SOUTH SAN ANTONIO ISD
Skyward Training

LOGGING INTO SKYWARD

https://skyward.iscorp.com/SouthSanAntonioTXBusSTS/
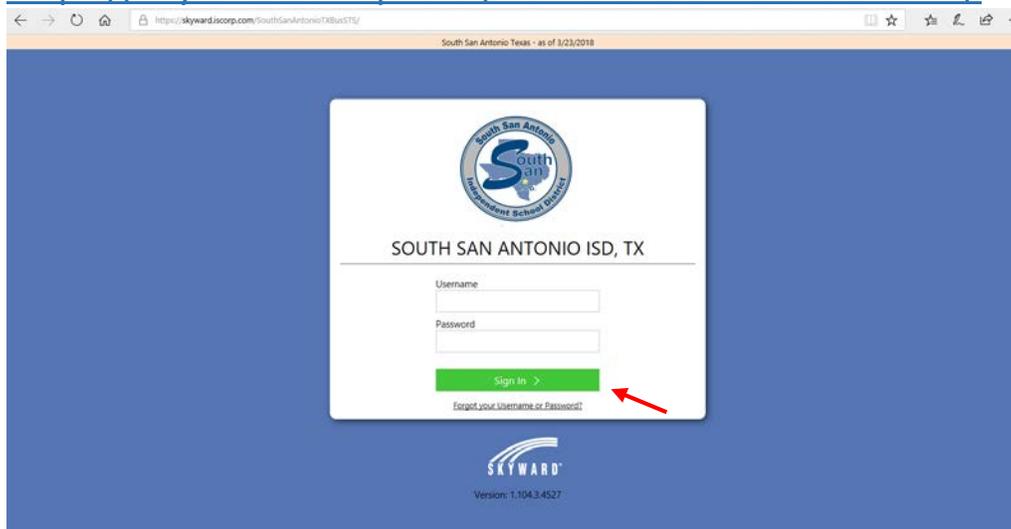
Enter username and password provided by business office.

Click Sign In.

Change your password after 1st log in.

The Skyward Dashboard lets you navigate the system.

Home

Favorites

Main Menu

HOW TO VIEW ACCOUNT BALANCES

To view your budget balances click on:
1. Menu
2. Account
3. Account List

The account list option provides a list of all accounts you have access to.

To see detailed transactions within account click on icon.
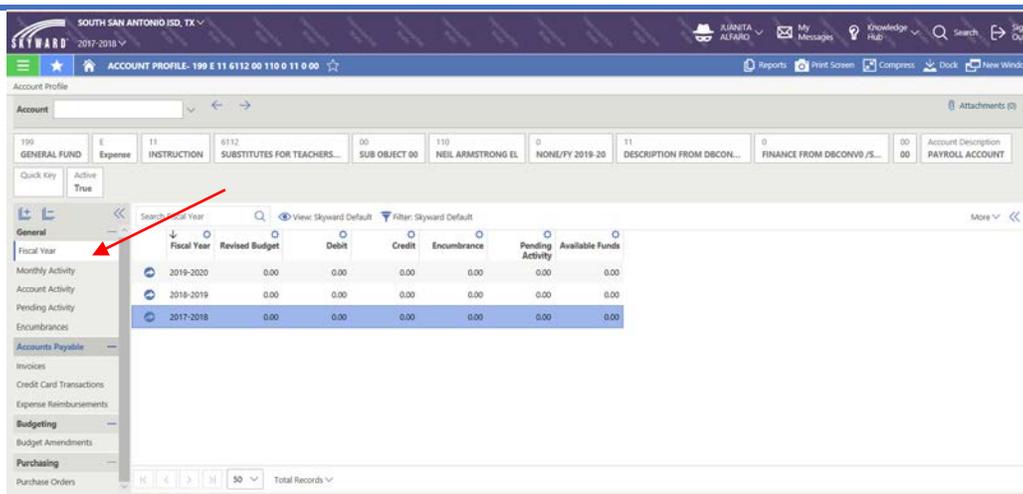
The side menu bar lets you navigate and view transaction details.

