caddo
Purchasing Department

Business Plus

Quick Guide

for
Bookkeepers, Secretaries,
& Librarians

Updated October 01, 2021

Contacts

Procurement Professionals:

Shavonda M. Scott, MBA	Director of Purchasing	603-6481
Scott Sullivan	Chief Buyer	603-6477
Shari Foreman	Senior Buyer	603-6482
Marguerite Roberson	Buyer's Assistant (Business Plus Training, Maintenance POs, & New Vendor Set-Up)	603-6978
Shelia Jones	Buyer's Assistant (Textbook Orders, Garage POs, & New Vendor Set-Up)	603-6478
Various Purchasing Staff	Questions regarding PR entry, PO receipting, & disencumbrances/cancellations	603-6481

Cynthia Garlington	Maintenance (Warehouse orders) Located at Warehouse	603-5523

Lisa Paine	Accounting (Account system errors – all accounts) Accounts	603-6269
Rebecca Kysar	Payable (Invoicing)	603-6280

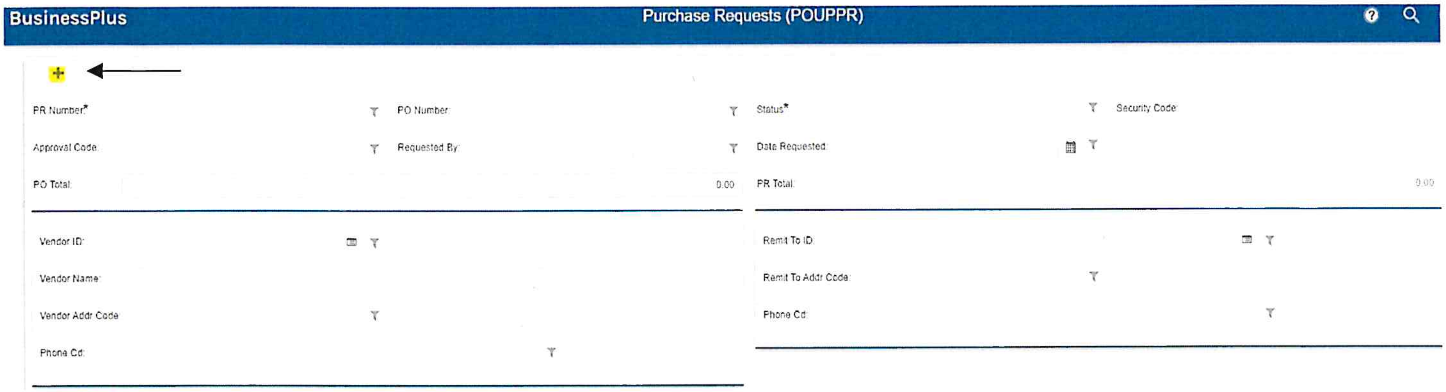
Donna Duke	Finance (General fund/CEEF inquiries)	603-6354
Marchelle Cavanaugh	Finance (General fund/CEEF inquiries)	603-6353
Virgin Rachal	Finance (New user set up)	603-6510

Dolph Dickson	I.T. (Primary contact for Business Plus inquiries, issues, and password reset)	603-6411
Leah Fredrick	I.T. (Secondary contact for Business Plus inquiries, issues, and password reset)	603-6396
Chaunda Wilson	I.T. (Workflow-related issues)	603-6404
Juan Rolon	I.T. (Workflow-related issues)	603-6417

If you need assistance with Business Plus, please direct your question to the appropriate person/department above.

Business Plus Guide
Creating a Requisition (POUPPR) - Required Fields

From your Dashboard under the “Bookkeepers & Secretaries” tab go to the “(POUPPR)” Purchase Requests link. Click the plus sign (+) at the top of the screen to enter add mode.



Top Portion:

1. PR number:
   Click on the lightning bolt and then click “PRseed”.

2. Sec Code:
   4 digit location code (0 followed by school/dept. code)

3. Vendor:

   Click on the tablet icon to lookup. Type vendor name in blank box, press “Enter” and choose the appropriate vendor. Be sure to choose the correct address if there is more than 1 location.

4. Ship:
   Click in the “Ship To ID” box and enter S followed by your 4 digit location code.

5. Buyer:
   B followed by 5 digit number (located on page 10 of manual). Press Enter to Save the top portion.

EXAMPLE: The fields with a red check mark (PR #, Security Code, Vendor ID, Buyer, and Ship To ID) are required. Required fields are also outlined with blue lines. The screen must be in “Add Mode” to start a new PR.

For BLANKET POs only:

Create a blanket PO when you are ordering 1 item that will be paid on 2 or more invoices (for example, monthly payments for copier lease, subscriptions, etc.). Follow the steps above plus these 2 additional steps:

- Under the "Details" section click in the PO Type box and change P to B
- Under the "Blanket" section enter the order total in the "Blanket Amt" box. This amount should include shipping charges if applicable. Do not put anything in the "Blanket No" box. Press Enter.

Required Fields – Creating a Requisition (POUPPR)

Bottom Portion:

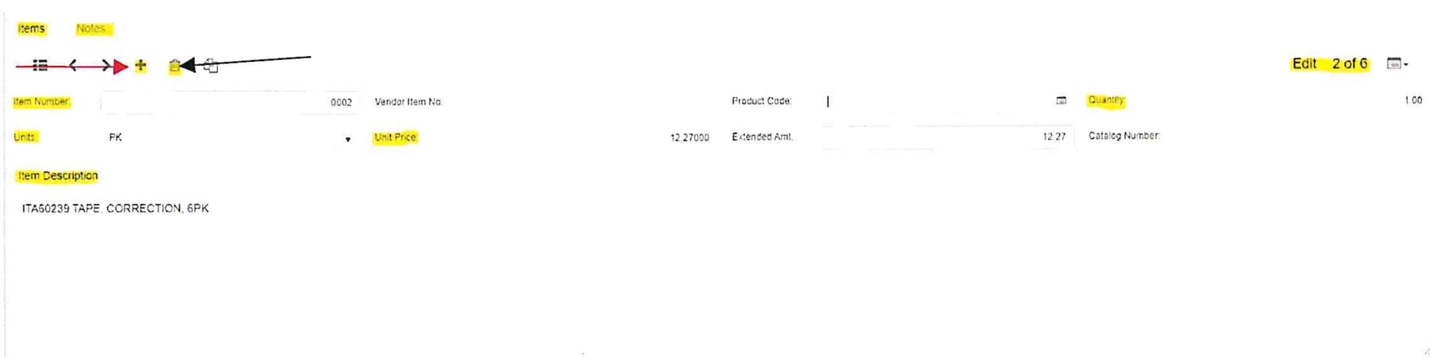
1.	Quantity:	Number of items (depends on the unit you select & price per unit)
2.	Units:	Choose from drop down menu or type initials.
3.	Unit Price:	Cost of product per unit
4.	Description:	Part/Catalog number <u>followed by detailed description</u>
5.	FYC:	If ordering from general fund: 10000 followed by 4-digit location code

