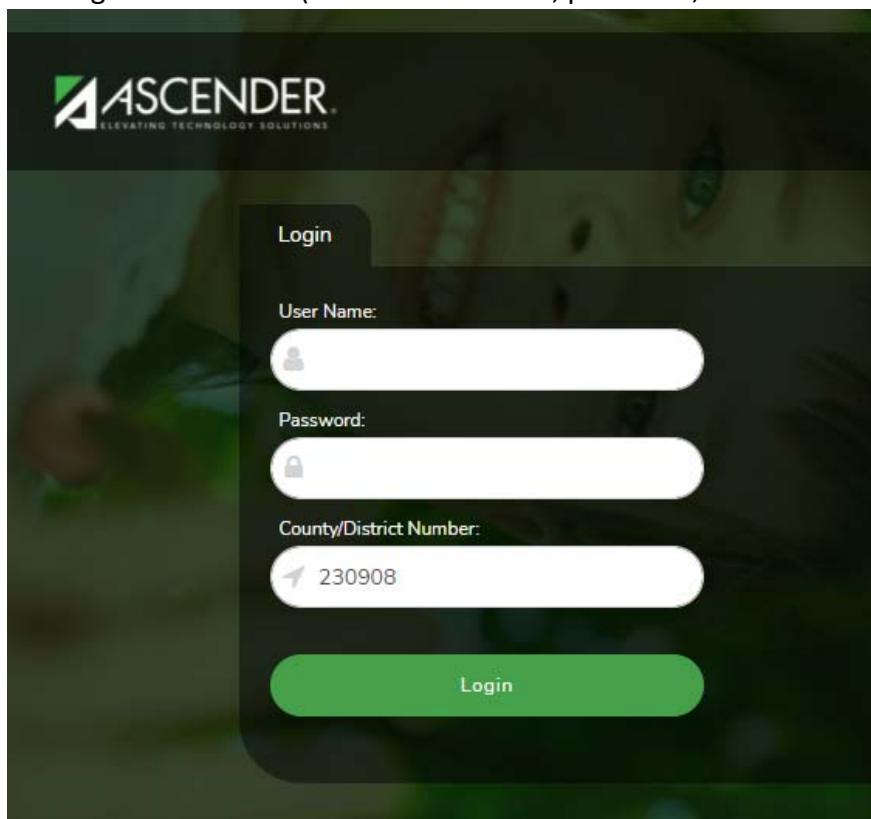




PURCHASING

1. Go to www.ugisd.org
2. Hover over Faculty/Staff, then click Ascender
3. Click Business
4. Enter Login Information (lastnamefirstinitial, password, district #230908). Email the business manager if you do not have this information.
5. Click Purchasing (on left side of screen)
6. Click Maintenance (on left side of screen)
7. Click Create/Modify Requisition
8. Click Add - Clear All button
9. Fill in the following:
 - a. Order For
 - b. Reason (this can be same as description – this prints in the general ledger)
 - c. Sort Key/Vendor Name
 - d. Campus/Dept – auto-filled – however, if it doesn't, hit spacebar, then pick campus. Personnel who have been notified they are exceptions will pick themselves
 - e. Description (this can be the same as reason – this prints on the purchase order)
 - f. Quantity
 - g. Unit Price
 - h. Long Description (if Applicable)
 - i. Click Add (Bottom of the page)
10. Enter Account number – Start typing with the #1
11. Enter Amount (This can be total or partial amount if using more than one account)
12. Click Comment Button – This is where you put in notes to approver (ie please fax to #, travel information, or other instructions). If you leave this blank, the business office will not do anything with the purchase order except file it.
13. Click Save (Upper left)
14. Click Document button – This is for any supporting documentation that you need to submit with the requisition
15. Choose File (this is where you saved your supporting documentation)
16. Choose File Type
17. Click Upload (the file will then show under document list)
18. Click Close
19. Document button will now have a page next to it
20. Finally, Click Submit
21. You have successfully submitted a requisition (you can print your requisition request or choose not to print)

1. Go to www.ugisd.org
2. Hover over Faculty/Staff, then click Ascender
3. Click Business
4. Enter Login Information (lastnamefirstinitial, password, district #230908). Email the business manager if you do not have this information.



ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Login

User Name:

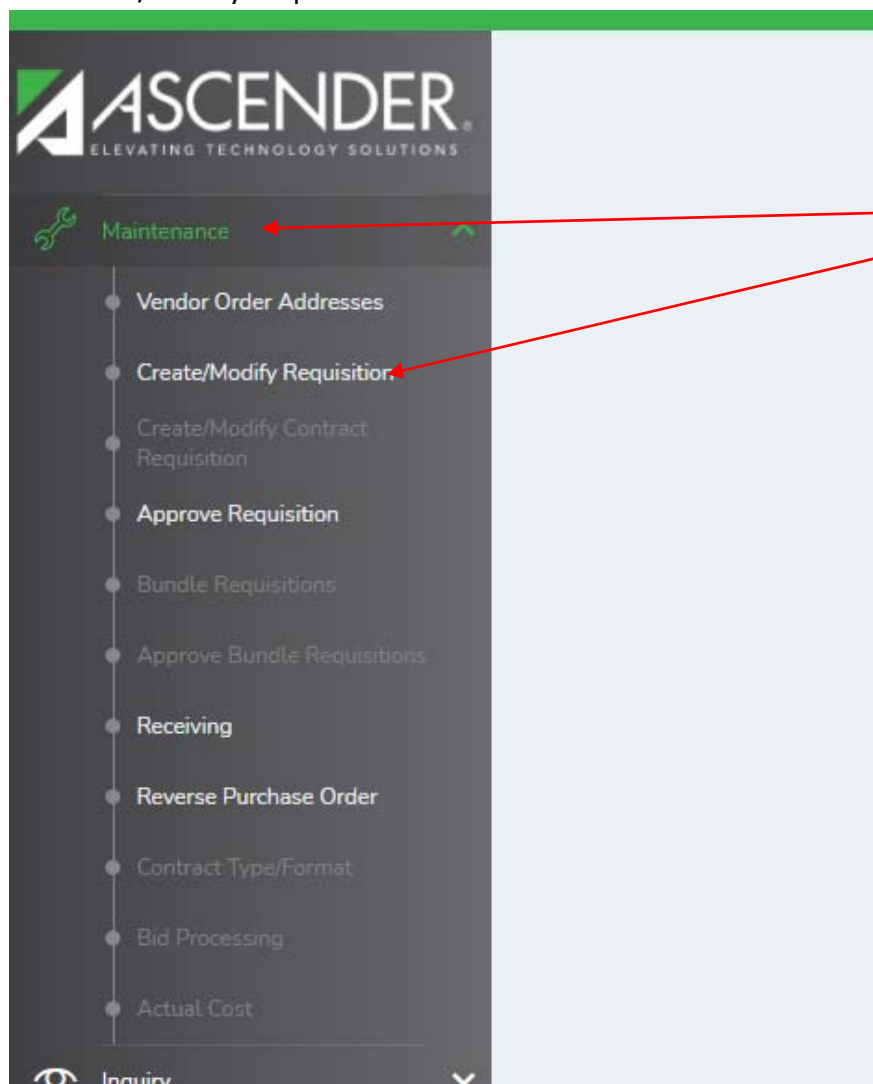
Password:

County/District Number:

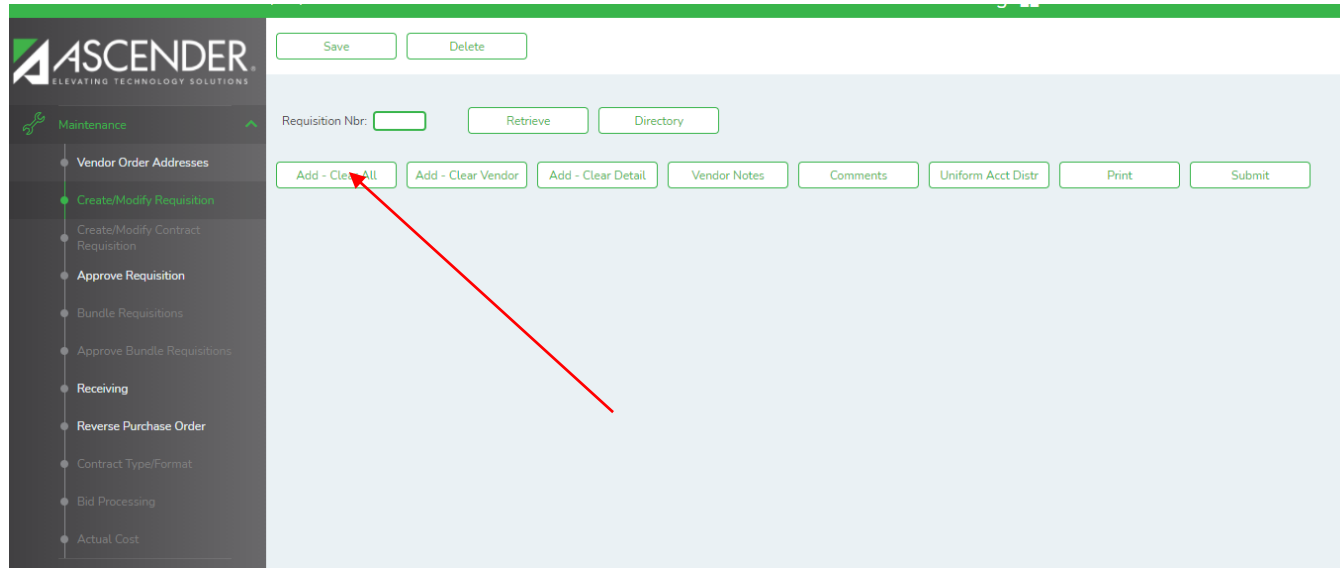
230908

Login

6. Click Maintenance (on left side of screen)
7. Click Create/Modify Requisition



8. Click Add - Clear All button



9. Fill in the following:

- a. Order For
- b. Reason (this can be same as description – this prints in the general ledger)
- c. Sort Key/Vendor Name
- d. Campus/Dept – auto-filled – however, if it doesn't, hit spacebar, then pick campus. Personnel who have been notified they are exceptions will pick themselves
- e. Description (this can be the same as reason – this prints on the purchase order)
- f. Quantity
- g. Unit Price
- h. Long Description (if Applicable)
- i. Click Add (Bottom of the page)

Save Delete

Requisition Nbr: Retrieve Directory

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

Requisition Number: Originator: 000002 - KELLY KLEIN Requestor: Order For: Requisition Per: 07
Date Request: 07-21-2021 Date Required: 07-21-2021 Reason: Reference Nbr:
Sort Key/Vendor Name: Shipping Addr: UNION GROVE ISD - ADMINISTRATION Bid Category:
Vendor Nbr: Campus/Dept: 0 Bid Nbr:
Credit Card Code:
Priority: R Regular Work Order: Freight Cost: 0.00 Distr Freight Amt Confirm Only: Attachments: Requisition Total: 0.00

Delete	Note	Item	Catalog Nbr	Description	Quantity	Unit of Issue	Unit Price	SubTotal	Commodity Code		
				Long Description		Status	Discount %	Discount Amt	Freight Elig	Freight %	Freight Amt
	Note	001			0.00		0.00000	0.00			
	Accounts					Y - Approved	0.00%	0.00	<input checked="" type="checkbox"/>	0.00%	0.00

Refresh Totals Add

Accounts for item 001
Delete Account Code Description Balance Amt Pct Amount
No Rows

Refresh Totals Calculate Percent Calculate Amount Add

10. Enter Account number – Start typing with the #1

11. Enter Amount (This can be total or partial amount if using more than one account)

Modify Requisition Purchasing

Save Delete

Requisition Nbr: Retrieve Directory

Add - Clear ALL Add - Clear Vendor Add - Clear Detail Vendor Notes Comments Uniform Acct Distr Print Submit

Requisition Number: Originator: 000002 - KELLY KLEIN Requestor: Order For: Requisition Per: 07
Date Request: 07-21-2021 Date Required: 07-21-2021 Reason: Reference Nbr:

Sort Key/Vendor Name: Shipping Addr: UNION GROVE ISD - ADMINISTRATION Bid Category:
Vendor Nbr: Campus/Dept: Bid Nbr:
Credit Card Code:

Priority: R Regular Work Order: Freight Cost: 0.00 Distr Freight Amt Confirm Only: Attachments: Requisition Total: 0.00

Delete	Note	Item	Catalog Nbr	Description	Quantity	Unit of Issue	Unit Price	SubTotal	Commodity Code		
				Long Description	Status		Discount %	Discount Amt	Freight Elig	Freight %	Freight Amt
	Note	001	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>	0.000000	0.00	<input type="text"/>		
				Accounts	<input type="text"/>	Y - Approved	0.00%	0.00	<input checked="" type="checkbox"/>	0.00%	0.00