HOW TO ENTER A BUDGET AMENDMENT

To enter a budget amendment click:
1. Menu
2. Budgeting
3. Budget Amendment
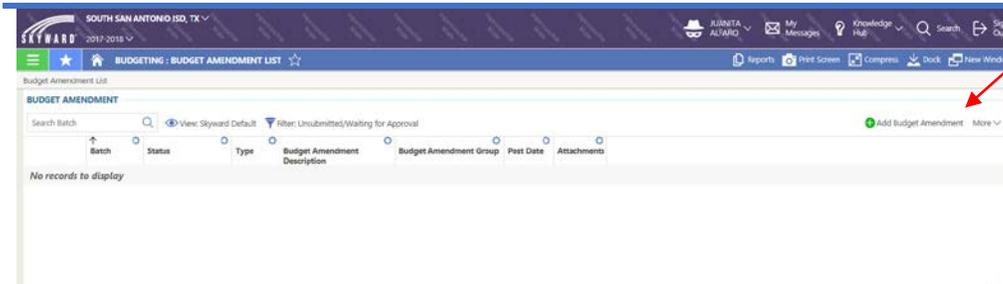
Click on **Add Budget Amendment**.
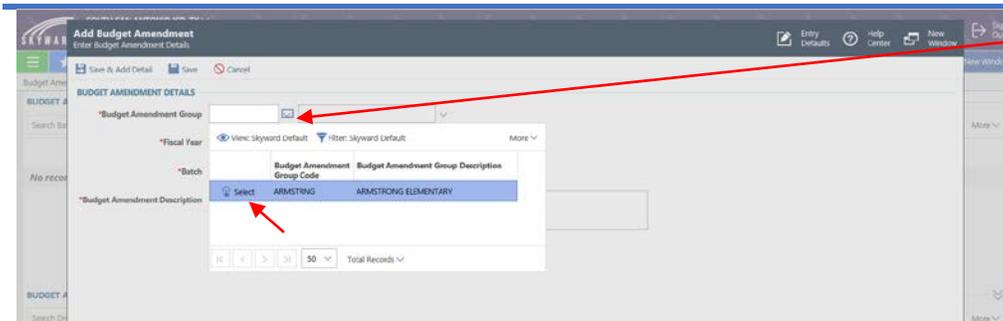
Click on **Budget Amendment Group** drop down menu.

Select your budget amendment group.

Batch number is the date you enter budget amendment. Example: 040218
Format: **mmddyy**

Enter budget amendment description.
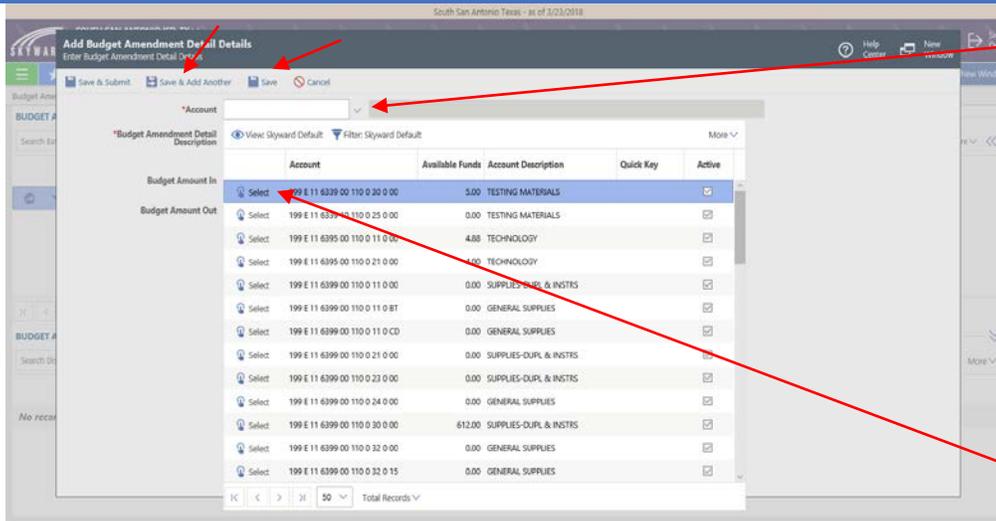
Enter account number or select drop down menu. Account sequence has an **E** after fund number for expense accounts.
Example:
199 **E** 11 6399 XX

Click on Select Account.

