On Line

Requisition Entry

Instructions

Last Updated: 01/05/2006

On Line Requisitions

Logging into the Business Office Terminal Server - Schools

1. Click on your “Shared District” icon on your desktop
2. Click on “Accounting Terminal”
3. This will bring you to the Business Office Terminal Server login screen below

4. Enter your Business Office Terminal Server User name that was assigned to you.
5. Enter your Business Office Terminal Server Password that was assigned to you
6. Press Enter or click on “OK”

Logging into the Business Office Terminal Server - Admin Bldg

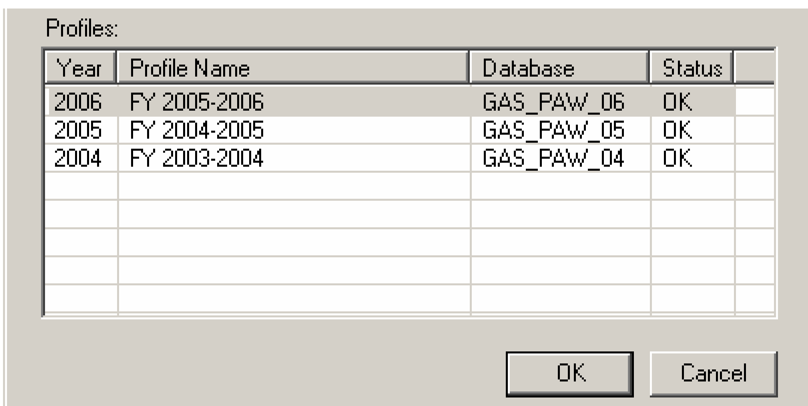
1. Click on “Accounting Terminal” icon on your desktop
2. This will bring you to the Business Office Terminal Server login screen below

3. Enter your Business Office Terminal Server User name that was assigned to you.
4. Enter your Business Office Terminal Server Password that was assigned to you
5. Press Enter or click on “OK”

Logging into the Accounting Software

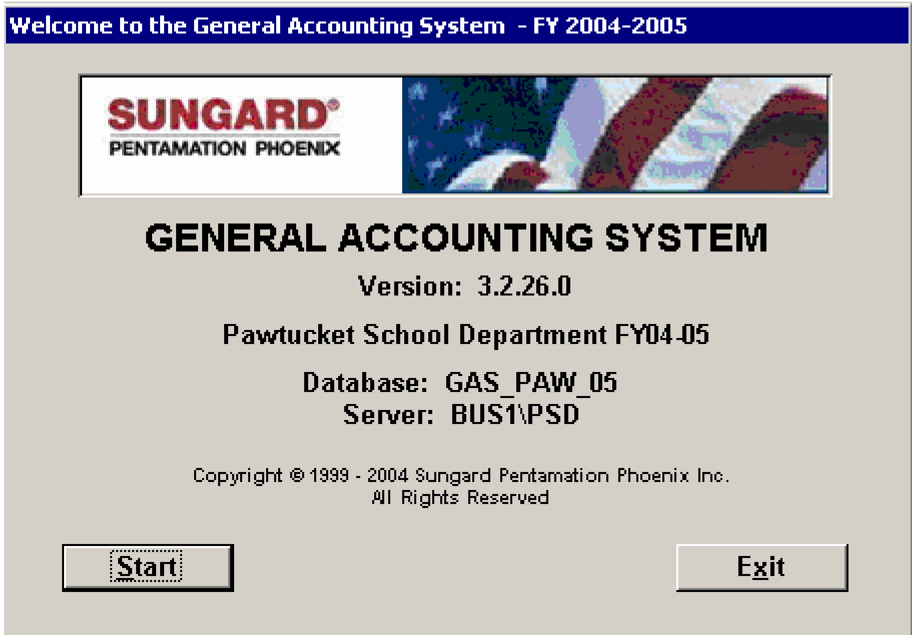
1. This will bring you to the Accounting software login screen, as seen below

2. Enter your Accounting software User Name that was assigned to you (after it has been entered once, it should stay there on subsequent logins)
3. Enter your Accounting software Password that was assigned to you
4. Make sure the check box next to “Using Remote Desktop Connection is checked.
5. Press Enter or click the Login button
6. This will launch the GAS (General Accounting System) login screen
7. This will bring you to the screen that lists all the GAS databases (one for each fiscal year)
8. You are set to default to the current year’s database , just click on the “OK” button or press the “Enter” key
    a. If you want a different year, select that year by double clicking on it or click on it once and then click the Launch button

