






Skyward Web Requisition Tutorial




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

Skyward Family Calendars e-Forms Oriole Nation Booster Oriole TV Oriole Outfitters Search

  (920) 929-3750   

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HOME DISTRICT SCHOOLS BOARD OF EDU ATHLETICS FORMS AND POLICIES STAFF

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Requisition Form
HMHS Bus Request
HMHS Field Trip Request
HMHS Field Trip Parent
BA Field Trip Request
Employee Incident
Exercise Facility Waiver
Sick Leave Donation
Time Sheet
I-9
W-4
Mileage Report
Direct Deposit
Payroll Authorization
Key Card Agreement

Wellness
Click on links below
Event Reimbursement Form

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

The screenshot shows the Skyward Employee Access web application. The browser address bar displays the URL: <https://skyweb.nfdl.k12.wi.us/scripts/wsisa.dll/WService=wsFin/semhom01.w>. The page title is "Employee Access - 05.18.02.00.07". The user is logged in as "Aaron Sadoff".

The main navigation menu includes: Home, Employee Information, Time Off, and Expense Reimbursement. The current page is titled "Employee Access".

Key sections on the page include:

- Jump to Other Dashboards:** Shows the user is logged in as "Employee".
- My Print Queue:** A table showing job completion status.
- Calendar Events:** No events available.
- Recent Programs:** A list of programs including Employee Access Home, My Approvals, Financial Management Home, Account Profile, Requisitions, My Requests, Personal Information, My Employees, Check History, and Submit Request.
- Jump to Other Systems:** A list of systems including Employee Access and Financial Management.
- Favorites:** No favorites available.
- District News:** No news to display.

A "Suggested Widgets" notification is displayed at the bottom right, stating: "There are new suggested widgets available for you to select." with buttons for "Select Widgets", "Remind Me Tomorrow", and "Dismiss".

Job	Status
09/15/2017 Check Information	Completed
07/14/2017 Check Information	Completed
07/31/2017 Check Information	Completed

Program
Employee Access Home
My Approvals
Financial Management Home
Account Profile WF\AM\CA\AP
Requisitions WF\PU\MR\RE\REQ
My Requests
Personal Information
My Employees
Check History
Submit Request

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

The screenshot shows the Skyward Financial Management dashboard for North Fond du Lac. The browser address bar indicates the URL: <https://skyweb.nfdl.k12.wi.us/scripts/wsisa.dll/WService=wsFin/sfmhom01.w>. The user is logged in as Aaron Sadoff. The navigation menu at the top includes Home, Account Management, Vendors, and Purchasing, with Purchasing currently selected. The main dashboard area is titled "Financial Management" and contains several widgets: "Jump to Other Dashboards" (listing Skyward User and Employee), "Calendar Events" (No calendar events available), "Recent Programs" (listing Financial Management Home, Employee Access Home, My Approvals, Account Profile, Requisitions, My Requests, Personal Information, My Employees, Check History, and Submit Request), "Jump to Other Systems" (listing Employee Access and Financial Management), "My Print Queue" (listing three completed check information jobs), "Favorites" (No favorites available), and "District News" (No news to display). A "Suggested Widgets" notification is visible at the bottom right, stating "There are new suggested widgets available for you to select." with buttons for "Select Widgets", "Remind Me Tomorrow", and "Dismiss".

This screenshot shows the same Skyward Financial Management dashboard, but with the "Purchasing" menu expanded. The sub-menus are "My Requisition Processing" (containing Requisitions and My Requisition Approval History) and "Purchasing Order Processing" (containing eCommerce Ordering). The rest of the dashboard layout, including the navigation menu, main title, and various widgets, remains the same as in the previous screenshot. The "Suggested Widgets" notification is also present at the bottom right.

