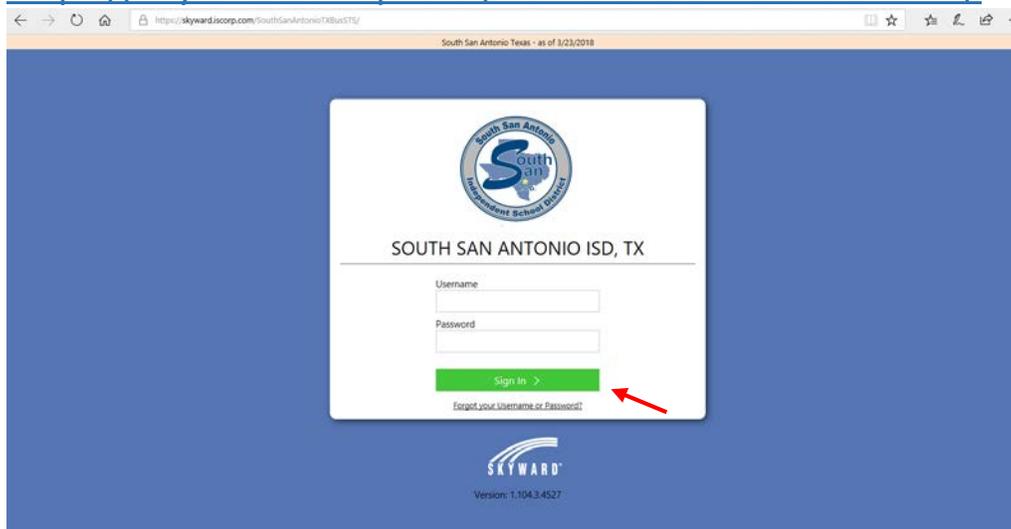


SOUTH SAN ANTONIO ISD

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.

HOW TO VIEW ACCOUNT BALANCES



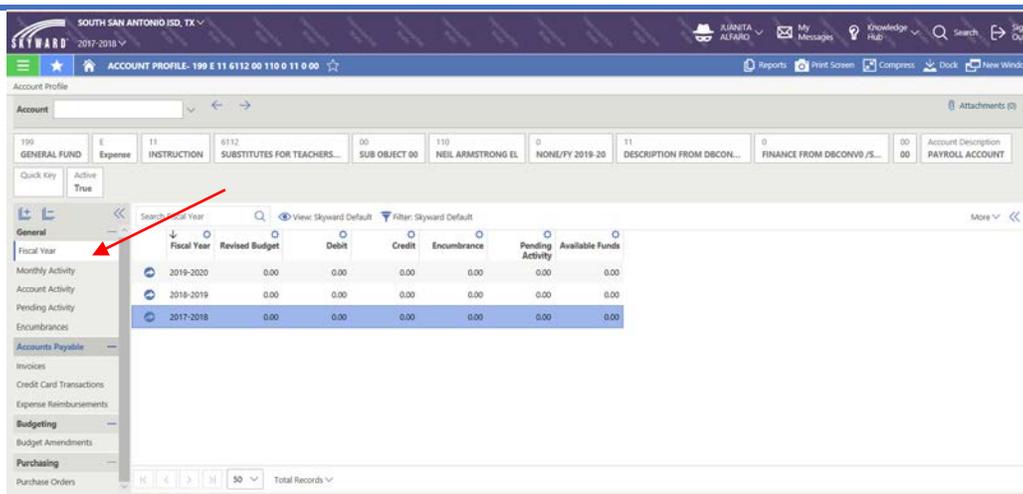
To view your budget balances click on:

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.



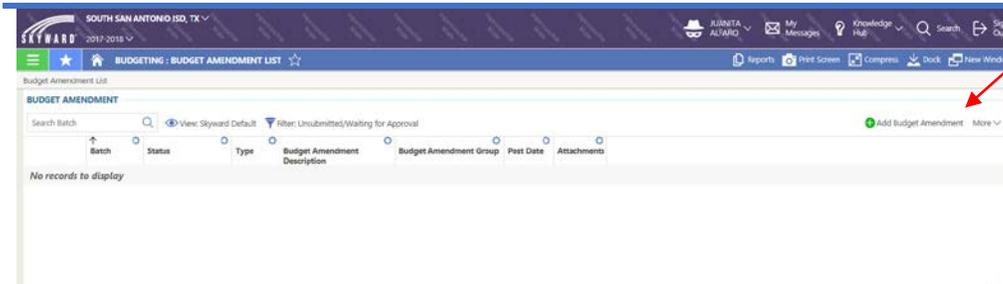
The side menu bar lets you navigate and view transaction details.

