PS Financials

PORTAL HANDBOOK

Girls' Learning Trust

CONTENTS

1. GLOSSARY OF TERMS 3
2. HOW THE PURCHASE PROCESS WORKS 3
3. LOGGING ON TO THE FINANCE PORTAL 4
4. HOW TO PLACE AND ORDER VIA A REQUISITION 5
5. HOW TO APPROVE A REQUESTION (FOR BUDGET HOLDERS) 9
6. HOW TO CONFIRM THE RECEIPT OF GOODS OR SERVICES 12
7. HOW TO RUN A BUDGET HOLDER REPORT 14

1. GLOSSARY OF TERMS

This guide should be read alongside the **GLT Staff Financial Handbook**, which sets out how we manage income, expenditure, and financial compliance across the Trust.

The aim is to make sure everyone understands how to request and approve purchases, so that we stay compliant with the Trust Handbook, meet audit requirements, and spend public money responsibly.

Finance Portal (PSF): The online system we use for raising requisitions, approving purchases, managing budgets, and generating reports.

Requisition (REQ): A request in the Finance Portal to buy goods or services. This must be approved by the relevant budget holder.

Purchase Order (PO): The official order sent to the supplier once a requisition is approved.

Goods Received Note (GRN): Confirmation in the Finance Portal that goods or services have been received. This is required before Finance can pay a supplier.

Budget Holder: The member of staff who is responsible for a particular budget and authorised to approve spending within it.

Nominal Code: A code in the accounting system used to classify income or expenditure (e.g. travel, books, catering).

Commitment: Spending that has been approved but not yet invoiced.

Supplier: Any external company or individual we buy goods or services from. New suppliers must be set up by Finance before use.

Variance: The difference between the budgeted and actual spend.

Budget Holder Report: A Finance Portal report showing actual spend and commitments against your budget.

2. HOW THE PURCHASE PROCESS WORKS

We follow a simple **three-step process** for purchases across the Trust:

Raise a Requisition (REQ):

a. This is done in the Finance Portal by either the budget holder or a nominated requisitioner.
b. Orders must be raised net of VAT (Finance will handle VAT at invoice stage).

Approve the Requisition:

c. All requisitions must be approved by the budget holder.
d. Additional approvals apply for larger order values, workflows are build into the system.

Finance Issues the Purchase Order (PO):

e. Once approvals are in place, the Finance Team will generate the PO and send it to the supplier.

f. When goods or services are delivered, the requisitioner must complete a Goods Received Note (GRN) in the Portal.
g. Finance will then match the GRN to the invoice and pay the supplier in the next BACS run.

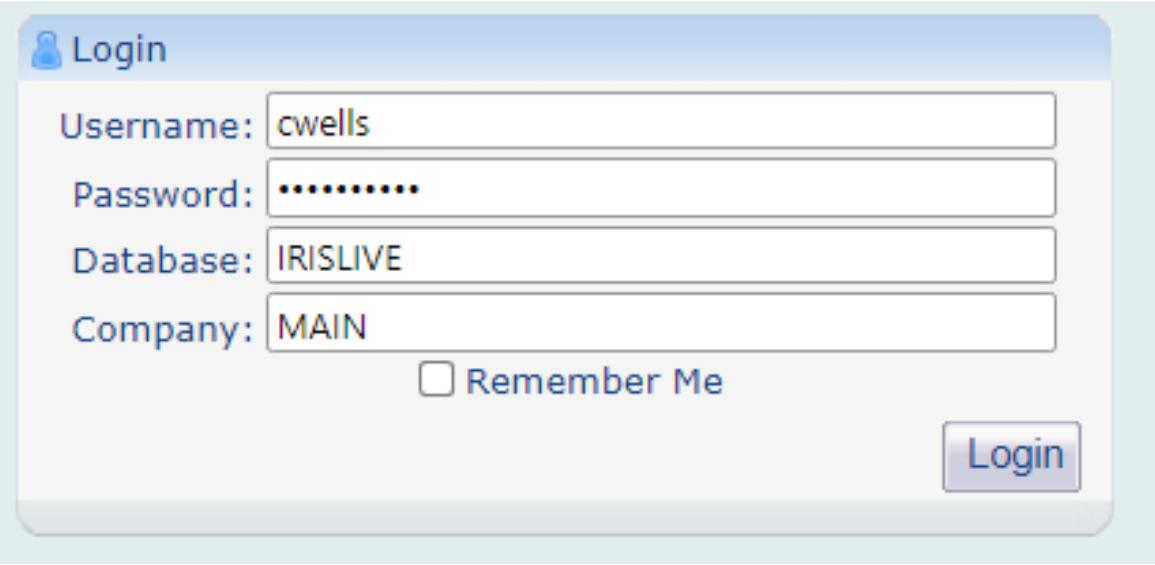
3. LOGGING ON TO THE FINANCE PORTAL

You will need to access the portal using your web browser using the following address: https://glt.edufin.co.uk/psonline.

Usernames and Passwords
You will be issued a username and temporary password at the time you are given access to the system.

Nonsuch:	SURNAME_INITIAL (e.g. WELLS_C)
Wallington and Carshalton:	INITIALSURNAME (e.g. CWELLS)

The first time you log on you will be allocated a temporary password to which you will be prompted to change.



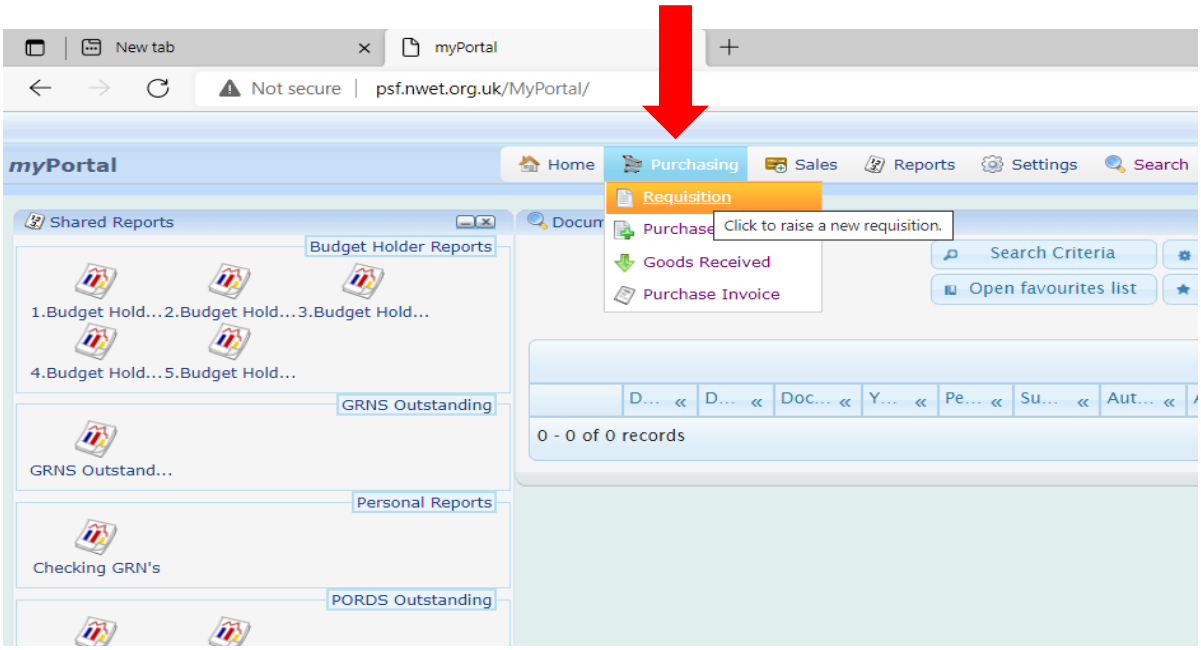
The database should be IRISLIVE, and the company is MAIN.