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

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

- Browser Title Bar:** Requisitions - WF\PU\MR\RE\RQ - 10740 - 05.18.02.00.07
- Address Bar:** Secure | https://skyweb.nfdl.k12.wi.us/scripts/wsisa.dll/WService=wsFin/foreqbrws006.w
- Page Header:** North Fond du Lac (with SKYWARD logo) and user menu (Aaron Sadoff, Account, Preferences, Exit, ?).
- Navigation Menu:** Home, Account Management, Vendors, Purchasing (selected).
- Section Header:** Requisitions (with star icon).
- Tools:** Favorites, New Window, My Print Queue.
- Filters:** Views: My Requisitions; Filters: *Skyward Default.
- Table:**

PO Number	Status	A/D Level	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By
There are no records to display; check your filter settings.								
- Actions:** Print, Add, View, Edit, Delete, Clone, Notes, Attach, Submit, Add from Online Catalog.
- Footer:** 20 records displayed (dropdown), PO Number: [input field]

5. Click "Add"

Requisition Master Information - WF\PU\MR\RE\RQ - 10740 - 05.18.02.00.07

Secure | https://skyweb.nfdl.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: 801 - DISTRICT OFFICE

Fiscal Year: 2017 - 2018 July 1, 2017 - June 30, 2018

Account allocation by total requisition amount (YMA).

Account allocation by each requisition detail line (YDA).

Requisition Information

* Batch Number: 12

* Description:

* Vendor:

* Ship To: ADMINISTRATIVE OFFICE 225 MCKINLEY ST NORTH FOND DU LAC WI 5493

Attention: AARON SADOFF

* Due Date: 04/12/2018 Thursday

Ship Date: 04/12/2018 Thursday

Ship Via:

Contract:

Asterisk (*) denotes a required field

Save and Add Detail

Save and Mass Add Detail

Back

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

Requisition Master Information - WF\PU\MR\RE\RQ - 10740 - 05.18.02.00.07

Secure | https://skyweb.nfdl.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: 801 - DISTRICT OFFICE

Fiscal Year: 2017 - 2018 July 1, 2017 - June 30, 2018

Account allocation by total requisition amount (YMA).
 Account allocation by each requisition detail line (YDA).

Save and Add Detail

Save and Mass Add Detail

Back

Requisition Information

* Batch Number: 12

* Description: SUPPLIES

* Vendor: LAKESHORE LEARNING MATERIALS 2695 E DOMINGUEZ ST CARSON CA 90895

* Ship To: ADMINISTRATIVE OFFICE 225 MCKINLEY ST NORTH FOND DU LAC WI 5493

Attention: AARON SADOFF

* Due Date: 04/12/2018 Thursday

Ship Date: 04/12/2018 Thursday

Ship Via:

Contract:

Asterisk (*) denotes a required field

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 does it cost per unit of measure?
21. Total amount automatically fills in for you.
22. Description - what is this individual item?

23. Click "Save"

Requisition Detail Lines/Accounting - WF\PU\MR\REQ - 10740 - 05.18.02.00.07

Secure | https://skyweb.nfdi.k12.wi.us/scripts/wsisa.dll/WService=wsFin/foreqdet1001.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 12
Requisition Number: 000017037
Group: (801) DISTRICT OFFICE
Fiscal Year: 2017 - 2018
Vendor: LAKESHORE LEARNING MATERIALS
2695 E DOMINGUEZ ST
CARSON CA 90895

Accounting: Account allocation by total requisition amount.
Amount: 0.00
Ship To: ADMINISTRATIVE OFFICE
Description: SUPPLIES

Requisition Detail Lines

* Line Number: 100
Line Type: Merchandise
Catalog: AD438
* Quantity: 4
Unit of Measure: EACH
* Unit Cost: 49.95000
Total Amount: 199.80
* Description: AIRPORT PLAYSET

Buttons: Save, Back

Asterisk (*) denotes a required field

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.

Requisition Detail Lines/Accounting - WF\PU\MR\REQ - 10740 - 05.18.02.00.07

Secure | https://skyweb.nfdi.k12.wi.us/scripts/wsisa.dll/WService=wsFin/foreqdet1001.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 12
Requisition Number: 000017037
Group: (801) DISTRICT OFFICE
Fiscal Year: 2017 - 2018
Vendor: LAKESHORE LEARNING MATERIALS
2695 E DOMINGUEZ ST
CARSON CA 90895

Accounting: Account allocation by total requisition amount.
Amount: 111.71
Ship To: ADMINISTRATIVE OFFICE
Description: SUPPLIES

Buttons: 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	% Disc
100	AA328	LOWERCASE FISHING LETTERS	4	EA	19.95000	79.80		0
110	AA183	BOY PUZZLE	1	EA	9.95000	9.95		0
120	AA340	WASHABLE FINGER PAINT SET GREEN BLUE	4	SETS	2.99000	11.96		0
130		shipping	1		10.00000	10.00		0

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

20 4 records displayed Line: _____

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".