If ordering from other fund (Title I, Spec. Ed., etc.) first 5 digits (ex: 15921) followed by 4-digit location code

6. OBJ: 8 digit account number – example: 51100610 (General Fund M&S account)

7. FYCE/EICO: **Used for federal funds only.** **FYCE should be the same as the FYC. EICO will be used for federal funds only (you should receive a list from central office). Press Enter.**

Shipping charges must be added as the last line item on your PR. Enter a quantity of 1 each and list "Shipping & Handling" as the description. If you're not sure how much to allow, call the vendor for clarification or check their website. Enter the shipping amount in the "Unit Price" column. If you receive a quote from the vendor for free shipping or a discount, please indicate that in the "Notes" section (see instructions below and on next page) along with the name of the person who gave you the quote and the date it was given. Instructions for including notes are below and on the next page.



Add a PR line by clicking the plus sign (+).

Delete a PR line using the trash container icon. You can delete a line on a PR if needed by clicking the trash container. A dialogue box will open asking you to confirm the deletion. Click Yes to delete the line or No to keep the line. Once Yes is clicked the line will be removed **from your order. DO NOT USE THIS OPTION AFTER A PO HAS BEEN GENERATED.**

For BLANKET POs only:

Follow the steps above. Enter "1" for quantity. Enter appropriate measure of units (LT, BX, CT, etc.). The description should indicate what you are purchasing. Ex: Uniforms, Books, copier lease, etc. Your order total should equal the amount you entered at the top for the "blanket amount". Shipping should be entered on a separate line, if applicable.

POUPPR Screen Continued

Notes: (Quote/Contract info, Discount info, Fax PO to vendor, etc.)

1. Click on "Notes" tab (as shown below) to add comments when necessary.
2. Click the "Print Before" or "Print After" tab at the top of the notes box before you type your comment so the information will print on the PO.
   "Print Before" will add your comments above Line 1 on the PO
   "Print After" will add your comments after the last line on the PO.

Note: It is easier for the vendor to see your notes if you print before line 1 as opposed to after the last line on the PO.

3. To save comments press the Tab key *or* click outside of the Notes box, then <u>press Enter to get</u> "<u>Record Accepted</u>". If you do not get the "Record Accepted" message, your notes will not be saved.
4. If you want to add comments but <u>do</u> <u>not</u> want them to print on the PO, click on the "PR Notes" tab then type your comments. They will be visible from the POUPPR screen but will not print on the PO. This would include any information that you do not need the vendor to know that may be important to you later such as the program for which the order was placed or for whom the order was placed. Save them the same way as Print Before/Print After Notes.

ALWAYS PRESS ENTER TO GET THE "RECORD ACCEPTED" MESSAGE **<u>BEFORE</u> RELEASING YOUR PR IN WORKFLOW TO ENSURE ALL OF YOUR INFORMATION IS SAVED**

Workflow – (Located at the top of the dashboard):

1. Click on the PR Approval and/or SI Approval in the Go to Workflow Tasklist to view pending approvals.
2. Click on the PR number to view summary details, attachments, and history. To view the entire PR click the Link to Record button.
3. Double check your order to confirm all information is correct by viewing the details or linking to the record.
4. If approving from the workflow task list screen, click on the button beside "select to process task". The approval buttons will appear at the bottom of the screen (see figure 2 below). To approve all items at once, select the "Select and process all tasks" button located at the top of the task list screen.
5. If approving after linking to the record, click on the  icon to view the workflow task list (see figure 3 below).
6. After selecting an approval option, a comment box will appear. You do not have to enter a comment but you must click "Submit" to submit your PR to Workflow for approval. Comments in this section are visible to workflow approvers only and <u>will not</u> print on the PO.
7. If you entered the order in error or need it cancelled for any reason click the reject icon  , then click "Submit" and email Purchasing staff to request cancellation of the PR. Funds will be encumbered until the order is cancelled. Rejecting a PR in Workflow does <u>not</u> cancel the order. Funds are still encumbered.
8. To ensure your order was successfully submitted for approval make sure that you see a green check mark and accepted above your name if viewing the workflow from the POUPPR screen or a status of accepted on the history tab if viewing from the workflow task list screen. If you do not select an option your order will remain in workflow and not be processed.

