

REQUISITIONS

Skyward - Finance

Username:

First Letter of First Name
Whole Last Name
(ex: aheesen)

Password:

53048

** You will be prompted to change your password after you login**

SKYWARD®
SCHOOL DISTRICT OF LOMIRA
Finance

Login ID:

Password:

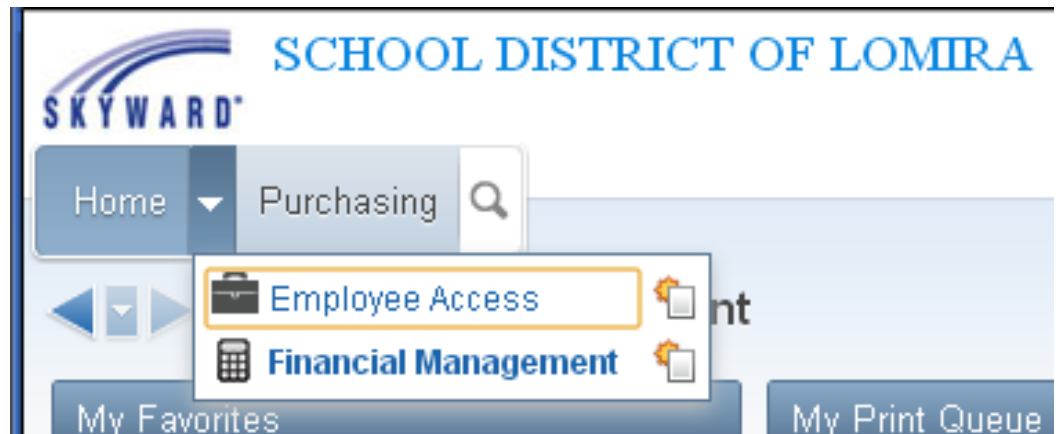
[Sign In](#)

[Forgot your Login/Password?](#)

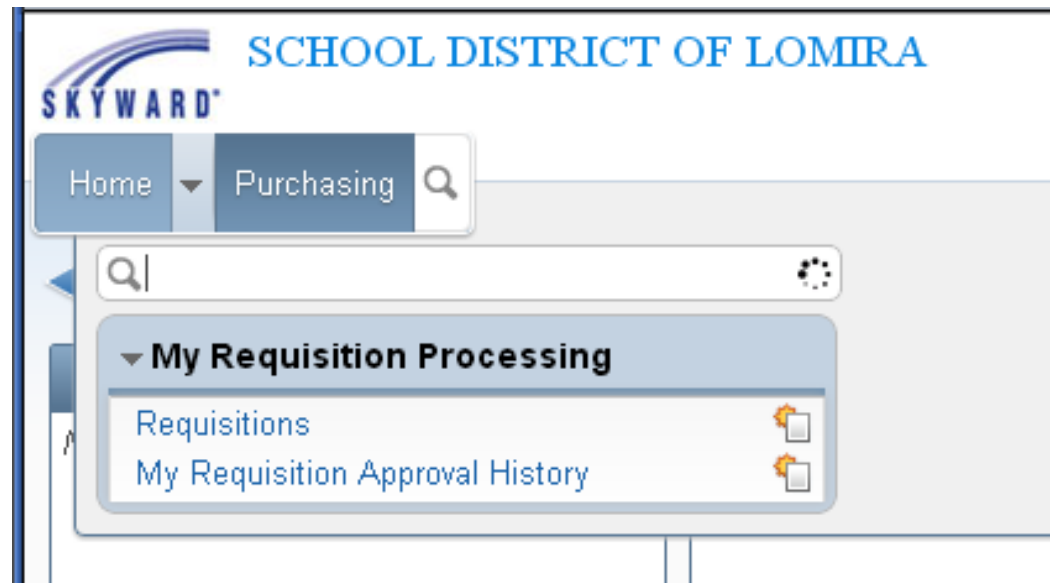
05.12.10.00.17-10.2

Login Area:

- You should see Financial Management on your screen.
- If not, Click arrow
Choose *Financial Management*



- Click the *Purchasing Tab*
Select *Requisitions*



- To enter a new Requisition select **ADD** on right side of screen

- **Select Requisition Group**
This pertains to the grade/subject you teach
(Most people will only have one group to choose from)

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group:	327 - MS SOCIAL SCIENCES	▼
Fiscal Year:	2012 - 2013 July 1, 2012 - June 30, 2013	▼
<input checked="" type="radio"/> Account allocation	2013 - 2014 July 1, 2013 - June 30, 2014	
<input type="radio"/> Account allocation	2012 - 2013 July 1, 2012 - June 30, 2013	

Select the fiscal year to use for this requisition.

