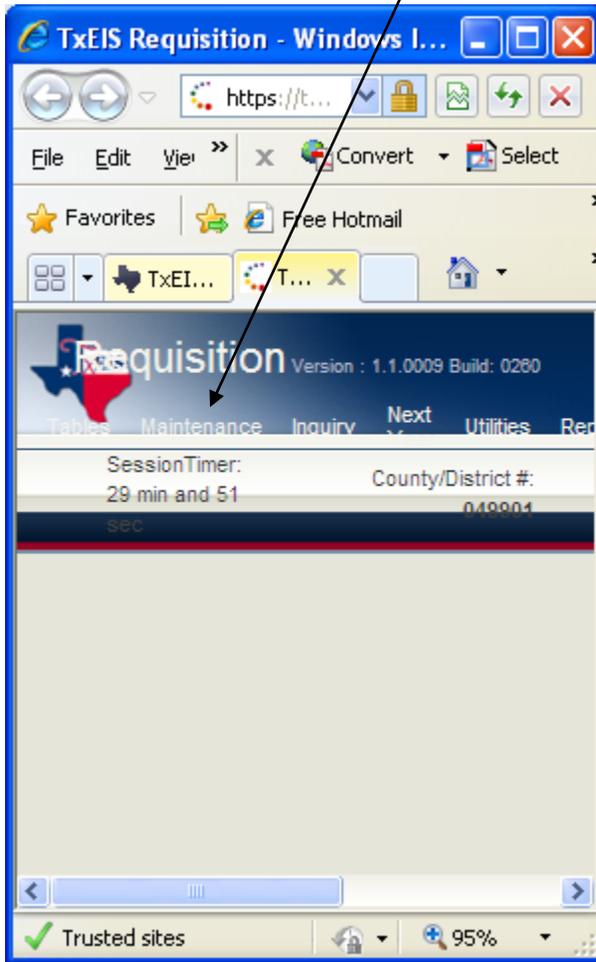


Req Users

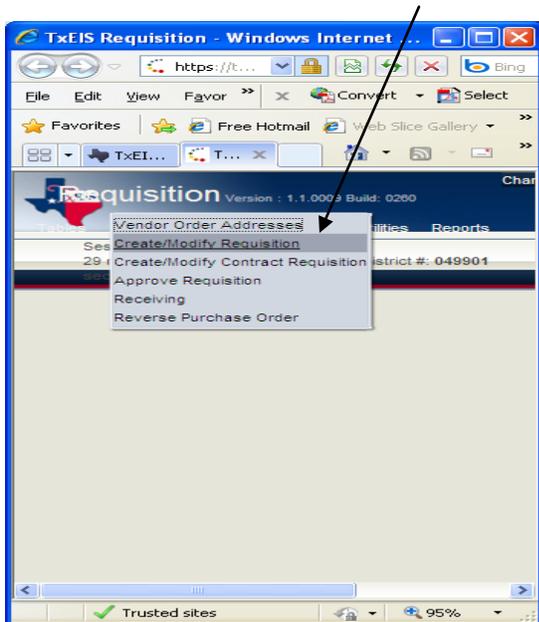
Log in to TxEIS

https://txeis21.esc11.net:8443/CAS/login?service=https%3A%2F%2Ftxeis21.esc11.net%3A8443%2FMainMenu%2Fapp%2Fj_acegi_cas_security_check

