

Cuba-Rushford CSD
WinCap Web – Web Req Instructions

My Requisition Form

Fiscal Year: 2019 **1. Confirm fiscal year**

Purchase Order# _____ Other Reference _____

PO Description _____

Information | **Line Items** | History | Attachments | User Activity Request

Requisition Information

Requisitioner: _____ [select][clear]

Requestor: _____

Building: MHS Middle High School

Bid/Request Type: _____ [select][clear]

Vendor: 000141 [search] **3. Select vendor** [select][clear]

Order Address: _____

Order Contact: _____

Instructions/Notes to Vendor: _____

Instructions/Notes for Internal Processing: _____

Submit Save for Later Cancel

My Requisition Form

Fiscal Year: 2019

Purchase Order# _____ Other Reference _____

PO Description _____

Information | **Line Items** | History | Attachments | User Activity Request

Requisition Line Items

5. Click Add Line Item **4. Go to Line Items tab**

Line Items **Add Line Item** [Add Line Item] [Action]

Line	Description	Catalog#	Quantity	Unit of Measure	Unit Cost	Discount %	Discount	Shipping %	Shipping	Action
[no records]										

0-0 of 0 First | Previous | Next | Last

Extended Cost 0.00

Auto Distribute Discount Discount - \$ 0.00

Auto Distribute Shipping Shipping + \$ 0.00

Total Cost 0.00

Submit Save for Later Cancel

Requisition Item

Catalog#

Description

Quantity

Unit of Measure

Unit Cost

Discount 0.00 Discount % OR \$

Shipping 0.00 Shipping % OR \$

(Note: Any changes to discount and shipping will be calculated after clicking OK.)

(Update Current Distributions)

Current Distribution Percentage	100 %
Item Amount	\$ 400.00
Current Distribution	\$ 400.00
Balance to Distribute	\$ 0.00

Budget Account - [search]

Requisition Budget Codes

Budget Account	% Distrib	Amount	Available Balance	Unencumbered Balance	Action
2110-450-00-0000	<input type="text" value="100.00"/>	<input type="text" value="400.00"/>	<input type="text" value=""/>	<input type="text" value=""/>	1-1 of 1 First Previous Next Last

Use as Default Budget Code(s) for remaining Items.

6. Enter catalog #/
description, quantity,
unit of measure and
unit cost

7. Select budget account

8. Choose appropriate
budget account. Your list
will vary

Requisition Item

Catalog#

Select Budget Code

Go To

1-25 of 250 First | Previous | [Next](#) | [Last](#)

Budget Account	Description	Fund	Unencumbered Balance	Available Balance
1010-400-00-0000	Contr Exp. - Brd Ed	A		7.78
1010-450-00-0000	Supplies - Brd Ed	A		0
1040-400-00-0000	Contr - Dist Clerk	A		
1060-400-00-0000	Contr - Dist Meeting	A		
1060-450-00-0000	Supplies - Dist Meeting	A		
1240-200-00-0000	Equip - Superintendent	A		
1240-400-00-0000	Contr - Superintendent	A		
1240-450-00-0000	Supplies - Superintendent	A		
1310-400-00-0000	Contr - Business Office	A		
1310-490-00-0000	BOCES - Business Office	A		
1320-400-00-0000	Auditing Services	A		
1330-400-00-0000	Contr - Tax Collector	A		
1330-450-00-0000	Supplies - Tax Collector	A		
1420-400-00-0000	Contr - Legal Services	A		
1420-401-00-0000	MILEAGE	A		
1430-490-00-0000	BOCES Negotiator	A		
1480-490-00-0000	BOCES - Public Informa.	A		
1620-200-00-0000	Equip - Cleaning	A		
1620-200-06-0000	Equip-Main-Elm St.	A		
1620-400-00-0000	Contr - Cleaning	A		
1620-400-00-0030	Propane	A		
1620-400-00-0032	Telephone - District	A		
1620-400-00-0033	Water & Sewer	A		
1620-400-00-0034	Electric	A		
1620-400-01-0031	Natural Gas -MHS	A		

Cancel

Use as Default Budget Code(s) for remaining Items.

Re-apply this distribution to all existing items

Requisition Item

Catalog#

Description

Quantity

Unit of Measure

Unit Cost

Discount 0.00 Discount % OR \$

Shipping 0.00 Shipping % OR \$

(Note: Any changes to discount and shipping will be calculated after clicking OK.)

(Update Current Distributions)

Current Distribution Percentage	100 %
Item Amount	\$ 400.00
Current Distribution	\$ 400.00
Balance to Distribute	\$ 0.00

Budget Account 1240-450-00-0000 - Supplies - Superintendent [search] [select] [clear]

Requisition Budget Codes

Budget Account	% Distrib	Amount	Available Balance	Unencumbered Balance	Action
2110-450-00-0000	<input type="text" value="100.00"/>	<input type="text" value="400.00"/>			X

1-1 of 1 First | Previous | Next | Last

Use as Default Budget Code(s) for remaining Items.

Re-apply this distribution to all existing items

9. Click Add to move budget account to budget code section

Requisition Item

Catalog#

Description

Quantity

Unit of Measure

Unit Cost

Discount 0.00 Discount % OR \$

Shipping 0.00 Shipping % OR \$

(Note: Any changes to discount and shipping will be calculated after clicking OK.)

(Update Current Distributions)

Current Distribution Percentage	100 %
Item Amount	\$ 400.00
Current Distribution	\$ 400.00
Balance to Distribute	\$ 0.00

Budget Account - [search] [select] [clear]

Requisition Budget Codes

Budget Account	% Distrib	Amount	Available Balance	Unencumbered Balance	Action
1240-450-00-0000	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>			X
2110-450-00-0000	<input type="text" value="100.00"/>	<input type="text" value="400.00"/>			X

1-2 of 2 First | Previous | Next | Last

Use as Default Budget Code(s) for remaining Items.

Re-apply this distribution to all existing items

Note: New Budget Account was added

Requisition Item

Catalog#

Description

Quantity

Unit of Measure

Unit Cost

Discount 0.00 Discount % OR \$

Shipping 0.00 Shipping % OR \$

(Note: Any changes to discount and shipping will be calculated after clicking OK.)

(Update Current Distributions)

Current Distribution Percentage	100 %
Item Amount	\$ 400.00
Current Distribution	\$ 400.00
Balance to Distribute	\$ 0.00

Budget Account - [search] [select] [clear]

Requisition Budget Codes

Budget Account	% Distrib	Unencumbered Balance	Act
1240-450-00-0000	<input type="text" value="100"/>		<input type="button" value="X"/>
2110-450-00-0000	<input type="text" value="100.00"/>		<input type="button" value="X"/>

1-2 of 2 First | Previous | Next |

1-2 of 2 First | Previous | Next |

Use as Default Budget Code(s) for remaining items.

10. Enter 100 in the '% Distrib' box for the budget account you want. Click Red X on the right to remove the line you don't want

Note: If you have additional line items for the same budget code, click the box 'Use as Default Budget Code(s) for remaining items'. Then add additional line items by clicking 'add line item button'

Use as Default Budget Code(s) for remaining items.

When requisition is complete, click 'Submit' to send on for processing.

If you want to finish it later click 'Save for later'

Cancel will cancel the req.