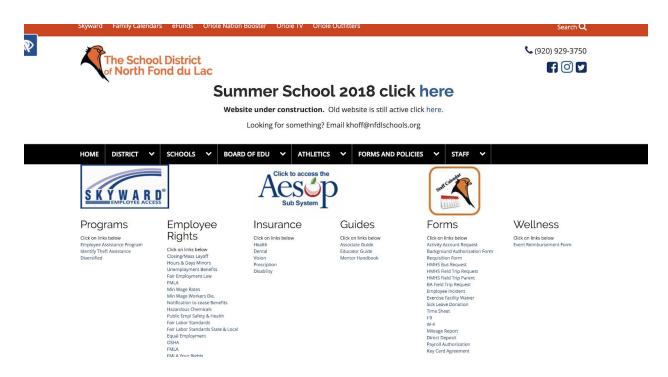
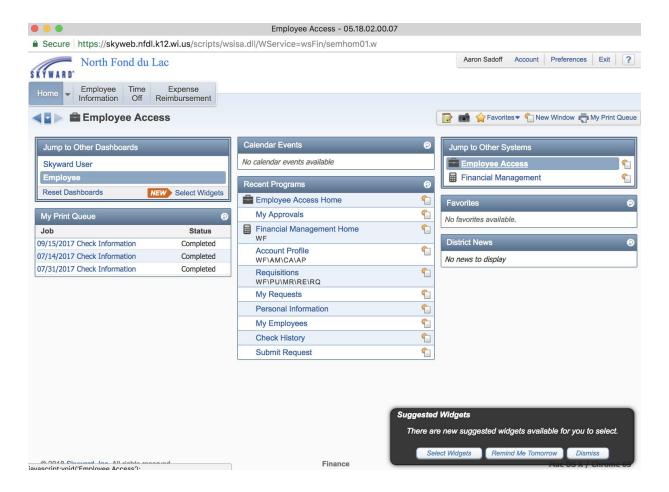
Skyward Web Requisition Tutorial

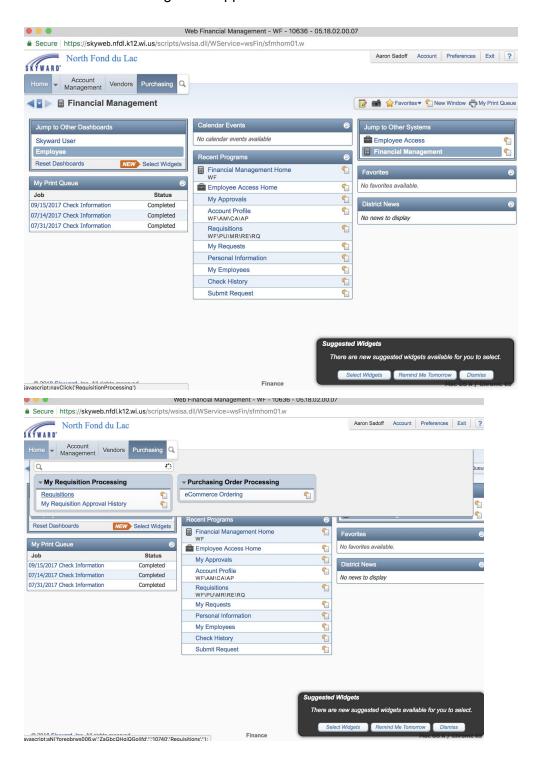
1 Click on the Skyward icon and log in using your **Skyward Employee Access** login and password



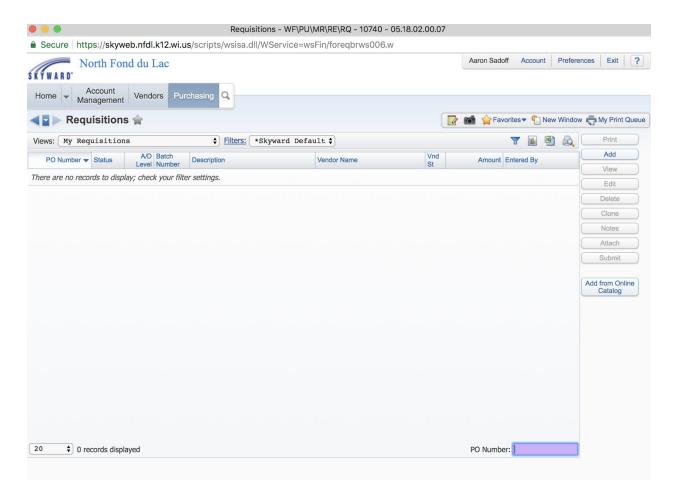
2. Click on Financial Management on the right hand side under "Jump to Other Systems"



