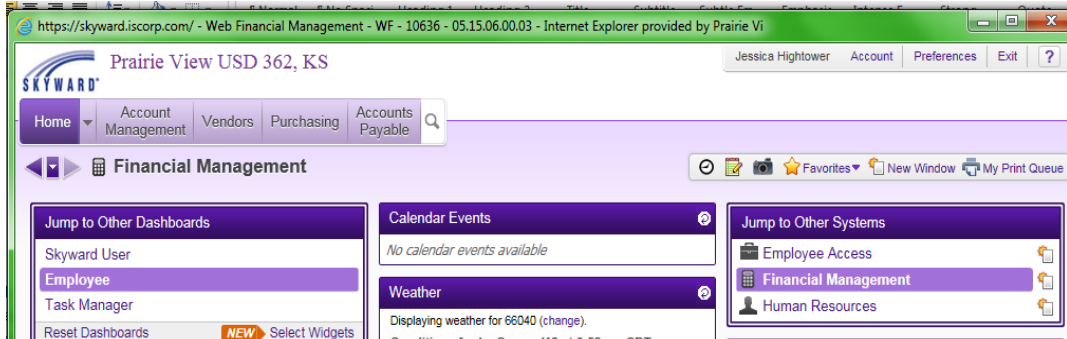
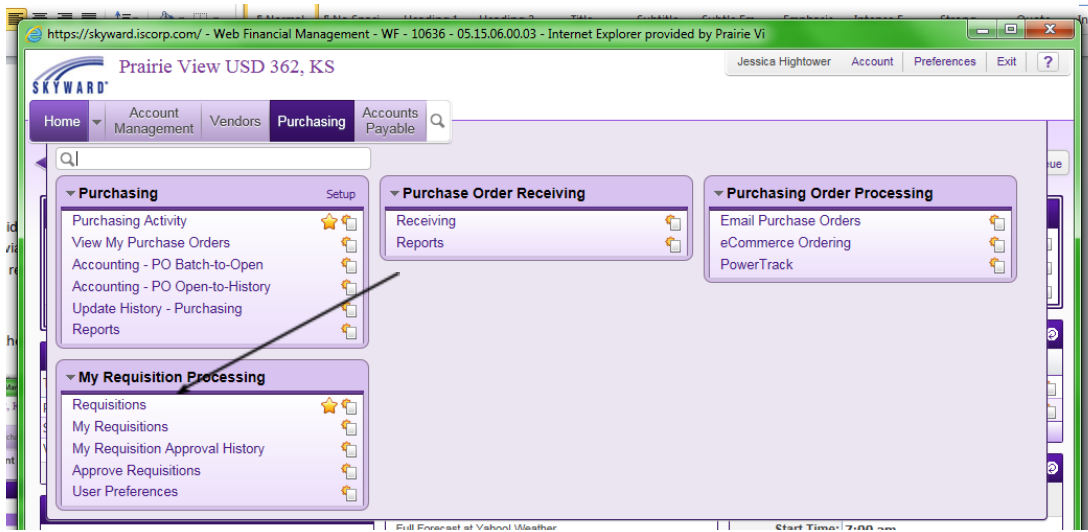


Submitting a Requisition

1. Sign in to Skyward Employee Access; go to the Financial Management tab.



2. Click on Purchasing, then Requisitions.



- If you have any unsubmitted Requisitions, they will appear on this main Requisitions page. Click Add on the right hand side to start a new Requisition. If you are submitting an order from an online catalog, such as School Specialty, click Add From Online Catalog towards the bottom of the screen. You will then select your vendor from a list and continue with your requisition.

https://skyward.iscorp.com/ - Requisitions - WFPUNMRVREQ - 10740 - 05.16.02.00.05 - Internet Explorer provided by Prairie Vi

Prairie View USD 362

Home Account Management Vendors Purchasing Accounts Payable SBAA

Requisitions

Views: My Requisitions Filters: *Skyward Default

PO Number	Status	A/D Level	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By
0011600803	REQ	0	28	Beth Smith	SCHOOL SPECIALTY	IL	52.30	Hightower, Jessica L

Print Add View Edit Delete Clone **Notes Attach Submit

Add a new online requisition Add From Online Catalog Clone from Purchase Order Print WIP Report

1000 1 records displayed PO Number:

- Click the drop down arrow next to Requisition Group and select the correct group for your order. If you think your order does not fit in a group that you have, contact Jessica Hightower. Enter a description for your order. Make sure the Ship To address is your school. Enter your name in the Attention box. If you are using Project or Grant money, select the correct one from the Project/Grant drop down box.

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 340 - Voc Ed Supplies

Fiscal Year: 2015 - 2016 July 1, 2015 - June 30, 2016

Current Fiscal year not available for this group.

Account allocation by total requisition amount (YMA).

Account allocation by each requisition detail line (YDA).

