BUSINESSPLUS 23.5 TRAINING

Presentation

Jason Davis, Financial Systems Coordinator

BUSINESS PLUS FINANCIAL SYSTEM

<u>What is BusinessPLUS?</u>

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

<u>How to gain access to BusinessPLUS</u>

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

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

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

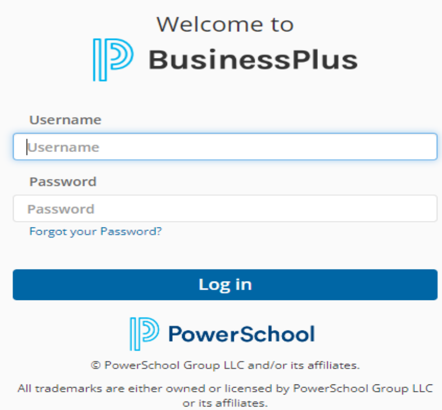
Contact Jason.Davis2@slps.org

AGENDA

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

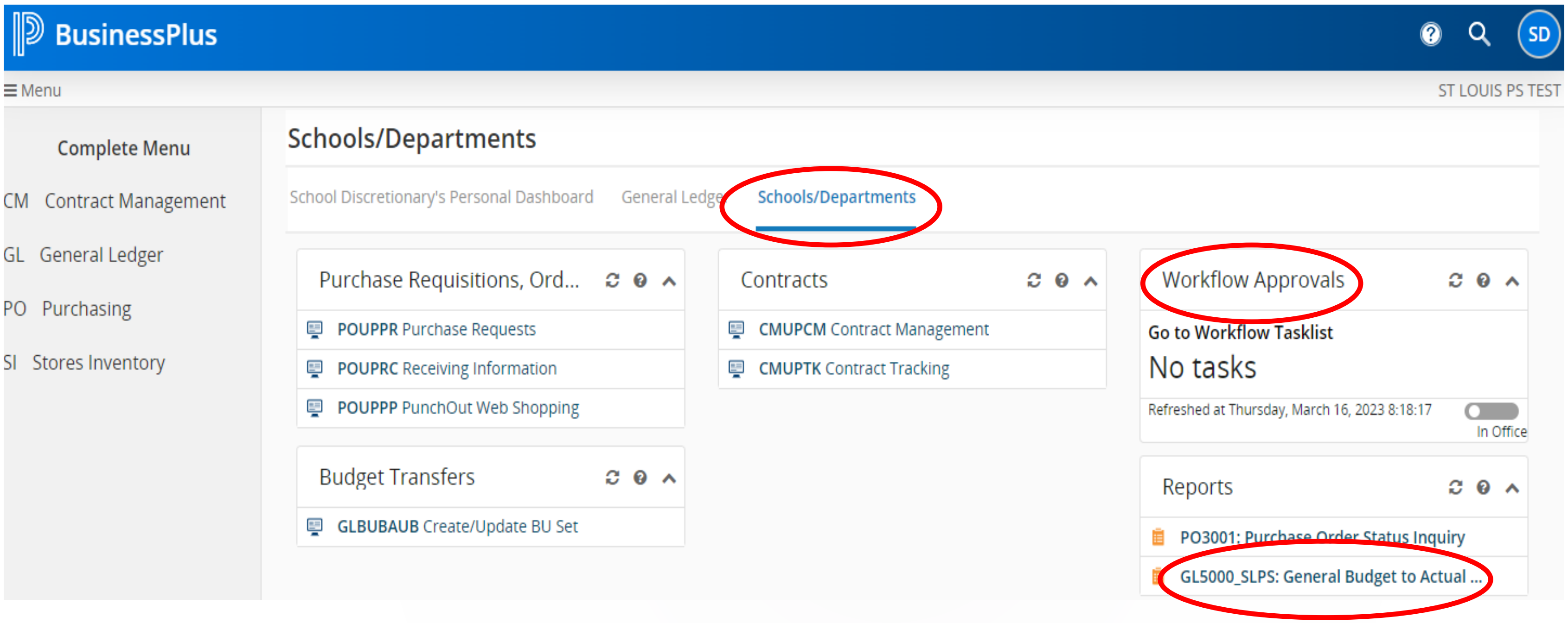
  How do I look up my budget?
  How do I enter a requisition? (General & Blanket)
  How do I look up a vendor?
  How do I attach a quote?
  How do I submit a requisition?
  How do I check the requisition approval status?
  How do I enter a Budget Transfer?
  How to enter a PunchOut order?
  How do I enter a Contract?
  How do I enter a Good's Receipt?
  How do I check the status of an order or payment?

Log In Screen



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.

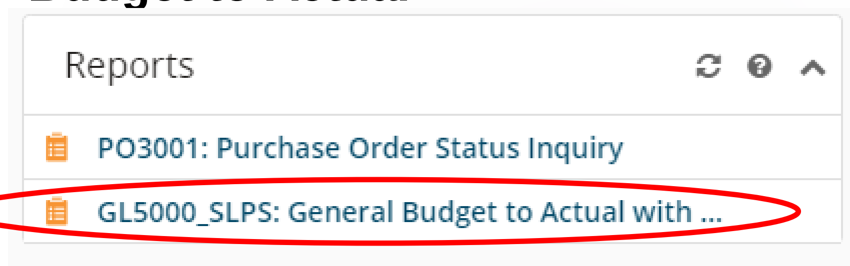
New Dashboard & Schools Dept. Tab



BUDGET TO ACTUAL REPORT

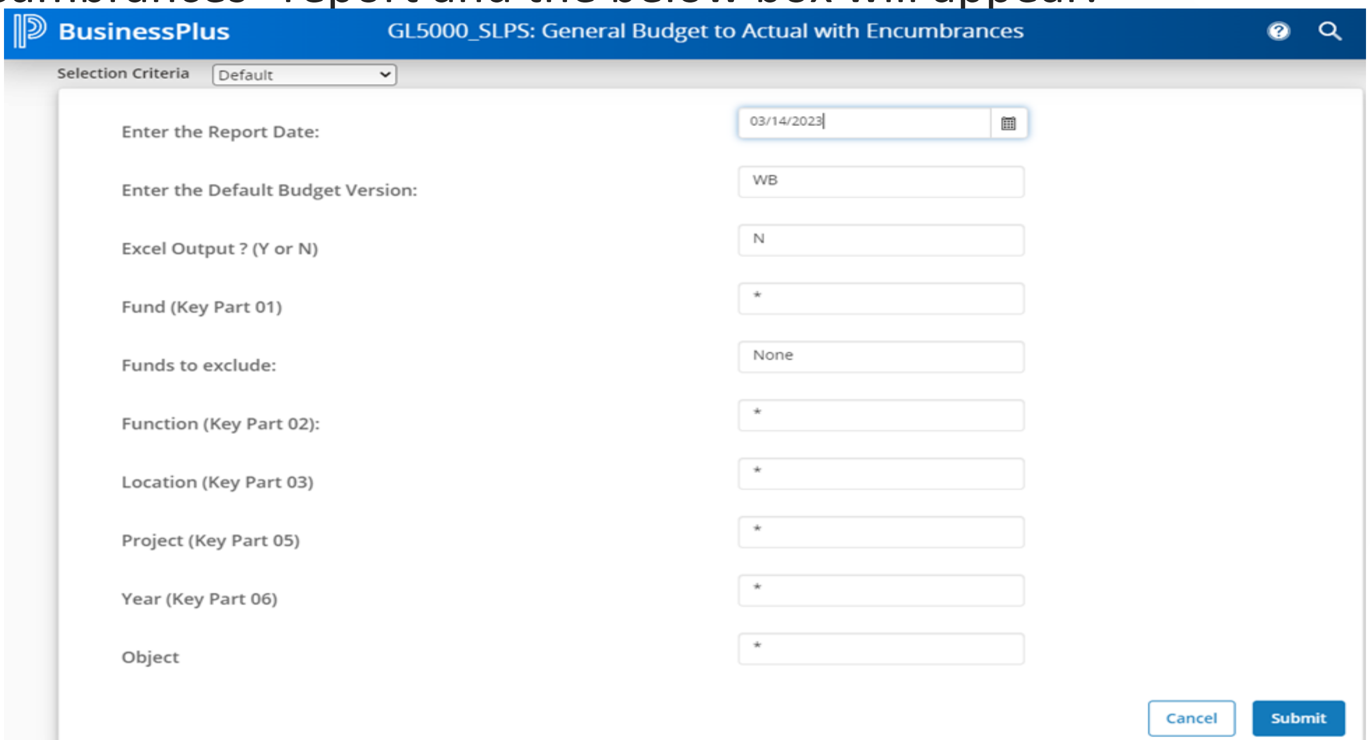
How do I look up my budget?