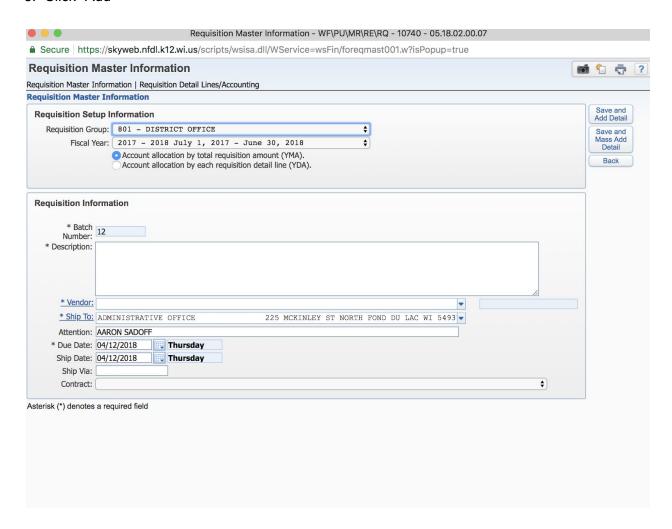
3. Click on Purchasing in the upper left of the screen



4. Click on Requisitions under "My Requisition Processing". You will now begin the requisition process.

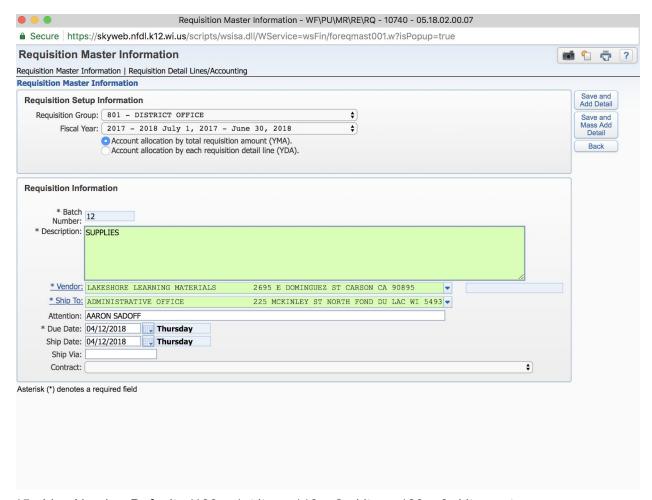


5. Click "Add"



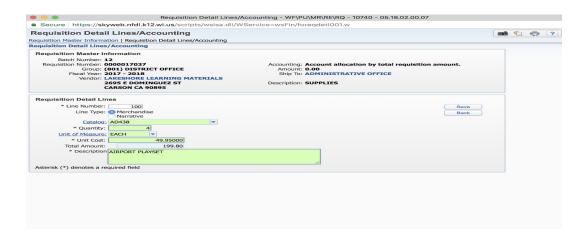
- 6. Here you will choose your Requisition Group which is the department that this order is for (some may only have 1 group some may have multiple groups)
- 7. Directly under Requisition Group, verify fiscal year.

- 8. Enter description of what you would like to request for purchase
- 9. Vendor either click on vendor to pull up list or if vendor is known start typing until your vendor appears in drop down box.
- 10. Verify Ship to For example, if you are at FLC, your Ship to should be the FLC address.
- 11. Attention Box most likely you, however if ordering for grade level, class, or another person put that in box.
- 12. Ship date use default
- 13. Ship via leave blank
- 14. Click "save"
 - Click "Save and Add Detail" to add one item at a time or
 - Click "Save and Mass Add Detail" to add multiple line items



- 15. Line Number Defaults (100 = 1st item, 110 = 2nd item, 120 = 3rd item, etc.
- 16. Line type leave as default "Merchandise"
- 17. Catalog: Always enter item number when available
- 18. Quantity: how many?
- 19. Unit measure:
 - a. Box
 - b. Case
 - c. Each
 - d. Package
- 20. Unit Cost How much dies it cost per unit of measure?
- 21. Total amount automatically fills in for you.
- 22. Description what is this individual item?

