



# Finance Division Principal Training

July 29<sup>th</sup>, 2019

# Agenda

## Presentation Agenda

1. Finance Division Welcome
2. Budget Office/Grants Management Office
3. Break (10 Minutes)
4. Fiscal Control /Accounts Payable /Treasurer
5. Break (10 minutes)
6. Procurement Office
7. BusinessPLUS Training Breakout Sessions
8. Q & A Session

**Not sure what  
department to contact  
within the Finance  
Division?**



## **Finance Division**

Finance Division Crosswalk



# FINANCE DIVISION CROSSWALK

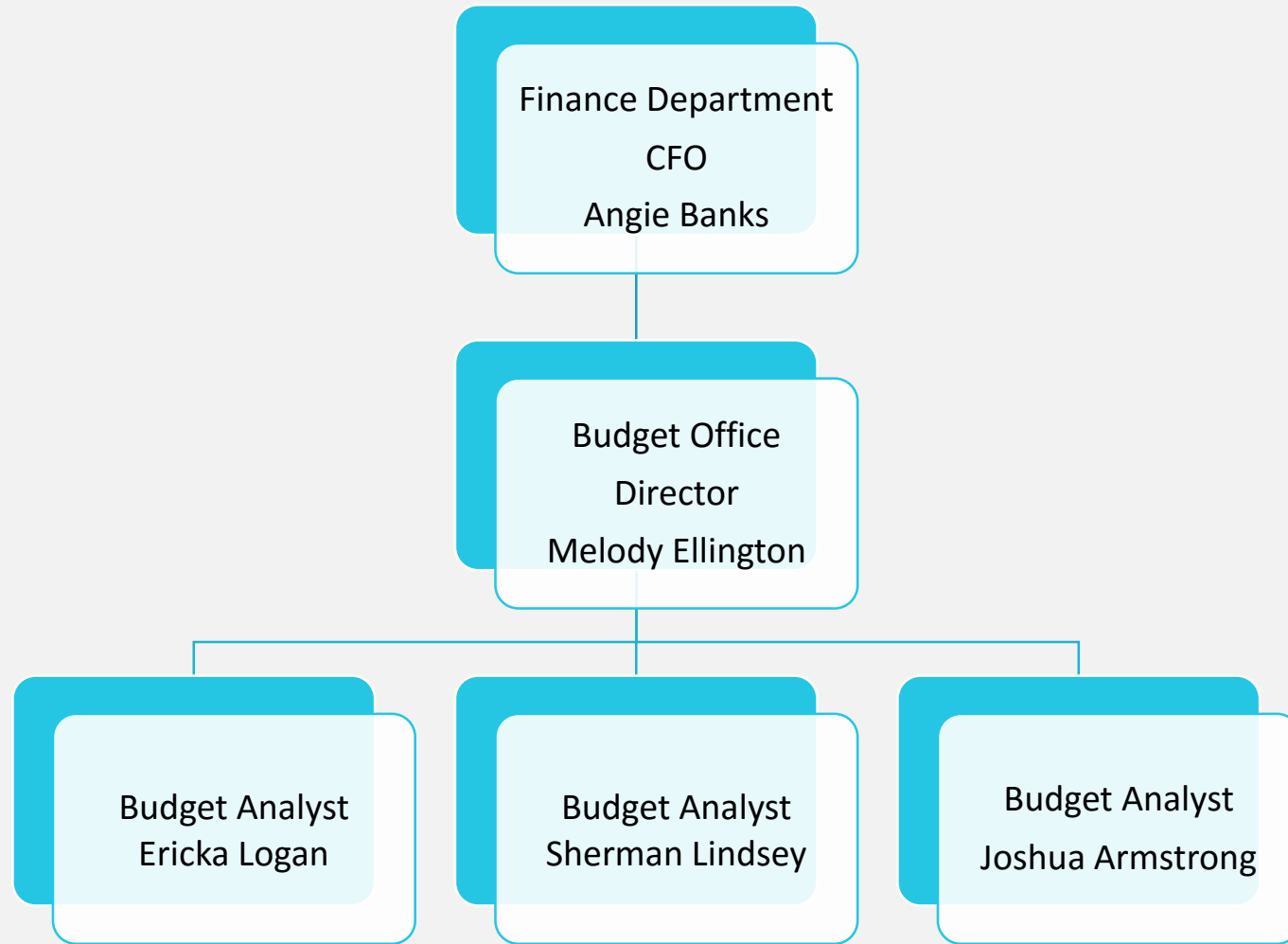
	BUDGET	GRANT	FISCAL CONTROL	ACCOUNTS PAYABLE	PROCUREMENT	PAYROLL	TREASURY	BusinessPLUS
	Melody Ellington (Director of Budget)	Victoria Glaspy (Director of Grants)	Ron Martin (Director of Fiscal Control & AP)	Ron Martin (Director of Fiscal Control & AP)	Robert Horton (Director of Procurement)	Anita Mize (Director of Payroll)	Donna Johnson (Manager)	Stephanie Piatt (Financial Systems Coordinator)
POC	<b>Budget Analyst:</b> <ul style="list-style-type: none"> <li>Ericka Logan</li> <li>Sherman Lindsey</li> <li>Joshua Armstrong</li> </ul>	<b>Grant Compliance Manager:</b> <ul style="list-style-type: none"> <li>Nichelle Hunter</li> </ul> <b>Grant Analyst:</b> <ul style="list-style-type: none"> <li>Paul Cady</li> <li>Derek Roberts</li> <li>Shaun Hykes</li> </ul> <b>Data Specialist:</b> <ul style="list-style-type: none"> <li>LaToya Johnson</li> </ul>	<b>Accountants:</b> <ul style="list-style-type: none"> <li>Kevin McKenzie</li> <li>Armando Lopez</li> <li>Ronnie Martindale</li> </ul>	<b>Supervisor of AP:</b> <ul style="list-style-type: none"> <li>Beverly Foster</li> </ul> <b>AP Clerks</b> <ul style="list-style-type: none"> <li>Edith Birchfield (Travel)</li> <li>Stephanie Morris (Mileage)</li> </ul> <b>Inventory Specialist</b> <ul style="list-style-type: none"> <li>Leslie Johnson (Inventory)</li> <li>Ervin Yarbough (Inventory)</li> </ul>	<b>Procurement analyst:</b> <ul style="list-style-type: none"> <li>Angela Russell-Perry</li> </ul> <b>Buyer:</b> <ul style="list-style-type: none"> <li>Constance Byrd</li> </ul> <b>Contract Compliance Specialist:</b> <ul style="list-style-type: none"> <li>Ketra Montgomery</li> </ul>	<b>Payroll Specialist:</b> <ul style="list-style-type: none"> <li>Latrisa Avery</li> <li>Connie Eskew</li> <li>Sandra Swanagan</li> <li>Larry Artis</li> </ul>	<b>Cashier</b> <ul style="list-style-type: none"> <li>Derwin Jordan</li> </ul>	
RESPONSIBILITIES	<b>ALL <u>GOB</u> RELATED ISSUES:</b> <ul style="list-style-type: none"> <li>Budget Reports</li> <li>Budget Transfers</li> <li>Extra Service Spreadsheets</li> </ul>	<b>ALL <u>GRANT</u> RELATED ISSUES:</b> <ul style="list-style-type: none"> <li>Budget Reports</li> <li>Budget Transfers</li> <li>Extra Service Spreadsheets</li> <li>Travel Documents</li> <li>Vouchers</li> <li>Requisition approvals</li> </ul>	<ul style="list-style-type: none"> <li>Requisition approvals</li> <li>External reporting</li> <li>External Audit</li> <li>School Checking Account (EPES)</li> </ul>	<ul style="list-style-type: none"> <li>Vouchers</li> <li>Invoices</li> <li>Travel Documents</li> <li>Mileage Documents</li> <li>Vendor Payments</li> <li>Inventory Tagging</li> </ul>	<ul style="list-style-type: none"> <li>Purchase Requisitions process</li> <li>Board Resolutions</li> <li>Contracts</li> <li>New Vendor Request</li> <li>Employee Vendor Request</li> <li>District Credit Card</li> <li>RFQ &amp; RFP Development</li> </ul>	<ul style="list-style-type: none"> <li>Timekeeping / Kronos</li> <li>Quota banks</li> <li>Garnishments</li> <li>Direct Deposit changes</li> <li>Process bi-weekly payroll</li> <li>Paperless Pay</li> </ul>	<ul style="list-style-type: none"> <li>Monitor daily cash</li> <li>Wire/transfer cash account balancing</li> <li>Invest excess funds</li> <li>Receipt &amp; account for all district revenue</li> <li>School checking Account (set-up)</li> <li>Deposit of checks/grants received</li> <li>Replacement ID's</li> </ul>	<ul style="list-style-type: none"> <li>BusinessPLUS Access for Employees</li> <li>All BusinessPLUS systematic issues</li> </ul>
FUNDS	<b>FUNDS:</b> 110- General Fund 210- Teachers Fund 310- Debt 410- Capital 477- Bond	<b>FUNDS:</b> 140 - Sch. Lunchroom 150 - General Grants 160 - Fund Balance 240 -Teacher Lunchroom 250- Special Revenue 260- Special Revenue 440- Sch. lunch/ capital 450- Capital Program 460- Capital (FB)	ALL FUNDS	ALL FUNDS	ALL FUNDS	ALL FUNDS	ALL FUNDS	ALL FUNDS



