

PURCHASING

How to enter a Requisition in Skyward

The screenshot shows the Skyward web application interface for Duncanville ISD. A red arrow points to the 'Purchasing' tab in the top navigation bar. Below this, the 'My Requisition Processing' sub-menu is expanded, and the 'Requisitions' option is highlighted with a red box. Other visible options include 'Purchasing Activity', 'View My Purchase Orders', 'Reports', 'My Requisition Approval History', and 'User Preferences'. The right sidebar contains links to 'Jump to Other Systems' (Employee Access, Financial Management), 'My Print Queue', 'Reimbursements Awaiting My Pre-verification', and 'Calendar Events'.

From Financial Management select Purchasing. Select **Requisitions**.

The screenshot displays the 'Requisitions' list in the Skyward application. The table lists various requisitions with columns for Requisition Number, Status, A/D Level, Batch Number, Description, Vendor Name, Vnd St, Amount, Entered By, % Project/Grant Disc, Project/Grant Number, # L, # A, # N, A, R, BP, and a final column with a dropdown arrow. The first row shows a requisition for '2.2.7 - parent meetings 2/9/16 & 2/12/16' from vendor 'D. SQUARED CATERING' for an amount of 860.00. On the right side of the table, a vertical toolbar contains several buttons, with the 'Add' button highlighted by a red box. Other buttons include Edit, Delete, Clone, Notes, Attach, Submit, Add Expense Reimb Req, Add from Online Catalog, and Clone from Purchase Order.

Requisition Number	Status	A/D Level	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By	% Project/Grant Disc	Project/Grant Number	# L	# A	# N	A	R	BP
0000003764	REQ	0	09	2.2.7 - parent meetings 2/9/16 & 2/12/16	D. SQUARED CATERING	TX	860.00				2	2				02
0000003740	REQ	0	08	4th grade math center order	REALLY GOOD STUFF	CT	351.55				8	7				02
0000003737	REQ	0	08	quote W6032035 - library supplies	DEMCO INC	WI	1,207.79				1	1	Y			02
0000003736	REQ	0	08	print cartridge for library	PCMG, INC.	CA	54.99				2	1	Y			02
0000003735	REQ	0	08	1.1.1 - subscription through September 30, 2016 - to lessen the gap between grade levels	LEARNING A-Z	IL	1,392.60				2	1	Y			02
0000003707	REQ	1	05	1.1.7 - book study book	BARNES & NOBLE CEDAR HILL	GA	1,697.50				1	1	Y			02
0000003704	REQ	1	05	Math Center supplies	NASCO INC	WI	249.27				11	10				02
0000003702	REQ	1	05	to purchase math center supplies	REALLY GOOD STUFF	CT	145.84				8	7				02
0000003686	REQ	1	05	1.1.1 - Motivation Math	MENTORING MINDS	TX	2,192.40				5	5	Y			02
0000003521	DEN	0	29	1.1.1 - subscription through 9/30/16 - to lessen the gap between grade levels	LEARNING A-Z	IL	1,392.60				2	1	Y			02
0000003434	DEN	0	27	printer for diagnosticians office.	SOUTHERN COMPUTER WAREH	GA	100.61				2	1	Y			01
0000003343	REQ	3	25	1.1.3 - Spanish to English dictionaries, paperback	BARNES & NOBLE CEDAR HILL	GA	310.80				2	1	Y			02

Select Add.

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group:

Fiscal Year: 2015 - 2016 July 1, 2015 - June 30, 2016

☐ Account allocation by total requisition amount (YMA).
☒ Account allocation by each requisition detail line (YDA).
☐ This is a Blanket Requisition/Purchase Order.
☐ This requisition is used to restock a warehouse.

Requisition Information

* Batch Number: 09

* Description: Type an overall description of what you are purchasing. Be specific!

* Vendor: 4IMPRINT INC 101 COMMERCE OSHKOSH WI 54901-1253

* Ship To: DISD TECHNOLOGY IDEA HUB 900 S CEDAR RIDGE BLDG 100 DUNCANVILLE TX 71

Attention: YOUR NAME IS POPULATED HERE

* Due Date: 02/09/2016 Tuesday

Ship Date: 02/09/2016 Tuesday

Ship Via:

Project/Grant:

Contract: AWARDS

Asterisk (*) denotes a required field

Under **Requisition Master Information**:

1. Verify that you are in the correct Requisition group.
2. Make sure the current Fiscal Year is populated.
3. The Skyward default selection is: **YDA-Account allocation by each requisition detail line**. (You will only need to change this field if you are creating a Blanket Requisition/Purchase Order.)