HOW TO ENTER A BUDGET AMENDMENT

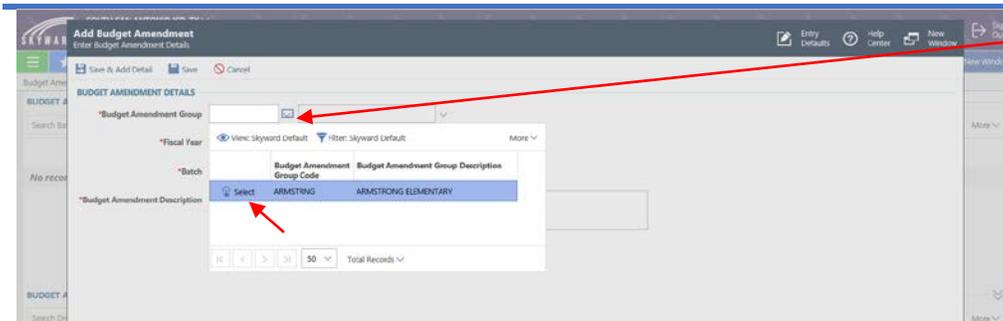


To enter a budget amendment click:

1. Menu
2. Budgeting
3. Budget Amendment



Click on Add Budget Amendment.



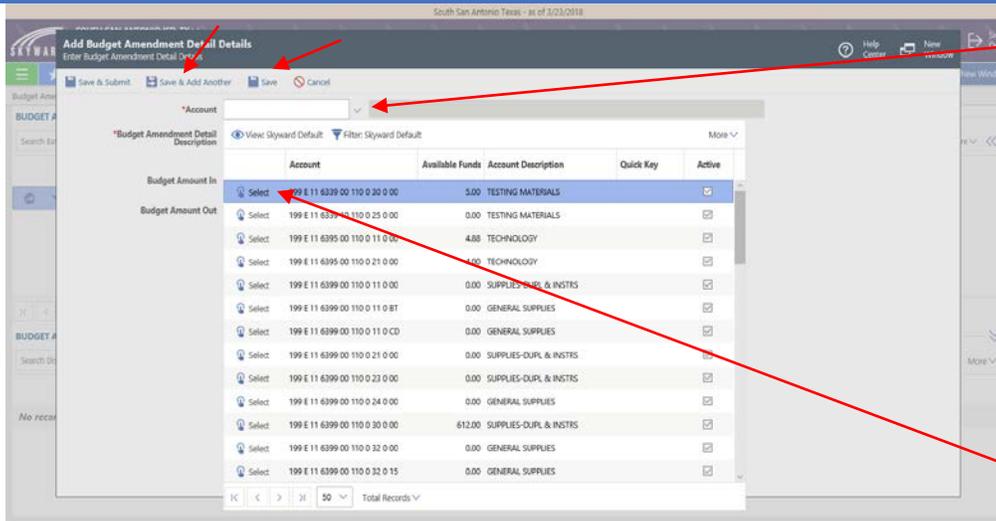
Click on Budget Amendment Group drop down menu.

Select your budget amendment group.



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

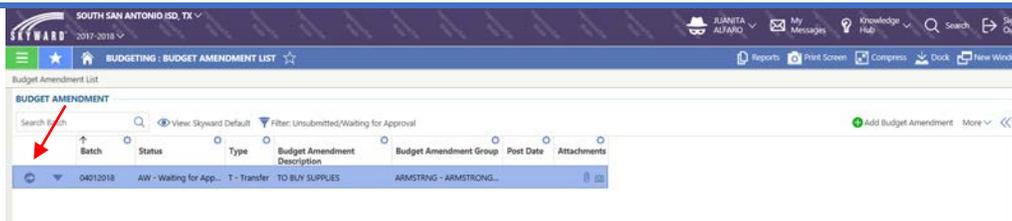
Enter budget amendment description.



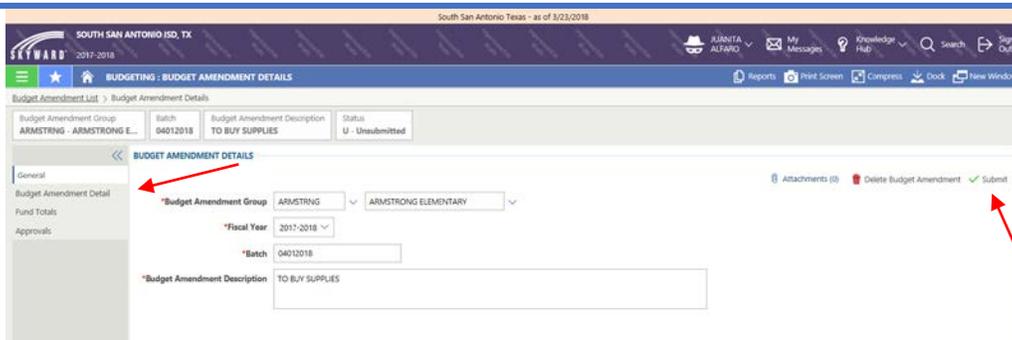
Enter account number or select drop down menu. Account sequence has an **E** after fund number for expense accounts. Example: 199 **E** 11 6399 XX

Click on Select Account.

Click on **Save & Add Another** to continue adding items or **Save**.