# Budget Office

**GOB Funding: 110, 210, 410**

# BUDGET OFFICE – ORGANIZATIONAL CHART



# BUDGET OFFICE OVERVIEW

## The Budget Office is responsible for the following:

- All Non-Grant revenues and expenditures including GOB, Deseg/Expansion, Debt Service, Capital
- GOB Discretionary Funds (Temporary and Overtime Salaries and Benefits, Purchased Services, Supplies and Materials, and Capital Outlay)
- GOB Extra Service and Pay Agreements
- GOB Budget Transfers

# 2019-2020 - BUDGET UPDATES & REMINDERS

## **School budgets:**

- Planning documents that should align with academic and operational plans

## **BusinessPLUS Budget Allocation:**

- In July/Aug., budget allocations should be reviewed by the school/central office leader for accuracy, and adjustments should be made if necessary

## **Budget adjustments/transfers:**

- Initiated and submitted in BusinessPlus
- Approximately 24-48 hours for processing by the budget staff
- Salary accounts should also include the three corresponding benefit accounts including (FICA, Medicare, and W/C and Unemployment)



# 2019-2020 - BUDGET UPDATES & REMINDERS

## Account Code Changes:

- There are three new objects for the following discretionary benefit accounts:
  - **623102** - OASDI (FICA) –(O/A Surv Discretionary)
  - **623202** - Medicare – (Medicare-Discretionary)
  - **626102** - Workers Compensation and Unemployment -(W/C Comp-Discretionary)
- There are two new project codes used to identify Special Education expenditures:
  - **122100** (K-12)
  - **128100** (Early Child)

# 2019-2020 - BUDGET UPDATES & REMINDERS

- **GOB Extra Service**

- Spreadsheets and agreements should be submitted to [budgetteam@slps.org](mailto:budgetteam@slps.org) with the following subject format:

*ESS\_[BudgetAnalystName]\_Location\_LocationName  
(e.g. ESS\_ShermanLindsey\_1860\_CentralVPAHS)*

- Spreadsheets must include expense account with the SAP accounting structure. Please contact your assigned Budget Analyst for further assistance.

# “FQA” FULLY QUALIFIED ACCOUNTS (EXPENDITURES)

## Business PLUS account Structure:

TYPE OF FUNDING	FUND	FUNCTION	OBJECT	LOCATION	PROJECT	FISCAL YEAR
GOB	110	1151	641101	1860	500990	00
GOB	210	1151	613101	1860	000000	00
GOB	410	1151	654101	1860	000000	00

# CHARTS OF ACCOUNTS (EXPENDITURES) Segment of the Account Structure

## FUND CODES

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

110 – 1151 – 641101 – 1860 – 000000 – 00

FUND

GOB	
110	Incidental/ Medicaid/ Student Health
130	DESEG Expansion Incidental
210	Teachers
230	DESEG Expansion Teachers
410	Capital Equipment



# GOB FUNDS

## Fund 110

**Purpose:** Accounts for all transactions related to the operations of the District's regular programs.

### Example:

- Non-Certified Salaries & Benefits (excludes certified staff/teachers)
- Purchased Services
- Supplies & Materials
- Equipment (e.g. computers  
\*Below Capital Threshold)

## Fund 210

**Purpose:** Accounts for all transactions for salaries & benefits for teachers & and other certified staff.

### Example:

- Certified Salaries & Benefits  
- Teachers
- Extra Service for Teachers
- Tuition Payments

## Fund 410

**Purpose:** : Accounts for all transactions related to Purchased Services that exceeds the Capital Threshold

### Example:

- Equipment (e.g. computers  
\*Above Capital Threshold)
- Improvements and upgrade to facilities

# CHART OF ACCOUNTS (EXPENDITURES) Segment of the Account Structure

## FUNCTION CODES

The ***Function*** is a four digit number that describes the action, purpose or program for which activities are being performed.

110 – 1151 – 641101 – 1860 – 000000 – 00

FUNCTION

FUNCTION DESCRIPTION	CODE
Elementary	1111
Middle/Junior High	1131
High School	1151
Alternative Programs	1193

# CHART OF ACCOUNTS (EXPENDITURES) Segment of the Account Structure

## OBJECT CODES

The **Object** is a six digit number describes the type of expenditure.

110 – 1151 – 641101 – 1860 – 000000 - 00

OBJECT

OBJECT CODE	DESCRIPTION
61XXXX	Salaries (e.g. extra service 613101 – General, 613102 - PD, 613103 - Security)
62XXXX	Benefits (e.g. W/C & Unemployment 626101)
63XXXX	Purchased Services- Professional and contractual services (e.g. Purchased Instructional Service 631101)
64XXXX	Supplies and Materials (e.g. General supplies 641101, trophies and awards 641104)
65XXXX	Equipment (e.g. equipment – classroom 654201, equipment – non-classroom 654901, equipment – (computer) non-classroom 654601).
66XXXX	Long and Short Term Debt (For Finance Division Use Only)

# CHART OF ACCOUNTS (EXPENDITURES) Segment of the Account Structure

## LOCATION CODES

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

110 – 1151 – 641101 – 1860 – 000000 - 00

LOCATION

Elementary	4XXX, 5XXX, 6XXX
Middle/Junior High	2XXX, 3XXX,
High School	1XXX
Alternative Programs	1XXX, 6XXX



# CHART OF ACCOUNTS (EXPENDITURES) Segment of the Account Structure

## PROJECT CODES

The Project is a six digit number that does the following:

110 – 1151 – 641101 – 1860 – 000000 - 00  
PROJECT

Project codes are used to:

Identify and separate specific program expenditures

Distinguish a particular funding source or type

Provide better expenditure reporting for all funds

# CHART OF ACCOUNTS (EXPENDITURES) Segment of the Account Structure

## FISCAL YEAR

The *Fiscal Year* is a two digit number that represents the fiscal year that the funds are allocated or granted. The fiscal year is July 1<sup>st</sup> through June 30<sup>th</sup>.

