

Skyward User's Manual



Skyward School Business Suite, Purchasing / Receiving

Prepared for
Leon County School District

Date: January 2014

Version 2.0

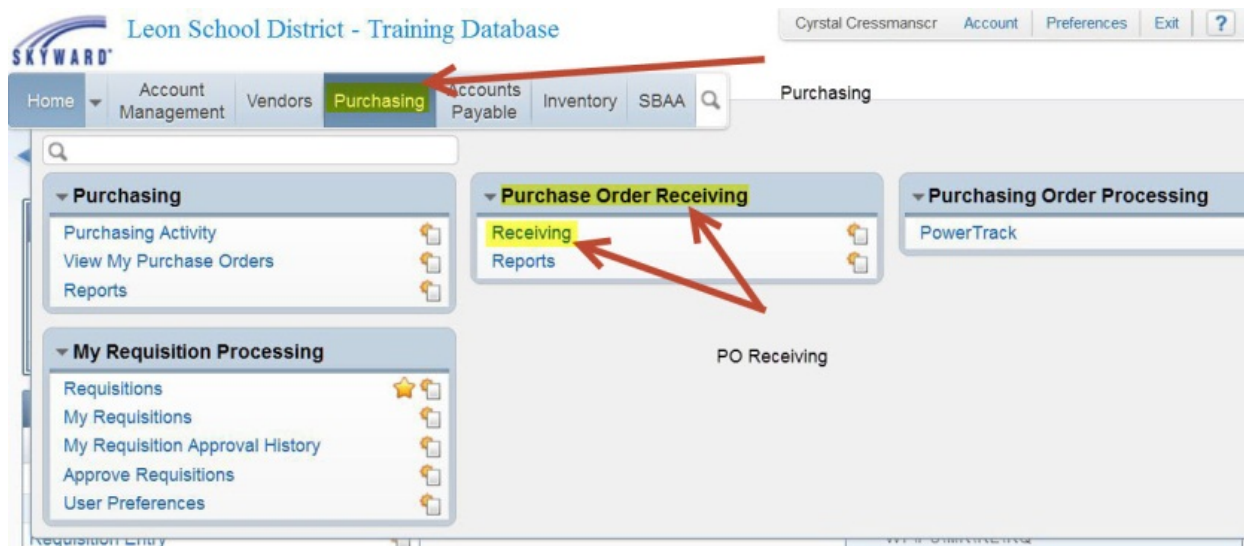


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DOCUMENT CONTROL

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Chapter 1. Logging into Skyward

The Skyward Web application is accessible via the Leon County Schools/Employee page or desktop icon. Double-click the icon to launch the Skyward Web application.



via a

The URL is

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinleoncofl/qloadhome001.w?t=32925&dp=68007&eid=ovhgEakabdbbkrpR>

The following login screen will appear. Enter your Skyward Login ID and Password.

The Skyward Login ID & Password is the same as your LCS network user ID & password. The Skyward password will automatically update when you update your LCS network user ID & password.

If you require assistance logging in please contact the IT Help Desk, (850) 487-7524

The Main Screen will open, displaying modules you can access.

Chapter 2. Approving a Requisition

The approval process in Skyward is multifaceted. Individual User Preferences can be set to notify approvers via email when requisitions are waiting for their approval. In addition, the alerts icon on the Skyward Main Screen indicates that there are requisitions awaiting your approval. The **Requisitions Main** screen displays the current status of any requisition that you are a part of the approval workflow.

The following is a list of the various Requisition Approval Codes

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

Step 1: Alerts Icon

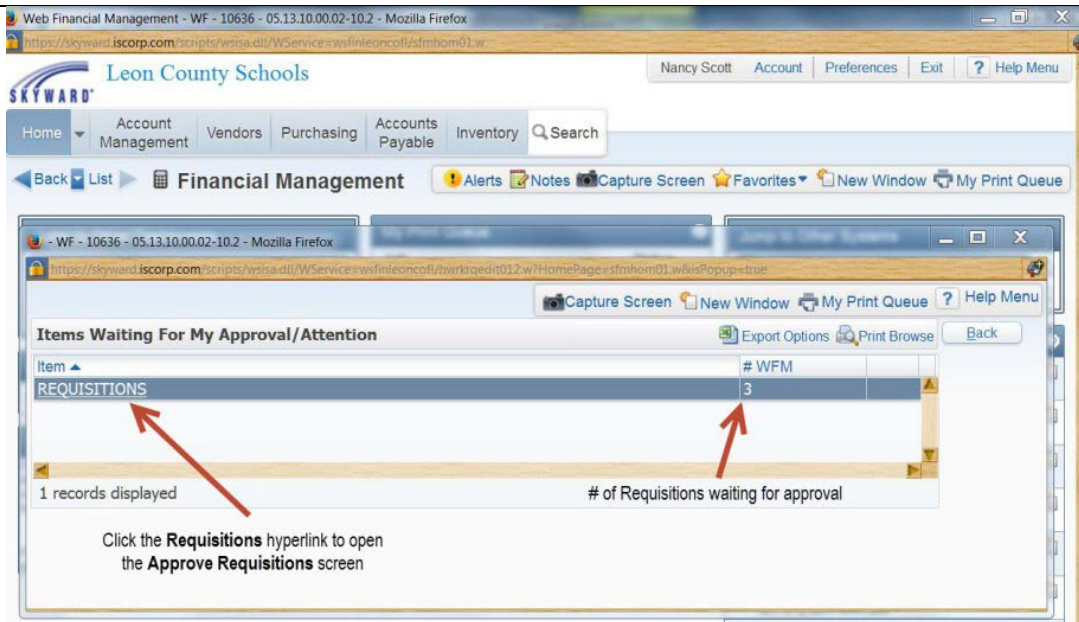
If there are Requisitions awaiting your approval then the Alerts icon will be visible on the Home Page.

From the Main Screen

2.1.1 Click the  icon from the Skyward Home Page.

The **Items Awaiting My Attention/Approval** screen opens

2.1.2 Click the Requisitions line to open the “**Requisitions Main**” Screen.
 Note the status “WFM” and the count of requisitions awaiting approval.



The **Approve Requisitions** screen opens

Step 2: Approve/Deny Requisitions

Approve Requisitions

Approve Requisitions - WF\PU\MR\AR - 29487 - 05.13.10.00.02-10.2 - Mozilla Firefox

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinleconcoll/forapprws001.w

Leon County Schools

Nancy Scott Account Preferences Exit ? Help Menu

Home Account Management Vendors Purchasing Accounts Payable Inventory Search

Back List Approve Requisitions (Add Alerts Notes Capture Screen Favorites New Window My Print Queue)

of Reqs Appr: 0 Total Amt Appr: \$0.00

of Reqs Den: 0 Total Amt Den: \$0.00

Click to submit the checked items Submit Approvals & Denials

Views: General Filters: Nancy Return to default sort Print

Requisition Number	Amount	Approve	Deny	Appr & Reroute	Pending	App Sts	A/D Level	Batch Number	Description
0000034657	963.51	☐	☐	☐	☐	WFM	3 22		COFFEE MUGS FOR SSLS2013
0000034795	5,188.00	☐	☐	☐	☐	WFM	5 9614		REPLACING 4 EXISTING WINDOWS. GODBY WO#258215 9614-7299-D REQ. BY EMORY COOK
0000034250	10,500.00	☐	☐	☐	☒	PEN	5 9614		MAINTENANCE CNG CLASS FOR (4)

Select if you want to add notes Approve w/Notes Deny w/Notes

Click the appropriate checkbox to Approve, Deny or Approve & Reroute

500 3 records displayed Requisition Number:

2.2.1 Click the the Approve or Deny checkbox or

2.2.2 Click the Approve & Reroute checkbox. The **Select Who to Reroute To** screen opens. Select the user to reroute the requisition to. The person routed to is inserted in the approval process.

Select who to Reroute To - WF\PU\MR\AR - 29487 - 05.13.02.00.12-10.2 - Mozilla Firefox

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinleconcoll/foreqappr007.w?PONumber=0000023984&PORow=0x1

Select who to Reroute To

Requisition Number: 0000023984

* Reroute To: DROP LIST OF REROUTE APPROVERS

Approval Notes: ENTER NOTE HERE

Save Back

Asterisk (*) denotes a required field

2.2.3 Click the **Approve w/Notes** button to approve the Requisition and add an approval note. The **Add Approval Note** screen opens.

Add Approval Note - WF\PU\MR\AR - 29487 - 05.13.02.00.12-10.2 - Mozilla Firefox

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinleconcoll/foreqappr007.w?PONumber=0000023984

Add Approval Note

Add an Approval Note to this Requisition

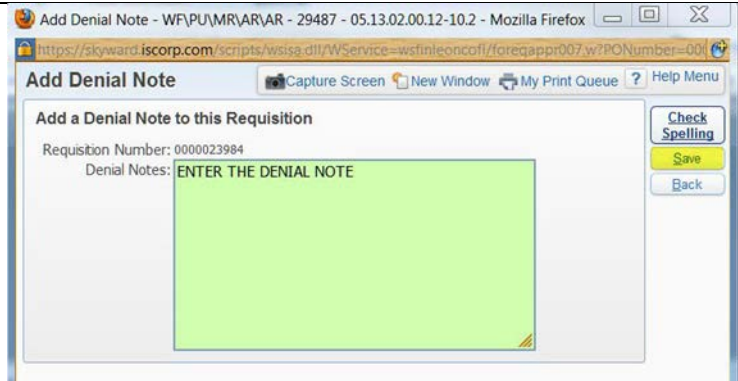
Requisition Number: 0000023984

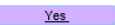
Approval Notes: ENTER THE APPROVAL NOTE

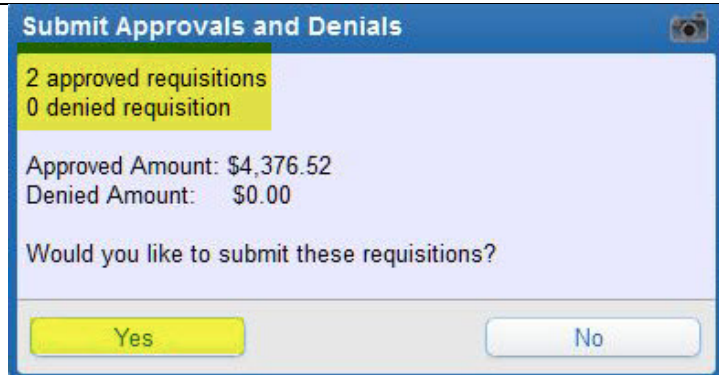
Check Spelling Save Back

2.2.4

Click the  button to deny the Requisition and add a denial note. The **Add Denial Note** screen opens


2.2.5

Once Selections are made, click the  button to process the selections. Click the  button to submit the requisitions to the next approver.



Chapter 3. Enter a Requisition

This chapter describes how to create requisitions using the Requisitions Main Screen from the SKYWARD web client. User access to create requisitions is requested by the Principal or designated site administrator by submitting the required Skyward Access Form to the Technology & Information Services Department.

What is Requisition Entry?

Requisition entry allows users to enter requests for items that they would like to have purchased. These requests follow an approval chain, eventually turning fully approved requisitions into Purchase Orders.

When would I use Requisition Entry?

This area would be used whenever you need to purchase goods or services with a Purchase Order.

Overview

The high-level processes required to create a requisition are outlined below.

- Step 1: Navigate to the Requisitions Main Screen
- Step 2: Add a New Requisition
- Step 3: Enter Master Requisition Information
- Step 4: Enter Requisition Information
- Step 5: Add Requisition Detail Lines
- Step 6: Add Requisition Accounts Distribution
- Step 7: Submit for Approval

Before you begin:

- 💡 Type the requisition in **ALL CAPS**
- 💡 Check your line of coding to make sure you have your budget in place before you start the requisition. If you do not have the funds in place for the requisition, you will need to submit a budget amendment.
- 💡 If you would like the original PURCHASE ORDER to come to you after it prints,
 - o make the 1st detail line a **narrative** line
 - o choose “DON’T MAIL” from the drop down list and the words “RETURN VENDOR COPY” will be entered in the detail line (you can also just type “RETURN VENDOR COPY”).

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **9613**

Requisition Number: **0000036858**

Group: **(220) PERMITTING OFFICE ERF**

Fiscal Year: **2013 - 2014**

Vendor: **KONICA MINOLTA BUS SOL USA**

500 DAY HILL ROAD
WINDSOR CT 06095

Invoice To: **(Default)**

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

Amount: **1,133.94**

Ship To: **FACILITIES AND CONSTRUCTION**

Blanket PO: **This is a Blanket PO**

Description: **PERMITTING-LEASE OF BIZHUB C284E COPIER MONTHS 1-6**

Requisition Detail Lines

* Line Number: **099**

Line Type: ☐ Merchandise ☒ Narrative

Narrative: **DON'T MAIL**

Quantity: **0**

* Amount: **0.00**

Total Amount: **0.00**

Description: **RETURN VENDOR COPY**

This should be the first detail line. Inserting this line of narrative means that once this requisition prints as a PO, it will not be mailed, it will be returned to the originator. It will be the originator's responsibility to pass the PO on to the vendor.

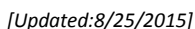
Save Back

Asterisk (*) denotes a required field

Requisitions are entered in the Financial Management Module. Verify that you are in the Financial Management Module.

