



# BUSINESSPLUS 23.5 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:

[Login](#) | [BusinessPlus](#) | [PowerSchool \(slps.org\)](#) ( **Any Browser** )

Locked out of BusinessPLUS?:

Contact the District's helpdesk at 345-5757 or [helpdesk@slps.org](mailto:helpdesk@slps.org)

Budget Reports & Transactions:

- GL\_5000: Budget to Actual Report
- Create /Update BU Set – GLBUBAUB (Budget Transfer)

Procurement Reports & Transactions:

- PO3001: Purchase Order Status Inquiry Report
- Purchase Request – POUPPR (Purchase Req)
- Create Contracts & Amendments – CMUPCM
- Receiving Information – POUPRC (Goods Receipt)

Schedule one-on-one BusinessPLUS Training

Contact [Jason.Davis2@slps.org](mailto:Jason.Davis2@slps.org)

# AGENDA



- Log In Screen**
- Schools/Department Tab**
- Frequently Asked Questions(FAQ)-Hands-on Assessment**

**How do I look up my budget?**

**How do I enter a requisition? (General & Blanket)**

**How do I look up a vendor?**

**How do I attach a quote?**

**How do I submit a requisition?**

**How do I check the requisition approval status?**

**How do I enter a Budget Transfer?**

**How to enter a PunchOut order?**


**How do I enter a Contract?**

**How do I enter a Good's Receipt?**

**How do I check the status of an order or payment?**

# Log In Screen




Welcome to  
 **BusinessPlus**

Username


Password

[Forgot your Password?](#)

**Log in**

 **PowerSchool**

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**You can only sign into one device at a time there is no concurrent login. i.e. PC or Laptop. You can use any browser to log in to B+ 22.4.** 



# New Dashboard & Schools Dept. Tab

**BusinessPlus** ST LOUIS PS TEST

Menu

**Schools/Departments**

School Discretionary's Personal Dashboard   General Ledger   **Schools/Departments**

- Purchase Requisitions, Ord...**
  - POUPPR Purchase Requests
  - POUPRC Receiving Information
  - POUPPP PunchOut Web Shopping
- Budget Transfers**
  - GLBUBAUB Create/Update BU Set
- Contracts**
  - CMUPCM Contract Management
  - CMUPTK Contract Tracking
- Workflow Approvals**

Go to Workflow Tasklist  
No tasks

Refreshed at Thursday, March 16, 2023 8:18:17  In Office
- Reports**
  - PO3001: Purchase Order Status Inquiry
  - GL5000\_SLPS: General Budget to Actual ...

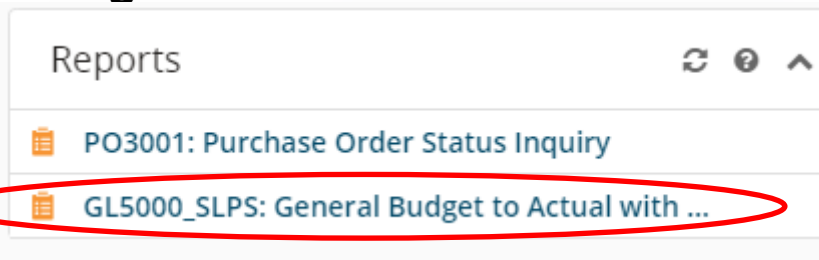


# BUDGET TO ACTUAL REPORT

How do I look up my budget?

Schools/Department Tab

Click on icon labeled **GL5000\_SLPS:General Budget to Actual**





# BUDGET TO ACTUAL REPORT

4. Click on the “GL5000\_SLPS: General Budget to Actual with Encumbrances” report and the below box will appear:

**BusinessPlus** GL5000\_SLPS: General Budget to Actual with Encumbrances

Selection Criteria: Default

Enter the Report Date: 03/14/2023

Enter the Default Budget Version: WB

Excel Output ? (Y or N): N

Fund (Key Part 01): \*

Funds to exclude: None

Function (Key Part 02): \*

Location (Key Part 03): \*

Project (Key Part 05): \*

Year (Key Part 06): \*

Object: \*

Cancel Submit

Short Cut Help	
To view <b>GOB</b> Funds:	To view <b>Grant</b> 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
<b>Location: 4000 Adams Elementary</b>						
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
<b>Project Total: 000000 - General</b>		<b>26,582.00</b>	<b>30,779.60</b>	<b>12,190.44</b>	<b>9,378.46</b>	<b>9,210.70</b>
<b>Fund Total: 110 - General</b>		<b>26,582.00</b>	<b>30,779.60</b>	<b>12,190.44</b>	<b>9,378.46</b>	<b>9,210.70</b>
<b>Location Total: 4000 Adams Elementary</b>		<b>26,582.00</b>	<b>30,779.60</b>	<b>12,190.44</b>	<b>9,378.46</b>	<b>9,210.70</b>
<b>Grand Total</b>		<b>26,582.00</b>	<b>30,779.60</b>	<b>12,190.44</b>	<b>9,378.46</b>	<b>9,210.70</b>

