



PS Financials

# PORTAL HANDBOOK



Girls' Learning Trust

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## 1. GLOSSARY OF KEY TERMS

This handbook should be read in conjunction with the GLT Staff Financial Handbook. It is a crucial resource for staff members within the Girls' Learning Trust as it provides detailed guidance on navigating the financial management system used across the Trust.

It ensures that all users are familiar with essential procedures like raising requisitions, approving purchases, and generating financial reports. By adhering to the protocols outlined in the handbook, staff will maintain compliance with audit requirements, ensure accurate budget management, and support the efficient operation of the Trust's financial processes.

**Finance Portal (PSF):** The online system used by the Girls' Learning Trust for managing financial transactions, including budget management, requisition processing, and financial reporting.

**Requisition (REQ):** A request initiated by staff to purchase goods or services. This must be approved by the relevant Budget Holder before it can proceed to the Purchase Order stage.

**Purchase Order (PO):** A formal document generated after a requisition is approved, authorizing the purchase of goods or services from a supplier.

**Goods Received Note (GRN):** A document used to confirm the receipt of goods or services. This is necessary for the Finance Team to process payments to suppliers.

**Budget Holder:** A staff member responsible for managing a specific budget within the Trust. They are authorized to approve requisitions and ensure that spending stays within the allocated budget.

**Nominal Code:** A code used in the Trust's accounting system to categorize different types of income and expenditure. It helps in organizing financial data and generating accurate reports.

**Commitment:** A pending financial obligation within the budget, such as an approved requisition that has not yet resulted in an actual expenditure.

**IRISLIVE:** The database and company selection within the Finance Portal that users need to log into to access the system's features.

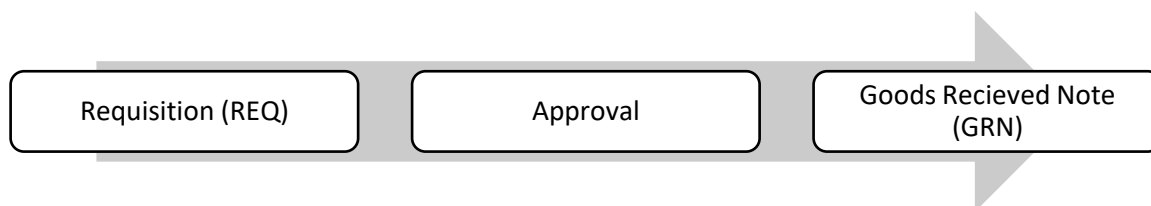
**Supplier:** An external company or individual from whom the Trust purchases goods or services. Suppliers must be selected and set up within the Finance Portal before transactions can occur.

**Variance:** The difference between the budgeted amount and the actual expenditure. This is used to track financial performance.

**Budget Holder Report:** A report generated in the Finance Portal that details the expenditures and commitments against a Budget Holder's allocated budget.

## 2. OVERALL PROCESS

We operate a three-step process to making purchases within the Trust:



A *requisition* (REQ) is raised in the finance portal. This can be done either by the budget holder or assigned requisitioner.

An *approval* is then made by the budget holder. In addition to this:

- If the REQ is above £1,000 in value, it must also be approved by the Headteacher or equivalent in Shared Professional Services.
- If the REQ is above £5,000 in value, it must also be approved by the CFO or the CEO.

In order to ensure best value for public money, if the order is above £5,000, we also require at least three competitive quotes to be obtained, with the relevant form (see the appendices) completed by the budget holder.

Once all the approval stages have been completed, the Finance Team will generate the purchase order and email the supplier.

When the item has been received, the requisitioner must complete a *goods received note* (GRN) in the finance portal. This means that once the invoice is received by the Finance Team, it will be paid in the next routine payment run via BACS.

The GLT Staff Financial Handbook contains more information on how income and expenditure is managed within the Trust.

### 3. LOGGING ON TO THE FINANCE PORTAL

You will need to access the portal using your web browser using the following address:  
<http://psf.nwet.org.uk/myportal>.