110 – 1151 – 641101 – 1860 – 000000 – 00

FISCAL YEAR

***Please Note: All General Operating Budgets (GOB) Accounts Fiscal Year will appear as “00”***

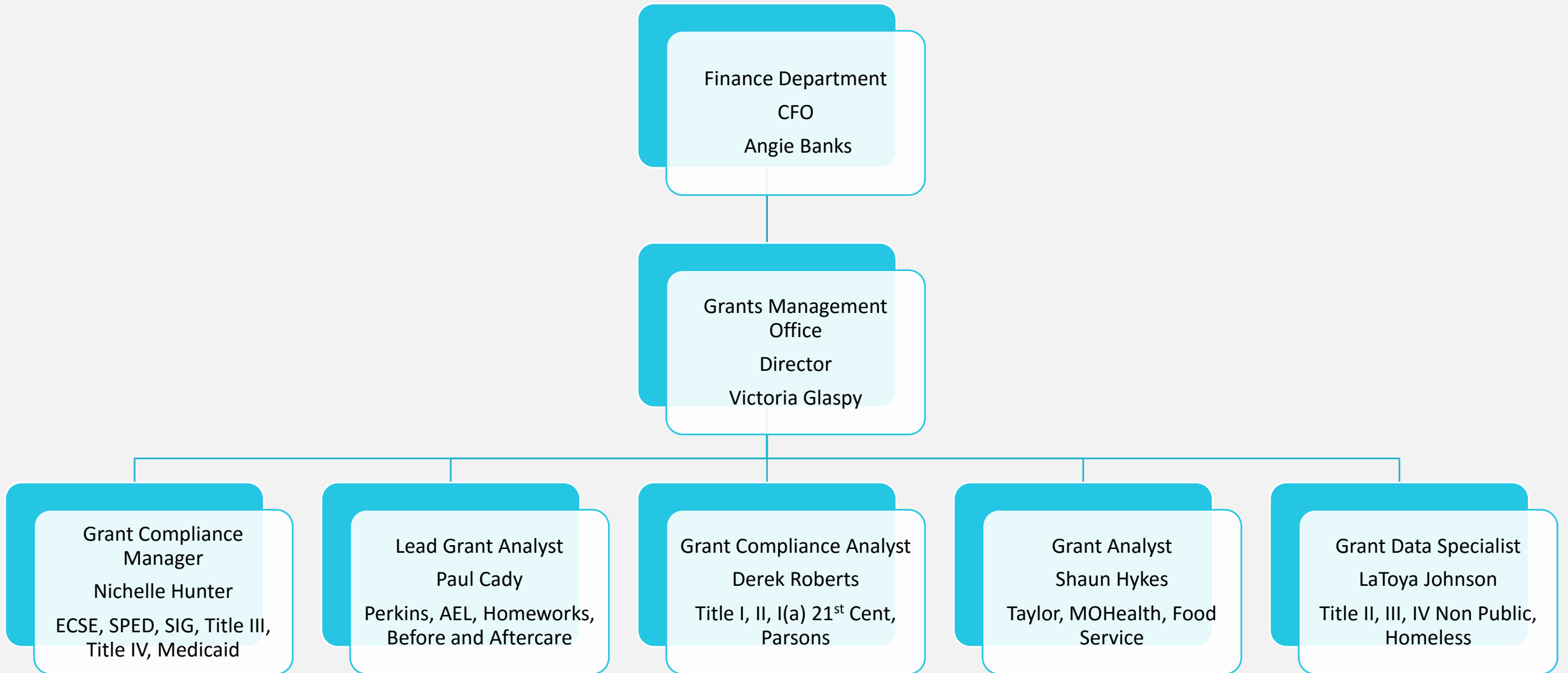


**Leverage**

**Grants Management  
Office**

**Grant Funding: 140,150,160,  
240, 250, 260, 440, 450, 460**

# GRANT OFFICE – ORGANIZATIONAL CHART





# GRANTS MANAGEMENT OVERVIEW

## Grants Management is responsible for:

- All Local, State and Federal grant revenues and expenditures
- Grant funded Extra Service and Pay Agreements
- Grant funded Budget Transfers
- Grant funded vouchers
- Medicaid

# GRANT BUDGETS – BEST PRACTICES

- Leverage school's budget by spending grant funds before GOB funds
- Purchase all technology equipment with Federal funds by 12/15/2019
- Spend 75% of discretionary funds by 12/31/2019

# TITLE I.A FUNDING INFORMATION

- Funds: **150, 250, 450**
  - 150 – Discretionary expenditures
  - 250 – Extra Service expenses for Certificated staff
  - 450 – Expenses with a per unit cost greater than \$1000 (i.e. Smartboards/Prometheans)
- Project Number: **451001**

# TITLE I – ALLOWABLE COST TEST

Is the expenditure reasonable, necessary, AND supplemental to instruction?

YES

The Expenditure may be an allowable expense, the Grants Management office has the final approval

NO

The Expenditure may not be an allowable expense, please considering using GOB funding

## Non-Allowable(s)

- Textbooks
- Ceremonies, banquets or celebrations, awards/incentives
- Office, janitorial, or nursing supplies
- Entertainment, recreation or social events
- Meeting expenses for professional development
- End of year fairs
- Furniture

# TECHNOLOGY – RELATED EXPENDITURES

- Title I.A may be used for computers, technology labs, and/or software if:
  - There is a documented need in the school improvement plan goals and objectives
  - It is **supplemental** to the program

Federally funded equipment **must** stay with the building not the person

# PARENTAL INVOLVEMENT FUNDING INFORMATION

- Fund: 150
- Grant Number: 451005
- All events should be facilitated through the Family Community Specialist to ensure compliance with Title I regulations.

# PARENT INVOLVEMENT

- Plan and implement with meaningful consultation with parents and participating children
- Title I Parental Involvement allowable items, activities, and invoice checklist is available on the Grants webpage
- Food may be purchased with Title I – Parent Involvement funds for parent driven activities:
  - Muffins with Moms/Donuts with Dads
  - Literacy Night
  - Title I Review and Revision
  - Food **may not** be purchased for awards banquets, celebrations, year end fairs/activities, or **parent-teacher conferences**



# MEDICAID

## Random Moment Sample Forms:

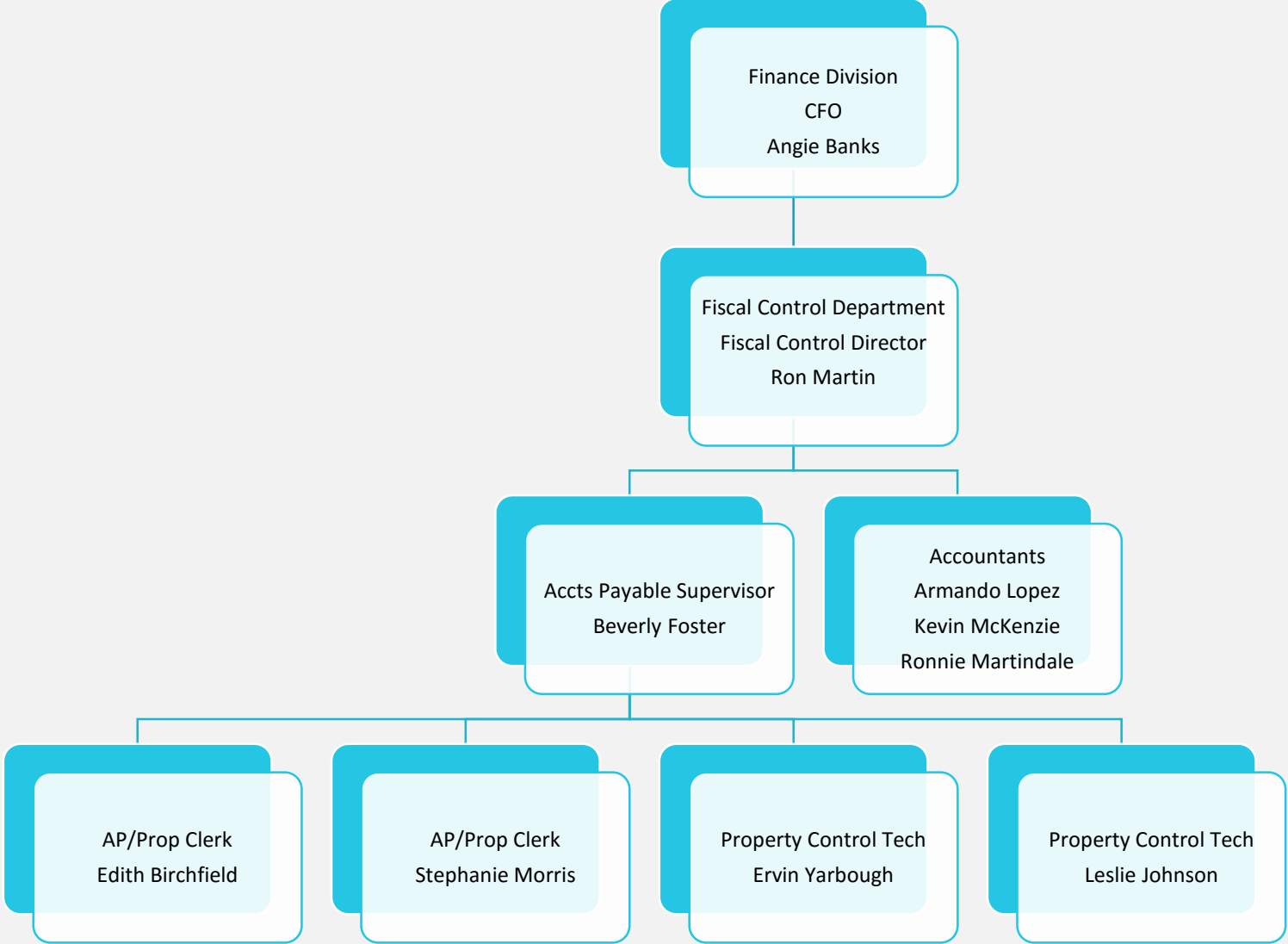
- Completed in a timely fashion (3 business days)
- Training must occur prior to completing survey (email survey from Fairbanks, LLC)
- Surveys generate revenue for the district that pay for nurses, speech therapists, OTs and PTs
- The higher the return, the greater the potential for revenue