You should by now be logged into the My Portal screen. If you have forgotten any of these details, please email finance@girlslearningtrust.org.

4. HOW TO PLACE AND ORDER VIA A REQUISITION

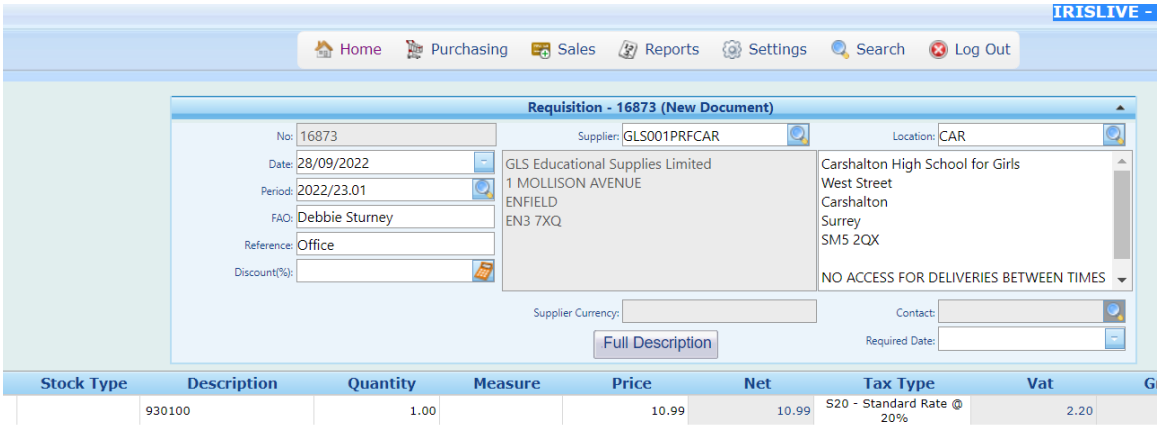
This section contains instructions for the first stage of the purchase of goods or services.

To raise a requisition from the Home screen of the portal, first hover over Purchasing at the top of the screen and select Requisition from the drop-down list. Once selected, this will open up the requisition form to be completed.



You will then need to complete the Requisition Form. The following information will be needed to do this:

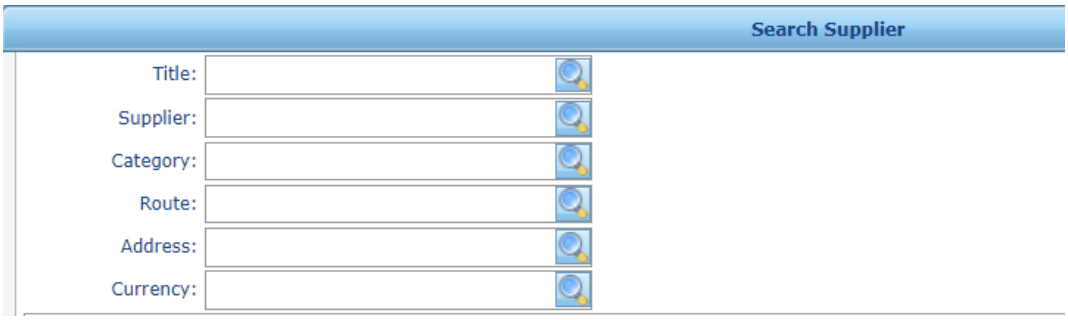
- Supplier
- Delivery Location
- FAO (For Attention Of)
- Reference
- Description of goods/services
- Quantity
- Price per unit
- Nominal
- Account (Cost Code)
- Additional Items



<u>Supplier</u>

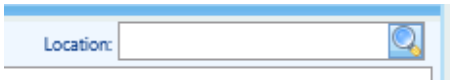
Click on the magnifying glass in the supplier box. This opens the supplier search box, which will help you to find the supplier.

Choose the TITLE area and start to type the first few letters of the supplier. Click on magnifying glass, A list of suppliers will pop up and you can SELECT the hyperlink to the left in blue once you have decided.

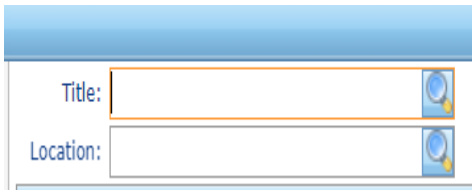


Delivery Location

To do this, click on the magnifying glass in the Location box. This opens the location search box, which will help you find the location that the goods or service(s) are to be delivered to – this will be your school. This address is the delivery address and is a mandatory field.



Type in the start of school name, click the magnifying glass and select.



For Attention Of

Enter the name of the person that the delivery will be addressed to, or the individual responsible for ordering the service.

Reference

Enter from the following list of options:

- DEPARTMENT NAME
- DO NOT SEND (Commitment Only)
- CREDIT CARD ONLY
- QUOTE NUMBER (if received a specific quote prior)

Please not the Discount Box is for Finance use only.

Description of Goods/Services

Enter the item required. There is a limited amount of text that can be used, so we suggest ISBN / product codes in this field. If you require more information, input * (an Asterix) after the description and this will bring up the additional description field.

Quantity
This is a numeric field and is used to tell the supplier how many of the items you need. This is a required field.

Price Per Unit
For example, this would be £5.99 per book. This is not for the whole amount of the order. The Net amount will populate automatically, according to the information in boxes 1-5.

Nominal
This is a code for the type of item (for example 'Books' xxx810100).

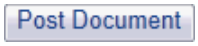
Account (Cost Code)
This refers to the Cost Code, for example CMAT for Maths Department.

