



Creating online requisitions using Skyward Employee Access.

A screenshot of the Skyward login interface for Fall River School District. The page features the Skyward logo and the district name at the top. Below this, there are two input fields for "Login ID:" and "Password:". A "Sign In" button is positioned to the right of the password field. Below the button is a link for "Forgot your Login/Password?". In the bottom right corner of the login area, the version number "05.15.10.00.03" is displayed. At the bottom of the page, there is a "Login Area:" label followed by a dropdown menu currently set to "All Areas".

SKYWARD®
Fall River School District

Login ID:

Password:

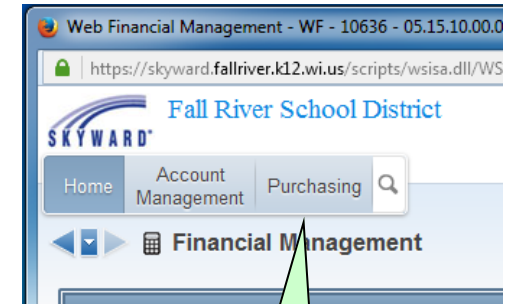
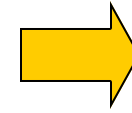
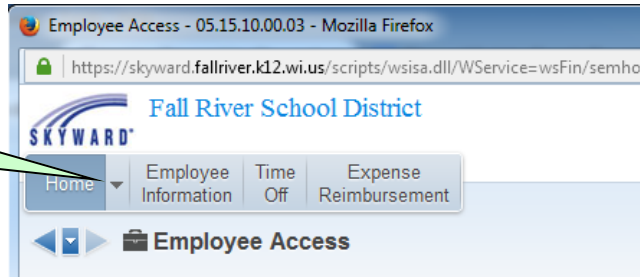
[Sign In](#)

[Forgot your Login/Password?](#)

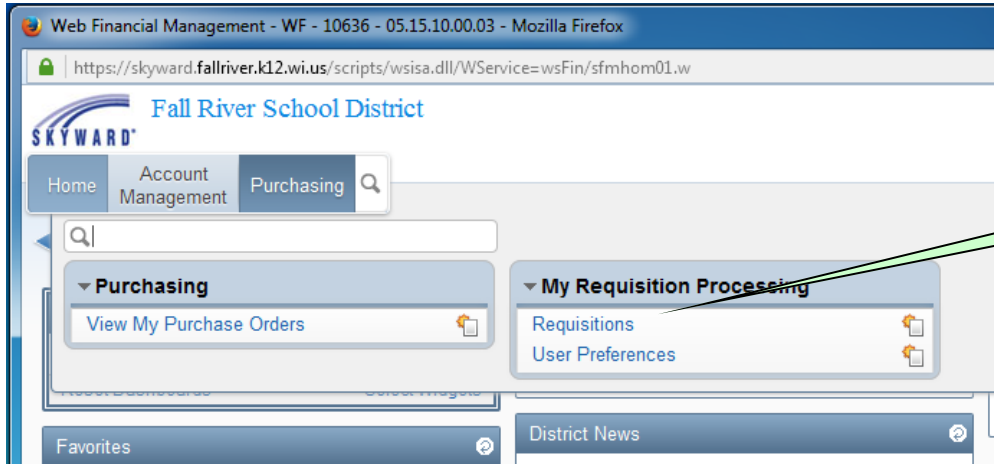
05.15.10.00.03

Login Area:

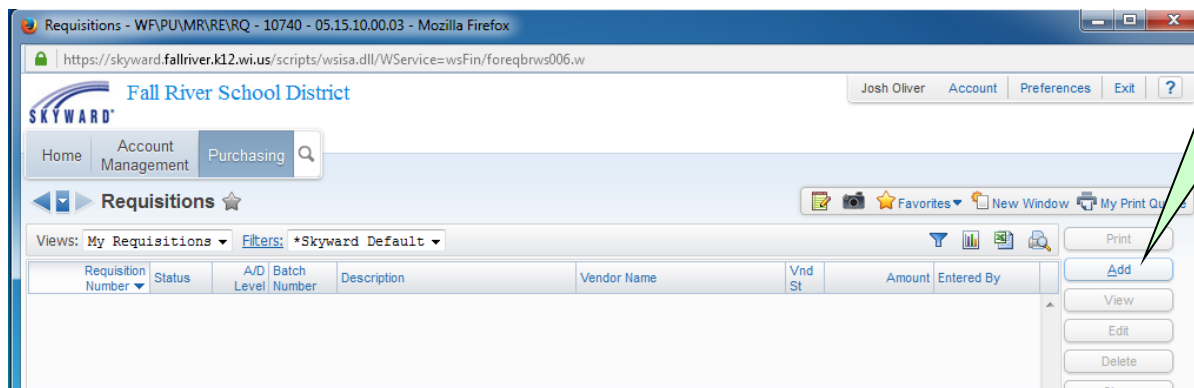
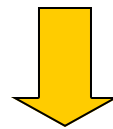
Click the drop-down
Select Financial Management