# Fiscal Control & Accounts Payable



control

# FISCAL CONTROL DEPARTMENT



# ACCOUNTS PAYABLE OVERVIEW

## The Accounts Payable Department is responsible for:

- Processing and scheduling weekly payment of District vendor invoices
- Reimbursement to employees for misc. supplies, meeting expenses, travel and mileage
- Processing District employee's out of town travel advances
- Scheduling and performing physical inventory site visits
- Maintaining all district fixed asset records

# TYPICAL UNENCUMBERED VOUCHERS

A request for payment on a voucher is allowed when a requisition/purchase has not been created:

- Meeting Expenses
- Travel
- Postage
- Mileage
- Employee Reimbursement e.g. supply purchases under \$200
- Forms and procedures available on Fiscal Control website

# UNENCUMBERED PAYMENT REIMBURSEMENTS (VOUCHERS)

Check your Budget for available funds and fund account numbers

- Attach copy of the GL5000: Budget to Actual Report to the voucher

Obtain accurate vendor information

- Vendor name and vendor ID

Attach original receipts

- Dollar amount of each supply line item should not exceed \$200.00 (food items are an exception)

Employee reimbursements will require proof of payment of the purchase, copy of credit/debit card, check copy or bank statement

Please note: sales tax will not be reimbursed nor tips/gratuities

# UNENCUMBERED PAYMENT REIMBURSEMENTS (VOUCHERS)

- Attach sign-in sheets, agenda, and check copy or proof of payment for meeting expenses. Restaurant tax charges will be reimbursed, however gratuities will not be reimbursed
- Sign and date the completed voucher (principal/administrator and Network Supt. As requested)



# ACCOUNTING DEPARTMENT – Student Activity Accounts

- Schools account for the student activity bank accounts in the EPES software
- Funds are for the benefit of the students
- Monthly bank reconciliations should be performed by the schools
- School checking account reconciliation – POC Ron Martin
- Opening and closing checking accounts – POC Donna Johnson



# Treasurer Office

# TREASURER - OVERVIEW

- Receive and account for all District revenue
- Handle all banking needs of SLPS Administrative Office
- Assist schools with opening/closing bank accounts

# SCHOOL BANKING ISSUES

## Change of Principal

- Principal moving to another school should contact Donna Johnson (Treasurer's Office) reporting the change so he/she may be established as a signer on the proper school account
- Principal should provide names of all check signers for the account
- Treasurer's Office will prepare the form (Appendix A-1) needed for the bank to add and remove signers and provide to the Principal for signature
- Completed form should be returned to the Treasurer's Office for approval. The form will then be forwarded to the bank for processing
- The bank will only process forms approved and provided by the Treasurer's Office

# SCHOOL BANKING ACCOUNTS

## Who should sign checks?

- As each check should be signed by two people, there should be no less than two designated signers on each school account
- The Principal should be one of the signers on each check
- A third signer is recommended to cover absences
- No check should be issued with only one signature

# SCHOOL BANK ACCOUNTS

- All school accounts should be held at US Bank, the District's official depository
- If your school previously had an account with a different bank, make sure it has been properly closed out
- There should be no funds left in the account and the bank should be notified to close the account
- You should not be receiving statements even if they show a zero balance. That indicates the account is still open

# MISCELLANEOUS BANKING BUSINESS

- School Accounts **should not** use debit/credit cards
- Post to the EPES system regularly so you will always know your balance. Your up-to-date balance will be more reliable than the bank's balance as they are not aware of your outstanding checks
- **Do not** issue checks when your balance indicates that the funds are not available. The bank will not allow insufficient funds checks to clear

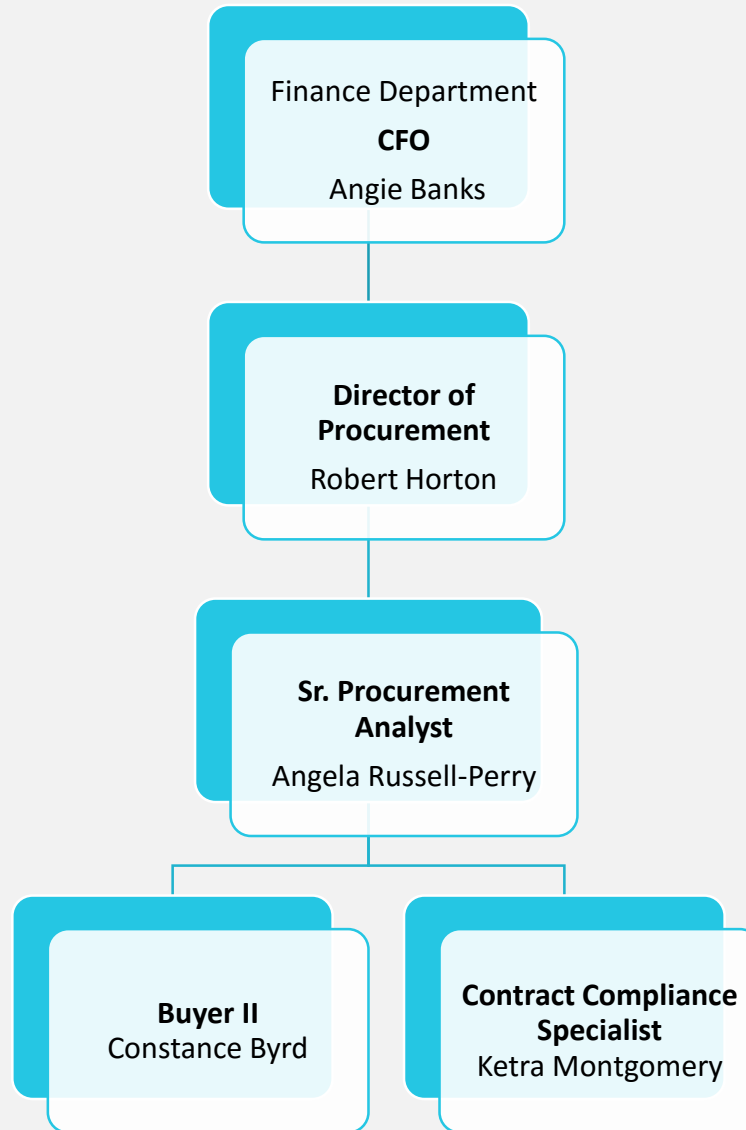




# Procurement Office



# PROCUREMENT OFFICE - Organizational chart



# MEET THE PROCUREMENT TEAM

<b>POINT OF CONTACT</b>	<p>Robert Horton Director of Procurement <a href="mailto:Robert.Horton@slps.org">Robert.Horton@slps.org</a> 314-345-2830</p>	<p>Angela Russell-Perry Sr. Procurement Analyst <a href="mailto:Angela.Russell-Perry@slps.org">Angela.Russell-Perry@slps.org</a> 314-345-2390</p>	<p>Constance Byrd Buyer II <a href="mailto:Constance.Byrd@slps.org">Constance.Byrd@slps.org</a> 314-345-2255</p>	<p>Ketra Montgomery- Contract Compliance Specialist <a href="mailto:Ketra.Montgomery@slps.org">Ketra.Montgomery@slps.org</a> 314-345-2495</p>
<b>RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>▪ RFP/Contracts</li> <li>▪ Human Resources</li> <li>▪ Food and Nutrition Services</li> <li>▪ Grants</li> <li>▪ Procurement Compliance</li> <li>▪ Contract Renewal</li> </ul>	<ul style="list-style-type: none"> <li>▪ Vendor Management</li> <li>▪ RFP/Contracts</li> <li>▪ Academics</li> <li>▪ Sunshine Request</li> <li>▪ Public Information</li> <li>▪ Budget Office</li> <li>▪ Office of Institutional Advancement</li> <li>▪ Contract Renewal</li> <li>▪ Supplier Diversity</li> </ul>	<ul style="list-style-type: none"> <li>▪ Bus Passes</li> <li>▪ Employee Vendor Management</li> <li>▪ Requisition Assistance</li> <li>▪ Purchase Order</li> <li>▪ Shipping Liaison</li> </ul>	<ul style="list-style-type: none"> <li>▪ RFP/Contracts</li> <li>▪ Board Docs/Resolutions</li> <li>▪ Contract Management Spreadsheet</li> <li>▪ Facilities</li> <li>▪ Communications</li> <li>▪ Transportation</li> <li>▪ Information Technology</li> </ul>