Refresh Totals + Add

Accounts for item 001

Delete	Account Code	Description	Balance Amt	Pct	Amount
	<input type="text"/>		0.00	100.000%	0.00
199-11-6239.00-001-111000 : ESC Services- HS					
199-11-6239.00-001-121000 : ESC Services- GT					
199-11-6239.00-041-111000 : ESC Services- Jr High					
199-11-6239.00-041-121000 : ESC Services- GT					
199-11-6239.00-101-111000 : ESC Services					

12. Click Comment Button – This is where you put in notes to approver (ie please fax to #, travel information, or other instructions). If you leave this blank, the business office will not do anything with the purchase order except file it.

Requestion/Modify Requisition Purchasing

Save Delete

Requisition Nbr: Retrieve Directory

Add - Clear All Add - Clear Vendor Add - Clear Detail Vendor Notes **Comments** Uniform Acct Distr Print Submit

Requisition Number: Originator: 000002 - KELLY KLEIN Requestor: Order For: Requisition Per: 07
Date Request: 07-21-2021 Date Required: 07-21-2021 Reason: Reference Nbr:

Sort Key/Vendor Name: Shipping Addr: UNION GROVE ISD - ADMINISTRATION Bid Category:
Vendor Nbr: Campus/Dept: Bid Nbr:
Credit Card Code:

Priority: R Regular Work Order: Freight Cost: 0.00 [Distr Freight Amt](#) Confirm Only: Attachments: Requisition Total: 0.00

Delete	Note	Item	Catalog Nbr	Description	Quantity	Unit of Issue	Unit Price	SubTotal	Commodity Code
	Note	001	<input type="text"/>	<input type="text"/>	<input type="text"/> 0.00	<input type="text"/>	<input type="text"/> 0.00000	0.00	<input type="text"/>
	Accounts		<input type="text"/>	<input type="text"/>		Y - Approved	<input type="text"/> 0.00%	<input type="text"/> 0.00	<input type="text"/> 0.00

[Refresh Totals](#) Add

Accounts for item 001

Delete	Account Code	Description	Balance Amt	Pct	Amount
	<input type="text"/>		0.00	100.000%	0.00
	199-11-6239.00-001-111000	ESC Services- HS		100.000%	0.00
	199-11-6239.00-001-121000	ESC Services - GT			
	199-11-6239.00-041-111000	ESC Services- Jr High			
	199-11-6239.00-041-121000	ESC Services - GT			
	199-11-6239.00-101-111000	ESC Services			

13. Click Save (Upper left)

Requestion/Modify Requisition Purchasing

Requisition Number: _____ Originator: 000002 - KELLY KLEIN Requestor: _____ Order For: _____ Requisition Per: 07
 Date Request: 07-21-2021 Date Required: 07-21-2021 Reason: _____ Reference Nbr: _____
 Sort Key/Vendor Name: _____ Shipping Addr: UNION GROVE ISD - ADMINISTRATION - Bid Category: _____
 Vendor Nbr: _____ Campus/Dept: _____ Bid Nbr: _____
 Credit Card Code: _____
 Priority: R Regular Work Order: _____ Freight Cost: 0.00 [Distr Freight Amt](#) Confirm Only: Attachments: Requisition Total: 0.00

Delete	Note	Item	Catalog Nbr	Description	Quantity	Unit of Issue	Unit Price	SubTotal	Commodity Code		
				Long Description	Status		Discount %	Discount Amt	Freight Elig	Freight %	Freight Amt
	<input type="button" value="Note"/>	001	_____	_____	0.00	_____	0.00000	0.00			
	Accounts			_____		Y - Approved	0.00%	0.00	<input checked="" type="checkbox"/>	0.00%	0.00

[Refresh Totals](#)

Accounts for item 001

Delete	Account Code	Description	Balance Amt	Pct	Amount
	_____	_____	0.00	100.000%	0.00
	199-11-6239.00-001-111000	ESC Services- HS		100.000%	0.00
	199-11-6239.00-001-121000	ESC Services - GT			
	199-11-6239.00-041-111000	ESC Services- Jr High			
Refre	199-11-6239.00-041-121000	ESC Services - GT			
	199-11-6239.00-101-111000	ESC Services			