#### Username and Passwords

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

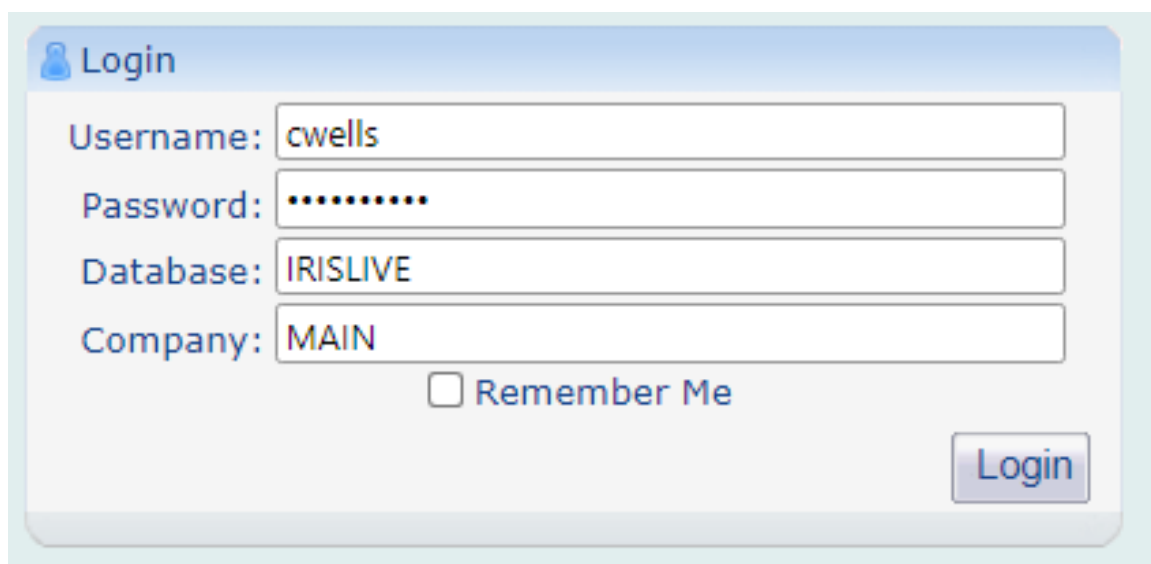
Nonsuch: SURNAME\_INITIAL (e.g. WELLS\_C)

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.

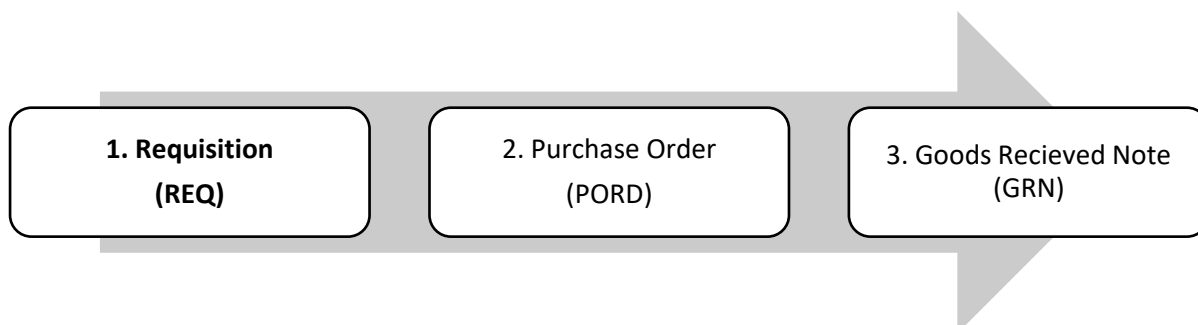
You should by now be logged into the My Portal screen. If you have forgotten any of these details, please email [financehelpdesk@girlslearningtrust.org](mailto:financehelpdesk@girlslearningtrust.org).



The screenshot shows a login form titled "Login" with a user icon. It contains four input fields: "Username" with the value "c wells", "Password" with masked characters "\*\*\*\*\*", "Database" with the value "IRISLIVE", and "Company" with the value "MAIN". Below the fields is a checkbox labeled "Remember Me" which is unchecked. A "Login" button is located at the bottom right of the form.

