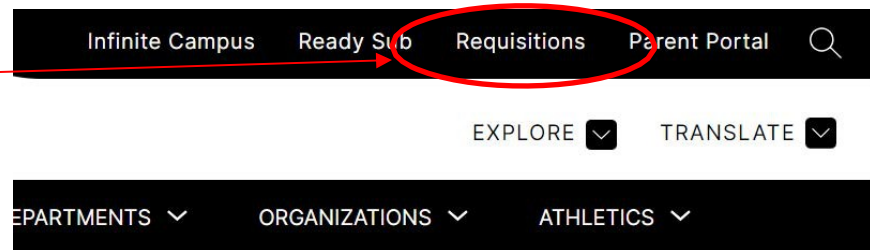


- Select Requisitions on home page of school website



- Use the SCHOOL login on the Web Access Login page

Username: sheridanschl_rq_web

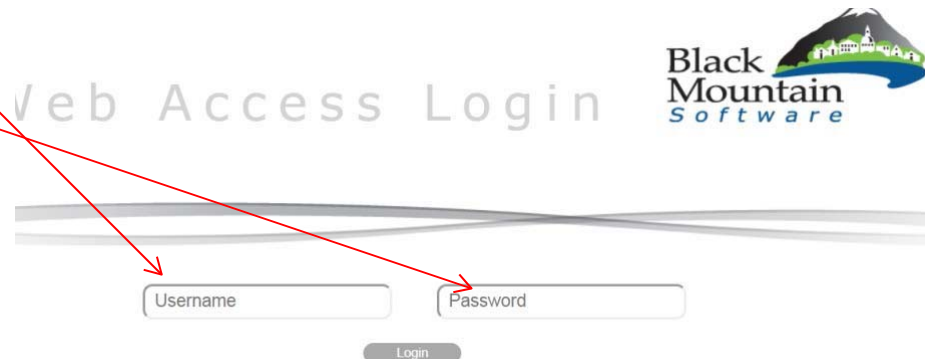
Password: SS^%nerf

- eAccess: You will need to log in again with your PERSONAL log in.

User ID: First name, capitalized.

Password: temp

(If you've never logged in, you will be prompted to set up a new password.)



Login | eAccess Requisitions

Enter your User ID and Password.

User ID

OK

Password

Cancel



-
- School Accounting for Sheridan Public Schools | eAccess Requisitions
- Exit
- Requisitions
- Enter Requisitions
- Requisitions Not Approved
- Requisition Budget Summary Report
- Help
- Online Help
- School Accounting | eAccess Requisitions
- SHERIDAN PUBLIC SCHOOLS
- Black Mountain
- List
- | RQ # | Org | Req By | \$ | Status | Vendor | Vendor Name |
|------|-----|--------|----|--------|--------|-------------|
|------|-----|--------|----|--------|--------|-------------|

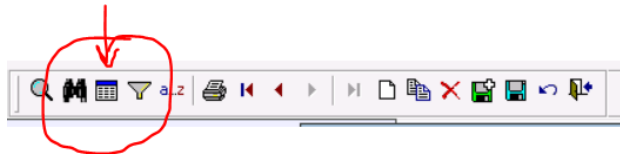
- [illegible]

-

-
- The screenshot shows the 'Requisitions' application window. The title bar includes a standard Windows icon and window controls. The main interface is divided into several sections:
- Header Section:** Contains fields for Requisition Number (770), Pending status, Vendor, Date Posted, # of Lines, Ship Via, Org, PO #, Req By, Ship To, RQ Date (09/26/19), and Credit Card Vendor.
 - Notes Section:** A text area for adding notes.
 - Table Section:** A table with columns: Item #, Description, Quantity, UOM, Unit Cost, and Amount. It has 15 rows.
 - Accounting Section:** A sidebar on the right with the title 'Accounting for PO Line' and buttons for 'Maintain Accounting (F7)', 'Set Master Accounting', 'Budget Report', and 'View Approvals'.
 - Toolbar:** Located at the bottom, it includes buttons for 'Add Line (F4)', 'Delete Line (F5)', 'Go to Line (F6)', 'Post (F8)', 'Post and Add (F9)', 'Email Req By', and 'Show PO'.
- A red circle highlights the 'Post (F8)' button in the toolbar.

If you need to go back to a previous requisition:

- In the requisition form, click "Show all RQs?"
- Click the list icon on the toolbar at the top of the window.

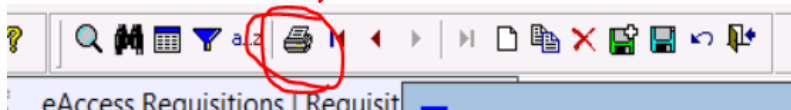


- You can sort the grid by any of the fields at the top of the list to find your requisition.
- Select the requisition you want by double clicking or selecting OK.

• TO PRINT A PURCHASE ORDER:

CLICK SHOW PO

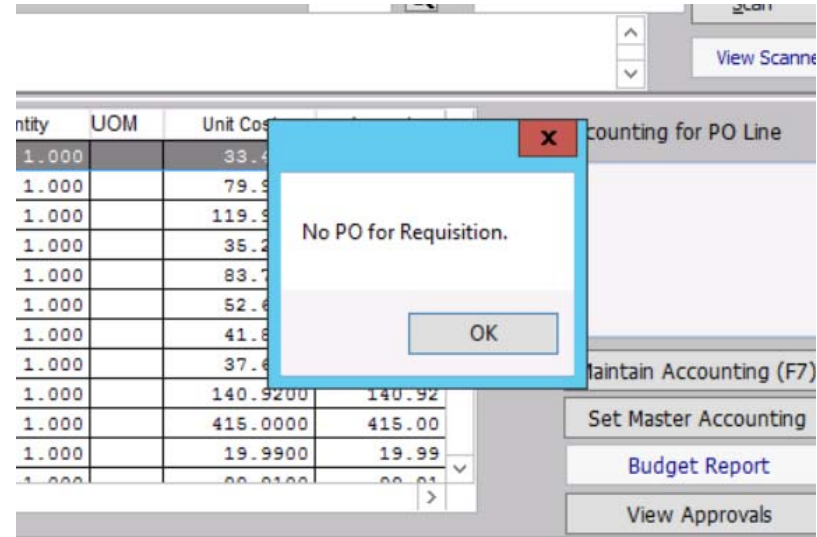
CLICK PRINTER ICON



Item #	Description	Quantity	UOM	Unit Cost	Amount
HS OFFICE SUPPLIES		1.000		33.4500	33.45
HS TEACHING SUPPLIES		1.000		79.9600	79.96
HS OFFICE SUPPLIES		1.000		119.9900	119.99
HS OFFICE SUPPLIES		1.000		36.2900	36.29
MAINTENANCE SUPPLIES		1.000		83.7900	83.79
STORAGE BIN FOR UN		1.000		52.6000	52.60
HS MONITOR ADAPTER		1.000		41.8100	41.81
HS STAFF ID BADGE		1.000		37.6200	37.62
ELEMENTARY FURNITURE		1.000		140.9200	140.92
ELEM LAPTOP CHARGE		1.000		419.0000	419.00
ADMIN SUPPLIES ELE		1.000		19.9900	19.99

Item #	Description	Quantity	UOM	Unit Cost	Amount
Art room tables		3.000		344.9500	1034.85
shipping		1.000		301.7000	301.70

When you click the “Show PO “ Button and get this message, no PO has been created yet for your requisition. You can print the requisition instead.



If you have questions, please ask.

