

# Business Plus Workflow Guide



Updated August 2022

# Contacts

#### **Procurement Professionals:**

Shavonda M. Scott, MBA Scott Sullivan Shari Foreman Marguerite Roberson	Director of Purchasing Chief Buyer Senior Buyer Buyer's Assistant (Business Plus Training, Maintenance POs, & New Vendor Set-Up)	603-6481 603-6477 603-6482 603-6978		
Shelia Jones	Buyer's Assistant (Textbook Orders, Garage POs, & New Vendor Set-Up)			
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 Robert Lewis	Accounting (Account system errors – all accounts) Accounts Payable (Invoicing)	603-6269 603-6280		
Robert Lewis Tabatah Washington Marchelle Cavanaugh	Payable (Invoicing) Finance (General fund/CEEF inquiries) Finance (General fund/CEEF inquiries)	603-6280 603-6354 603-6353		
Robert Lewis Tabatah Washington Marchelle Cavanaugh Virgin Rachal	Payable (Invoicing) Finance (General fund/CEEF inquiries) Finance (General fund/CEEF inquiries) Finance (New user set up) I.T. (Primary contact for Business Plus	603-6280 603-6354 603-6353 603-6510		

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

\*If you a have new secretary/bookkeeper notify Virgin Rachal in Finance to start the set-up process to allow them to enter requisitions. I.T. will notify them by email with a user name and temporary password when set up is complete. At that time the new secretary/bookkeeper will need to notify Marguerite Roberson in Purchasing so training can be scheduled.

\*\*If you change locations or acquire new accounts contact Virgin Rachal so she can make necessary changes/updates in Business Plus. Workflow is the electronic process that Caddo uses to route approvals in Business Plus. This is intended as a quick reference guide, documenting the process for Workflow approvals. For further instruction regarding approvals you may contact someone in Purchasing.

## Log in to Business Plus

From your web browser go to the CPSB Website: Scroll down the homepage to locate the staff tab then click "Staff"

FIND MY BUS STOP	ENROLL	ر Careers	STAFF							
Click on "Business Plus ERP Login"										
Staff										
ClassLink		Illuminate Login								
Staff Email Login		JCampus Login								
Professional Development Site		HR Forms & Teacher Trans	fer Request							
Academics Website		PBIS/Mental Health Aware	ness							
Business Plus ERP Login		Start and End Dates for Er	nployees							
Employee Online (EOL)		<u>Work Order - Incident IQ</u>								
Compass Login		Concur Travel								
Mandated Trainings										

When the Welcome to BusinessPlus Powerschool screen appears: Enter your User Name and Password (case sensitive). Click Login

	Welcome to BusinessPlus
	Username
	Username
	Password
	Password
	Forgot your Password?
	Log in
	PowerSchool
	© PowerSchool Group LLC and/or its affiliates.
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You may save this page to your Bookmarks so you can access Business Plus without having to go through the CPSB website.

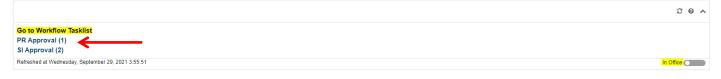
User Dashboards should appear after login along with the "Workflow Tasklist"

Shavonda Scott's Personal Dashboard								
Shavonda Scott's Personal Dashboard	TIMECARD ONLINE	BOOKKEEPER/SECRETARIES	ACCOUNTS PAYABLE SUPERVISOR	Tasklist/Approvals	FINANCE	ADMIN/PRINCIPALS	PURCHASING	ACCOUNTS PAYABLE STAF
4								Þ
								1
								20 ^
Go to Workflow Tasklist								
No tasks								
Refreshed at Thursday, October 7, 2021 8:28:46								In Office

There are no PRs pending approval if "No Tasks" is displayed in the Workflow Tasklist box. "PR Approval" or "SI Approval" will be displayed if there are pending approvals.

### APPROVALS

In the Workflow Tasklist box you will see PR Approval or SI Approval followed by a number in parenthesis. The number in parenthesis denotes the number of pending approvals for each category. Click on the "PR Approval or SI Approval" title to review, approve, or reject requisitions pending in your Workflow.