Figure 1

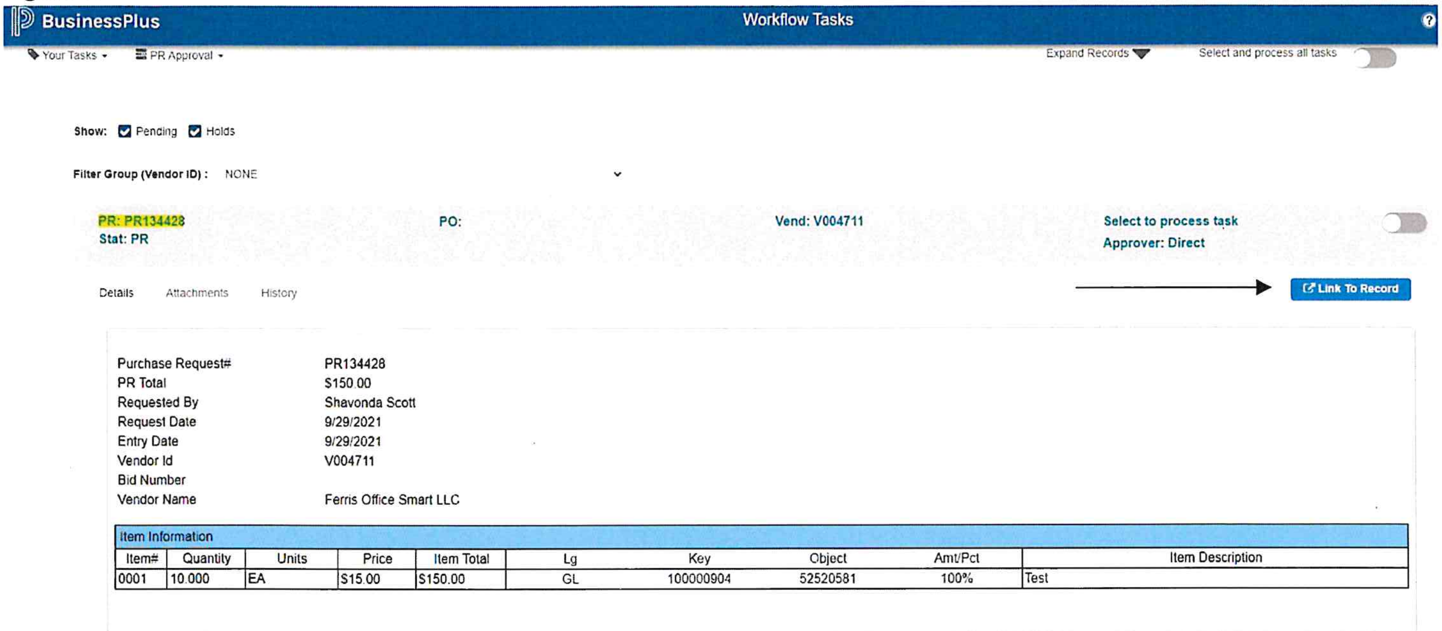


Figure 2

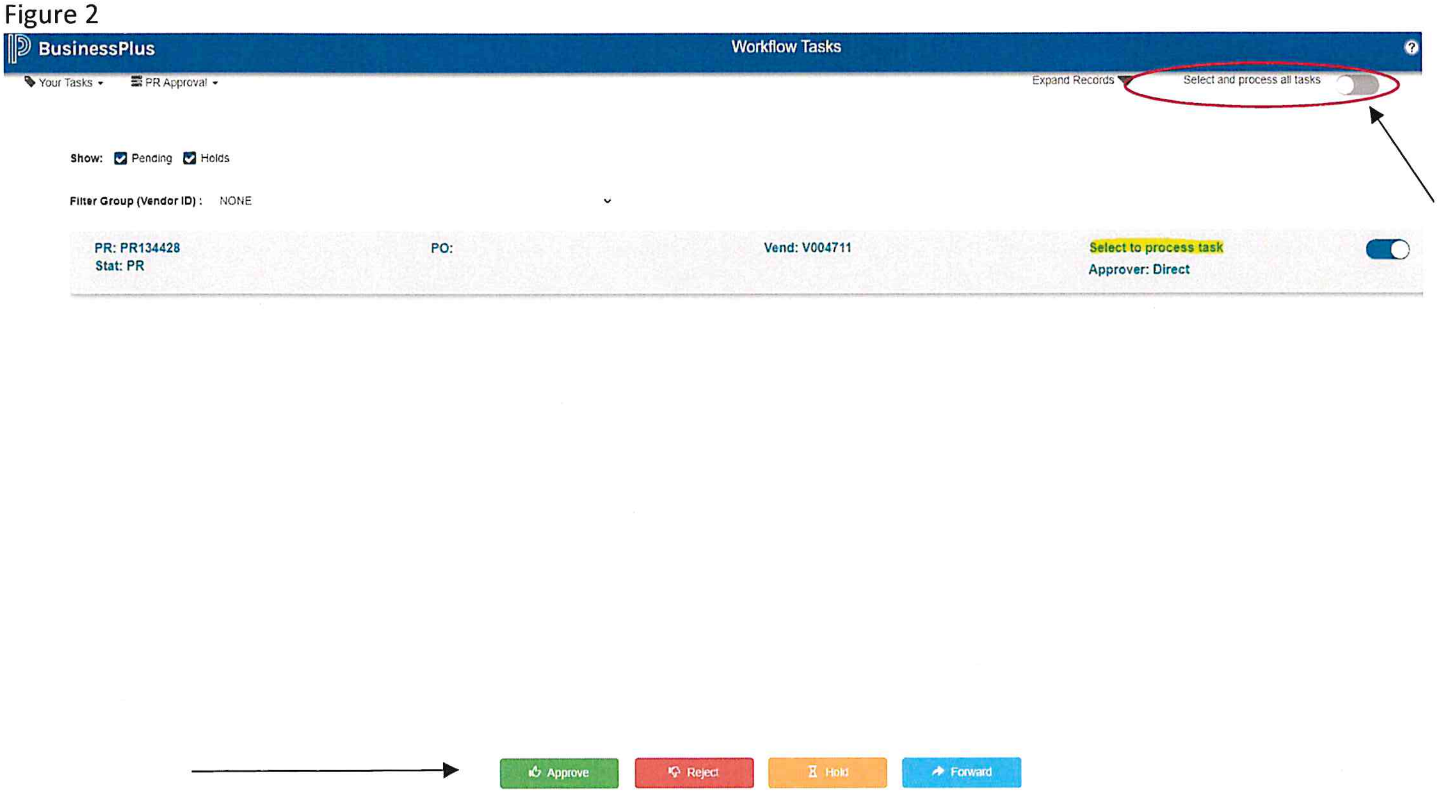
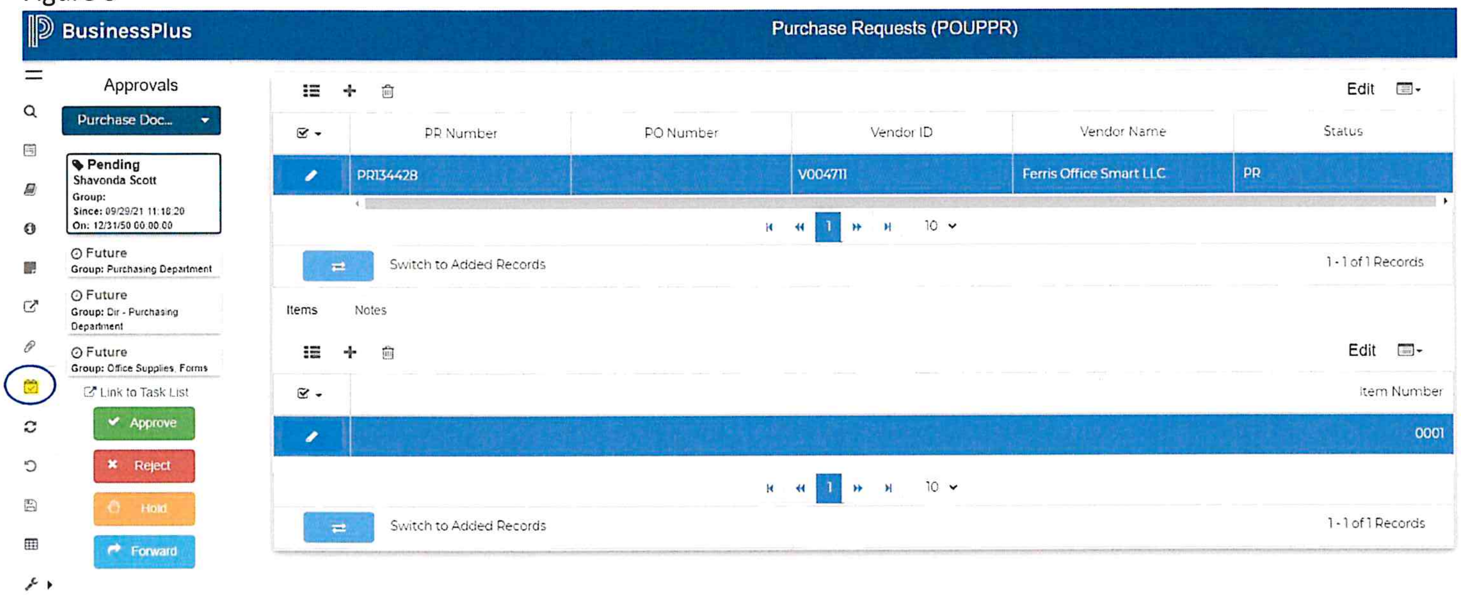


