

Skyward User's Manual

Inventory



Warehouse & Property Management
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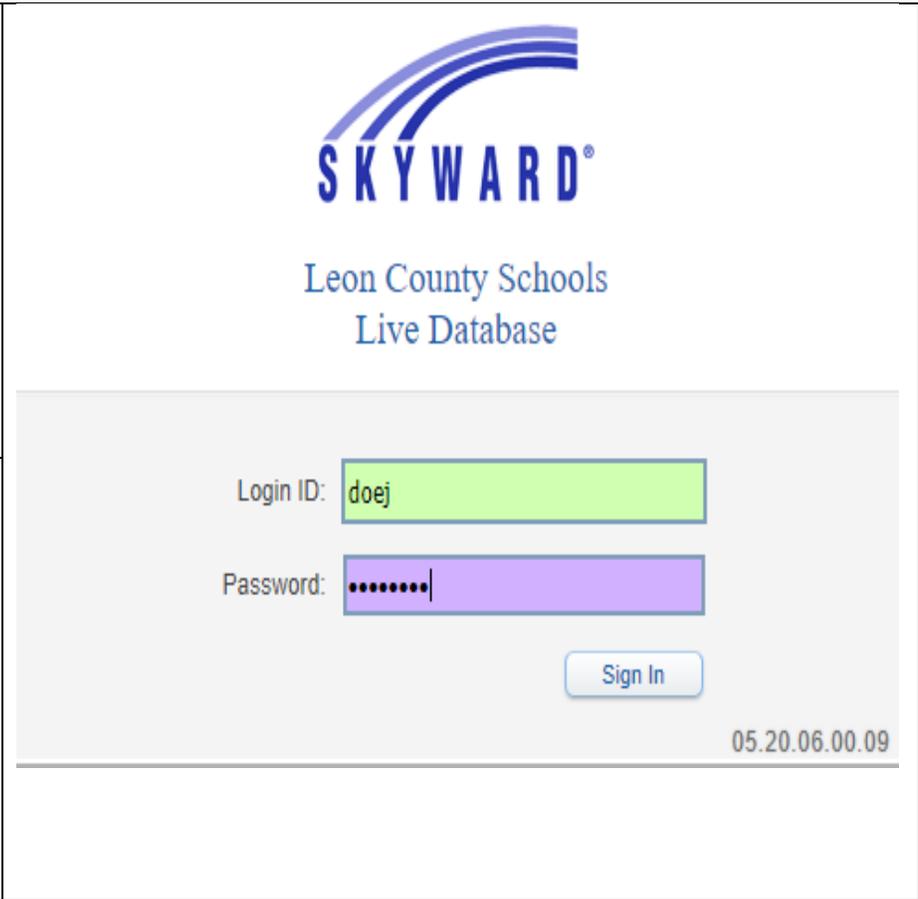
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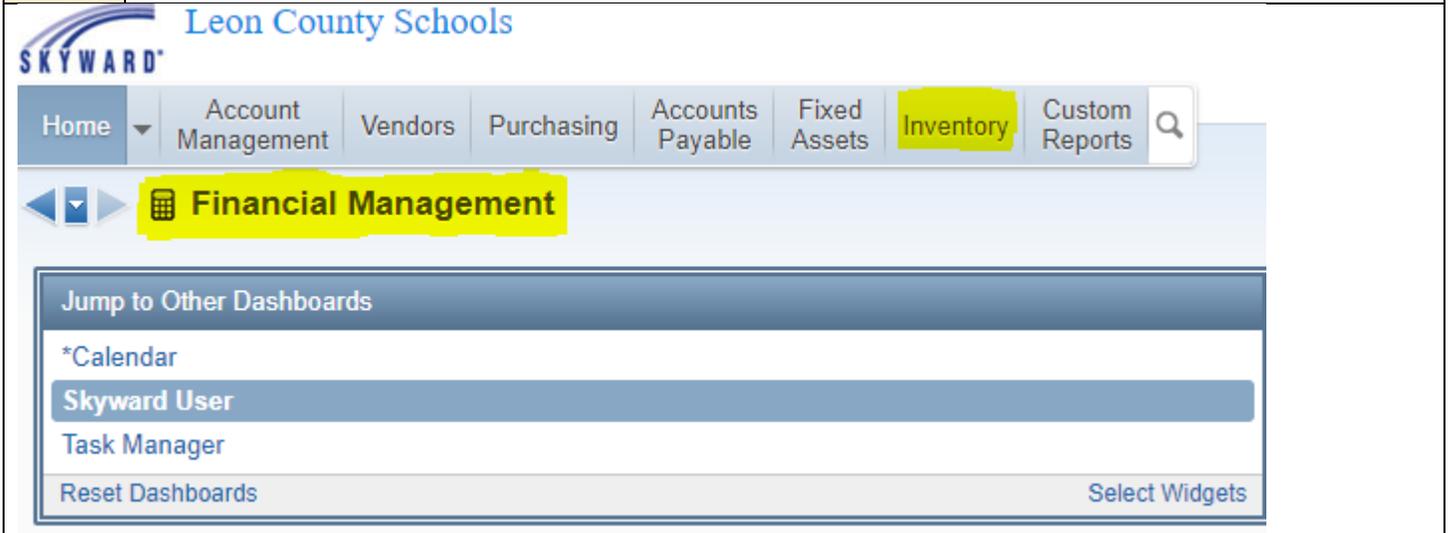
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CHAPTER 1. Logging into Skyward