Save and Add Detail

Save and Mess Add Detail

Back

Requisition Information

* Batch Number: 06

* Description: Supplies for Vo Ag

* Vendor: PRAIRIE VIEW HIGH SCHOOL

* Ship To: 13731 KS HWY 152 LACYGNE KS 66040-9998

Attention: Jessica Hightower

* Due Date: 07/06/2015 Monday

Ship Date: 07/06/2015 Monday

Ship Via:

Project/Grant:

Contract:

Asterisk (*) denotes a required field

5. Begin typing your vendor name in the Vendor box. If it is in the system, it will come up in the list to pick from. **Make sure the vendor you pick says Order From/Remit To.** Choose the correct vendor. If you are submitting a Requisition to be reimbursed for something, you will be the vendor. Employees are listed last name first; to find yourself, start typing your last name in the Vendor box. Click Save and Add Detail on the right hand side when you've found the vendor.

https://skyward.iscorp.com/?isPopup=true - Requisition Master Information - WF\PU\MR\REQ - 10 - Internet Explorer provided by

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Setup Information

Requisition Group: 340 - Voc Ed Supplies
Fiscal Year: 2015 - 2016 July 1, 2015 - June 30, 2016
Current Fiscal year not available for this group.
☒ Account allocation by total requisition amount (YMA).
☐ Account allocation by each requisition detail line (YDA).

Requisition Information

* Batch Number: 06
* Description: Supplies for Vo Ag
* Vendor: PRAXAIR
* Ship To: PRAXAIR Order From/Remit to [PRAXAIR 000]
Attention: PALATINE IL 60055-0660
* Due Date: PRAXAIR Order From Only [PRAXAIR 001]
Ship Date: 1206 COMMERCIAL RD
Ship Via: OTTAWA KS 66067-0660
Project/Grants:
Contract:

Asterisk (*) denotes a required field

6. Enter your first line item. The Line Number populates automatically. If you have a Catalog number, enter it. Quantity, Unit Cost and Description are required fields. The Total Amount for this line item will populate automatically based on what you enter in the Quantity and Unit Cost boxes. When you have completed this line item, click Save. **If you're working on an order from an online catalog, you'll go through the website and add things to your cart. It will look like you're shopping online. When you're done, you'll checkout and then transfer your items. It will pull your items into the requisition for you.**

https://skyward.iscorp.com/ - Requisition Detail Lines/Accounting - WF\PU\MR\REQ - 10740 - 05 - Internet Explorer provided by

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 06
Requisition Number: 000003407
Group: (340) Voc Ed Supplies
Fiscal Year: 2015 - 2016
Vendor: PRAXAIR
Accounting: Account allocation by total requisition amount.
Amount: 0.00
Ship To: PRAIRIE VIEW HIGH SCHOOL
Description: Supplies for Vo Ag
PALATINE IL 60055-0660

Requisition Detail Lines

* Line Number: 100
Line Type: ☒ Merchandise
☐ Narrative
Catalog: LSE U130-12-IND
* Quantity: 1
Unit of Measure:
* Unit Cost: 68.20000
Total Amount: 68.20
* Description: Acetylene Size 130

Asterisk (*) denotes a required field

7. You will be taken to the Requisition information page. You will see your line items listed out as well as the Master information for this Requisition. To add another line item, click Add. Shipping and handling charges should be added as a separate line item. To Edit or Delete an existing line item, click the corresponding buttons. If you need to edit the Requisition Master information, click Edit Master. You will be taken back to the original screen and you can change your description, vendor, etc.

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 06

Requisition Number: 0000003407

Accounting: Account allocation by total requisition amount.

Group: (340) Voc Ed Supplies

Amount: 154.95

Fiscal Year: 2015 - 2016

Ship To: PRAIRIE VIEW HIGH SCHOOL

Vendor: PRAXAIR

Description: Supplies for Vo Ag

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
100	LSE U130-12-IND	Acetylene Size 130	1		68.20000	68.20	
110	LSE U230-12-IND	High Pres > 100CF Size 230	1		63.80000	63.80	
120		Safety & Environmental Service Fee	1		22.95000	22.95	

Add

Edit

Delete

Mass Add Detail

Add Requisition Accounts

8. If you have any notes to go along with the Requisition, click Notes. The screen that comes up will be a list of all notes related to this Requisition. Click Add. Click the drop down box and select Admin Notes for the Note Category. Click Save. You will be taken back to the notes listing. Your note will show up in the list. Click Back. You will notice an asterisk on the Notes button. This allows your approvers to see that you have made a note on the Requisition.

Notes

Add/Edit Note for Requisition: 0000000340

* Note Category: Admin Notes

Entered Date: 07/06/2015

Entered Time: 9:25 AM

Entered By: Hightower, Jessica L

* Note: This is for the Vo Ag department.

Save

Back

☐ Protected (Read only to all users except the user that entered it.)

Asterisk (*) denotes a required field

9. Each Requisition should have documentation supplied with it when it is submitted; i.e. a quote, travel reimbursement form, etc. Scan that documentation and save it electronically. Click Attachments. **This does not apply to Online Catalog orders.**

https://skyward.iscorp.com/ - Requisition Detail Lines/Accounting - WF\PU\MR\RE\RQ - 10740 - 05 - Internet Explorer provided by

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **06**

Requisition Number: **0000003407**

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

Group: **(340) Voc Ed Supplies**

Amount: **154.95**

Fiscal Year: **2015 - 2016**

Ship To: **PRAIRIE VIEW HIGH SCHOOL**

Vendor: **PRAXAIR**

Description: **Supplies for Vo Ag**

PALATINE IL 60055-0660

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

Requisition Detail Line Items

Views: General Filters: *Skyward Default

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code
100	LSE U130-12-IND	Acetylene Size 130	1		68.20000	68.20	
110	LSE U230-12-IND	High Pres > 100CF Size 230	1		63.80000	63.80	
120		Safety & Environmental Service Fee	1		22.95000	22.95	

Buttons: Add, Edit, Delete, Mass Add Detail, Add Requisition Accounts

10. Click Add File. The Type will always be Attachments. The Entered Date, Entered Time and Entered By boxes will automatically populate. You will enter a Description for your attachment. It should not be detailed, simply enter what it is that you are attaching. Click Browse to find the electronic file. **Make sure the Email to Vendor with Purchase Order box is checked if you are placing an order.** Click Save. If you don't need to add any more attachments, click Back. You will notice an asterisk on the Attachments button indicating your attachment was uploaded successfully.

https://skyward.iscorp.com/?isPopup=true - Requisitions Attachments - WF\PU\MR\RE\AT - 10734 - - Internet Explorer provided by

Requisitions Attachments

Add Requisitions Attachment for Req Number 0000003407

* Type: Attachments PO

Entered Date: 07/06/2015

Entered Time: 9:38 AM

Entered By: Jessica L Hightower

* Description: Quote

* Attached File: H:\Purchasing - 15-16\July\Invt Browse...

☒ Email to Vendor with Purchase Order

Buttons: Save, Back

Asterisk (*) denotes a required field

11. Click Add Requisition Accounts to pick which GL Account your order will be paid from. You will see a list of accounts associated with the Group you picked in the beginning. If you don't see the account you need, you will have to go back and pick a different Group. Find the correct account and check the box next to it. This will pull the account into the Selected Accounts box at the bottom of the screen. If you need to use more than one account, check all necessary boxes, then change the amount or percentage for each account as needed. When you're done selecting accounts, click Save Account Distribution.

Account Distribution

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

Find	T	Func	Obj	Bldg	Prgr	Funds Available	Selected
34	E	1000	610	0900	102	\$0.00	<input type="checkbox"/>
34	E	1000	610	0900	105	\$0.00	<input type="checkbox"/>
34	E	1000	610	0900	106	\$0.00	<input type="checkbox"/>
34	E	1000	610	0900	107	\$0.00	<input type="checkbox"/>
34	E	1000	644	0900	101	\$0.00	<input type="checkbox"/>
34	E	1000	644	0900	102	\$0.00	<input type="checkbox"/>
34	E	1000	644	0900	105	\$0.00	<input type="checkbox"/>
34	E	1000	644	0900	106	\$0.00	<input type="checkbox"/>
34	E	1000	644	0900	107	\$0.00	<input type="checkbox"/>
34	E	1000	700	0900	101	\$0.00	<input checked="" type="checkbox"/>
34	E	1000	700	0900	102	\$0.00	<input type="checkbox"/>
34	E	1000	700	0900	105	\$0.00	<input type="checkbox"/>
34	E	1000	700	0900	106	\$0.00	<input type="checkbox"/>
34	E	1000	700	0900	107	\$0.00	<input type="checkbox"/>

15 records displayed

Account Number:

Quick Key:

Total Amount to Distribute: **\$154.95 100.00%**
Total Distributed: **\$154.95 100.00%**
Amount Remaining: **\$0.00 0.00%**

Selected Accounts

Account Number	Amount	Percent
* 34 E 1000 700 0900 101	154.95	100.00

Remove
Remove All

12. Double check your Requisition to make sure you've entered everything needed. To see your line items again, click View Requisition Detail Lines. When satisfied that everything is correct, click **Submit for Approval**. If you need to wait to submit it, click Save and Finish Later. If you've decided not to submit it, click Back.

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **06**

Requisition Number: **000003407**

Group: **(340) Voc Ed Supplies**

Fiscal Year: **2015 - 2016**

Vendor: **PRAXAIR**

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

Amount: **154.95**

Ship To: **PRAIRIE VIEW HIGH SCHOOL**

Description: **Supplies for Vo Ag**

PALATINE IL 60055-0660

Submit For Approval
Save and Finish Later
Back

Edit Master
**Notes
**Attachments

Requisition Accounts

Requisition Accounting

Account Number	Account Amount	Account Percent
34 E 1000 700 0900 101	154.95	100.00%

Update Account Distrib
View Requisition Detail Lines

13. You will be taken back to the main Requisition page. To check on the status of your Requisition, hold your cursor over the App Sts column header for description definitions. When you can no longer find your Requisition on this screen, it has been approved by all parties and is now a Purchase Order.

