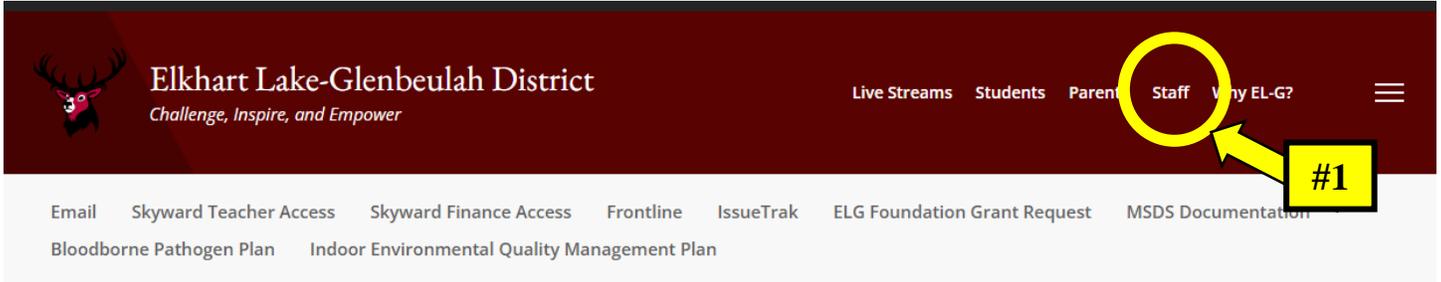


Directions for Skyward Requisitions:

Step #1: Login to Skyward Finance

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



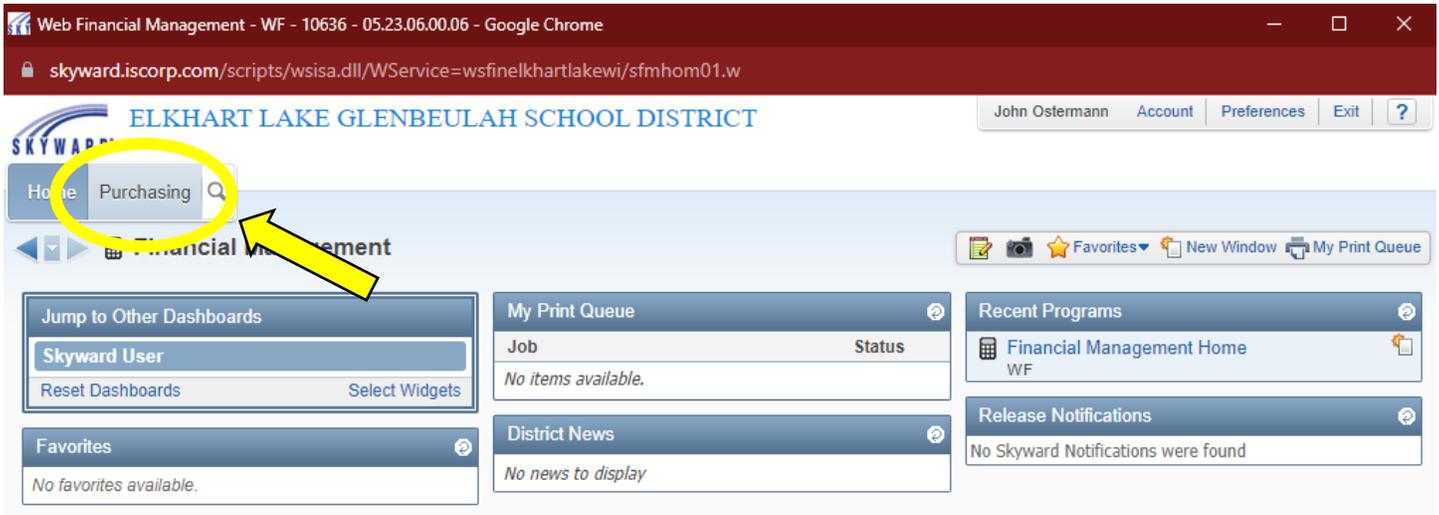
HOME > STAFF RESOURCES

Staff Tools & Resources



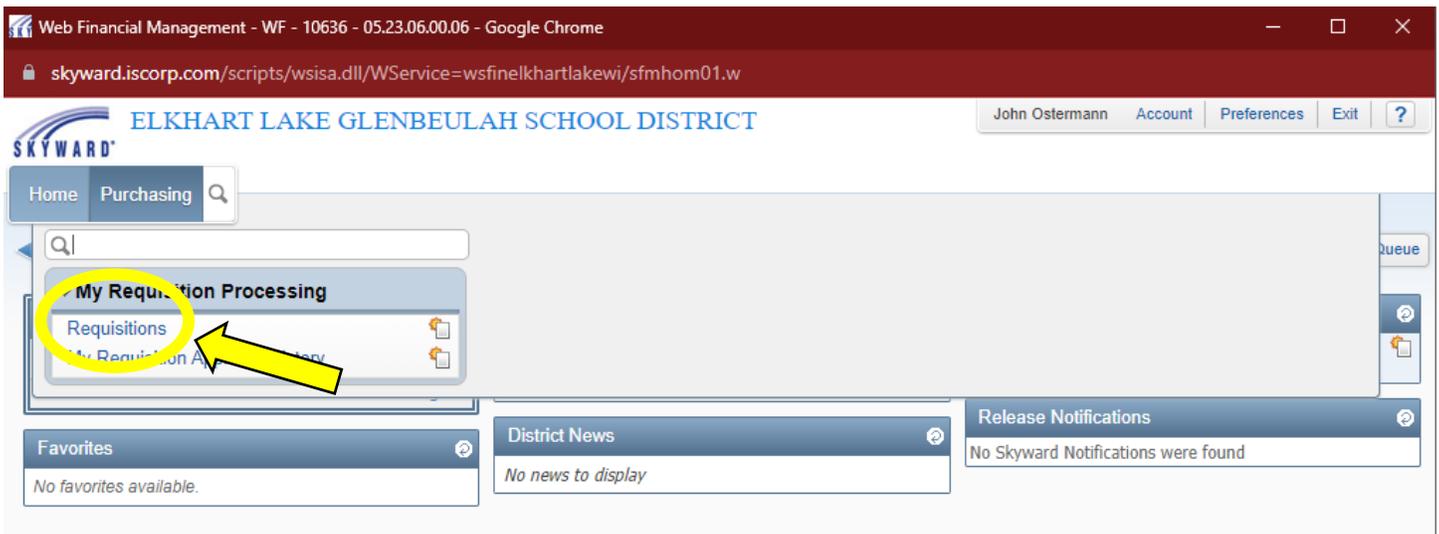
If you have issues logging in, please contact Anthony Summers at asummers@goresorters.com.

Step #2: Go to Purchasing



The screenshot shows the Skyward Financial Management dashboard for the Elkhardt Lake Glenbeulah School District. The browser window title is "Web Financial Management - WF - 10636 - 05.23.06.00.06 - Google Chrome" and the URL is "skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinelkhartlakewi/sfmhom01.w". The user is logged in as "John Ostermann". The dashboard includes a navigation menu with "Home" and "Purchasing" (highlighted with a yellow circle and arrow). Below the menu are several widget panels: "Jump to Other Dashboards" (containing "Skyward User", "Reset Dashboards", and "Select Widgets"), "My Print Queue" (showing "No items available."), "Recent Programs" (showing "Financial Management Home WF"), "Favorites" (showing "No favorites available."), "District News" (showing "No news to display"), and "Release Notifications" (showing "No Skyward Notifications were found").

Step #3: Click on Requisitions



The screenshot shows the Skyward Financial Management dashboard with the "Purchasing" menu expanded. The "My Requisition Processing" section is highlighted with a yellow circle and arrow, and the "Requisitions" link is also highlighted. The dashboard layout is similar to the previous screenshot, but the "My Requisition Processing" section is expanded to show "Requisitions" and "My Requisition Approval History". The "Release Notifications" widget still shows "No Skyward Notifications were found".

Step #4: Click Add

The screenshot shows the Skyward web application interface for the Elkhardt Lake Glenbeulah School District. The browser title is "Requisitions - WF\PU\MR\REVRQ - 10740 - 05.23.06.00.06 - Google Chrome". The URL is "skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinelkhardtakewi/foreqbrws006.w". The user is logged in as "John Ostermann". The page title is "ELKHART LAKE GLENBEULAH SCHOOL DISTRICT". The navigation menu includes "Home" and "Purchasing". The main heading is "Requisitions". The view is set to "My Requisitions" and the filter is "*Skyward Default". The table has columns for "Requisition Number", "Status", "A/D Level", "Batch Number", "Description", "Vendor Name", "Vnd St", "Amount", and "Entered By". The table is empty, with the message "There are no records to display; check your filter settings." The "Add" button is highlighted with a yellow circle and a yellow arrow pointing to it. Other buttons in the right-hand menu include "View", "Edit", "Clone", "Notes", "Attach", and "Submit".

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.								