## 4. HOW TO PLACE AND ORDER VIA A REQUISITION

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

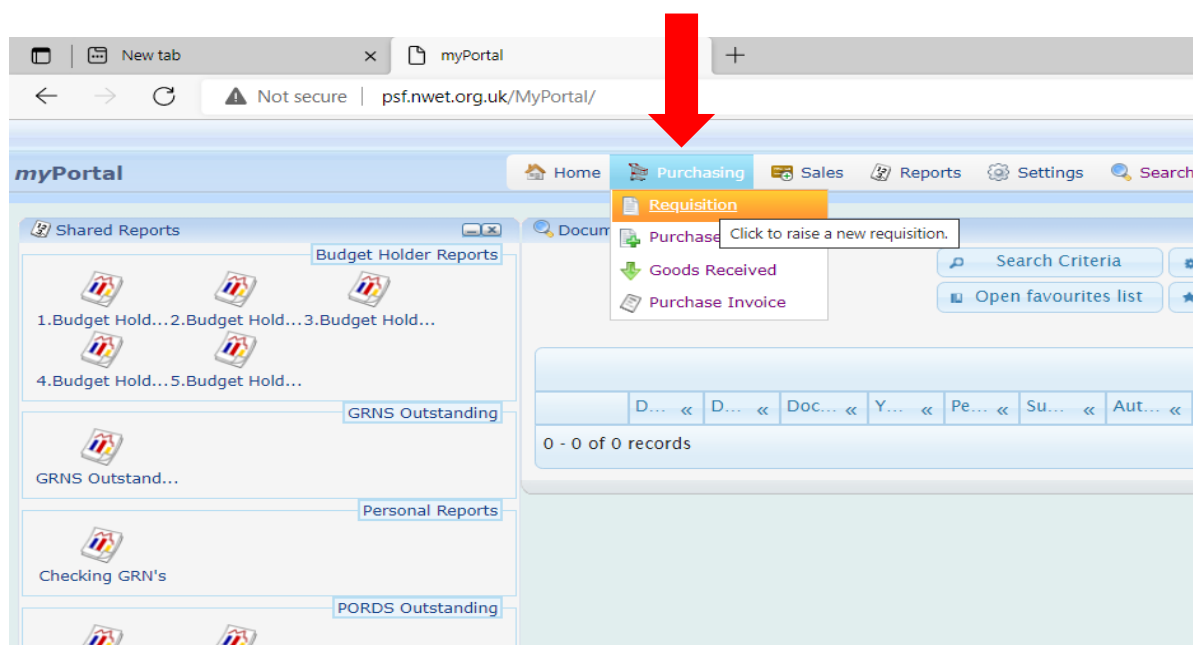


### What is a Requisition?

A Requisition is a pre order request that can be made by a designated member of staff. It goes to the Budget Holder for approval, when it is then pushed through to Purchase Order stage. The formal Purchase Order is then sent out by email from the Finance Team.

### How to Raise a Requisition

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

**IRISLIVE -**

[Home](#)
[Purchasing](#)
[Sales](#)
[Reports](#)
[Settings](#)
[Search](#)
[Log Out](#)

---

**Requisition - 16873 (New Document)**

No: 16873	Supplier: GLS001PRFCAR	Location: CAR
Date: 28/09/2022	GLS Educational Supplies Limited 1 MOLLISON AVENUE ENFIELD EN3 7XQ	Carshalton High School for Girls West Street Carshalton Surrey SM5 2QX NO ACCESS FOR DELIVERIES BETWEEN TIMES
Period: 2022/23.01		
FAO: Debbie Sturney		
Reference: Office		
Discount(%):	Supplier Currency:	Contact:
<a href="#">Full Description</a>		Required Date:

Stock Type	Description	Quantity	Measure	Price	Net	Tax Type	Vat
	930100	1.00		10.99	10.99	S20 - Standard Rate @ 20%	2.20

**Supplier**

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

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.

**Search Supplier**

Title:	<input style="width: 95%;" type="text"/>	
Supplier:	<input style="width: 95%;" type="text"/>	
Category:	<input style="width: 95%;" type="text"/>	
Route:	<input style="width: 95%;" type="text"/>	
Address:	<input style="width: 95%;" type="text"/>	
Currency:	<input style="width: 95%;" type="text"/>	

**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.

Location:

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

Title:	<input style="width: 95%;" type="text"/>	
Location:	<input style="width: 95%;" type="text"/>	

**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 note 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. Sainsbury's 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**.

[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:

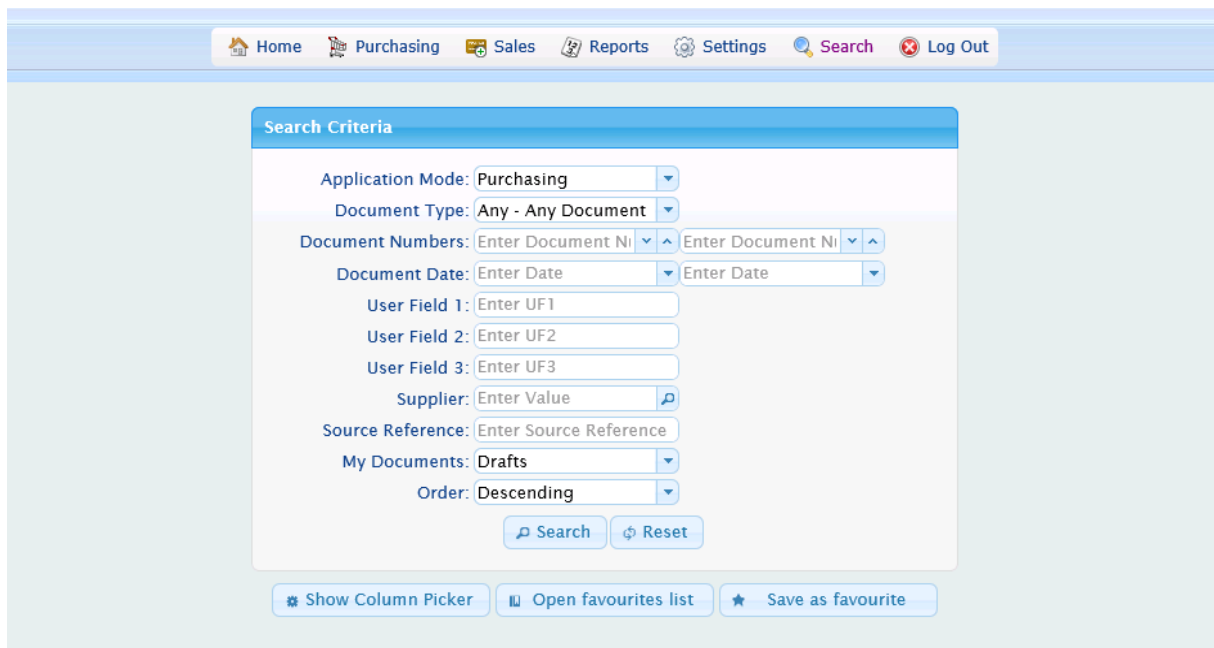
- Full Description
- Stock Type
- Discount
- Measure
- Tax Type
- The VAT will populate automatically according to the Tax Type used.
- The Gross will populate automatically.

