

Slide 1 - Slide 1

The screenshot shows the Skyward Financial Management web application in a Windows Internet Explorer browser window. The browser title bar reads "Skyward Financial Management - WF - 10636 - 04.11.06.00.08 - Windows Internet Explorer". The application header includes navigation tabs for "PRODUCT SETUP", "HUMAN RESOURCES", and "FINANCIAL MANAGEMENT", along with a "Print this tutorial" button. The user is identified as "Ophelia Brahamscr" and the date is "Tuesday, August 30th, 2011". A grid of icons provides access to various modules such as "Account Management", "Purchasing", "Accounts Payable", "Accounts Receivable", "Fixed Assets", "Inventory", "School Based Activity Acct", "Custom Reports", "Federal/State Reporting", "Bid Management", "My Req Approval Hist", "View Purchasing Activity", "View My Purchase Orders", "E-mail POs", "ECommerce Ordering", "ECommerce Order Tracking", "Power Track", "User Preferences", "PO Receiving", and "ReReports".

Cloning a Requisition

Click Financial Management, Purchasing, Requisitions.

Who, What, When, Why?

Cloning of Requisitions allows the creation of a new requisition without having to re-enter all of the information from the original.

The user would simply edit the requisition, make changes where necessary, then submit for approval.

SKYWARD
School Management System
Windows 7 / Internet Explorer 7

Software made and supported in the USA

SIF CERTIFIED

Skyward® is a registered trademark of Skyward, Inc. All other brands and product names are copyrights, trademarks, or registered trademarks of their respective owners.

[Account Information](#) | [Change Password](#) | [Login History](#)

100%

Slide 2 - Slide 2

The screenshot shows a web browser window titled "Requisitions - WF\PU\REVRQ - 10740 - 04.11.06.00.08 - Windows Internet Explorer". The page header includes "Skyward School District", "User Name: Ophelia Brahamscr", and "Tuesday, August 30th, 2011". A navigation bar contains "Home Page", "Purchasing", and "Requisitions (644)".

The main content area is a table titled "Requisitions" with the following data:

Requisition Number	App Sts	Todays Sts	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By
0000001101	WIP		19	Flowers for flower boxes outside District Office	A. t. tradersscr	PA	64.90	Brahamscr, Ophelia N

To the right of the table is a "Filter Options" menu with buttons for Print, Add, View, Edit, Delete, Clone, Notes, and Attach. A yellow callout bubble points to the "Clone" button with the text "Click Clone." Below the menu is an "Add from Online Catalog" button.

At the bottom of the table area, it says "1 records displayed" and "Requisition Number:" followed by an input field. The browser status bar at the bottom right shows "100%".

Slide 3 - Slide 3

Requisition Master Information - WF\PU\RE\REQ - 10740 - 04.11.06.00.08 - Windows Internet Explorer

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 790 - Skyward PO Group

Fiscal Year: 2011 - 2012 July 1, 2011 -

Account allocation by total requisition amount (YMA).

Account allocation by each requisition detail line (YDA).

This requisition is used to restock a warehouse.

Requisition Information

* Batch Number: 19

* Description: Flowers for flower boxes outside District Office

* Vendor: A. t. tradersscr 45 Scramble avenue PO BOX 249 SOMEWHERE PA

* Ship To: SKYWARD SCHOOL DISTRICT

Invoice To: (002) INVOICE TO: School District

Attention: Ophelia Brahamscr

* Due Date: 08/19/2011 Friday

Ship Date: 08/19/2011 Friday

Ship Via:

Project/Grant:

Contract:

USD 1:

USD 2:

Asterisk (*) denotes a required field

Save
Back

Make any necessary changes to the new Requisition's Master Information, then click Save.

Slide 4 - Slide 4

Requisition Detail Lines/Accounting - WF\PU\RE\RQ - 10740 - 04.11.06.00.08 - Windows Internet Explorer

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **30**

Requisition Number: **0000001109**

Group: **(790) Skyward PO Group**

Fiscal Year: **2011 - 2012**

Vendor: **A. t. traderssco**

**45 Scramble avenue PO BOX 249
SOMEWHERE PA 55555**

Invoice To: **(Default) 8500 Brooktree
Road, Suite 200 Wexford, PA 15090**

Accounting: **Account allocation by total requisition amount.** [Edit Master](#)

Amount: **64.90** [Notes](#)

Ship To: **SKYWARD SCHOOL DISTRICT** [Attachments](#)

Description: **Flowers for flower boxes outside District Office**

[Submit For Approval](#)
[Save and Finish Later](#)
[Back](#)

Requisition Detail Line Items

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code
100		Hanging Basket	1	Each	39.95000	39.95	
110		Large Flower Container	1	Each	24.95000	24.95	

To add more line items, click **Add**.

To modify an existing line item, highlight the item and click **Edit**.

Delete will remove the highlighted line item.