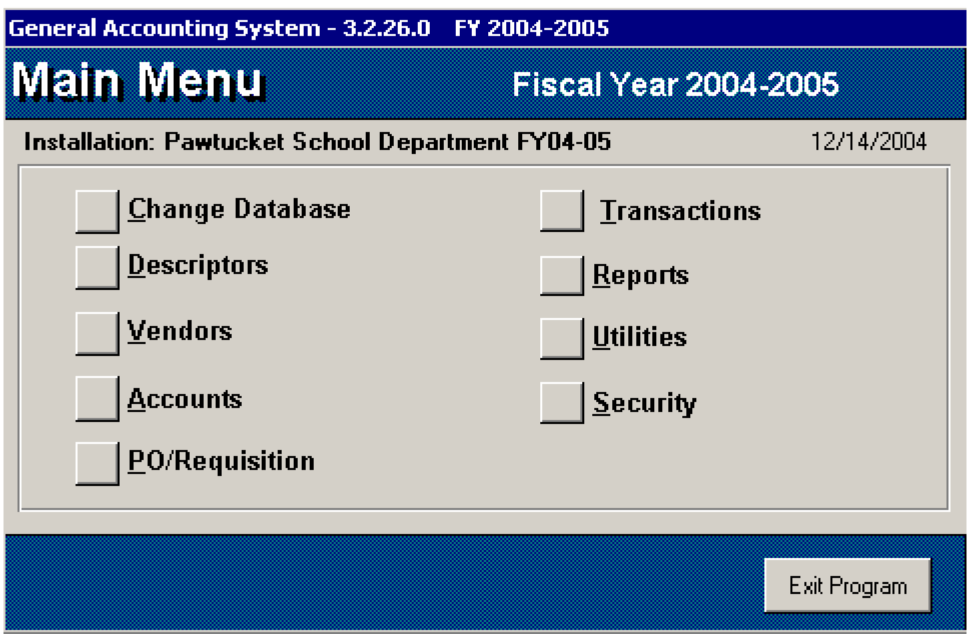


NOTE: ALL USERS MUST LOG OFF BY 4:15 PM EACH DAY

9. This will bring you to the Accounting software Welcome screen as seen below



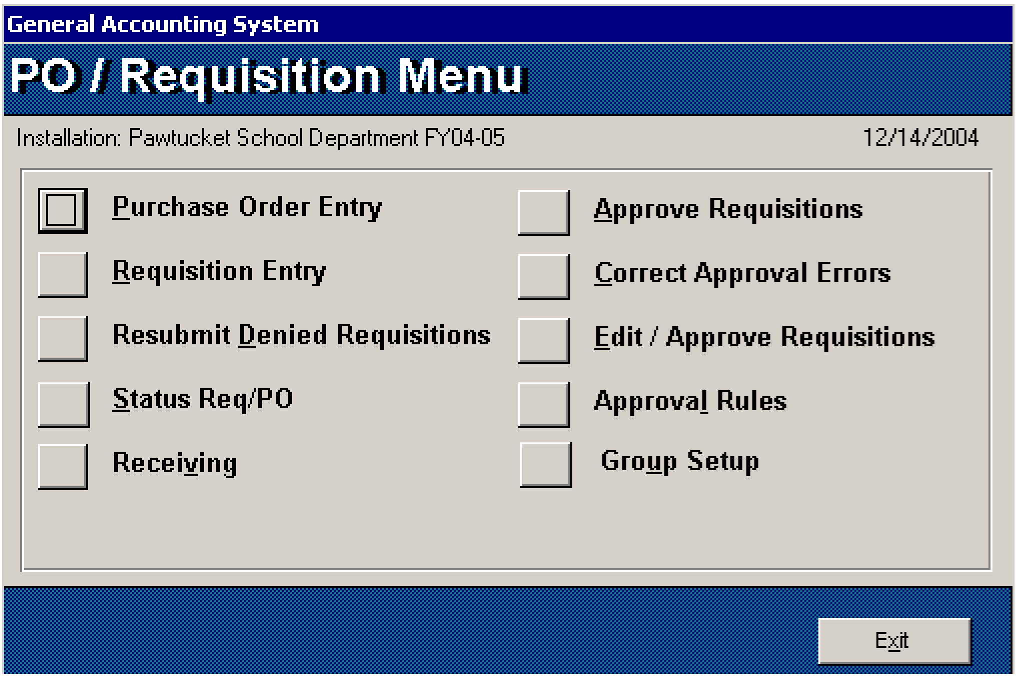
10. Just press Enter or click on the Start button
11. This will now bring you to the Main Menu in GAS as seen below



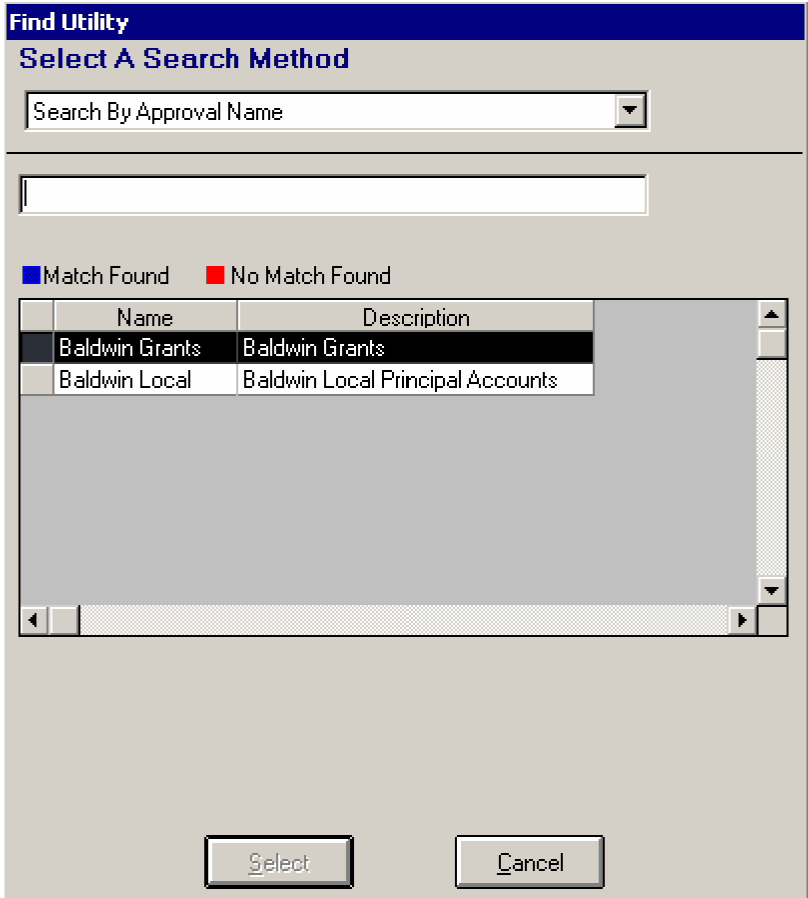
Entering requisitions

This option allows you to enter requisitions, submit them for approval, and turn them into purchase orders. Requisitions are not encumbered until they are converted to a Purchase Order.

1. From the Main Menu screen above, click on the ‘PO/Requisition’ button.
2. From the PO/Requisition menu as seen below, click on the Requisition Entry button.