3.1.1 Click on **JUMP TO OTHER SYSTEMS: Financial Management** or

3.1.2 Click the  Button and select **Financial Management** from the selection of systems



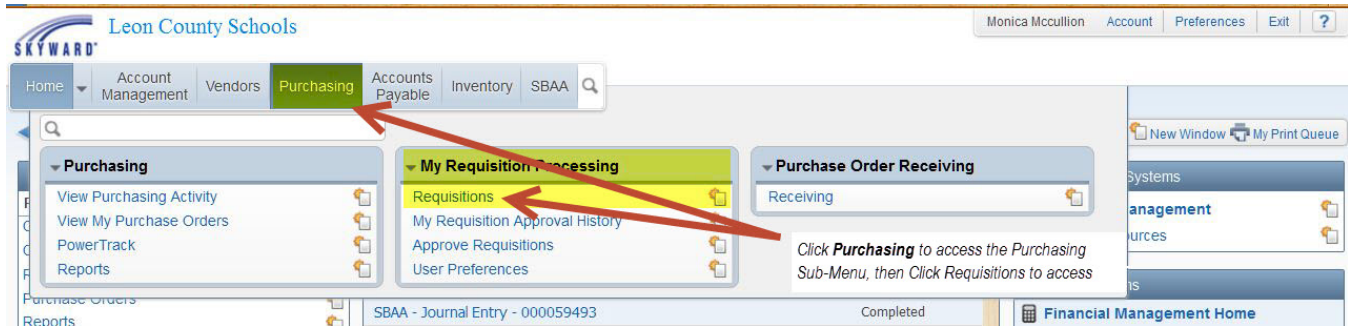
Step 2: Navigate to Requisitions Main Screen

Requisitions are entered under the Financial Management Module. Verify that you are in the Financial Management Module.

From the Financial Management System Main Screen

3.2.1 Select **Purchasing** from the Financial Main Menu,

3.2.2 Select **MY REQUISITION PROCESSING: Requisitions**

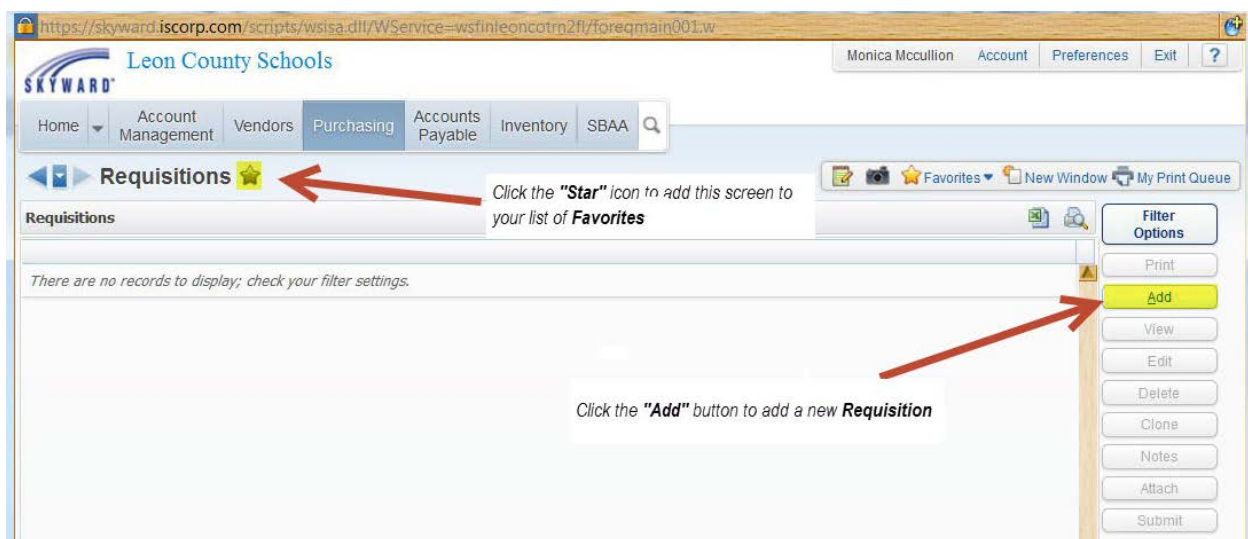


The **Requisitions Main** screen opens

Step 3: Add a New Requisition

From the Requisitions Main Screen:

3.3.1 Click the **Add** button.



The **Requisition Master Information** screen opens.

REQUISITION SETUP INFORMATION

FIELD	FIELD DESCRIPTION
Requisition Group	The drop down list contains a list of all Purchase Order Groups that you have rights to create requisitions for. *There are two Purchase Order Groups for each cost center, one group with the cost center name and one with cost center name ERF. Each are separate groups with their own group number. Use the first group if your requisition is less than \$750. Use the ERF group if it is more than \$750.
Fiscal Year	Defaults to the current Fiscal Year
Account allocation by total requisition amount (YMA)	Indicates that the accounting to pay this Purchase Order will be based on the total amount of the Purchase Order.

Account allocation by each requisition detail line (YDA)	Indicates that the accounting to pay this Purchase Order will be designated for each line item detail on the Purchase Order. Accounting has to be added for each item purchased.
This is a Blanket Requisition/Purchase Order	Select this option to create a Blanket Purchase Order. This is the only chance during the requisition process that you have to make this choice. 💡 If the Purchasing Agent determines that the requisition submitted does not meet the criteria for the Purchase Order as entered, it will be denied, returned to WIP status and will need to be reentered correctly.
This Requisition is Used to Restock A Warehouse	THIS SHOULD ONLY BE SELECTED BY WAREHOUSE PERSONNEL. If incorrectly selected, it will cause problems with the requisition that will usually end with it being denied and having to be reentered.

Step 4: Enter Requisition Master Information

The Requisition Master Information Screen is used to enter the Purchase Order header information.

3.4.1 Enter Requisition Master Information

FIELD	FIELD DESCRIPTION
Batch Number	This should be your cost center number. Purchasing uses the Batch Number field for ease of sorting requisitions. 💡 From the Purchasing tab, select Purchasing/My Requisition Processing select User Preference . Choose Requisition Entry Options and make your selections for category defaults.

Requisition Entry Options

Assign Batch Number: Default to entered value

Default Value: CC# ← put your Cost Center number here

Data Retention

Retain from last added requisition

Layout: Detail Items ☒ Yes ☐ No

Accounting Allocation: ☒ Master ☐ Detail

Type of Allocation: ☒ Amount ☐ Quantity

Description:

Vendor:

Ship To:

Attention To: ☒ put your name here ← making sure the box is checked, put your name here and the Attention To: box will default to your name

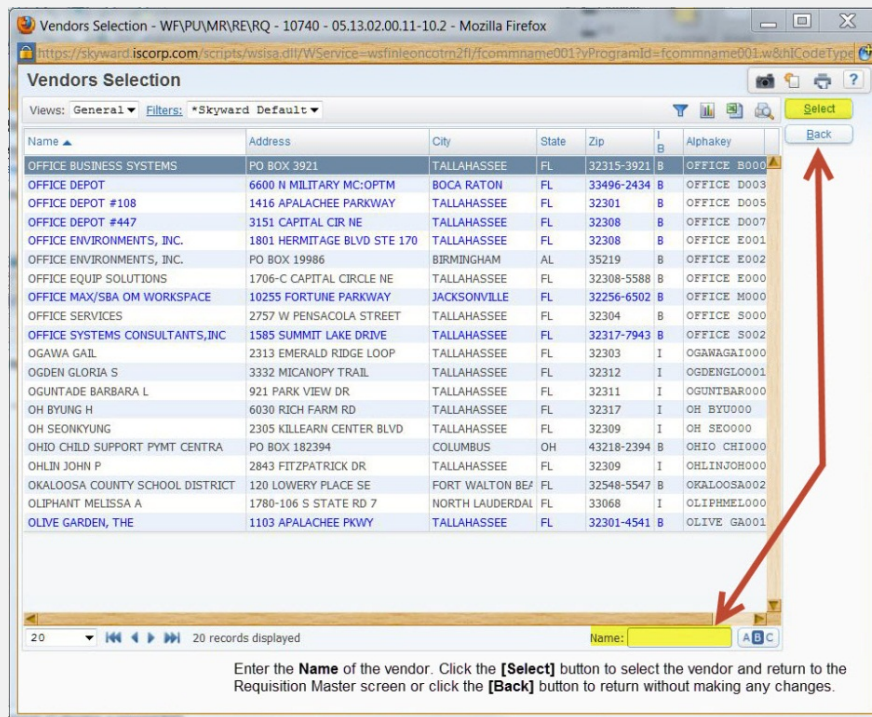
Ship Date: Current

Ship Via:

Narrative:

REQUISITION INFORMATION

Description	Generic description describing the contents of the requisition – for internal use only. *This description displays within Skyward only, it does not print on the Purchase Order.
Vendor	Enter a vendor. - Begin typing the name of the vendor and the system will display matches as you type or - Click the *Vendor hyperlink to open a new window “Vendors Selection” - Enter the name of the vendor - Click the Select button to select vendor and return to the Requisition Master Screen or - Click the Back button to return to Requisition Master Screen without making a selection.



Vendors Selection - WF\PU\MR\RE\RQ - 10740 - 05.13.02.00.11-10.2 - Mozilla Firefox

https://skyward.iscorp.com/scripts/wsisaditl/WService=wsfinleocotm2fl/fcommname001?vProgramId=fcommname001.w&hlCodeType

Vendors Selection

Views: General Filters: *Skyward Default

Name	Address	City	State	Zip	I B	AlphaKey
OFFICE BUSINESS SYSTEMS	PO BOX 3921	TALLAHASSEE	FL	32315-3921	B	OFFICE B000
OFFICE DEPOT	6600 N MILITARY MC:OPTM	BOCA RATON	FL	33496-2434	B	OFFICE D003
OFFICE DEPOT #108	1416 APALACHEE PARKWAY	TALLAHASSEE	FL	32301	B	OFFICE D005
OFFICE DEPOT #447	3151 CAPITAL CIR NE	TALLAHASSEE	FL	32308	B	OFFICE D007
OFFICE ENVIRONMENTS, INC.	1801 HERMITAGE BLVD STE 170	TALLAHASSEE	FL	32308	B	OFFICE E001
OFFICE ENVIRONMENTS, INC.	PO BOX 19986	BIRMINGHAM	AL	35219	B	OFFICE E002
OFFICE EQUIP SOLUTIONS	1706-C CAPITAL CIRCLE NE	TALLAHASSEE	FL	32308-5588	B	OFFICE E000
OFFICE MAX/SBA OM WORKSPACE	10255 FORTUNE PARKWAY	JACKSONVILLE	FL	32256-6502	B	OFFICE M000
OFFICE SERVICES	2757 W PENSACOLA STREET	TALLAHASSEE	FL	32304	B	OFFICE S000
OFFICE SYSTEMS CONSULTANTS, INC	1585 SUMMIT LAKE DRIVE	TALLAHASSEE	FL	32317-7943	B	OFFICE S002
OGAWA GAIL	2313 EMERALD RIDGE LOOP	TALLAHASSEE	FL	32303	I	OGAWAGAI000
OGDEN GLORIA S	3332 MICANOPY TRAIL	TALLAHASSEE	FL	32312	I	OGDENGL0001
OGUNTADIE BARBARA L	921 PARK VIEW DR	TALLAHASSEE	FL	32311	I	OGUNTIBAR000
OH BYUNG H	6030 RICH FARM RD	TALLAHASSEE	FL	32317	I	OH BYU000
OH SEONKYUNG	2305 KILLEARN CENTER BLVD	TALLAHASSEE	FL	32309	I	OH SE0000
OHIO CHILD SUPPORT PYMT CENTRA	PO BOX 182394	COLUMBUS	OH	43218-2394	B	OHIO CHI000
OHLIN JOHN P	2843 FITZPATRICK DR	TALLAHASSEE	FL	32309	I	OHLINJOH000
OKALOOSA COUNTY SCHOOL DISTRICT	120 LOWERY PLACE SE	FORT WALTON BE	FL	32548-5547	B	OKALOOSA002
OLIPHANT MELISSA A	1780-106 S STATE RD 7	NORTH LAUDERDA	FL	33068	I	OLIPHMELO00
OLIVE GARDEN, THE	1103 APALACHEE PKWY	TALLAHASSEE	FL	32301-4541	B	OLIVE GA001

20 records displayed

Name:

Enter the Name of the vendor. Click the [Select] button to select the vendor and return to the Requisition Master screen or click the [Back] button to return without making any changes.

💡 If the vendor does not exist, forward an **Application for Vendor Status** to the vendor. The vendor should complete and fax the form to Finance @ 850-487-7869. Once the form is received and verified Finance will add the vendor to the Master Vendor File. The **Application for Vendor Status** can be found at <http://www.leon.k12.fl.us/public/business/purchasing/BookkeepersManual.htm> or on the District's forms page.

Ship To	Setup to default to the Cost Center; can be edited by clicking the drop down to select a location.
Attention	Defaults to Bookkeeper Name
Due Date	Defaults to today's date
Ship Date	Defaults to today's date
Ship Via	N\A
Contract	N\A

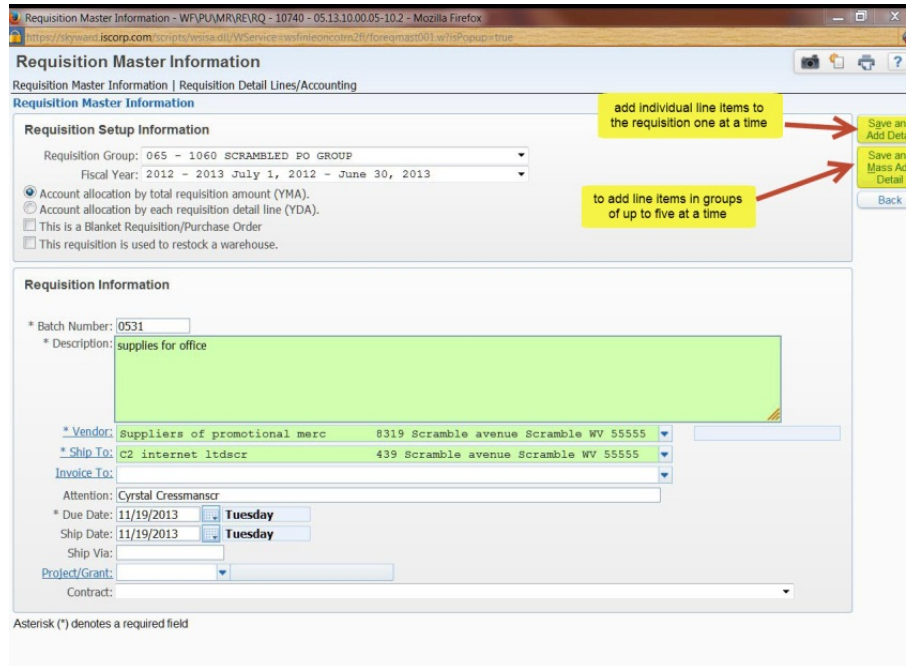
💡 Required fields are marked with an (*).