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.
- 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

# 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



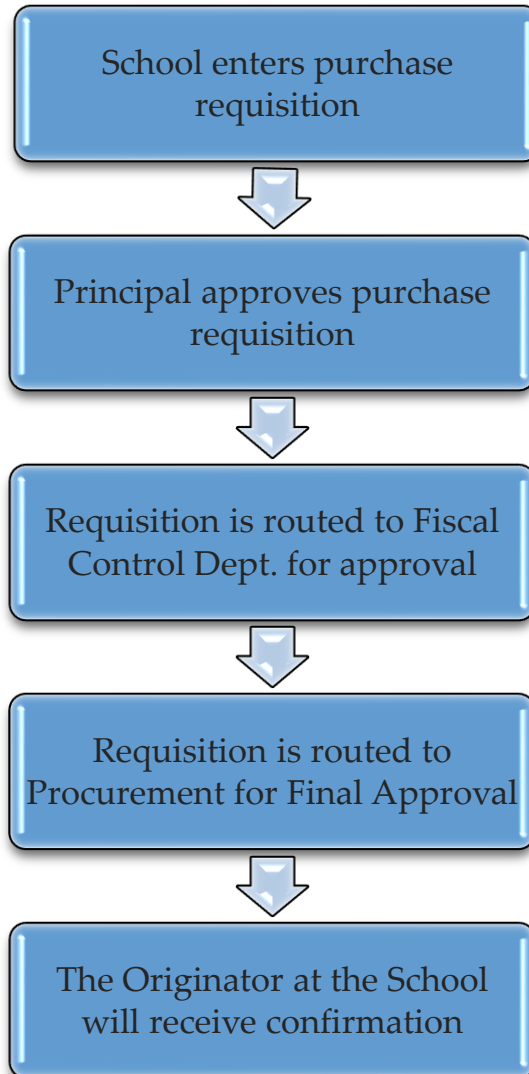
# PURCHASE REQUISITIONS

- 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

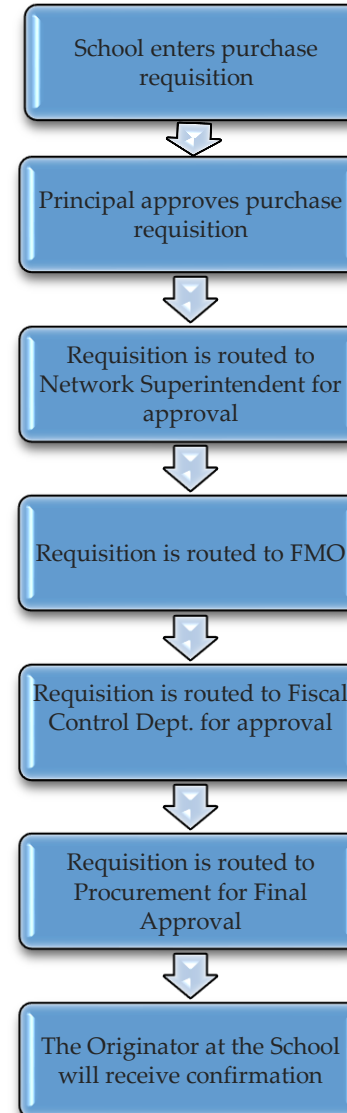
# REQUISITION WORKFLOW



## GOB Purchase < \$5000



## Purchase > \$5000





# PURCHASE REQUISITIONS

- There is no maximum number of lines on a requisition
- 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)

# PURCHASE REQUISITION Video



[slps.org/cms/lib/MO01001157/Centricity/Domain/12/HowToCompleteaPurchaseRequisition.webm](https://slps.org/cms/lib/MO01001157/Centricity/Domain/12/HowToCompleteaPurchaseRequisition.webm)

Upon review of the video, we will enter a requisition.



# Stock Layout Set Up – PR

Each user will have to manually set the “School Sample” layout upon entering a Purchase Req. This option is only available under the “Purchase Request” section on the Schools/Dept Tab. This function will set up the default Purchase Requisition entry screen.



# PURCHASE REQUISITIONS

How do I enter a requisition?

How do I look up a vendor?

