

Requisition Entry

YDA Account Allocation



- **What:** YDA Account Allocation assigns the Account Code by line on the Requisition
- **When:** Use when Requisition to be entered has more than one Account Code
- **Why:** Provides for the correct coding of expenditures when multiple invoices are received for a single PO
- **How:** To enter a Requisition using the YDA Allocation Method, follow these steps

Step 1

- Select **Account Allocation by Each Requisition Detail Line (YDA)**
- Enter **Description, Vendor, etc.**
- Click **Save and Add Detail**

Requisition Master Information
Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 101 - 101 PO Gililland
Fiscal Year: 2018 - 2019 September 1, 2018 - August 31, 2019

Account allocation by total requisition amount (YMA).
 Account allocation by each requisition detail line (YDA).
 This is a Blanket Requisition/Purchase Order.
 This requisition is used to restock a warehouse.

Requisition Information

* Description:

* Vendor:

* Ship To: GILILLAND ELEMENTARY 701 WAGGOMAN RD SAGINAW TX 76131A
Attention: SARAH PARTAIN

* Due Date: 07/28/2019 Sunday
Ship Date: 07/28/2019 Sunday
Ship Via:
Contract:

Asterisk (*) denotes a required field

Save and Add Detail
Save and Mass Add Detail
Save and Import Detail Lines
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Step 2

- Enter **Line Detail**
- Click **Save**

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: WEBREQ	Accounting: Account allocation by each requisition detail line.
Requisition Number: 0000219075	Amount: 0.00
Group: (101) 101 PO Gililand	Ship To: GILILLAND ELEMENTARY
Fiscal Year: 2018 - 2019	Blanket PO: This is not a Blanket PO
Vendor: CINDY K TUCKER	Description: This is a test Req.
1048 WEST HILLS TERRACE	
SAGINAW TX 76179-3851	

Requisition Detail Lines

* Line Number:

Line Type: Merchandise
 Narrative

Catalog:

* Quantity:

Unit of Measure:

* Unit Cost:

Total Amount:

* Description:

Commodity Code:

Commodity Code:

Asterisk (*) denotes a required field

Step 3

- Select **Code** using check box
- Click **Save Account Distribution**

Account Distribution

Available Accounts (Accounts are displayed based on Account Clearance access)

Fnd	T	Fc	Obj	So	Org	F	Pr	Own	Act	Funds Available	Selected
199	A	00	1151	00	101	0	00	000	000	\$0.00	<input type="checkbox"/>
199	R	00	5743	00	101	0	00	000	000	\$0.00	<input type="checkbox"/>
199	E	11	6112	01	101	0	11	000	000	\$100.00	<input type="checkbox"/>
199	E	11	6118	01	101	0	11	000	000	\$0.00	<input type="checkbox"/>
199	E	11	6118	50	101	0	24	000	000	\$0.00	<input type="checkbox"/>
199	E	11	6127	01	101	0	11	000	000	\$0.00	<input type="checkbox"/>
199	E	11	6128	01	101	0	11	000	000	\$0.00	<input type="checkbox"/>
199	E	11	6141	01	101	0	11	000	000	\$0.00	<input type="checkbox"/>
199	E	11	6141	50	101	0	24	000	000	\$0.00	<input type="checkbox"/>
199	E	11	6143	01	101	0	11	000	000	\$0.00	<input type="checkbox"/>
199	E	11	6144	50	101	0	24	000	000	\$0.00	<input type="checkbox"/>
199	E	11	6145	01	101	0	11	000	000	\$0.00	<input type="checkbox"/>
199	E	11	6146	50	101	0	24	000	000	\$0.00	<input type="checkbox"/>
199	E	11	6249	01	101	0	11	064	000	\$0.00	<input type="checkbox"/>

100 records displayed

Account Number:

Quick Key:

Account Level Description

Account Number Information

Code	Description
199	GENERAL OPERATING
00	GENERAL LEDGER
1151	IMPREST FUNDS
00	DISTRICT WIDE
101	L A GILILLAND ELEMENTARY
0	FISCAL YR
00	DISTRICT-WIDE
000	DISTRICT WIDE
000	DISTRICT-WIDE

2018-2019 Available Funds By

Save Account Distrib

Back

Step 4

Requisition Detail Line Items

Views: General Filters: *Skyward Default

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code	% Disc	Original Unit Cost	Original Total Cost	Line Type
100		Test	1	BOX	20.00000	20.00		0			Merchandise

Expand All Collapse All View Printable Details

Detail Line Accounts Edit Account Distribution

Account	Acct. Amt.	Acct. Pct.	
199 A 00 1151 00 101 0 00 000 000	\$20.00	100.00%	Add Asset Location Detail

Add Edit Delete Mass Add Detail Import Detail Lines

- Continue to **Add** lines with their **Associated Account**

Step 5

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: WEBREQ	Accounting: Account allocation by each requisition detail line.	Edit Master
Requisition Number: 0000219075	Amount: 20.00	Notes
Group: (101) 101 PO Gililand	Ship To: GILILLAND ELEMENTARY	Attachments
Fiscal Year: 2018 - 2019	Blanket PO: This is not a Blanket PO	
Vendor: CINDY K TUCKER 1048 WEST HILLS TERRACE SAGINAW TX 76179-3851	Description: This is a test Req.	

[Submit For Approval](#)
[Save and Finish Later](#)
[Back](#)



- After all **Lines** with their **Associated Accounts** have been entered
- Click **Submit For Approval**

▼ Master Edit Master

Vendor: MATHESON TRI-GAS, INC
5932 S FREEWAY
FORT WORTH, TX 76134

Ship To: EMS-ISD FINANCE
1200 OLD DECATUR RD BLDG 6
BUILDING 6
FORT WORTH, TX 76179

Attention: Tammy Graves 817.847.2961

Group: (350) PO Business Office

Due Date: 10/19/2015

Entered Date: 10/19/2015

Ship Date:

Fiscal Year: 2015 - 2016

Ship Via:

Batch Number: WEBREQ

Ecommerce Req: NO

Accounting: Account allocation by each requisition detail line.

Vendor Req/PO Discount %:

Origin: Budgetary

Ordered: NO

Project/Grant:

Printed: NO

Contract:

Emailed: NO

Last Updated: 10/19/2015

Invoice To:

Notes: NO

of Line Items: 3

Attachments: NO

of Accounts: 3

of Approvals Completed: 0

Blanket PO: NO

of Approvals Needed: 3

- The result will be a PO with Accounts at the Line Level

▼ Line Items Add/Edit/Delete Requisition Line Item Add Narrative Add Inventory Items

* Designates accounts that are over budget

Line Nbr.	Catalog Code	Description
100		TEST Line 1 YDA
	★ 199 E 41 6399 30 750 0 99 00	
110		TEST YDA Line 2
	★ 199 E 41 6495 30 750 0 99 00	
120		TEST YDA Line 3
	★ 199 E 41 6499 30 750 0 99 00	

▼ Accounts Add/Edit/Delete Accounts

Detail line account allocation - See Line Item details for acco

► Approval

► Notes Add Notes

▼ Line Items Add/Edit/Delete Requisition Line Item Add Narrative Add Inventory Items

* Designates accounts that are over budget

Line Nbr.	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	CC
100		TEST Line 1 YDA	5	EACH	1.00000	5.00	
	★ 199 E 41 6399 30 750 0 99 000 000				\$5.00	100.00%	
110		TEST YDA Line 2	20	PKG	1.00000	20.00	
	★ 199 E 41 6495 30 750 0 99 000 000				\$20.00	100.00%	
120		TEST YDA Line 3	2	EACH	1.00000	2.00	
	★ 199 E 41 6499 30 750 0 99 000 000				\$2.00	100.00%	