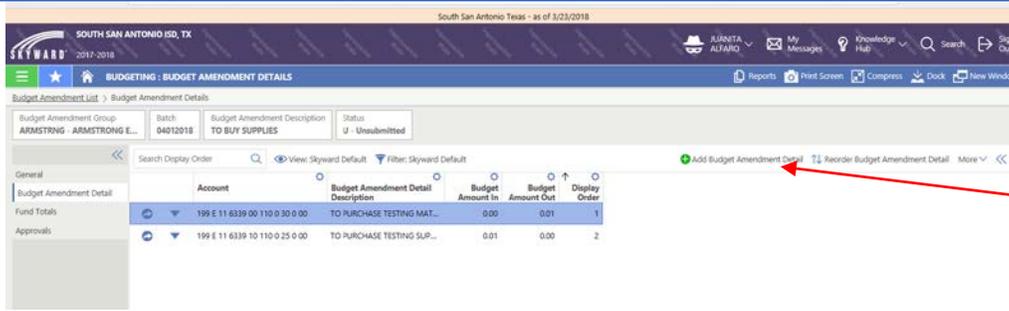


Click on  to view budget amendment details.

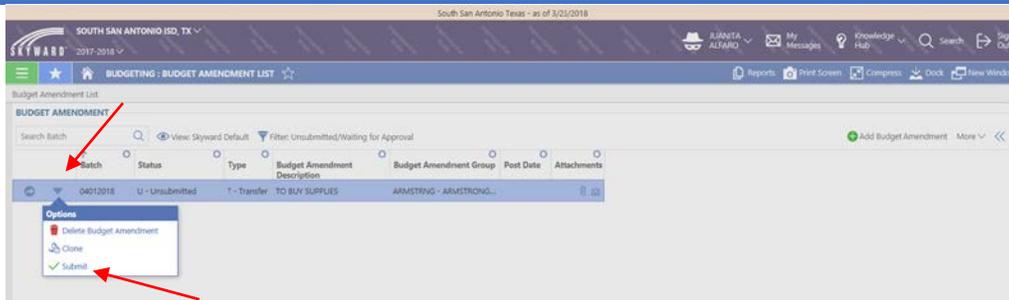


Use side menu to navigate budget amendment details and approvals.

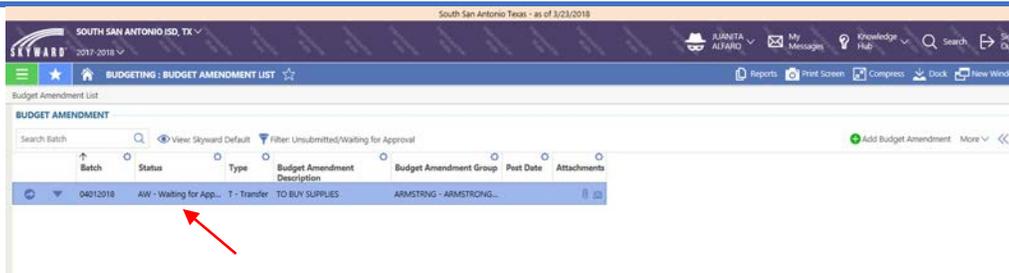
Click on **General** menu to submit amendment.



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



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



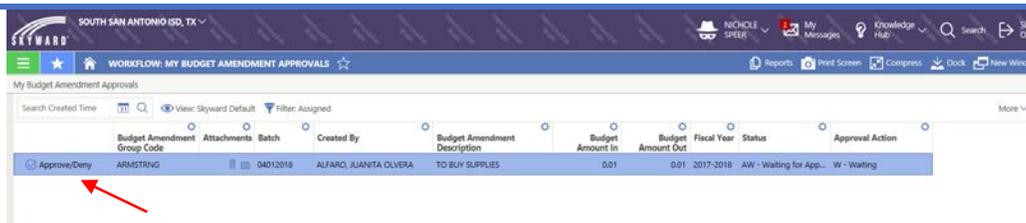
After you submit your budget amendment, the status will display AW- Awaiting Approval.

HOW TO APPROVE A BUDGET AMENDMENT

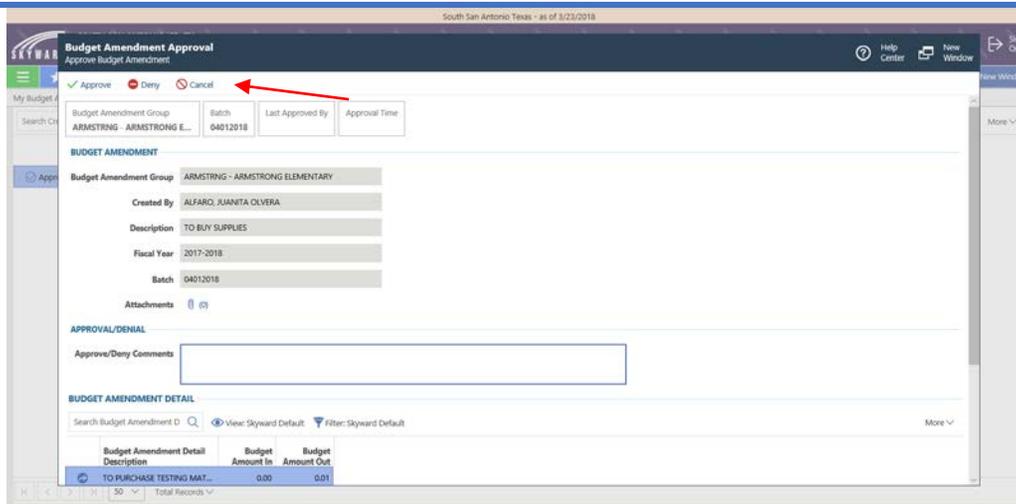


To approve a budget amendment click:

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

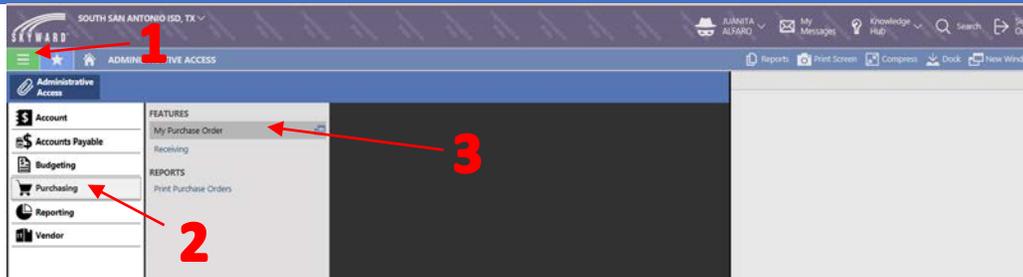


Click on Approve/Deny
This will allow you to view the budget amendment details.



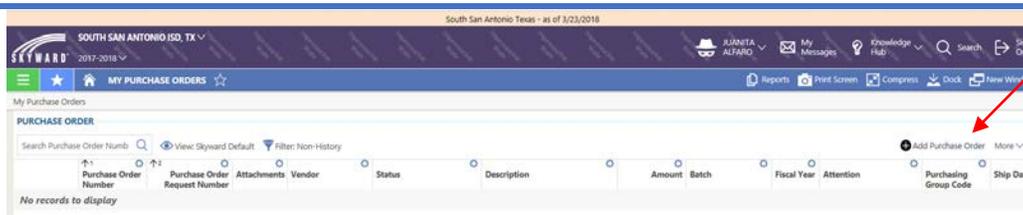
Click on either Approve, Deny or Cancel.

HOW TO ENTER A PURCHASE ORDER

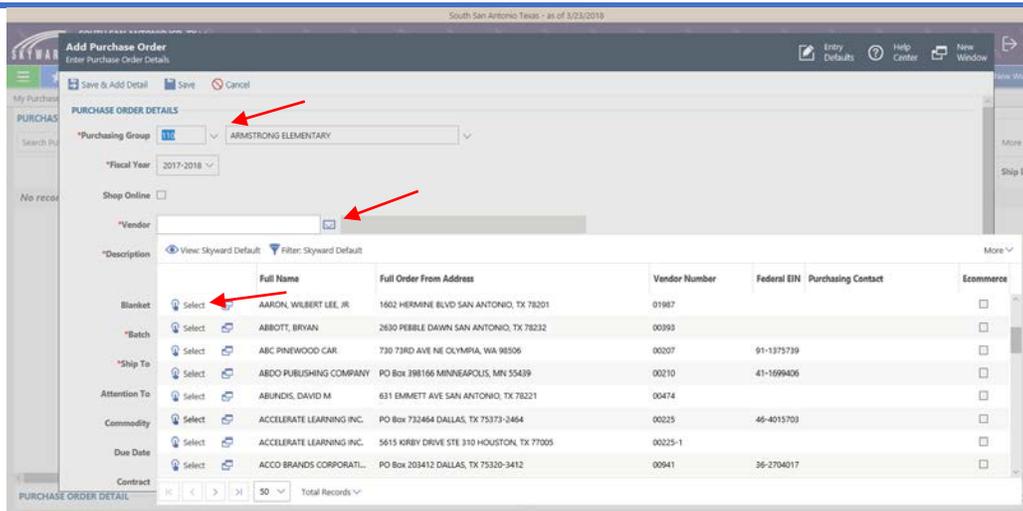


To enter a purchase order click:

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.

South San Antonio Texas - as of 3/23/2018

Add Purchase Order
Enter Purchase Order Details

Save & Add Detail Save Cancel

*Purchasing Group 110 ARMSTRONG ELEMENTARY

*Fiscal Year 2017-2018

Shop Online

*Vendor EDUCATING DIVERSE LEARNERS 3614 HUNTERS CIRCLE SAN ANTONIO, TX 78230

*Description ENTER CO-OP USED; BOARD APPROVED DATE; OTHER INFORMATION REQUIRED BY PURCHASING DEPARTMENT

Blanket

*Batch 20180401

*Ship To ARMSTRONG ELEMENTARY 7111 APPLE VALLEY SAN ANTONIO, TX 78242

Attention To JUANITA OLVERA ALFARO

Commodity

Due Date 04/01/2018 Sunday

Contract

Ship Date 04/01/2018 Sunday

PURCHASE ORDER DETAIL PURCHASE ORDER ACCOUNTING

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

South San Antonio Texas - as of 3/23/2018

PURCHASING : PURCHASE ORDER DETAILS

My Purchase Orders > Purchase Order Details

Purchasing Group 110- ARMSTRONG ELEMENT... Purchase Order Request Number 10 PO Number Vendor EDUCATING DIVERSE LEARN... Status AW - Waiting for Approval Description ENTER CO-OP USED; BOARD... Remaining Encumbrance 0.00 Vendor's Purchasing Contact

Attachments (0)