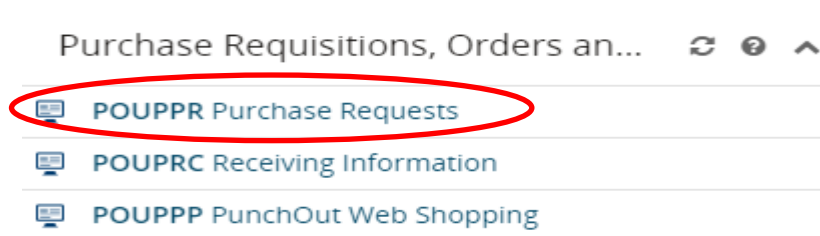
How do I attach a quote?

How do I submit a requisition?

How do I check the requisition approval status?

Schools/Department Tab

Click on icon labeled **Purchase Requests**







# Internal Attachment

The screenshot displays a software interface for managing purchase requests. On the left is a 'Menu' sidebar with the following items: Search, Records, Reselect, Field Help, About, Threaded Notes, Screen Links, **Attachments** (circled in red), Pending Tasks, Reload Record, Revert Changes, Save Changes, Export to Excel, Tools, and Layout Management. The main area shows two forms for adding attachments to a purchase request. The top form is for a 'Purchase Doc...' and the bottom form is for 'Add New Attachment' (circled in red). Both forms contain the following fields: PR Number\*, PO Number, Status\* (dropdown), Security Code (dropdown), Requested By (Jason Davis), Date Requested (05/25/2023), PO Total (0.00), PR Total (0.00), Vendor ID, Vendor Name, and Ship To ID (9780, FISCAL CONT OFFICER). A speaker icon is visible in the bottom right corner of the interface.

**You will add an attachment (i.e. quote) to a Purchase Req in a manner similar to attaching a document to an email.**



# Internal Attachment

Add New Attached Item

Description

**Browse...**

Choose Document

Purchase Request Internal - Purchase Document ▾

Contract - Purchase Document

Purchase Request External - Purchase Document

Purchase Request Internal - Purchase Document

Close

Attach



# 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

## 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 – 14 on “HOW TO CREATE A PURCHASE REQUISITION”

15. On the <sup>Details</sup> section, change the PO type to “B”, which represents Blanket

PO Type \*

16. Click on <sup>Blanket Amt</sup> section, and enter the total dollar amount of the Blanket requisition:

Blanket Amt

17. Once the changes are made, hit the “enter” key from the keyboard to save the changes, record accepted”  Record Accepted will appear.

# BLANKET REQUISITIONS



BusinessPlus
Purchase Requests (POUPPR) ? 🔍 JD

Menu ✕
Edit 1 of 9 ☰

🔍 Search

📅 Records

🔄 Reselect

📖 Field Help

📄 About

🗨 Threaded Notes

🔗 Screen Links

📎 Attachments

📅 Pending Tasks

🔄 Reload Record

↶ Revert Changes

💾 Save Changes

📄 Export to Excel

🔧 Tools ▶

🗑 Layout Management ▶

☰ < > + 🗑

PR Number\*  ⚡

Requested By

Vendor ID  ☰

Vendor Name

PO Number  ⚡

Date Requested  📅

Status\* PR

Security Code 9780

PO Total

PR Total

Ship To ID  ☰

FISCAL CONT OFFICER

Details

Board Res

Bid Number  ☰

Deliver To

PO Type\* P

Requisition Codes

Req Code 1 ▼

Vend Account

Contract Number

Buyer  ☰

Blanket Amt

Req Code 2 ▼

☰ + 🗑
Edit ☰

	Item Number	Catalog Number	Account	Unit Price	Units	Quantity
<span style="font-size: 18px;">✎</span>	0001		GL 150-2191-641101-9720-423000-22	25.00000	EA	1.00