Additional Items
When you have completed a line then press the tab button, this will move the line up and enable you to start another line (for additional items).

NB. Amazon Orders
If you are ordering from Amazon, please add the weblink to the page on the Amazon website to the additional description box.

NB. Supermarket Orders
If there are items already in the basket when you log in, please contact Finance before adding any additional items.

Once you are happy with the details entered on the Requisition Form, and if no more lines are to be added, scroll down the bottom and click on **Post Document.**



Other Fields on the Requisition Form
The following other fields refer to:

- The No. box in the top left box is automatically generated. Once the Purchase Requisition is saved it is used to follow the requisition through the purchasing process.
- The Date and Period fields both default to today's date and the current accounting period.
- The Required Date allows you to enter a date by which the order is needed. This isn't a required field but can be used to alert a supplier.

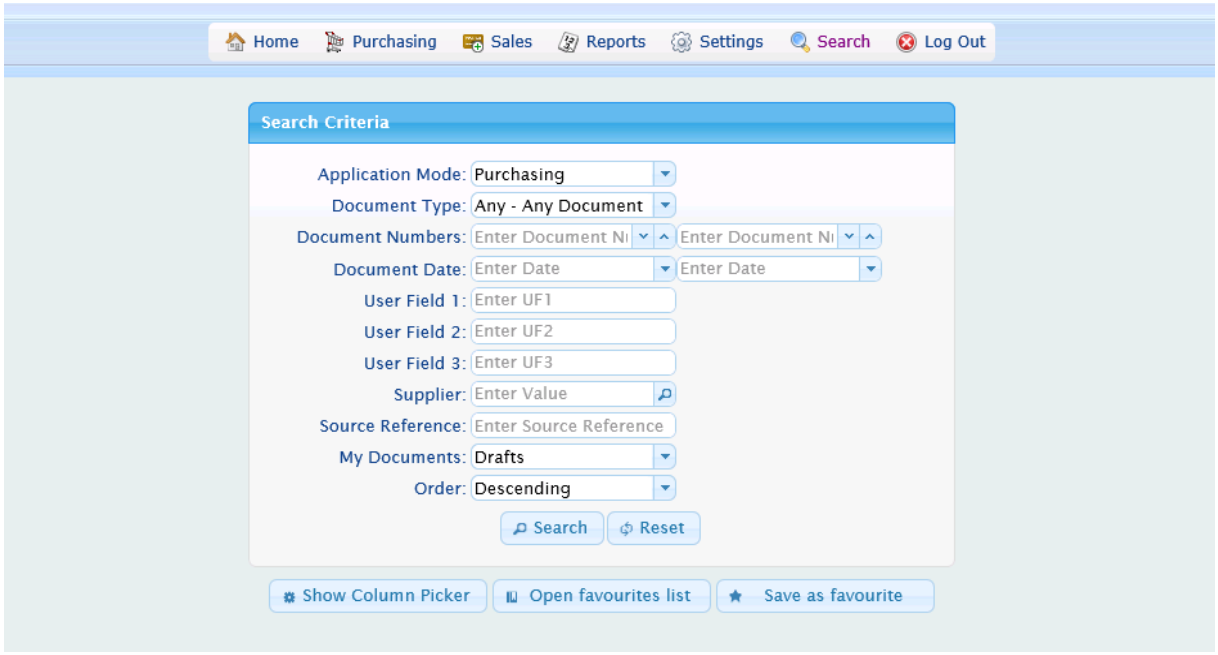
Do not use the following fields:

- Full Description
- Discount
- Measure
- Tax Type
- The VAT will populate automatically according to the Tax Type used.
- The Gross will populate automatically.

Saving a Draft Requisition

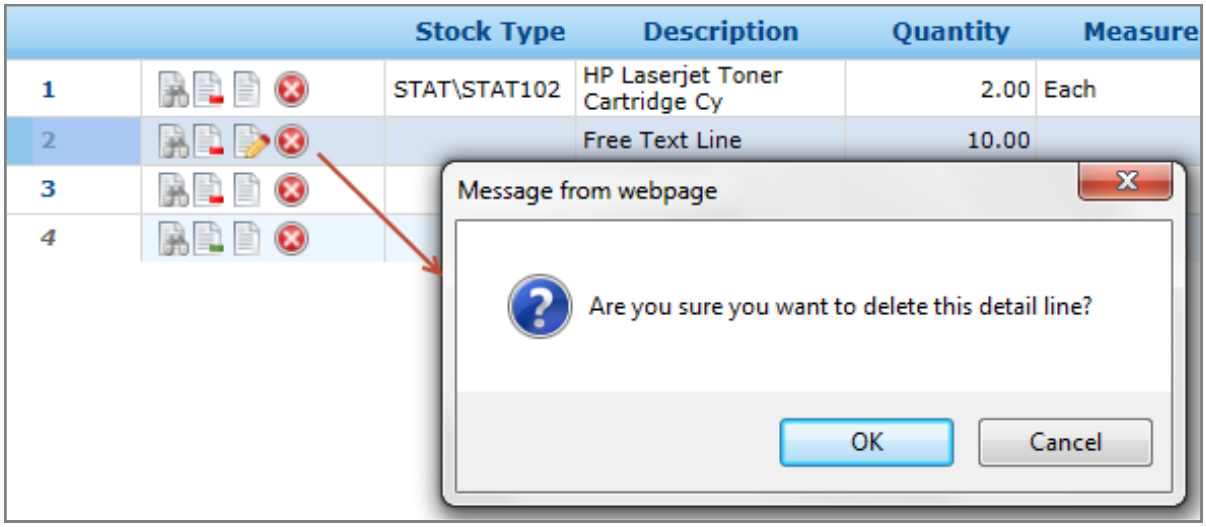
The system will not keep you in the same screen for more than 15 minutes, so it is best to save draft if you need to leave what you are doing. The Save Draft button is also found by scrolling down to the bottom of the screen.

The draft Requisition can be found and re-started from HOME / SEARCH CRITERIA / My Documents: DRAFTS. Click on SEARCH.



Deleting a Purchase Requisition Line

To delete the purchase requisition line, click on the round red circle and confirm at the next window.



The line will be marked with a strikethrough and an undo button to reverse the deletion.

Completing a Budget Check

At the bottom of the screen, the following buttons can be found.

This allows you to see how much budget has been allocated for the items you are requesting. It will show what's about to be spent, what has been spent, the commitment, the budget and the variance.

Clicking on this will tell you if there is enough budget left to process the requisition. If there is sufficient budget, you will be given the message 'no budget problems found'. If three is insufficient budget left, the system will automatically prevent any further requisitions, displaying the message 'budget is being enforced'.

