

To add CIP/DIP Goal & Objective numbers to Requisitions:

All requisitions, whether ordering from General Funds or Federal Funds must be tied to our CIP and/or DIP Goals and Objectives. The first screen shot below shows where these can be added to a requisition when ordering. Campuses only need to put in a CIP Goal & Objective number. The DIP Goal will be for district ordering when necessary.

Before submitting and/or approving any requisitions, please be sure to include the Goal & Objective numbers.

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Setup Information

Requisition Group: 001 - HIGH SCHOOL
 Fiscal Year: 2015 - 2016 September 1, 2015 - August 31, 2016
 Account allocation by total requisition amount (YMA).
 Account allocation by each requisition detail line (YDA).

Requisition Information

* Batch Number: 11
 * Description:
 * Vendor:
 * Ship To: CENTRAL RECEIVING 115 W KRAMER RD BURKBURNETT TX
 Invoice To: (Default) BURKBURNETT ISD 416 GLENDALE BURKBURNETT, TX 76354
 Attention: ANGELA JORDAN
 * Due Date: 09/11/2015 Friday
 Ship Date: 09/11/2015 Friday
 Ship Via:
 Contract:
 CIP GOAL:
 DIP GOAL:
 OBJ:

Asterisk (*) denotes a required field

ADD CIP GOAL # FOR CAMPUS LEVEL ORDERING; DIP GOAL # FOR DISTRICT LEVEL ORDERING; AND THEN OBJ STANDS FOR THE OBJECTIVE #. CAMPUSES WILL ONLY ENTER CIP GOAL & OBJECTIVE GOAL #s.

You can edit a requisition that you need to approve to add the Goal & Objective numbers, this is indicated in the screen shots below. To edit a requisition to add Goals & Objectives-first click on the "Edit" on the right of the requisition record, be sure the requisition you are wishing to edit is highlighted.

Requisitions

Requisition Number	App Sts	Today's Sts	A/D Level	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered
0000004961	WIP		0	11	TITLE IA SUPPLIES	VOYAGER EXPANDED LEARNINC	TX	25.00	JORDA

Filter Options
 Print
 Add
 View
 Edit
 Delete

Now, click on "Edit Master":

This screenshot shows the 'Requisition Detail Lines/Accounting' page in a web browser. The page title is 'Requisition Detail Lines/Accounting' and the URL is 'https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinburkburnetttrnx/foreqdet001.w?isPopup=true'. The main content area is titled 'Requisition Master Information' and contains the following details: Batch Number: 11, Requisition Number: 0000004961, Group: (001) HIGH SCHOOL, Fiscal Year: 2014 - 2015, Vendor: VOYAGER EXPANDED LEARNING, 17855 DALLAS PARKWAY STE 400, DALLAS TX 75287, Invoice To: (Default) BURKBURNETT ISD 416 GLENDALE, BURKBURNETT, TX 76354, Accounting: Account allocation by total requisition amount., Amount: 25.00, Ship To: CENTRAL RECEIVING, and Description: TITLE IA SUPPLIES. On the right side, there are buttons for 'Submit For Approval', 'Save and Finish Later', 'Edit Master', 'Notes', and 'Attachments'. An arrow points to the 'Edit Master' button. Below the main information, there is a section for 'Requisition Detail Line Items' with a table header including 'Line', 'Catalog Code', 'Description', 'Quantity', 'U of M', 'Unit Cost', 'Total Cost', and 'Comm Code'. The table is currently empty.

Now, you can add the appropriate Goal & Objective numbers:

This screenshot shows the 'Requisition Master Information' page in a web browser. The page title is 'Requisition Master Information' and the URL is 'https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinburkburnetttrnx/foreqmast001.w'. The main content area is titled 'Requisition Master Information' and contains the following details: Requisition Group: 001 - HIGH SCHOOL, Fiscal Year: 2014 - 2015 September 1, 2014 - August 31, 2015, Accounting: Account allocation by total requisition amount., * Batch Number: 11, * Description: TITLE IA SUPPLIES, * Vendor: VOYAGER EXPANDED LEARNING, 17855 DALLAS PARKWAY STE 400 DALLAS TX 75, * Ship To: CENTRAL RECEIVING, 115 W KRAMER RD BURKBURNETT TX 76354, Invoice To: (Default) BURKBURNETT ISD 416 GLENDALE, BURKBURNETT, TX 76354, Attention: JOHN DOE, * Due Date: 09/11/2015, Friday, Ship Date: 09/11/2015, Friday, Ship Via: (empty), Contract: (empty), CIP GOAL: (empty), DIP GOAL: (empty), and OBJ: (empty). An arrow points to the 'CIP GOAL' field. At the bottom, there is a note: 'Asterisk (*) denotes a required field'.