Under **Requisition Information**:

1. Enter an overall description of what you are purchasing. Be specific in your description! Finance will require detailed information to justify your purchase(s).
2. Select your Vendor and Ship To from the drop down menu.
3. The Due Date and Ship Date default to the current date.
4. Check for Contract information from the drop down box, and select if applicable.

Select **SAVE AND ADD DETAIL**.

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 10
 Requisition Number: 0000003800
 Group: 2015 - 2016
 Fiscal Year: 2015 - 2016
 Vendor: 4IMPRINT INC.
 101 COMMERCE
 OSHKOSH WI 54901-1253

Accounting: Account allocation by each requisition detail line.
 Amount: 0.00
 Ship To:
 Blanket PO: This is not a Blanket PO
 Description: TEST

Requisition Detail Lines

* Line Number: 100
 Line Type: ☒ Merchandise
☐ Narrative
 Catalog:
 * Quantity: 3
 Unit of Measure: EA
 * Unit Cost: 3.00000
 Total Amount: 9.00
 * Description: Item #12345-Award Ribbons for District Spelling Bee
 Commodity Code:
 Commodity Code:
 Asterisk (*) denotes a required field

Save
 Back

Under **Detail Lines**:

1. Line Type should be populated with Merchandise by default.
2. Enter Quantity, Unit of Measure (if you are unsure of your choices use the drop down menu), and Unit Cost. In the Description box, add detailed information for the Vendor and Purchasing.
3. Click **SAVE**

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 10
 Requisition Number: 0000003800
 Group: 2015 - 2016
 Fiscal Year: 2015 - 2016
 Vendor: 4IMPRINT INC.
 101 COMMERCE
 OSHKOSH WI 54901-1253

Accounting: Account allocation by each requisition detail line.
 Amount: 9.00
 Ship To:
 Blanket PO: This is not a Blanket PO
 Description: TEST

Requisition Detail Lines

* Line Number: 110
 Line Type: ☐ Merchandise
☒ Narrative
 Narratives:
 Quantity: 0
 Unit of Measure:
 Unit Cost: 0.00000
 Total Amount: 0.00
 Description: Please return PO to Mary Smith.
 Commodity Code:
 Commodity Code:
 Asterisk (*) denotes a required field

Save
 Back

You have the option to enter a Narrative. To enter a Narrative use the drop down box to select from the various options:

1. Fax Purchase Order to Vendor
2. DO NOT Fax Purchase Order to Vendor
3. Return Purchase Order to Campus
4. Ordered Online

Account Distribution

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

Find	T	Fc	Obj	So	Org	F	Pl	Loc	Funds Available	Selected
199	E	11	6321	00	0	11	000		\$100.00	<input type="checkbox"/>
199	E	11	6329	00	0	30	000		\$0.00	<input type="checkbox"/>
199	E	11	6399	00	0	11	000		\$-1,140.76	<input type="checkbox"/>
199	E	11	6399	00	0	21	000		\$180.00	<input checked="" type="checkbox"/>
199	E	11	6399	00	0	23	000		\$216.87	<input type="checkbox"/>
199	E	11	6399	00	0	25	000		\$4,081.00	<input type="checkbox"/>
199	E	11	6399	00	0	30	000		\$4,024.00	<input type="checkbox"/>
199	E	11	6399	00	0	32	000		\$1,122.00	<input type="checkbox"/>
199	E	11	6399	14	0	11	000		\$0.00	<input type="checkbox"/>
199	E	11	6399	17	0	11	000		\$2,500.00	<input type="checkbox"/>
199	E	11	6399	25	0	23	000		\$0.00	<input type="checkbox"/>
199	E	11	6399	51	0	11	000		\$0.00	<input type="checkbox"/>
199	E	11	6399	53	0	11	000		\$1,005.97	<input type="checkbox"/>
199	E	11	6411	15	0	11	000		\$-209.31	<input type="checkbox"/>

100 records displayed

Account Number: 199E116399

Quick Key:

Total Amount to Distribute: \$9.00 100.00%
Total Distributed: \$9.00 100.00%
Amount Remaining: \$0.00 0.00%

Selected Accounts

Account Number	Amount	Percent
199 E 11 6399 00 0 21 000	9.00	100.00

Remove
Remove All

Account Level Description
GENERAL SUPPL, GENERAL, G&T

Account Number Information

Code	Description
199	GENERAL FUND
11	INSTRUCTION
6399	GENERAL SUPPLIES
00	GENERAL
0	NONE/FY 2009-10
21	GIFTED & TALENTED
000	MISCELLANEOUS PROJECTS

2015-2016 Available Funds By
Individual Account

Save Account Distrib.

Under **Account Distribution**:

1. Type Budget Code you want to use in the **Account Number** box. You also have the option to scroll through your Account number list to select your Budget Code. (Please note: It is mandatory to provide a quote if you are using Federal Funds)
2. Using your mouse, place a check mark next to the selected Budget Code.
3. Select **Save Account Distrib.**

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 10
Requisition Number: 0000003800
Group:
Amount: 9.00
Fiscal Year: 2015 - 2016
Vendor: 4IMPRINT INC
101 COMMERCE
OSHKOSH WI 54901-1253
Accounting: Account allocation by each requisition detail line.
Ship To:
Blanket PO: This is not a Blanket PO
Description: TEST

Requisition Detail Line Items

Views: General | Filters: Skyward Default

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code	% Disc	Original Unit Cost	Original Total Cost	Line Type
100		Award Ribbons for District Spelling Bee	3	EA	3.00000	9.00					Merchandise

Submit For Approval
Edit Master
Notes
Attachments
Add
Edit
Delete
Mass Add Detail
Import Detail Lines

Click **Submit For Approval** – Your requisition has been submitted and will now be routed through the approval process. Once your requisition is approved, you will receive an email notification which will include your Purchase Order number.

If you requested the Purchase Order to be returned to you, then it will be scanned and sent to you via email. It will be your responsibility to get the purchase order to the vendor. If you did not request the Purchase Order to be returned to you, then the Purchasing Department will send the Purchase Order to the vendor.

How to enter a Blanket Requisition

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Setup Information

Requisition Group: [Dropdown]
Fiscal Year: 2015 - 2016 July 1, 2015 - June 30, 2016
☐ Account allocation by total requisition amount (YMA).
☒ **This is a Blanket Requisition/Purchase Order.**
This requisition is used to resupply a warehouse.

Requisition Information

* Batch Number: 10
* Description: Food/Beverages for district meetings.
* Vendor: COSTCO WAREHOUSE 250 W HWY 67 DUNCANVILLE TX 75137
* Ship To: [Dropdown]
Attention: YOUR NAME HERE
* Due Date: 02/10/2016 Wednesday
Ship Date: 02/10/2016 Wednesday
Ship Via: [Dropdown]
Project/Grant: [Dropdown]
Contract: CONTRACT #014-019-04-015-A EXP. 6/30/16

Asterisk (*) denotes a required field

Blanket requisitions are used for retail vendors and when you need to make multiple purchases from the same vendor over a period of time. Blanket purchases must not exceed the total dollar amount listed on the Purchase Order. (Sam's Club is a one time use)

To enter a Blanket requisition:

1. Follow all steps used to enter a regular requisition with this addition:
Under Requisition Setup Information check the box "This is a Blanket Requisition/Purchase Order."
2. Select **Save and Add Detail.**

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 10
Requisition Number: 0000003809
Group: [Dropdown]
Fiscal Year: 2015 - 2016
Vendor: COSTCO WAREHOUSE
250 W HWY 67
DUNCANVILLE TX 75137
Contract: EPCNT NORTHWEST ISD
Accounting: Account allocation by each requisition detail line.
Amount: 0.00
Ship To: [Dropdown]
Blanket PO: This is a Blanket PO
Description: Food/Beverages for district meetings.

Requisition Detail Lines

* Line Number: 100
Line Type: ☒ Merchandise
☐ Narrative
* Quantity: 1
* Amount: 200.00
Total Amount: 200.00
* Description: Food/Beverages for district meetings.

Asterisk (*) denotes a required field

Enter the Amount and Description, then click **SAVE. Complete the requisition using the same process as a traditional requisition. In the Narrative always request that the Purchase Order to come back to you.**

How to enter a Requisition though Ecommerce

SKYWARD Duncanville ISD

Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Fixed Assets Inventory Custom Reports Federal/State Reporting Administration

Requisitions

Views: My Requisitions Filters: *Skyward Default

Requisition Number	Status	A/D Level	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By
There are no records to display; check your filter settings.								

Print Add View Edit Delete Clone Notes Attach Submit Add Expense Reimb Req Add from Online Catalog Clone from Purchase Order Print WIP Report

20 0 records displayed Requisition Number:

To enter a requisition using **Ecommerce**, go to Financial Management/Purchasing/ My Requisition Processing/Requisitions. Select **Add from Online Catalog**.

Click on the image of the site whose online catalog you want to order from.

Back

Office DEPOT
World's Leading Supplier of Office Products

STAPLES

Nasco
Dedicated to Delivery
Proven Provider of Educational Supplies

Lakeshore
products designed with learning in mind™

GRAINGER
FOR THE ONES WHO GET IT DONE

CDW-G

CLASSROOM DIRECT

School Specialty
EducationEssentials

Here you will be able to view a list of our Ecommerce vendors. Click on the image to connect to the vendors online catalog.

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Setup Information

Requisition Group: 001 - DHS
 Fiscal Year: 2015 - 2016 July 1, 2015 - June 30, 2016
☒ Account allocation by total requisition amount (YMA).
☐ Account allocation by each requisition detail line (YDA).

Requisition Information

* Batch Number: 22
 * Description:
 Vendor: STAPLES
 * Ship To: DUNCANVILLE HIGH SCHOOL 900 W CAMP WISDOM DUNCANVILLE TX 75116
 Attention: TINA RIECHERS
 * Due Date: 04/22/2016 Friday
 Ship Date: 04/22/2016 Friday
 Ship Via:
 Project/Grant:
 Contract:

Asterisk (*) denotes a required field

Save and Add Detail
 Back

Enter your Description and Vendor/Ship To from the drop down menu. Next select the Contract Information from the drop down menu click **Save and Add Detail**.

SHOP Account Number: 70111671DAL Messages Help My Account

STAPLES Business Advantage Your Store Dallas, TX 4351 Dallas Ft Worth...

Shopping Cart: \$8.50 2 Items

SEARCH RECENTLY PURCHASED BROWSE CATEGORIES QUICK ORDER YOUR LISTS YOUR DASHBOARD

Download PDF Version Print

SUBTOTAL \$8.50
 TOTAL \$8.50
 SUBMIT ORDER
 Continue Shopping

Update Cart

Items for Delivery

SORT BY: PLEASE SELECT ITEM PRICE QTY TOTAL

You will be redirected to the online catalog where you can select your items and submit your order.

Requisition Detail Lines/Accounting

Requisition Master Information
 Batch Number: 22
 Requisition Number: 0000005776
 Group: (001) DHS
 Fiscal Year: 2015 - 2016
 Vendor: STAPLES ADVANTAGE
 PO BOX 83689
 CHICAGO IL 60696-3689
 *** This is an Ecommerce Requisition ***

Accounting: Account allocation by total requisition amount.
 Amount: 8.50
 Ship To: DUNCANVILLE HIGH SCHOOL
 Blanket PO: This is not a Blanket PO
 Description: test

Buttons: Edit Master, Notes, Attachments, Submit For Approval, Save and Finish Later, Back

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	651254	Staples Sonix Gel Retractable Pens, Medium Point, 0.7 mm, Black Ink / Black Barrel, 12/Pk	1	DZN	7.99000	7.99		0
110	472506	Staples Paper Clips, Jumbo, Smooth, 1000/Pk	1	PK	0.51000	0.51		0

Buttons: Add, Edit, Delete, Add Ecommerce Narrative, Add Requisition Accounts

20 2 records displayed Line:

Your order will be saved in Skyward. You can view your Requisition Detail Line Items, then Add Requisition Accounts.

Account Distribution

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

Fnd	T	Fc	Obj	So	Org	F	Pl	Loc	Funds Available	Selected
199	E	11	6321	00	0	11	000		\$100.00	<input type="checkbox"/>
199	E	11	6329	00	0	30	000		\$0.00	<input type="checkbox"/>
199	E	11	6399	00	0	21	000		\$180.00	<input checked="" type="checkbox"/>
199	E	11	6399	00	0	25	000		\$4,081.00	<input type="checkbox"/>
199	E	11	6399	00	0	30	000		\$4,024.00	<input type="checkbox"/>
199	E	11	6399	00	0	32	000		\$1,122.00	<input type="checkbox"/>
199	E	11	6399	14	0	11	000		\$0.00	<input type="checkbox"/>
199	E	11	6399	17	0	11	000		\$2,500.00	<input type="checkbox"/>
199	E	11	6399	25	0	23	000		\$0.00	<input type="checkbox"/>
199	E	11	6399	51	0	11	000		\$0.00	<input type="checkbox"/>
199	E	11	6399	53	0	11	000		\$1,005.97	<input type="checkbox"/>
199	E	11	6411	15	0	11	000		\$-209.31	<input type="checkbox"/>

Account Level Description: GENERAL SUPPL, GENERAL, G&T

Account Number Information:
 Code Description
 199 GENERAL FUND
 11 INSTRUCTION
 6399 GENERAL SUPPLIES
 00 GENERAL

2015-2016 Available Funds By Individual Account

Buttons: Save Account Distrib, Back

Total Amount to Distribute: \$9,001,000.00%
 Total Distributed: \$9,001,000.00%
 Amount Remaining: \$0.00 0.00%

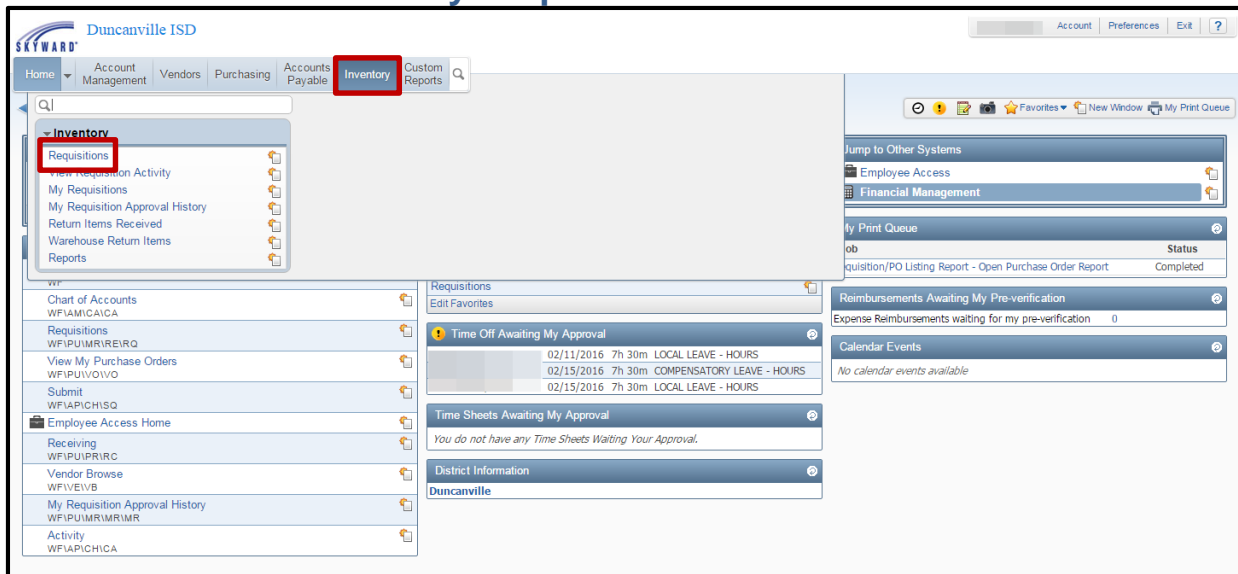
Selected Accounts

Account Number	Amount	Percent
199 E 11 6399 00 0 21 000	9.00	100.00

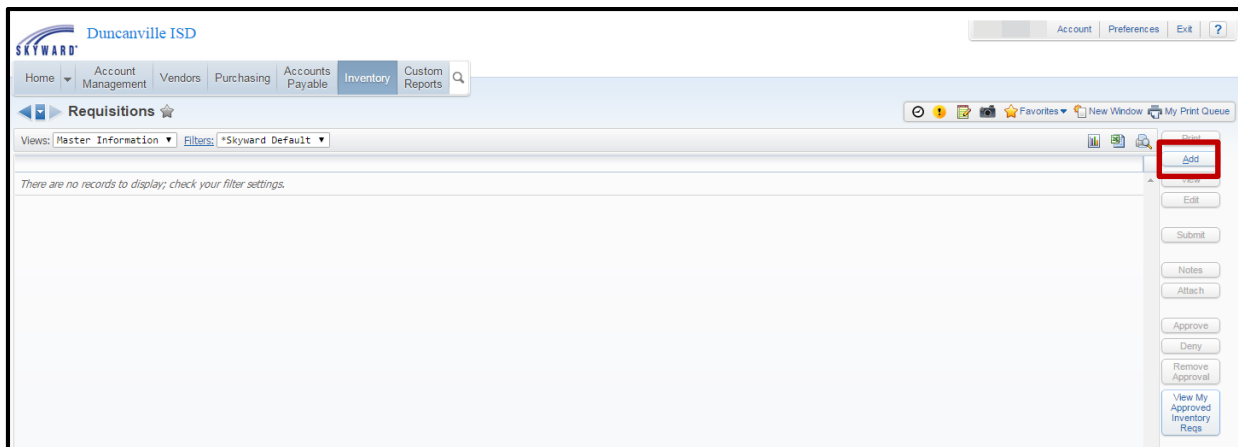
Buttons: Remove, Remove All

Enter your Account Distribution, then Save to complete your requisition.

How to Enter an Inventory Requisition



From the Account Management tab, select **Inventory**, then Requisitions.



Select **ADD**.

Inventory Requisition Master Information

Inventory Requisition Master Information | Inventory Requisition Detail Lines/Accounting

Inventory Requisition Setup Information

Requisition Group:

Fiscal Year: 2015 - 2016 July 1, 2015 - June 30, 2016

Requisition Information

Delivery Instructions: Please deliver to Mary Smith.

Requestor:

* Building:

Asterisk (*) denotes a required field

Save

Back

Under **Inventory Requisition Master Information**:

1. Requisition Group should be your campus or department.
2. Under Delivery Instructions you can add any special instructions for your order.
3. Select the correct building for delivery.
4. Select **SAVE**.

Requisition Detail Line Items

Available Items

Select Items By Item Code

Display Items from Warehouse: WAREHOUSE

Views: General | Filters: *Skyward Default

Item Code	Item Description	Item Class	Unit Of Measure	WHSE QTY On Hand	Unit Value	Qty Comm	Back	Sel
110002	LAMINATING FILM 27"	OFFIC	BK2	13	37.12000	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
110003	MANILA PAPER 9X12	OFFIC	RM	110	4.11000	0	<input type="checkbox"/>	<input type="checkbox"/>
110004	MANILA PAPER 12X18	OFFIC	RM	28	7.49000	0	<input type="checkbox"/>	<input type="checkbox"/>
110060	BOX TAPE CLEAR	OFFIC	PK	20	14.90000	0	<input type="checkbox"/>	<input type="checkbox"/>
110130	AA ALKALINE BATTERY	OFFIC	PK	95	5.41736	0	<input type="checkbox"/>	<input type="checkbox"/>
110131	AAA ALKALINE BATTERY	OFFIC	PK	90	5.44567	0	<input type="checkbox"/>	<input type="checkbox"/>
110132	D ALKALINE BATTERY	OFFIC	PK	44	7.41458	0	<input type="checkbox"/>	<input type="checkbox"/>
110133	C ALKALINE BATTERY	OFFIC	PK	53	5.97925	0	<input type="checkbox"/>	<input type="checkbox"/>
110134	9 VOLT BATTERY	OFFIC	PK	51	12.46000	0	<input type="checkbox"/>	<input type="checkbox"/>
110224	RECORDS STORAGE BOX	OFFIC	CT	81	29.95000	0	<input type="checkbox"/>	<input type="checkbox"/>

100 records displayed

Item Code:

Save Item Selection Info

Back

Selected Items

Code	Item Description	Class	U OF M	Order Qty	Alt Value	Extended Cost
110002	LAMINATING FILM 27"	OFFIC	BK2	<input type="text"/>	37.12000	0.00

Remove

Remove All

Under **Requisition Detail Line Items**:

1. Select your items either by Item Description or Item Code.
2. Enter a checkmark in the box next to the item you wish to order.
3. Under Selected Items enter the order quantity.
4. Once you have entered all of your items select **Save Item Selection Information**.

Inventory Requisition Detail Lines/Accounting

Inventory Requisition Master Information | Inventory Requisition Detail Lines/Accounting

Inventory Requisition Master Information

Requisition Number: **0000000674** Edit Master

Group: Notes

Fiscal Year: **2015 - 2016** Attachments

Requestor: Submit For Approval

Building: Save and Finish Later

Delivery Instructions: **Please deliver to Mary Smith.**

Inventory Requisition Detail Lines

Views: General Filters: *Skyward Default Update Line Items

Item Code	Description	Requested	Delivered	Backordered	Canceled
110002	LAMINATING FILM 27"	1	0	0	0

Add Requisition Accounting

Select **Add Requisition Accounting**.

Account Distribution

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

Fnd	T	Fc	Obj	So	Org	F	Pl	Loc	Funds Available	Selected
199	E	11	6112	00	112	0	11	000	\$21,732.50	<input type="checkbox"/>
199	E	11	6112	00	112	0	23	000	\$277.00	<input type="checkbox"/>
199	E	11	6112	00	112	0	25	000	\$4,144.00	<input type="checkbox"/>
199	E	11	6112	00	112	0	32	000	\$548.25	<input type="checkbox"/>
199	E	11	6112	00	112	0	35	000	\$548.25	<input type="checkbox"/>
199	E	11	6112	99	112	0	11	000	\$341.50	<input type="checkbox"/>
199	E	11	6112	99	112	0	23	000	\$639.00	<input type="checkbox"/>
199	E	11	6112	99	112	0	25	000	\$1,715.00	<input type="checkbox"/>
199	E	11	6112	99	112	0	30	000	\$2,733.00	<input type="checkbox"/>
199	E	11	6117	99	112	0	11	000	\$4,776.00	<input type="checkbox"/>
199	E	11	6249	00	112	0	11	000	\$0.00	<input type="checkbox"/>
199	E	11	6249	15	112	0	11	000	\$120.00	<input type="checkbox"/>
199	E	11	6249	51	112	0	11	000	\$0.00	<input type="checkbox"/>
199	E	11	6269	51	112	0	11	000	\$0.00	<input type="checkbox"/>

100 records displayed

Account Number:

Quick Key:

Account Level Description
SUBS., GENERAL, BASIC

Account Number Information

Code	Description
199	GENERAL FUND
11	INSTRUCTION
6112	SUBSTITUTE TEACHERS
00	GENERAL
0	NONE/FY 2009-10
11	BASIC EDUCATION
000	MISCELLANEOUS PROJECTS

2015-2016 Available Funds By Individual Account

Total Amount to Distribute: **\$37,121,000.00%**
Total Distributed: **0.00 0.00%**
Amount Remaining: **37,121,000.00%**

Selected Accounts

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

Remove Remove All

Save Account Distrib Back

Under Account Distribution select your department/campus general supplies budget code and enter that in the Account Number box, then select **SAVE ACCOUNT DISTRIB.**

Inventory Requisition Detail Lines/Accounting

Inventory Requisition Master Information | Inventory Requisition Detail Lines/Accounting

Inventory Requisition Master Information

Requisition Number: **0000000674**

Group: [REDACTED]

Fiscal Year: **2015 - 2016**

Requestor: [REDACTED]

Building: [REDACTED]

Delivery Instructions: **Please deliver to Mary Smith.**

Buttons: Edit Master, Notes, Attachments

Buttons: **Submit For Approval**, Save and Finish Later

Inventory Requisition Detail Lines

Views: General Filters: *Skyward Default

Item Code	Description	Requested	Delivered	Backordered	Canceled
110002	LAMINATING FILM 27"	1	0	0	0

Buttons: Update Line Items, Add Requisition Accounting

Click **Submit for Approval.**

This is the end of this Tutorial