# BUDGET TRANSFER

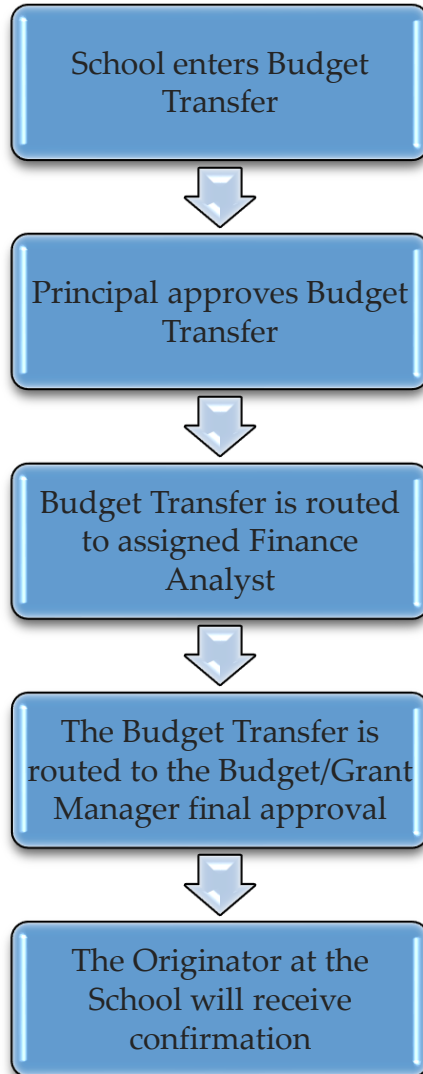
- ❑ In some instances, you may need to move budget from one object code to another object code to complete a purchase requisition or voucher



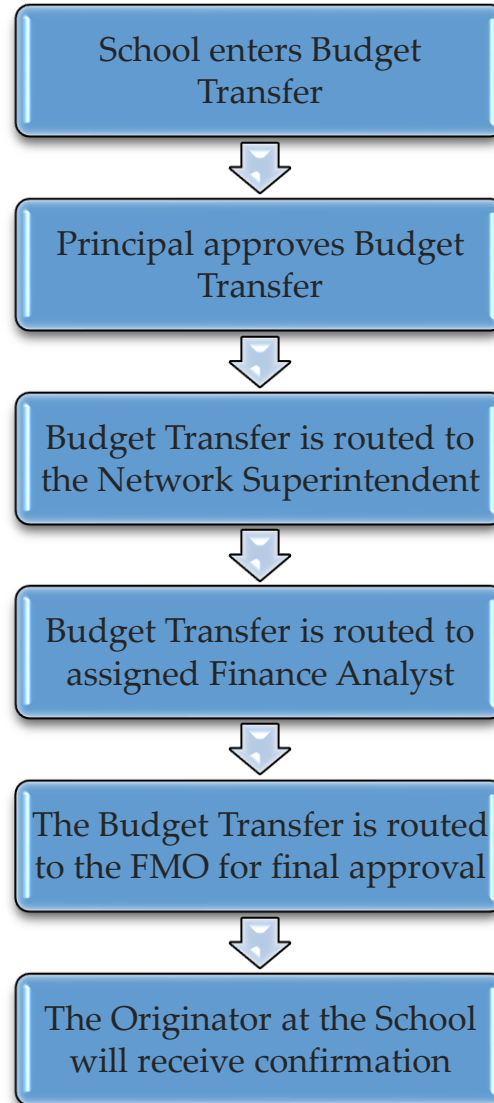
# BUDGET TRANSFER WORKFLOW



## Less than \$5000



## Greater than \$5000

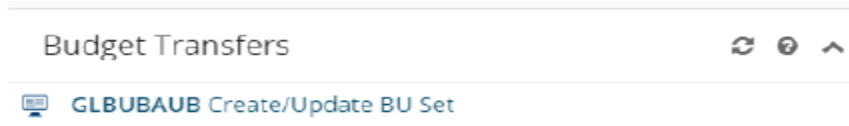


# BUDGET TRANSFER

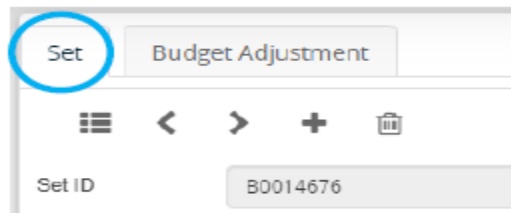


## SINGLE TRANSACTION BUDGET TRANSFERS:

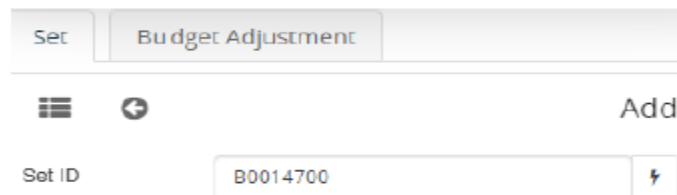
1. Log into BusinessPlus, Click on the “Schools/Department” Tab, Click on “Create/Update Bu Set – GLBUBAUB” under the Budget Transfer category



A dialogue box will appear as shown below. Confirm that the **Set** Tab is selected.



