



ONBASE CONTENT 360 NON-PUBLIC SCHOOLS TRAINING

ST. LOUIS PUBLIC SCHOOLS

Welcome

Non-Public Partners:

We are excited to announce the launch of electronic payment request management between SLPS and Harvest On-Base 360. This new software will simplify the purchasing/reimbursement process and reduce the administrative burden experienced when submitting purchase and reimbursement requests.

Harvest On-Base 360 software offers many benefits, including:

- Track requests by submission date and see where the request is in the approval process.
- Electronic Signature and document attachment to payment requests
- Full SLPS Vendor File that is searchable! No more wondering if a vendor you want to use is a SLPS vendor!
- Expedited processing of request. On-Base will be integrated with the SLPS ERP system for seamless processing this fall.

What's Next?

We will be sending an email with username and password, and a link to the system. In addition, we will also have videos posted on our website on how to submit requests. There will be a video for each type of request to submit (Regular Payment Request, Travel, Tuition, etc.). In addition, we will provide virtual training sessions by request.

Your Feedback is Important

If you have additional questions, please contact nonpublic@slps.org.

Introduction

Content360° is the ECM solution that is designed and built on top of the award-winning OnBase by Hyland platform to provide transactional content (documents, records, forms, videos, etc.) management, automated workflow and eForms. This makes Content360° a superior choice when looking at ways to improve your document management processes while leveraging your existing investment in line-of-business applications. Content360° offers one of the lowest total cost of ownership solutions on the market because it is built on top of OnBase's no-code, point-and-click configurable platform. This means that any organization using Content360° could truly "own" their solutions without paying for expensive custom programming to make changes or modifications. Storing everything in Content360° also allows organizations to keep managed content in a single location rather than in separately managed information silos which further reduces costs.

As budgets get tighter, the pressure on your staff and resources increases considerably. Harvest Technology Group's solutions help relieve the pressure by cutting down on time-consuming paper document processes, while saving your school district money by eliminating costly document storage and printing requirements.

Paper documents are difficult to manage, maintain, update, and retrieve when needed. This has led school districts everywhere to look for a better approach to K-12 document management. That's where Content360° comes in. Content360° is the only document management solution built with the needs of K-12 school districts in mind.

Content360° gives schools the ability to capture and store records in a central location where they can be accessed via computer and shared throughout the school district with a few simple clicks.


Benefits of Harvest Technology Group for Records Management


- Save time and shorten process cycles by capturing data electronically and routing it automatically.
- Improve accuracy with data validation at the point of entry.
- Protect sensitive data from unauthorized access.
- Reduce costs associated with the design, production and distribution of paper forms.
- Eliminate the delay required to re-produce and distribute paper forms.
- Automatically provide a record of access/modification history and current status.

Payment Request

To enter a Payment Request, you will start by navigating to the OnBase login screen.









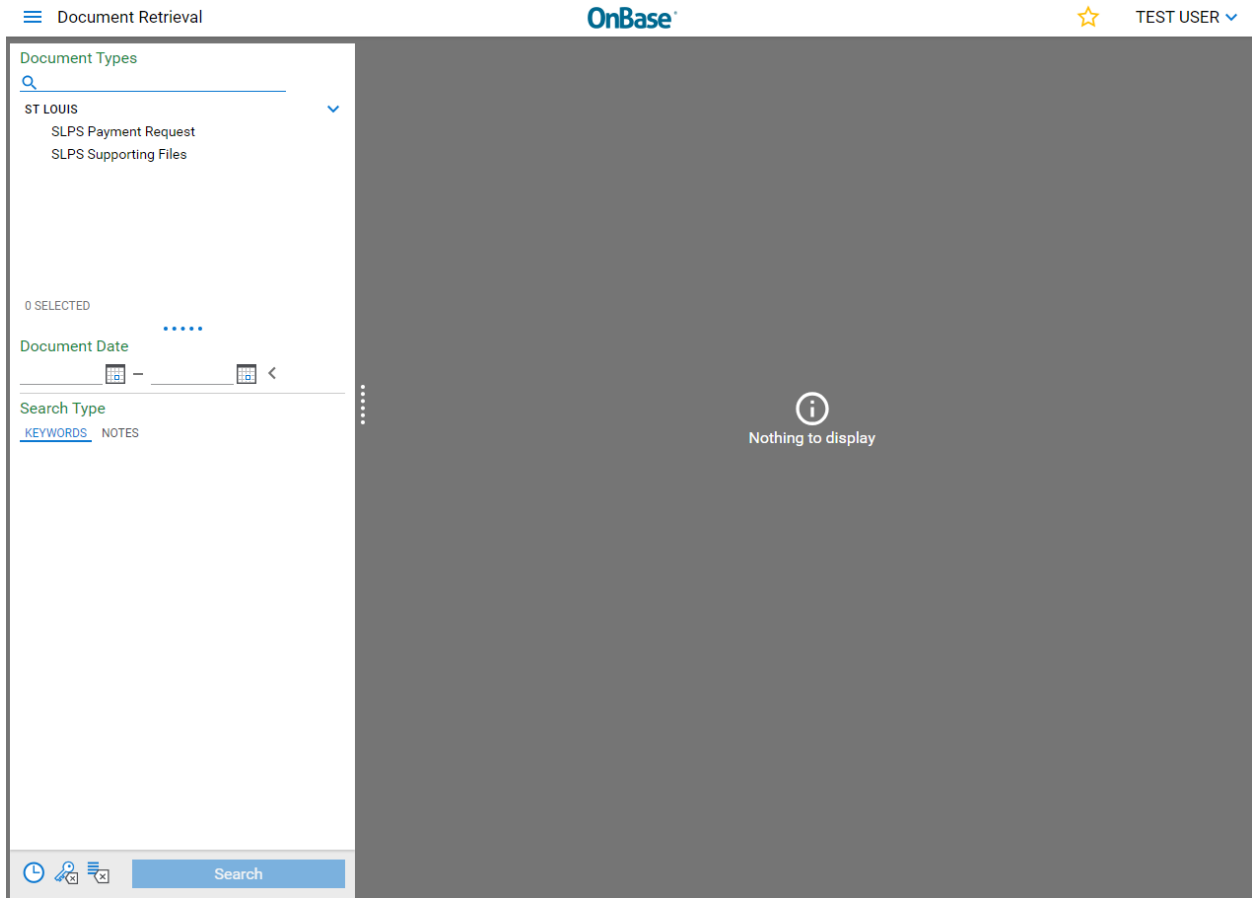
Next, you will enter your login credentials.



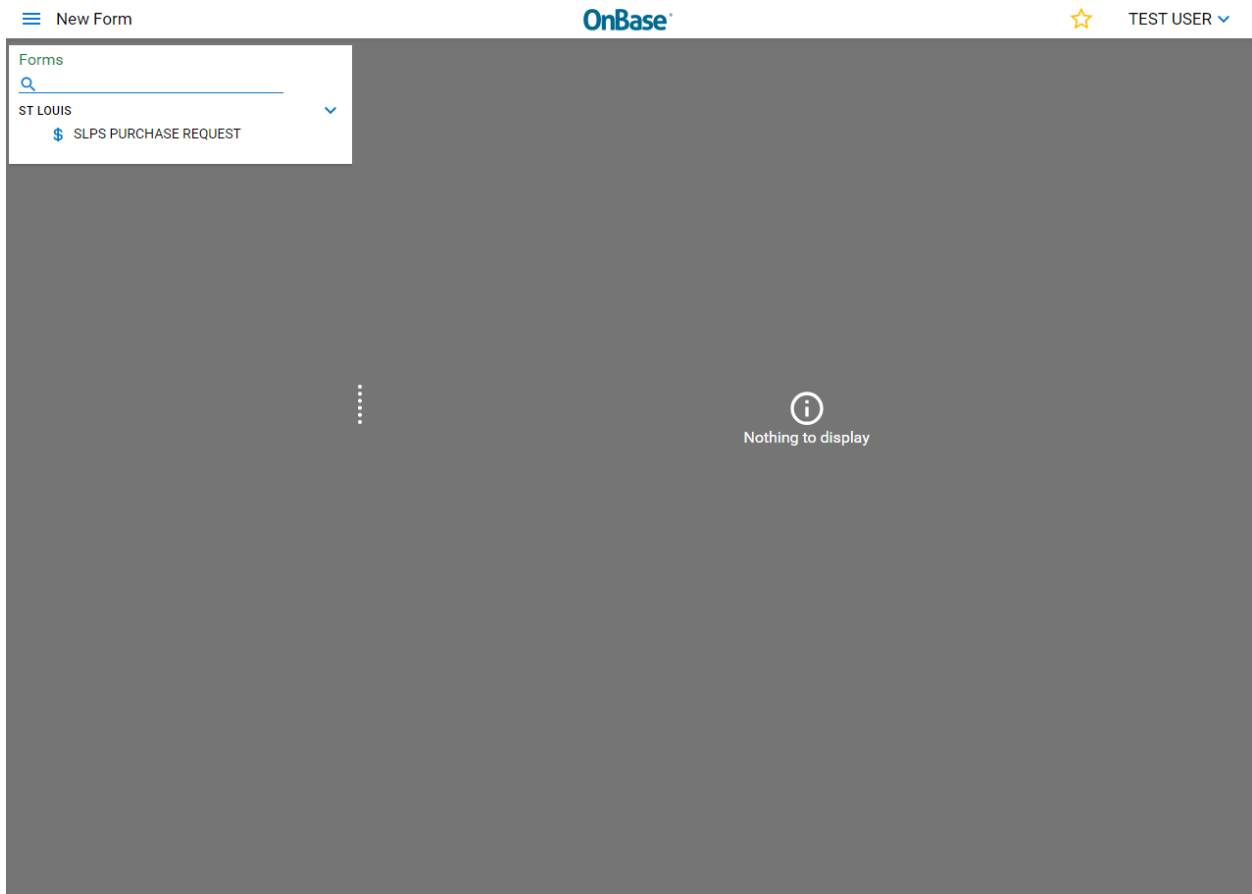




Once logged in, you will navigate to the slide drawer navigational icon in the top left corner of the screen located next to Document Retrieval.



Once opened, you will click on new form and the next screen will display \$ SLPS Purchase Request.



