CDK Requisitioner

Users Manual

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Table of Contents

Table of Contents ii
Welcome to CDK Requisitioner 4
Getting Started in CDK Requisitioner 5
Logging In 5
Software Updates 7
Uploading a Data-File to cdksys.com 10
Entering Requisitions 12
Requisition Header 12
Adding Line Items 15
Requisition Documentation 19
Vendor Instructions 21
Requisition Messages 22
Editing a Line Item 24
Deleting a Line Item 25
Voiding a Requisition 26
Save and Print 26
Quick Approvals 29
Approve Now 29
The Approvals Window 30
Browsing Your Requisitions 33
Approving Requisitions from the Browser 34
Copying Requisitions 35
Show Flag Messages 36
Converting Requisitions to POs 36
Reports 37
Navigating the Reports Preview Window 37
Exporting Reports as PDF Files 37
Setting Users for Reports 39
Requisition Reports 40
Requisitions Requiring Approver Action 40
Approver's Normal Requisitions 41
Approver's Converted Requisitions 41
Approver's Requisitions (All) 41
Approver's Flagged Requisitions 41
Approver's Budgetary Requisitions 42
Originator's Normal Requisitions 42

Originator's Converted Requisitions *42*
Originator's Requisitions (All) *43*
Originator's Flagged Requisitions *43*
Originator's Budgetary Requisitions *43*
Provisional General Ledger Report *43*
Single Expense Account Detail *45*
Utilities **46**
Change my Password **46**
Get Updated Vendor List **47**
Get Updated Account List **47**
Send Requisitions **48**
Get Requisitions **48**

Welcome to CDK Requisitioner

Welcome to the CDK Systems Requisitioning Module, an extension to our popular CDK Systems Accounting package. CDK Requisitioner expands the capabilities of CDK Systems Accounting by adding requisitioning capability. CDK Requisitioner was developed with and is being improved in cooperation with NJ school districts, making it perfectly tailored for the real-life requisitioning needs of New Jersey schools.

What are the key features of CDK Requisitioner?

- Multi-User: CDK Requisitioner is designed to be used in a multi-user environment with each user being assigned a set of permissions appropriate to his or her position in the organization
- Flexible control of the approval process from requisition inception to conversion to a purchase order
- Control of fund account balance visibility
- Seamless integration with CDK Systems Accounting
- Support for multiple remote locations.
- Approval process can be customized to reflect organizational needs
- Requisitions can be created against future year's budgets
- Flexible reporting module

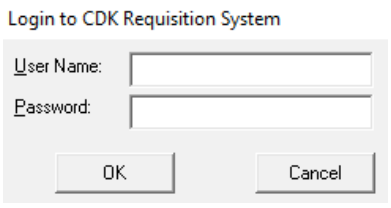
This system was designed with the help of people actually in the trenches. CDK Requisitioner takes your CDK Systems package to the next level, increasing the integration of your purchasing process throughout all levels of your district's organization. As with all CDK Systems software, CDK Requisitioner is so user-friendly that most users will need little or no training on the system.

Getting Started in CDK Requisitioner

Any time you start or quit CDK Requisitioner, you will be told how many new/changed requisitions there are in the system and you will be asked whether or not you wish to *Send Requisitions Now?* Choosing *Yes* will send the new and updated requisitions to the server so that all other workstations can see the newest information possible. Individual approvers can set their own preferences to send updated requisition information to the server immediately upon approval. This will be discussed in more detail below.

Logging In

When you start the CDK Requisitioner program from your desktop, you will come to the *Login Screen*:

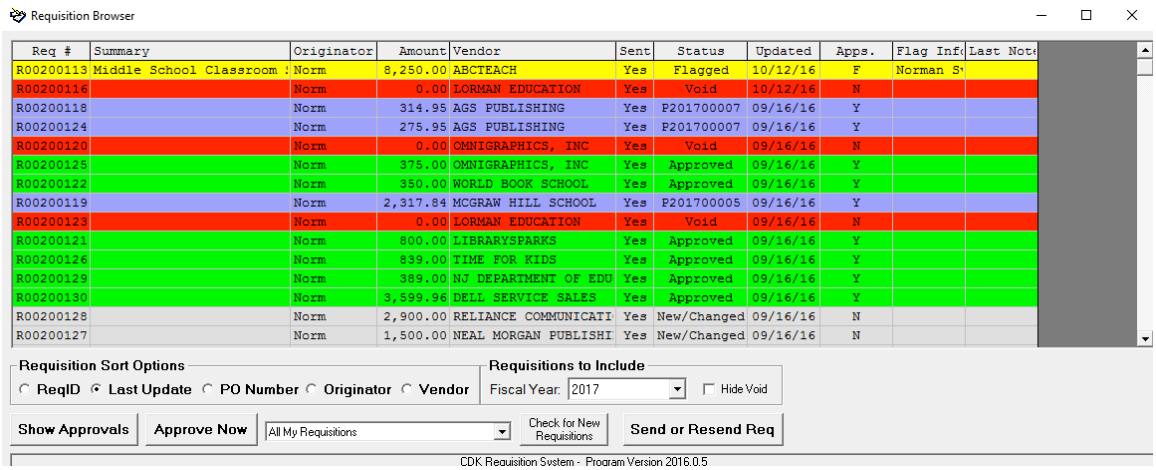


Enter your *User Name* and *Password* for CDK Systems and hit *enter* or click *OK*. The system already knows your username and password from the main accounting system. Please be aware that passwords are case sensitive. The *Main Menu* will open:

The program features available to the user will depend on the specific permissions given to the user who is logged in.

Please note that the version of CDK Requisitioner currently running is displayed at the bottom of the *Main Menu*. If someone in the district is not running the most recent version of the program, the version number will be displayed in red and will be followed by the notation " – Old!". Should you see this at the bottom of your window, contact your tech support for upgrade information.

Click *Browse* to be taken to the *Requisition Browser.*



The requisitions on this window are color coded for ease of use:

- Gray = New/Changed Requisitions

- Purple = Sent Requisitions (PO Number indicates it has been converted to a PO.)
- Blue = Partially Approved
- Green = Approved Requisitions
- Yellow = Flagged Requisitions
- Red = Voided Requisitions

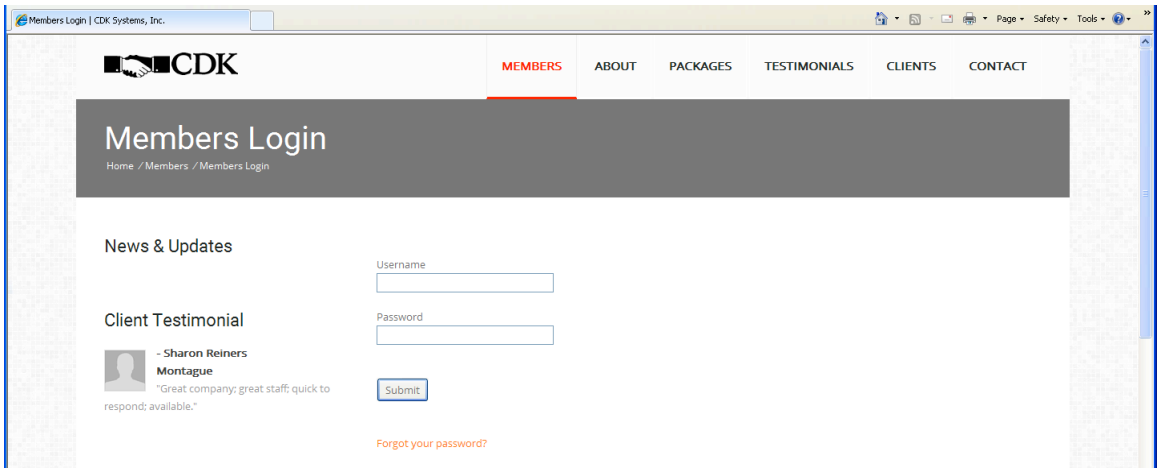
You are able to adjust the size of what you are viewing. Bring your mouse pointer over the line between column headings, and the pointer will change to a double arrow. Now you can click and drag to resize the columns. You can also resize the requisition browser window by clicking and dragging the edges just like you would any other window. The system will remember your column width and window size settings whenever you open the requisition browser.

More features of this window will be discussed below, under *Approving Requisitions*.

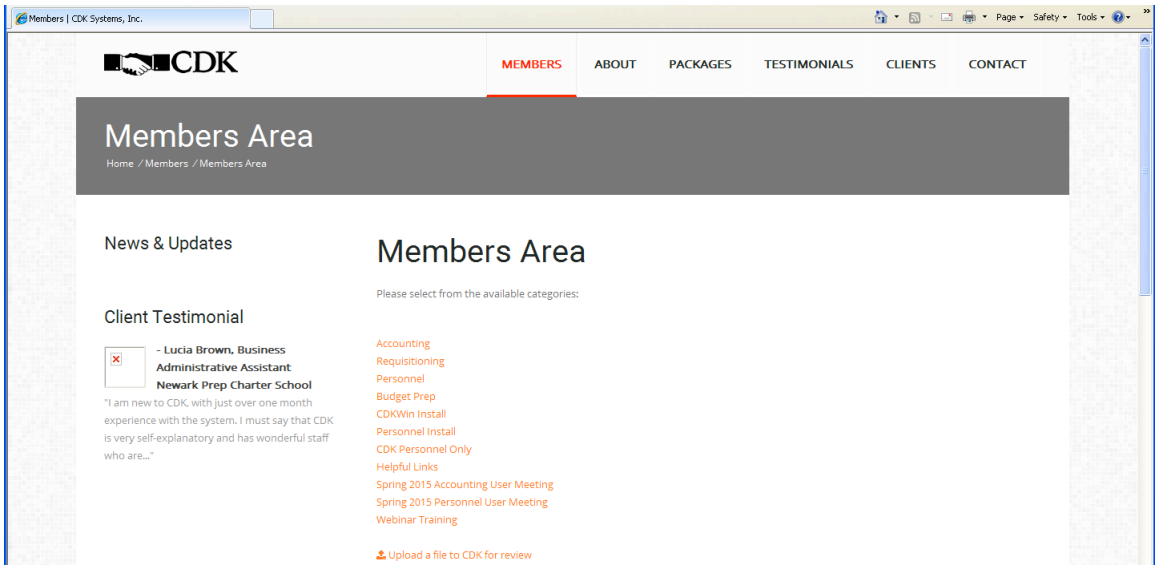
Software Updates

We are constantly working with our clients to bring you the most effective, user-friendly programs in the state. Throughout the year we will send you notifications, via e-mail, regarding updates to the program. These are downloaded from our web site using the instructions below.

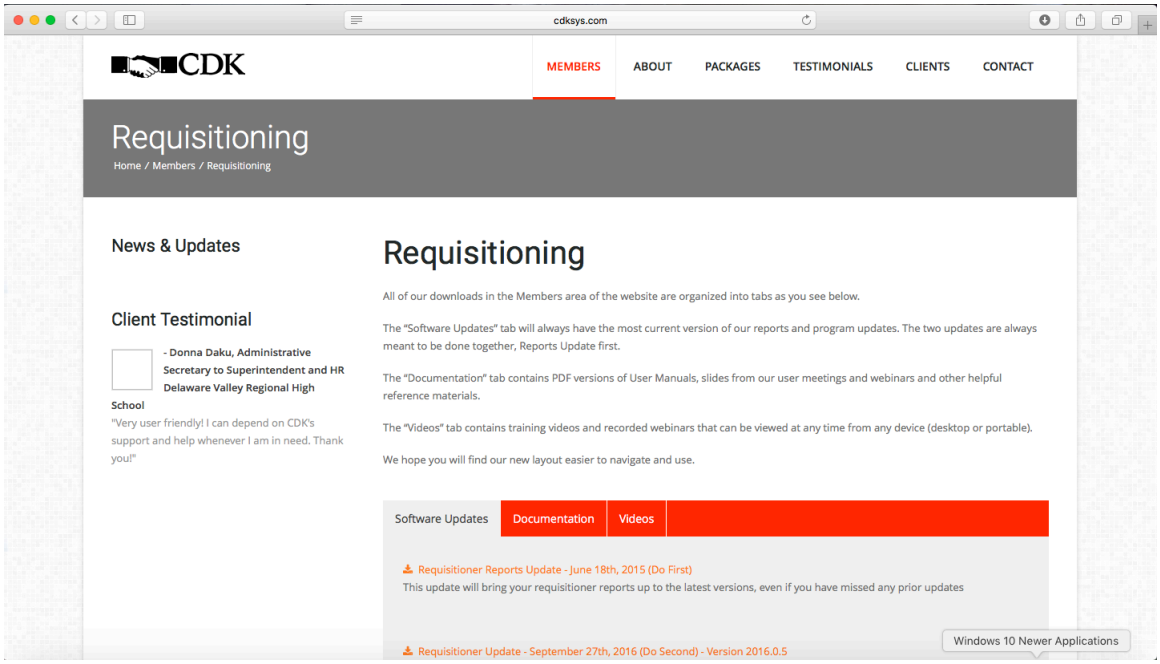
1) Log onto your Internet browser and go to www.cdksys.com.
2) Click on *Members* at the top of the page. Click on *Login*.



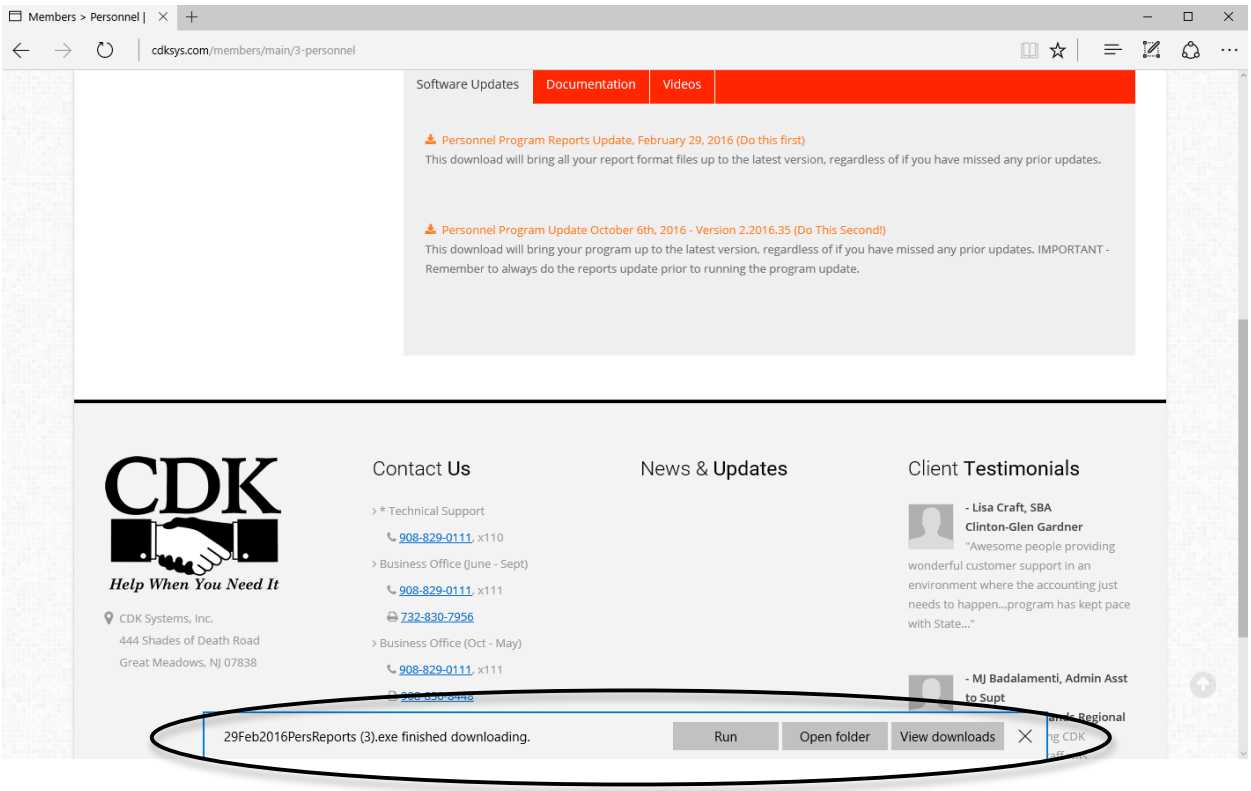
3) Enter your district username and password. You will now see the *Members Area*.



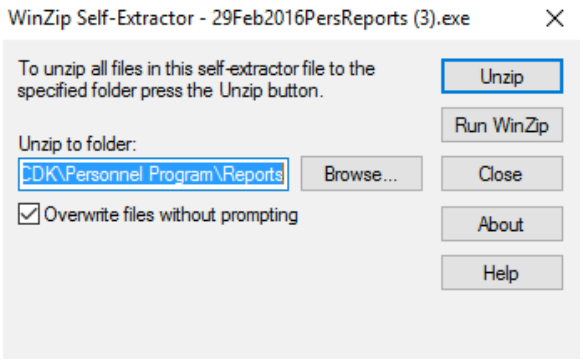
4) Click on *Requisitioning*. The window will change:



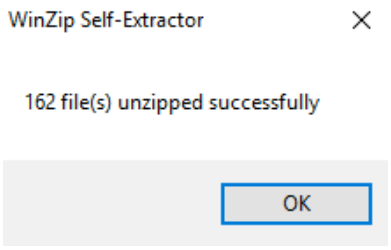
5) Click on the filename to download.
6) A window will open at the bottom of this screen.



7) Click on *Run* to save this file to your computer. The following window will open.



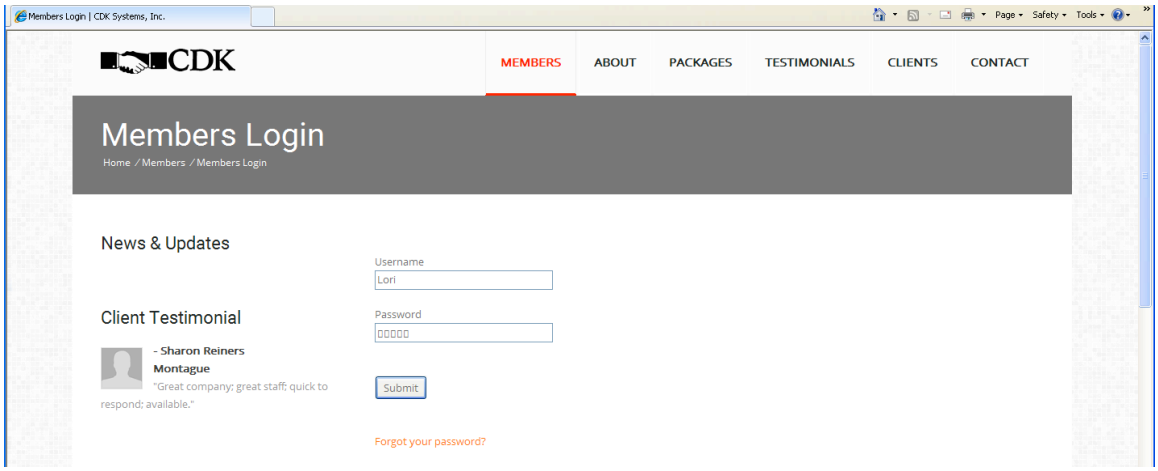
8) Click on *Unzip*. The files will be installed.