- 1. Click on the PR Approval 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 individual PR, click the Link to Record button.
- 3. Double check the 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 allow the PR to progress through the Workflow. Comments in this section are visible to workflow approvers only and <u>will not</u> print on the PO.
- 7. 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

usinessPlus			essPlus Workflow Tasks					
Tasks ▼ 📰 PR Approval ▼					Expand Records V Select and proce	ss all tasks		
Show: 🔽 Pending 🔽 Holds								
Filter Group (Vendor ID) : NONE			•					
PR: PR134428 Stat: PR	PO:			Vend: V004711		Select to process task Approver: Direct	٦	
Details Attachments History							C <sup>®</sup> Link To Record	
Purchase Request# PR Total Requested By Request Date Entry Date Vendor Id Bid Number Vendor Name	PR134428 \$150.00 Shavonda Scott 9/29/2021 9/29/2021 V004711 Ferris Office Smart LLC							
Item Information Item# Quantity Units	Price Item Total	Lg	Key	Object	Amt/Pct	Item Description		
0001 10.000 EA	\$15.00 \$150.00	GL	100000904	52520581	100%	Test		

#### Figure 2

sinessPlus		Workflow Tasks	
Tasks ▼ 🖀 PR Approval ▼			Expand Records  Select and process all tasks
Show: 🔽 Pending 🔽 Holds			•
Filter Group (Vendor ID) : NONE		•	
PR: PR134428 Stat: PR	PO:	Vend: V004711	Select to process task Approver: Direct

Figure 3

Þ	BusinessPlus			Ρι	irchase Requests (POUPPR	)	
= a	Approvals	<b>iii +</b> m					Edit 💷-
×	Purchase Doc 🝷		PR Number	PO Number	Vendor ID	Vendor Name	Status
	Pending Shavonda Scott	PR134	428		V004711	Ferris Office Smart LLC	PR
0	Group: Since: 09/29/21 11:18:20 On: 12/31/50 00:00:00	4		н	4 1 → н 10 ~		
	Future     Group: Purchasing Department	<b>≓</b> 9	witch to Added Records				1 - 1 of 1 Records
ď	Future     Group: Dir - Purchasing     Department	Items Notes					
Ø	O Future Group: Office Supplies, Forms	<b>ii</b> + m					Edit 🔲 -
Ö	C Link to Task List						ltem Number
C	<ul> <li>Approve</li> </ul>	1					0001
C	× Reject						
B	doH			М	4 1 → H 10 ✓		
▦	Forward	=	witch to Added Records				1 - 1 of 1 Records
<i>»</i> +							

#### REJECTIONS

If the order contains errors or the order should be cancelled for any reason, click the reject icon A comment box will pop up and you will give a brief explanation of why the PR was rejected then click "Submit". The PR will return to the requestor's Workflow for correction or to begin the cancellation process. To cancel a PR, the requestor must reject the PR in Workflow then 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. It only takes the PR out of the approval process so the secretary/bookkeeper can make the necessary revisions or so you can have it cancelled by Purchasing. Funds remain encumbered until the PR is cancelled by the Purchasing Dept. If a revision was made, the bookkeeper will resubmit that PR in Workflow to continue the approval process. There is no need to create a new PR as doing so would create a duplicate order and charge the account twice. If the requisition <u>does</u> need to be cancelled for any reason, you will still need to reject it and someone will need to email a Purchasing Staff member to cancel it so the funds will be credited back to the appropriate account.

# Budget Reports Check Balances & Transactions

From your dashboard, click on the Administrators/Principals tab and under "Reports" click "GL5006: Budget to Actual with Encumbrances by Budget Code". This is for General Fund and CEEF accounts only. Sandra Moody can give instructions on how to view your Title I Accounts.

F	REPORTS	20 ^
	ACAP1001: Transaction Detail by Vendor ID	
	GL5003: Budget to Actual with Encumbrances by Budget Code	
	ACGL5002: Account Analysis by Fund, Object, Center	
	GL5006: Budget to Actual with Encumbrances by Budget Code	←
	PO8000: Purchase Order Status -Short	
	PO8001: Purchase Order Status (Long)	
	PO8005: Receiving Detail Report	
	SIIN1001: SI Orders Ready for the Warehouse	
	SI8000: Warehouse Product Listing	
	SI8001: Warehouse Order Status	
	ACGL3018: Trial Balance with Budgets - Show all Budgets (9999)	
	ACGL3028: Trial Balance with Budgets - Show all Budgets (9999) - Inception to Date	

When you see the pop-up box, remove the asterisk and type in ONLY your 4-digit school/location code in the location field. Leave other fields as they appear. Click "Submit" to view the budget report.

GL5006_OF	RIGINAL: Budget to Actual with Encumbrances by Budget Code
ction Criteria (No Criteria; Select All 🗸	
Enter the End Date:	10/14/2021
Enter Ledger:	GL
Enter 3 digit Fund #:	100
Enter 1 digit year:	*
Enter the value for Object Code:	•
Cost Center:	•
	Cancel Submit

After you click "Submit" you should see a report similar to the example below:

#### CADDO Parish Production Budget to Actual with Encumbrances by Budget Code From 7/1/2021 To 10/14/2021

EXPENDITURES					
ocation Object Key Budget Cod Object Key Descriptio	Budget	MTD Actual	YTD Actual	Encumbranc	Balance
FUND: 1000 GENERAL FUND	Dudger	Tectua	rictua	Liteumorane	Dalance
51100600 1100600 BUDOBJ-REG ED M&S/EQUIPMENT	19.096.66	0.00	0.00	0.00	19.096.66
51100610 1100600 REG INST-M&S	0.00	0.00	0.00	0.00	0.00
51100642 1100600 REG INST-TEXTBOOKS	0.00	0.00	0.00	0.00	0.00
TOTAL LOCATIO!	19,096.66	0.00	0.00	0.00	19,096.66
SUBTOTAL FOF 1100600	19,096.66	0.00	0.00	0.00	19,096.66
LOCATION					
52252600 2252600 BUDOBJ-LIBRARY M&S	1,394.32	0.00	0.00	0.00	1,394.32
52252610 2252600 I/S-SCH LIB/MEDIA-M&S	0.00	0.00	0.00	0.00	0.00
TOTAL LOCATIO!	1,394.32	0.00	0.00	0.00	1,394.32
SUBTOTAL FOF 2252600	1,394.32	0.00	0.00	0.00	1,394.32
LOCATION					
52252641 2252641 I/S-SCH LIB/MEDIA-LIB BOOKS-ST	1,943.69	0.00	0.00	0.00	1,943.69
TOTAL LOCATIO!	1,943.69	0.00	0.00	0.00	1,943.69
SUBTOTAL FOF 2252641	1,943.69	0.00	0.00	0.00	1,943.69
LOCATION					
52410600 2410600 BO-SCH ADM OF EXP	557.73	0.00	0.00	0.00	557.73
TOTAL LOCATIO!	557.73	0.00	0.00	0.00	557.73
SUBTOTAL FOF 2410600	557.73	0.00	0.00	0.00	557.73
52600100 BUDOBJ-O&M-MAINTENANCE SAL		0.00	0.00	0.00	
52610111 O&M-SPSVN-OFFCL/ADM/MGR SAL		0.00	9,540.02	0.00	
52610114 O&M-SPSVN-CLERICAL/SEC		0.00	4,926.37	0.00	
52620111 O&M-BLDG-OFFCL/ADM/MGR SAL		0.00	5,151.15	0.00	
52620116 O&M-BLDGS-SVC WRKR SAL		0.00	169,523.37	0.00	
52620117 O&M-BLDGS-SKLD CFRTMN SAL		0.00	133,619.49	0.00	
52620124 O&M-BLDGS-SUB EMPL SAL		0.00	14,320.00	0.00	

Expenditure amounts are in blue. A hand <sup>(h)</sup> 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.