Financial Management

Purchasing



Requisitions



Add-- to add a regular requisition

If you want to order from the online catalogs Clink on the add from online catalog on the lower right hand side.  This is for orders for School Specialty, Really Good Stuff, and Amazon.
It will take you to their website.

Pick Group
Fiscal Year—Be sure to use the correct fiscal year
Description
Vendor
Ship to:
Attention
Due Date-doesn't matter except for the same fiscal year
Ship Date

Then click on Save and add detail on the right

It will take you to the following:

**Requisition Detail Lines/Accounting**

**Requisition Master Information**

Batch Number: **WEBREQ**
Requisition Number: **0000000437**
Group: **(200) Elementary School**
Fiscal Year: **2017 - 2018**
Vendor: **TIME FOR KIDS**
**PO BOX 61931**
**TAMPA FL 33661-1170**

Accounting: **Account allocation by total requisition amount.**
Amount: **0.00**
Ship To: **RIVERDALE ELEM**
Description: **test**

**Requisition Detail Lines**

* Line Number: 100
Line Type: ● Merchandise
○ Narrative
Catalog:
* Quantity: 0
Unit of Measure:
* Unit Cost: 0.00000
Total Amount: 0.00
* Description

Save
Back

Asterisk (*) denotes a required field

You can add catalog number
Required places are Quantity, Unit Cost, and Description
Click Save on the right

**Requisition Detail Lines/Accounting**

**Requisition Master Information**

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Requisition Number: **0000000437**
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Fiscal Year: **2017 - 2018**
Vendor: **TIME FOR KIDS**
**PO BOX 61931**
**TAMPA FL 33661-1170**

Accounting: **Account allocation by total requisition amount.**
Amount: **10.00**
Ship To: **RIVERDALE ELEM**
Description: **test**

Submit For Approval
Save and Finish Later
Back
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 | % Disc |
|--------|--------------|-------------|----------|--------|-----------|------------|-----------|--------|
| 100 | | book | 1 | | 10.00000 | 10.00 | | 0 |

Add
Edit
Delete
Mass Add Detail
Add Requisition Accounts
Import Detail Lines

This is where you put the account number

Click on add requisition accounts on bottom right

**Account Distribution**

Available Accounts (Accounts are displayed based on Account Clearance access)

| Fnd ▲ | T | Loc | Obj | Func | Prj | Funds Available | Selected |
|-------|---|-----|-----|--------|-----|-----------------|----------|
| 10 | E | 100 | 310 | 110000 | 000 | $4,568.00 | ☐ |
| 10 | E | 100 | 310 | 120000 | 000 | $0.00 | ☐ |
| 10 | E | 100 | 310 | 164000 | 000 | $3,845.00 | ☐ |
| 10 | E | 100 | 310 | 240000 | 000 | $704.00 | ☐ |
| 10 | E | 100 | 320 | 125500 | 000 | $0.00 | ☐ |
| 10 | E | 100 | 320 | 253000 | 000 | $0.00 | ☐ |
| 10 | E | 100 | 342 | 110000 | 000 | $3,838.85 | ☐ |
| 10 | E | 100 | 342 | 124000 | 000 | $0.00 | ☐ |
| 10 | E | 100 | 342 | 240000 | 000 | $-1,050.06 | ☐ |
| 10 | E | 100 | 353 | 240000 | 000 | $0.00 | ☐ |
| 10 | E | 100 | 354 | 240000 | 000 | $0.00 | ☐ |
| 10 | E | 100 | 360 | 240000 | 000 | $0.00 | ☐ |
| 10 | E | 100 | 381 | 255000 | 000 | $0.00 | ☐ |
| 10 | E | 100 | 411 | 110000 | 000 | $-1,855.12 | ☐ |

56 records displayed

Account Number: [          ]

Quick Key: [          ]

**Account Level Description**
PER/SER UNDIFF CURRICULUM

**Account Number Information**

| Code | Description |
|------|-------------|
| 10 | GENERAL FUND |
| 100 | ELEM SCHOOL |
| 310 | PERSONAL SERVICES |
| 110000 | UNDIFFERENTIATED CURRICULUM |
| 000 | 000 |

**2017-2018 Available Funds By**
Individual Account

Total Amount to Distribute: **$10.00 100.00%**
Total Distributed: **$0.00 0.00%**
Amount Remaining: **$10.00 100.00%**

**Selected Accounts**

| Account Number | Amount | Percent |
|----------------|--------|---------|

Remove
Remove All

Beside the Quick Key put in your number

## Account Distribution

Available Accounts (Accounts are displayed based on Account Clearance access)

| Fnd ▲ | T | Loc | Obj | Func | Prj | Funds Available | Selected |
|---|---|---|---|---|---|---|---|
| 10 | E | 100 | 381 | 255000 | 000 | $0.00 | ☐ |
| 10 | E | 100 | 411 | 110000 | 000 | $-1,855.12 | ☐ |
| 10 | E | 100 | 411 | 110101 | 000 | $-31.73 | ☑ |
| 10 | E | 100 | 411 | 110102 | 000 | $331.95 | ☐ |
| 10 | E | 100 | 411 | 110103 | 000 | $47.90 | ☐ |
| 10 | E | 100 | 411 | 110104 | 000 | $118.59 | ☐ |
| 10 | E | 100 | 411 | 110105 | 000 | $55.49 | ☐ |
| 10 | E | 100 | 411 | 110106 | 000 | $86.13 | ☐ |
| 10 | E | 100 | 411 | 110107 | 000 | $130.17 | ☐ |
| 10 | E | 100 | 411 | 121000 | 000 | $46.17 | ☐ |
| 10 | E | 100 | 411 | 125400 | 000 | $-63.75 | ☐ |
| 10 | E | 100 | 411 | 140000 | 000 | $-11.68 | ☐ |
| 10 | E | 100 | 411 | 213000 | 000 | $17.11 | ☐ |
| 10 | E | 100 | 411 | 240000 | 000 | $650.07 | ☐ |

44 records displayed

Account Number: [          ]

Quick Key: [          ]

**Account Level Description**
1ST GRADE SUPPLIES

**Account Number Information**

| Code | Description |
|---|---|
| 10 | GENERAL FUND |
| 100 | ELEM SCHOOL |
| 411 | GENERAL SUPPLIES |
| 110101 | 1ST GRADE SUPPLIES |
| 000 | 000 |

**2017-2018 Available Funds By**
Individual Account

Save Account Distrib
Back

Total Amount to Distribute: **$10.00 100.00%**
Total Distributed: **$10.00 100.00%**
Amount Remaining: **$0.00 0.00%**

**Selected Accounts**

| Account Number | Amount | Percent |
|---|---|---|
| * 10 E 100 411 110101 000 | 10.00 | 100.00 |

Remove
Remove All

It will look like this -ABOVE
On the right side you can check to make sure it's the correct account
Click –Save Account Distrib on right side

## Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

**Requisition Detail Lines/Accounting**

**Requisition Master Information**
Batch Number: **WEBREQ**
Requisition Number: **0000000437**
Group: **(200) Elementary School**
Fiscal Year: **2017 - 2018**
Vendor: **TIME FOR KIDS**
PO BOX 61931
TAMPA FL 33661-1170

Accounting: **Account allocation by total requisition amount.**
Amount: **10.00**
Ship To: **RIVERDALE ELEM**
Description: **test**

Submit For Approval
Save and Finish Later
Back
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**Requisition Accounts**

**Requisition Accounting**

| Account Number ▲ | Account Amount | Account Percent | Over Budget |
|---|---|---|---|
| 10 E 100 411 110101 000 | $10.00 | 100.00% | yes |

Update Account Distrib
View Requisition Detail Lines
Add Asset Detail

Click submit for approval – on right side