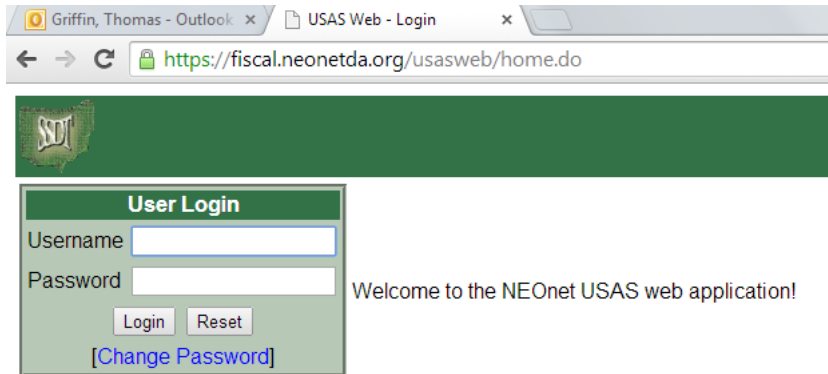
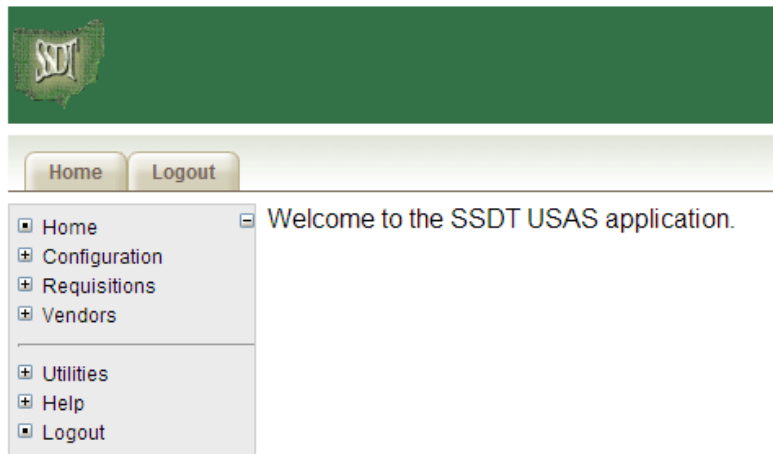


REQUISITIONS (USAS) INSTRUCTIONS

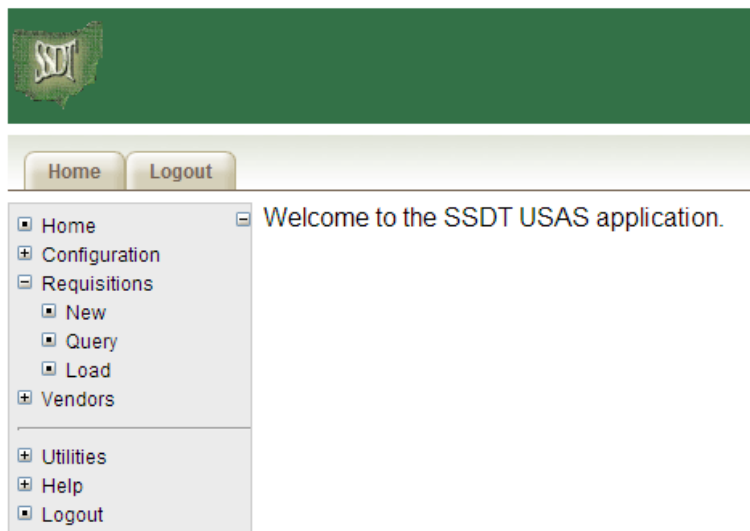
1. Go to www.mapleschools.com
2. Go to the tab "Staff Tools"
3. Click "Requisitions"
4. Type in your username and password



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.

The screenshot shows the 'New Requisition' form. At the top, there are buttons for 'Validate', 'Post', 'Cancel', and 'Save Draft'. The form fields include: Requisition #, Auto Assign, Deliver By Date, Vendor # (with a binoculars icon and a red arrow pointing to it), To Vendor #, Vendor, Deliver To, Requested PO Date (08/28/2014), Requisition Description, Terms, Attention, Total (\$ 00), and Type (Enter T for Template). Below the form is a table with columns: #, Quantity, Unit, Description, Unit Price, Total, Fund, Func, Obj, SCC, Subj, OPU, IL, Job. A 'Functions' bar at the bottom contains 'Validate', 'Post', 'Cancel', and 'Save Draft' buttons.

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

The header bar is green with the 'SU' logo on the left and the text 'USAS - MAPLE HEIGHTS BD OF EDUCATION' on the right, followed by a '[Close]' button.

The 'Functions' bar contains 'Find' and 'Clear' buttons. Below it is a note: 'Use * as a wildcard to represent any character in fields flagged with *'.

The 'Vendor Query' form has a search field with 'Creative' and a red asterisk. Radio buttons for 'By Name' (selected) and 'Sounds Like' are present. Other fields include Starting Vendor # (0), Ending Vendor # (0), Status (Active), and Maximum Vendors Displayed (50).

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

The header bar is green with the 'SU' logo on the left and the text 'USAS - MAPLE HEIGHTS BD OF EDUCATION' on the right, followed by a '[Close]' button.

Select Vendor

Vendor	
Vendor Address Information	Check Address Information
Vendor Number: 5052 Active	Check Name: CREATIVE DESIGNS, LLC
Name: CREATIVE DESIGNS, LLC	Check 2nd Name: ATTN: ACCOUNTS RECEIVABLE
2nd Name:	Check Address: 26405 BROADWAY AVENUE
Address: 26405 BROADWAY AVENUE	Check 2nd Address:
2nd Address:	Check City: OAKWOOD VILLAGE
City: OAKWOOD VILLAGE	Check State: OH
State: OH	Check Postal Code: 44146
Postal Code: 44146	Check Country:
Country:	Check Phone: () -
Phone: (440) 945 - 6414	
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

12. Find your student account information from the drop down menu when you click the binocular icon
 (See photo in #11 if you need to locate the binocular icon):

Functions

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

Budget Account Query

	Fund	Func	Obj	SCC	Subj	OPU	IL	Job
Account # :	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Description:	<input type="text"/>							
Status:	Active ▼							
Maximum Accounts Displayed:	<input type="text" value="50"/>							

Select	Fund	Func	Obj	SCC	Subj	OPU	IL	Job	Description	Remaining Balance	Available Percent
✓	001	1130	431	0000	000000	107	00	107	Professional Trip Reimburse...	\$0.00	0
✓	001	1130	439	0000	000000	107	00	107	Mileage/travel Reimbursemen...	\$712.24	100
✓	001	1130	511	0000	120000	107	00	107	High Music Instructional S...	\$0.00	0
✓	001	1130	523	0000	180000	107	00	107	High School Textbook Rebin...	\$0.00	0
✓	001	1130	552	0000	000000	107	00	107	High School Workbooks For R...	\$0.00	0

13. Click on the correct account (only accounts you advise are listed) and click “select account”

USAS - MAPLE HEIGHTS BD OF EDUCATION
[Close]

Functions

Budget Account

Account #	Fund	Func	Obj	SCC	Subject	OPU	IL	Job	
001	1130	431	0000	000000	107	00	107		
Description	PROFESSIONAL TRIP REIMBURSEMENT-H.S.							Status	Active
	Fiscal Year 2015			Month			Calendar Year		
GAAP Original Budget	0.00								
Initial Budget	0.00								
+ Carryover Encumbered	0.00								
+ Additions	<input type="text" value="0.00"/>						0.00		
Deductions							0.00		

14. Click “Validate” at bottom left of screen

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

✓ ✕ Edit Item #2: Quantity: Units: Price:

Description:

Fund	Func	Obj	SCC	Subj	OPU	IL	Job
<input type="text" value="001"/>	<input type="text" value="1130"/>	<input type="text" value="431"/>	<input type="text" value="0000"/>	<input type="text" value="000000"/>	<input type="text" value="107"/>	<input type="text" value="00"/>	<input type="text" value="107"/>

Split:

+
Total
\$ 0.00

Functions

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					Type					Enter T for Template				
Total					\$500.00														
#	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**