### 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.

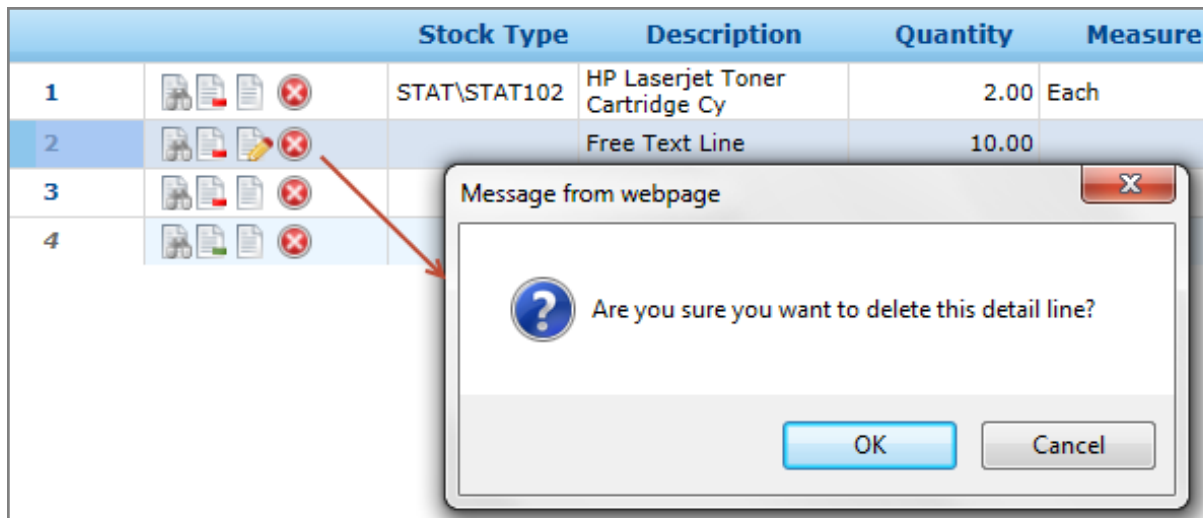


The draft Requisition can be found and re-started from HOME / SEARCH CRITERIA / My Documents: DRAFTS. Click on SEARCH.



### 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 there 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 [financehelpdesk@girlslearningtrust.org](mailto:financehelpdesk@girlslearningtrust.org).

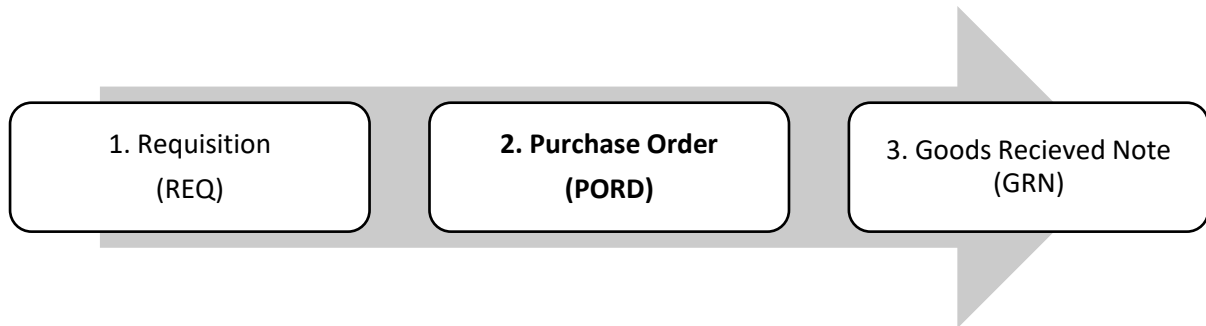
### Reviewing a Requisition

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.



### What is a Purchase Order?

Once a requisition has been made, it must be approved by a budget holder in order to convert the request into a formal purchase order. This is a document issued by the Trust to a supplier, specifying the details of products or services that we intend to purchase. It serves as a contractual agreement between the Trust and the supplier (sent by the Finance Team), outlining the specifics of the order.

### Methods to Authorise a Requisition

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.

myPortal

Home Accounting Expenses Purchasing Sales Reports

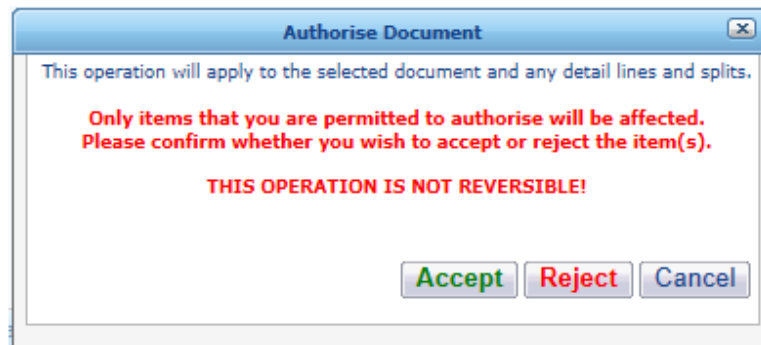
Purchasing (Awaiting Authorisation)

