

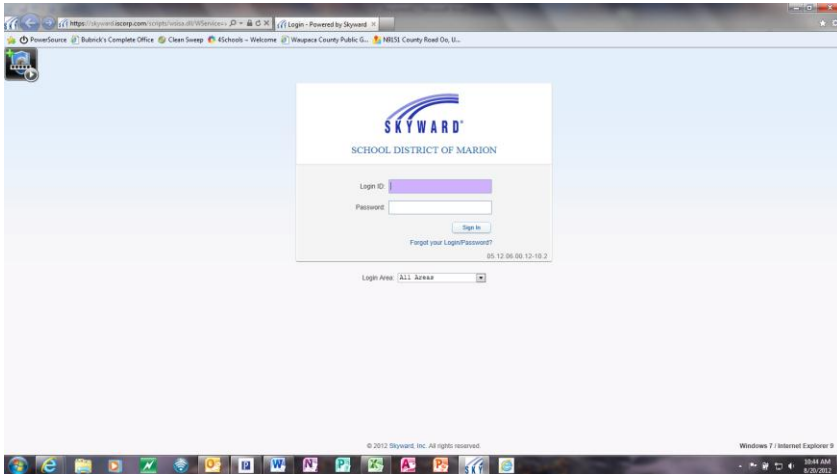
Placing a Requisition order in Skyward

Log-in from the Marion school website page

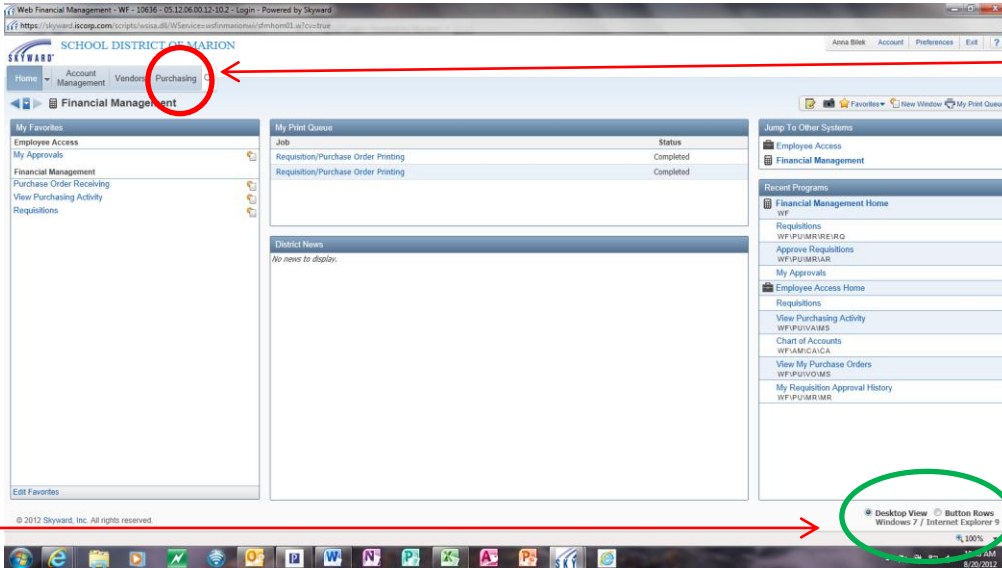
<http://www.marion.k12.wi.us/index.cfm>

Click on “Skyward Employee Access” from the sidebar menu

(To save time for future use you can bookmark this page)

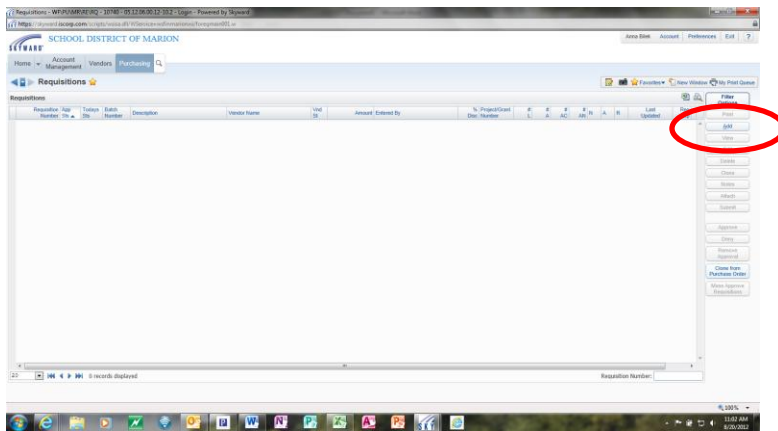


Once logged in you will have a main page- There are two formats to view. Make sure the button labeled “Desktop View” is selected in the lower right hand corner, the button view will be discontinued.



Click on the **Purchasing** tab

Select **Requisitions**



To start a new requisition select **Add**

You must do a separate requisition for each vendor/store you order from.

Requisition Master Information

Requisition Setup Information
 Requisition Group: 100 - ELEMENTARY
 Fiscal Year: 2012 - 2013 July 1, 2012 - June 30, 2013
☐ Account allocation by total requisition amount (YMA).
☐ Account allocation by each requisition detail line (YDA).