<p>The Skyward Login ID is the same as your LCS Network ID Last Name and First Initial e.g. Doe, John (doej).</p> <p>Your Skyward Password is the same as your LCS Network Password.</p>	
<p>If you require assistance logging in please contact the TIS Help Desk, 850-487-7524.</p>	

The Main Skyward Screen will open, displaying modules that you have access to.

Chapter 2. Creating an Warehouse Requisition

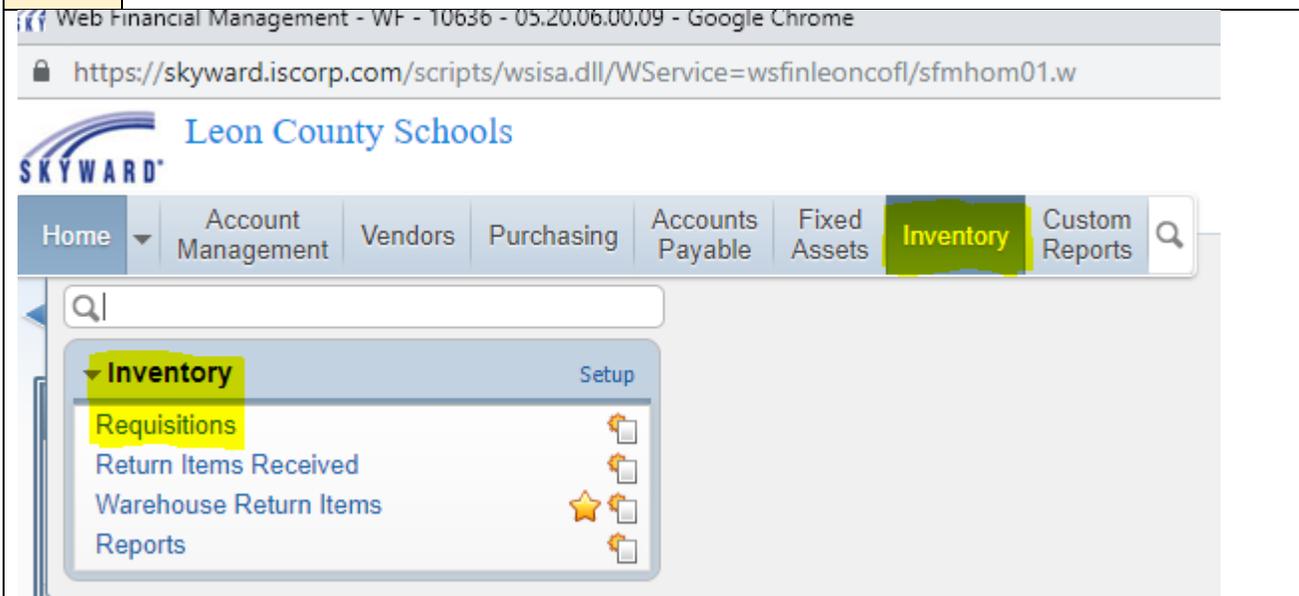
Step 1: Navigate to the Financial Management System	
From the Main Screen	
3.1.1	Click ON JUMP TO OTHER SYSTEMS: Financial Management or
3.1.2	Click the  Button and select Financial Management from the selection of systems
	

