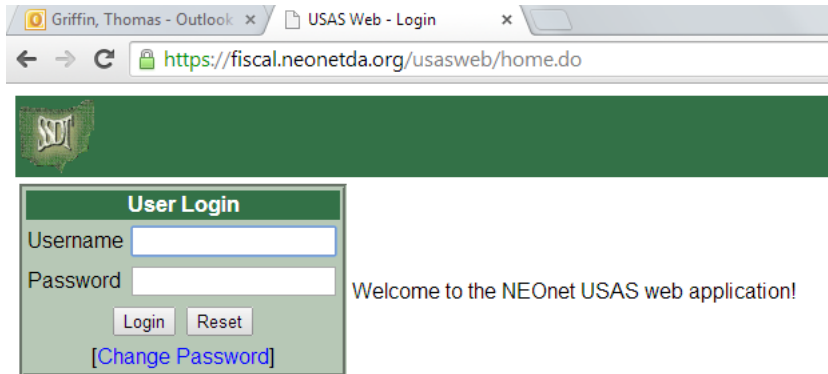
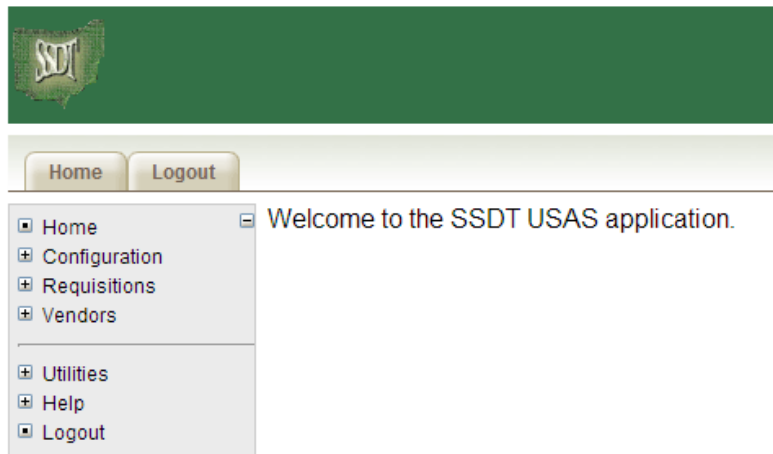


REQUISITIONS (USAS) INSTRUCTIONS

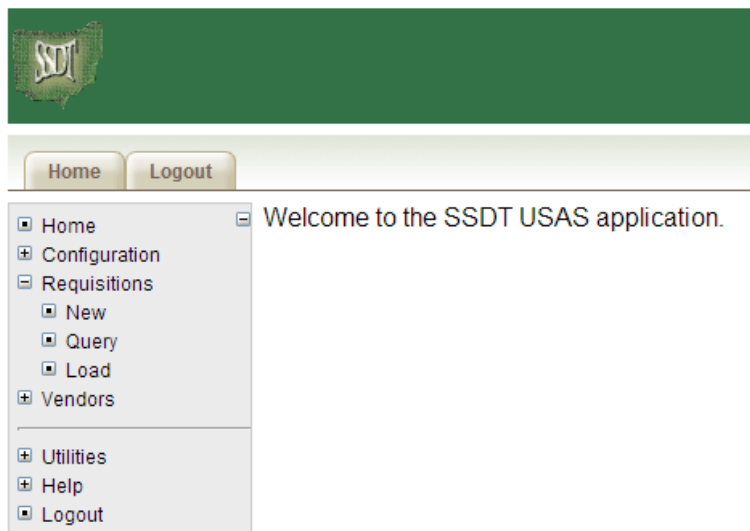
1. Go to www.mapleschools.com
2. Go to the tab "Staff Tools"
3. Click "Requisitions"
4. Type in your username and password



5. Click "requisitions" in the box to the top left



6. Click "new" to begin a new requisition



7. Blank form will appear. You can look up vendor using the binoculars or proceed to step 8.

8. Select Vendor from drop down list by typing in name, first few letters of name, or number:

Functions
Find Clear Use * as a wildcard to represent any character in fields flagged with *

Vendor Query

Search: * By Name Sounds Like

Starting Vendor #: Ending Vendor #:

Status: Maximum Vendors Displayed:

Vendor #	Name	Phone Number	Address	City	State	Zip Code
✓ 5052	CREATIVE DESIGNS, LLC	(440)945-6414	26405 BROADWAY AVENUE	OAKWOOD VILLAGE	OH	44146

9. Click "select vendor" button at top left of screen

Vendor	
Vendor Address Information	Check Address Information
Vendor Number 5052 Active	
Name CREATIVE DESIGNS, LLC	Check Name CREATIVE DESIGNS, LLC
2nd Name	Check 2nd Name ATTN: ACCOUNTS RECEIVABLE
Address 26405 BROADWAY AVENUE	Check Address 26405 BROADWAY AVENUE
2nd Address	Check 2nd Address
City OAKWOOD VILLAGE	Check City OAKWOOD VILLAGE
State OH	Check State OH
Postal Code 44146	Check Postal Code 44146
Country	Check Country
Phone (440) 945 - 6414	Check Phone () -
Fax (440) 945 - 6418	
1099 Information	Year-To-Date Totals
1099 Type Non-employee Compensation	Calendar YTD Total 0.00

10. Vendor information is now included on your requisition, as well as the date of your PO. Click the blue plus (+) sign on the bottom left of your screen to start entering quantities and costs:

New Requisition

Requisition # **Auto Assign** Deliver By Date

Vendor # 5052 Deliver To Vendor # 0

Vendor: CREATIVE DESIGNS, LLC
26405 BROADWAY AVENUE
OAKWOOD VILLAGE OH 44146
PHONE: (440) 945-6414
FAX: (440) 945-6418

Deliver To

Requested PO Date 08/28/2014 Requisition Description

Terms Attention

Total \$0.00 Type Enter T for Template

#	Quantity	Unit	Description	Unit Price	Total	Fund	Func	Obj	SCC	Subj	OPU	IL	Job
			Total		\$0.00								

Functions

Validate Post Cancel Save Draft

11. Enter in your quantity, amount and description for your order. **IMPORTANT:** Type "SH" in the box labeled 'Type' if your funds are coming out of a student activity.

Requisition # **Auto Assign** Deliver By Date

Vendor # 5052 Deliver To Vendor # 0

Vendor: CREATIVE DESIGNS, LLC
26405 BROADWAY AVENUE
OAKWOOD VILLAGE OH 44146
PHONE: (440) 945-6414
FAX: (440) 945-6418

Deliver To

Requested PO Date 08/28/2014 Requisition Description

Terms Attention

Total \$0.00 Type Enter T for Template

#	Quantity	Unit	Description	Unit Price	Total	Fund	Func	Obj	SCC	Subj	OPU	IL	Job
1				0.00	.00								

Edit Item #2: Quantity: 1 Units: Price: 500.00

Description: Order of spirit wear
Invoice #55555

Fund Func Obj SCC Subj OPU IL Job

Split: Price Qty

15. Click "Post" at the top left of the screen:



Functions			
Validate	Post	Cancel	Save Draft

New Requisition			
Requisition #	<input type="text"/> Auto Assign	Deliver By Date	<input type="text"/>
Vendor #	5052	Deliver To Vendor #	0
Vendor	CREATIVE DESIGNS, LLC 26405 BROADWAY AVENUE OAKWOOD VILLAGE OH 44146 PHONE: (440) 945-6414 FAX: (440) 945-6418		Deliver To

16. SUCCESS! 😊

Requisition posted successfully.

Requisition Details			
New	Modify	Clone	Delete
Print			

Requisition			
Requisition #	TG000023	Deliver By Date	
Vendor #	5052	Deliver To	
Vendor	CREATIVE DESIGNS, LLC 26405 BROADWAY AVENUE OAKWOOD VILLAGE OH 44146 PHONE: (440) 945-6414 FAX: (440) 945-6418		
Requested PO Date	08/28/2014	Requisition Description	
Terms		Attention	
Status	Posted On 08/28/2014 by MH_TGRIFFIN		

17. Write down your Requisition number to attach invoices in RAM

18. Need to change/edit a requisition? Go back to step 6 and click "Query" to pull up a past requisition by typing in your starting requisition number in the space provided. This will give you the req at bottom:

Functions			
Find	Clear	Print Batch	

Requisition Query			
Starting Requisition # :	<input type="text"/> TG000023	Ending Requisition # :	<input type="text"/>
Vendor # :	0	Status:	<input type="text"/>
Starting PO Requested Date:	<input type="text"/> (mm/dd/yyyy)	Ending PO Requested Date:	<input type="text"/> (mm/dd/yyyy)
Starting Posted Date:	<input type="text"/> (mm/dd/yyyy)	Ending Posted Date:	<input type="text"/> (mm/dd/yyyy)
Posted By Username:	<input type="text"/>	Maximum Reqs Displayed:	50

Requisition Query Total		\$500.00							
Req #	Req Date	Vendor #	Vendor Name	Status	PO Requested Date	Posted as PO	Posted Date	Posted By	Description
TG000023	08/28/2014	5052	CREATIVE DESIGNS, LLC	Open	08/28/2014	0	08/28/2014	MH_TGRIFFIN	

19. You can now update/change your req by clicking “modify” at the top left:



Requisition Details													
<input type="button" value="New"/> <input type="button" value="Modify"/> <input type="button" value="Clone"/> <input type="button" value="Delete"/> <input type="button" value="Print"/>													
Requisition													
Requisition # TG000023										Deliver By Date			
Vendor # 5052													
Vendor CREATIVE DESIGNS, LLC 26405 BROADWAY AVENUE OAKWOOD VILLAGE OH 44146 PHONE: (440) 945-6414 FAX: (440) 945-6418										Deliver To			
Requested PO Date 08/28/2014										Requisition Description			
Terms										Attention			
Status Posted On 08/28/2014 by MH_TGRIFFIN													
Total \$500.00										Type			
#	Quantity	Unit	Description	Unit Price	Total	Fund	Func	Obj	SCC	Subj	OPU	IL	Job
1	1		Order of spirit wear Invoice #55555	500.00	500.00	001	1130	431	0000	000000	107	00	107

20. Click the yellow pencil icon to change an existing description OR as you did in Step 10, click on the blue plus (+) sign to add more lines of information.

Vendor #	5052	Deliver To Vendor #	0										
Vendor	CREATIVE DESIGNS, LLC 26405 BROADWAY AVENUE OAKWOOD VILLAGE OH 44146 PHONE: (440) 945-6414 FAX: (440) 945-6418	Deliver To											
Requested PO Date	08/28/2014	Requisition Description											
Terms		Attention											
Status	Posted On 08/28/2014 by MH_TGRIFFIN												
Total	\$500.00	Type	Enter T for Template										
#	Quantity	Unit	Description	Unit Price	Total	Fund	Func	Obj	SCC	Subj	OPU	IL	Job
	1		Order of spirit wear Invoice #55555	500.00	500.00	001	1130	431	0000	000000	107	00	107
Edit Item #2: Quantity: <input type="text"/> Units: <input type="text"/> Price: <input type="text"/>													
Description				Fund	Func	Obj	SCC	Subj	OPU	IL	Job		
<input type="text"/>				001	1130	431	0000	000000	107	00	107		
												Split: <input type="button" value="Price"/> <input type="button" value="Qty"/>	

21. Repeat steps 14 (validate), 15 (post) and 16 (success!)

22. **Please remember to enter a 2 letter Type to designate a workflow**