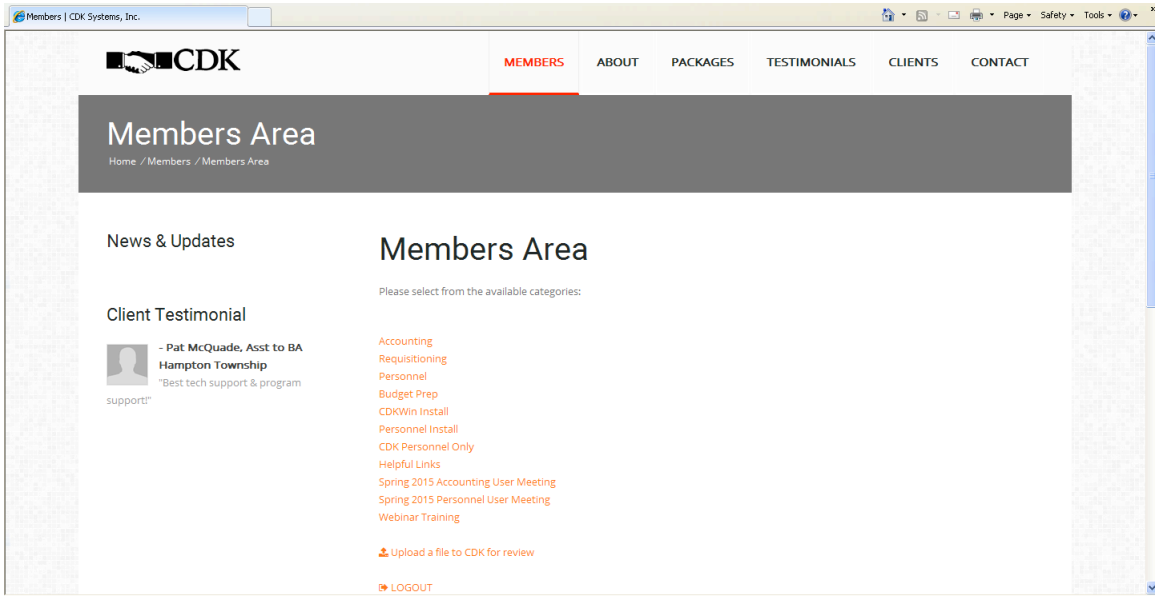
Uploading a Data-File to cdksys.com

Occasionally, CDK tech support will need to see your data file. Please follow the instructions in the manual under *Backing up Your Data File*. Once that is complete you can follow the instructions to upload your data file to the CDK website:

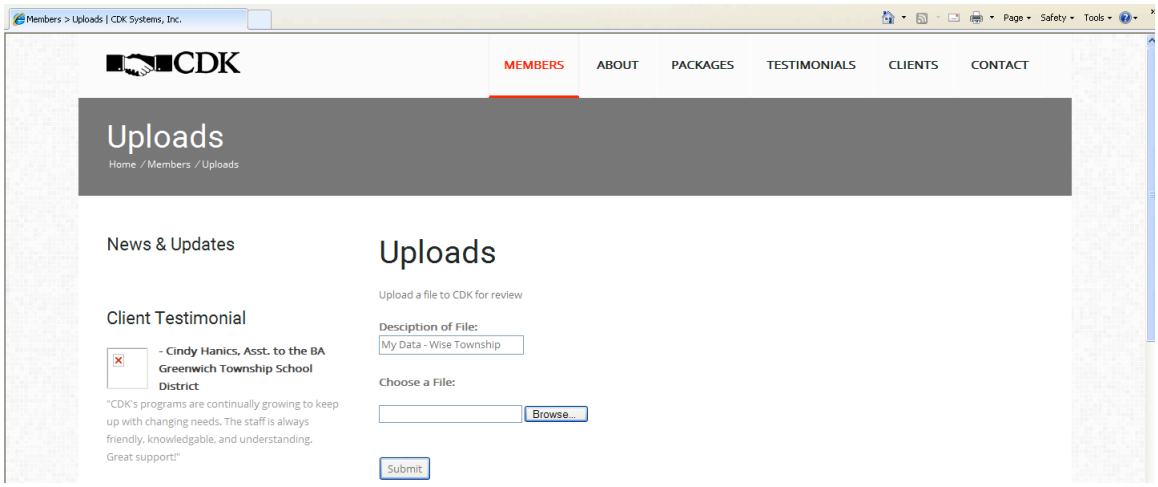
1) Log onto your Internet browser and go to www.cdksys.com.
2) Click on *Member Login* on the left side of the window.
3) Enter your districts username and password (assigned by CDK Systems.)



4) The *Members Area* will open:



5) Click *Upload a file to CDK for review*. The Uploads window will open:



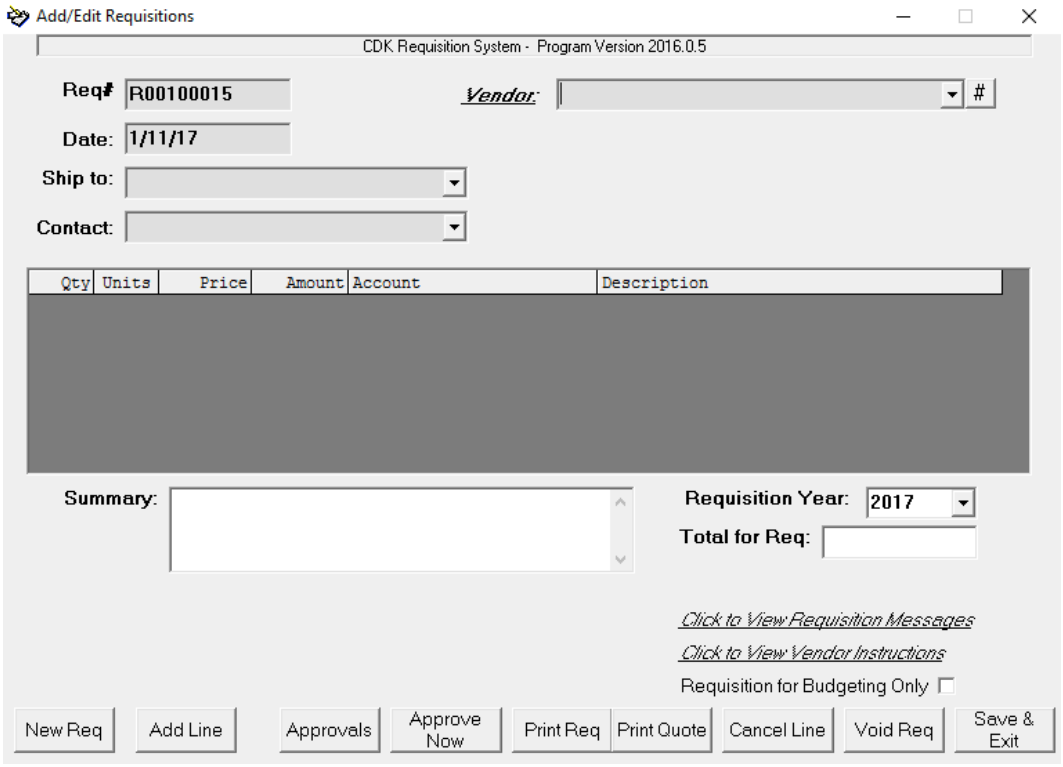
6) Click on *Browse* to locate the file on your computer (i.e. CDK 2014). Double click on the file name.
7) Be sure your file name appears in the *Choose a File* box.
8) Click *Submit*. Your file will be sent to CDK.

Note: Please send confirmation email to CDK that file has been uploaded.

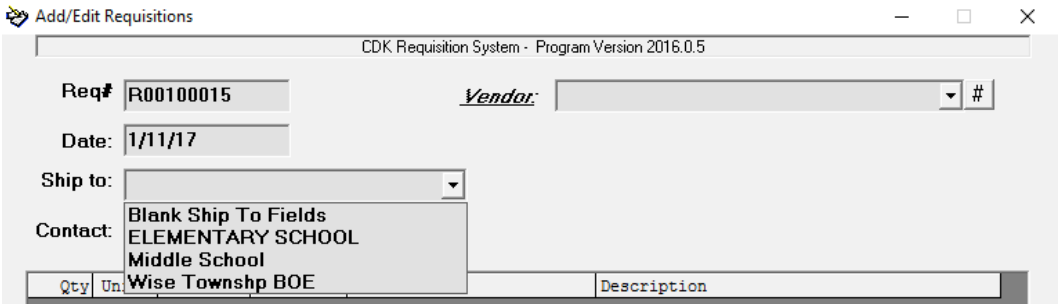
Entering Requisitions

Requisition Header

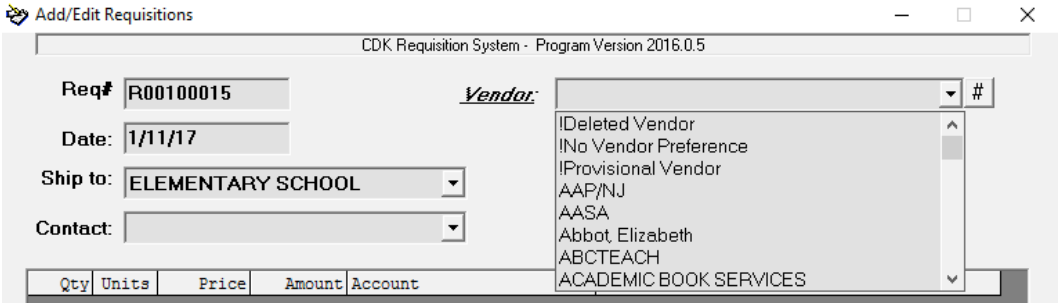
1) From the *Main Menu* click on *Add New*. The following window will open:



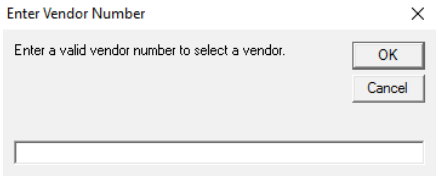
2) The **Req#** and **Date** are already filled in.
   a) The **Req#** has been automatically generated by the system.
   b) The default date is today's date.
   c) Mark the box *Requisition for Budgeting Only* to indicate a budgetary requisition.
      i) Please note that new budgetary requisitions will be forced into the new fiscal year **regardless** of what year the program is set to.
      ii) Budgetary requisitions may be exported (and imported into CDK Budget Prep) when preparing your budget.
3) Complete the top of this form.
   a) Use the drop down arrow to select the **Ship to**. Select **Blank Ship to Fields** to leave this area blank.
   b) Type the name of a **Contact**. This individual does not need to be a CDK Systems user.

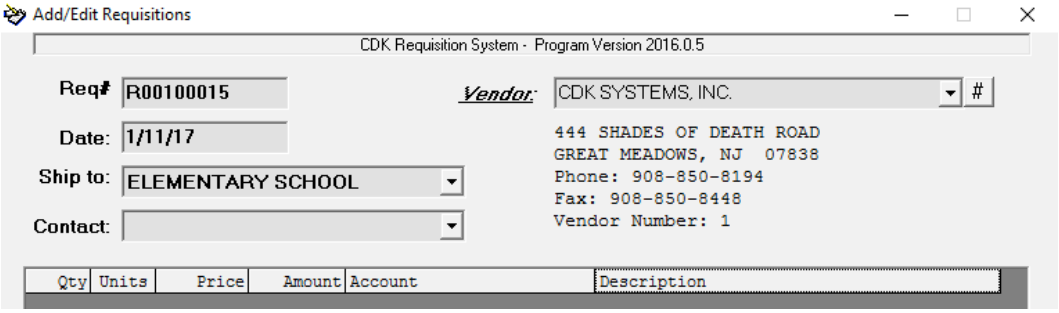


4) A system setting can make it unnecessary to select a vendor when inputting a requisition.
   a) Use the drop down to select *No Vendor Preference*.
   b) Continue inputting the requisition as shown below.
   c) The BA must have set this as an option in the *Utilities* area of the program.
5) Select a **Vendor** using one of the methods below:
   a) Click on the drop down arrow to the right of the field.



   b) Click the # sign and enter the vendor number.

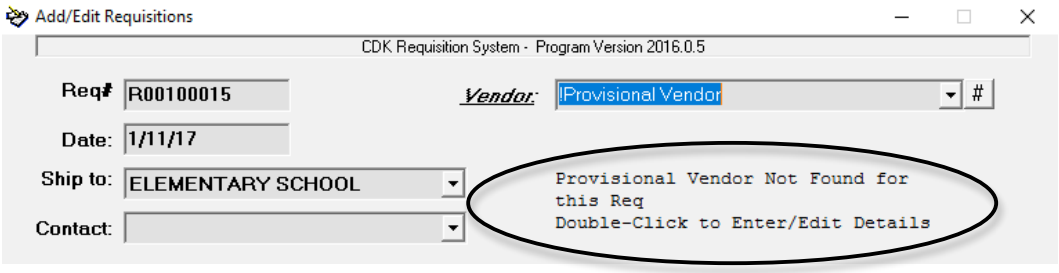




   c) In either case, your vendor information will be filled in for you.

i) If the vendor does not appear on the list it has not been entered into the CDK Accounting software.

ii) Select *!Provisional* to continue entering this requisition.



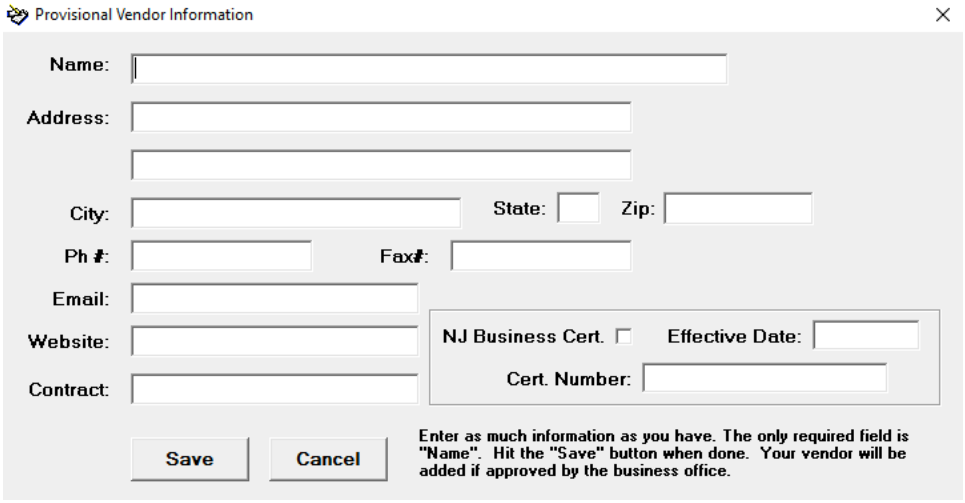
iii) Once a requisition line has been saved you will be able to double click on the words *Provisional Vendor Not Found…* and enter the vendor information.

(1) The only required field is **Name**.

(2) You should enter as much information as possible.

(3) This vendor will be added if approved by the business office.

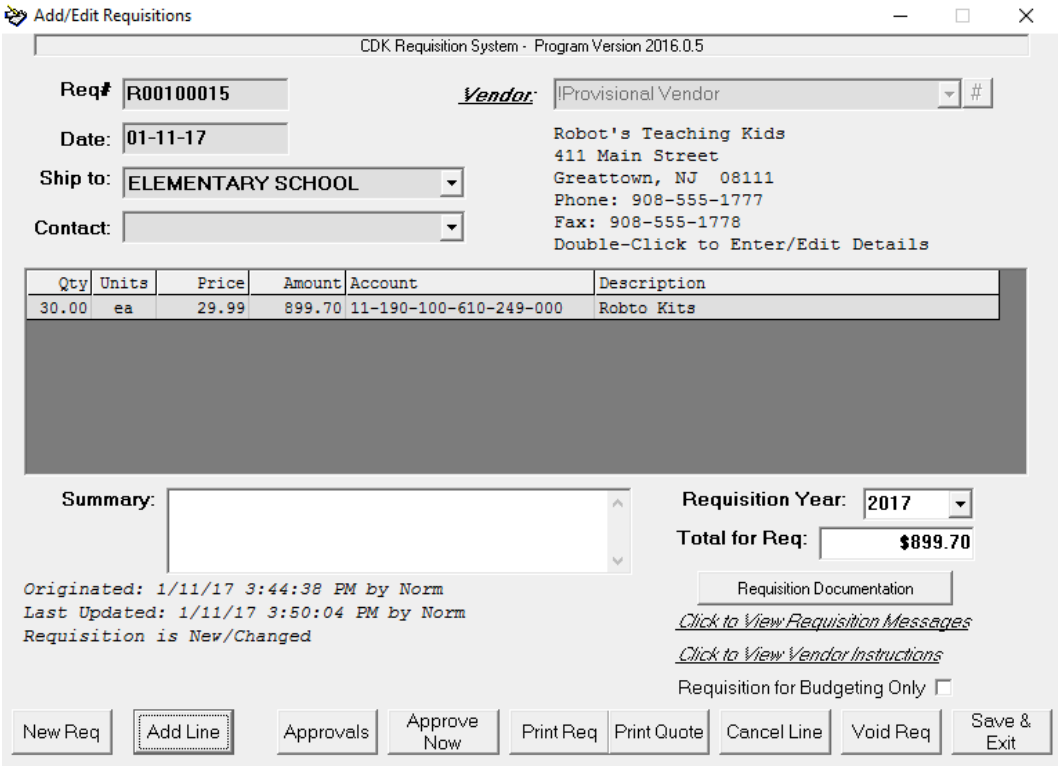
(4) When the requisition is converted to a PO the system will ask if you wish to accept this vendor and add it to CDK Accounting.



iv) Select *!No Vendor Preference* if the vendor does not matter (i.e. ordering generic office supply.)

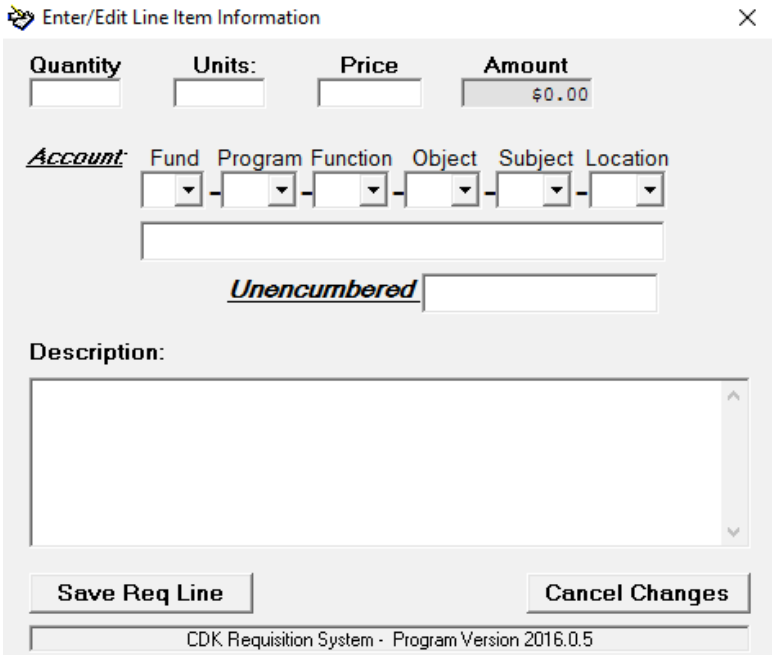
v) *!Deleted Vendor* should not be selected, but will appear if the business office subsequently deleted the vendor originally used for the requisition.

6) Once these steps are completed, your requisition should look like this:

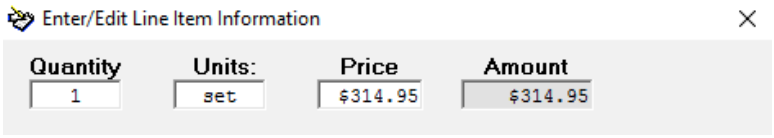


Adding Line Items

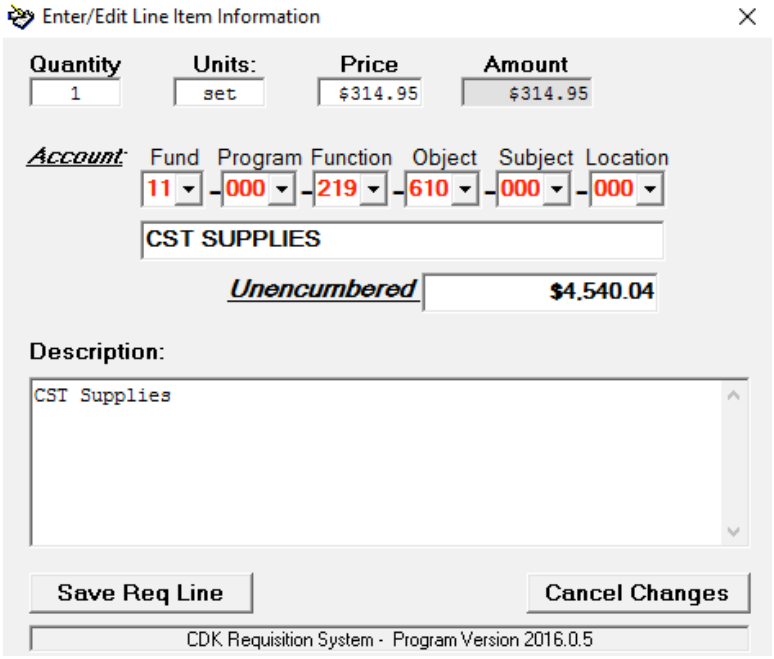
1) Once you have entered your vendor click on *Add Line*. The *View/Edit Line Items* window will open.



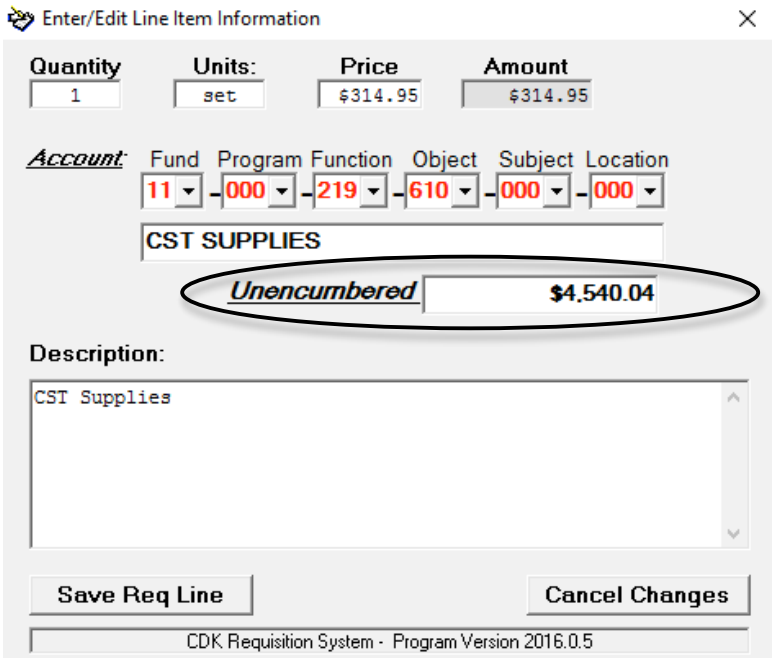
2) Enter the **Quantity** and **Price** (per unit) The **Amount** (total price) will be automatically calculated for you:



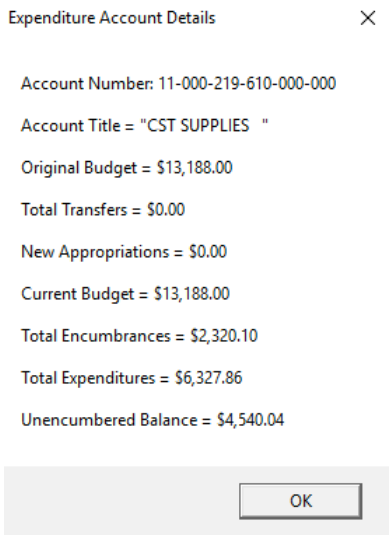
3) **Units** may be used to enter any information that makes sense for this item (books, boxes, gross, packets). You may use up to 10 characters.
4) Select an ***Account*** using the drop down arrows to the right of each field. To clear the boxes, double click on the word ***Account***.
   a) It is possible to enter a requisition with no budgetary account number.
   b) The BA may go to the *Utilities* menu to adjust this setting.



5) Complete the **Description**.
   a) If the user entering this requisition has permission, he/she will see the unencumbered balance remaining in the account he/she has selected:

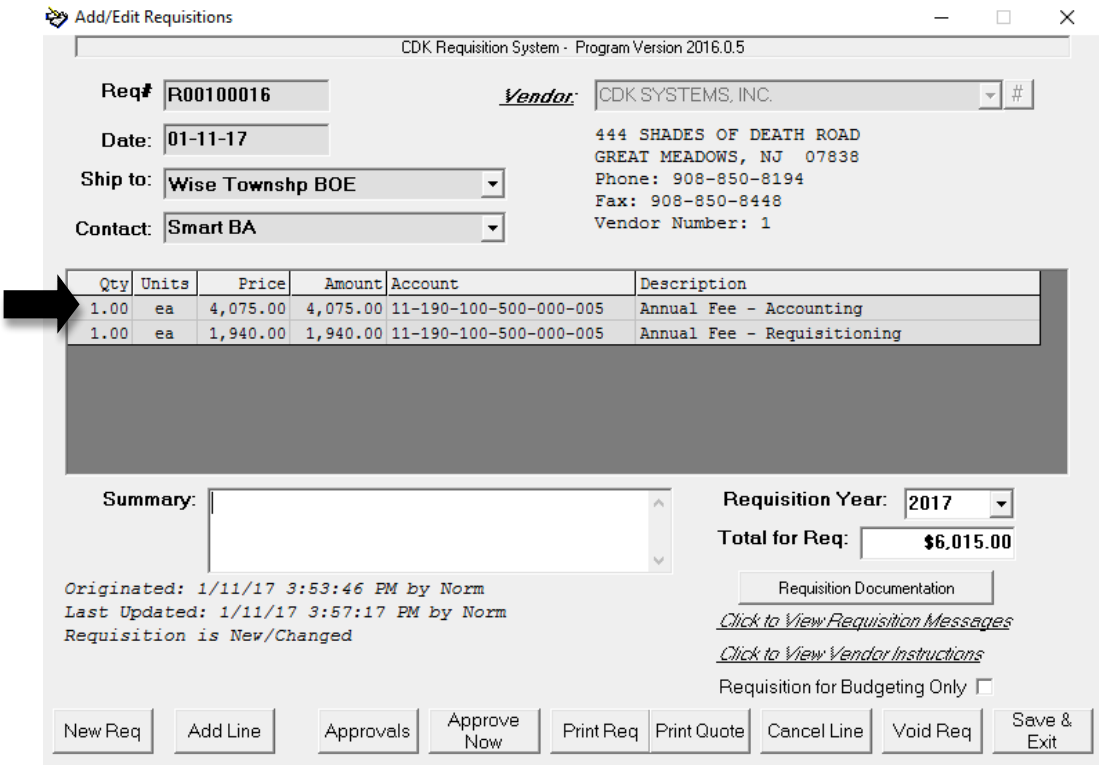


b) Double click on the words ***Unencumbered***. A smaller window will open displaying the expense account information:
   i) The unencumbered balance includes other requisitions written against this account.
   ii) Even if you have permission to overspend an account, a warning will be displayed when you save a line that overspends an account.

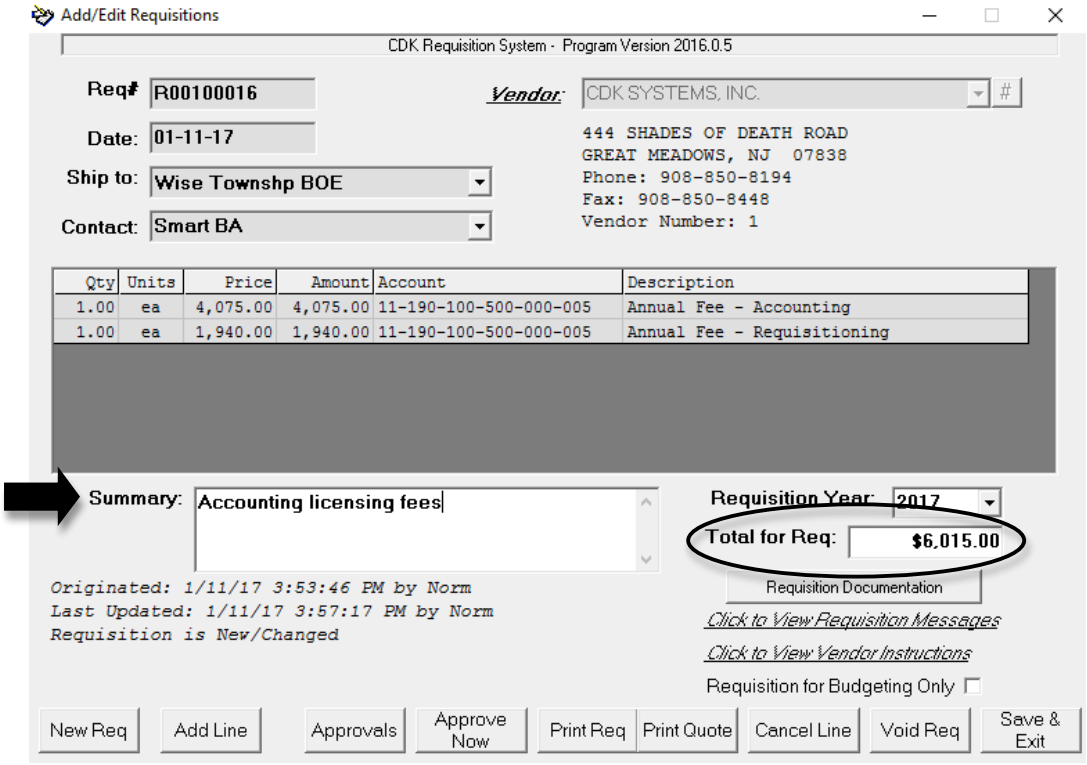


c) When entering requisition lines and an expense account is selected, the **Unencumbered** balance displayed will be from the budget year that matches the *Requisition Year* for the requisition, regardless of the current requisition system year.

6) Click on **Cancel Changes** to exit without saving. Click on **Save Req Line** and this line will be added to your requisition.
   a) To view the line details double click on that line.
   b) The **View/Edit Line Items** window will open and you will be able to make any changes.



7) The date and time of origination and the dates and times of any updates appear at the bottom left of the screen, along with the name(s) of the person originating and/or updating.
8) Continue adding lines until this requisition is complete.

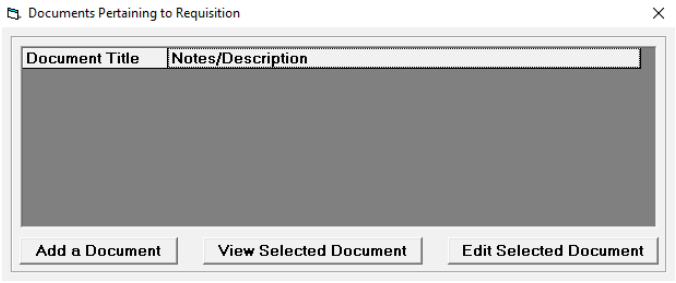


9) The **Total for Req** will be updated as you add lines.
10) Click in the **Summary** box to enter any text.
11) If this requisition is for budgeting purposes only, click on that box at the lower right of the window, and information added will be available to help in budgeting for each account, but will not be converted into purchase orders.

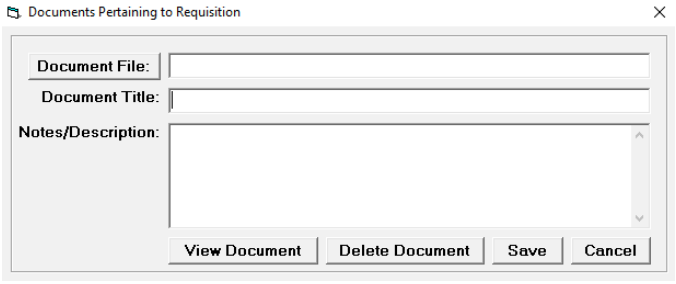
Requisition Documentation

Documents can be scanned in and attached to your Requisition. This includes (but is not limited to) store quotes, proposals, catalogue information, specifications and invoices. These documents are stored in the PODocFiles older in your CDK Data folder. Any file format that your computer can read is acceptable. You must have permission to add documents.

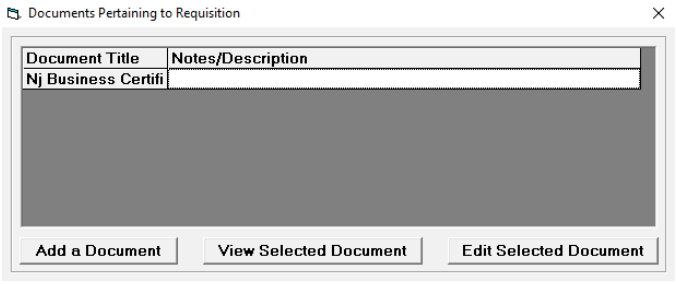
1) Click on *Requisition Documentation*. The *Documents Pertaining to Requisition window* will open:



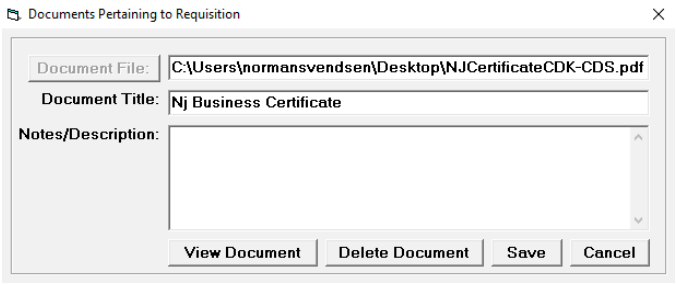
2) Click *Add Document*. The window will change for editing:



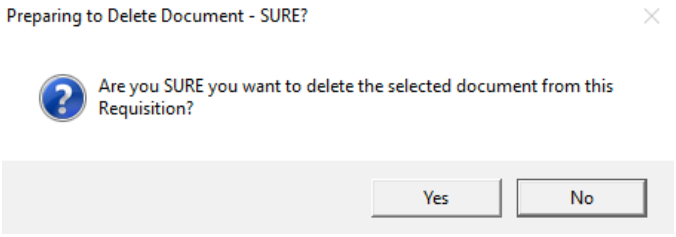
3) To select a document to add, click *Document File*. You will be able to browse the files on your computer and select the document to attach by double clicking. The file name will be displayed in the *Document File* box:



4) Give the document a *Document Title* and add any *Notes/Description*.
5) Click *Save* and this document will be added to your Purchase Order. Click *Cancel* to exit without saving.
6) To view a document, highlight it on the list and click *View Selected Document*. The document will open.
7) To edit a document, highlight it on the list and click *Edit Selected Document*. The following window will open:



8) From this window you can *View Document* or *Delete Document* by clicking on the appropriate button.
   a) Click *View Document* to see the actual document attached to this requisition.
   b) Click *Delete Document* if you are ready to delete it.
      i) You will be asked if you are sure you want to delete.

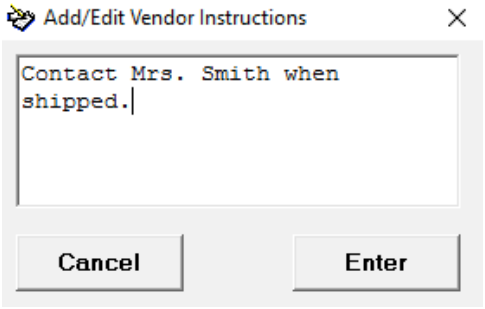


      ii) Click *Yes* to delete or *No* to cancel.

   c) Once you are done in the *Edit Document* window, click *Save* to save your changes or *Cancel* to exit without saving.

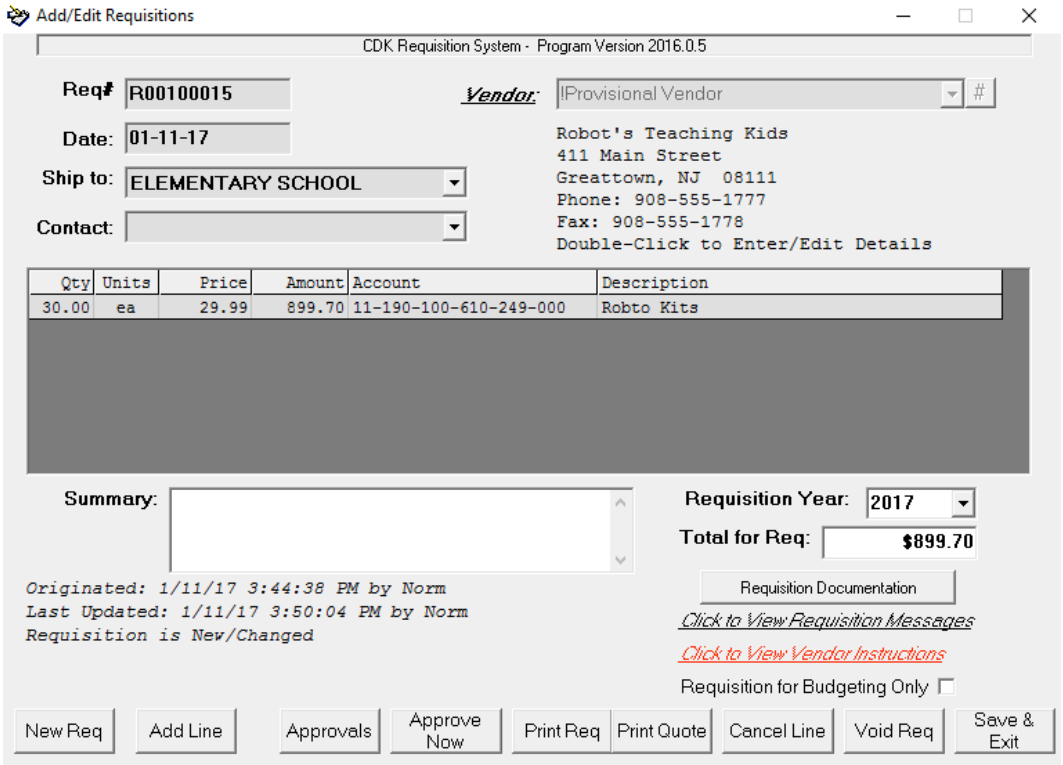
Vendor Instructions

1) Click on *Click to View Vendor Instructions*. The following window will open:



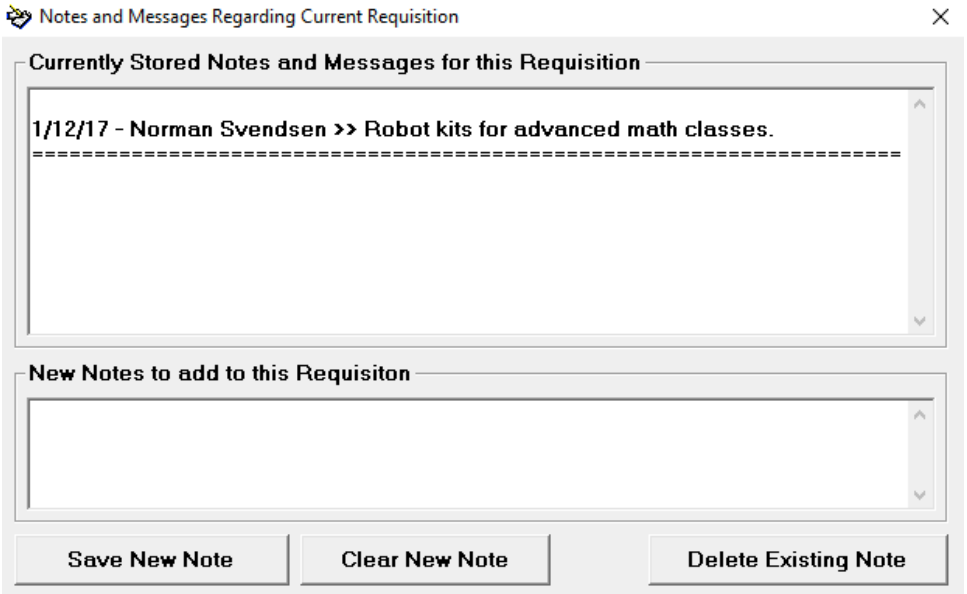
2) Add or edit any special instructions. You may use up to 120 characters.
3) Click on *Cancel* to close this window without keeping your changes. Click on *Enter* to save.
4) To delete any existing instructions delete the text in the box and click on *Enter*.

5) If there are any vendor instructions on a PO the words *Click to View Vendor Instructions* will be displayed in red.

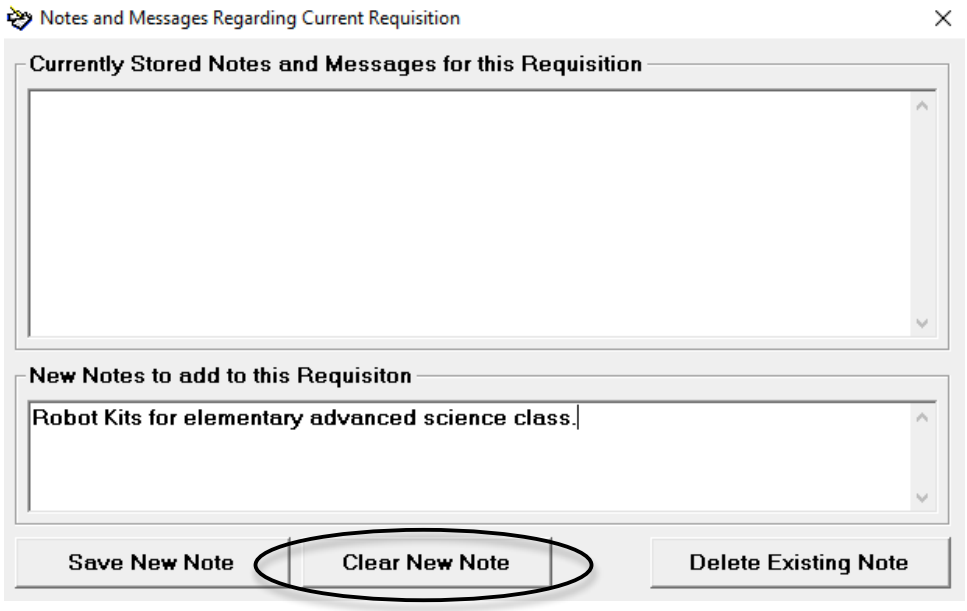


Requisition Messages

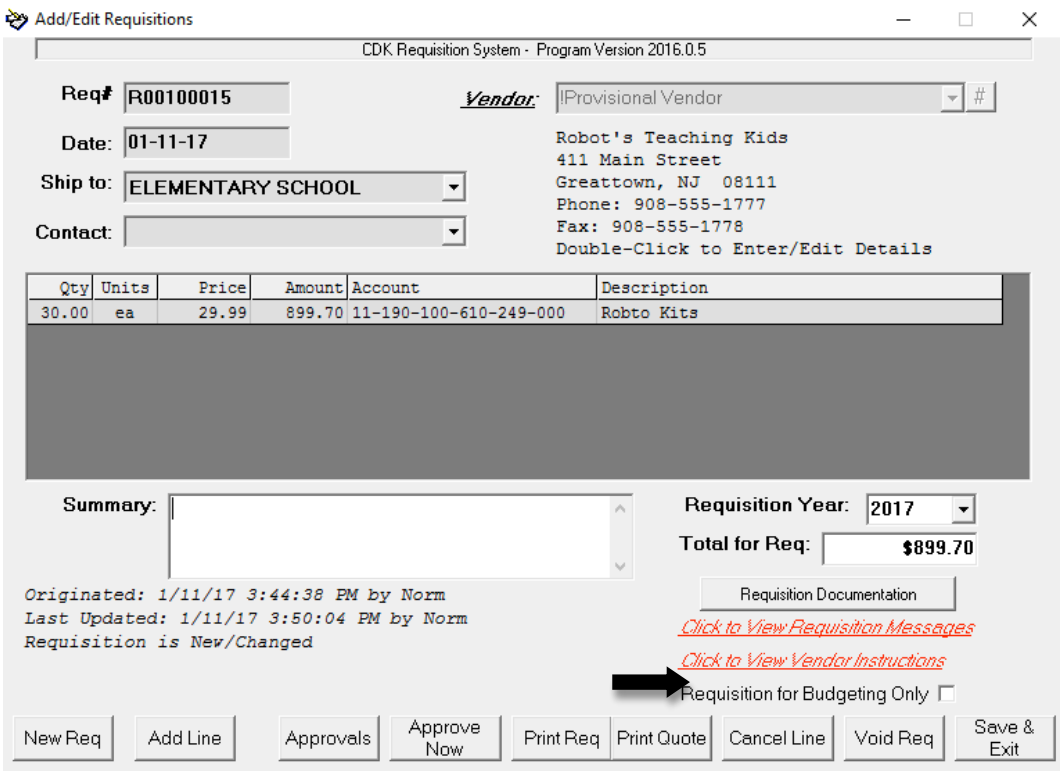
1) Click on *Click to View Requisition Messages*. The following window will open:



2) *Currently Stored Notes and Messages for this Requisition* are displayed at the top of the window.
3) Enter *New Notes to add to this Requisition* to the box at the bottom of the window. If at any point you want to clear what you are typing, click *Clear New Note*.

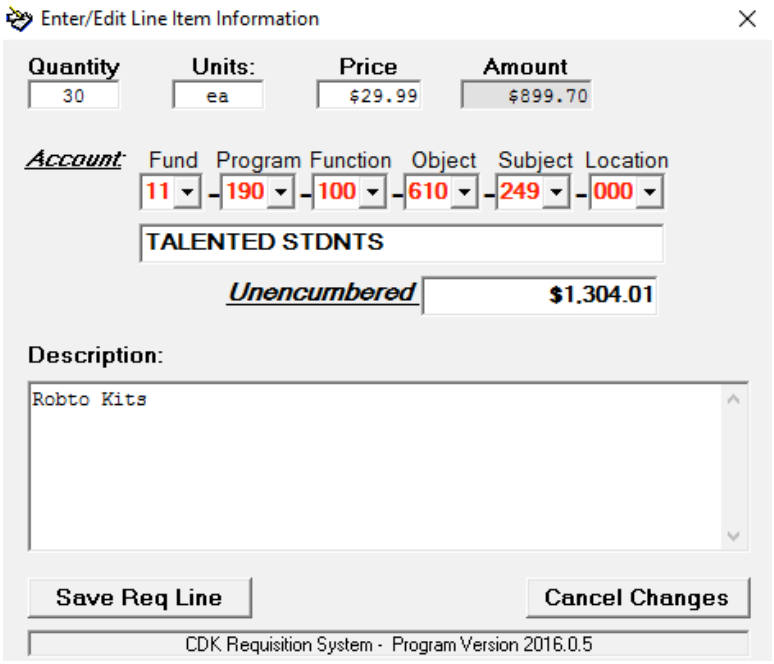


4) When you are finished typing your note, click *Save New Note*. The new note will be saved.
5) To delete a saved requisition note, highlight that note and click on *Delete Existing Note.* That note will be removed.
6) If there are notes on any requisition the words *Click to View Requisition Messages* will appear in red.



Editing a Line Item

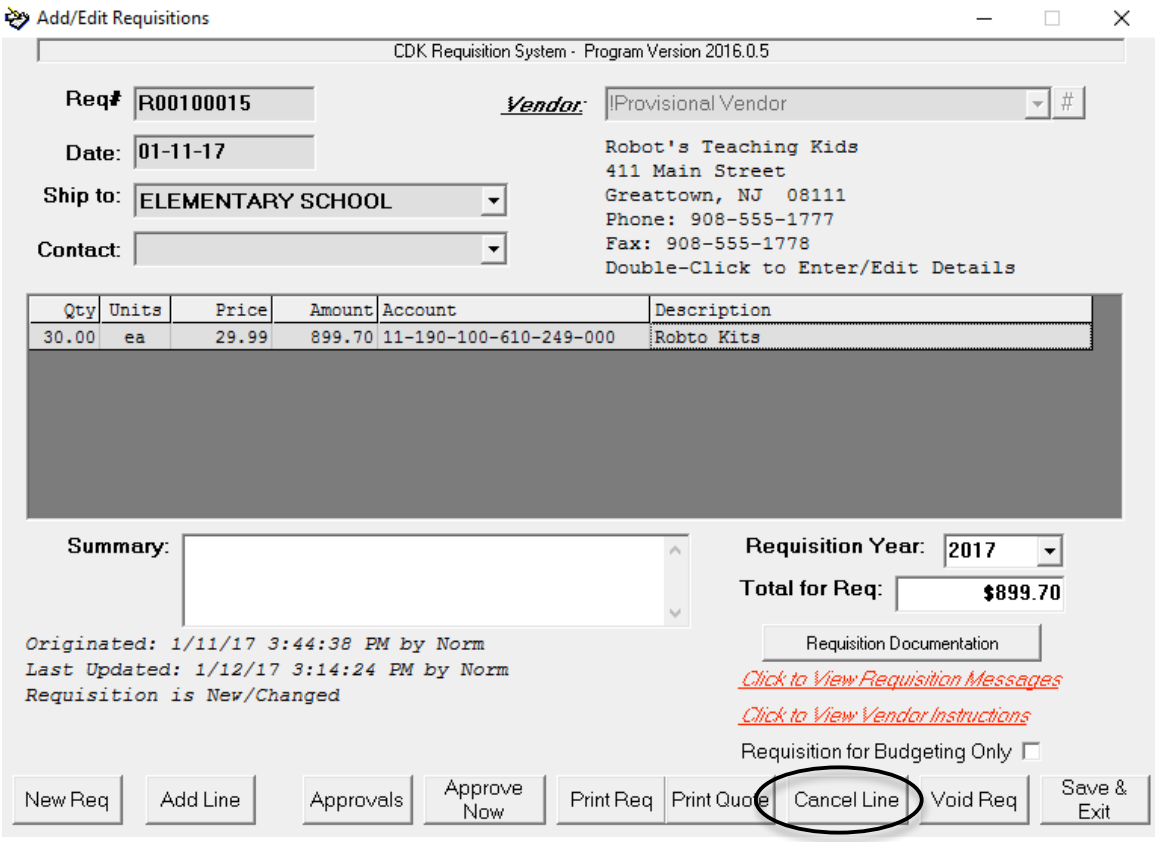
1) Double click on the line you wish to change. The line item editing window will open.



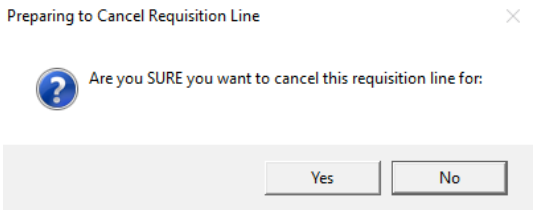
2) Make your changes and click on *Save Req Line*. Click on *Cancel Changes* to revert to previously stored information.

Deleting a Line Item

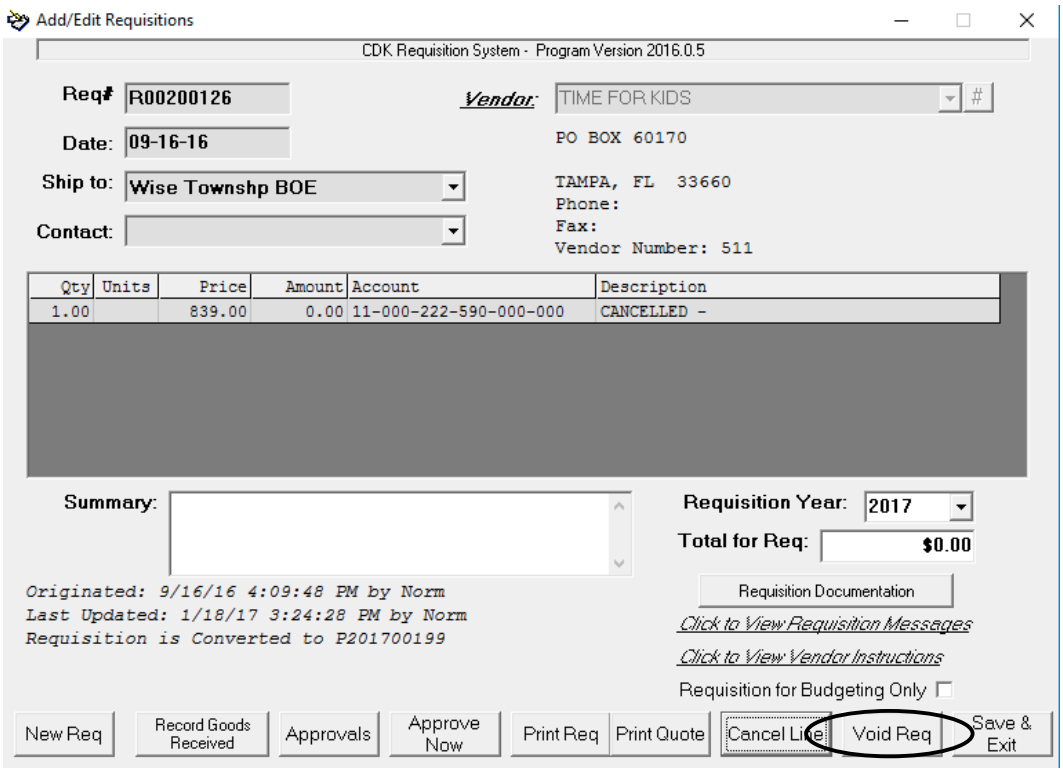
1) Highlight the line you wish to delete in the middle of the *Add/Edit Requisitions* window.
2) Click on *Cancel Line*.



3) The system will ask you to confirm that you wish to delete the line item:



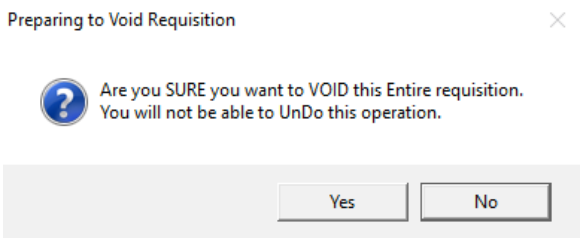
4) Click on *No* to cancel. Click on *Yes* to continue.



5) The line item will still appear on the requisition, but the description will read *CANCELLED*.
   a) The *Price* will still appear.
   b) The *Amount* box will be zeroed out.
   c) The *Total for Req* will have the total of the cancelled item deducted.

Voiding a Requisition

1) Locate the requisition you wish to void.
2) Click on *Void Req*. The system will confirm that you wish to void:

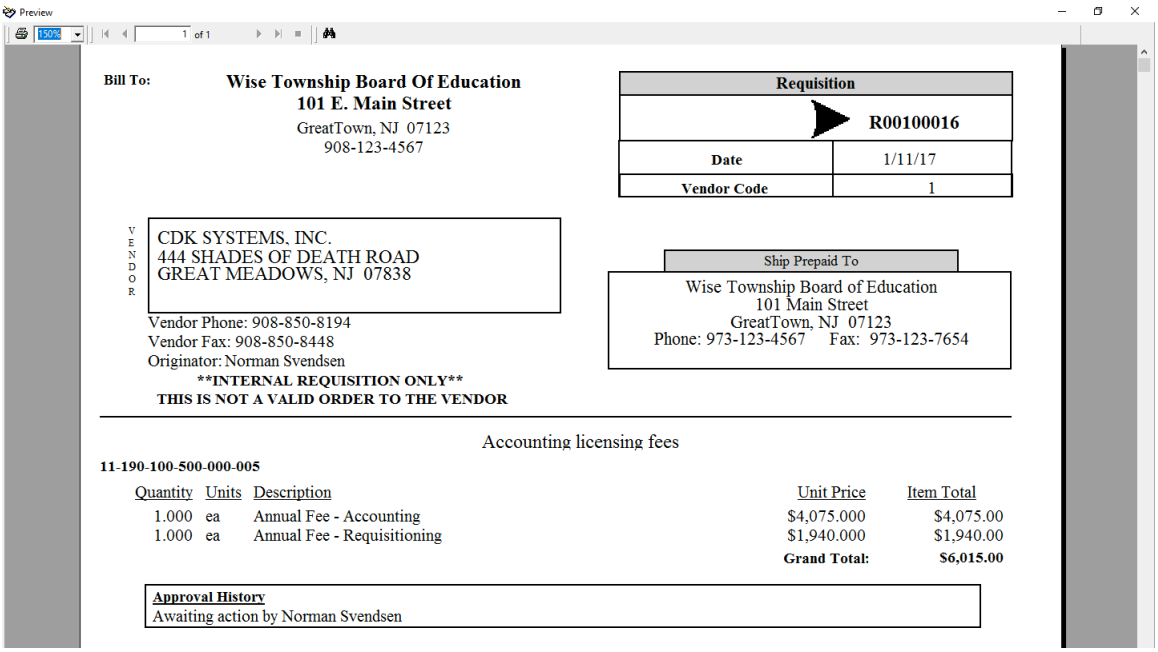


3) Select *Yes* to void the requisition, *No* to return to the requisition.

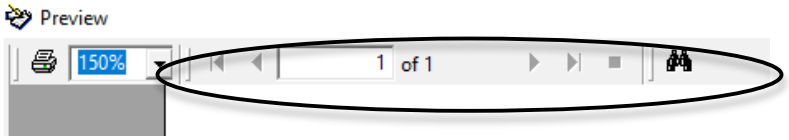
Save and Print

1) Once your requisition is finished to your satisfaction, click on *Save & Exit*.

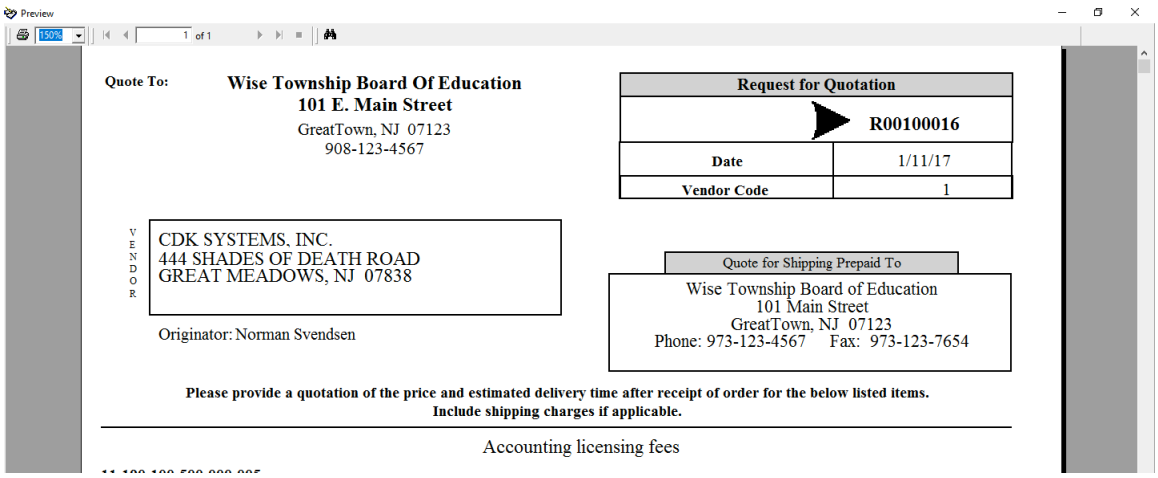
2) While still on the *Add/Edit Requisitions* window click *Print Req* to see a preview of the requisition.
   a) Any vendor instructions will automatically be printed on your requisition.
   b) The system will ask if you want requisition notes to appear on your printed requisition. Click on *Yes* or *No* as appropriate.
   c) A preview of your requisition will be displayed:



   d) To navigate through the requisition preview use the buttons at the top of this window.
      i) The arrow buttons will move you through the pages of the requisition. (|◀ first page, ◀ previous page, ▶ next page, ▶| last page)
      ii) The binoculars will allow you to search for a particular word of phrase in your current requisition.
      iii) Use the drop down arrow to make the document larger.
3) To print the requisition, click on the printer icon at the top left of your window and the requisition will be sent to your default printer.



4) From the *Add/Edit Requisitions* window you may also *Print Quote*. This will print your requisition as a *Request for Quotation.* You navigate this window in the same way described above.

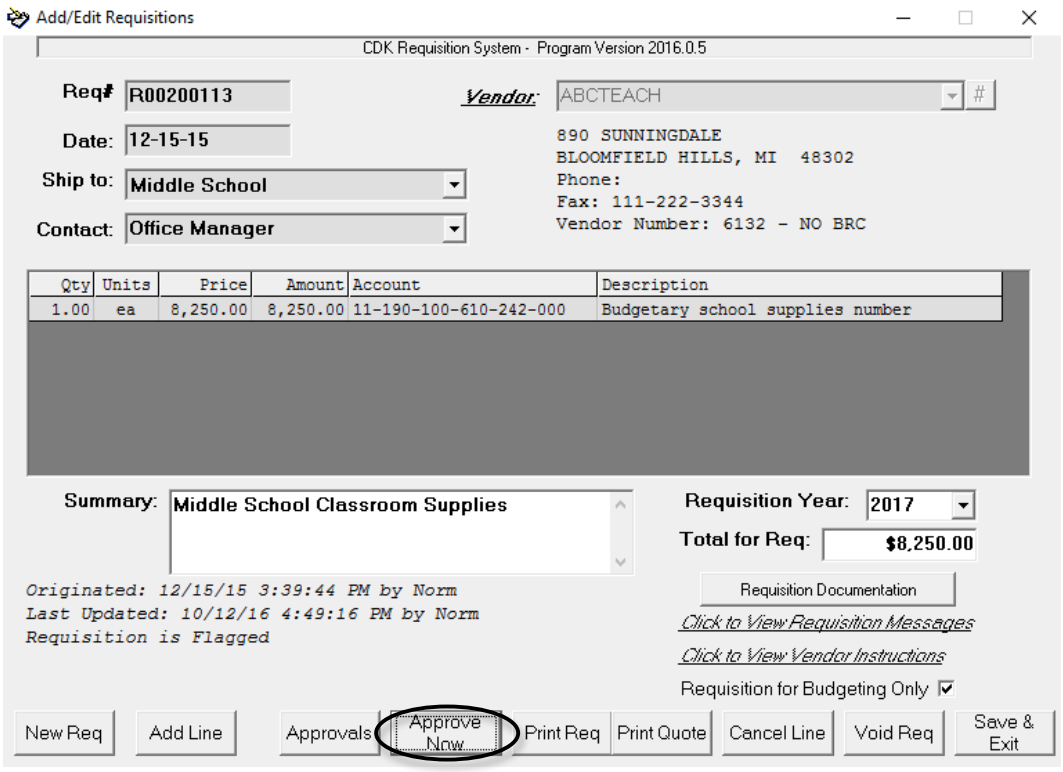

Preview
150%
1 of 1
Quote To:
Wise Township Board Of Education
101 E. Main Street
GreatTown, NJ 07123
908-123-4567
Request for Quotation
R00100016
Date
1/11/17
Vendor Code
1
VENDOR
CDK SYSTEMS, INC.
444 SHADES OF DEATH ROAD
GREAT MEADOWS, NJ 07838
Originator: Norman Svendsen
Quote for Shipping Prepaid To
Wise Township Board of Education
101 Main Street
GreatTown, NJ 07123
Phone: 973-123-4567 Fax: 973-123-7654
Please provide a quotation of the price and estimated delivery time after receipt of order for the below listed items.
Include shipping charges if applicable.
Accounting licensing fees

Quick Approvals

Approve Now

The *Approve Now* button allows you to approve multiple requisitions in a row, without exiting the *Add/Edit Requisitions* window.

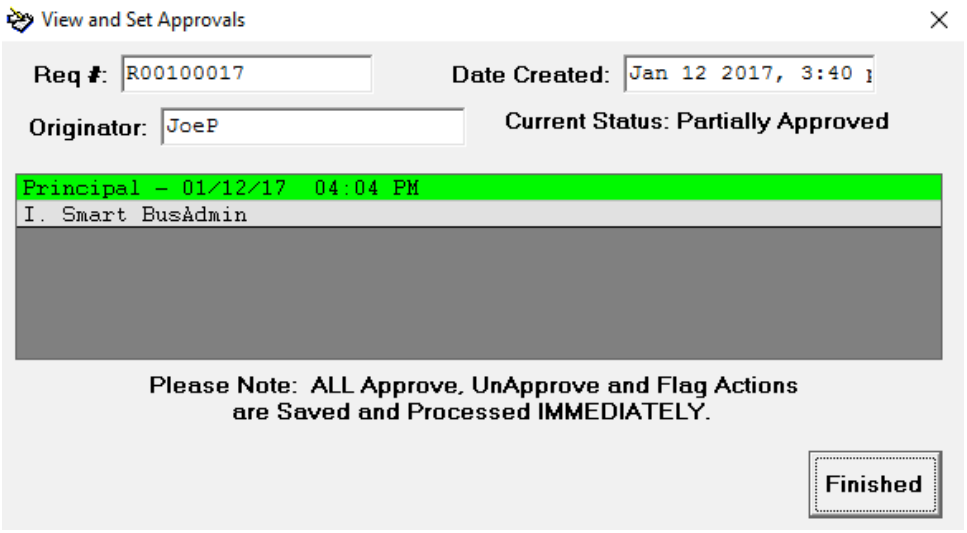
1) From the *Browse Requisitions* window double click on any requisition and it will open.



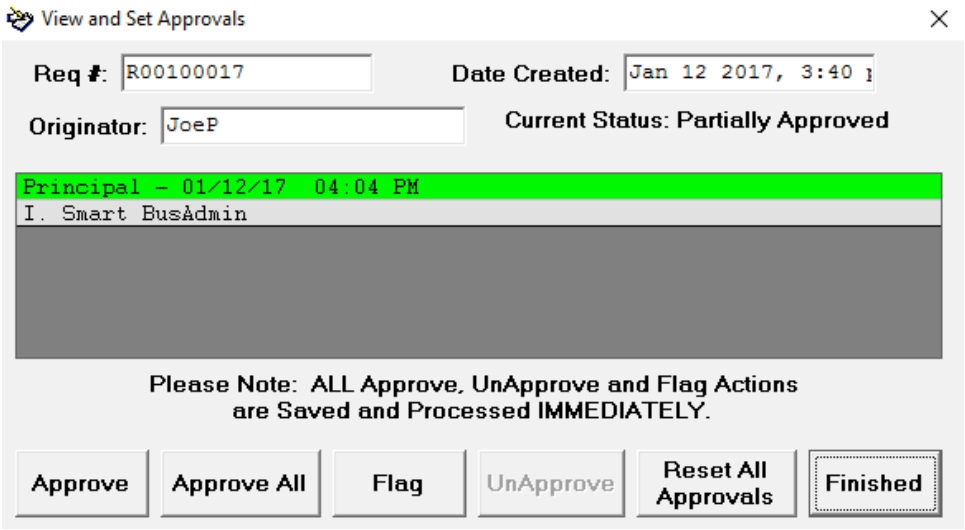
2) Click on *Approve Now*.
   a) You will be asked if you wish to send this requisition to the next approver and the originator immediately. Choose *Yes* or *No*.
   b) If you answer *Yes* you will be asked if you always want to immediately send approvals without asking. Choose *Yes* or *No*.
3) The window will now display the next unapproved requisition.
4) For more on approvals, see below.

The Approvals Window

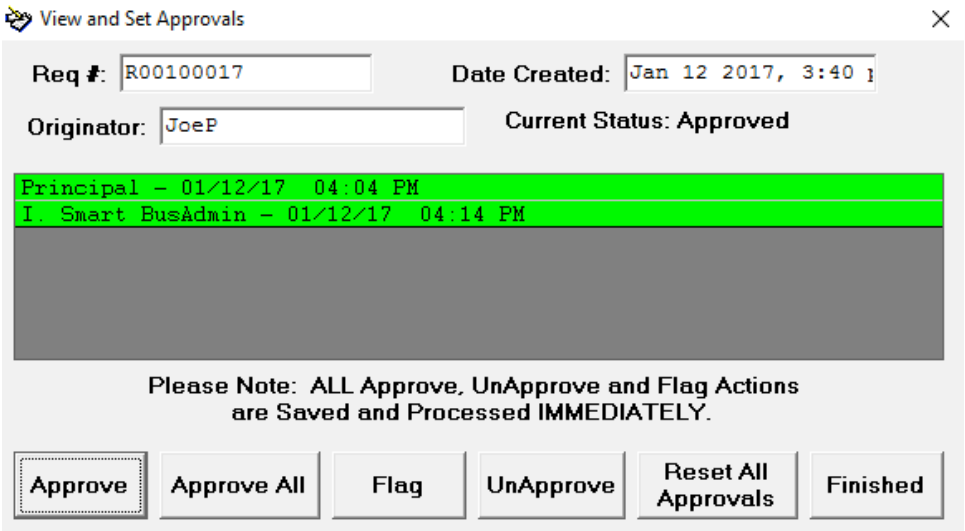
1) Highlight a requisition on the *Requisition Browser* (you may also do this from the *Add/Edit Requisitions* window.) Click on *Show Approvals* and the *View and Set Approvals* window will open.
   a) This displays a list of the approvals the current requisition will need before it can be converted into a purchase order.
   b) The requisition number (created earlier by the system) appears at the top, along with the date the requisition was originally created.
   c) The user name shown in the uppermost line is the immediate approver for the creator of the requisition.
   d) Lower user names are subsequent approvers.



   i) The *Originator* of this requisition is Joe P. He does not have the necessary permissions to approve, disapprove or flag requisitions (the buttons do not appear at the bottom of the window.)
   ii) *Principal* and *Smart BusAdmin* need to approve this requisition.
2) This is how the same window appears to an approver.



a) As an approver you may clear or set your own approval, or the approvals of anyone under you, by clicking on the appropriate button.
b) If you flag a requisition, you must enter a reason when prompted. This reason will be available to the originator once the requisitions are sent.
c) Click on *Approve* and the *Current Status* will change to approved and the approval line will be displayed in green.



d) To change the status back to unapproved, click on the *UnApprove* button.
e) Clicking on *Reset all Approvals* will undo any approvals for the displayed requisition and rebuild the approval chain from the bottom up.
   i) If, for example, a new principal has taken over, he or she would then be able to re-approve the requisition.
   ii) Note that the *Reset all Approvals* button is only available and visible to the Business Administrator.

3) When complete, click on the *Finished* button to save any changes you have made.
4) Click on the red "x" to close the *View and Set Approvals* window and return you to the previous window.
5) The system will ask if you wish to send this requisition to the next approver and the originator immediately. Select *Yes* or *No*.
    a) If you choose *No*, the system will prompt you again whether or not you wish to send this requisition along with any new or updated requisitions when you quit the system, and again when you log on again.
    b) If you choose *Yes*, the system will send the requisition, then ask if you wish to send all new approval updates immediately upon completion. Select *Yes* or *No*.
    c) If you choose *Yes*, any time you approve a requisition, it will be automatically sent to the next approver and the originator without any of these prompts. If you choose *No*, you will be asked this same series of questions each time you approve a requisition.

Browsing Your Requisitions

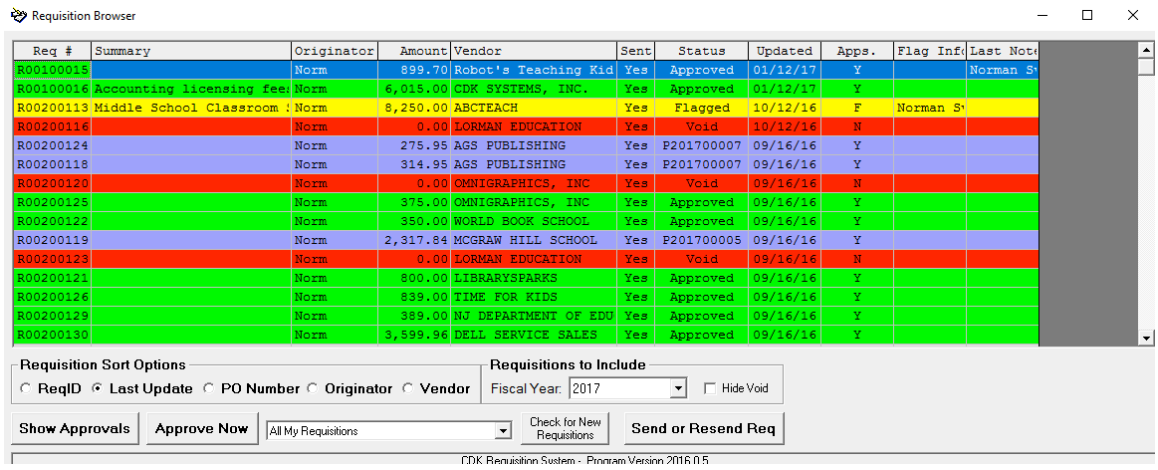
The *Requisition Browser* allows you to view all of the requisitions in the system.

The requisitions are color coded for ease of use.

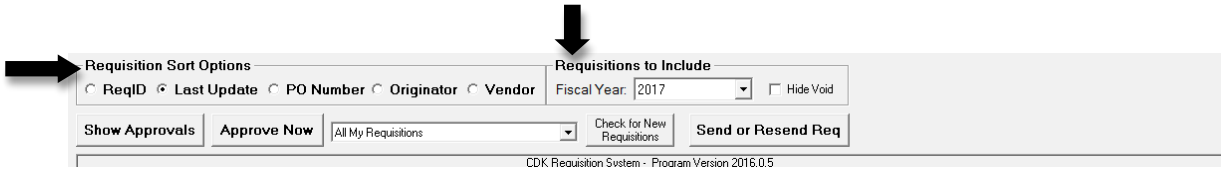
- Gray = New/Changed Requisitions
- Purple = Sent Requisitions (PO Number indicates it has been converted to a PO.)
- Green = Approved Requisitions
- Yellow = Flagged Requisitions
- Red = Voided Requisitions
- Dark Blue = Not Approved Requisitions

You are able to adjust the size of what you are viewing. Bring your mouse pointer over the line between column headings, and the pointer will change to a double arrow. Now you can click and drag to resize the columns. You can also resize the requisition browser window by clicking and dragging the edges just like you would any other window. The system will remember your column width and window size settings whenever you open the requisition browser.

1) From the *Main Menu* click on *Browse*. The *Requisition Browser* will open:



2) The default setting is to display current year requisitions.
   a) *Requisitions to Include* has *Hide Prior Yr* marked. Change to *Show All* to display prior year requisitions.
   b) Check the box labeled *Hide Void* to hide all voided requisitions.

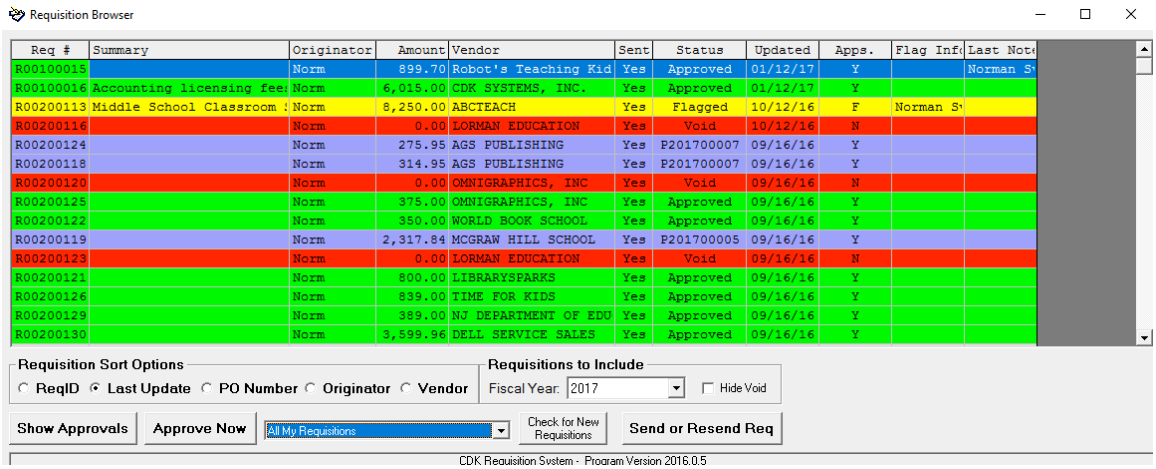


3) *Requisition Sort Options* allows you to sort your requisitions by *ReqID*, *Last Update*, *PO Number*, *Originator* or *Vendor*. Mark the correct circle.
4) The drop down box in the lower center of the window allows you to further narrow the requisitions displayed:

   a) The dropdown box starts at the view that was selected the last time this window was exited on the workstation
   b) *My Normal Requisitions* – Requisitions you originated or are in the approval chain for that are already approved/in the approval process but are not yet converted to purchase orders.
   c) *My Flagged Requisitions* – Requisitions you originated or are in the approval chain for that are currently flagged.
   d) *My Converted Requisitions* – Requisitions you originated that have been approved and subsequently converted into a purchase order (in CDK Accounting.)
   e) *My Budgetary Requisitions* – Requisitions you originated or are in the approval chain that have the *Requisition for Budgeting Only* box marked.
   f) *All My Non-Budgetary Requisitions* – Requisitions you originated or are in the approval chain for that do not have the *Requisition for Budgeting Only* box marked.
   g) *All My Requisitions* – All requisitions you originated or are in the approval chain for.
   h) *Need My Approval* (approvers only) – Requisitions you are in the approval chain for that you have not yet approved.
   i) *My Action Items* (approvers only) – Requisitions that need your approval and have already been approved by anyone lower in the approval chain.
5) Click on *Check for New Requisitions* and the system will scan for any new requisitions that have been added to the server.
6) The *Send or Resend Req* button will send the currently selected requisition information to the server.

Approving Requisitions from the Browser

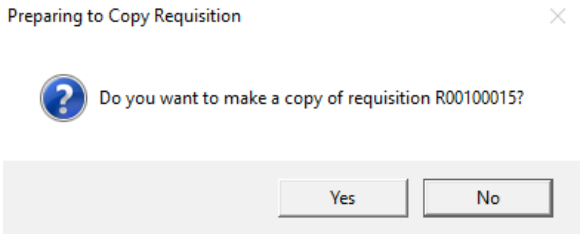
1) From the *Main Menu* click on *Browse*. The *Requisition Browser* will open.



2) Highlight the requisition you wish to approve and click on *Approve Now*.
   a) You will be asked if you want to immediately send this approval information to next approver and originator.
   b) Click *Yes* or *No*. The system will return you to the previous window.
   c) If you have set up the system to send the approved item immediately you will skip this step.
3) Choose the appropriate action, and the system will return you to the previous screen.

Copying Requisitions

1) From the *Main Menu* click on *Browse*. The *Requisition Browser* will open.
2) Highlight the requisition you wish to copy and **right click**.
3) The system will ask if you wish to copy the requisition:

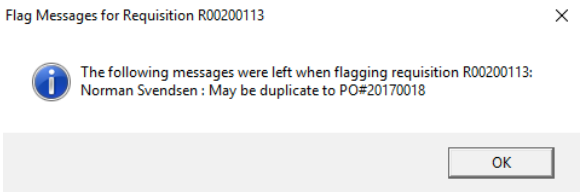


4) Click on *No* to cancel or *Yes* to make a copy.
5) The copy will be a new requisition that is the same as the old one with a few exceptions.
   a) The originator of the new requisition will be the user who copied it, not the user who originally created the previous requisition.
   b) Any cancelled lines in the old requisition will not be included in the new requisition.
   c) All vendor instructions and requisition messages will be copied to the new requisition.

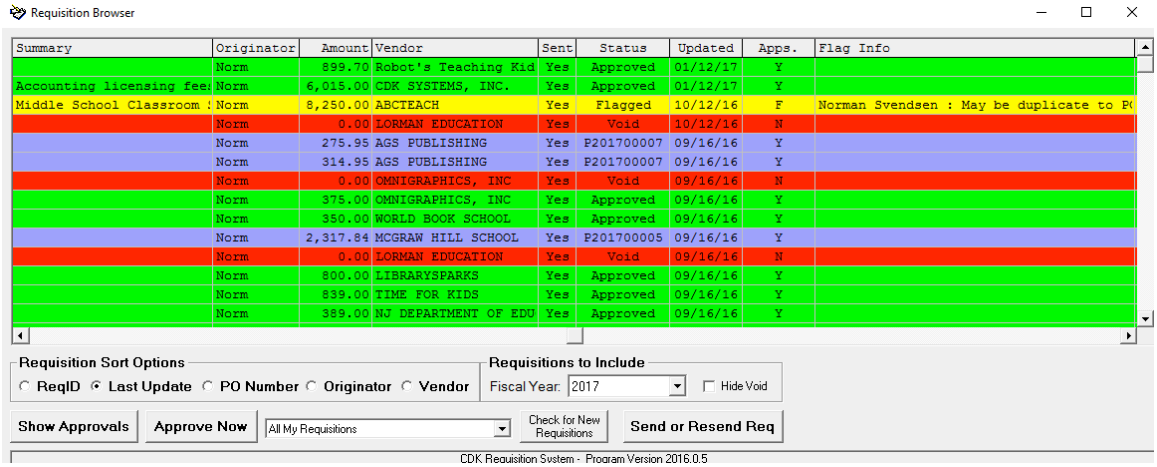
Show Flag Messages

Once you are on the requisition browser there are two ways to view flag messages.

1) **Right click** on the flagged requisition while you hold down the *shift* key. The following window will open:



2) You can also expand your window (drag on the corner) and increase your column width (expand your column heading) as described above under *Browsing Your Requisitions*. The *Flag Info* is in the far right column.



Converting Requisitions to POs

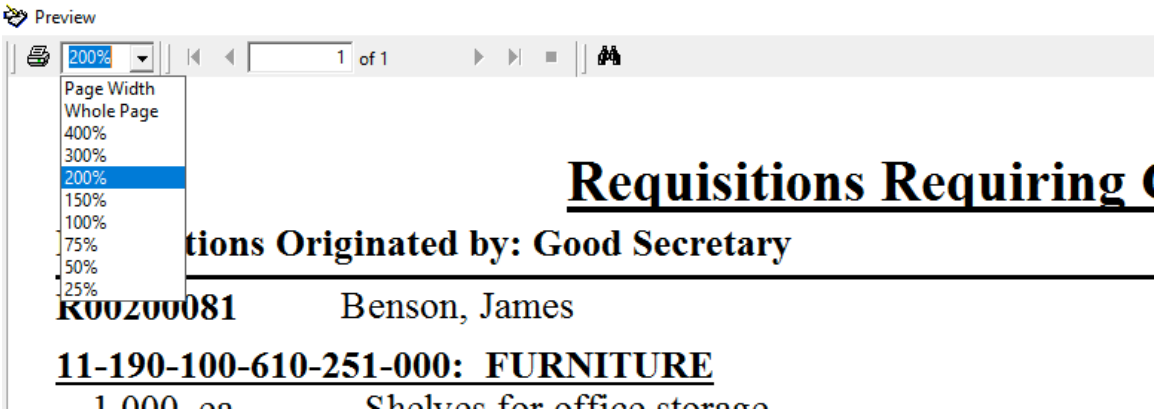
Converting requisitions to POs is done in the accounting system. For more information see Appendix I.

Reports

To access the reports click on *Reports* from the *Main Menu*. The *Reports* menu will open.

Navigating the Reports Preview Window

All reports are first shown onscreen as a print preview. To navigate through the requisition preview use the buttons at the top of this window.

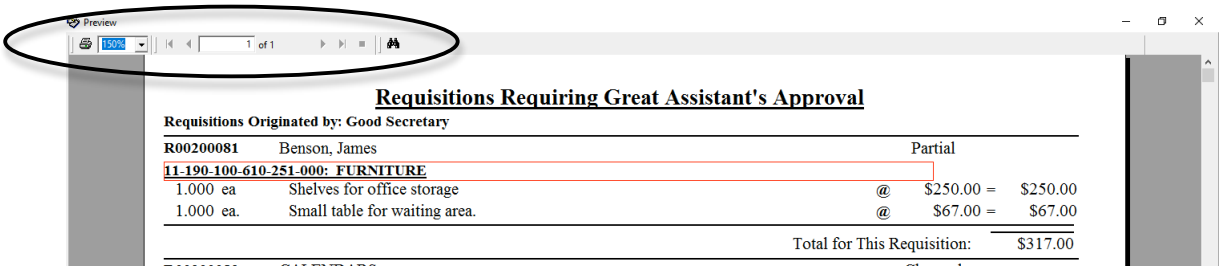


- The arrow buttons will move you through the pages of the requisition. (|◀ first page, ◀ previous page, ▶ next page, ▶| last page)
- The binoculars will allow you to search for a particular word of phrase in your current requisition.
- Use the drop down arrow to make the document larger.
- To print the requisition, click on the printer icon at the top left of your window and the requisition will be sent to your default printer.

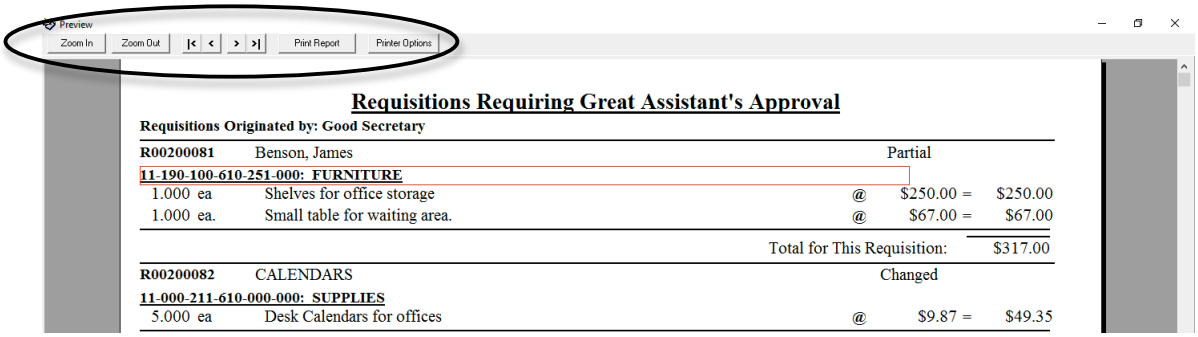
Exporting Reports as PDF Files

In CDK Requisitioner you have the ability to create .pdf files of any report. These files can then be electronically sent (through e-mail, for example) to anyone who needs the information. You need to have a .pdf writer installed on your computer. There are several free ones available online. If you need assistance installing a .pdf writer, please contact a CDK representative.

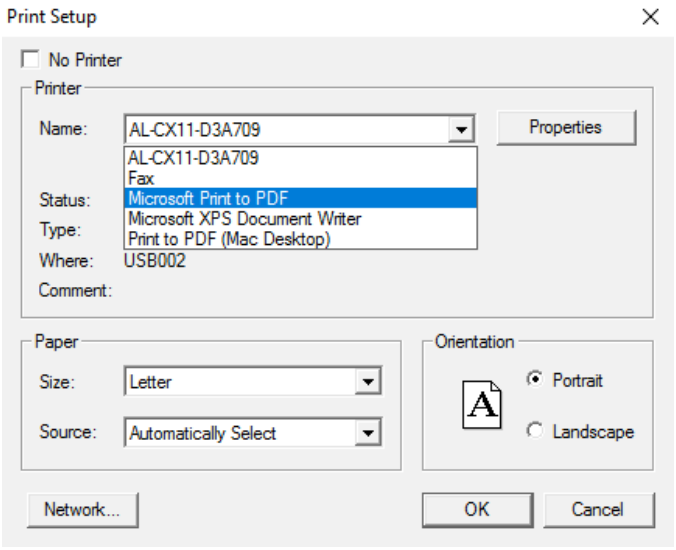
1) From the *Main Menu* click on *Reports*.
2) Click on the report you wish to print. You will see a preview of your report. Please note the header:



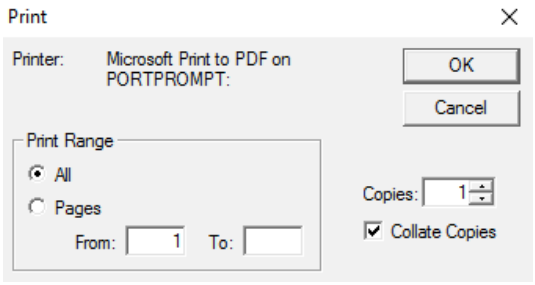
3) Double click anywhere on the report to change to toolbar at the top of the window.



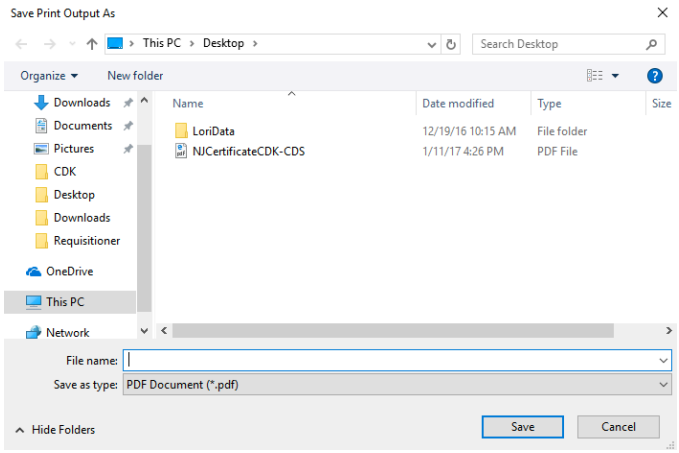
4) Click on *Printer Options*. Select whatever .pdf writer you have installed on your computer just as you would select your printer. Click on *OK*.



5) Click on *Print Report*. Make any choices and click on *OK*. (Click on *Cancel* to exit.)



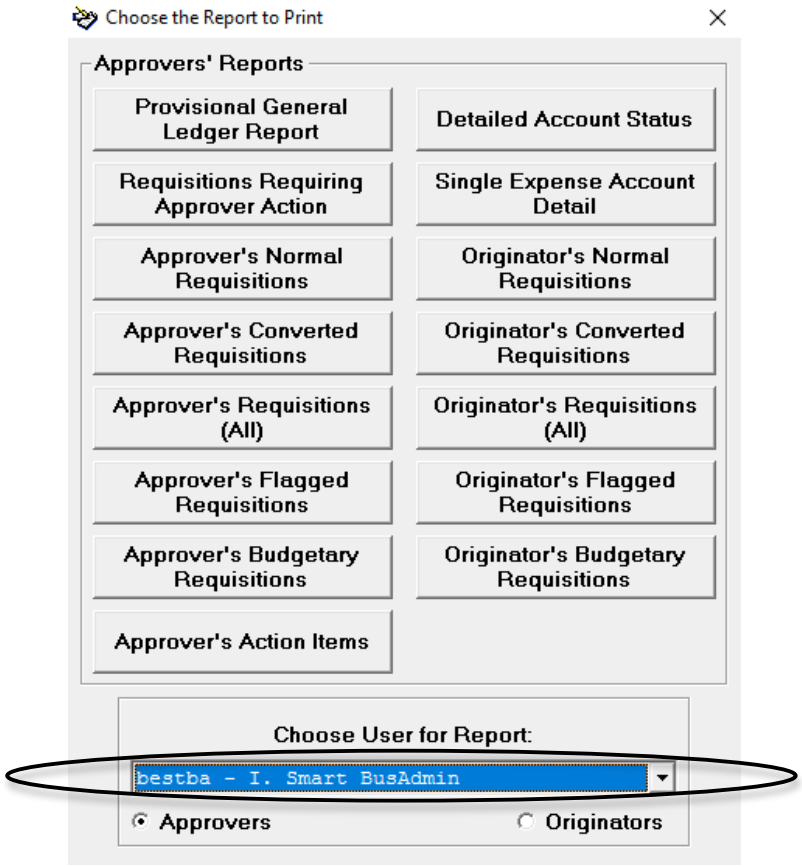
6) The *Save As* window will open.
   a) Select the location you wish to save the file to.
   b) Change the file name to the name of the report. You may want to use the date as part of your file name.



7) Click on *Save*. (Click on *Cancel* to exit without saving.)
8) Return to your desktop and locate the file you exported. It is now in a format that you can send electronically.

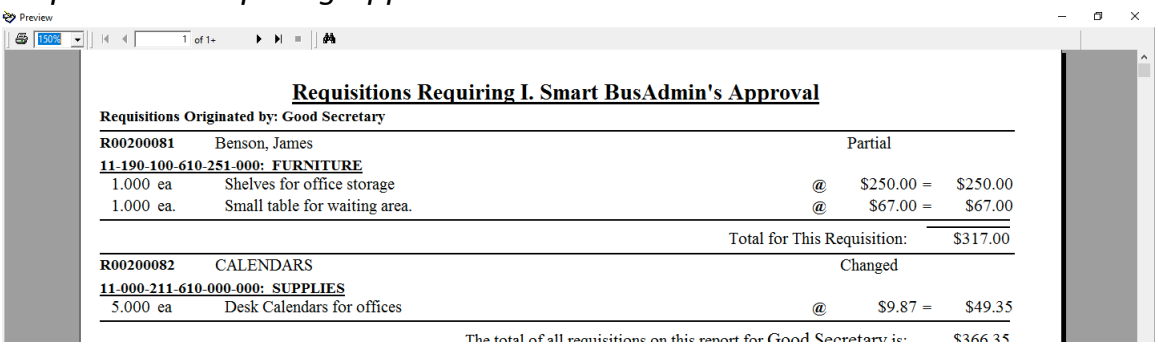
Setting Users for Reports

There are fifteen reports accessible from the reports menu. Two are accessible ONLY TO APPROVERS. Use the drop down arrow to select the user you wish to have active while printing reports. Mark the circle labeled either *Approvers* or *Originators* to display only that group.



Requisition Reports

Requisitions Requiring Approver Action



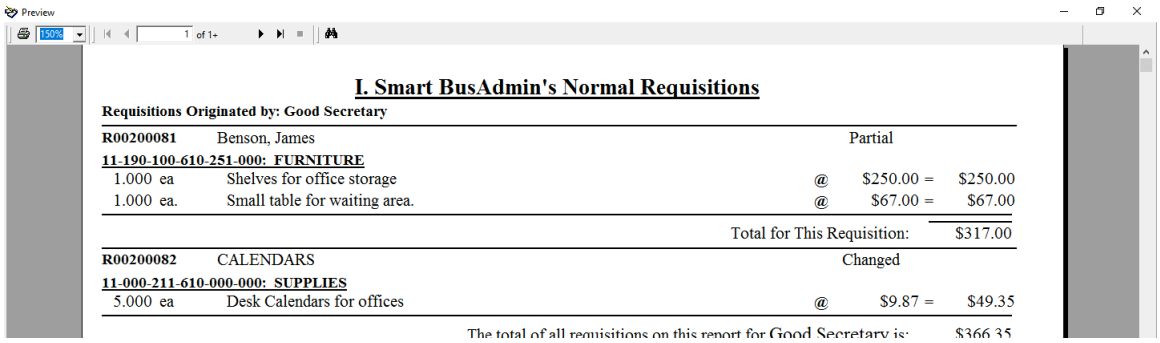
Requisitions Requiring I. Smart BusAdmin's Approval

Requisitions Originated by: Good Secretary

R00200081	Benson, James			Partial	
11-190-100-610-251-000: FURNITURE					
1.000 ea	Shelves for office storage	@	$250.00 =		$250.00
1.000 ea.	Small table for waiting area.	@	$67.00 =		$67.00
			Total for This Requisition:		$317.00
R00200082	CALENDARS			Changed	
11-000-211-610-000-000: SUPPLIES					
5.000 ea	Desk Calendars for offices	@	$9.87 =		$49.35

The total of all requisitions on this report for Good Secretary is: $366.35

Approver's Normal Requisitions

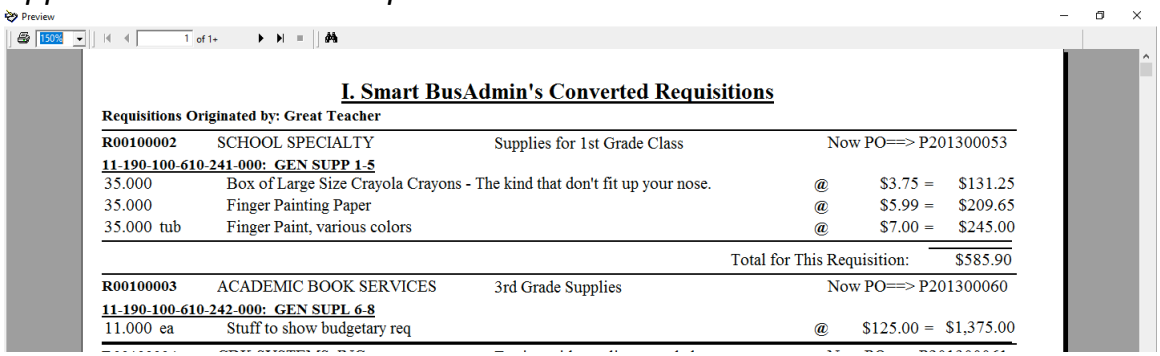


I. Smart BusAdmin's Normal Requisitions

Requisitions Originated by: Good Secretary

R00200081	Benson, James			Partial	
11-190-100-610-251-000: FURNITURE					
1.000 ea	Shelves for office storage		@	$250.00 =	$250.00
1.000 ea.	Small table for waiting area.		@	$67.00 =	$67.00
				Total for This Requisition:	$317.00
R00200082	CALENDARS			Changed	
11-000-211-610-000-000: SUPPLIES					
5.000 ea	Desk Calendars for offices		@	$9.87 =	$49.35
				The total of all requisitions on this report for Good Secretary is:	$366.35

Approver's Converted Requisitions

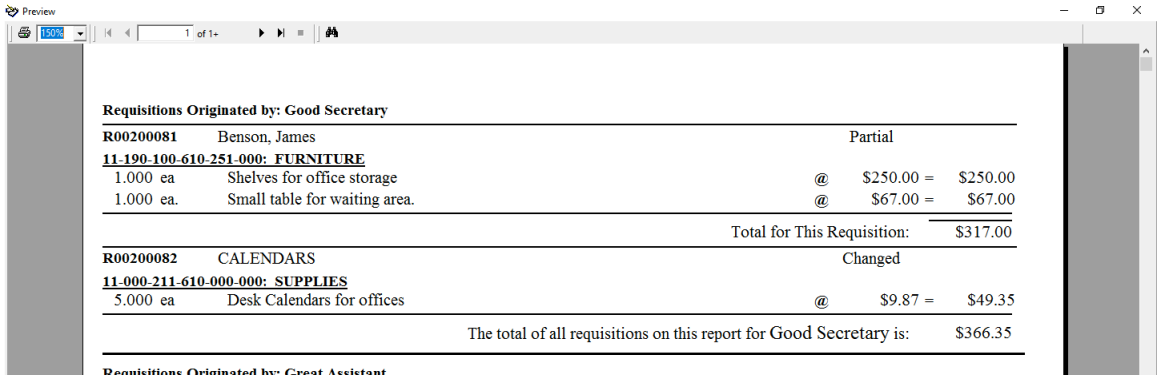


I. Smart BusAdmin's Converted Requisitions

Requisitions Originated by: Great Teacher

R00100002	SCHOOL SPECIALTY	Supplies for 1st Grade Class		Now PO==> P201300053	
11-190-100-610-241-000: GEN SUPP 1-5					
35.000	Box of Large Size Crayola Crayons - The kind that don't fit up your nose.		@	$3.75 =	$131.25
35.000	Finger Painting Paper		@	$5.99 =	$209.65
35.000 tub	Finger Paint, various colors		@	$7.00 =	$245.00
				Total for This Requisition:	$585.90
R00100003	ACADEMIC BOOK SERVICES	3rd Grade Supplies		Now PO==> P201300060	
11-190-100-610-242-000: GEN SUPL 6-8					
11.000 ea	Stuff to show budgetary req		@	$125.00 =	$1,375.00

Approver's Requisitions (All)

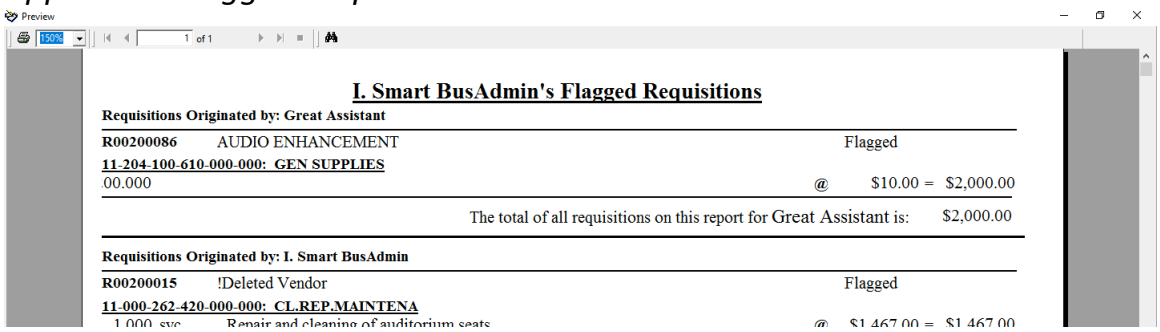


Requisitions Originated by: Good Secretary

R00200081	Benson, James			Partial	
11-190-100-610-251-000: FURNITURE					
1.000 ea	Shelves for office storage		@	$250.00 =	$250.00
1.000 ea.	Small table for waiting area.		@	$67.00 =	$67.00
				Total for This Requisition:	$317.00
R00200082	CALENDARS			Changed	
11-000-211-610-000-000: SUPPLIES					
5.000 ea	Desk Calendars for offices		@	$9.87 =	$49.35
				The total of all requisitions on this report for Good Secretary is:	$366.35

Requisitions Originated by: Great Assistant

Approver's Flagged Requisitions



I. Smart BusAdmin's Flagged Requisitions

Requisitions Originated by: Great Assistant

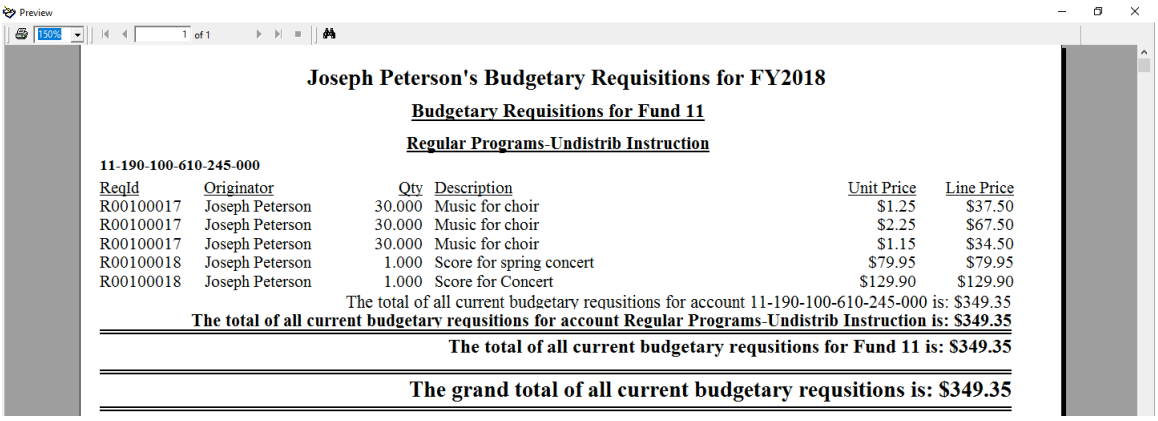
R00200086	AUDIO ENHANCEMENT			Flagged	
11-204-100-610-000-000: GEN SUPPLIES					
00.000			@	$10.00 =	$2,000.00
				The total of all requisitions on this report for Great Assistant is:	$2,000.00

Requisitions Originated by: I. Smart BusAdmin

R00200015	!Deleted Vendor			Flagged	
11-000-262-420-000-000: CL.REP.MAINTENA					
1.000 svc	Repair and cleaning of auditorium seats		@	$1,467.00 =	$1,467.00

Approver's Budgetary Requisitions

The system will ask, "Do you want to hide the requisition details?" Choose *Yes* or *No*. You are also able to select the fiscal year. Your report will be generated.



Joseph Peterson's Budgetary Requisitions for FY2018

Budgetary Requisitions for Fund 11

Regular Programs-Undistrib Instruction

11-190-100-610-245-000

ReqId	Originator	Qty	Description	Unit Price	Line Price
R00100017	Joseph Peterson	30.000	Music for choir	$1.25	$37.50
R00100017	Joseph Peterson	30.000	Music for choir	$2.25	$67.50
R00100017	Joseph Peterson	30.000	Music for choir	$1.15	$34.50
R00100018	Joseph Peterson	1.000	Score for spring concert	$79.95	$79.95
R00100018	Joseph Peterson	1.000	Score for Concert	$129.90	$129.90

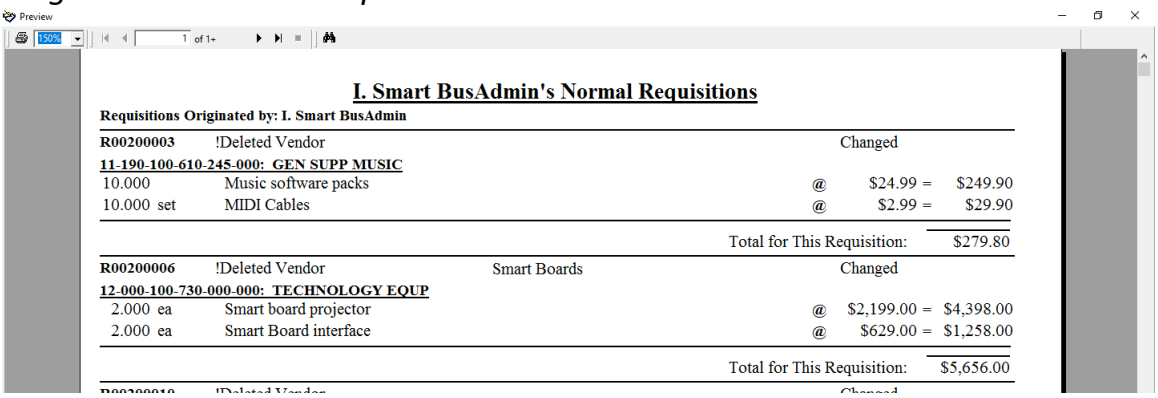
The total of all current budgetary requsitions for account 11-190-100-610-245-000 is: $349.35

The total of all current budgetary requsitions for account Regular Programs-Undistrib Instruction is: $349.35

The total of all current budgetary requsitions for Fund 11 is: $349.35

The grand total of all current budgetary requsitions is: $349.35

Originator's Normal Requisitions

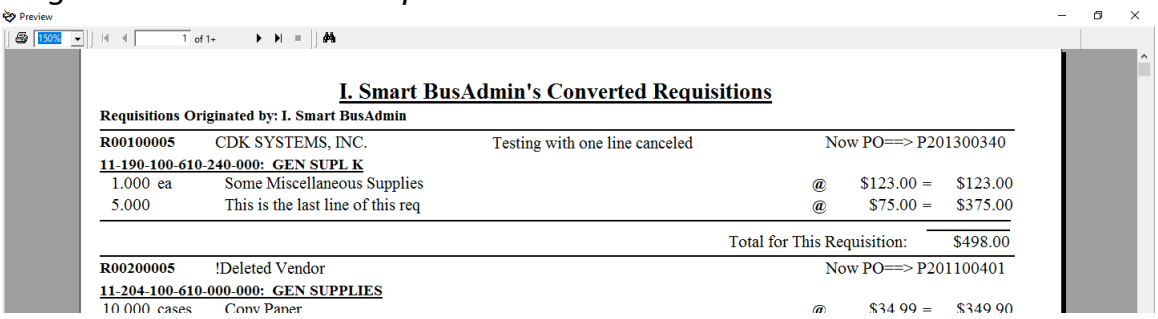


I. Smart BusAdmin's Normal Requisitions

Requisitions Originated by: I. Smart BusAdmin

R00200003	!Deleted Vendor		Changed		
11-190-100-610-245-000: GEN SUPP MUSIC					
10.000	Music software packs		@	$24.99 =	$249.90
10.000 set	MIDI Cables		@	$2.99 =	$29.90
			Total for This Requisition:		$279.80
R00200006	!Deleted Vendor	Smart Boards	Changed		
12-000-100-730-000-000: TECHNOLOGY EQUP					
2.000 ea	Smart board projector		@	$2,199.00 =	$4,398.00
2.000 ea	Smart Board interface		@	$629.00 =	$1,258.00
			Total for This Requisition:		$5,656.00

Originator's Converted Requisitions

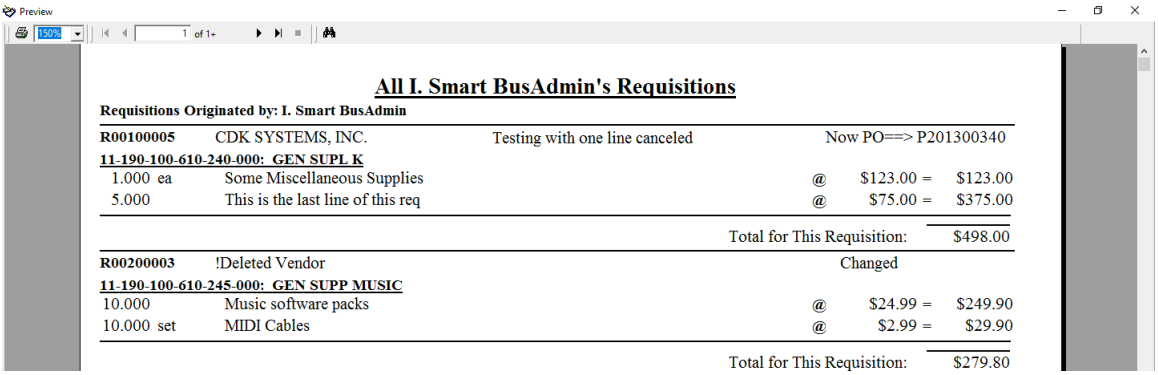


I. Smart BusAdmin's Converted Requisitions

Requisitions Originated by: I. Smart BusAdmin

R00100005	CDK SYSTEMS, INC.	Testing with one line canceled	Now PO==> P201300340		
11-190-100-610-240-000: GEN SUPL K					
1.000 ea	Some Miscellaneous Supplies		@	$123.00 =	$123.00
5.000	This is the last line of this req		@	$75.00 =	$375.00
			Total for This Requisition:		$498.00
R00200005	!Deleted Vendor		Now PO==> P201100401		
11-204-100-610-000-000: GEN SUPPLIES					
10.000 cases	Copy Paper		@	$34.99 =	$349.90

Originator's Requisitions (All)

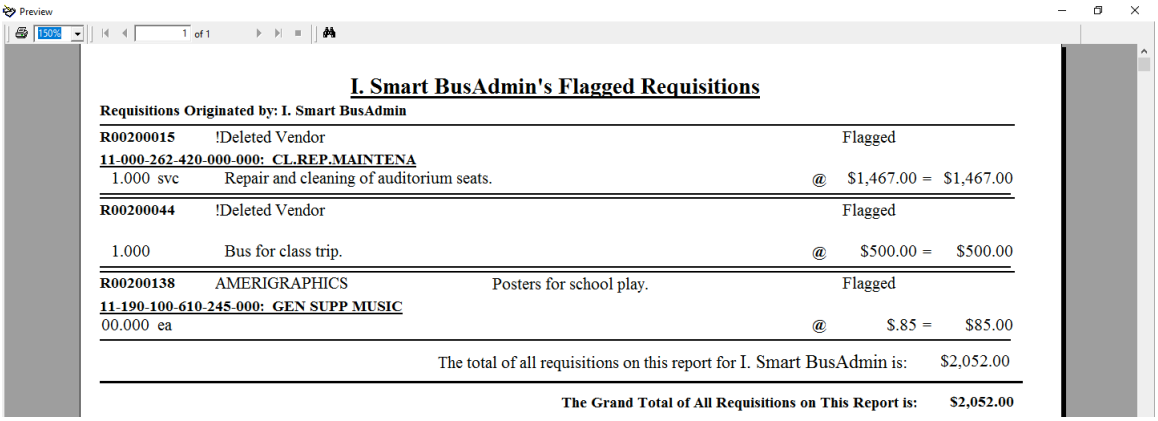


All I. Smart BusAdmin's Requisitions

Requisitions Originated by: I. Smart BusAdmin

R00100005	CDK SYSTEMS, INC.	Testing with one line canceled	Now PO==> P201300340		
11-190-100-610-240-000: GEN SUPL K					
1.000 ea	Some Miscellaneous Supplies		@	$123.00 =	$123.00
5.000	This is the last line of this req		@	$75.00 =	$375.00
			Total for This Requisition:		$498.00
R00200003	!Deleted Vendor		Changed		
11-190-100-610-245-000: GEN SUPP MUSIC					
10.000	Music software packs		@	$24.99 =	$249.90
10.000 set	MIDI Cables		@	$2.99 =	$29.90
			Total for This Requisition:		$279.80

Originator's Flagged Requisitions

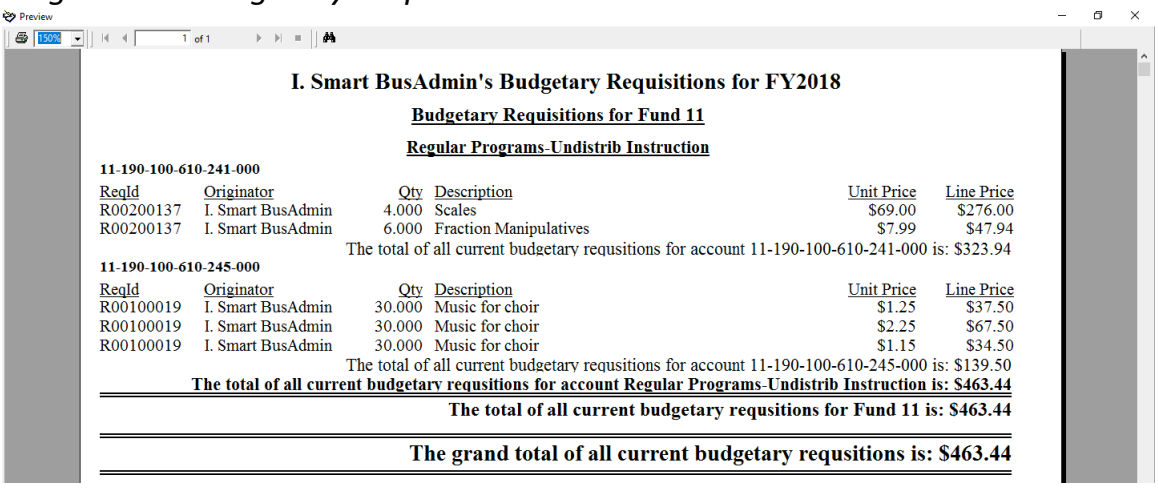


I. Smart BusAdmin's Flagged Requisitions

Requisitions Originated by: I. Smart BusAdmin

R00200015	!Deleted Vendor		Flagged		
11-000-262-420-000-000: CL.REP.MAINTENA					
1.000 svc	Repair and cleaning of auditorium seats.		@	$1,467.00 =	$1,467.00
R00200044	!Deleted Vendor		Flagged		
1.000	Bus for class trip.		@	$500.00 =	$500.00
R00200138	AMERIGRAPHICS	Posters for school play.	Flagged		
11-190-100-610-245-000: GEN SUPP MUSIC					
00.000 ea			@	$.85 =	$85.00
			The total of all requisitions on this report for I. Smart BusAdmin is:		$2,052.00
			The Grand Total of All Requisitions on This Report is:		**$2,052.00**

Originator's Budgetary Requisitions



I. Smart BusAdmin's Budgetary Requisitions for FY2018

Budgetary Requisitions for Fund 11

Regular Programs-Undistrib Instruction

11-190-100-610-241-000

ReqId	Originator	Qty	Description	Unit Price	Line Price
R00200137	I. Smart BusAdmin	4.000	Scales	$69.00	$276.00
R00200137	I. Smart BusAdmin	6.000	Fraction Manipulatives	$7.99	$47.94
			The total of all current budgetary requsitions for account 11-190-100-610-241-000 is: $323.94		

11-190-100-610-245-000

ReqId	Originator	Qty	Description	Unit Price	Line Price
R00100019	I. Smart BusAdmin	30.000	Music for choir	$1.25	$37.50
R00100019	I. Smart BusAdmin	30.000	Music for choir	$2.25	$67.50
R00100019	I. Smart BusAdmin	30.000	Music for choir	$1.15	$34.50
			The total of all current budgetary requsitions for account 11-190-100-610-245-000 is: $139.50		

The total of all current budgetary requsitions for account Regular Programs-Undistrib Instruction is: $463.44

The total of all current budgetary requsitions for Fund 11 is: $463.44

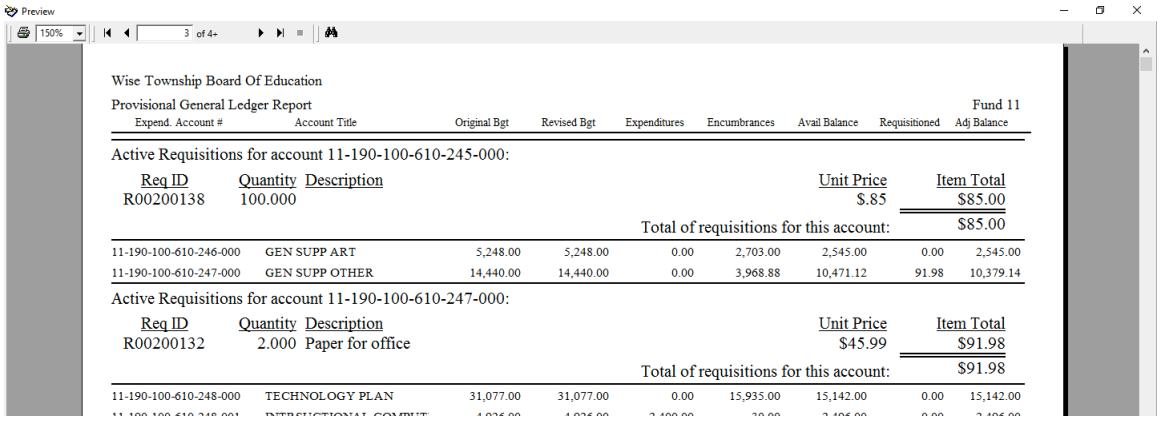
The grand total of all current budgetary requsitions is: $463.44

If you have permission to see unencumbered balances, then the other two buttons on the menu will be active:

Provisional General Ledger Report

1) From the *Main Menu* click on *Reports*.

2) Click on *Provisional General Ledger Report*.
3) You will be asked to select a **fund** for the report to cover. Enter the **fund** and click on *OK*.
4) You will be asked to select a **location** for the report to cover. Select a location OR enter ***** for all locations and click on *OK*.
5) You will be asked whether you want to show active requisitions for all accounts. Click on *Yes* or *No* as appropriate.



Wise Township Board Of Education

Provisional General Ledger Report — Fund 11

Expend. Account #	Account Title	Original Bgt	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Requisitioned	Adj Balance

Active Requisitions for account 11-190-100-610-245-000:

Req ID	Quantity	Description	Unit Price	Item Total
R00200138	100.000		$.85	$85.00

Total of requisitions for this account: $85.00

11-190-100-610-246-000	GEN SUPP ART	5,248.00	5,248.00	0.00	2,703.00	2,545.00	0.00	2,545.00
11-190-100-610-247-000	GEN SUPP OTHER	14,440.00	14,440.00	0.00	3,968.88	10,471.12	91.98	10,379.14

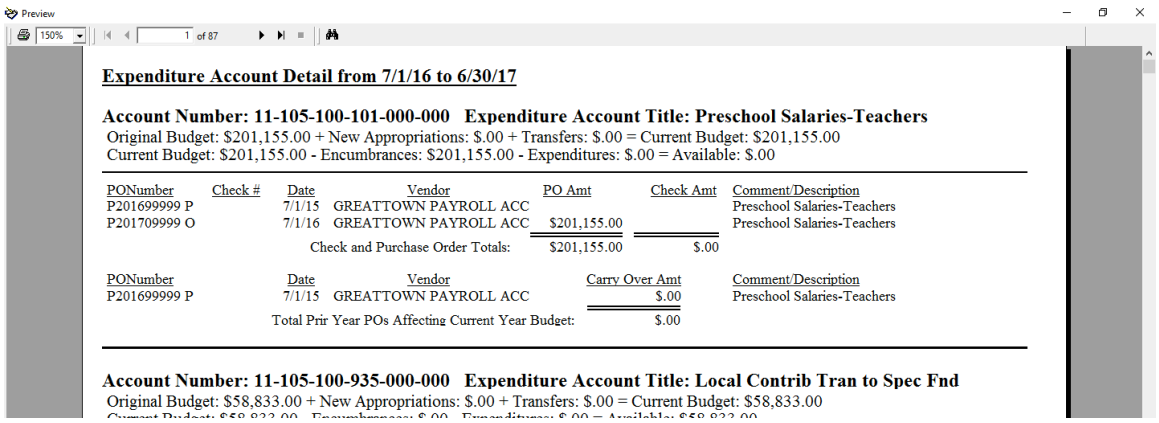
Active Requisitions for account 11-190-100-610-247-000:

Req ID	Quantity	Description	Unit Price	Item Total
R00200132	2.000	Paper for office	$45.99	$91.98

Total of requisitions for this account: $91.98

11-190-100-610-248-000	TECHNOLOGY PLAN	31,077.00	31,077.00	0.00	15,935.00	15,142.00	0.00	15,142.00

1) From the *Main Menu* click on *Reports*.
2) Click on *Detailed Account Status*. You will be asked what **fund** or **location** to print the expenditure account details for. Select one of the following options.
   a) Enter the 2 or 3 fund or location code.
   b) Enter one of the following codes:
      i) *"Prog"* for program
      ii) "*Func*" for function
      iii) "*Obj*" for object
      iv) "*Subj*" for subject.
      v) "*SAL*" for salary.
   c) The system will then prompt you for the specific program, function, object, etc. that you are looking for.
3) Your report will be displayed as requested.



Expenditure Account Detail from 7/1/16 to 6/30/17

Account Number: 11-105-100-101-000-000 Expenditure Account Title: Preschool Salaries-Teachers

Original Budget: $201,155.00 + New Appropriations: $.00 + Transfers: $.00 = Current Budget: $201,155.00

Current Budget: $201,155.00 - Encumbrances: $201,155.00 - Expenditures: $.00 = Available: $.00

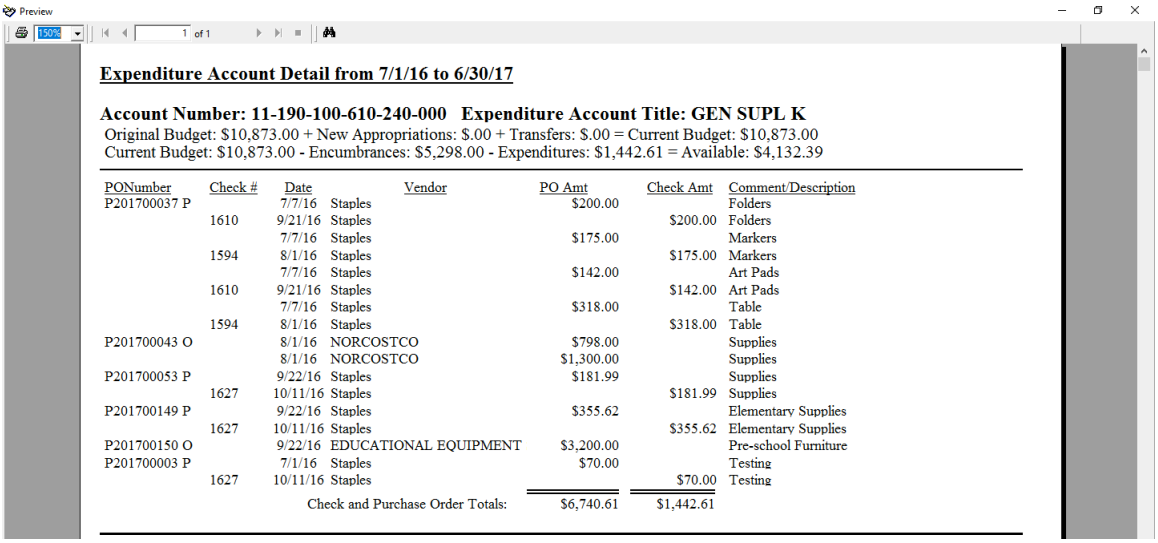
PONumber	Check #	Date	Vendor	PO Amt	Check Amt	Comment/Description
P201699999 P		7/1/15	GREATTOWN PAYROLL ACC			Preschool Salaries-Teachers
P201709999 O		7/1/16	GREATTOWN PAYROLL ACC	$201,155.00		Preschool Salaries-Teachers
			Check and Purchase Order Totals:	$201,155.00	$.00	

PONumber	Date	Vendor	Carry Over Amt	Comment/Description
P201699999 P	7/1/15	GREATTOWN PAYROLL ACC	$.00	Preschool Salaries-Teachers
		Total Prir Year POs Affecting Current Year Budget:	$.00	

Account Number: 11-105-100-935-000-000 Expenditure Account Title: Local Contrib Tran to Spec Fnd

Original Budget: $58,833.00 + New Appropriations: $.00 + Transfers: $.00 = Current Budget: $58,833.00

Single Expense Account Detail



Expenditure Account Detail from 7/1/16 to 6/30/17

Account Number: 11-190-100-610-240-000 Expenditure Account Title: GEN SUPL K

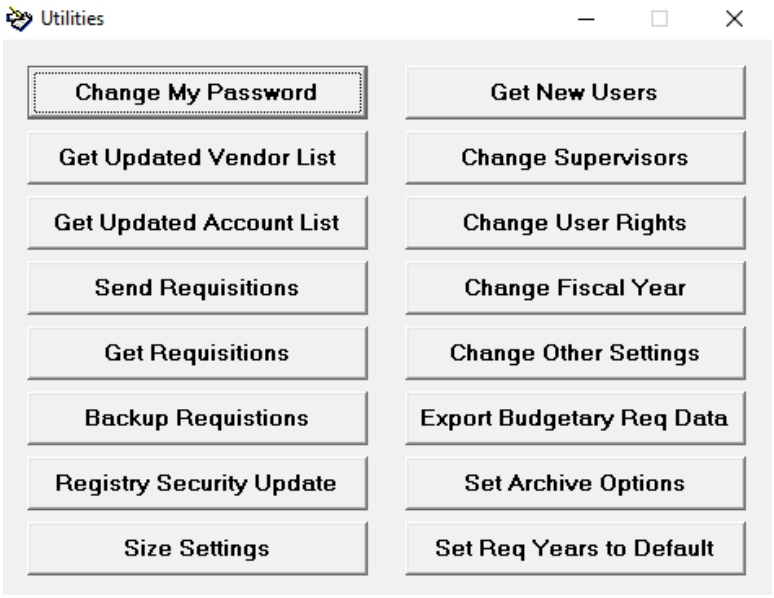
Original Budget: $10,873.00 + New Appropriations: $.00 + Transfers: $.00 = Current Budget: $10,873.00

Current Budget: $10,873.00 - Encumbrances: $5,298.00 - Expenditures: $1,442.61 = Available: $4,132.39

PONumber	Check #	Date	Vendor	PO Amt	Check Amt	Comment/Description
P201700037 P		7/7/16	Staples	$200.00		Folders
	1610	9/21/16	Staples		$200.00	Folders
		7/7/16	Staples	$175.00		Markers
	1594	8/1/16	Staples		$175.00	Markers
		7/7/16	Staples	$142.00		Art Pads
	1610	9/21/16	Staples		$142.00	Art Pads
		7/7/16	Staples	$318.00		Table
	1594	8/1/16	Staples		$318.00	Table
P201700043 O		8/1/16	NORCOSTCO	$798.00		Supplies
		8/1/16	NORCOSTCO	$1,300.00		Supplies
P201700053 P		9/22/16	Staples	$181.99		Supplies
	1627	10/11/16	Staples		$181.99	Supplies
P201700149 P		9/22/16	Staples	$355.62		Elementary Supplies
	1627	10/11/16	Staples		$355.62	Elementary Supplies
P201700150 O		9/22/16	EDUCATIONAL EQUIPMENT	$3,200.00		Pre-school Furniture
P201700003 P		7/1/16	Staples	$70.00		Testing
	1627	10/11/16	Staples		$70.00	Testing
			Check and Purchase Order Totals:	$6,740.61	$1,442.61	

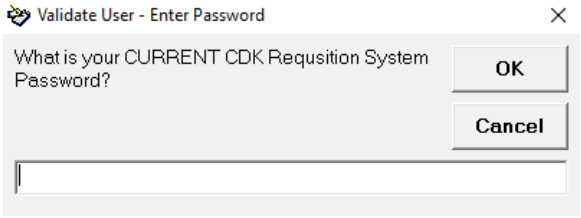
Utilities

To go to the utilities menu, click on the *Utilities* button on the main menu.

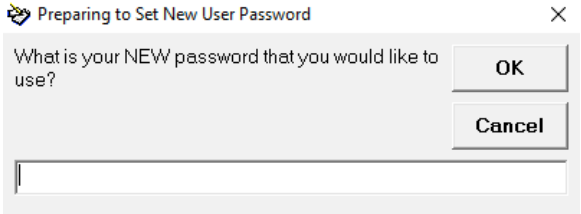


Change my Password

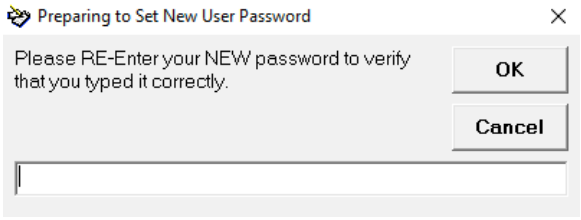
1) From the *Main Menu* click on *Utilities*.
2) Click on *Change My Password*. The system will ask you to enter your old password:



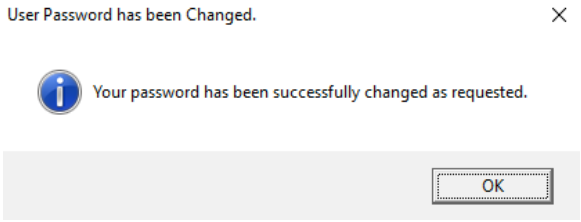
3) Enter your password and click on *OK*. (Click on *Cancel* to exit.)
4) You will be asked to enter your new password:



5) Enter your new password, between 5 and 10 characters long. Click on *OK* to continue or *Cancel* to exit.
6) The system will ask you to re-enter the password to verify it.



7) Enter the new password again and click on *OK*. Click on *Cancel* to exit. Your password will be changed.



8) If the two entries of your new password do not match, or if your password is not between 5 and 10 characters in length, the system will give you an error message, and you will have to start over.

Get Updated Vendor List

The vendor list in the requisitioning system is kept up to date by importing the updated vendor list from the main CDK Accounting program. A vendor must be added into the CDK program in order for it to appear in the requisitioning system.

1) From the *Main Menu* click on *Utilities*.
2) Click on *Get Updated Vendor List*. The system will display a status bar while this action is completed.
3) When complete a window will open asking if you would like to update the vendor list in the master database. Click on *Yes* to continue. The system will display a status bar while this action is completed.
4) Your update is complete.

Get Updated Account List

The account list in the requisitioning system is kept up to date by importing the updated account list from the main CDK Accounting program. The accounts must be added into the CDK program in order for it to appear in the requisitioning system.

1) From the *Main Menu* click on *Utilities*.

2) Click on *Get Updated Account List*. The system will display a status bar while this action is completed.
3) When complete a window will open asking if you would like to update the vendor list in the master database. Click on *Yes* to continue. The system will display a status bar while this action is completed.
4) Your update is complete.

Send Requisitions

Click on *Send Requisitions* to send requisitions that have been created on your workstation to the server so that they appear on other workstations.

1) From the *Main Menu* click on *Utilities*.
2) Click on *Send Requisitions*.
3) The system will display a message box telling you how many requisitions you have sent.

Get Requisitions

Clicking on the *Get Requisitions* button will retrieve all your requisitions from the server. This is useful if you are missing a requisition that you think you should have, or if one of your requisitions is not showing an update that it should.

1) From the *Main Menu* click on *Utilities*.
2) Click on *Get Requisitions*.
3) The system will display a message box telling you how many requisitions you have received.