Step 2: Navigate to Inventory Main Screen

From the Financial Management System Main Screen

2.1 Select **Inventory** from the Financial Main Menu,

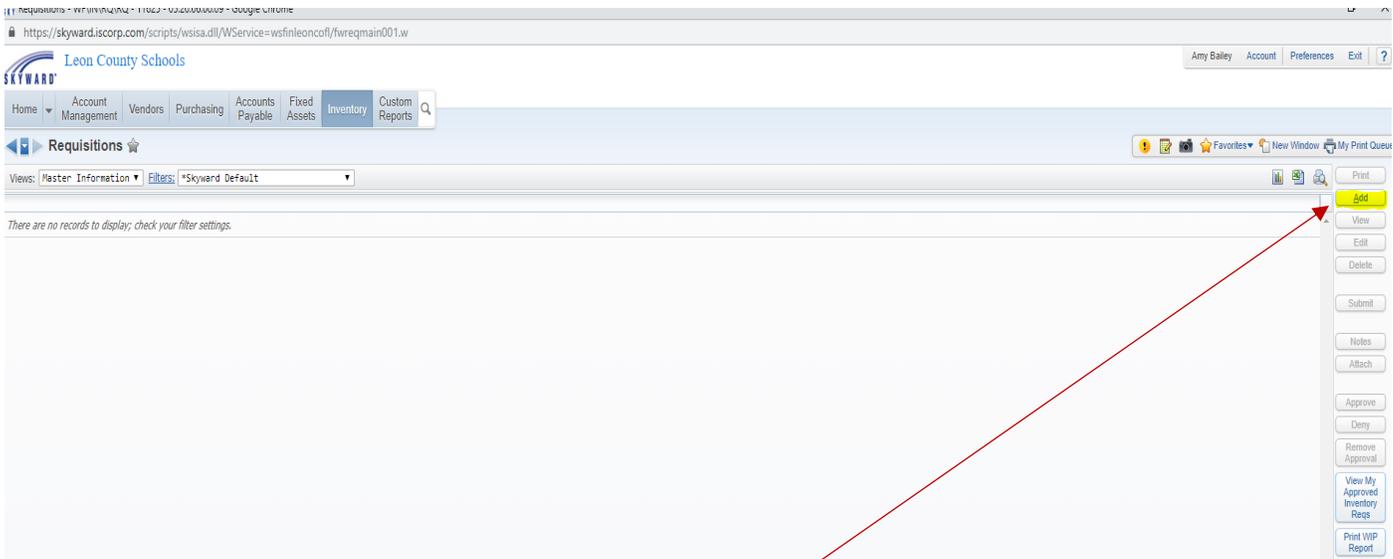
2.2 Select *INVENTORY*: Requisitions



Step 3: Add a New Warehouse Request

From the Inventory Requisitions Main Screen:

