

NWRDC Wise Desktop - Citrix XenApp Plugins for Hosted Apps [SpeedScreen On]
Web Financial Management - WF - 10636 - 05.12.06.00.13-10.2 - Windows Internet Explorer

MARYSVILLE SCHOOL DISTRICT

Home Account Management Vendors Purchasing Accounts Payable Accounts Receivable Fixed Assets Inventory Custom Reports Bid Management Administration

Financial Management

My Favorites
No favorites available.

My Print Queue
Job Status
No items available.

District News Edit
Technology Ticket System
Click Here
Technology Ticket System
MSD Home Page
Click Here
MSD Home Page
OSPI Home Page
Click Here
OSPI Home Page
NWRDC Class Registration
Click Here
NWRDC Class Registration

Jump To Other Systems
Educator Access Plus
Employee Access
Financial Management
Human Resources
Student Management
Product Setup

Recent Programs
Financial Management Home
WF
Requisitions
WF\PU\MR\RE\REQ
View Purchasing Activity
WF\PU\VA\MS
View My Purchase Orders
WF\PU\VO\MS
Configuration
WF\PU\PS\CF
Product Setup Home
PS
Financial Management
PS\WF
Batch Lock Monitor
PS\CA\BL

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In Financial Management, click on Purchasing tab.

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MARYSVILLE SCHOOL DISTRICT

Joan Hart Account Preferences Exit ?

Home Account Management Vendors **Purchasing** Accounts Payable Accounts Receivable Fixed Assets Inventory Custom Reports Bid Management Administration

Financial Management Setup

Purchasing - PU Setup

- View Purchasing Activity - MS
- View My Purchase Orders - MS
- Email Purchase Orders - EP
- eCommerce Ordering - EC
- User Preferences - UP
- Purchase Order Receiving - PO
- Reports - RP

My Requisition Processing - MR

- Requisitions - RQ
- My Requisition Approval History - MR
- Approve Requisitions - AR

District News Edit

Technology Ticket System
Click Here
Technology Ticket System

MSD Home Page
Click Here
MSD Home Page

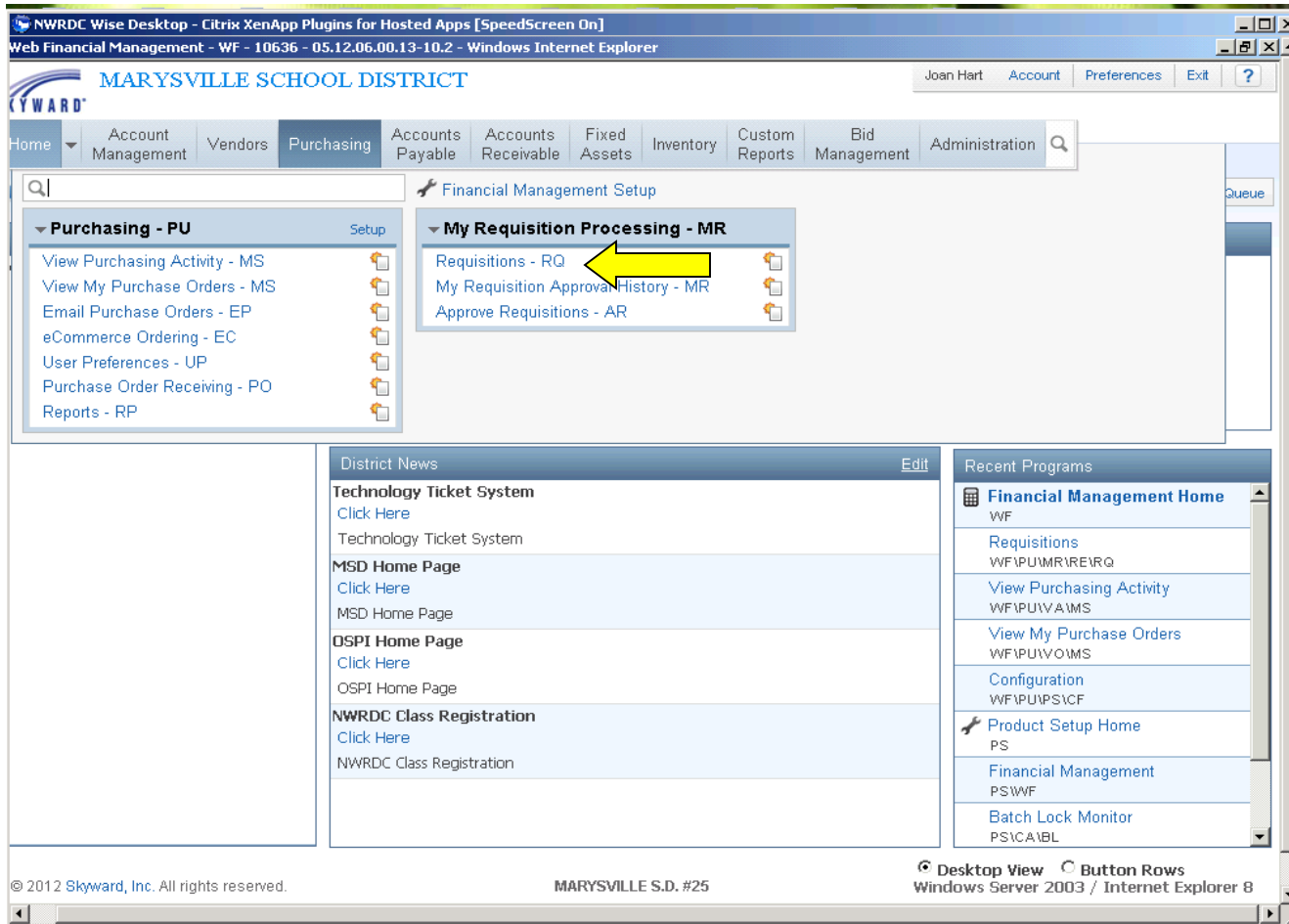
OSPI Home Page
Click Here
OSPI Home Page