Requisition Information
 * Batch Number: 20
 * Description:
 * Vendor: MARION ELEMENTARY SCHOOL 1001 N MAIN STREET MARION WI 54950
 * Ship To: MARION ELEMENTARY SCHOOL 1001 N MAIN STREET MARION WI 54950
 * Invoice To:
 Attention: ANNA BILEK
 * Due Date: 08/20/2012 Monday
 Ship Date: 08/20/2012 Monday
 Ship Via:
 Contract:

Asterisk (*) denotes a required field

On this screen fill in:

***Description** (grade, what it is for, what it is, etc.)

***Vendor** (start typing name and list will come up)

Attention: (Make sure your name is here)

Leave the rest of the fields as is.

If you have a number of items to order click **Save and Mass Add Detail**, if only 1 item click **Save and Add Detail**

Requisition Detail Lines/Accounting

Requisition Master Information
 Batch Number: 20
 Requisition Number: 0000001529
 Group: (100) ELEMENTARY
 Fiscal Year: 2012 - 2013
 Vendor: SCHOOL SPECIALTY
 PO BOX 1579
 APPLETON WI 54912
 Accounting: Account allocation by total requisition amount.
 Amount: 0.00
 Ship To: MARION ELEMENTARY SCHOOL
 Description: Test

Requisition Detail Lines
 * Line Number: 100
 Line Type: ☐ Narrative
☐ Merchandise
 * Catalog:
 * Quantity: 0
 * Unit of Measure:
 * Unit Cost: 0.00000
 Total Amount: 0.00
 * Description:

Asterisk (*) denotes a required field

Catalog: type in catalog/item number

***Quantity** = # of items ordered

Unit of Measure: (select how product is packaged and ordered)

Unit Cost = \$ amount per item

Total will auto calculate based on above info

***Description** – item info

For the Mass Add Detail page you can continue to add items

CLICK SAVE!

All your items should be listed, now you need to add the accounts to pull the money from.

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 20
Requisition Number: 0000001530
Group: 100 ELEMENTARY
Fiscal Year: 2012 - 2013
Vendor: SCHOOL CARE
840 MOON DR
GREEN BAY WI 54313

Accounting: Account allocation by total requisition amount.
Amount: 0.25
Ship To: MARION ELEMENTARY SCHOOL
Description: TEST

Submit For Approval
Save and Finish Later
Back

Requisition Detail Line Items

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code
1	100 01	test	1	Each	0.25000	0.25	

1 records displayed

Line:

Determine the account number you will be entering before starting this section. There must be money available in the account to use it.

Click Add Requisition Accounts

Account Distribution

Available Accounts

Find	T	Loc	Qty	Func	Pj	Funds Available	Selected	
88	10	E	400	331	253000	000	\$19,819.13	<input type="checkbox"/>
89	10	E	400	336	253000	000	\$62,791.55	<input type="checkbox"/>
90	10	E	400	337	253000	000	\$1,200.00	<input type="checkbox"/>
91	10	E	400	338	253000	000	\$8,000.00	<input type="checkbox"/>
92	10	E	400	339	253000	000	\$1,895.94	<input type="checkbox"/>
93	10	E	400	342	256270	000	\$0.00	<input type="checkbox"/>
94	10	E	400	355	253000	000	\$0.00	<input type="checkbox"/>
95	10	E	400	411	253000	000	\$11,277.10	<input checked="" type="checkbox"/>
96	10	E	400	411	253400	000	\$0.00	<input type="checkbox"/>
97	10	E	400	411	254100	000	\$5,000.00	<input type="checkbox"/>
98	10	E	400	411	254300	000	\$1,500.00	<input type="checkbox"/>
99	10	E	400	439	253000	000	\$0.00	<input type="checkbox"/>
100	10	E	400	551	253700	000	\$0.00	<input type="checkbox"/>

100 records displayed

Account Number:

Quick Key:

Account Level Description

Account Number Information

Code	Description
10	GENERAL FUND
400	SENIOR HIGH SCHOOLS
411	GENERAL SUPPLIES
253000	OPERATION

2012-2013 Available Funds By Individual Account

Total Amount to Distribute: \$0.25 100.00%

Total Distributed: \$0.25 100.00%

Amount Remaining: \$0.00 0.00%

Selected Accounts

Account Number	Amount	Percent
10 E 400 411 253000 000	0.25	100.00

Remove
Remove All

Save Account Distrib
Back

Add your account number. You can type it in the Account Number box to search or page through the list.

Click on the box next to the number in the list to select.

Once the account is selected it will be listed in the box. If you have more than one account to use you can change the total \$ distribution here, the % will change automatically.

Click Save Account Distrib

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 20
Requisition Number: 0000001530
Group: (100) ELEMENTARY
Fiscal Year: 2012 - 2013
Vendor: SCHOOL CARE
840 MOON DR
GREEN BAY WI 54313

Accounting: Account allocation by total requisition amount.
Amount: 0.25
Ship To: MARION ELEMENTARY SCHOOL
Description: TEST

Edit Master
Notes
Attachments

Submit For Approval
Save and Finish Later
Back

Requisition Accounts

Account Number	Account Amount	Account Percent	Over Budget
10 E 400 411 253000 000	\$0.25	100.00%	

Update Account Distrib
View Requisition Detail Lines

1 records displayed

If you are ready to order- Click **Submit For Approval**

Once you click this is gets sent for 1st level approval, once 2nd level approval is done the secretary will fax the order.

If you need to add or finish later click **Save and Finish Later** just make sure to come back and finish and submit for approval or the order will not get processed.

Once the requisition is approved you should receive an email notification.

If you have items you would like to save funds for, you can create a purchase order for it and add a note in the description to order for a certain date.

Please ask questions if you are not sure of a procedure.