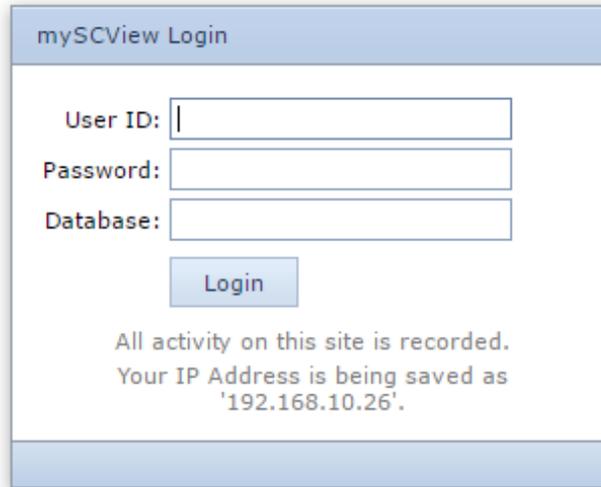


Requisition Guide

1. Go to **www.myscview.com** to log in. Your User ID will be your first initial and your last name. Your password will be **welcome** the first time you log in, after that it will prompt you to create a new password of your choosing. Next enter your designated database code.



mySCView Login

User ID:

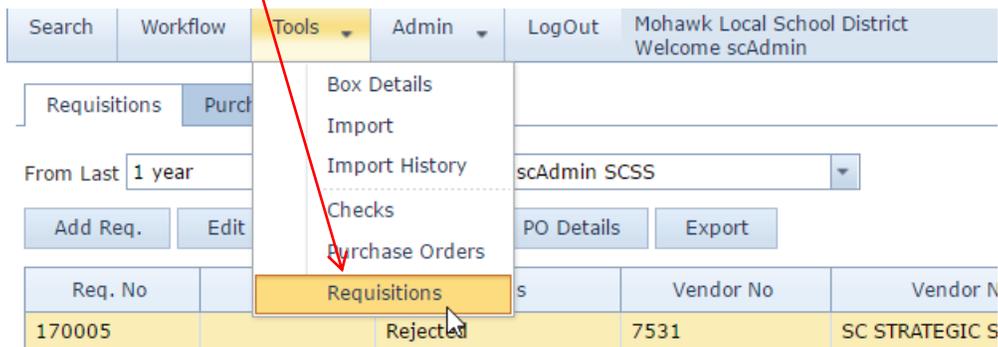
Password:

Database:

Login

All activity on this site is recorded.
Your IP Address is being saved as '192.168.10.26'.

2. Click on the **Tools** menu and select **Requisitions**.



Search Workflow **Tools** Admin Logout Mohawk Local School District
Welcome scAdmin

Requisitions Purch

From Last 1 year

Add Req. Edit

Box Details
Import
Import History
Checks
Purchase Orders
Requisitions

scAdmin SCSS

PO Details Export

Req. No		Vendor No	Vendor N
170005	Rejected	7531	SC STRATEGIC S

- You are then brought to the Requisition Manager screen. 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
		Draft Saved	1000	Sampleville Hardware	\$0.02	04/21/2017	North Elementary		04/21/2017	mriffle@scstrategicsolutio
TRE17017	2651944	Submitted to USAS	1000	Sampleville Hardware	\$0.13	04/14/2017	North Elementary		04/14/2017	mriffle@scstrategicsolutio
TRE17016		SW HS Principal	1000	Sampleville Hardware	\$0.08	04/14/2017	North Elementary		04/14/2017	mriffle@scstrategicsolutio

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

Submit Cancel Attach

Requester Email: Attention To:

Vendor No:

Vendor Name:

Fund to be used/Notes to Approver:

Who will place the order:

Add Line Copy Line Edit Line Delete Line Upload Add a lin

5. Click the drop-down arrow and select your **Deliver To** location. 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.

No Attachments Attach

Requested PO Date: 4/11/2017 Requisition No: (Auto)

Approval Path: NEW PHILA HIGH SCHOOL (5812)

Deliver To: NEW PHILA HIGH SCHOOL (5812)

NEW PHILA HIGH SCHOOL
%GUIDANCE OFFICE
343 RAY AVE., NW
NEW PHILA, OH 44663

Requisition Description

Terms

*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.

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.

Submit Cancel Attach

Requester Email: staff@scview.com Attention To: staff

Vendor No: Sampleville Hardware (1000)

Vendor Name: Sampleville Hardware, 389 Maple Lane, Suite #1, Sampleville, OH 55555

Fund to be used/Notes to Approver

Who will place the order: I will place order

I will place order
Treasurer to place order

Delete Line Upload Add a line

Description Unit

No data to disp

7. Next, click on the button that says **Add Line**.

Submit Cancel Attach

Requester Email: staff@scview.com Attention To: staff

Requested PO Date: 6/24/2016 Requisition No: (Auto)

Vendor No: Sampleville Hardware (1000) Deliver To Vendor No: North Elementary (1004)

Vendor Name: Sampleville Hardware, 389 Maple Lane, Suite #1, Sampleville, OH 55555

Deliver To: North Elementary, 3829 Fig Avenue, Sampleville, OH 55555

Fund to be used/Notes to Approver: [Empty]

Requisition Description: [Empty]

Who will place the order: I will place order

Terms: Net 30

Add Line Copy Line Edit Line Delete Line Upload Add a line for shipping charges if needed

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

Submit Cancel

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.

Add Line Copy Line Edit Line Delete Line Upload Add a line for shipping charges if needed

Quantity: 1 Unit: Price: \$0.00 Description:

Account: Computer

Account	Avail. Bal.	Pending Bal.	Fun..	Func	Obj	SCC	Subj	OPU	IL	Job
Computer Software-East JH	\$50.00	\$50.00	001	1130	516	0000	000000	002	00	000
Computer Software-North El.	\$50.00	(\$122.30)	001	1130	516	0000	000000	000	00	000
Computer Software-South Elem.	\$50.00	\$50.00	001	1130	516	0000	000000	001	00	000
Computer Software-West JH	\$50.00	\$27.67	001	1130	516	0000	000000	003	00	000

Submit Cancel

If a user puts a * in front of the account description the search will display all items that contain the key word(s).

9. When finished click on the button that says **Update**. You may now add more lines or Submit your REQ.

#	Quantity	Unit	Description	Unit Price	Account	Total
	Quantity: 1	Unit:	Description: Dell	Price: \$100.00	Account: Computer Software-East JH	

Code: 001 - 1130 - 516 - 0000 - 000000 - 002 - 00 - 000

Buttons: Split, Update, Cancel, Submit, Cancel

You may also use an excel spreadsheet to autofill the line items details of a REQ. You will need to use one of the supplied excel templates. 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.