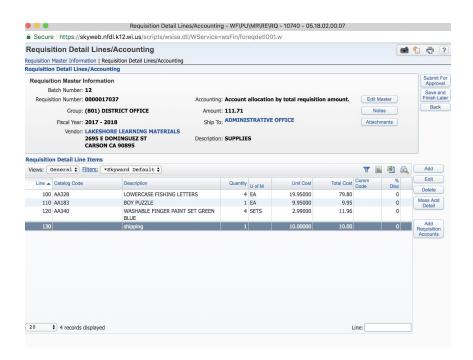
23. Click "Save"



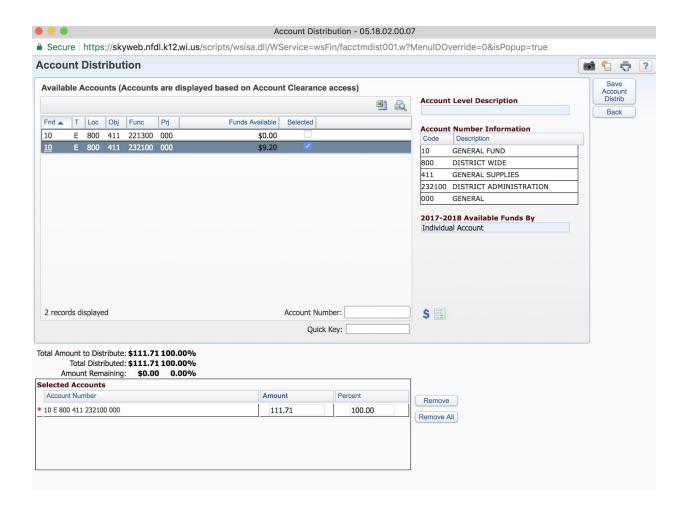
- 24. If you have more items to add, then click "ADD" and start again at step 15.
- 25. If something has been entered incorrectly, click "EDIT" and make adjustments

Be sure to add a line item for shipping if there are shipping charges!

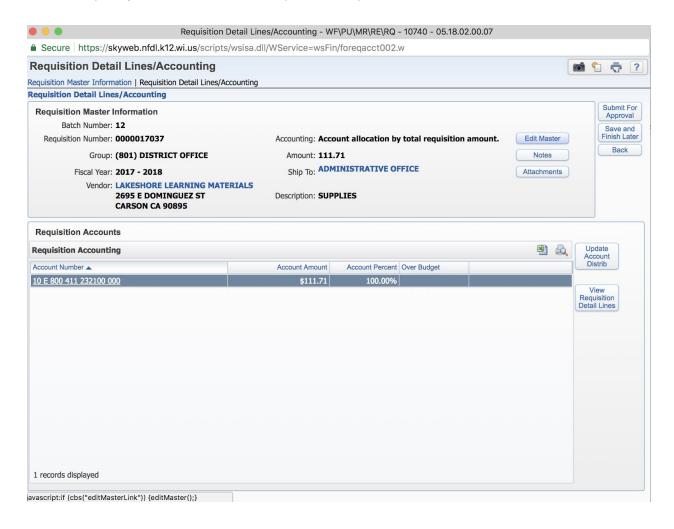
26. When all items have been entered correctly, click "Add Requisition Accounts" on right hand side of screen.