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:



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

BUDGET TO ACTUAL REPORT

ST LOUIS PUBLIC SCHOOLS

Budget to Actuals with Encumbrances

Fiscal Year: 2020

Report Date: 06/04/2020

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

ACCOUNT STRUCTURE

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

Object Description: This object code is a 6 digit number that describes the type of expenditure e.g. 641101- supplies
Original Budget: This represents the adopted original budget that was approved by the board
Current Budget: This represents adjustments to the original budget e.g. budget transfers, etc.
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

1. School enters purchase requisition
2. Principal approves purchase requisition
3. Requisition is routed to Fiscal Control Dept. for approval
4. Requisition is routed to Procurement for Final Approval
5. The Originator at the School will receive confirmation

Purchase > $5000

1. School enters purchase requisition
2. Principal approves purchase requisition
3. Requisition is routed to Network Superintendent for approval
4. Requisition is routed to FMO
5. Requisition is routed to Fiscal Control Dept. for approval
6. Requisition is routed to Procurement for Final Approval
7. The Originator at the School will receive confirmation

PURCHASE REQUISITIONS

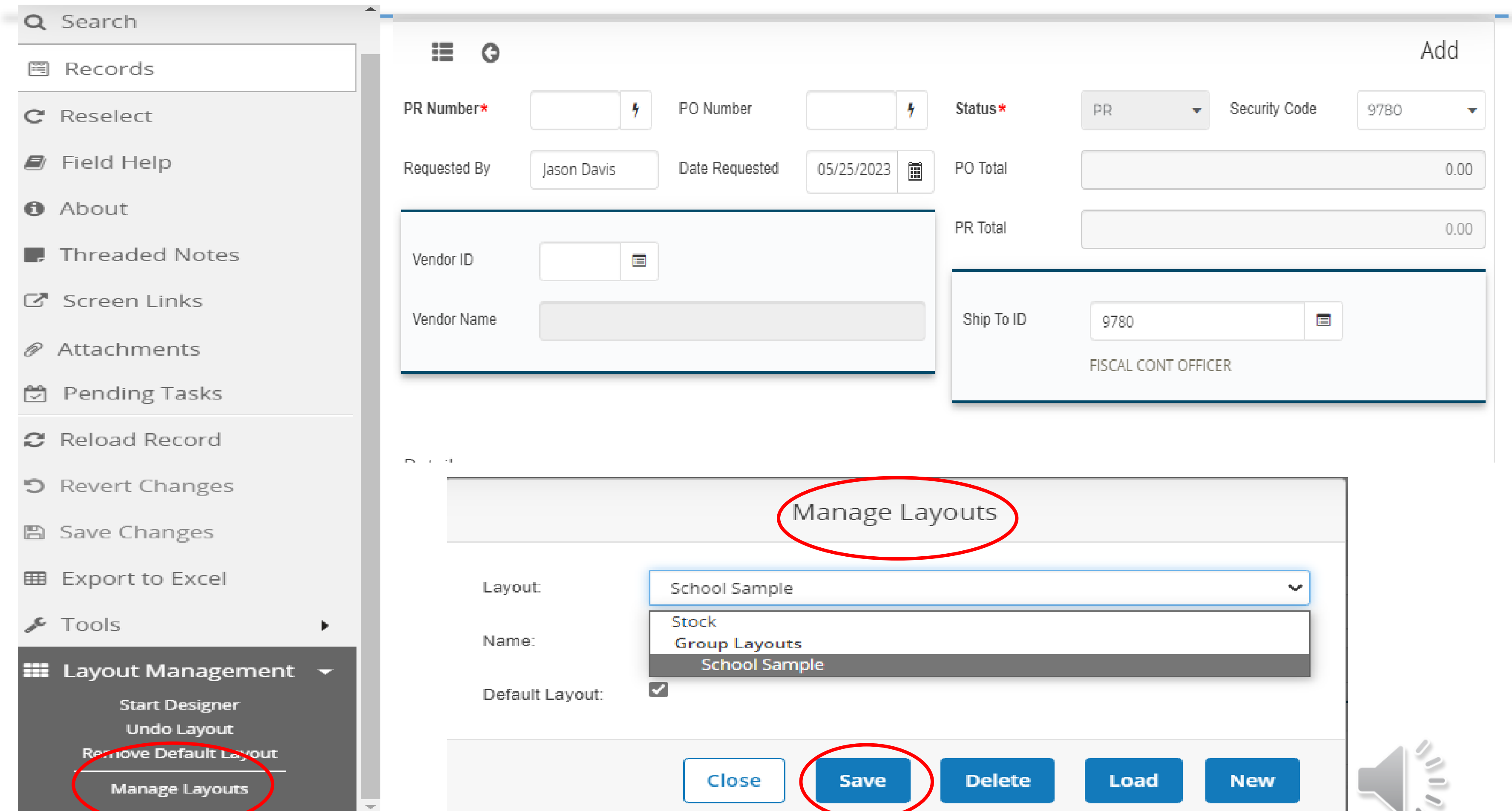
- ❑ There is **<u>no</u>** maximum number of lines on a requisition
- ❑ External vs Internal attachments
  - ❑ External attachment will route to the vendor
  - ❑ Internal attachment will route to the Procurement Dept.
- ❑ If known, shipping charges need to be included on the PR
- ❑ Never include a PO 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/How To Complete a Purchase Requisition.webm

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

Stock Layout Set Up – PR

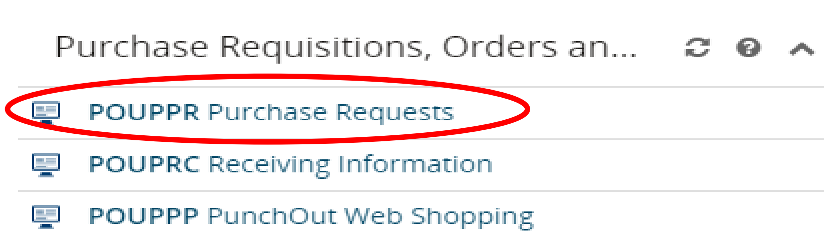


Each user will have to manually set the "School Sample" layout upon entering a Purchase Req. This option is only available under the "Purchase Request" section on the Schools/Dept Tab. This function will set up the default Purchase Requisition entry screen.

