

## **SECTION 1.07 –BUSINESSPLUS**

Contact: Finance and Business Services @ Extension 4150

### **A. Overview**

The district utilizes a financial software system for the management of district business activities such as accounts payable, accounts receivable, budget, position control, employee records, benefits, payroll, purchasing, receiving and inventory. The district has a contractual relationship with PowerSchool, who develops and maintains the software for several school districts in the state of Washington.

The system is managed within the finance and business services department in conjunction with the information systems and technology department. The director of payroll and fiscal systems coordinates updates with the software provider, maintains functionality for the BusinessPlus users throughout the district, coordinates training, and writes specialized reports.

BusinessPlus is a highly sophisticated software system that can provide a considerable amount of information for its users. To guide users, a support manual has been written as follows:

- [Online Purchasing – Approval – Receiving](#)

For further information on BusinessPlus, to request new user access, or to modify current user access, contact the finance and business services department. The [BusinessPlus Access Request form](#) can be found in [Section 1.07a](#) of this manual.

### **B. References**

[Online Purchasing – Approval – Receiving Manual](#)

### **C. Guidelines**

Each district employee who maintains a responsibility with the BusinessPlus system requires their own individual account and it is not to be shared with anyone. Use of the BusinessPlus system is subject to guidelines detailed in district [Policy and Procedures, Section 5225](#).

Upon notification for new employee access, the finance and business services department will schedule the appropriate software and business office training with finance staff.

### **D. Program Changes**

The BusinessPlus program will receive programmatic updates on a regular basis including, but not limited to a) annual software version updates, b) hardware updates, c) targeted program changes to address software bugs, or d) items of enhancement either implemented by internal support staff or contracted with the vendor. Program changes are monitored, tested, and scheduled as necessary, according to the impact to users. All program change requests from users must

be reported to the BusinessPlus System Administrator. The BusinessPlus System Administrator is responsible for developing and implementing testing plans and engaging operational support corresponding to the level of impact of any program change. Additionally, the BusinessPlus System Administrator will provide documentation and training, where none exists from the vendor.