14. Click Document button – This is for any supporting documentation that you need to submit with the requisition

Modify Requisition Purchasing

Requisition Number: 023950 Originator: 000002 - KELLY KLEIN Requestor: Order For: Requisition Per: 07

Date Request: Date Required: Reason: Reference Nbr:

Sort Key/Vendor Name: Shipping Addr: Bid Category:

Vendor Nbr: Campus/Dept: Bid Nbr:

Credit Card Code:

Priority: Work Order: Freight Cost: [Distr Freight Amt](#) Confirm Only: Attachments: Requisition Total: 50.00

Delete	Note	Item	Catalog Nbr	Description	Quantity	Unit of Issue	Unit Price	SubTotal	Commodity Code		
				Long Description			Discount %	Discount Amt	Freight Elig	Freight %	Freight Amt
<input type="button" value="Note"/>		001	<input type="text"/>	<input type="text" value="Supplies - July"/>	<input type="text" value="1.00"/>	<input type="text"/>	<input type="text" value="50.00000"/>	<input type="text" value="50.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Accounts"/>			<input type="text"/>		<input type="text" value="Y - Approved"/>		<input type="text" value="0.00%"/>	<input type="text" value="0.00"/>	<input checked="" type="checkbox"/>	<input type="text" value="0.00%"/>	<input type="text" value="0.00"/>
Refresh Totals <input type="button" value="Add"/>											

Accounts for item 001

Delete	Account Code	Description	Balance Amt	Pct	Amount
<input type="button" value="Note"/>	<input type="text" value="199-11-6399.17-001-111000"/>	Supplies - Band	<input type="text" value="0.00"/>	<input type="text" value="50.0000%"/>	<input type="text" value="25.00"/>
<input type="button" value="Note"/>	<input type="text" value="199-11-6399.17-041-111000"/>	Supplies - Band	<input type="text" value="-357.95"/>	<input type="text" value="50.0000%"/>	<input type="text" value="25.00"/>
			100.000%		50.00

[Refresh Totals](#) [Calculate Percent](#) [Calculate Amount](#)

15. Choose File (this is where you saved your supporting documentation)
16. Choose File Type
17. Click Upload (the file will then show under document list)
18. Click Close

The screenshot displays a software interface for managing requisitions. A modal dialog titled "Document Options" is open, allowing users to upload supporting documents. The dialog is divided into two main sections:

- Document List:** This section shows a table with columns for "Delete", "Type", "Description", "Upload Date/Time", and "Upload User". The current state of the table is "No matching records found".
- Document Upload:** This section contains the following elements:
 - Select File to Upload:** A button labeled "Choose File" is present, with a red arrow pointing to it.
 - Select Type:** A dropdown menu is set to "SUPPORTING FORMS", with a red arrow pointing to it.
 - Description:** A text input field for providing details about the document.
 - Upload File:** A button to initiate the upload process, with a red arrow pointing to it.

At the bottom right of the dialog, there is a "Close" button, also indicated by a red arrow. The background interface shows a requisition for "PURCHASING" with a number of "023950".

19. Document button will now have a page next to it

A screenshot of a web form interface. At the top, there is a row of four buttons: 'Distr', 'Print', 'Documents', and 'Submit'. A red arrow points from the top right towards the 'Documents' button. Below the buttons are several input fields. The first row contains an empty text box, the label 'Order For:', a text box containing 'Band', and the label 'Requisition Per:' followed by '07'. The second row contains a text box containing 'Supplies - July', the label 'Reference Nbr:', and an empty text box. Below these are two more empty text boxes stacked vertically.

Distr Print Documents Submit

 Order For: Requisition Per: 07

 Reference Nbr:

20. Finally, Click Submit

A screenshot of a web form for submitting a requisition. At the top, there is a row of four buttons: "Distr", "Print", "Documents" (with a document icon), and "Submit". A red arrow points from the top right towards the "Submit" button. Below the buttons are several input fields: a text box containing "Supplies - July", a dropdown menu with "Band" selected, a text box for "Reference Nbr:", and a text box with "07" next to the label "Requisition Per:". There are also two empty text boxes at the bottom left of the form area.

21. You have successfully submitted a requisition (you can print your requisition request or choose not to print)