Company: PSFTEST\MAIN [Authorise](#)

Date: 18 May 2016  
Period: May 2016  
Input On: 22 May 2016 at 12:05  
Last Changed By: PSFADMIN  
Nominal: ACA9500 - Purchase Ledger control  
Supplier: AZB001 - A-Z Supplies  
Location: ACA - Academy Activities  
Reference: AZ45  
Person: None  
Status: REQAUT  
Required: 25 May 2016  
Document Authoriser: PSFADMIN  
Document Auth Status: CREATED  
Awaiting Authorisers: PSFADMIN

	Ref	Description	Quantity	Price	Net
1	1000000138	MOUSE MATTS	20.00	2.79	55.80

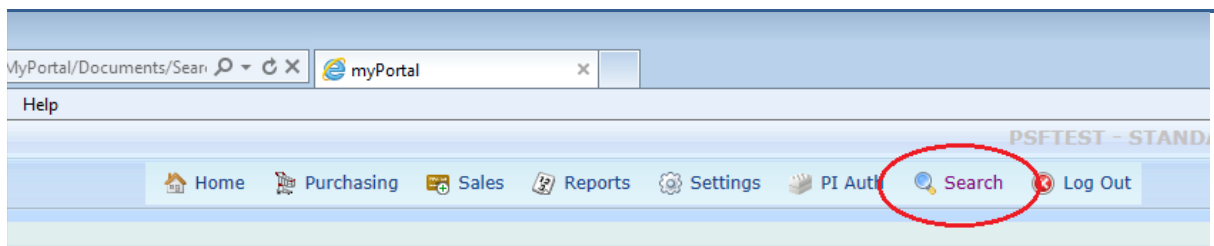
Once logged in, you will then be taken to view the requisition. Click on the AUTHORISE, where you will then be given the options to accept, reject or cancel your action.



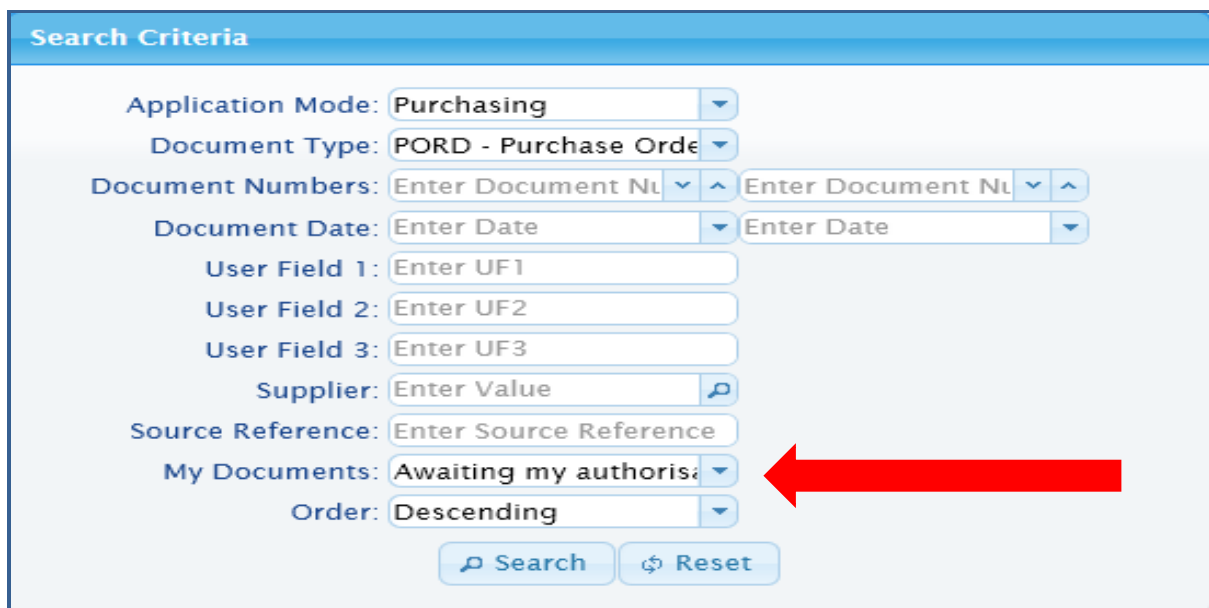
If the authoriser is not happy with the order they should preferably click on CANCEL and refer back to the creator of the purchase order. If REJECT is chosen, it will cancel the order off the system entirely and the requisitioner will have to put it on again.