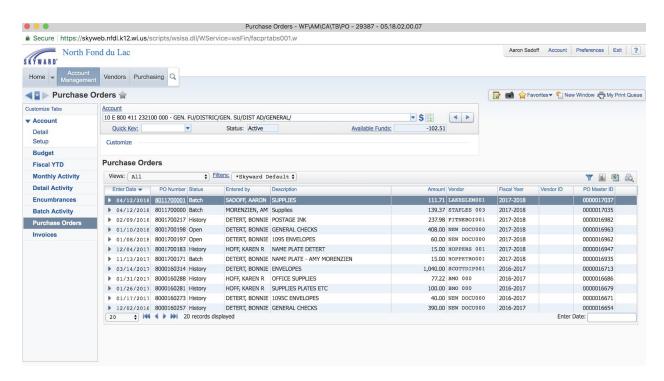
- 27. Pick the appropriate account to be charged. By highlighting accounts it shows account description on top right corner of screen.
- 28. Check box to select appropriate account you want to use.
- 27. If using more than one account, check more than one box and adjust account distribution in bottom right corner box.
- 28. Click "Save Account Distribution".



29. If everything has been entered and you're ready to submit click "Submit for Approval".



- 30. When requisition has been approved, you will receive an email notification. **Make sure to check your spam folder!**
- 31. Upon approval of requisition it will become a Purchase Order. Purchase orders can be viewed by clicking on "Account Management", "Account Profile" and then "Purchase Orders".



32. **Congratulations!** Your portion of the Requisition process is done! Karen will fax or mail your Purchase Order.

Any questions can be directed to Karen or Maria.

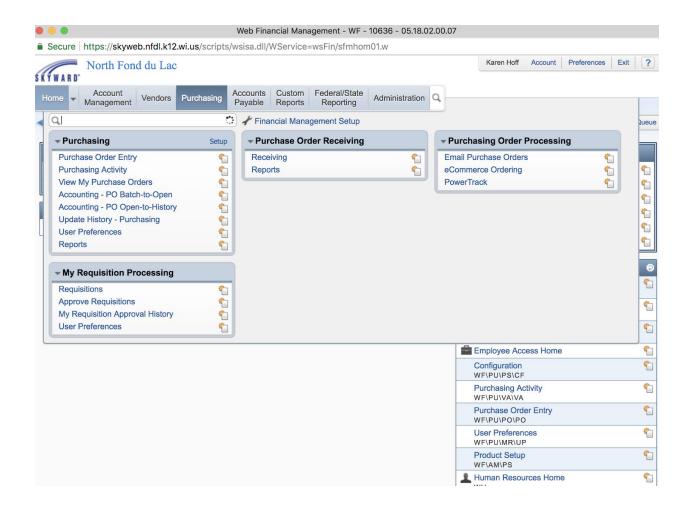
Tips and Tricks

- 1.To view YOUR budget information
 - a. Click on "Account Management"
 - b. Click on "Account Profile"
 - c. Click on any of the icons on the left side of the screen for budget information, fiscal year-to-date activity, monthly activity, purchase orders, encumbrances, and any invoices that have been paid.

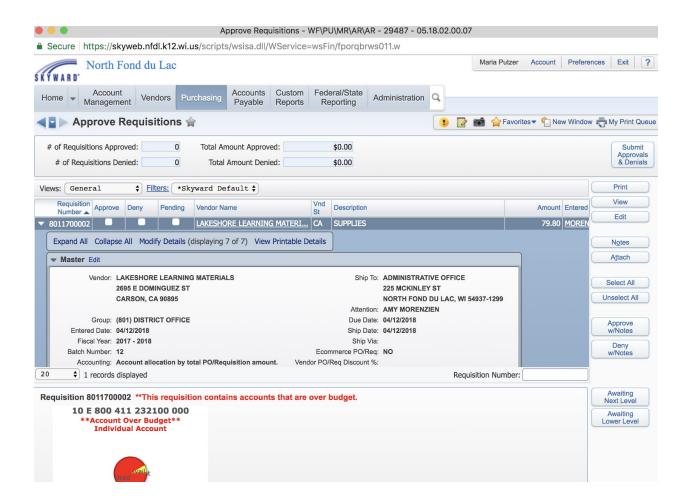
2. Note: Activity account purchases, Fund 21, and credit card purchases will continue to be handled on paper for now.

