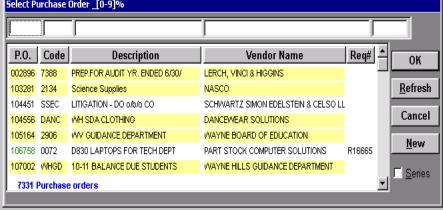
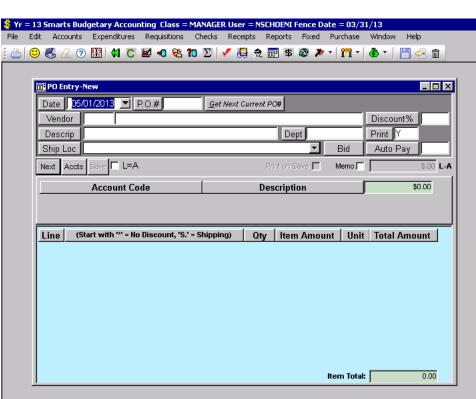
WAYNE TOWNSHIP PUBLIC SCHOOLS REQUISITION TRAINING MANUAL 2013-2014



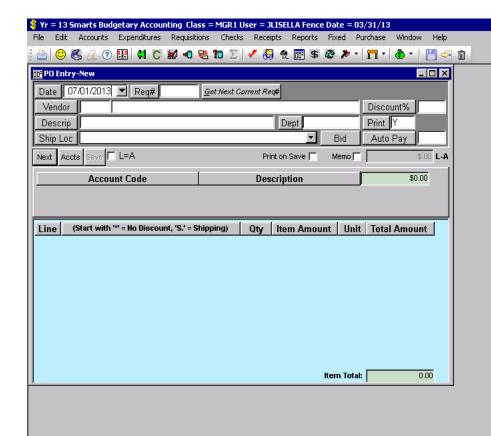


- 1. Click the "PO Entry" icor on the taskbar.
- 2. Click "NEW".



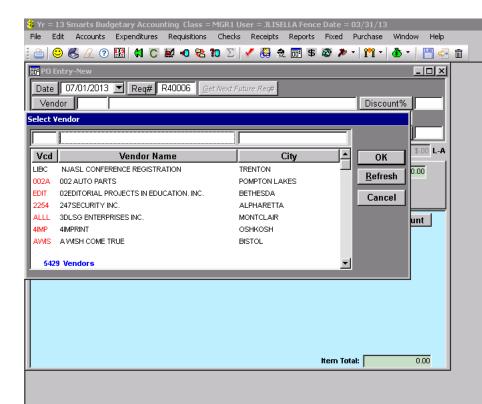
3. You will be prompted with the Current date.