Click on **Save & Add Another** to continue adding items or **Save**.
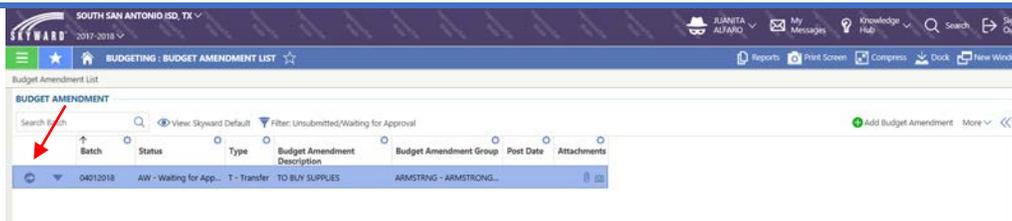
Click on ➡
to view budget amendment details.
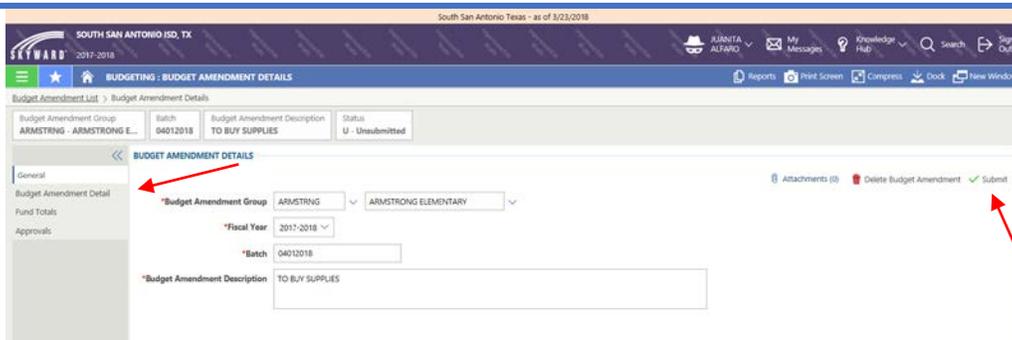
Use side menu to navigate budget amendment details and approvals.

Click on **General** menu to submit amendment.
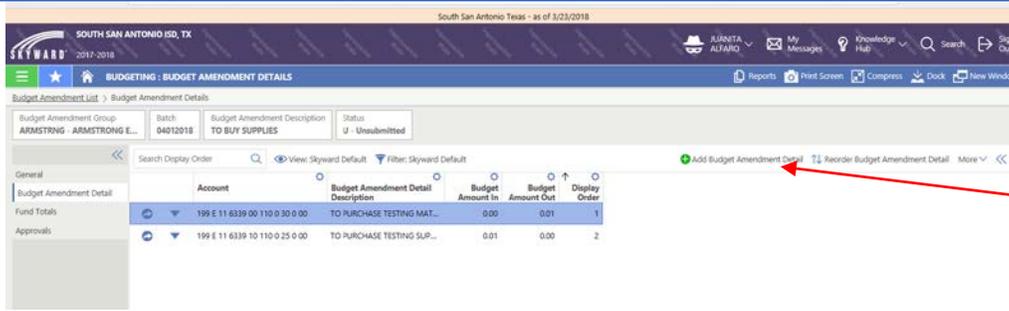
If amendment has not been submitted, you can continue adding details by clicking on **Add Budget Amendment Detail**.
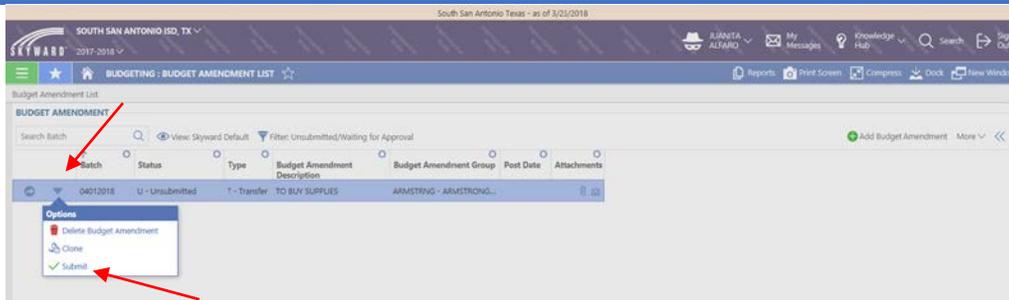
Click on ▼ icon to either delete, clone or submit your budget amendment.
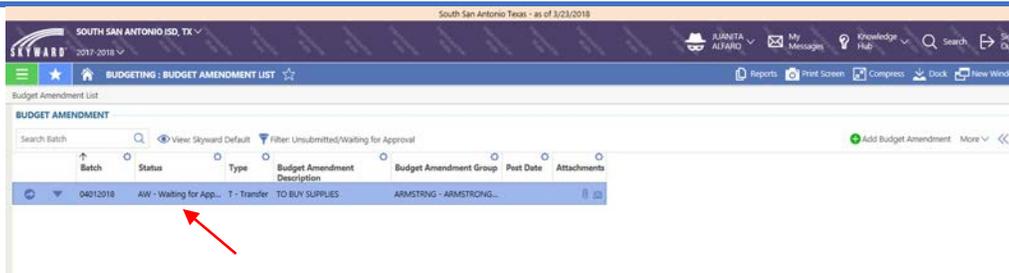
After you submit your budget amendment, the status will display AW- Awaiting Approval.