Skyward Web Requisition Approval Process (for administrators)

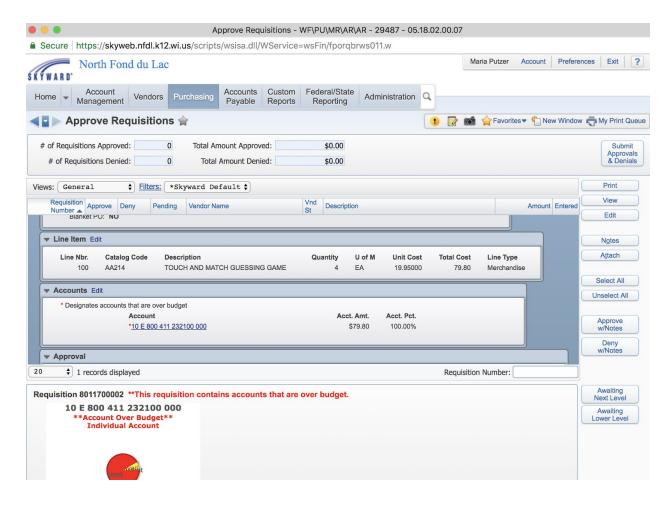
- 1. Currently, you will find "Requisition Awaiting Approval" in your SPAM folder (IT is working on fixing this so that they will go directly to your email inbox).
- 2. To approve requisitions, log in to Financial Management using your Employee Access log in and password.
- 3. Click on "Purchasing"
- 4. Click on "Approve Requisitions" under "My Requisition Processing"



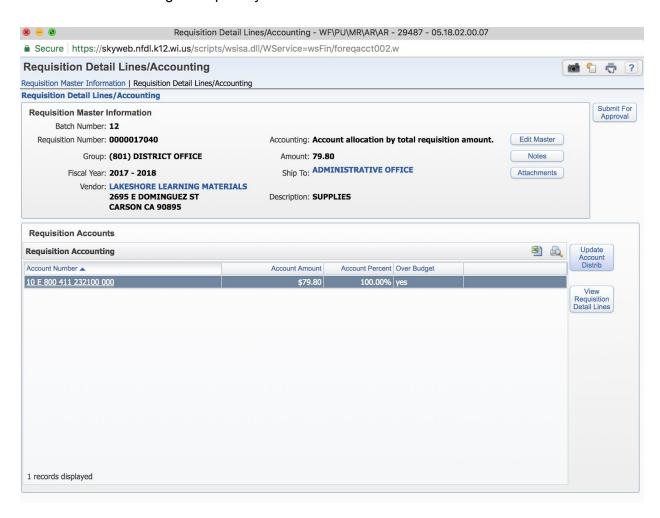
5. Click arrow next to requisition number to show requisition detail



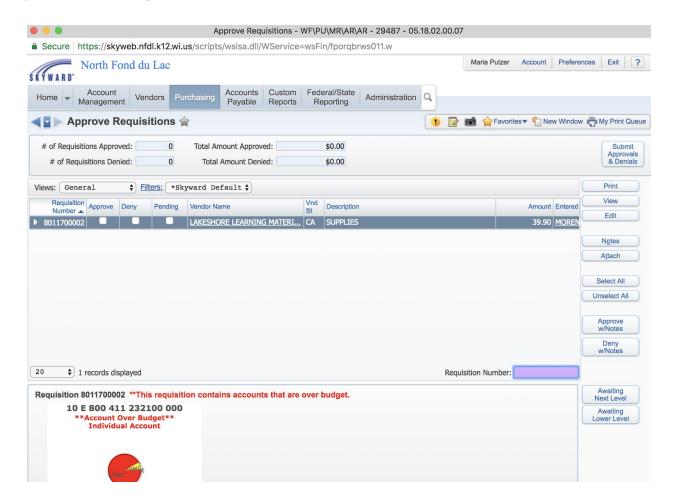
6. Scroll down until you see the account code(s).



- 7. Check all information on the requisition.
- 8. Click "Edit" on the right hand side of the screen to make changes to quantities, account code(s), to delete a line item.
 - a. If you need to change the account code, click on "Update Account Distrib". Change the account and click on "Save".
 - b. If you need to change the quantity, click on "View Requisition Detail Lines". Click on "Edit" and change the quantity.



9. Once everything on the requisition looks good, click on "Submit for Approval". This will take you back to the original approval screen.



10. Click "Approve".

- 11. Click "Submit Approvals and Denials"
- 12. Click "yes". By clicking yes, you have approved the requisition and have sent it to Maria for further approval. Once approved by Maria it will go to Karen for purchasing.

