BUSINESS PLUS USER GUIDE

PURCHASE REQUISITION ENTRY

INTRODUCTION

WELCOME TO BUSINESS PLUS VERSION 20.11

This guide is intended to help new users become familiar with Business Plus Version 20.11 and the methods for preparing and approving online purchase requisitions. It is also provided as a reference tool for the seasoned user.

The BUSINESS PLUS software system allows the District to manage its financial systems related to Accounts Payable, Payroll, Accounts Receivable and Purchasing. This guide focuses on the purchasing portion of the financial system. Should you have any questions regarding the instructions provided in this guide, please do not hesitate to contact the Purchasing Department at extension #2245.

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Getting Started

- There are two ways to access BusinessPlus

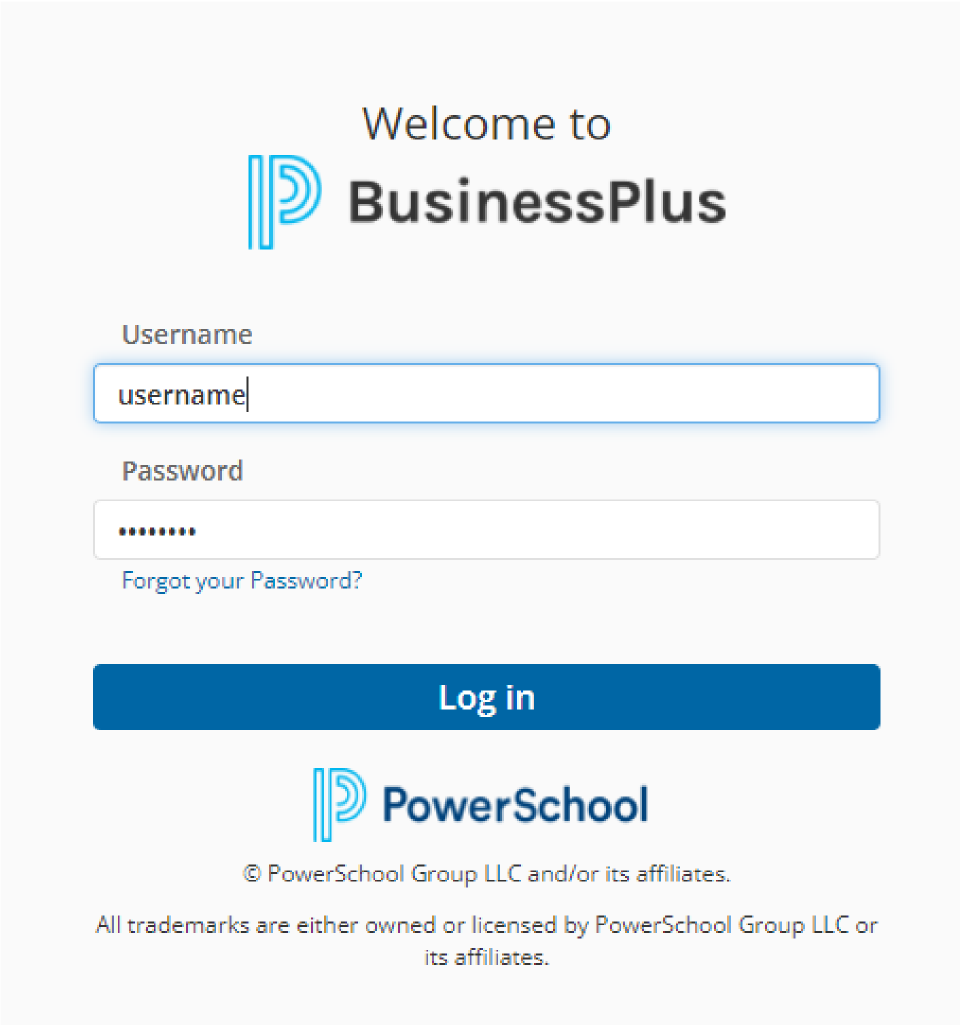
1. First option double click the BusinessPlus icon on your desktop

2. Second option follow the link by holding down ctrl + left click: BusinessPlus

Logging In

- Type in your username followed by your password for BusinessPlus (This is your second login from BusinessPlus 7.11)

- Click Login



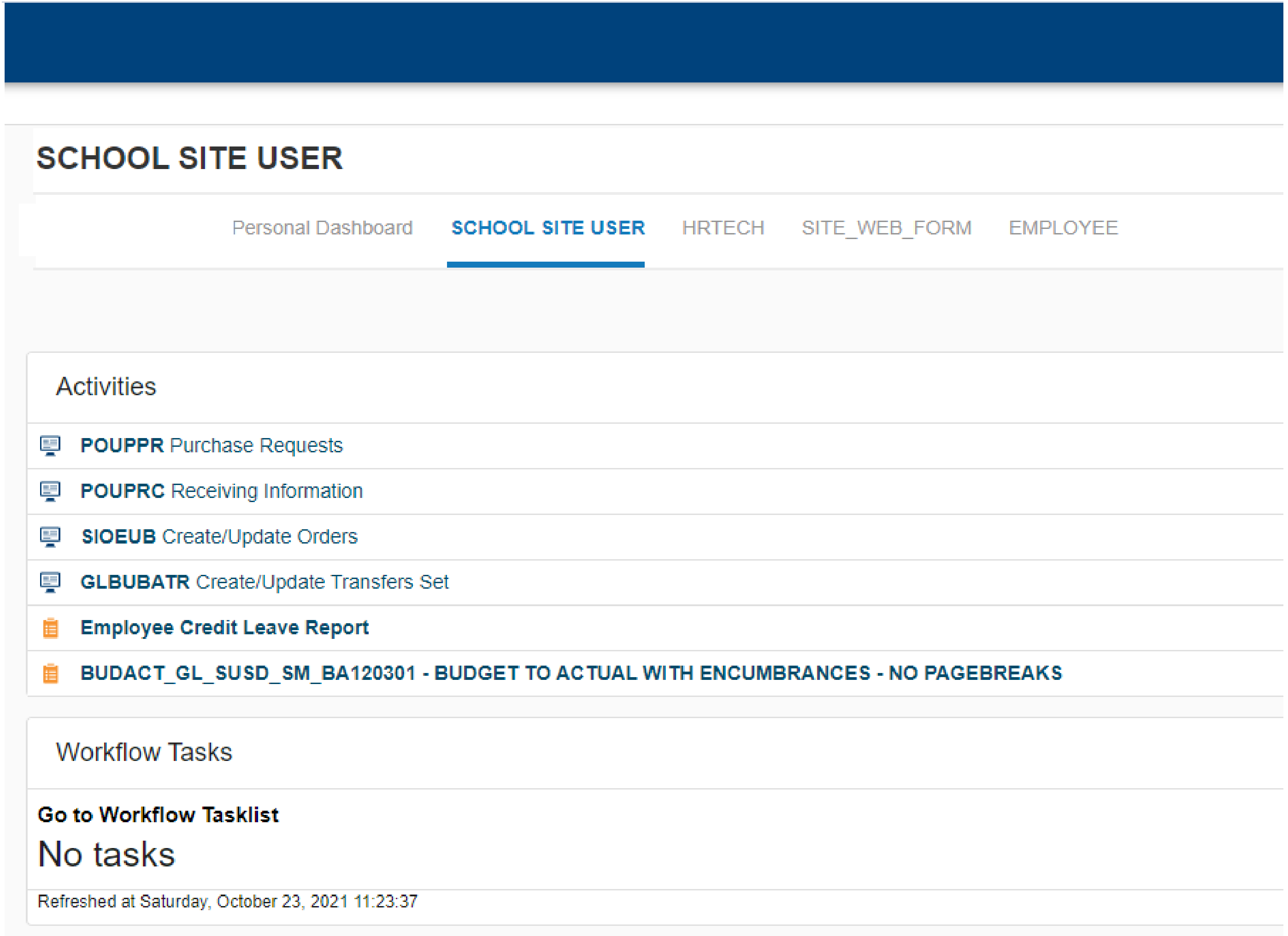
Navigating the Dashboard

The system will default you to your personal dashboard, click on the tab called “School Site User”.

This tab will have two sections:

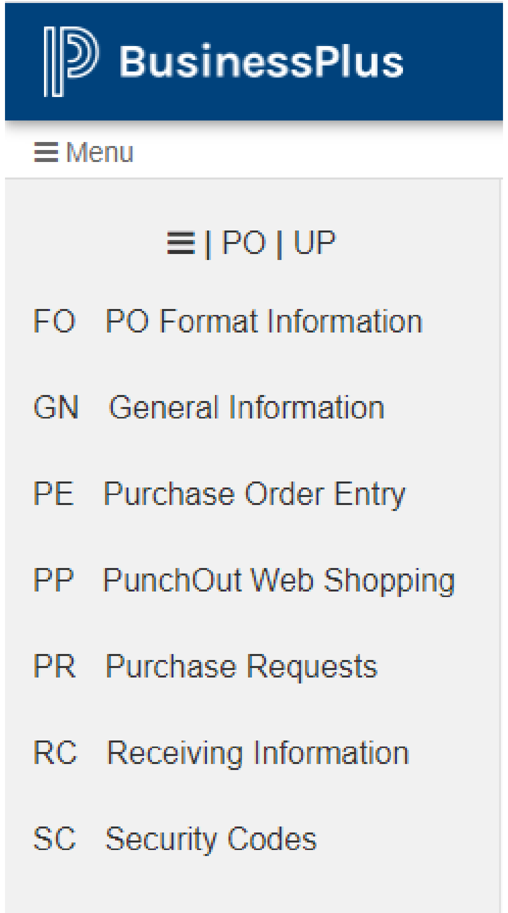
- Activities
    - POUPPR – Purchase Requests
    - SIOEUB – Stores Orders
    - GLBUBATR – Budget Transfers
    - BUDACT – GL Account Data