NWRDC Class Registration
Click Here
NWRDC Class Registration

Recent Programs

- Financial Management Home**
WF
- Requisitions
WF\PU\MR\RE\RQ
- View Purchasing Activity
WF\PU\VA\MS
- View My Purchase Orders
WF\PU\VO\MS
- Configuration
WF\PU\PS\CF
- Product Setup Home
PS
- Financial Management
PS\WF
- Batch Lock Monitor
PS\CA\BL

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Under My Requisition Processing-MR,
click on Requisitions – RQ.

NWRDC Wise Desktop - Citrix XenApp Plugins for Hosted Apps [SpeedScreen On]
 Requisitions - WF\PU\MR\RE\RQ - 10740 - 05.12.06.00.12-10.2 - Windows Internet Explorer

MARYSVILLE SCHOOL DISTRICT

Home Account Management Vendors **Purchasing** Accounts Payable Accounts Receivable Fixed Assets Inventory Custom Reports Bid Management Administration

Requisitions

Requisition Number	App Sts	Todays Sts	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By
0000086433	WFM		27	ALDEN ASSOCIATES PER WSCA CONTRACT #AR214	ALDEN ASSOCIATES INC	WA	71,519.08	OLSON, KATHLEEN M
0000086434	WFM		28	Football Helmets for Totem and Cedarcrest	ALL AMERICAN SPORTS CORP	OH	2,477.45	DOYLE, ELIZABETH L
0000086435	WFM		28	Misc. Baseball Officials	SNO CO BASEBALL UMPIRES	WA	6,000.00	DOYLE, ELIZABETH L
0000086436	WFM		28	Misc. Boys Basketball Officials	SNO CO BASKETBALL OFFICIA.	WA	16,000.00	DOYLE, ELIZABETH L
0000086437	WFM		28	Misc. girls Basketball Officials	SNO CO BOARD WOMENS SPOI	WA	15,000.00	DOYLE, ELIZABETH L
0000086438	WFM		28	Misc. Softball Officials	SNO CO SOFTBALL UMP ASSO	WA	5,000.00	DOYLE, ELIZABETH L
0000086439	WFM		28	Misc. Football Officials	SNO CO FOOTBALL OFFICIALS.	WA	11,000.00	DOYLE, ELIZABETH L
0000086440	WFM		28	Misc. Soccer Officials	NORTH CHAPTER SOCCER REFE	WA	8,000.00	DOYLE, ELIZABETH L
0000086441	WFM		28	Misc. Volleyball Officials	S C B V O	WA	5,000.00	DOYLE, ELIZABETH L
0000086442	WFM		28	Misc. Wrestling Officials	SNO CO WRESTLING OFFICIAL.	WA	2,500.00	DOYLE, ELIZABETH L
0000086443	WFM		28	Misc. Office Supplies	OFFICE DEPOT	WA	1,000.00	DOYLE, ELIZABETH L
0000087808	WFM		28	2012-2013 NWIAA Membership Dues	NW DISTRICT ONE	WA	930.00	DOYLE, ELIZABETH L
0000087809	WFM		28	Supervisory Passes	NW DISTRICT ONE	WA	3,000.00	DOYLE, ELIZABETH L
0000087810	WFM		28	Supplies	OFFICE DEPOT	WA	3,000.00	OBRIEN, MONIQUE M
0000087811	WFM		28	GF SITELINES 09/12	SITELINES PARK & PLAYGROU.	WA	3,026.68	FOSS, DONNA J
0000087812	WFM		29	Kodansha Katakana Workbook	KINOKUNIYA BOOKSTORE	WA	365.17	ERWIN, MARCIA J
0000083326	WFH		090112J	M-PHS CLASS OF 2013 - ARGOSY CRUISES - 9/22//12 SENIOR CRUISE	ARGOSY CRUISES	WA	8,000.00	HERRING, JEANETTE