Click purchase request, and the blank SLPS Non-Public Payment Request form will open. The date field is automatically stamped for the current date and time. The Request ID is updated once the completed request is submitted.

The screenshot shows the OnBase interface for an SLPS Non-Public Payment Request. The top navigation bar includes 'New Form', 'OnBase', and 'TEST USER'. The main header displays the form title 'SLPS NON-PUBLIC PAYMENT REQUEST', the current date '08/15/2023 04:09:51 PM', and a 'Request ID' field. A left sidebar contains a 'Forms' menu with 'SLPS PURCHASE REQUEST' selected. The form itself is divided into several sections: 'NON-PUBLIC SCHOOL CONTACT' with fields for Name, Location, Address, City/State/Zip, Phone, and E-Mail Address; 'VENDOR INFO' with fields for Vendor Code, Vendor Name, Address, City/State/Zip, Phone, E-Mail Address, and Amount Requested; 'FUNDING SOURCE' with a dropdown menu and radio buttons for 'Non-Taxable' and 'Taxable'; 'REQUEST CATEGORY' with a list of categories including Amenity Request, Professional Development, SPED Evaluation, SPED Service, Student Services, Supplies, Travel, Tuition Reimbursement, Training, and Other; 'ACTIVITY TITLE AND LOCATION' with a large text area; 'JUSTIFICATION FOR REQUEST' with another large text area; 'Attachments @' with a button to 'Attach Supporting Files'; and a 'Signature' field at the bottom.

In the Non-Public School Contact field, you will select your location by using the drop-down arrow next to the location box.



SLPS NON-PUBLIC PAYMENT REQUEST

DATE

Request ID

Payment Request

NON-PUBLIC SCHOOL CONTACT

Name *

Location *

Address

City/State/Zip

Phone

E-Mail

Address

FUNDING SOURCE

Funding Source *

Non-Taxable Taxable

REQUEST CATEGORY

- Category *
- Amazon Request
 - Professional Development
 - SPED Evaluation
 - SPED Service
 - Student Services
 - Supplies
 - Travel
 - Tuition Reimbursement
 - Tutoring
 - Other

VENDOR INFO

Once selected, a text box will appear.

| Select Keyset | | | | | | |
|-----------------------------------|---------------|------------------|-----------------------|------------|-------------|-----------|
| SchoolName | SchoolContact | School Principal | SchoolAddress | SchoolCity | SchoolState | SchoolZip |
| 7000 - BISHOP DUBOURG HIGH SCHOOL | MONICA FREESE | MONICA FREESE | 5850 EICHELBERGER ST. | ST. LOUIS | MO | 63109 |
| 7000 - BISHOP DUBOURG HIGH SCHOOL | JOAN PROVANI | MONICA FREESE | 5850 EICHELBERGER ST. | ST. LOUIS | MO | 63109 |

Cancel

Use the slide bar to navigate and select the contact information for the requestor.

| Select Keyset | | | | | |
|---------------|-----------|--------------|------------------------------|-----------|--------|
| SchoolState | SchoolZip | SchoolPhone | SchoolEmail | SchoolZip | |
| MO | 63109 | 314-832-3030 | MFREESE@BISHOPDUBOURG.ORG | 7000 | Select |
| MO | 63109 | 314-832-3030 | JPROVAZNIK@BISHOPDUBOURG.ORG | 7000 | Select |

Cancel

Once you select your location, the information will autofill based on the current data preloaded in the system.

Payment Request

NON-PUBLIC SCHOOL CONTACT

Name *

Location * ▼

Address

City/State/Zip

Phone

E-Mail Address

Next, you will select your funding source from the dropdown menu. The form radio button is defaulted for Non-Taxable.

FUNDING SOURCE

Funding Source *

TITLE II

- Special Education
- TITLE II
- TITLE III
- TITLE IV

Amazon Request

Professional Development

SPED Evaluation

SPED Service

Student Services

Supplies

Travel

Tuition Reimbursement

Tutoring

Other

You will then need to select your request category. A new tab will appear next to Payment Request depending on the type of request that you select.

REQUEST CATEGORY

Category *

Amazon Request

Professional Development

SPED Evaluation

SPED Service

Student Services

Supplies

Travel

Tuition Reimbursement

Tutoring

Other

Next, the Vendor Name will need to be entered under the Vendor Info field. Once you type the vendor's name, click Lookup Vendor.

| VENDOR INFO | |
|--------------------|--|
| Vendor Code | <input type="text"/> |
| Vendor Name * | <input type="text" value="BUREAU OF EDUCATION & RES"/> |
| | <input type="button" value="Lookup Vendor"/> |
| Address | <input type="text"/> |
| City/State/Zip | <input type="text"/> |
| | <input type="text"/> |
| | <input type="text"/> |
| Phone | <input type="text"/> |
| E-Mail Address | <input type="text"/> |
| Amount Requested * | <input type="text"/> |

The select reverse lookup match box will appear. Use the slide bar to navigate to the correct contact information and click select.

| Select Reverse Lookup Match | | | | | | |
|-----------------------------|------------|-------------|------------|-------------|--------------|--------|
| VendorAddress | VendorCity | VendorState | VendorZip | VendorPhone | VendorEmail | |
| O BOX 96068 | BELLEVUE | WA | 98009-9668 | 4259531134 | INFO@BER.ORG | Select |
| O BOX 96068 | BELLEVUE | WA | 98009-9668 | 8007353503 | INFO@BER.ORG | Select |
| 15 118TH AVE E | BELLEVUE | WA | 98009-9668 | 4259531134 | INFO@BER.ORG | Select |
| 15 118TH AVE E | BELLEVUE | WA | 98009-9668 | 8007353503 | INFO@BER.ORG | Select |

The data will autofill using the preloaded vendor information in the system.

| VENDOR INFO | |
|------------------|--|
| Vendor Code | <input type="text" value="V600001641"/> |
| Vendor Name | <input type="text" value="BUREAU OF EDUCATION & RES"/> * |
| | <input type="button" value="Lookup Vendor"/> |
| Address | <input type="text" value="PO BOX 96068"/> |
| City/State/Zip | <input type="text" value="BELLEVUE"/> |
| | <input type="text" value="WA"/> |
| | <input type="text" value="98009-9668"/> |
| Phone | <input type="text" value="4259531134"/> |
| E-Mail Address | <input type="text" value="INFO@BER.ORG"/> |
| Amount Requested | <input type="text"/> * |

The amount requested needs to be entered next.

| | |
|------------------|---|
| Amount Requested | <input type="text" value="\$1,500.00"/> * |
|------------------|---|

Required fields are denoted by a red asterisk. From there, the activity title and location need to be entered into the text box as well as the justification for request.

ACTIVITY TITLE AND LOCATION

*

Bureau of Education and Research

JUSTIFICATION FOR REQUEST

*

Online training class for Professional Development.

Lastly, you can attach any supporting documents by clicking on the Attach Supporting Files.

Attachments (0)

Supporting Files

[Attach Supporting Files](#)

Once attached, you will complete this process by clicking the submit box which begins the workflow approval process.

Attachments (1)

Supporting Files

(Pending) [Payment Request Test Doc.docx](#) [\[Remove\]](#)

[Attach Supporting Files](#)

Signature

Internal Use Only

| | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Fund | Func | Obj | Loc | Proj | YR |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

[Submit](#)


For questions regarding your purchase request, please contact nonpublic@slps.org


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Tuition Reimbursement

To enter a Tuition Reimbursement Request, you will start by navigating to the OnBase login screen.









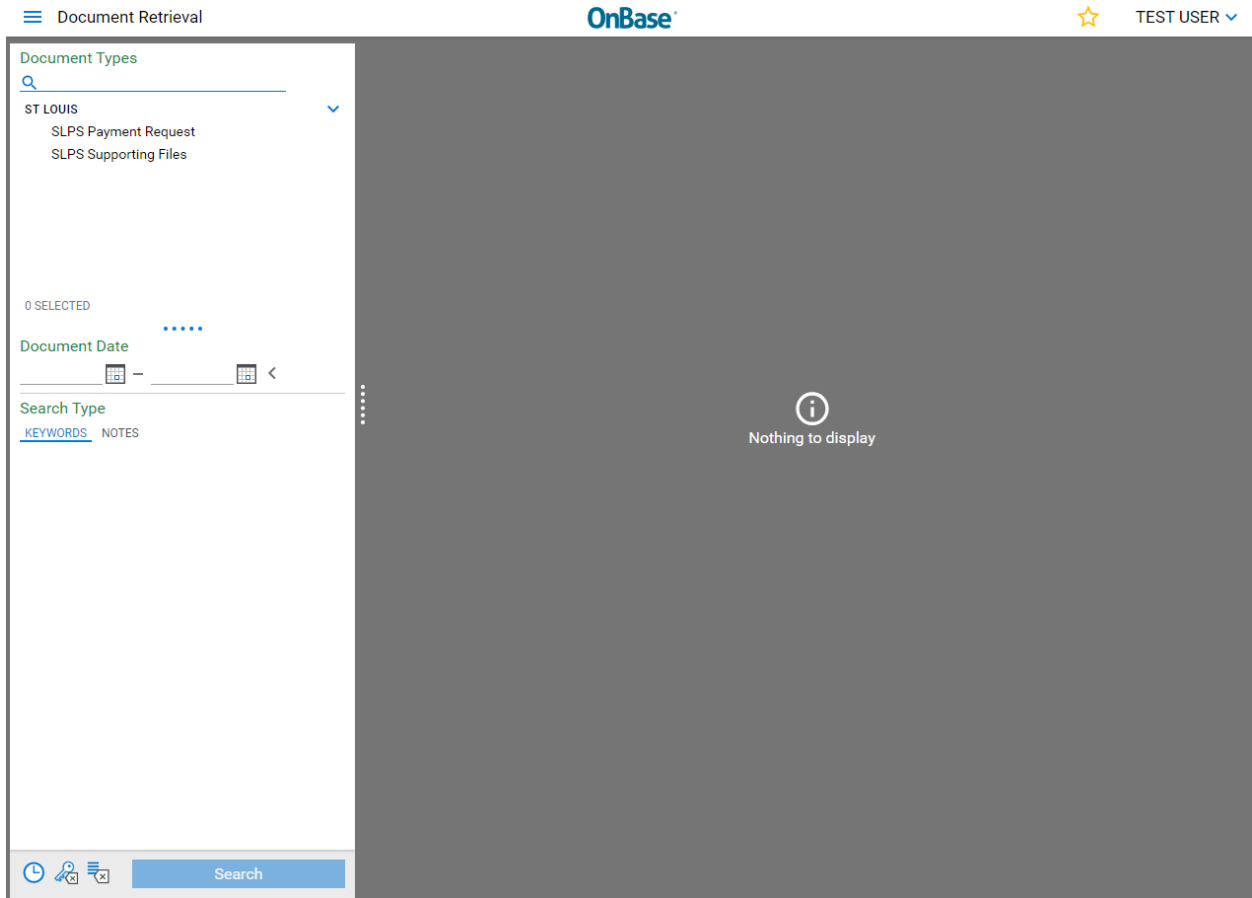
Next, you will enter your login credentials.