# PROCUREMENT OVERVIEW

- Procurement is the process of acquiring goods, service, or works from an external source, via competitive bidding process
- Ensure the best price and service from vendors through Competitive Bidding/Request for Proposal (RFP) Process
- Adheres to principles adopted from the National Institute for Public Procurement
- Work with vendors and the requestors to ensure the timely delivery of goods and services
- Record and maintain list of vendor contracts

# PROCUREMENT PROCESS

- The School/Central Office location identifies a need for goods and/or services
- The School/Central Office location identifies vendors that meet service need
- Identify the purchasing dollar value thresholds (see dollar threshold chart)

# PROCUREMENT PROCESS – VENDOR

The School/Central Office location identifies vendors that meet service need:

## If a New Vendor



- School will direct new vendors to register their business on SLPS website ([www.slps.org](http://www.slps.org)) “How to do Business w/SLPS”
- Procurement will assign vendor number and forward to requestor

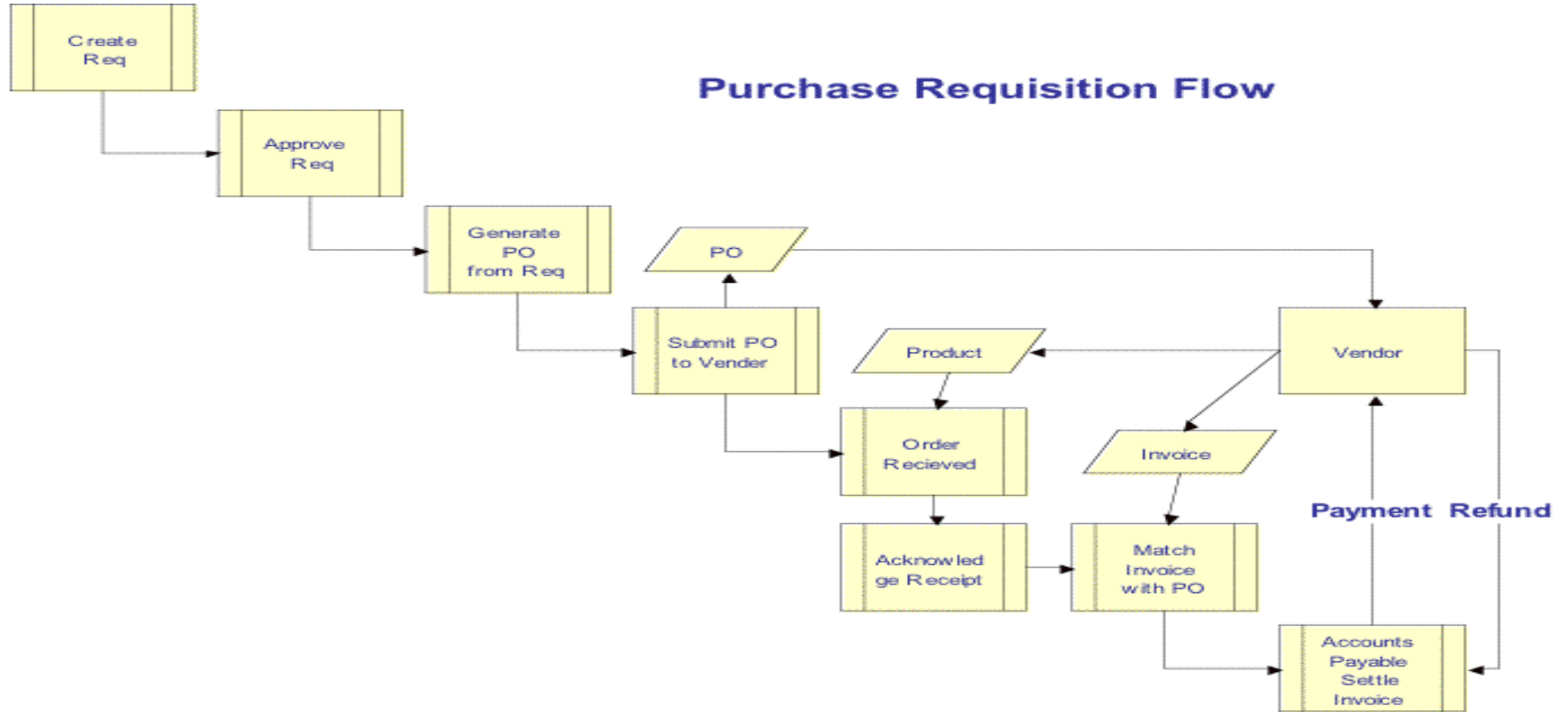
## If an Existing Vendor

- School will enter a purchase requisition in **BusinessPLUS** to begin the purchasing process
- The Purchase Requisition goes through a workflow approval process
  - Non-Contractual Purchases (Goods/Supplies) flow through Constance Byrd
  - Contractual Purchases (Services) flow through Ketra Montgomery

# DOLLAR VALUE THRESHOLDS

Dollar Value Threshold	Quote Requirement
\$0 - \$1,000	<ul style="list-style-type: none"><li>• One (1) vendor quote (verbal or written)</li></ul>
\$1,001 - \$4,999.99	<ul style="list-style-type: none"><li>• Two (2) vendor quotes (documented and attached in BusinessPLUS)</li></ul>
\$5,000 - \$14,999.99	<ul style="list-style-type: none"><li>• Three (3) vendor quotes (documented and attached in BusinessPLUS)</li><li>• Superintendents approval/Board approval</li></ul>
Over \$15,000.00	<ul style="list-style-type: none"><li>• Must go through a formal bidding process</li><li>• Documented and attached in BusinessPLUS</li><li>• Superintendent's approval and Board Approval via Board Resolution</li></ul>

# PROCUREMENT PROCESS & SOURCE SELECTION



# GENERAL PURCHASING PROCESS OVERVIEW

- For general requisitions (goods & services), a Purchase Order is created and sent to the vendor
- Once the goods are received by the school, the creator enters a “Receive on Purchase (POUPRC)” for items received in BusinessPLUS. This is confirmation that the items requested have been received
- If invoice is received at school, forward to Accounts Payable Department [AccountsPayable@slps.org](mailto:AccountsPayable@slps.org)
- The Accounts Payable Department generates a vendor check once a three way match is made between the PO, Good Receipts, and Invoice

Please note: Checks are processed every Tuesday



# CONTRACTED PURCHASES SERVICES

- School generates a requisition and a contract using one of the contract templates
- Contracts must be signed by the vendor, sent to the Procurement department, and signed by the superintendent prior to services being rendered
- A Purchase Order is issued and sent to the vendor and principal, service can then be rendered by the vendor
- Vendor submits invoices for services to principal for signature, Principal then submits the signed invoice to Accounts Payable
- Check is issued to the vendor

# SOLE SOURCE

Sole Source is for goods or services that are only available from one (1) source vendor/manufacturer for Items that have the specific features of:

- One-of-a-kind
- Compatibility
- Replacement Part
- Delivery Date
- Research Continuity
- Unique Design
- Emergency

**Note: Professional Development is not typically considered a Sole Source Service**

# **BOARD RESOLUTION REQUIREMENT**

- Board approval on all purchases of \$15,000 dollars or greater
- Dates of service
- Total value of goods or services
- Funding source e.g. (110-2411-641101-1234-000000-00)
- Contract Purchase number (e.g. CXXXXXX)
- Approval by the Department Head

**Note: Board Resolution process is managed out of the Board Office**

# PREFERRED VENDORS

The District has negotiated fixed pricing for school supplies. The list includes:

Product Category	Vendor Name	Vendor ID
COMPUTER & PERIPHERALS	DELL	600005394
	APPLE	600011766
INTERACTIVE BOARDS	TSI	600005437
	Haddock	600013273
COPY PAPER	Office Essentials	600010887
	The Saunders Company	600016276
SCHOOL SUPPLIES	Office Essentials	600010887
	School Specialty	600001131
	Lakeshore Learning	600000098



HELP

**Finance Division  
Websites & Additional  
Resources**

# FINANCE DIVISION WEBPAGES

The screenshot shows the SLPS website interface. At the top, there is a 'District Home' link and a 'Select a School...' dropdown menu. Below this is a large blue banner with the SLPS logo and name. A navigation bar contains 'District Info', 'Academics', 'Schools', and 'Community'. A list of links is displayed, including 'District Map', 'Educator of the Year Awards', 'Elected Board', 'Finance Division', and 'Financial and Community Reports'. A box highlights the 'Finance Division' link, with an arrow pointing to a detailed sidebar menu on the right.

From the district page, click on "District Info"

Click on "Finance Division"

Click on "applicable office within Finance"

- Finance Division
  - ▶ Overview
  - ▶ Staff
  - ▶ Finance File Library
  - ▶ Grants Management
  - ▶ Treasurer's Office
  - + Payroll
  - ▶ Procurement
  - ▶ Budget Office
  - ▶ Fiscal Control
  - ▶ Student Activity Accounts
  - + Publications
  - ▶ BusinessPLUS Training References/Documents
  - ▶ Payroll Calendar
  - ▶ Proposed 2017-2018 Budget
  - ▶ Accounts Payable Staff Assignments and Check Run Calendar

# BUDGET OFFICE ADDITIONAL RESOURCES

Budget Office website additional resources

<https://www.slps.org/Page/28703>

Some resources available are:

- FY 2019-2020 Assigned Budget Analyst List
- FY 2019-2020 Budget and Planning Manual
- FY 2019-2020 Budget Book (Available September 2019)

# GRANT OFFICE ADDITIONAL RESOURCES

Grants Management website additional resources:

<https://www.slps.org/Page/111>

Some resources available are:

- Title I Budget Worksheet
- Title I allowable and unallowable list
- Parental Involvement allowable and unallowable list



# PROCUREMENT FORMS AND SUPPORT DOCUMENTS

## How To Do Business w/SLPS - Contract Template

- Which Contract Is The Right One To Use?
  - **Agency Agreement:**
    - A legal contract
    - No funds change hands.
  - **Individual Service Agreement:**
    - A contract with an individual/company
    - Work is normally perform in building,
    - School sponsored events (catering, photography, etc)
  - **Consultant Agreement:**
    - A contract with an individual/company to provide consulting services
    - Use for services where there is not physical product
  - **Template for MOU (Memorandum Of Understanding):**
    - None-Fund Raising
    - No funds change hands
  - **SLPS Contract Renewal Template:** A contract that is renewed form previous consecutive year.

# FINANCE DEPARTMENT HOUSEKEEPING

**Please complete form:**

- BusinessPLUS Users – Who should have access?
- EPES Users – Who should have access?

Anyone interested in joining a committee to help bridge the gap between the schools and the Finance Division?



# BusinessPLUS Financial System

Financial System of SLPS

# BusinessPLUS Financial System

## What is BusinessPLUS?

- BusinessPLUS is the official Financial system of the District
- The system tracks all budgetary information for schools and central office locations

## How to gain access to BusinessPLUS

- Download and Complete form on website “**BusinessPLUS Access Request Form**”
- Email completed form to: [BusinessPLUShelp@slps.org](mailto:BusinessPLUShelp@slps.org)

## Locked out of access to BusinessPLUS

- Download and Complete form on website “**BusinessPLUS Access**”

# BusinessPLUS – School and Central Office Use

## Logging into BusinessPLUS:

<http://bp.slps.org/ifas7/home>


## Reports:

- GL\_5000: Budget to Actual Report
- PO3001: Purchase Order Status Inquiry Report

## Transactions:

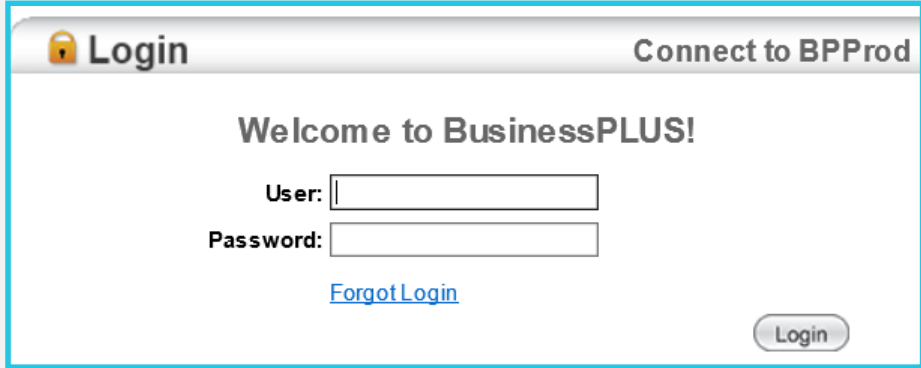
- Create Budget Transfer - GLBUBAUB
- Enter Purchase Requisition – POUPPR
- Know the status of your budget transfer/requisition
- Receive on Purchase Order - POUPRC

# ACCESSING BusinessPLUS

Log into BusinessPLUS by accessing the  internet browser, enter the following URL address:


<http://bp.slps.org/ifas7/home>

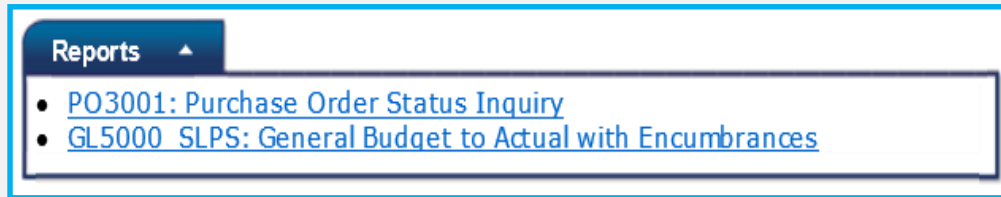
**Please note: You must use Internet Explorer with Business PLUS**



The screenshot shows a web browser window titled "Login" with a "Connect to BPProd" button in the top right corner. The main content area displays "Welcome to BusinessPLUS!" followed by two input fields: "User:" and "Password:". Below the password field is a blue link labeled "Forgot Login". A "Login" button is located in the bottom right corner of the form area.

# BusinessPLUS REPORTS: Budget to Actual Report

- After logging into BusinessPLUS:
- Click on the  tab
- Under the report tab, there are 2 report options for schools/central offices



- To review the budget to actual report, click on the “GL5000\_SLPS: General Budget to Actual with Encumbrances” link

# SELECTION CRITERIA FOR REVIEWING – Budget to Actual Report

- **No Selection Criteria:**


- If you have access to multiple locations, enter the location in the location field in order to pull that specific location.
- If you have just one location just click xxx to run the report wide open with no selection criteria

- **Selection Criteria:**

- If you are searching for a specific ***object, fund, function, location, or project*** you can enter those specific requirements to narrow down data retrieved:

***E.g. You would like to review ONLY your “Academic Reading Program” budget***

GL5000\_SLPs: General Budget to Actual with Encumbrances /

Report Date:  

Budget Version:


Excel Output (Y/N)?

Object:



Fund:

Function:

Location:

Project:  

Year(2 Digits):

*Enter the Specific Project Code for the budget you want to review*



# BusinessPLUS REPORTS: Budget to Actual Report



## ST LOUIS PUBLIC SCHOOLS

### Budget to Actuals with Encumbrances


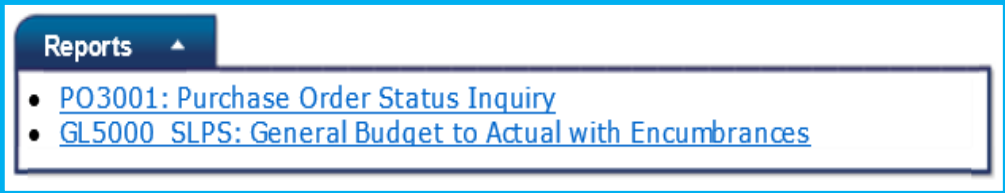
Fiscal Year: 2020

Report Date: 07/09/2019

	Object Description	Original Budget	Current Budget	Encumb	Actual	Available Balance
<b>Location: [REDACTED] Elementary</b>						
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
<b>Project Total: 000000 - General</b>		<b>27,082.00</b>	<b>27,082.00</b>	<b>314.95</b>	<b>0.00</b>	<b>26,767.05</b>
<b>Fund Total: 110 - General</b>		<b>27,082.00</b>	<b>27,082.00</b>	<b>314.95</b>	<b>0.00</b>	<b>26,767.05</b>
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
<b>Project Total: 451010 - Sch Imprvmt(SIG)</b>		<b>0.00</b>	<b>0.00</b>	<b>34,797.29</b>	<b>0.00</b>	<b>-34,797.29</b>
<b>Fund Total: 150 - Incidental Grants</b>		<b>0.00</b>	<b>0.00</b>	<b>34,797.29</b>	<b>0.00</b>	<b>-34,797.29</b>
450-1111-654301-[REDACTED]	451010-19 Technology Related - Hard >\$1K	0.00	0.00	13,745.00	0.00	-13,745.00
<b>Project Total: 451010 - Sch Imprvmt(SIG)</b>		<b>0.00</b>	<b>0.00</b>	<b>13,745.00</b>	<b>0.00</b>	<b>-13,745.00</b>
<b>Fund Total: 450 - Capital -Grants</b>		<b>0.00</b>	<b>0.00</b>	<b>13,745.00</b>	<b>0.00</b>	<b>-13,745.00</b>
<b>Location Total: [REDACTED] Elementary</b>		<b>27,082.00</b>	<b>27,082.00</b>	<b>48,857.24</b>	<b>0.00</b>	<b>-21,775.24</b>