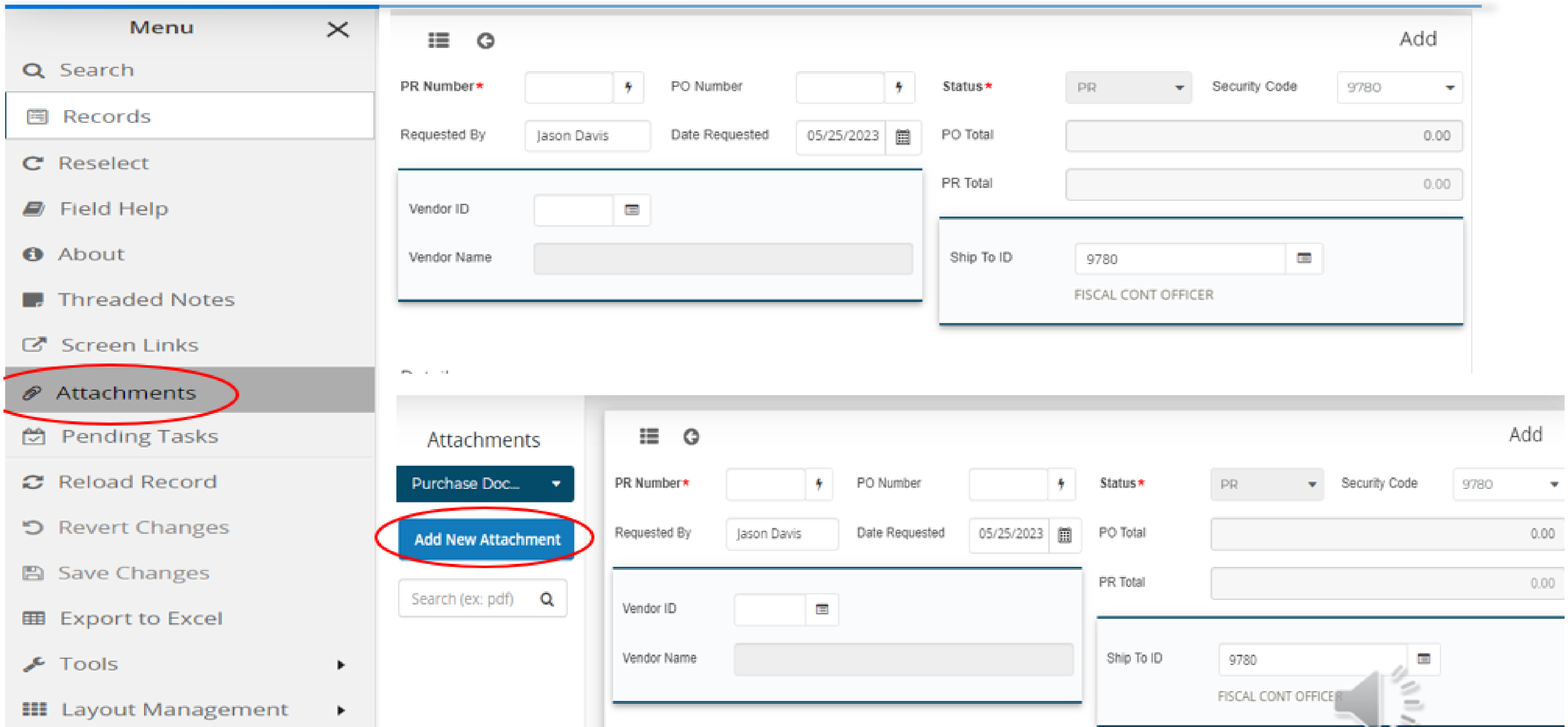
PURCHASE REQUISITIONS

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**

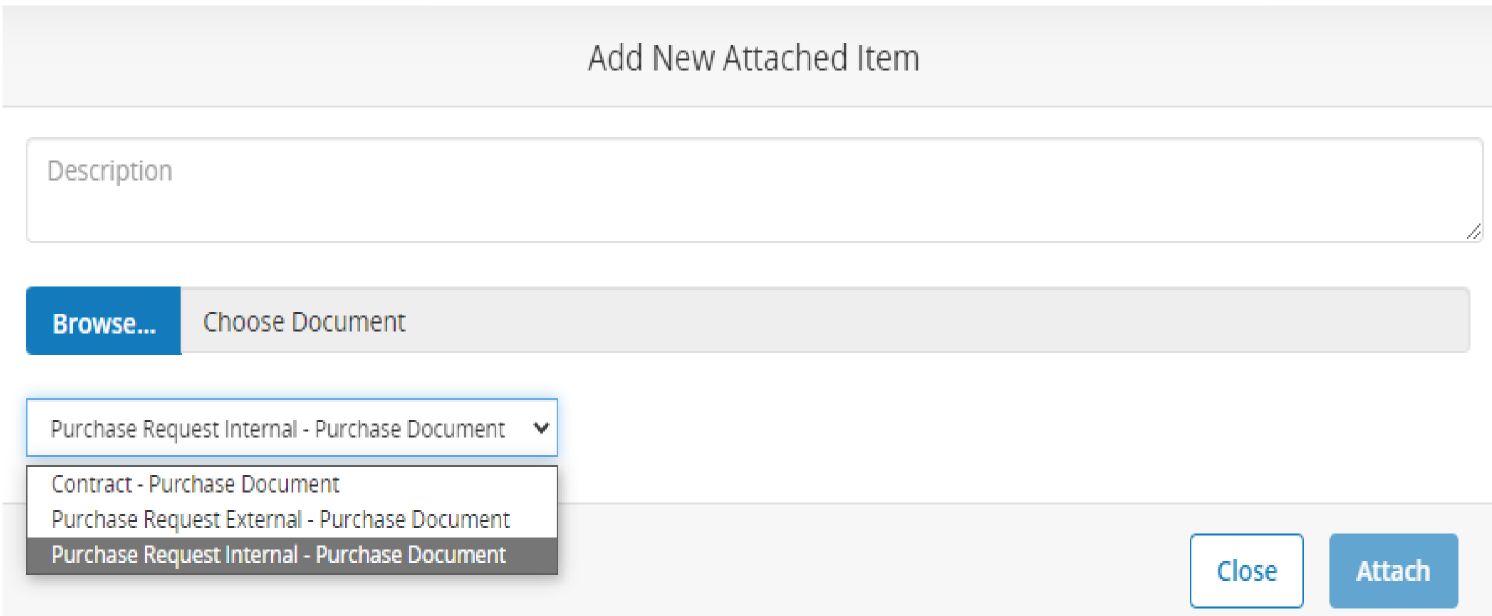


Internal Attachment



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



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 Details section, change the PO type to "B", which represents Blanket