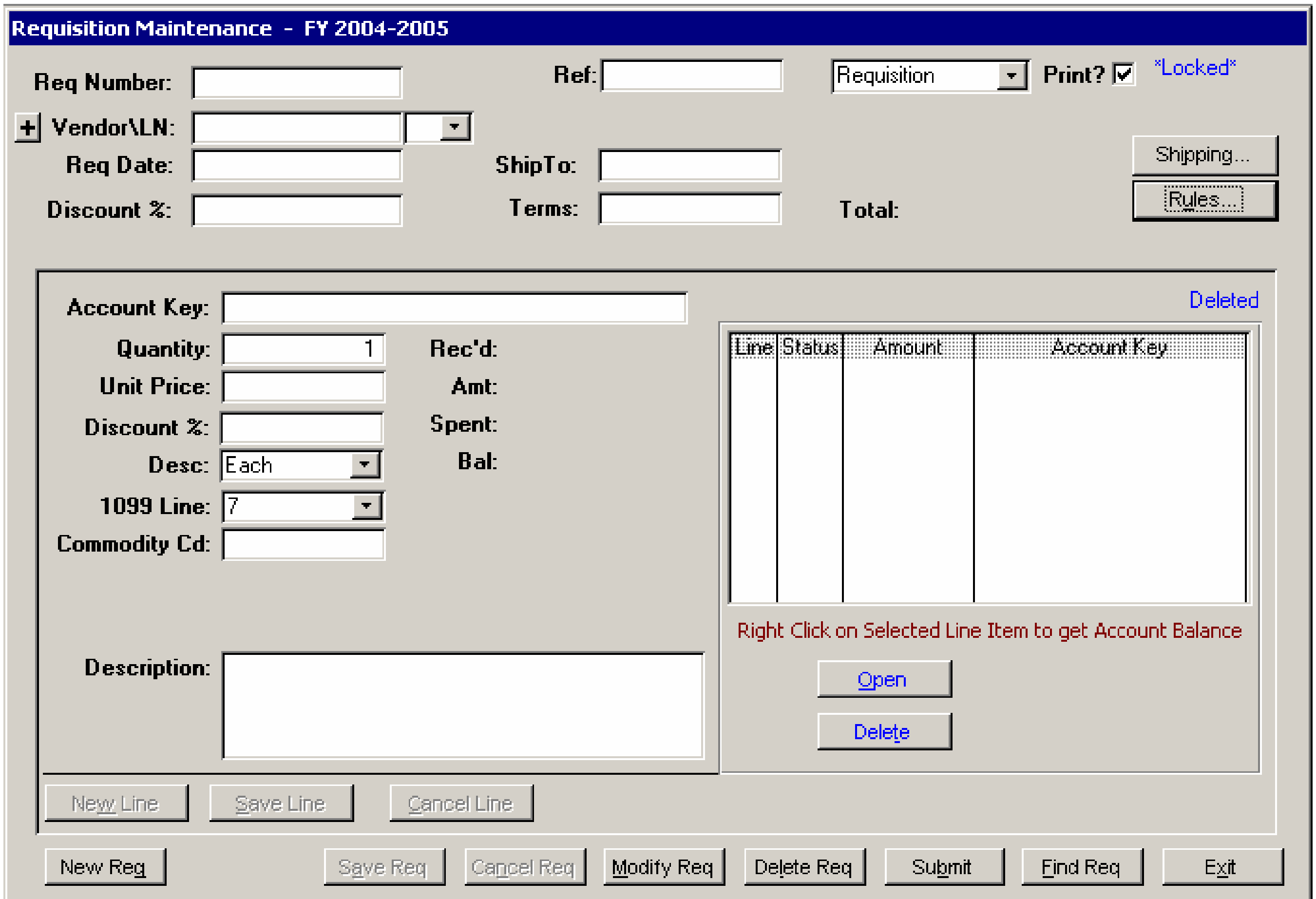
3. The Find an Approval Rule screen will now appear. (If you do not get this screen, it is because some users may not have to select a rule, you may be assigned a default rule, you will skip #4 & #5 below)



4. Select the rule to be applied by double clicking on the Rule Name, or by clicking once on the Rule Name and then clicking on the Select button.

   Note: The selected rule stays in effect until it is changed or you exit the system. You can change the rule any time by clicking the 'Rules' button.

5. This will now bring up the Requisition Entry screen



6. Click on the 'New Req' button to start entering a requisition.

7. The Software will assign a unique requisition number in the 'Req Number' field, and put the cursor in the "Ref:" field.

8. In the 'Ref:' field

   - Type '1' if you are entering a regular requisition that is to be forwarded to Jenn Agin for a Purchase Order
   - Type '1alc' if you are entering an allocation requisition that is to be forwarded to Jenn Agin for a Purchase Order
   - Type '2' if you are entering a regular requisition that is to be forwarded to Linda Ruddy for a Purchase Order
   - Type '2alc' if you are entering an allocation requisition that is to be forwarded to Linda Ruddy for a Purchase Order
   - Then Press Enter.

9. Select the vendor in the 'Vendor' field. If you do not know the vendor number, double click in this field, it will bring up the Vendor search box, where you can search by Vendor Name or Number Then Press Enter.

   Note: If the vendor you would like to use is not there then you must call Linda or Jenn to obtain a vendor number. If you are not sure which vendor to use then call Linda or Jenn. *** CLICK THE "CANCEL REQ" BUTTON ***

10. You will now be in the 'Req Date' field, this field will default to the current date. Just press enter to accept the current date as the date of the Requiistion.

11. Select the location where the products are to be shipped in the 'Ship To' field. You will enter your school code here. Refer to the Ship To code table below, or double click in this field and it will bring up the Ship To search screen. Then Press Enter.

12. Do you have any special shipping instructions like who's attention the order should be forwarded to?
    - **If yes:** Click the 'Shipping.' button
        - In the 'Special Instr.' Box enter for example "Attn: Steven Janelle, 1st floor"
        - **DO NOT USE THE SHIPPING COMMENTS FIELD**
        - Click the 'Exit' button to go back the Requisition screen
13. In the 'Terms' field, enter the name of the person that is ordering the items in this format (X. XXXXXX, first name initial and full last name). Then Press Enter.

    Example: S. Janelle
14. Enter the account to be charged for the items in the 'Account Key' field. If you double click in this field it will bring up the Account Number search box, where you can search by Account Number or Description. Refer to attached hints if you need to enter the same account number or part of the same account number over and over again on your requisition. Then Press Enter.
15. Type the number of items to be purchased in the 'Quantity' field. Then Press Enter.

    Note: The preset value is 1.
16. Type the price of the item in the 'Unit Price' field. Then Press Enter.
17. Skip over the 'Discount %:' field by pressing the Enter or Tab key
18. Select the unit of measure in the 'Desc' field. Then Press Enter.
19. Skip over the '1099:' field by pressing the Enter or Tab key
20. Skip over the 'Part Number:' field by pressing the Enter or Tab key
21. Type the description of the ordered items in the 'Description' field.
22. Does this requisition have additional items for this vendor?
    - **If yes:** Click 'Save Line.'
    - **If no:** Then proceed to step 23.
23. Click 'New Line.'

