

## 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](http://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

Fiscal Year **2020** Status: All | Active | Other

### My Requisitions

Active: Entry in progress and items awaiting approval(s) 0-0 of 0 First | Previous | Next | Last

P.O. #	Description	Requisitioner	Requestor	Bid/Request Type	Vendor	Issued Date	Current Status	Status	Sub Status	Order Cost	Summary	Action
[no records]												

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

**My Requisition Form**

Fiscal Year 2020  
Purchase Order#  Other Reference   
PO Description

Information **Line Items** History Attachments User Activity Request

**Requisition Information**

Requisitioner	<input type="text"/>	<input type="text"/> [select][clear]
Requestor	HS	High School Principal
Location	20	High School
Department	<input type="text"/>	<input type="text"/>
Bid/Request Type	<input type="text"/>	[select][clear]
<b>Vendor</b>	<input type="text"/>	<b>[search]</b> [select][clear]

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

**My Requisition Form**

Fiscal Year 2020  
Purchase Order#  Other Reference   
PO Description

Information **Line Items** History Attachments User Activity Request

**Requisition Information**

Requisitioner	<input type="text"/>	<input type="text"/> [select][clear]
Requestor	HS	High School Principal
Location	20	High School
Department	<input type="text"/>	<input type="text"/>
Bid/Request Type	<input type="text"/>	[select][clear]
Vendor	<input type="text"/>	[search] [select][clear]

10. Click Add Line Item

Information | Line Items | History | Attachments | User Activity Request

### Requisition Line Items

Line Items **+ Add Line Item**  

Line	Description	Catalog#	Quantity	Unit of Measure	Unit Cost	Discount %	Discount	Shipping %	Shipping	Extended Cost	Action
[no records]											

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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

Quantity

Unit of Measure

Unit Cost

Discount 0.00    Discount %     OR \$

Shipping 0.00    Shipping %     OR \$

*(Note: Any changes to discount and shipping will be calculated after clicking OK.)*

12. Next to Budget Account, click Select

(Update Current Distributions)

Current Distribution Percentage	0 %
Item Amount	\$ 440.00
Current Distribution	\$ 0.00
Balance to Distribute	\$ 440.00

Budget Account -  **[select]**

### Requisition Budget Codes

Budget Account	% Distrib	Amount	Available Balance	Unencumbered Balance	Action
[no records]					

0-0 of 0 First | Previous | Next | Last

Use as Default Budget Code(s) for remaining Items.

Re-apply this distribution to all existing items

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

Select Budget Code					
Budget Codes					
Budget Account ▲	Description	Fund	Unencumbered Balance	Available Balance	
2110-400-20-000-000	CONTRACTUAL - HS	A	1650.18	1426.18	
2110-400-20-UCC-000	ULSTER TUITION, FRP	A	3000.00	3000.00	
2110-450-20-000-000	SUPPLIES - HS	A	49802.76	49033.35	
2110-450-20-PLW-000	SUPPLIES, PLTW, HS	A	1660.19	1660.19	
2110-480-20-000-000	TEXTBOOKS - HS	A	13651.18	13651.18	
2110-480-20-CAL-000	CALCULATORS, HS	A	5.00	5.00	

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Cancel

14. Click Add

APPLY CURRENT DISTRIBUTIONS:

Current Distribution Percentage 0 %

Item Amount \$ 440.00

Current Distribution \$ 0.00

Balance to Distribute \$ 440.00

Budget Account 2110-400-20-000-000 - CONTRACTUAL - HS [search] [select][clear] **Add**

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

Budget Account - [search] [select][clear] Add

**Requisition Budget Codes**

Budget Account	% Distrib	Amount	Available Balance	Unencumbered Balance	Action
2110-400-20-000-000	100.00	440.00	1426.18	1650.18	X

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Use as Default Budget Code(s) for remaining Items.

Re-apply this distribution to all existing items

**OK** Cancel

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

**Requisition Line Items**

**Line Items** + Add Line Item

Line ▲	Description	Catalog#	Quantity	Unit of Measure	Unit Cost	Discount %	Discount	Shipping %	Shipping	Extended Cost	Action
1	Field trip on January 22, 2020 to XXXX for 20 students and 2 chaperones		22.00	Each	20.0000	0.00	0.00	0.00	0.00	440.00	X

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Extended Cost

Auto Distribute Discount Discount - \$ 0.00

Auto Distribute Shipping Shipping + \$ 0.00

Total Cost 440.00

**Submit** Save for Later Cancel