If you require the items, you should click 'save to draft' and either speak to your Line Manager or email finance@girlslearningtrust.org.

Reviewing a Requisition
A small screen will pop up asking you whether you want to View or create a New Document.

A new screen will now appear to review what has been posted.

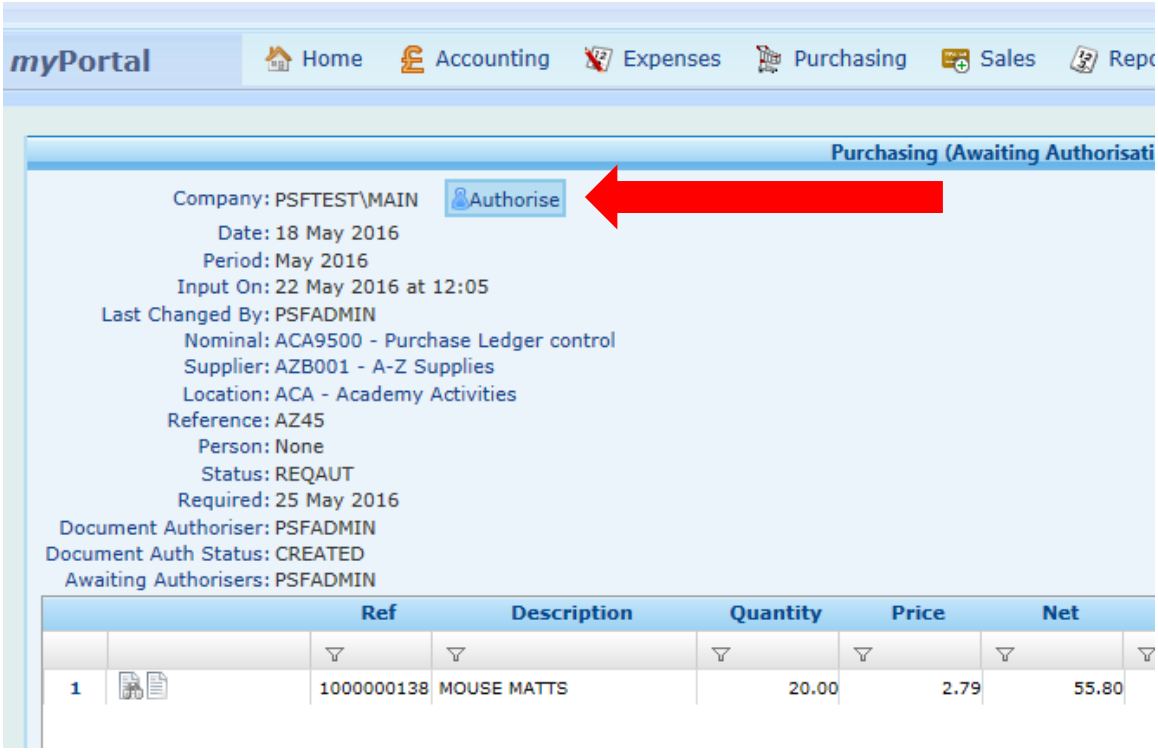
5. HOW TO APPROVE A REQUESTION (FOR BUDGET HOLDERS)

This section contains instructions for the second stage of the purchase of goods or services.

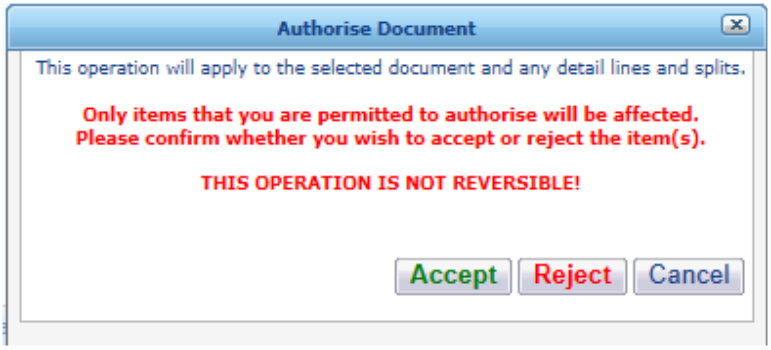
All authorisations must be made via the PSF Finance Portal. This can be done either:

- By clicking the link directly from an email generated by the system, or
- By directly logging into the PSF directly and authorising it.

Via Email
Once a requisition has been posted, the system will automatically generate an email. This contains a blue hyperlink. Simply click on the hyperlink. This will take you to the usual portal log in screen.



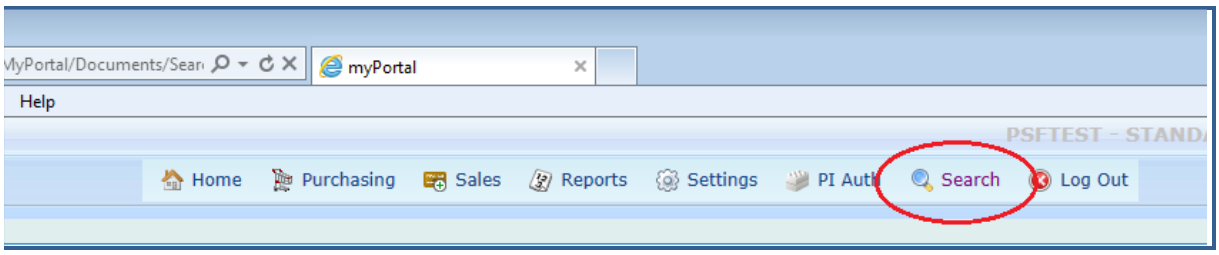
Once logged in, you will then be taken to view the requisition. Click on the AUTHORISE, where you will then be given the options to accept, reject or cancel your action.



