



HOW TO APPROVE REQUISITIONS IN SKYWARD WEB MODULE

1.) FROM THE HOME SCREEN CLICK ON **FINANCIAL MANAGEMENT**.

2.) CLICK ON THE **PURCHASING** TAB.

Employee Access - 05.13.06.00.06-10.2 - Windows Internet Explorer
https://skyweb.ptisd.org/scripts/wsisa.dll/WService=wsFin/semhom01.w

PINE TREE INDEPENDENT SCHOOL DISTRICT

Tammy Torres Account Preferences Exit ?

Home Employee Information Time Off True Time Acco Mas **Purchasing** Expense Reimbursement

2.

Employee Access

Jump to Other Dashboards

- *Calendar
- Skyward User
- Employee
- Task Manager
- Reset Dashboards Select Widgets

Notifications

You do not have any unread notifications.

My Print Queue

Job Status

No items available.

Credit Card Transactions Awaiting My Approval

You do not have access to approve credit card transactions

Weather

Displaying weather for 75608 (change)

Conditions for Longview, TX at 3:52 pm CDT
Tuesday, August 13, 2013

Current Conditions:
Thunderstorm 74 F

Calendar Events

No calendar events available

Favorites

Employee Access

Quick Entry

My Requests

Unsubmitted

Financial Management

Requisitions

Approve

Submit

View My Purchase Orders

Approve Requisitions

Vendor Browse

Operating Statement Accounts

Edit Favorites

1.

Jump to Other Systems

- Employee Access
- Financial Management
- Product Setup

District Information

PINE TREE INDEPENDENT SCHOOL DISTRICT
1701 PINE TREE RD
PO BOX 5878
LONGVIEW TX 75608

Web Favorites

Add links to your favorite sites on the web.

Add Web Favorite

Customer Access Requests

You are not setup to use Customer Access

Available Funds

as of 08/13/13 at 2:00 AM

Expense Budget Totals - EXPENDITURE ACCOUNTS
Budget Amount: \$13,489,641.88

Remaining Amt \$6,604,183.83

Task Manager (17)

Date	Task Summary	Subject
Mon Mar 05 10:41am	Requisition Approval	0000016567
Tue Mar 20 8:11am	Requisition Approval	0000016745
Fri Apr 13 2:03pm	Requisition Approval	0000017166



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PINE TREE INDEPENDENT SCHOOL DISTRICT

Tammy Torres Account Preferences Exit ?

Home Employee Information Time Off True Time Account Master Budget Management **Purchasing** Expense Reimbursement

Purchasing

- Requisitions
- My Requisition Approval History
- Approve Requisitions

3.

Employee Access Task Manager Reset Dashboards Select Widgets

Notifications
You do not have any unread notifications.

My Print Queue
Job Status
No items available.

Credit Card Transactions Awaiting My Approval
You do not have access to approve credit card transactions

Weather
Displaying weather for 75608 (change)
Conditions for Longview, TX at 3:52 pm CDT
Tuesday, August 13, 2013
Current Conditions:
Thunderstorm 74 F

Favorites

- Employee Access
- Quick Entry
- My Requests
- Unsubmitted
- Financial Management
- Requisitions
- Approve
- Submit
- View My Purchase Orders
- Approve Requisitions
- Vendor Browse
- Operating Statement Accounts
- Edit Favorites

Product Setup

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LONGVIEW TX 75608

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Expense Budget Totals - EXPENDITURE ACCOUNTS
Budget Amount: \$13,489,641.88
Remaining Amt: \$6,604,162.83

Task Manager (17)

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Requisitions Waiting For Approval - 05.13.06.00.06-10.2 - Windows Internet Explorer
https://skyweb.ptisd.org/scripts/wsisa.dll/WService=wsfin/forapbrws001.w

PINE TREE INDEPENDENT SCHOOL DISTRICT
Tammy Torres Account Preferences Exit ?

Home Employee Information Time Off True Time Account Master Budget Management **Purchasing** Expense Reimbursement

Requisitions Waiting For Approval

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

Submit Approvals & Denials

Views: General Filters: PURCHASING

Requisition Number	Vendor Name	Description	Approve	Deny	Amount	Entered By	Appr & Reroute	Ap Sts
0000023162	SCHOOL MATE	Student Planners for 4th Grade	<input type="checkbox"/>	<input type="checkbox"/>	970.20	BOWMAN, STEPHANIE G	<input type="checkbox"/>	WF
0000023166	NATIONAL SCHOOL PRODUCTS	SUPPLIES FOR ESL/BIL CLASSES- MS CASTILLO (3RD AND 4TH GRADE) PINE TREE INTERMEDIATE	<input type="checkbox"/>	<input type="checkbox"/>	692.68	BOWMAN, STEPHANIE G	<input type="checkbox"/>	WF
0000023185	ORIENTAL TRADING CO.	2013 - 2014 BACK TO SCHOOL TEACHERS' MEETING	<input type="checkbox"/>	<input type="checkbox"/>	42.00	BOWMAN, STEPHANIE G	<input type="checkbox"/>	WF
0000023182	TMEA	TEXAS MUSIC EDUCATORS ASSOCIATION DUES WHICH ARE REQUIRED FOR OUR STUDENTS TO TRY OUT FOR ALL REGION	<input type="checkbox"/>	<input type="checkbox"/>	150.00	MELTON, MARK S	<input type="checkbox"/>	WF

100 4 records displayed

Requisition Number:

Requisition 0000023162

482 E 11 6399 IP 102 0 99 000

Individual Account

Current

4.

NOW YOU WILL BEGIN TO REVIEW THE REQUEST FOR ACCURACY.

4.) CLICK THE **ARROW TO THE LEFT OF THE HIGHLIGHTED LINE TO EXPAND THE FIELD AND SEE MORE INFORMATION ABOUT THE REQUISITION.**



HOW TO APPROVE REQUISITIONS IN SKYWARD WEB MODULE

Requisitions Waiting For Approval - 05.13.06.00.06-10.2 - Windows Internet Explorer
https://skyweb.ptisd.org/scripts/wisda.dll/WService=wsFin/forapbns001.w

PINE TREE INDEPENDENT SCHOOL DISTRICT

Tammy Torres Account Preferences Exit ?

Home Employee Information Time Off True Time Account Master Budget Management Purchasing Expense Reimbursement

Requisitions Waiting For Approval

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

Views: General Filters: PURCHASING

Requisition Number Vendor Name Description Approve Deny Amount Entered By Appr & Reroute Ap Sts

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

Master Edit Master

Vendor: SCHOOL MATE
PO BOX 2110
KEARNEY, NE 68848

Ship To: PINE TREE INTERMEDIATE SCHOOL
1400 SILVER FALLS RD
LONGVIEW, TX 75604-2311

Group: (102) INTERMEDIATE CAMPUS
Entered Date: 08/13/2013
Fiscal Year: 2013 - 2014
Batch Number: 12

Attention: STEPHANIE BOWMAN
Due Date: 08/12/2013
Ship Date: 08/12/2013
Ship Via: BEST
Ecommerce Req: NO

100 4 records displayed

Requisition Number: 0000023162

482 E 11 6399 IP 102 0 99 000

Individual Account

Current

Requisitions Waiting For Approval - 05.13.06.00.06-10.2 - Windows Internet Explorer
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of Reqs Den: 0 Total Amt Den: \$0.00

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Requisition Number Vendor Name Description Approve Deny Amount Entered By Appr & Reroute Ap Sts

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

Master Edit Master

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

Accounts Add/Edit/Delete Accounts

Approval

Notes Add Notes

100 4 records displayed

Requisition Number: 0000023162

482 E 11 6399 IP 102 0 99 000

Individual Account

Current

5.) IF YOU HIT **EXPAND ALL** YOU WILL SEE THE INFORMATION FOR THIS REQUEST SUCH AS ADDRESS, LINE ITEMS DETAILS, ACCOUNTS, AND APPROVALS. ONCE YOU ARE DONE CHECKING THE ACCURACY OF THE INFORMATION YOU MAY HIT **COLLAPSE ALL** TO RETURN BACK TO THE ORIGINAL STATE.



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PINE TREE INDEPENDENT SCHOOL DISTRICT

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Requisitions Waiting For Approval

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3 0000023185	ORIENTAL TRADING CO.	2013 - 2014 BACK TO SCHOOL TEACHERS' MEETING	<input type="checkbox"/>	<input type="checkbox"/>	42.00	BOWMAN, STEPHANIE G	<input type="checkbox"/>
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100 4 records displayed Requisition Number:

Requisition 0000023162
482 E 11 6399 1P 102 0 99 000
Individual Account
Current

Print
Edit
View
Notes
Attach
Select All
Unselect All
Approve w/Notes
Deny w/Notes
Assign Special Group
Requests Awaiting Lower Level Approval

IN THE RIGHT HAND COLUMN THERE ARE SEVERAL OPTIONS THAT YOU MAY CLICK ON:

- PRINT
- EDIT THE REQUISITION
- VIEW THE REQUISITION/VIEW NOTES AND VIEW ATTACHMENTS
- APPROVE W/ NOTES OR DENY W/NOTES WHICH GIVE THE OPTION TO PROVIDE AN EXPLANATION OF WHY THE REQUEST IS BEING DENIED OR AN ANNOTATION TO THE APPROVAL.



HOW TO APPROVE REQUESTIONS IN SKYWARD WEB MODULE

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100 4 records displayed

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Requisition 0000023162

482 F 11 6399 IP 102 0 99 000

Individual Account

Current

Approvals & Denials

Print

Edit

View

**Notes

Attach

Select All

Unselect All

Approve w/Notes

Deny w/Notes

Assign Special Group

Requests Awaiting Lower Level Approval

6.) AFTER YOU HAVE REVIEWED THE REQUEST YOU MAY THEN CHOOSE TO APPROVE OR DENY BY CHECKING THE **LITTLE BOX** AS SHOWN ABOVE. (REMEMBER IF YOU WANT TO ADD APPROVAL OR DENIAL NOTES YOU WILL DO THAT BY CLICKING ON THE RIGHT SIDE PANEL INSTEAD).

7.) CLICK ON **SUBMIT APPROVALS & DENIALS**.

THIS CONCLUDES THE TUTORIAL ON HOW TO APPROVE A PURCHASE REQUEST IN SKYWARD WEB MODULE.