2. Click the **+** to place you in entry mode, then to create the batch, click the **lightning bolt** *lightning* **bolt** in the **Set ID** field, select **BTCHIDBU** 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.
4. Select the “Budget Adjustment” tab to begin the entry of your budget transfer





# BUDGET TRANSFER





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

Set ID  Reference\*  

Under the *Main* Tab:

Main

 Add

Description\*  Fiscal Year\*  Date\*  

Account\* 

GL	FUND	FUNC	OBJ	LOCN	PRCJ	YEAR	OS
----	------	------	-----	------	------	------	----

From 

GL	FUND	FUNC	OBJ	LOCN	PRCJ	YEAR	OS
----	------	------	-----	------	------	------	----

Amount


Transaction Type\*  To Account Type  From Account Type

Reason  To Balance Type  From Balance Type

Budget Version\*  Adjustment  From Adjustment

Fund Type\*

Mac

- 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. **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 **Ok** to complete the **Account Lookup** selection.
- c. **Amount:** Enter the amount of the transfer.



# BUDGET TRANSFER

- d. **Transaction Type:** Always select *T Transfer* and create new associations as needed from the drop-down menu.
- e. **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

- f. **Budget Version:** Select the following from the drop down menu:
    - e. *BA Adjustments - (for non-grant funds)*
    - f. *GA Adjustments- (for Grant funds)*
  - g. **Fund Type:** Select *RB Rebudget* 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.

**The Account To line will disappear after the record accepted button is pressed.**

Account*	GL	FUND	FUNC	OBJ	LOCN	PRQ	YEAR	OB	▼	--
From	GL	150	2191	54301	9720	423000	22	OB	▼	--

# BUDGET TRANSFER Recap



- 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

# PUNCHOUT ORDERING



- ❑ PunchOut is used to create an easy purchasing application for commonly used vendors. The vendors currently are Office Essentials, School Specialty, Dell, Amazon, and Lakeshore Learning Materials.
  
- ❑ Essentially you build your cart on the vendor's website through the PunchOut tab, upon clicking the payment option the system will route to a Purchase Req with your line items added for you to approve as normal.
  
- ❑ Step by Step instructions are included in the BusinessPLUS 22.4 Finance Division Training Manual, page 46

# PUNCHOUT ORDERING



PunchOut Web Shopping (POUPPP) JD

PunchOut Vendors

Shop	Vendor ID	Vendor Name
	V60000098	LAKESHORE LEARNING MATERIALS
	V600001131	SCHOOL SPECIALTY LLC
	V600010887	OFFICE ESSENTIALS INC
	V600019065	AMAZON CAPITAL SERVICES INC

Finance Defaults

Account: \*        ...

Ship To ID:

Product Code:

Tax Code:

Fixed Asset?:

Ship To Addr:

Security Code:  Fiscal Cont Officer

Warehouse:

**This page is accessed using the Schools/Departments Tab “Purchase Requisition Section”-  
“PunchOut Web Shopping”**



# PUNCHOUT Rules

PunchOut orders can only be ordered by one Object Code i.e. (General Supplies). If you have items that fall under a different object code i.e. (Tech Supplies) then you need to generate a separate PunchOut order. PunchOut orders **cannot** be changed or edited after you have exited the vendor's site. **Finance will reject the Purchase Requisition if you have multiple object code items on a PunchOut order.**

**Note:** **Amazon Orders have 7 days from the punchout date to complete the entire workflow approval process to ensure cart pricing remains locked in during that time.**

# PUNCHOUT Video



[slps.org/cms/lib/MO01001157/Centricity/Domain/12/PunchOut Video.webm](https://slps.org/cms/lib/MO01001157/Centricity/Domain/12/PunchOutVideo.webm)

Upon review of the video, we will enter some PunchOut Orders.

