



Texas Skyward User Group Conference

# Purchasing Requisitions & Purchase Orders

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# Purchasing Requisitions & Purchase Orders



This session provides an overview for entering purchasing requisitions and processing them through the system.

This session includes:

- Brief discussion on the Requisition/PO Group setup
- Demonstration on entering and approving requisitions
- Batch to open purchase order processing
- eCommerce Vendors





Common terminology includes “Batch” and “Open” which refers to the status of the requisition/purchase order in the system.

Accounting - PO Batch-to-Open - WF\PU\AB - 30575 - 05.16.06.00.08 - Internet Explorer

**Skyward School District**

Home Account Management Vendors **Purchasing** Accounts Payable Accounts Receivable Fixed Assets Inventory SBAA Custom Reports Federal/State Reporting Administration

Accounting - PO Batch-to-Open

**Purchase Order Batch-to-Open Accounting Update Parameters**

Low High  
Batch Number Range:

**No Batch or Reversal Status Purchase Orders exist for processing.**

**Purchase Order Report Options**

Report Sequence:

Print Detail Lines  
 Print Accounting

**Accounting Update Parameters**

Posting Date:

Valid Account posting date entries: CURRENT fiscal year, (September 2015 - August 2016) or NEXT fiscal year, (September 2016 - February 2017).





The user must select the “account allocation” when adding a requisition.

Requisition Master Information - WFP\PU\MR\REQ - 10740 - 05.16.06.00.08 - Internet Explorer

### Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

#### Requisition Master Information

Save and Add Detail

Save and Mass Add Detail

Save and Import Detail Lines

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#### Requisition Setup Information

Requisition Group: 001 - Happy Kids High School

Fiscal Year: 2016 - 2017 September 1, 2016 - August 31, 2017

Account allocation by total requisition amount (YMA).  
 Account allocation by each requisition detail line (YDA).  
 This is a Blanket Requisition/Purchase Order.  
 This requisition is used to restock a warehouse.

#### Requisition Information

\* Batch Number: 28

\* Description: Office Supplies

\* Vendor: abc supply co inc/south tx mb 8110 Scramble avenue PO BOX 2146 Scramble

\* Ship To: ANYTOWN INDEPENDENT SCHOOL DISTRICT 1234 ANY STREET ANYTOWN TX 77777

Invoice To: (Default) TEXAS SCHOOL DISTRICT . 100 SCHOOL HOUSE ROAD P.O. BOX 100

Attention: Lola Akeysr

\* Due Date: 08/28/2016 Sunday

Ship Date: 08/28/2016 Sunday

Ship Via: Best Way

Project/Grant:

Contract:

Asterisk (\*) denotes a required field







Account access may be limited based on the user's account access or by adding an Account Clearance group to the Requisition/PO Group setup.

Account Distribution - 05.16.06.00.08 - Internet Explorer

### Account Distribution

Available Accounts (Accounts are displayed based on Account Clearance access)

Find	T	Fc	Obj	So	Org	F	Pl	Loc	Funds Available	Selected
199	E	11	6399	00	001	0	11	000	\$0.00	<input checked="" type="checkbox"/>

1 records displayed

Account Number:

Quick Key:

**Account Level Description**

**Account Number Information**

Code	Description
199	GENERAL OPERATING FUND
11	INSTRUCTION
6399	GEN SUPPLIES
00	00 SCRAMBLED DESCRIPTION
001	HAPPY KIDS HIGH SCHOOL
0	.
11	BASIC EDUCATIONAL SERVICES

**2016-2017 Available Funds By Individual Account**

Save Account Distrib

Back

Total Amount to Distribute: **\$273.75 100.00%**  
 Total Distributed: **\$273.75 100.00%**  
 Amount Remaining: **\$0.00 0.00%**

**Selected Accounts**

Account Number	Amount	Percent
* 199 E 11 6399 00 001 0 11 000	273.75	100.00







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**THANK YOU FOR ATTENDING!**

