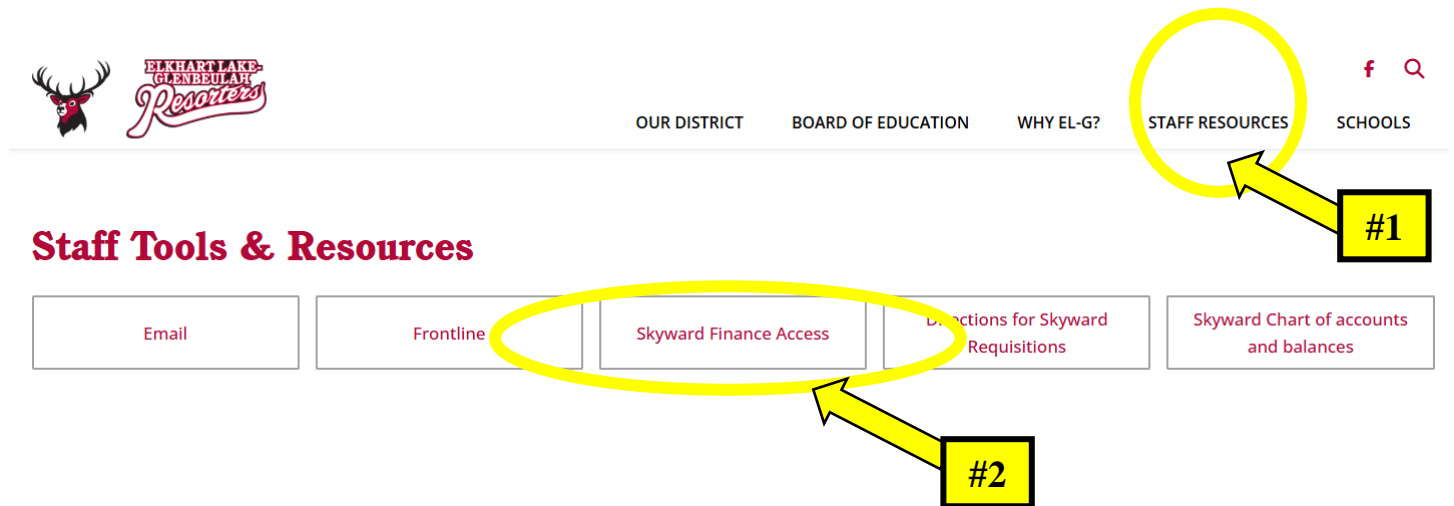


Directions for Skyward Requisitions:

Step #1: Login to Skyward Finance

- Go to school webpage → Staff Resources (at the top of the page) → Skyward Finance Access → Type in your Login ID and Password



If you have issues logging in, please contact Diane Hassinger at dhassinger@goresorters.com.

Step #2: Go to Purchasing

Web Financial Management - WF - 10636 - 05.23.06.00.06 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WSservice=wsfinelkhartlakewi/sfmhom01.w

ELKHART LAKE GLENBEULAH SCHOOL DISTRICT

John Ostermann Account Preferences Exit ?

Home Purchasing

Financial Management

Jump to Other Dashboards

Skyward User

Reset Dashboards Select Widgets

Favorites

No favorites available.

My Print Queue

Job Status

No items available.

District News

No news to display

Recent Programs

Financial Management Home WF

Release Notifications

No Skyward Notifications were found

Step #3: Click on Requisitions

Web Financial Management - WF - 10636 - 05.23.06.00.06 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WSservice=wsfinelkhartlakewi/sfmhom01.w

ELKHART LAKE GLENBEULAH SCHOOL DISTRICT

John Ostermann Account Preferences Exit ?

Home Purchasing

My Requisition Processing

Requisitions

My Requisition Approval History

Favorites

No favorites available.

District News

No news to display

Release Notifications

No Skyward Notifications were found

Step #4: Click Add

Requisitions - WF\PU\MR\RE\RQ - 10740 - 05.23.06.00.06 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinelkhartlakewi/foreqbrws006.w

John Ostermann Account Preferences Exit ?