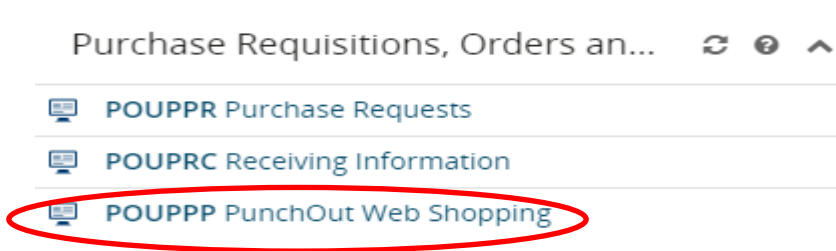
# PUNCHOUT ORDERING



## How to enter a PunchOut order?

Schools/Department Tab

Click on icon labeled **PunchOut Web Shopping**





# CONTRACTS

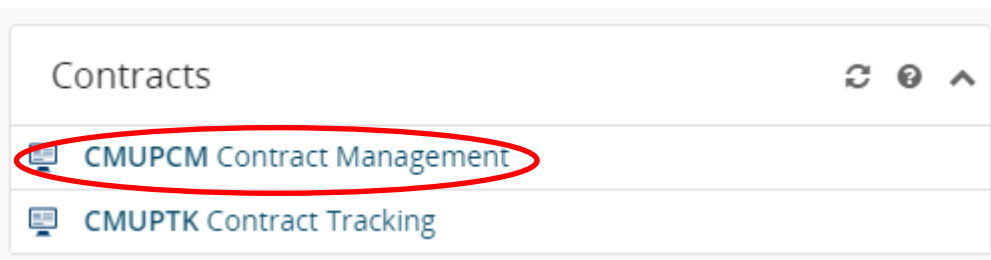


A contract requisition is used when seeking professional services, service agreements, maintenance services, professional development workshops, etc.

## How do I enter a contract?

Schools/Department Tab

Click on icon labeled **Purchase Requests**





# CONTRACTS



**STEP 1**

1. To create a Contract Requisition, begin by clicking on **Contracts Management – 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  **lighting bolt**, select **CONTNUM** and document your Contract No:



Contract No\*  

CONTNUM

4. In the “Contractor ID” field enter the Contractor ID Number or look up the Contractor ID number by clicking on the  icon and selecting **Lookup Ctrl+L**



Contractor ID\*  

# CONTRACTS



- 5. Enter a portion of the Contractor's name and press Enter (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.

Data Lookup

Search ID Source: All

PE ID	Name	Security CD	Pedb Code
V600001467	AMERICAN WATER TREATMENT INC.	VENDOR	P

1 - 1 of 1 items

Code	Address Line 1	Address Line 2	Address Line 3	Address Line 4
P1	6324 BARTMER INDUSTRIAL DRIVE			

In the "Desc:" field enter a brief description of the contract.

Desc \*

# CONTRACTS



In the **Manager\*** field clicking on the Dropdown button and select the Department that is responsible for managing the contract:

Code	Description
	Not Selected
ACAD	Academics
CTE	Career Technical Education
EE	Elementary Education
EEC	Early Childhood
FIN	Finance
FNS	Food Nutrition Services

In the **Type\*** field clicking on the Dropdown button and select the appropriate type of contract:

Code	Description
	Not Selected
AA	Agency Partnership Agreement
BC	Basic Contract
CR	Contract Renewal
MU	Memorandum of Understanding (MOU)
SA	Service Agreement

# CONTRACTS



In the "Original Amt" enter the total dollar amount of the contract  
In the "Begin Dt" field, enter the beginning date of the contract  
In the "Current End Dt" field, enter the end date of the contract  
Enter the "RFP/Bid No:" field, if applicable  
On the "Contract Details" tab on the "Comments" field, enter contract details


Original Amt	<input type="text" value="0.00"/>	Begin Dt*	<input type="text" value=""/>	Current End Dt	<input type="text" value=""/>	PR No	<input type="text" value=""/>
Amendment Total	<input type="text" value="0.00"/>	Assoc Cont	<input type="text" value=""/>	Current Max Total	<input type="text" value="0.00"/>		
RFP/BID No	<input type="text" value=""/>	Contingency Amt	<input type="text" value="0.00"/>	Administrator	<input type="text" value=""/>		
Encumbrance Total	<input type="text" value="0.00"/>	Amendments	<input type="text" value="0"/>				

<b>Contract Details</b>	Dates	Retainage	Amendments	Encumbrances			
Security Cd	<input type="text" value="9900"/> Human Resources	Cycle ID	<input type="text" value=""/>				
DBE Actual	<input type="text" value="0.00"/>	DBE Goal	<input type="text" value="0.00"/>				
% Method To Use	<input type="text" value=""/>	Percent Complete	<input type="text" value="0.00"/>				
User 1	<input type="text" value=""/>	User 2	<input type="text" value=""/>	User 3	<input type="text" value=""/>	User 4	<input type="text" value=""/>
<b>Comments</b>	<input type="text" value=""/>						


# CONTRACTS



. On the “Encumbrance” tab, click on the  ellipsis button and select “Look up Account” to search for your specific line item account

Contract Details | Dates | Retainage | Amendments | **Encumbrances**

☰ Add

Item No\*  Fiscal Year  Request Dt\*   Division

Item Total

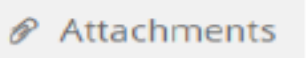
+ Add Account

Account							Amount		
GL	FUND	FUNC	OBJ	LOCN	PROJ	YEAR	...	0.00	Delete

Description\*

Populate the applicable fields for the account you are using, and click **Ok**. 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.

