

Create a Requisition

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1. Go to www.myscview.com (<http://www.myscview.com>) to log in.

If you've never logged in before, please contact your admin for your username and initial password.

2. Click on the "Tools" menu and click "Requisitions"

3. This screen is referred to as Requisition Manager. Here you can see the details of all the requisitions you have created. In this screen you are able to add a requisition with the button that says Add Req. You are also able to copy a requisition with Copy Req if it is exactly the same as one you have created prior. Your requisitions are given a number, if it has been approved and submitted they are given a PO Number. You can also see the status of each requisition, if it has been saved as a draft, where it is waiting to be approved and if it has been submitted to USAS. The other columns tell you the details that you will be providing when you click on Add Req.

Req. No	PO No	Status	Vendor No	Vendor Name	Total	Requested PO Date	Deliver To	Description	Created	Requester
KE18704	4568098	Downloaded from US	1000	Sampleville Hardware	\$3.00	03/07/2019	Southwest High School	art supplies	03/07/2019	staff@scview.com
200123		HS Secretary	1003	Southwest High School	\$5.00	03/06/2019	South Elementary		03/06/2019	staff@scview.com
7001234		HS Secretary	1003	Southwest High School	\$5.00	03/06/2019	South Elementary		03/06/2019	staff@scview.com
11		Treasurer	1000	Sampleville Hardware	\$23.00	03/01/2019	North Elementary		02/27/2019	staff@scview.com

4. First enter the Vendor Name or Number that you would like to purchase from and it will auto populate the Vendor details as shown.

Requester Email
staff@scview.com

Attention To
staff

CC Email

Vendor
Sampleville Hardware (1000)

Email Vendor
 Trely1937@armyspy.com

Vendor Address
Sampleville Hardware
c/o Accounts Payable
389 Maple Lane
Suite #1

Internal Notes

5. Click the drop-down arrow and select your Approval Path. The Deliver To field will auto populate with the Deliver To address. If you need to select a separate Deliver To address from the approval path, you select it here. *If you would like to add an additional attention to or modify the title of the address you can select the text and make one time changes to the current requisition.*

Approval Path
North Elementary (1004)

Deliver To
North Elementary (1004)

North Elementary
600 Industrial Parkway
Norwalk, OH 44857

6. You can add any notes for the approvers here, these will not show on the PO. Some districts will have the choice for who will place the order from the drop-down list.

Internal Notes
(DOES NOT APPEAR ON PO)

Who Will Place Order

7. Click on "Add Line"

Requester Email:
 Attention To:
 Requested PO Date:
 Next Fiscal Year
 Prefix:
 Req. Number:

CC Email:

Vendor:
 Approval Path:

Email Vendor:
 Deliver To:

Vendor Address:
 Requisition Description:

Internal Notes:
 Terms:

Who Will Place Order:

Send with PO

Please add a line for shipping charges if necessary

#	Quantity	Unit	Description	Unit Price	Account	Total
No data to display						

8. Fill out the Quantity, Price, Description, and Account Codes. Add the Account codes by either using the account description or by filling in 2 of the fields in the Code and it will automatically filter by those fields. *If a user puts a * in front of the account description, the search will display all items that contain the key word(s).* **To search by XREF code, put : followed by the code, in the Acct. Description field**

Please add a line for shipping charges if necessary

#	Quantity	Unit	Description	Unit Price	Account	Total							
Quantity: <input type="text" value="1"/> Unit: <input type="text"/> Price: \$ <input type="text"/> Description: <input type="text"/>													
Acct. Desc: <input type="text" value="computer"/> Code: <input type="text" value="Func - Func - Obj - SCC - Subj - OPU - IL - Job"/>													
			Account	Avail. Bal.	Pending Bal.	Fund	Func	Obj	SCC	Subj	OPU	IL	Job
			Computer Software-East JH	(\$21.23)	(\$43.23)	001	1130	516	0000	000000	002	00	000
			Computer Software-North El.	(\$20.52)	(\$20.52)	001	1130	516	0000	000000	000	00	000
			Computer Software-South E...	(\$1.00)	(\$1.00)	001	1130	516	0000	000000	001	00	000
			Computer Software-West JH	(\$1,122.00)	(\$1,122.00)	001	1130	516	0000	000000	003	00	000

9. When finished click on the button that says Update. You may now add more lines, Save as Draft, or Submit your REQ. *Saving as draft allows you to work on the REQ at a later time. It does not submit it for approval.*

Add Line **Copy Line** **Edit Line** **Delete Line** **Upload** **Please add a line for shipping charges if necessary**

#	Quantity	Unit	Description	Unit Price	Account	Total
	Quantity: 1	Unit:	Price: \$	Description:		
	Acct. Desc: Computer Software-East JH		Code: 001 - 1130 - 516 - 0000 - 000000 - 002 - 00 - 000			
	<small>Available: (\$21.23), Pending: (\$43.23)</small>				Split Update Cancel	

Submit **Save Draft** **Cancel**

You may also use an excel spreadsheet to autofill the line items details of a REQ. Please reach out to support if you do not currently have the template. Once this is filled out you may either drag and drop the excel spreadsheet here, or you can select upload and have the file selected.

 Preview