

# HOW TO CLONE A PURCHASE ORDER INTO A NEW REQUISITION

## 1. CLICK ON FINANCIAL MANAGEMENT THEN THE PURCHASING TAB

Web Financial Management - WF - 10636 - 05.16.06.00.06 - Internet Explorer  
https://skyweb.ptisd.org/scripts/wsisia.dll/WService-wsFin/sfmhom01.w

PINE TREE INDEPENDENT SCHOOL DISTRICT

Tammy Torres Account Preferences Exit ?

Home Account Management Vendors **Purchasing** Accounts Payable

Financial Management

Jump to Other Dashboards  
\*Calendar  
Skyward User  
Employee  
Task Manager  
Reset Dashboards Select Widgets

District Information  
PINE TREE INDEPENDENT SCHOOL DISTRICT  
1701 PINE TREE RD  
PO BOX 5878  
LONGVIEW TX 75608

Jump to Other Systems  
Employee Access  
**Financial Management**  
Product Setup

Calendar Events  
No calendar events available

District News  
No news to display

Notifications  
You do not have any unread notifications.

Requisitions Awaiting My Approval

Number	Description	Amount	
0000036928	BANNERS FOR BILLBOARDS AT NEW STADIUM FOR MELISSA SAUNDERS	\$1,501.50	A   D   +
0000037049	PIRATE CENTER SIGNS. STANDARD BLACK FLIP FRAME WITH DIBOND BACKER WITH SCHOOL LOGO ON BACK SIDE AND INSTALLATION CHARGES. MELISSA	\$1,222.48	A   D   +

AP Check Requests Awaiting My Approval  
AP Check Requests waiting for my approval 0

AP Payments

Date	Invoice Number	Y	Amount	Action
03/24/2016	151601388	Y	288.32	Show Invoice(s)
03/07/2014	131401119	Y	328.88	Show Invoice(s)
11/07/2013	131400500	Y	161.04	Show Invoice(s)
10/11/2013	131400346	Y	32.66	Show Invoice(s)
10/29/2010	100044459		50.00	Show Invoice(s)

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## 2. REQUISITIONS

Web Financial Management - WF - 10636 - 05.16.06.00.06 - Internet Explorer  
https://skyweb.ptisd.org/scripts/wsisia.dll/WService-wsFin/sfmhom01.w

PINE TREE INDEPENDENT SCHOOL DISTRICT

Tammy Torres Account Preferences Exit ?

Home Account Management Vendors **Purchasing** Accounts Payable

Purchasing Setup  
Purchasing Activity  
View My Purchase Orders  
Reports

Purchase Order Receiving  
Receiving  
Reports

Purchasing Order Processing  
Email Purchase Orders  
eCommerce Ordering  
PowerTrack

My Requisition Processing  
Requisitions  
Approve Requisitions  
My Requisition Approval History  
User Preferences

Jump to Other Systems  
Employee Access  
Financial Management  
Product Setup

Calendar Events  
No calendar events available

District News  
No news to display

Notifications  
You do not have any unread notifications.

AP Payments

Date	Invoice Number	Y	Amount	Action
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10/11/2013	131400346	Y	32.66	Show Invoice(s)
10/29/2010	100044459		50.00	Show Invoice(s)

0000037049 SAUNDERS PIRATE CENTER SIGNS. STANDARD BLACK FLIP FRAME WITH DIBOND BACKER WITH SCHOOL LOGO ON BACK SIDE AND INSTALLATION CHARGES. MELISSA

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# HOW TO CLONE A PURCHASE ORDER INTO A NEW REQUISITION

## 3. MY REQUISITIONS

## 4. CLONE FROM PURCHASE ORDER

Requisitions - WFP/UMR/REQ - 10740 - 05.16.06.00.06 - Internet Explorer

https://skyweb.ptisd.org/scripts/wsisa.dll/WSservice=wsFin/foreqbnws006.w

PINE TREE INDEPENDENT SCHOOL DISTRICT

Tammy Torres Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable

Requisitions

Views: My Requisitions Filters: \*Skyward Default

Requisition Number Status A/D Batch Level Number Description Vendor Name Vnd St

There are no records to display; check your filter settings.

Print View Edit Delete Clone Notes Attach Submit

Add Expense Reimb Req Add from Online Catalog Clone from Purchase Order Assign Special Group Print WIP Report

20 0 records displayed Requisition Number:

## 5. HIGHLIGHT DESIRED LINE

## 6. CLICK SELECT

Select Purchase Order - WFP/UMR/REQ - 10740 - 05.16.06.00.06 - Internet Explorer

https://skyweb.ptisd.org/scripts/wsisa.dll/WSservice=wsFin/foreqbnws001.w

PINE TREE INDEPENDENT SCHOOL DISTRICT

Tammy Torres Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable

Select Purchase Order

Views: Req. Group: 750 - BUSINESS OFFICE Filters: \*Next Fiscal Year

PO Number Requisition Number Status Batch Number Description Vendor Name

1	7501700014	0000034023	APPO	TT072516	OUTSOURCING OF PAYROLL	JR3 WEBSMART LLC
2	7501700013	0000037267	APPO	20	IPAD MINIS, CASES AND KEYBOARDS FOR STUDENTS IN GRADES PK-4 AND FOR GRADES 7-8; IPAD CARTS AT GRADES 5-6. LEASE AGREEMENT APPROVED BY BOARD 07/11/2016.	APPLE INC
3	7501700012	0000037241	HIS	19	FMLA MODULE FOR TIME CLOCK PLUS SYSTEM	DATA MANAGEMENT INC
4	7501700011	0000037209	APPO	15	BUSINESS OFFICE CHECK PRINTER TONER CARTRIDGE	CDW GOVERNMENT INC
5	7501700010	0000037208	APPO	15	BUSINESS/TAX OFFICE SUPPLIES	STAPLES
6	7501700008	0000037205	APPO	15	PINE TREE TRANSPORTATION SCHOOL VEHICLE GAS CHARGES FOR 2016-2017	PINE TREE ISD TRANSPORTAT...
7	7501700006	0000033954	APPO	TT071516	AP/PAYROLL ENVELOPES	LONGVIEW PRINT SHOP
8	7501700005	0000032324	APPO	TT071516	SHREDDING SERVICES 2016-2017	A SHRED AHEAD
9	7501700004	0000027437	APPO	TT071516	TASBO MEMBERSHIP RENEWALS 2016-2017	TASBO
10	7501700003	0000023074	APPO	TT071516	BUSINESS OFFICE SHIPPING CHARGES 2016-2017	UNITED PARCEL SERVICE
11	7501700002	0000037199	APPO	TT071516	POSTAGE MACHINE RENTAL 2016-2017	MAILFINANCE
12	7501700001	0000022882	APPO	TT071516	NEWSPAPER ADS FOR 2016-2017	TEXAS COMMUNITY MEDIA

200 12 records displayed PO Number:

## HOW TO CLONE A PURCHASE ORDER INTO A NEW REQUISITION

7. MAKE SURE "USE CURRENT DATE" IS SELECTED.

Clone PO - WF\PU\MR\RE\RQ - 10740 - 05.16.06.00.06 - Internet Explorer

https://skyweb.ptisd.org/scripts/wsisd.dll/WService=wsFin/foreqedit005.w?isPopup=true

### Clone PO

**Clone FROM**

PO Number: 7501700014      Status: Open  
Fiscal Year: 2016-2017      Liquidation: Partially Received  
Description: OUTSOURCING OF PAYROLL

**Clone TO**

Requisition Group and fiscal year will be determined on the next screen.

Batch #: 02      Batch number set by district configuration.

☐ Clone Notes  
☐ Clone Attachments

**Date Option**

☐ Clone Original Dates      Entered Date: 08/02/2016      Tuesday  
☒ Use Current Date      Due Date: 08/02/2016      Tuesday  
☐ Input Dates      Ship Date: 08/02/2016      Tuesday

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## HOW TO CLONE A PURCHASE ORDER INTO A NEW REQUISITION

8. MAKE ANY CHANGES THAT ARE NECESSARY AT THIS POINT.

9. HIT SAVE

Requisition Master Information - WF\PU\MR\RE\RQ - 10740 - 05.16.06.00.06 - Internet Explorer

https://skyweb.ptisd.org/scripts/wsisa.dll/WService=wsFin/foreqmast001.w?isPopup=true

### Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

#### Requisition Master Information

##### Requisition Setup Information

Requisition Group: **750 - BUSINESS OFFICE**

Fiscal Year: **2016 - 2017 July 1, 2016 - June 30, 2017** Current Fiscal year not available for this group.

☐ Account allocation by total requisition amount (YMA).  
☒ Account allocation by each requisition detail line (YDA).  
☐ This is a Blanket Requisition/Purchase Order.

##### Requisition Information

\* Batch Number: **02**

\* Description: **OUTSOURCING OF PAYROLL**

\* Vendor: **JR3 WEBSMART LLC** PO BOX 1067 WACO TX 76703-1067

\* Ship To: **PINE TREE ISD BUSINESS OFFICE** 1400 SILVER FALLS RD LONGVIEW TX

Invoice To: (Default)

Attention: **PAYROLL**

\* Due Date: **08/02/2016** Tuesday

Ship Date: **08/02/2016** Tuesday

Ship Via:

Project/Grant: **CONTRACT** CONTRACT, TERMS AND CC

Contract:

EXP DATE:

Buttons: Save, Save and Import Detail Lines, Back

Zoom: 129%

9. MAKE ANY DETAIL LINE CHANGES HERE.

10. ADD ATTACHMENTS OR NOTES.

11. SUBMIT FOR APPROVAL.

## HOW TO CLONE A PURCHASE ORDER INTO A NEW REQUISITION

Requisition Detail Lines/Accounting - WF\PU\MR\RE\RQ - 10740 - 05.16.06.00.06 - Internet Explorer

https://skyweb.ptisd.org/scripts/wsisa.dll/WService=wsFin/foreqdetl001.w

### Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

#### Requisition Detail Lines/Accounting

**Requisition Master Information**  
Batch Number: **02**  
Requisition Number: **0000037401**  
Group: **(750) BUSINESS OFFICE**  
Fiscal Year: **2016 - 2017**  
Vendor: **JR3 WEBSMART LLC**  
**PO BOX 1067**  
**WACO TX 76703-1067**  
Invoice To: **(Default)**  
**CONTRACT, TERMS AND**  
Project/Grant: **CONDITIONS,**  
**AGREEMENTS**

Accounting: **Account allocation by each requisition detail line.**  
Amount: **42,500.00**  
Ship To: **PINE TREE ISD BUSINESS OFFICE**  
Blanket PO: **This is not a Blanket PO**  
Description: **OUTSOURCING OF PAYROLL**

[Edit Master](#)  
[Notes](#)  
[Attachments](#)

[Submit For Approval](#)  
[Save and Finish Later](#)  
[Back](#)

#### Requisition Detail Line Items

Views: **General** Filters: **PURCHASING**

Line	Quantity	Description	Unit Cost	Total Cost	Catalog Code
1	100	1 WEBSMART PAYROLL OUTSOURCING SERVICE	42,500.0000	42,500.00	

[Add](#)  
[Edit](#)  
[Delete](#)  
[Mass Add Detail](#)  
[Import Detail Lines](#)

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THERE YOU HAVE IT!