Figure 3



Workflow, Continued

After you've entered a PR you must submit it to Workflow for approval in order for a PO to be processed. If you don't, you will receive an automated email to let you know you have approvals pending in your Workflow. You will receive that email every day until the PR is submitted to Workflow. You will also receive automated emails to notify you when a PR is rejected and when it is approved.

If a PR is rejected, the person who rejected it should state the reason in the comments. Sometimes it's because a correction needs to be made and sometimes the PR must be cancelled. If you need a PR cancelled you must email Purchasing staff. Purchasing staff will need the PR number and the reason for cancellation. When a PR is rejected, that <u>does not</u> mean it is cancelled. It only takes the PR out of the Workflow process to allow changes to be made. The money is still encumbered until the PR is cancelled by Purchasing staff. The PR must be rejected in Workflow before it can be cancelled.

If you just need to make a change/correction on a PR after it's rejected you must follow these steps:

1. Go to the POUPPR screen where you created the PR.
2. Click in the PR number box.
3. Type in your <u>entire</u> PR number including "PR" and press enter.
4. Make the necessary changes and press "Enter" to get "Record Accepted".
5. Go back to Workflow by clicking the icon from your left side bar. Click "Approve" and the comments box will appear. Comments are not required but strongly encouraged. Be sure to click "Submit" to release the PR into the Workflow.

Account Splits-Charging Multiple Accounts on One PR Line

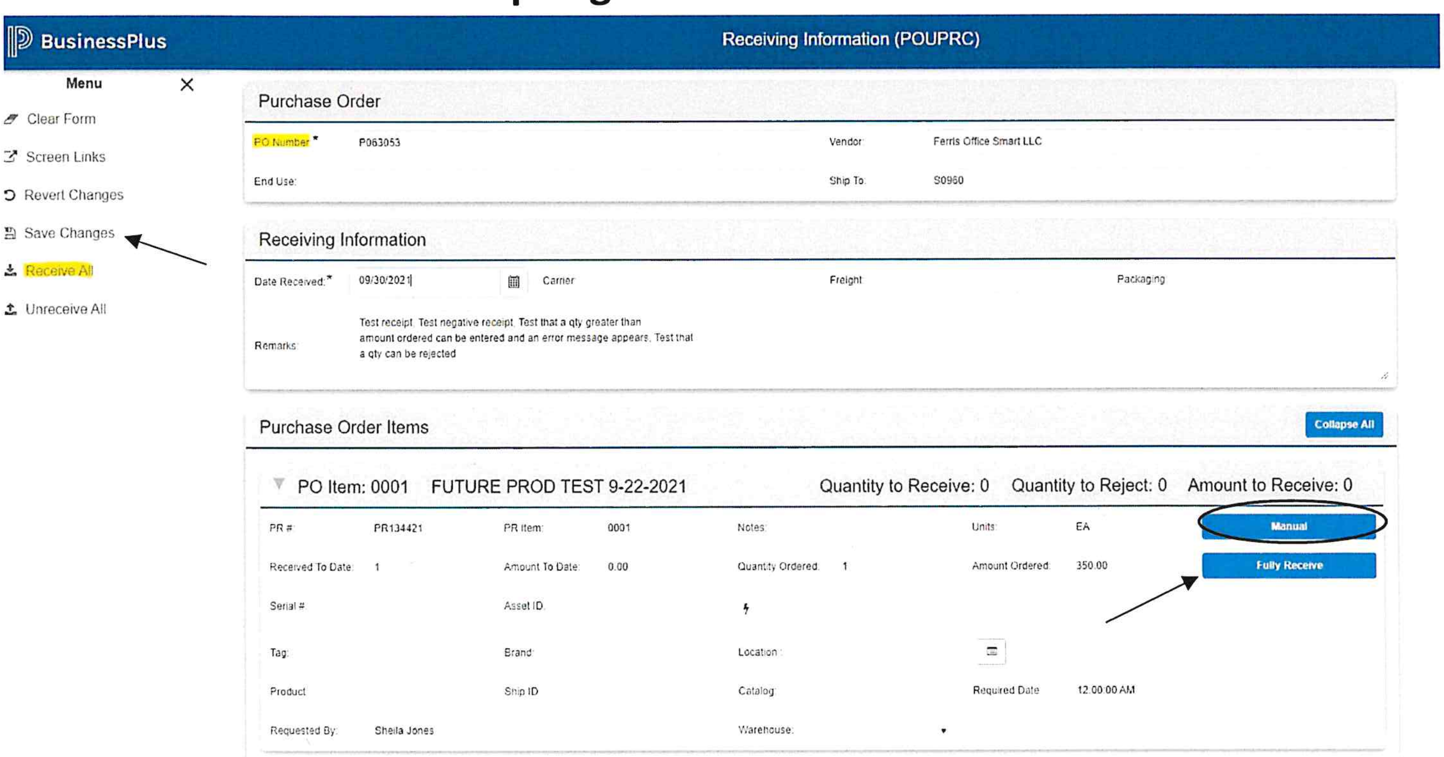
Item expenses can be split between multiple accounts by either percentage OR dollar amount on one PR line, however all account numbers must be from the same Fund. For example, <u>you may not charge one PR to General Fund and Title I</u>. Also, <u>different textbook accounts cannot be combined on the same PR</u>.