➤ Select *Fiscal Year*

**** It is important to select the correct year – if the supplies you are ordering are for the NEXT school year, choose 2013-2014 ****

Requisition Information

Description of this requisition.

* Batch Number: 07

* Description:

1

2

* Vendor:

* Ship To:

SCHOOL DISTRICT OF LOMIRA

1030 FOURTH STREET PO BOX 919 LOMIRA WI 5304

Attention: JACOB FLOOD

* Due Date: 02/07/2013

Thursday

Ship Date: 02/07/2013

Thursday

Ship Via:

Project/Grant:

Contract:

Check Spelling

Save and Add Detail

Save and Mass Add Detail

STOP

Back

3

Asterisk (*) denotes a required field

****Please use ALL CAPS when typing in information****

1- *Description*: General description of what you are ordering.

(ex: MS SOCIAL STUDIES SUPPLIES)

(ex: GRADE 1 SUPPLIES)

****This information will appear on the check when payment is issued.****

2 – Select a *Vendor* : What company are you ordering from

Choose from drop down list or type in name

3 – *Save and Add (Mass) Detail*:

Detail is the items that you are ordering.

If you are ordering more than 1 item, select *Save and Mass Add Detail*

**** If you select *Back*, all your entered information will be deleted****

Requisition Detail Lines/Accounting

[Requisition Master Information](#) | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information


Batch Number: **07**
Requisition Number: **0000002745**
Group: **(327) MS SOCIAL SCIENCES**
Fiscal Year: **2012 - 2013**
Vendor: **QUILL CORPORATION**
100 SCHELTER RD
LINCOLNSHIRE IL 60069-3621


Accounting: **Account allocation by total requisition amount.**
Amount: **0.00**
Ship To: **SCHOOL DISTRICT OF LOMIRA**
Description: **MS SOCIAL STUDIES SUPPLIES**


Requisition Detail Lines


* Line Number:

Line Type: Merchandise
 Narrative


Catalog: 


Quantity: 


Unit of Measure: 

* Unit Cost: 

Total Amount:

* Description: 



- 1 – *Catalog*: Enter in your item number
- 2 – *Quantity*: Enter in how many you want
- 3 – *Unit of Measure*: *Each* is the most common
- 4 – *Unit Cost*: Enter in how much one item is (total amount will fill in automatically)
- 5 – *Description*: Enter a detailed *Description* of the item you are ordering
- 6 – *Save*

** If you select *Back*, all your entered information will be deleted**

Requisition Detail Lines/Accounting



[Requisition Master Information](#) | [Requisition Detail Lines/Accounting](#)

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **07**
Requisition Number: **0000002745**
Group: **(327) MS SOCIAL SCIENCES**
Fiscal Year: **2012 - 2013**
Vendor: **QUILL CORPORATION**
100 SCHELTER RD
LINCOLNSHIRE IL 60069-3621

Accounting: **Account allocation by total requisition amount.**
Amount: **49.54**
Ship To: **SCHOOL DISTRICT OF LOMIRA**
Description: **MS SOCIAL STUDIES SUPPLIES**

[Edit Master Notes](#)
[Attachments](#)

[Submit For Approval](#)

[Save and Finish Later](#)

[Back](#)

Requisition Detail Line Items

Views: [General](#) Filters: [*Skyward Default](#)



Line ▲	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code	
100	034-3000-BK	BLACK SHARPIE	1	DOZEN	7.99000	7.99		
110	034-73201	MAGIC RUB ERASERS	2	PACK	7.29000	14.58		
120	037-73070	STAPLER	3	EACH	8.99000	26.97		

[Add](#)

[Edit](#)

[Delete](#)

[Mass Add Detail](#)

[Add Requisition Accounts](#)

Add accounting to requisition.