# BusinessPLUS REPORTS: PO3001: Purchase Order Status Inquiry

After logging into BusinessPLUS:

- Click on the  tab
- Under the report tab, there are 2 report options for schools/central offices 
- To review the “Purchase Order Status Inquiry” report, click on the “PO3001: Purchase Order Status Inquiry” link

# SELECTION CRITERIA – Purchase Order Status Inquiry

**PO3001: Purchase Order Status Inquiry /**

Enter the Purchase Requisition or Purchase Order Number:

Vendor ID:

Vendor Name:

[Help](#) [Submit](#)

# BusinessPLUS REPORTS: PO3001: Purchase Order Status Inquiry

Report Date: 07/09/2019

**MASTER INFORMATION**

Fully Paid

<u>PR Number</u>	<u>PO Number</u>	<u>Vendor ID</u>	<u>Vendor Name</u>
R0000534	P0000280	V600017663	WAREHOUSE OF FIXTURES TNG

Address: P1 2720 MARKET ST  
 SAINT LOUIS, MO 63103 PO Total Amount: 1,853.50

<b>Confirm:</b>	<b>Requested by:</b> Sarah Briscoe	<b>Blanket Number:</b>	<b>Req. Dt:</b> 07/19/2018
<b>Account:</b>	<b>Approved by:</b> Constance Byrd	<b>Blanket Amount:</b>	<b>Apr Dt:</b> 07/24/2018
<b>Bid:</b>	<b>Printed by:</b> WORKFLOW	<b>Blanket Remaining:</b>	<b>Print Dt:</b> 07/19/2018
<b>Contract:</b>	<b>PO Type:</b> P		<b>Entry Dt:</b> 07/19/2018
<b>Ship To:</b> 4180	<b>EN Flag:</b> Y	<b>Req. Codes</b>	<b>Expr Dt:</b>
<b>Bill To:</b>	<b>Sec Cd:</b> 4180	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>End Use:</b> SBRISCOE		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Buyer:</b> CONSTANCE

**ITEMS**

Item	Unit Price	Account	Tax1	Discount	Extended	Catalog	F/A	Print
Qty Ordered	UN		Tax2	Charges	Work Order	Ship To	Whse	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			

# BusinessPLUS REPORTS: PO3001: Purchase Order Status Inquiry

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	SMORRIS782	11/19/2018		
		<u>1.00</u>	<u>1.00</u>	<u>0.00</u>				

# BusinessPLUS REPORTS: PO3001: Purchase Order Status Inquiry

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
TOTAL AMOUNT CHECK AP 00452857:									<u>\$1,853.50</u>

# BUDGET TRANSFERS

## When is a Budget Transfer needed?

Budget transfer may be needed if a line item does not have adequate budget available to cover the expenses of a requisition, invoice or voucher submitted. This should occur **before** processing potential expenditures

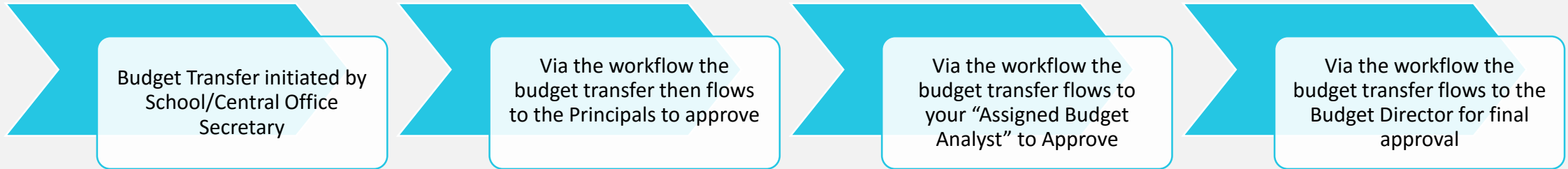
Account Line Item	Requisition/Voucher	Is a budget transfer needed?
110-1151-641103-xxxx-000000-00 Available balance: <b>\$150.00</b>	School submitted a <b><u>voucher</u></b> in the amount of <b>\$500.00</b> to pay for uniforms ordered under line item: 110-1151-641103-xxxx-000000-00	In this scenario, a budget transfer will need to be completed in order to cover the cost of the uniforms, the current available budget is \$150.00, but the voucher submitted is \$500.00
110-1151-641101-XXXX-000000-00 Available balance: <b>\$800.00</b>	School is entering a <b><u>requisition</u></b> to purchase general supplies for a total of <b>\$1000.00</b> for general supplies: 110-1151-641101-XXXX-000000-00	In this scenario, a budget transfer will need to be completed in order to cover the cost of the general supplies for \$1000.00. BusinessPLUS will give a error stating budget exceeded

# BUDGET TRANSFERS

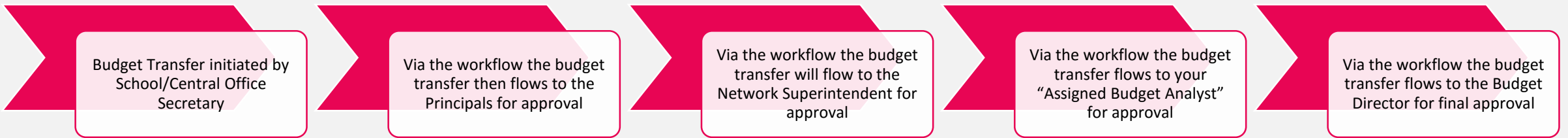
How are budget transfers processed?

Budget transfer are processed only through BusinessPLUS

## Budget transfer request less than \$5000



## Budget transfer request greater than \$5000





# Budget Transfer BusinessPLUS Processing Tips

Budget Transfers should be completed separately based on funding:

- GOB related funds (110, 210, 410)
- Grant related funds (150,250, etc.)

Reason Codes:

- BAPP – Board Approved
  1. Greater than \$50,000
  2. From one fund to another e.g. 110 to 210
  3. Travel Commitment item 643401
- BUD – Budget selection for GOB only funds
- GRNT- Grant selection for Grant only funds
- Budget Version
  - BA- Adjustment – For GOB funding **always** select this option
  - GA- Adjustment – For Grant funding **always** select this option

# How to Create a Budget Transfer in BusinessPLUS?

Breakout Session

Follow instruction in the BusinessPLUS Finance Training Manual

# PURCHASE REQUISITIONS

A purchase requisition is needed when a school/central office determine that that there is a need for a good or service. The requisition is routed through an workflow approval process, as well as the finance team, and lastly the procurement team to complete the purchase request

# Purchase Requisition BusinessPLUS Processing Tips

- There are only 10 lines per requisition
- External vs Internal attachments
  - External attachments – will route to the vendor
  - Internal attachments – this route to procurement dept.
- If known, shipping charges need to be included on PR
- If there are no shipping charges, indicate on the Req Code “no shipping charges”
- Always include the quantity and units of measure e.g. each, box, carton, PU(services) on the Purchase Requisition
- Never include a PO number on the entry screen

# How to Create a Purchase Requisition in BusinessPLUS?

Breakout Session

Follow instruction in the BusinessPLUS Finance Training Manual

# Transfer/Requisitions Status: Entity List vs. Workflow

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

Left side screen panel



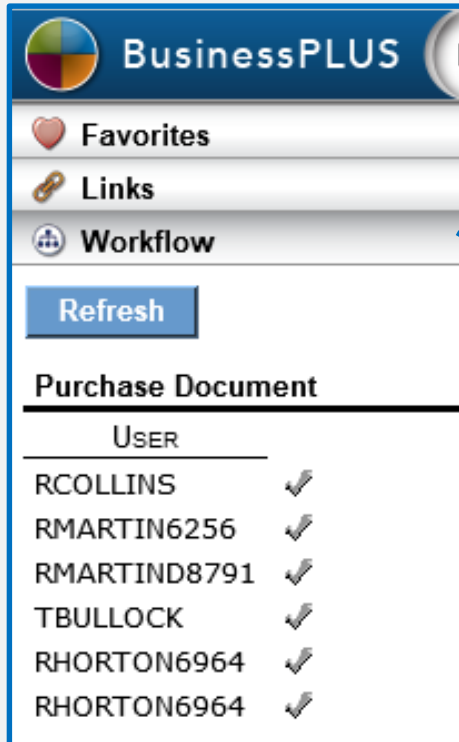
The workflow tab will show you each approval level from the creator to final approver

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

# 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 is the BusinessPLUS logo. Below it are three tabs: Favorites, Links, and Workflow. A Refresh button is located below the tabs. Underneath is a section titled 'Purchase Document' with a table showing the approval status for various users.

