



Requisition Entry

Davenport Contact Information

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Purchase Requisitions Quick Guide

Log onto **Staff Skyward Access** on the district's website: www.davenport.wednet.edu

Click on: **Financial Management ► Purchasing ► Requisitions**

Click **Add** on the right side of the screen.

Choose the appropriate **Requisition Group**. (ex: Davenport Elem GF 102)

Check **Fiscal Year** – especially important when pre-ordering for next year.

Always choose **Account allocation by total requisition amount** (auto-selected)

Enter a short **Description**

Select a **Vendor** or enter **NEED NEW VENDOR** (if you select new vendor, information on new vendor must be entered under the **NOTES** portion of the entry: **NEED** full address, phone and fax)

Select a **Ship To** location (if it is product select your school address)

Attention field will be auto-filled with your name (but check)

Select either **Save and Add Detail** or **Save and Add Mass Detail** depending on how many line items you are entering.

Under **Catalog** enter either item number or ISBN number if applicable.

Enter: **Quantity, Cost, Description**

Click **Save**

Select **Add Requisition Accounts**

Choose the **Account** to be charged – Account description based on the account numbers you choose will show on right hand of screen (if questions on this please see Candi, Leslie or Sandy)

Save Account Distribution

Always use **100% distribution**

► If new vendor was used, select **NOTES** on right hand of screen (if you select new vendor, information on new vendor must be entered under the **NOTES** portion of the entry: **NEED** full address, phone and fax)

Select **Submit for Approval**

DONE! Good Work

Requisition will be sent through the approval process automatically. You will be notified will be notified when it is approved or denied.

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Requisition Entry through EAPlus

Purpose

Using requisitions allows the requestor to enter information for orders that will be placed with a vendor. Once final approval has been granted for the requisition, the requisition will be changed to a Purchase Order.

1. Log into EA Plus

Go to school's website, www.davenport.wednet.edu and click on **Staff Skyward Access**

2. Requisitions Entry

Menu Path: *Financial Management/Purchasing/Requisitions*

The Filter Options screen appears. Click **Apply Filter**.

Filter Options Number of Records: 10

Destination Browse: Master

View All Of My Requisitions
 View Only Requisitions Awaiting My Approval

Apply Filter
Back

A. Add a new Requisition

- o Add button on the right-hand side.
- o The Requisition Master screen will display

★ Favorites Notes Preferences Create New Window Help My Print Queue

EMERALD SCHOOL DISTRICT User Name: James Adams Thursday, December 3rd, 2009

Home Page | Purchasing | Requisitions

Requisitions

No records available

Filter Options
Add
Add from Online Catalog
Clone from Purchase Order
Order

B. Choose the appropriate Requisition Group (ASB, ELEM or HS)

- o Choose the appropriate **Fiscal Year**.

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 100 - Elementary

Fiscal Year: 2009 - 2010 September 1, 2009 - August 31, 2010

- Account allocation by total requisition amount.
- Account allocation by each requisition detail line.
- This requisition is used to restock a warehouse.

Save and Add Detail

Save and Mass Add Detail

Back

Requisition Information

* Description:

* Vendor:

* Ship To:

Invoice To:

Attention: John Doe

* Due Date: 12/04/2009 Friday

Ship Date: 12/04/2009 Friday

Ship Via:

Tax: 7.5000%

Other: 00.00%

0%

C. Choose the Requisition Account Allocation.

- Account allocation by total requisition amount.
- Account allocation by each requisition detail line.
- This requisition is used to restock a warehouse.

- I. **Account allocation by total requisition amount** - if the account distributions for the requisition may be easily split or if there will only be one account distribution.

***ALWAYS USE THIS OPTION**

Do not click the option "This requisition is used to restock a warehouse."

D. Enter the Requisition Information for the requisition.

- o The **Description** will appear on the requisitions' approval screen. Use a general description for the requisition.
- o Select a **Vendor**; start typing in the Vendor box and the list narrows automatically as entry begins. Enter "*New Vendor" if the vendor cannot be found after 3 searches.(If new vendor is used, you need to ADD NOTES, see page 8)
- o Enter and verify the **Ship To** destination.
- o Enter and verify the **Invoice To** field.
- o Change the **Attention** field as needed. (Auto-filled with your name)
- o Change the **Due Date** field as needed. (Auto-filled)
- o Enter the **Ship Date** and the **Ship Via** as appropriate. The Ship Date and Ship Via are not required fields. (Leave Alone)

Verify the **Tax Rate. (Leave Tax Rate AS IS)** Do not use the **Other** boxes or the **Project/Grant Box**.

Requisition Information

* Description:

* Vendor:

* Ship To:

Invoice To:

Attention:

* Due Date: Friday

Ship Date: Friday

Ship Via:

Tax: 7.5000%

Other: 00.00% 0% \$

- o Once fields are completed, the boxes with modified data will turn green.