Account Distribution - 05.18.02.00.07

Secure | <https://skyweb.nfdl.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	Func	Prj	Funds Available	Selected
10	E	800	411	221300	000	\$0.00	<input type="checkbox"/>
10	E	800	411	232100	000	\$9.20	<input checked="" type="checkbox"/>

2 records displayed

Account Number:

Quick Key:

Account Level Description

Account Number Information

Code	Description
10	GENERAL FUND
800	DISTRICT WIDE
411	GENERAL SUPPLIES
232100	DISTRICT ADMINISTRATION
000	GENERAL

2017-2018 Available Funds By

Individual Account

Save Account Distrib

Back

Total Amount to Distribute: **\$111.71 100.00%**
 Total Distributed: **\$111.71 100.00%**
 Amount Remaining: **\$0.00 0.00%**

Account Number	Amount	Percent
* 10 E 800 411 232100 000	111.71	100.00

Remove

Remove All

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

Requisition Detail Lines/Accounting - WF\PU\MR\RE\RQ - 10740 - 05.18.02.00.07

Secure | <https://skyweb.nfdl.k12.wi.us/scripts/wsisa.dll/WService=wsFin/foreqacct002.w>

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **12**

Requisition Number: **0000017037**

Group: **(801) DISTRICT OFFICE**

Fiscal Year: **2017 - 2018**

Vendor: **LAKESHORE LEARNING MATERIALS**
2695 E DOMINGUEZ ST
CARSON CA 90895

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

Amount: **111.71**

Ship To: **ADMINISTRATIVE OFFICE**

Description: **SUPPLIES**

[Edit Master](#)

[Notes](#)

[Attachments](#)

[Submit For Approval](#)

[Save and Finish Later](#)

[Back](#)

Requisition Accounts

Requisition Accounting

Account Number	Account Amount	Account Percent	Over Budget
10 E 800 411 232100 000	\$111.71	100.00%	

[Update Account Distrib](#)

[View Requisition Detail Lines](#)

1 records displayed

```
javascript:if (cbs("editMasterLink")) {editMaster();}
```

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”.

The screenshot shows the Skyward software interface for North Fond du Lac. The top header displays the user name 'Aaron Sadoff' and navigation options like 'Account', 'Preferences', and 'Exit'. The main content area is titled 'Purchase Orders' and shows a table of purchase orders. The table has columns for Enter Date, PO Number, Status, Entered by, Description, Amount, Vendor, Fiscal Year, Vendor ID, and PO Master ID. The table contains 20 records, with the first record being a purchase order for 111.71 from vendor TAKBSTEM001 on 04/12/2018.

Enter Date	PO Number	Status	Entered by	Description	Amount	Vendor	Fiscal Year	Vendor ID	PO Master ID
04/12/2018	8011700001	Batch	SADOFF, AARON	SUPPLIES	111.71	TAKBSTEM001	2017-2018		0000017037
04/12/2018	8011700000	Batch	MORENZIEN, AM	Supplies	139.37	STAPLES 003	2017-2018		0000017035
02/09/2018	8001700217	History	DETERT, BONNIE	POSTAGE INK	237.98	PITNEBOI001	2017-2018		0000016982
01/10/2018	8001700198	Open	DETERT, BONNIE	GENERAL CHECKS	408.00	NEW DOCU000	2017-2018		0000016963
01/08/2018	8001700197	Open	DETERT, BONNIE	1095 ENVELOPES	60.00	NEW DOCU000	2017-2018		0000016962
12/04/2017	8001700183	History	HOFF, KAREN R	NAME PLATE DETERT	15.00	HOPPERS 001	2017-2018		0000016947
11/13/2017	8001700171	Batch	DETERT, BONNIE	NAME PLATE - AMY MORENZIEN	15.00	HOPPETRO001	2017-2018		0000016935
03/14/2017	8000160314	History	DETERT, BONNIE	ENVELOPES	1,040.00	SCOTTDIPO01	2016-2017		0000016713
01/31/2017	8000160288	History	HOFF, KAREN R	OFFICE SUPPLIES	77.22	BMO 000	2016-2017		0000016686
01/26/2017	8000160281	History	HOFF, KAREN R	SUPPLIES PLATES ETC	100.00	BMO 000	2016-2017		0000016679
01/17/2017	8000160273	History	DETERT, BONNIE	1095C ENVELOPES	40.00	NEW DOCU000	2016-2017		0000016671
12/02/2016	8000160257	History	DETERT, BONNIE	GENERAL CHECKS	390.00	NEW DOCU000	2016-2017		0000016654

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”

The screenshot displays the Skyward Web Financial Management interface. The browser address bar shows the URL: <https://skyweb.nfdl.k12.wi.us/scripts/wsisa.dll/WService=wsFin/sfmhom01.w>. The page title is "Web Financial Management - WF - 10636 - 05.18.02.00.07". The user is logged in as Karen Hoff, with options for Account, Preferences, Exit, and a help icon.