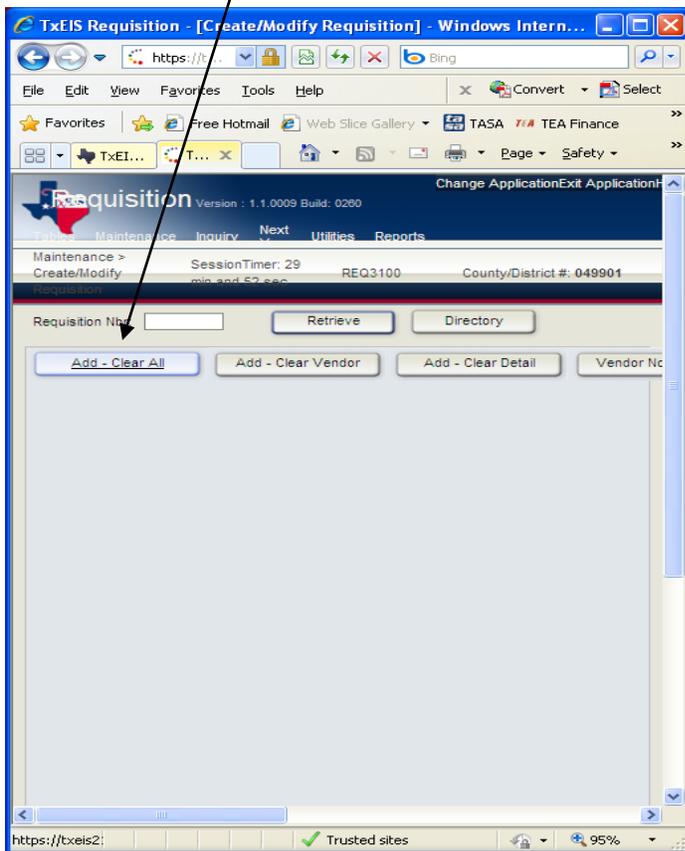
Click on Requisition, then click on Maintenance,



then click on Create/Modify Requisition



Click on Add Clear All



On this screen, you need to enter the Sort Key/Vendor name: (this is a link to the vendor database)
Start keying the vendor name and a window will come up showing similar names

The screenshot shows the TxEIS Requisition web application interface. The browser window title is "TxEIS Requisition - [Create/Modify Requisition] - Windows Internet ...". The address bar shows a URL starting with "https://t...". The page header includes "Change ApplicationExit ApplicationHelp" and "Version : 1.1.0009 Build: 0260". The main content area contains various input fields and buttons. A callout box points to the "Sort Key/Vendor Name" field and the "Reason" dropdown menu.

Fill in the reason box with some exact information about the order. The check register that is published shows this reason. It is posted on the web and in the board packet each month.

This next part is where you enter the items you are purchasing, the account code and the shipping/freight

One line is ready for you to enter your data, once you have entered the data, then click Refresh Totals. If you are ready to enter a new line item then click on the + Add button.

The screenshot shows the TxEIS Requisition web application in Internet Explorer. The browser title is "TxEIS Requisition - [Create/Modify Requisition] - Windows Internet Explorer". The address bar shows "https://txeis21.e". The application interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with buttons for "Add - Clear All", "Add - Clear Vendor", "Add - Clear Detail", "Vendor Notes", "Comments", "Uniform Appl. Distr.", "Print", and "Submit".

Callout boxes provide the following instructions:

- "Use the Comment box if you want to explain your order. This will not print. The label changes to Italicize once a comment has been entered." (points to the Comments button)
- "Use the Vendor Notes button, if you need to supply to info that needs to be printed on the requisition." (points to the Vendor Notes button)
- "Enter the freight/shipping cost here" (points to the Freight Cost field)
- "In this row, enter the item number, description, unit of issue, unit price, and quantity." (points to a table row)

The main form contains fields for Originator (PAULA GARNER (PGARNER)), Requisition Par. (00), Reference Nbr., Requisition (PAULA GARNER (PGARNER)), Shipping Addr. (ADMINISTRATION BLDG), Work Order, Requisition Nbr., Date Requested (05-17-2011), Date Required (05-17-2011), Order For, Priority (R Regular), and Freight Cost (0.00). Below these fields is a table with columns: Delete, Note, Accounts, Item, Catalog Nbr, Description, Unit of Issue, and Unit Price. A single row is visible with values: 001, [blank], [blank], [blank], [blank]. At the bottom of the table is a "+ Add" button. Below the table is a section for "Accounts for item 001" with columns: Delete, Account Code, Description, and Balance. A "Refresh Totals" button is located at the bottom left of the application area.

TxEIS Requisition - [Create/Modify Requisition] - Windows Internet Explorer

https://txeis21.esc11.net:8443/Requisition/app/req0010/wRe

File Edit View Favorites Tools Help

Convert Select

Favorites Free Hotmail Web Slice Gallery TASA TEA Finance Moak Casey Employer Login BoardBook TxEIS

TxEIS Application Directory TxEIS Requisition - [Crea...]