Requisition Information

* Description: Restock of Office Supplies

* Vendor: Office Depot PO BOX 70025 LOS ANGELES CA 90074-0025

* Ship To: Elementary 1103 FOURTH ST CLARKSON WA 99403

Invoice To: (001) INVOICE TO: EMERALD SCHOOL DISTRICT PO BOX 123 Spokane, WA 99223

Attention: John Doe

* Due Date: 12/04/2009 Friday

Ship Date: 12/04/2009 Friday

Ship Via:

Tax: 7.5000%

Other: 00.00% 0% \$

Click **Save and Add Detail** in the upper right-hand corner to move to the next screen.

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 100 - Elementary

Fiscal Year: 2009 - 2010 September 1, 2009 - August 31, 2010

Account allocation by total requisition amount.
 Account allocation by each requisition detail line.
 This requisition is used to restock a warehouse.

Requisition Information

Description: Restock of Office Supplies

Vendor: Office Depot PO BOX 70025 LOS ANGELES CA 90074-0025

Ship To: Elementary 1103 FOURTH ST CLARKSTON WA 99403

Invoice To: (001) INVOICE TO: EMERALD SCHOOL DISTRICT PO BOX 123 Spokane, WA 99223

Attention: John Doe

Due Date: 12/04/2009 Friday

Ship Date: 12/04/2009 Friday

Ship Via:

Project/Grant:

Tax: 7.5000%

Other: 00.00%

0 \$

Save and Add Detail
 Save and Add Detail
 Back

E. Enter the Requisition Detail Lines.

- o The **Line Number** will automatically populate.
- o Enter **Catalog** item number, **Quantity**, **Unit of Measure**, **Unit Cost**, and **Description**.
- Check the box if **Taxable**.
- o **Save** when complete.

Requisition Detail Lines

* Line Number: 100

Taxable: View Tax

Line Type: Merchandise
 Narrative

Catalog:

* Quantity: 0

Unit of Measure:

* Unit Cost: 0.00000

Total Amount: 0.00

* Description:

Save
 Back

Enter **Narrative** lines as appropriate from the list. Most commonly used are-

- o "Send PO" when the Purchase Order is to be sent directly to the vendor.
- o "Ship" to use free shipping and handling.

Once the first item is **saved**, the **Requisition Detail Line Items** screen will appear.

- **Add** additional detail lines or **Add Requisition Accounts**. If additional detail lines are needed, click **Add** to enter more Detail Lines. Select **Mass Add Detail** to add up to five lines at a time.
- After all **Requisition Detail Lines** are entered, click the **Add Requisition Accounts** button.

Requisition Detail Line Items							Add	
Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code	Edit
100	123456	Pencils	1	BX	5.00000	5.00		Delete
110	5-bx 20# 8 1/2 x 11	Paper	5	Case	45.00000	225.00		Mass Add Detail
120	990-543-221	Yellow Highlighter Pens	1	BX	5.00000	5.00		Add Requisition Accounts

F. Choose the Account(s) to which this item is to be charged.

- Select the box or double click on the specific line to choose one or multiple accounts.
- As accounts are selected, they are placed at the bottom of the screen.

Available Accounts										Account Number Information		Save Account Distrib	
Fnd	T	Gl	Ppss	Aa	Obbb	Ll	4444	5555	Funds Available	Selected	Code	Description	Back
10	E	530	0100	27	4425	409	0000	0000	\$0.00	<input type="checkbox"/>	10	General Fund	
10	E	530	0100	27	4425	503	0000	0000	\$0.00	<input type="checkbox"/>	530	Expenditures	
10	E	530	0100	27	5001	000	0000	0000	\$297,901.00	<input type="checkbox"/>	0100	BASIC EDUCATION	
10	E	530	0100	27	5001	002	0000	0000	\$10,026.79	<input type="checkbox"/>	27	TEACHING	
10	E	530	0100	27	5001	002	9999	0000	\$3,000.00	<input type="checkbox"/>	5001	GENERAL SUPPLIES	
10	E	530	0100	27	5001	007	0000	0000	\$-258.00	<input type="checkbox"/>	104	PARKWAY ELEMENTARY	
10	E	530	0100	27	5001	023	0000	0000	\$508.00	<input type="checkbox"/>	0000	Unassigned	
10	E	530	0100	27	5001	027	0000	0000	\$10,000.00	<input type="checkbox"/>	0000	Unassigned	
10	E	530	0100	27	5001	040	0000	0000	\$0.00	<input type="checkbox"/>			
10	E	530	0100	27	5001	104	0000	0000	\$9,148.61	<input checked="" type="checkbox"/>			
10	E	530	0100	27	5001	105	0000	0000	\$12,652.45	<input type="checkbox"/>			
10	E	530	0100	27	5001	106	0000	0000	\$21,191.29	<input type="checkbox"/>			

Account Number:

Quick Key:

100 records displayed

This box lists the Account Number Descriptions.