- Workflow Tasks
    - Pending approval tasks

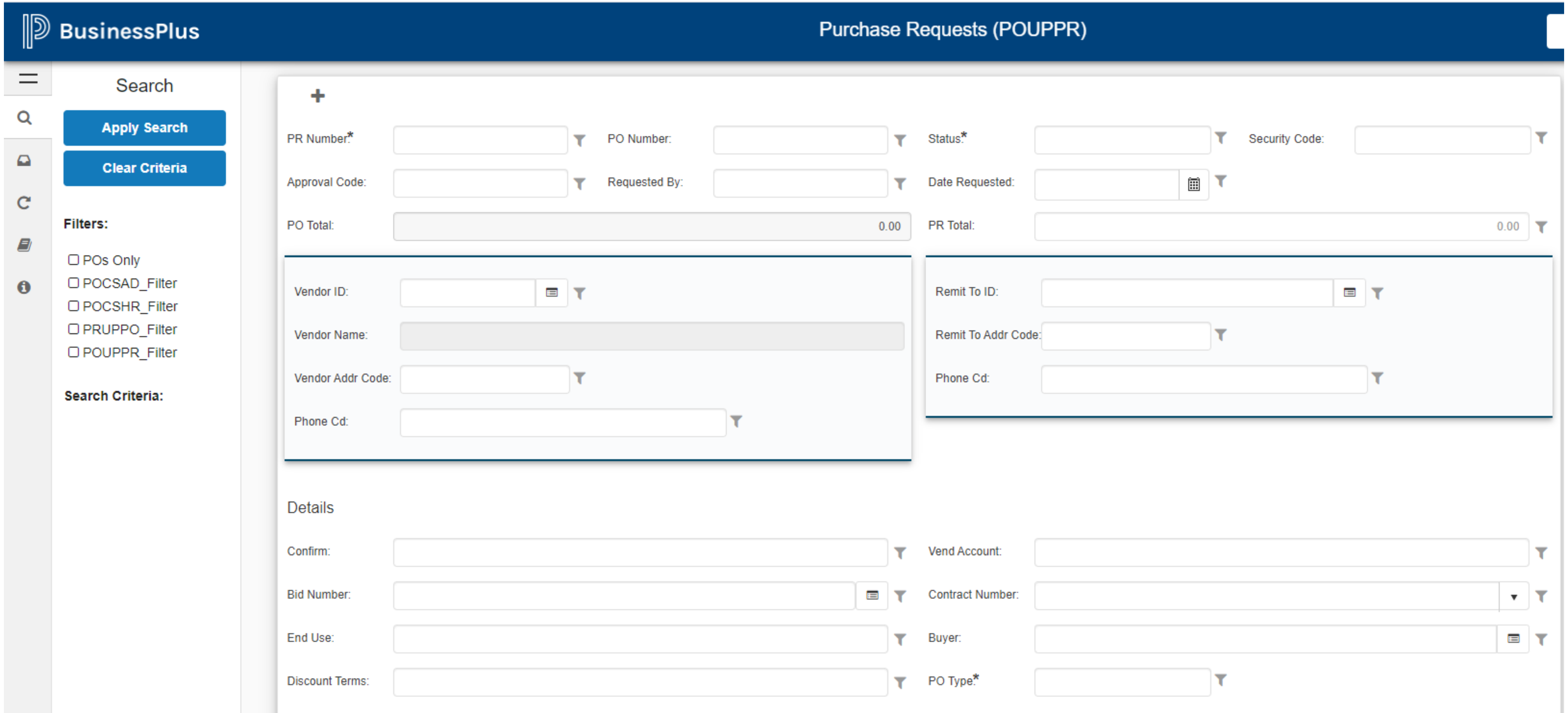


Navigation Part 2

- You can also navigate BusinessPlus by expanding the menu on the top left of your dashboard.
- Such as for POUPPR click the following:
  - PO
  - UP
  - PR

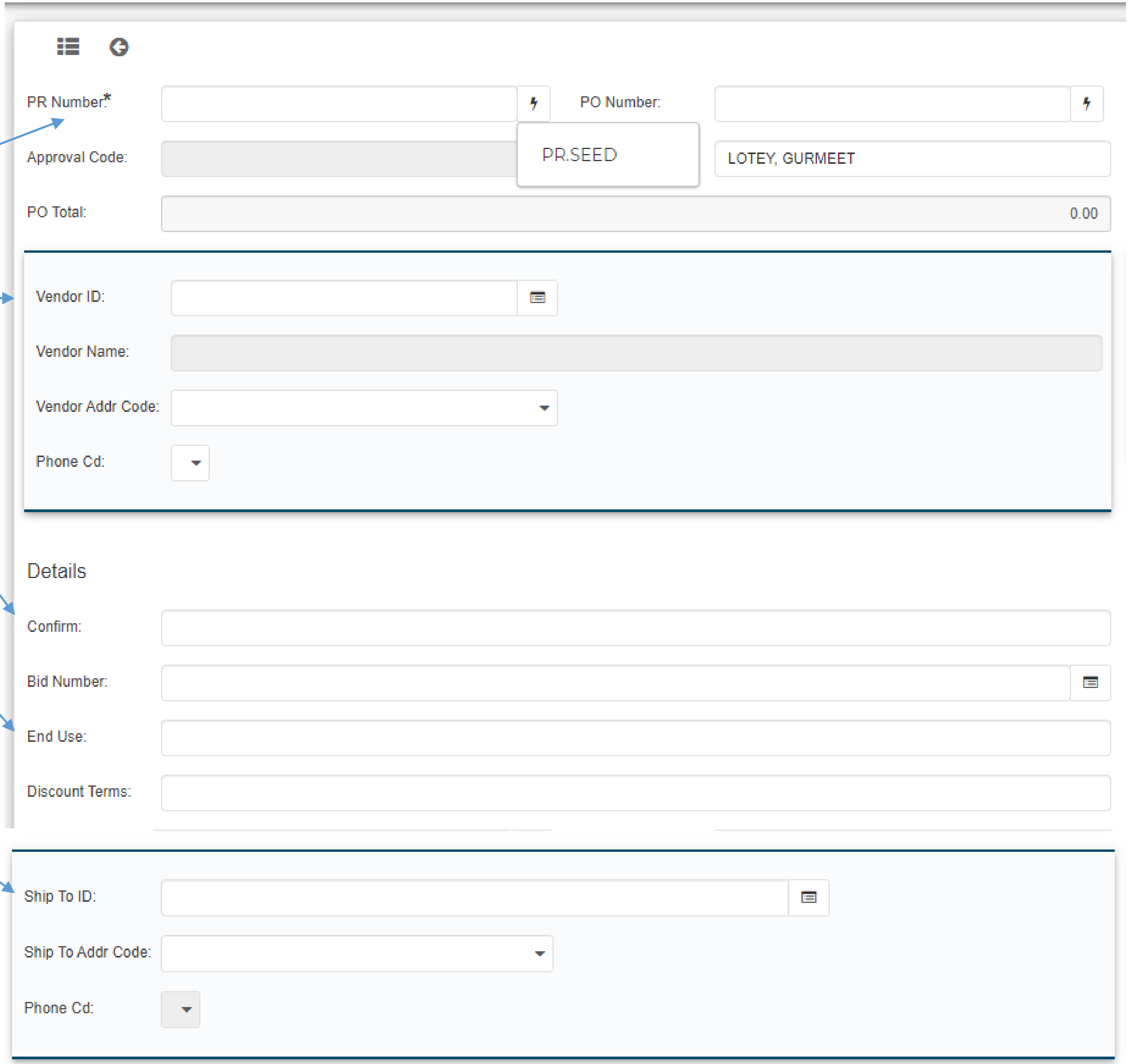


The Purchase Requisitions Link Opens to the Purchase Requisition Screen (Defaulted to search mode)

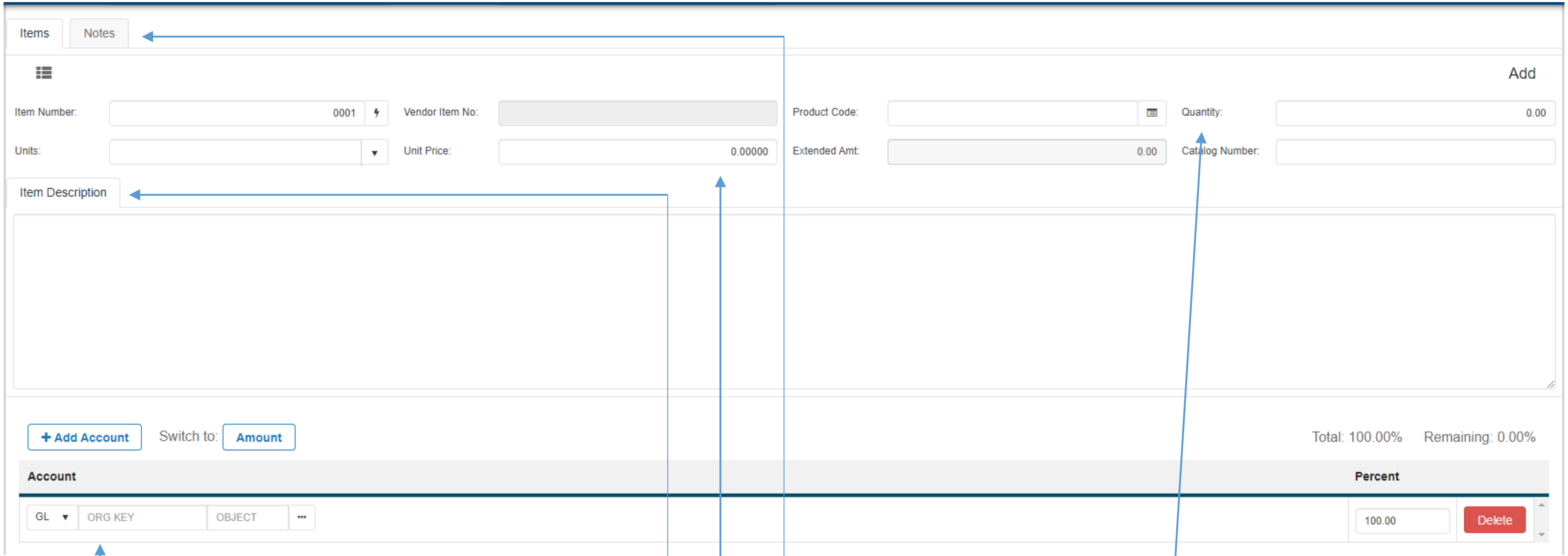


Building a Requisition

1. **PR Number*** - Click the lightning Symbol which will auto generate the requisition number.
2. **Vendor ID** – Enter vendor number. If unknown click the symbol next to the field to do a look up.
3. **Details:**
   1. *Confirm* – Entry should be quote number or features of request ex. Order form, open purchase order, amendment etc.
   2. *End use* – Enter the site receiving items or requisitions site location.
4. **Ship To ID** – This is the point of delivery receiving the materials. Click the symbol next to the field to do a look up.