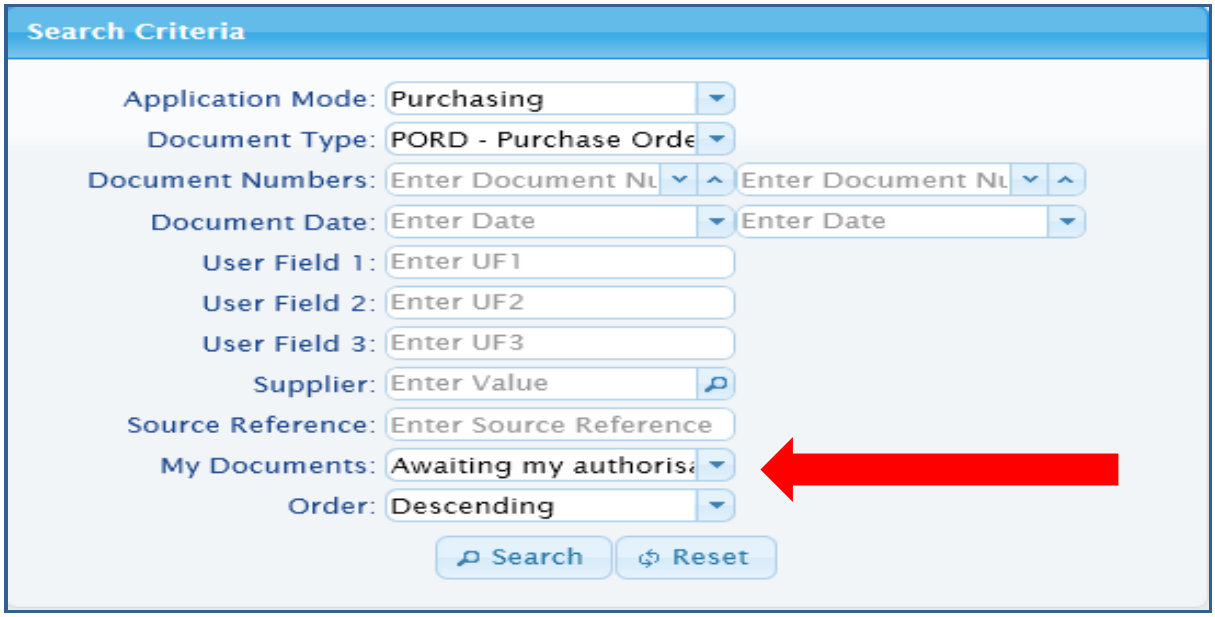
If the authoriser is not happy with the order they should preferably click on CANCEL and refer back to the creator of the purchase order. If REJECT is chosen, it will cancel the order off the system entirely and the requisitioner will have to put it on again.

<u>Via Direct Login</u>

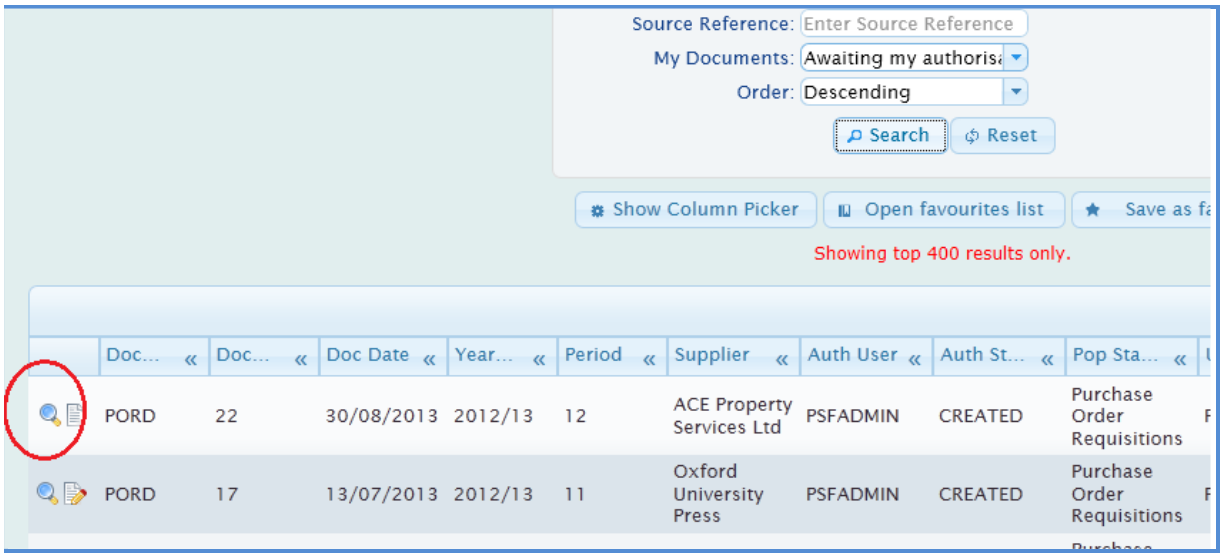
After logging into the MyPortal home screen, click on the Search tab on the main tool bar:



Make sure the Application Mode is set to Purchasing, if not then use the drop-down arrow key to choose this and change 'My Documents' from 'Any Documents' to 'Awaiting my Authorisation'.



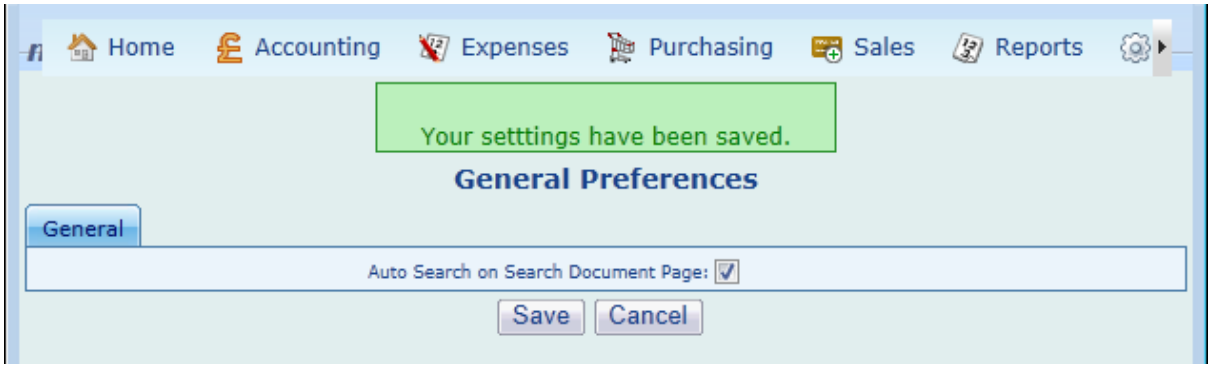
Click on Search. This will list all the documents that need approval, which can be viewed by clicking on the magnifying glass by the side of each one.



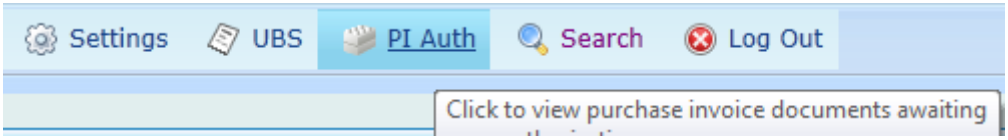
You should then follow the same steps to authorise or reject it as above.

Faster Searches

When searching for Purchase Orders to approve, it is not necessary to repeat the search process when needing to approve more than one. Simply go to Settings / User Preferences / General Preferences and put a tick in the Auto Search on Search Document Page. Then click save.