_ B ×



4. Click on "Get Next Current Req#".

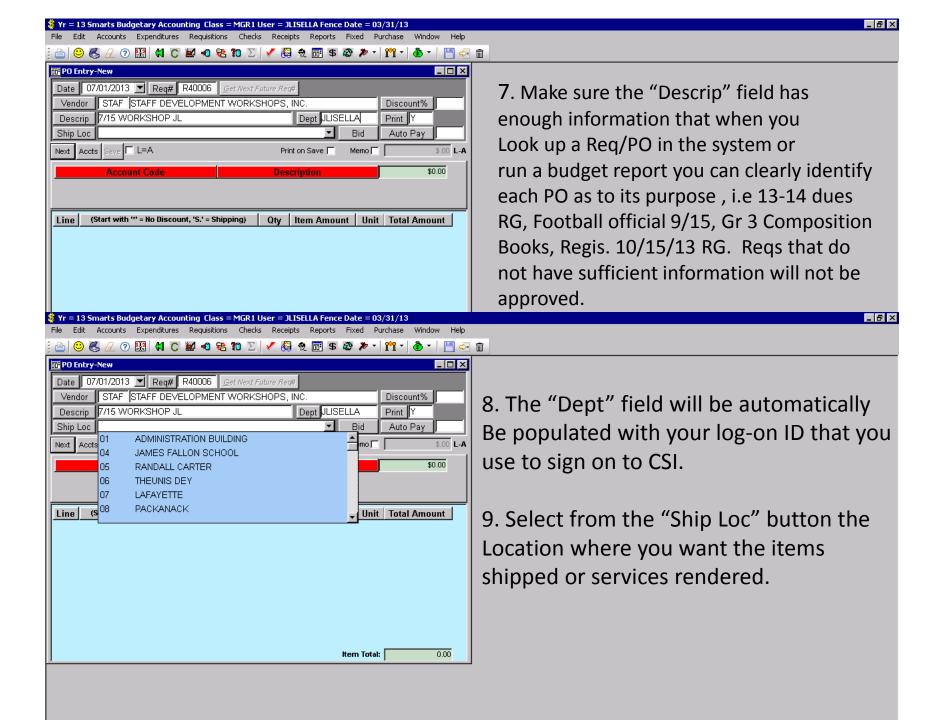
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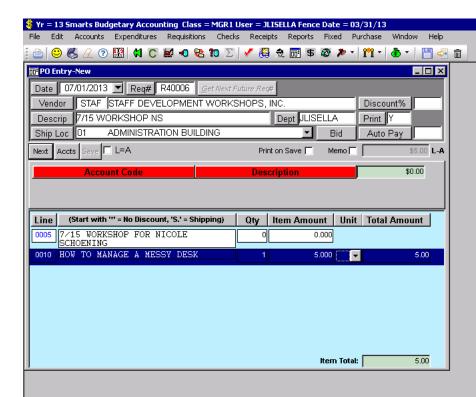