HOW TO APPROVE A BUDGET AMENDMENT

To approve a budget amendment click:
1. Menu
2. Budgeting
3. My Budget Amendment Approvals
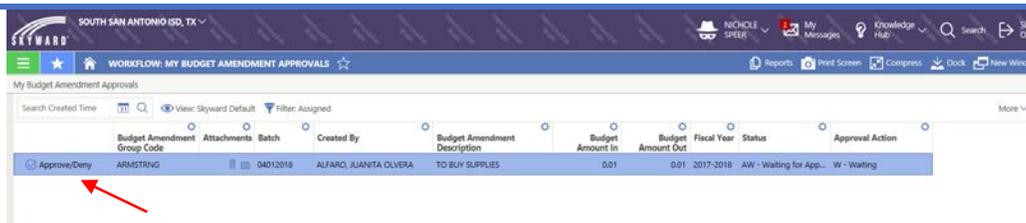
Click on **Approve/Deny**
This will allow you to view the budget amendment details.
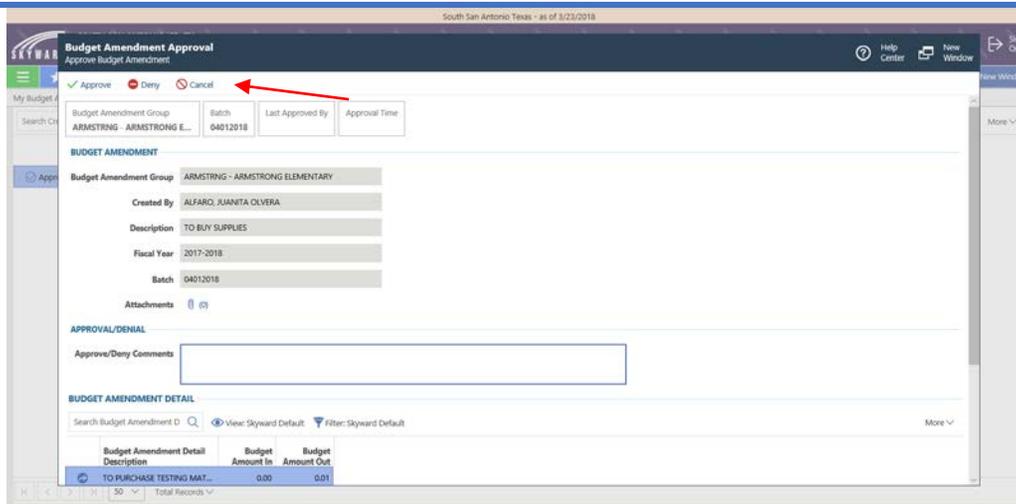
Click on either **Approve**, **Deny** or **Cancel**.

HOW TO ENTER A PURCHASE ORDER
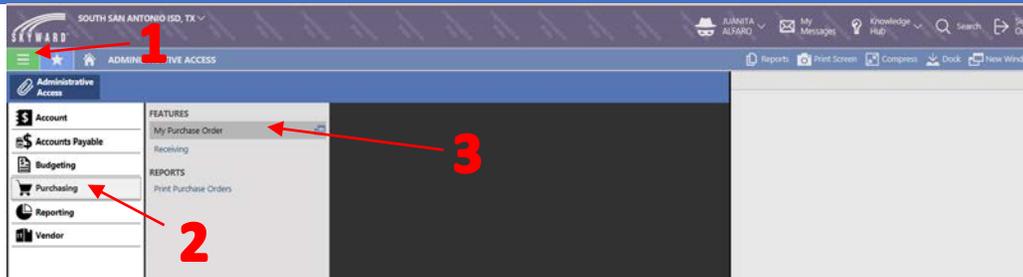
To enter a purchase order click:

1. Menu
2. Purchasing
3. My Purchase Order
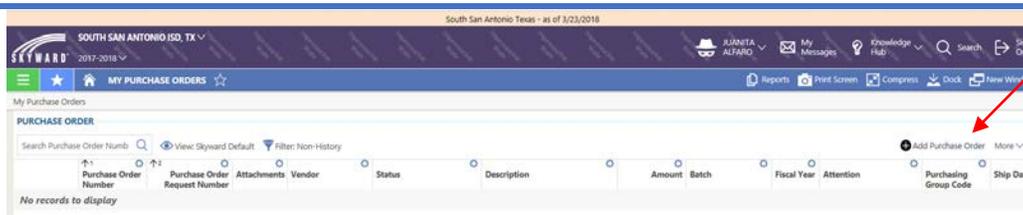
Click on **Add Purchase Order**.
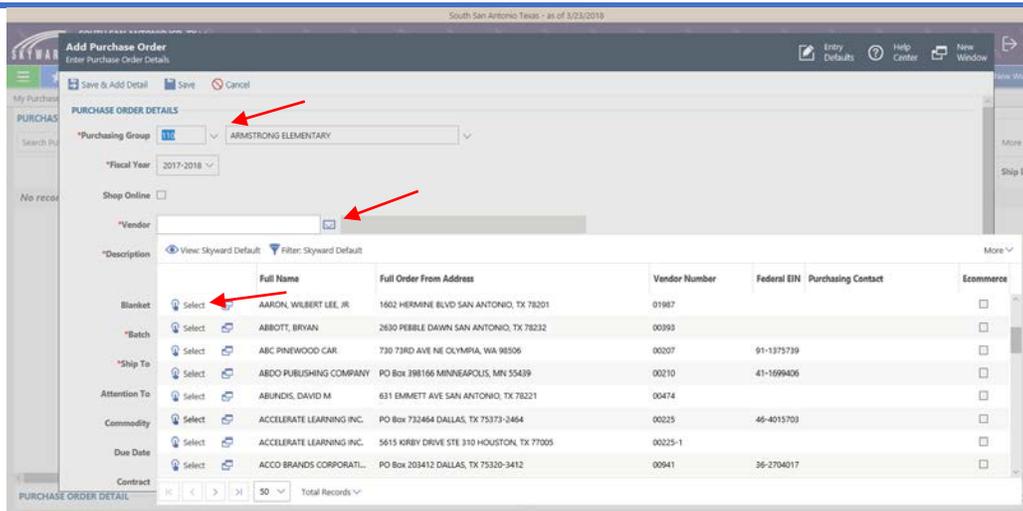
Purchasing Group

To select Vendor, start typing vendor name. A vendor list will appear.

Click on **Select** once you identify vendor.

Description: Enter Co-op information, board approved date if item required board approval and any other information Purchasing department requires.

Click on **Attachments** to add required information such as board agendas or travel forms.

Click on **Add Attachment**.