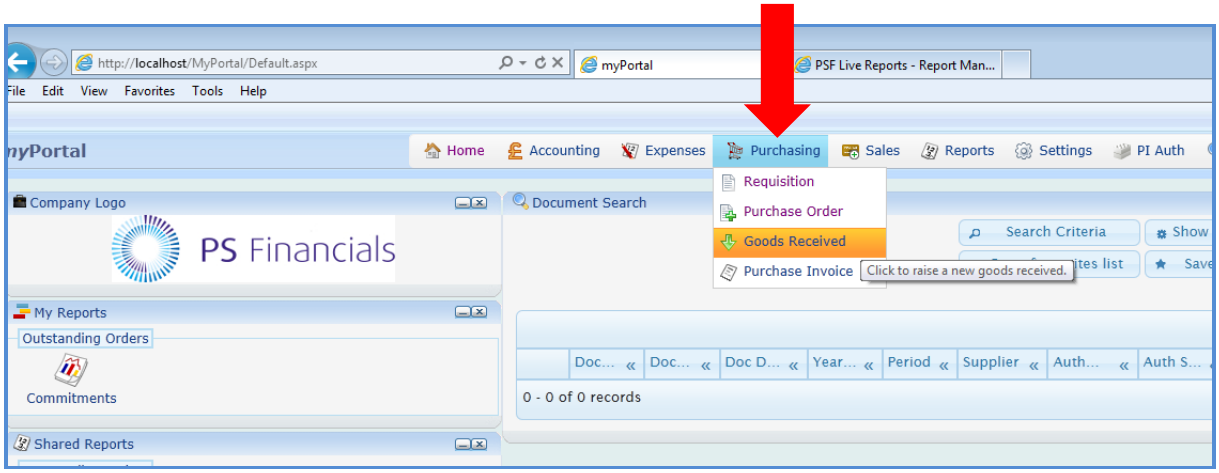
Search as normal for documents to be authorised, click on the magnifying glass of the first one and authorise it, then click on the PI AUTH and then Search Tab. This will show the full list of Purchase Orders waiting authorisation and will not close after each one is authorised.



6. HOW TO CONFIRM THE RECEIPT OF GOODS OR SERVICES

This section contains instructions for the third stage of the purchase of goods or services.

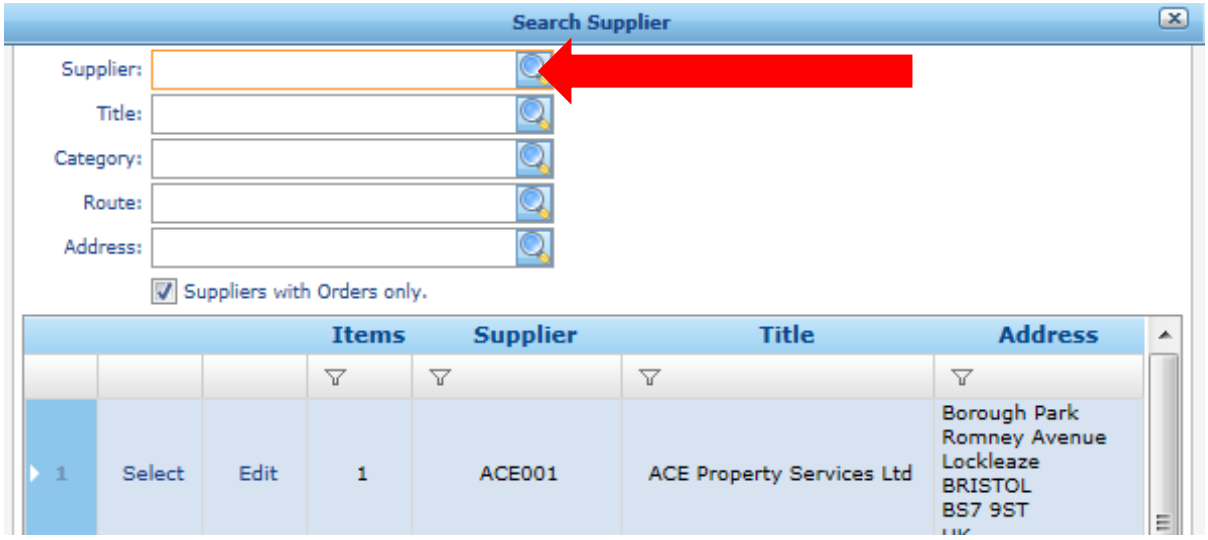
To enter a Goods Received Note from the home screen of the Finance Portal, hover over the Purchasing menu at the top and select Goods Received from the drop-down list.



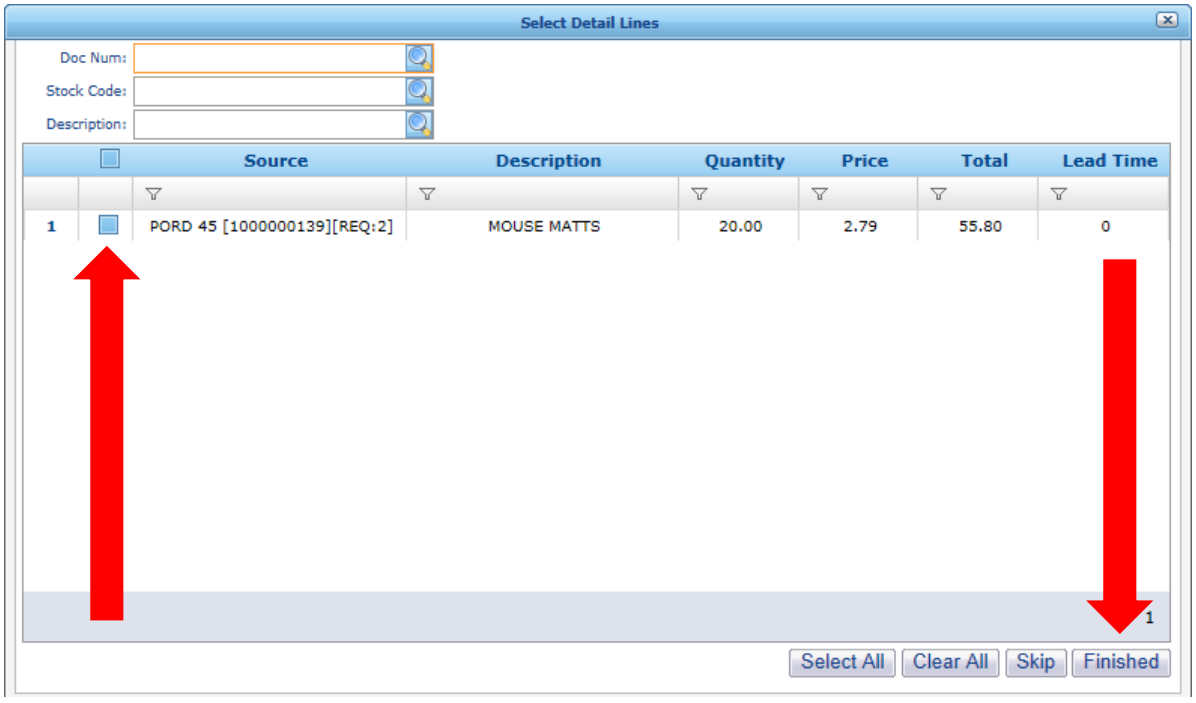
The first screen to appear will be the Search Supplier screen. This is a Finance Portal prompt to help find the supplier that relates to the Purchase Order.