General

Purchase Order Request Number 10

Purchase Order Number

*Vendor EDUCATING DIVERSE LEARNERS 3614 HUNTERS CIRCLE SAN ANTONIO, TX 78230

Commodity

Due Date 04/01/2018 Sunday

Contract

*Description ENTER CO-OP USED; BOARD APPROVED DATE; OTHER INFORMATION REQUIRED BY PURCHASING DEPARTMENT

Blanket

*Batch 20180401

Amount 0.04

Attention To JUANITA OLVERA ALFARO

*Ship To ARMSTRONG ELEMENTARY 7111 APPLE VALLEY SAN ANTONIO, TX 78242

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

South San Antonio Texas - as of 3/23/2018

PURCHASING : PURCHASE ORDER DETAILS

My Purchase Orders > Purchase Order Details

Purchasing Group 110- ARMSTRONG ELEMENT... Purchase Order Request Number 10 PO Number Vendor EDUCATING DIVERSE LEARN... Status AW - Waiting for Approval Description ENTER CO-OP USED; BOARD... Remaining Encumbrance 0.00 Vendor's Purchasing Contact

Attachments (0)

Purchase Order Request Number 10

Attachments

Search Created Time View Skyward Default Filter Skyward Default Add Attachment More

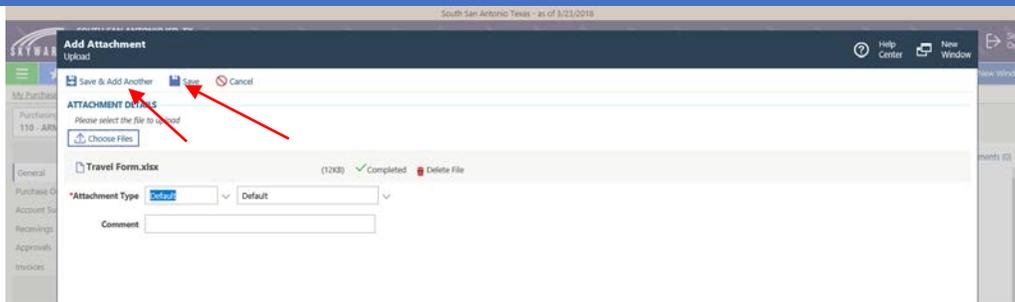
Upload Time	Attachment Type	Name	Media Type Code	Bytes	Comment
No records to display					

Close

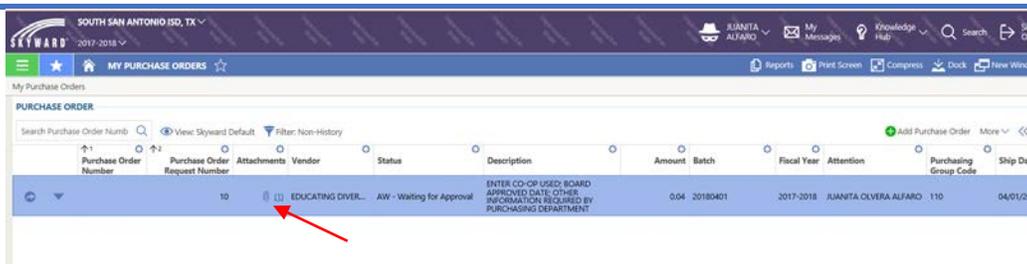
Click on **Add Attachment**.



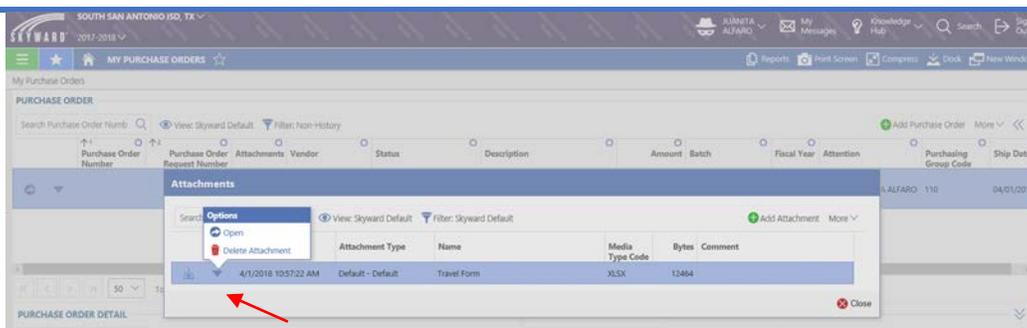
Click on [Choose File](#).