    Note: The vendor information remains but the account and item information is cleared.
24. Repeat steps 14 – 21 for each line.
25. Click the 'Submit' button

    Note: If you do not submit the requisition for approval, you can find the requisition later by clicking on the 'Find Req' button and then click 'Submit.'
26. Click the 'Exit.' button

Entering Requisitions that must be allocated

1. You must first compute the total cost of your Purchase Requisition Order.
2. Now go into Microsoft Excel and open the Allocation file that has been provided to you by the Business Office.
    a. Enter the total amount of the requisition (including shipping) in the Amount cell ($846.93).
    b. Then add the “X’s” to the cells for the schools you want to allocate the requisition to.
    c. Press “Ctrl P” to print the allocation.
    d. Close Microsoft Excel

Amount:			Student		
$846.93	School		Count	Amount	Percent
X	01	Baldwin	802.49	$126.38	14.92%
X	04	Curvin	518.91	$81.72	9.65%
X	05	Cunningham	524.38	$82.58	9.75%
X	06	Curtis	369.91	$58.25	6.88%
X	07	Fallon	612.66	$96.48	11.39%
X	08	Little	483.62	$76.16	8.99%
X	09	Greene	528.59	$83.24	9.83%
X	10	Potter	550.30	$86.66	10.23%
X	11	Varieur	387.01	$60.95	7.20%
X	12	Winters	600.10	$94.50	11.16%
	14	Goff			
	15	Jenks			
	16	Slater			
	18	Tolman			
	19	Shea			
Totals			5,377.97	$846.92	100.00%

3. Now log into Accounting and go to the Requisition Entry screen.
4. Enter the Requisition header information as follows:
    a. Select the appropriate Approval Rule
    b. Enter “1alc” in the “Ref:” field if the Requisition is to be sent to Linda Ruddy for a Purchase Order or “2alc” in the “Ref:” field if the Requisition is to be sent to Jenn Agin.
    c. Enter the Vendor Number and Ship To information.
    d. In the “Terms” field, enter the first initial and last name or the person that is requesting the requisition or that is placing the order.
5. Now enter the first line of detail information as follows:
    a. Enter the first account number of the allocation.
    b. (Hint) Highlight the entire account number except for the last two digits which are the school numbers. Press and hold the “Ctrl” key and tap the “C” key. This will copy that part of the account number to the clip board.
    c. Enter a quantity of “1”
    d. Leave the Unit Price as “$0.00
    e. Leave the “Desc:” as “Each”

f. In the “Description” field enter all the items on your Requisition including the vendor’s part number, quantities, unit of measures, item descriptions, and unit prices. After each item press and hold the “Ctrl” key and tap the “Enter” key, this will force a new line in the Description field. (see example below)

145781	2	Ea	Binder clips ¼”	@ $2.54	(press [Ctrl][Enter])
154236	10	Ea	Yellow Highlighters	@ $0.79	(press [Ctrl][Enter])
257894	15	Pk	Elastics 2”	@ $0.25	(press [Ctrl][Enter])
568972	2	Bx	Staples, Bostich	@ $1.50	(press [Ctrl][Enter])
987562	5	Ea	Scissors 3” Round	@ $3.54	(press [Ctrl][Enter])
789561	10	Ea	Adding Machines	@ $79.95	(press [Ctrl][Enter])
			Shipping	$10.00	

g. Click on the Save Line button.

6. Now enter the second line of detail information as follows:
   a. Re-enter the first account number of the allocation again (hint: Press and hold the “Shift” key and tap the “Insert” key, the entire account number except for the school number will display, now just enter the school number.)
   b. Enter a quantity of “1”
   c. Enter the allocation amount for the first school in the “Unit Price” field. (per the example enter $126.38)
   d. Leave the “Desc:” as “Each”
   e. Leave the “Description” field blank.
   f. Save the Line.
7. Continue entering the remaining allocation account numbers and amounts exactly like you did in #6 above.
8. When you are finished, Save the Requisition
9. Submit the Requisition.
10. Linda or Jenn will then email or interoffice to you, your Purchase Orders. The Purchase Orders for allocations will now print like the attached sample.
11. When you receive the vendor invoice:
    a. If the vendor invoice allocation matches the Purchase Order allocation exactly, then submit a copy of the Excel allocation that you used to enter the requisition with the vendor invoice.
    b. If the vendor invoice does not match the Purchase Order exactly, then re-do the allocation in the Excel file based on the invoice total and submit a copy of the new Excel allocation with the vendor invoice.

Ship To Codes

Code	ShipName
01	ELIZABETH BALDWIN SCHOOL
04	CURVIN-MCCABE SCHOOL
05	M. VIRGINIA CUNNINGHAM SCHOOL
06	FLORA S. CURTIS SCHOOL
07	FALLON MEMORIAL SCHOOL
08	AGNES E. LITTLE SCHOOL
09	NATHANAEL GREENE SCHOOL
10	POTTER-BURNS SCHOOL
11	FRANCIS J. VARIEUR SCHOOL
12	HENRY J. WINTERS SCHOOL
14	LYMAN B. GOFF JR. HIGH SCHOOL
15	JOSEPH JENNKS JR. HIGH SCHOOL
16	SAMUEL SLATER JR HIGH SCHOOL
18	WILLIAM E. TOLMAN SENIOR HIGH
19	CHARLES SHEA SENIOR HIGH
20	PAWTUCKET SCHOOL DEPARTMENT
26	PAWTUCKET SCHOOL DEPT
29	PAWTUCKET PRE-SCHOOL
80	BISHOP KEOUGH SCHOOL
81	PAWTUCKET DAY NURSERY
82	ST. CECELIA SCHOOL
83	ST. LEO'S SCHOOL
84	ST. MARY'S SCHOOL
85	ST. RAPHAEL ACADEMY
86	ST. TERESA SCHOOL
87	WOODLAWN REGIONAL SCHOOL
88	VALLEY COMMUNITY SCHOOL
89	ST. PAUL'S CHURCH

How to's and Helpful Hints

Modifying a requisition that has not been Submitted

1. On the Main Menu screen, click 'PO/Requisition.'
2. Select 'Requisition Entry.'
3. Click 'Find Req.'
4. Press Enter.

   Result: All the requisitions appear.
5. Select the requisition that you want to modify.
6. Click 'Select.'
7. Click 'Modify Req.'
8. Highlight the information that you want to modify.
9. Type the new information.
10. Click 'Save Req.' button
11. Click the 'Submit' button
12. Click the 'Exit.' button

Adding a new line to a requisition that has not been Submitted

You can add lines to a requisition before it is submitted for approval.