Building a Requisition Cont.

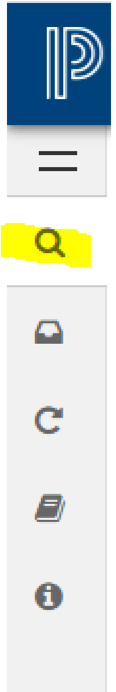


5. Account Number - ______________ _______
6. Units – Each, Kit, Set, Case, etc.
7. Description – Describe product being ordered
8. Unit Price - $

9. Quantity – Number of the items needed
10. Notes – For purchase justification or directions for staff once printed

Page Commands

- Click the “Add” to enter in a purchase requisition
- The menu can be expanded by click the “=“ on the left side
- The magnifying glass icon on the left may be used to search existing requisitions
- On the side menu, click Pending Tasks can be used to see the approval process
- Click attachments on the side menu will allow you to add attachments to any requisitions.



More on the Process
Additional Requisition Entry Tips

- **Requisitioner can enter as many line items as necessary**.
  - HOWEVER if you request is OVER 50 line items Purchasing WILL accept attached LISTS TITLEWAVE and PERMA BOUND orders NEED NOT ENTER MATERIAL LINE ITEMS.
  - ALTHOUGH the first account number automatically populates to the next line item for your convenience, different GL accounts can also be used on one requisition.
- The tax option defaults to Y (Yes) (Sales tax applies to all tangible goods as well as to shipping and handling.
- Catalog Entry: Enter part # or ISBN #:
  - This information serves to identify the product and ensure that the correct material is being ordered.

Cont.

- Notes
  - It is recommended that the requestor enter justification for every purchase request. This practice assists in a smoother flow of the approval process.

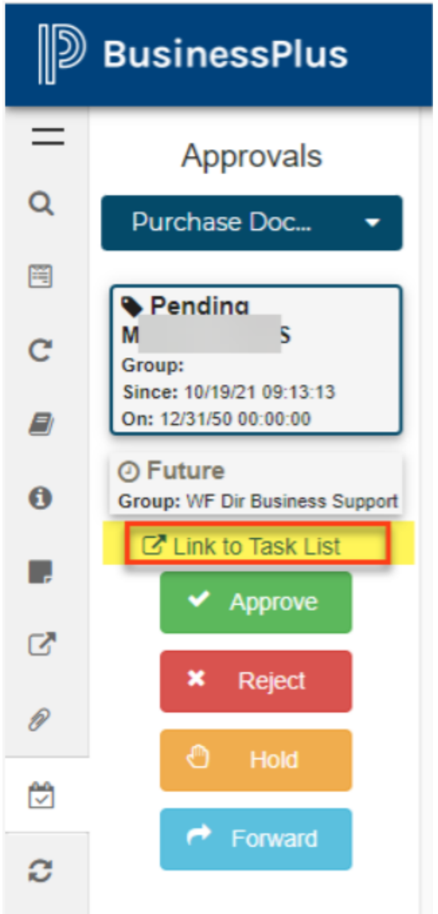
- Computers or Other Equipment
  - The item description must include the building and room number for equipment items valued at $500.00 or more (including cost of shipping and taxes)

- Consultant Agreements
  - The following documents must be attached to the requisition:
    - Board Agenda, Consultant Utilization Form, Agreement to Furnish Consultant Services, Certificate of Liability Insurance.

Approving Purchase Requisitions

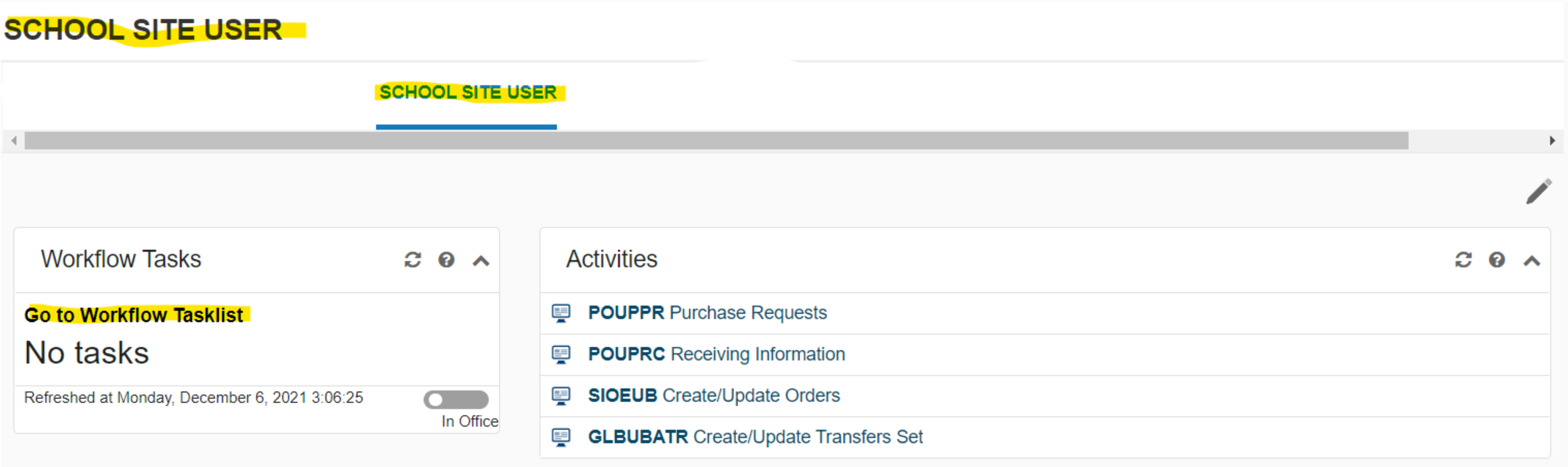
- Once entered, the requisition must be approved by the originator and other designated approvers. To the right is a side panel view with approval instructions.

- The picture will be updated at a future time.

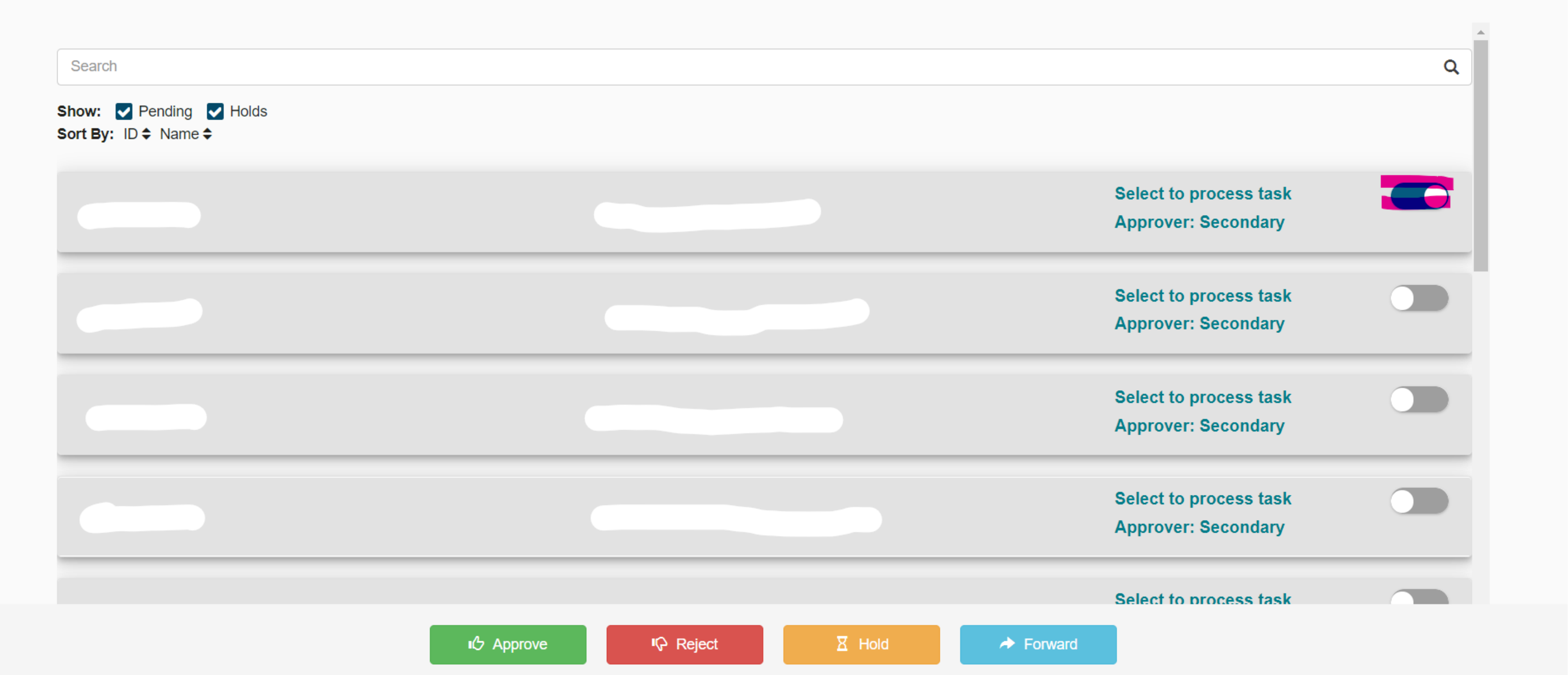


Approving Purchase Requisitions

- Once logged in go to the dashboard on the top called "School Site User"
- Click on "Go to Workflow Tasklist"



- Here you will see all the requisitions awaiting your approval, select the requisitions to view further details, or click the small box to select and approver, reject, or forward the requisitions.