SKYWARD ELKHART LAKE GLENBEULAH SCHOOL DISTRICT

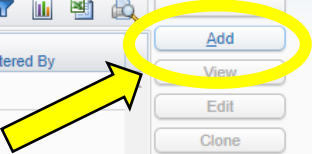
Home Purchasing

Requisitions

Views: My Requisitions Filters: *Skyward Default

Requisition 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.								

Add View Edit Clone Notes Attach Submit



Step #5: Enter Requisition Information – Use all capital letters (CAP LOCK on)

- Make sure to select the **correct requisition group** AND **correct fiscal year is listed (2025 – 2026)** and the correct requisition group
- Add a brief description of item(s) being purchased
- Select Vendor from drop-down menu
 - If vendor is not available, please email the vendor information to Diane Hassinger at dhassinger@goresorters.com
 - Include the following vendor information:
 - Name of vendor | Address | Phone number | Fax number | Email (if available) | Contact name
- Make sure you select correct building for shipping
- **Change ship and due date to today's date for 2025-26 requisitions**
- Click Save and Add Detail

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 400 - High School

Fiscal Year: 2025 - 2026 July 1, 2025 - June 30, 2026

☒ Account allocation by total requisition amount (YMA)

☐ Account allocation by each requisition detail line (YDA).

#1 points to the Requisition Setup Information section.

#2 points to the Ship To field.

#3 points to the Ship Date field.

#4 points to the Ship Via field.

#5 points to the Due Date field.

#6 points to the Save and Add Detail button.

Requisition Information

* Description:

* Ship To: ELKHART LAKE HIGH SCHOOL 201 N LINCOLN STREET PO BOX 326 ELKHART LA

* Ship Date: 07/28/2025 Monday

* Due Date: 07/28/2025 Monday

Ship Via:

Contract:

Asterisk (*) denotes a required field

Step #6: Enter Requisition Details

- Enter catalog number/part number/model number/SKU
- Enter quantity of items ordered
- Enter unit cost per item
- Enter a detailed description of the item to be ordered
 - Place 'tinyurl' links here
- Click Save

Requisition Detail Lines/Accounting - WFP\PU\MR\REQ - 10740 - 05.23.06.00.06 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinelkhartlakewi/foreqdetl001.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: WEBREQ	Accounting: Account allocation by total requisition amount.
Requisition Number: 0000012138	Amount: 0.00
Group: (400) High School	Ship To: ELKHART LAKE HIGH SCHOOL
Fiscal Year: 2023 - 2024	
Vendor: ROBOLINK	Description: Robotics Equipment
5075 SHOREHAM PL. STE 110 SAN DIEGO CA 92122	

Requisition Detail Lines

* Line Number:

Line Type: ☒ Merchandise ☐ Narrative

* Catalog:

* Quantity:

Unit of Measure:

* Unit Cost:

Total Amount:

* Description:

Asterisk (*) denotes a required field

#1 points to Line Number

#2 points to Catalog

#3 points to Quantity

#4 points to Description

#5 points to Save button

Add more items if necessary: Repeat step #6

Requisition Detail Lines/Accounting - WFPUMR\REQ - 10740 - 05.23.06.00.06 - Google Chrome

skyward.iscorp.com/scripts/wsisd.dll/WService=wsfinelkhartlakewi/foreqdet001.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information
Batch Number: **WEBREQ**
Requisition Number: **0000012138**
Group: **(400) High School**
Fiscal Year: **2023 - 2024**
Vendor: **ROBOLINK**
5075 SHOREHAM PL. STE 110
SAN DIEGO CA 92122
Accounting: **Account allocation by total requisition amount.**
Amount: **250.00**
Ship To: **ELKHART LAKE HIGH SCHOOL**
Description: **Robotics Equipment**

[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	% Disc
100	123	Space Shuttle Robot Rocket	1		250.00000	250.00		0

[Add](#)
[Edit](#)
[Delete](#)
[Mass Add Detail](#)
[Add Requisition Accounts](#)