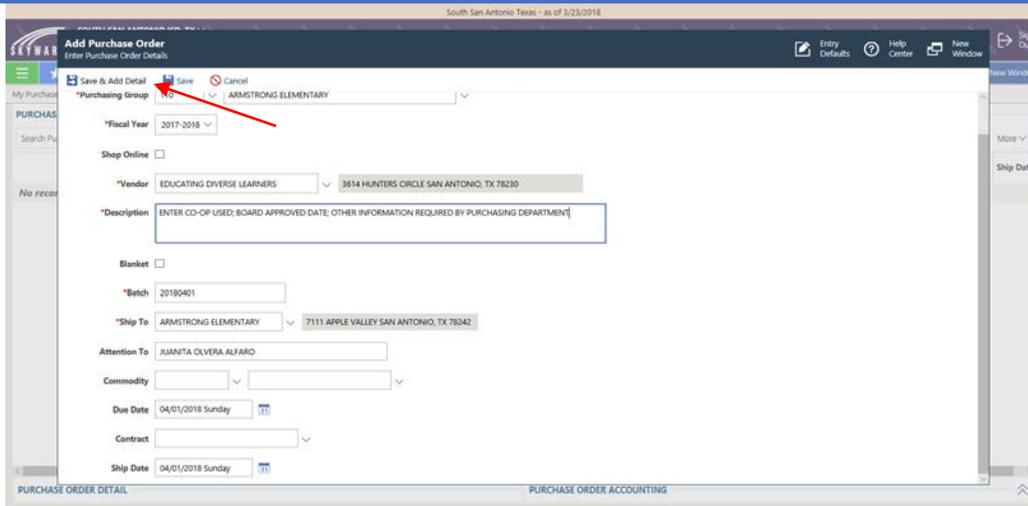
Click on [Save](#) or [Save & Add Another](#) to add more files.



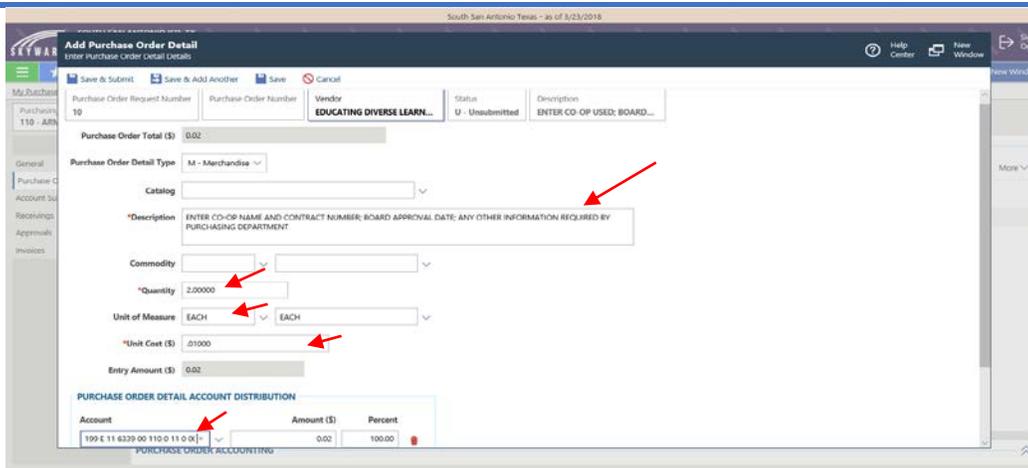
Click on [Attachments \(1\)](#) to view the files.



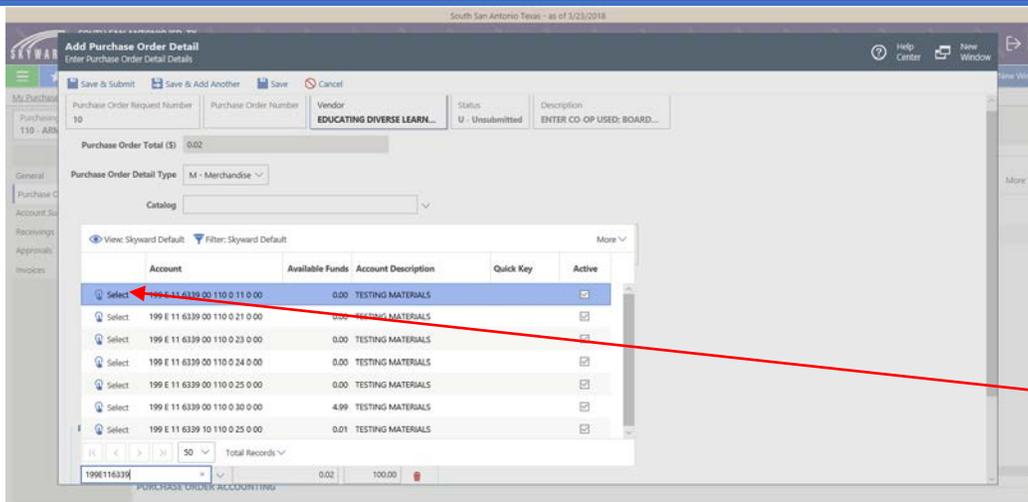
Click on ▼ to view options.



After Purchase Order information has been entered Click on **Save & Add Detail** to enter the items.