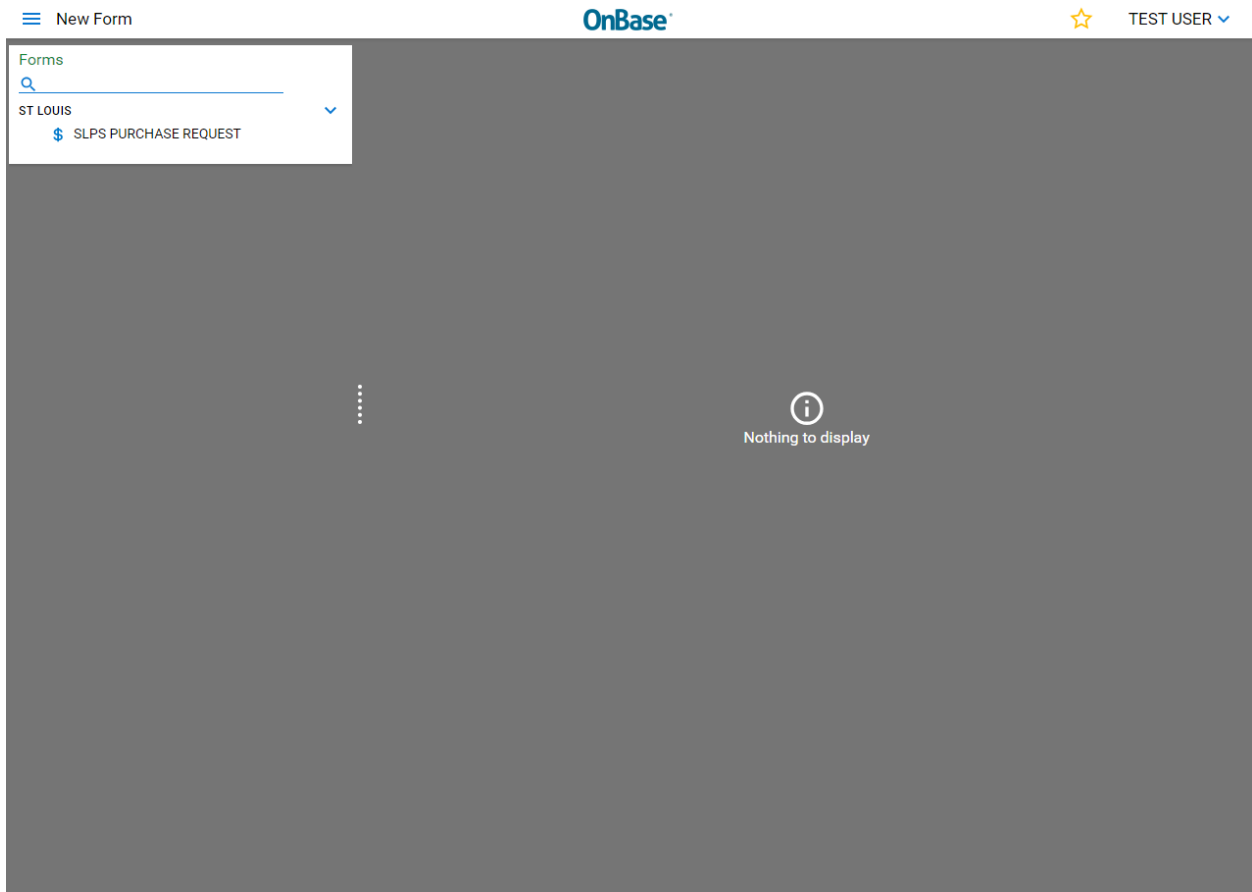
 TESTUSER



Once logged in, you will navigate to the slide drawer navigational icon in the top left corner of the screen located next to Document Retrieval.



Once opened, you will click on new form and the next screen will display \$ SLPS Purchase Request.



Click purchase request, and the blank SLPS Non-Public Payment Request form will open. The date field is automatically stamped for the current date and time. The Request ID is updated once the completed request is submitted.

The screenshot shows the OnBase interface for a "SLPS NON-PUBLIC PAYMENT REQUEST" form. The top navigation bar includes "New Form", "OnBase", and "TEST USER". The form title is "SLPS NON-PUBLIC PAYMENT REQUEST". The "DATE" field is pre-filled with "08/15/2023 04:09:51 PM" and the "Request ID" field is empty. A "Payment Request" button is visible. The form is divided into several sections: "NON-PUBLIC SCHOOL CONTACT" with fields for Name, Location, Address, City/State/Zip, Phone, and E-Mail Address; "VENDOR INFO" with fields for Vendor Code, Vendor Name, Address, City/State/Zip, Phone, E-Mail Address, and Amount Requested; "FUNDING SOURCE" with a dropdown menu and radio buttons for "Non-Taxable" and "Taxable"; "REQUEST CATEGORY" with a list of categories including Amenity Request, Professional Development, SPED Services, Student Services, Supplies, Travel, Tuition Reimbursement, and Training; "ACTIVITY TITLE AND LOCATION" with a large text area; "JUSTIFICATION FOR REQUEST" with another large text area; "Attachments" with a button to "Attach Supporting Files"; and "Signature" at the bottom.

In the Non-Public School Contact field, you will select your location by using the drop-down arrow next to the location box.



The form is titled "SLPS NON-PUBLIC PAYMENT REQUEST" and features the SLPS logo on the left. At the top right, it displays the date "08/16/2023 11:23:06 AM" and a "Request ID" field. A "Payment Request" button is located below the header. The main form is divided into three sections: "NON-PUBLIC SCHOOL CONTACT", "FUNDING SOURCE", and "CATEGORY".

NON-PUBLIC SCHOOL CONTACT

- Name:
- Location: (dropdown menu open showing school options)
- Address:
- City/State/Zip:
- Phone:
- E-Mail Address:

FUNDING SOURCE

- Funding Source: (dropdown menu)
- Non-Taxable Taxable

CATEGORY

- Education Request
- Professional Development
- Evaluation
- Service
- Support Services
- Other
- Tutoring
- Reimbursement

VENDOR INFO

- Vendor Code:
- Vendor Name:
-
- Address:

Once selected, a text box will appear.

Select Keyset

| Address | SchoolCity | SchoolState | SchoolZip | SchoolPhone | SchoolEmail | | |
|---------|------------|-------------|-----------|--------------|--------------------|------|--------|
| .AND | ST. LOUIS | MO | 63110 | 314-531-0330 | LFIGGE@SLUH.ORG | 7220 | Select |
| .AND | ST. LOUIS | MO | 63110 | 314-531-0330 | JLINHARES@SLUH.ORG | 7220 | Select |

Use the slide bar to navigate and select the contact information for the requestor.

Select Keyset

| Address | SchoolCity | SchoolState | SchoolZip | SchoolPhone | SchoolEmail | | |
|---------|------------|-------------|-----------|--------------|--------------------|------|--------|
| .AND | ST. LOUIS | MO | 63110 | 314-531-0330 | LFIGGE@SLUH.ORG | 7220 | Select |
| .AND | ST. LOUIS | MO | 63110 | 314-531-0330 | JLINHARES@SLUH.ORG | 7220 | Select |

Once you select your location, the information will autofill based on the current data preloaded in the system.

| NON-PUBLIC SCHOOL CONTACT | |
|---------------------------|---|
| Name | <input type="text" value="JIM LINHARES"/> |
| Location | <input type="text" value="7220 - ST. LOUIS UNIVERSIT"/> |
| Address | <input type="text" value="4970 OAKLAND AVE."/> |
| City/State/Zip | <input type="text" value="ST. LOUIS"/> |
| | <input type="text" value="MO"/> |
| | <input type="text" value="63110"/> |
| Phone | <input type="text" value="314-531-0330"/> |
| E-Mail Address | <input type="text" value="JLINHARES@SLUH.ORG"/> |

Next, you will select your funding source from the dropdown menu. The form radio button is defaulted for Non-Taxable.

FUNDING SOURCE

Funding Source *

Special Education

TITLE II

TITLE III

TITLE IV

Amazon Request

Professional Development

SPED Evaluation

SPED Service

Student Services

Supplies

Travel

Tuition Reimbursement

Tutoring

Other

You will then need to select your request category. A new tab will appear next to Payment Request depending on the type of request that you select.

| | |
|------------------------|------------------------------|
| Payment Request | Tuition Reimbursement |
|------------------------|------------------------------|

| NON-PUBLIC SCHOOL CONTACT | |
|---------------------------|--|
| Name * | <input type="text" value="JIM LINHARES"/> |
| Location * | <input type="text" value="7220 - ST. LOUIS UNIVERSI"/> ▼ |
| Address | <input type="text" value="4970 OAKLAND AVE."/> |
| City/State/Zip | <input type="text" value="ST. LOUIS"/> |
| | <input type="text" value="MO"/> |
| | <input type="text" value="63110"/> |
| Phone | <input type="text" value="314-531-0330"/> |
| E-Mail Address | <input type="text" value="JLINHARES@SLUH.ORG"/> |

| FUNDING SOURCE |
|--|
| Funding Source * |
| <input type="text" value="TITLE II"/> ▼ |
| <input checked="" type="radio"/> Non-Taxable <input type="radio"/> Taxable |

| REQUEST CATEGORY |
|--|
| Category * |
| <input type="radio"/> Amazon Request |
| <input type="radio"/> Professional Development |
| <input type="radio"/> SPED Evaluation |
| <input type="radio"/> SPED Service |
| <input type="radio"/> Student Services |
| <input type="radio"/> Supplies |
| <input type="radio"/> Travel |
| <input checked="" type="radio"/> Tuition Reimbursement |
| <input type="radio"/> Tutoring |
| <input type="radio"/> Other |

Next, the Vendor Name will need to be entered under the Vendor Info field. Once you type the vendor's name, click Lookup Vendor.

| VENDOR INFO | |
|------------------|--|
| Vendor Code | <input type="text"/> |
| | * |
| Vendor Name | <input type="text" value="SAINT LOUIS UNIVERSITY HIGH"/> |
| | <input type="button" value="Lookup Vendor"/> |
| Address | <input type="text"/> |
| City/State/Zip | <input type="text"/> |
| | <input type="text"/> |
| | <input type="text"/> |
| Phone | <input type="text"/> |
| E-Mail Address | <input type="text"/> |
| Amount Requested | * |
| | <input type="text"/> |

The select reverse lookup match box will appear. Use the slide bar to navigate to the correct contact information and click select.

Select Reverse Lookup Match

| orAddress | VendorCity | VendorState | VendorZip | VendorPhone | VendorEmail | |
|---------------|-------------|-------------|-----------|-------------|-----------------|--------|
| OAKLAND JE | SAINT LOUIS | MO | 63110 | 3145310330 | JKOMOS@SLUH.ORG | Select |
| OAKLAND JE | SAINT LOUIS | MO | 63110 | 3143711157 | JKOMOS@SLUH.ORG | Select |

Cancel

The data will autofill using the preloaded vendor information in the system.

VENDOR INFO

| | |
|------------------|---|
| Vendor Code | <input type="text" value="V600018545"/> |
| Vendor Name | <input type="text" value="SAINT LOUIS UNIVERSITY HIGH"/> <input type="button" value="Lookup Vendor"/> |
| Address | <input type="text" value="4970 OAKLAND AVENUE"/> |
| City/State/Zip | <input type="text" value="SAINT LOUIS"/> <input type="text" value="MO"/> <input type="text" value="63110"/> |
| Phone | <input type="text" value="3145310330"/> |
| E-Mail Address | <input type="text" value="JKOMOS@SLUH.ORG"/> |
| Amount Requested | <input type="text"/> * |

The amount requested needs to be entered next.

Amount Requested *

Required fields are denoted by a red asterisk. From there, the activity title and location need to be entered into the text box as well as the justification for request.

ACTIVITY TITLE AND LOCATION

*

JUSTIFICATION FOR REQUEST

*

Lastly, you can attach any supporting documents by clicking on the Attach Supporting Files.

Attachments (0)

Supporting Files

Once attached, you will need to navigate back to the Tuition Reimbursement tab at the top of the screen before clicking the submit box.

Attachments (1)
Supporting Files
(Pending) [Tuition Reimbursement Test Doc.docx](#) [\[Remove\]](#)
[Attach Supporting Files](#)

Signature

Internal Use Only
Fund Func Obj Loc Proj YR

[Submit](#)

For questions regarding your purchase request, please contact nonpublic@slps.org

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Click Tuition Reimbursement to complete the participant information.



SLPS NON-PUBLIC PAYMENT REQUEST

DATE

Request ID

[Payment Request](#)

[Tuition Reimbursement](#)

NON-PUBLIC SCHOOL CONTACT

FUNDING SOURCE

Complete all fields for the participant contact and course information. The professional development description also needs to be completed.



SLPS NON-PUBLIC PAYMENT REQUEST

DATE

Request ID

| | |
|-----------------|-----------------------|
| Payment Request | Tuition Reimbursement |
|-----------------|-----------------------|

| | | | |
|------------------------------|--|----------------|--|
| Participant Name: | <input type="text" value="Jim Linhares"/> | Daytime Phone | <input type="text" value="314-531-0330"/> |
| Home Address | <input type="text" value="4970 Oakland Ave."/> | City State Zip | <input type="text" value="St. Louis, MO 63110"/> |
| College/University Attending | <input type="text" value="Saint Louis University"/> | Semester | <input type="text" value="Spring 2023"/> |
| Course Title | <input type="text" value="Classroom Organization and Management"/> | | |
| Hours | <input type="text" value="3"/> | Total Cost | <input type="text" value="1750.00"/> |
| Degree/Certification Area | <input type="text" value="Master of Arts in Teaching"/> | | |

Please complete this Tuition Payment Request Form, High-quality Professional Development Criteria Checklist and Tuition evaluation form. Attach all required documentation.

Payee (above participant or vendor)

Total to be paid or reimbursed

The Title II-A Program requires that tuition courses must be part of an ongoing professional development program or plan.

Please describe your course and explain how this will improve student outcomes and align with your schools Professional Development Plan.

Attach any additional supporting documentation by clicking Attach Supporting Files.

| |
|--|
| Attachments (0) |
| Supporting Files |
| <input type="button" value="Attach Supporting Files"/> |

Click to Sign Document

Signature *

Click to Sign Document

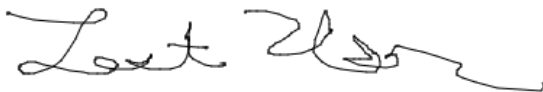
Once signed, you will complete this process by clicking the submit box which begins the workflow approval process.

Attachments (1)

Supporting Files
(Pending) [Tuition Reimbursement Test Doc.docx](#) [\[Remove\]](#)

[Attach Supporting Files](#)

Signature *



[Clear](#)

[Submit](#)


For questions regarding your purchase request, please contact nonpublic@slps.org


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Travel Reimbursement

To enter a Travel Reimbursement Request, you will start by navigating to the OnBase login screen.









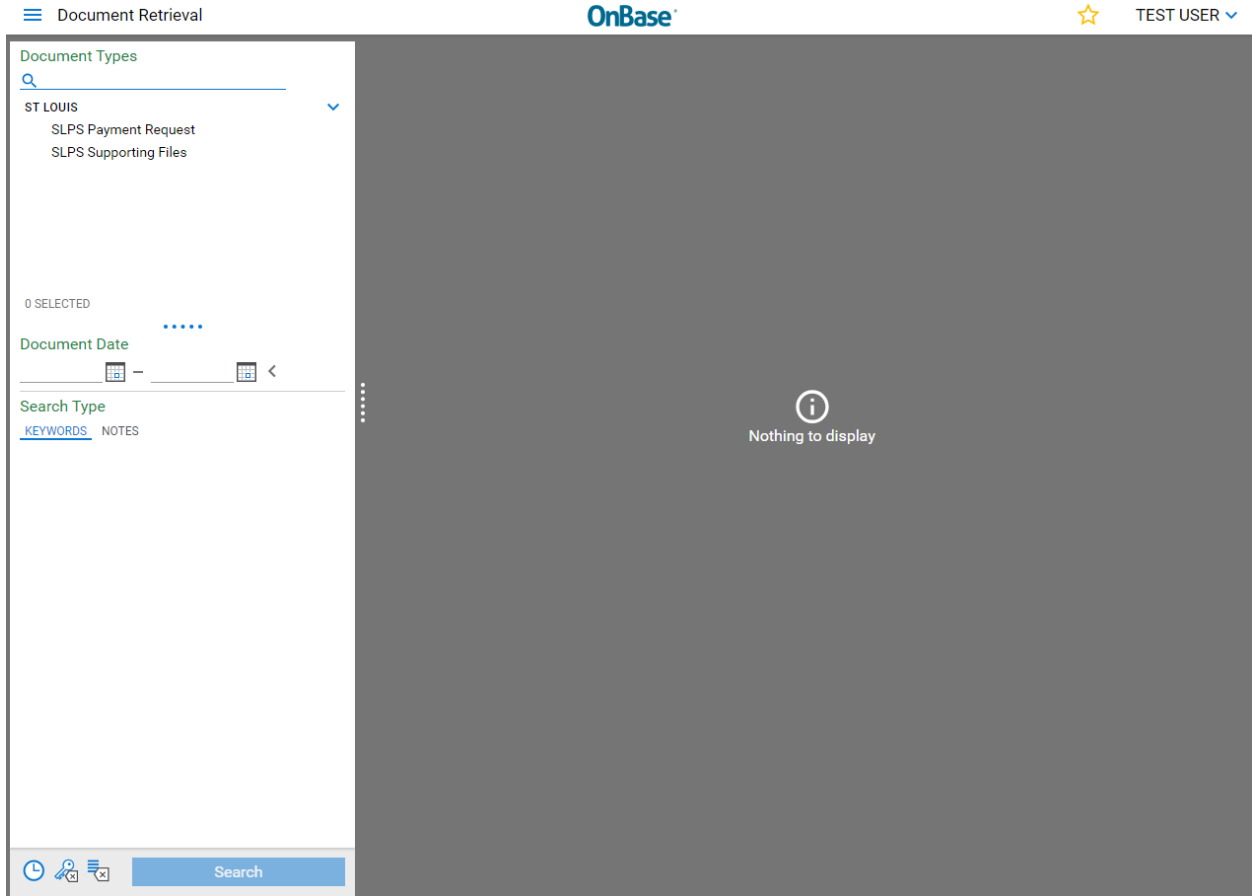
Next, you will enter your login credentials.