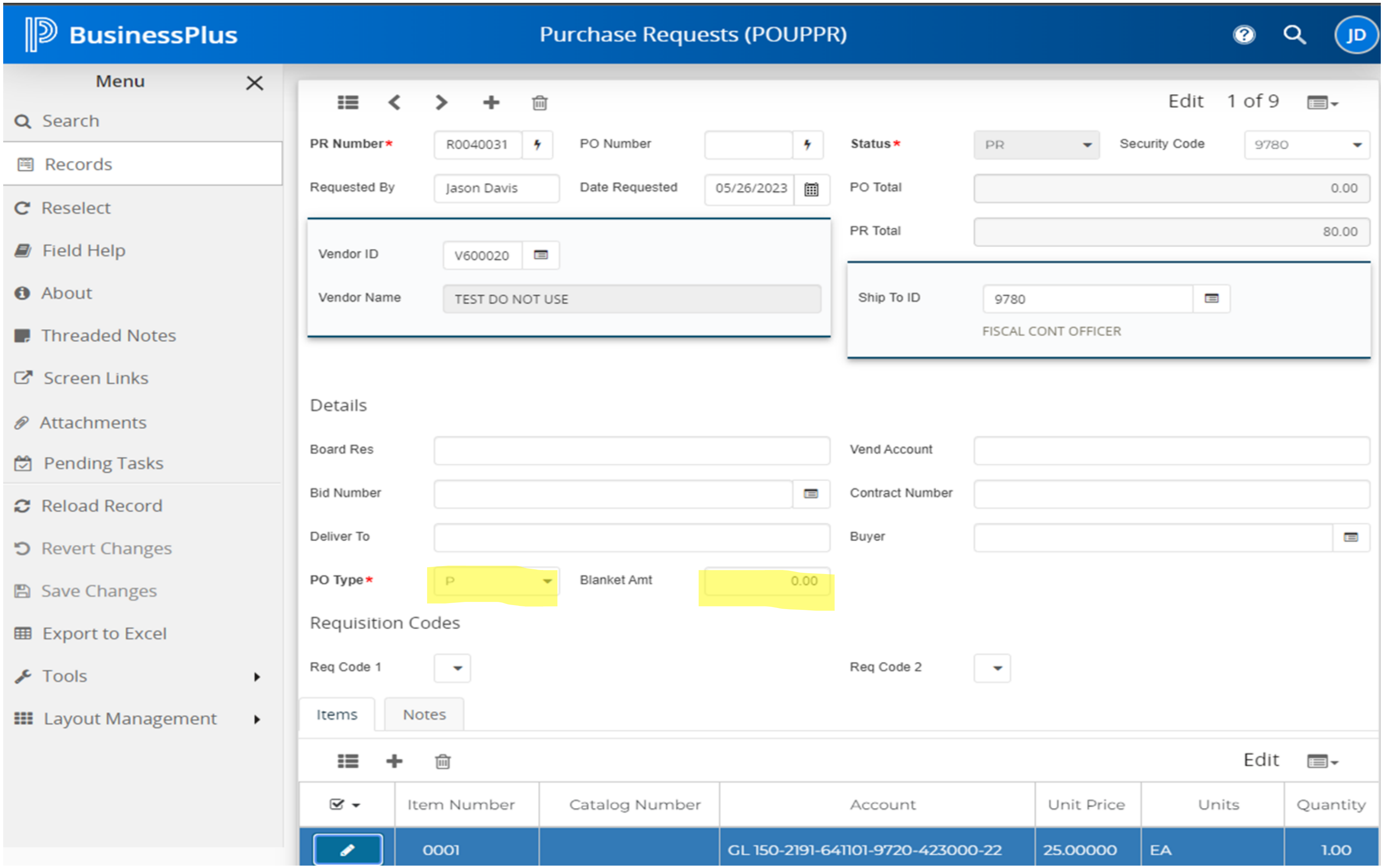
PO Type * B

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

Blanket Amt 0.00

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



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

1. School enters Budget Transfer
2. Principal approves Budget Transfer
3. Budget Transfer is routed to assigned Finance Analyst
4. The Budget Transfer is routed to the Budget/Grant Manager final approval
5. The Originator at the School will receive confirmation

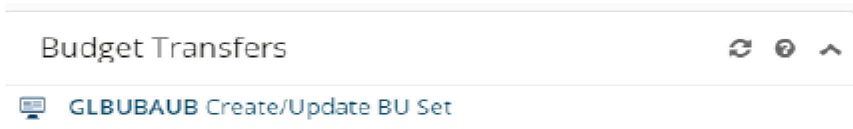
Greater than $5000

1. School enters Budget Transfer
2. Principal approves Budget Transfer
3. Budget Transfer is routed to the Network Superintendent
4. Budget Transfer is routed to assigned Finance Analyst
5. The Budget Transfer is routed to the FMO for final approval
6. The Originator at the School will receive confirmation

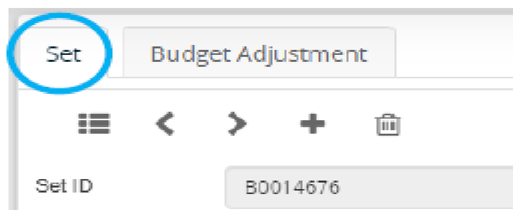
BUDGET TRANSFER

<u>SINGLE TRANSACTION BUDGET TRANSFERS:</u>

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



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



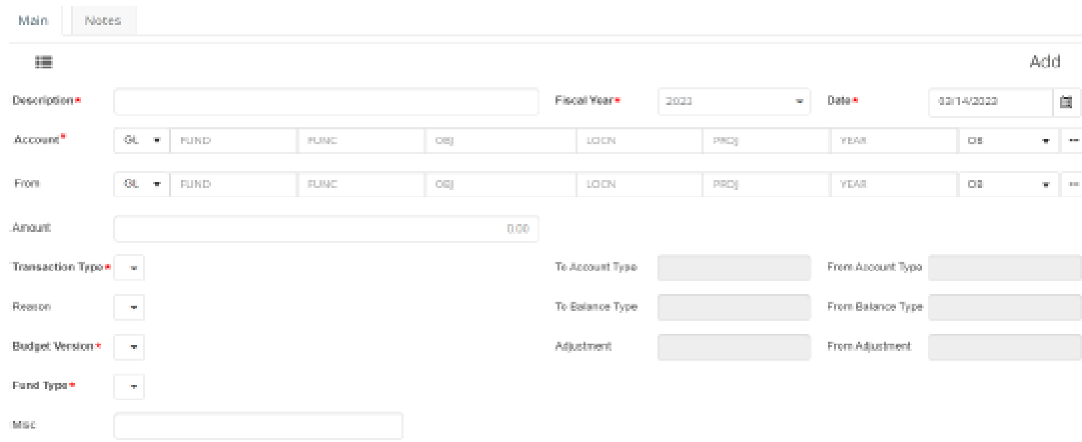
2. Click the + to place you in entry mode, then to create the batch, click the ***lighting bolt*** in the ***Set ID*** field, select BTCHIDBU from the drop-down menu to obtain the next auto-generated Set ID number, and then press ***Enter*** (on your keyboard).

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 *__lighting bolt__* in the ***Reference*** field, then select BUID 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. ***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	PROJ	YEAR	OB	...
From	GL	150	2191	542301	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