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.

To add attachments such as a “Contract” and / or “Letter to Proceed”, click on the  **Attachments** 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**.

# CONTRACTS



Add New Attached Item

Description

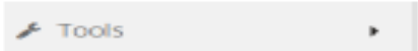
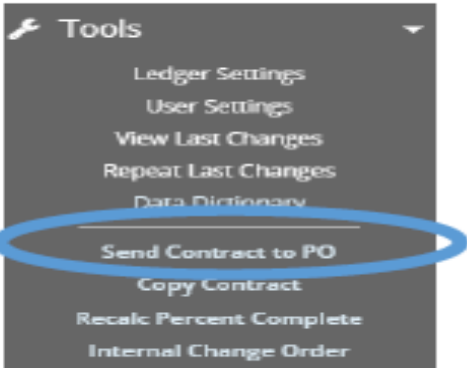
Browse... Choose Document

Contract - Contract Management

Close Attach

\*\*\*\*Press Enter to save Contract to get "Record Accepted" message\*\*\*\*

Once you have entered all information for the contract press, click on the



tab. Click on "Send Contract PO" and click "Send"

# CONTRACTS



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

Send Contract to PO

Contract No:

**Processing Summary:**  
Task 1 of 5 - Contract amendment processing complete.  
Successfully processed 0 amendments.  
Task 2 of 5 - Send Contract to PO processing complete.  
Contract was successfully sent to Purchasing.  
Task 3 of 5 - Contract adjustment processing complete.  
Contract Amounts were successfully adjusted.  
Task 4 of 5 - Pre-encumbrance processing complete.  
Task 5 of 5 - Encumbrance processing complete.  
Encumbrance was successfully completed.

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!**



# CONTRACTS Approval



Begin by logging into BusinessPlus, click on the *Schools/Departments* Tab. Under *Workflow Approvals*, Select *PR Approval* . Please note: if you have the ability to initiate and approve requisitions, you will be required to approve all activities that you initiate.

Schools/Departments

GL Reports Bank Management Fixed Assets General Ledger Budgets Accounts Payable Chart of Accounts Schools/Departments Cognos Accounts Receivable Purchase

Purchase Requisitions, Orders an...

- POUPPR Purchase Requests
- POUPRC Receiving Information
- POUPPP PunchOut Web Shopping

Budget Transfers

- GLBUBAUB Create/Update BU Set

Contracts

- CMUPCM Contract Management
- CMUPTK Contract Tracking

Workflow Approvals

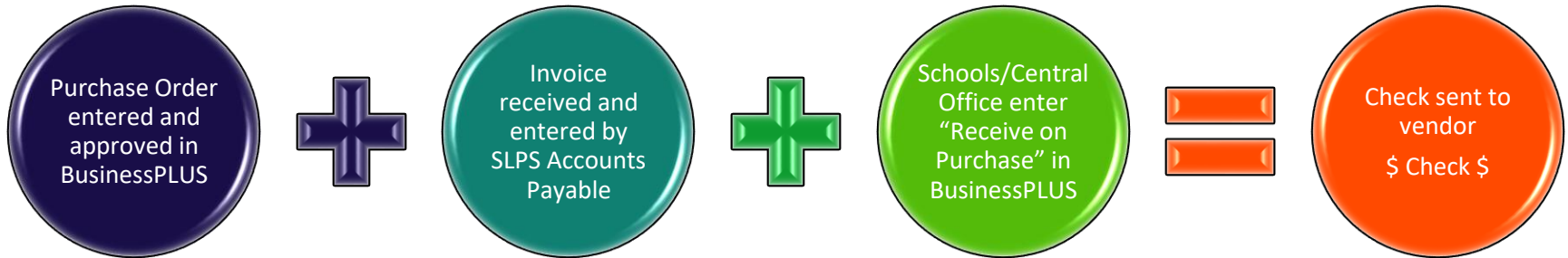
- Go to Workflow Tasklist PR Approval St. Louis PS (1)
- Refreshed at Friday, May 12, 2023 8:03:00 AM in office

Reports

- PO3001: Purchase Order Status Inquiry
- GL5000\_SLPs: General Budget to Actual with ...



# 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

Purchase Requisitions, Ord...   

-  POUPPR Purchase Requests
-  **POUPRC Receiving Information** 
-  POUPPP PunchOut Web Shopping


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

**Purchase Order**

PO Number\*  Vendor

End Use  Ship To

**Receiving Information**

Date Received\*   Carrier  Freight  Packaging

Remarks

# GOODS RECEIPT ON PURCHASE



- 3. If all items have been received on the **left side menu**, click and then
- 4. If all items **have not** been received, you must **Expand All** and enter the "Quantity Accepted" for the line items that have been received

Receiving Information - Item No: 0001

Quantity Accepted	<input type="text"/>	Quantity Rejected	<input type="text"/>
Amount Accepted	<input type="text"/>	Warehouse	<input type="text"/>
<input type="checkbox"/> Complete			
			<b>Done</b>

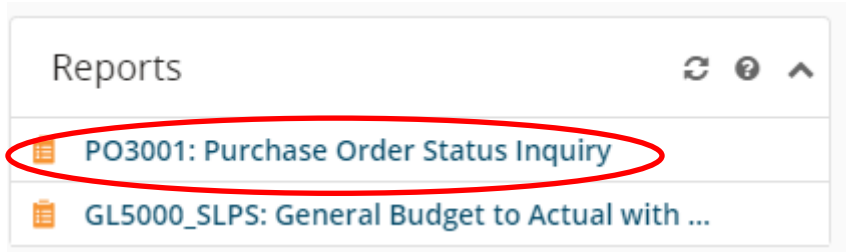
- 5. Click on **Manual**, and complete "Quantity Accepted" or "Quantity Rejected" if **you are returning items to the vendor**. Click "Done"
- 6. Upon completion of the "Manual" receiving information click
- 7. If there are additional comments, you can enter the comments within the Remarks section.

# PURCHASE ORDER REPORT



How do I look up the status of an order or payment on an order?

Schools/Department Tab: **Reports**  
Click on icon labeled **PO 3001: Purchase Order Status Inquiry**



# PURCHASE ORDER REPORT



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

**BusinessPlus** PO3001: Purchase Order Status Inquiry ? Q JD

Selection Criteria Selection Prompts ▾

Enter the Purchase Requisition or Purchase Order Number:

Vendor ID:

Vendor Name:

Cancel Submit



# PURCHASE ORDER REPORT

*The below report will appear*

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

MASTER INFORMATION									
<u>PR Number</u>	<u>PO Number</u>	<u>Vendor ID</u>	<u>Vendor Name</u>	Report Date: 07/09/2019					
R000534	P0000280	V600017663	WAREHOUSE OF FIXTURES TNG	Fully Paid					
<u>Address:</u> P1 2720 MARKET ST SAINT LOUIS, MO 63103			PO Total Amount: 1,853.50						
<u>Confirm:</u>	<u>Requested by:</u> Sarah Briscoe		<u>Blanket Number:</u>	<u>Req. Dt:</u> 07/19/2018					
<u>Account:</u>	<u>Approved by:</u> Constance Byrd		<u>Blanket Amount:</u>	<u>Apr Dt:</u> 07/24/2018					
<u>Bid:</u>	<u>Printed by:</u> WORKFLOW		<u>Blanket Remaining:</u>	<u>Print Dt:</u> 07/19/2018					
<u>Contract:</u>	<u>PO Type:</u> P		<u>Req. Codes</u>	<u>Entry Dt:</u> 07/19/2018					
<u>Ship To:</u> 4180	<u>EN Flag:</u> Y		<input type="checkbox"/>	<u>Expr Dt:</u>					
<u>Bill To:</u>	<u>Sec Cd:</u> 4180		<input type="checkbox"/>	<u>Buyer:</u> CONSTANCE					
<u>End User:</u> SBRISCOE									
ITEMS									
<u>Item</u>	<u>Unit Price</u>	<u>Account</u>	<u>Tax1</u>	<u>Discount</u>	<u>Extended</u>	<u>Catalog</u>	<u>E/A</u>	<u>Print</u>	
<u>Qty Ordered</u>	<u>UN</u>		<u>Tax2</u>	<u>Charges</u>	<u>Work Order</u>	<u>Ship To</u>	<u>Whse</u>	<u>Chg</u>	
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				

**Encumbrances:** This sections shows what funds have been encumbered and what has been paid

**Receiving detail:** 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

# PURCHASE ORDER REPORT



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
<b>PO Balance:</b>					<u>\$1,853.50</u>	<u>\$1,853.50</u>	<u>\$0.00</u>	

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	SMORRIS78C	11/19/2018		
		<u>1.00</u>	<u>1.00</u>	<u>0.00</u>				

**Open Hold Activity:** 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	V6000176	OH006596	110-1111-641101-4180-000000-00	00452857	11/20/2018	1807152SM	08/30/2018	1,853.50
<b>TOTAL AMOUNT CHECK AP 00452857:</b>									<u>\$1,853.50</u>



# 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