Total Amount to Distribute: \$235.00 100.00%
 Total Distributed: \$235.00 100.00%
 Amount Remaining: \$0.00 0.00%

Selected Accounts

Account Number	Amount	Percent	Remove
10 E 530 0100 27 5001 104 0000 0000	235.00	100.00	Remove All

- o Choose to distribute the requisition based on **Amount** or **Percent** as applicable.

Total Amount to Distribute: \$235.00 100.00%
 Total Distributed: \$235.00 100.00%
 Amount Remaining: \$0.00 0.00%

Selected Accounts

Account Number	Amount	Percent
10 E 530 0100 27 5001 104 0000 0000	155.30	66.09
10 E 530 0100 27 5001 105 0000 0000	79.70	33.91

Remove

Remove All

- o Click the **Save Account Distrib** button when complete.

Available Accounts										Account Number Information		
Fnd	T	Gl	Ppss	Ac	Obbb	Ll	4444	5555	Funds Available	Selected	Code	Description
10	E	530	0100	27	4425	409	0000	0000	\$0.00	<input type="checkbox"/>	10	General Fund
10	E	530	0100	27	4425	503	0000	0000	\$0.00	<input type="checkbox"/>	530	Expenditures
10	E	530	0100	27	5001	000	0000	0000	\$297,901.00	<input type="checkbox"/>	0100	BASIC EDUCATION
10	E	530	0100	27	5001	002	0000	0000	\$10,026.79	<input type="checkbox"/>	27	TEACHING
10	E	530	0100	27	5001	002	9999	0000	\$8,000.00	<input type="checkbox"/>	5001	GENERAL SUPPLIES
10	E	530	0100	27	5001	007	0000	0000	\$-258.00	<input type="checkbox"/>	105	HIGHLAND ELEMENTARY
10	E	530	0100	27	5001	023	0000	0000	\$508.00	<input type="checkbox"/>	0000	Unassigned
10	E	530	0100	27	5001	027	0000	0000	\$10,000.00	<input type="checkbox"/>	0000	Unassigned
10	E	530	0100	27	5001	040	0000	0000	\$0.00	<input type="checkbox"/>		
10	E	530	0100	27	5001	104	0000	0000	\$9,148.61	<input checked="" type="checkbox"/>		
10	E	530	0100	27	5001	105	0000	0000	\$12,652.45	<input checked="" type="checkbox"/>		

Save Account Distrib

Back

The Requisition Detail Lines/Accounting screen will appear.

- o **Edit Master** to go back to the master information on the requisition.
- o Add **Notes** if “*New Vendor” was used. Use the “*New Vendor” Note Category. **(REFERENCE PAGE 5)**
- o **Save and Finish Later** to save the requisition but not submit it for approval.
- o If the requisition is ready to be submitted, click **Submit for Approval**. This will automatically move the requisition to the next approval level.

Requisition Detail Lines/Accounting			
Requisition Master Information			
Requisition Number: 0000012107	Accounting: Account allocation by total requisition amount. Edit Master		
Group: (100) Elementary	Subtotal: 235.00	Tax: 17.63	Notes
	Total: 252.63	Other: 0.00	Attachments
Fiscal Year: 2009 - 2010	Ship To: Elementary		
Vendor: Office Depot	Description: Restock of Office Supplies		
PO BOX 70025			
LOS ANGELES CA 90074-0025			
Invoice To: (001)INVOICE TO: EMERALD SCHOOL			
DISTRICT PO BOX 123 Spokane, WA			
99 223			

Submit For Approval

Save and Finish Later

Back

Requisition Accounts			
Requisition Accounting			
Account Number	Account Amount	Account Percent	Over Budget
10 E 530 0100 27 5001 105 0000 0000	\$79.70	33.91%	
10 E 530 0100 27 5001 104 0000 0000	\$155.30	66.09%	

Update Account Distrib

View Requisition Detail Lines

Add Asset Detail

- Add another requisition or exit by clicking **Back**.

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Print Queue

EMERALD SCHOOL DISTRICT User Name: John Doe Friday, December 4th, 2009

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Requisitions															
Requisition Number	App Sts	Today's Sts	Description	Vendor Name	Vnd St	Amount	Entered By	Batch Number	% Disc	Project/Grant Number	# L	# A	# AC	# AV	# R
0000012107	WFH		Restock of Office Supplies	Office Depot	CA	252.63	Doe, John	WEREQ			3	2	0	3	
0000012108	WFH		Restock of Office Supplies	Office Depot	CA	252.63	Doe, John	WEREQ			3	2	0	3	

Filter Options
 Print
 Add
 Edit
 Delete
 Clone
 Notes
 Attach
 View
 Add from Online Catalog

Put your mouse arrow (hover) over the App Sts to see the code descriptions

Click on

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User Name: John Doe

EMERALD SCHOOL DISTRICT

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Requisitions						
Requisition Number	App Sts	Today's Sts	Description	Vendor Name	Vnd St	Amount
0000012107	WFH		Restock of Office Supplies	Office Depot	CA	252.63
0000012108	WFH		Restock of Office Supplies	Office Depot	CA	252.63

for more requisition help.