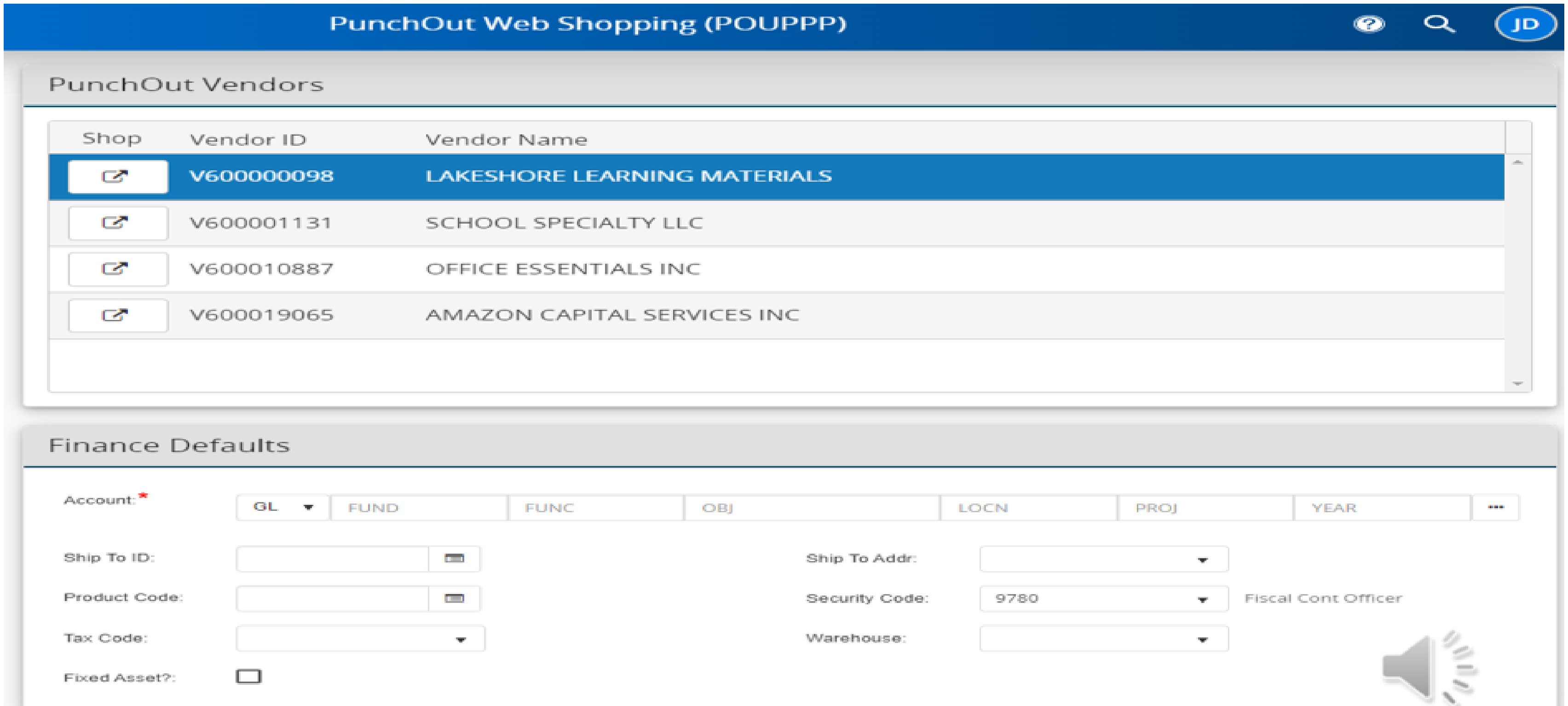
PUNCHOUT ORDERING

- 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



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

PUNCHOUT Rules

PunchOut orders can only be ordered by <u>one Object Code i.e. (General Supplies</u>). 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 <u>cannot</u> be changed or edited after you have exited the vendor's site. <u>Finance will reject the Purchase Requisition if you have multiple object code items on a PunchOut order.</u>

Note: **Amazon Orders have <u>7 days</u> 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

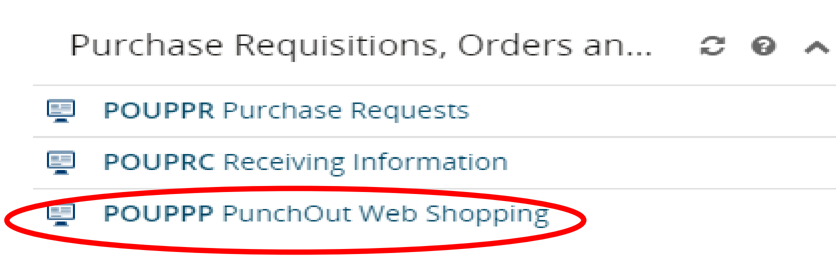
Upon review of the video, we will enter some PunchOut Orders.

PUNCHOUT ORDERING

How to enter a PunchOut order?

Schools/Department Tab

Click on icon labeled **PunchOut Web Shopping**

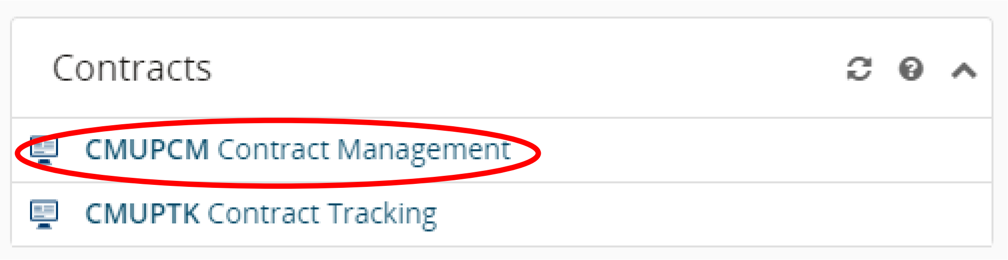


CONTRACTS

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.

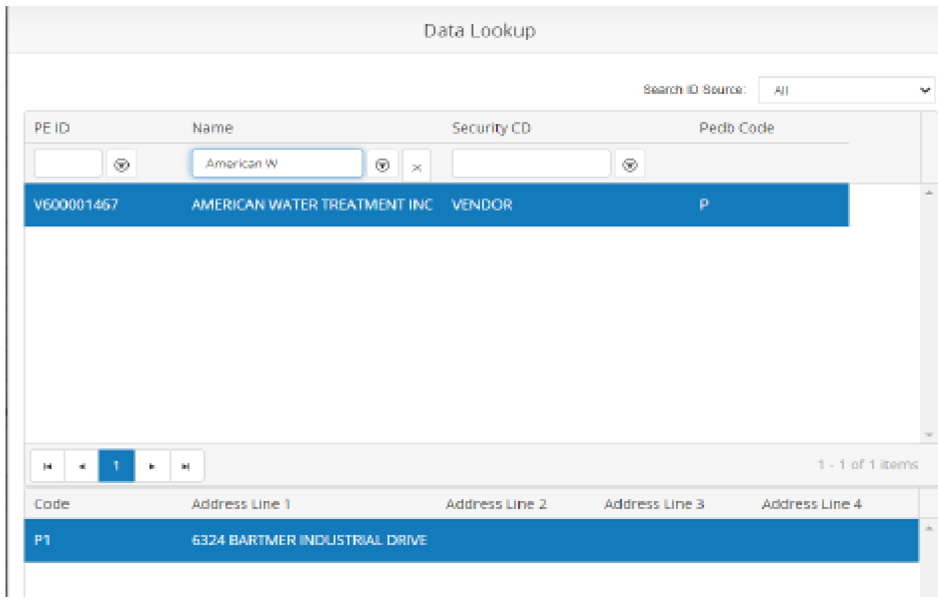
2. Click on the **+ Icon** at the top of the screen to bring up a contract management – entry screen

3. On the "**Contract No:**" field, Click on the **lighting bolt**, select **CONTNUM** and document your Contract No:

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

CONTRACTS

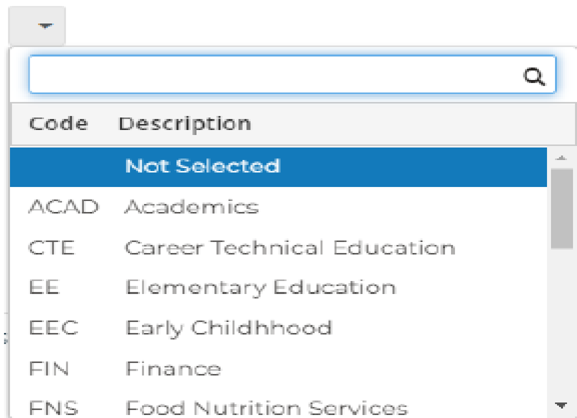
5. Enter a portion of the Contractor's name and press **Enter** (it is not necessary to enter full name). The system will display names matching the characters entered. Select the appropriate ID by highlighting it and clicking OK. Double clicking will also pull the ID back into the record.



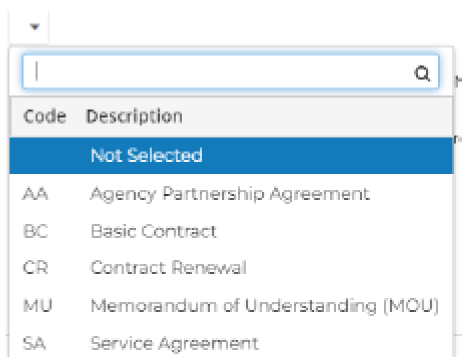
In the **"Desc:"** field enter a brief description of the contract.

CONTRACTS

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

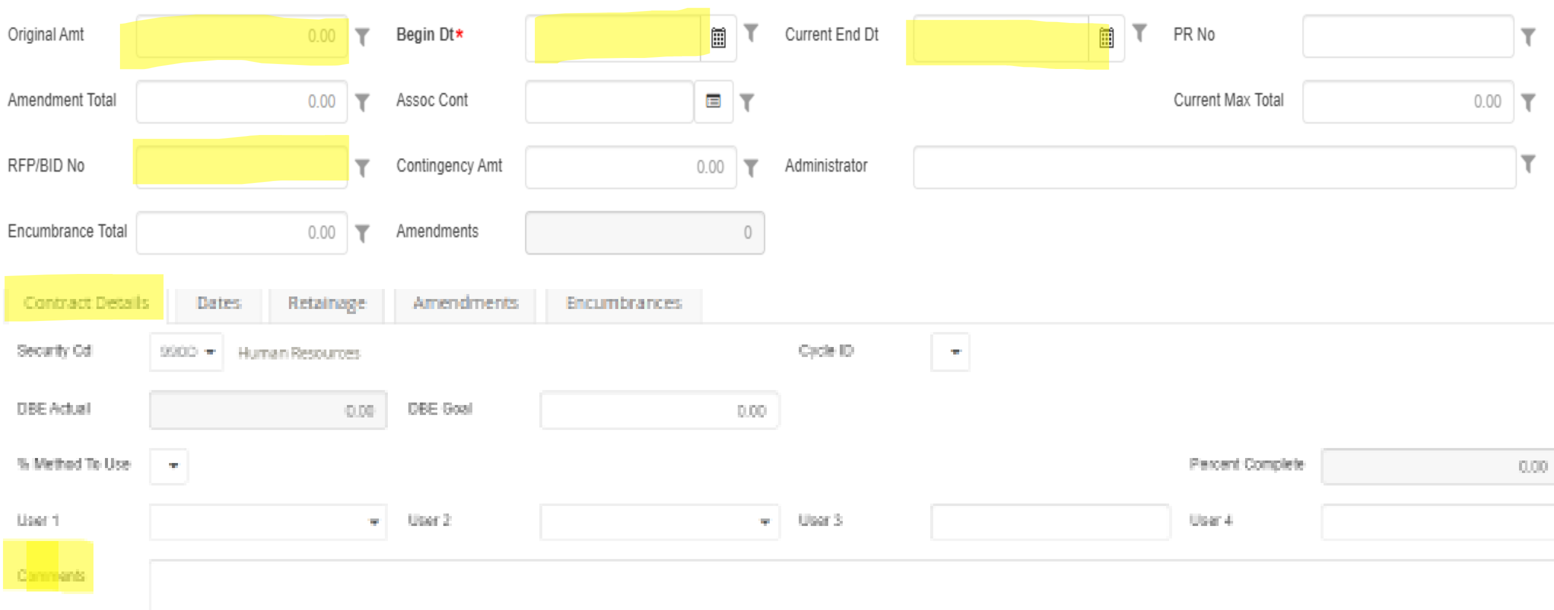


. In the In the Type* field clicking on the Dropdown button and select the appropriate type of contract:



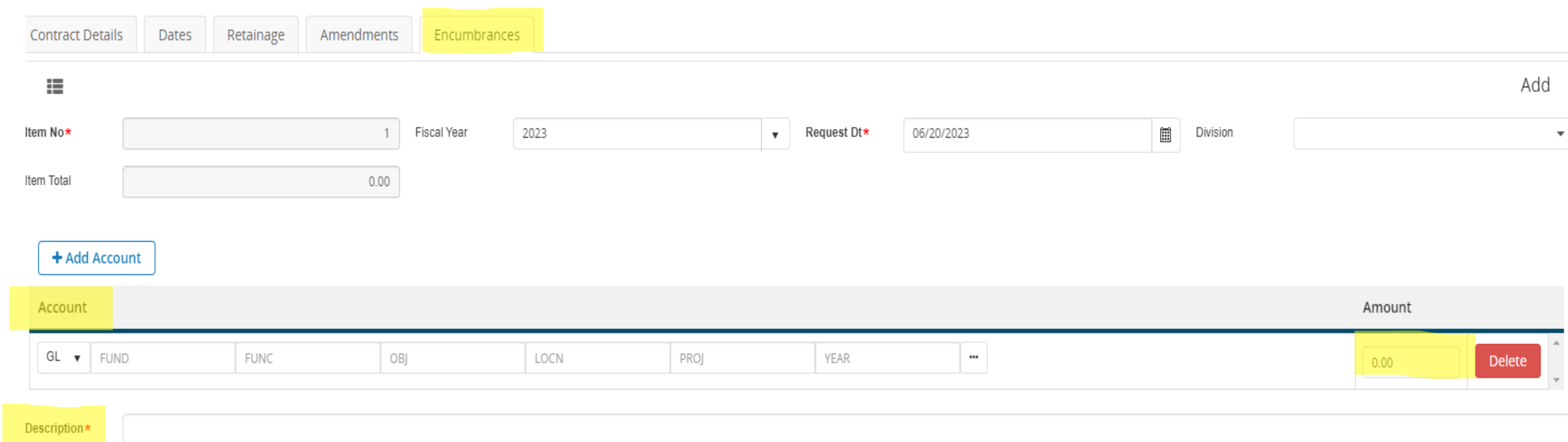
CONTRACTS

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



CONTRACTS

. On the "**Encumbrance**" tab, click on the ellipsis button and select "Lookup Account" to search for your specific line item account

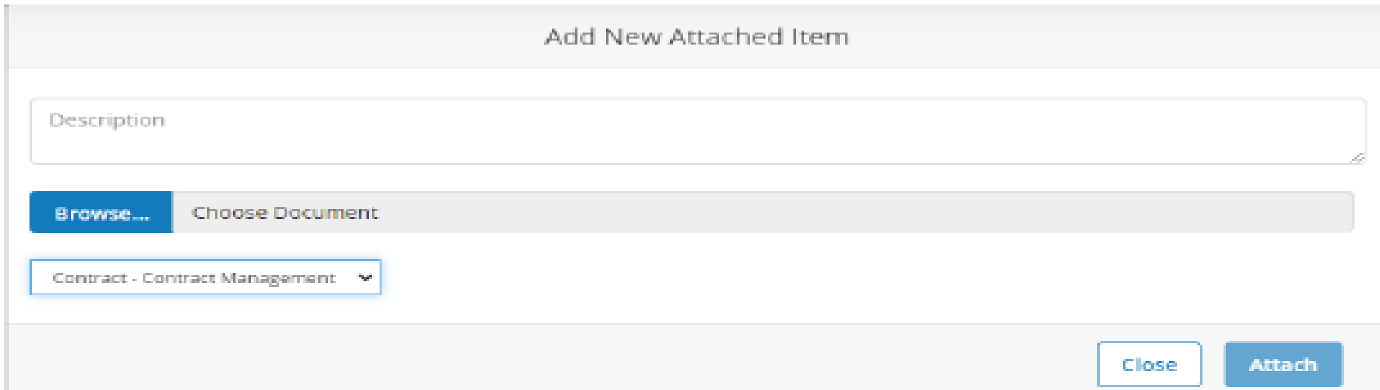


Populate the applicable fields for the account you are using, and click **Ok. A list will appear** of account numbers for your department. Double click on the appropriate Account to have the system bring it up onto the Encumbrance tab.

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.

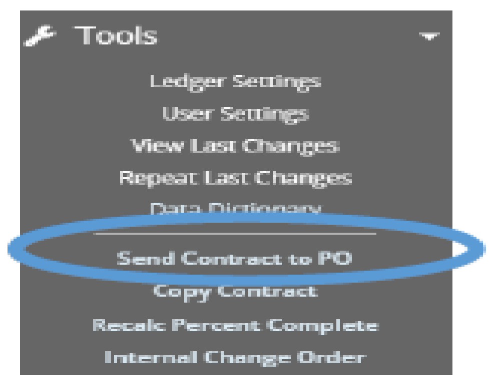
To add attachments such as a "Contract" and / or "Letter to Proceed", click on the Attachments tab, on the left side panel of the screen. Click on "**Add Attachment**". The "**Attachment Dialog**" box will appear, enter a Description in the **Description Field.** Click on **Browse**, Select your Document,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

