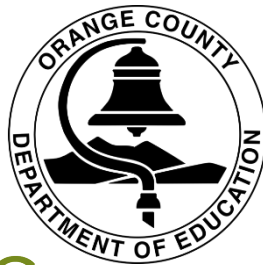




# from Business Services

**Goodbye Bi-Tech  
Hello BusinessPLUS!  
October 14, 2019**



## BusinessPLUS™

The District has been on the SunGard Bi-Tech financial system since 2001 when the Orange County Department of Education initiated the system with the majority of Orange County school districts. This system has been used through the years for all of the business application including purchasing, receiving, stores, accounts payable, and budgets. The old Bi-Tech system is DOS based and still utilizes command prompts to enter information and data.

The upgraded version of the system is called *BusinessPLUS* and is now web based. This means that we will actually be able to use a mouse to click and navigate the screens. There also enhanced ways to query data and look things up much easier and quicker than before.

One of the challenges faced when processing orders is that requisitions do not make it to the Purchasing Department until it has been approved in the system. With *BusinessPLUS*, the

approvers, will receive an email notification and can respond from their computer, laptop, or even mobile device for instant approval. A system generated email will be sent daily to all approves, letting them know a purchase requisition is awaiting their approval.

There will be some challenges with the full system upgrade, one of which is the need to stop requisitions from being submitted and processing all orders that are in the system. All senior admins, principals, directors, and approvers will receive training on the new system. Key milestones are as follows:

- OCT. 17 - CUTOFF DATE FOR SUBMISSION OF ALL PURCHASE REQUISITIONS
- OCT. 28 - NOV. 1 Trainings to be offered (All Senior Admin)
- OCT. 31 – Last date to approve Reqs
- NOV. 7 - Shutdown of BiTech
- NOV.8 - Data Migration and Upgrade to *BusinessPLUS*
- NOV. 12 - - Go Live on *BusinessPLUS*; can start submitting purchase requisitions

There may be some challenges as we implement the system and we thank you in advance for your understanding and support.