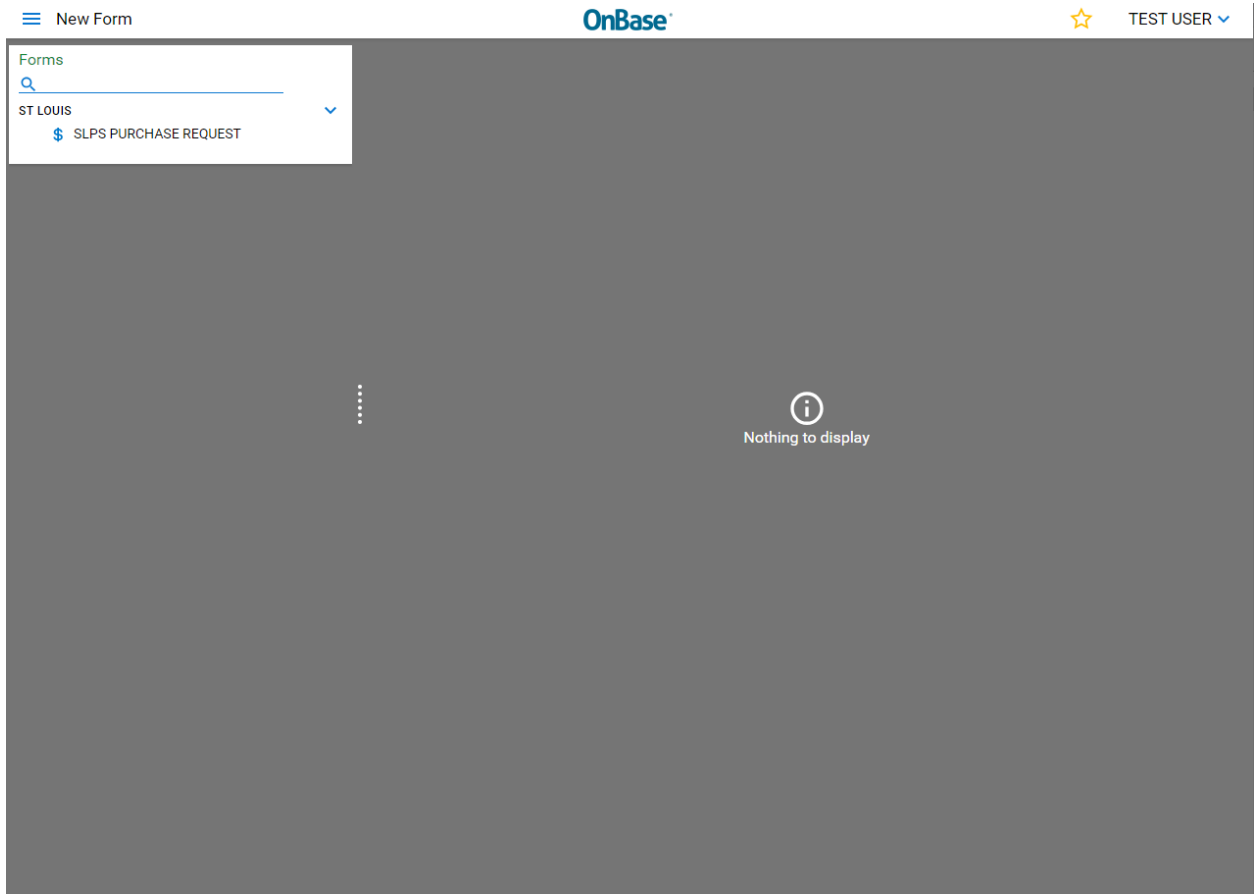
 TESTUSER



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- Payment Request:** A button to initiate the request.
- NON-PUBLIC SCHOOL CONTACT:** Fields for Name, Location (dropdown), Address, City/State/Zip, Phone, and E-Mail Address.
- VENDOR INFO:** Fields for Vendor Code, Vendor Name, Address (with a "Lookup Vendor" button), City/State/Zip, Phone, E-Mail Address, and Amount Requested.
- FUNDING SOURCE:** A dropdown menu for "Funding Source" and radio buttons for "Non-Taxable" and "Taxable".
- REQUEST CATEGORY:** A list of categories with radio buttons: Amenity Request, Professional Development, SPED Evaluation, SPED Service, Student Services, Supplies, Travel, Tuition Reimbursement, Training, and Other.
- ACTIVITY TITLE AND LOCATION:** A large text area for describing the activity.
- JUSTIFICATION FOR REQUEST:** A large text area for providing the reason for the request.
- Attachments:** A section for "Supporting File" with a "Attach Supporting Files" button.
- Signature:** A field for the user's signature.

In the Non-Public School Contact field, you will select your location by using the drop-down arrow next to the location box.



SLPS NON-PUBLIC PAYMENT REQUEST

DATE

Request ID

Payment Request

| NON-PUBLIC SCHOOL CONTACT | FUNDING SOURCE |
|-------------------------------|--|
| Name <input type="text"/> | Funding Source <input type="text"/> |
| Location <input type="text"/> | <input checked="" type="radio"/> Non-Taxable <input type="radio"/> Taxable |
| Address | CATEGORY |
| City/State/Zip | |
| Phone | <input type="radio"/> Tutoring |
| E-Mail | <input type="radio"/> Other |
| Address | |

Note: A dropdown menu is open for the Location field, showing the following options:

- 7150 - ST. AMBROSE
- 7160 - ST. CECILIA SCHOOL
- 7170 - ST. GABRIEL SCHOOL
- 7190 - SOUTH CITY CATHOLIC ACADEMY
- 7200 - ST. LOUIS CATHOLIC ACADEMY
- 7220 - ST. LOUIS UNIVERSITY HIGH SCHOOL
- 7230 - ST. MARGARET OF SCOTLAND

Once selected, a text box will appear.

Select Keyset

| SchoolName | SchoolContact | School Principal | SchoolAddress | SchoolCity | SchoolState | SchoolZip |
|---------------------------|---------------|------------------|----------------|------------|-------------|-----------|
| 7170 - ST. GABRIEL SCHOOL | TONYA MCENERY | TONYA MCENERY | 4711 TAMM AVE. | ST. LOUIS | MO | 63109 |
| 7170 - ST. GABRIEL SCHOOL | DAN WINKELER | TONYA MCENERY | 4711 TAMM AVE. | ST. LOUIS | MO | 63109 |

Use the slide bar to navigate and select the contact information for the requestor.

Select Keyset

| ress | SchoolCity | SchoolState | SchoolZip | SchoolPhone | SchoolEmail | |
|------|------------|-------------|-----------|--------------|---------------------|--|
| AVE. | ST. LOUIS | MO | 63109 | 314-353-1229 | TMCENERY@STGAB.ORG | 7170 <input type="button" value="Select"/> |
| AVE. | ST. LOUIS | MO | 63109 | 314-353-1229 | DWINKELER@STGAB.ORG | 7170 <input type="button" value="Select"/> |

Once you select your location, the information will autofill based on the current data preloaded in the system.

| NON-PUBLIC SCHOOL CONTACT | |
|---------------------------|---|
| Name | <input type="text" value="TONYA MCENERY"/> |
| Location | <input type="text" value="7170 - ST. GABRIEL SCHOO"/> ▼ |
| Address | <input type="text" value="4711 TAMM AVE."/> |
| City/State/Zip | <input type="text" value="ST. LOUIS"/> |
| | <input type="text" value="MO"/> |
| | <input type="text" value="63109"/> |
| Phone | <input type="text" value="314-353-1229"/> |
| E-Mail Address | <input type="text" value="TMCENERY@STGAB.ORG"/> |

Next, you will select your funding source from the dropdown menu. The form radio button is defaulted for Non-Taxable.

FUNDING SOURCE

Funding Source *

TITLE II

Special Education

TITLE II

TITLE III

TITLE IV

Amazon Request

Professional Development

SPED Evaluation

SPED Service

Student Services

Supplies

Travel

Tuition Reimbursement

Tutoring

Other

You will then need to select your request category. A new tab will appear next to Payment Request depending on the type of request that you select.

| | |
|------------------------|---------------|
| Payment Request | Travel |
|------------------------|---------------|

| NON-PUBLIC SCHOOL CONTACT | |
|---------------------------|---|
| Name * | <input type="text" value="TONYA MCENERY"/> |
| Location * | <input type="text" value="7170 - ST. GABRIEL SCHOO"/> |
| Address | <input type="text" value="4711 TAMM AVE."/> |
| City/State/Zip | <input type="text" value="ST. LOUIS"/> |
| | <input type="text" value="MO"/> |
| | <input type="text" value="63109"/> |
| Phone | <input type="text" value="314-353-1229"/> |
| E-Mail Address | <input type="text" value="TMCENERY@STGAB.ORG"/> |

| FUNDING SOURCE | |
|--|---------------------------------------|
| Funding Source * | <input type="text" value="TITLE II"/> |
| <input checked="" type="radio"/> Non-Taxable <input type="radio"/> Taxable | |

| REQUEST CATEGORY |
|--|
| Category * |
| <input type="radio"/> Amazon Request |
| <input type="radio"/> Professional Development |
| <input type="radio"/> SPED Evaluation |
| <input type="radio"/> SPED Service |
| <input type="radio"/> Student Services |
| <input type="radio"/> Supplies |
| <input checked="" type="radio"/> Travel |
| <input type="radio"/> Tuition Reimbursement |
| <input type="radio"/> Tutoring |
| <input type="radio"/> Other |

Next, the Vendor Name will need to be entered under the Vendor Info field. Once you type the vendor's name, click Lookup Vendor.

| VENDOR INFO | |
|------------------|--|
| Vendor Code | <input type="text"/> |
| Vendor Name | <input type="text" value="Tonya McEnergy"/> |
| | <input type="button" value="Lookup Vendor"/> |
| Address | <input type="text"/> |
| City/State/Zip | <input type="text"/> |
| | <input type="text"/> |
| | <input type="text"/> |
| Phone | <input type="text"/> |
| E-Mail Address | <input type="text"/> |
| Amount Requested | <input type="text"/> |

The select reverse lookup match box will appear. Use the slide bar to navigate to the correct contact information and click select. The information will autofill based on the current data preloaded in the system. You will need to enter the amount requested.

| VENDOR INFO | |
|------------------|---|
| Vendor Code | <input type="text" value="V600018072"/> |
| Vendor Name | <input type="text" value="TONYA MCENERY"/> <input type="button" value="Lookup Vendor"/> |
| Address | <input type="text" value="4711 TAMM AVE"/> |
| City/State/Zip | <input type="text" value="SAINT LOUIS"/> <input type="text" value="MO"/> <input type="text" value="63128"/> |
| Phone | <input type="text" value="3143531229"/> |
| E-Mail Address | <input type="text" value="TMCENERY@STGAB.ORG"/> |
| Amount Requested | <input type="text" value="\$2,500.00"/> <input type="text"/> |

Required fields are denoted by a red asterisk. From there, the activity title and location need to be entered into the text box as well as the justification for request.

