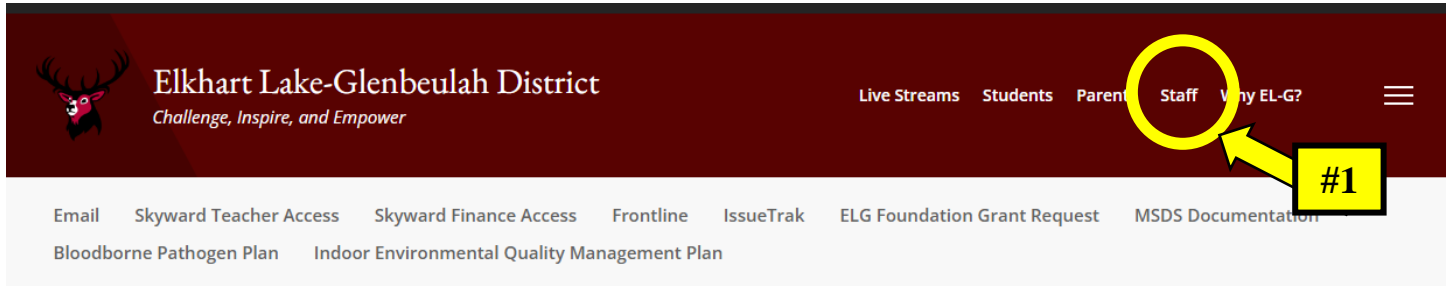


Directions for Skyward Requisitions:

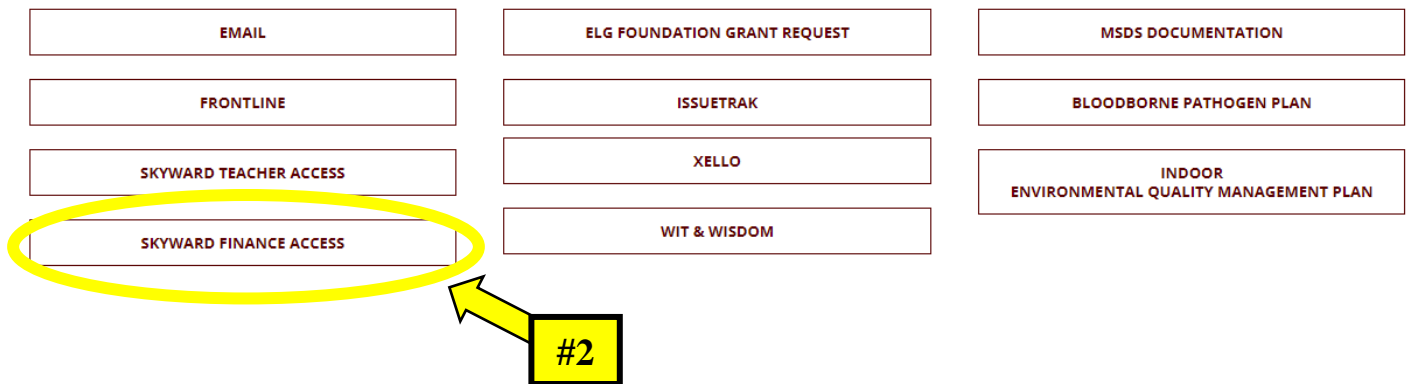
Step #1: Login to Skyward Finance

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



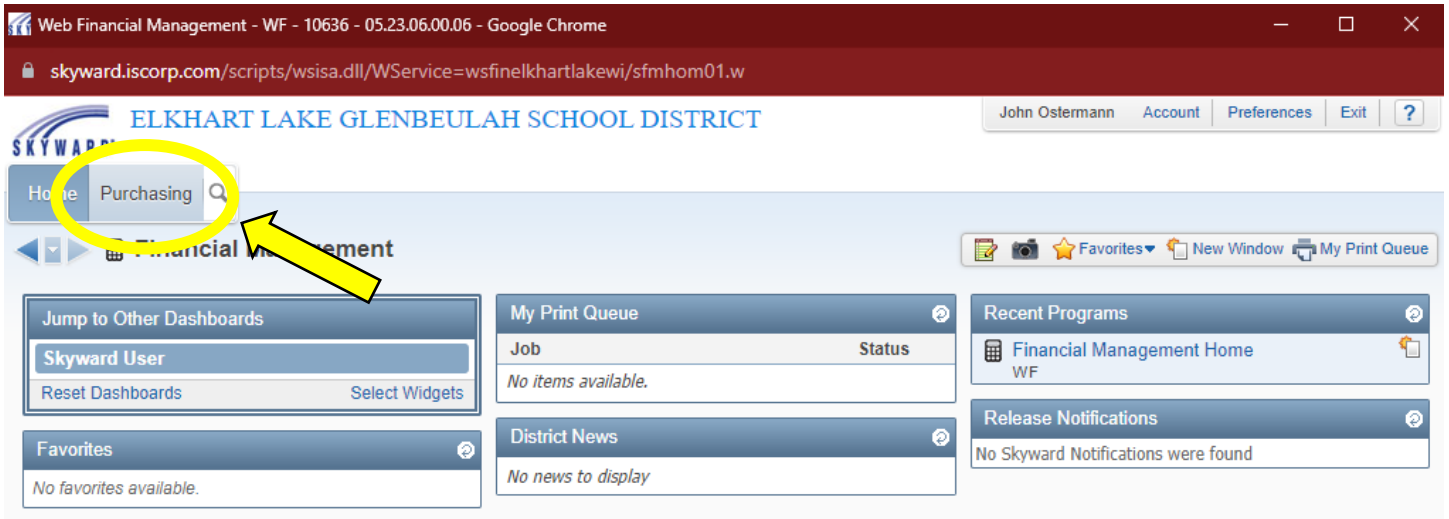
HOME > STAFF RESOURCES

Staff Tools & Resources



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

Step #2: Go to Purchasing



Web Financial Management - WF - 10636 - 05.23.06.00.06 - Google Chrome
skyward.iscorp.com/scripts/wsisa.dll/WService=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

My Print Queue
Job Status
No items available.

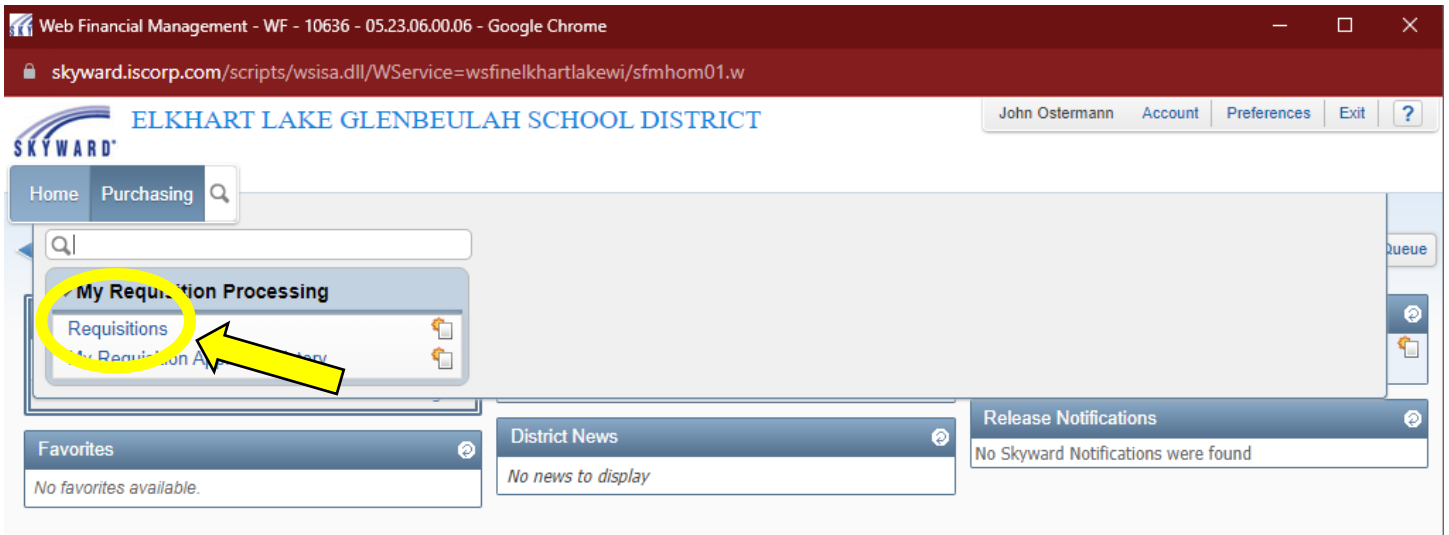
District News
No news to display

Recent Programs
Financial Management Home WF

Release Notifications
No Skyward Notifications were found

Favorites
No favorites available.

Step #3: Click on Requisitions



Web Financial Management - WF - 10636 - 05.23.06.00.06 - Google Chrome
skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinelkhartlakewi/sfmhom01.w

ELKHART LAKE GLENBEULAH SCHOOL DISTRICT

John Ostermann Account Preferences Exit ?

Home Purchasing

My Requisition Processing
Requisitions
My Requisition A...

District News
No news to display

Release Notifications
No Skyward Notifications were found

Favorites
No favorites available.