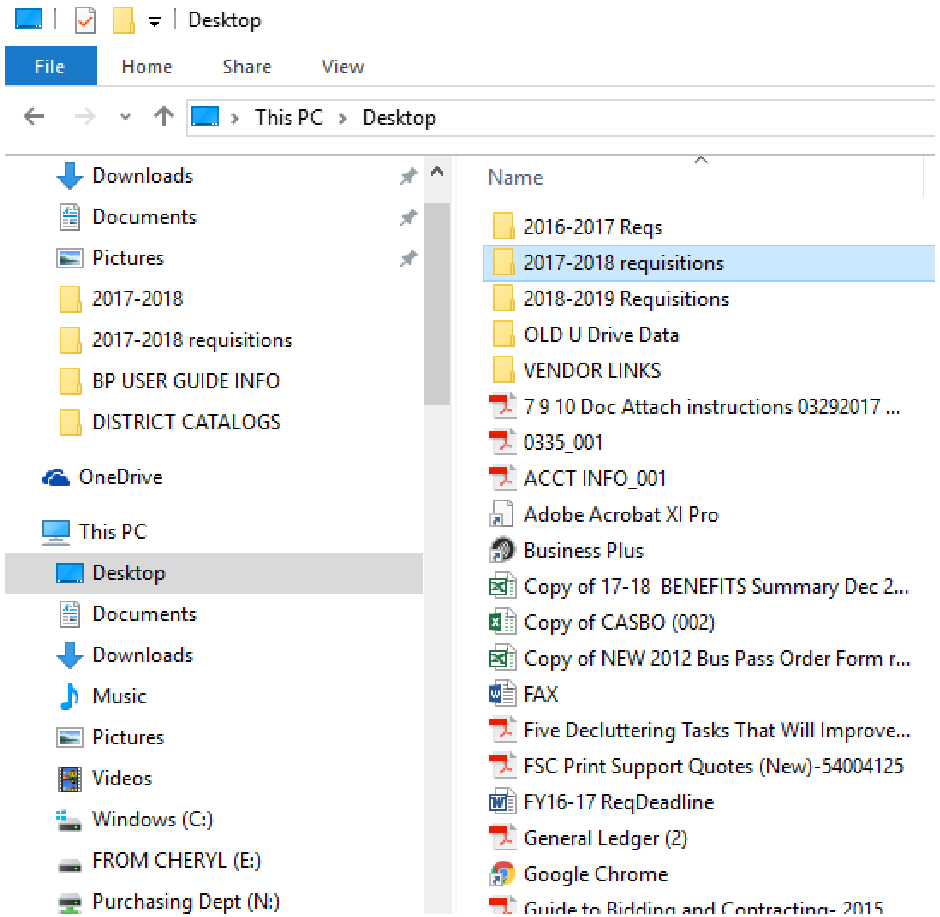
Once entered, the requisition is ready for approvals

- Use workflow to approve requisitions by click the Green Box. Workflow is also used to follow your requisition through the approval stream.
  - For Approving 

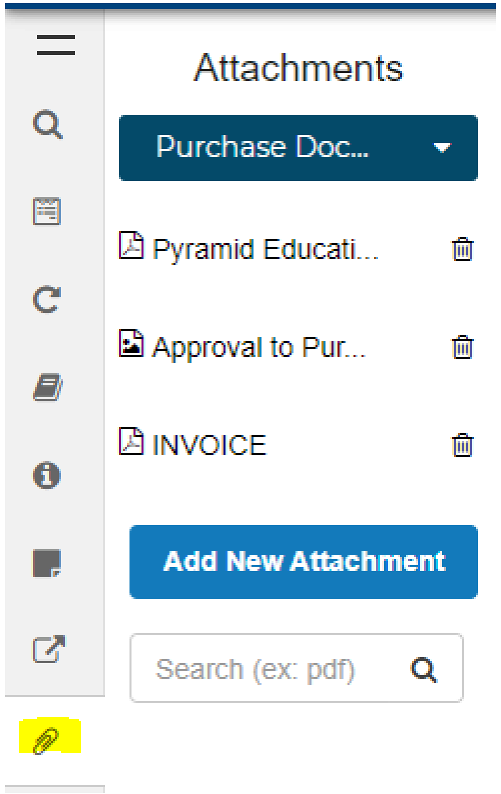
  - For rejecting and sending back the requisition 

The INITIAL SET-UP FOR ATTACHING DOCUMENTS IN BUSINESS PLUS

1.CREATE A FILE FOR YOUR ATTACHMENTS ON YOUR OFFICE DRIVE



Adding Attachments

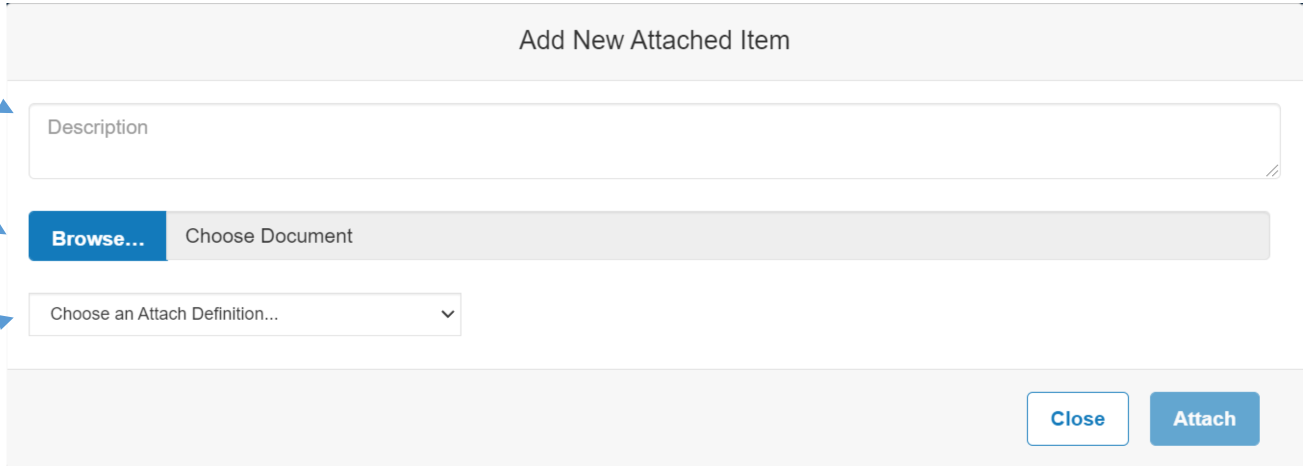


ADDING ATTACHMENTS: THE INITIAL SET UP

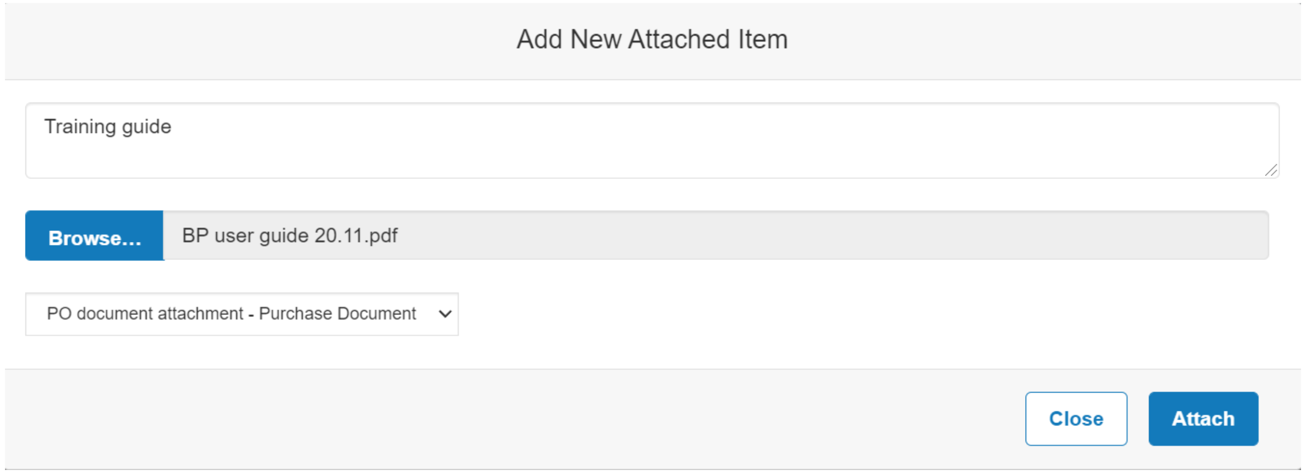
Click “Add New Attachment”

Cont.

- Enter a **description** for the document.
- Click “**Browse…**” to open the file explorer window, here find your document which you would like to upload. Double click the file to upload.
- Expand the drop down menu for *Choose an Attach Definition and select* ***PO document attachment – Purchase Document***



EX.