Step 5: Add Requisition Detail Lines

The Requisition Detail Lines/Accounting screen is used to enter specific line item quantities and cost to the requisition. Once all pertinent information is entered

3.5.1 Click the  button to add individual line items to the requisition one at a time or

3.5.2 Click the  to add line items in groups of five at a time to the requisition



The screenshot shows the 'Requisition Master Information' screen. It has two main sections: 'Requisition Setup Information' and 'Requisition Information'. In the 'Requisition Setup Information' section, there are dropdowns for 'Requisition Group' (065 - 1060 SCRAMBLED PO GROUP) and 'Fiscal Year' (2012 - 2013 July 1, 2012 - June 30, 2013). There are also radio buttons for account allocation and checkboxes for blanket requisition and restocking. In the 'Requisition Information' section, there are fields for Batch Number (0531), Description (supplies for office), Vendor (Suppliers of promotional merc), Ship To (C2 internet ltdscr), Invoice To, Attention (Cyrstal Cressmanscr), Due Date (11/19/2013), Ship Date (11/19/2013), Ship Via, Project/Grant, and Contract. On the right side, there are two buttons: 'Save and Add Detail' and 'Save and Mass Add Detail'. Two yellow callout boxes with red arrows point to these buttons. The first callout box says 'add individual line items to the requisition one at a time' and points to the 'Save and Add Detail' button. The second callout box says 'to add line items in groups of up to five at a time' and points to the 'Save and Mass Add Detail' button.

3.5.3 Enter the following information on Requisition Detail Lines section

REQUISITION DETAIL LINES ENTRY

FIELD	FIELD DESCRIPTION
Line Type	Merchandise – An item that you are ordering that has a Quantity , Amount and a Total Amount . Narrative – A text line only. Quantity, Amount and a Total Amount are not entered, default is zero.
Line Number	The beginning line number is 100. As you add lines Skyward, by default, adds line numbers in increments of 10 (100, 110, 120, etc.). If you wish to add a new line in between existing lines, you can insert a number that falls between the default numbers. See below for example. 💡 Use the narrative line “Do Not Mail” to insert “Return Vendor Copy” on the first line if you want the Purchase Order sent to you instead of the vendor.

Requisition Detail Lines/Accounting - WF\PU\MR\REQ - 10740 - 05.13.10.00.03-10.2 - Mozilla Firefox

https://skyward.iscorp.com/scripts/wsrta.dll/WService=wsfinleconcolm211/foreqdet001.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **0531**
 Requisition Number: **0000025410**
 Group: **(065) 1060 SCRAMBLED PO GROUP**
 Fiscal Year: **2012 - 2013**
 Vendor: **Ambient computer services ltd**
7428 Scramble avenue
Scramble WV 55555

Accounting: **Account allocation by total requisition amount.**
 Amount: **453.08**
 Ship To: **C2 internet ltdscr**
 Blanket PO: **This is a Blanket PO**
 Description: **SCRAMBLE DATA 25410**

Requisition Detail Lines

Line Number: **104** 
 Line Type: ☐ Merchandise ☒ Narrative
 Narrative:
 Quantity:
 * Amount:
 Total Amount:
 Description: **INCLUDES LICENSE FOR 10 MACHINES**

Save Back ?

Asterisk (*) denotes a required field

Line Numbers determine where that detail line will be placed in the requisition.

Requisition Detail Line Items

Views: General Filters: *Skyward Default

Merchandise line - Quantity Amount & Total Amount are required.

Filter View Print

Add

Edit

Delete

Mass Add Detail

View Requisition Accounts

Line	Catalog Code	Description	Quantity	Amount	Total Amount	Comm Code
99		PLEASE RETURN PO TO REQUESTOR	0	0.00	0.00	
100		DATA 100 SOFTWARE	1	453.08	453.08	
104	Narrative line - Quantity, Amount & Total Amount not entered so the default is zero	INCLUDES LICENSE FOR 10 MACHINES	0	0.00	0.00	
105		DELIVERY CHARGES ARE INCLUDED IN ORIGINAL PRICE	0	0.00	0.00	
110		HOURS OF DELIVERY ARE MONDAY - FRIDAY 8:00 A.M. - 3:00 P.M.	0	0.00	0.00	

Catalog Code	N/A
Description	Item being ordered or text with instructions, directions or contract information
Quantity	Total number ordered for that line
Unit of Measure	Can be entered or selected from a lookup table; EA, HRS, BOX, LBS, etc.
Unit Cost	Cost per unit of measure
Total Amount	Automatically calculated based on Quantity x Unit Cost

3.5.4 Click the [Save](#) button to add the line item. The information is added to the Requisition Detail Lines/Accounting screen as depicted below.

Click the [Add](#) button to add additional line items one at a time

Click the [Edit](#) button to edit the selected line item

Click the [Delete](#) button to delete the selected line item

The screenshot shows the 'Requisition Detail Lines/Accounting' screen in a web browser. The page title is 'Requisition Detail Lines/Accounting - WF\PU\MR\RE\RQ - 10740 - 05.13.02.00.12-10.2 - Mozilla Firefox'. The URL is 'https://skyward.iscorp.com/scripts/wvisa.dll/WService=wsfinleconcotm2fl/foreqdeti001.w'. The page has two main sections: 'Requisition Master Information' and 'Requisition Detail Line Items'.

Requisition Master Information:

- Batch Number: 0531
- Requisition Number: 0000024162
- Group: (066) DEERLAKE MIDDLE ERF
- Fiscal Year: 2012 - 2013
- Vendor: OFFICE DEPOT #108
- 1416 APALACHEE PARKWAY
- TALLAHASSEE FL 32301
- Invoice To: (Default)
- Accounting: Account allocation by total requisition amount.
- Amount: 2,340.00
- Ship To: DEERLAKE MIDDLE SCHOOL
- Blanket PO: This is a Blanket PO
- Description: ENTER THE DESCRIPTION OF THE PURCHASE. THIS DESCRIPTION DOES NOT PRINT ON THE PURCHASE ORDER, IT ONLY DISPLAYS IN SKYWARD

Requisition Detail Line Items:

Views: General Filters: *Skyward Default

Line	Catalog Code	Description	Quantity	Amount	Total Amount	Comm Code
100		ENTER THE DESCRIPTION OF THE ITEMS PURCHASED	1	2,340.00	2,340.00	

Annotations on the screenshot:

- click when requisition is complete & ready for approval (points to 'Submit For Approval' button)
- click to save and add to or edit later (points to 'Save and Finish Later' button)
- opens 1 additional detail line (points to 'Add' button)
- click to edit highlighted line (points to 'Edit' button)
- deletes highlighted line (points to 'Delete' button)
- opens 5 additional detail lines (points to 'Mass Add Detail' button)
- add account detail lines (points to 'Add Requisition Accounts' button)

Click the [Mass Add Detail](#) button to add additional lines in groups of 5 at a time

Click the [Save and Finish Later](#) button to save your work to be completed at a later time.

Once all line items are entered, accounting information can be entered.

3.5.5

Click the [Add Requisition Accounts](#) button to add accounting information to the requisition.

The Account Distribution screen opens as depicted on the next page.

Step 6: Add Account Distribution

Account Distribution: Available Accounts section displays all accounts that you have access to. Select the appropriate account to allocate funds.

- More than one account can be selected for multi-line coding.

The Account Number Information Section displays accounting information about the selected account.

The account can be distributed by amount or percentage across all selected accounts.

- The percentage must equal 100, or the total amount allocated across the selected accounts must equal the requisition amount.

ACCOUNT DISTRIBUTION

Account Distribution - WF\PU\MR\RE\RQ - 10740 - 05.13.02.00.11-10.2 - Mozilla Firefox

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinleconcotm2fi/facctmdist001.w?isPopup=true

Account Distribution

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

Fnd	T	Func	Obj	Fac	Proj	Subpr	Prog	Funds Available	Selected
1100	E	5100	3320	0531	35001	A0000	00000	\$0.00	☐
1100	E	5100	3500	0531	21006	00000	05100	\$0.00	☐
1100	E	5100	3900	0531	00000	00000	05100	\$0.00	☐
1100	E	5100	3900	0531	21006	00000	05100	\$0.00	☐
1100	E	5100	3900	0531	21125	00000	05100	\$0.00	☐
1100	E	5100	3900	0531	23019	00000	05100	\$1,420.00	☐
1100	E	5100	5100	0531	00000	00000	00000	\$35,883.57	☐
1100	E	5100	5100	0531	00000	00000	05100	\$1,931.78	☒
1100	E	5100	5100	0531	20009	00000	05100	\$231.20	☐
1100	E	5100	5100	0531	21125	00000	00000	\$5,892.83	☒
1100	E	5100	5100	0531	21125	00000	05100	\$15.00	☐
1100	E	5100	5100	0531	21126	00000	00000	\$11,305.37	☐
1100	E	5100	5100	0531	22057	00000	00000	\$0.00	☐
1100	E	5100	5100	0531	23019	00000	05100	\$0.00	☐

100 records displayed

Account Number: Quick Key:

Total Amount to Distribute: \$1000.00 100.00%
 Total Distributed: \$1000.00 100.00%
 Amount Remaining: \$0.00 0.00%

Selected Accounts

Account Number	Amount	Percent
1100E5100 5100 0531 00000 00000 05100	750.00	75.00
1100E5100 5100 0531 21125 00000 00000	250.00	25.00

Remove Remove All

Click the FUND hyper link to display account balances

Account Level Description

Account Number Information

Code	Description
1100	GENERAL
5100	BASIC K-12
5100	SUPPLIES
0531	DEERLAKE MIDDLE SCHOOL
21125	SCHOOLS FLEX CARRYFORWARD
00000	PRIMARY
00000	BUDGET INPUT

2012-2013 Available Funds By Individual Account

Description of the highlighted account

Select the check box to use the account

Enter the account number

Selected accounts & the distribution of budget

To view Account Balance information click the FUND hyperlink for any account or click account in the Select Accounts section.

Click the [Back](#) button to return to the Account Distribution screen.

Account Information

Account #: [1100E5100 5100 0531 00000 00000 05100](#)

Current Fiscal Year: 2012-2013
Next Fiscal Year: 2013-2014

Available Funds
2012-2013: **1,931.78**
2013-2014: **0.00**

Account Level Description:

Break Down of Available Funds	2012-2013 Current Year	2013-2014 Next Year
Original Budget	0.00	0.00
+ Budget Carry Forward	0.00	0.00
+ Budget Transfers	8,367.99	0.00
+ Budget Revisions	0.00	0.00
= Revised Budget	8,367.99	0.00
- Actual Activity	6,416.49	0.00
= Budget Dollars Not Spent	1,951.50	0.00
- Open Purchase Orders	0.00	0.00
= Unencumbered Balance	1,951.50	0.00
- Batch Activity	19.72	0.00
= Available Funds	1,931.78	0.00

Account Level Description:

- 1100 GENERAL
- 5100 BASIC K-12
- 5100 SUPPLIES
- 0531 DEERLAKE MIDDLE SCHOOL
- 00000 BASE BUDGET
- 00000 PRIMARY
- 05100 BASIC PROG-PRORATA

3.6.1 Click the [Save Account Distrib](#) button to save the account distribution and return to the Requisition Detail Lines/Accounting screen as shown below.

Click the [Submit For Approval](#) button to submit the requisition for approval

Click the [Save and Finish Later](#) button to save the requisition w/out submitting.

Click the [Update Account Distrib](#) button to return to the Account Distribution screen to modify the distribution of funds

Click the [View Requisition Detail Lines](#) button to toggle through the **Requisition Detail Line Items** section to modify/view the line items entered on the requisition. Any changes in total amount of the requisition will require you to modify the account distribution.

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 0531
Requisition Number: 0000024159
Group: (065) DEERLAKE MIDDLE SCHOOL
Fiscal Year: 2012 - 2013
Vendor: MAC PAPERS, INC
1425 COMMERCE BLVD
MIDWAY FL 32343
Invoice To: (Default)

Accounting: Account allocation by total requisition amount.
Amount: 1,000.00
Ship To: DEERLAKE MIDDLE SCHOOL
Blanket PO: This is not a Blanket PO
Description: ENTER A DESCRIPTION OF THE REQUISITION. THIS INFORMATION DOES NOT PRINT ON THE PURCHASE ORDER, IT IS ONLY VISIBLE IN SKYWARD.

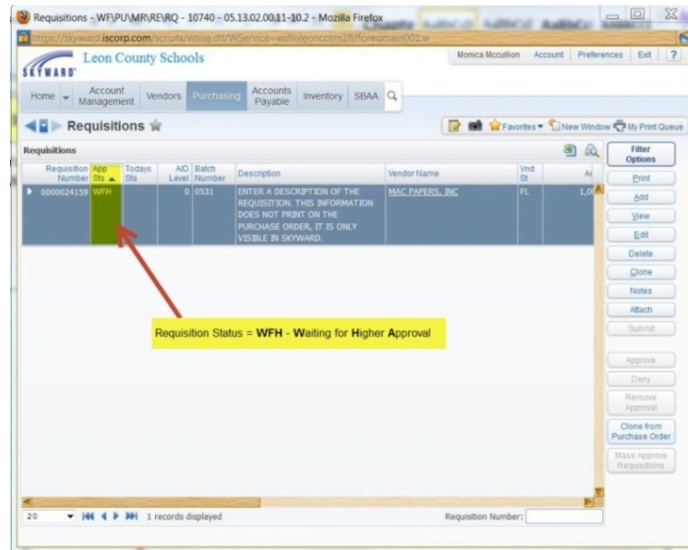
Requisition Accounts

Account Number	Account Amount	Account Percent	Over Budget
1100E5100 5100 0531 00000 00000 05100	\$750.00	75.00%	
1100E5100 5100 0531 21125 00000 00000	\$250.00	25.00%	

2 records displayed

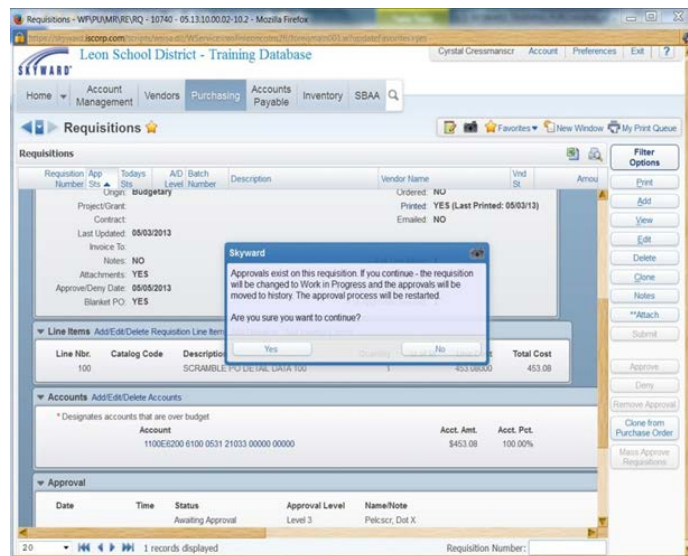
3.6.2

Click the [Submit For Approval](#) button to submit the requisition for approval. You will be returned to the Requisitions Main screen, which now shows the requisition with a status of **WFH-Waiting For Higher** approval.



If you decide to click the [Save and Finish Later](#) button, you will be returned to the Requisitions Main screen and the requisition will have a status of **WIP – Work In Progress**.

Full list of Requisition Approval Codes explained below.



Note: once the requisition has been submitted (in WFH status), if the originator makes a change to the requisition or adds an attachment, the requisition is brought back into WIP status and must be re-submitted starting the approval process from the beginning.

Your role is now complete until the requisition is approved and becomes a Purchase Order.

REQUISITION APPROVAL CODES	
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

Chapter 4 Blanket Purchase Orders

For a blanket purchase order, the **QUANTITY IS ALWAYS ONE (1)** and you **RECEIVE ON THE DOLLAR AMOUNT**.

Blanket purchase orders are a subset of automated purchase orders and by Board Purchase Policy have a maximum annual limit of \$30,000 and monthly limit of \$2,500. They are used for repetitive purchases of like items from a particular vendor.

Step 1: Navigate to the Financial Management System

Requisitions are entered under the Financial Management Module. Verify that you are in the Financial Management Module.

From the Main Screen

4.1.1 Click ON **JUMP TO OTHER SYSTEMS: Financial Management** or

4.1.2 Click the  Button and select **Financial Management** from the selection of systems

Step 2: Navigate to Requisitions Main Screen

From the Financial Management System Main Screen

4.2.1 Select  from the Financial Main Menu,

4.2.2 Select **MY REQUISITION PROCESSING: Requisitions**

The **Requisitions Main** screen opens

Step 3: Add a New Requisition for a Blanket Purchase Order

From the Requisitions Main Screen:

4.3.1 Click the  button.

The **Requisition Master Information** screen opens.

Step 4: Enter Requisition Master Information

The Requisition Master Information Screen is used to enter the Purchase Order header information.

4.4.1 Enter Requisition Master Information

Requisition Master Information - WF\PU\MR\REQ - 10740 - 05.13.10.00.07-10.2 - Mozilla Firefox

https://skyward.iscorp.com/scripts/wsisa.dll/WSservice=wsfinleconcof/foreqmast001.w?isPopup=true

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 065 - DEERLAKE MIDDLE SCHOOL

Fiscal Year: 2012 - 2013 July 1, 2012 - June 30, 2013

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

* Batch Number: 24

* Description: ENTER THE DESCRIPTION OF THE PURCHASE

* Vendor: OFFICE DEPOT #108 1416 APALACHEE PARKWAY TALLAHASSEE FL 32312

* Ship To: DEERLAKE MIDDLE SCHOOL 9902 DEER LAKE WEST TALLAHASSEE FL 32312

Invoice To: (Default)

Attention: MONICA MCCULLION

* Due Date: 04/25/2013 Thursday

Ship Date: 04/25/2013 Thursday

Ship Via:

Project/Grant:

Contract:

Asterisk (*) denotes a required field

use this group when requisition is less than \$750

use this group when requisition is more than \$750

Requisition Master Information - WF\PU\MR\REQ - 10740 - 05.13.02.00.11-10.2 - Mozilla Firefox

https://skyward.iscorp.com/scripts/wsisa.dll/WSservice=wsfinleconcof/foreqmast001.w?isPopup=true

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 065 - DEERLAKE MIDDLE SCHOOL

Fiscal Year: 2012 - 2013 July 1, 2012 - June 30, 2013

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

* Batch Number: 0531

* Description: ENTER THE DESCRIPTION OF THE PURCHASE

* THIS DESCRIPTION DOES NOT PRINT ON THE PURCHASE ORDER, IT ONLY DISPLAYS IN SKYWARD

* Vendor: OFFICE DEPOT #108 1416 APALACHEE PARKWAY TALLAHASSEE FL 32312

* Ship To: DEERLAKE MIDDLE SCHOOL 9902 DEER LAKE WEST TALLAHASSEE FL 32312

Invoice To:

Attention: MONICA MCCULLION

* Due Date: 04/25/2013 Thursday

Ship Date: 04/25/2013 Thursday

Ship Via:

Project/Grant:

Contract:

Asterisk (*) denotes a required field

Select this option to create a Blanket Purchase Order

REQUISITION SETUP INFORMATION	
FIELD	FIELD DESCRIPTION
Requisition Group	The drop down list contains a list of all Purchase Order Groups that you have rights to create requisitions for. *There are two Purchase Order Groups for each cost center, one group with the cost center name and one with cost center name ERF. Each are separate groups with their own group number. Use the first group if your requisition is less than \$750. Use the ERF group if it is more than \$750.
Fiscal Year	Defaults to the current Fiscal Year
Account allocation by total requisition amount (YMA)	Indicates that the accounting to pay this Purchase Order will be based on the total amount of the Purchase Order .
Account allocation by each requisition detail line (YDA)	Indicates that the accounting to pay this Purchase Order will be designated for each line item detail on the Purchase Order. Accounting has to be added for each item purchased.
This is a Blanket Requisition/Purchase Order	Select this option to create a Blanket Purchase Order. This is the only chance during the requisition process that you have to make this choice. 💡 If the Purchasing Agent determines that the requisition submitted does not meet the criteria for the Purchase Order as entered, it will be denied, returned to WIP status and will need to be reentered correctly.
This Requisition is Used to Restock A Warehouse	THIS SHOULD ONLY BE SELECTED BY WAREHOUSE PERSONNEL. If incorrectly selected, it will cause problems with the requisition that will usually end with it being denied and having to be reentered.
REQUISITION INFORMATION	
FIELD	FIELD DESCRIPTION
Batch Number	This should be your cost center number. Purchasing uses the Batch Number field for ease of sorting requisitions. 💡 From the Purchasing tab, select Purchasing/My Requisition Processing select User Preference . Choose Requisition Entry Options and make your selections for category defaults.
Description	Generic description describing the contents of the requisition – for internal use only. *This description displays within Skyward only, it does not print on the Purchase Order.

User Preferences - WFLPUMRUPRE - 30657 - 05.13.10.00.07-10.2 - Mozilla Firefox

https://skyward.iscorp.com/scripts/wfisa.dll/WService=wfisiteoncof/purcent008.wfispopup=true

Requisition Entry Options

Assign Batch Number: Default to entered value

Default Value: CC# ← put your Cost Center number here

Data Retention

Retain from last added requisition

Layout: Detail Items ☒ Yes ☐ No

Accounting Allocation: Master ☒ Detail ☐ Amount ☐ Quantity

Type of Allocation: Amount ☒ Quantity ☐

Description:

Vendor:

Ship To:

☒ Attention To: put your name here ← making sure the box is checked, put your name here and the Attention To: box will default to your name

Ship Date: Current

Ship Via:

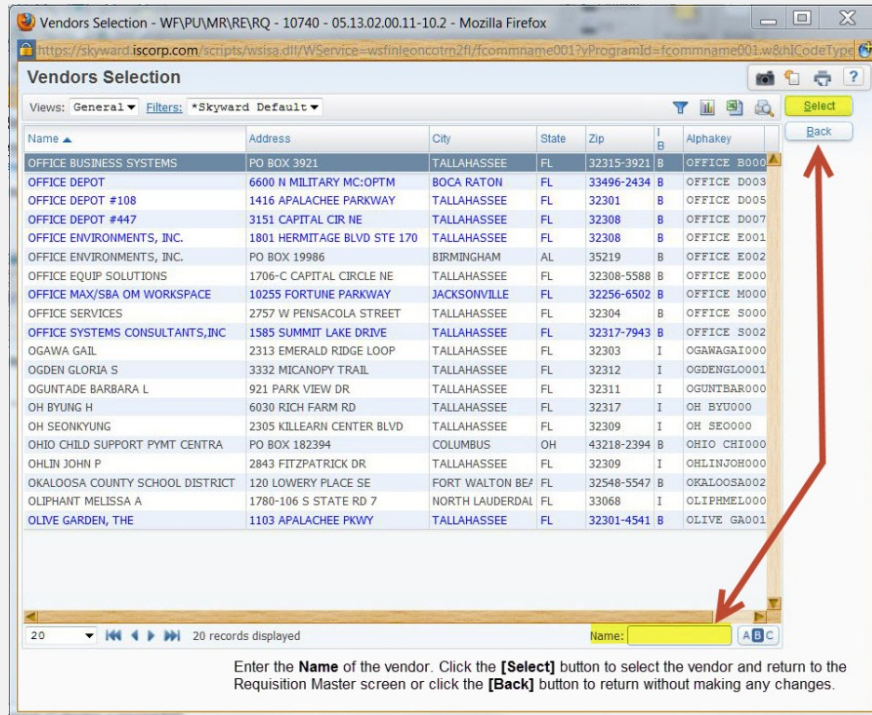
Narrative:

Save Back

Vendor

Enter a vendor.

- Begin typing the name of the vendor and the system will display matches as you type or
- Click the ***Vendor** hyperlink to open a new window "Vendors Selection"
 - o Enter the name of the vendor
 - o Click the Select button to select vendor and return to the Requisition Master Screen or
 - o Click the Back button to return to Requisition Master Screen without making a selection.



Vendors Selection - WF\PU\MR\RE\RQ - 10740 - 05.13.02.00.11-10.2 - Mozilla Firefox

https://skyward.iscorp.com/scripts/wsisa.dll/WService-wsfinleconcotm2fl/fcommname001?yProgramId=fcommname001.w&hlCodeType

Vendors Selection

Views: General Filters: *Skyward Default

Name	Address	City	State	Zip	I B	AlphaKey
OFFICE BUSINESS SYSTEMS	PO BOX 3921	TALLAHASSEE	FL	32315-3921	B	OFFICE B000
OFFICE DEPOT	6600 N MILITARY MC:OPTM	BOCA RATON	FL	33496-2434	B	OFFICE D003
OFFICE DEPOT #108	1416 APALACHEE PARKWAY	TALLAHASSEE	FL	32301	B	OFFICE D005
OFFICE DEPOT #447	3151 CAPITAL CIR NE	TALLAHASSEE	FL	32308	B	OFFICE D007
OFFICE ENVIRONMENTS, INC.	1801 HERMITAGE BLVD STE 170	TALLAHASSEE	FL	32308	B	OFFICE E001
OFFICE ENVIRONMENTS, INC.	PO BOX 19986	BIRMINGHAM	AL	35219	B	OFFICE E002
OFFICE EQUIP SOLUTIONS	1706-C CAPITAL CIRCLE NE	TALLAHASSEE	FL	32308-5588	B	OFFICE E000
OFFICE MAX/SBA OM WORKSPACE	10255 FORTUNE PARKWAY	JACKSONVILLE	FL	32256-6502	B	OFFICE M000
OFFICE SERVICES	2757 W PENSACOLA STREET	TALLAHASSEE	FL	32304	B	OFFICE S000
OFFICE SYSTEMS CONSULTANTS, INC	1585 SUMMIT LAKE DRIVE	TALLAHASSEE	FL	32317-7943	B	OFFICE S002
OGAWA GAIL	2313 EMERALD RIDGE LOOP	TALLAHASSEE	FL	32303	I	OGAWAGA1000
OGDEN GLORIA S	3332 MICANOPY TRAIL	TALLAHASSEE	FL	32312	I	OGDENGL0001
OGUNTADE BARBARA L	921 PARK VIEW DR	TALLAHASSEE	FL	32311	I	OGUNTBAR000
OH BYUNG H	6030 RICH FARM RD	TALLAHASSEE	FL	32317	I	OH BYU000
OH SEONKYUNG	2305 KILLEARN CENTER BLVD	TALLAHASSEE	FL	32309	I	OH SEO000
OHIO CHILD SUPPORT PYMT CENTRA	PO BOX 182394	COLUMBUS	OH	43218-2394	B	OHIO CHI000
OHLIN JOHN P	2843 FITZPATRICK DR	TALLAHASSEE	FL	32309	I	OHLINJOH000
OKALOOSA COUNTY SCHOOL DISTRICT	120 LOWERY PLACE SE	FORT WALTON BE	FL	32548-5547	B	OKALOOSA002
OLIPHANT MELISSA A	1780-106 S STATE RD 7	NORTH LAUDERDA	FL	33068	I	OLIPHME1000
OLIVE GARDEN, THE	1103 APALACHEE PKWY	TALLAHASSEE	FL	32301-4541	B	OLIVE GA001

20 records displayed

Name: [] [A] [C]

Enter the Name of the vendor. Click the [Select] button to select the vendor and return to the Requisition Master screen or click the [Back] button to return without making any changes.

💡 If the vendor does not exist, forward an **Application for Vendor Status** to the vendor. The vendor should complete and fax the form to Finance @ 850-487-7869. Once receiving and verifying the completed form, Finance will add the vendor to the Master Vendor File. The **Application for Vendor Status** can be found at <http://www.leon.k12.fl.us/public/business/purchasing/BookkeepersManual.htm> or on the District's form page.

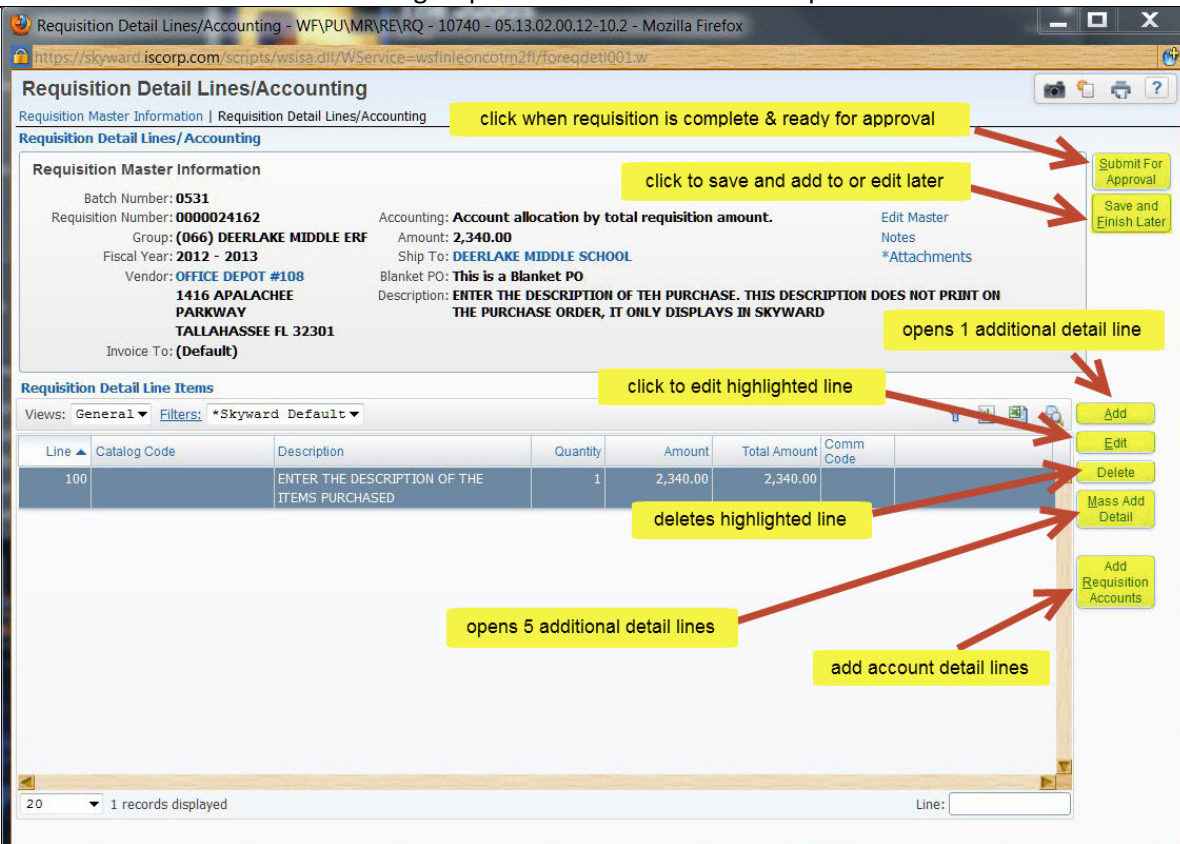
Ship To	Setup to default to the Cost Center; can be edited by clicking the drop down to select a location.
Attention	Defaults to Bookkeeper Name
Due Date	Defaults to today's date
Ship Date	Defaults to today's date
Ship Via	N\A
Contract	N\A

Step 5: Add Requisition Detail Lines

The Requisition Detail Lines/Accounting screen is used to enter specific line item quantities and cost to the requisition. Once all information is entered on the master detail screen:

4.5.1 Click the  button to add individual line items to the requisition one at a time.

4.5.2 Click the  to add line items in groups of five at a time to the requisition.



The screenshot shows the 'Requisition Detail Lines/Accounting' screen in a web browser. The browser address bar shows 'https://skyward.iscorp.com/scripts/wsa.dll/WService=wsfinleconcotm2fl/foreqdetl001.w'. The page title is 'Requisition Detail Lines/Accounting'. The page content is divided into two main sections: 'Requisition Master Information' and 'Requisition Detail Line Items'.

Requisition Master Information:

- Batch Number: 0531
- Requisition Number: 0000024162
- Group: (066) DEERLAKE MIDDLE ERF
- Fiscal Year: 2012 - 2013
- Vendor: OFFICE DEPOT #108
- 1416 APALACHEE PARKWAY
- TALLAHASSEE FL 32301
- Invoice To: (Default)
- Accounting: Account allocation by total requisition amount.
- Amount: 2,340.00
- Ship To: DEERLAKE MIDDLE SCHOOL
- Blanket PO: This is a Blanket PO
- Description: ENTER THE DESCRIPTION OF THE PURCHASE. THIS DESCRIPTION DOES NOT PRINT ON THE PURCHASE ORDER, IT ONLY DISPLAYS IN SKYWARD

Requisition Detail Line Items:

Views: General Filters: *Skyward Default

Line	Catalog Code	Description	Quantity	Amount	Total Amount	Comm Code
100		ENTER THE DESCRIPTION OF THE ITEMS PURCHASED	1	2,340.00	2,340.00	

Annotations on the screenshot:

- click when requisition is complete & ready for approval (points to 'Submit For Approval' button)
- click to save and add to or edit later (points to 'Save and Finish Later' button)
- opens 1 additional detail line (points to 'Add' button)
- click to edit highlighted line (points to 'Edit' button)
- deletes highlighted line (points to 'Delete' button)
- opens 5 additional detail lines (points to 'Mass Add Detail' button)
- add account detail lines (points to 'Add Requisition Accounts' button)

4.5.3 Enter the following information on Requisition Detail Lines section

REQUISITION DETAIL LINES ENTRY

FIELD	FIELD DESCRIPTION
Line Number	The default beginning line number is 100. As you add lines, Skyward, by default, adds line numbers in increments of 10 (100, 110, 120, etc.). If you wish to add a new line in between existing lines, you can insert a number that falls between the default numbers. See below for example.
Line Type	Merchandise – An item that you are ordering has a Quantity, Amount and a Total Amount. Narrative – For text only.
Quantity	Defaults to 1 for Blanket Purchase Orders
Amount	Enter the total amount of the Purchase Order
Total Amount	Defaults to the value entered in the Amount field
Description	Item being ordered (merchandise line) or text with instructions, directions, or contract information (narrative line).

Requisition Detail Lines/Accounting - WF\PU\MR\REQ - 10740 - 05.13.02.00.11-10.2 - Mozilla Firefox

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinleconcotm2fi/foreqdeti001.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **0531**
 Requisition Number: **0000024160**
 Group: **(065) DEERLAKE MIDDLE SCHOOL**
 Fiscal Year: **2012 - 2013**
 Vendor: **OFFICE DEPOT #108**
 1416 APALACHEE PARKWAY
 TALLAHASSEE FL 32301
 Invoice To: **(Default)**

Accounting: **Account allocation by total requisition amount.**
 Amount: **0.00**
 Ship To: **DEERLAKE MIDDLE SCHOOL**
 Blanket PO: **This is a Blanket PO**
 Description: **ENTER THE DESCRIPTION OF THE PURCHASE *THIS DESCRIPTION DOES NOT PRINT ON THE PURCHASE ORDER, IT ONLY DISPLAYS IN SKYWARD**

Requisition Detail Lines

* Line Number:
 Line Type: ☒ Merchandise ☐ Narrative
 * Quantity:
 * Amount:
 Total Amount:
 * Description:

Asterisk (*) denotes a required field

Save Back

4.5.4 Click the [Save](#) button to add the line item

The information is added to the Requisition Detail Lines/Accounting screen as depicted below.

Requisition Detail Lines/Accounting - WF\PU\MR\REQ - 10740 - 05.13.02.00.12-10.2 - Mozilla Firefox

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinleconcotm2fi/foreqdeti001.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **0531**
 Requisition Number: **0000024162**
 Group: **(066) DEERLAKE MIDDLE ERF**
 Fiscal Year: **2012 - 2013**
 Vendor: **OFFICE DEPOT #108**
 1416 APALACHEE PARKWAY
 TALLAHASSEE FL 32301
 Invoice To: **(Default)**

Accounting: **Account allocation by total requisition amount.**
 Amount: **2,340.00**
 Ship To: **DEERLAKE MIDDLE SCHOOL**
 Blanket PO: **This is a Blanket PO**
 Description: **ENTER THE DESCRIPTION OF THE PURCHASE. THIS DESCRIPTION DOES NOT PRINT ON THE PURCHASE ORDER, IT ONLY DISPLAYS IN SKYWARD**

Edit Master Notes *Attachments

Requisition Detail Line Items

Views: General Filters: *Skyward Default

Line	Catalog Code	Description	Quantity	Amount	Total Amount	Comm Code
100		ENTER THE DESCRIPTION OF THE ITEMS PURCHASED	1	2,340.00	2,340.00	

20 1 records displayed

Line:

click when requisition is complete & ready for approval

click to save and add to or edit later

opens 1 additional detail line

click to edit highlighted line

deletes highlighted line

opens 5 additional detail lines

add account detail lines

Submit For Approval
 Save and Finish Later
 Add
 Edit
 Delete
 Mass Add Detail
 Add Requisition Accounts

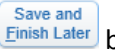
Your options, as indicated above, are:

Click the  button to add additional line items one at a time

Click the  button to edit the selected line item

Click the  button to delete the selected line item

Click the  button to add additional lines in groups of 5 at a time

Click the  button to save your work to be completed at a later time

Once you have made your choices and all line items are entered, accounting information can be entered.

4.5.5

Click the  button to add account details to the requisition.

The Account Distribution screen opens.

Step 6: Add Account Distribution

The Account Distribution: Available Accounts section displays all accounts that you have access to. **If you do not see an account that you need, please contact Finance.** Select the appropriate account to allocate funds.

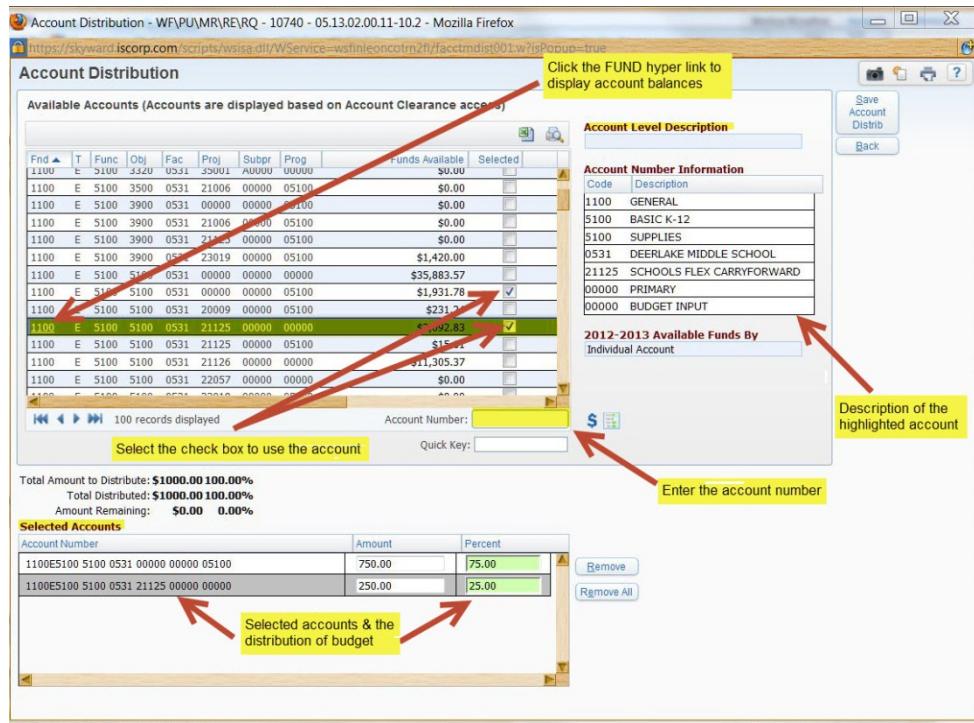
💡 More than one account can be selected.

The Account Number Information Section displays accounting information about the selected account.

The account can be distributed by amount or percentage across all selected accounts.

💡 The percentage must equal 100, or the total amount allocated across the selected accounts must equal the requisition amount.

ACCOUNT DISTRIBUTION



The screenshot shows the 'Account Distribution' screen in a web browser. The main table lists 'Available Accounts' with columns for Fund, Function, Object, Facility, Project, Subproject, Program, and Funds Available. Several accounts are highlighted in green, indicating they are selected. A red arrow points to the 'FUND' column header with the annotation 'Click the FUND hyper link to display account balances'. Another red arrow points to the 'Selected' checkbox column with the annotation 'Select the check box to use the account'. On the right side, the 'Account Number Information' section is visible, showing details for the selected account '1100 GENERAL'. A red arrow points to this section with the annotation 'Description of the highlighted account'. Below this, the '2012-2013 Available Funds By Individual Account' section is shown. At the bottom, the 'Selected Accounts' table displays the distribution of budget for the selected accounts, with columns for Account Number, Amount, and Percent. A red arrow points to this table with the annotation 'Selected accounts & the distribution of budget'. The 'Total Amount to Distribute' is \$1000.00, and the 'Total Distributed' is also \$1000.00, indicating 100.00% distribution. The 'Amount Remaining' is \$0.00.

Account Information

Account #: [1100E5100 5200 0531 21020 00000 05100](#)

Current Fiscal Year	Available Funds	1100 GENERAL
2012-2013	711.41	5100 BASIC K-12
Next Fiscal Year	0.00	5200 TEXTBOOKS
2013-2014		0531 DEERLAKE MIDDLE SCHOOL
		21020 STATE ADOPT TEXTBOOK
		00000 PRIMARY
		05100 BASIC PROG-PRORATA

Account Level Description:

Break Down of Available Funds	2012-2013 Current Year	2013-2014 Next Year
Original Budget	0.00	0.00
+ Budget Carry Forward	48.47	0.00
+ Budget Transfers	48,833.22	0.00
+ Budget Revisions	0.00	0.00
= Revised Budget	48,881.69	0.00
- Actual Activity	47,173.63	0.00
= Budget Dollars Not Spent	1,708.06	0.00
- Open Purchase Orders	996.65	0.00
= Unencumbered Balance	711.41	0.00
- Batch Activity	0.00	0.00
= Available Funds	711.41	0.00

To view Account Balance information Click the FUND hyperlink for any account or Click account in the Select Accounts section. Click the [Back](#) button to return to the Account Distribution screen.

4.6.1

Click the [Save Account Distrib](#) button to save the account distribution and return to the Requisition Detail Lines/Accounting screen shown below.

Click the [Submit For Approval](#) button to submit the requisition for approval

Click the [Save and Finish Later](#) button to save the requisition w/out submitting

Click the [Update Account Distrib](#) button to return to the Account Distribution screen to modify the distribution of funds

Click the [View Requisition Detail Lines](#) button to toggle through the **Requisition Detail Line Items** section to modify/view the line items entered on the requisition. Any changes in total amount will require you to modify the Account Distribution.

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 0531
 Requisition Number: 0000024159
 Group: (065) DEERLAKE MIDDLE SCHOOL
 Fiscal Year: 2012 - 2013
 Vendor: MAC PAPERS, INC
 1425 COMMERCE BLVD
 MIDWAY FL 32343
 Invoice To: (Default)

Accounting: Account allocation by total requisition amount.
 Amount: 1,000.00
 Ship To: DEERLAKE MIDDLE SCHOOL
 Blanket PO: This is not a Blanket PO
 Description: ENTER A DESCRIPTION OF THE REQUISITION. THIS INFORMATION DOES NOT PRINT ON THE PURCHASE ORDER, IT IS ONLY VISIBLE IN SKYWARD.

Requisition Accounts

Account Number	Account Amount	Account Percent	Over Budget
1100E5100 5100 0531 00000 00000 05100	\$750.00	75.00%	
1100E5100 5100 0531 21125 00000 00000	\$250.00	25.00%	

2 records displayed

4.6.2

Click the [Submit For Approval](#) button to submit the requisition for approval

You will be returned to the Requisitions Main screen, which now shows the requisition with a status of **WFH-Waiting For Higher** approval.

💡 If you decide to click the [Save and Finish Later](#) button, you will be returned to the Requisitions Main screen and the requisition would have a status of **WIP – Work In Progress**.

Requisitions - WF\PU\MR\RE\RQ - 10740 - 05.13.10.00.02-10.2 - Mozilla Firefox
 https://skyward.iscorp.com/scripts/wsa.dll/WService=wsfinleoncotm211/foreqmain001.w

Leon School District - Training Database

Crystal Cressmanscr Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Inventory SBAA

Requisitions

Requisitions

Requisition Number	App Sts	Todays Sts	A/D Level	Batch Number	Description	Vendor Name	Vnd St	Amount
0000025410	WFH		2	0531	SCRAMBLE DATA 25410	Ambient computer services...	WV	453.08

Requisition Status = WFH (Waiting For Higher approval)

20 1 records displayed Requisition Number:

Filter Options
 Print
 Add
 View
 Edit
 Delete
 Clone
 Notes
 **Attach
 Submit
 Approve
 Deny
 Remove Approval
 Clone from Purchase Order
 Mass Approve Requisitions

Your role is now complete until the requisition is approved and becomes a Purchase Order.

Chapter 5. Delete a Requisition

A requisition can be deleted by the originator at any time **prior to the requisition receiving final approval** to become a Purchase Order. At that time, only the Purchasing Director or designee can delete the requisition.

Step 1: Delete a Requisition

5.1.1 Navigate to the Main Requisitions screen.

5.1.2 Select the requisition you want to delete. Verify that the Status is not **APP**. Click the [Delete](#) button to remove the requisition and confirm the deletion.

The screenshot shows the Skyward Requisitions screen in a Mozilla Firefox browser window. The page title is "Requisitions - WF\PU\MR\RE\RQ - 10740 - 05.13.02.00.12-10.2". The URL is "https://skyward.iscorp.com/scripts/wsa.dll/WService=wsfinleconcotm2fl/foreqmain001.w?updateFavorites=yes". The user is logged in as Monica McCullion. The navigation menu includes Home, Account Management, Vendors, Purchasing, Accounts Payable, Inventory, and SBAA. The main heading is "Requisitions". Below it is a table with the following columns: Requisition Number, App Sts, Today's Sts, A/D Level, Batch Number, Description, Vendor Name, Vnd St, and Amount. The table contains one record with Requisition Number 0000024162, App Sts WIP, A/D Level 0, Batch Number 0531, Description "ENTER THE DESCRIPTION OF THE PURCHASE. THIS DESCRIPTION DOES NOT PRINT ON THE PURCHASE ORDER, IT ONLY DISPLAYS IN SKYWARD", Vendor Name "OFFICE DEPOT #108", Vnd St FL, and Amount 2,340.00. To the right of the table is a "Filter Options" button and a list of action buttons: Print, Add, View, Edit, Delete, Clone, Notes, Attach, Submit, Approve, Deny, Remove Approval, Clone from Purchase Order, and Mass Approve Requisitions. A "Confirm Delete" dialog box is displayed in the center of the screen, asking "Are you sure you wish to delete this record (0000024162 0)?" with "Yes" and "No" buttons.

Requisition Number	App Sts	Today's Sts	A/D Level	Batch Number	Description	Vendor Name	Vnd St	Amount
0000024162	WIP		0	0531	ENTER THE DESCRIPTION OF THE PURCHASE. THIS DESCRIPTION DOES NOT PRINT ON THE PURCHASE ORDER, IT ONLY DISPLAYS IN SKYWARD	OFFICE DEPOT #108	FL	2,340.00

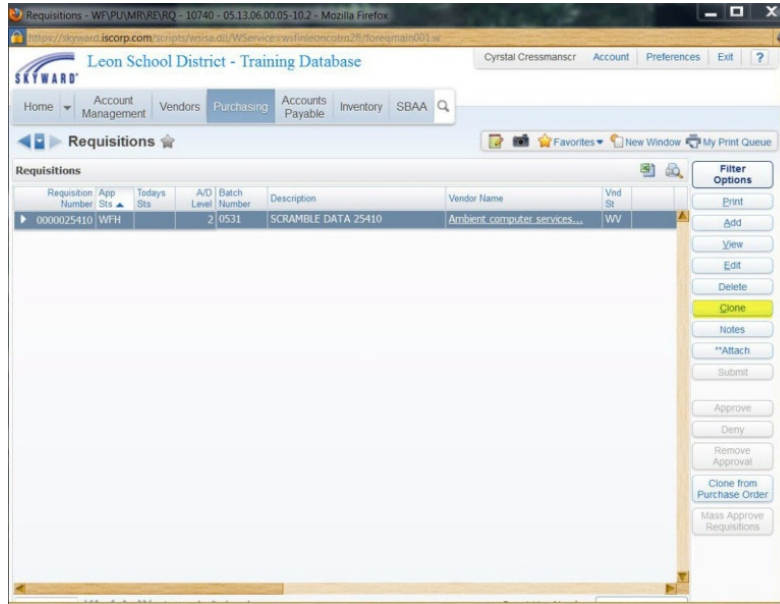
5.1.3 Click the [Yes](#) button to confirm deletion.

Chapter 6. Clone a Requisition

The cloning feature in Skyward allows you to clone a requisition to start the process of creating a requisition. This feature could be used at the beginning of the year for reoccurring blanket Purchase Orders.

From the Requisitions Main Screen:

Select the Requisition that you wish to clone. Click the [Clone](#) button.



The Clone Requisition screen opens. Click the [Clone](#) button.

The **Requisition Master Information** screen opens. The clone function will copy **ALL** information on the selected requisition **including accounting information**. This can be edited in a later screen.

Requisitions - WF\PU\MR\RE\RQ - 10740 - 05.13.06.00.05-10.2 - Mozilla Firefox

https://skyward.iscorp.com/scripts/wsisa.dll/WSservice=wsfinleoncotn2fl/foreqmain001.w

Leon School District - Training Database

Cyrstal Cressmanscr Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Inventory SBAA

Requisitions

Requisitions

Requisition Number	App Sts	Todays Sts	A/D Level	Batch Number	Description	Vendor Name	Vnd St
0000025410	WFH		2	0531	SCRAMBLE DATA 25410	Ambient computer services...	WV

Filter Options

Print

Add

View

Edit

Delete

Clone

Notes

**Attach

Submit

Approve

Deny

Remove Approval

Clone from Purchase Order

Mass Approve Requisitions

Make any necessary changes (year, quantity, names) in the description and line items of the new requisition.

Chapter 7. Attachments

Any user with appropriate access to create or approve a requisition can add an attachment to a requisition at any time during the approval process. The attachments, once added, are visible to all users and approvers of the requisition. The attachment is also a part of the permanent record and is available for viewing once the requisition becomes a Purchase Order.

- 💡 An attachment cannot be viewed in Skyward if the attachment is created from a file on the server. It is advisable to create a folder on your Desktop to store your attachments in and pull from this folder when adding the attachment to a requisition.

Step 1: Navigate to the Financial Management System

Verify that you are in the Financial Management Module.

From the Main Screen

7.1.1 Click on **JUMP TO OTHER SYSTEMS: Financial Management** or

7.1.2 Click the **Home** Button and select **Financial Management** from the selection of systems

Leon County Schools

Monica McCullion Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Inventory SBAA

Subsystem Access

Financial Management

My Favorites

- Financial Management
- Cash Receipts
- Check Request
- Requisition Entry
- Purchase Orders
- Reports
- Chart of Accounts
- Journal Entries

If you have created a **Favorites Link**, the **Purchase Orders** screen can be accessed via the **My Favorites** menu.

Edit Favorites

My Print Queue

Job	Status
SBAA Entity 0531 Cash Receipt Report - TODAY'S CASH RECEIPTS	Completed
SBAA - Check Number 000004992	Completed
SBAA Requisition 000000018649	Completed
SBAA - Journal Entry - 000059493	Completed

Jump To Other Systems

- Financial Management
- Human Resources

Recent Programs

- Financial Management Home WF
- Cash Receipts WFIACICA
- Reports WFIACIRE
- Check Request WFIACICH
- Chart of Accounts WFIACICO
- Requisitions WFIINRQIRQ
- Purchase Orders WFIACIPEIPO

If you have visited the **Purchase Orders** page before, a link will be stored in the **Recent Programs**

CLICK the [Home] or [Jump to Other Systems] button to toggle between **Financial Management & Human Resources**.

© 2013 Skyward, Inc. All rights reserved. TRAINING as of 4/12/2013 Windows 7 / Firefox 20

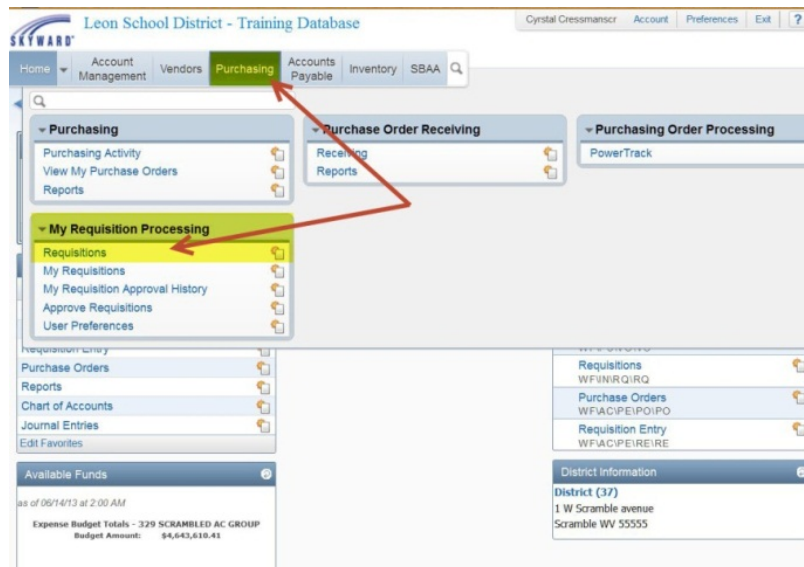
Step 2: Navigate to Requisitions Main Screen

Verify that you are in the Financial Management Module.

From the Financial Management System Main Screen

7.2.1 Select **Purchasing** from the Financial Main Menu,

7.2.2 Select **MY REQUISITION PROCESSING: Requisitions**

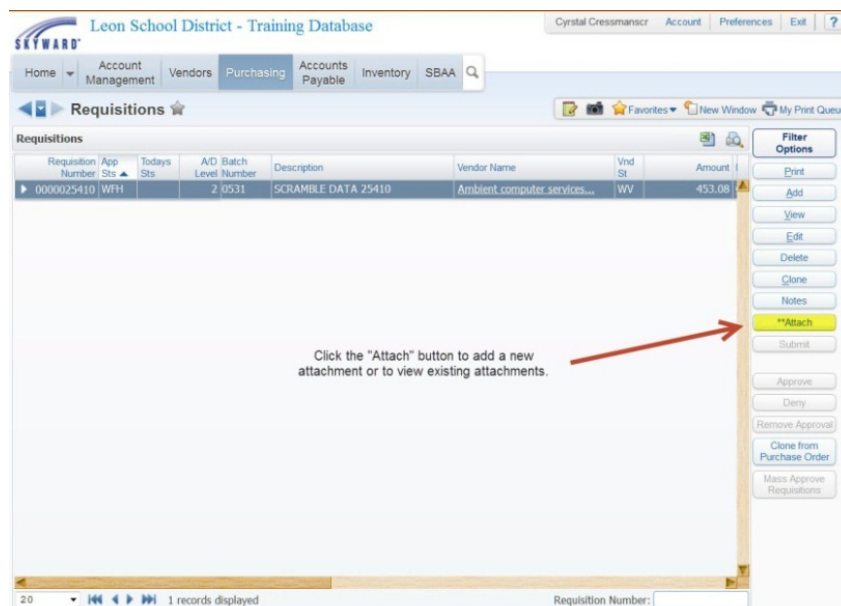


The **Requisitions Main** screen opens

From the Requisitions Main Screen:

7.2.3 Select the Requisition that you wish to add an attachment to

7.2.4 Click the **Attach** button.



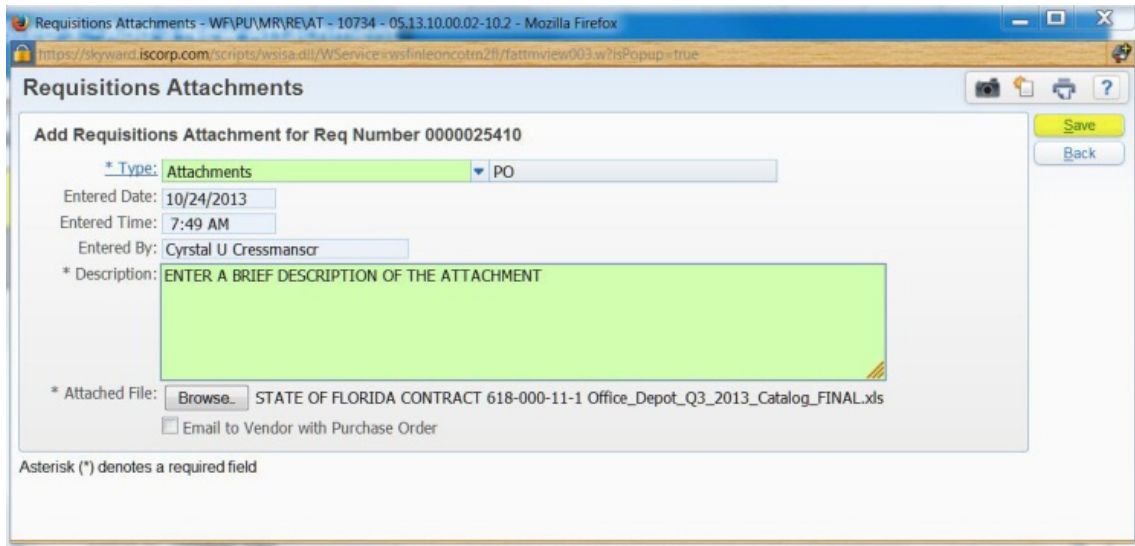
The **Requisition Attachments** screen opens.