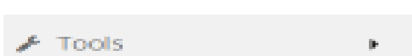
CONTRACTS



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

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

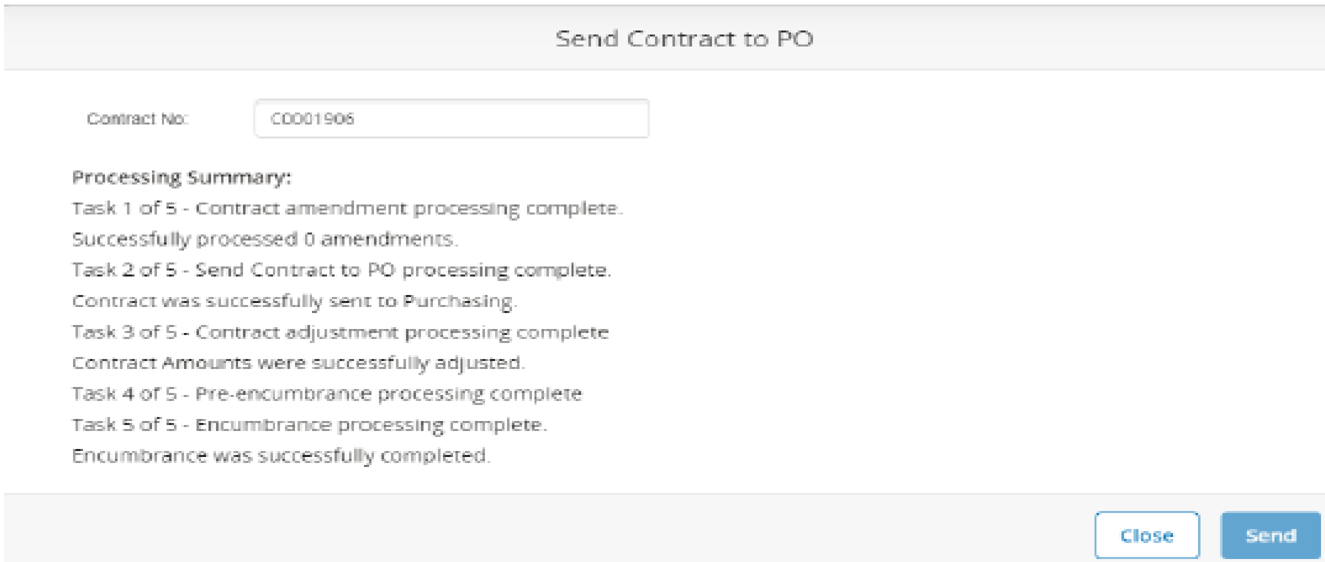




tab. Click on "Send Contract PO" and click "Send"

CONTRACTS

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

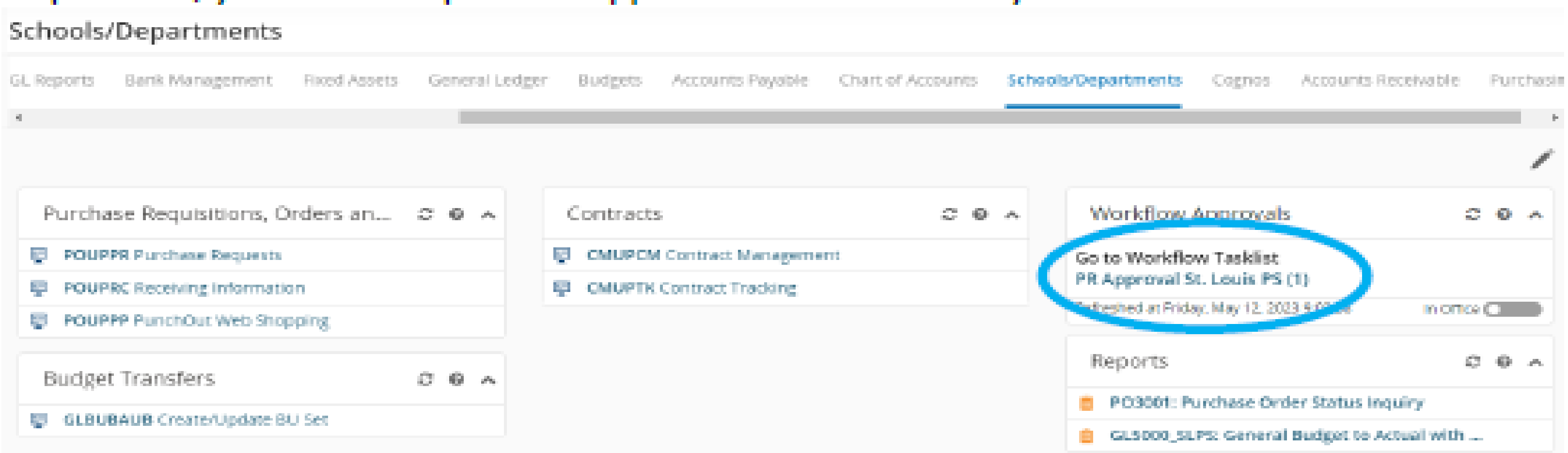


Once the contract is successfully sent to a PO, the contract requisition is routed through the Workflow System. You must log into the "Enter Purchase Requisition – POUPPR" screen to approve the contract from the workflow tab

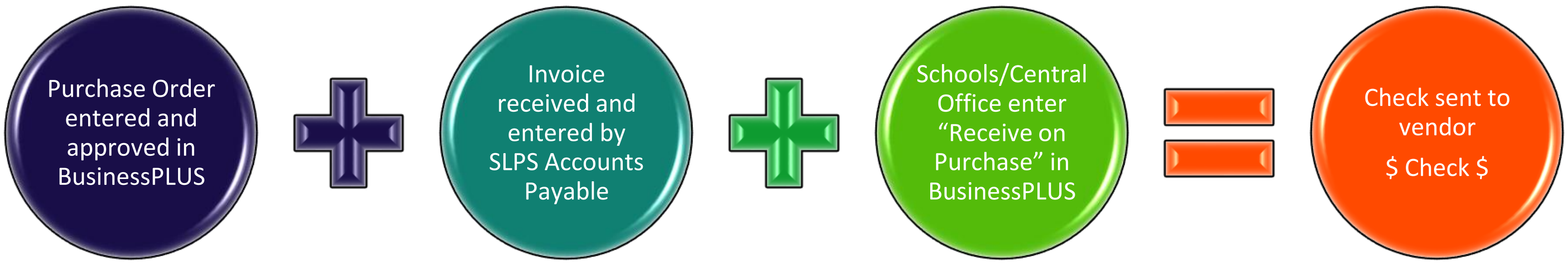
Please Note: If the contract is not approved in the requisition screen, it is not processed, and a Purchase Order will never be generated!

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.



