

**WAYNE TOWNSHIP PUBLIC
SCHOOLS
REQUISITION TRAINING MANUAL
2013-2014**

Select Purchase Order [0-9]%

P.O.	Code	Description	Vendor Name	Req#
002896	7388	PREP FOR AUDIT YR. ENDED 6/30/	LERCH, VINCI & HIGGINS	
103281	2134	Science Supplies	NASCO	
104451	SSEC	LITIGATION - DO a/b/o CO	SCHWARTZ SIMON EDELSTEIN & CELSO LL	
104556	DANC	WH SDA CLOTHING	DANCEWEAR SOLUTIONS	
105164	2906	WW GUIDANCE DEPARTMENT	WAYNE BOARD OF EDUCATION	
106758	0072	D830 LAPTOPS FOR TECH DEPT	PART STOCK COMPUTER SOLUTIONS	R16665
107002	WHGD	10-11 BALANCE DUE STUDENTS	WAYNE HILLS GUIDANCE DEPARTMENT	

7331 Purchase orders

1. Click the "PO Entry" icon on the taskbar.
2. Click "NEW".



PO Entry-New

Date: 05/01/2013 P.O.#:

Vendor: Discount%:

Descrip: Dept: Print:

Ship Loc: Bid: Auto Pay:

L=A Print on Save Memo \$0.00 L-A

Account Code	Description	\$0.00

Line	(Start with '*' = No Discount, 'S.' = Shipping)	Qty	Item Amount	Unit	Total Amount

Item Total:

3. You will be prompted with the Current date.



PD Entry-New

Date: 07/01/2013 Req#: [Get Next Current Req#](#)

Vendor: Discount%:

Descrip: Dept: Print: Y

Ship Loc: Bid: Auto Pay:

Next: Accts: Save: L=A Print on Save: Memo: \$0.00 L-A

Account Code	Description	Amount
		\$0.00

Line	(Start with "" = No Discount, 'S.' = Shipping)	Qty	Item Amount	Unit	Total Amount

Item Total: 0.00

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

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

PD Entry-New

Date: 07/01/2013 Req#: R40006 *Get Next Future Req#*

Vendor: _____ Discount%: _____

Select Vendor

Vcd	Vendor Name	City
LIBC	NJASL CONFERENCE REGISTRATION	TRENTON
002A	002 AUTO PARTS	POMPTON LAKES
EDIT	02EDITORIAL PROJECTS IN EDUCATION. INC.	BETHESDA
2254	247SECURITY INC.	ALPHARETTA
ALLL	3DLSG ENTERPRISES INC.	MONTCLAIR
4IMP	4IMPRINT	OSHKOSH
AWMS	A WISH COME TRUE	BISTOL

5429 Vendors

Item Total: 0.00

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

6. Select Vendor.

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

PO Entry-New

Date 07/01/2013 Req# R40006 *Get Next Future Req#*

Vendor STAF STAFF DEVELOPMENT WORKSHOPS, INC. Discount%

Descrip 7/15 WORKSHOP JL Dept JLISELLA Print Y

Ship Loc Bid Auto Pay

Next Accts Save L=A Print on Save Memo \$0.00 L-A

Account Code	Description	\$0.00			
Line	(Start with "" = No Discount, 'S.' = Shipping)	Qty	Item Amount	Unit	Total Amount

7. Make sure the “Descrip” field has enough information that when you Look up a Req/PO in the system or run a budget report you can clearly identify each PO as to its purpose , i.e 13-14 dues RG, Football official 9/15, Gr 3 Composition Books, Regis. 10/15/13 RG. Reqs that do not have sufficient information will not be approved.

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

PO Entry-New

Date 07/01/2013 Req# R40006 *Get Next Future Req#*

Vendor STAF STAFF DEVELOPMENT WORKSHOPS, INC. Discount%

Descrip 7/15 WORKSHOP JL Dept JLISELLA Print Y

Ship Loc Bid Auto Pay

Next Accts

- 01 ADMINISTRATION BUILDING
- 04 JAMES FALLON SCHOOL
- 05 RANDALL CARTER \$0.00
- 06 THEUNIS DEY
- 07 LAFAYETTE
- 08 PACKANACK

Line (S) Unit Total Amount

Item Total: 0.00

8. The “Dept” field will be automatically Be populated with your log-on ID that you use to sign on to CSI.

9. Select from the “Ship Loc” button the Location where you want the items shipped or services rendered.

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

PO Entry-New

Date: 07/01/2013 Req#: R40006 *Get Next Future Req#*

Vendor: STAF STAFF DEVELOPMENT WORKSHOPS, INC. Discount%:

Description: 7/15 WORKSHOP NS Dept: JLISELLA Print:

Ship Loc: 01 ADMINISTRATION BUILDING Bid: Auto Pay:

Next: Accts: Save: L=A: Print on Save: Memo: \$5.00 L-A

Account Code	Description	
		\$0.00

Line	(Start with "" = No Discount, 'S.' = Shipping)	Qty	Item Amount	Unit	Total Amount
0005	7/15 WORKSHOP FOR NICOLE SCHOENING	0	0.000		
0010	HOW TO MANAGE A MESSY DESK	1	5.000		5.00