1. Enter the GL information for the first account you're using.
2. Click the 

button located above the GL Account section.
3. A new GL line will appear. Enter the Percent you want to charge to each account in the percent/amount box. If you do not want to split the line by the Percent, click the "Amount" button located next to "switch to". The Percent label will change to Amount.

4. Repeat the steps above to enter the desired number of splits
5. If you enter GL split in error, simply press the delete button to remove the split
6. All GL splits are displayed under the account section. The accounts and amount or percentages will be displayed. If the splits are not equal, you will receive an error message when attempting to save the record. You must correct the account splits and press enter. You must receive the "Record Accepted" message before sending the PR into Workflow

Receipting in Business Plus



1. From your dashboard click the "Bookkeepers/Secretaries" tab then click "POUPRC Receiving Information".

2. Type the PR or PO number you need to receipt and press "Enter".
3. Make sure all items listed on the packing list are complete and in good condition. If the order is complete you may simply click "Receive All" from the menu bar on the left side of the screen then click "Save Changes" or click "Fully Receive" for each line. If there is a discrepancy you need to notify the vendor as soon as possible. If you received a partial shipment you must receipt each line individually by clicking the manual button, entering the quantity received in the "Qty Accepted" box, and clicking "Done". Repeat this step for each line received then click "Save Changes". Receipt only the items you received. Receipt the remaining items the same way when they are delivered. Never click "Receive All" if you've already keyed in receipts for individual lines.

4. For discontinued items for which the vendor will not send a replacement do not receipt the line(s). Click on manual and click the "Complete" box then click "Done". A "Complete" watermark will appear on the line(s). Receipt all *other* lines individually then press enter. After the record has been accepted "complete" will appear in the notes box of the complete line(s), the line(s) will be closed out and that money will go back into the account immediately.

5. If you are unsure about how or when to use the complete box, only receipt the lines for items received then send an email to the Purchasing Department requesting that the PO be disencumbered. Do not check the complete box if you are in doubt.

6. Use the "Remarks" box to note information such as backorders, discontinued items, discrepancies, etc. This information may be needed later. Press enter to save remarks.

7. Blanket PO - Instead of receipting the quantity as you would with a standard PO, you must receipt blanket POs by dollar amount under "Amt Accepted". Receipt the dollar amount only for the items you received then click "Done".