1. On the Main Menu screen, click 'PO/Requisition.'
2. Select 'Requisition Entry.'
3. Click 'Find Req.'
4. Press Enter.

   Result: All the requisitions appear.
5. Select the requisition that you want to add a new line to.
6. Click 'Select.'
7. Click 'Modify Req.'
8. Click 'New Line.'
9. Enter the number of the account to be charged in the 'Account Key' field.
10. Type the number of the items to be purchased in the 'Quantity' field.

    Note: The preset value is 1.
11. Type the price of the item in the 'Unit Price' field.
12. Select the unit of quantity in the 'Desc' field.
13. Type the description of the ordered items in the 'Description' field.

13\. Click 'Save Req.' button

14\. Click the 'Submit' button

14\. Click the 'Exit.' button

Canceling a line on a requisition

You can only 'Cancel' a line on a requisition before it the line has been saved.

1. After entering a line and before you click on the 'Save Line' button
2. Click on the 'Cancel Line' button
3. This will cancel what you have entered for this line

Canceling an open requisition

If you have begun entering a requisition and have not clicked on the 'Save Line', 'Save Req', or 'Submit' button.

1. Click on the 'Cancel Req' button
2. If you have clicked on the Save Line', 'Save Req', or 'Submit' button, then clicking on the 'Cancel Req' button will do nothing, you have to follow the "Delete Line" or "Delete Req" instructions.

How to enter Shipping Instructions until bug is fixed

1. Need to enter additional shipping instructions like "Attn: John Smith" or "Leave at Back Door" that appear under your shipping address on the Purchase Requisition?
2. Enter all your line items and save each line
3. Click on "Modify Req" button
4. Click on the "Shipping" button
5. Enter your shipping instructions in the "Special Instr." field only
6. Click on the "Save" button
7. Click "OK"
8. Exit the Shipping screen
9. Click on the "Save Req" button
10. Click "Yes" when it prompts "Do you want to submit the requisition"

Deleting open Requisitions

Clicking the "Cancel Req" button does not delete the requisition; it only cancels the entries you have made on the requisition during the current session of data entry. If you need to Delete an open or rejected requisition, you must follow these steps in this order.

<u>REQUISITIONS THAT HAVE NOT BEEN SUBMITTED</u>

1. Go into the "Requisition Entry" screen
2. At the bottom of the screen click on the "Find Req" button and Find the requisition if there are more than one rejected requisitions
3. Click on "Modify Req"
4. On the right side of the screen, click on the first line of the requisition.
5. Change the "Quantity" to 0 (zero)
6. Change the "Unit Price" to 0 (zero)
7. Click on the "Save Line" button
8. Then click on the "Delete" button (The lettering for the word Delete is in blue). You will see the "Status" field change from "O" for Open to "D" for Delete.
9. Repeat steps 3 & 4 for each line on the Requisition.
10. When all lines have been flagged as deleted, at the bottom of the screen click on the "Delete Req" button.
11. You will get a warning box "Permanently delete this requisition?", click on the "OK" button.
12. This will now flag the Requisition as deleted, and reduce the amount in the Requisition field for each account on the Requisition.

<u>REJECTED REQUISITIONS</u>

1. Go into the "Resubmit Denied Requisitions" screen
2. At the bottom of the screen click on the "Find Req" button and Find the requisition if there are more than one rejected requisitions
3. Click on "Modify Req"
4. On the right side of the screen, click on the first line of the requisition.
5. Change the "Quantity" to 0 (zero)
6. Change the "Unit Price" to 0 (zero)
7. Click on the "Save Line" button
8. Then click on the "Delete" button (The lettering for the word Delete is in blue). You will see the "Status" field change from "O" for Open to "D" for Delete.
9. Repeat steps 3 & 4 for each line on the Requisition.
10. When all lines have been flagged as deleted, at the bottom of the screen click on the "Delete Req" button.
11. You will get a warning box "Permanently delete this requisition?", click on the "OK" button.
12. This will now flag the Requisition as deleted, and reduce the amount in the Requisition field for each account on the Requisition.

If you click on the "Delete Req" or "Cancel Req" button before closing each line on the requisition, you may end up with dollars in the Requisition field of the account with no corresponding open requisition. When this happens, it requires the software company to dial into our server and fix the problem.

Need to delete an entire requisition but you already submitted it?

1. Call the first person that must approve your Requisitions, and ask them to “Deny” the Requisition.
2. The Requisition will now be sent back to you for changes.
3. You can then open the Requisition by clicking on the “Resubmit Denied Requisitions” button on the Po/Requisition menu.
4. Select the correct approval rule.
5. On the right side of the screen, click on the first line of the requisition.
6. Then click on the “Delete” button (The lettering for the word Delete is in blue). You will see the “Status” field change from “O” for Open to “D” for Delete.
7. Repeat steps 5 & 6 for each line on the Requisition.
8. When all lines have been flagged as deleted, at the bottom of the screen click on the “Delete Req” button.
9. You will get a warning box “Permanently delete this requisition?”
10. Click on the “OK” button.
11. This will now flag the Requisition as deleted, and reduce the amount in the Requisition field for each account on the Requisition.

You entered the wrong Account Number on a line

1. Once you save a line on a requisition you can not modify it to correct an account number, you must delete the line. You do this by following these steps.
2. Click on “Modify Req”
3. On the right side of the screen, click on the line that has the incorrect account number.
4. Change the “Quantity” to 0 (zero)
5. Change the “Unit Price” to 0 (zero)
6. Click on the “Save Line” button
7. Then click on the “Delete” button (The lettering for the word Delete is in blue). You will see the “Status” field change from “O” for Open to “D” for Delete.
8. Repeat steps 3 & 4 for each line on the Requisition that you entered an incorrect account number.
9. When all lines have been flagged as deleted, then you must click on the “Modify Req” button
10. Then click on the “New Line” button and re-enter the lines again with the correct account number.
11. Click the “Save Line” button after completing each line.
12. Click on the “Submit” button when all lines are entered.