ACTIVITY TITLE AND LOCATION

*

ELA Conference, Chicago, IL

JUSTIFICATION FOR REQUEST

*

To participate in ELA grade level professional learning for classroom implementation.

Lastly, you can attach any supporting documents by clicking on the Attach Supporting Files.

Attachments (0)

Supporting Files

[Attach Supporting Files](#)

Once attached, you will need to navigate back to the Travel Reimbursement tab at the top of the screen before clicking the submit box.

Attachments (1)

Supporting Files
(Pending) [Travel Reimbursement Test Doc.docx](#) [\[Remove\]](#)

[Attach Supporting Files](#)

Signature

Internal Use Only

| | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Fund | Func | Obj | Loc | Proj | YR |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

[Submit](#)

For questions regarding your purchase request, please contact nonpublic@slps.org

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Click the Travel tab to complete the participant information.

| | |
|---------------------------------|------------------------|
| Payment Request | Travel |
|---------------------------------|------------------------|

NON-PUBLIC SCHOOL CONTACT

FUNDING SOURCE

Complete all fields for the participant contact and travel information.



SLPS NON-PUBLIC PAYMENT REQUEST

DATE

Request ID

| | |
|-----------------|--------|
| Payment Request | Travel |
|-----------------|--------|

| | |
|--|---|
| Name of Traveler: <input type="text" value="Tonya McEnery"/> | Conference: <input type="text" value="Renaissance Elementary ELA Conference"/> |
| Traveler Home Address: <input type="text" value="4711 Tamm Ave. St. Louis, MO 63109"/> | City: <input type="text" value="Chicago"/> |
| School: <input type="text" value="St. Gabriel School"/> | State: <input type="text" value="IL"/> |
| Departure Date: <input type="text" value="8/28/2023"/> | Purpose: <input type="text" value="To participate in ELA grade level professional learning for classroom implementation."/> |
| Return Date: <input type="text" value="8/31/2023"/> | <input type="radio"/> Advance <input checked="" type="radio"/> Reimbursement |

| | |
|--|--|
| Registration | <input type="text" value="1000.00"/> |
| Airfare / Baggage | <input type="text" value="550.00"/> |
| Taxi / Shuttle / Uber | <input type="text" value="75"/> |
| Hotel Room | <input type="text" value="625.00"/> |
| Per Diem | <input type="text" value="200.00"/> |
| Mileage <small>(Current Rate \$0.655)</small> | <input type="text" value="0"/> <input type="text" value="0.00"/> |
| Parking (Conference Hotel or Airport) | <input type="text" value="50.00"/> |
| Other | <input type="text"/> |

Explain Item Under Other


Amount Due Traveler

Click to Sign Document

Signature *

Click to Sign Document

Once signed, you will complete this process by clicking the submit box which begins the workflow approval process.

| Signature of Traveler / Date | Fund | Func | Obj | Loc | Proj | Yr |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
|  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="button" value="Clear"/> | | | | | | |


For questions regarding your purchase request, please contact nonpublic@slps.org


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Travel Advance

To enter a Travel Advance Request, you will start by navigating to the OnBase login screen.









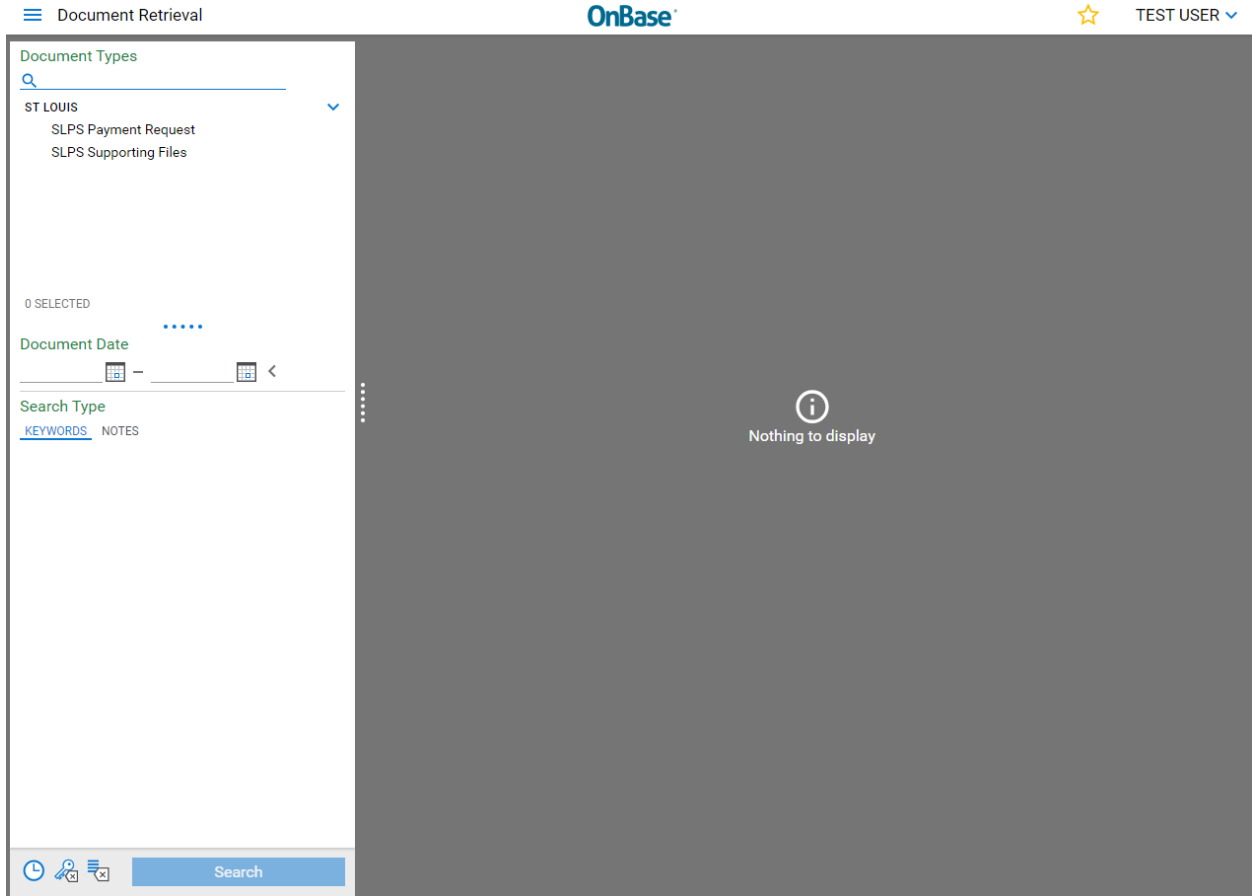
Next, you will enter your login credentials.



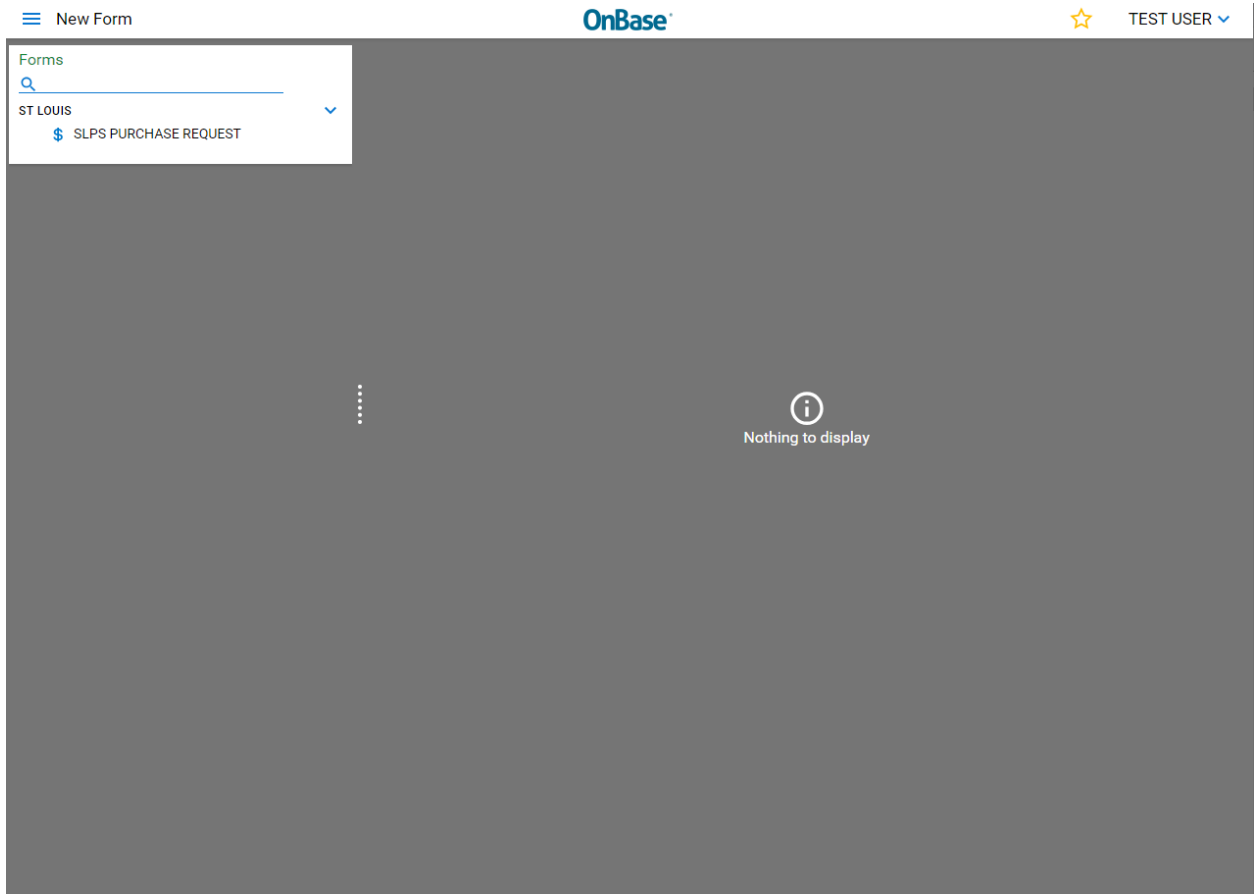




Once logged in, you will navigate to the slide drawer navigational icon in the top left corner of the screen located next to Document Retrieval.



Once opened, you will click on new form and the next screen will display \$ SLPS Purchase Request.



Click purchase request, and the blank SLPS Non-Public Payment Request form will open. The date field is automatically stamped for the current date and time. The Request ID is updated once the completed request is submitted.

The screenshot shows the OnBase interface for a "SLPS NON-PUBLIC PAYMENT REQUEST" form. The top navigation bar includes "New Form", "OnBase", and "TEST USER". The form title is "SLPS NON-PUBLIC PAYMENT REQUEST". The "DATE" field is automatically populated with "08/15/2023 04:09:51 PM". The "Request ID" field is empty. The form is divided into several sections:

- NON-PUBLIC SCHOOL CONTACT:** Fields for Name, Location, Address, City/State/Zip, Phone, and E-Mail Address.
- VENDOR INFO:** Fields for Vendor Code, Vendor Name, Address, City/State/Zip, Phone, E-Mail Address, and Amount Requested. A "Lookup Vendor" button is present next to the Address field.
- FUNDING SOURCE:** A dropdown menu for "Funding Source" and radio buttons for "Non-Taxable" and "Taxable".
- REQUEST CATEGORY:** A list of categories with radio buttons: Amenity Request, Professional Development, SPED Services, Student Services, Supplies, Travel, Tuition Reimbursement, Training, and Other.
- ACTIVITY TITLE AND LOCATION:** A large text area for describing the activity.
- JUSTIFICATION FOR REQUEST:** A large text area for providing justification.
- Attachments:** A section for "Supporting Files" with an "Attach Supporting Files" button.
- Signature:** A field for the user's signature.

In the Non-Public School Contact field, you will select your location by using the drop-down arrow next to the location box.



SLPS NON-PUBLIC PAYMENT REQUEST

DATE

Request ID

Payment Request

| NON-PUBLIC SCHOOL CONTACT | FUNDING SOURCE |
|-------------------------------|--|
| Name <input type="text"/> | Funding Source <input type="text"/> |
| Location <input type="text"/> | <input checked="" type="radio"/> Non-Taxable <input type="radio"/> Taxable |
| Address | CATEGORY |
| City/State/Zip | |
| Phone | <input type="radio"/> Tutoring |
| E-Mail | <input type="radio"/> Other |
| Address | |

Note: A dropdown menu is open for the Location field, showing the following options:

- 7150 - ST. AMBROSE
- 7160 - ST. CECILIA SCHOOL
- 7170 - ST. GABRIEL SCHOOL
- 7190 - SOUTH CITY CATHOLIC ACADEMY
- 7200 - ST. LOUIS CATHOLIC ACADEMY
- 7220 - ST. LOUIS UNIVERSITY HIGH SCHOOL
- 7230 - ST. MARGARET OF SCOTLAND

Once selected, a text box will appear.

Select Keyset

| SchoolName | SchoolContact | School Principal | SchoolAddress | SchoolCity | SchoolState | SchoolZip |
|---------------------------|---------------|------------------|----------------|------------|-------------|-----------|
| 7170 - ST. GABRIEL SCHOOL | TONYA MCENERY | TONYA MCENERY | 4711 TAMM AVE. | ST. LOUIS | MO | 63109 |
| 7170 - ST. GABRIEL SCHOOL | DAN WINKELER | TONYA MCENERY | 4711 TAMM AVE. | ST. LOUIS | MO | 63109 |

Use the slide bar to navigate and select the contact information for the requestor.

Select Keyset

| ress | SchoolCity | SchoolState | SchoolZip | SchoolPhone | SchoolEmail | |
|------|------------|-------------|-----------|--------------|---------------------|--|
| AVE. | ST. LOUIS | MO | 63109 | 314-353-1229 | TMCENERY@STGAB.ORG | 7170 <input type="button" value="Select"/> |
| AVE. | ST. LOUIS | MO | 63109 | 314-353-1229 | DWINKELER@STGAB.ORG | 7170 <input type="button" value="Select"/> |

Once you select your location, the information will autofill based on the current data preloaded in the system.

| NON-PUBLIC SCHOOL CONTACT | |
|---------------------------|---|
| Name | <input type="text" value="TONYA MCENERY"/> |
| Location | <input type="text" value="7170 - ST. GABRIEL SCHOO"/> ▼ |
| Address | <input type="text" value="4711 TAMM AVE."/> |
| City/State/Zip | <input type="text" value="ST. LOUIS"/> |
| | <input type="text" value="MO"/> |
| | <input type="text" value="63109"/> |
| Phone | <input type="text" value="314-353-1229"/> |
| E-Mail Address | <input type="text" value="TMCENERY@STGAB.ORG"/> |

Next, you will select your funding source from the dropdown menu. The form radio button is defaulted for Non-Taxable.

FUNDING SOURCE

Funding Source *

TITLE II

Special Education

TITLE II

TITLE III

TITLE IV

Amazon Request

Professional Development

SPED Evaluation

SPED Service

Student Services

Supplies

Travel

Tuition Reimbursement

Tutoring

Other

You will then need to select your request category. A new tab will appear next to Payment Request depending on the type of request that you select.

Payment Request **Travel**

NON-PUBLIC SCHOOL CONTACT

Name *
TONYA MCENERY

Location *
7170 - ST. GABRIEL SCHOO

Address
4711 TAMM AVE.

City/State/Zip
ST. LOUIS
MO
63109

Phone
314-353-1229

E-Mail Address
TMCENERY@STGAB.ORG

FUNDING SOURCE

Funding Source *
TITLE II

Non-Taxable Taxable

REQUEST CATEGORY

Category *

- Amazon Request
- Professional Development
- SPED Evaluation
- SPED Service
- Student Services
- Supplies
- Travel**
- Tuition Reimbursement
- Tutoring
- Other

Next, the Vendor Name will need to be entered under the Vendor Info field. Once you type the vendor's name, click Lookup Vendor.

| VENDOR INFO | |
|------------------|--|
| Vendor Code | <input type="text"/> |
| Vendor Name | <input type="text" value="Tonya McEnergy"/> |
| | <input type="button" value="Lookup Vendor"/> |
| Address | <input type="text"/> |
| City/State/Zip | <input type="text"/> |
| | <input type="text"/> |
| | <input type="text"/> |
| Phone | <input type="text"/> |
| E-Mail Address | <input type="text"/> |
| Amount Requested | <input type="text"/> |

The select reverse lookup match box will appear. Use the slide bar to navigate to the correct contact information and click select. The information will autofill based on the current data preloaded in the system. You will need to enter the amount requested.

| VENDOR INFO | |
|------------------|---|
| Vendor Code | <input type="text" value="V600018072"/> |
| Vendor Name | <input type="text" value="TONYA MCENERY"/> <input type="button" value="Lookup Vendor"/> |
| Address | <input type="text" value="4711 TAMM AVE"/> |
| City/State/Zip | <input type="text" value="SAINT LOUIS"/> <input type="text" value="MO"/> <input type="text" value="63128"/> |
| Phone | <input type="text" value="3143531229"/> |
| E-Mail Address | <input type="text" value="TMCENERY@STGAB.ORG"/> |
| Amount Requested | <input type="text" value="\$2,500.00"/> <input type="text"/> |

Required fields are denoted by a red asterisk. From there, the activity title and location need to be entered into the text box as well as the justification for request.

ACTIVITY TITLE AND LOCATION

*

ELA Conference, Chicago, IL

JUSTIFICATION FOR REQUEST

*

To participate in ELA grade level professional learning for classroom implementation.

Lastly, you can attach any supporting documents by clicking on the Attach Supporting Files.

Attachments (0)

Supporting Files

[Attach Supporting Files](#)

Once attached, you will need to navigate back to the Travel Reimbursement tab at the top of the screen before clicking the submit box.

Attachments (1)
Supporting Files
(Pending) [Travel Advance Test Doc.docx](#) [\[Remove\]](#)

Signature

Internal Use Only
Fund Func Obj Loc Proj YR

For questions regarding your purchase request, please contact nonpublic@slps.org

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Click the Travel tab to complete the participant information.

| | |
|----------------------------------|-----------------------|
| NON-PUBLIC SCHOOL CONTACT | FUNDING SOURCE |
|----------------------------------|-----------------------|

Complete all fields for the participant contact and travel information.

| | |
|-----------------|--------|
| Payment Request | Travel |
|-----------------|--------|

Name of Traveler:
Tonya McEnery

Conference:
Renaissance Elementary ELA Conference

Traveler Home Address:
4711 Tamm Ave.
St. Louis, MO 63109

City
Chicago

State
IL

School
St. Gabriel School

Purpose
To participate in ELA grade level professional learning for classroom implementation.

Departure Date:
8/28/2023

Advance
 Reimbursement

Return Date
8/31/2023

| | | | | | | | | |
|----------------------|--------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Registration | <input type="text" value="1000.00"/> | | | | | | | |
| Vendor # | Vendor Name | Fund | Func | Obj | Loc | Proj | YR | |
| <input type="text"/> | Renaissance Elementary ELA | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | | | | | | | |
|----------------------|-------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Airfare / Baggage | <input type="text" value="550.00"/> | | | | | | | |
| Vendor # | Vendor Name | Fund | Func | Obj | Loc | Proj | YR | |
| <input type="text"/> | Brentwood Travel | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | | | | | | | |
|--|-------------------------------------|-----------------------------------|--|--|--|--|--|--|
| Taxi / Shuttle / Uber | <input type="text" value="75.00"/> | | | | | | | |
| Hotel Room | <input type="text" value="625.00"/> | | | | | | | |
| Per Diem | <input type="text"/> | | | | | | | |
| Mileage (Current Rate \$0.655) | <input type="text" value="0"/> | <input type="text" value="0.00"/> | | | | | | |
| Parking (Conference Hotel or Airport) | <input type="text" value="50.00"/> | | | | | | | |
| Other | <input type="text"/> | | | | | | | |

Explain Item Under Other


Amount Due Traveler

Click to Sign Document

Signature *

Click to Sign Document

Once signed, you will complete this process by clicking the submit box which begins the workflow approval process.

| Signature of Traveler / Date | Fund | Func | Obj | Loc | Proj | Yr |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
|  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="button" value="Clear"/> | | | | | | |

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Custom Queries to Retrieve Request Forms

To retrieve your documents, you will start by navigating to the OnBase login screen.