The main navigation menu includes: Home, Account Management, Vendors, **Purchasing**, Accounts Payable, Custom Reports, Federal/State Reporting, and Administration. The "Purchasing" menu is expanded, showing the following options:

- Purchasing** (Setup)
 - Purchase Order Entry
 - Purchasing Activity
 - View My Purchase Orders
 - Accounting - PO Batch-to-Open
 - Accounting - PO Open-to-History
 - Update History - Purchasing
 - User Preferences
 - Reports
- My Requisition Processing**
 - Requisitions
 - Approve Requisitions
 - My Requisition Approval History
 - User Preferences

Other visible sections include:

- Purchase Order Receiving**
 - Receiving
 - Reports
- Purchasing Order Processing**
 - Email Purchase Orders
 - eCommerce Ordering
 - PowerTrack

The right sidebar contains a "Queue" section and a list of links for Employee Access Home, Configuration (WF\PU\PS\CF), Purchasing Activity (WF\PU\VA\VA), Purchase Order Entry (WF\PU\PO\PO), User Preferences (WF\PU\MR\UP), Product Setup (WF\AM\PS), and Human Resources Home.

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

Approve Requisitions - WF\PU\MR\AR\AR - 29487 - 05.18.02.00.07

Secure | https://skyweb.nfdl.k12.wi.us/scripts/wsisa.dll/WService=wsFin/fporqbrws011.w

North Fond du Lac

Maria Putzer Account Preferences Exit ?

Home Account Management Vendors **Purchasing** Accounts Payable Custom Reports Federal/State Reporting Administration

Approve Requisitions

of Requisitions Approved: 0 Total Amount Approved: \$0.00
 # of Requisitions Denied: 0 Total Amount Denied: \$0.00

Submit Approvals & Denials

Views: General Filters: *Skyward Default

Requisition Number	Approve	Deny	Pending	Vendor Name	Vnd St	Description	Amount	Entered
8011700002	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LAKESHORE LEARNING MATERI...	CA	SUPPLIES	79.80	MOREN

Expand All Collapse All Modify Details (displaying 7 of 7) View Printable Details

Master Edit

Vendor: LAKESHORE LEARNING MATERIALS
 2695 E DOMINGUEZ ST
 CARSON, CA 90895

Ship To: ADMINISTRATIVE OFFICE
 225 MCKINLEY ST
 NORTH FOND DU LAC, WI 54937-1299

Attention: AMY MORENZIEN

Group: (801) DISTRICT OFFICE

Entered Date: 04/12/2018

Fiscal Year: 2017 - 2018

Batch Number: 12

Accounting: Account allocation by total PO/Requisition amount.

Due Date: 04/12/2018

Ship Date: 04/12/2018

Ship Via:

Ecommerce PO/Req: NO

Vendor PO/Req Discount %:

20 1 records displayed

Requisition Number:

Requisition 8011700002 ****This requisition contains accounts that are over budget.**

10 E 800 411 232100 000

****Account Over Budget****

Individual Account

Awaiting Next Level

Awaiting Lower Level

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

Approve Requisitions - WF\PU\MR\AR - 29487 - 05.18.02.00.07

Secure | <https://skyweb.nfdl.k12.wi.us/scripts/wsisadll/WService=wsFin/fporqbrws011.w>

North Fond du Lac

Maria Putzer Account Preferences Exit ?