00 20 records displayed Requisition Number:

Filter Options
 Print
 Add
 View
 Edit
 Delete
 Clone
 Notes
 Attach
 Submit
 Approve
 Deny
 Remove Approval
 Clone from Purchase Order
 Mass Approve Requisitions
 Print WMP Report

In Requisitions, click on Add button.

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Requisition Master Information - WF\PU\MR\RE\RQ - 10740 - 05.12.06.00.12-10.2 - Windows Internet Explorer

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Setup Information

Requisition Group: **101 - MSVL MIDDLE SCH GF**

Fiscal Year: _____

Account allocation by total requisition amount (YMA).
 Account allocation by each requisition detail line (YDA).

Requisition Information

* Batch Number: **29**

* Description: _____

* Vendor: _____

* Ship To: **MARYSVILLE SCHOOL DIST #25** 4220 80TH ST NE MARYSVILLE WA 98270

Attention: _____

* Due Date: **08/29/2012** **Wednesday**

Ship Date: **08/29/2012** **Wednesday**

Ship Via: _____

Project/Grant: _____

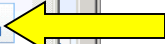
Contract: _____

Tax: **8.6000%**

Other: **00.00%**
 _____ \$

Asterisk (*) denotes a required field

Done Trusted sites 100%

Save and Add Detail 

Save and Mass Add Detail

Back

In Requisition Master Information, choose requisition group & FY, add vendor info, ship to info – Click on Save button.

Requisition Detail Lines/Accounting - WF\PU\MR\REQ - 10740 - 05.12.06.00.13-10.2 - Windows Internet Explorer

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 29	Accounting: Account allocation by total requisition amount.
Requisition Number: 0000087813	Subtotal: 0.00 Tax: 0.00
Group: (254) CAPITAL PROJECTS CP	Total: 0.00 Other: 0.00
Fiscal Year: 2012 - 2013	Ship To: MARYSVILLE SCHOOL DIST #25
Vendor: NEW VENDOR - ATTACH VENDOR INFO	Description: WA STATE DEPT ENTERPRISE SVCS - ANALYSIS TRANS CO OP - CAP JOHN B
MARYSVILLE WA 98270	

Requisition Detail Lines

* Line Number: Taxable:

Line Type: Merchandise Narrative

Catalog:

* Quantity:

Unit of Measure:

* Unit Cost:

Total Amount:

* Description:

Asterisk (*) denotes a required field

In Requisition Detail, add quantity, cost and description of purchase. Click Save button.

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 29
Requisition Number: 0000087813
Group: (254) CAPITAL PROJECTS CP
Fiscal Year: 2012 - 2013
Vendor: NEW VENDOR -
ATTACH VENDOR INFO
MARYSVILLE WA 98270

Accounting: Account allocation by total requisition amount.
Subtotal: 2,000.00
Total: 2,000.00
Tax: 0.00
Other: 0.00
Ship To: MARYSVILLE SCHOOL DIST #25
Description: WA STATE DEPT ENTERPRISE SVCS - ANALYSIS TRANS CD OP - CAP JOHN B

Submit For Approval
Save and Finish Later
Back

Requisition Detail Line Items

Views: General Filters: *Skyward Default

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code
100		ENERGY LIFE CYCLE COST ANALYSIS FOR JOINT TRANSPORTATION CENTER	1	FEE	2,000.00000	2,000.00	

Add
Edit
Delete
Mass Add Detail
Add Requisition Accounts

20 1 records displayed

Done Trusted sites 100%

In Requisition Detail/Acctg, click Add Requisition Accounts button.