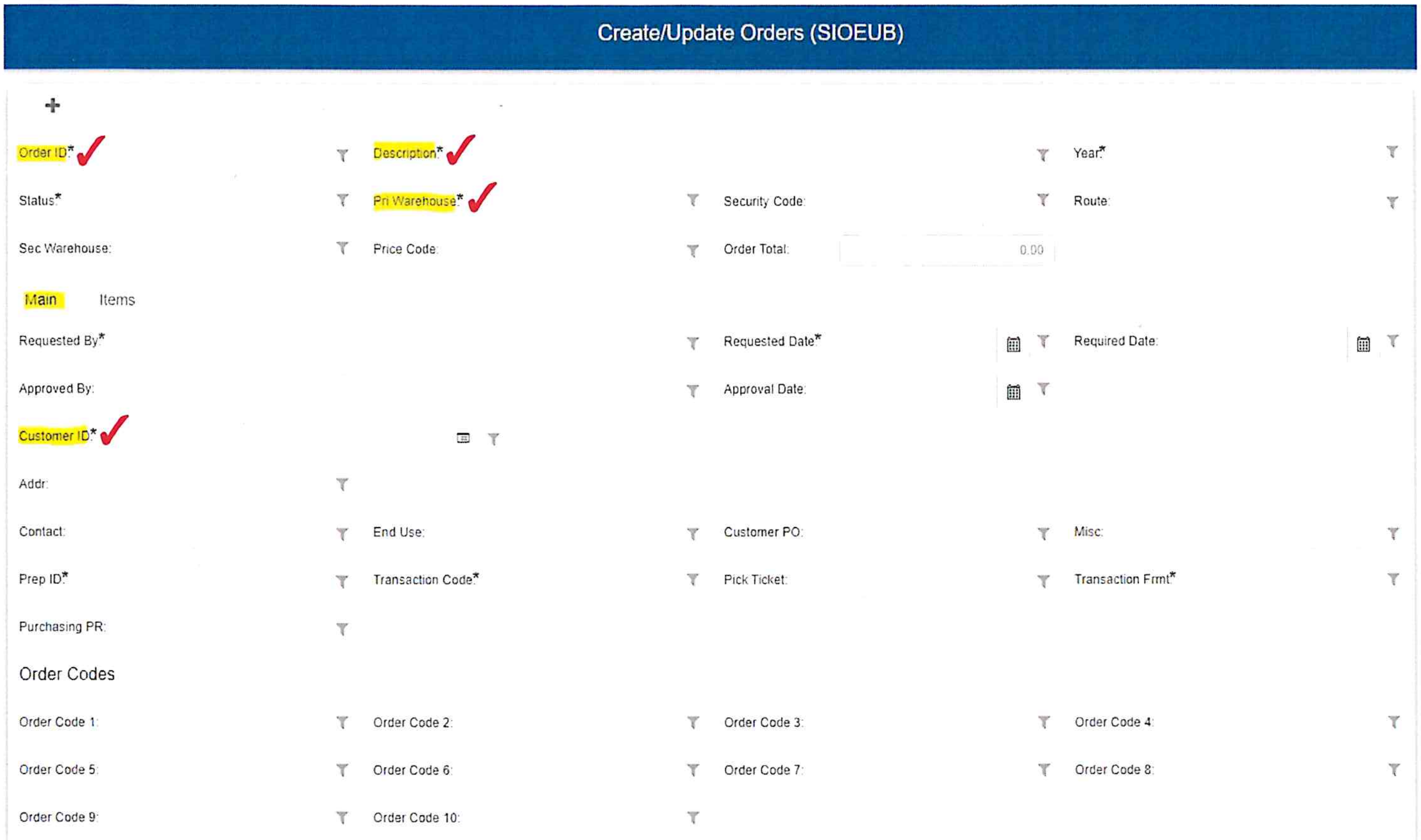
How to Remove Receipts: If you receipted a line in error, you may go back to "Qty Accepted" and receipt a negative quantity that matches that quantity you originally receipted. For example, if you receipted 10, go back and receipt -10 and click "Done". That will delete the quantity you receipted in error.

Warehouse Orders (SIOEUB)
Required Fields

Warehouse orders should be submitted for furniture and cumulative folders only. Contact Cynthia Garlington at 603-5523 or cgshields@caddoschools.org if you need an SI order canceled or have questions regarding an SI order.

Top Portion

1.	Order ID:	Click the plus sign (+) to enter a new order. Click the lightning bolt icon beside the order id box and then click "autoseed".
2.	Description:	Type a short description of the types of items you are ordering.
3.	Primary Warehouse:	Click in the box and choose "Form" for Cumulative Folders or "Furn" for Furniture.
4.	Sec. Code:	4 digit location code



Warehouse Orders (SIOEUB)
Required Fields continued

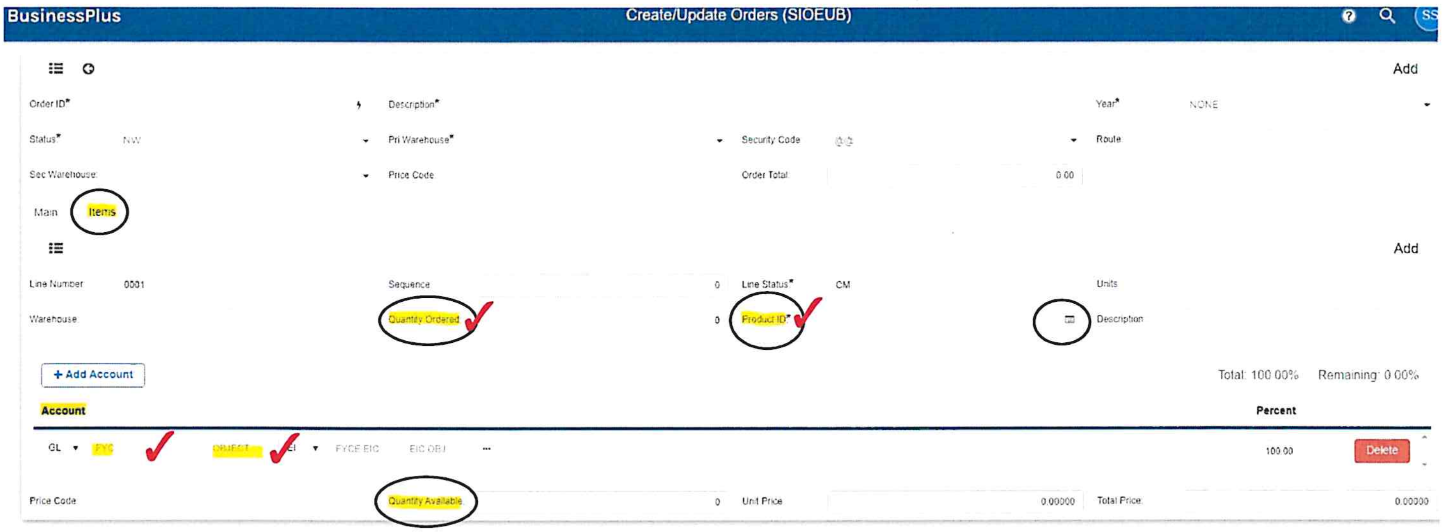
Bottom Portion

Under "Main" Tab

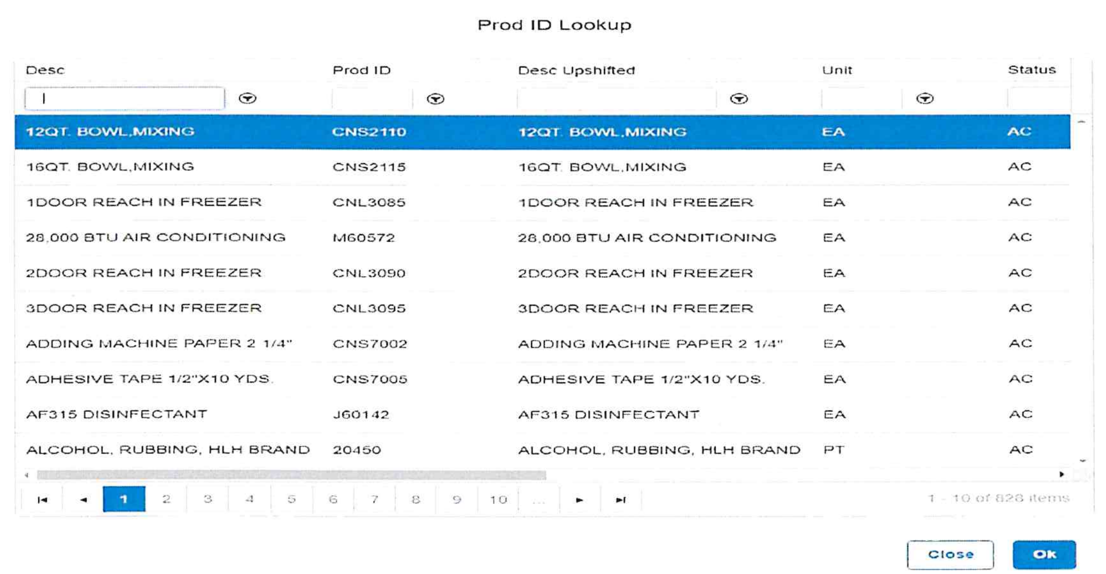
1. Customer ID: S followed by 4-digit location code - Same as "Ship To" code on POUPPR Screen

Under "Items" Tab

1. Quantity Ordered
   After you enter the quantity and product ID number you will see "Quantity Available" below the account information. If it has a negative sign that means they are out and the order automatically goes into backorder.



2. Product ID: Click on to lookup. Filter selection should be "Desc" as shown in the example below and in the blank box, type a simple description of the item you are looking for. Use asterisks on both sides of the description to see a list of all items containing your key word(s). Click on the item you need from the list provided and press Enter or click "Ok" to add it to the order. If you already know the item # you may enter it.


Prod ID Lookup

Desc	Prod ID	Desc Upshifted	Unit	Status
12QT. BOWL,MIXING	CNS2110	12QT. BOWL,MIXING	EA	AC
16QT. BOWL,MIXING	CNS2115	16QT. BOWL,MIXING	EA	AC
1DOOR REACH IN FREEZER	CNL3085	1DOOR REACH IN FREEZER	EA	AC
28,000 BTU AIR CONDITIONING	M60572	28,000 BTU AIR CONDITIONING	EA	AC
2DOOR REACH IN FREEZER	CNL3090	2DOOR REACH IN FREEZER	EA	AC
3DOOR REACH IN FREEZER	CNL3095	3DOOR REACH IN FREEZER	EA	AC
ADDING MACHINE PAPER 2 1/4"	CNS7002	ADDING MACHINE PAPER 2 1/4"	EA	AC
ADHESIVE TAPE 1/2"X10 YDS.	CNS7005	ADHESIVE TAPE 1/2"X10 YDS.	EA	AC
AF315 DISINFECTANT	J60142	AF315 DISINFECTANT	EA	AC
ALCOHOL, RUBBING, HLH BRAND	20450	ALCOHOL, RUBBING, HLH BRAND	PT	AC

1 2 3 4 5 6 7 8 9 10 ... 1 - 10 of 828 items

Close Ok

3. Account: Enter fund: 10000 followed by 4 digit location code in the "FYC" box and account number 54918733 in the "OBJ"

Press Enter after all fields are complete and you should get the "Record Accepted" message at the top. You must send the order to Workflow just as you would with a PR.

Account Balances/Budget Transactions

GL5003: Budget to Actual with Encumbrances by Budget Code

Use this report to check funds or get information regarding your General Funds and/or CEEF account. You only need to provide your 4-digit location code. Leave all information as it is and click "Submit" to view your accounts.

Please note: For all non-school departmental locations and Federal funds (Title I, grants, etc.) you must use the report:

GL5006: Budget to Actual with Encumbrances by Budget Code and enter the 3-digit fund #, 2-digit year and your 4-digit location. code

BusinessPlus — GL5003: Budget to Actual with Encumbrances by Budget Code

Selection Criteria: No Criteria: Select All

Enter the End Date:	09/30/2021
Enter Ledger:	GL
Enter 3 digit Fund #:	100,310
Enter 2 digit year:	
Enter 4 digit Location #:	

Cancel | Submit

Example

BusinessPlus — GL5003: Budget to Actual with Encumbrances by Budget Code (1)

CADDO Parish Production
Budget to Actual with Encumbrances by Budget Code
From 7/1/2021 To 9/30/2021

EXPENDITURES

Object Ke	Budget Code	Object Key Descriptio	Budget	MTD Actual	YTD Actual	Encumbranc	Balance
FUND: 1000	GENERAL FUND						
LOCATION:							
51421610	142160C	OTH INST-MID ATH-M&S	0.00	0.00	0.00	43.00	(43.00)
	SUBTOTAL FOI	142160C	0.00	0.00	0.00	43.00	(43.00)
	TOTAL LOCATION		0.00	0.00	0.00	43.00	(43.00)
LOCATION							
51100600	1100600	BUDOBJ-REG ED M&S/EQUIPMEN	11,116.56	0.00	0.00	0.00	11,116.56
51100610	1100600	REG INST-M&S	0.00	0.00	0.00	0.00	0.00
	SUBTOTAL FOI	1100600	11,116.56	0.00	0.00	0.00	11,116.56
52252600	225260C	BUDOBJ-LIBRARY M&S	811.66	0.00	0.00	0.00	811.66
52252610	225260C	I/S-SCH LIB MEDIA-M&S	0.00	0.00	0.00	0.00	0.00
	SUBTOTAL FOI	225260C	811.66	0.00	0.00	0.00	811.66

Expenditure amounts are in blue. A hand  **icon will appear when you scroll over the expenditure amounts in the Encumbrance column. You may click (drill down) on those expenditures to see a list of purchase orders totaling the dollar amount. To get even more information, you may also drill down on any of the purchase order numbers on the list and get more details such as vendor name, order total, order status (receipt status, payments made, etc.) if needed.** The "Encumbrance" column will show you all outstanding purchase orders that have not been paid or have been partially paid. The "YTD" column will show you a list of purchase orders that have been paid in full. **At the end of each fiscal year the bookkeepers/secretaries should always make sure the Encumbrance column shows $0.00 for each account to be certain there are no outstanding orders.**

END OF YEAR CLOSEOUT

At the end of the school year you are responsible for making sure all POs are complete or disencumbered. To see which POs are still open, look under the "Encumbrance" column and click on the dollar amount to open the report. Each account should have an encumbrance of $0.00 at the end of the fiscal year or before you leave for summer break (if applicable).

Call Donna Duke or Marchelle Cavanaugh in Finance if you have questions regarding your general fund or CEEF account.

BUYER CODES

CODE DESCRIPTION		BUYER CONTACT
B05000	Art Equipment & Supplies	Shari Foreman
B80500	Athletic/Physical Education Equip & Supplies	Scott Sullivan
B88000	Audio Visual Equipment and Supplies	Scott Sullivan
B16500	Cafeteria Equipment & Supplies	Audrey Ferguson
B42008	Cafeteria Furniture	Audrey Ferguson
B78500	Classroom Equipment & Supplies	Shari Foreman
B20450	Computer Software & Licensing	Shavonda Scott
B20400	Computer/Technology Equipment & Supplies	Shavonda Scott
B98600	Construction Projects	Shavonda Scott
B92400	Consultants & Professional Services	Shavonda Scott
B38000	Food (Child Nutrition Only)	Audrey Ferguson
B38500	Food (Non-Child Nutrition)	Shavonda Scott
B42000	Furniture - All	Scott Sullivan
B48500	Janitorial & Maintenance Supplies	Scott Sullivan
B82000	Large Equipment Machines & Engines	Scott Sullivan
B71510	Library Books & Subscriptions	Shari Foreman
B52500	Library Equipment & Supplies	Shari Foreman
B82500	Maintenance Agreements/Service (Non-Office Equip)	Scott Sullivan
B58000	Music & Stage Equipment & Supplies	Shari Foreman
B62000	Office & Printing Supplies	Scott Sullivan
B60000	Office Equipment & Machines	Scott Sullivan
B50000	Personnel Uniforms Equipment & Supplies	Shari Foreman
B92500	Professional Registration & Memberships	Scott Sullivan
B49500	Science Equipment & Supplies	Shari Foreman
B71500	Text- & Workbooks Teaching Materials & Supplies	Shari Foreman
B71517	Textbooks (State Textbooks ONLY)	Shari Foreman
B07000	Vehicles & Transportation Parts & Supplies	Shari Foreman

Helpful Hints – POUPPR Screen

How to check approval status of a PR:

- Go to POUPPR screen enter the PR number then press enter
- When the order appears, click on the icon located on the left menu bar then click on "Workflow".
- You will see a list with the approval status beside each name that has approved it OR you may see an X mark indicating the PR was rejected. If there are notes stating why the PR was rejected, the notes will be displayed below the approvers name.

When a PR is rejected it does not mean the PR has been cancelled. It only takes the PR out of the Workflow process so a correction can be made or so the PR *can* be cancelled. The only way to cancel a PR is to contact Purchasing. If you need a PR cancelled, email the PR number and reason for cancellation to Marguerite Roberson mjroberson@caddoschools.org or Shelia Jones sjones@caddoschools.org. The PR must be rejected before it can be cancelled.

How to resubmit a PR to Workflow after rejections/corrections are made:

- After corrections have been made on a PR, simply press Enter to get record accepted then click on the icon located on the left menu bar next click on "Approve". The comments box will appear. Comments are not required but strongly encouraged. Press the Submit button to resubmit the PR for approval.
- Be SURE to press Enter after your corrections have been made so they will be saved.

How to find out if you have PRs awaiting approval (without PR numbers):

- From your Dashboard or the Bookkeepers/Secretaries tab, view the Go to Workflow Tasklist.
- PR Approval or SI (for warehouse orders) Approval followed by a numerical value will appear if there are pending task. If the link does not display one or both of those messages, there are no PRs awaiting approval.
- Click on the title (PR Approval) to view the pending task. Click on the PR number to view summary details, attachments, and history. To view the entire PR click the "Link to Record" button. Review the PR information for accuracy. If approving from the workflow task list screen, click on the button beside "select to process task. The approval buttons will appear at the bottom of the screen If approving after linking to the record, click on the icon to view the workflow task list.
- If you have more than one and you've reviewed each one, you may click the "Select and Process All Tasks" button at the top of the Workflow Task screen to select all of the pending PRs then click "Approve" and "Submit" to send them all through Workflow.
- If you see a PR you want to cancel, select it by clicking the select to process task button, click "Reject" then click "Submit." You must email the PR number to Marguerite Roberson or Shelia Jones in Purchasing to request cancellation and state the reason for cancellation in the body of the email.

Helpful Hints

It is no longer required to receipt fixed assets individually however you may still receipt them one at a time if you wish to log the serial numbers in the system.

How to view Fixed Assets individual receipts (Receiving Details):

- Go to the POUPRC screen and pull up the PO.
- Click on the screen link icon located on the left menu bar.
- Click on "Receiving Details". The screen should open in grid mode to allow each line receipted to be viewable. The line you are currently viewing will be highlighted in blue.
- Click the icon above "PR Number" to view receipted lines individually.
- Use the arrow keys on the top tool bar to scroll from line to line.
- Click the icon below "Receipts" to view each receipt made on a particular line. Use the arrow keys under this section to scroll through each receipt made on a particular line.

If you make a correction on this screen be sure to press Enter to save it then you MUST go back to the main POUPRC screen and click "Save".

PO STATUS & DEFINITIONS:

PR – Purchase Requisition (PO # will be assigned when it is printed after all approvals)
PO – Purchase Order (no payments have been made)
PP – Partially Paid
FP – Fully Paid
DE – Disencumbered (PO has been closed so remaining funds go back into account)
CA – Cancelled

If you have questions regarding information in this manual, please contact the Purchasing Department at 318-603-6481.