Step 3: Add a New Attachment

The Add Requisitions Attachment Screen is used to add a new Attachment or view existing Attachments

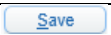
7.3.1 Click the  button. The Add Requisitions Attachment screen opens

Add Requisitions Attachment



REQUISITION SETUP INFORMATION

FIELD	FIELD DESCRIPTION
*Type	The drop down list contains a list of all valid Attachment Types - cannot be left blank Sample valid attachment types are • Additional Support • Attachments • Bid Information • Board Agenda
Entered Date	Defaults to the current Date - cannot be changed
Entered Time	Defaults to the current Time - cannot be changed
Enter By	Defaults to the user logged in - cannot be changed
*Description	Enter a description of the attachment – cannot be left blank

7.3.2 Click the  button

You will be returned to the Requisitions Main Screen where the  button will now contain ** indicating the presence of an Attachment for the Requisition.

Chapter 8. Attach a Note to a Requisition

Any user with appropriate access to create or approve a requisition can add a note to a requisition at any time during the approval process. Notes, once added, are visible to all users and approvers of the requisition. The note is a part of the permanent record and is also available for viewing once the requisition becomes a Purchase Order. The note will not print on the Purchase Order.

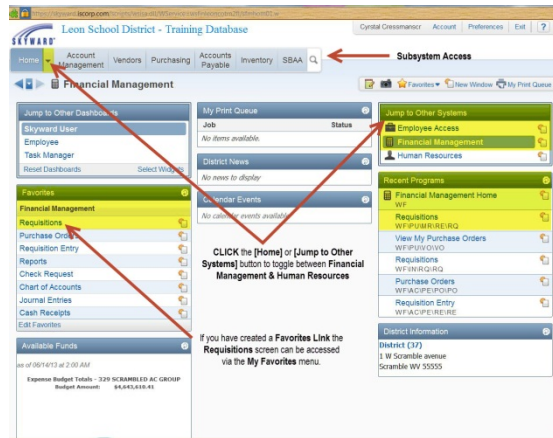
Step 1: Navigate to the Financial Management System

Verify that you are in the Financial Management Module.

From the Main Screen

8.1.1 Click ON **JUMP TO OTHER SYSTEMS: Financial Management** or

8.1.2 Click the  Button and select **Financial Management** from the selection of systems



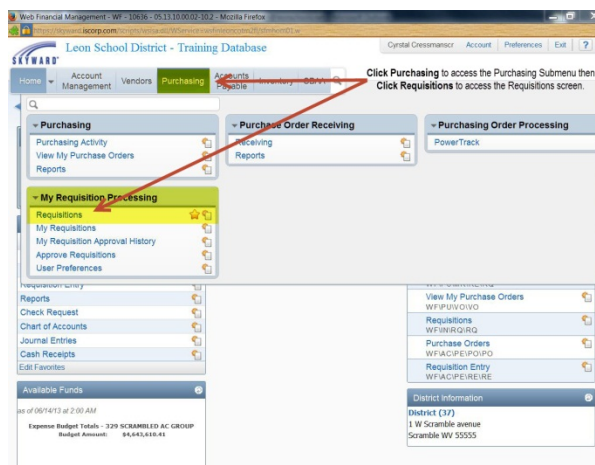
Step 2: Navigate to Requisitions Main Screen

Verify that you are in the Financial Management Module.

From the Financial Management System Main Screen

8.2.1 Select  from the Financial Main Menu,

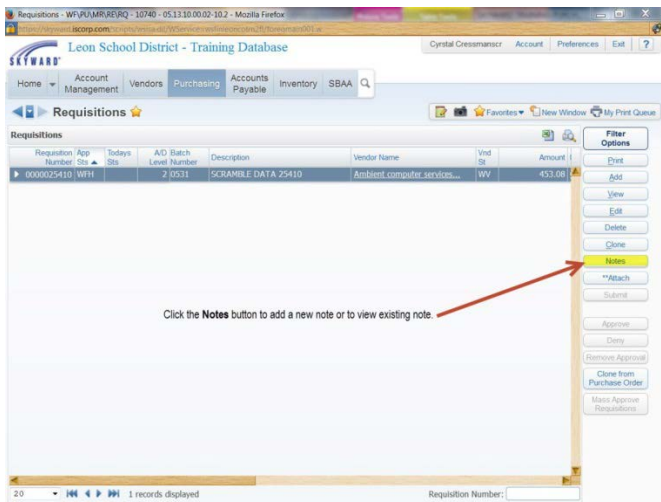
8.2.2 Select **MY REQUISITION PROCESSING: Requisitions**



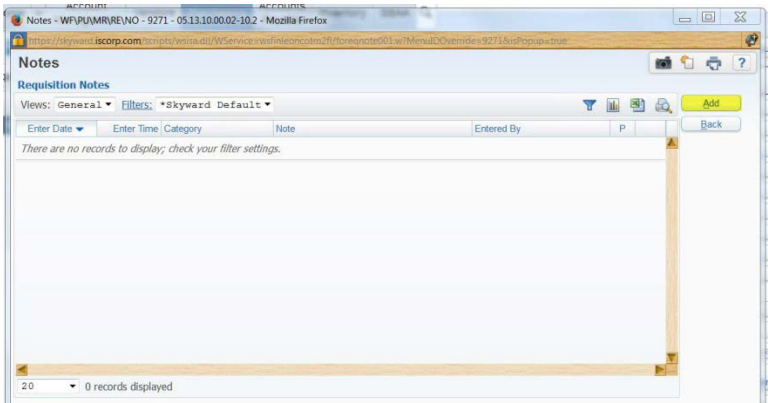
The **Requisitions Main** screen opens

From the Requisitions Main Screen:

8.2.3 Click the  button.

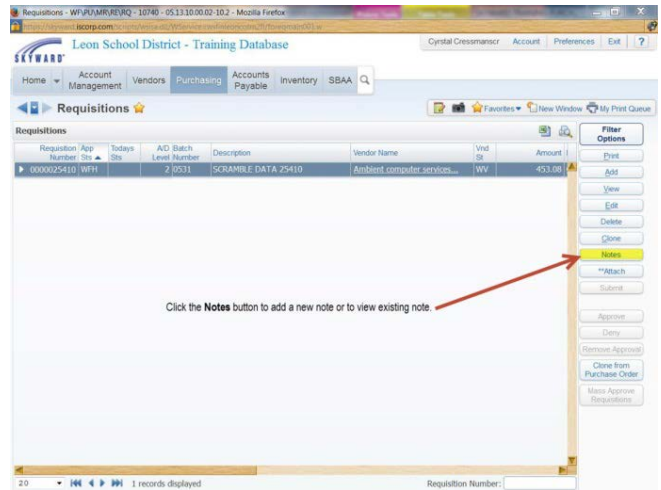


The **Notes** screen opens.



Step 3: Add a New Note

The Notes Screen is used to add a new Note or view existing Notes.

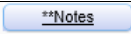


- 8.3.1 Click the [Add](#) button
- 8.3.2 Add\Edit Note Informaton

REQUISITION SETUP INFORMATION

FIELD	FIELD DESCRIPTION
*Note Category	The drop down list contains a list of all valid Note Categories - cannot be left blank Sample categories are • Business Justification [16] • Close PO - All Items Received [39] • ERF [25] • Note To Finance [14] • Note To Purchasing[15] • Other [44]
Entered Date	Defaults to the current Date- cannot be changed
Entered Time	Defaults to the current Time - cannot be changed
Enter By	Defaults to the user logged in - cannot be changed
*Note	Enter the note
Protected	Select the protect option to prevent anyone from modifying the note once it is saved.

8.3.3 Click the  button

You will be returned to the Requisitions Main Screen where the  button will now contain ** indicating the presence of a note for the requisition.

Chapter 9. Receiving

The following explains how merchandise and services are received in SKYWARD.

When would you add a receiving record?

You would add a receiving record when you receive items from your Purchase Order.

Why would you add a receiving record?

You would add a receiving record to keep track of what has been received compared to how much was ordered.

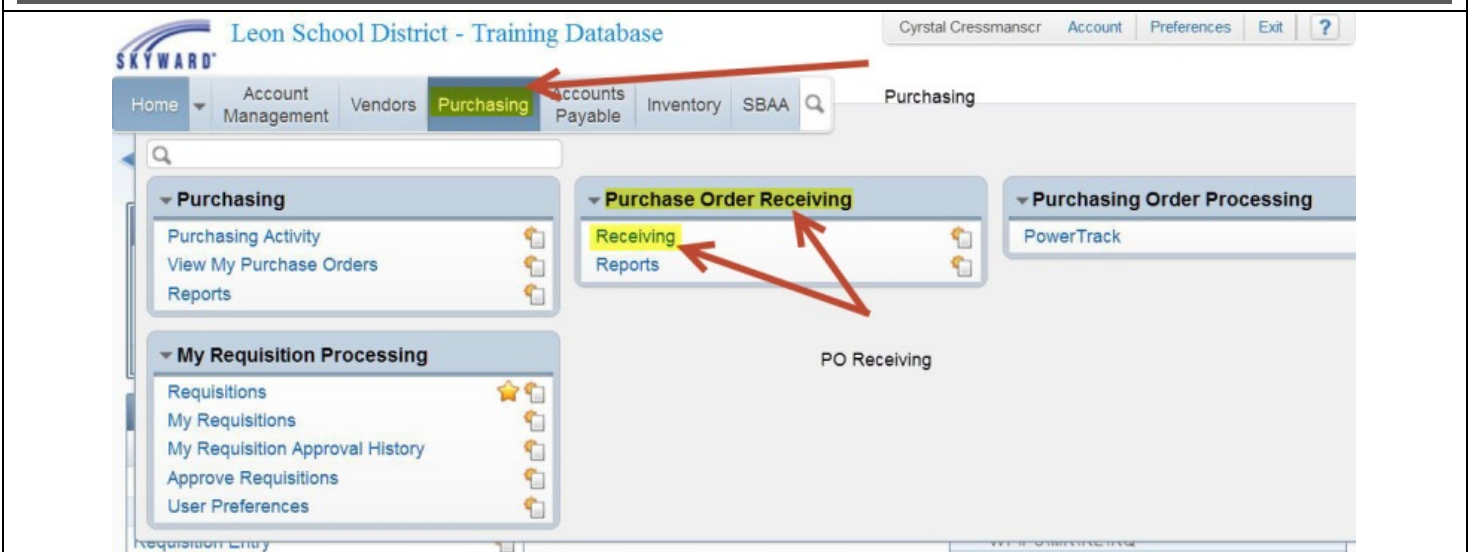
You would add a receiving record, and attach an invoice to alert Finance that a payment needs to be made.