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Account Distribution

Available Accounts

Available Accounts for Clearance Group 054 Cap Proj + CP non Tech

Fnd	T	Gl	Ppss	Aa	Obbb	Lil	4444	5555	Funds Available	Selected
10	E	530	0100	27	2400	054	1150	0000	\$0.00	<input type="checkbox"/>
10	E	530	0100	27	4220	054	1150	0000	\$0.00	<input type="checkbox"/>
10	E	530	0100	27	4230	054	1150	0000	\$0.00	<input type="checkbox"/>
10	E	530	0100	27	4240	054	1150	0000	\$0.00	<input type="checkbox"/>
10	E	530	0100	27	4250	054	1150	0000	\$0.00	<input type="checkbox"/>
10	E	530	1111	11	1111	111	1111	1111	\$-111.38	<input type="checkbox"/>
10	E	530	7900	13	0980	054	0000	3050	\$0.00	<input type="checkbox"/>
10	E	530	7900	13	5180	054	0000	3050	\$0.00	<input type="checkbox"/>
10	E	530	7900	13	5990	054	0000	3050	\$0.00	<input type="checkbox"/>
10	E	530	7900	21	0950	054	0000	3520	\$0.00	<input type="checkbox"/>
10	E	530	7900	21	0950	054	4040	3050	\$0.00	<input type="checkbox"/>
10	E	530	7900	21	2600	054	4040	0000	\$0.00	<input type="checkbox"/>
10	E	530	7900	21	2600	054	4040	4026	\$0.00	<input type="checkbox"/>

100 records displayed

Account Number:

Quick Key:

Account Level Description
CERT SUB PRIOR

Account Number Information

Code	Description
10	GENERAL FUND
530	EXPENDITURES
0100	BASIC EDUCATION
27	TEACHING
2400	SUB PAY-PROF LEAVE PURPOS
054	CAP PROJ MGR
1150	GROVE ELEM
0000	0000

2012-2013 Available Funds By Individual Account

Total Amount to Distribute: \$2000.00 100.00%
 Total Distributed: \$0.00 0.00%
 Amount Remaining: \$2000.00 100.00%

Selected Accounts

Account Number	Amount	Percent

Remove
Remove All

Save Account Distrib
Back

Type account code into purple search bar; format example:

10 E 530 0100 27 5000 101 1010 0000

Click Save Account Distrib button.

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 29
Requisition Number: 000007813
Group: (254) CAPITAL PROJECTS CP

Accounting: Account allocation by total requisition amount.
Subtotal: 2,000.00 Tax: 0.00
Total: 2,000.00 Other: 0.00

Fiscal Year: 2012 - 2013
Vendor: NEW VENDOR - ATTACH VENDOR INFO
- MARYSVILLE WA 98270

Ship To: MARYSVILLE SCHOOL DIST #25

Description: WA STATE DEPT ENTERPRISE SVCS - ANALYSIS TRANS CO OP - CAP JOHN B

Submit For Approval
Save and Finish Later
Back
Edit Master
Notes
Attachments

Requisition Accounts

Requisition Accounting

Account Number	Account Amount	Account Percent	Over Budget
20 E 530 1018 11 7070 000 0450 0000	\$2,000.00	100.00%	