Product Codes: The What When and Why

- Product codes are to be used for commonly requested items such as:
  - Open purchase orders
  - Amendments
  - Bus and Fieldtrips
  - Consultant Agreements
  - Cellular phone services
  - Maintenance agreements for duplicators, (vendor code, V095273)
  - Laminators, (vendor code, V022408)
  - Copiers (vendor code, V099909)
- Requisition codes for computers and peripherals are located on "Technology Equipment Prices" link on the Purchasing web page.

***Enter the product code before enter item description as the system will automatically populate the item description template

PRODUCT CODES:

32: DUPLICATOR MAINTENANCE AGREEMENT; DUPLICATOR INFO

33: COPIER MAINTENANCE AGREEMENT; COPIER INFO

34: COPIER MAINTENANCE AGREEMENT; ADDING TAX

AM: AMENDMENTS TO YOUR PURCHASE ORDERS

BC130: TWO-WAY RADIOS; USER INFO

CA: CONSULTANT AGREEMENTS; BOARD APPROVAL, COST, AND TERMS

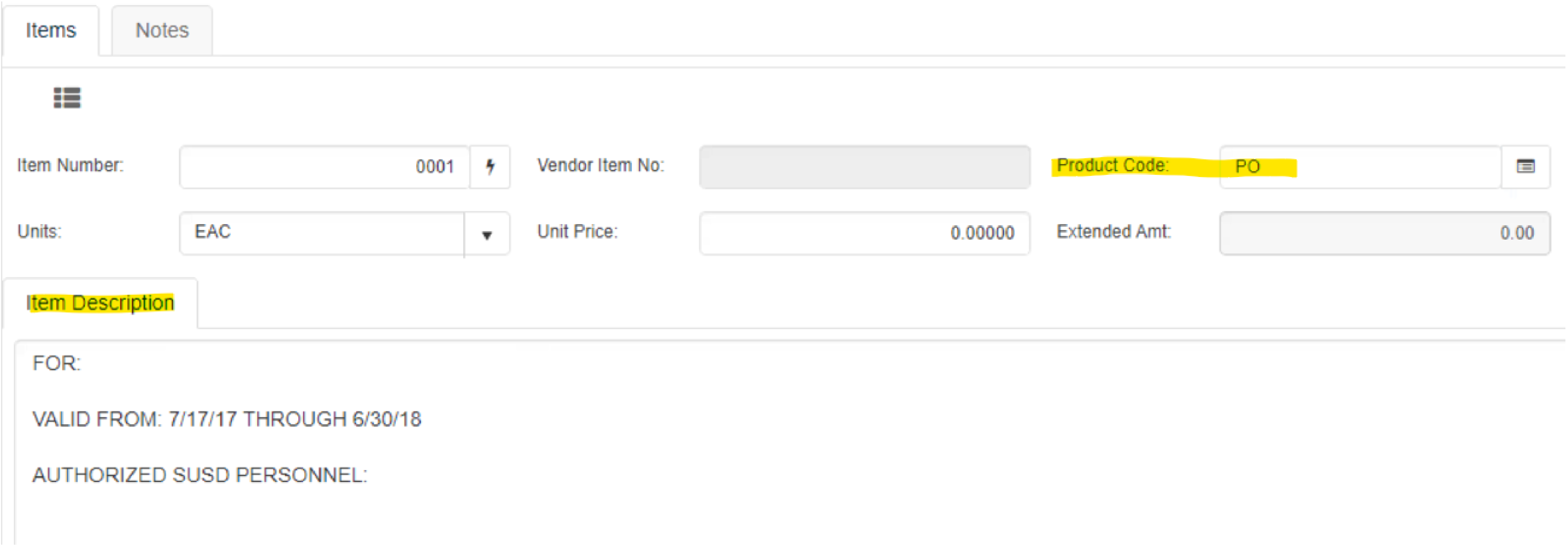
CP: CELLULAR PHONE REQUEST; CONTRACT INFO

FT: FIELDTRIP REQUEST; DATES, DESTINATION AND BOARD APPROVAL

GBC: LAMINATOR INFO

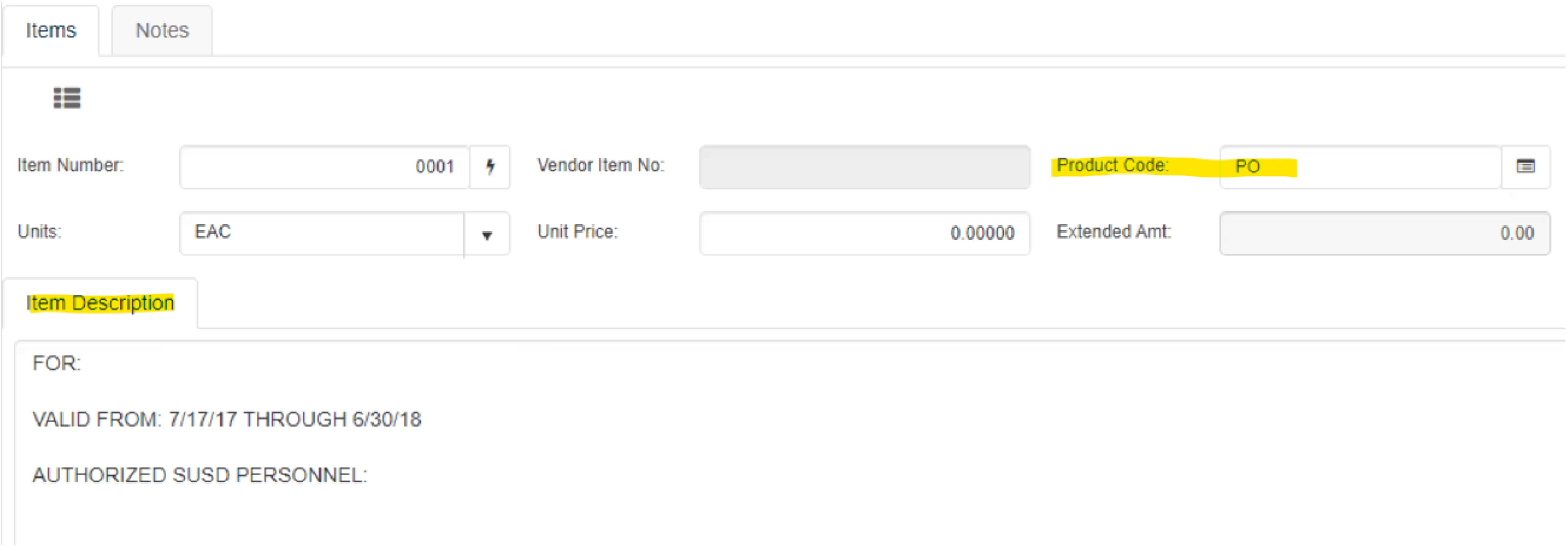
OP: OPEN PURCHASE ORDER INFO

Sample: Product Codes for Open P.O. and Amendments



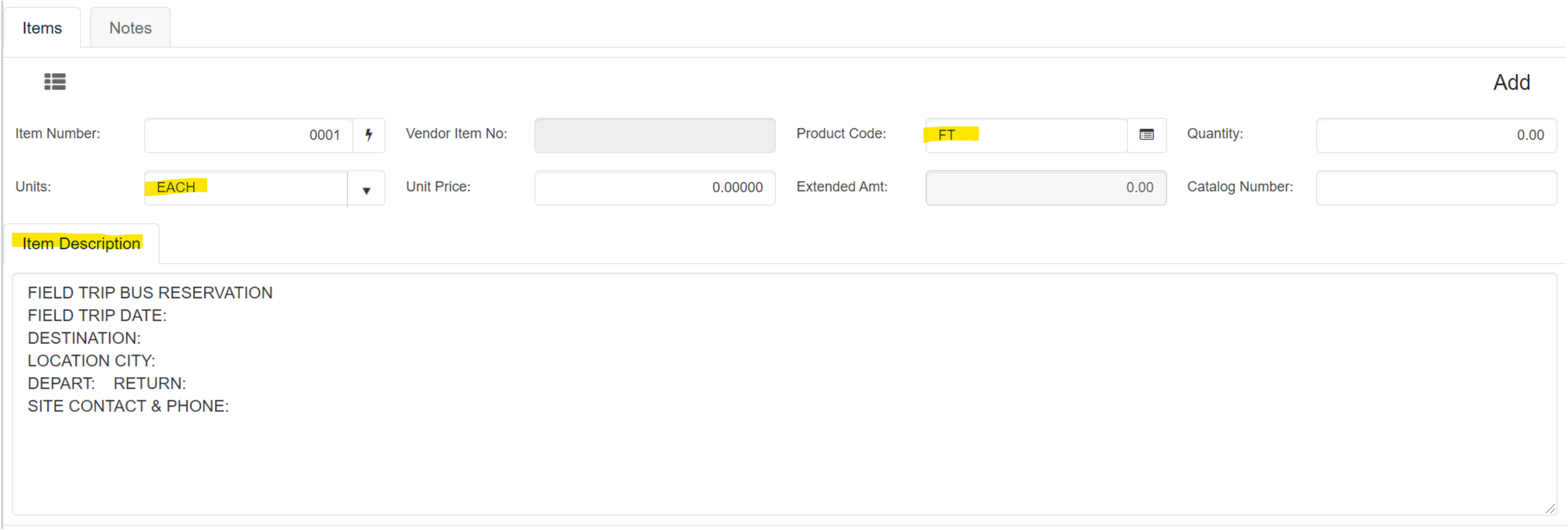
<u>IMPORTANT: Product codes must be entered before entering item description.</u>

Reminder: When using product codes the product code must be entered before the item information



Bus/Fieldtrip Transportation

- Items listed below MUST be attached to the requestion before it can go through the approval process.
  - Field trip planning checklist and final approval form
  - Initial approval form
  - Field trip lesson plan



Process for Consultant Agreements

- When creating a Consultant Agreement purchase requisition, the following documents MUST be included/attached to the purchase requisition.
  - Agreement to furnish consultant services
  - Board agenda item
  - Consultant utilization form
  - Certificate of liability insurance
  - W-9 (only if a new vendor)
  - Invoice (if available)

Cont.