Step #7: Add Requisition Accounts

- Click Add Requisition Accounts

Requisition Detail Lines/Accounting - WFPUMR\REQ - 10740 - 05.23.06.00.06 - Google Chrome

skyward.iscorp.com/scripts/wsisd.dll/WService=wsfinelkhartlakewi/foreqdet001.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information
Batch Number: **WEBREQ**
Requisition Number: **0000012138**
Group: **(400) High School**
Fiscal Year: **2023 - 2024**
Vendor: **ROBOLINK**
5075 SHOREHAM PL. STE 110
SAN DIEGO CA 92122
Accounting: **Account allocation by total requisition amount.**
Amount: **250.00**
Ship To: **ELKHART LAKE HIGH SCHOOL**
Description: **Robotics Equipment**

[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	% Disc
100	123	Space Shuttle Robot Rocket	1		250.00000	250.00		0

[Add](#)
[Edit](#)
[Delete](#)
[Mass Add Detail](#)
[Add Requisition Accounts](#)

Step #8: Select Account Distribution

- Click on the accounts available, and select (with a checkmark) the correct account based on description to the right
- Select appropriate location
 - 100 level: Elementary School
 - 201 level: Middle School
 - 400 level: High School
- Select appropriate object code for purchase
 - 310: Personal Services
 - 342: Employee Travel
 - 411: Supplies
 - This includes all budgeted amounts in 411 | 440
 - 551: Equipment (addition or new)
 - 561: Equipment (replacement)
 - 940: Dues and Fees

★ This is the balance in your accounts. Your requisition **must** include **shipping costs**

- Save Account Distribution

Account Distribution - 05.23.06.00.06 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinelkhartlakewi/facctmdist001.w?MenuIDOverride=0&isPopup=true

Account Distribution

Available Accounts (Accounts are displayed by Account Number)

Fnd	T	Loc	Obj	Prj	Funds Available	Selected
10	E	22	411	20000 000	\$600.00	<input type="checkbox"/>
10	E	42	411	36000 000	\$4,296.17	<input type="checkbox"/>
10	E	42	940	36000 000	\$400.00	<input type="checkbox"/>
10	E	89	561	36000 000	\$600.00	<input type="checkbox"/>

4 records displayed

Account Number:

Quick Key:

Account Level Description

Code	Description
10	GENERAL FUND
223	M.S. TECH ED/CONS. ED/AGRI.
411	GENERAL SUPPLIES
120000	REGULAR CURRICULUM

Total Amount to Distribute: \$250.00 100.00%

Total Distributed: \$0.00 0.00%

Amount Remaining: \$250.00 100.00%

Selected Accounts

Account Number	Amount	Percent
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Remove

Remove All

Save Account Distrib

Step #9: Submitting for Approval

- Optional Items
 - Notes – add email addresses for company rep or any special instructions to process order
 - Attachments – copies of quotes, receipts for reimbursement, etc.
 - PDF or JPG (no .PNG pictures from phone cameras, if possible)
- Submit for Approval

Requisition Detail Lines/Accounting - WFP\PU\MR\REQ - 10740 - 05.23.06.00.06 - Google Chrome

https://skyward.iscorp.com/scripts/wsisd.dll/WService=wsfinelkhartlakewi/foreqacct002.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **WEBREQ**
Requisition Number: **0000012138**
Group: **(400) High School**
Fiscal Year: **2023 - 2024**
Vendor: **ROBOLINK**
5075 SHOREHAM PL. STE 110
SAN DIEGO CA 92122

Accounting: **Account allocation by total requisition amount.**
Amount: **250.00**
Ship To: **ELKHART LAKE HIGH SCHOOL**
Description: **Robotics Equipment**

#1 → **Notes**
Attachments

#2 → **Submit For Approval**
Finish Later

Requisition Accounts

Requisition Accounting

Account Number ▲	Account Amount	Account Percent
10 E 427 411 136000 000	\$250.00	100.00%

Update Account Distrib
View Requisition Detail Lines
Add Asset Detail