How to correct mistakes to a Requisition after it has been submitted for approval

As you may know by now, once you save and submit a requisition it can not be changed, or can it? If you need to make a correction to a Requisition after it has been submitted, do the following:

1. Call the first person that must approve your Requisitions, and ask them to “Deny” the Requisition on the Approval Screen.
2. The Requisition will now be sent back to you for changes.
3. You can then open the Requisition by clicking on the “Resubmit Denied Requisitions” button on the Po/Requisition menu.
4. Select the correct approval rule (if needed).
5. The Requisition will now reappear
6. Click on the “Modify Req” button
7. Select the line you wish to change by clicking on it on the right side of the screen.
8. Make the changes you would like to make (except for account number changes).
9. Click the “Save Line” button.
10. When you are finished with all the changes to the entire requisition:
    a. Click on the “Save Req” button at the bottom of the screen
    b. Then click on the “Submit” button at the bottom of the screen.
11. Your Requisition will now begin the approval process over again.

Resubmitting denied requisitions

If a requisition has been denied, the user who submitted the requisition will see a message when they log on to the system. The message only appears to the user who submitted the requisition.

1. On the Main Menu screen, click ‘PO/Requisition.’
2. Select ‘Resubmit Denied Requisitions.’
3. Click ‘Msg.’

   Note: If a message was attached to the denied requisition, it appears.
4. Click ‘Modify Req.’
5. Make the appropriate changes to the requisition.
6. Click the ‘Submit’ button
7. Click the ‘Exit.’ button

Ever enter a Requisition only to find out you selected the wrong Approval Rule?

After entering an entire Requisition you realize you forgot to change the Approval Rule to the correct rule or you selected the wrong Approval Rule in error, when you attempt to Save the Requisition you may receive one of the following error messages stating that you are “not allowed submit a Requisition for this Approval Rule” or “the account numbers on the Requisition are not in the Range assigned to this rule”. To change the Approval Rule to the appropriate Approval Rule after you receive the error message do the following:

1. Click on the “Rules” button.
2. Select the correct Approval rule
3. Click on the “Save Req” button
4. Click on the “Submit” button
5. If you do not receive any error messages, then you are all set.

Have to enter the same account number over and over again?

The software requires an account number for each line you enter on a Requisition. If your order has several lines and they are all using the same account number, follow this procedure and it will save you the time of having to key in the account number for each line:

1. On the first line of the order, enter the account number.
2. With your mouse, highlight the entire account number
3. Then press and hold down the “Ctrl” key and tap the “C” key.
4. This will copy the account number into your clipboard.
5. Finish entering the remaining fields on the first line of the Requisition.
6. When you get to the account number field on the second line of the Requisition, press and hold down the “Shift” key and tap the “Insert” key.
7. Presto, this will copy the account number into the account number field.
8. You can repeat step 6 for each line on the Requisition as long as the account number on each new line is the same account number as on the first line.

Have to enter part of the same account number over and over again?

On Requisitions that need to be allocated over several schools, you use most of the same account number over and over again, except for the school location at the end of the account number. To save yourself the trouble of entering most of the account number over and over again, follow this procedure:

1. On the first line of the order, enter the entire account number.
2. With your mouse, highlight the entire account number except for the last two digits which are the school number.
3. Then press and hold down the “Ctrl” key and tap the “C” key.
4. This will copy the account number into your clipboard.
5. Finish entering the remaining fields on the first line of the Requisition.
6. When you get to the account number field on the second line of the Requisition, press and hold down the “Shift” key and tap the “Insert” key.
7. This will copy the part of the account number you highlighted above into the account number field, just add the school number to the end of the account number.
8. You can repeat step 6 for each line on the Requisition as long as the part of the account number you highlighted above is the same part of the account number to be used on as on the remaining lines.

You submitted a Requisition for approval and haven't received your Purchase Order yet?

As you know once you submit a Requisition for approval, it must be approved by each approver that is set up for the Approval Rule you selected. If you would like to know where your Requisition is in the approval process or who is holding up your Requisition you can run the following report BEFORE CALLING THE ACCOUNTS PAYABLE CLERKS:

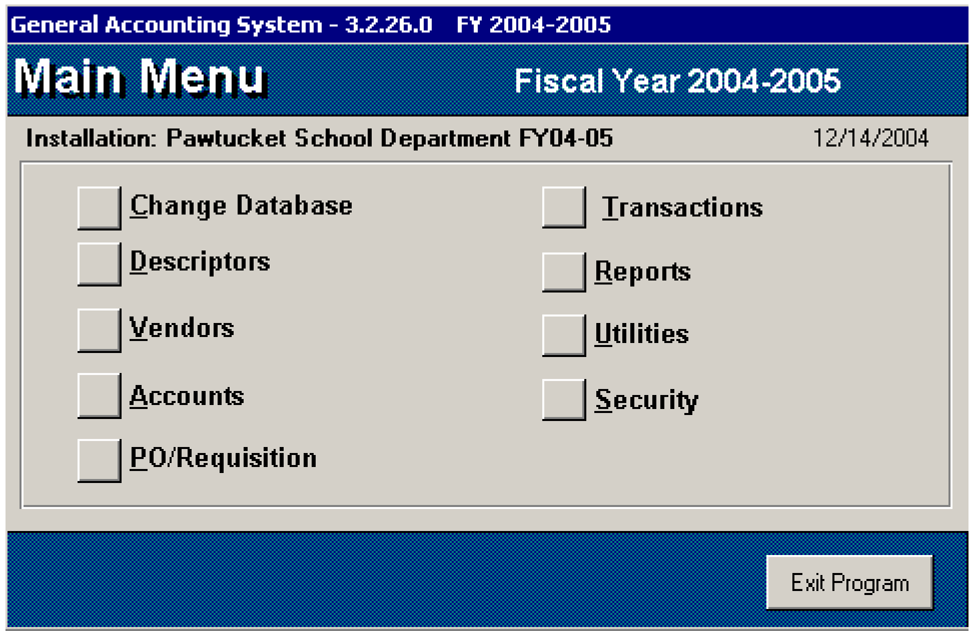
1. Go to the Report menu in Accounting
2. Select the Budget Building button or the Purchasing button
3. Select the "Open Req's Awaiting Approval by Approver" report
4. Enter the Fund or Fund Range you want to run the report for
5. The report will list by Approver, all the Requisitions that are awaiting approval for each Approver.

Need a printout of all the Requisitions you recently entered that you have not yet received a Purchase Order for?

