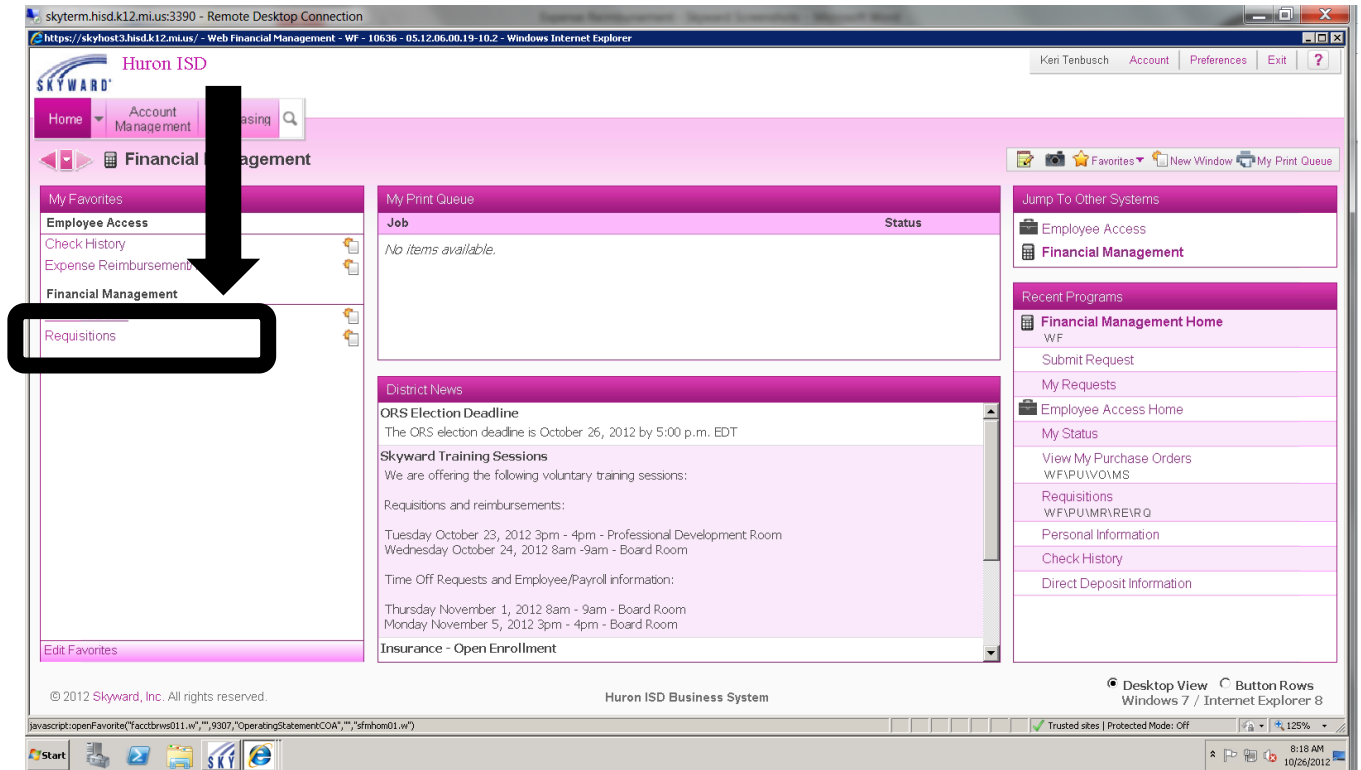
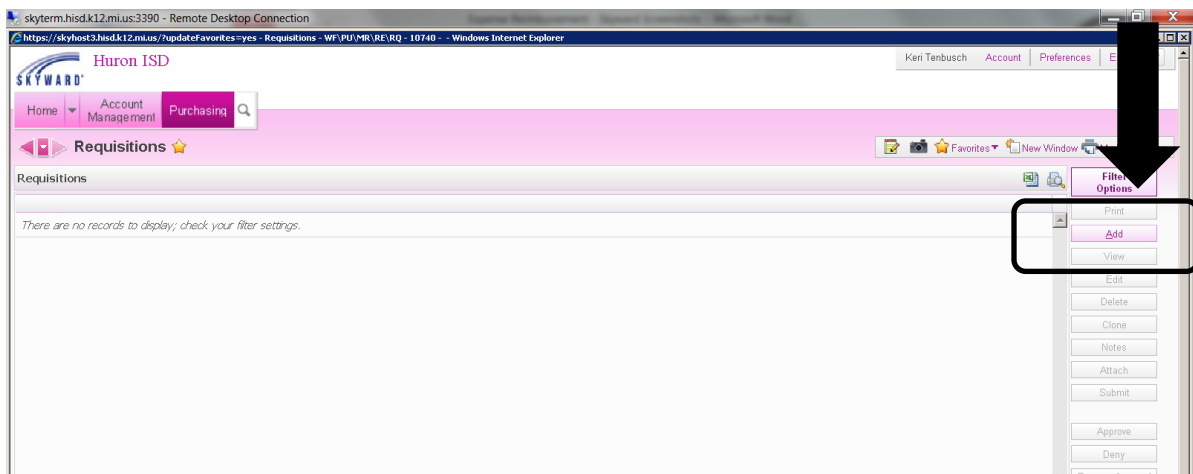