Click on **Choose File**.
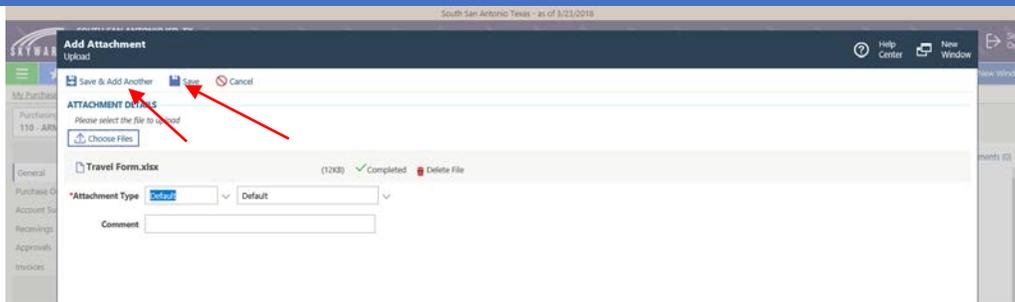
Click on **Save** or **Save & Add Another** to add more files.
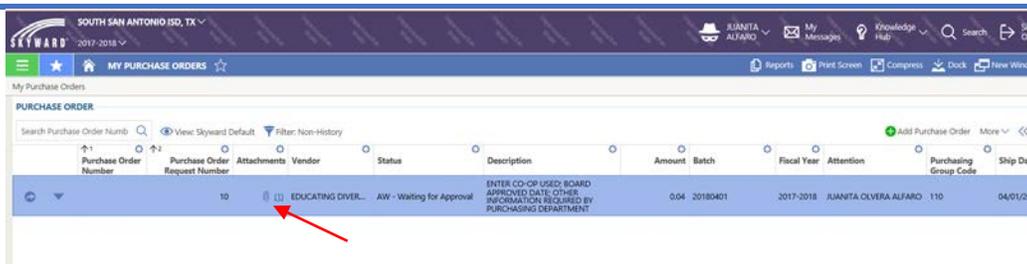
Click on **Attachments (1)** to view the files.
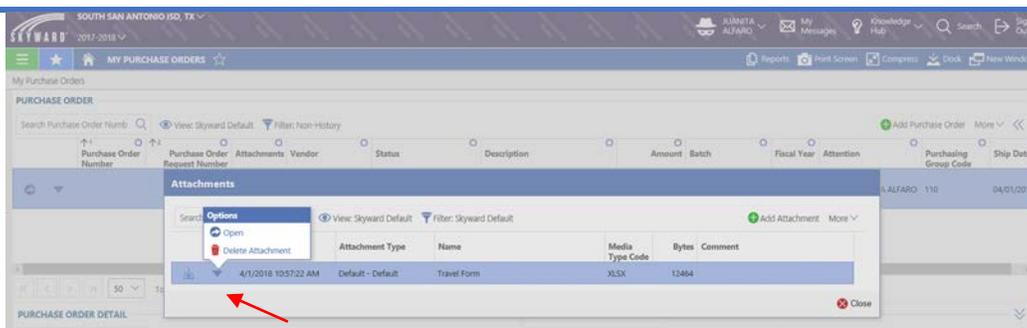
Click on ⌄ to view options.
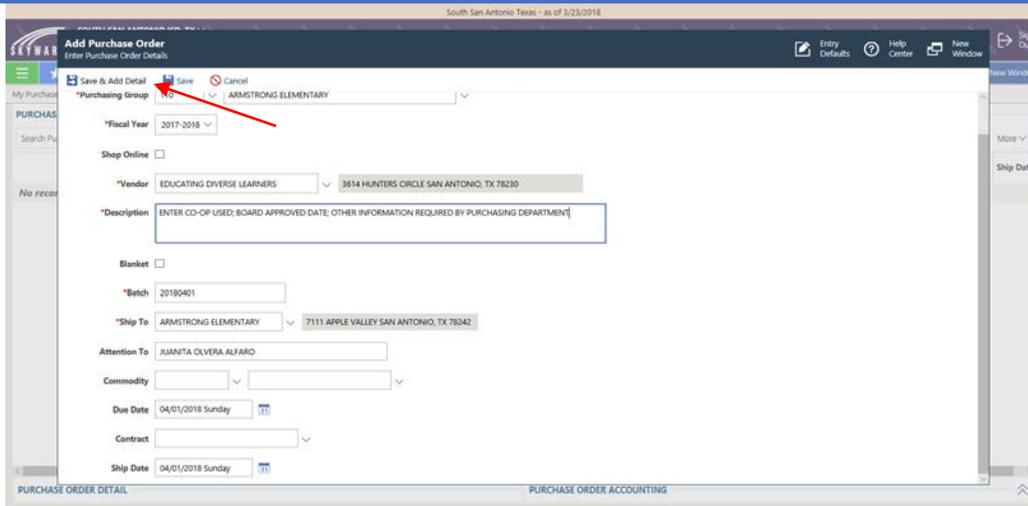
After Purchase Order information has been entered Click on **Save & Add Detail** to enter the items.
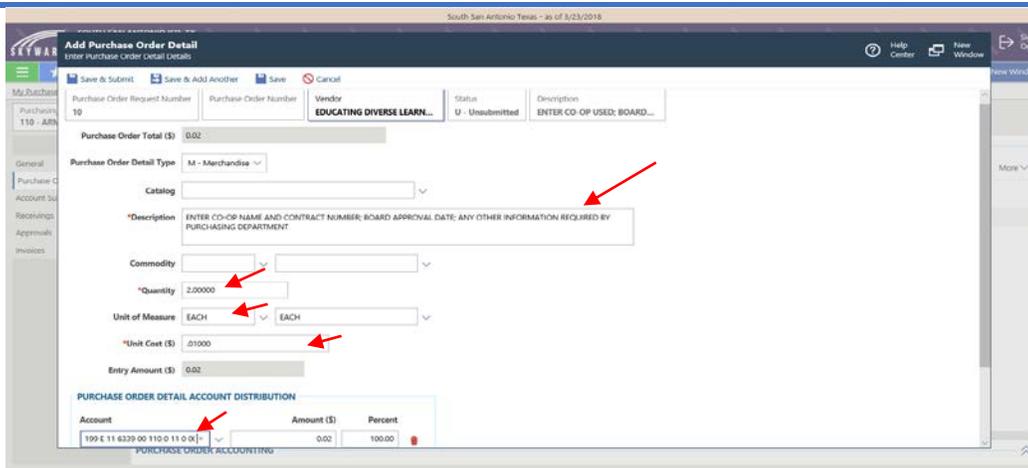
Enter item description, quantity, unit of measure, and unit cost.
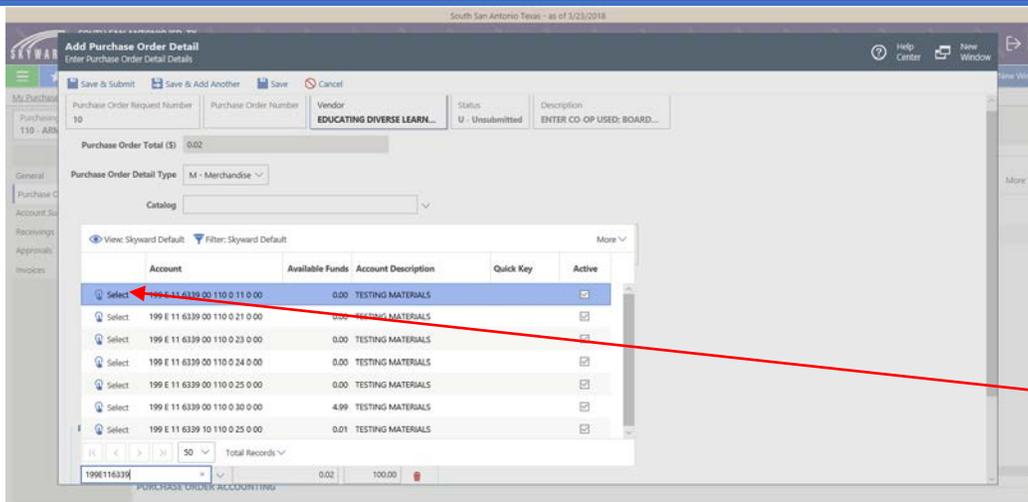
When entering account number add the letter **E** after the fund number. For example:
199 **E** 11 6339 XX