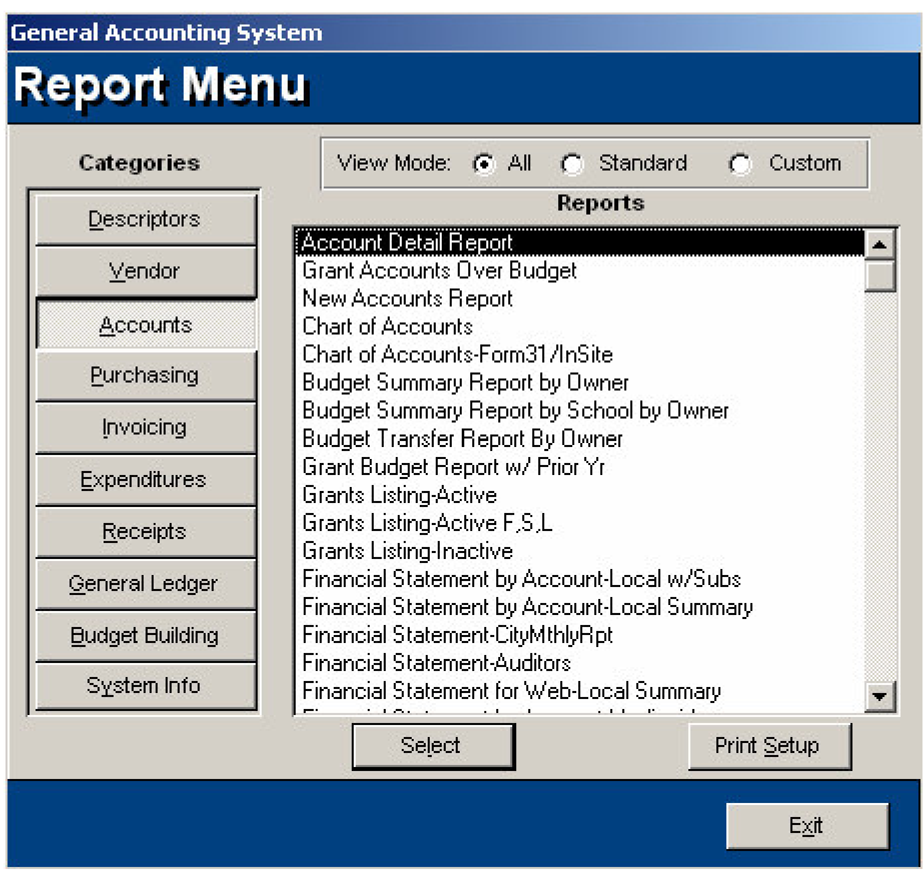
1. Go to the Report menu in Accounting
2. Select the Budget Building button or the Purchasing button
3. Select the "Open Req's by User that Entered" report
4. The report will print all the detail for your open Requisitions and will sort them by Requisition number.

Printing Reports in General Accounting

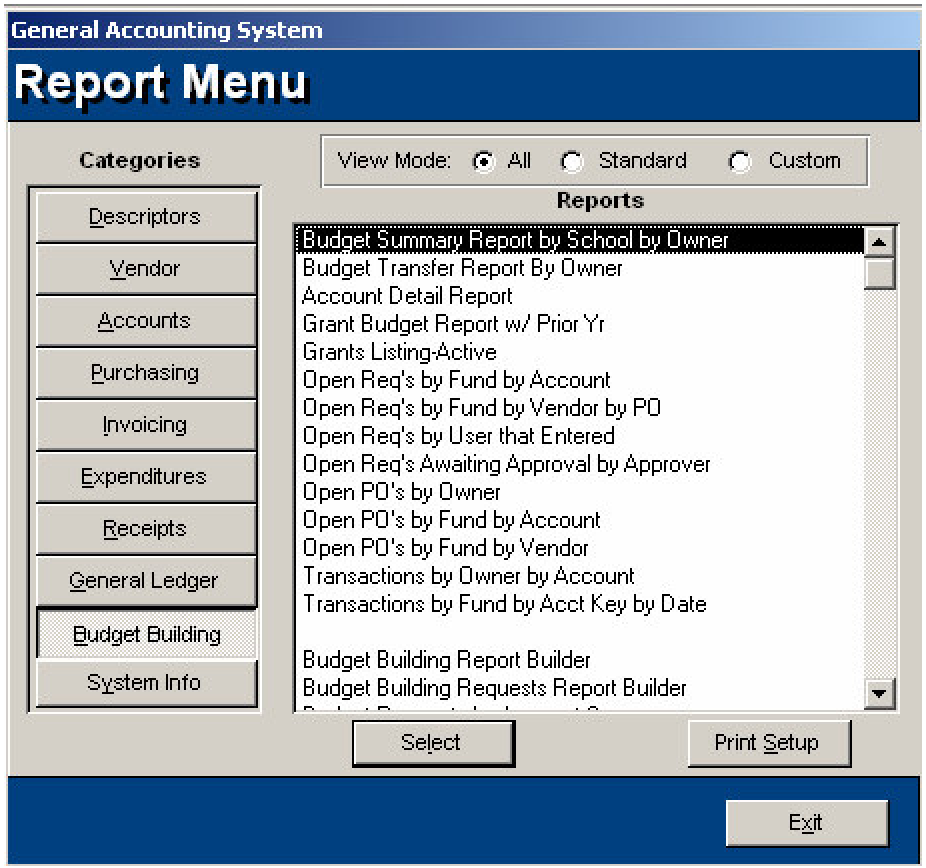
1. Log into the General Accounting Software.
2. Go to the Main Menu as seen below