- Enter all or part of the supplier name.
- Click the magnifying glass to action the search.
- To restrict the list of suppliers to those that have approved Purchase Orders, tick the box 'Suppliers with Purchase Orders only'.

- Click on Select to pick the Supplier you are looking for.



The next screen will then list all the items that are available to be picked up for the Goods Received Note. Tick the boxes [X] on the right of the screen for each line item you want to pull through.

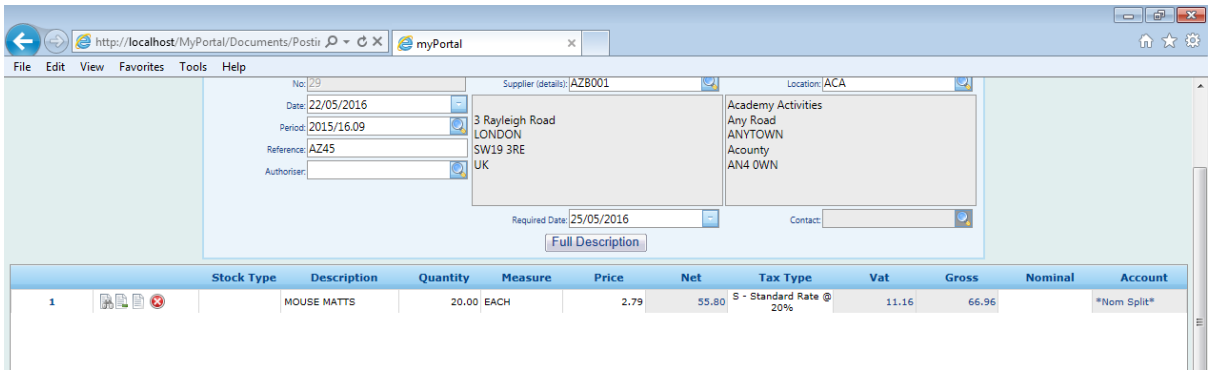


Once you have identified all the items, click on FINISHED. This will move the items to the goods receipt to be reviewed. Even if only half the items were delivered, still pull the full quantity through to the next screen where you will be able to modify the details in the Goods Received Note.

If the delivery didn't contain all the items ordered, then click into the quantity field and adjust it as necessary. The system will put any outstanding items on back order.

If an item has been pulled through by mistake, then it can be removed from the order by clicking on the red circle.

Once Post Document is selected a box will pop up asking to either View Document which will allows the user to review the goods received note or New Document which will allows the creation of a new Goods Received Note.



Please note the Finance Team will not be able to process invoices for payment until the above task has been actioned

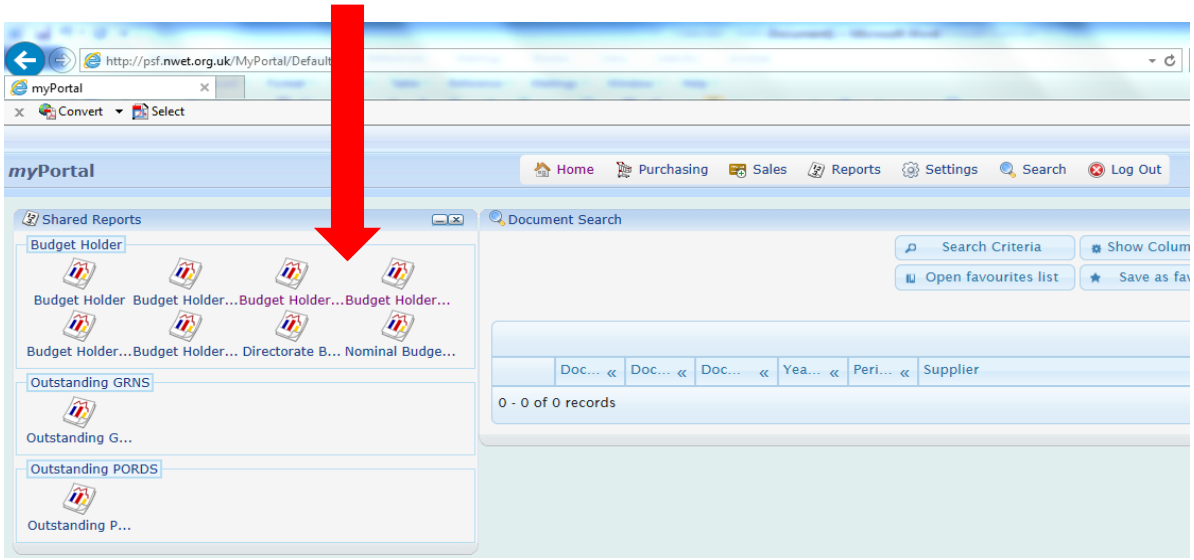
7. HOW TO RUN A BUDGET HOLDER REPORT

- Always look at the last column for your actual left to spend. Orders become commitments once they have converted to purchase orders.
- Orders will sit as commitments until they have been paid, once they have been paid, they become an actual.
- If there is anything on your budget that doesn't look right, contact the Finance Team to check.
- Money from ParentPay is uploaded into the relevant budget.
- Click on the little + next to each nominal code to open out what has been spent.

From Budget Holder Reports, select one of:

- Budget Holder Report
- Budget Holder Statement
- Budget Holder (Transactions Summary)

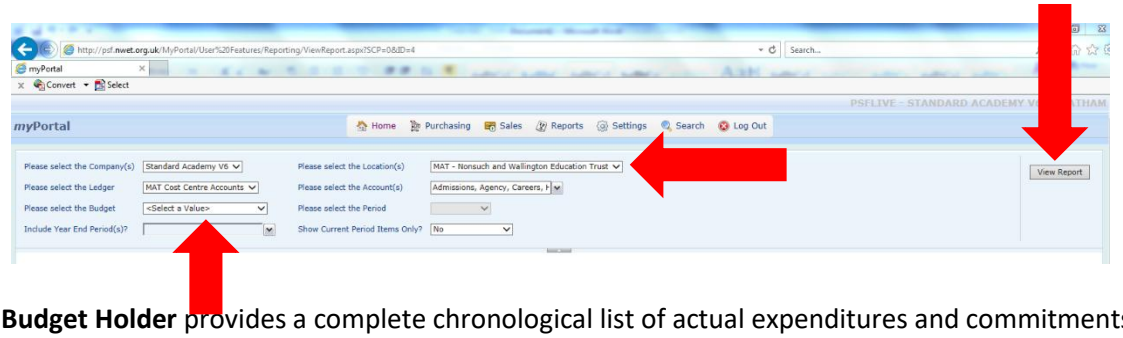
All three reports generate the same information in a different format. You need to double click on the relevant icon to generate the report.