How to Enter a Requisition

1. You should have a link to Requisitions on your Skyward Home Page listed under My Favorites on the left side of the screen.



2. Click on the Requisitions link.



3. Select the "Add" button

- The first screen that you see is the “Master” screen that gives general detail. You most likely only have one requisition group to choose from. This tells Skyward who will need to approve the requisition. If you have more than one to choose from and need help selecting the appropriate group, please call Stacy Rick in the business office. Everything else in that top section should remain as it appears.

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Setup Information

Requisition Group: 099 - FINANCE

Fiscal Year: 2012 - 2013 July 1, 2012 - June 30, 2013

Account allocation by total requisition amount (YMA).

Account allocation by each requisition detail line (YDA).

Requisition Information

Batch Number: 26

* Description: 6

* Vendor: 7

* Ship To: HURON ISD 1299 8 THOMAS RD STE 1 BAD AXE MI 48413

Invoice To:

Attention: KERI TENBUSCH

* Due Date: 10/26/2012 Friday

Ship Date: 10/26/2012 Friday

Ship Via:

Project/Grant:

Contract:

PCARD OF:

ORDERED:

Asterisk (*) denotes a required field

- Description should be something generic, such as “teaching supplies” or “MASSW Conference 8/12-8/15/2023”.

6. Vendor – Begin typing the vendor name and it should pull up a drop-down box of available vendors.

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 099 - FINANCE

Fiscal Year: 2012 - 2013 July 1, 2012 - June 30, 2013

Account allocation by total requisition amount (YMA).

Account allocation by each requisition detail line (YDA).

Save and Add Detail

Save and Mass Add Detail

Back

Requisition Information

* Batch Number: 26

* Description: Teaching Supplies

* Vendor: Walma

* Ship To: WALMART COMMUNITY/GEGRB Order From/Remit to [WALMART 000]
PO BOX 530934
ATLANTA GA 30353-0934

Invoice To:

Attention:

* Due Date: WALMART COMMUNITY/GEGRB Order From Only [WALMART 001]
Ship Date: 901 N VAN DYKE
Ship Via: BAD AXE MI 48413

Project/Grant: WALMART COMMUNITY/GEGRB Order From/Remit to [WALMART 002]
Contract: PO BOX 530934
ATLANTA GA 30353-0934

PCARD OF:

ORDERED:

Asterisk (*) denotes a required field

7. If you are using a Walmart Card or a HISD Purchasing Card, choose the correct card from the drop-down list by clicking on the underlined words PCARD OF. If you are not actually making the purchase and instead asking the business office to make the purchase, you can leave this blank.

https://skyhost3.hisd.k12.mi.us/?isPopup=true - Requisition Master Information - WF\PU\MR\RE\RQ - Windows Internet Explorer

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 099 - FINANCE

Fiscal Year: 2012 - 2013 July 1, 2012 - June 30, 2013

Account allocation by total requisition amount (YMA).
 Account allocation by each requisition detail line (YDA).

Save and Add Detail

Save and Mass Add Detail

Back

Requisition Information

* Batch Number: 26

* Description: Teaching Supplies

Vendor: WALMART COMMUNITY/GEGRB PO BOX 530934 ATLANTA GA 30353-0934

Ship To: HURON ISD 1299 S THOMAS RD STE 1 BAD AXE MI 48413

Attention: KERI TENBUSCH

Date: 10/26/2012 Friday

Date: 10/26/2012 Friday

Ship Via:

Project/Grant:

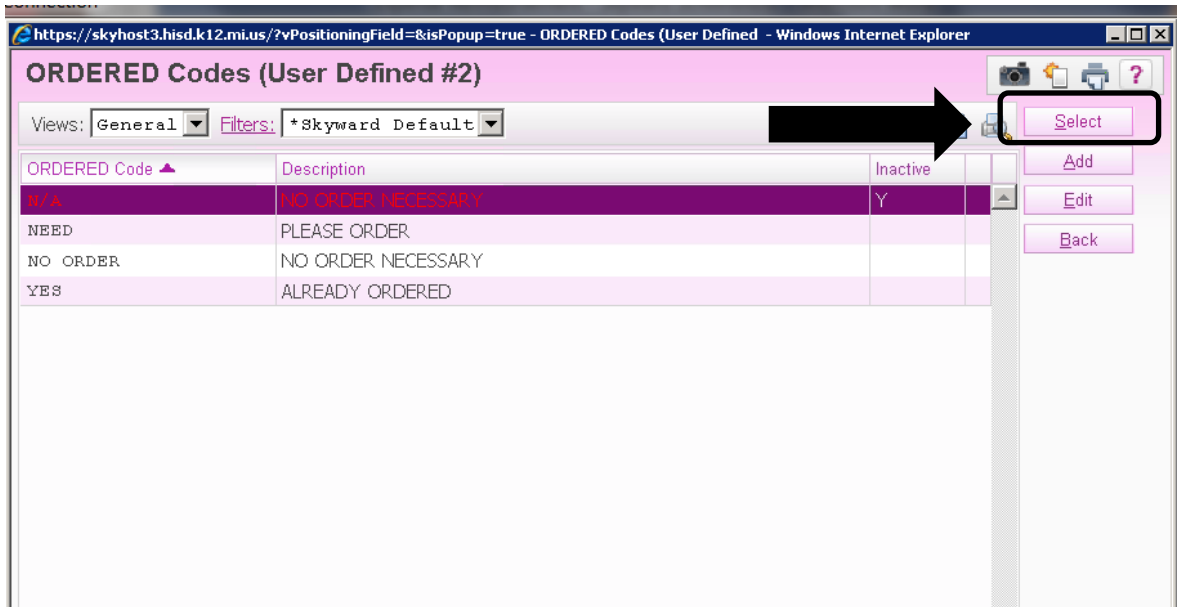
Contract:

PCARD_OF:

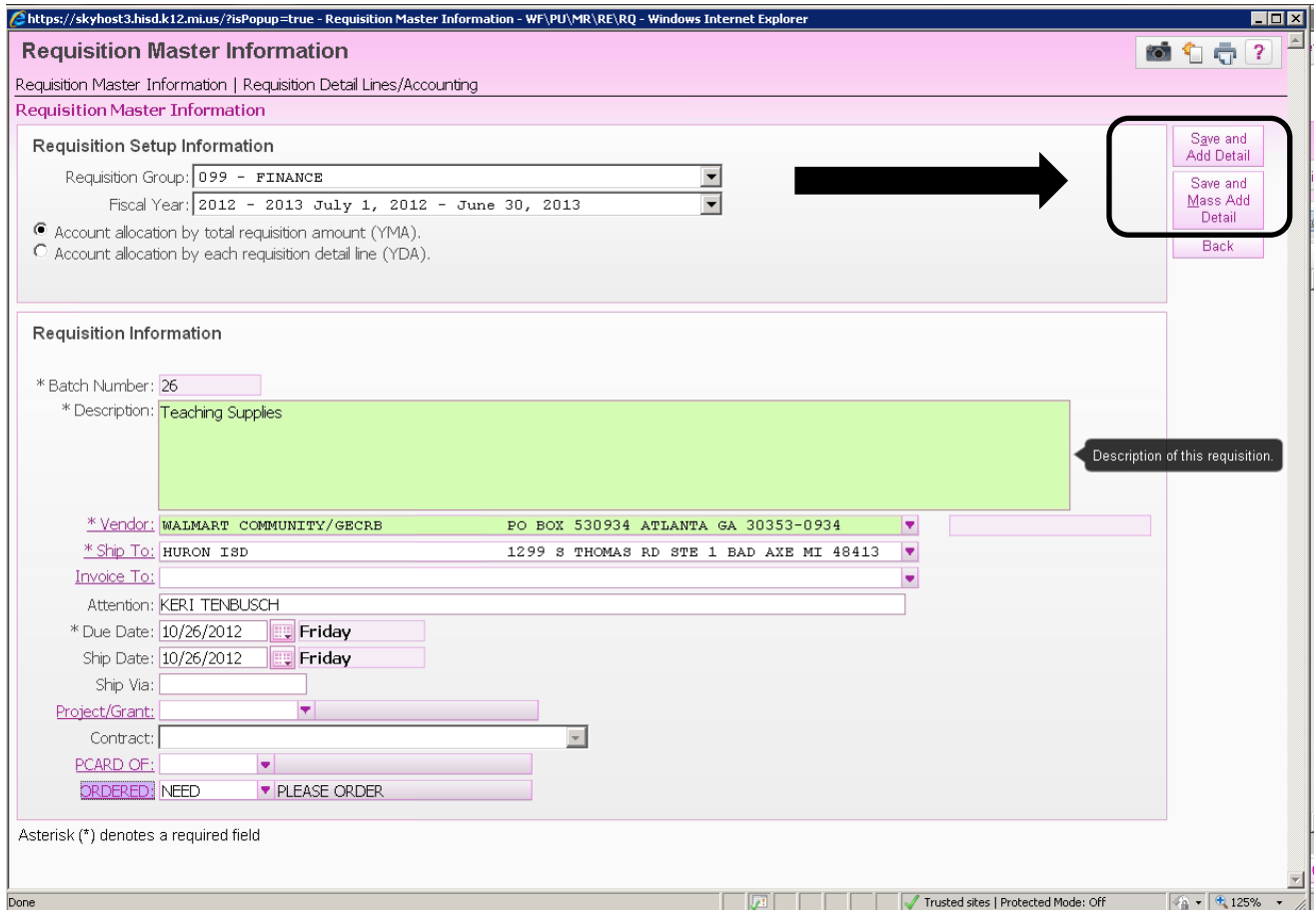
ORDERED:

Asterisk (*) denotes a required field

8. Click on the underlined words ORDERED to select your option. A menu will appear allowing you to select an appropriate code to let the business office know if an order needs to be placed. **This field is EXTREMELY important** so that things will be ordered and paid when needed. **NEED** means that the business office needs to place an order, **NO ORDER** means that this payment is for something that we do not need to order (a parent stipend, an invoice we received for water, etc.), and **ALREADY ORDERED** means it is something that you already have (a Walmart purchase for example). Highlight the one that you would like and click on Select.



9. Once you click select, Skyward will take you back to that “Master” screen.



10. To add detail lines, you should choose either “Save and Add Detail” in the top right of the screen. “Add” will allow you to add one line at a time.

11. Enter in the Quantity needed (if doing a Walmart purchase you can enter 1). The Unit of Measure is optional, you can choose from the drop-down menu if you want to enter CS for Case, EA for each, etc. or leave blank.
12. The Unit Cost should be the cost of the item. In the case of a Walmart purchase, this would be the total from the receipt.
13. The Description is the very detailed description for that one item. For example, if purchasing something from a vendor (i.e. School Specialty, Super Duper) you would type item #21321654 Package of Red Construction Paper 8.5x11. This description should be specific enough so that Stacy Rick can order the items that you need and/or remind you a few months from now what it was that you ordered/purchased.

https://skyhost3.hisd.k12.mi.us/ - Requisition Detail Lines/Accounting - WF\PU\MR\RE\RQ - 10740 - Windows Internet Explorer

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 26
 Requisition Number: 0000001245
 Group: (099) FINANCE
 Fiscal Year: 2012 - 2013
 Vendor: WALMART COMMUNITY/GEGRB
 PO BOX 530934
 ATLANTA GA 30353-0934

Accounting: Account allocation by total requisition amount.
 Amount: 0.00
 Ship To: HURON ISD
 Description: Teaching Supplies

Requisition Detail Lines

* Line Number: 100 [Reset]

Line Type: Merchandise
 Narrative

Catalog: []

* Quantity: 1
 Unit of Measure: []

* Unit Cost: 17.82000
 Total Amount: 17.82
 * Description: peanut butter, bread, crackers for snack

[Save] [Back]

14. Click "Save"

https://skyhost3.hisd.k12.mi.us/ - Requisition Detail Lines/Accounting - WF\PU\MR\RE\RQ - 10740 - Windows Internet Explorer

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 26
 Requisition Number: 0000001245
 Group: (099) FINANCE
 Fiscal Year: 2012 - 2013
 Vendor: WALMART COMMUNITY/GEGRB
 PO BOX 530934
 ATLANTA GA 30353-0934

Accounting: Account allocation by total requisition amount.
 Amount: 17.82
 Ship To: HURON ISD
 Description: Teaching Supplies

[Submit For Approval] [Save and Finish Later] [Back]

[16] [Edit Master Notes Attachments]

Requisition Detail Line Items

Views: General Filters: *Skyward Default

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code
100		peanut butter, bread, crackers for snack	1		17.82000	17.82	

[Add] [Edit] [Delete] [Mass Add Detail]

[17] [Add Requisition Accounts]

20 1 records displayed Line: []

15. Skyward will take you back to the main screen. From here you can add additional detail lines if needed. You can also add “Notes” by clicking Notes or add “Attachments” by clicking Attachments.
 - a. Examples of attachments to attach are supply invoices, hotel receipts, detailed meal receipts, packing slips, etc. *If a registration fee or hotel accommodation is needed for a conference the conference flyer must be attached.

16. The final step required before you can submit for approval is to add the appropriate account numbers. You do this by clicking on “Add Requisition Accounts”. Skyward will take you to a list of all the accounts that you have access to. If you are ever unsure of what account number to use, please call the business office. If you need to use an account that is not on your list or if there are accounts on your list that you will not need to use, we can adjust your list as needed to make it easier for you to select the correct account. Call the business office to make changes.

Account Distribution

Available Accounts

Fnd	T	Fnc	Obj	Fac	Prg	S-fy	Othr	Funds Available	Selected
11	E	252	3190	00000	000	0000	5252	\$700.00	<input type="checkbox"/>
11	E	252	3210	00000	000	0000	5252	\$977.37	<input type="checkbox"/>
11	E	252	3210	00000	000	0000	5253	\$299.58	<input type="checkbox"/>
11	E	252	3220	00000	000	0000	5252	\$3,422.30	<input type="checkbox"/>
11	E	252	3220	00000	000	0000	5253	\$100.00	<input type="checkbox"/>
11	E	252	4120	00000	000	0000	5252	-\$232.25	<input type="checkbox"/>
11	E	252	5910	00000	000	0000	5252	\$2,494.93	<input checked="" type="checkbox"/>
11	E	252	6420	00000	000	0000	5252	\$875.81	<input type="checkbox"/>
11	E	252	7410	00000	000	0000	5252	\$1,190.40	<input type="checkbox"/>
11	E	252	7412	00000	000	0000	5252	\$50.00	<input type="checkbox"/>
11	E	252	9999	00000	000	0000	5252	-\$185.00	<input type="checkbox"/>

11 records displayed

Account Number:

Quick Key:

Account Level Description
OFFICE SUPPLIES

Account Number Information

Code	Description
1	GENERAL FUND
52	FISCAL SERVICES
910	OFFICE SUPPLIES
252	ACCOUNTING/FISCAL SERVICE

2012-2013 Available Funds By
Individual Account

Total Amount to Distribute: \$17,821.00 100.00%
Total Distributed: \$0.00 0.00%
Amount Remaining: \$17,821.00 100.00%

Selected Accounts

Account Number	Amount	Percent

Remove
Remove All

17. When you highlight an account on the left side of the screen...the details of that account number will appear on the right side. The description will help you select the correct account for what you are purchasing. When you have chosen the correct account, you can check the “Selected” box and the account number will appear in the bottom section of the screen. If you need to add another account and have the cost split (for example if you purchased supplies at

Walmart and 50% should go to teaching supplies and 50% should go to community ed supplies), you can select another account and change either the percentage or the amount.

The screenshot displays the 'Account Distribution' web application. The main area contains a table of 'Available Accounts' with columns for Fund, Type, Function, Object, Facility, Program, S-fy, Other, Funds Available, and Selected. The selected account is 11E252 5910 00000 000 0000 5252 with a funds available of \$2,494.93. To the right, there is 'Account Number Information' and '2012-2013 Available Funds By Individual Account'. At the bottom, a 'Selected Accounts' table shows the chosen account with an amount of 17.82 and a percent of 100.00. Callout box 18 points to the 'Selected Accounts' table, and callout box 19 points to the 'Save Account Distrib' button.

Total Amount to Distribute: \$17.82 100.00%
 Total Distributed: \$17.82 100.00%
 Amount Remaining: \$0.00 0.00%

Account Number	Amount	Percent
11E252 5910 00000 000 0000 5252	17.82	100.00

18. Click Save Account Distribution.

19. Skyward will take you back to the main screen where you can Save and Finish Later or Submit for Approval.

REMINDERS –

1. If you do not submit for approval, only you will be able to see the requisition. Nothing will be ordered or paid for until approved.
2. If you ever have any questions, please feel free to call or stop into the business office anytime.