Items | Notes

Add

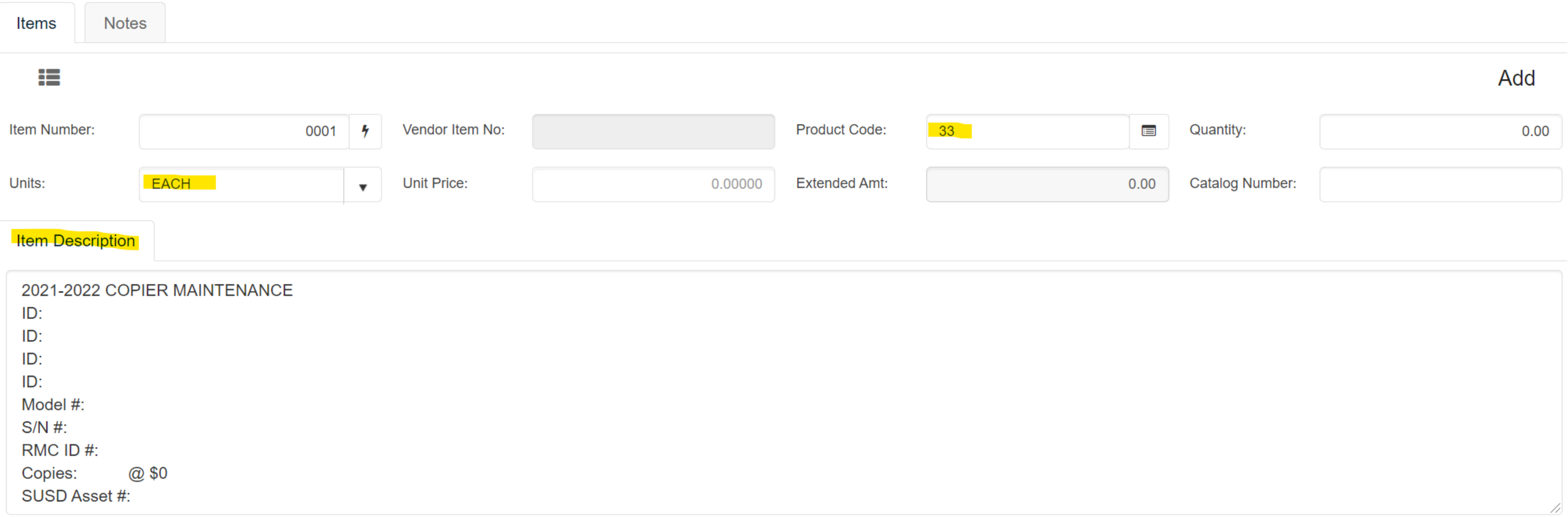
Item Number:	0001	Vendor Item No:		Product Code:	CA	Quantity:	0.00
Units:	EACH	Unit Price:	0.00000	Extended Amt:	0.00	Catalog Number:	

Item Description

CONSULTANT SERVICES TO BE
PERFORMED:VALID DATES:
AMOUNT OF CONTRACT: $
BOARD APPROVAL DATE:
BOARD AGENDA ITEM NO.:

Maintenance Contracts

Currently sites receive information from Purchasing on the charges for copier maintenance from Purchasing


Items | Notes

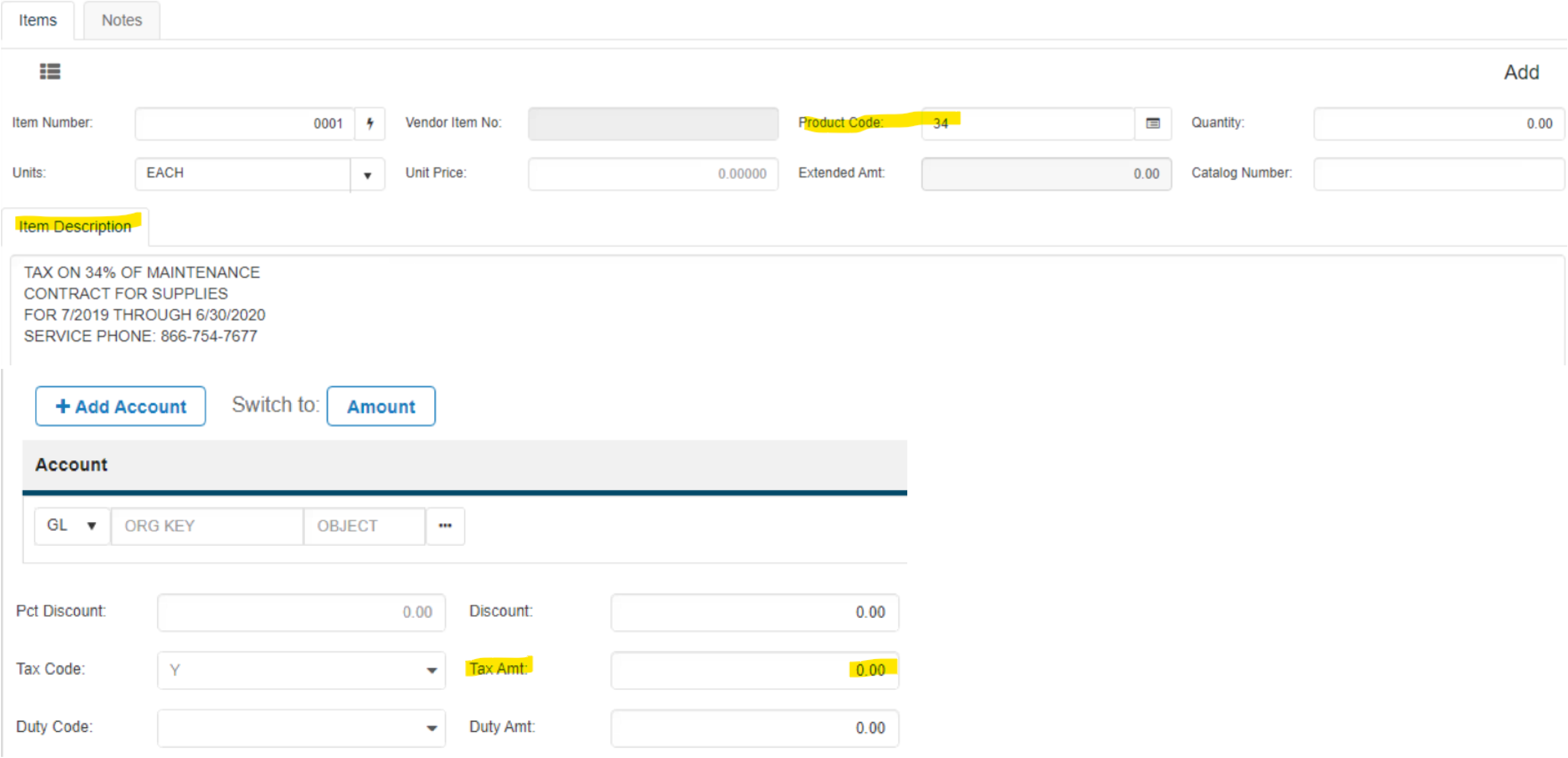
Add

Item Number: 0001
Vendor Item No:
Product Code: 33
Quantity: 0.00
Units: EACH
Unit Price: 0.00000
Extended Amt: 0.00
Catalog Number:

Item Description

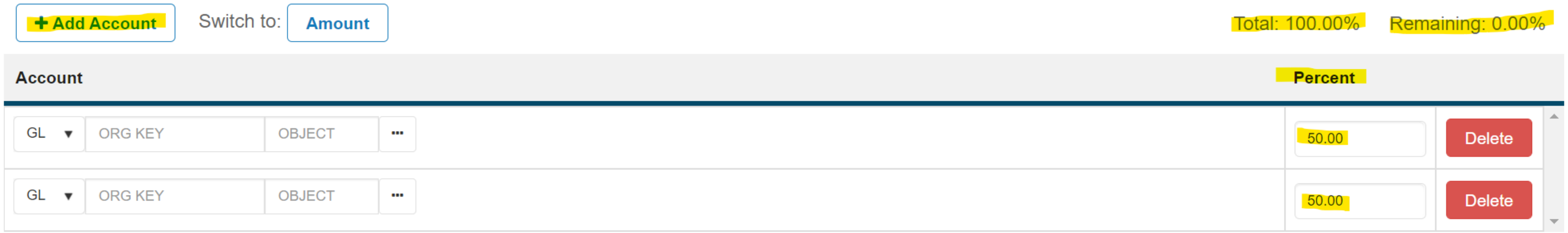
2021-2022 COPIER MAINTENANCE
ID:
ID:
ID:
ID:
Model #:
S/N #:
RMC ID #:
Copies: @ $0
SUSD Asset #:

1. Enter the product code and the description will prompt you to fill in the details of your copier
2. Scroll down the dialog box to complete
3. Enter the product code for our adjusted tax
4. Take out the tax on both line items.