Step 1: Navigate to the Receiving Screen

From the Financial Management Screen

9.1.1 Click on Financial Management (FM), Purchasing (PU), Purchase Order Receiving

Breadcrumbs: FM\PU\PO

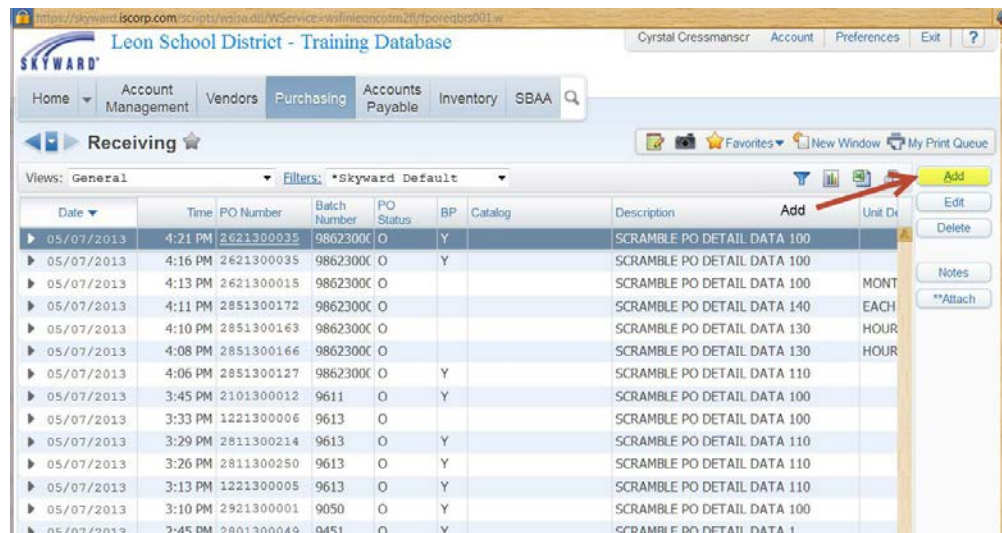


Step 2: Add a Receiving Record

9.2.1

Purchase Order **Receiving – General**

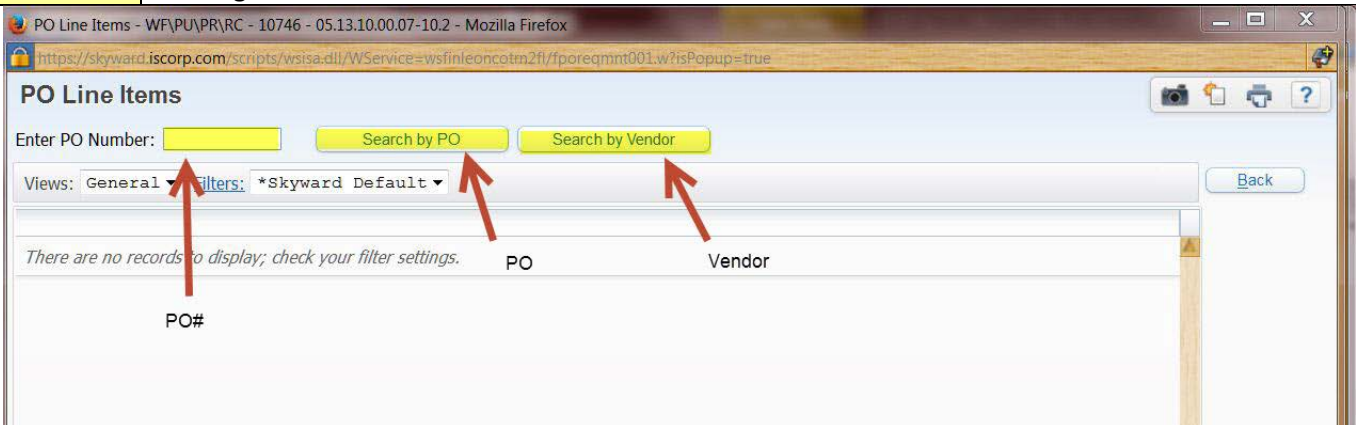
Click on “Add” to add a new receiving record.



The **PO Line Items** screen opens

9.2.2

To begin the receiving process you must first enter the Purchase Order number that you want to add a receiving record to. You can search for Purchase Order's by Purchase Order Number, Vendor or by viewing all Purchase Orders.



9.2.3

Click [Search by PO]

Step 3: Receiving on a NON BLANKET (by Quantity)

9.3.1 Enter the quantity received in the **Qty Received** field.

💡 Line Number, Catalog, Description, Unit of Measure (UM), Qty Ordered and Previous Received are all pre-populated from the Purchase Order and existing receiving records.

PO Line Items - WFL/PUA/RC - 10746 - 05.13.10.00.07-10.2 - Mozilla Firefox

Enter PO Number: 3061300005 Search by PO Search by Vendor

Views: General Filters: *Skyward Default

Line Number	Catalog	Description	UM	Qty Ordered	Prev Received	Qty Received	Qty Rem
100		SCRAMBLE PO DETAIL DATA 100		1	0	0	
110		SCRAMBLE PO DETAIL DATA 110		1	0	0	
120		SCRAMBLE PO DETAIL DATA 120		1	0	0	
160		SCRAMBLE PO DETAIL DATA 160		10	0	0	
170		SCRAMBLE PO DETAIL DATA 170		1	0	0	
220		SCRAMBLE PO DETAIL DATA 220		5	0	0	

Enter quantity received

Click Save after entering information

Save

Receive All

Reset All Qty Received to Zero

Show All Detail Items

Notes

**Attach

Close

Click if you wish to receive all of the PO items

Click if you wish to reset the Quantity Received to zero.

20 6 records displayed

Line Number:

💡 You cannot receive more than the **Qty Remaining**.

💡 The **Qty Remaining** will update as you enter values.

💡 If you have received all items on the Purchase Order then Click **[Receive All]** to automatically populate the **Quantity Received** with the **Quantity Remaining**.

💡 Click **[Reset All Qty Received to Zero]** to reset the Quantity Received to 0. This does not affect any previously received quantities.

9.3.2 Enter any comments in the Comments Field (invoice #, partial pay, final pay and close, etc.)

9.3.3 Attach receiving documents and invoices

Step 4: Receiving on a BLANKET (by Amount).

9.4.1 Enter the amount received in the **Amount Received** field.

💡 Line Number, Catalog, Description, Unit of Measure (UM), Qty Ordered and Previous Amt. Received are all pre-populated from the Purchase Order and existing receiving records.

The screenshot shows the 'PO Line Items' interface. At the top, there's a search bar for 'Enter PO Number: 2611300005'. Below it, a table lists PO line items. The first item is highlighted: Line 110, Catalog, Description 'BLANKET FOR MISC OFFICE SUPPLIES', UM, Blanket PO Amount 700.00, Prev Amt Received 373.16, Amount Received 99.99, Amount Remaining 226.85, and Comment 'INV# 1506606066'. Callouts indicate: 1. Enter dollar amount you are receiving (pointing to Amount Received), 2. Enter invoice # or other notes (pointing to Comment), 3. Attach invoice BEFORE clicking save. (pointing to the Attach button), and 4. Save (pointing to the Save button). Below the table is a 'PO Line Item Receiving Information' section with a table of receiving history. A callout points to this table: 'This shows the receiving history for this PO'. On the right, there are buttons: 'Save', 'Receive All', 'Reset All Amt Received to Zero', 'Show All Detail Items', 'Notes', 'Attach', and 'Close'. A 'Notes' section at the bottom left says 'No Notes exist for this receiving record.' A callout points to this section: 'This shows the receiving history for this PO'.

Line Number	Catalog	Description	UM	Blanket PO Amount	Prev Amt Received	Amount Received	Amount Remaining	Comment
110		BLANKET FOR MISC OFFICE SUPPLIES		700.00	373.16	99.99	226.85	INV# 1506606066

Date	Time	Unit of Measure	Blanket PO Amount	PO Recd Amount	Blanket PO Received By	Comment
08/07/12	1:57 PM		700.00	116.37	RILES, CHERYL T	INV#1487638362
08/09/12	11:55 AM		700.00	5.30	RILES, CHERYL T	INV#619760868-001
09/25/12	1:56 PM		700.00	32.99	RILES, CHERYL T	
09/25/12	2:01 PM		700.00	9.44	RILES, CHERYL T	INV#626261705-001
09/27/12	11:12 AM		700.00	172.00	RILES, CHERYL T	INV#1499747524
09/27/12	11:14 AM		700.00	-29.97	RILES, CHERYL T	CREDIT #1501926397
09/27/12	11:15 AM		700.00	36.47	RILES, CHERYL T	INV#1501878180
09/27/12	11:30 AM		700.00	30.56	RILES, CHERYL T	INV#1502273035

- 💡 You cannot receive more than the **Amount Remaining**.
- 💡 The **Amount Remaining** will update as you enter values.
- 💡 If you have received all items on the Purchase Order then click **[Receive All]** to automatically populate the **Amount Received** with the **Amount Remaining**.

Click **[Reset All Amount Received to Zero]** to reset the Amount Received to 0. This does not affect any previously received amounts.

Step 5: Adding an Attachment

The Add Requisitions Attachment Screen is used to add a new attachment or view existing attachments

9.5.1 Click the [Add File](#) button. The Add Requisitions Attachment screen opens

Attachments

Available Attachments for PO Number 2611300005

Previous attachments for this PO

Type	Description	Entered By	Entered Date	Entered Time	File Size	Original File
invoice	CREDIT #1501926397 <\$29.97> 8/28/12	CHERYL T RILES	09/27/2012	11:14 AM	114 KB	OD 150192639
invoice	#1487638362 \$116.37 7/24/12	CHERYL T RILES	08/07/2012	1:57 PM	200 KB	OFFICE DEPOT 1487638362.pdf
invoice	#1499747524 \$172.00 8/23/12	CHERYL T RILES	09/27/2012	11:12 AM	225 KB	OD 1499747524.pdf
invoice	#1501878180 \$36.47 8/28/12	CHERYL T RILES	09/27/2012	11:15 AM	222 KB	OD 1501878180.pdf
invoice	#1502273035 \$30.56 8/29/12	CHERYL T RILES	09/27/2012	11:29 AM	114 KB	OD 1502273035.pdf
invoice	#619760868-001 \$5.30 8/6/12	CHERYL T RILES	08/09/2012	11:55 AM	100 KB	OD 619760868-001.pdf
invoice	#624465329-001 \$32.99 9/13/12	CHERYL T RILES	09/25/2012	1:56 PM	89 KB	OD 624465329-001.pdf
invoice	#626261705-001 \$9.44 9/25/12	CHERYL T RILES	09/25/2012	2:01 PM	98 KB	OD626261705-001.pdf

#1 Click add file

#2 Choose the type of attachment

#3 Describe attachment - invoice #, credit memo, etc.

#4 Find attachment (should be on your hard drive, not the server).

#5 Click Save

Number Attachments

Add PO Number Attachment for PO Number 2611300005

Type: PO

Entered Date:

Entered Time:

Entered By:

* Description:

* Attached File: [Browse...](#)

Asterisk (*) denotes a required field

Done

8 records displayed

Chapter 10. Receiving PO Attachments

What are PO Receiving Attachments?

Purchase Order Receiving Attachments enable a user to add a Document File and/or a URL to a Purchase Order Receiving record.

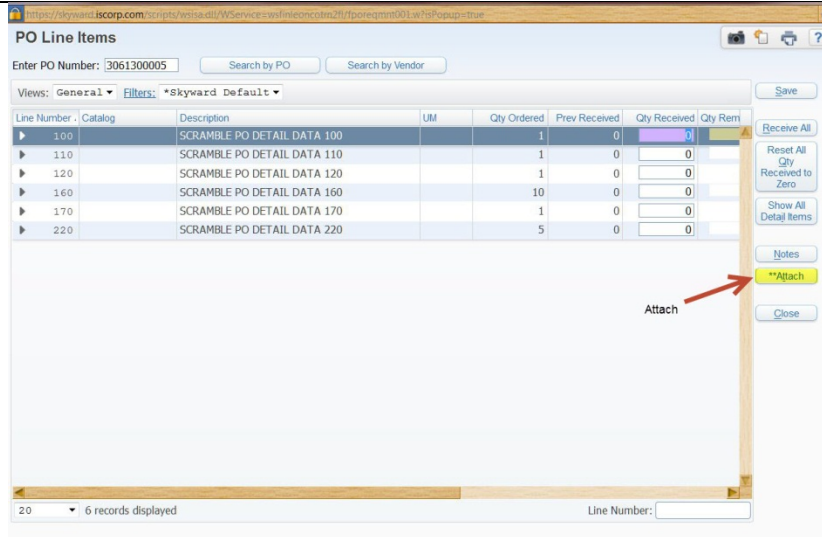
When would I use PURCHASE ORDER Receiving Attachments?

A user can add a document, to the Purchase Order for an electronic record of receipt.

Step 1: Navigate to the PO Receiving - General Screen

From the Financial Management Screen

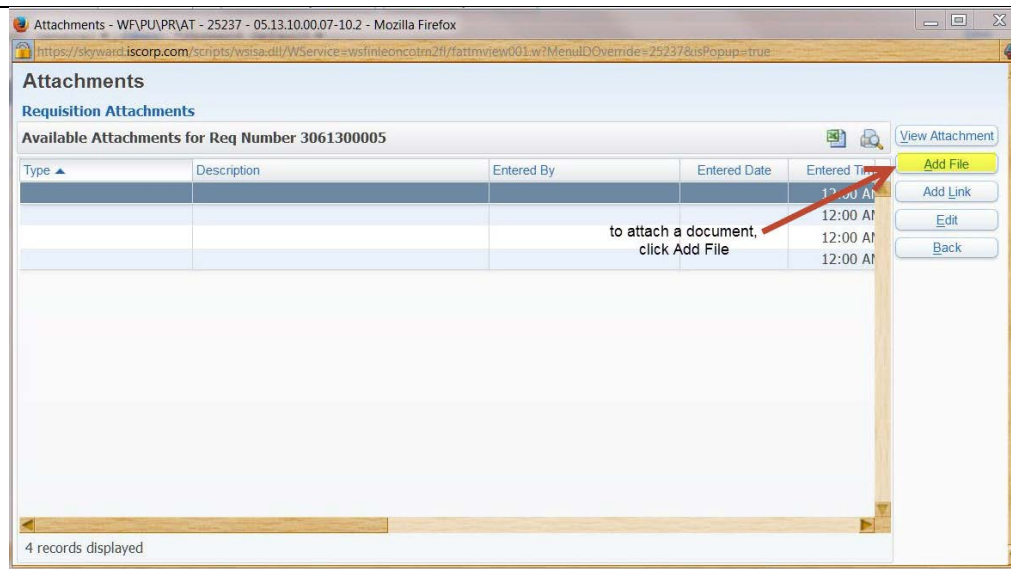
10.1.1 Click the Attach button.



The Attachments screen opens.

10.1.2 Click Add File to attach a document

💡 The file must be on your local hard drive (not the server) for Skyward to “see” it. It is suggested that you make a folder on your desktop called “Skyward Attachments” for these files.



Step 2: Entering an Attachment

10.2.1 Enter the requested information.

Field	Description
Entered Date	default's to today's date
Entered Time	current time
Entered By	defaults to current user
Type**	select the type of attachment from pre-populated list of document types
Desription**	description of attachment
Attached File**	click browse and select a file to upload
** Categories cannot be left blank. The drop down Type list contains a list of Type categories, sample categories are: • Additional Support • Attachments • Bid Information • Board Agenda • Invoice • PTSA • Receipt	
10.2.2	Click Save to save the record.
10.2.3	You are returned to the PO Receiving – General screen. The receiving process is COMPLETE.