

SCHOOL DISTRICT OF PHILADELPHIA
ADVANTAGE PURCHASE DOCUMENT TIPS

The Office of Grant Compliance and Educational Technology have First level of approval in the Advantage Financial system for purchase documents to ensure that technology items being purchased (from any fund) are technology plan compliant and, for grant funds, the items are consistent with the school-wide plan and the terms and conditions of the grant.

1. When creating and editing a purchase document in Advantage, a “Technology Override” message will appear **IF** the item is for technology that requires the review of the Educational Technology Office. **If** the item also involves a grant fund, a “Grant Override” message will also appear indicating that the purchase needs to be reviewed by the school or office’s assigned Grant Compliance Monitor for compliance.
If the item being purchased does not involve a technology or grant funded item, then the school or office can immediately apply the First and Second Level of approval.
2. Assuming the purchase is technology and grant compliant, the Educational Technology Office and the Grant Compliance Office will approve the purchase at the First Level. The purchase document remains in the system waiting for the Second Level of approval at the school. Please be sure to check the Advantage System daily to ensure that purchase documents ready for Second Level of approval are approved.
3. The Grant Compliance Monitor checks the log daily of purchase documents in Advantage, and will contact the school to resolve any issues regarding the compliance of the grant funded order. As those issues are resolved, the school or office needs to check the Advantage System daily to ensure that purchase documents ready for Second Level of approval are approved. If the item is deemed non-compliant, the school should delete the document from the Advantage System.
4. **AT THE POINT OF DATA ENTRY AND THE “EDIT” OF THE PURCHASE DOCUMENT AT THE SCHOOL, THERE MAY BE HARD ERROR MESSAGES THAT MUST FIRST BE ADDRESSED BY THE SCHOOL BEFORE A TECHNOLOGY OR GRANT OVERRIDE CAN BE ADDRESSED.** Those error messages appear on the Advantage screen in real time and can say things such as “Missing Reporting Category”, or “Item Does Not Match Commodity Code”, etc. There are many types of error messages, and they all have a code that ends with an “E” for Error. These error messages indicate the problem that must be fixed **BEFORE** the Technology and / or Grant Override can be applied.
5. **Once the Grant Override has been approved and the document has been moved to “Pend 2” status, please note that the Grant Override error message remains visible. However, the document is able to be approved by the school administrator in the “Pend 2” status and moved forward through the purchasing process.**

If you need assistance, please contact the following:

For general use and resolution of error messages for the Advantage Finance System – Contact the Advantage Help Desk which can be reached via e-mail at **advantage@philasd.org**. The Advantage Help Desk is monitored during normal business hours, Monday through Friday, 8:00 AM to 4:30 PM. Any e-mails received after 4:30 PM or during the weekend will be addressed the following business day.

For grant compliance issues – Contact your assigned Grant Compliance Monitor (GCM). The GCM will contact the school or office directly if there are compliance issues. The GCM can also help you with Error messages directly or connect you with the support needed to resolve the issue. The current list of assigned GCMs to schools is maintained on the Office of Grant Development and Compliance web site at the following link:

<http://webgui.phila.k12.pa.us/offices/g/grants/gcm>

For technology purchase issues – Contact the Educational Technology Office at 215-400-5093.