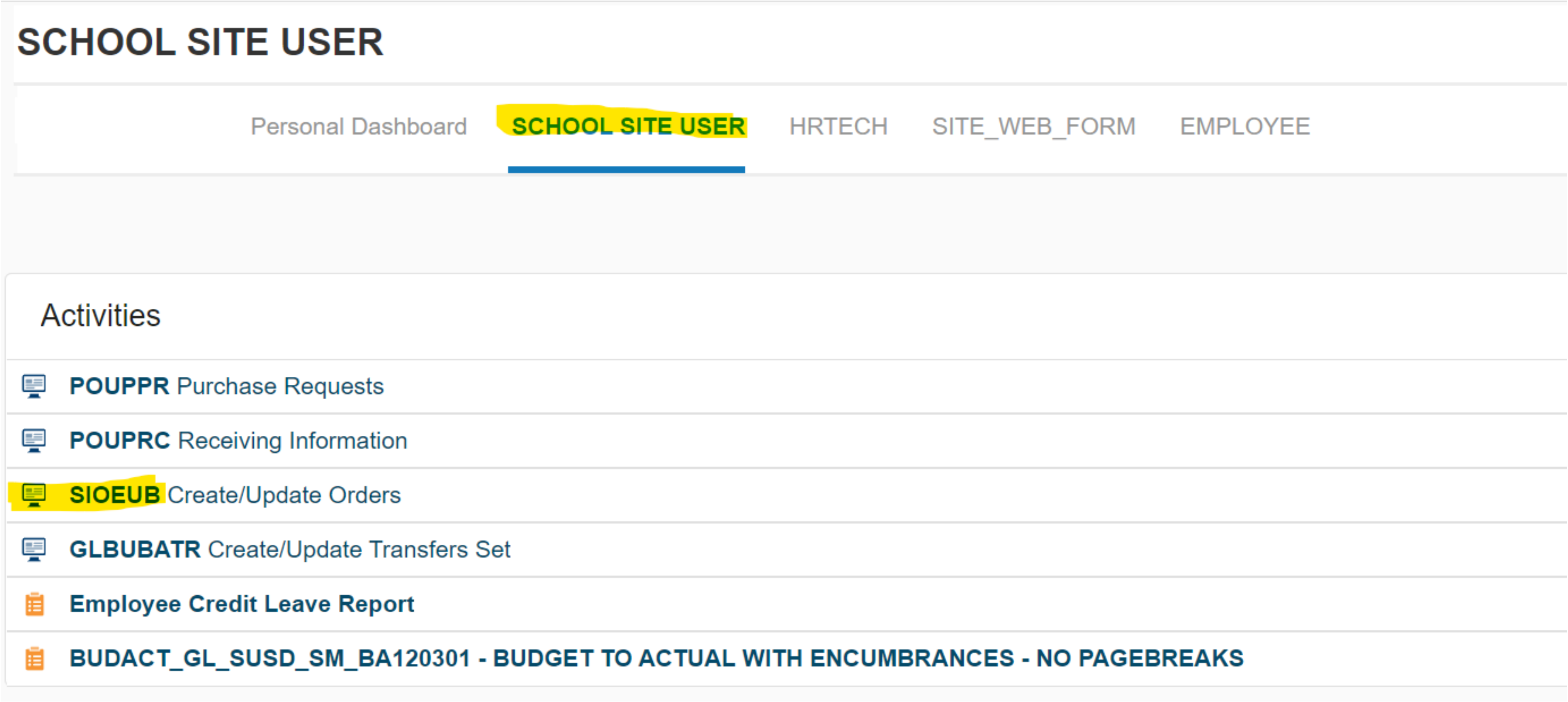
Account splits:
Adding multiple account codes to a line item

- Users can enter multiple account numbers for a single line item, referred to as account split. To enter an account split, click “+Add Account”. This will add a new row in which the next GL account information can be entered.
- Click “Amount” next to Switch to: Amount
- In the amount field enter the amount for the GL account to pay for the item.
- Total % must always equal 100.00% and remaining should always be 0.00%.



Ordering From SUSD Warehouse Stock

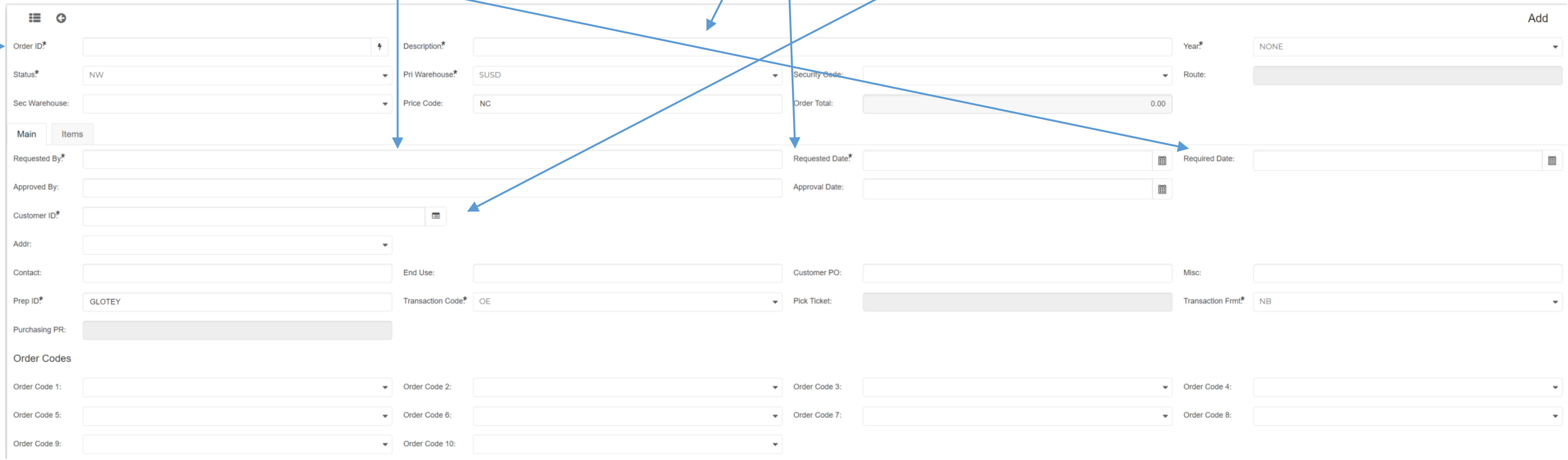
- Back on the home page click the highlighted link:



Steps to creating your Stores Order

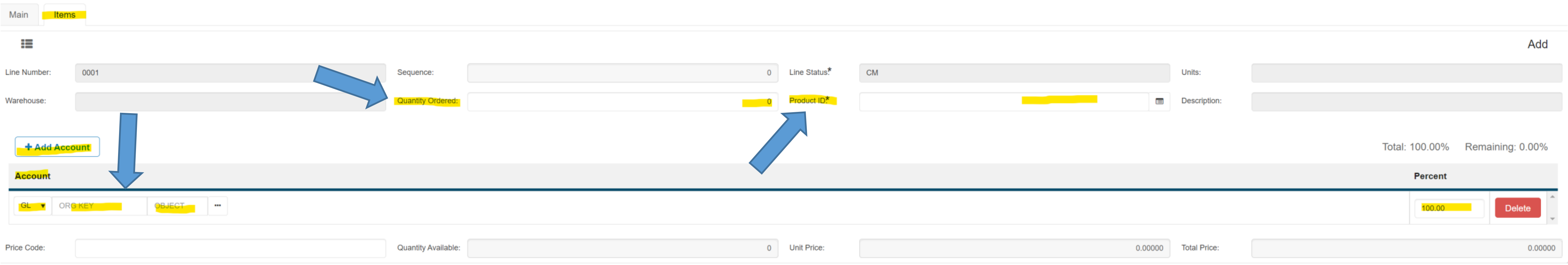
1. Order ID* – Click the lightning icon
3. Requested By*
5. Required Date*

2. Description* – purpose of request
4. Requested Date*
6. Customer ID / Site Code*



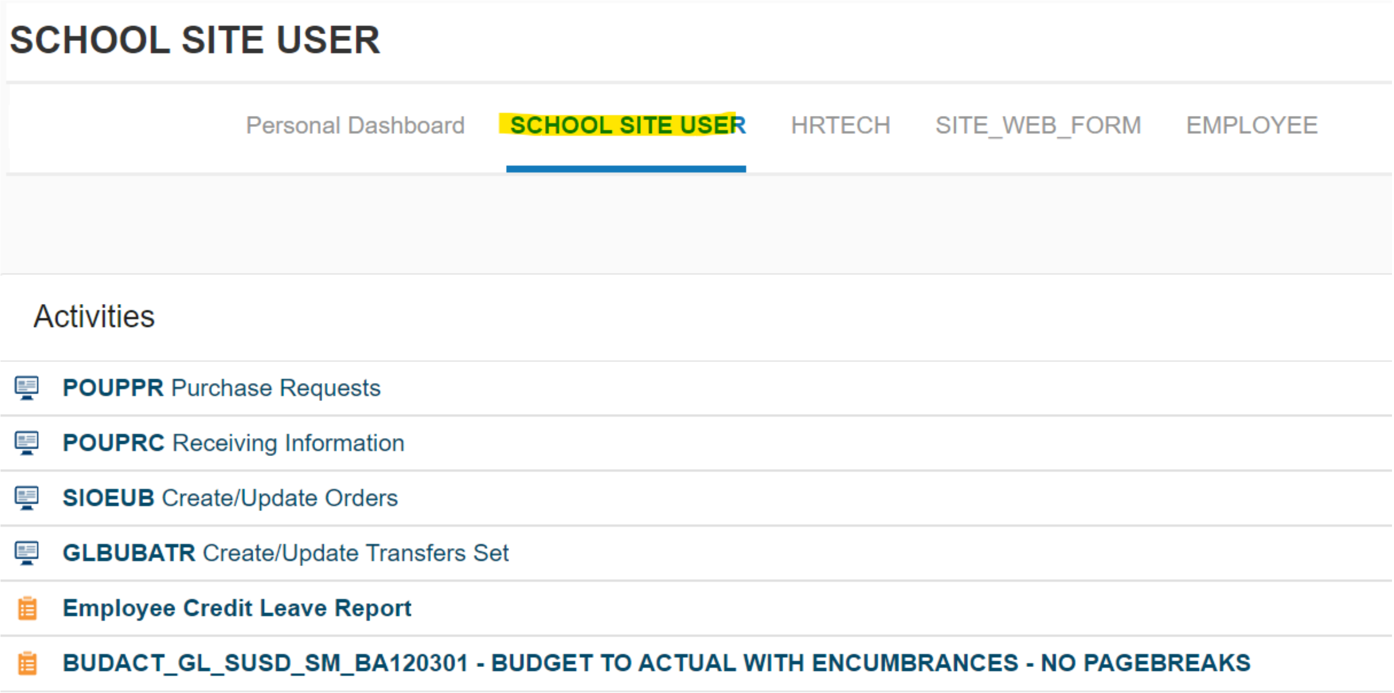
Once Entries are filled, click your *Items* Tab