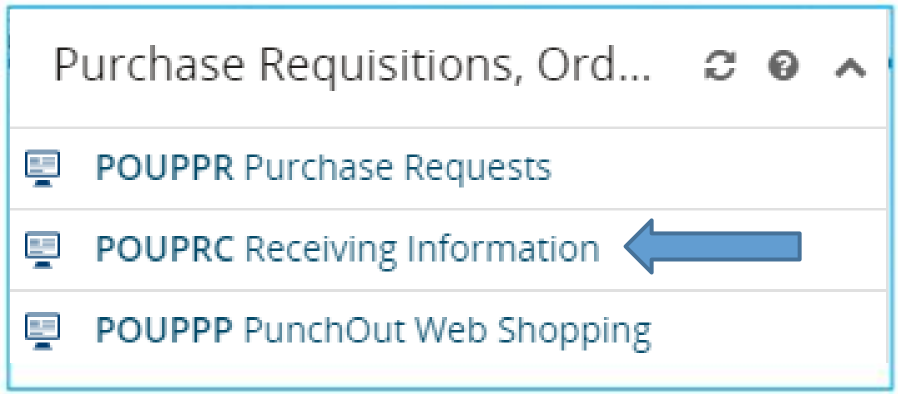
GOODS RECEIPT ON PURCHASE



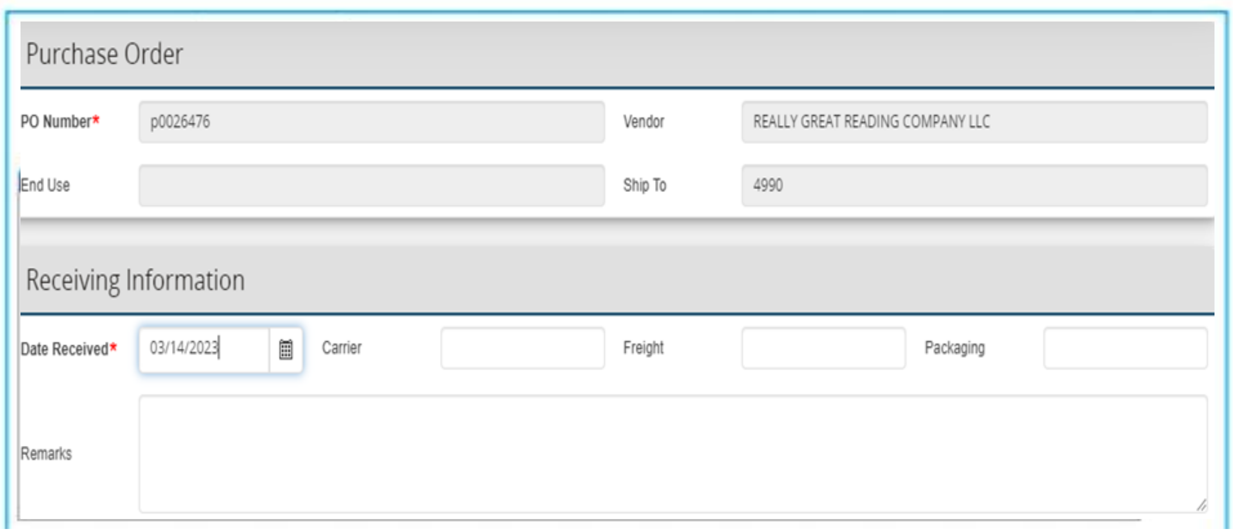
- ❑ Items ordered and received by the school must be confirmed
- ❑ The “Receive on Purchase” transaction in BusinessPLUS is the school’s confirmation that all items requested via the Purchase Order have been received
- ❑ If the “Receive on Purchase” transaction is not completed, Accounts Payable will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

GOODS RECEIPT ON PURCHASE

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

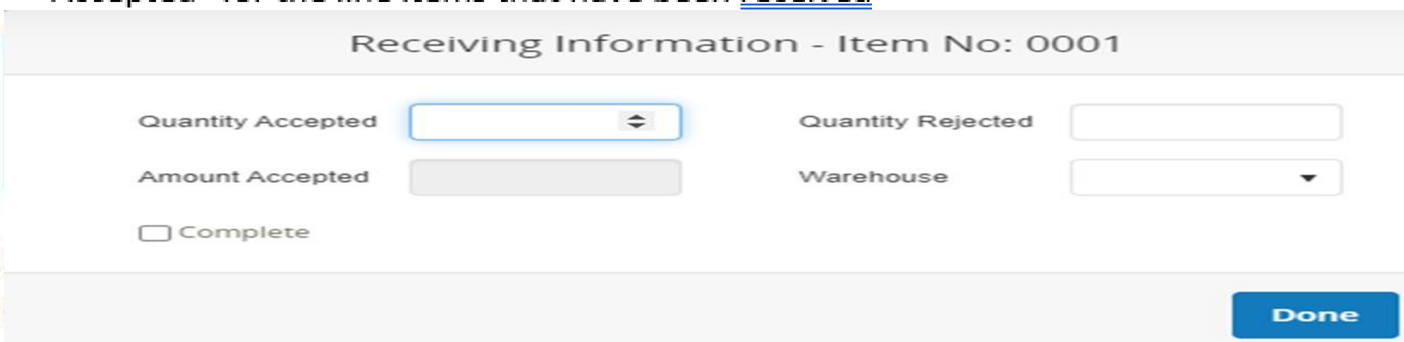


2. Enter the Purchase Order Number in the "**PO Number**" field



GOODS RECEIPT ON PURCHASE

3. If all items have been received on the **left side menu**, click Receive All and then Save Changes
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

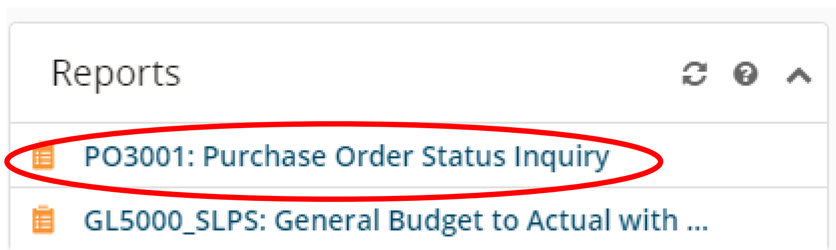


5. Click on Manual , and complete "**Quantity Accepted" or "Quantity Rejected" if you are returning items to the vendor.** Click "**Done**"
6. Upon completion of the "Manual" receiving information click Save Changes
7. If there are additional comments, you can enter the comments within the Remarks section.

PURCHASE ORDER REPORT

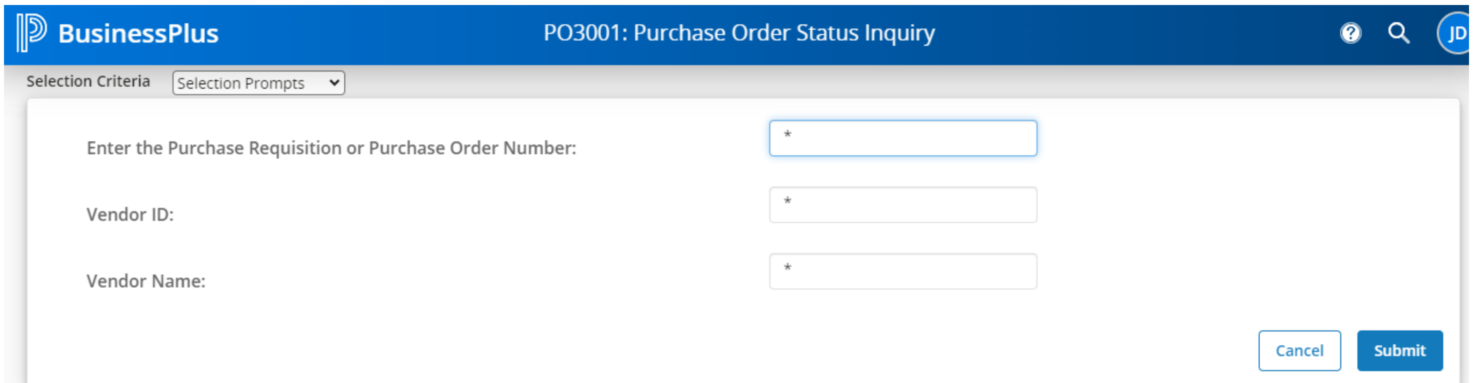
How do I look up the status of an order or payment on an order?

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.**



PURCHASE ORDER REPORT

The below report will appear

<u>Master Information section</u>: 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:		Requested by:	Sarah Briscoe	Blanket Number:		Req. Dt:	07/19/2018
Account:		Approved by:	Constance Byrd	Blanket Amount:		Apr Dt:	07/24/2018
Bid:		Printed by:	WORKFLOW	Blanket Remaining:		Print Dt:	07/19/2018
Contract:		PO Type:	P			Entry Dt:	07/19/2018
Ship To:	4180	EN Flag:	Y	Req. Codes		Expr Dt:	
Bill To:		Sec Cd:	4180				
End Use:	SBRISCOE					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	$1,853.50 EA	GL 110-1111-641101-4180-000000-00	$0.00 $0.00	$0.00 $0.00	$1,853.50	1806217	N	
					$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

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
				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	LDAVIS0304	09/04/2018		
0001	11/19/2018	0.00	1.00	0.00	SMORRIS78:	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	V6000176	OH006596	110-1111-641101-4180-000000-00	00452857	11/20/2018	18071525M	08/30/2018	1,853.50
					TOTAL AMOUNT CHECK AP 00452857:				$1,853.50

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