Click on **Select** once you identify the account to be used.
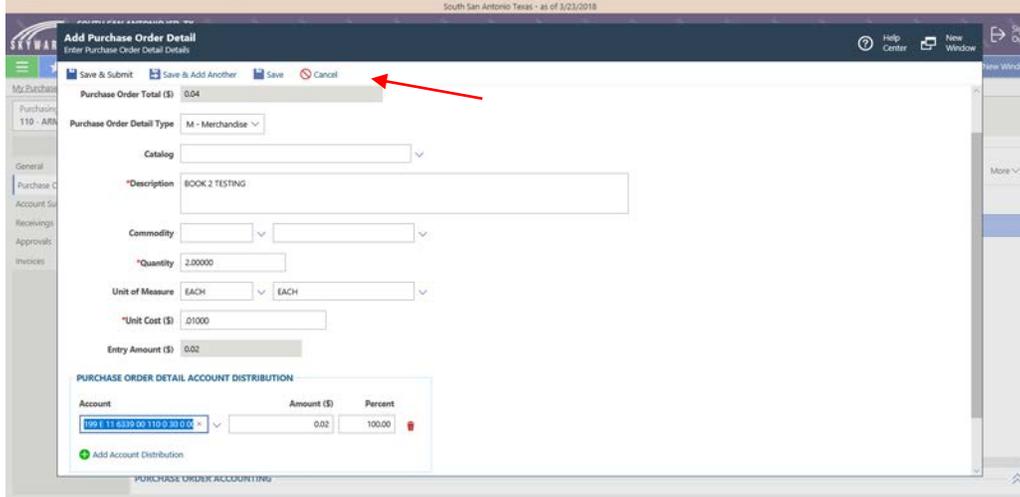
To add another item, click on **Save & Add Another**.

Click on **Save & Submit** to submit Purchase Order for approval.

Click on **Save** to save your work and continue later.
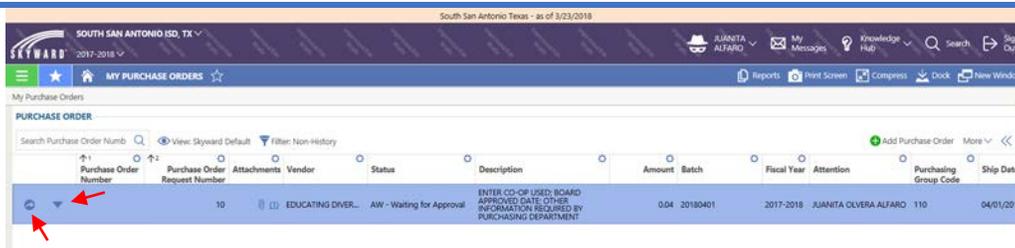
To view Purchase Order details click on ↪.