- Review the information entered
 - If there is an error, select [Edit](#) or [Delete](#)
 - If you need to add another item, select [Add](#) or [Mass Add Detail](#) to add more than one item
- If correct, select [Add Requisition Accounts](#)

Available Accounts

Fnd	T	Loc	Obj	Func	Prj	Funds Available	Selected
10	E	300	411	127000	000	\$556.15	<input checked="" type="checkbox"/>
10	E	400	411	162105	000	\$225.50	<input type="checkbox"/>
60	L	000	000	162105	000	\$-1,721.12	<input type="checkbox"/>
60	L	000	000	162107	000	\$-1,929.01	<input type="checkbox"/>

4 records displayed

Account Number:

Quick Key:

Account Level Description

Account Number Information

Code	Description
10	GENERAL FUND
300	LOMIRA MIDDLE SCHOOL
411	GENERAL SUPPLIES
127000	SOCIAL SCIENCES

2012-2013 Available Funds By Individual Account

Check Spelling

Save Account Distrib

Back



Total Amount to Distribute: **\$49.54 100.00%**
Total Distributed: **\$49.54 100.00%**
Amount Remaining: **\$0.00 0.00%**

Selected Accounts

Account Number	Amount	Percent
10 E 300 411 127000 000	49.54	100.00

Remove

1 – *Select box* for account to use

Most will only have one account to choose from

2 – *Review description* of account to assure it is correct

3 – Make sure 100% of the requisition is being paid

4 – *Save Account Distribution*

** If you select *Back*, all your entered information will be deleted**

Requisition Detail Lines/Accounting



Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **07**

Requisition Number: **0000002745**

Group: **(327) MS SOCIAL SCIENCES**

Fiscal Year: **2012 - 2013**

Vendor: **QUILL CORPORATION**

100 SCHELTER RD

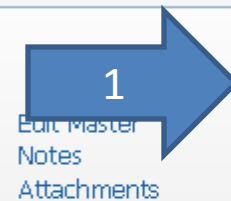
LINCOLNSHIRE IL 60069-3621

Accounting: **Account allocation by total requisition amount.**

Amount: **49.54**

Ship To: **SCHOOL DISTRICT OF LOMIRA**

Description: **MS SOCIAL STUDIES SUPPLIES**



Submit For Approval

Save and Finish Later

Back

Requisition Accounts

Requisition Accounting



Update Account Distrib

Account Number ▲	Account Amount	Account Percent	Over Budget
10 E 300 411 127000 000	\$49.54	100.00%	

View

1 – Submit for Approval

Select this if you are done with the highlighted requisition and would like it to be approved

Save and Finish Later

Select this if you are not done and would like to add/delete items later

The requisition will be put on hold and *will not* be submitted for approval

**** If you select *Back*, all your entered information will be deleted****

Home Purchasing

Requisitions

Code values for approval status:
 WIP - Work in progress
 WFM - Waiting for my approval
 WFL - Waiting for approval at a level below mine
 WFH - Waiting for approval at a level above mine
 APP - Requisition has been approved
 DEN - Requisition has been denied
 PEN - Pending Approval

Requisition Number	App Sts	Vendor Name	Vnd St	Amount	Entered By
0000002745	WIP	QUILL CORPORATION	IL	49.54	FLOOD, JACOB J.

Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

Master Edit Master

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

Line Hbr.	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost
100	034-3000-BK	BLACK SHARPIE	1	DOZEN	7.99000	7.99
110	034-73201	MAGIC RUB ERASERS	2	PACK	7.29000	14.58
120	037-73070	STAPLER	3	EACH	8.99000	26.97

Accounts Add/Edit/Delete Accounts

* Designates accounts that are over budget (Does not include WMP amount)

Account	Acct. Amt.	Acct. Pct.
10 E 300 411 127000 000	\$49.54	100.00%

Approval

Date	Time	Status	Approval Level	Name/Note
		Order Not Yet Completed	Level 2	HEESEN, AMY L.
		Order Not Yet Completed	Level 1	LLOYD, ROBERT P

Filter Options
 Print
 Add
 View
 Edit
 Delete
 Clone
 Notes
 Attach
 Submit

1 – Approval Status: States the current status of each requisition entered (refer to code values box)

2 – Review information entered:

Line Items: Each item ordered with Catalog Code, Description, Quantity, and Unit Cost

Account: Account Number entered to be charged for items ordered

Approval: List of people to approve requisition

3 – Submit requisition when order is complete and ready for approval

You will receive an email notification when your requisition is approved or denied.