Add multiple line items at once by clicking **Mass Add Detail**.

Click **Add Requisition Accounts**.

2 records displayed

Line:

[Add](#)
[Edit](#)
[Delete](#)
[Mass Add Detail](#)
[View Requisition Accounts](#)

100%

Slide 5 - Slide 5

The screenshot shows a web application interface for account distribution. At the top, the browser title is "Account Distribution - WF\PU\RE\RQ - 10740 - 04.11.06.00.08 - Windows Internet Explorer". The breadcrumb trail is "Home Page | Requisitions | Requisition Detail Lines/Accounting | Account Distribution (4975)".

Available Accounts

Fnd	T	Func	Obj	F/s	lo	O/u	Amount	Checkbox
10	E	1100	100	391	30	004		
10	E	1100	100	870	30	800 000 000 000	\$0.00	<input type="checkbox"/>
10	E	1100	120	000	00	200 000 000 000	\$2,770.82	<input checked="" type="checkbox"/>
10	E	1100	120	000	10	200 000 000 000	\$2.25	<input type="checkbox"/>
10	E	1100	120	000	11	200 000 000 000		<input type="checkbox"/>
10	E	1100	120	000	12	200 000 000 000		<input type="checkbox"/>
10	E	1100	120	000	13	200 000 000 000	\$0.00	<input type="checkbox"/>
10	E	1100	120	000	14	200 000 000 000	\$0.00	<input type="checkbox"/>
10	E	1100	120	000	15	200 000 000 000	\$0.00	<input type="checkbox"/>
10	E	1100	120	000	16	200 000 000 000	\$0.00	<input type="checkbox"/>
10	E	1100	120	000	18	200 000 000 000	\$0.00	<input type="checkbox"/>
10	E	1100	120	000	30	800 000 000 000	\$0.00	<input type="checkbox"/>

100 records displayed

Account Number:

Quick Key:

Account Number Information

Code	Description
10	General Fund
1100	Regular F
120	Professio
00	District-Wide
200	Elementary School Buildings
000	Not Classified By Subject Matt
000	District Wide
000	District Wide

Buttons: Save Account Distrib, Back

Total Amount to Distribute: \$64.90 100.00%
Total Distributed: \$64.90 100.00%
Amount Remaining: \$0.00 0.00%

Selected Accounts

Account Number	Amount	Percent
10 E 1100 120 000 00 200 000 000 000	64.90	100.00

Buttons: Remove, Remove All

100%

Callouts:

- 1. Select the appropriate account. (Points to the selected row in the Available Accounts table)
- 2. Information regarding the selected account and the distribution will populate into the bottom window. (Points to the Selected Accounts table)
- 3. The Account Description will display here. (Points to the Account Number Information table)
- 4. Click Save Account Distribution. (Points to the Save Account Distrib button)

Slide 6 - Slide 6

Requisition Detail Lines/Accounting - WF\PU\RE\RQ - 10740 - 04.11.06.00.08 - Windows Internet Explorer

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 30
Requisition Number: 0000001109
Group: (790) Skyward PO Group
Fiscal Year: 2011 - 2012
Vendor: [A. t. tradersscr](#)
45 Scramble avenue PO BOX 249
SOMEWHERE PA 55555
Invoice To: (Default) 8500 Brooktree
Road, Suite 200 Wexford, PA 15090

Accounting: Account allocation by total requisition amount. [Edit Master](#)
Amount: 64.90 [Notes](#)
Ship To: SKYWARD SCHOOL DISTRICT [Attachments](#)

Description: Flowers for flower boxes

[Submit For Approval](#)
[Save and Finish Later](#)

If the entry is complete, click **Submit for Approval**.
If the entry is not complete, click **Save and Finish Later**.

Requisition Accounts

Requisition Accounting

Account Number	Account Amount	Account Percent
10 E 1100 120 000 00 200 000 000 000	\$64.90	100.00%

[Update Account Distrib](#)
[View Requisition Detail Lines](#)
[Add Asset Detail](#)

1 records displayed

100%

Slide 7 - Slide 7

Requisitions - WF\PD\REVRQ - 10740 - 04.11.06.00.08 - Windows Internet Explorer

Skyward School District User Name: **Ophelia Brahamscr** Examples

Home Page | Purchasing | Requisitions (797) Back

Requisition Number	App Sts	Today's Sts	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By
0000001101	WIP		19	Flowers for flower boxes outside District Office	A. t. tradersscr	PA	64.90	Brahamscr, Ophelia N
7901200001	WFH		30	Flowers for flower boxes outside District Office	A. t. tradersscr	PA	64.90	Brahamscr, Ophelia N

The cloned requisition now displays in the Requisition browse.
This concludes the tutorial.

Filter Options: Print, Add, View, Edit, Delete, Clone, Notes, Attach

Add from Online Catalog

Assign Special Group

2 records displayed Requisition Number:

100%