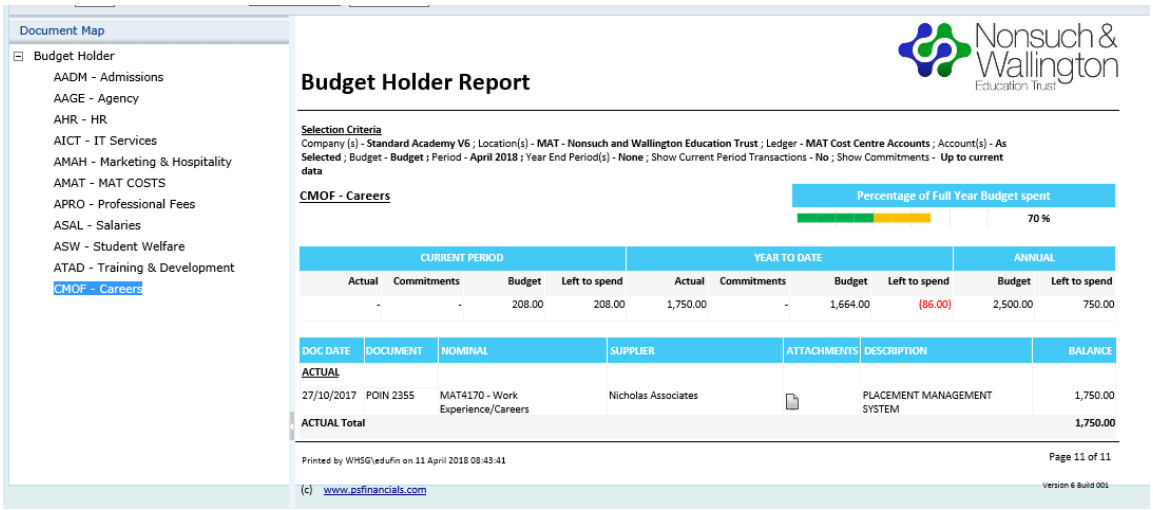
The system will ask you to complete the following fields using drop down menus:

- Please select the location = input the relevant school
- Please select the budget = input the relevant school budget

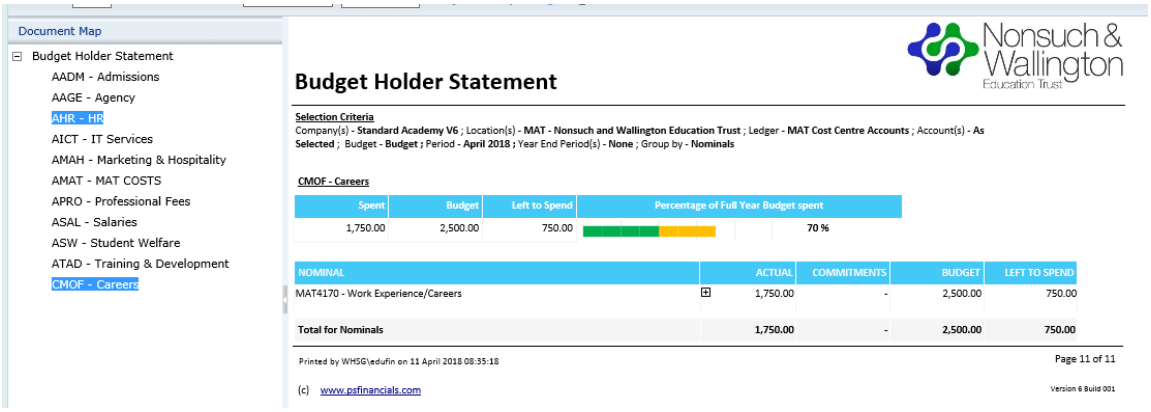
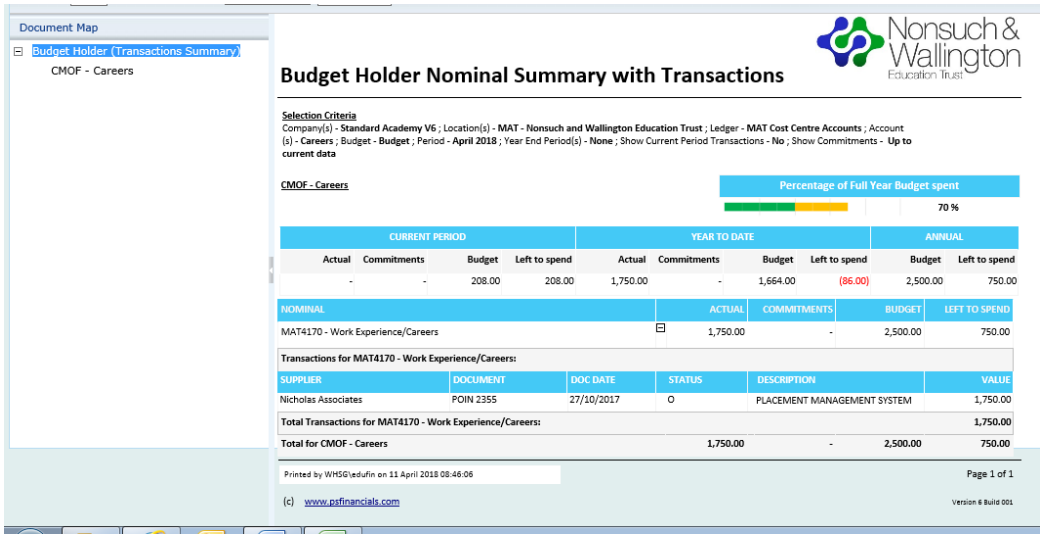
Then click on VIEW REPORT to generate the information.



Budget Holder provides a complete chronological list of actual expenditures and commitments. It shows year to date analysis, as well as annual figures.



Budget Holder Statement summarises actual expenditures and commitments by nominal code. It shows percentage of the full year budget spent.



Budget Holder (Transactions Summary) summarises actual expenditures and commitments by nominal code. It provides details on individual transactions.