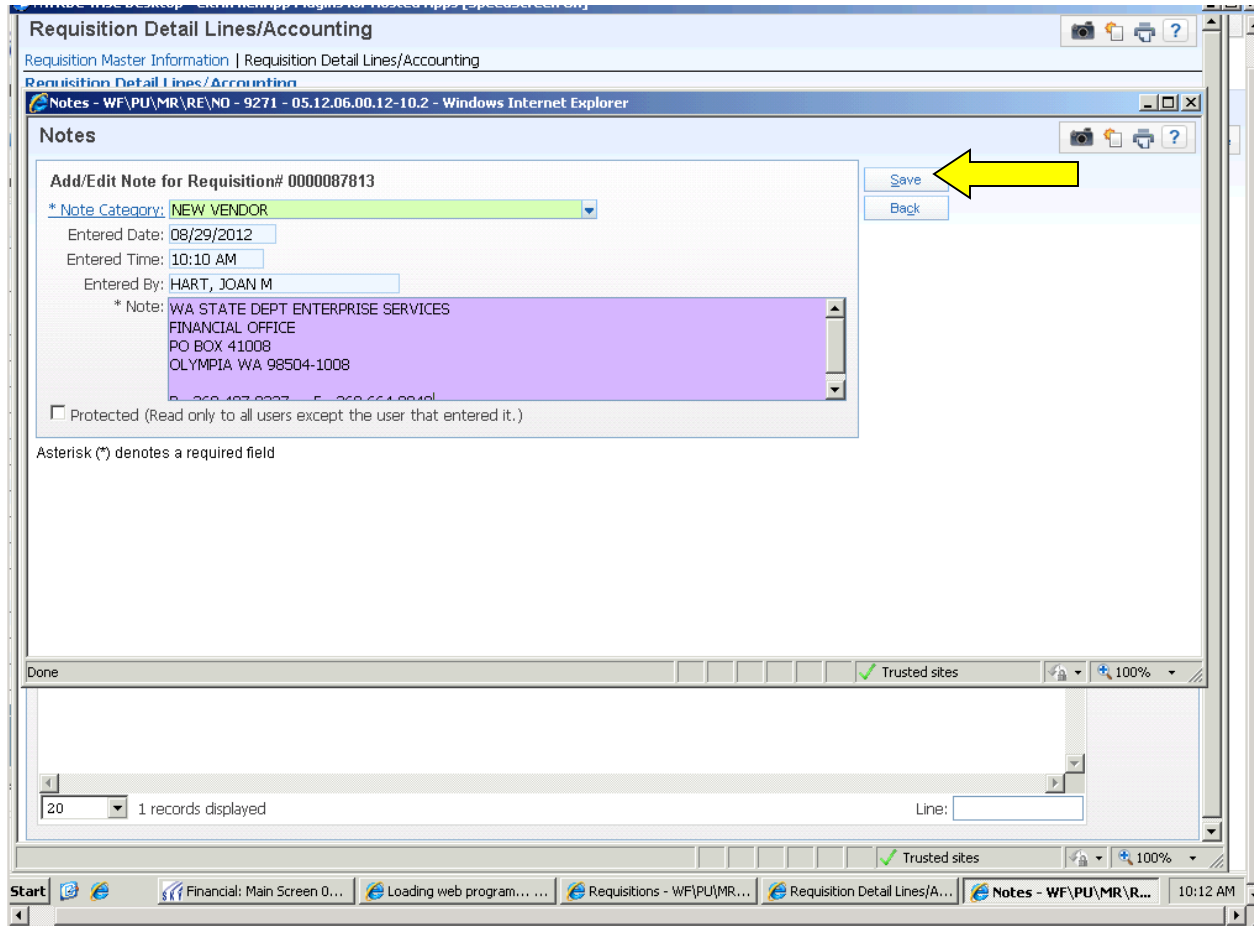
Update Account Distrib
View Requisition Detail Lines

1 records displayed

Done

Start | Financial: Main Screen 0... | Loading web program... | Requisitions - WF\PU\JR... | Requisition Detail Lin... | 10:09 AM

In Requisition Detail Lines, add notes or attachments. Click Submit for Approval button to send requisition to Purchasing.



Use Notes for new vendor info, account code info, notes to Purchasing. Click Save button.

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 MARYSVILLE SCHOOL DISTRICT
 Joan Hart Account Preferences Exit

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0000086436	WFM		28	Misc. Boys Basketball Officials	SNO CO BASKETBALL OFFICIA.	WA	16,000.00	DOYLE, ELIZABETH L
0000086437	WFM		28	Misc. girls Basketball Officials	SNO CO BOARD WOMENS SPO	WA	15,000.00	DOYLE, ELIZABETH L
0000086438	WFM		28	Misc. Softball Officials	SNO CO SOFTBALL UMP ASSO	WA	5,000.00	DOYLE, ELIZABETH L
0000086439	WFM		28	Misc. Football Officials	SNO CO FOOTBALL OFFICIALS.	WA	11,000.00	DOYLE, ELIZABETH L
0000086440	WFM		28	Misc. Soccer Officials	NORTH CHAPTER SOCCER REF	WA	8,000.00	DOYLE, ELIZABETH L
0000086441	WFM		28	Misc. Volleyball Officials	S C B V O	WA	5,000.00	DOYLE, ELIZABETH L
0000086442	WFM		28	Misc. Wrestling Officials	SNO CO WRESTLING OFFICIAL.	WA	2,500.00	DOYLE, ELIZABETH L
0000086443	WFM		28	Misc. Office Supplies	OFFICE DEPOT	WA	1,000.00	DOYLE, ELIZABETH L
0000087808	WFM		28	2012-2013 NWIAA Membership Dues	NW DISTRICT ONE	WA	930.00	DOYLE, ELIZABETH L
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0000083326	WFH		090112	M-PHS CLASS OF 2013 - ARGOSY CRUISES - 9/22//12 SENIOR CRUISE	ARGOSY CRUISES	WA	8,000.00	HERRING, JEANETTE
0000087813	WFH		29	WA STATE DEPT ENTERPRISE SVCS - ANALYSIS TRANS CO OP - CAP JOHN B	NEW VENDOR - ATTACH VEND	WA	2,000.00	HART, JOAN M

00 21 records displayed Requisition Number: []

Financial: Main Screen 0... Loading web program... Requisitions - WF\PU... 10:13 AM

In Requisitions, print, edit or delete requisition.