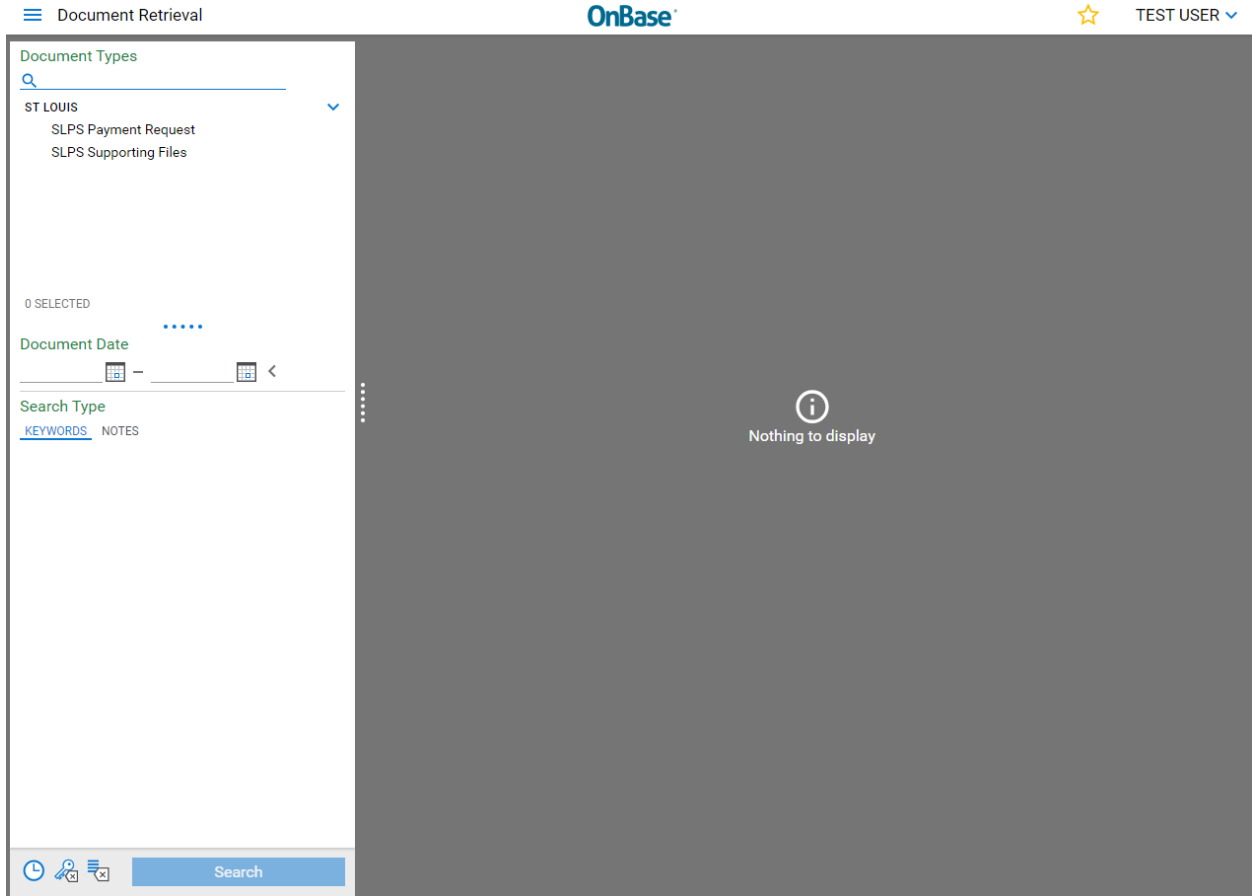
A login form with two input fields and a button. The first field is labeled "User name" and is empty. The second field is labeled "Password" and is empty. Below the fields is a blue button labeled "Login".

Next, you will enter your login credentials.

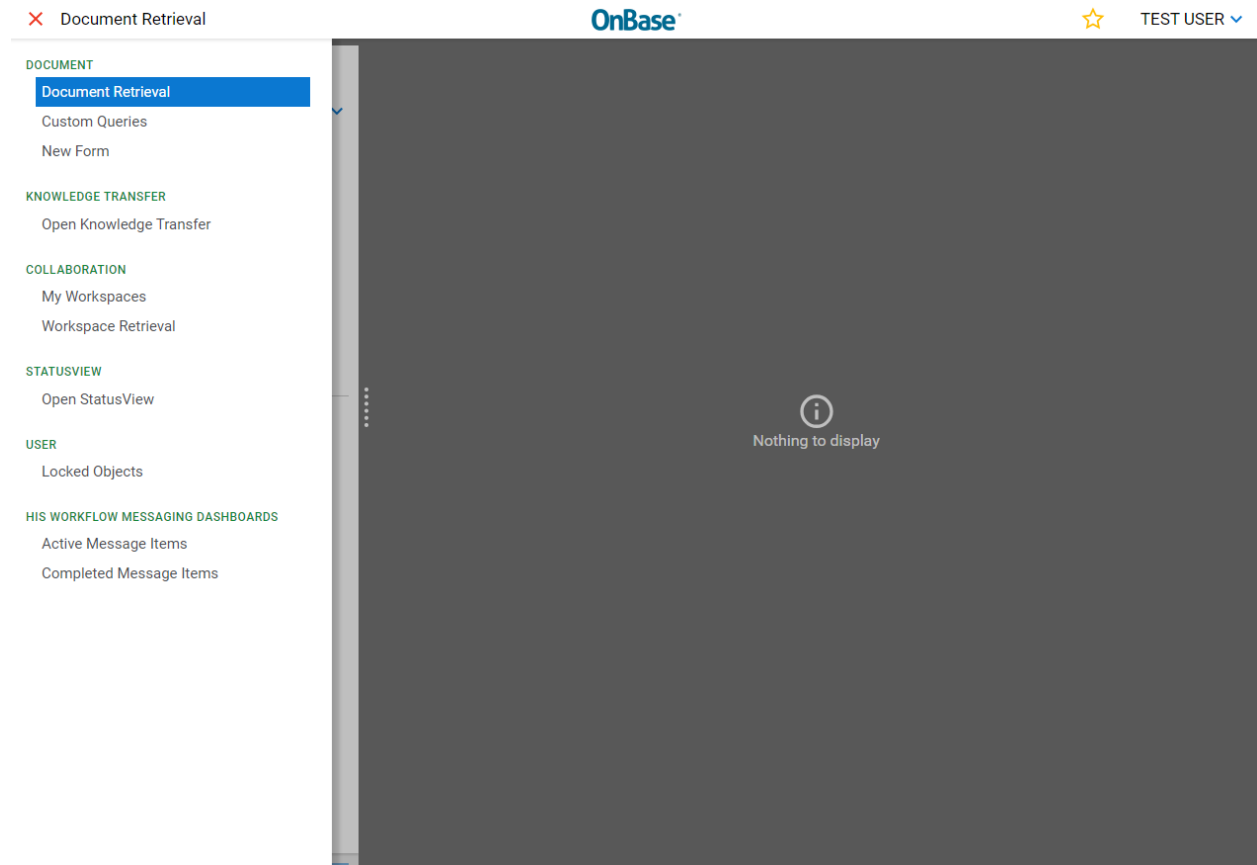


A login form with two input fields and a button. The first field is labeled "TESTUSER" and is filled with the text "TESTUSER". The second field is labeled with a password icon and is filled with a masked password ".....". Below the fields is a blue button labeled "Login".

Once logged in, you will navigate to the slide drawer navigational icon in the top left corner of the screen located next to Document Retrieval.



Once opened, you will click on Custom Queries.



The next screen will display Request Status SLPS, Search by Vendor SLPS and Vendor Search SLPS. Click Request Status SLPS. You can do a wide-open search.

Custom Queries

OnBase

☆ TEST USER

Query Types

Request Status SLPS

Search by Vendor SLPS

Vendor Search SLPS

.....

.....

Nothing to display

Please select a Query

By clicking the search bar or you can select by funding source.

Custom Queries OnBase ☆ TEST USER ▾

Query Types

Request Status SLPS
Search by Vendor SLPS
Vendor Search SLPS

[SHOW INSTRUCTIONS](#)

Search Type

KEYWORDS

Category =

Document Handle =

Funding Source =

Vendor Name =

Nothing to display

Search

Once you click search, the system will show any open document requests that you have entered including the status of your request.

Three different headers are displayed: **Status, Document Name and Category.**

The upper portion of the screen shows the status of your request, the lower portion of the screen will show your submitted payment request form as well as the supporting documents.

The date and time that the request was submitted is displayed as well as the request ID. If there was a request for additional information, you would also see that on this screen.

The screenshot shows the OnBase Custom Query Results interface. On the left is a sidebar with 'Query Types' including 'Request Status SLPS', 'Search by Vendor SLPS', and 'Vendor Search SLPS'. The main area displays a table with one item: 'ANALYST REVIEW' with a document name 'PROFESSIONAL DEVELOPME - for BUREAU OF EDUCATION & RESEARCH from 7000 - BISHOP DUBOURG HIGH SCHOOL by INFO@BER.ORG - 341241' and category 'PROFESSIONAL DEVELOPME - ANALYST REVIEW'. Below the table is a form titled 'SLPS NON-PUBLIC PAYMENT REQUEST' with fields for 'DATE' (08/04/2023 02:34:06 PM) and 'Request ID' (341241). The form includes sections for 'NON-PUBLIC SCHOOL CONTACT' (Name: MONICA FREESE, Location: 7000 - BISHOP DUBOURG H, Address: 5850 EICHELBERGER ST., City/State/Zip: ST. LOUIS) and 'FUNDING SOURCE' (Funding Source: TITLE II, Non-Taxable selected). At the bottom, there is a 'REQUEST CATEGORY' section with 'Amazon Request' selected. The footer shows '1 Note(s)' and '0 Discussion(s)'.

You can drill down on your search by clicking the drop down boxes using the arrows.

[SHOW INSTRUCTIONS](#)



Search Type

[KEYWORDS](#)

Category =

Document Handle =

Funding Source =

- Special Education
- TITLE II
- TITLE III
- TITLE IV