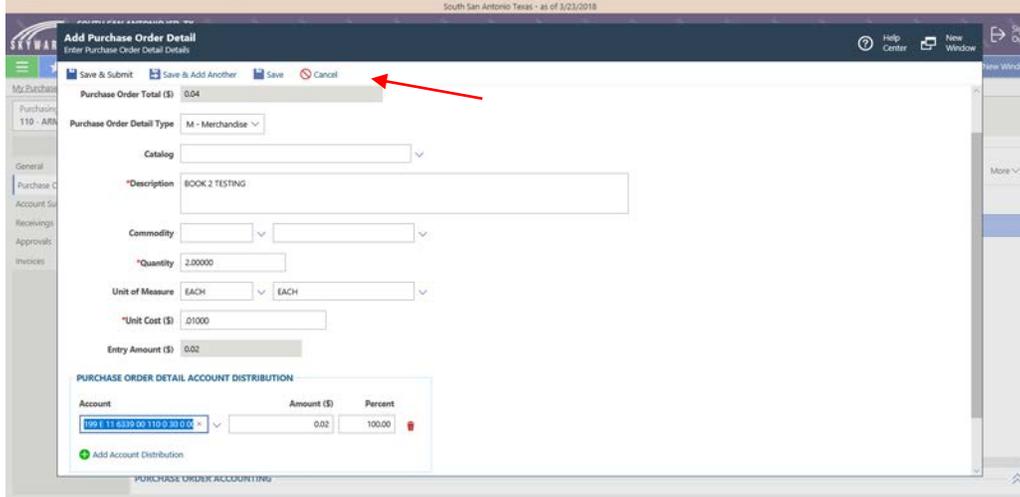


Enter item description, quantity, unit of measure, and unit cost.



When entering account number add the letter **E** after the fund number. For example: 199 **E** 11 6339 XX

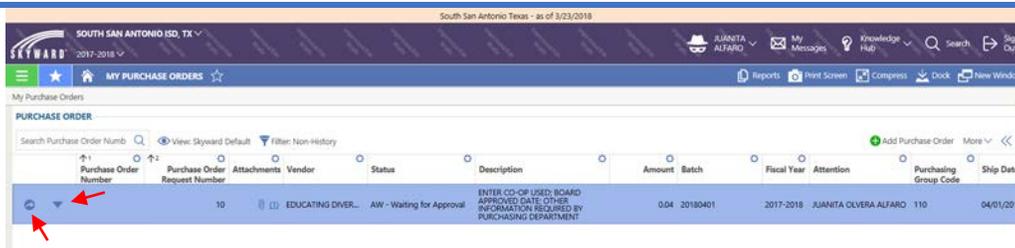
Click on **Select** once you identify the account to be used.



To add another item, click on **Save & Add Another**.

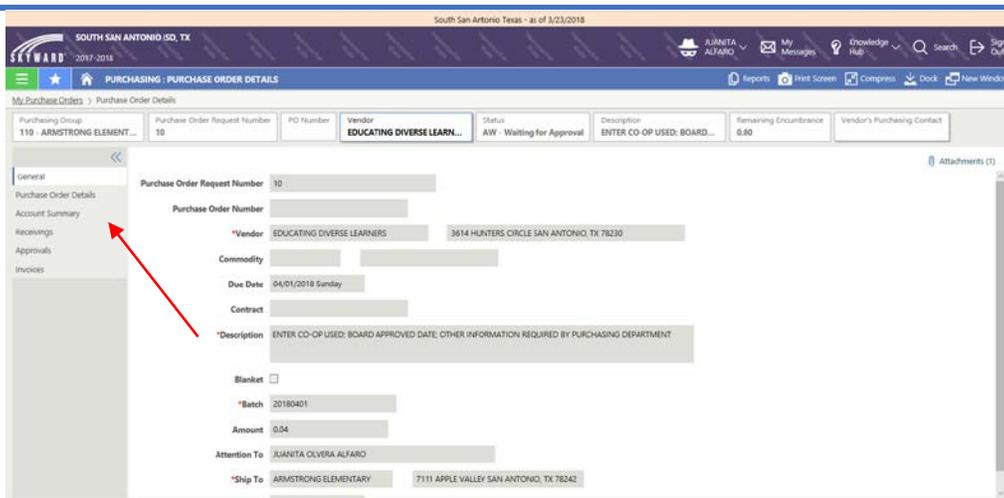
Click on **Save & Submit** to submit Purchase Order for approval.

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.

South San Antonio Texas - as of 3/23/2018

SKYWARD 2017-2018 PURCHASING : PURCHASE ORDER DETAILS

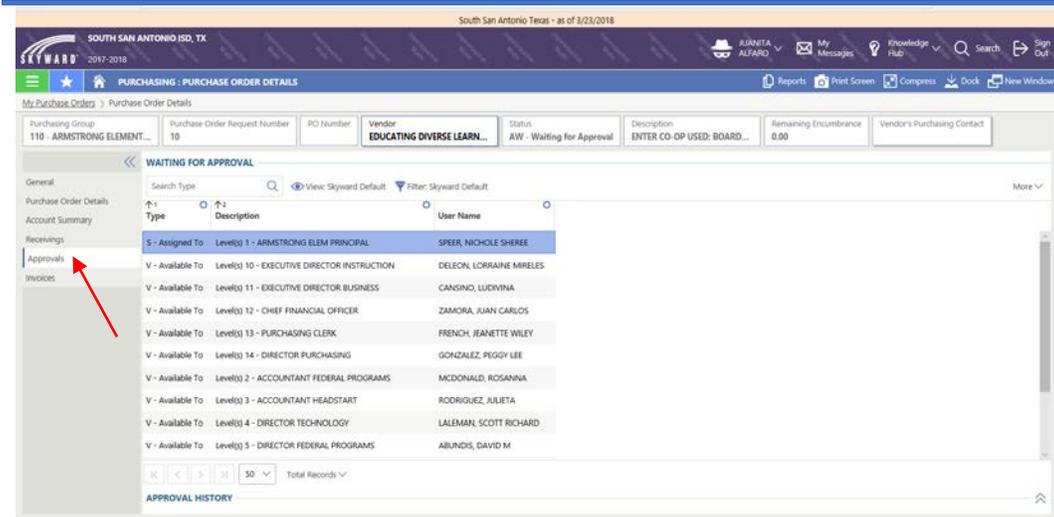
Purchasing Group: 110 - ARMSTRONG ELEMENT... Purchase Order Request Number: 10 PO Number: Vendor: EDUCATING DIVERSE LEARN... Status: AW - Waiting for Approval Description: ENTER CO-OP USED; BOARD... Remaining Encumbrance: 0.00 Vendor's Purchasing Contact:

WAITING FOR APPROVAL

Search Type: View Skyward Default Filter: Skyward Default

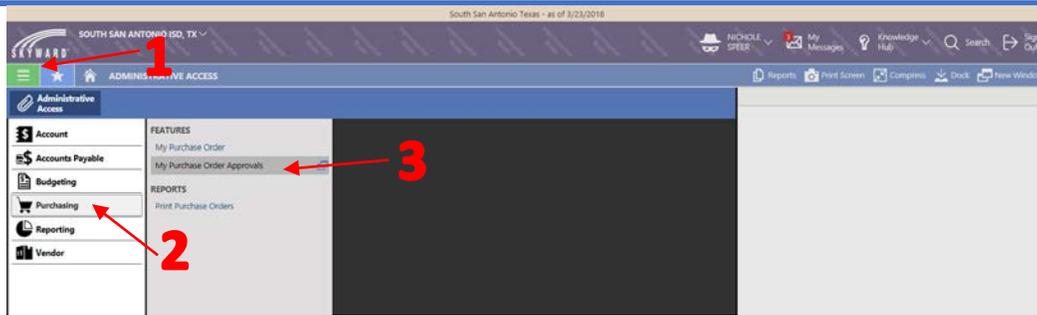
Type	Description	User Name
S - Assigned To	Level(s) 1 - ARMSTRONG ELEM PRINCIPAL	SPEER, NICHOLE SHEREE
V - Available To	Level(s) 10 - EXECUTIVE DIRECTOR INSTRUCTION	DELEON, LORRAINE MIRELES
V - Available To	Level(s) 11 - EXECUTIVE DIRECTOR BUSINESS	CANGINO, LUDWYNA
V - Available To	Level(s) 12 - CHIEF FINANCIAL OFFICER	ZAMORA, JUAN CARLOS
V - Available To	Level(s) 13 - PURCHASING CLERK	FRENCH, JEANETTE WILEY
V - Available To	Level(s) 14 - DIRECTOR PURCHASING	GONZALEZ, PEGGY LEE
V - Available To	Level(s) 2 - ACCOUNTANT FEDERAL PROGRAMS	MCDONALD, ROSANNA
V - Available To	Level(s) 3 - ACCOUNTANT HEADSTART	RODRIGUEZ, JULIETA
V - Available To	Level(s) 4 - DIRECTOR TECHNOLOGY	LALEMAN, SCOTT RICHARD
V - Available To	Level(s) 5 - DIRECTOR FEDERAL PROGRAMS	ABUNDIS, DAVID M

APPROVAL HISTORY



Side menu options allows user to view the PO approvals.

HOW TO APPROVE A PURCHASE ORDER

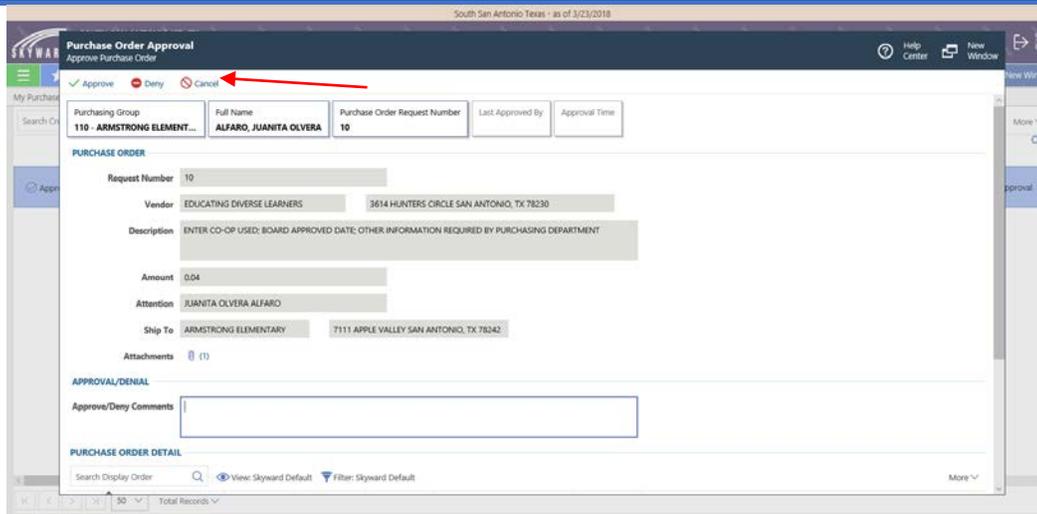


To approve a purchase order click:

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.