Item Total: 5.00

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

PO Entry-New

Date 07/01/2013 Req# R40006 *Get Next Future Req#*

Vendor STAF STAFF DEVELOPMENT WORKSHOPS, INC. Discount%

Descrip 7/15 WORKSHOP NS Dept JLISELLA Print Y

Ship Loc 01 ADMINISTRATION BUILDING Bid Auto Pay

Next Lines Save L=A Print on Save \$5.00 L-A

Account Code	Description	Amount
		\$0.00

Line	(Start with "" = No Discount, 'S.' = Shipping)	Qty	Item Amount	Unit	Total Amount
0005	7/15 WORKSHOP FOR NICOLE SCHOENING	0	0.000		
0010	HOW TO MANAGE A MESSY DESK	1	5.000		5.00

13. Click on the "Account Code" portion so that it is highlighted in blue.

Click "Insert" to select proper account to be charged. You may enter as many accounts as you need on one Req, i.e. supplies for The main office (11-000-240 -600-XX-XX) And the classroom (11-190-100-610-xx-xxx)

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

PO Entry-New

Date 07/01/2013 Req# R40006 *Get Next Future Req#*

Vendor STAF STAFF DEVELOPMENT WORKSHOPS, INC. Discount%

Descrip 7/15 WORKSHOP NS Dept JLISELLA Print Y

Ship Loc 01 ADMINISTRATION BUILDING Bid Auto Pay

Next Lines Save L=A Print on Save \$0.00 L-A

Account Code	Description	Amount
11-000-251-500-55-003	BUSINESS OFFICE-OTHR PURCH SER	\$5.00

Line	(Start with "" = No Discount, 'S.' = Shipping)	Qty	Item Amount	Unit	Total Amount
0005	7/15 WORKSHOP FOR NICOLE SCHOENING	0	0.000		
0010	HOW TO MANAGE A MESSY DESK	1	5.000		5.00

Item Total: 5.00

By clicking the L=A box, the system automatically populates the amount charged against the account number the dollar amount of the requisition in the description section below.

The L-A box must have a 0.00 balance, that lets you know that the req is in balance. If funds are NOT available, you will not be able to complete your req and you will have to process a transfer form in order to Complete it.

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

PO Entry-New

Date: 07/01/2013 Req#: R40006 *Get Next Future Req#*

Vendor: STAF STAFF DEVELOPMENT WORKSHOPS, INC. Discount%:

Descrip: 7/15 WORKSHOP NS Dept: JLISELLA Print: Y

Ship Loc: 01 ADMINISTRATION BUILDING Bid: Auto Pay:

Next: Lines Save L=A Print on Save \$0.00 L-A

Account Code	Description	Amount
11-000-251-500-55-003	BUSINESS OFFICE-OTHR PURCH SER	\$5.00

Line	(Start with "*" = No Discount, 'S.' = Shipping)	Qty	Item Amount	Unit	Total Amount
0005	7/15 WORKSHOP FOR NICOLE SCHOENING	0	0.000		
0010	HOW TO MANAGE A MESSY DESK	1	5.000		5.00

Item Total: 5.00

14. When finished, click the “Print on Save” Box and a copy of the requisition will be sent to your printer.

15. MAKE SURE YOU SAVE THE REQUISITION PRIOR TO EXITING TO PREVENT LOSS OF DATA .

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

PO Entry-New

Date: 07/01/2013 Req#: R40006 *Get Next Future Req#*

Vendor: STAF STAFF DEVELOPMENT WORKSHOPS, INC. Discount%:

Descrip: 7/15 WORKSHOP NS Dept: JLISELLA Print: Y

Ship Loc: 01 ADMINISTRATION BUILDING Bid: Auto Pay:

Next: Lines Save L=A Print on Save \$0.00 L-A

Account Code	Description	Amount
11-000-251-500-55-003	BUSIN	\$5.00

Line	(Start with "*" = No Discount, 'S.' = Shipping)	Qty	Item Amount	Unit	Total Amount
0005	7/15 WORKSHOP FOR NICOLE SCHOENING				
0010	HOW TO MANAGE A MESSY DESK	1	5.000		5.00

Save Changes ?

Yes No Cancel

Click the ‘X’ box to close. When prompted to “Save Changes”, answer “Yes”.

Account Totals Detail

Print 1 Preview Setup Cancel Restart Export

Use Setup

Budget Year
 Current
 Future

Date Range:
Starting 07/01/13
Ending 06/30/14

Account Segment Range:
Starting #####
Ending #####

Select up to 4 segments
Sort / Group by
1 FUND
PROGRAM
FUNCTION
OBJECT
LOCATION
SUBJECT

Account Type:
 Expenditure
 Revenue

Level
6 Advertised Line#

Amount of Detail:
 Check Detail
 P.O. Detail
 Account Level
 Special Totals

Board Secretary Format
 New Page for Group
 Sort by Account

Omit Special Totals
 Neg Funds Avail Only
 Omit Zero Lines
 1 Line/Account Export

Percent Complete

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.

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PLEASE CALL OR EMAIL WITH ANY QUESTIONS

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JLISELLA@WAYNESCHOOLS.COM

973-633-3009