



Warehouse ordering is all setup and ready for the head custodians to use! Thank you for your patience with getting this configured. You may have received a Warehouse Approval email a short time ago, that was a sample request I submitted for testing that I've since deleted.

Here are some instructions for the head custodians for entry/submission and for you to update the account code and approval. However, please don't hesitate to let me know if you have any questions or need assistance.

HEAD CUSTODIAN ENTRY:

In Skyward, under Administrative Access, the head custodians should now see an option for **Warehouse > Warehouse Request**.



From here, they'll select **Add Warehouse Request** to create the request and **Save & Add Details** (line items).

Add Warehouse Request
Enter Warehouse Request Details

Save & Add Detail Save Cancel

WAREHOUSE REQUEST DETAILS

*Warehouse Request Group: W961 Custodial

*Fiscal Year: 2022-2023

*Delivery Instructions:

*Requested For:

*Request Date: 02/16/2023 Thursday

When it comes to adding the Details (line items), they select the **Item, Quantity and Account** – per our previous emails, only one general account will be available to select.

Add Warehouse Request Detail
Enter Warehouse Request Detail Details

Save & Submit Save & Add Another Save Cancel

Warehouse Request Number: 2843 Requested For: [REDACTED] Request Date: 03/20/2023 Status: U - Unsubmitted Delivery Instructions: TEST Amount: 0.00 Warehouse Request Group: W981 - Custodial

WAREHOUSE REQUEST DETAIL DETAILS

Warehouse Request Total: 0.00

*Item: [REDACTED]

Stock Unit of Measure: [REDACTED]

*Stock Quantity: [REDACTED]

View Skyward Default Filter: Skyward Default

Account	Available Funds	Account Description	Quick Key	Category 1
Select 10 E 530 9700 63 5610 0440 0000 0000 0	52,262.00			

50 Total Records

		100.00	Remove Account Distribution
			Clear Account Distribution

Add Account Distribution

Once they've added each item to their request, they'll **Save & Submit**, which will send it to you for approval.

ACCOUNT UPDATE & APPROVAL:

Navigate to **Administrative Access > Warehouse > My Warehouse Request Approvals**. Select **Approve/Deny** for the request.

AUBURN SCHOOL DISTRICT
SKYWARD 2022-2023

WAREHOUSE: MY WAREHOUSE REQUEST APPROVALS

My Warehouse Request Approvals

MY WAREHOUSE REQUEST APPROVALS

Search Warehouse Request No. View: Skyward Default Filter: Assigned Quick Filter

Warehouse Request Number	Requested For	Attachments	Request Date	Status	Amount	Warehouse Request Group	Fiscal Year	Approval Level
2844	[REDACTED]	(0)	03/20/2023	W - Waiting for Approval	10.89	W981 - Custodial	2022-2023	1: Custodial Coordinator

Approve/Deny

For each Detail line, select the open arrow to edit and update the generic account to the custodial account for the building. I'm sure you already have a list, but just in case, I've attached one for reference.

Warehouse Request Approval

Approve/Deny

✓ Approve

✗ Deny

⌚ Resume Later

WAREHOUSE REQUEST

Warehouse Request Group

W981

Custodial

Fiscal Year

2022-2023

Warehouse Request Number

2844

Delivery Instructions

TESTING

Requested For

Request Date

03/20/2023 Monday

Attachments

0

APPROVAL/DENIAL

Approve/Deny Comments

WAREHOUSE REQUEST DETAILS

Search Display Order

View Skyward Default

Filter Skyward Default

Display Order

Item

Original Quantity Requested

Unit Cost

Amount

Quantity Requested

Quantity Fulfilled

Quantity Unfulfilled

1

0004 - BRUSH, CARPET

1.00000

10.68758

10.69

1.00000

0.00000

1.00000

ACCOUNT SUMMARY

Search Account

View Skyward Default

Filter Skyward Default

Account

Amount

10 E 530 9700 63 5610 0440 0000 0000 0

10.69

WAREHOUSE : WAREHOUSE REQUEST DETAIL DETAILS

Warehouse Request Detail Details

Warehouse Request Number

2844

Requested For

Request Date

03/20/2023

Status

W - Waiting for Approval

Delivery Instructions

TESTING

Amount

10.69

Warehouse Request Group

W981 - Custodial

Save & Back

Save Changes

Cancel

General

Stock Transactions

WAREHOUSE REQUEST DETAIL DETAILS

Warehouse Request Total

10.69

*Item

0004 - BRUSH, CARPET

Stock Unit of Measure

CS

CASE

*Stock Quantity

1.00000

*Unit Cost

10.68758

*Amount

10.69

Project

Grant

ACCOUNT DISTRIBUTION

*Account

Amount

*Percent

10 E 530 9700 63 5610 1780 0000 0000 0

10.69

100.0000

Remove Account Distribution

Clear Account Distribution

Add Account Distribution

Once the account has been changed on all Detail lines, return to **My Warehouse Request Approvals**, select **Approve/Deny** again, verify the account looks correct for each line item, then select **Approve**.