Step #4: Click Add

Requisitions - WF\PU\MR\REVQ - 10740 - 05.23.06.00.06 - Google Chrome

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

SKYWARD ELKHART LAKE GLENBEULAH SCHOOL DISTRICT

John Ostermann Account Preferences Exit ?

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.

Print
Add
View
Edit
Clone
Notes
Attach
Submit

Step #5: Enter Requisition Information

- Make sure correct fiscal year is listed
- Add a brief description of item being purchased
- Select Vendor from drop-down menu
 - If vendor is not available, please email the vendor information to Wendy Spangenberg at wspangenberg@goresorters.com
 - Include the following vendor information:
 - Name of vendor | Address | Phone number | Fax number | Email (if available) | Contact name
- Click Save and Add Detail

The screenshot shows a web browser window with the URL skyward.iscorp.com/scripts/wsisd.dll/WService=wsfinekhartlakewi/foreqmast001.w?isPopup=true. The page title is "Requisition Master Information". The breadcrumb trail is "Requisition Master Information | Requisition Detail Lines/Accounting".

The form is titled "Requisition Master Information" and contains two main sections:

- Requisition Setup Information:** This section includes a dropdown menu for "Requisition Group" (set to "400 - High School") and a "Fiscal Year" dropdown (set to "2023 - 2024 July 1, 2023 - June 30, 2024"). A message states "Current Fiscal year not available for this group." Below these are radio buttons for "Account allocation by total requisition amount (YMA)" (selected) and "Account allocation by each requisition detail line (YDA)".
- Requisition Information:** This section includes a large text area for "* Description:", a dropdown for "* Vendor:" (set to "ELKHART LAKE HIGH SCHOOL"), and fields for "Attention:" (JOHN OSTERMANN), "* Due Date:" (08/29/2023, Tuesday), "Ship Date:" (08/29/2023, Tuesday), "Ship Via:", and "Contract:".

Annotations on the form:

- #1: Points to the "Fiscal Year" dropdown menu.
- #2: Points to the "* Description:" text area.
- #3: Points to the "* Vendor:" dropdown menu.
- #4: Points to the "Save and Add Detail" button.

Asterisk (*) denotes a required field

Step #6: Enter Requisition Details

- Enter quantity of items ordered
- Enter unit cost per item
- Enter a detailed description of the item ordered
 - Name of catalog
 - Website (if available)
 - SKU | Model number | Part number
- Click Save

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

- Browser Tab:** Requisition Detail Lines/Accounting - WF\PU\MR\RE\RQ - 10740 - 05.23.06.00.06 - Google Chrome
- Address Bar:** skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinelkhartlakewi/foreqdetl001.w
- Page Title:** Requisition Detail Lines/Accounting
- Navigation:** Requisition Master Information | Requisition Detail Lines/Accounting
- Section:** 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: (Annotation #1)
- * Unit Cost: (Annotation #2)
- Total Amount:
- * Description: (Annotation #3)

Asterisk (*) denotes a required field

Annotations:

- #1:** Points to the Quantity field.
- #2:** Points to the Unit Cost field.
- #3:** Points to the Description field.
- #4:** Points to the 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/wsisadll/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**

Buttons: 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

Buttons: Add, 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/wsisadll/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**

Buttons: 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

Buttons: 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=wsfinelkhartlakewi/facctmdist001.w?MenuIDOverride=0&isPopup=true`. The page title is 'Account Distribution - 05.23.06.00.06 - Google Chrome'.

The main content area is titled 'Account Distribution' and contains a table of 'Available Accounts'. The table has columns for 'Fnd', 'T', 'Loc', 'Obj', 'Prj', 'Funds Available', and 'Selected'. The data rows are:

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"/>

Annotations on the screenshot include:

- A yellow arrow labeled '#1' points from the 'Available Accounts' table to the 'Account Level Description' section.
- 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' section to the 'Save Account Distrib' button.
- A green star points to the 'Funds Available' column in the table.
- The 'Save Account Distrib' button is circled in yellow.
- The 'Account Level Description' section is circled in yellow.

The 'Account Level Description' section shows a table with columns 'Code' and 'Description':

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

At the bottom of the page, there is a summary section:

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

Below the summary is a 'Selected Accounts' section with a table:

Account Number	Amount	Percent
----------------	--------	---------

Buttons for 'Remove' and 'Remove All' are located to the right of the 'Selected Accounts' table.

Step #9: Submitting for Approval

- Optional Items
 - Notes – any notes to approver or purchaser
 - Attachments – copies of quotes (if available)
- Submit for Approval

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

https://skyward.iscorp.com/scripts/wsisadll/WService=wsfinelkhartlakewi/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](#)
[Edit Master](#)
[Notes](#)
[Attachments](#)
[Save and 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](#)