To delete a PO that has not been submitted for approval click on ▼ and choose delete option.
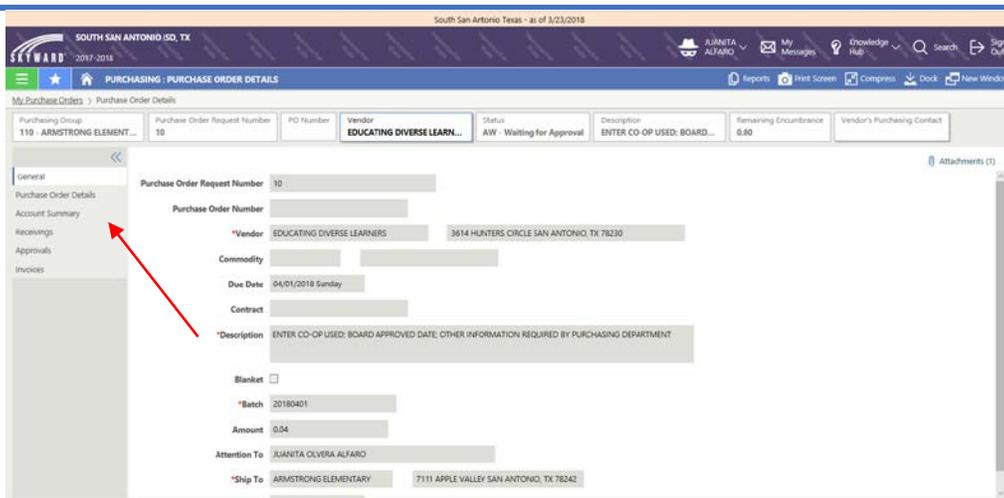
The ↪ opens the PO side menu options to view PO details.

Side menu options allows user to view the PO approvals.

HOW TO APPROVE A PURCHASE ORDER
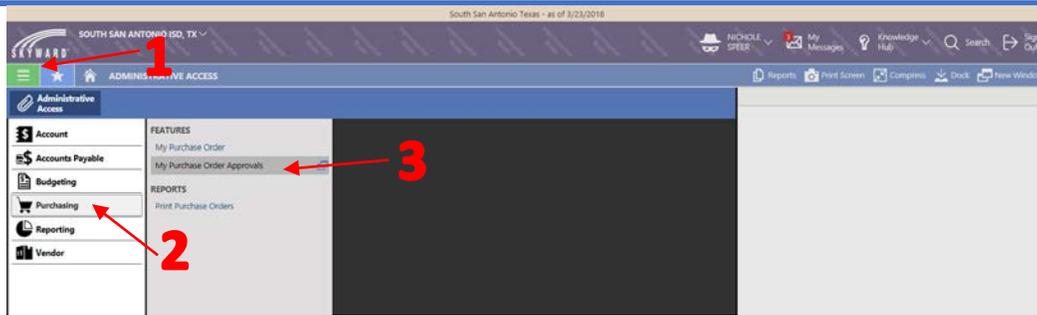
To approve a purchase order click:
1. Menu
2. Purchasing
3. My Purchase Order Approvals

Click on **Approve/Deny**.
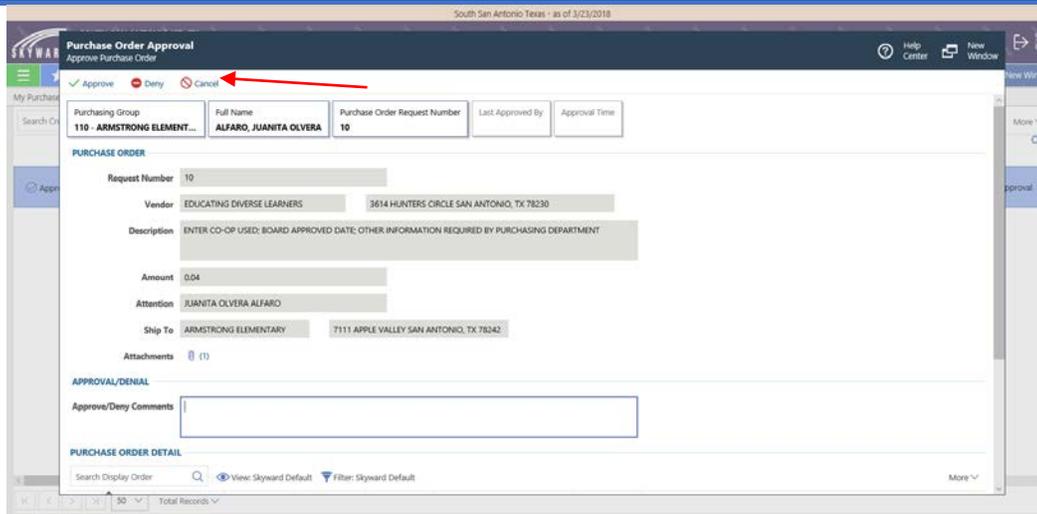
Review PO and Click on **Approve**, **Deny** or **Cancel** to take no action.