# SOUTH SAN ANTONIO ISD Skyward Training

#### LOGGING INTO SKYWARD



### HOW TO VIEW ACCOUNT BALANCES



#### To view your budget balances click on:

- 1. Menu
- 2. Account
- 3. Account List

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

To see detailed transactions within account click on

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The side menu bar lets you navigate and view transaction details.

## HOW TO ENTER A BUDGET AMENDMENT



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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 <u>Save & Add</u> <u>Another</u> to continue adding items or <u>Save</u>.

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Use side menu to navigate budget amendment details and approvals.

Click on <u>General</u> menu to submit amendment.



If amendment has not been submitted, you can continue adding details by clicking on <u>Add</u> <u>Budget Amendment</u> Detail.

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Click on icon to either delete, clone or submit your budget amendment.

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### HOW TO APPROVE A BUDGET AMENDMENT

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# To approve a budget amendment click:

- 1. Menu
- 2. Budgeting
- My Budget Amendment Approvals

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#### Click on <u>Approve/Deny</u> This will allow you

to view the budget amendment details.

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Click on either <u>Approve</u>, <u>Deny</u> or <u>Cancel</u>.

### HOW TO ENTER A PURCHASE ORDER

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# To enter a purchase order click:

1. Menu

Click on Add

Purchase Order.

- 2. Purchasing
- 3. My Purchase Order

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#### Purchasing Group

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

Click on <u>Select</u> once you identify vendor.

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Due Date	04/01/2018 Sunday	
Contract	V	
Ship Date	04/01/2018 Sunday	
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Description: Enter Co-op information, board approved date if item required board approval and any other information Purchasing department requires.

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

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After Purchase Order information has been entered Click on <u>Save &</u> <u>Add Detail</u> to enter the items.

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Enter item description, quantity, unit of measure, and unit cost.

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#### To add another item, click on <u>Save</u> <u>& Add Another</u>.

Click on <u>Save &</u> <u>Submit</u> to submit Purchase Order for approval.

Click on <u>Save</u> to save your work and continue later.

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To delete a PO that has not been submitted for approval click on r and choose delete option.

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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

	South San Antonio Texas - as of 3/23/2018
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# To approve a purchase order click:

- 1. Menu
- 2. Purchasing
- My Purchase
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Click on Approve/Deny.

	South San Actionics Letters - as of 3/23/2016		Roview DO and
All Purchase Order Approval Approve Purchase Order		⑦ Help & New Window € Safe	
Approve O Deny O Cancel		New Window	Click on Approv
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PURCHASE ORDER			take no action
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Attention JUANITA OLVERA ALF	٤ ٤		
Ship To ARMSTRONG ELEMEN	RY 7111 APPLE VALLEY SAN ANTONIO, TX 78242		
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