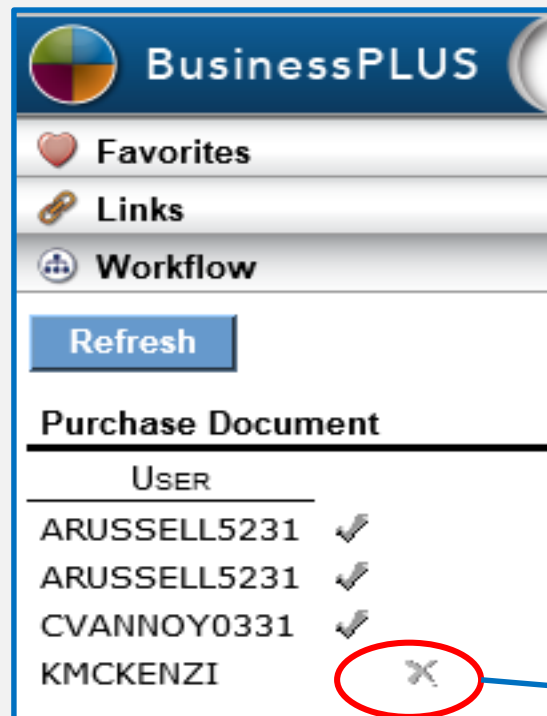
USER	Status
RCOLLINS	✓
RMARTIN6256	✓
RMARTIND8791	✓
TBULLOCK	✓
RHORTON6964	✓
RHORTON6964	✓

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. At the top, there is a navigation bar with 'BusinessPLUS' and a logo. Below it are sections for 'Favorites', 'Links', and 'Workflow'. A 'Refresh' button is visible. The main content area is titled 'Purchase Document' and contains a table with the following data:

USER	Status
ARUSSELL5231	✓
ARUSSELL5231	✓
CVANNOY0331	✓
KMCKENZI	✗

The '✗' icon in the last row is circled in red. A blue arrow points from this icon to a text box on the right. Another blue arrow points from the 'Workflow' section of the navigation bar to a second text box on the right.

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

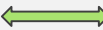
Workflow

Refresh

Purchase Document

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

In order to see notes, 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

(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 ✗ 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

# of items on  
your list

move up & down  
thru list

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

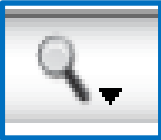


Status:  
**FP**- Fully  
Paid

**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”

# How to Delete a line on a Requisition?

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

How to delete a record:

1. Within the Purchasing – Purchase request screen, highlight the line that you would like to delete
2. At the bottom of the screen Click on the “options” icon
3. Select “delete record”, and the record will be deleted



Item Nu	Association Codes	Notes	Quantity	Units	Unit Price	Description
0001	081454		6		9.88	Glue sticks
0002	1481992		4		5.92	Bic Pens
0003	1600227		8		3.82	Yellow sticky Notes
0004	1376604		6		2.77	Assorted sticky Notes
0005	1612778		1		17.99	Extreme

Items Taxes Miscellaneous Account Distribution Item Shipping

Record 3 of 35

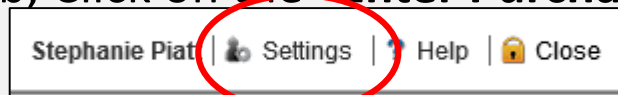
# How to add the attachment option in BusinessPLUS?


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 attachments under the attachment tab (preferred)
3. **Always** – in this mode attachments will automatically open when you enter the screen

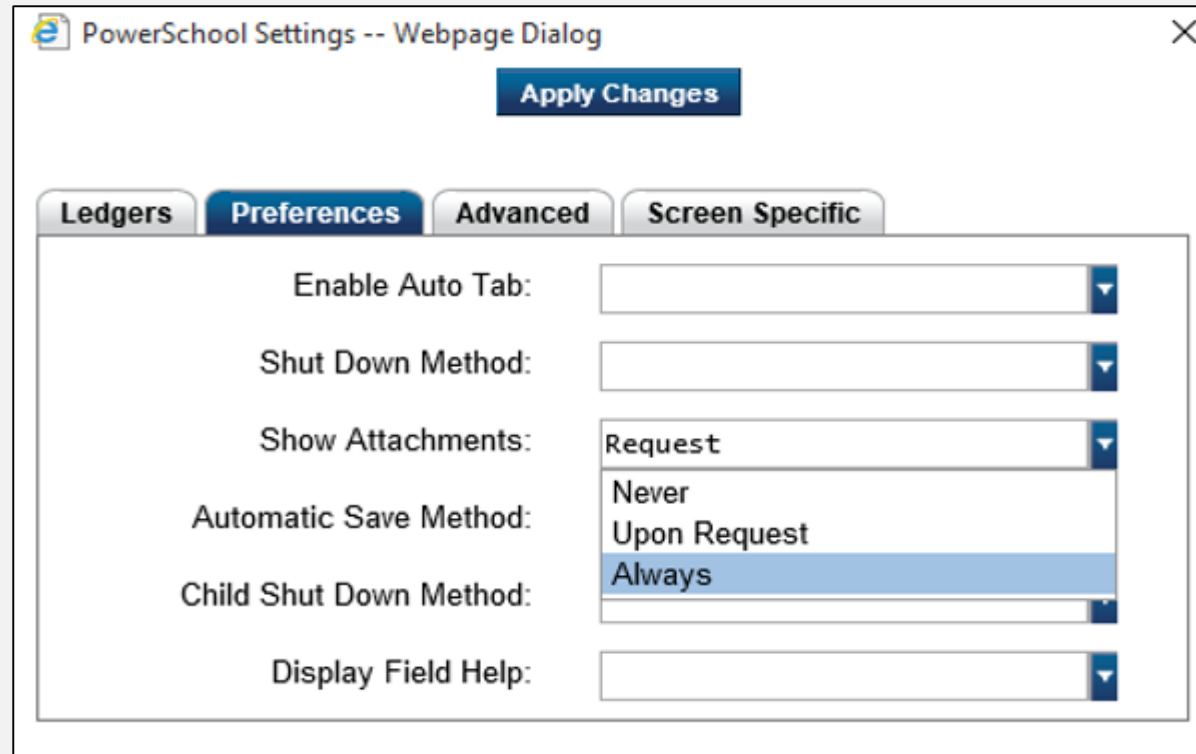
## How to change the settings:


1. From the “School/Department” tab, Click on the **“Enter Purchase Requisition – POUPPR”** link, and the Purchasing screen will appear



2. In the top right hand side of the screen you will see the following:
3. Click on setting, then click the  tab and the below drop downs will appear

# How to add attachment option in BusinessPLUS?



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

# Receiving on Purchase Order in BusinessPLUS

- “Receiving on Purchase” process is the schools/central office confirmation that all items requested via the Purchase Order has been received
- If the “Receive on Purchase” process is not completed
  - The vendor does not receive payment

# Receiving on Purchase Order in BusinessPLUS

Enter the PO number

PO Number:

Date Received: 07/11/2019

Carrier:

Vendor:

Freight:

End Use:

Packing:

Ship To:

**Receive All**

**Save**

**Items** **Remarks**

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

If All items have been received, click "Receive All" & save

If partial items have been received, click "Qty Accepted" & enter the number of items you have received for each line. Once complete, click "save" to save changes





# Thank You

SLPS Finance Division