5. Requisitions/PO's will begin with "R4" and "P4" for the 13-14 school year.

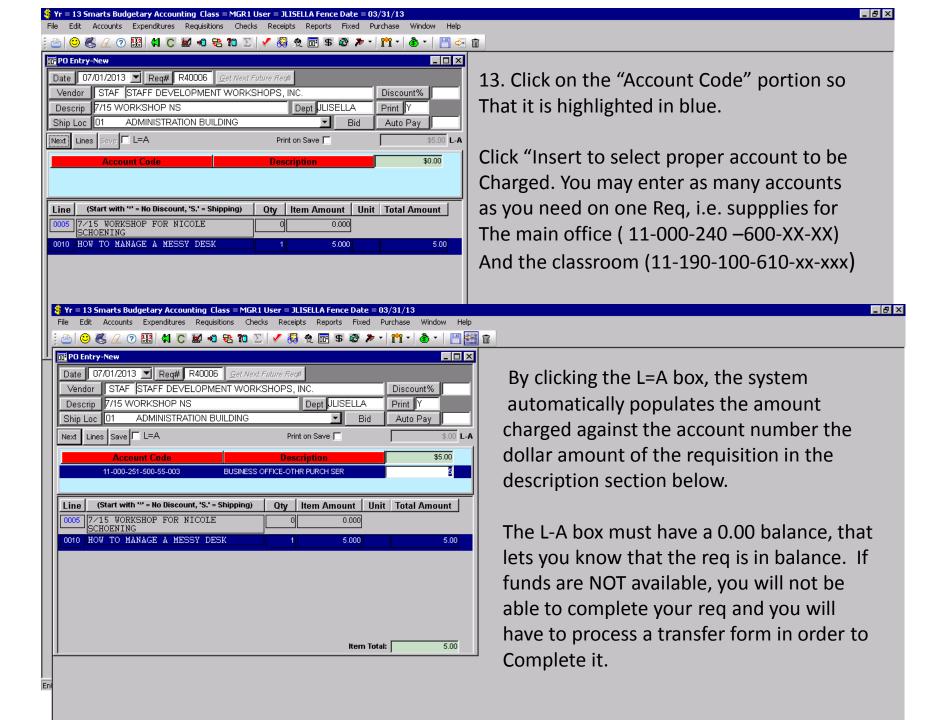
_ B ×

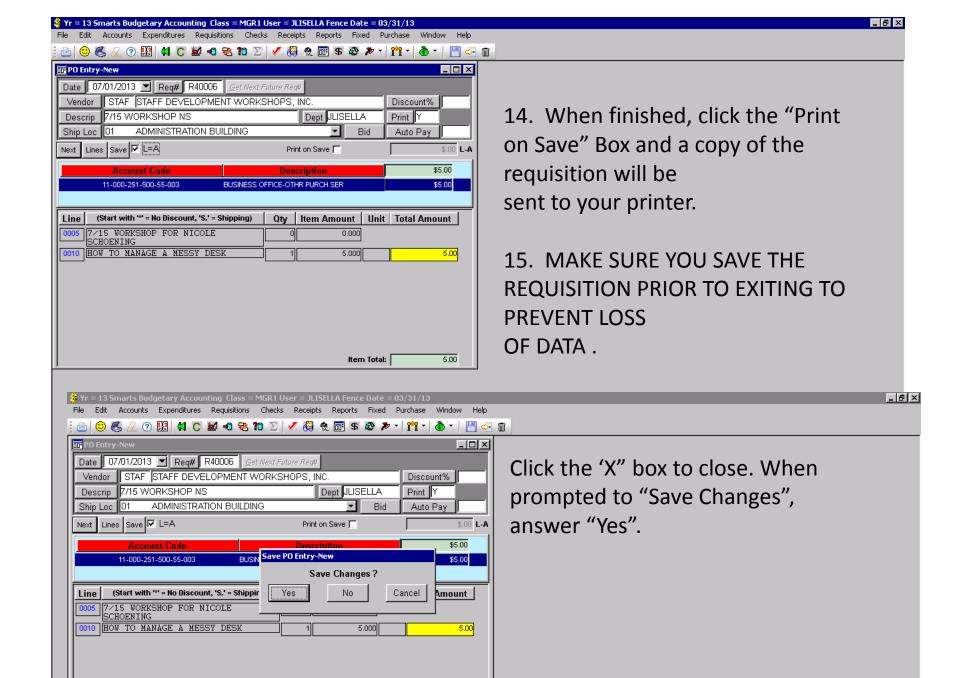
6. Select Vendor.

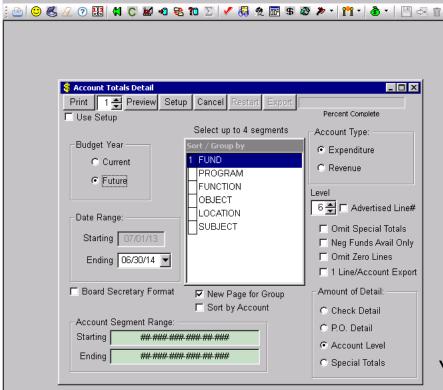




- 10. To enter the description, click the "Lines" Box so that the section is highlighted in blue. Enter description of items to be ordered, be sure to include item #'s quantities, and cost per item. If not available, estimate shipping at 15%.
- 11. Make sure the total dollar amount of your order is reflected in the "Item Total" box.
- 12. If you wish to type instructions to STAFF ONLY, please click the "Memo" box which will shade your notes in grey. This comment will not print out on the PO and will serve as instructions to the business office.







Yr = 13 Smarts Budgetary Accounting Class = MGR1 User = JLISELLA Fence Date = 03/31/13

File Edit Accounts Expenditures Requisitions Checks Receipts Reports Fixed Purchase Window Help

To avoid interruption of requisition Processing, print out your budget to see If the account you wish to use has funds
Available.

You can click "PO or Check Detail for additional information.

PLEASE CALL OR EMAIL WITH ANY QUESTIONS NSCHOENING@WAYNESCHOOLS.COM JLISELLA@WAYNESCHOOLS.COM 973-633-3009