Home Account Management Vendors **Purchasing** Accounts Payable Custom Reports Federal/State Reporting Administration

Approve Requisitions

of Requisitions Approved: 0 Total Amount Approved: \$0.00
 # of Requisitions Denied: 0 Total Amount Denied: \$0.00

Submit Approvals & Denials

Views: General Filters: *Skyward Default

Requisition Number	Approve	Deny	Pending	Vendor Name	Vnd St	Description	Amount	Entered	
Blanket PO: NO									
Line Item Edit									
Line Nbr.	Catalog Code	Description			Quantity	U of M	Unit Cost	Total Cost	Line Type
100	AA214	TOUCH AND MATCH GUESSING GAME			4	EA	19.95000	79.80	Merchandise
Accounts Edit									
* Designates accounts that are over budget									
Account						Acct. Amt.	Acct. Pct.		
*10 E 800 411 232100 000						\$79.80	100.00%		
Approval									
20						1 records displayed			Requisition Number:

Requisition 8011700002 ****This requisition contains accounts that are over budget.**

10 E 800 411 232100 000

****Account Over Budget****

Individual Account

Print
View
Edit
Notes
Attach
Select All
Unselect All
Approve w/Notes
Deny w/Notes
Awaiting Next Level
Awaiting Lower Level

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.

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

- Browser Title:** Requisition Detail Lines/Accounting - WF\PU\MR\AR\AR - 29487 - 05.18.02.00.07
- Address Bar:** Secure | https://skyweb.nfdl.k12.wi.us/scripts/wsisa.dll/WService=wsFin/foreqacct002.w
- Page Header:** Requisition Detail Lines/Accounting
- Navigation:** Requisition Master Information | Requisition Detail Lines/Accounting
- Section Header:** Requisition Detail Lines/Accounting
- Requisition Master Information:**
 - Batch Number: 12
 - Requisition Number: 0000017040
 - Group: (801) DISTRICT OFFICE
 - Fiscal Year: 2017 - 2018
 - Vendor: LAKESHORE LEARNING MATERIALS
2695 E DOMINGUEZ ST
CARSON CA 90895
 - Accounting: Account allocation by total requisition amount.
 - Amount: 79.80
 - Ship To: ADMINISTRATIVE OFFICE
 - Description: SUPPLIES
- Buttons:** Submit For Approval, Edit Master, Notes, Attachments
- Requisition Accounts Section:**
 - Section Header: Requisition Accounts
 - Section Sub-Header: Requisition Accounting
 - Table:

Account Number	Account Amount	Account Percent	Over Budget
10 E 800 411 232100 000	\$79.80	100.00%	yes
 - Buttons: Update Account Distrib, View Requisition Detail Lines
- Footer:** 1 records displayed

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

Approve Requisitions - WF\PU\MR\AR\AR - 29487 - 05.18.02.00.07

Secure | https://skyweb.nfdl.k12.wi.us/scripts/wsisa.dll/WService=wsFin/fporqbrws011.w

North Fond du Lac

Maria Putzer Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Custom Reports Federal/State Reporting Administration

Approve Requisitions

of Requisitions Approved: 0 Total Amount Approved: \$0.00
 # of Requisitions Denied: 0 Total Amount Denied: \$0.00

Submit Approvals & Denials

Views: General Filters: *Skyward Default

Requisition Number	Approve	Deny	Pending	Vendor Name	Vnd St	Description	Amount	Entered
▶ 8011700002	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LAKESHORE LEARNING MATERI...	CA	SUPPLIES	39.90	MOREN

20 1 records displayed Requisition Number:

Requisition 8011700002 ****This requisition contains accounts that are over budget.**
10 E 800 411 232100 000
****Account Over Budget****
Individual Account

Awaiting Next Level
 Awaiting Lower Level

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.

Approve Requisitions - WF\PU\MR\AR\AR - 29487 - 05.18.02.00.07

Secure | https://skyweb.nfdl.k12.wi.us/scripts/wsisa.dll/WService=wsFin/fporqbrws011.w

North Fond du Lac

Maria Putzer Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Custom Reports Federal/State Reporting Administration

Approve Requisitions

of Requisitions Approved: 1 Total Amount Approved: \$39.90
of Requisitions Denied: 0 Total Amount Denied: \$0.00

Submit Approvals & Denials

Views: General Filters: *Skyward Default

Requisition Number	Approve	Deny	Pending	Vendor Name	Vnd St	Description	Amount	Entered
8011700002	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LAKESHORE		Submit Approvals and Denials	39.90	MOREN

1 records displayed

Requisition Number:

Requisition 8011700002 ****This requisition contains accounts that are over budget.**
10 E 800 411 232100 000
****Account Over Budget****
Individual Account

Buttons: Print, View, Edit, Notes, Attach, Select All, Unselect All, Approve w/Notes, Deny w/Notes, Awaiting Next Level, Awaiting Lower Level