Change Application Exit Application Help

Requisition

Version : 1.1.0009 Build:

Tables Maintenance Inquiry

Maintenance > Create/Modify Requisition Sess

County/District #: 049901

Requisition Nbr: Retrieve Directory

Add - Clear All Add - Clear Vendor Add - Clear Detail Vendor Notes Comments Uniform Acct Distr

Originator: PAULA GARNER (PGARNER) Requisition Per: 08 Reference Nbr:

Requestor: PAULA GARNER (PGARNER) Shipping Addr: ADMINISTRATION BLDG Work Order:

Requisition Nbr: Sort Key/Vendor Name: Confirm Only:

Date Request: 08-17-2011 Vendor Nbr: Attachments:

Date Required: 08-17-2011 Reason: Bid Nbr:

Order For: Priority: R Regular Freight Cost:

Delete	Note	Accounts	Item	Catalog Nbr	Description	Unit of Issue	Unit Price
	Note	Accounts	001	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00000

Trusted sites 100%

Click Uniform Acct Distr button to enter the account code(s)



Click in the Account Code box and start keying your account number, a box will come up populated with your available accounts. Once you select your account, then the description will fill in. Next enter your percentage. If you want to split between two accounts then enter 50%. Otherwise enter 100%. Then click on the Calculate Amount button.

The screenshot shows a web browser window titled "TxEIS Requisition - [Create/Modify Requisition] - Windows Internet Explorer". The address bar shows the URL: <https://txeis21.esc11.net:8443/Requisition/app/req0010/wReqFrame.htm>. The browser's Favorites bar includes links for "Free Hotmail", "Web Slice Gallery", "TASA", "TEA Finance", "Moak Casey", "Employer Login", "BoardBook", "TxEIS", "TRAQS", and "lindsay". The main content area displays a table titled "Uniform Account Distribution" with the following columns: "Delete", "Account Code", "Description", "Balance Amt", "Pct", and "Amount". The table contains one row with a trash icon in the "Delete" column, a blue box in the "Account Code" column, and "0.00" in the "Balance Amt", "Pct", and "Amount" columns. Below the table are buttons for "Refresh Totals", "Calculate Percent", "Calculate Amount", and "+ Add". Below these buttons are "OK" and "Cancel" buttons. A text box with a white background and black border is overlaid on the bottom right of the screenshot, containing the following text: "To add another account line, click on the + Add button. Now enter you next account code and your percentage. Next click on Calulate Amount button. Once you are through then click on the OK button." Two arrows point from the text in the top block to the "Calculate Amount" button and the "+ Add" button in the screenshot.

Delete	Account Code	Description	Balance Amt	Pct	Amount
	<input type="text" value=""/>		0.00	0.000%	0.00
				0.000%	0.00

Refresh Totals Calculate Percent Calculate Amount + Add

OK Cancel

Date Required: 08-17-2011 Reason:

Order For: Priority:

Delete	Note	Accounts	Item	Catalog Nbr	Description
	Note	Accounts	001		

Download picture <https://txeis21.esc11.net:8443/CommonWeb/styles/indicator.gif...> Trusted sites 100%

TxEIS Requisition - [Create/Modify Requisition] - Windows Internet Explorer

https://txei... Bing

File Edit View Favorites Tools Help

Convert Select

Favorites Free Hotmail Web Slice Gallery TASA TEA Finance Moak Casey

TxEIS Ap... TxEIS ...

If you are not ready to submit then you can save your requisition and submit it later.

Once you have entered your data, you are ready to submit your requisition.

Save Delete

Uniform Acct Distr Print Submit

Reference Nbr:

Work Order:

Confirm Only:

Attachments:

Bid Nbr:

Freight Cost:

If you have gotten quotes or bids for this purchase, enter the quote or bid number in this box. Be sure and send the bid/quotes to the business office for attachment to the accounts payable file.

	Unit Price	Quantity	SubTotal	Discount %	Discount Amt	Freight Elig
	0.00000	0.00	0.00	0.00%	0.00	✓
			0.00		0.00	

Trusted sites 100%