- The blue arrows point to the only information needed
- After each entry press enter
- Note:
  - As many items as needed may be entered in on this page.
  - If you receive a message indicating that inventory stock is out, press enter again and the item will be logged in as back ordered



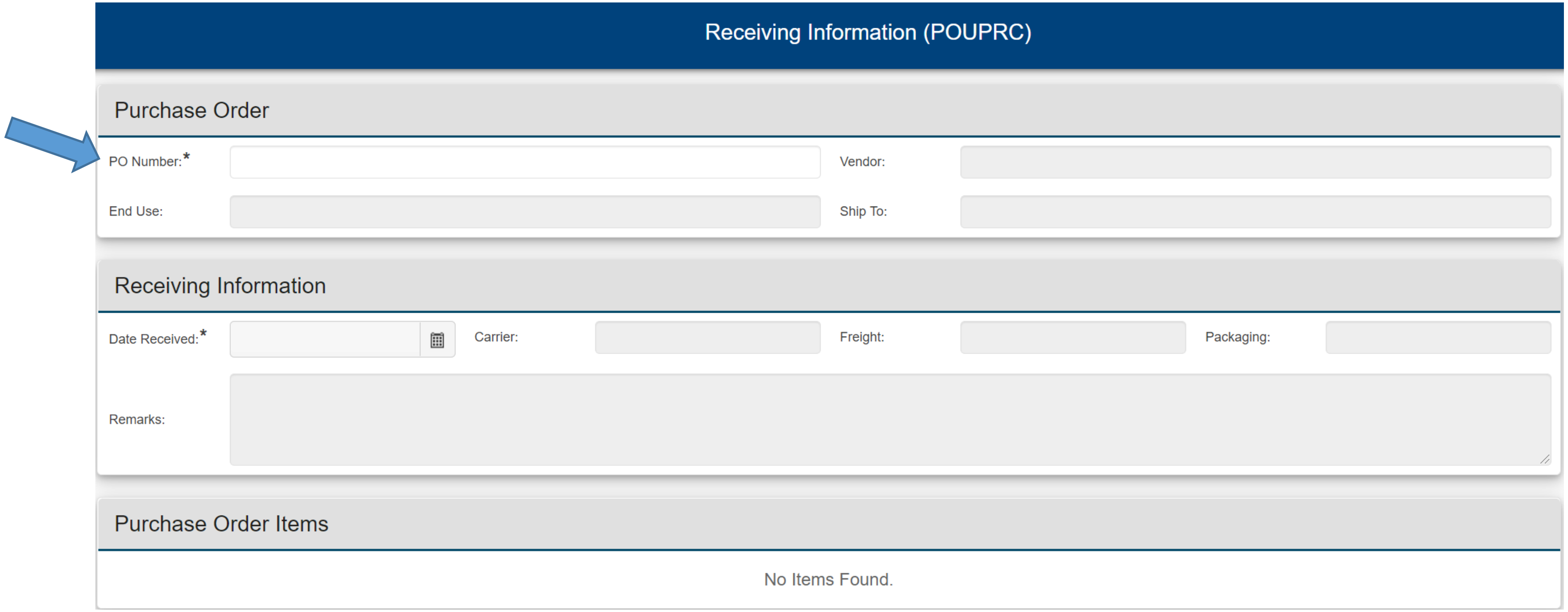
Receiving Items

- The “Receiving Information” Link is located on the home page
- The following steps are for orders delivered directly to Schools or Departments



Receiving

Clicking the link will open the tab below, in which a PO Number will need to be entered. Once entered hit your *ENTER* key on your keyboard (This will populate the rest of the fields)



FQA’s

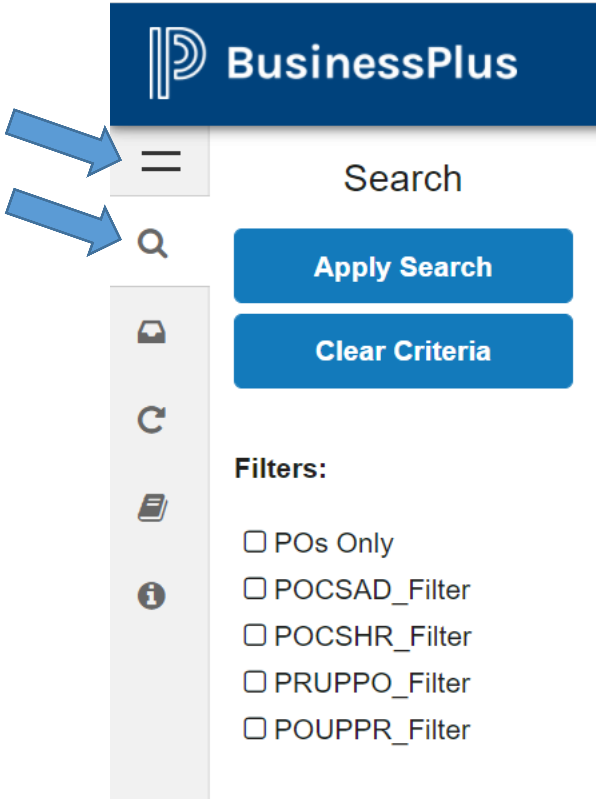
- **When can I request a “payment in advance” for a requisition?**
  - The following generally qualify for a request for payment in advance:
    - Subscriptions
    - Memberships
    - Fieldtrip Admissions
    - Postage Stamps
    - Permits and Services Provided by Other Government Agencies
    - Leases of Real Property
    - Maintenance of Equipment Under Agreements Not Exceeding One Year.
  - Requestor is to provide instructions regarding the check. Add if it is directly to the vendor or if someone from your site will pick it up. Attach all supporting documents to the requisition.

- **When a “Pay Only” is allowed?**
  - Purchasing using district funds without a purchase order is a violation of SUSD Board Policy 3310 that states; “All purchases shall be made by formal contract, unauthorized purchases are not allowed”.

- **How can I request an item or an entire request be deleted?**
  - Email any of the purchasing technicians in the purchasing office. Clearly indicate the request number and specific items to be deleted.

Cont.

- **How can I find a purchase requestion/purchase order in Business Plus when I want to review it?**
  - The magnifying glass icon on the left side panel will allow users to search exiting requisitions. Use the fields necessary to filter requestions you would like to search and click "Apply Search"
- **How can I change an order after it had been sent out to the vendor?**
  - In those instances where the originator finds it necessary to request a change in an order, such as cancellation of an item, quantity, size, stock number, etc., after the purchase order has been sent to the vendor, you must contact the buyer whose name is on the purchase order.



Cont.

- **What is the difference between “Deleting a purchase request” and “Canceling a purchase order”?**
  - Purchasing can permanently remove an unprinted purchase request from the system, but cannot permanently remove printed purchaser orders. Requests to cancel purchase orders must be made via email to the buyer. Cancellations maybe be originated by the Vendor, the Site, or Purchasing. The vendor and all parties involved receive copies of the Cancellation Amendment to Close the Purchase Order.
- **What should I do if I do not receive any or all of my items ordered?**
  - CONTACT THE BUYER that is listed on the purchase order, SITES are NOT to contact the vendor, central receiving, property control, or textbook warehouse

- *The Purchasing Staff strives to make the purchasing process easier for everyone involved. Working with our vendors is an important part of our job, and we know it is vital to keep good relationships with them as well. Following District procedures helps to ensure accuracy in ordering and receiving needed materials.*

Keyboard Navigation Tips

Keys	Function
Ctrl + Shift + Key	Press and Hold the Ctrl and Shift key noted below, in combination with below:
Ctrl + Shift + A	Add button for the navigation bar associated with the field that currently has focus
Ctrl + Shift + D	Selects the delete option for the navigation bar associated with the field that currently has focus
Ctrl + Shift + F	Toggles Find mode
TAB / Shift + TAB	Move through the fields forwards / backwards
Ctrl + Shift + L	View the list box attached to a field with an arrow or invokes the Lookup functionality
Ctrl + Shift + T	Display the last used auto-generated seed value for a field
Ctrl + Shift + N	Next button for the navigation bar associated with the field that currently has focus.

Selection Criteria for FIND Mode

- Use ‘:’ to specify a range
- Both the ‘%’ and the ‘*’ an be used as wildcards
- Use ‘,’ or ‘|’ to specify an OR condition (A, B would be A or B).
- Use ‘=xxx,xxx’ to select text with commas
- Use the filter button to filter the field with logic (ex. Greater than)

SUSD Purchasing Department

- , Manager, Ext. ,#B13
- Patricia Monesi, Senior Buyer, Ext. 2250 #B14
- Anita Tomboc, Buyer, Ext. 2252 #B16
- Marie Dacpano, Purchasing Technician, Ext. 2245, #B21
- Rosalinda Esquivel, Purchasing Technician, Ext. 2253, #B06
- Linda Gow, Purchasing Technician, Ext. 2247, #B21
- Kaleena Sysay, Purchasing Technician, Ext. 2245, #B07