Buttons: Add, View, Edit, Clone, Notes, Attach, Submit

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

- Make sure **correct fiscal year is listed** 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 Wendy Spangenberg/Diane Hassinger at wspangenberg@goresorters.com/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 7/1/2024 for 2024-25 requisitions**
- Click Save and Add Detail

The screenshot shows the 'Requisition Master Information' web form. The browser address bar indicates the URL is skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinelkhartlakewi/foreqmast001.w?isPopup=true. The page title is 'Requisition Master Information'. The form is divided into two main sections: 'Requisition Setup Information' and 'Requisition Information'. In the 'Requisition Setup Information' section, the 'Requisition Group' is set to '400 - High School' and the 'Fiscal Year' is '2023 - 2024 July 1, 2023 - June 30, 2024'. A note states 'Current Fiscal year not available for this group.' There are two radio buttons for 'Account allocation by total requisition amount (YMA)' and 'Account allocation by each requisition detail line (YDA)'. In the 'Requisition Information' section, the '* Description:' field is empty. The '* Vendor:' field is set to 'ELKHART LAKE HIGH SCHOOL' with the address '201 N LINCOLN STREET PO BOX 326 ELKHART L'. The 'Attention:' field is 'JOHN OSTERMANN'. The '* Due Date:' is '08/29/2023' (Tuesday) and the 'Ship Date:' is '08/29/2023' (Tuesday). The 'Ship Via:' and 'Contract:' fields are empty. A legend at the bottom left states 'Asterisk (*) denotes a required field'. Six yellow callouts with arrows point to specific elements: #1 points to the 'Fiscal Year' dropdown, #2 points to the '* Description:' text area, #3 points to the 'Vendor' dropdown, #4 points to the 'Ship Date' field, #5 points to the 'Due Date' field, and #6 points to the 'Save and Add Detail' button.

Requisition Master Information - WF\PU\MR\REQ - 10740 - 05.23.06.00.06 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinelkhartlakewi/foreqmast001.w?isPopup=true

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 400 - High School

Fiscal Year: 2023 - 2024 July 1, 2023 - June 30, 2024

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

* Description:

* Vendor: ELKHART LAKE HIGH SCHOOL 201 N LINCOLN STREET PO BOX 326 ELKHART L

Attention: JOHN OSTERMANN

* Due Date: 08/29/2023 Tuesday

Ship Date: 08/29/2023 Tuesday

Ship Via:

Contract:

Asterisk (*) denotes a required field

Buttons: Save and Add Detail, Mass Add Detail, Back

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
- Click Save

Requisition Detail Lines/Accounting - WF\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 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: **0.00**
Ship To: **ELKHART LAKE HIGH SCHOOL**
Description: **Robotics Equipment**

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 the Line Number field.
#2 points to the Catalog field.
#3 points to the Quantity field.
#4 points to the Description field.
#5 points to the Save button.

Save
Back

Add more items if necessary: Repeat step #6

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

skyward.iscorp.com/scripts/wsisd.dll/WService=wsfinelkhartlakewi/foreqdetl001.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](#)
[Delete](#)
[Mass Add Detail](#)
[Add Requisition Accounts](#)

Step #7: Add Requisition Accounts

- Click Add Requisition Accounts

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

skyward.iscorp.com/scripts/wsisd.dll/WService=wsfinelkhartlakewi/foreqdetl001.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 the correct account based on description to the right
- Select appropriate account for purchase
 - 310: Personal Services
 - 342: Employee Travel
 - 411: Supplies
 - This includes all budgeted amounts in 411 | 417 | 419 | 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

The screenshot shows the 'Account Distribution' web application interface. The browser address bar indicates the URL: `skyward.iscorp.com/scripts/wsisa.dll/WService=wsmfinelkharthlakewi/facctmdist001.w?MenuIDOverride=0&isPopup=true`. The page title is 'Account Distribution - 05.23.06.00.06 - Google Chrome'.

The main content area is divided into two panes. The left pane, titled 'Available Accounts (Accounts are displayed by Fund, Object, and Project)', contains a table with the following data:

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"/>

The right pane, titled 'Account Level Description', contains a table with the following data:

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

Annotations on the screenshot include:

- A yellow arrow labeled '#1' points from the 'Available Accounts' table to the 'Account Level Description' table.
- A yellow arrow labeled '#2' points from the 'Available Accounts' table to the 'Save Account Distrib' button.
- A yellow arrow labeled '#3' points from the 'Account Level Description' table to the 'Save Account Distrib' button.
- A green star points to the 'Funds Available' column in the 'Available Accounts' table.
- A yellow circle highlights the 'Save Account Distrib' button.
- A yellow circle highlights the 'Account Number Information' table.
- A yellow circle highlights the 'Selected' column in the 'Available Accounts' table.

At the bottom of the page, the following summary information is displayed:

Total Amount to Distribute: **\$250.00 100.00%**
Total Distributed: **\$0.00 0.00%**
Amount Remaining: **\$250.00 100.00%**

The 'Selected Accounts' section at the bottom left is currently empty, with columns for 'Account Number', 'Amount', and 'Percent'. There are 'Remove' and 'Remove All' buttons to the right of this section.

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.
- Submit for Approval

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

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wfinelkhartlakewi/foreqacct002.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**

#2 → **Submit For Approval**

#1 → **Notes**

Attachments

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