Entering a Field Trip into Wincap

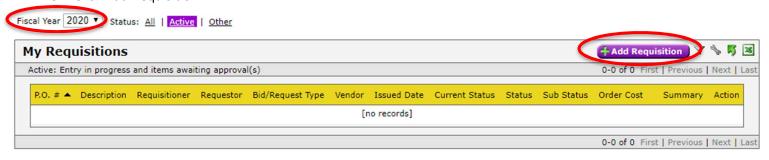
- 1. Email your Vendor information (Name of company, address, phone number, etc). to Yancy So in the business office and request that she add it to Wincap.
- 2. Speak to your building principal and ask which budget code they would like you to use.
- 3. Log in to www.wincapweb.com your password contains a capital letter and a symbol. If you do not know your password, click Forgot Password to reset it.



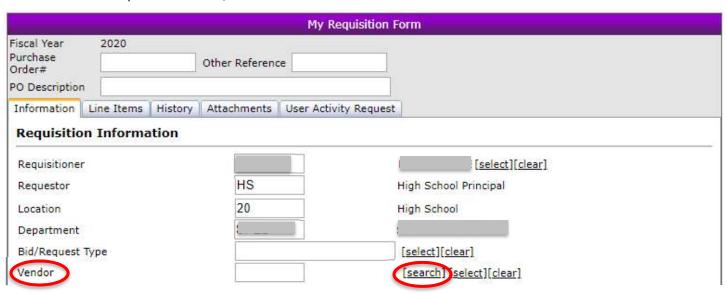
4. Go to Requisitions, then My Requisitions



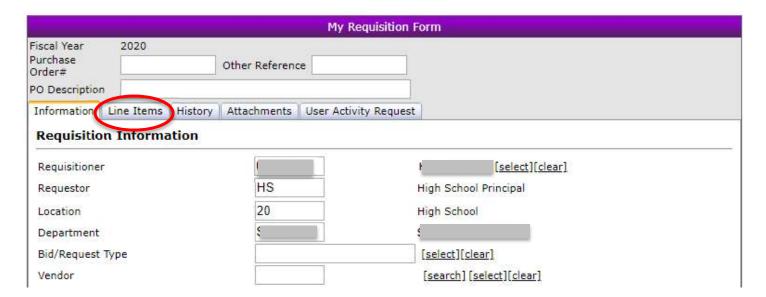
- 5. Make sure you are in the correct Fiscal Year. Field trips taking place in the 2019-2020 school year will be in Fiscal Year 2020.
- 6. Click Add Requisition



7. Next to the space for Vendor, click on Search



- 8. Choose your vendor. If your vendor does not appear in the list, **stop here**. You must wait for your vendor to be added by the business office.
- 9. Click on Line Items



10. Click Add Line Item



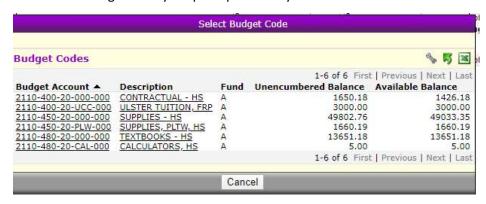
11. Enter the details of your trip in the Description section. Include the date, location of trip, etc. Complete the quantity and cost sections.

Requisition Item			
Catalog#			
Description	Field trip on Ja students and 2 o		to XXXX for 20
Quantity	22		<i>"</i>
Unit of Measure		T	
Unit Cost	20.00		
Discount	0.00 Discount %	0	OR \$ 0
Shipping	0.00 Shipping %	0	OR \$ 0
	(Note: Any changes to	discount and shipping I	will be calculated after clicking OK.)

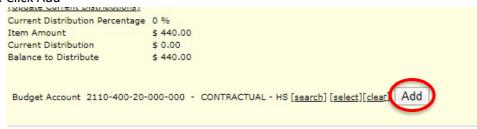
12. Next to Budget Account, click Select



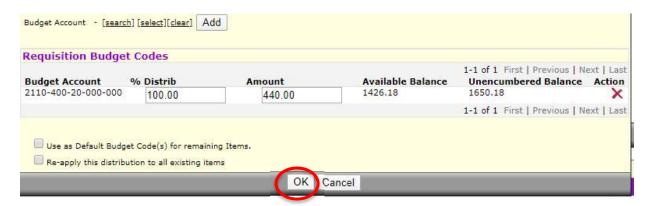
13. Click on the budget code your principal asked you to use



14. Click Add



15. The % Distrib should say 100%. Click OK.



16. If there are additional expenses to enter, click Add Line Item and repeat all steps. When you are finished, click Submit.