3. Click on Reports
4. This will bring you to the Report Menu as seen below



5. Click once on the Budget Building button, this will bring up the custom report menu for the schools as seen below.



a. The “Budget Summary Report by School by Owner” report is your Principal’s Responsibility report that we use to send you on a monthly basis.
   i. The report will prompt you for an Owner Number, enter “1”
   ii. The report then will prompt you to “Enter Beginning Location”, enter your school number
   iii. The report then will prompt you to “Enter Ending Location”, enter your school number

b. The “Budget Transfer Report by Owner” is the report we used to send you monthly of all the Budget Transfers you have sent through
   i. The report will prompt you for an Owner Number, enter “1”
   ii. The report then will prompt you to “Enter Beginning Location”, enter your school number
   iii. The report then will prompt you to “Enter Ending Location”, enter your school number

c. The “Open PO’s by Owner” report is the report used to send you monthly of all the Open Purchase Orders you have as of the report date.
   i. The report will prompt you for an Owner Number, enter “1”
   ii. The report then will prompt you to “Enter Beginning Location”, enter your school number
   iii. The report then will prompt you to “Enter Ending Location”, enter your school number

d. The “Transactions by Owner by Account” is the report used to send you monthly of all the Expenditures in your Principal Responsibility accounts as of the report date.
   i. The report will prompt you for an Owner Number, enter “1”
   ii. The report then will prompt you to “Enter Beginning Location”, enter your school number
   iii. The report then will prompt you to “Enter Ending Location”, enter your school number

e. The “Grant Listing-Active” report will give you a list of all the current years grants at your school. It will also provide you with the fund numbers needed to run the “Grant Budget Report w/Prior Year” report below

f. The “Grant Budget Report w/Prior Year” is the report we send you for all of your grants
   i. The report will prompt you to “Enter Beginning Fund”, enter the fund number of the grant you want to print
   ii. The report then will then prompt you to “Enter Ending Fund”, enter the same fund number of the grant you want to print

g. The “Open PO’s by Fund by Account” report will provide you with the Open Purchase orders for your grants by Account number
    i. The report will prompt you to “Enter Beginning Fund”, enter the fund number of the grant you want to print
    ii. The report then will then prompt you to “Enter Ending Fund”, enter the same fund number of the grant you want to print

h. The “Open PO’s by Fund by Vendor” report will provide you with the Open Purchase orders for your grants by Vendor instead of by Account number
    i. The report will prompt you to “Enter Beginning Fund”, enter the fund number of the grant you want to print
    ii. The report then will then prompt you to “Enter Ending Fund”, enter the same fund number of the grant you want to print

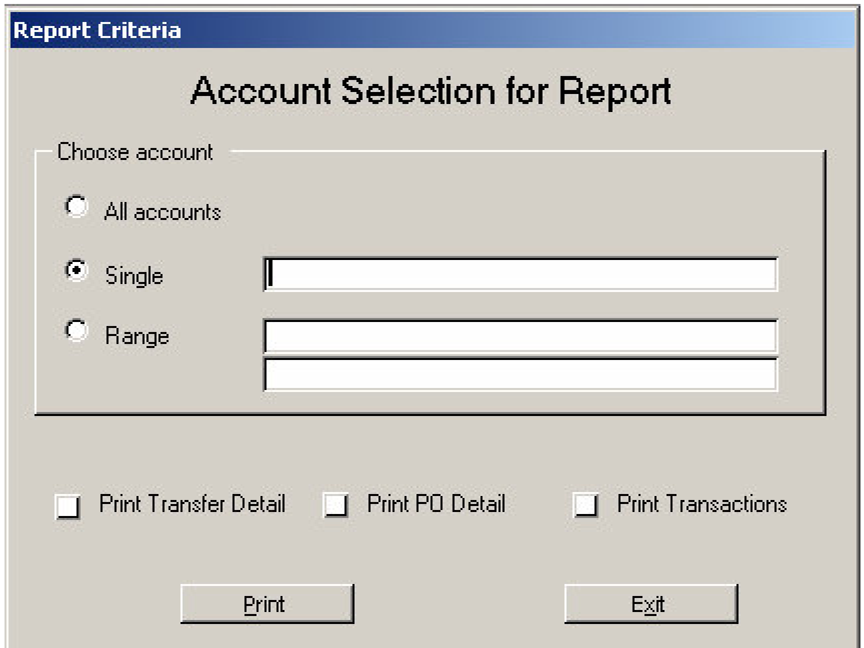
i. The “Transactions by Fund by Acct Key by Date” report will provide you with the Expenditure Transactions for your grants by Account number by Date processed
    i. The report will prompt you to “Enter Beginning Transaction Date”, enter 7/1/XXXX if you want all Transactions for the year for your grant
    ii. The report will prompt you to “Enter Beginning Transaction Date”, enter 6/30/XXXX if you want all Transactions for the year for your grant
    iii. The report will prompt you to “Enter Beginning Fund”, enter the fund number of the grant you want to print
    iv. The report then will then prompt you to “Enter Ending Fund”, enter the same fund number of the grant you want to print

j. The “Open Req’s by Fund By Account” report will provide you with the Open Requisitions that are not fully approved and converted to Purchase Orders yet for Local and Grants, by fund by account
    i. The report will prompt you to “Enter Beginning Fund”, enter the fund number of “200” if you want your local funds or the Grant Fund number of the grant you want to print
    ii. The report will prompt you to “Enter Beginning Fund”, enter the fund number of “200” if you want your local funds or the Grant Fund number of the grant you want to print
    iii. Hint: If you want all your funds enter a beginning fund of “200” and an ending fund of “299”

k. The “Open Req’s by Fund By Vendor by PO” report will provide you with the Open Requisitions that are not fully approved and converted to Purchase Orders yet for Local and Grants, by fund by vendor name by Purchase Order number
    i. The report will prompt you to “Enter Beginning Fund”, enter the fund number of “200” if you want your local funds or the Grant Fund number of the grant you want to print
    ii. The report will prompt you to “Enter Beginning Fund”, enter the fund number of “200” if you want your local funds or the Grant Fund number of the grant you want to print
    iii. Hint: If you want all your funds enter a beginning fund of “200” and an ending fund of “299”

l. The “Open Req’s Awaiting Approval by Approver” report will provide you with all the Open Requisitions for your school that are still awaiting approval, by the person that has not yet approved them
    i. The report will prompt you to “Enter Beginning Fund”, enter the fund number of “200” if you want your local funds or the Grant Fund number of the grant you want to print
    ii. The report will prompt you to “Enter Beginning Fund”, enter the fund number of “200” if you want your local funds or the Grant Fund number of the grant you want to print
    iii. Hint: If you want all your funds enter a beginning fund of “200” and an ending fund of “299”

m. The “Account Detail Report” will provide you with all the detail information for one specific account (Budget Transfers, Open Purchase Orders, and Expenditures), the report will display the following screen



i. Enter the Account number you want the information for, if you do not know the account number then double click in the account number field and the Account Number Find screen will display for you to find the account.

ii. After entering or finding the account, check off the “Print Transfer Detail”, “Print PO Detail”, and Print Transactions” boxes

iii. Click on the Print button.