#### Via Direct Login

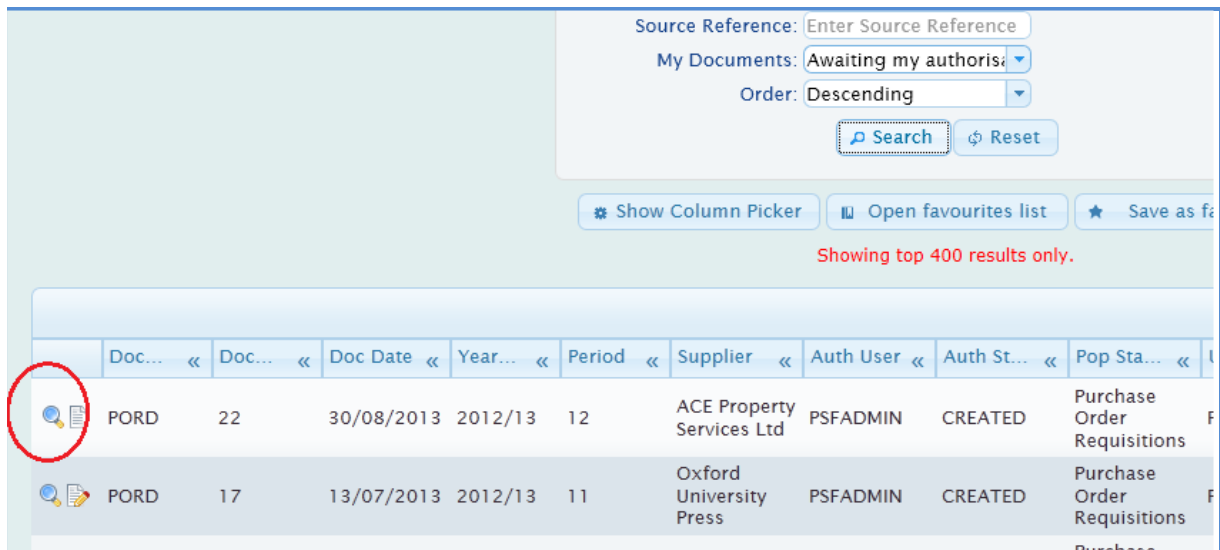
After logging into the MyPortal home screen, click on the Search tab on the main tool bar:



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'.



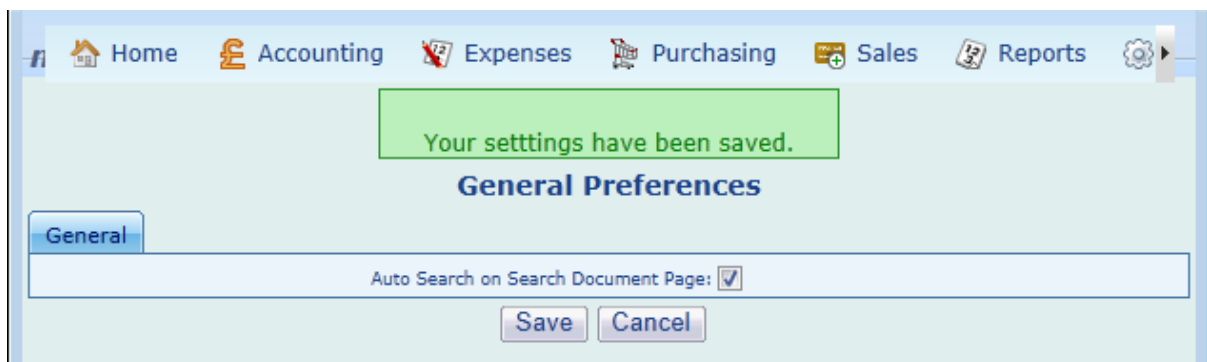
Click on Search. This will list all the documents that need approval, which can be viewed by clicking on the magnifying glass by the side of each one.



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.

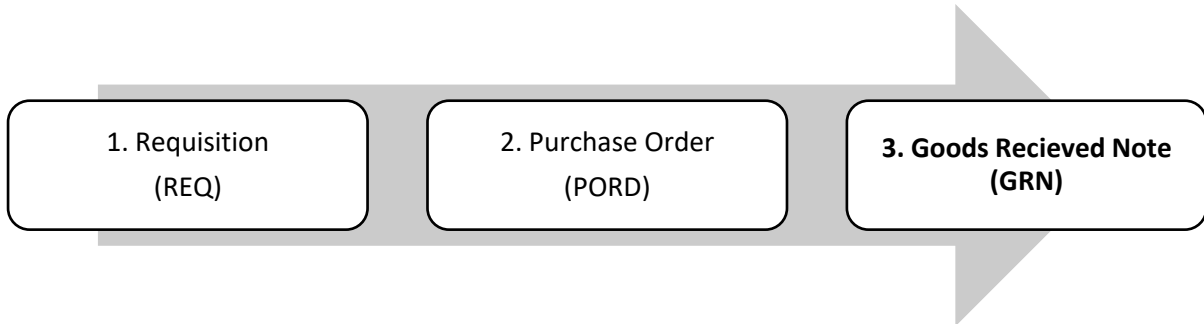


Search as normal for documents to be authorised, click on the magnifying glass of the first one and authorise it, then click on the PI AUTH and then Search Tab. This will show the full list of Purchase Orders waiting authorisation and will not close after each one is authorised.



## 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.

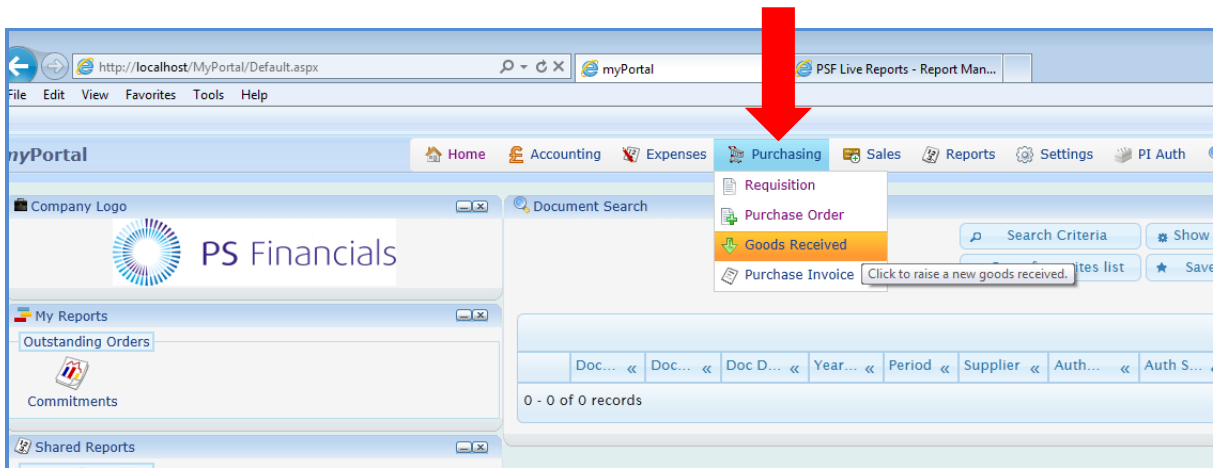


### What is a Goods Received Note?

A Goods Received Note, otherwise known as a GRN, confirms that the goods and services have been received and authorises the Finance Team to pay the invoice (once the invoice has been received).

### How to Approve a GRN

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.

**Search Supplier**

Supplier:

Title:

Category:

Route:

Address:

Suppliers with Orders only.

	Items	Supplier	Title	Address
1	Select Edit	1	ACE001	ACE Property Services Ltd
				Borough Park Romney Avenue Lockleaze BRISTOL BS7 9ST UK

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.

**Select Detail Lines**

Doc Num:

Stock Code:

Description:

	Source	Description	Quantity	Price	Total	Lead Time	
1	<input checked="" type="checkbox"/>	PORD 45 [1000000139][REQ:2]	MOUSE MATTS	20.00	2.79	55.80	0

1

Select All Clear All Skip Finished

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 allow the user to review the goods received note or New Document which will allow the creation of a new Goods Received Note.

Stock Type	Description	Quantity	Measure	Price	Net	Tax Type	Vat	Gross	Nominal	Account
1	MOUSE MATTS	20.00	EACH	2.79	55.80	S - Standard Rate @ 20%	11.16	66.96		**Nom Split*

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

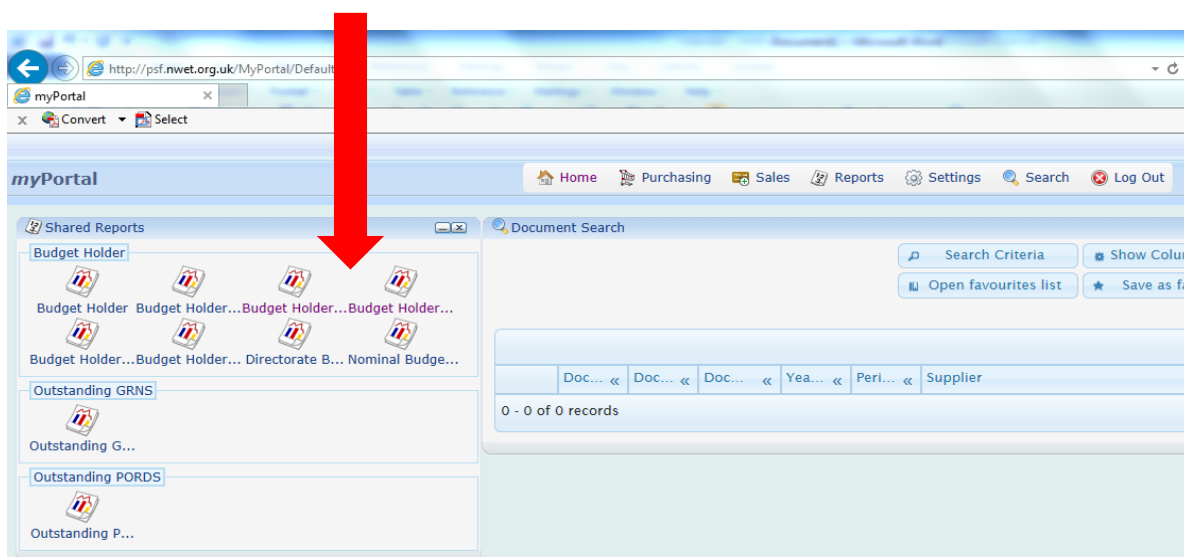
This section is for Budget Holders to help them manage their budgets effectively.

- 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 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)

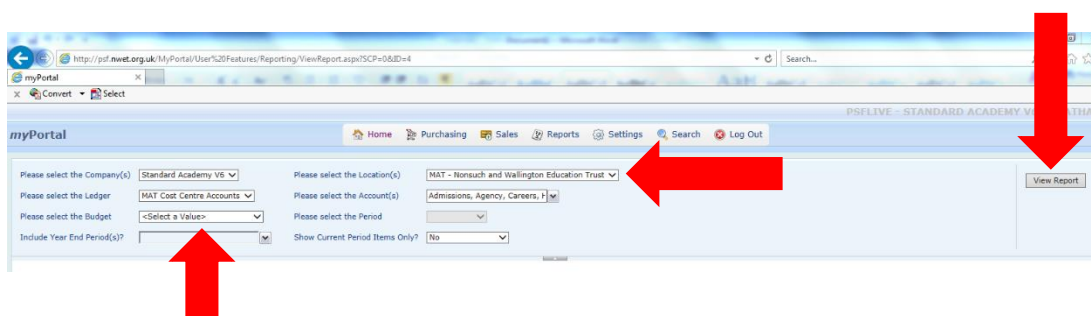
All three reports generate the same information in a different format. You need to double click on the relevant icon to generate the report.



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

- Please select the location = Select the relevant school
- Please select the budget = Select the relevant school budget
- Include Year end periods = Select All
- Show current periods only= default NO

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 Report**

**Selection Criteria**  
Company(s) - Standard Academy V6 ; Location(s) - MAT - Nonsuch and Wallington Education Trust ; Ledger - MAT Cost Centre Accounts ; Account(s) - As Selected ; Budget - Budget ; Period - April 2018 ; Year End Period(s) - None ; Show Current Period Transactions - No ; Show Commitments - Up to current data

**CMOF - Careers**

Percentage of Full Year Budget spent: 70%

CURRENT PERIOD				YEAR TO DATE				ANNUAL	
Actual	Commitments	Budget	Left to spend	Actual	Commitments	Budget	Left to spend	Budget	Left to spend
-	-	208.00	208.00	1,750.00	-	1,664.00	(86.00)	2,500.00	750.00

DOC DATE	DOCUMENT	NOMINAL	SUPPLIER	ATTACHMENTS	DESCRIPTION	BALANCE
27/10/2017	POIN 2355	MAT4170 - Work Experience/Careers	Nicholas Associates		PLACEMENT MANAGEMENT SYSTEM	1,750.00
<b>ACTUAL Total</b>						<b>1,750.00</b>

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

**Budget Holder Statement**

**Selection Criteria**  
Company(s) - Standard Academy V6 ; Location(s) - MAT - Nonsuch and Wallington Education Trust ; Ledger - MAT Cost Centre Accounts ; Account(s) - As Selected ; Budget - Budget ; Period - April 2018 ; Year End Period(s) - None ; Group by - Nominals

**CMOF - Careers**

Spent: 1,750.00 | Budget: 2,500.00 | Left to Spend: 750.00 | Percentage of Full Year Budget spent: 70%

NOMINAL	ACTUAL	COMMITMENTS	BUDGET	LEFT TO SPEND
MAT4170 - Work Experience/Careers	1,750.00	-	2,500.00	750.00
<b>Total for Nominals</b>	<b>1,750.00</b>	<b>-</b>	<b>2,500.00</b>	<b>750.00</b>

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

**Budget Holder Nominal Summary with Transactions**

**Selection Criteria**  
Company(s) - Standard Academy V6 ; Location(s) - MAT - Nonsuch and Wallington Education Trust ; Ledger - MAT Cost Centre Accounts ; Account(s) - Careers ; Budget - Budget ; Period - April 2018 ; Year End Period(s) - None ; Show Current Period Transactions - No ; Show Commitments - Up to current data

**CMOF - Careers**

Percentage of Full Year Budget spent: 70%

CURRENT PERIOD				YEAR TO DATE				ANNUAL	
Actual	Commitments	Budget	Left to spend	Actual	Commitments	Budget	Left to spend	Budget	Left to spend
-	-	208.00	208.00	1,750.00	-	1,664.00	(86.00)	2,500.00	750.00

NOMINAL	ACTUAL	COMMITMENTS	BUDGET	LEFT TO SPEND
MAT4170 - Work Experience/Careers	1,750.00	-	2,500.00	750.00

**Transactions for MAT4170 - Work Experience/Careers:**

SUPPLIER	DOCUMENT	DOC DATE	STATUS	DESCRIPTION	VALUE
Nicholas Associates	POIN 2355	27/10/2017	O	PLACEMENT MANAGEMENT SYSTEM	1,750.00
<b>Total Transactions for MAT4170 - Work Experience/Careers:</b>					<b>1,750.00</b>
<b>Total for CMOF - Careers</b>					<b>1,750.00</b>

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