Click "Purchasing"



Click "Requisitions"



Click "Add" to begin a new
requisition

Requisition Master Information - WF\PU\MR\REQ - 10740 - 05.15.10.00.03 - Mozilla Firefox

https://skyward.fallriver.k12.wi.us/scripts/wsisa.dll/WService=wsFin/foreqmast001.w?isPopup=true

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 800 - District-Wide

Fiscal Year: 2014 - 2015 July 1, 2014 - June 30, 2015

Account allocation by total requisition amount (YMA).
 Account allocation by each requisition detail line (YDA).
 This is a Blanket Requisition/Purchase Order.

Requisition Information

* Batch Number: 19

* Description:

* Vendor:

* Ship To: SCHOOL DISTRICT OF FALL RIVER 150 BRADLEY STREET FALL RIVER WI 53932

Attention: JOSH OLIVER

* Due Date: 11/19/2015 Thursday

Ship Date: 11/19/2015 Thursday

Ship Via:

Project/Grant:

Contract:

Asterisk (*) denotes a required field

Choose the current school year

Enter a description for this order

Choose the vendor for this order

Click here when ready to move on

Save and Add Detail
Save and Mass Add Detail
Back

Requisition Detail Lines/Accounting - WF\PU\MR\RE\RQ - 10740 - 05.15.10.00.03 - Mozilla Firefox

https://skyward.fallriver.k12.wi.us/scripts/wsisa.dll/WService=wsFin/foreqdetl001.w

Requisition Detail Lines/Accounting

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

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **19**
Requisition Number: **0000011734**
Group: **(800) District-Wide**
Fiscal Year: **2014 - 2015**
Vendor: **NASA**
300 E. STREET SW
Washington DC 20546

Accounting: **Account allocation by total requisition amount.**
Amount: **0.00**
Ship To: **SCHOOL DISTRICT OF FALL RIVER**
Blanket PO: **This is not a Blanket PO**
Description: **Surplus rocket for class demonstration**

Requisition Detail Lines

* Line Number:
Line Type: Merchandise
 Narrative
Catalog:
* Quantity:
Unit of Measure:
* Unit Cost:
Total Amount:
* Description:

Asterisk (*) denotes a required field

Include quantity, unit of measure, unit cost, and description

Click "Save" when done

Requisition Detail Lines/Accounting - WF\PU\MR\RE\RQ - 10740 - 05.15.10.00.03 - Mozilla Firefox

https://skyward.fallriver.k12.wi.us/scripts/wsisa.dll/WService=wsFin/foreqdet001.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **19**

Requisition Number: **0000011734**

Group: **(800) District-Wide**

Fiscal Year: **2014 - 2015**

Vendor: **NASA**
300 E. STREET SW
Washington DC 20546

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

Amount: **494,000,000.00**

Ship To: **SCHOOL DISTRICT OF FALL RIVER**

Blanket PO: **This is not a Blanket PO**

Description: **Surplus rocket for class demonstration**

Submit For Approval

Save and Finish Later

Back

Edit Master

Notes

Attachments

Requisition Detail Line Items

Views: General Filters: *Skyward Default

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code	% Dis
100		Saturn V rocket	1	EACH	494,000,000.0	494,000,000.0		

Add

Edit

Delete

Mass Add Detail

Add Requisition Accounts

Click "Add" to enter more items

Click "Add Requisition Accounts" when done adding items.

Requisition Detail Lines/Accounting - WFP\PU\MR\RE\REQ - 10740 - 05.15.10.00.03 - Mozilla Firefox

https://skyward.fallriver.k12.wi.us/scripts/wsisa.dll/WService=wsFin/foreqacct002.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **19**
 Requisition Number: **0000011734** Accounting: **Account allocation by total requisition amount.**
 Group: **(800) District-Wide** Amount: **494,000,000.00**
 Fiscal Year: **2014 - 2015** Ship To: **SCHOOL DISTRICT OF FALL RIVER**
 Vendor: **NASA** Blanket PO: **This is not a Blanket PO**
300 E. STREET SW Description: **Surplus rocket for class demonstration**
Washington DC 20546

Buttons: Submit For Approval, Save and Finish Later, Back, Edit Master, Notes, Attachments

Requisition Accounts

Requisition Accounting

Account Number	Account Amount	Account Percent	Over Budget
There are no records to display; check your filter settings.			

Buttons: Add Account Distrib, View Requisition Detail Lines

Click "Add Account Distrib."
 A list of accounts will open



Check the account you'd like to use

Account Distribution - 05.15.10.00.03 - Mozilla Firefox

https://skyward.fallriver.k12.wi.us/scripts/wsisa.dll/WService=wsFin/facctmdist001.w?MenuIDOverride=0&isPopup=true

Account Distribution

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

Fnd	T	Loc	Obj	Funds Available	Selected	
10	E	800	411	126000 000	\$982.44	<input checked="" type="checkbox"/>
10	E	800	412	126000 000	\$2,524.00	<input type="checkbox"/>
10	E	800	413	126000 000	\$0.00	<input type="checkbox"/>
10	E	800	415	126000 000	\$20.00	<input type="checkbox"/>
10	E	800	417	126000 000	\$0.00	<input type="checkbox"/>
10	E	800	419	126000 000	\$0.00	<input type="checkbox"/>
10	E	800	431	126000 000	-\$217.41	<input type="checkbox"/>
10	E	800	434	126000 000	\$0.00	<input type="checkbox"/>
10	E	800	435	126000 000	\$160.00	<input type="checkbox"/>
10	E	800	440	126000 000	-\$972.47	<input type="checkbox"/>
10	E	800	450	126000 000	\$0.00	<input type="checkbox"/>
10	E	800	471	126000 000	\$579.59	<input type="checkbox"/>
10	E	800	472	126000 000	\$0.00	<input type="checkbox"/>
10	E	800	551	126000 000	\$0.00	<input type="checkbox"/>

19 records displayed

Account Number: Quick Key:

Total Amount to Distribute: **\$494000000.00 100.00%**
 Total Distributed: **\$494000000.00 100.00%**
 Amount Remaining: **\$0.00 0.00%**

Selected Accounts

Account Number	Amount	Percent
* 10 E 800 411 126000 000	494000000.00	100.00

Buttons: Save Account Distrib, Back, Remove, Remove All

Click "Save Account Distrib" when done

Make sure everything looks correct.

Submit for approval when complete

The screenshot shows a web browser window with the following content:

- Page Title:** Requisition Detail Lines/Accounting - WF\PU\MR\RE\RQ - 10740 - 05.15.10.00.03 - Mozilla Firefox
- URL:** https://skyward.fallriver.k12.wi.us/scripts/wsisadll/WService=wsFin/foreqacct002.w
- Section: Requisition Master Information**
 - Batch Number: 19
 - Requisition Number: 0000011734
 - Group: (800) District-Wide
 - Fiscal Year: 2015 - 2016
 - Vendor: NASA
300 E. STREET SW
Washington DC 20546
 - Accounting: Account allocation by total requisition amount.
 - Amount: 494,000,000.00
 - Ship To: SCHOOL DISTRICT OF FALL RIVER
 - Blanket PO: This is not a Blanket PO
 - Description: Surplus rocket for class demonstration
- Buttons:** Edit Master, Notes, Attachments, Submit For Approval, Save and Finish Later, Back
- Section: Requisition Accounts**
 - Table: Requisition Accounting**
 - Columns: Account Number, Account Amount, Account Percent, Over Budget
 - Row 1: 10 E 800 411 126000 000, \$494,000,000.00, 100.00%
- Buttons:** Update Account Distrib, View Requisition Detail Lines

Once a requisition has been submitted and approved, the business office will place the actual order unless special instructions have been given.