451003, 451004, 451005, 451006 MINI FEDERAL GRANTS Project Code: 451010, 451020, 459001, 459003, 463000, 465010, 530020, 530010, 497060 SPECIAL ED Project Code: 437010, 441000, 441001, 442000,	March 15, 2019	May 23, 2019
GENERAL OPERATING Fund: 110, 210, 410 FOOD SERVICES Fund: 140, 440	April 11, 2019	
FOUNDATIONS & CONTRIBUTIONS Fund: 160, 260, 460 ADULT VOCATIONAL EDUCATION AEL & CARL PERKINS Project Code: 427020, 436000	May 2, 2019	June 7, 2019
SUMMER LEARNING	May 4, 2019	May 30, 2019
BUILDING SERVICES	June 14, 2019	June 28, 2019

All purchase request must be entered before the indicated deadlines, for questions contact

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Transfer/Requisitions Status: Entity List vs. Workflow

Know the status of all budget transfers or purchase requisitions entered in BusinessPLUS



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

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



Transfer/Requisitions Status: Approved

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

The screenshot shows the BusinessPLUS interface. At the top, there is a navigation bar with 'BusinessPLUS' and a search icon. Below this are tabs for 'Favorites', 'Links', and 'Workflow'. A 'Refresh' button is located below the tabs. The main content area is titled 'Purchase Document' and contains a table with the following data:

USER	
RCOLLINS	✓
RMARTIN6256	✓
RMARTIND8791	✓
TBULLOCK	✓
RHORTON6964	✓
RHORTON6964	✓

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



Transfer/Requisitions Status: Declined

A budget transfer or purchase requisition can be declined at any time for several reasons (unallowable expense, wrong fund, wrong object, etc.)

- Budget Transfers – if declined, no change to budget
- Purchase Requisitions – if declined, funds will still be encumbered, contact Purchasing Dept. or Grants Dept.

The screenshot shows the BusinessPLUS interface. On the left, there is a navigation menu with 'Favorites', 'Links', and 'Workflow' tabs. Below the menu is a 'Refresh' button and a 'Purchase Document' section. The 'Purchase Document' section has a 'USER' header and a list of users: ARUSSELL5231 (checked), ARUSSELL5231 (checked), CVANNOY0331 (checked), and KMCKENZI (declined, marked with an 'X'). A red circle highlights the 'X' icon next to KMCKENZI.

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

If (X) declined, you will be able to see who declined the request and also comments will be available



Transfer/Requisitions Status: Declined

Left side screen panel

BusinessPLUS Purchasing -

Favorites

Links

Workflow

Refresh

Purchase Document

USER		
ARUSSELL5231	✓	07/1
ARUSSELL5231	✓	07/2
CVANNOY0331	✓	07/2
KMCKENZI	X	07/2

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

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

(X) 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 X 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.



Entity List

Left side screen panel

BusinessPLUS

- Favorites
- Links
- Workflow
- Attachments
- Tools
- Reports
- 4317 Entity List

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

of items on your list

move up & down thru list

4358 Entity List

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

Status:
FP- Fully Paid
PP- Partial Paid
PO – Open Purchaser Order



Entity List: Find/search feature

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

- At the top of the screen, click on the magnifying glass 
- 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”

Requisition to Check: Life Cycle

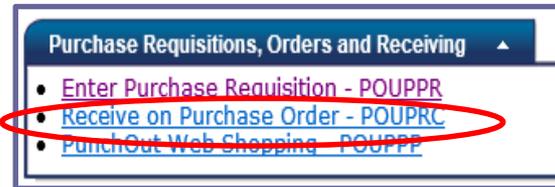
Requisition to Check

RESPONSIBLE PARTY	ACTION	DETAIL
	Principal/Secretary Creating Requisition in BusinessPLUS	The Principal/Secretary/Book Clerk first should check the budget to verify “available budget”. BusinessPLUS system will budget check to ensure budget availability. Also, at the time the requisition is entered the funds will be encumbered (held to pay for expense)
	Grants Department Reviews & Approves	The Grant team must review and approve all purchases.
	Fiscal Department Reviews & Approves	The Fiscal Control department must review and approve all purchases.
	Procurement Department Reviews & Approves	The Procurement department must review and approve all purchases. If board approval is required include all board approval #'s on the requisition. Once the Procurement dept. approves the requisition will become a PO and assigned a PO number. The PO will be sent via email to the vendor
	Merchandise Received	The vendor receives the PO and sends merchandise. You should receive a packing slip along with the items received.
	Receive on PO should be entered in BusinessPLUS	In BusinessPLUS, under the Purchase Req. tab, click on “Receive on Purchase Order – POURPRC” to indicate what merchandise was received
	Accounts Payable: Invoice received and processed	All invoices should be sent to the Accounts Payable dept. via email: AccountsPayable@slps.org
	Accounts Payable: Runs a weekly check run and print	If all requirements are met e.g. PO complete workflow approval, any workflow AP approvals, receive on PO entered, invoices received in AP – the vendors checks will print in the weekly check run job.



Receive on Purchase Order: Receive All

- Under the “Purchase Requisitions, Orders and Receiving tab”
- Click on “Receive on Purchase Order - POUPRC



PO Number: Date Received: Carrier:

Vendor:

End Use:

Ship To: Freight:

Packing:

Items Remarks

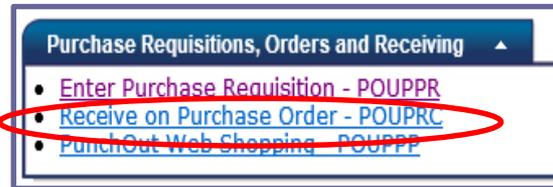
PO Item	Description	Notes	Units	Qty Accepted	Amt Accepted	Qty Rejected

- If all items have been received, type and click
- Lastly, click



Receive on Purchase Order: Partial Receiving

- Under the “Purchase Requisitions, Orders and Receiving” tab
- Click on “Receive on Purchase Order - POUPRC



PO Number: Date Received: Carrier:

Vendor: RENAISSANCE LEARNING INC

End Use: gifted office

Ship To: 8020 Freight: Packing:

Items Remarks

PO Item	Description	Notes	Units	Qty Accepted	Amt Accepted	Qty Rejected
0001	Reading PD					
0002	Software Sub:Fixed Asset					

- If a partial order has been received, fill in the “Qty Accepted” for each item received, so that a partial payment can be made
- Lastly, click



Accounts Payable: Invoices Submittal

Any invoices received at your location should be sent to the Accounts Payable department via email: AccountsPayable@slps.org

Invoices not submitted by the deadline dates, will be charged to your FY 2020 GOB budget



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



Frequently Asked Questions

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



Frequently Asked Questions

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

PO3001: Purchase Order Status Inquiry /	
Enter the Purchase Requisition or Purchase Order Number:	<input type="text"/>
Vendor ID:	<input type="text"/>
Vendor Name:	<input type="text"/>

The report will tell you the following:

- Status: Partial Paid, Fully Paid or Open PO
- Items on the requisition/PO
- Encumbrances
- Receiving detail
- Amount paid on PO, check #, and date



Frequently Asked Questions

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?

- The report can be run without any selected criteria, this will return a grant & GOB discretionary budget.
- Go to “GL5000_General Budget to Actual” Report

Report Date:	<input type="text" value="3/6/2019"/>
Budget Version:	<input type="text" value="WB"/>
Excel Output (Y/N)?	<input type="text" value="N"/>
Object:	<input type="text" value="*"/>
Fund:	<input type="text" value="*"/>
Function:	<input type="text" value="*"/>
Location:	<input type="text" value="*"/>
Project:	<input type="text" value="*"/>
Year(2 Digits):	<input type="text" value="*"/>

Grant funds:
150,250,450
GOB funds:
110,210,410

Grant project codes:
Title I A - 451001
GOB project codes:
Academic Literacy -
500990

To search for Grants,
you must include the
Fiscal year



Open Lab Sessions

If further assistance is needed, a representative from each department will be available during the lab sessions

Thank you!



Questions