3.1 Click the **Add** button to add create an order for the Warehouse.

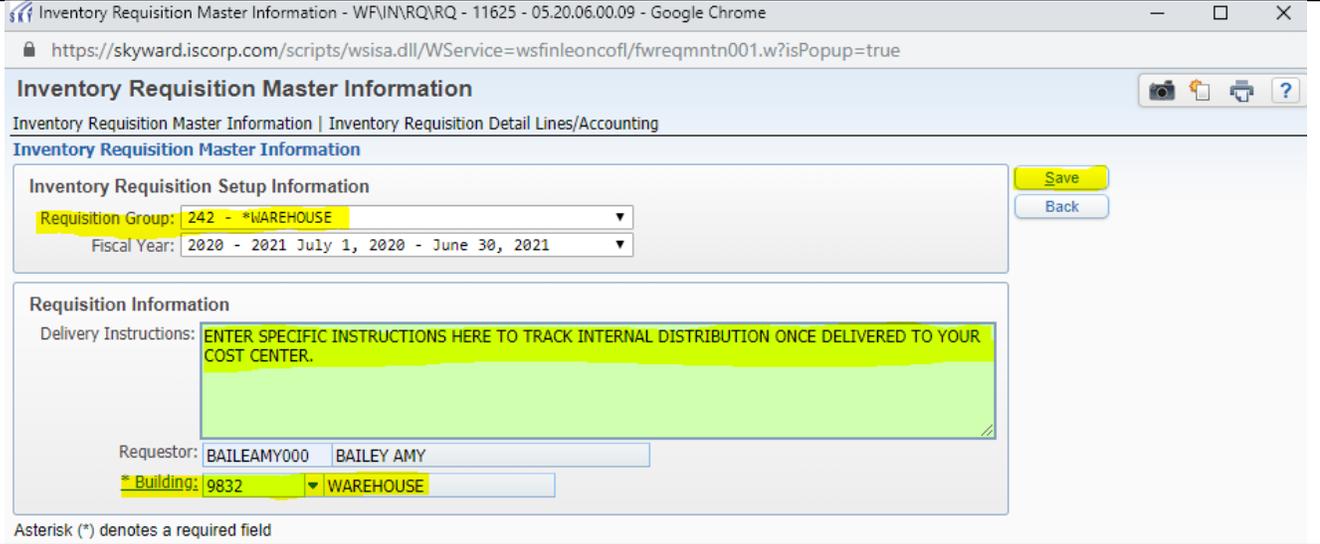


Click the Add button to enter an order for the Warehouse

The **Inventory Requisition Master Information** screen opens.

Step 4: Inventory Master Information

The Inventory Requisition Master Information screen is used to enter the Delivery Instructions and location for the inventory requisition.



4.1	Select your Cost Center. The dropdown list contains a list of all Cost Centers that you have rights to create Requisitions for. It is important that you choose the right requisition group.
4.2	Provide Delivery Instructions You can create individual requisitions for each order at your location or bulk add everything to one order and distribute locally after delivery. If you create individual requisitions the Warehouse staff will deliver each requisition as a separate bundle.
4.3	Select the building that you would like the items delivered to. All Cost Centers are displayed so choose your location carefully. All supplies will be delivered to the front desk.
4.4	Click the  button
4.5	The Requisition Detail Line Items Screen opens

Step 5: Requisition Detail Lines

The Detail Lines lists all items in the Materials Warehouse available for purchase.

Requisition Detail Line Items - WFIN\RQ\RQ - 11625 - 05.20.06.00.09 - Google Chrome

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinleoncofl/fwreqInitm01.w?isPopUp=true

Requisition Detail Line Items

Available Items

Select Items By Item Code: [v] Display Items from Warehouse: MAIN WAREHOUSE [v]

Views: General [v] Filters: *Skyward Default [v]

Item Code	Item Description	Item Class	Unit Of Measure	QTY On Hand	Unit Value	Qty Comm	Qty BackOrd	Sel
▶ 004190	PAPER, NEWSPRINT PLAIN	SCHSUP	REAM	204	2.04080	0	0	<input type="checkbox"/>
▶ 004480	PAPER, COPY WHITE 8.5X11	SCHSUP	CASE	644	24.86909	0	0	<input type="checkbox"/>
▶ 004911	PENS, ROLLER BALL, BLACK	SCHSUP	DOZ	183	3.24094	0	0	<input checked="" type="checkbox"/>
▶ 004950	PENS, BALL PT RED INK	SCHSUP	DOZ	7	0.78159	0	0	<input type="checkbox"/>
▶ 004960	PENS, BALL PT BLACK INK	SCHSUP	DOZ	109	0.73462	0	0	<input type="checkbox"/>
▶ 004970	PENS, BALL PT BLUE INK	SCHSUP	DOZ	90	0.77565	0	0	<input type="checkbox"/>
▶ 004980	PENS, BALL PT GREEN INK	SCHSUP	DOZ	184	1.11805	0	0	<input type="checkbox"/>
▶ 005320	STAMP PADS, BLACK FOAM	SCHSUP	EACH	47	0.34677	0	0	<input type="checkbox"/>
▶ 005330	STAMP PADS, RED FOAM RUBB	SCHSUP	EACH	79	0.41835	0	0	<input type="checkbox"/>
▶ 005340	STAPLES, STANDARD-35 FLAT	SCHSUP	EACH	232	0.38067	0	0	<input type="checkbox"/>

100 [v] 98 records displayed Item Code: [] [ABC]

Selected Items

Code	Item Description	Class	U Of M	Order Qty	Unit Value	Extended Cost
004911	PENS, ROLLER BALL, BLACK	SCHSUP	DOZ	5	3.24094	16.20

Remove [] Remove All []

- 5.1 Select the item you would like to order from the Warehouse by clicking the select box.
- 5.2 Enter the order quantity in the selected items area and repeat until all items have been selected. If the requested quantity exceeds the quantity on hand the row will display a red asterisk next to it. This does not prevent you from ordering the item. Items can be found by description or item code.
- 5.3 Click the Save Item Selection Info button
- 5.4 The Inventory Requisition Detail Line Items Accounting Screen opens

[Updated: 10/13/2020]

Step 6: Inventory Requisition Detail Line Items Accounting

Inventory Requisition Master Information

Requisition Number: **000018216**

Group: **(242) *WAREHOUSE**

Fiscal Year: **2020 - 2021**

Requestor: **AMY BAILEY**

Building: **WAREHOUSE**

Delivery **ENTER SPECIFIC INSTRUCTIONS HERE TO TRACK INTERNAL DISTRIBUTION ONCE DELIVERED TO YOUR COST**

Instructions: **CENTER.**

Inventory Requisition Detail Lines

Item Code	Description	Requested	Delivered	Backordered	Canceled	
004911	PENS, ROLLER BALL, BLACK	5	0	0	0	\$

20 | 1 records displayed | Item Code: [] [ABC]

- 6.1 Click the  button to add accounting information for the purchase.
- 6.2 The Account Distribution screen opens

Step 7: Account Distribution

The Account Distribution screen is used to enter accounting information for the purchase.

Total Amount to Distribute: **\$16.20 100.00%**
 Total Distributed: **16.20 100.00%**
 Amount Remaining: **0.00 0.00%**

Selected Accounts		
Account Number	Amount	Percent
1100E8100 5100 9832 00000 00000 00000	16.20	100.00

- 7.1 Select an account that contains sufficient funding to cover the purchase.
- 7.2 Select the  button
- 7.3 The Requisition Detail Lines/Accounting Screen opens

Step 8: Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting - WFIN\RQ\RQ - 11625 - 05.20.06.00.09 - Google Chrome

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinleoncofl/fwreqmntn003.w

Requisition Detail Lines/Accounting

Inventory Requisition Master Information | Inventory Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Inventory Requisition Master Information

Requisition Number: **0000018216**
 Group: **(242) *WAREHOUSE**
 Fiscal Year: **2020 - 2021**
 Requestor: **AMY BAILEY**
 Building: **WAREHOUSE**
 Delivery Instructions: **ENTER SPECIFIC INSTRUCTIONS HERE TO TRACK INTERNAL DISTRIBUTION ONCE DELIVERED TO YOUR COST CENTER.**

Submit For Approval
 Save and Finish Later
 Back

Requisition Accounts

Views: General Filters: *Skyward Default

Account Number	Amount	Percentage	Over Budget
1100E8100 5100 9832 00000 00000 00000	16.20	100.00	

Update Account Distrib
View Requisition Detail Lines

20 1 records displayed

8.1 Click the **Submit For Approval** button. You are then returned to the Main Requisition Screen.

Requisitions - WFIN\RQ\RQ - 11625 - 05.20.06.00.09 - Google Chrome

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinleoncofl/fwreqmain001.w

Leon County Schools

Home Account Management Vendors Purchasing Accounts Payable Fixed Assets Inventory Custom Reports

Requisitions

Views: Master Information Filters: *Skyward Default

Requisition Number	Original Req. Number	Status	Entered By	Bldg	Date Entered	Fiscal Year	Delivery Instructions	# L	# A	# AC	# AN	# N	# A	Req. Grp. Description
2422100023	2422	APP	BAILEY, AMY	9832	10/12/2020	2020 - 2021	Office	1	1	0	0	0	0	242 *WAREHOUSE

Print Add View Edit Delete Submit Notes Attach Approve Deny Reassign Approved View My Approved Inventory Reqs Print WSP Report

The order is transmitted automatically to the Warehouse with a status of approved.

[Updated: 10/13/2020]

NOTES: