

Skyward User's Manual

Inventory



Warehouse & Property Management
3360 W. Tharpe St.
Tallahassee, FL 32303
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CHAPTER 1. Logging into Skyward

The Skyward Login ID is the same as your LCS Network ID
Last Name and First Initial
e.g. Doe, John (doej).

Your Skyward Password is the same as your LCS Network Password.

If you require assistance logging in please contact the TIS Help Desk, 850-487-7524.



SKYWARD®

Leon County Schools
Live Database

Login ID: doej

Password:

Sign In

05.20.06.00.09

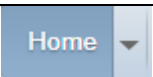
The Main Skyward Screen will open, displaying modules that you have access to.

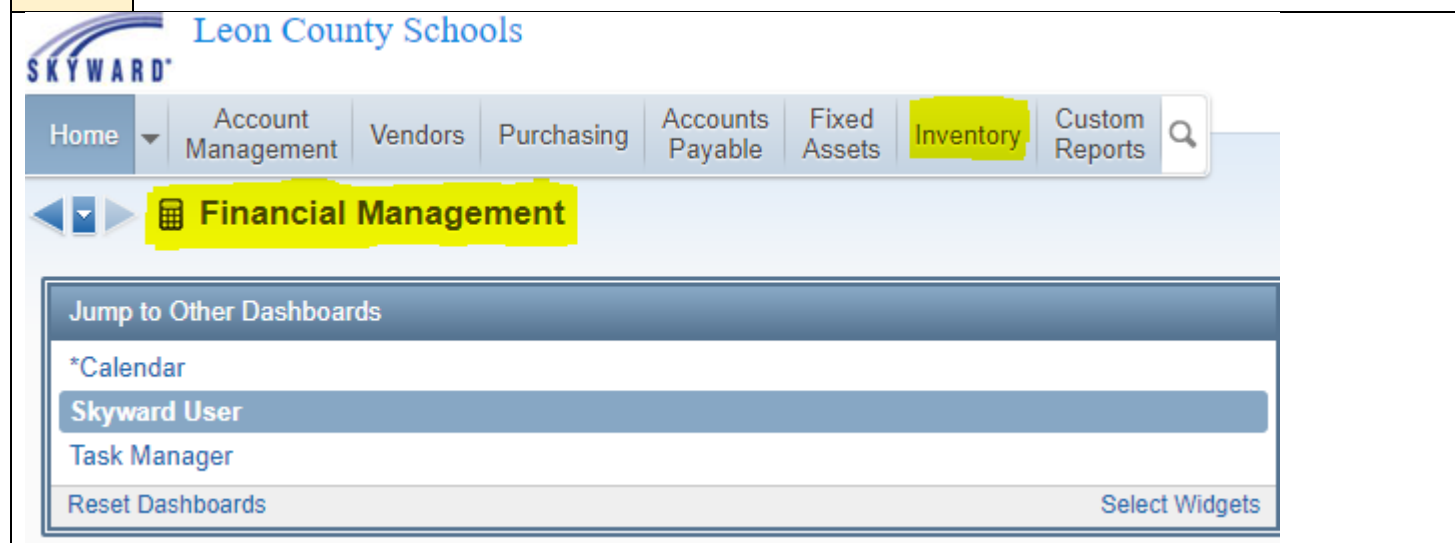
Chapter 2. Creating an Warehouse Requisition

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

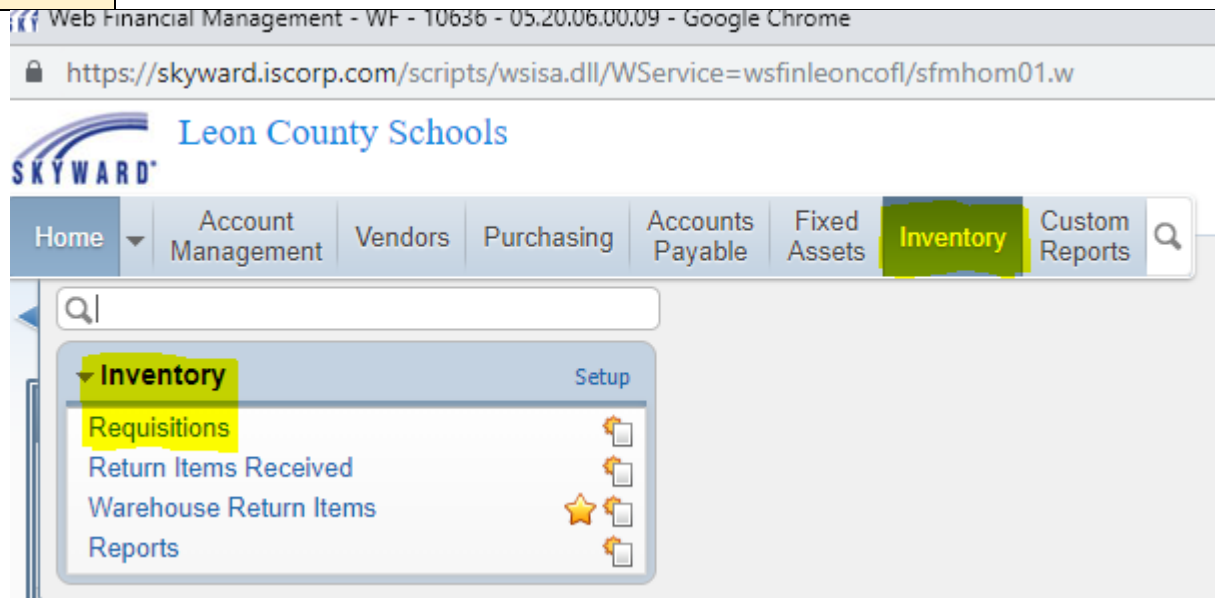


Step 2: Navigate to Inventory Main Screen

From the Financial Management System Main Screen

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

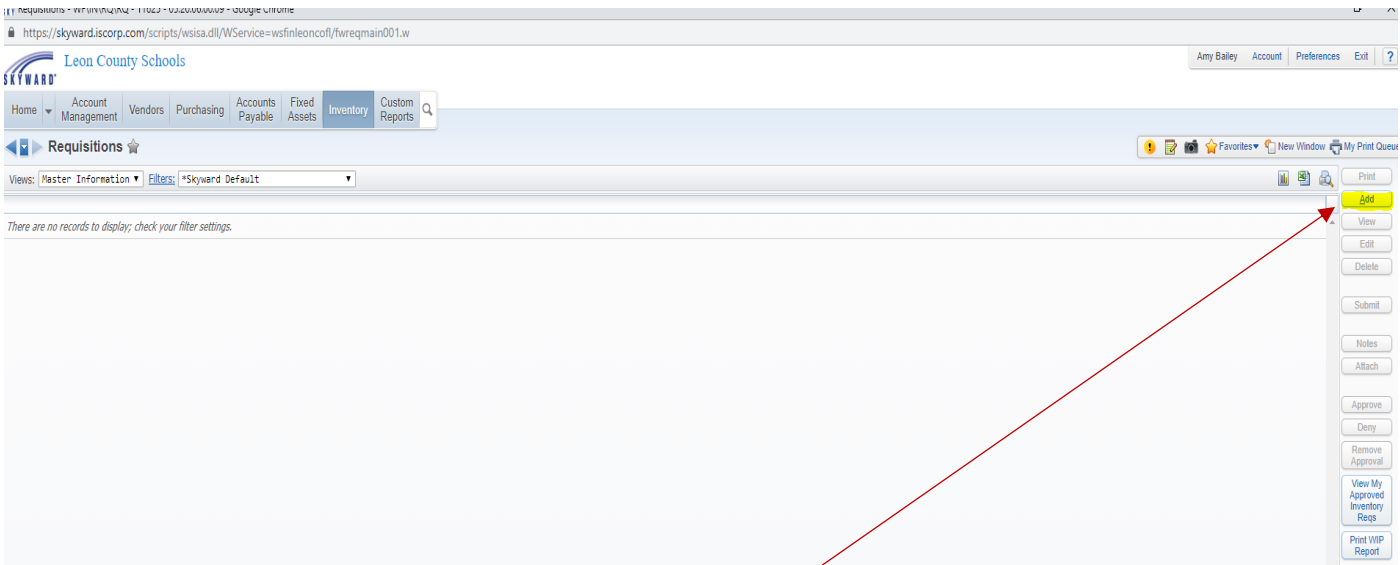
2.2 Select *INVENTORY*: Requisitions



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.

Inventory Requisition Master Information - WFIN\N\RQ\RQ - 11625 - 05.20.06.00.09 - Google Chrome

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinleoncofl/fwreqmntn001.w?isPopup=true

Inventory Requisition Master Information

Inventory Requisition Master Information | Inventory Requisition Detail Lines/Accounting

Inventory Requisition Master Information

Inventory Requisition Setup Information

Requisition Group: 242 - *WAREHOUSE

Fiscal Year: 2020 - 2021 July 1, 2020 - June 30, 2021

Save

Back

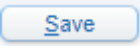
Requisition Information

Delivery Instructions: ENTER SPECIFIC INSTRUCTIONS HERE TO TRACK INTERNAL DISTRIBUTION ONCE DELIVERED TO YOUR COST CENTER.

Requestor: BAILEAMY000 BAILEY AMY

Building: 9832 WAREHOUSE

Asterisk (*) denotes a required field

- | | |
|-----|--|
| 4.1 | Select your Cost Center. The down drop 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/fwreqlnitm01.w?isPopup=true

Requisition Detail Line Items

Available Items

Select Items By Item Code Display Items from Warehouse: MAIN WAREHOUSE

Views: General Filters: *Skyward Default

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	☐
▶ 004480	PAPER, COPY WHITE 8.5X11	SCHSUP	CASE	644	24.86909	0	0	☐
▶ 004911	PENS, ROLLER BALL, BLACK	SCHSUP	DOZ	183	3.24094	0	0	☒
▶ 004950	PENS, BALL PT RED INK	SCHSUP	DOZ	7	0.78159	0	0	☐
▶ 004960	PENS, BALL PT BLACK INK	SCHSUP	DOZ	109	0.73462	0	0	☐
▶ 004970	PENS, BALL PT BLUE INK	SCHSUP	DOZ	90	0.77565	0	0	☐
▶ 004980	PENS, BALL PT GREEN INK	SCHSUP	DOZ	184	1.11805	0	0	☐
▶ 005320	STAMP PADS, BLACK FOAM	SCHSUP	EACH	47	0.34677	0	0	☐
▶ 005330	STAMP PADS, RED FOAM RUBB	SCHSUP	EACH	79	0.41835	0	0	☐
▶ 005340	STAPLES, STANDARD-35 FLAT	SCHSUP	EACH	232	0.38067	0	0	☐

100 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

Step 6: Inventory Requisition Detail Line Items Accounting

Inventory Requisition Detail Lines/Accounting - WFP\IN\RQ\RQ - 11625 - 05.20.06.00.09 - Google Chrome

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinleoncofl/fwreqmntn002.w

Inventory Requisition Detail Lines/Accounting

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

Inventory Requisition Detail Lines/Accounting

Inventory Requisition Master Information

Requisition Number: **0000018216**

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.**

[Edit Master](#)

[Notes](#)

[Attachments](#)

[Submit For Approval](#)

[Save and Finish Later](#)

[Back](#)

Inventory Requisition Detail Lines

Views: **General** Filters: ***Skyward Default**

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

[Add Requisition Accounting](#)

20 1 records displayed Item Code:

6.1

Click the [Add Requisition Accounting](#) 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.

Account Distribution - WF\IN\RQ\RQ - 11625 - 05.20.06.00.09 - Google Chrome

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

Account Distribution

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

End	T	Func	Obj	Fac	Proj	Subpr	Prog	Funds Available	Selected
1100	E	8100	3520	9832	36104	00000	00000	\$0.00	☒
1100	E	8100	3600	9832	33004	00000	00000	\$0.00	☐
1100	E	8100	3600	9832	33019	00000	00000	\$0.00	☐
1100	E	8100	3900	9832	00000	00000	00000	\$0.00	☐
1100	E	8100	3900	9832	33004	00000	00000	\$0.00	☐
1100	E	8100	5100	9832	00000	00000	00000	\$0.00	☒
1100	E	8100	5150	9832	33004	00000	00000	\$0.00	☐
1100	E	8100	5150	9832	33004	10000	00000	\$0.00	☐
1100	E	8100	5150	9832	33005	00000	00000	\$0.00	☐
1100	E	8100	5150	9832	33019	00000	00000	\$0.00	☐
1100	E	8100	5400	9832	33005	00000	00000	\$0.00	☐
1100	E	8100	5600	9832	00000	00000	00000	\$0.00	☐
1100	E	8100	6410	9832	00000	00000	00000	\$0.00	☐
3400	E	7400	6800	9832	33001	M0000	00000	\$0.00	☐

100 records displayed

Account Number:

Quick Key:

Account Level Description

Code	Description
1100	GENERAL
8100	MAINTENANCE OF PLANT
5100	SUPPLIES
9832	WAREHOUSE
00000	BASE BUDGET
00000	PRIMARY
00000	BUDGET INPUT

2020-2021 Available Funds By Individual Account

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

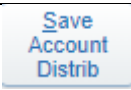
Selected Accounts

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

Remove
Remove All

Save Account Distrib
Back

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 - WF\IN\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.**

Requisition Accounts

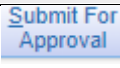
Views: General Filters: *Skyward Default

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

20 1 records displayed

Submit For Approval
 Save and Finish Later
 Back
 Update Account Distrib
 View Requisition Detail Lines

8.1

Click the  button. You are then returned to the Main Requisition Screen.

Requisitions - WF\IN\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 Line Item	Today's	Entered By	Bldg	Date Entered	Fiscal Year	Delivery Instructions	# L	# A	# AC	# AN	# R	# A	Req. Req Group	Req. Description
2422100023	APR		BAILEY, AMY	9832	10/12/2020	2020 - 2021	Office	1	1	0	0			242	*WAREHOUSE

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

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

NOTES: