Skyward Training Manual*

Fiscal Year 2015-2016

*This manual is subject to change.

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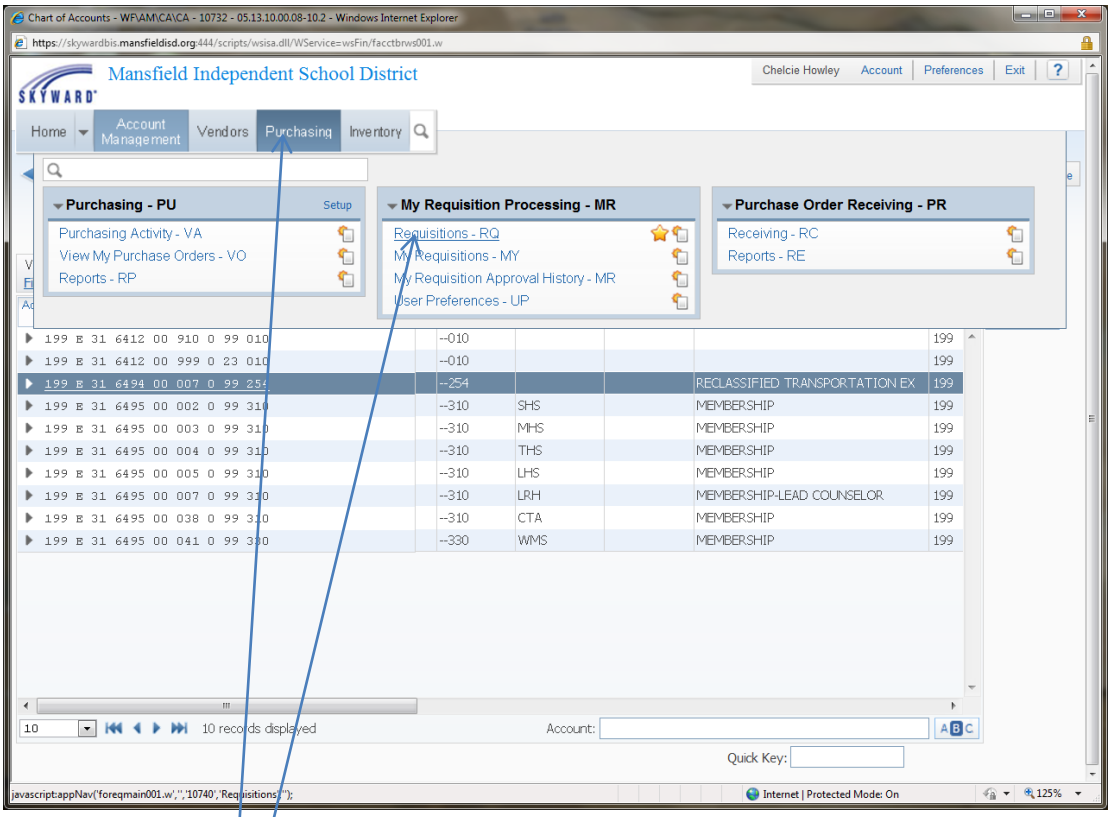
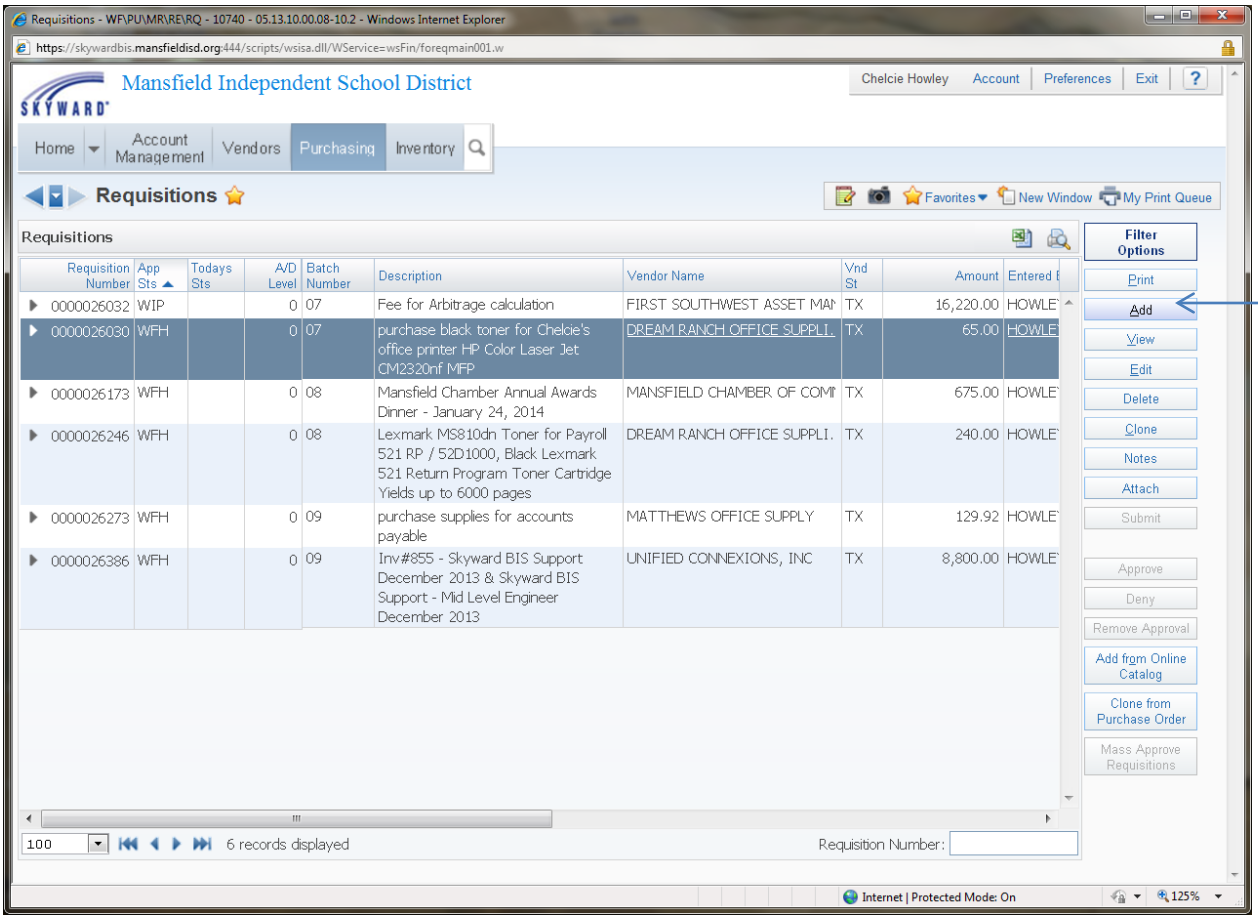
Purchasing

How to Enter a Requisition in Skyward

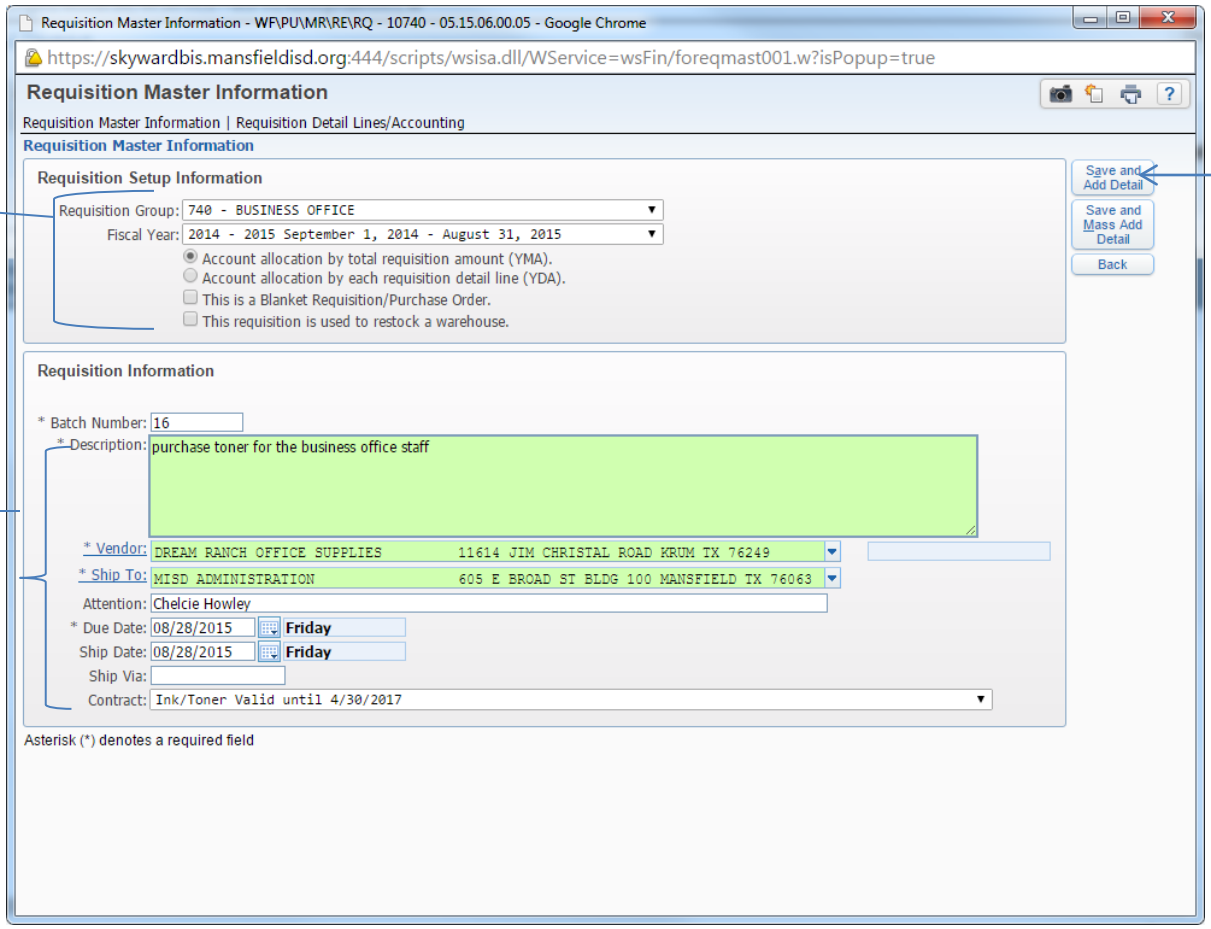


Click on Purchasing

Click on Requisition


Requisitions - WF\PU\MR\RE\RQ - 10740 - 05.13.10.00.08-10.2 - Windows Internet Explorer
https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/foreqmain001.w
Mansfield Independent School District
Chelcie Howley
Account
Preferences
Exit
Home
Account Management
Vendors
Purchasing
Inventory
Requisitions
Favorites
New Window
My Print Queue
Requisitions
Filter Options
Print
Add
View
Edit
Delete
Clone
Notes
Attach
Submit
Approve
Deny
Remove Approval
Add from Online Catalog
Clone from Purchase Order
Mass Approve Requisitions
Requisition Number
App Sts
Todays Sts
A/D Level
Batch Number
Description
Vendor Name
Vnd St
Amount
Entered
0000026032 WIP 0 07 Fee for Arbitrage calculation FIRST SOUTHWEST ASSET MAI TX 16,220.00 HOWLE
0000026030 WFH 0 07 purchase black toner for Chelcie's office printer HP Color Laser Jet CM2320nf MFP DREAM RANCH OFFICE SUPPLI. TX 65.00 HOWLE
0000026173 WFH 0 08 Mansfield Chamber Annual Awards Dinner - January 24, 2014 MANSFIELD CHAMBER OF COMI TX 675.00 HOWLE
0000026246 WFH 0 08 Lexmark MS810dn Toner for Payroll 521 RP / 52D1000, Black Lexmark 521 Return Program Toner Cartridge Yields up to 6000 pages DREAM RANCH OFFICE SUPPLI. TX 240.00 HOWLE
0000026273 WFH 0 09 purchase supplies for accounts payable MATTHEWS OFFICE SUPPLY TX 129.92 HOWLE
0000026386 WFH 0 09 Inv#855 - Skyward BIS Support December 2013 & Skyward BIS Support - Mid Level Engineer December 2013 UNIFIED CONNEXIONS, INC TX 8,800.00 HOWLE
100
6 records displayed
Internet | Protected Mode: On
125%

Click Add



Make sure you are in your requisition group and not your check request group (which starts with CR).

Make sure you are in the correct fiscal year.

Please note: YMA is used for entering a requisition with one budget code and YDA is used when entering a requisition with multiple budget codes.

Below are instructions for a blanket requisition/purchase order.

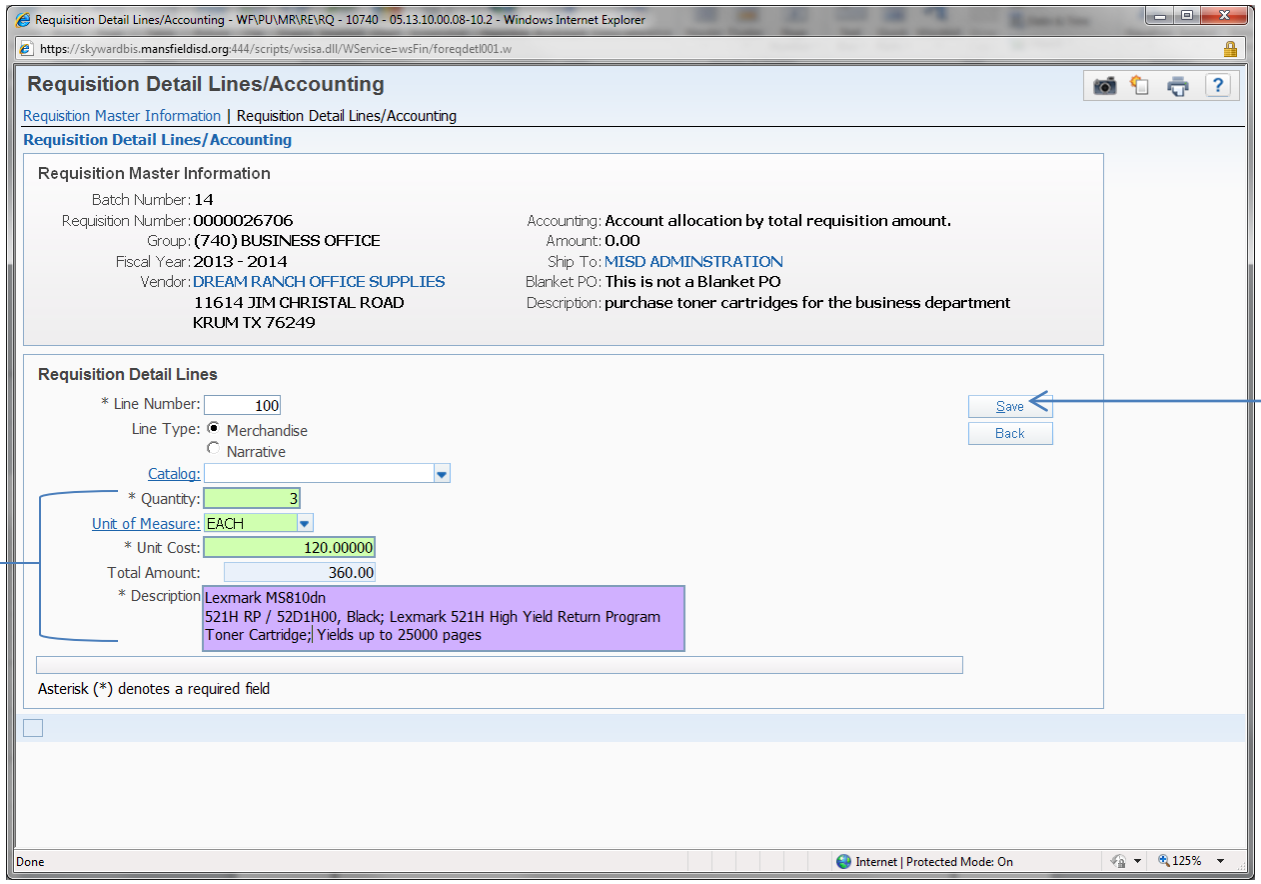
Enter your description.

Enter Vendor.

Enter Ship to.

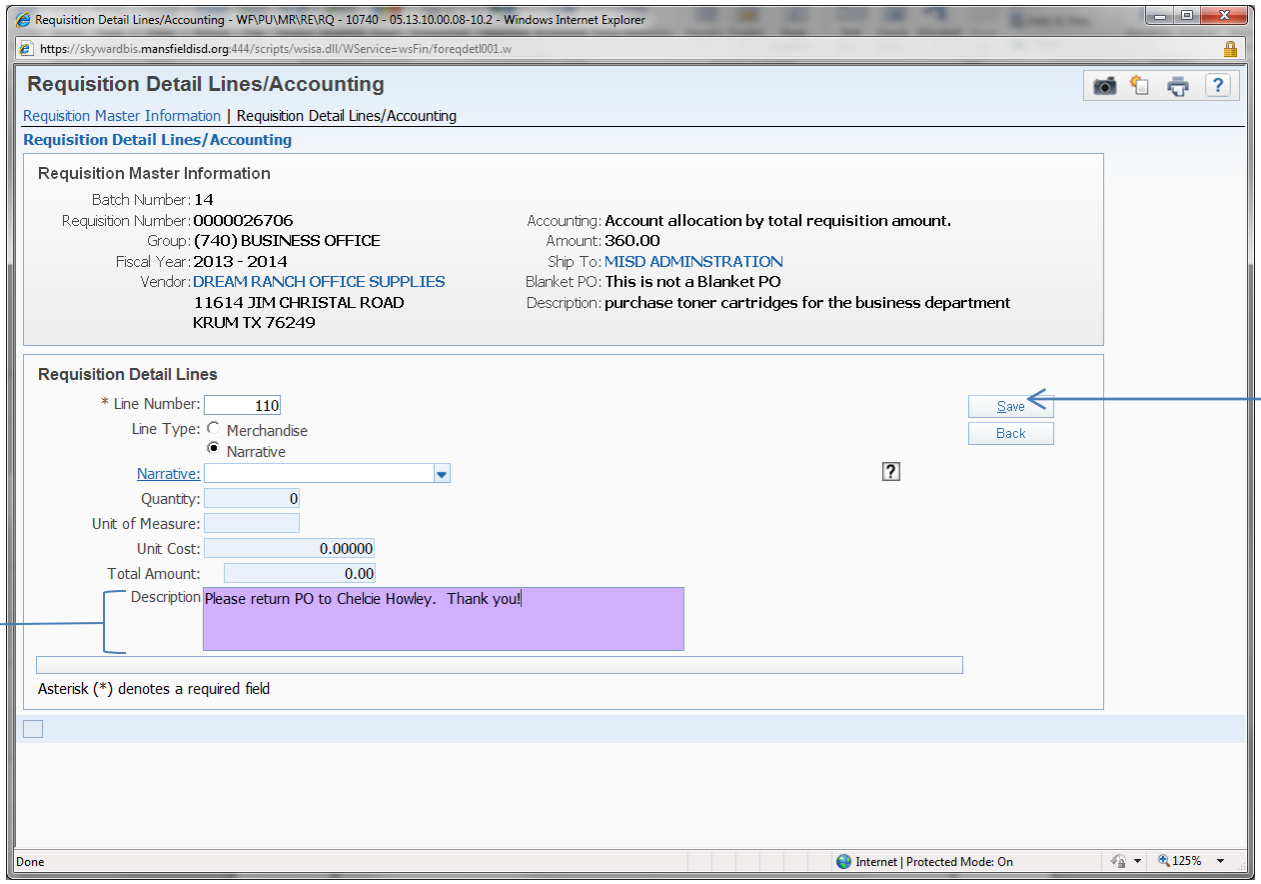
Enter the contract with the drop down box. This will eliminate the process of going to the purchasing department to copy and paste the current vendor list information. If this is not entered, then the purchase order will be denied.

Click Save.



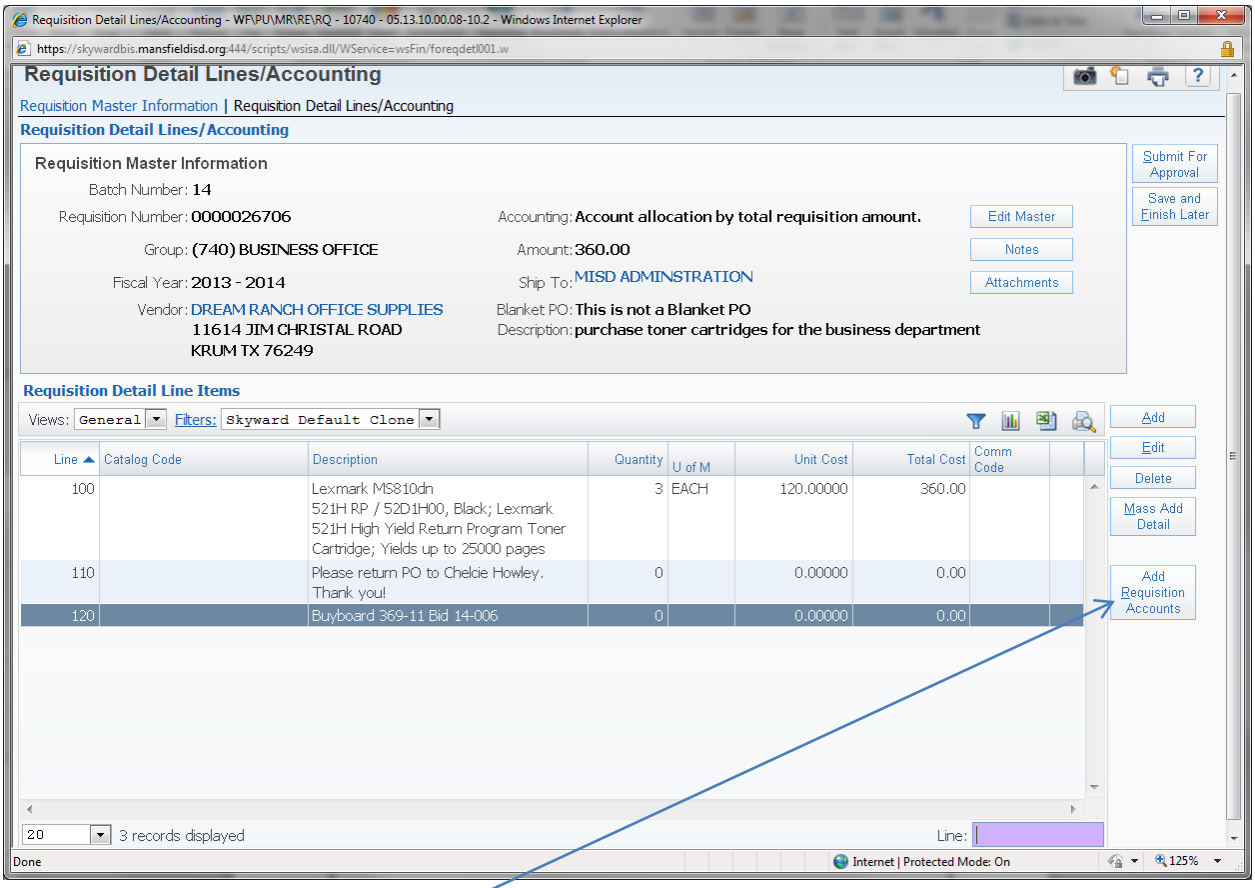
Enter your merchandise that you are purchasing: Quantity, unit of measure, unit cost, and description.

Click Save.

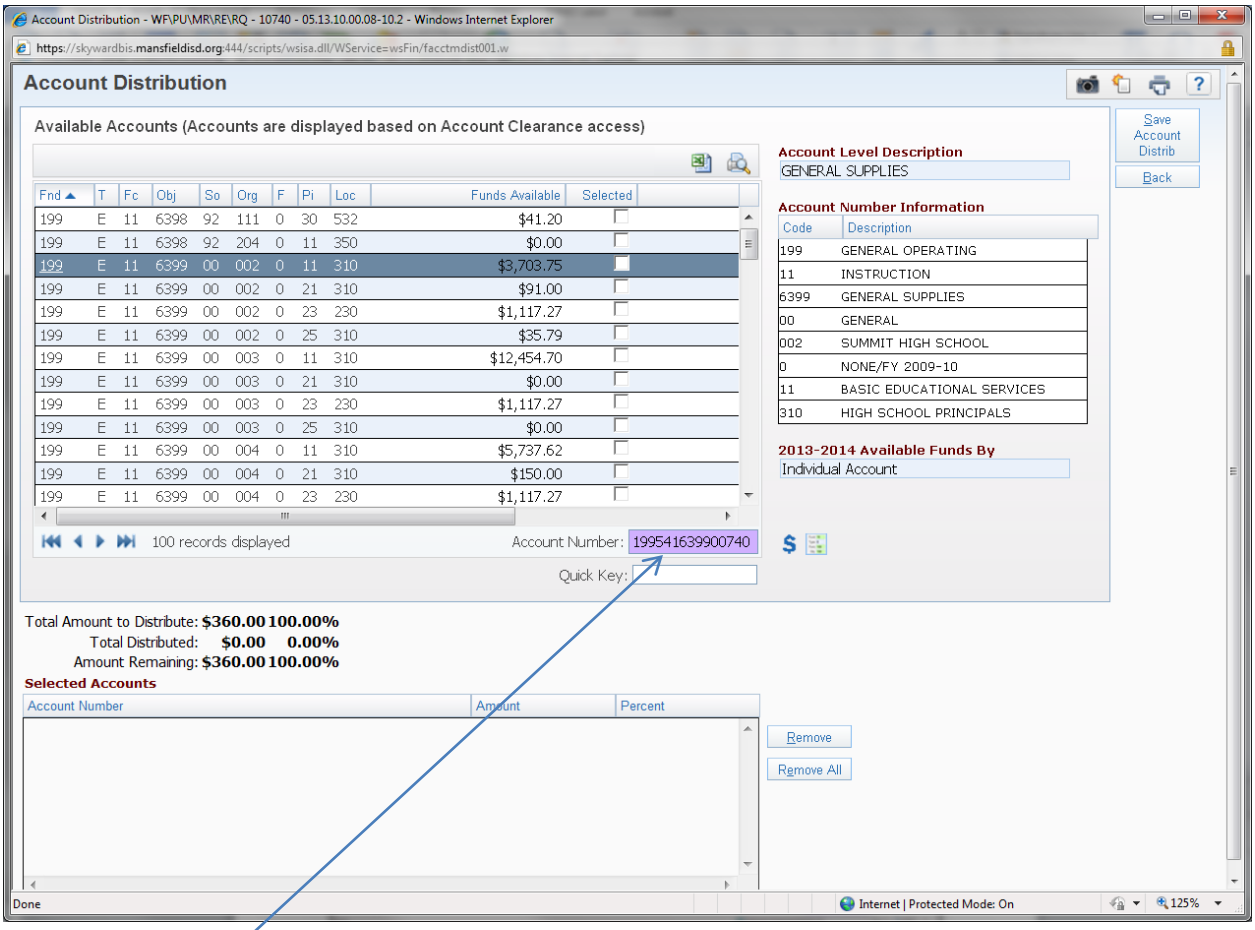


Enter a narrative if you want the purchase order to be return to you from the purchasing department.

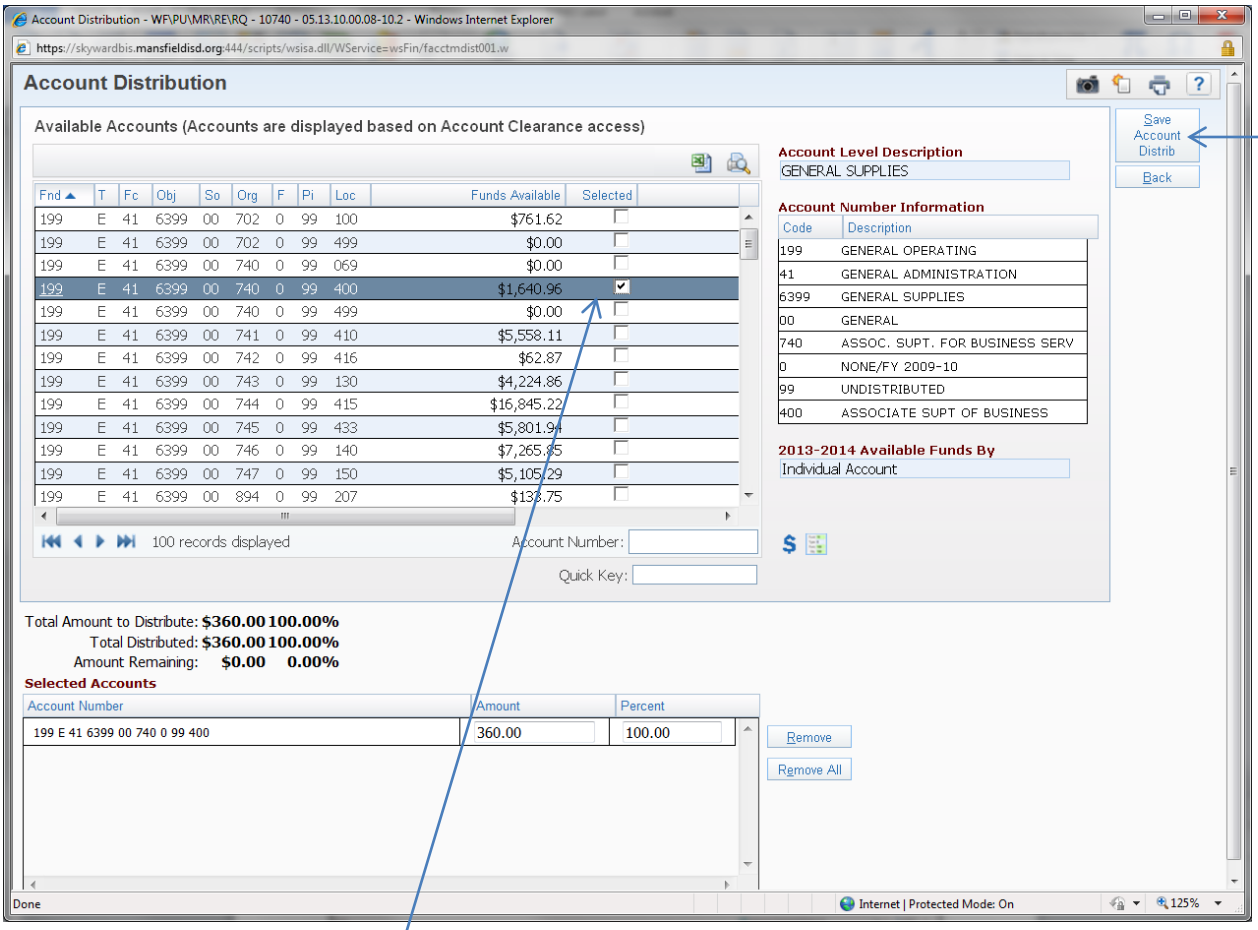
Click Save.



Click on Add Requisition Accounts.

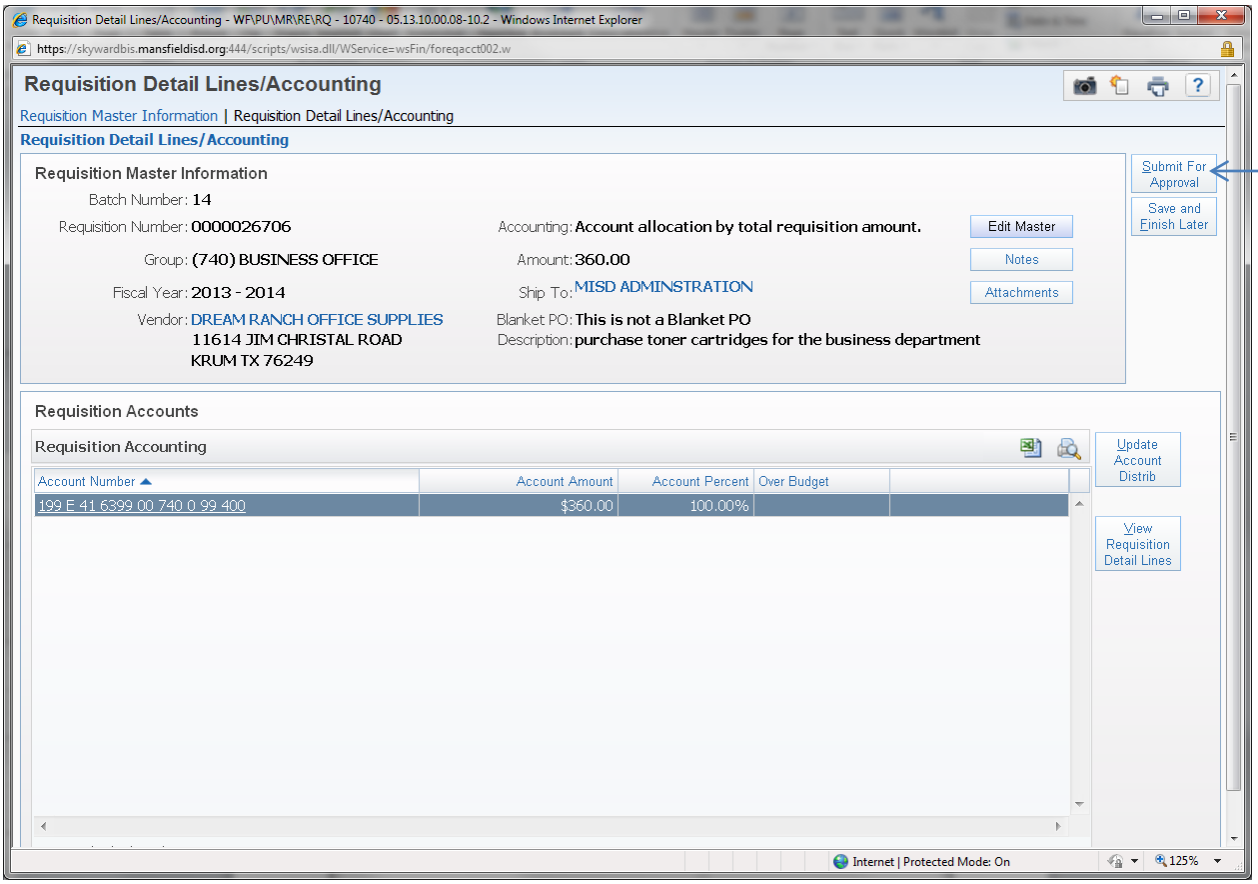


Type the budget code into the box (you do not have to type it all) and then hit enter.



Use the mouse to place a checkmark once you have located the budget code.

Click Save Account Distrib.



Click Submit For Approval.

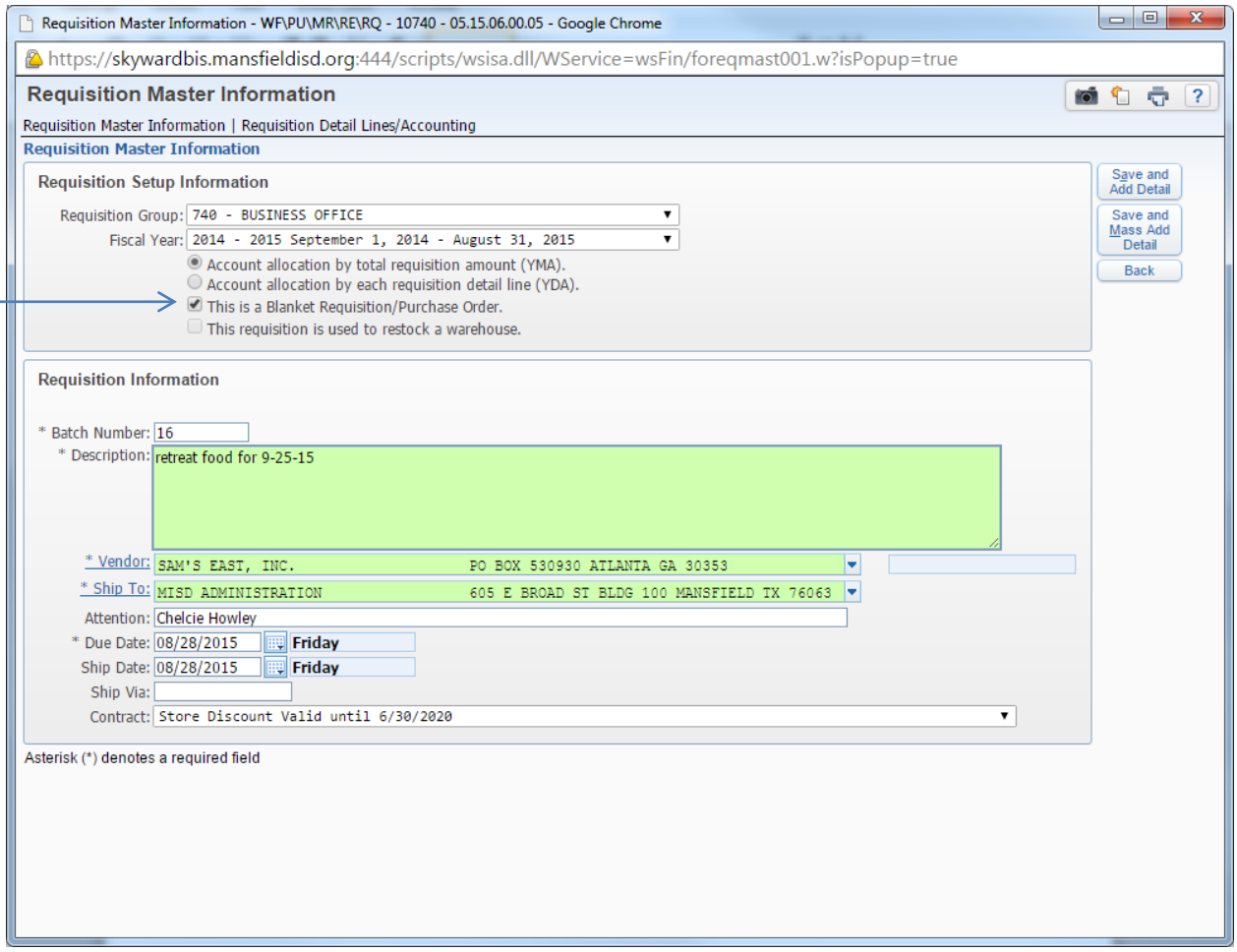
Your requisition has now been submitted and will be routed through the approval process.

Once your requisition is approved, you will receive an email.

If you requested the purchase order to be returned to you, then it will be sent to you via interoffice mail. 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.

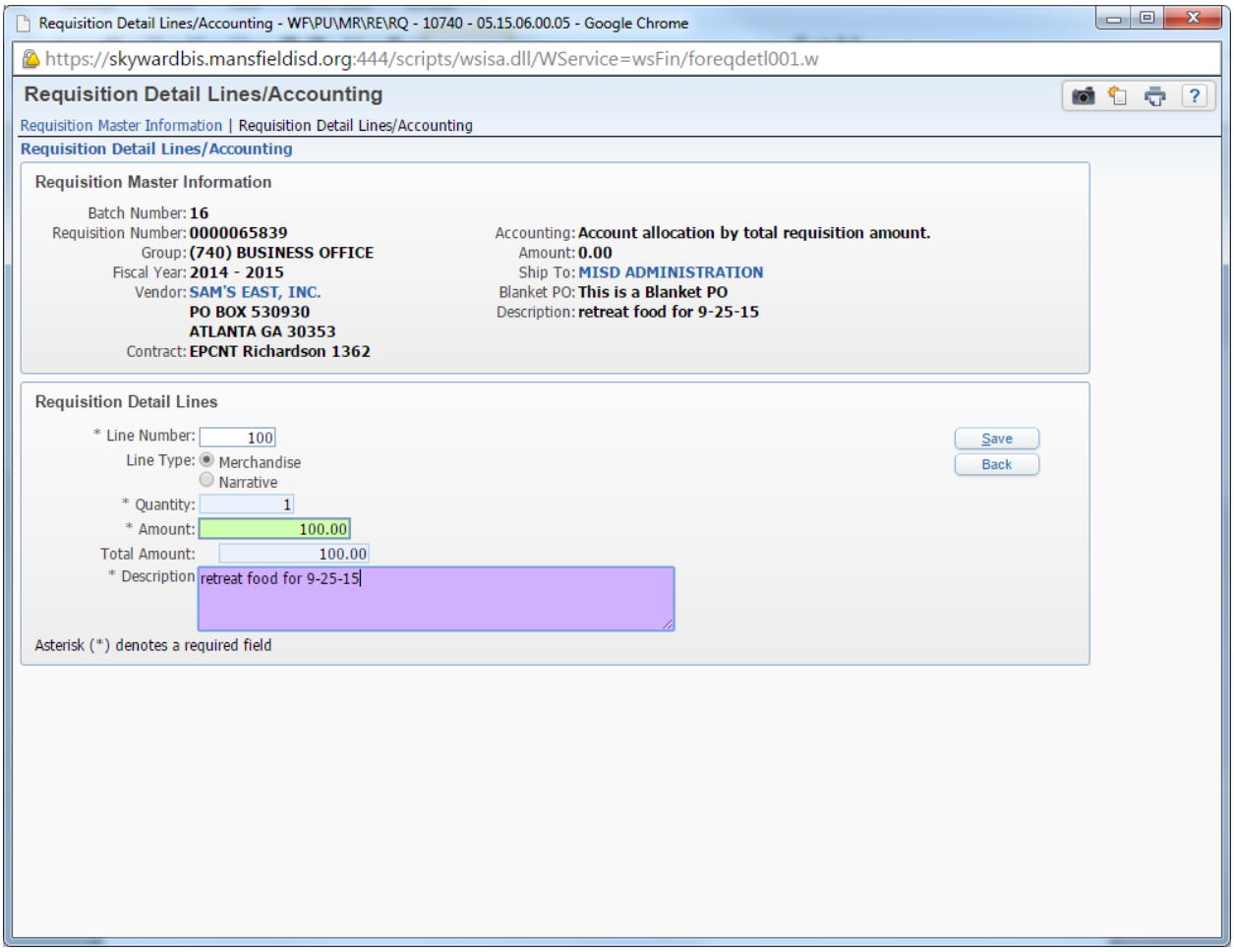
How to Enter a Blanket Requisition/Purchase Order



Follow all steps from above with this addition:

Click the box by “This is a Blanket Requisition/Purchase Order.”

Save and Add Detail.

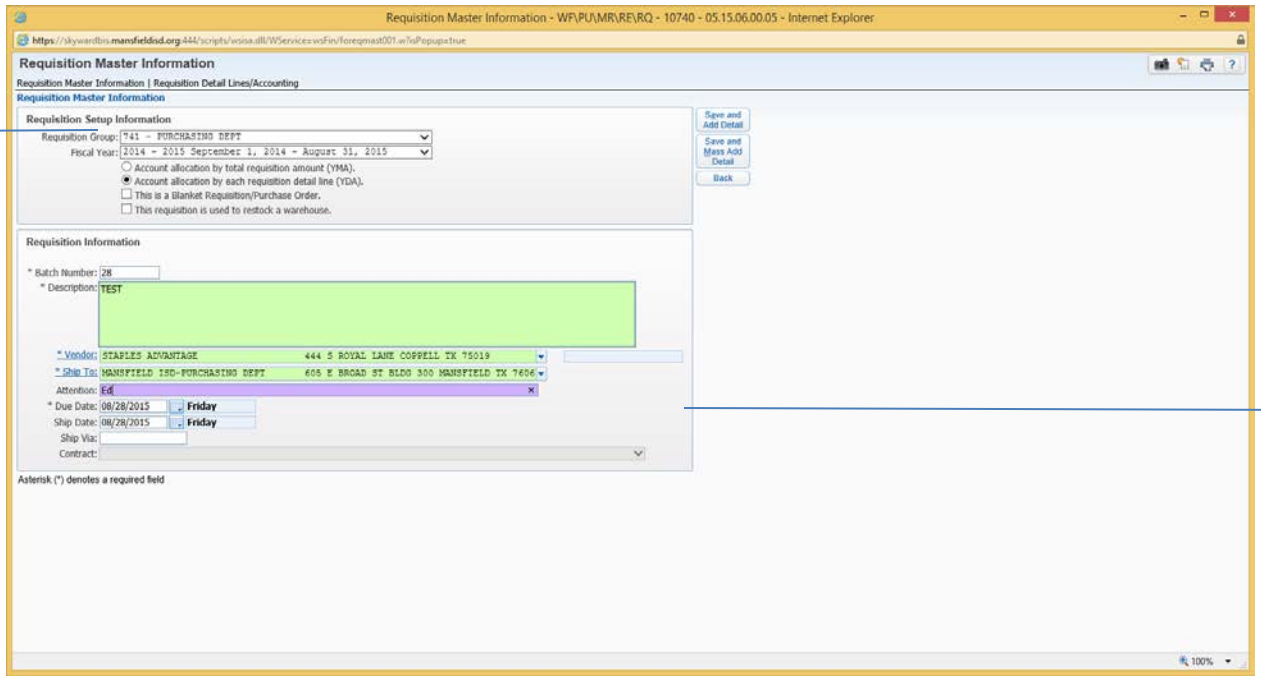


Enter the amount and description.

Click Save.

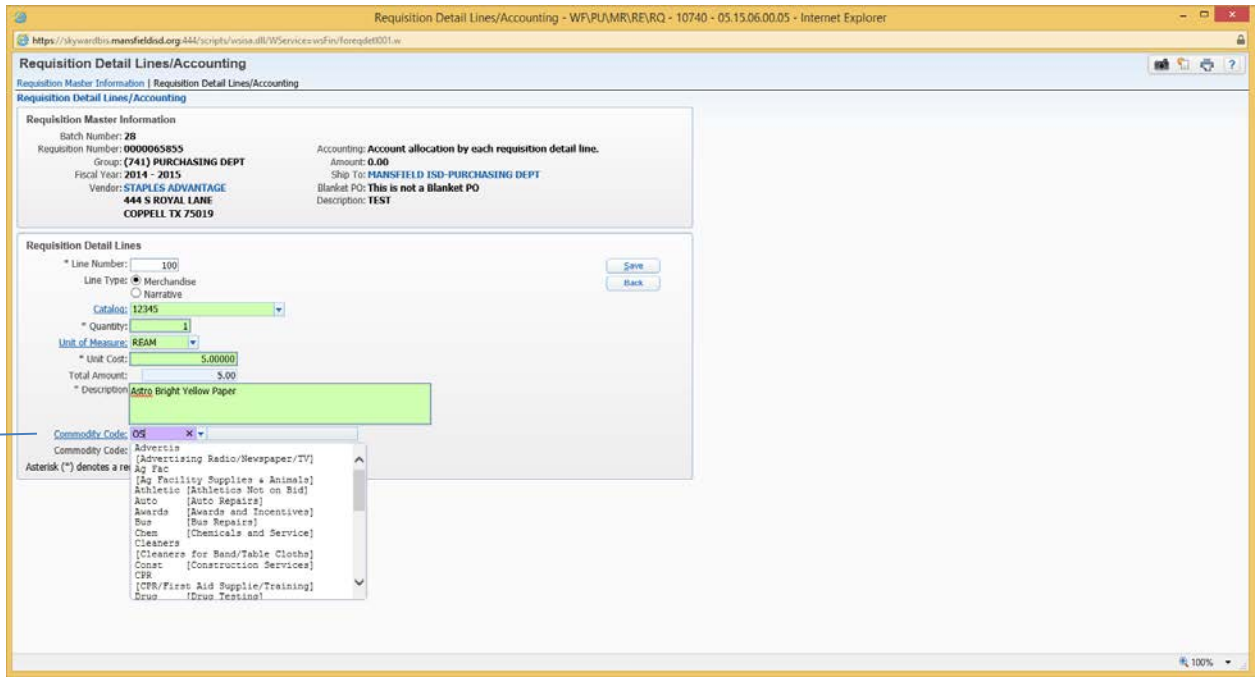
The rest of the steps are the same as above on How to Enter a Requisition. Make sure you ask for this purchase order to come back to you.

Unapproved Vendor Requisition Instructions

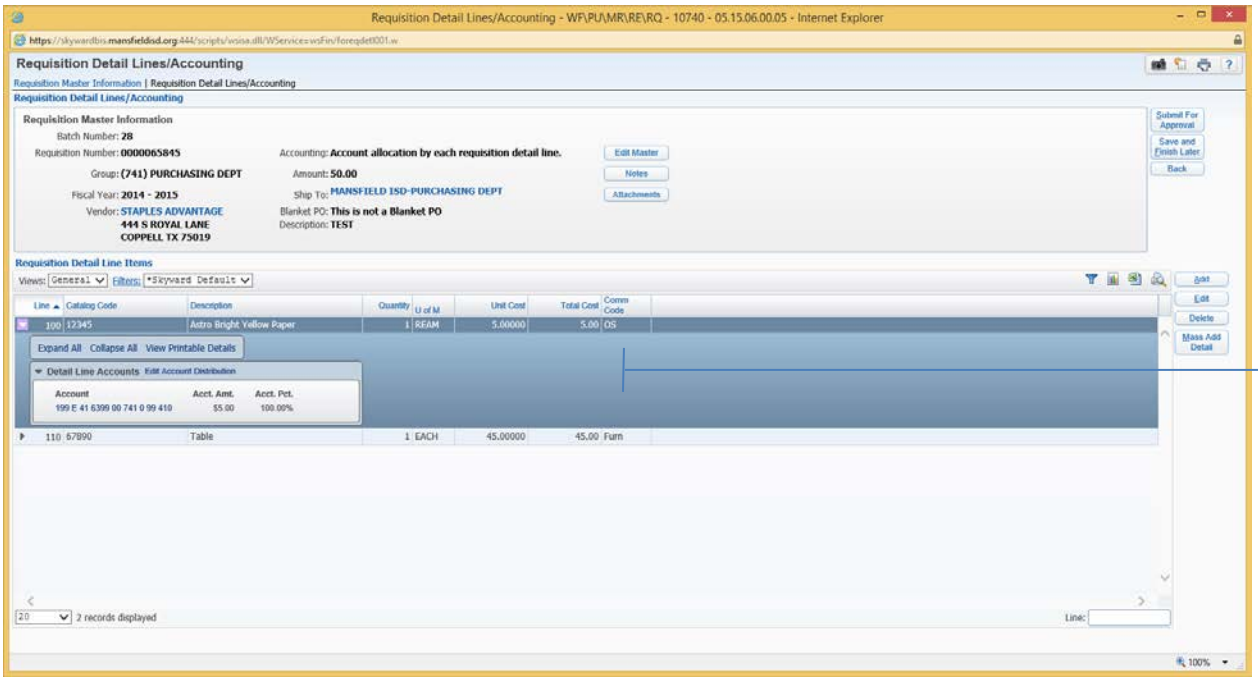


If you are using an unapproved vendor, you must first talk to the purchasing department. Once the purchasing department has approved the use of the unapproved vendor, you must enter the Requisition as YDA and enter each line item separately on the Requisition.

Any vendor without a Contract listed under the contract tab will be considered an unapproved vendor.



Enter item information and select the appropriate commodity code for each line item purchased from an unapproved vendor. Call the purchasing department if you need help with the commodity codes. If the commodity codes are not entered, then the purchase order will be denied.



Once the line items and commodity codes are selected you should see the commodity code on each line.

Informational Items:

Purchase Order Changes: please contact Pam Fennell or Ed Harper

Closing out PO's: When you know that you will not be using a PO any longer, please write on your paperwork that is set to Accounts Payable to Close.

Furniture and Toners: cannot be purchased from Matthews Office Supply

Dream Ranch (Toner Vendor): for questions please contact: sheri@dreamranchtx.com

Copier Moves: Please contact the purchasing department for copier moves to another building and that involve stairs. The campus is allowed to move copiers within their building so long as no stairs are involved. You must make sure that there is a data drop and electricity available. If after the move you have connection issues please contact the Technology Help Desk or Kim Pollard.

Vendors on Campus: If you have vendors who are going to be on your campus and around students, they must have FC Background Checks completed. If they have gone thru the process, they should have a current Blue Badge showing that they passed the background check. (Bounce House Vendors, Dunk Tank Vendors, etc.) Contact Purchasing if you have any questions. Any vendor without a Blue Badge must be escorted by campus personnel while on campus.

Catering Vendors: If you have a catering vendor who is not on the approved vendor list, please have them go to the Purchasing Web Page and register and fill out the Bid for Catering.

Fundraiser Vendors: If you have a catering vendor who is not on the approved vendor list, please have them go to the Purchasing Web Page and register and fill out the Bid for Fundraisers.

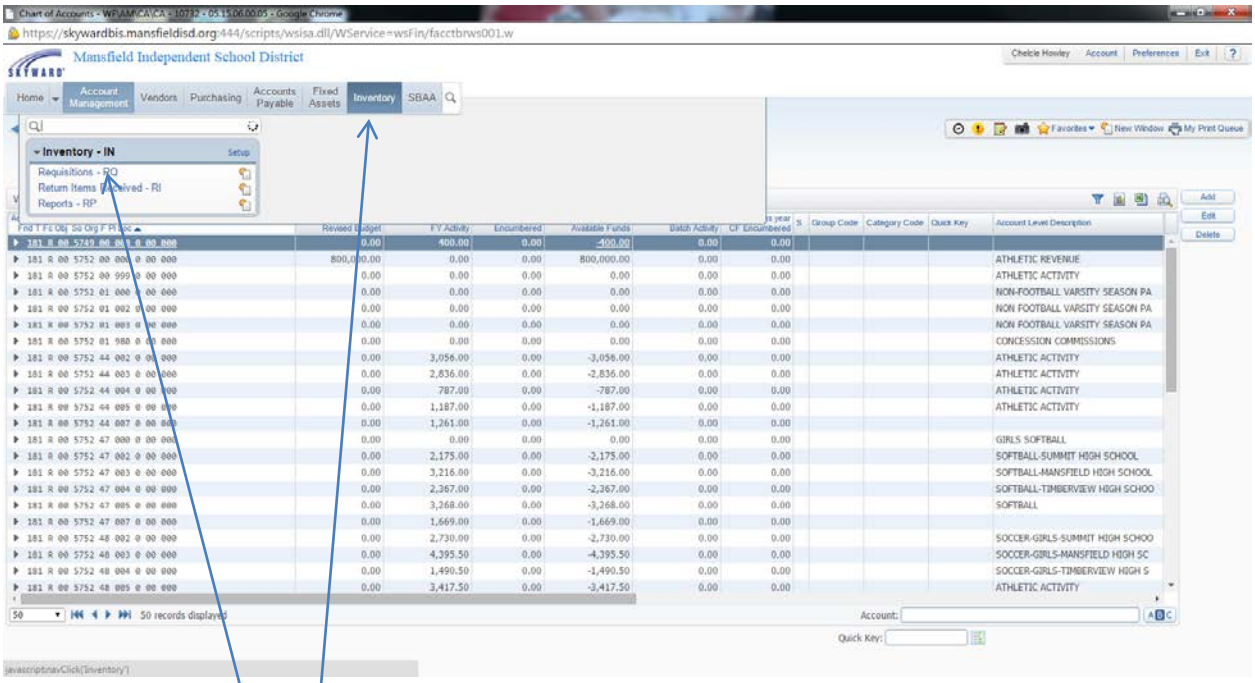
Commodity Codes: See list below.

Commodity Code	Short Description	Long Description
Accomp	Accompanist	Accompanist
Advertis	Advertising	Advertising Radio/Newspaper/TV
Ag Fac	Ag Facility	Ag Facility Supplies & Animals
Athletic	Athletics	Athletics Not on Bid
Auto	Auto Repairs	Auto Repairs
Awards	Awards	Awards and Incentives
Banner	Banner/Flags	Banners and Flags
Bus	Bus Repairs	Bus Repairs
Certific	Certifications	Certifications
Chem	Chemicals	Chemicals and Service
Cleaners	Cleaners	Cleaners for Band/Table Cloths
Clinicia	Clinicians	Clinicians
Color	Color Guard Tec	Color Guard Tech
Const	Construction	Construction Services
CPR	CPR & First Aid	CPR/First Aid Supplie/Training
Drug	Drug Test	Drug Testing
E-rental	Equip Rental	Equipment Rental
Elevator	Elevator	Elevator Repair/Inspection
F-Trips	Field Trips	Field Trips for Students
Fac-CS	Facilities Cont	Facilities Contracted Service
Fac-Supp	Facilities Supp	Facilities Supplies
Fence	Fence/Supplies	Fencing and Supplies
Fine Art	Fine Arts Suppl	Fine Arts Supplies/Service
Fire	Fire Alarm	Fire Alarm Service/Repair
Floor	Flooring	Flooring Supplies/Service
Food	Food & Catering	Food & Catering
Fuel	Fuel	Fuel - Propane/Gas/Etc.
Fund	Fundraisers	Fundraisers
Furn	Furniture	Furniture/Files/Chairs
Gas	Bottled Gas	Bottled Gases for Welding
GCS	Grounds	Grounds Contracted Services
Gen	Generator	Generator Repair/Service/Purch
GM	General Merchan	General Merchandise Retail
Grad	Graduation	Graduation Supplies
Grounds	Ground Supplies	Grounds Supplies
Health	Health & Safety	Health & Safety
Health C	Health Care	Health Care Professional
HVAC	HVAC Service	HVAC Service & Supplies
IC	Ind Contractor	Independent Contractors
ID	ID Machine	ID Machine & Supplies
Ins	Insurance	Insurance
Ins Aids	Instruction Aid	Instructional Aids

Commodity Code	Short Description	Long Description
Inspect	Inspections	Inspections Auto/Bus
InstCS	Inst Cont Servi	Inst Contracted Services
Kitchen	Kitchen Equipme	Kitchen Equipment & Supplies
Library	Library Books	Library Books
Magazine	Magazine Subscr	Magazine Subscriptions
Maint	Maint Contracte	Maintenance Contracted Service
Master	Master Class	Master Class
MCS	Miscellaneous	Miscellaneous Contract Service
Member	Membership/Dues	Membership and/or Dues
Notary	Notary Supplies	Notary Supplies & Registration
Oil	Oil & Petroleum	Oil & Petroleum Products
OS	Office Supplies	Office Supplies
P Bldg	Portable Build	Portable Buildings
PCS	Prof Cont Servi	Professional Contract Service
Pest	Pest Control	Pest Control Services
Phone	Phone	Phone & WiFi
Piano	Piano Tuning	Piano Tuning
Play	Play Ground	Play Ground Equipment
Plumbing	Plumbing Sup	Plumbing Supplies
Police	Police Dept	Police Dept Supplies & Service
Postage	Postage & Ship	Postage & Shipping
Print	Printing Servic	Printing Services
Reading	Reading Materia	Reading Materials
Registra	Registrations	Registrations and Fees
Rental	Rental	Rental of Facilities
Rental-E	Rental Equipmen	Rental of Equipment
Rental-V	Rental Vehicles	Rental of Vehicles
ROTC	ROTC Uniforms	ROTC Uniforms & Supplies
Royaltie	Royalties Music	Royalties Music
Ship	Shipping	Shipping Servcies
Sign	Signs	Signs
Software	Software	Technology Software
Speakers	Speakers/Author	Speakers/Authors/Presenters
Striping	Striping Parkin	Striping Parking Lots
T-shirt	T-Shirt	T-Shirt Custom Printed
Tech	Technology	Technology Equipment
TechCS	Tech Cont Servi	Tech Contracted Services
Temp	Temp Service	Temporary Services
Tolls	Toll Charges	Tollway Charges
Training	Trainings	Trainings and Conferences
Trans	Transportation	Transportation Supplies
Trans-CS	Trans Cont Serv	Transportation Contract Srvc

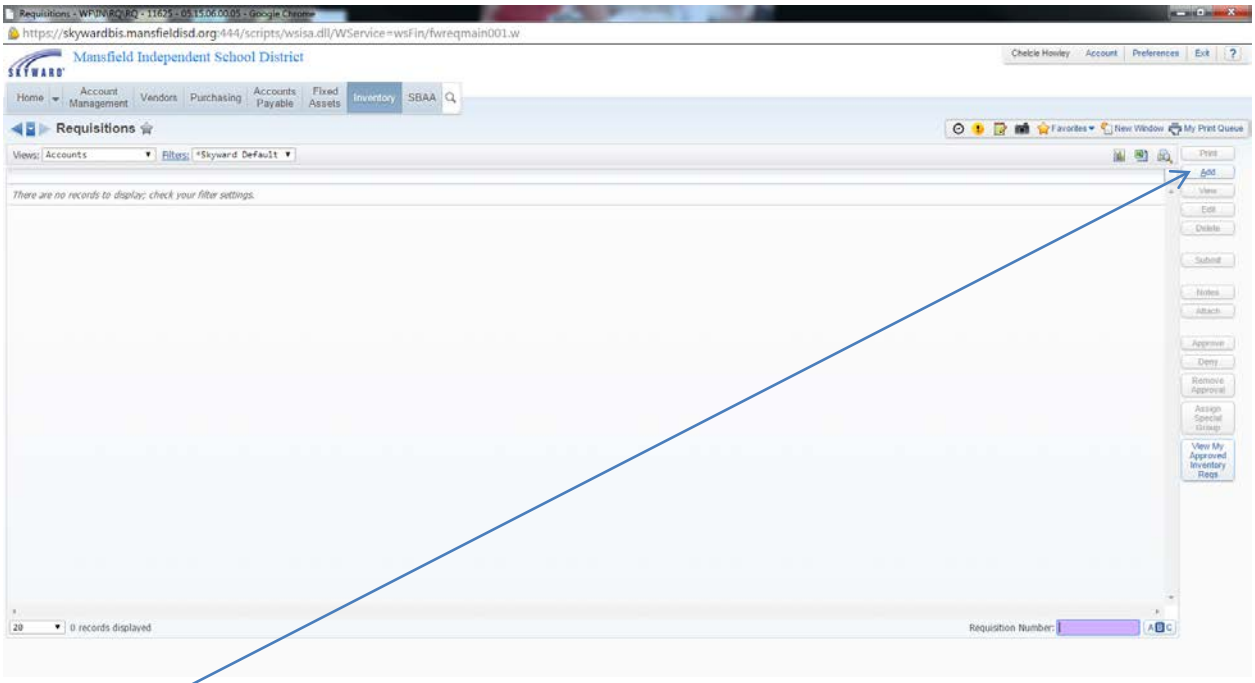
Commodity Code	Short Description	Long Description
Tree	Tree Trim	Tree Trimming Services
Trvl	Travel	Travel Services
TXT	Textbooks	Textbooks
Uniform	Uniforms & Shoe	Uniforms & Shoes for CNS
Vend	Vending Service	Vending Service
Vet	Veterinarian	Veterinarian Services
Vocation	Vocational Educ	Vocational Education Supplies
Wash	Wash & Detail	Wash & Detail District Vehicle
Wrecker	Wrecker Service	Wrecker Services

How to Enter an Inventory (Warehouse) Requisition

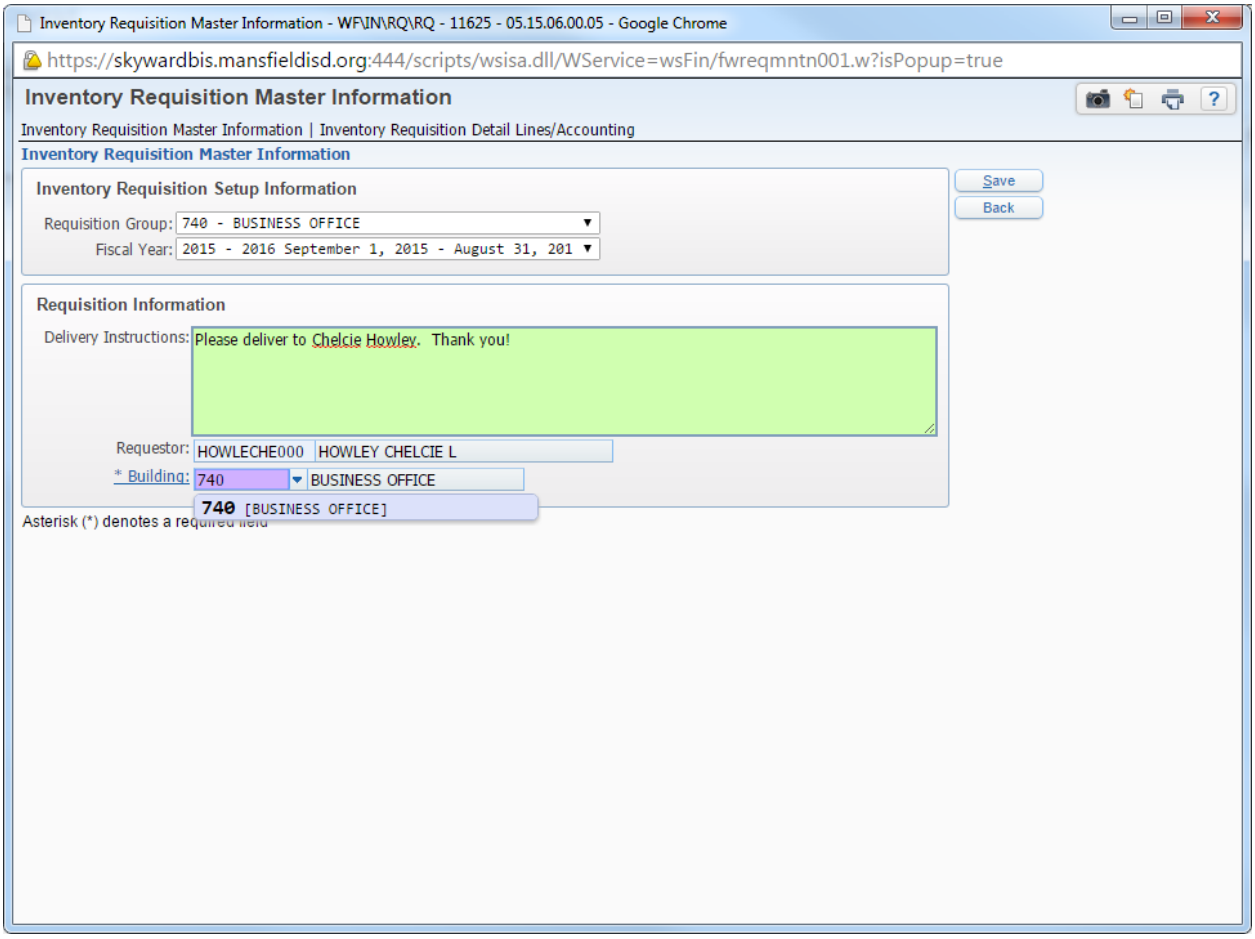


Click on the Inventory tab

Click on Requisitions


Mansfield Independent School District
Requisitions
There are no records to display; check your filter settings.
0 records displayed
Requisition Number:

Click Add


Inventory Requisition Master Information - WF\IN\RQ\RQ - 11625 - 05.15.06.00.05 - Google Chrome
https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/fwreqmntn001.w?isPopup=true
Inventory Requisition Master Information
Inventory Requisition Master Information | Inventory Requisition Detail Lines/Accounting
Inventory Requisition Master Information
Inventory Requisition Setup Information
Requisition Group: 740 - BUSINESS OFFICE
Fiscal Year: 2015 - 2016 September 1, 2015 - August 31, 201
Save
Back
Requisition Information
Delivery Instructions: Please deliver to Chelcie Howley. Thank you!
Requestor: HOWLECHE000 HOWLEY CHELCIE L
* Building: 740 BUSINESS OFFICE
740 [BUSINESS OFFICE]
Asterisk (*) denotes a required field

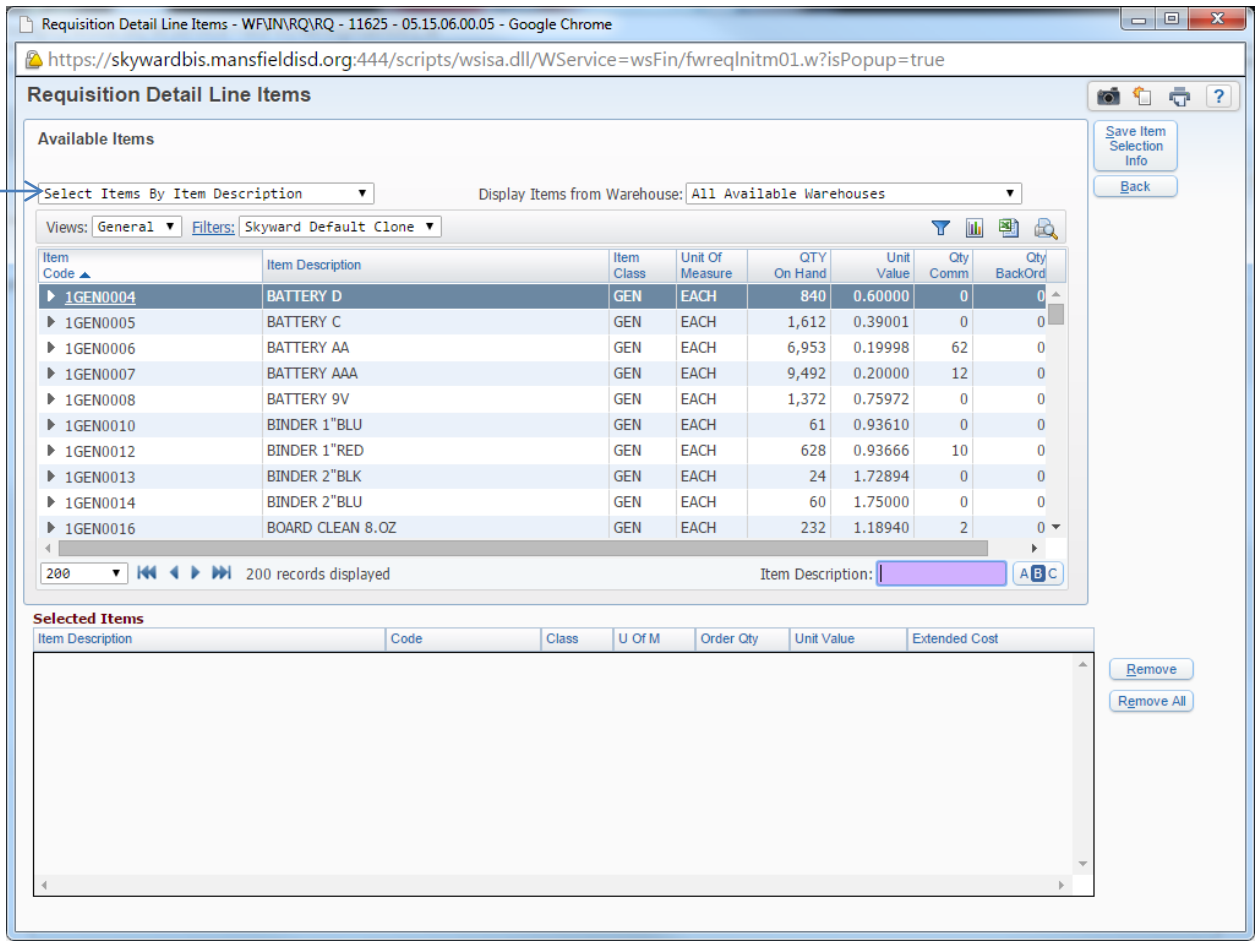
Change the Requisition Group to your department/campus

Make sure you are in the correct fiscal year

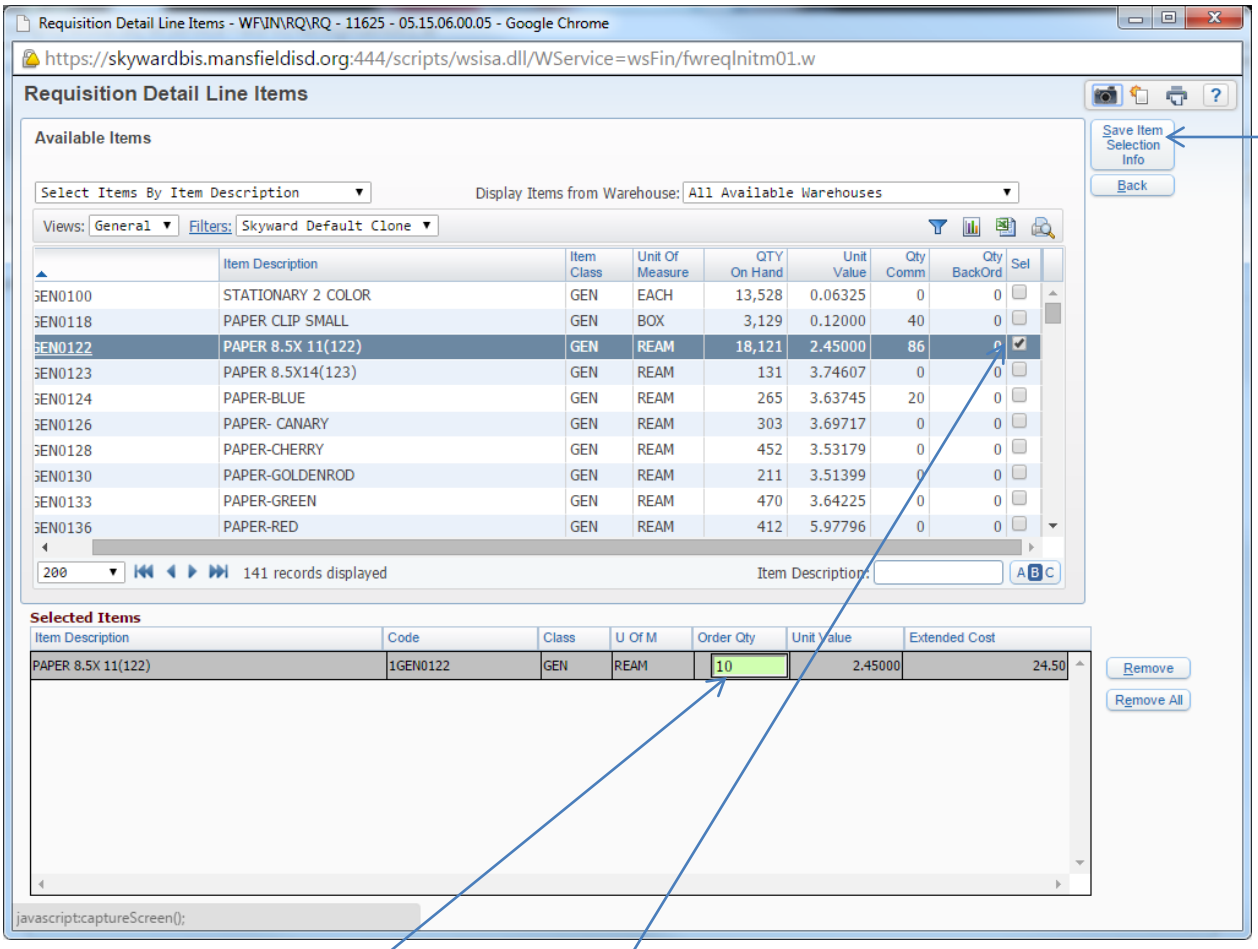
Make any notes regarding delivery instructions (see example print screen)

Select the correct building for delivery

Click Save



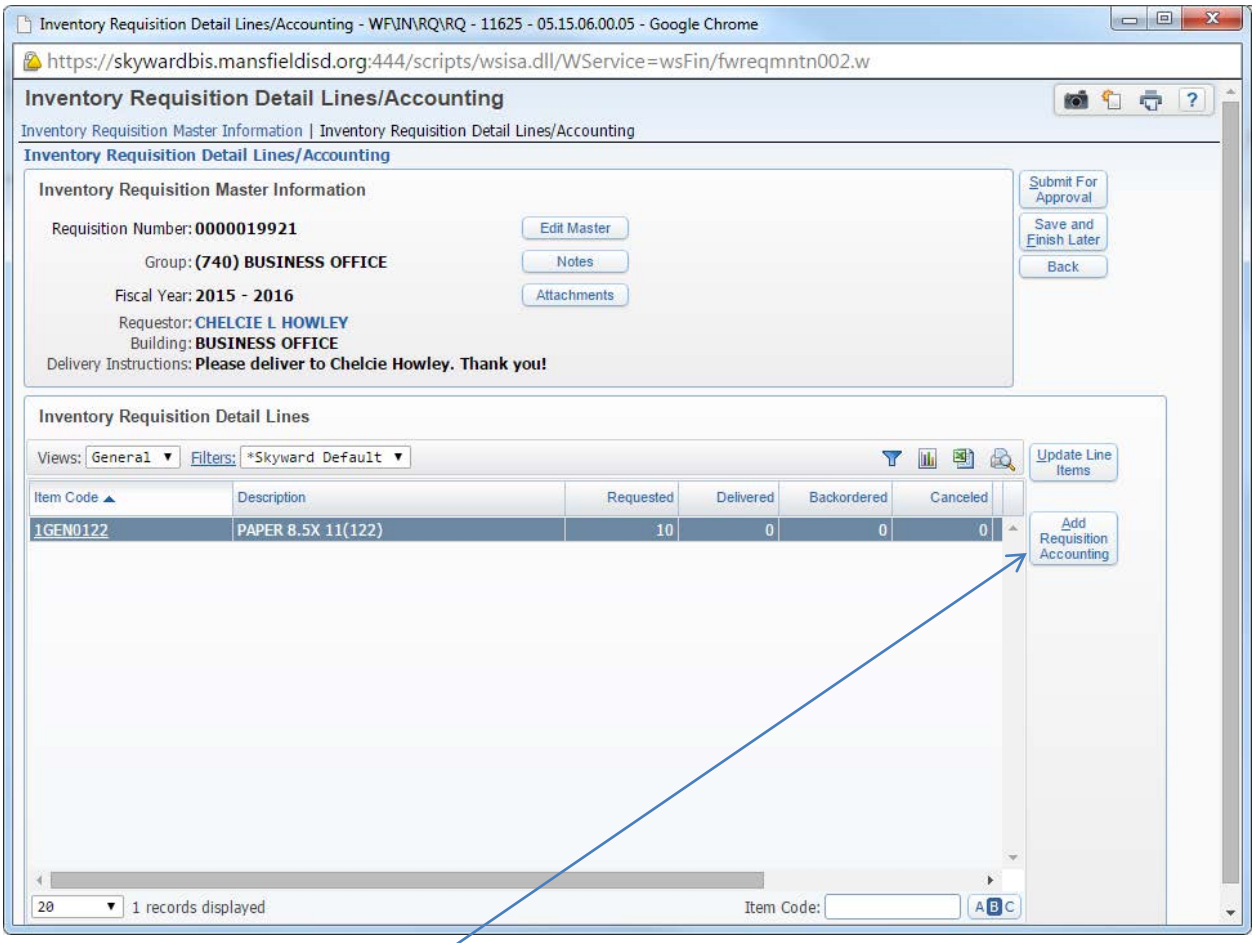
Select your items either by item description or item code



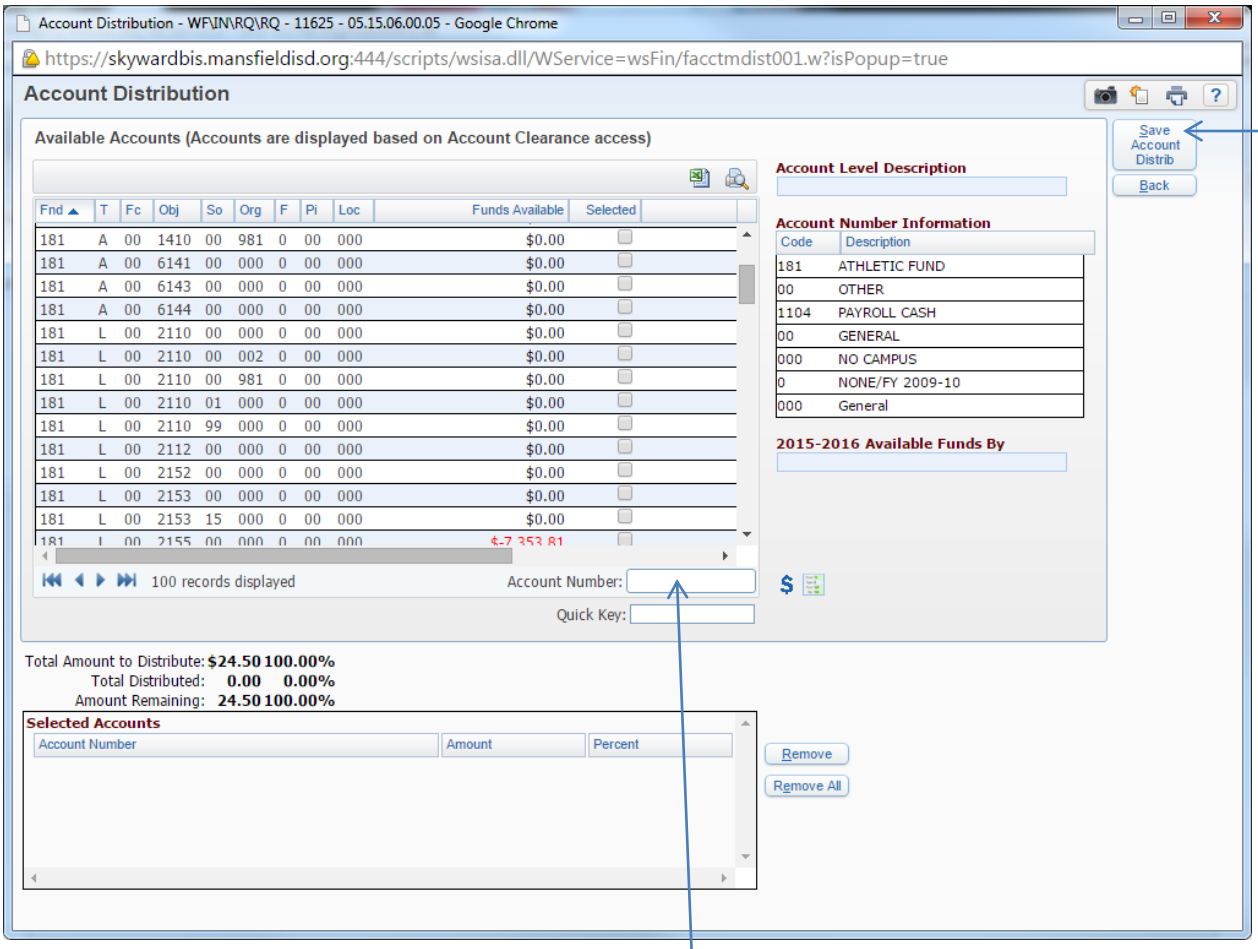
Click in the box next to the item you wish to order

Enter order quantity

Click Save Item Selection Info

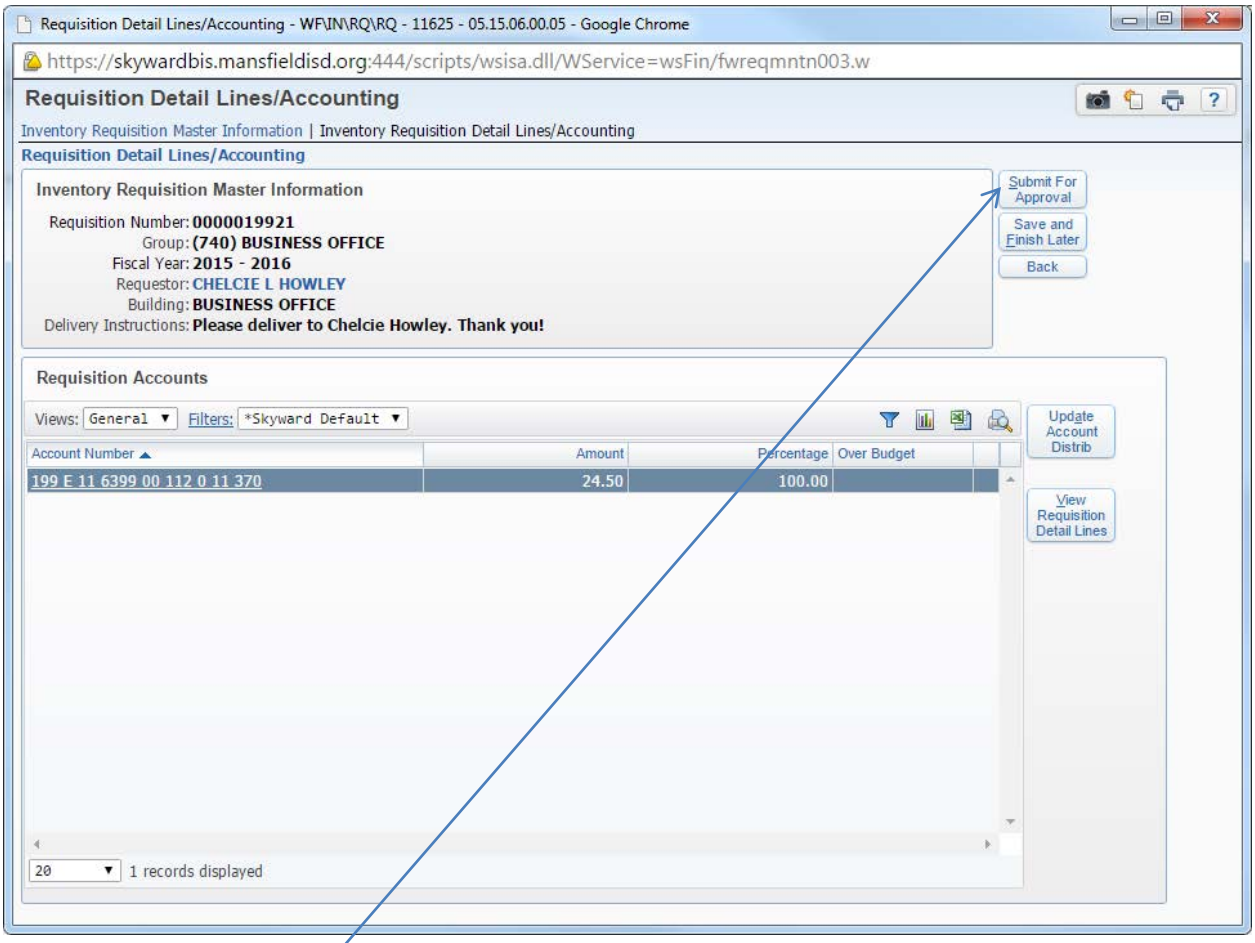


Click Add Requisition Accounting



Enter your department/campus general supplies budget code

Click Save Account Distrib



Click Submit for Approval

How to Enter a Check Request

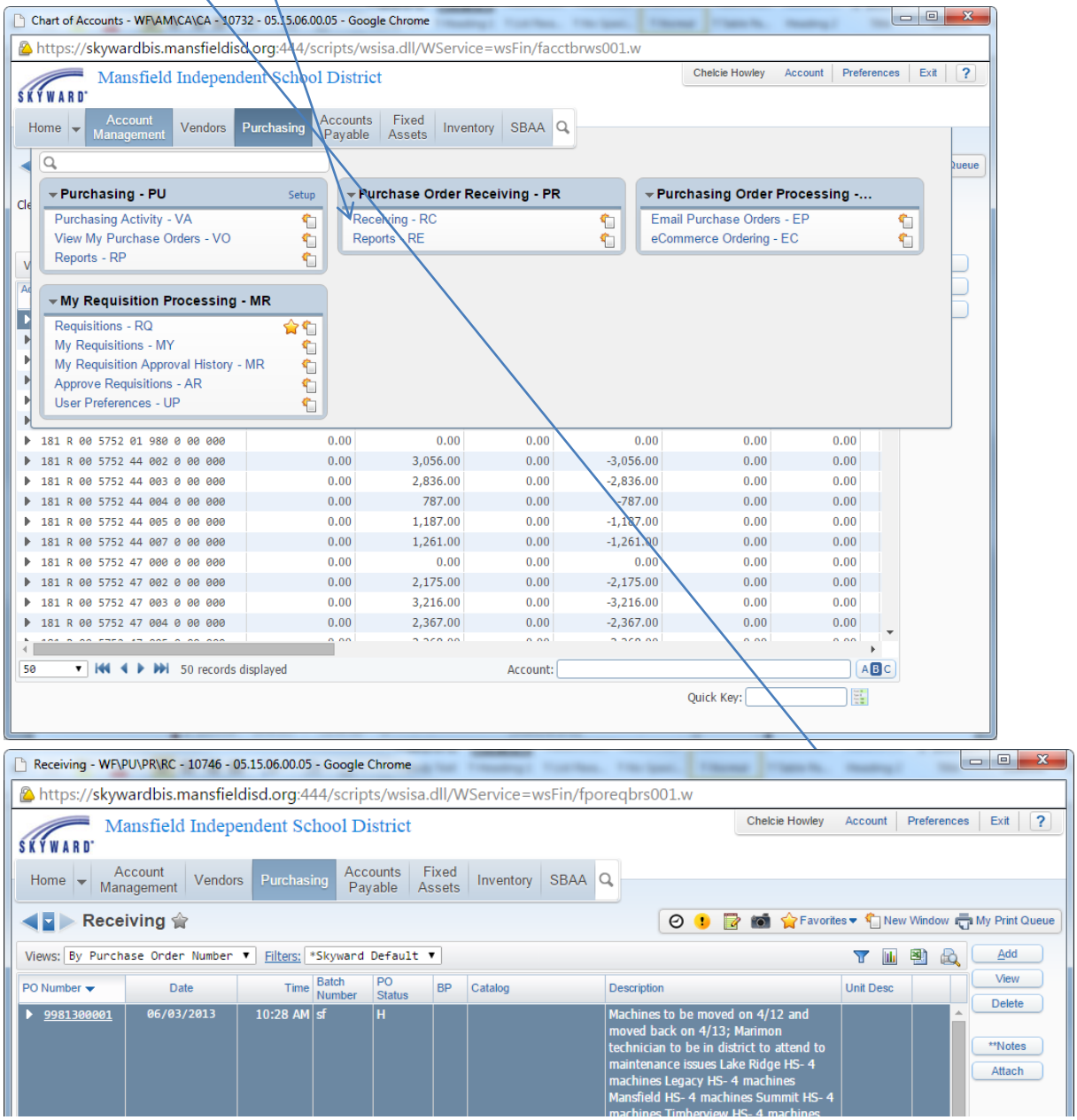
(ONLY FOR TRAVEL)

1. Click PURCHASING TAB
2. Click REQUISITIONS
3. Click ADD
4. Select your appropriate CR PO GROUP…Group number will be a 400 series for campuses and a 500 series for department
5. Edit your BATCH NUMBER to include CR in front of the defaulted number
6. Complete requisition entry
7. Print out a copy of the requisition (once it is approved) and send it to A/P along with any back-up. For example, the travel reimbursement form, receipts, etc.
8. REMINDER: If the check number starts with 121, then is was sent ACH.

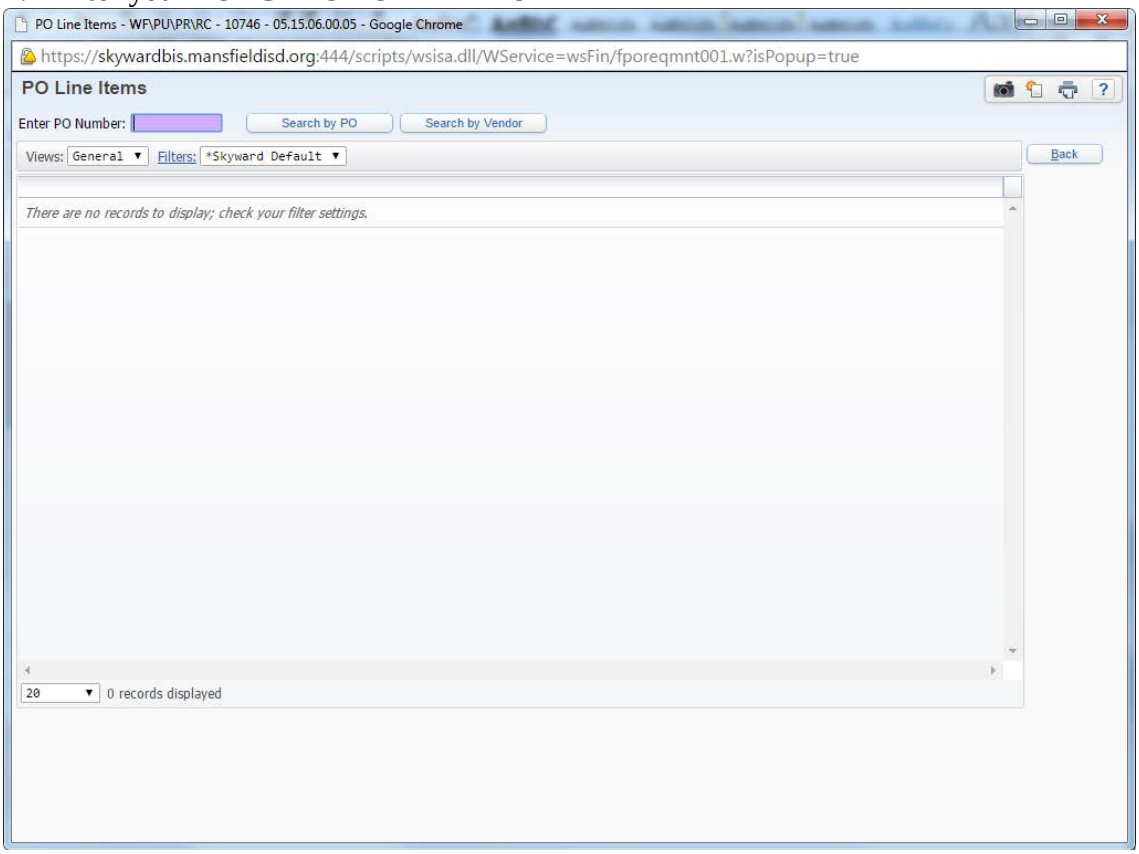
Receiving on a Purchase Order

To receive you can either "Receive All" or receive individual quantities. If you click to "Receive All," then please make sure you have everything and that nothing in your order is damaged.

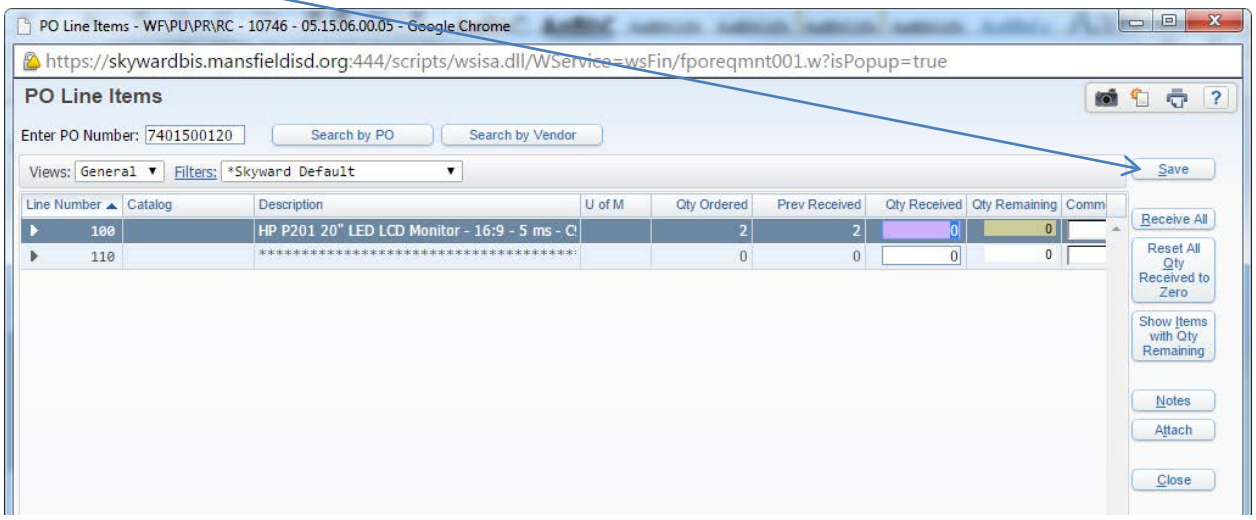
1. Click on PURCHASING TAB
2. Click on Receiving
3. Click ADD



4. Enter your PURCHASE ORDER NUMBER

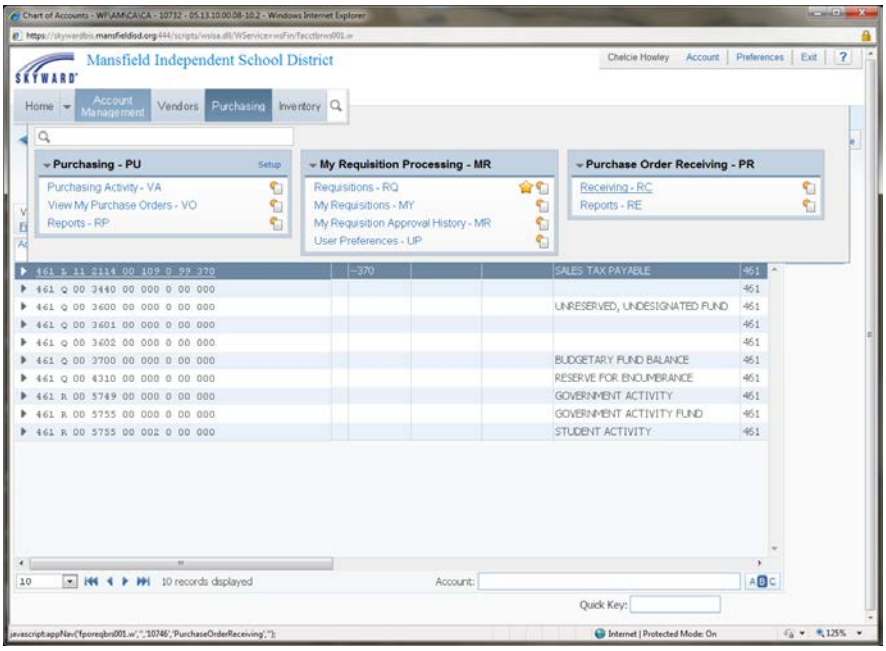


5. Click Enter
6. Enter the Amount Received – this will either be an amount or a quantity
7. Enter any comments (such as the invoice number)
8. Click SAVE



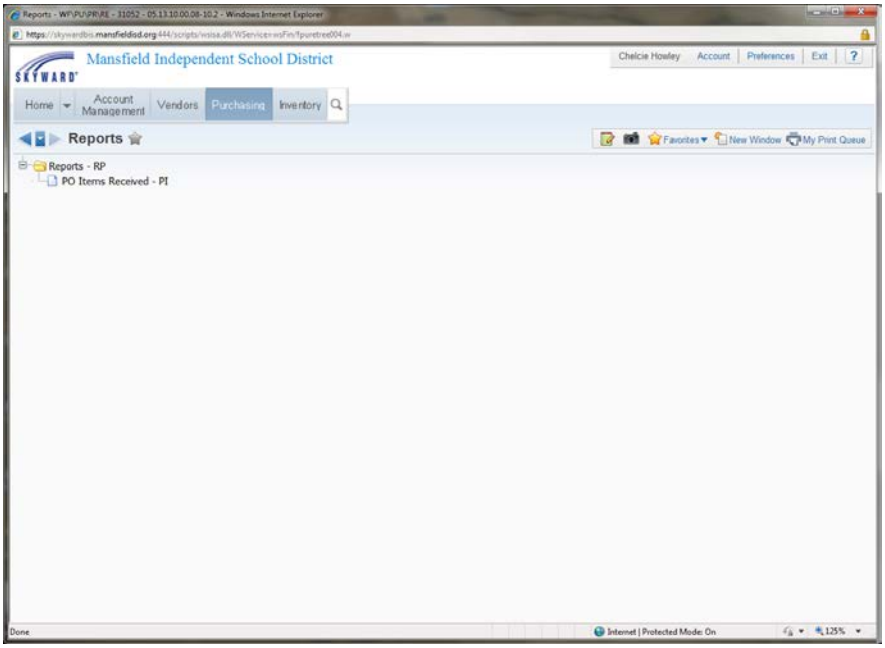
9. Send any invoices to accounts payable

Purchase Order Receiving Reports

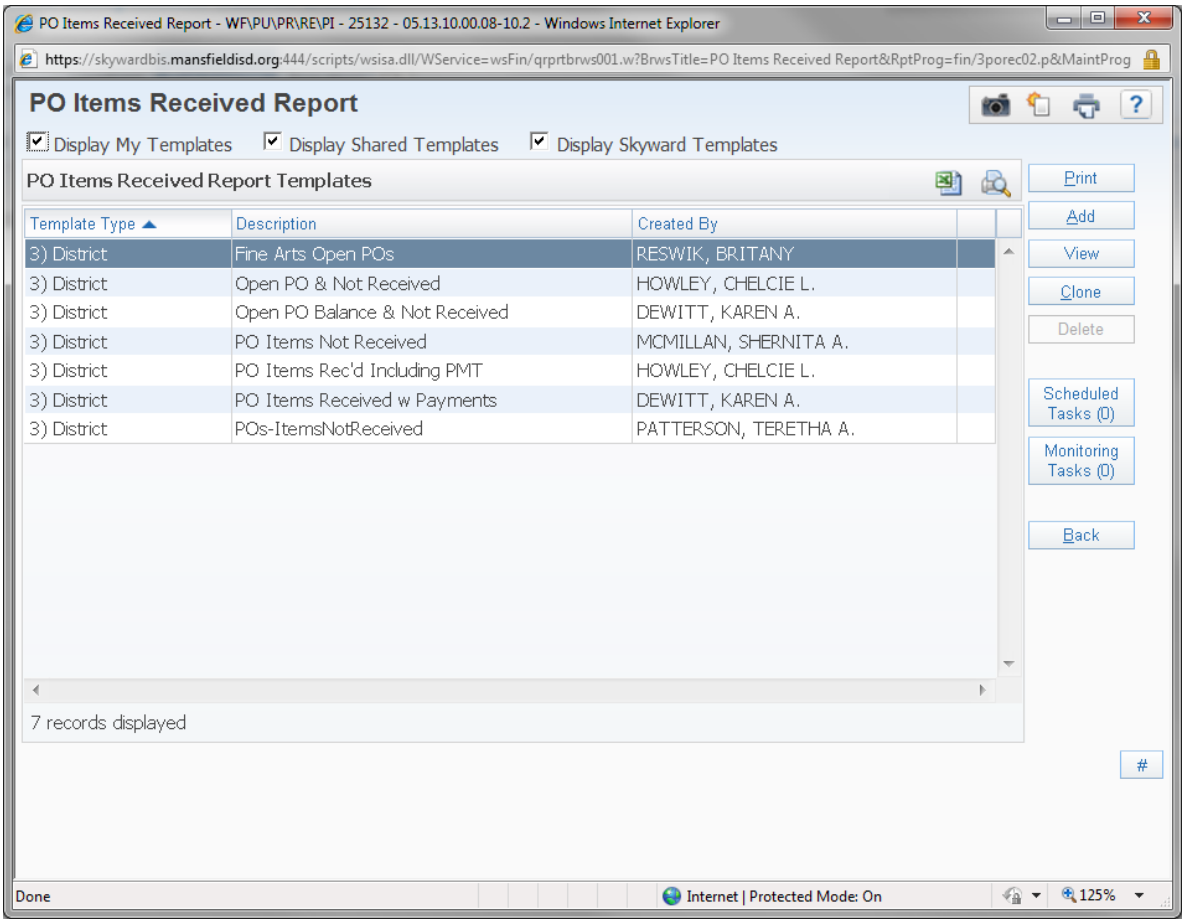


Click on Purchasing

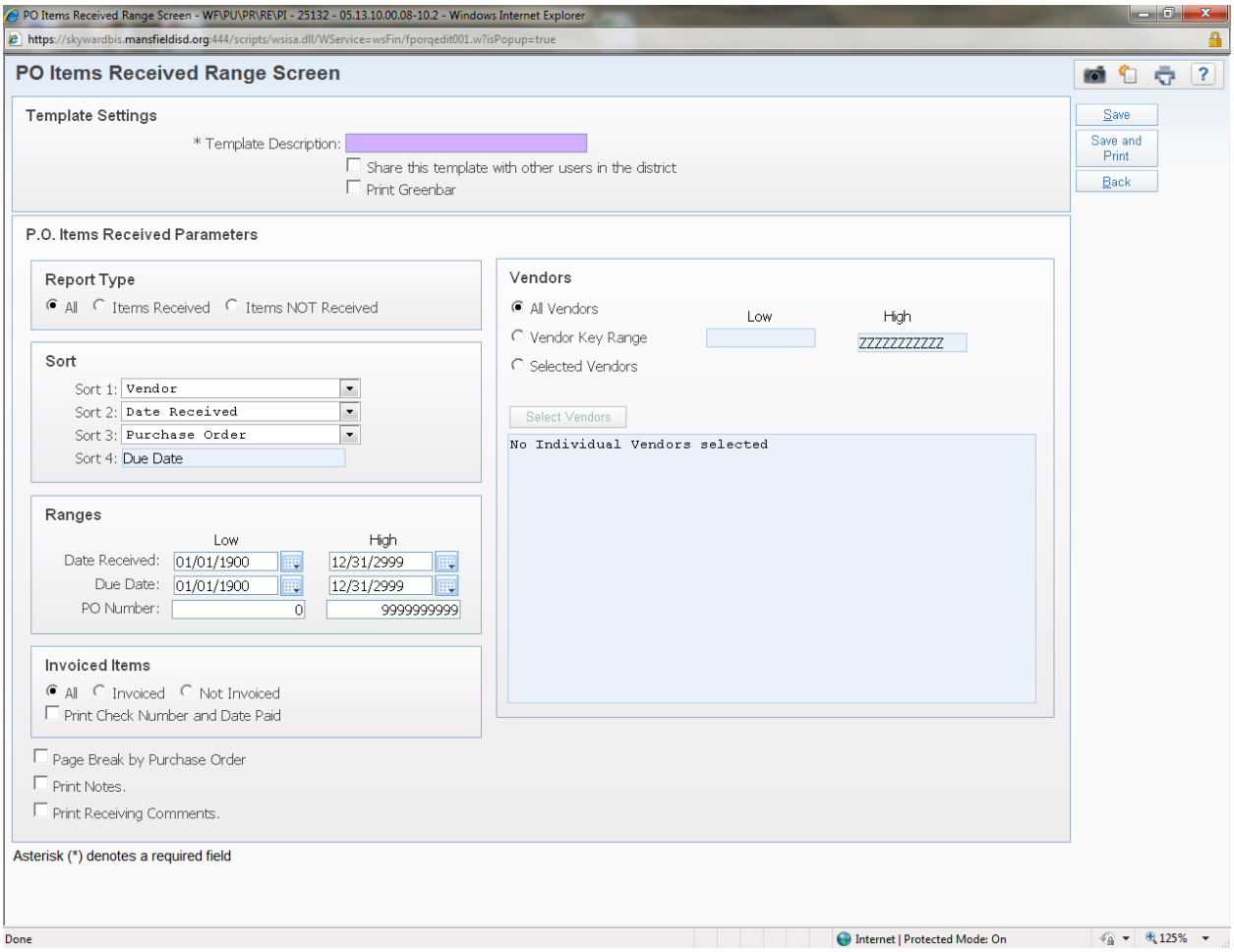
Click on Reports under Purchase Order Receiving



Click on PO Items Received


PO Items Received Report - WF\PU\PR\RE\PI - 25132 - 05.13.10.00.08-10.2 - Windows Internet Explorer
https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/qrprtbrws001.w?BrwsTitle=PO Items Received Report&RptProg=fin/3porec02.p&MaintProg
PO Items Received Report
Display My Templates
Display Shared Templates
Display Skyward Templates
PO Items Received Report Templates
Print
Add
View
Clone
Delete
Scheduled Tasks (0)
Monitoring Tasks (0)
Back
#
Template Type
Description
Created By
3) District
Fine Arts Open POs
RESWIK, BRITANY
3) District
Open PO & Not Received
HOWLEY, CHELCIE L.
3) District
Open PO Balance & Not Received
DEWITT, KAREN A.
3) District
PO Items Not Received
MCMILLAN, SHERNITA A.
3) District
PO Items Rec'd Including PMT
HOWLEY, CHELCIE L.
3) District
PO Items Received w Payments
DEWITT, KAREN A.
3) District
POs-ItemsNotReceived
PATTERSON, TERETHA A.
7 records displayed
Done
Internet | Protected Mode: On
125%

Click Add



Type in a Template Description

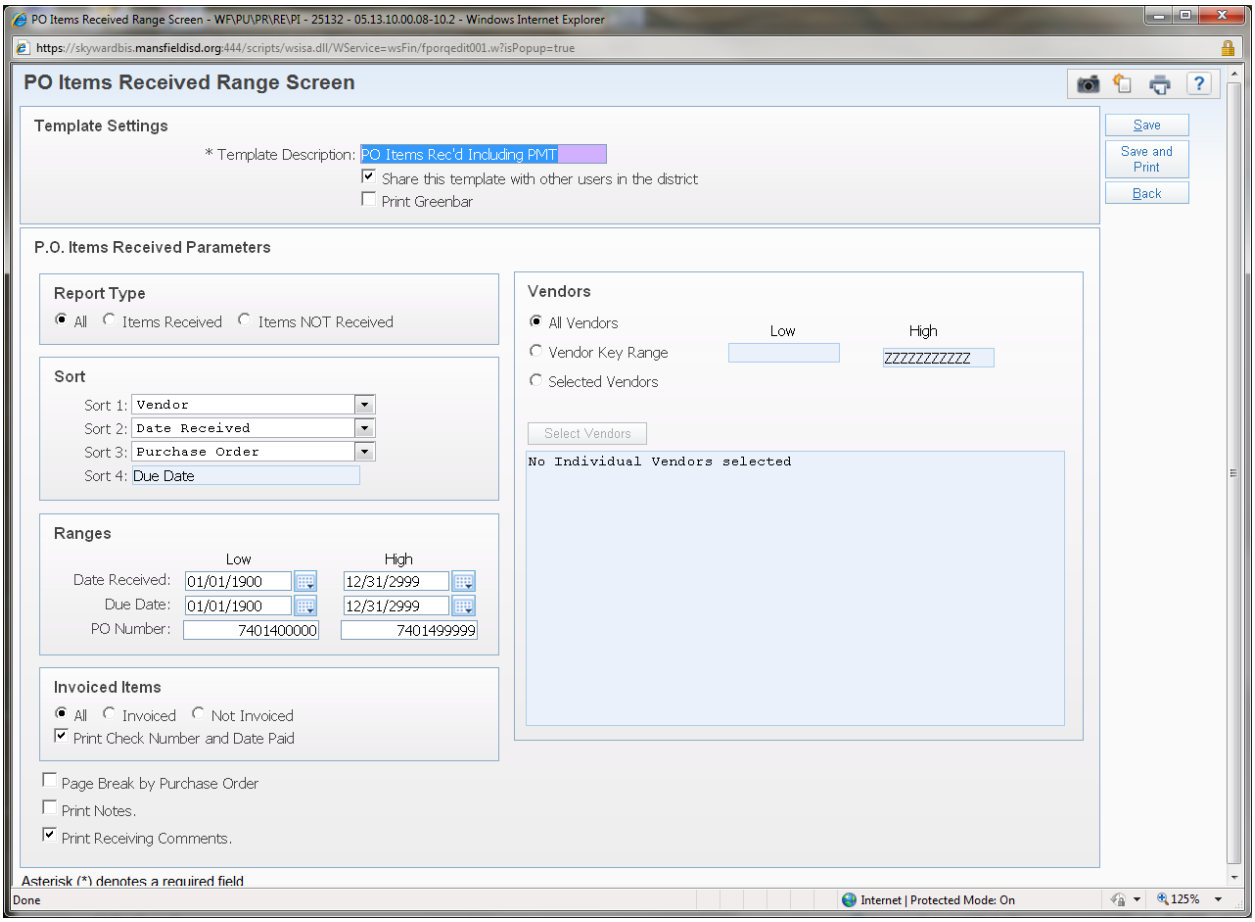
You can choose if you want to share your template with other users in the district

You can choose is you want greenbar as well

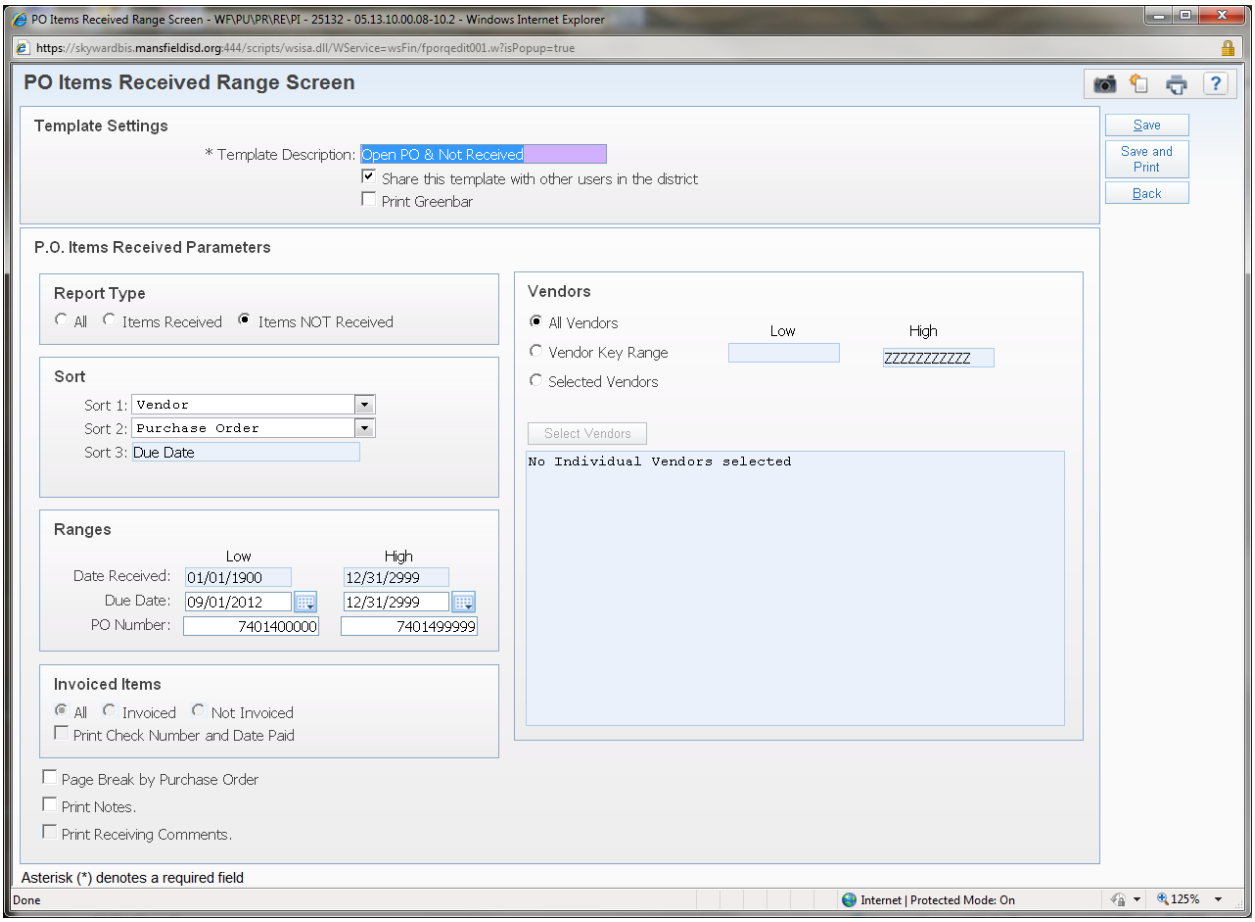
Under Report Type, choose if you want items received, items not received, or both.

Under Ranges, type your PO numbers low and high – the first three digits are your organization number and the next two is the year

At the bottom left, choose if you want your report to page break by purchase order, print notes, or print receiving comments.



Above is a print screen of Chelcie Howley's report that is set to show all purchase orders whether received or not received that has payment



Above is a print screen of Chelcie Howley's report showing purchase orders that have not been received on

Accounts Payable

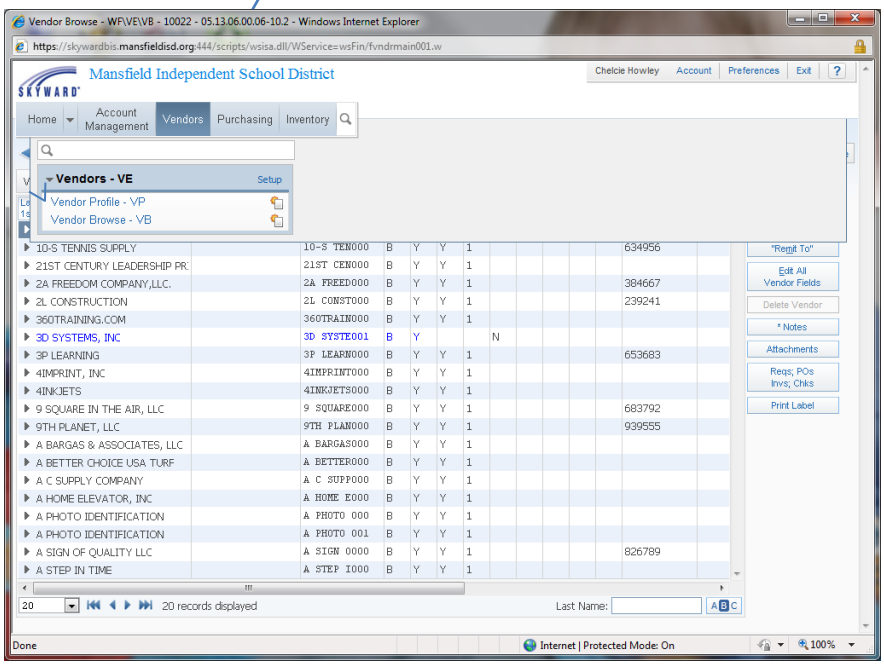
How to pay an invoice from a blanket PO

1. Purchasing
2. Receiving
3. Add
4. Enter PO#
5. Enter Dollar Amount
6. Send the receipt/invoice to accounts payable with PO# clearly written

How to lookup PO/Invoices that have been paid

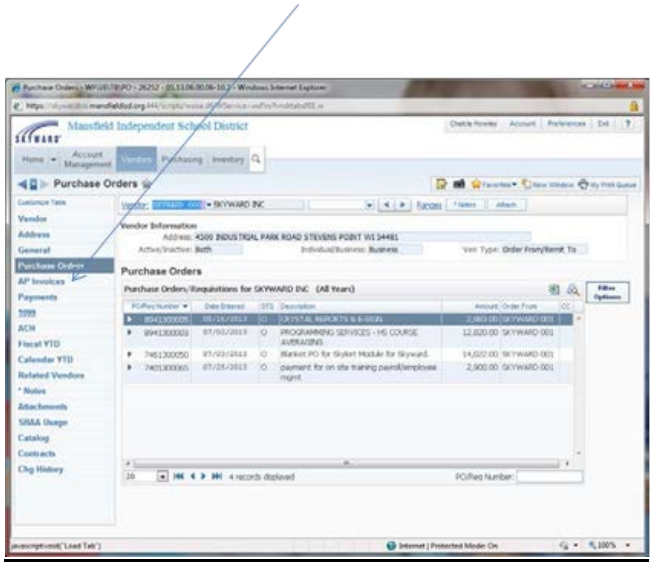
Click Vendor Tab

Click Vendor Profile



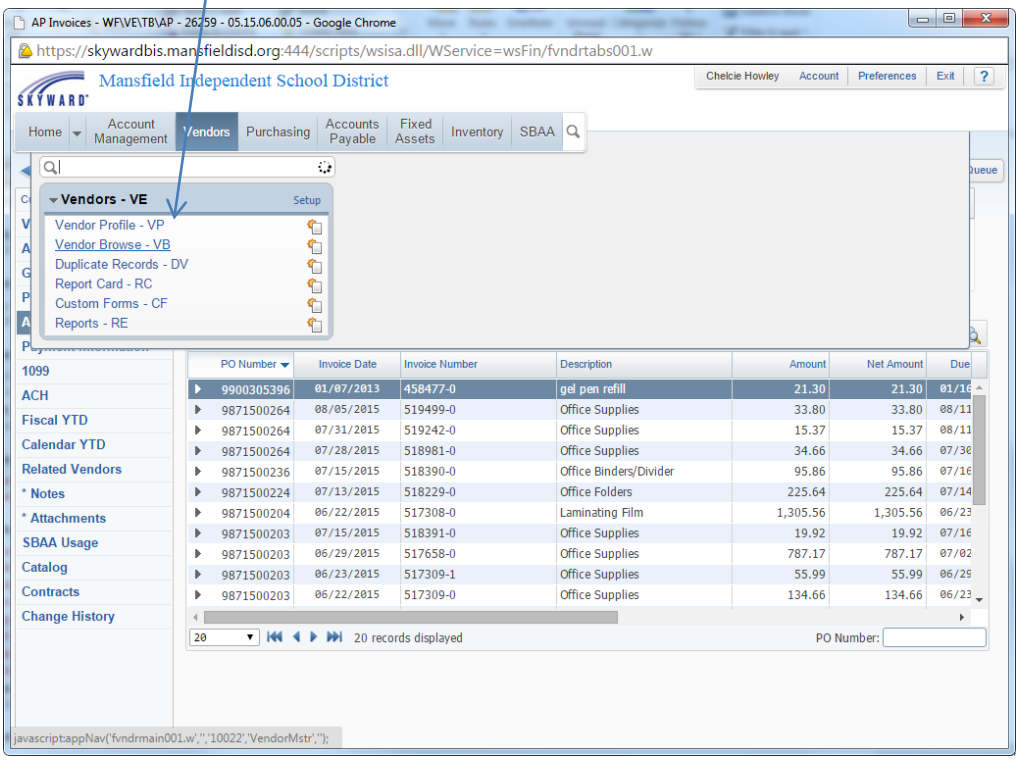
Type the Vendor in the box.

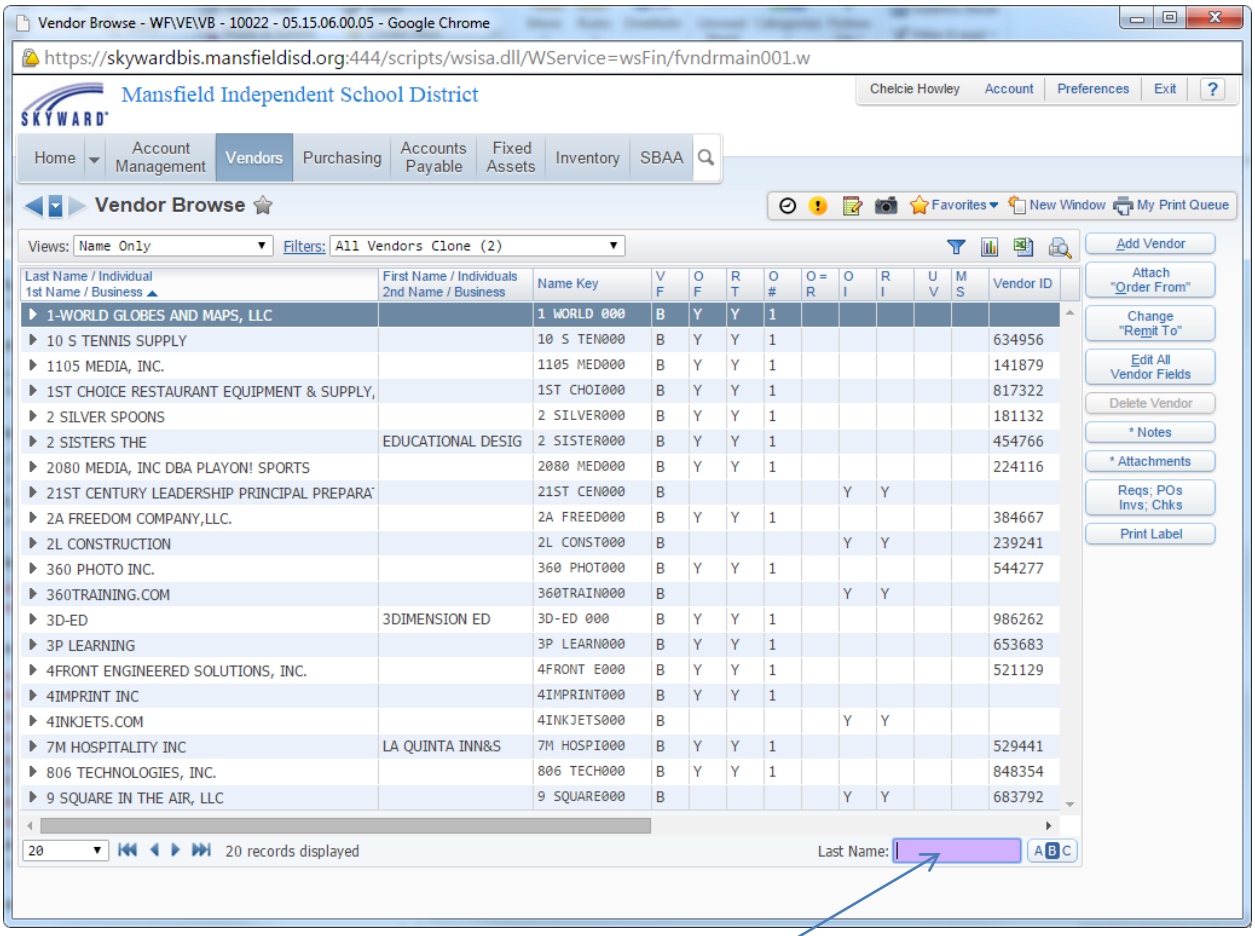
Listed on the left side: Click on AP Invoices – can sort by Inv. # or PO # under Views. (Also clicking on the arrow next to Inv. # or PO # under Views will sort by numbers low to high or high to low)



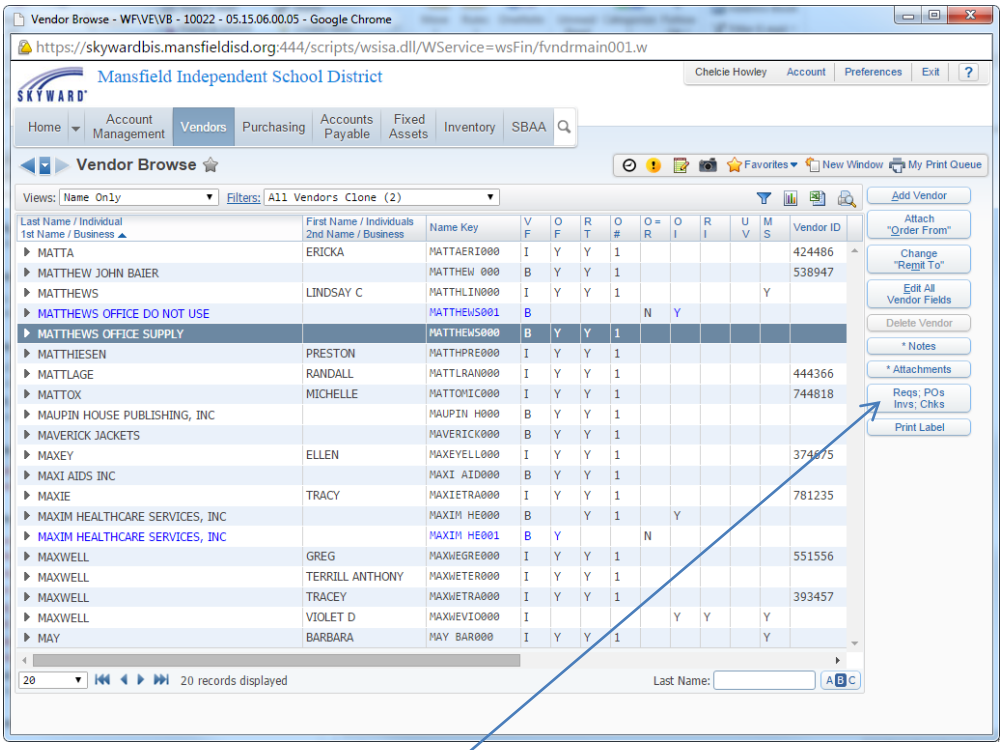
Clicking on the Arrow next to the PO # will give you payment info (check number, check date, etc.) by expanding all

Vendor Browse

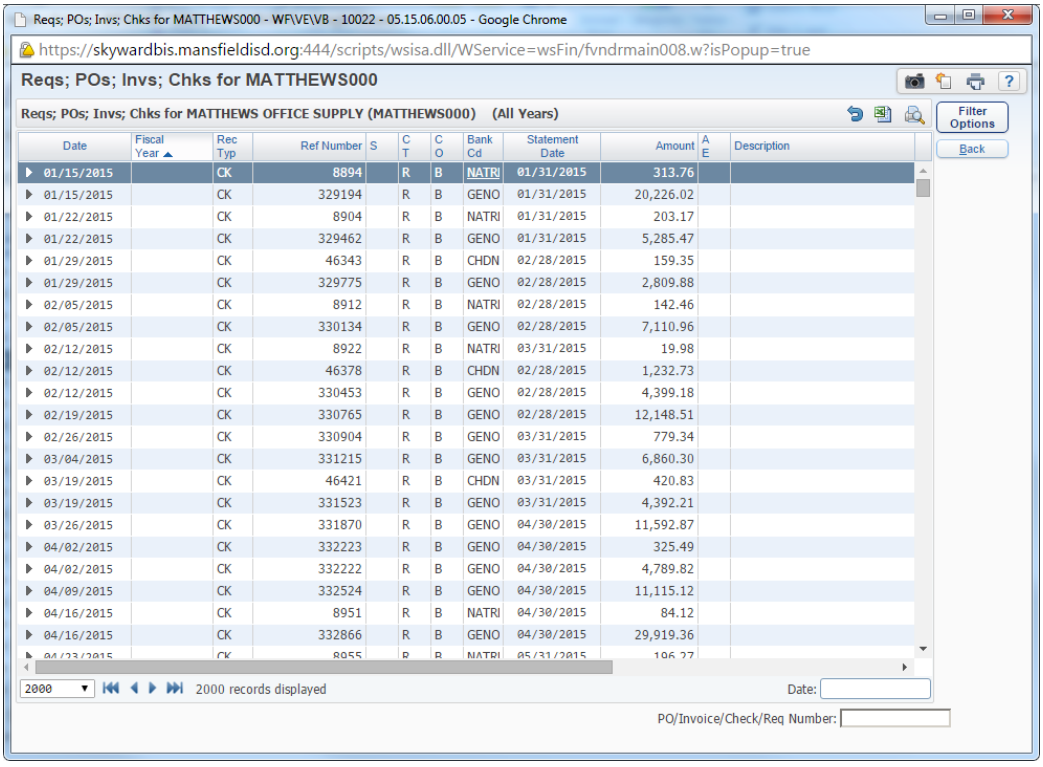




Type in the vendor name or part of it in the last name box



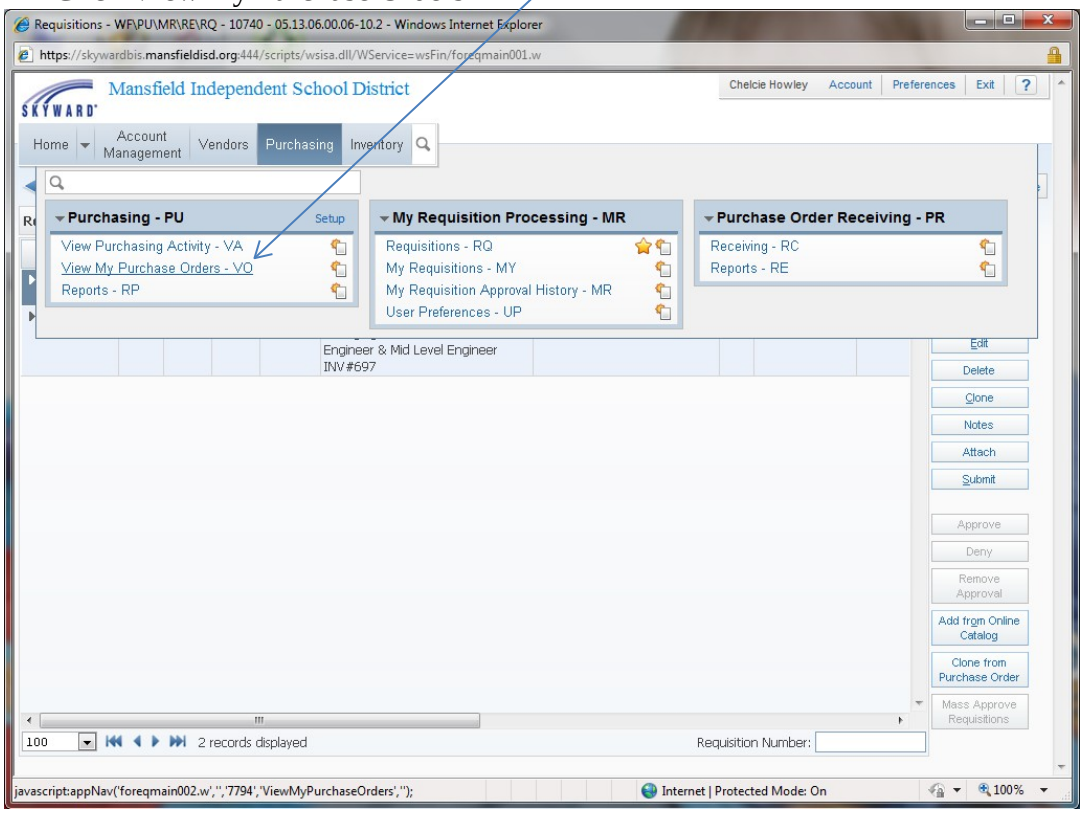
Click on Reqs, POs, Invs, Chks



Type in your PO number

View My Purchase Orders

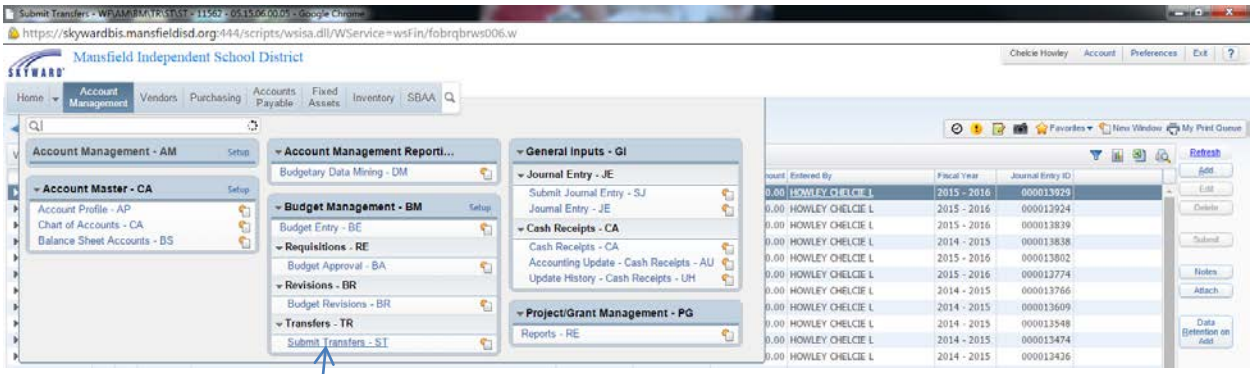
1. Click on the Purchasing Tab
2. Click View my Purchase Orders



3. Click on arrow (on left hand side) of the PO you need information on
4. The Approvals, Receiving Records, PO Invoices, and PO Balance will be displayed

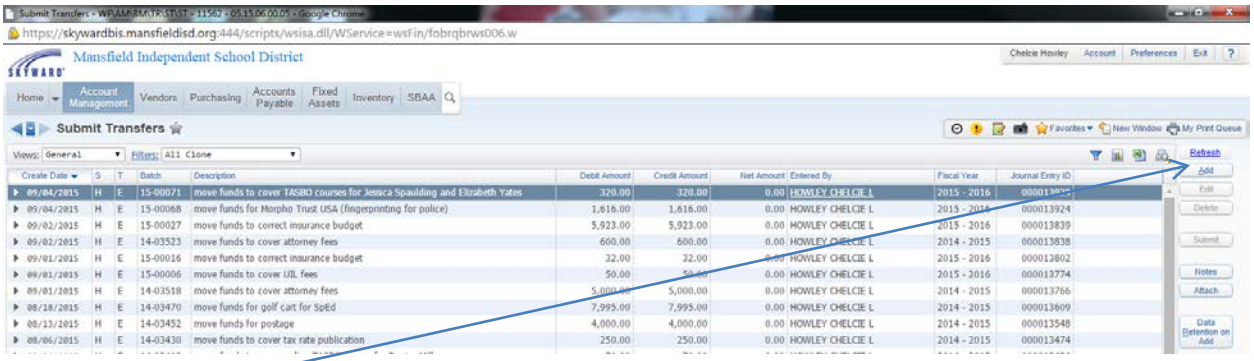
Budget

Budget Transfer/Budget Amendment

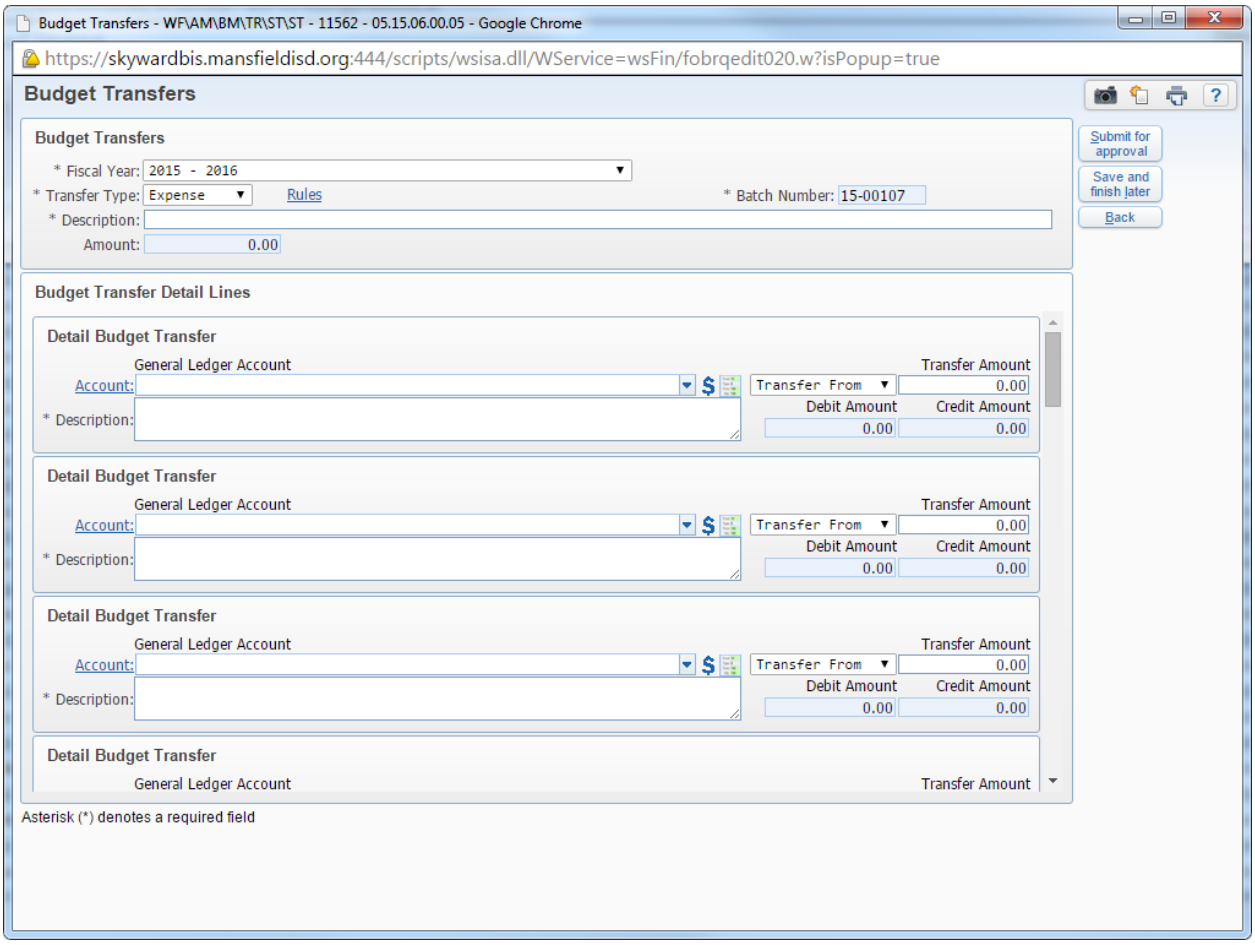


Click on Account Management

Click on Submit Transfers



Click Add



Make sure you are in the correct fiscal year

Enter a description

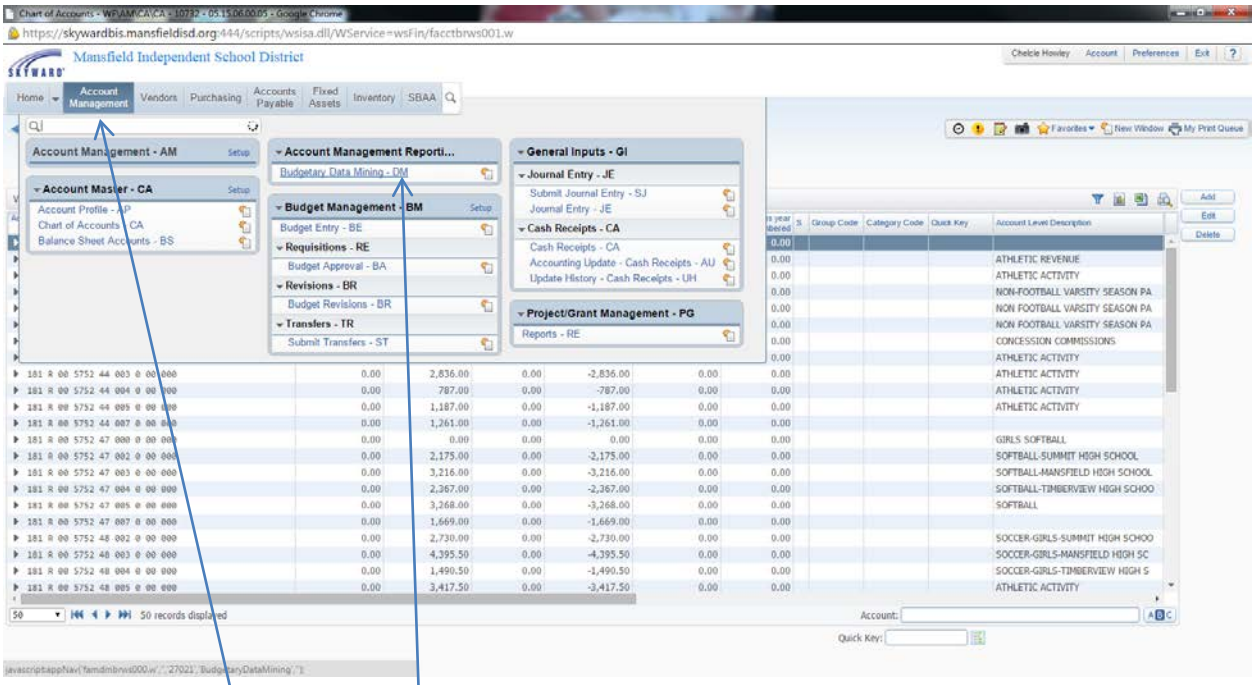
Enter the account you are transferring funds from, then the amount (copy the description from the top)

Enter the account you are transferring funds into, then the amount (copy the description from the top)

NOTE ON BUDGET AMENDMENTS: You must put BUDGET AMENDMENT in all descriptions. Budget amendments are taken to the board once a month. Please watch the calendar of deadlines for the budget amendment deadline each month.

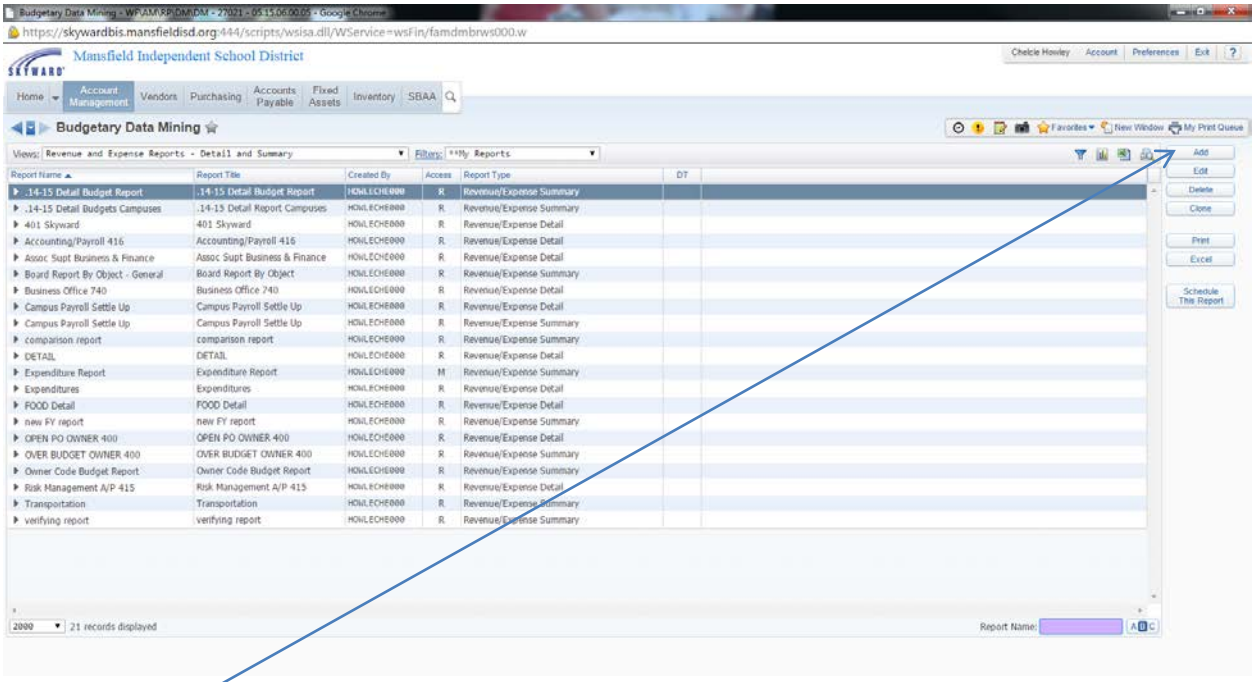
Click Submit for approval. Transfers are only approved on Tuesdays and Thursdays starting at 3 p.m.

Over Budget Codes Report

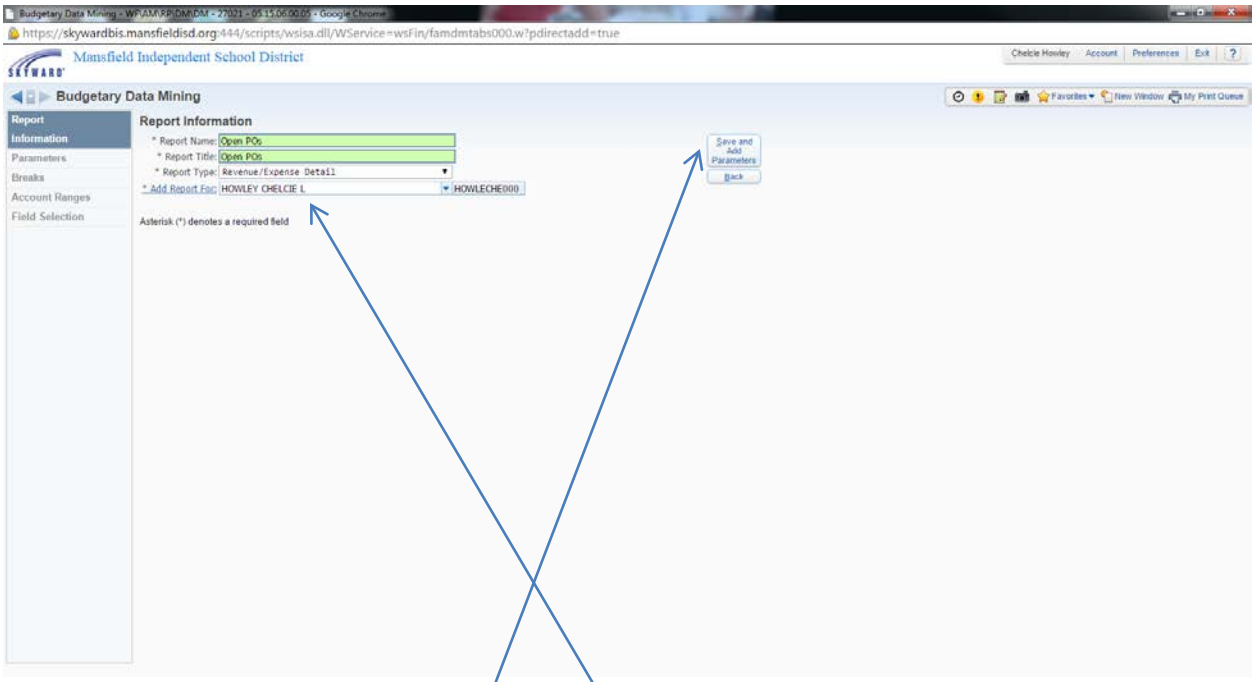


Click on Account Management

Click on Budgetary Data Mining



Click Add



Enter the report name (it will copy to the report title)

Change the report type to Revenue/Expense Detail

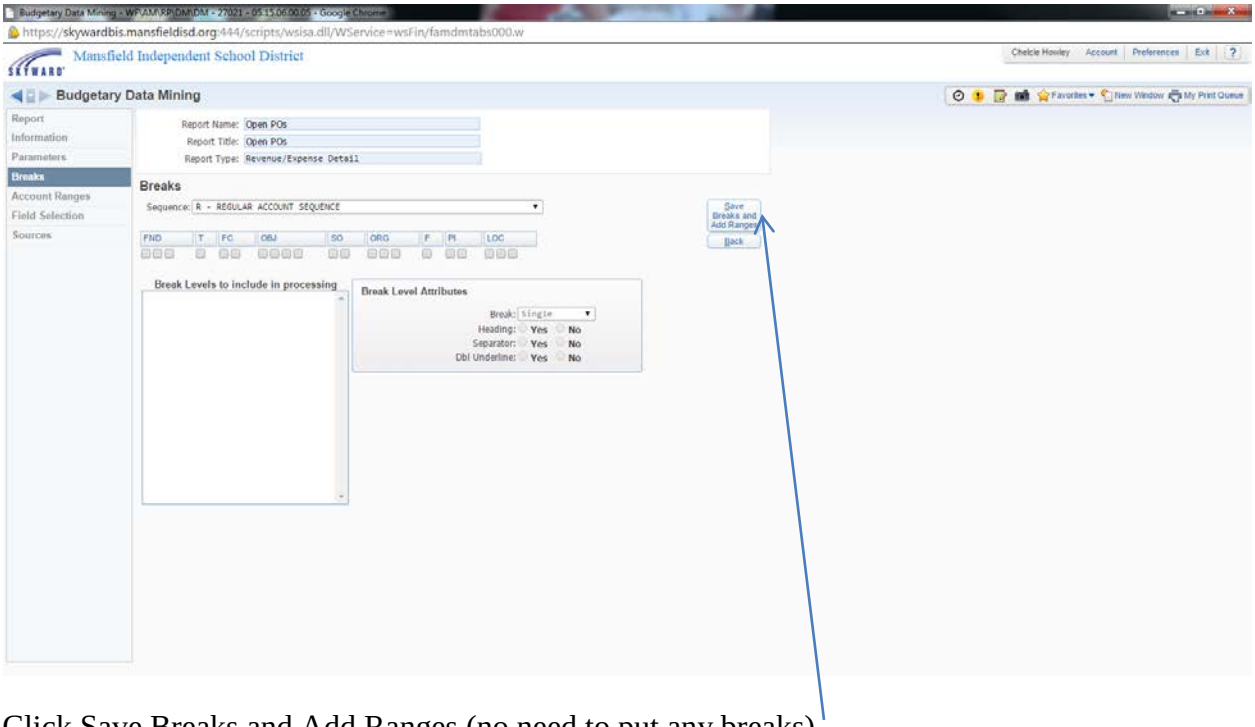
Click Save and Add Parameters

The budget status should state “over budget only – unencumbered balance”

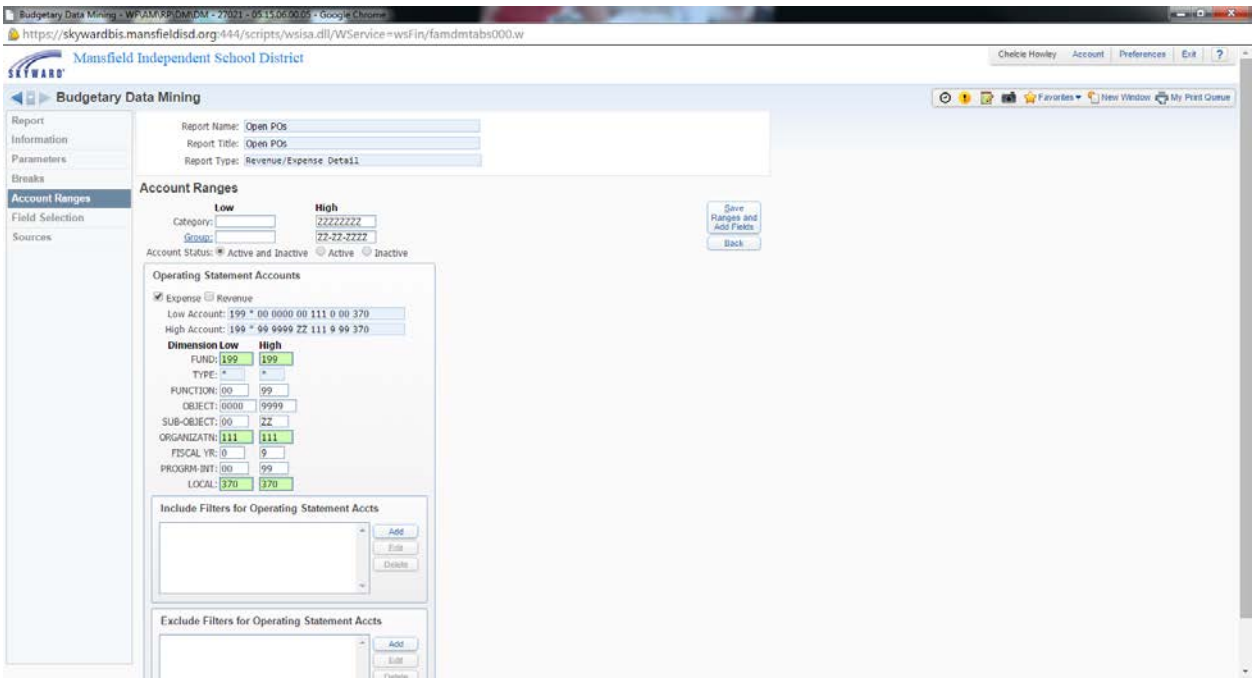
Make sure report access for other users is set to read only

Everything else should mirror the screen above

Click Save and Add Breaks

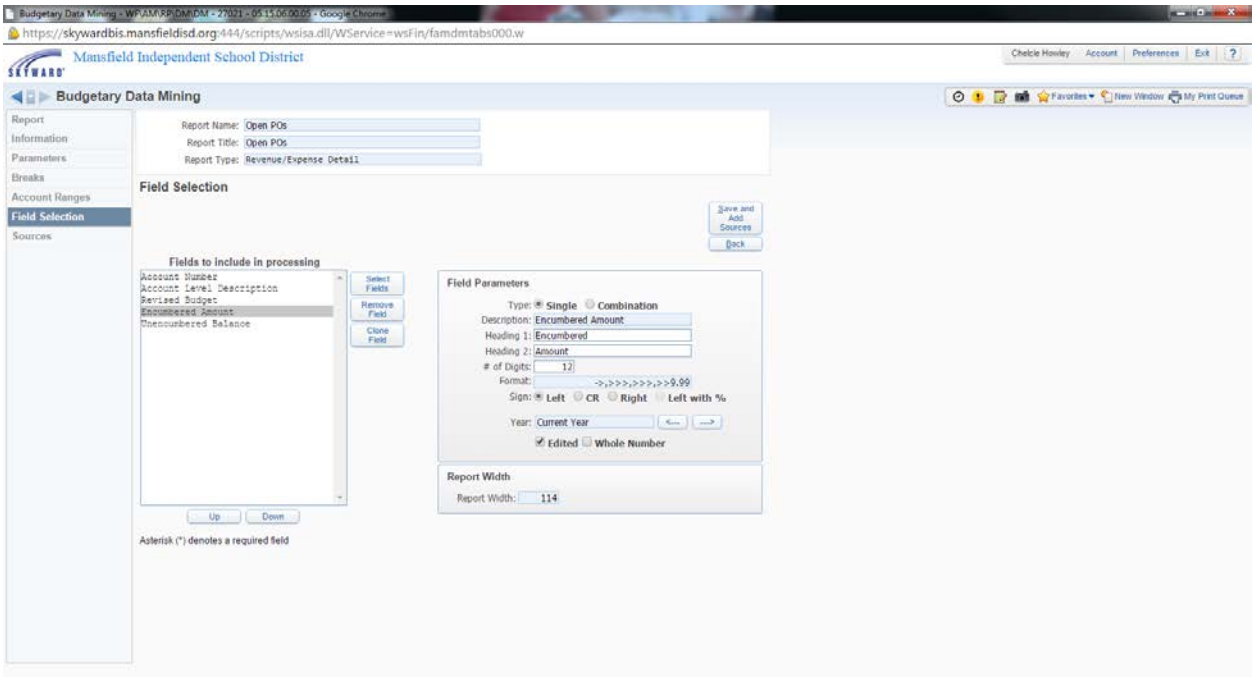


Click Save Breaks and Add Ranges (no need to put any breaks)

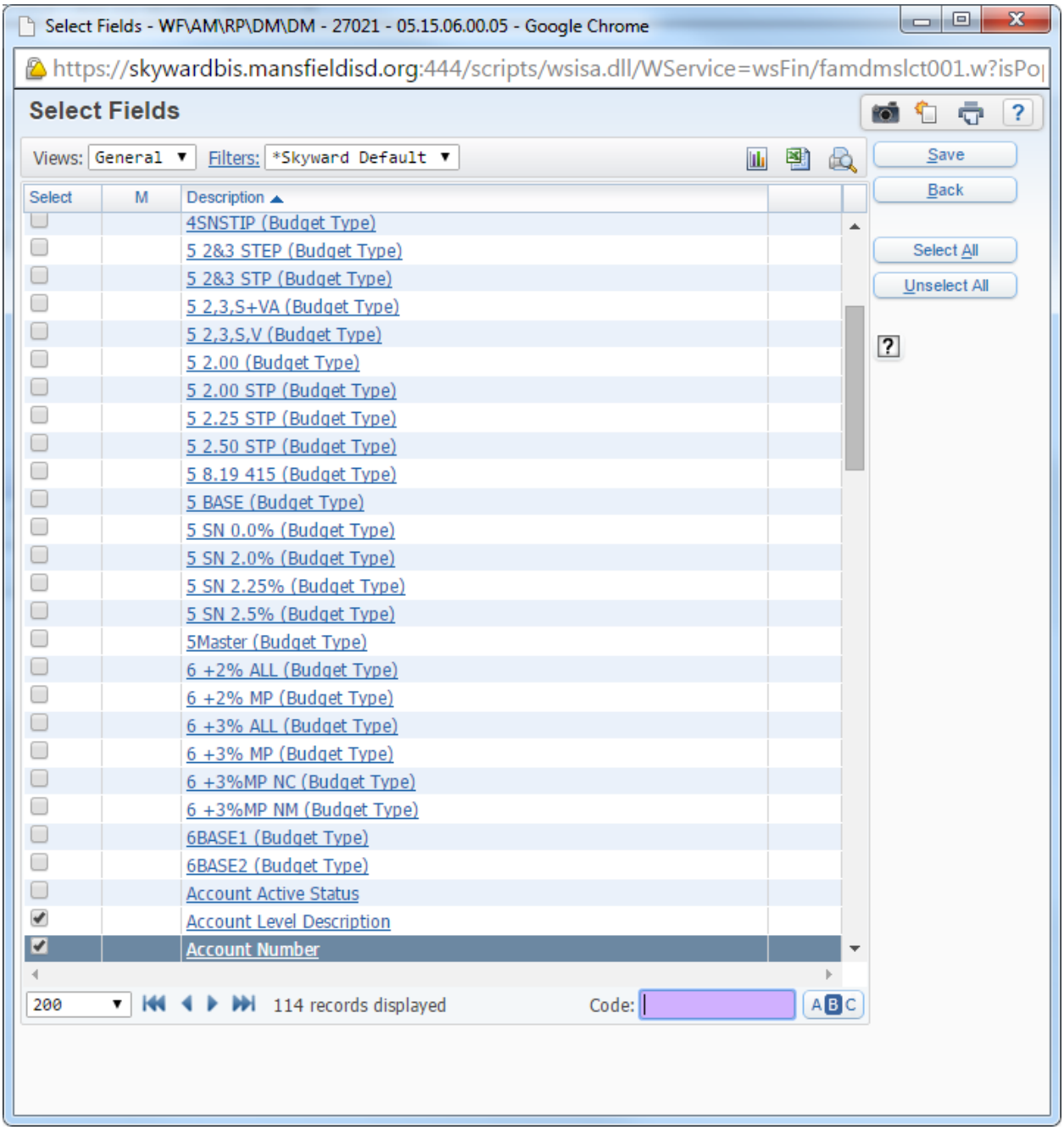


Enter the fund, organization, and owner that pertains to your location in low and high

Click Save Ranges and Add Fields



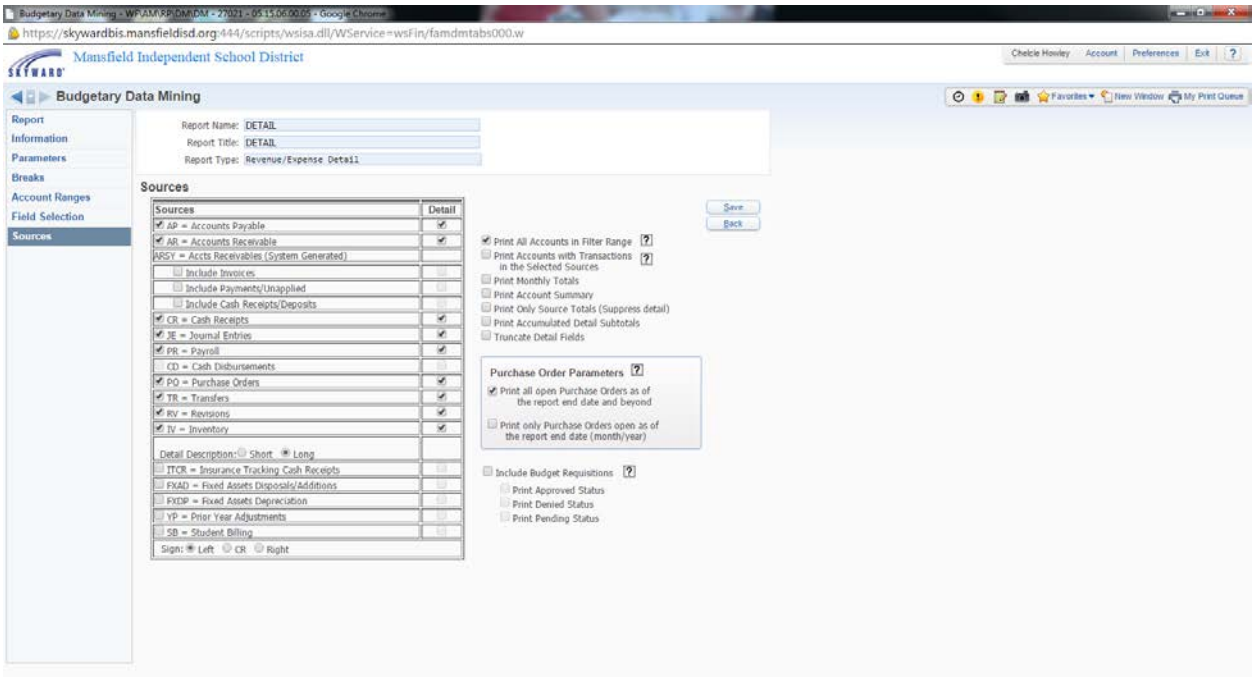
Click on Select Fields



Select in the order: Account Number, Account Level Description, Original Budget, Revised Budget, Encumbered Amount, and Unencumbered Balance.

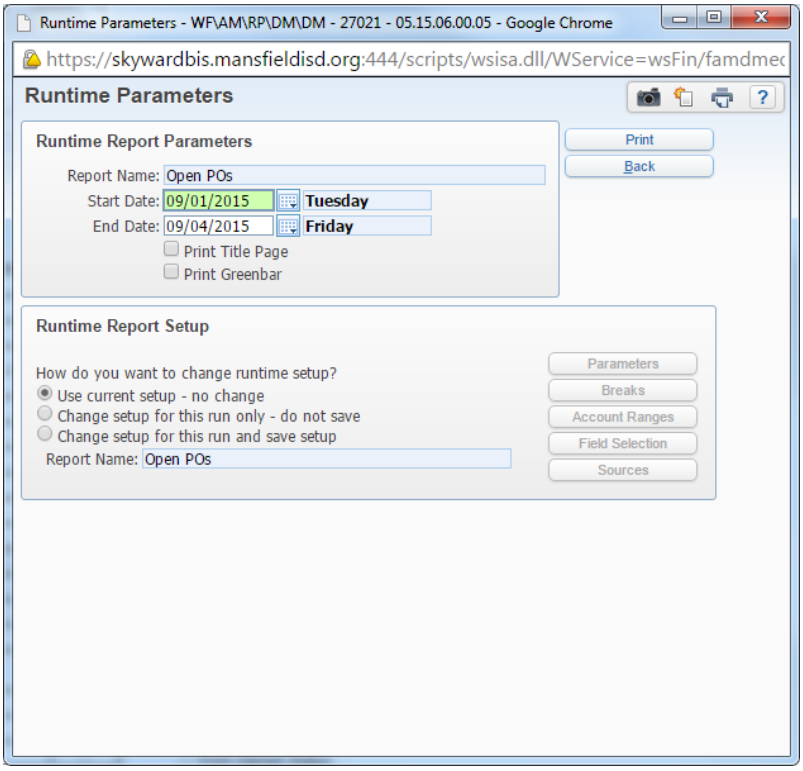
Click Save

Click Save and Add Sources



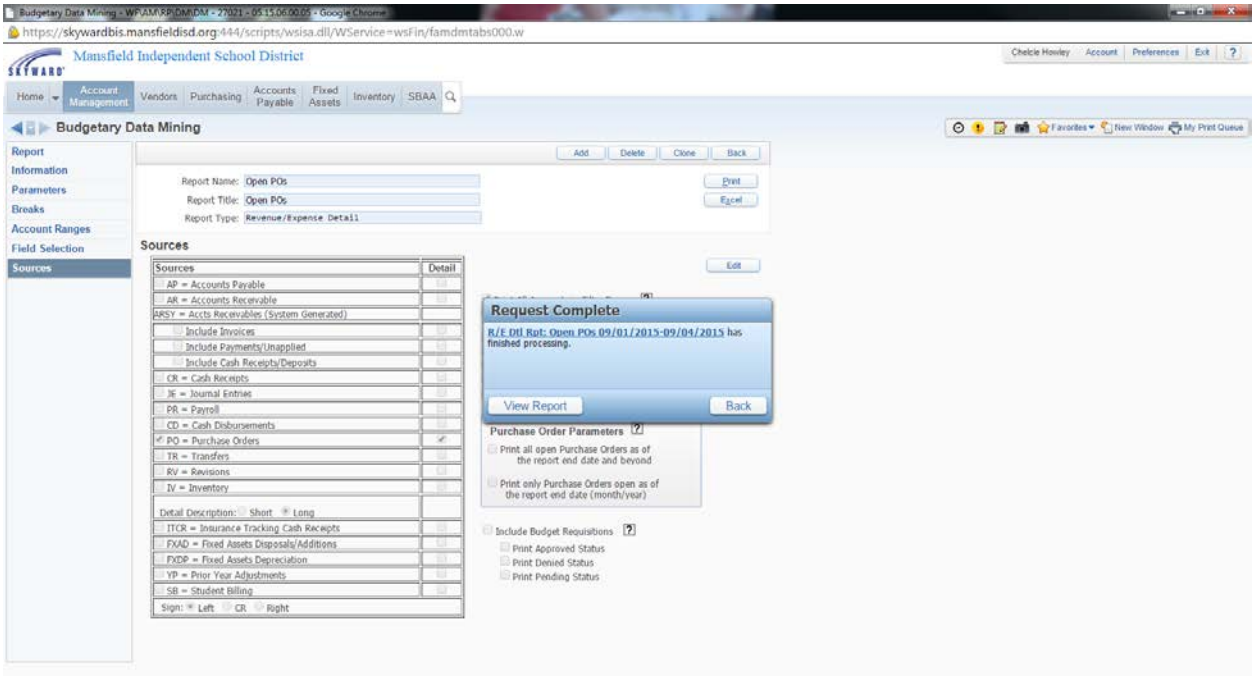
Click Save

Click Print



Start date will be the start date of the fiscal year and the end date will be the date you are running the report

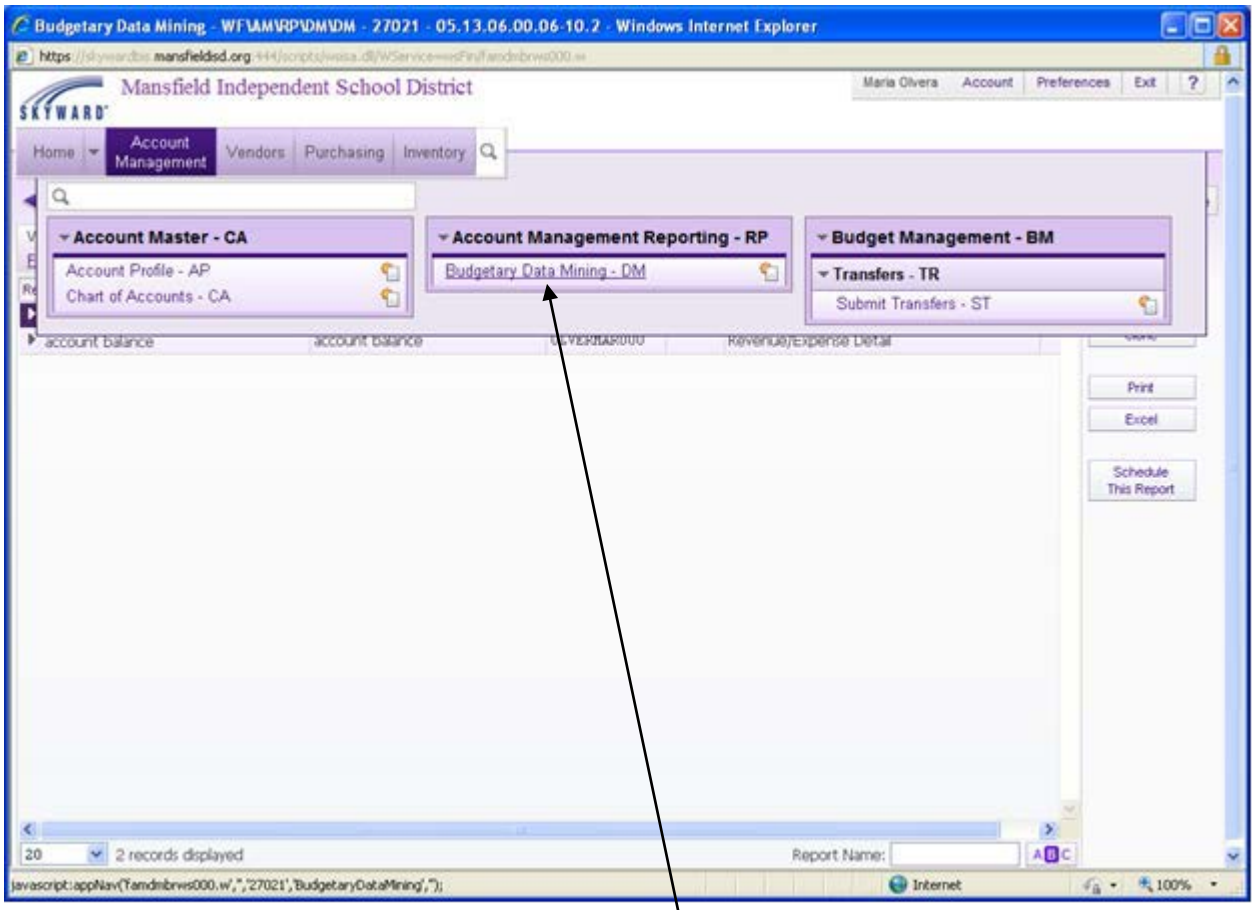
Click Print



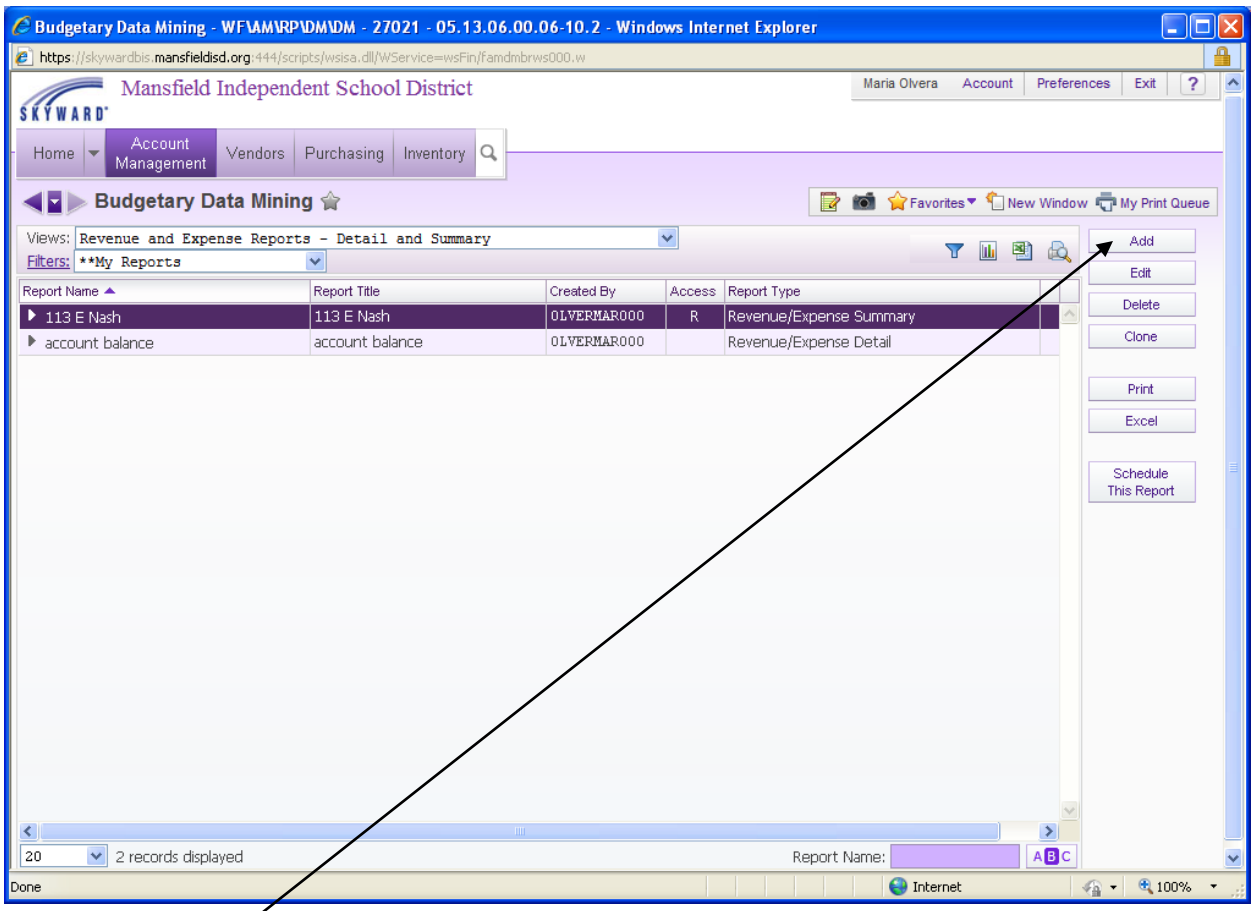
Click the link in blue or click View Report

The report will then be displayed

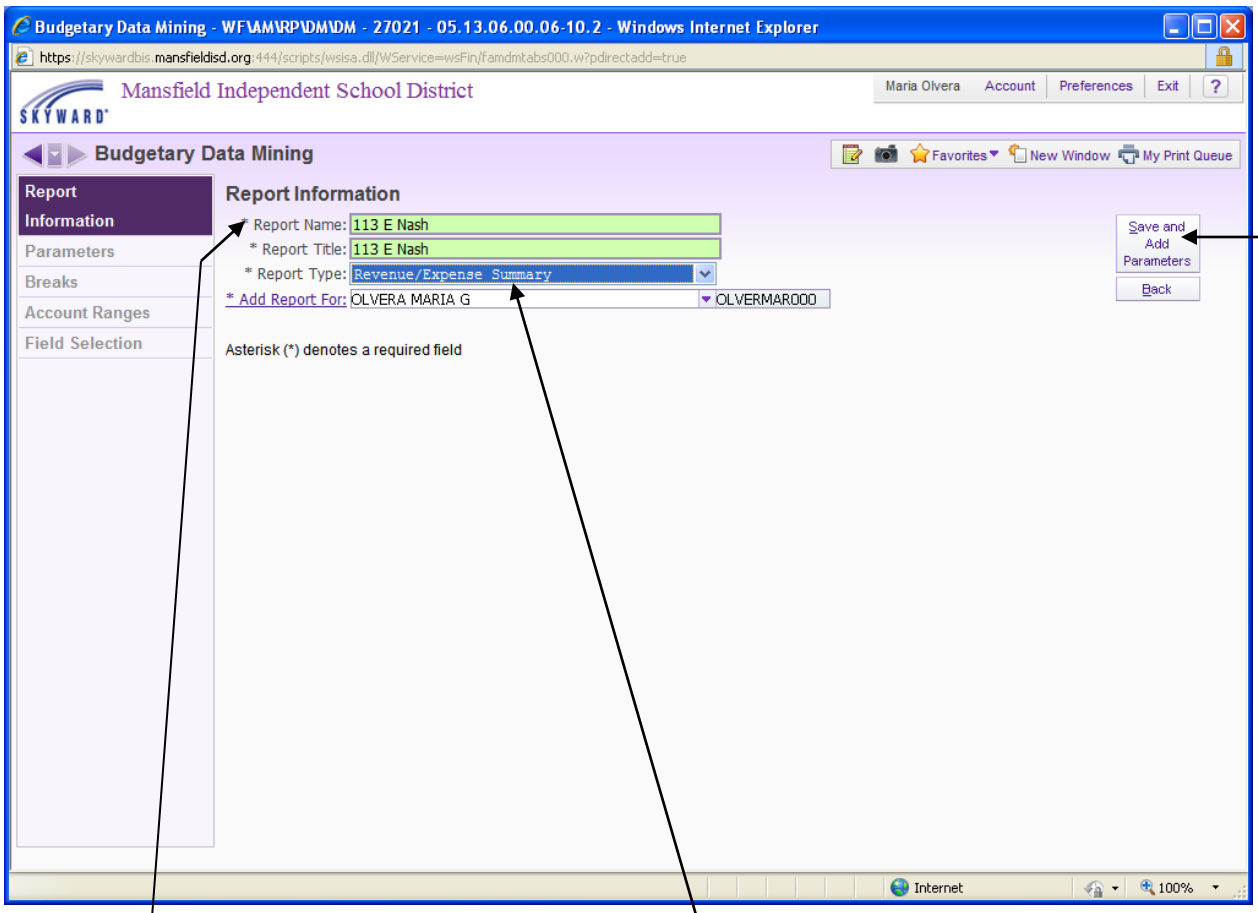
Skyward Revenue/Expense Summary Report Instructions



Click on Account Management, then Budgetary Data Mining.

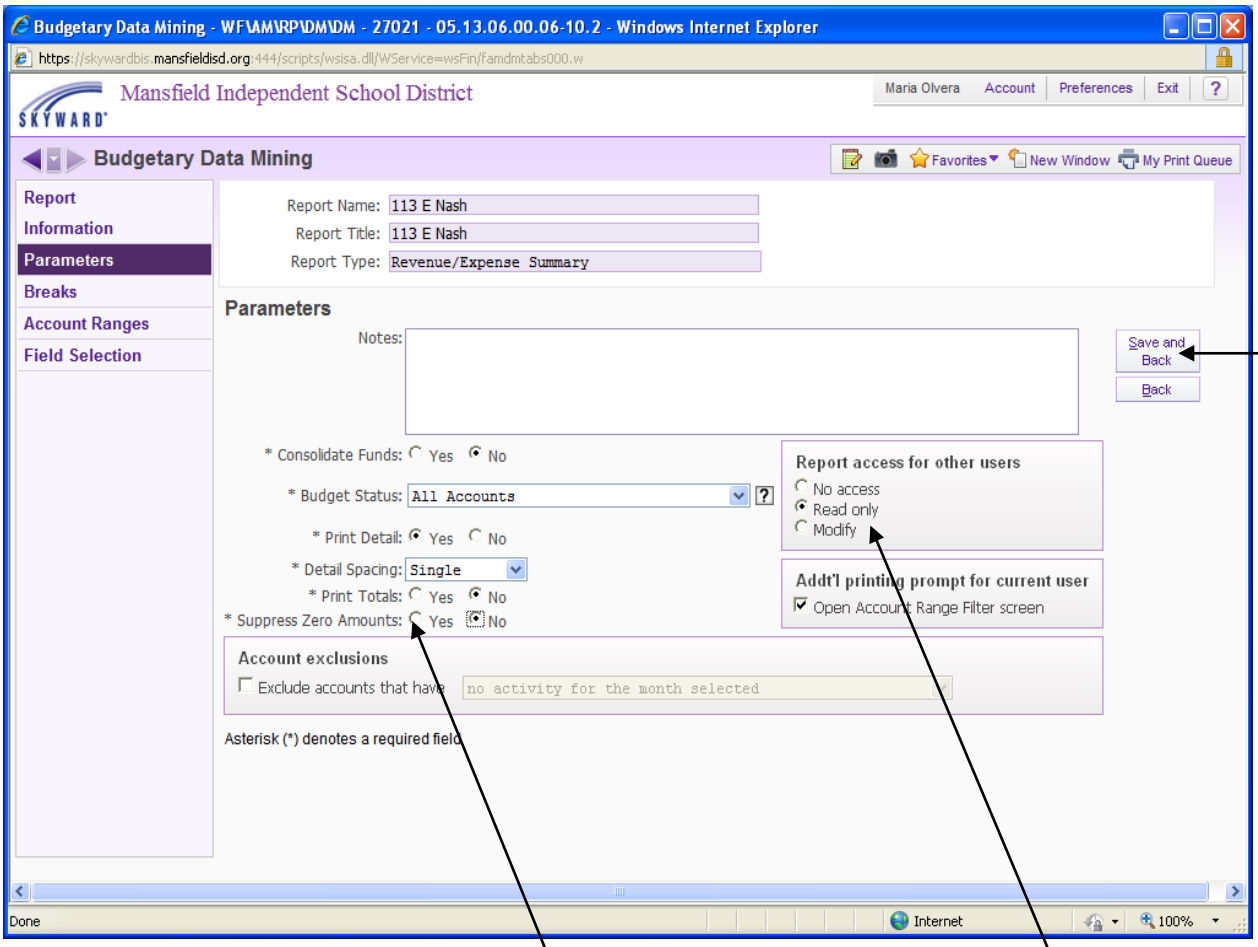


Then Click Add.



Name your report in the report name box. Example: 113 E Nash. Make sure your report type is Revenue/Expense Summary.

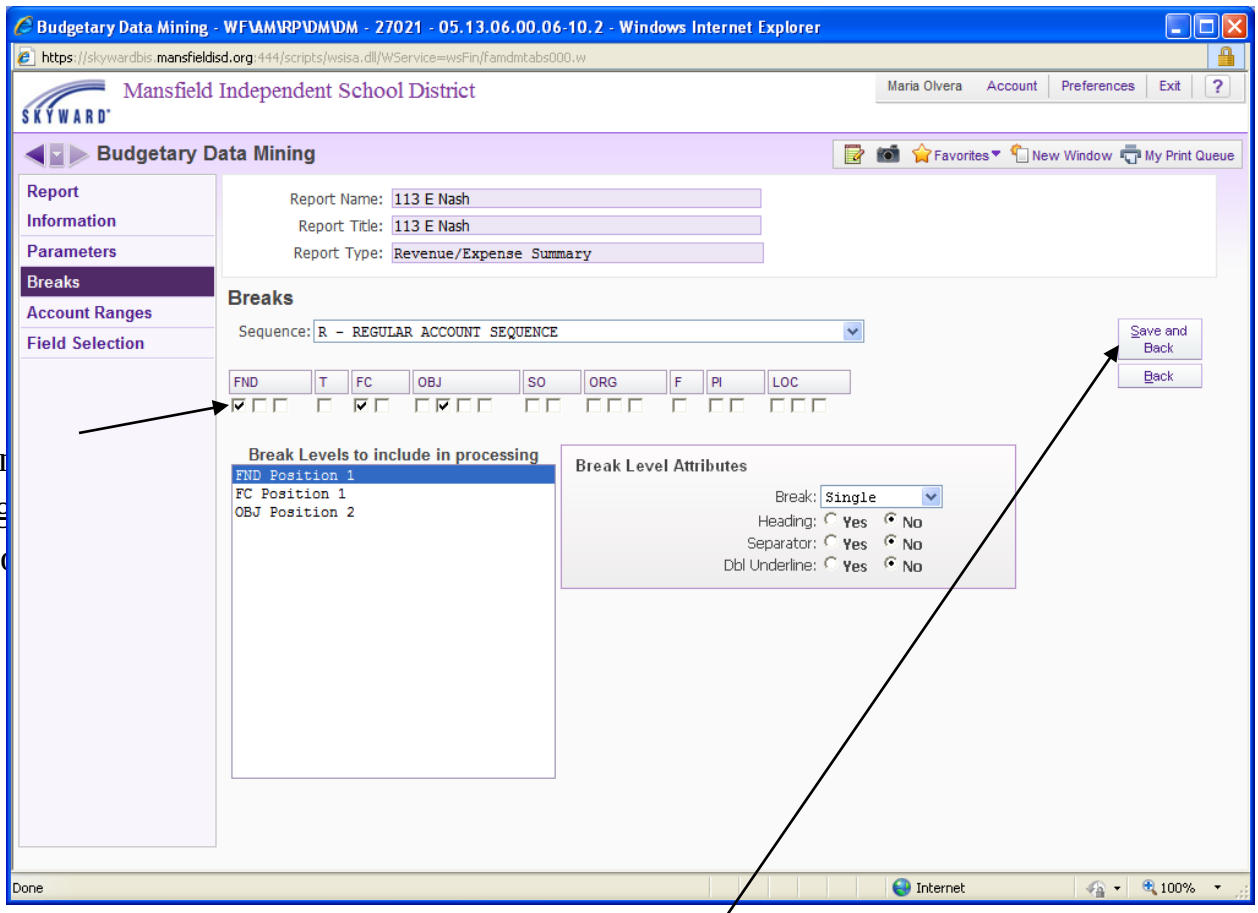
Click on Save and Add Parameters.



This screen should stay as it shows above unless you do want to suppress zero amounts.

If you leave the report as modify, then other Skyward users can modify your report.

Click Save and Add Breaks.



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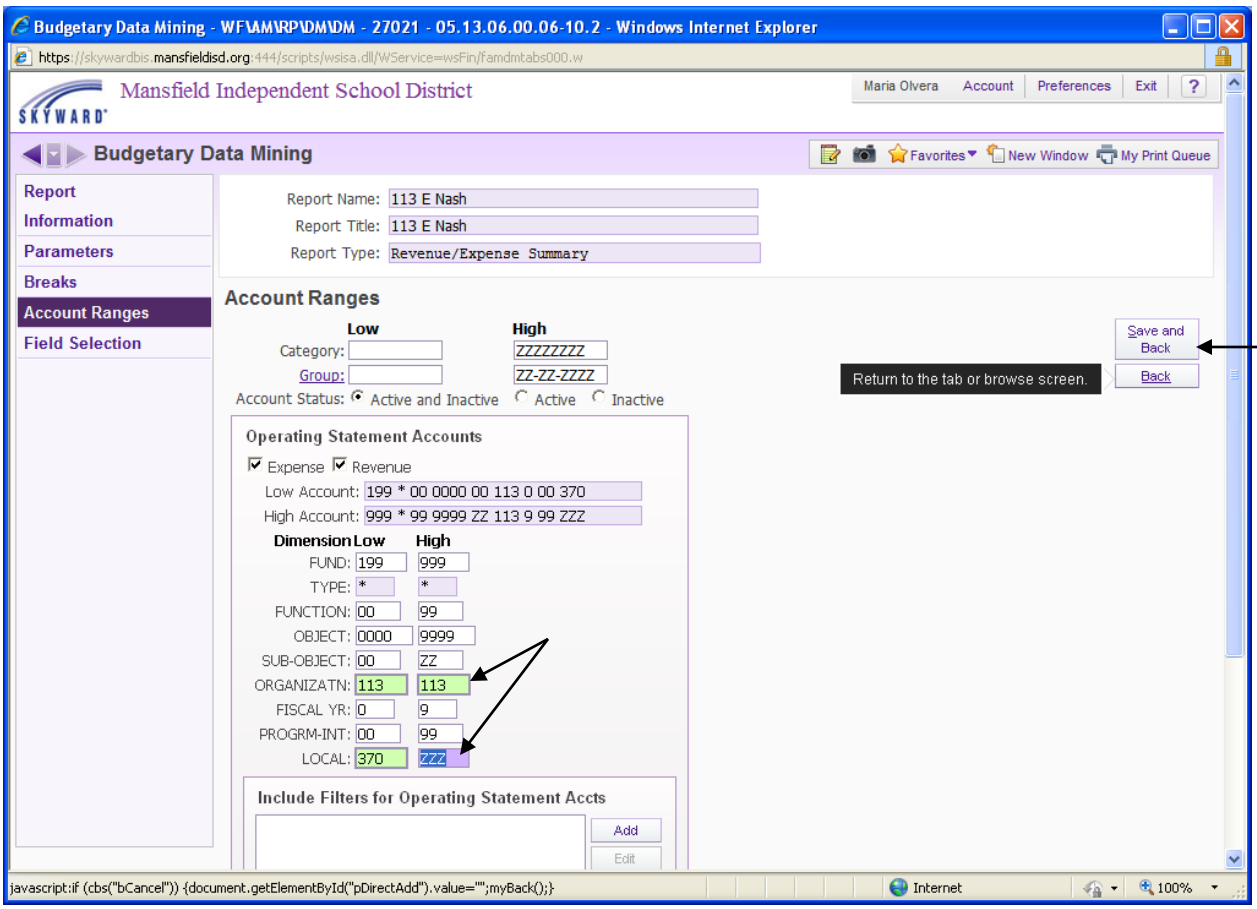
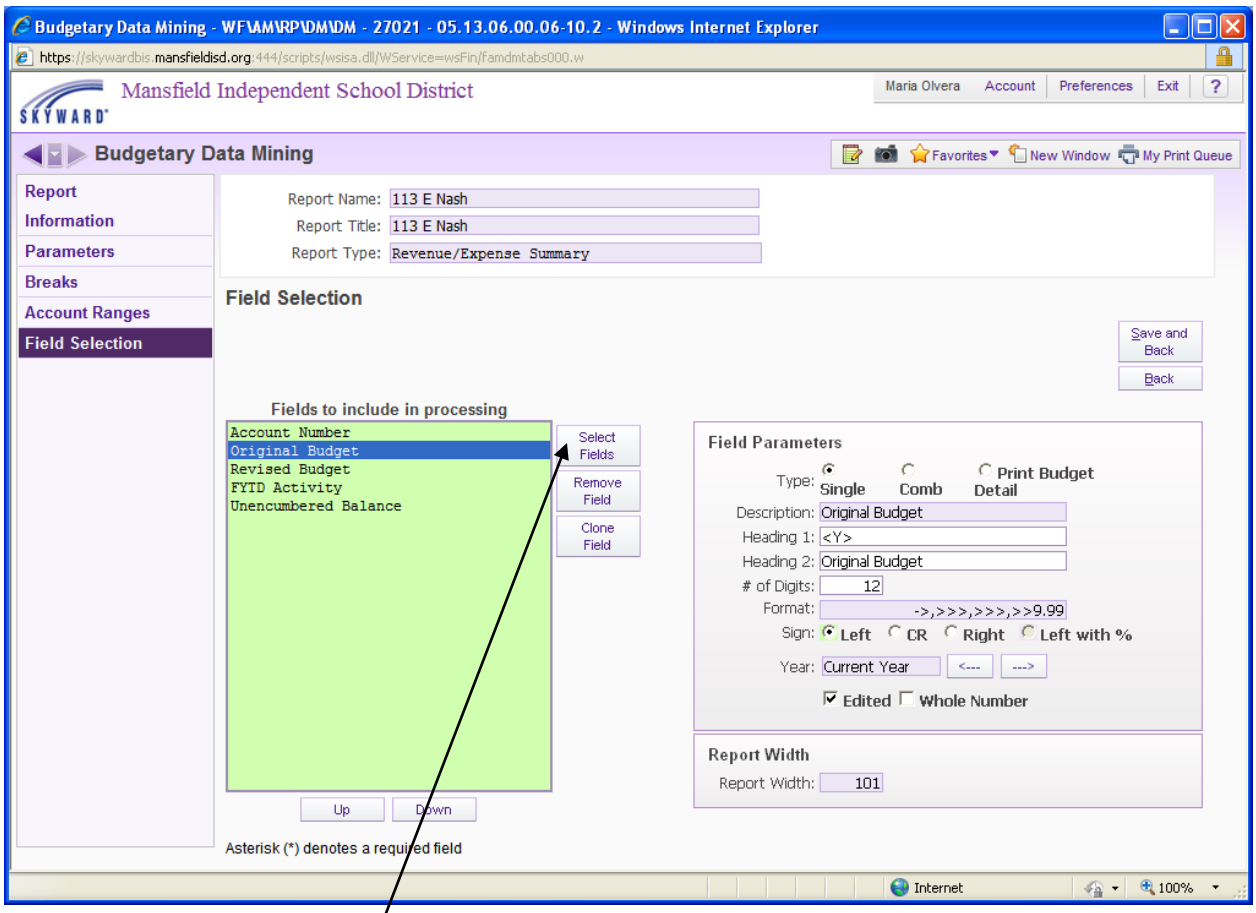
Place a checkmark in the boxes you prefer to have a total put on your report.

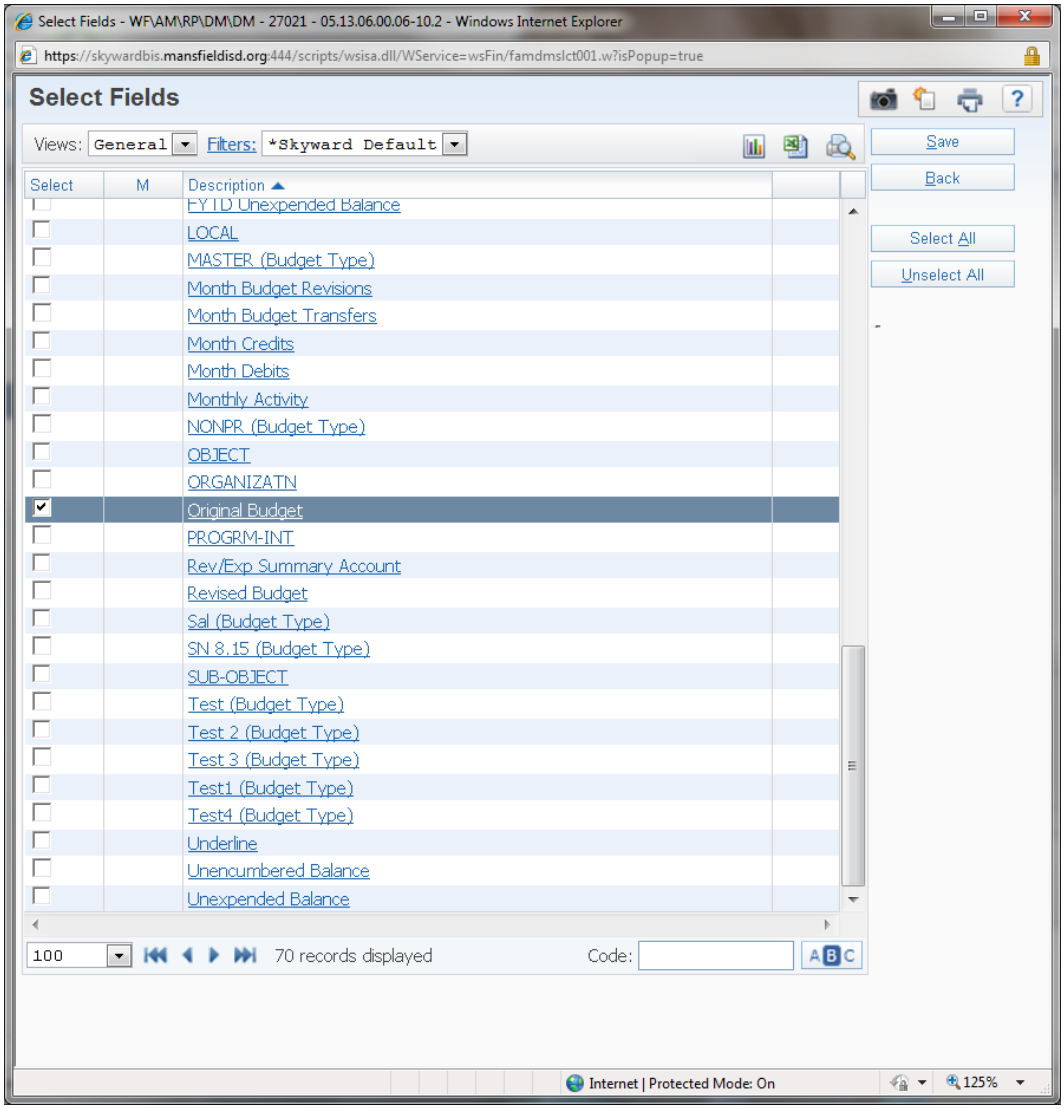
Click Save Breaks and Add Ranges.



Once you have changed the budget codes to accommodate your budget, then click save ranges and add fields.

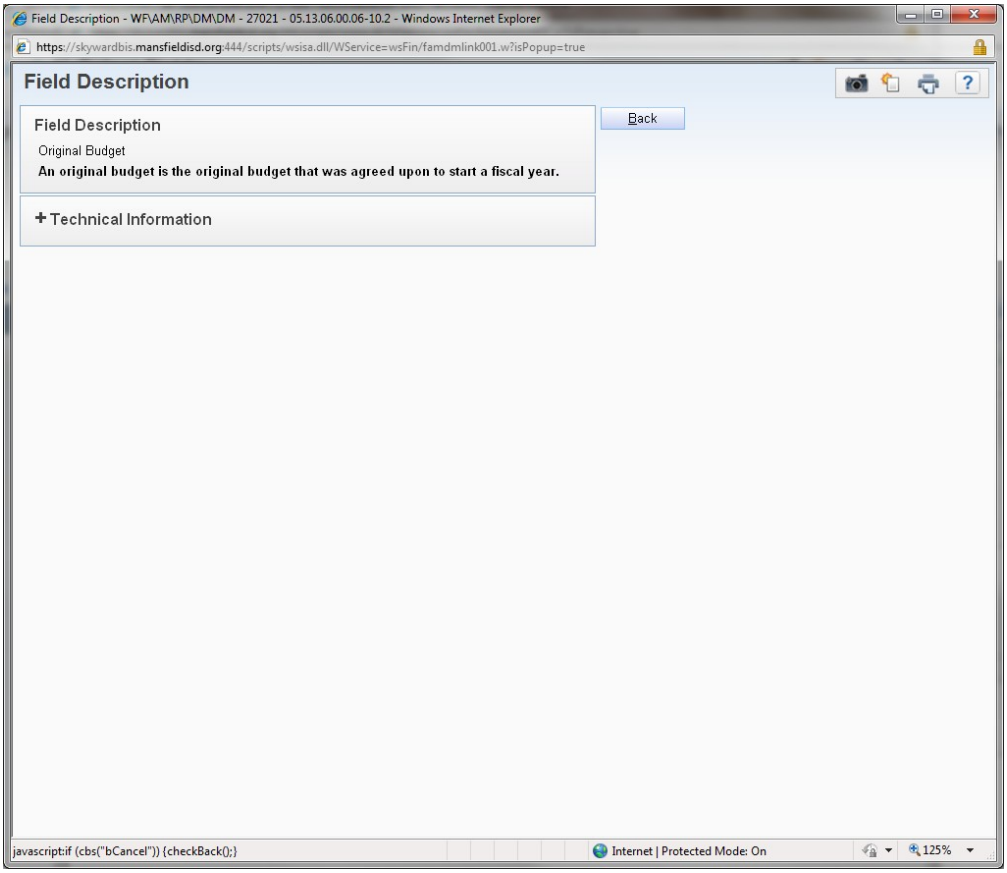


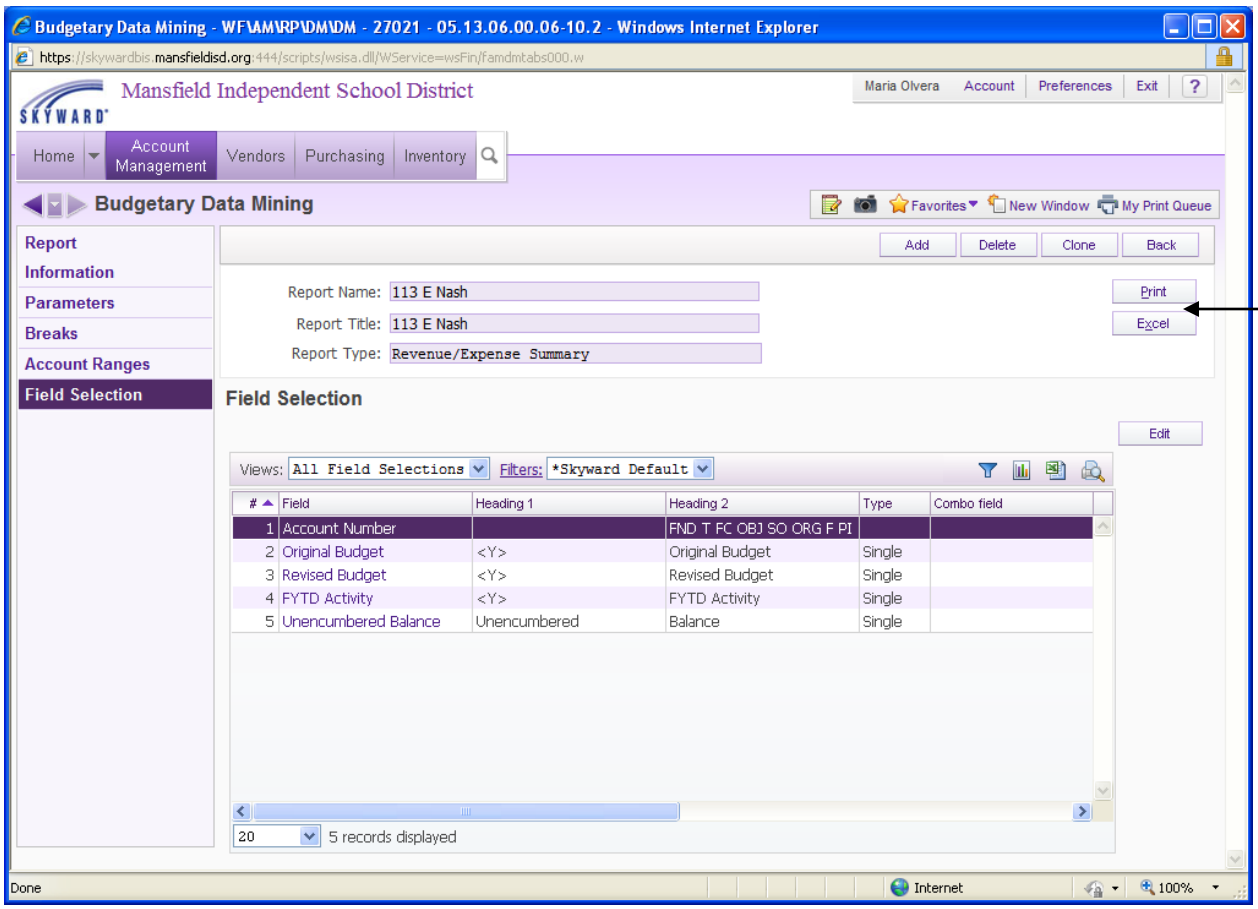
Click on Select Fields.



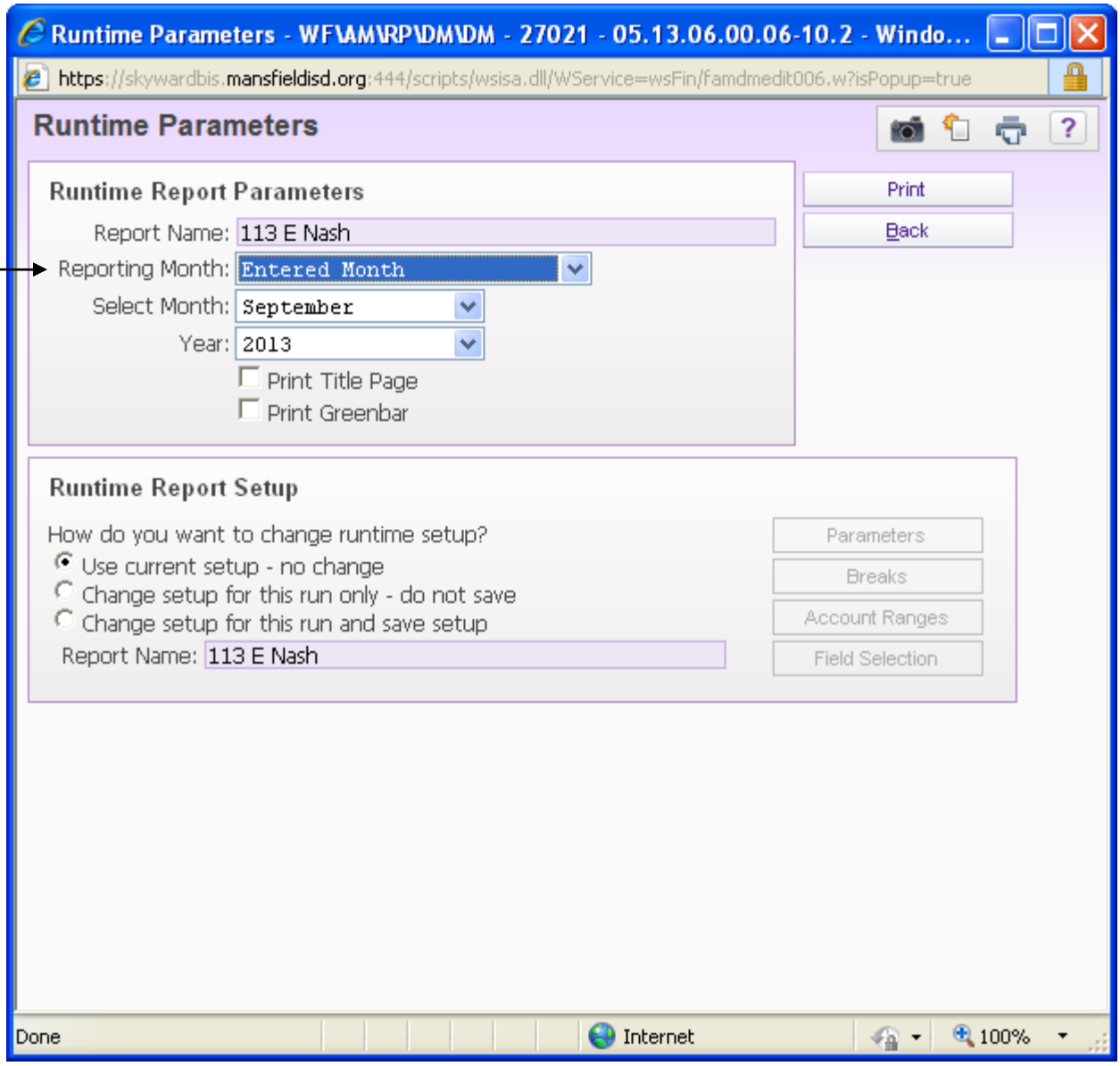
Click on the Fields that you prefer (example of the most commonly used ones are on the previous page).

You can click on the name of the field and it will give you a definition.





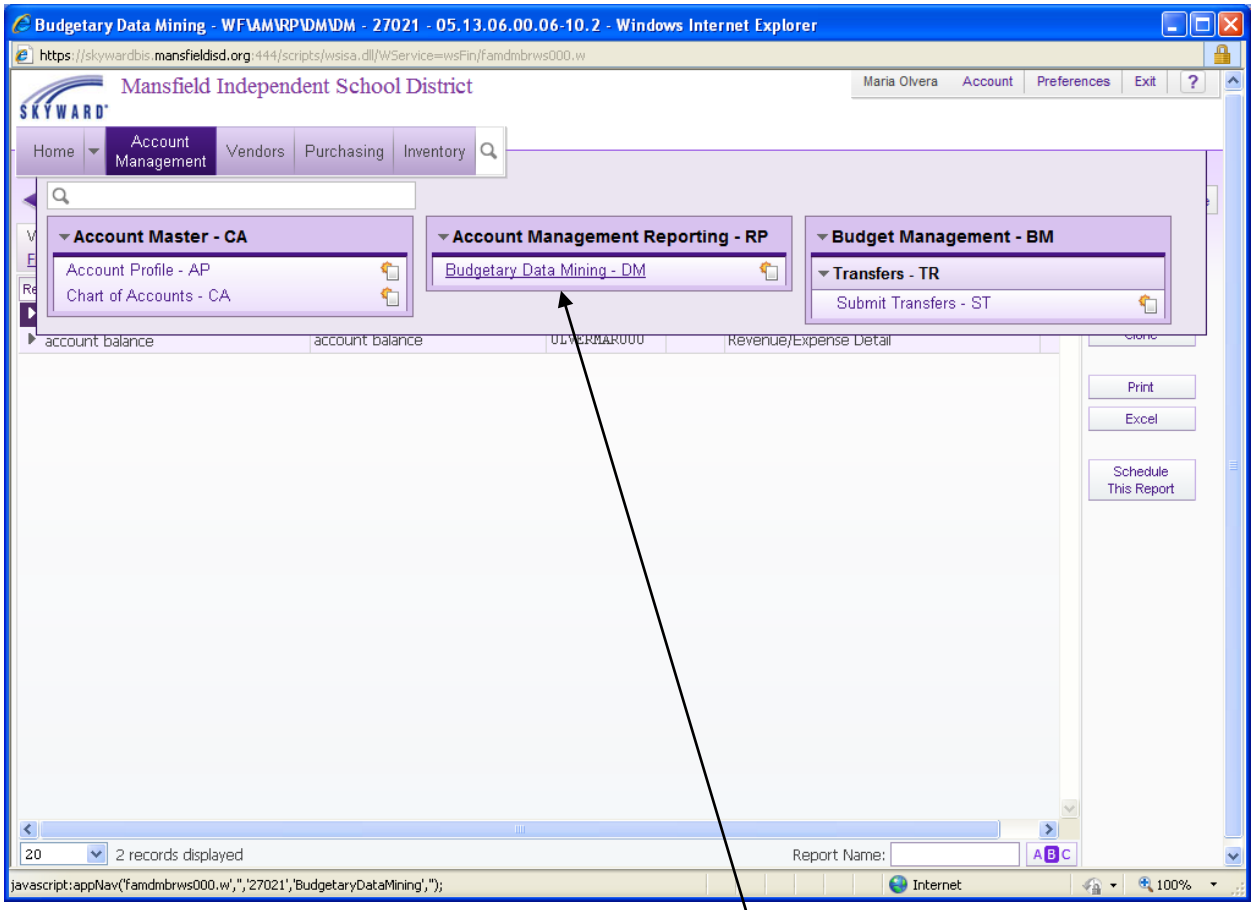
Click Print if you want the report in pdf or click Excel if you want it in a spreadsheet.



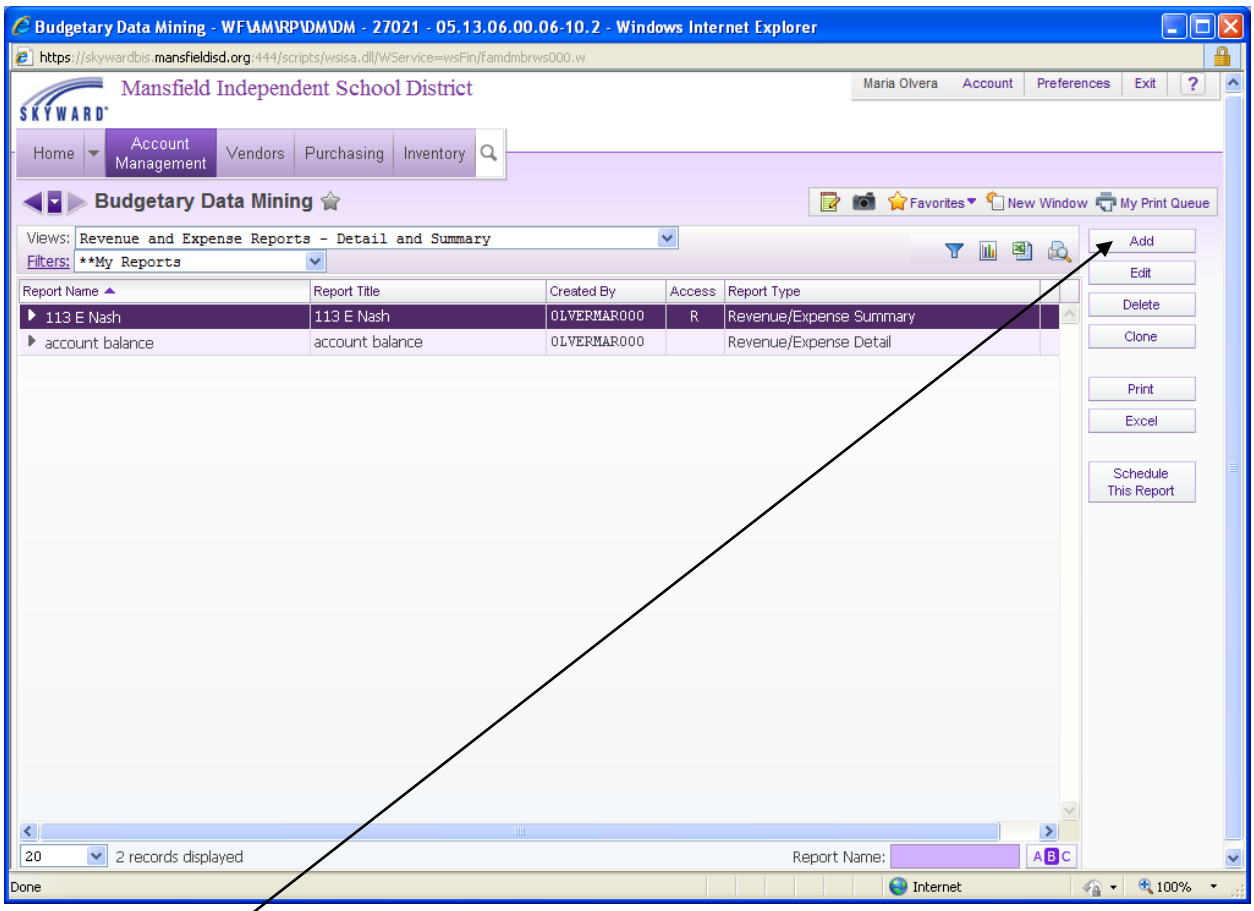
You will need to specify the reporting month, choices are:

- Current Month – automatically changes for you
- Prior Month – automatically changes for you
- Entered Month – allows you to choose the month

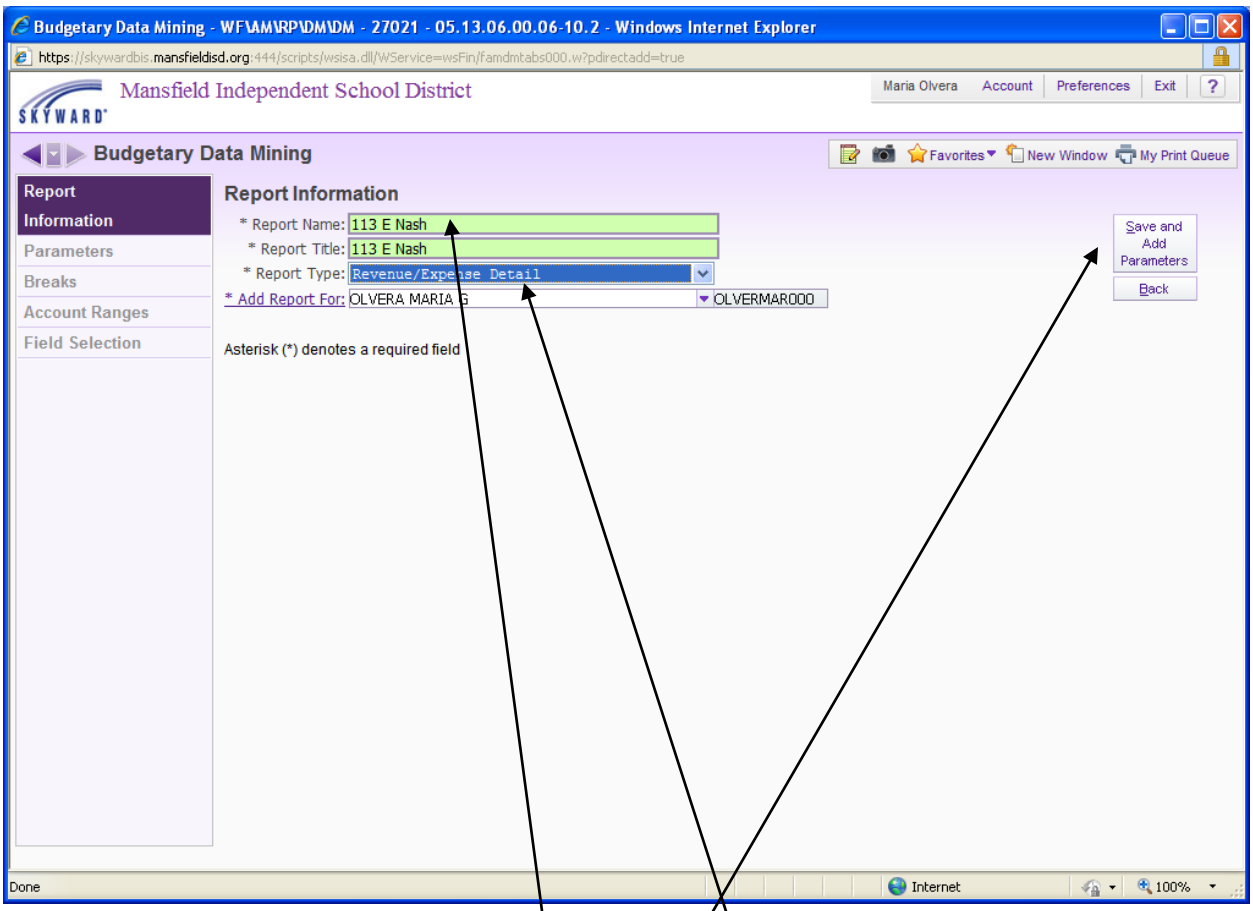
Skyward Revenue/Expense Detail Report Instructions



Click on Account Management, then Budgetary Data Mining.

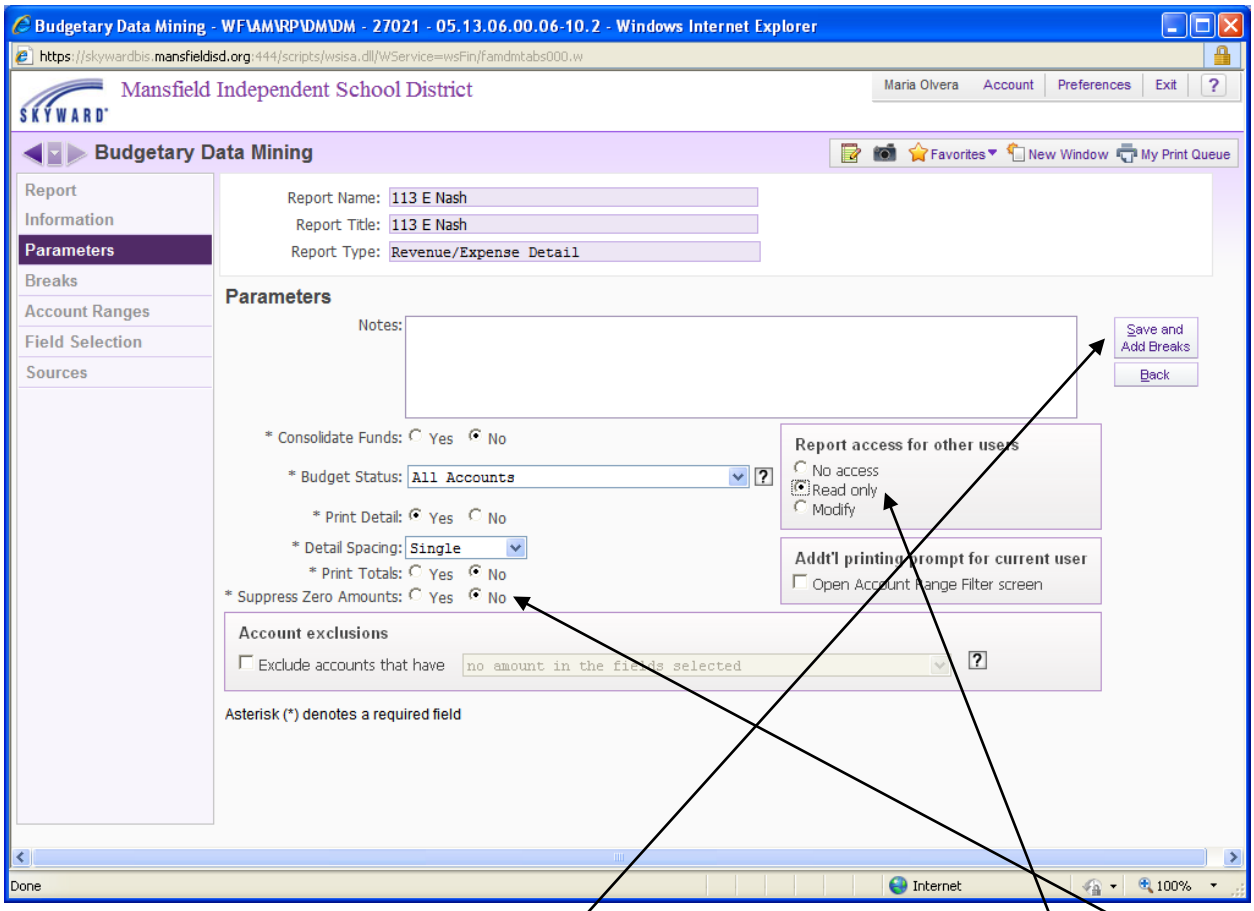


Then Click Add.



Name your report in the report name box. Example: 113 E Nash. Make sure your report type is Revenue/Expense Detail.

Click on Save and Add Parameters.



This screen should stay as it shows above unless you do want to suppress zero amounts.

If you leave the report as modify, then other Skyward users can modify your report.

Click Save and Add Breaks.

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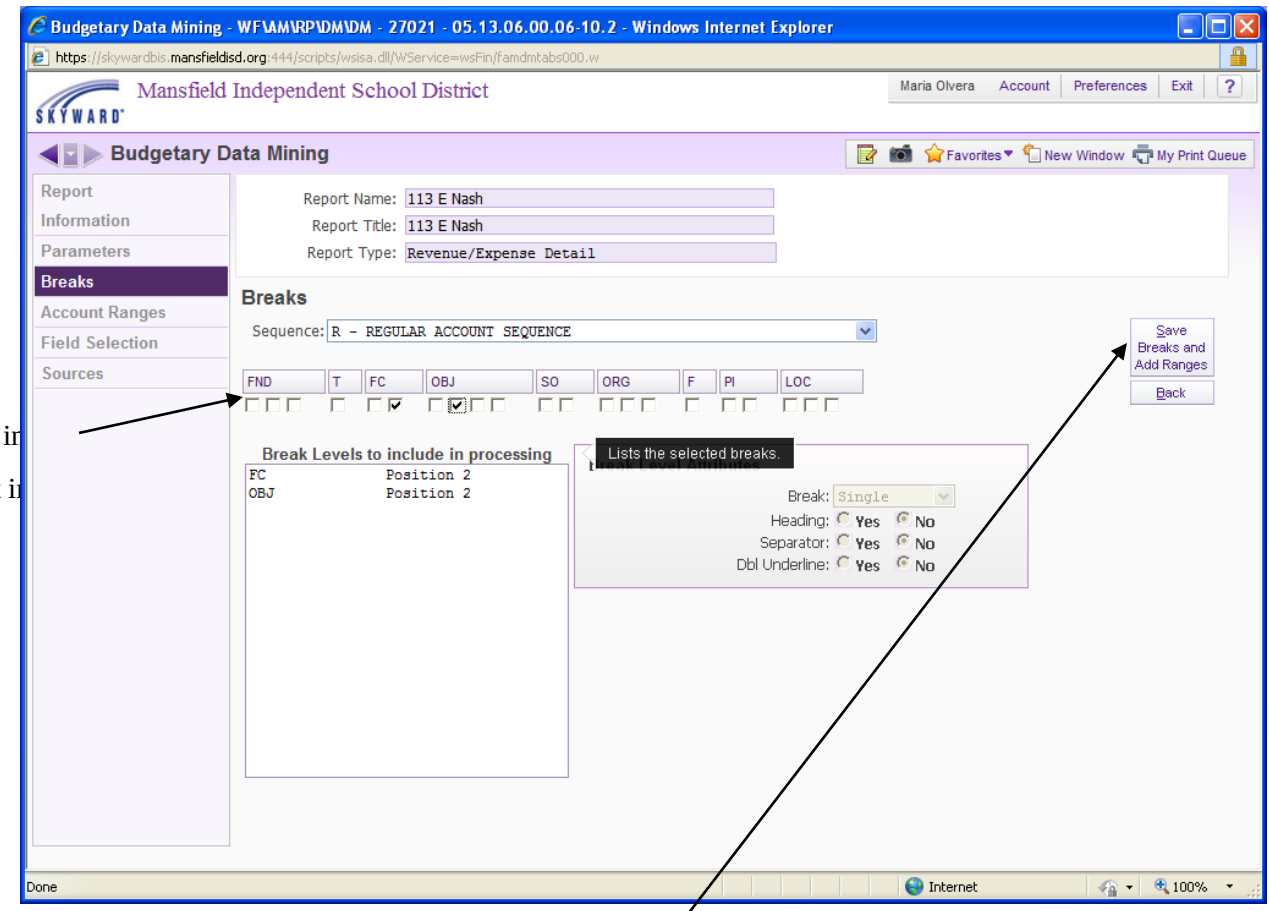
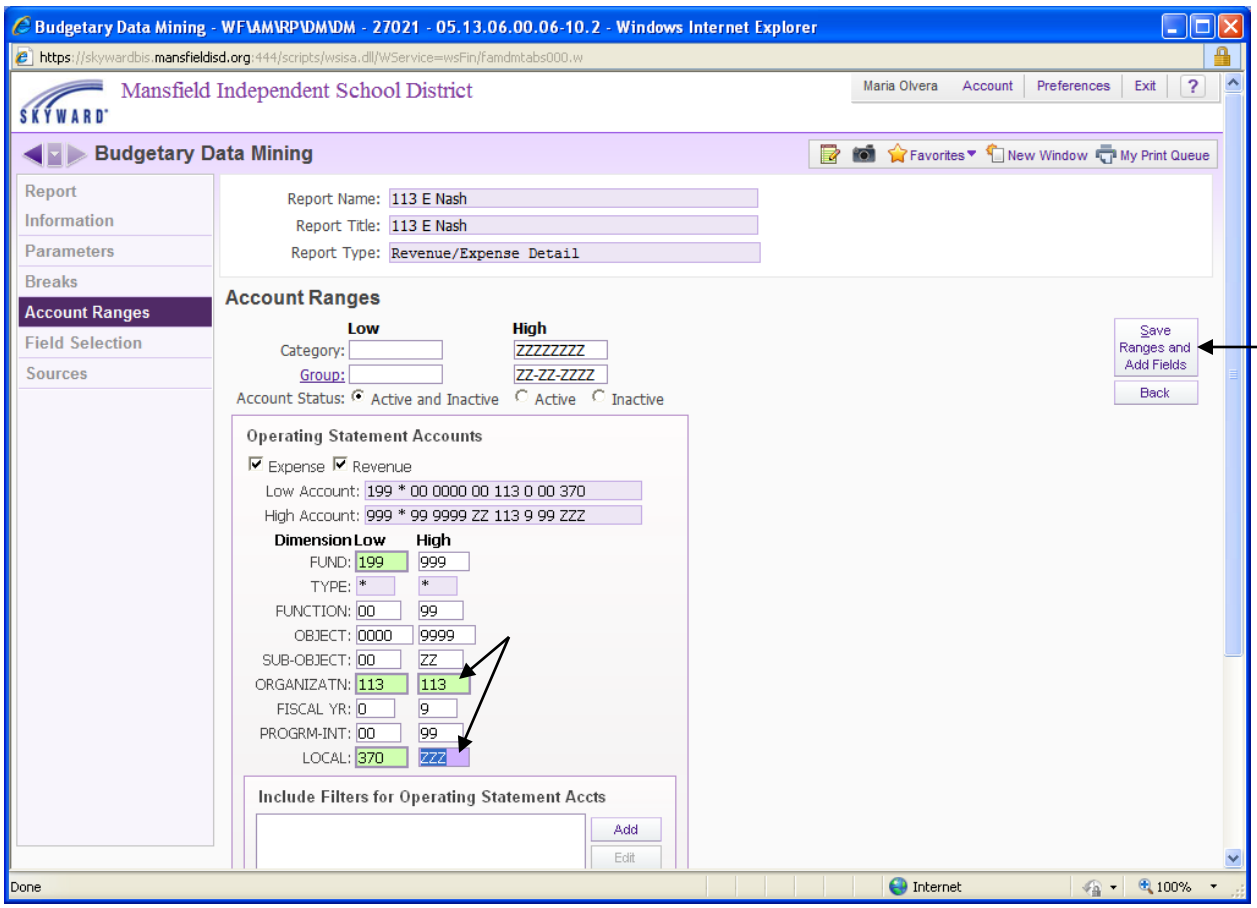
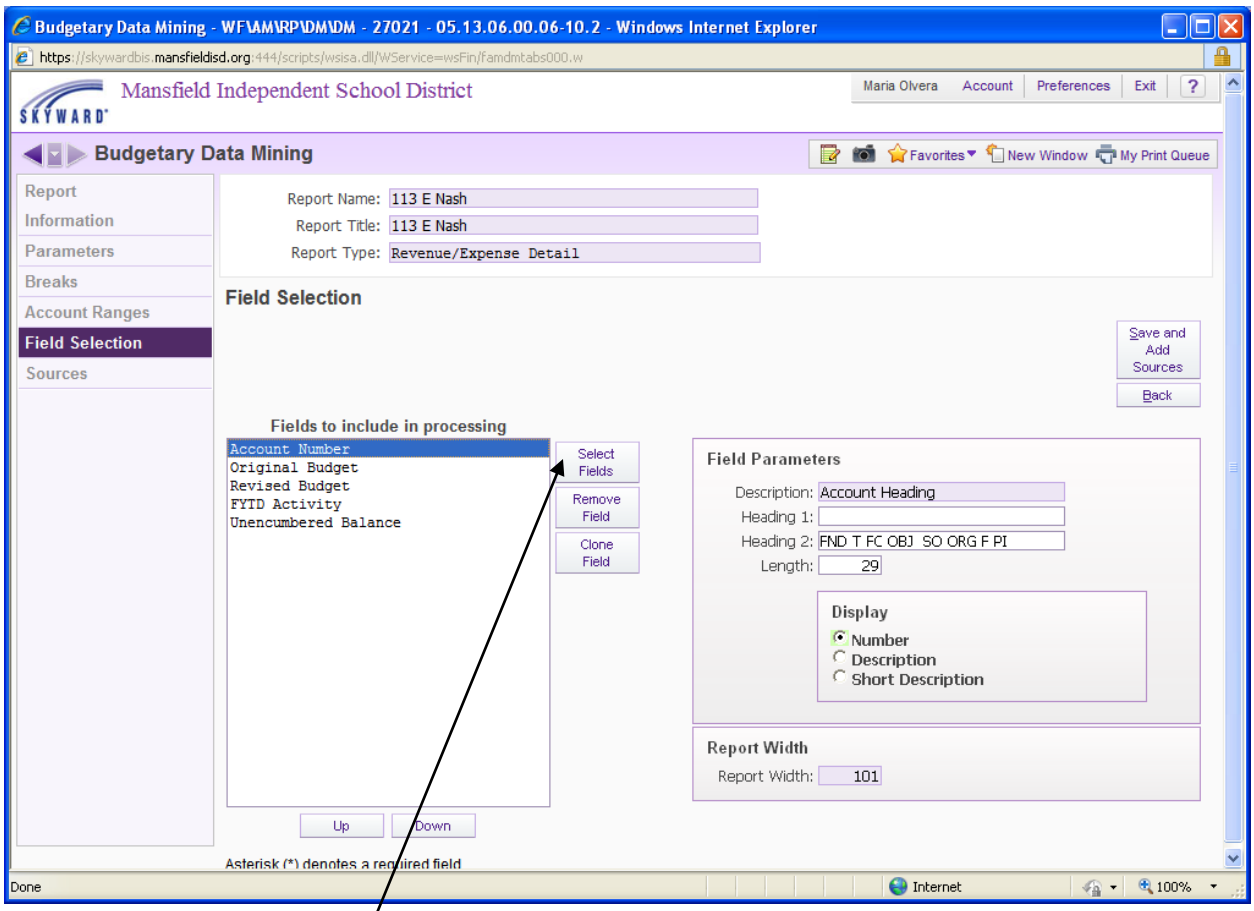


Place a checkmark in the boxes you prefer to have a total put on your report.

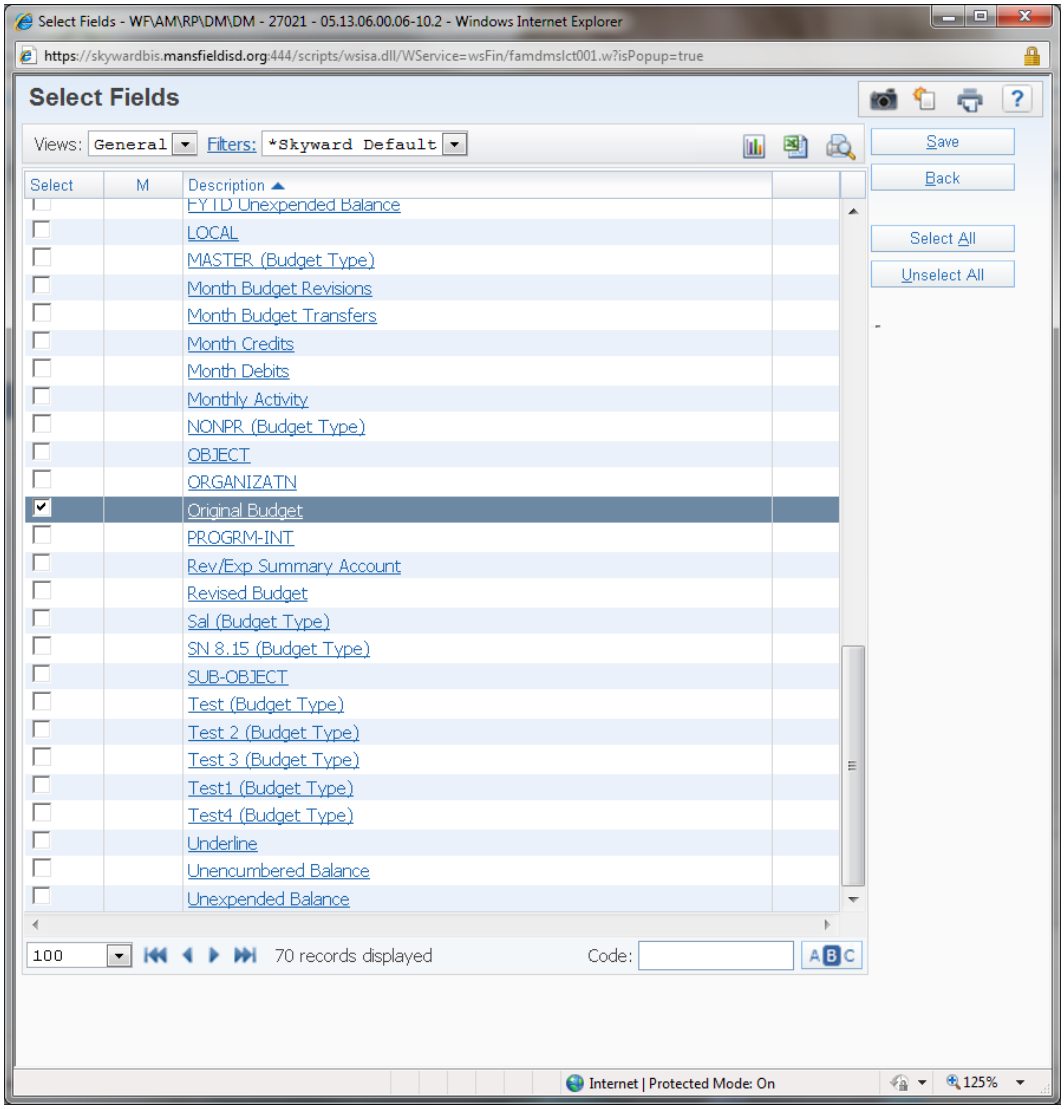
Click Save Breaks and Add Ranges.



Once you have changed the budget codes to accommodate your budget, then click save ranges and add fields.

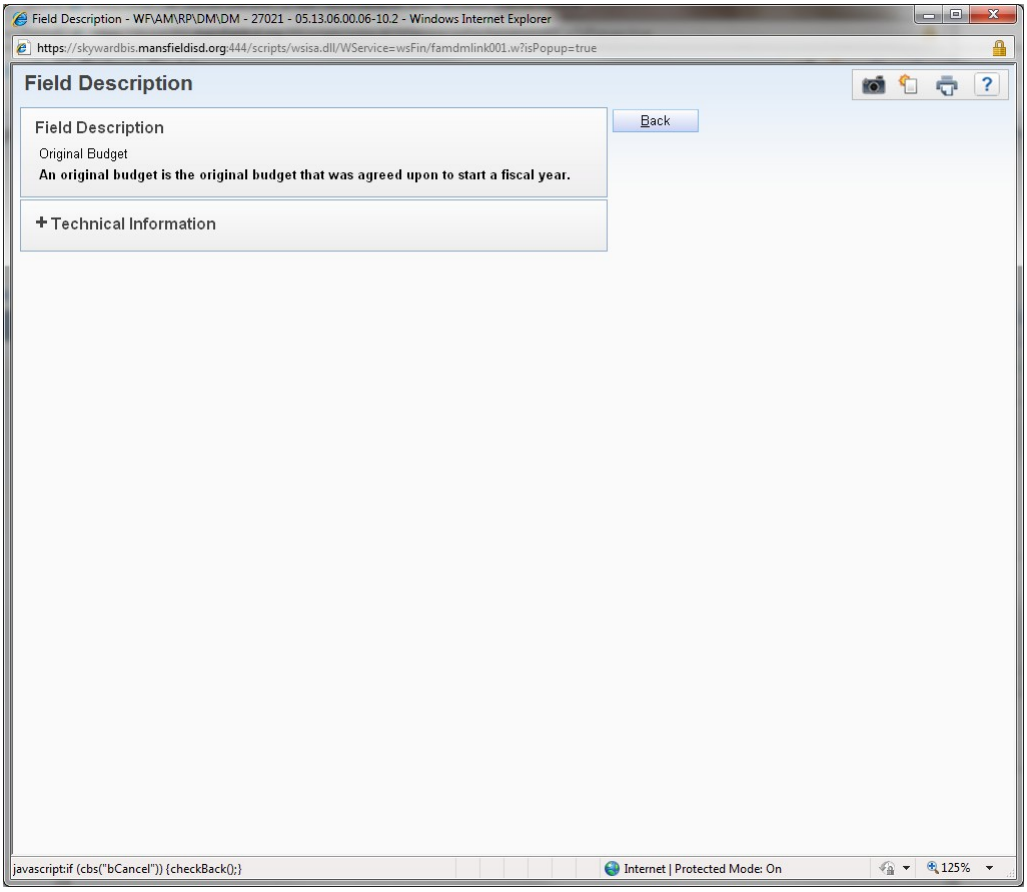


Click on Select Fields.

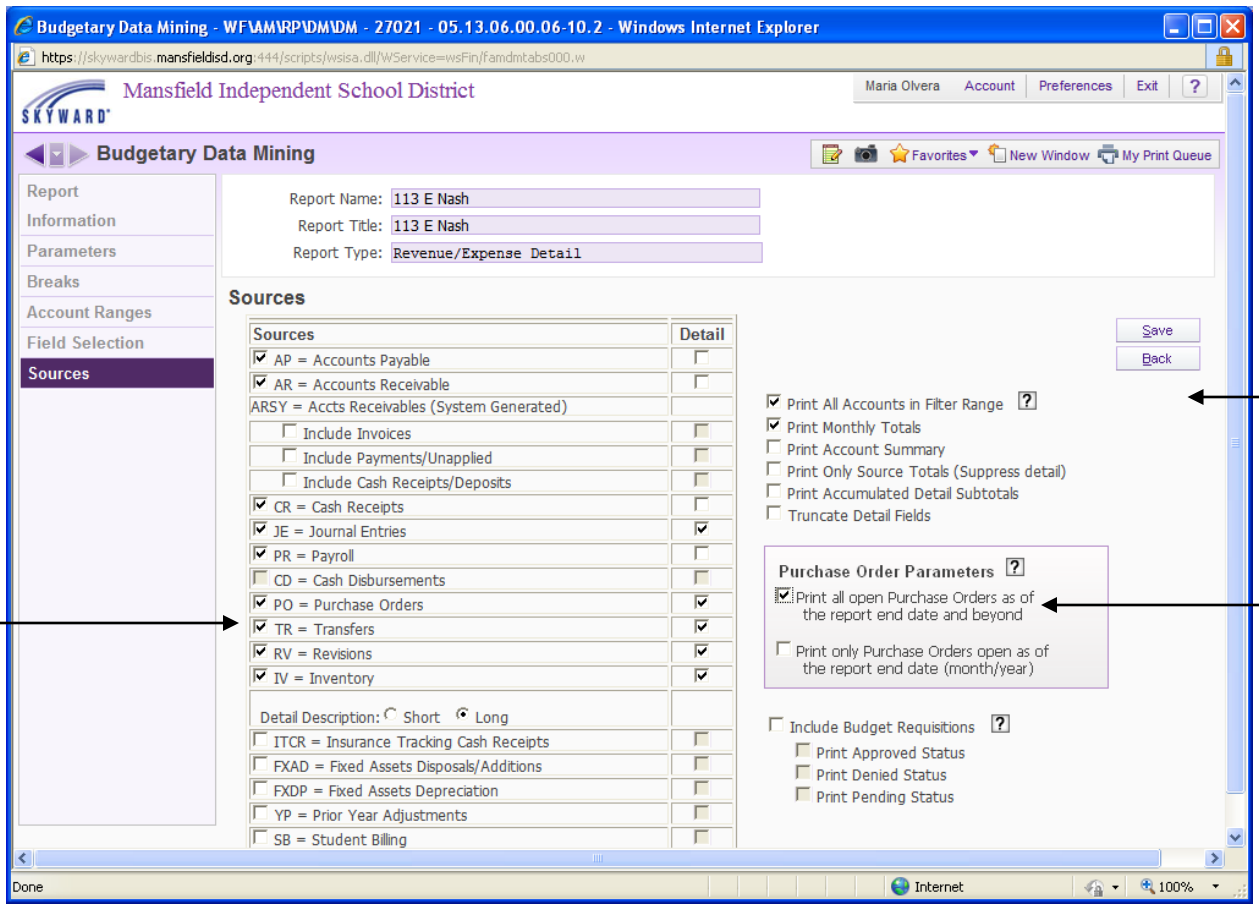


Click on the Fields that you prefer (example of the most commonly used ones are on the previous page).

You can click on the name of the field and it will give you a definition.



Click Save and Add Sources.

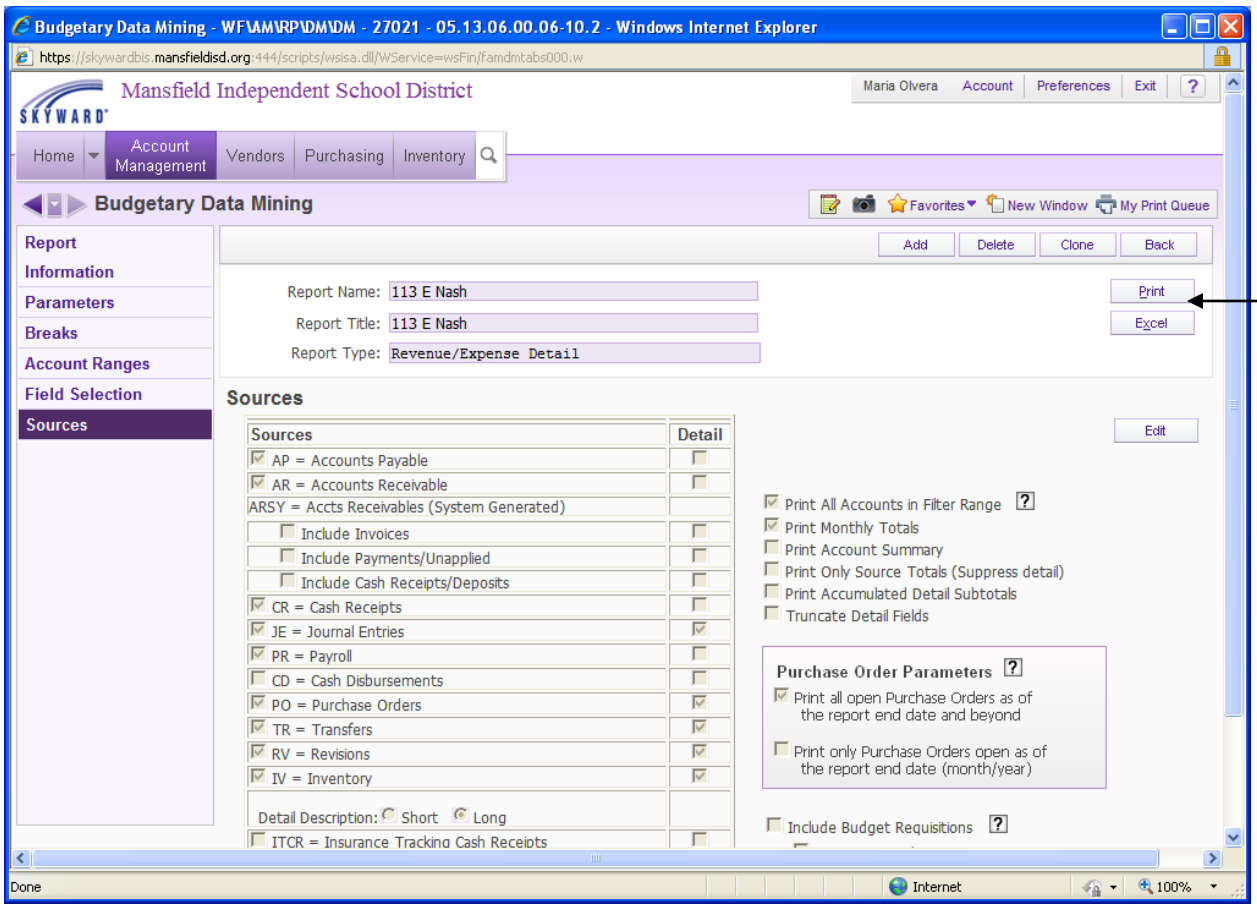


Sources allows you to check what you want to see detail on and on what sources. For instance, you may only want to see detail on your transfers and to accomplish this make sure the source and detail box has a checkmark in it and everything else would be left blank.

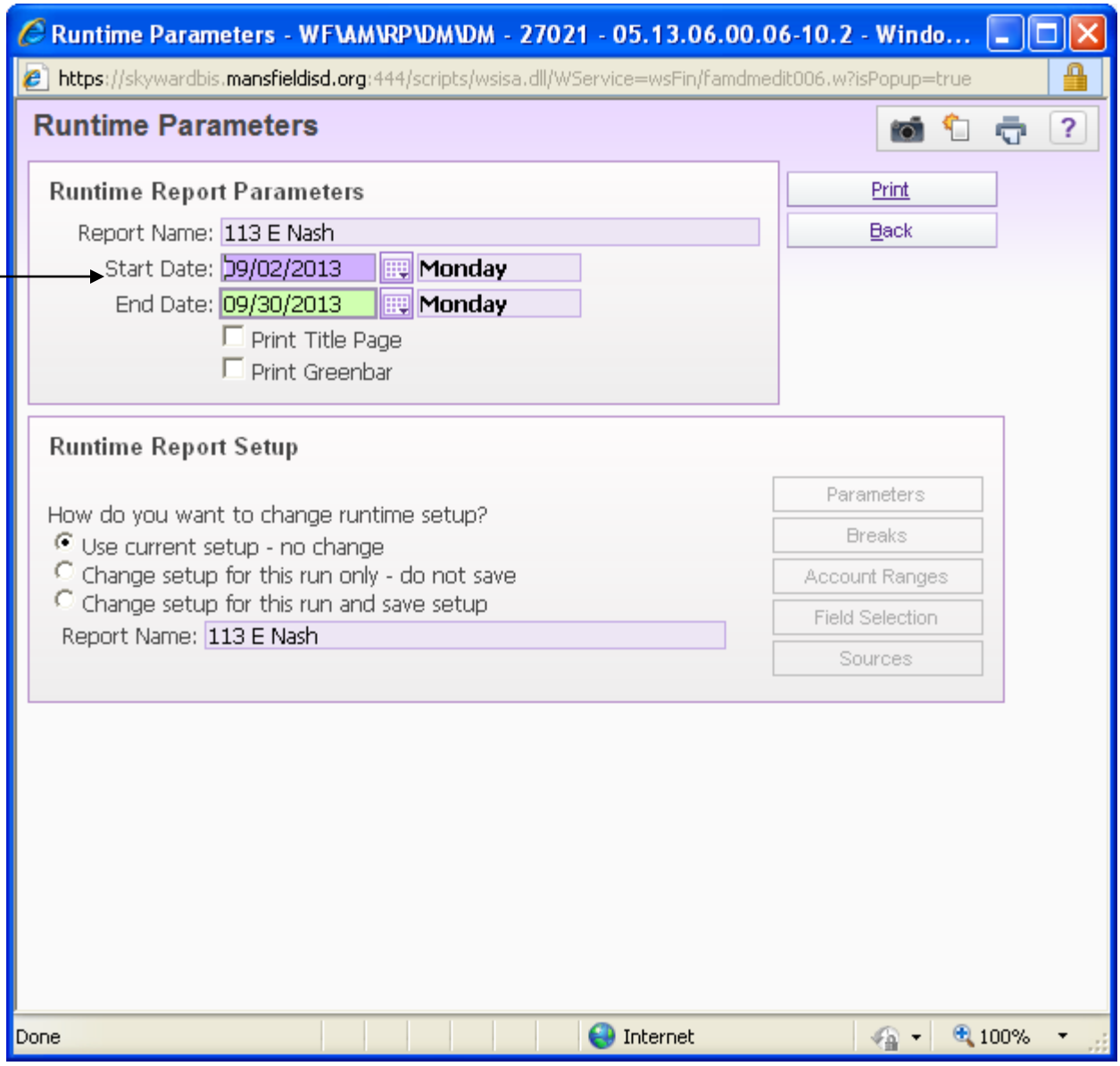
Make sure print all accounts in filter range is checked or some budget codes may get left out.

Under Purchase Order Parameters, you may want to see all the open purchase order you have in case you need to close any out to free up any tied up funds.

Click Save.



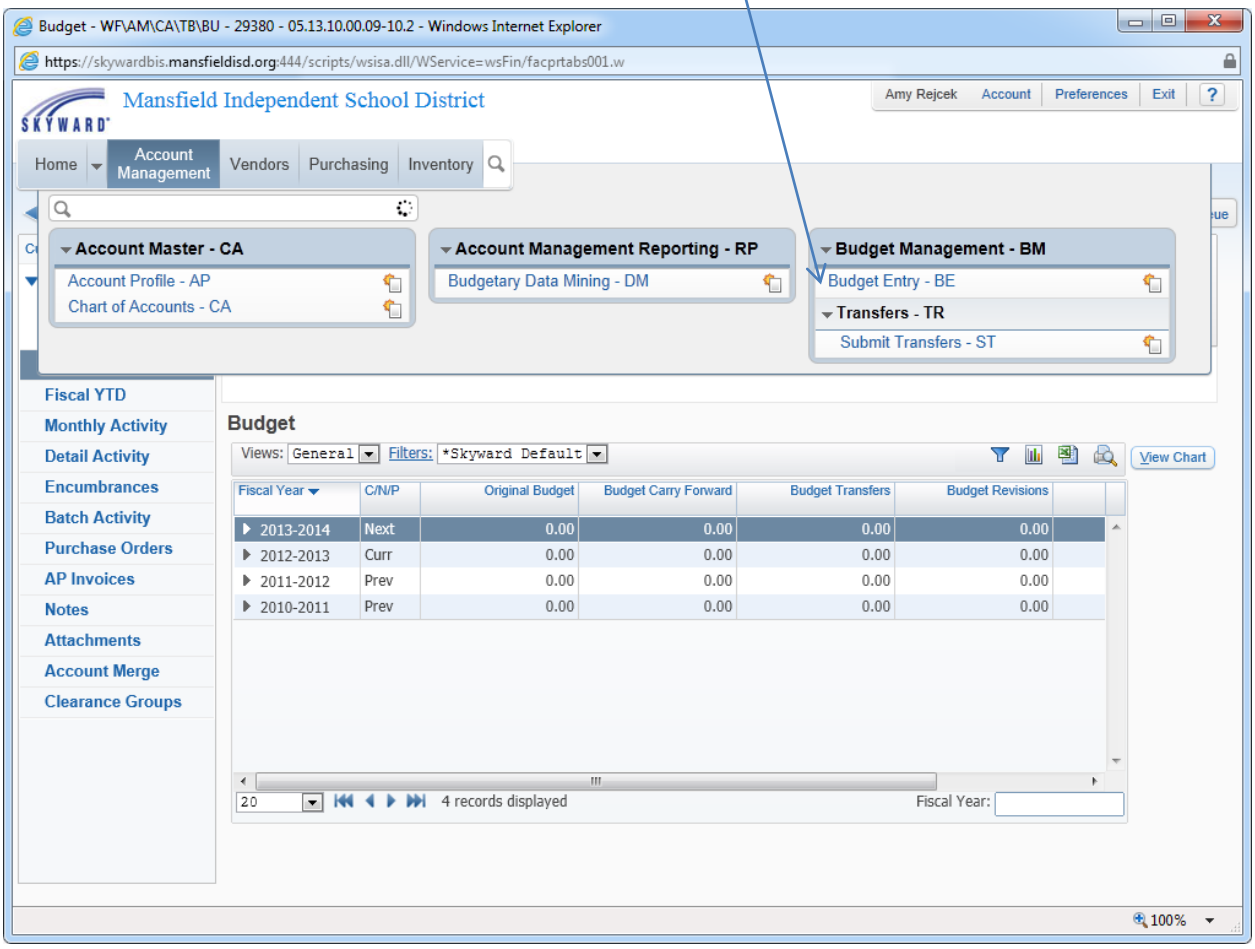
Click Print if you want the report in pdf or click Excel if you want it in a spreadsheet.



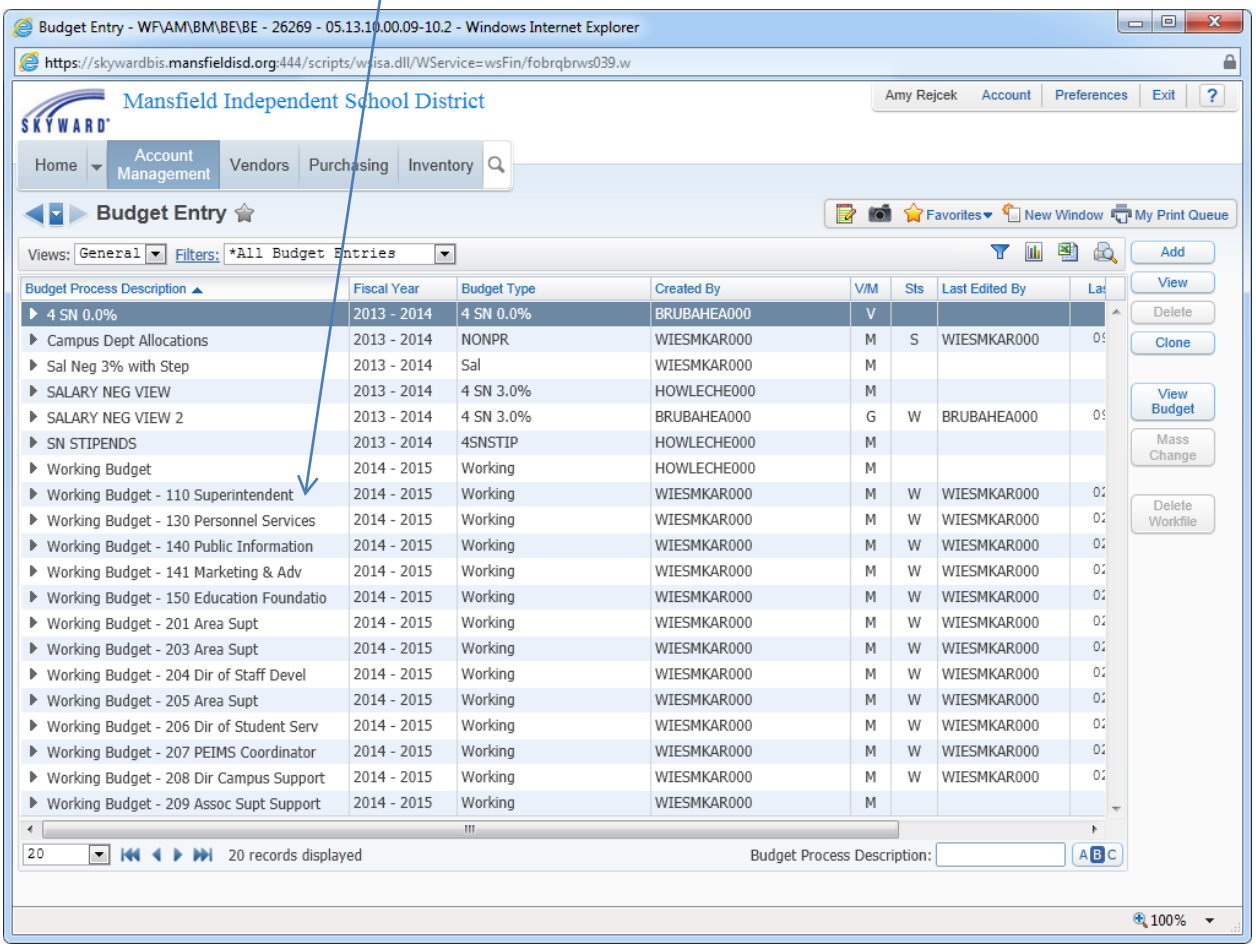
You will need to specify your start date and end date before clicking

Step By Step Instructions: Skyward Budget Entry

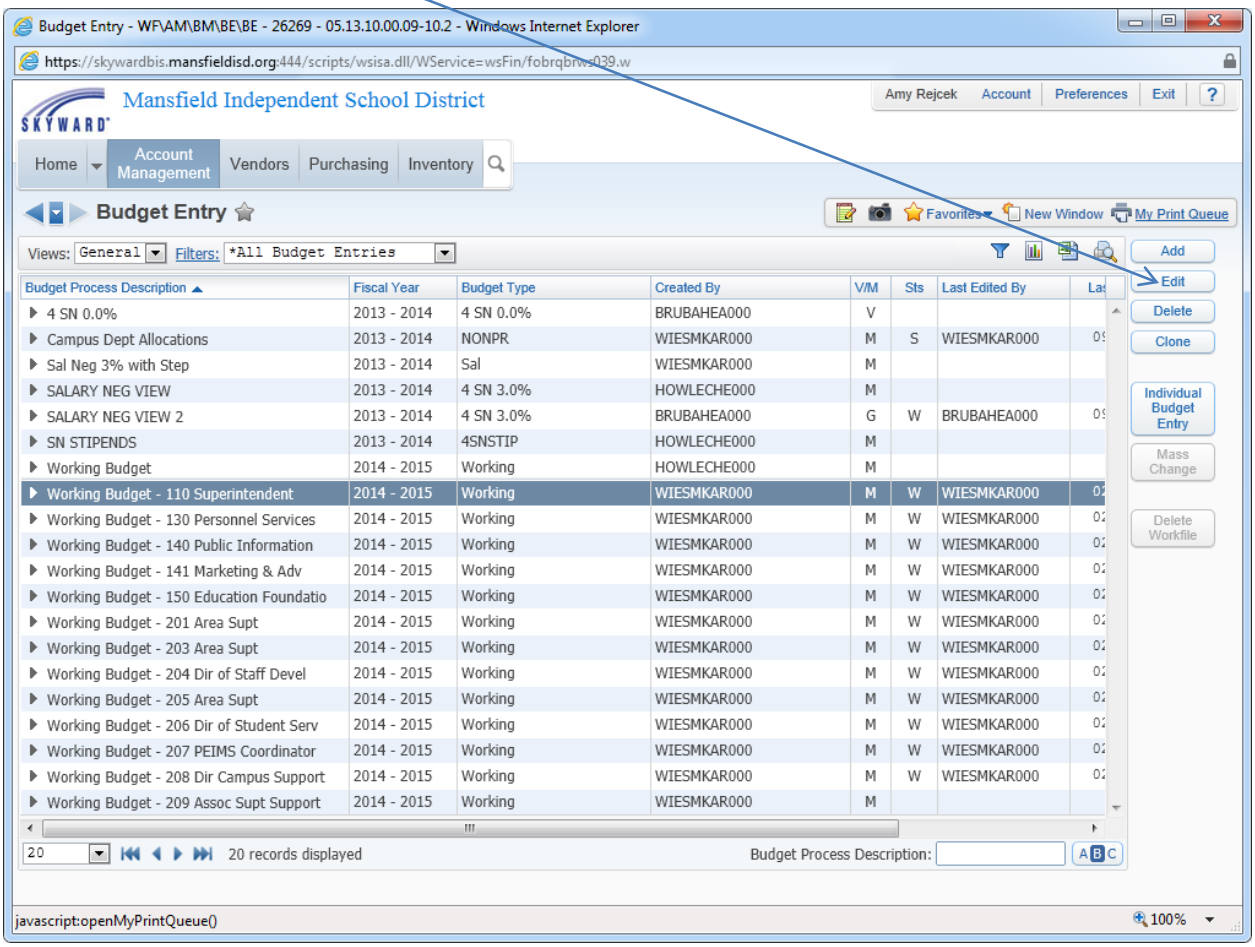
1. Go to Account Management and select Budget Entry.



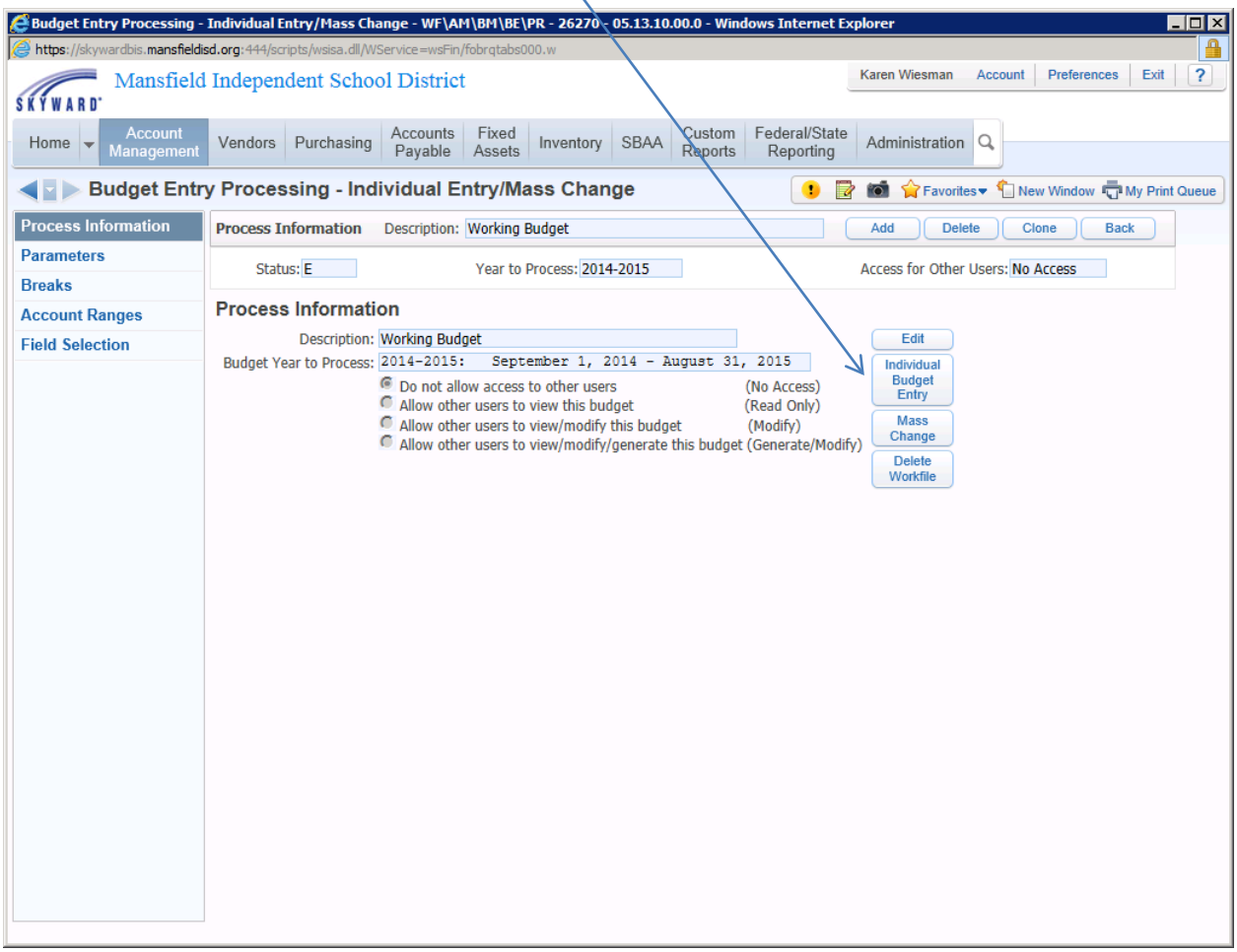
2. Select your Working Budget.



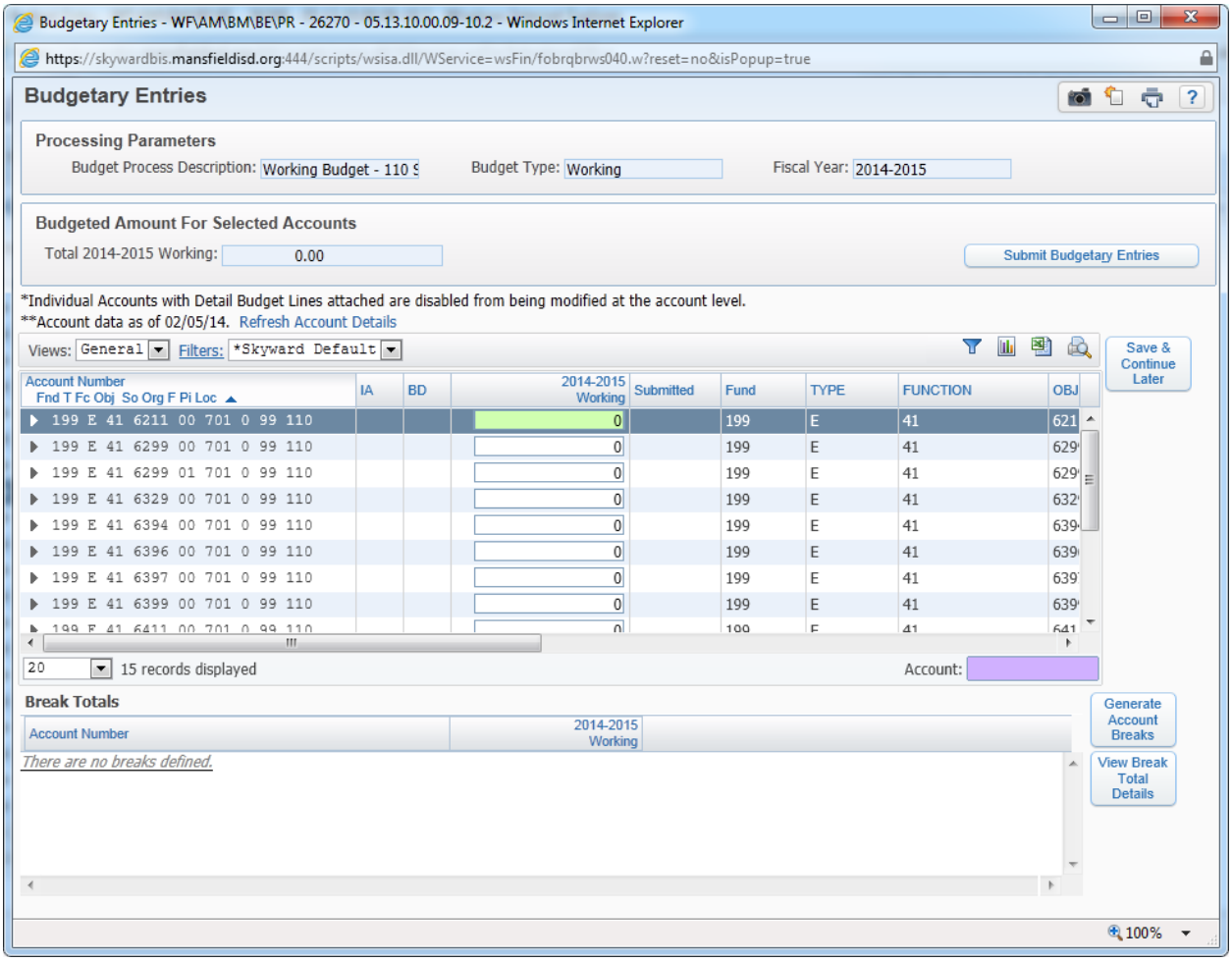
3. Select Edit.



4. Select Individual Budget Entry.



5. Your screen should resemble the screenshot below:



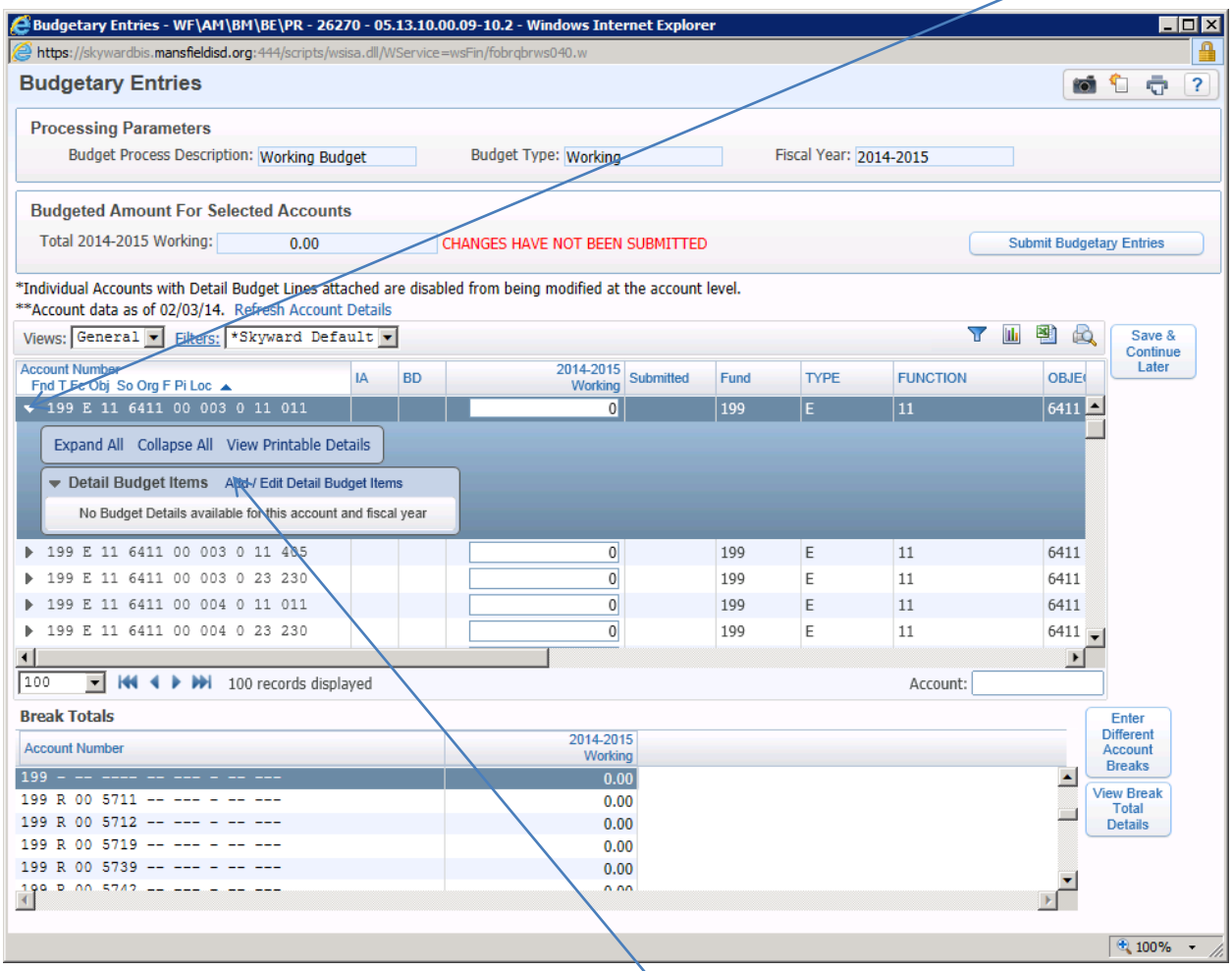
Your view should only include the accounts to which you have access. As you enter amounts for the account numbers, the total at the top will accumulate the budget amounts—**Do not go over your allocation!**

Each account number will be entered individually.

6. **OPTIONAL (but recommended)**:

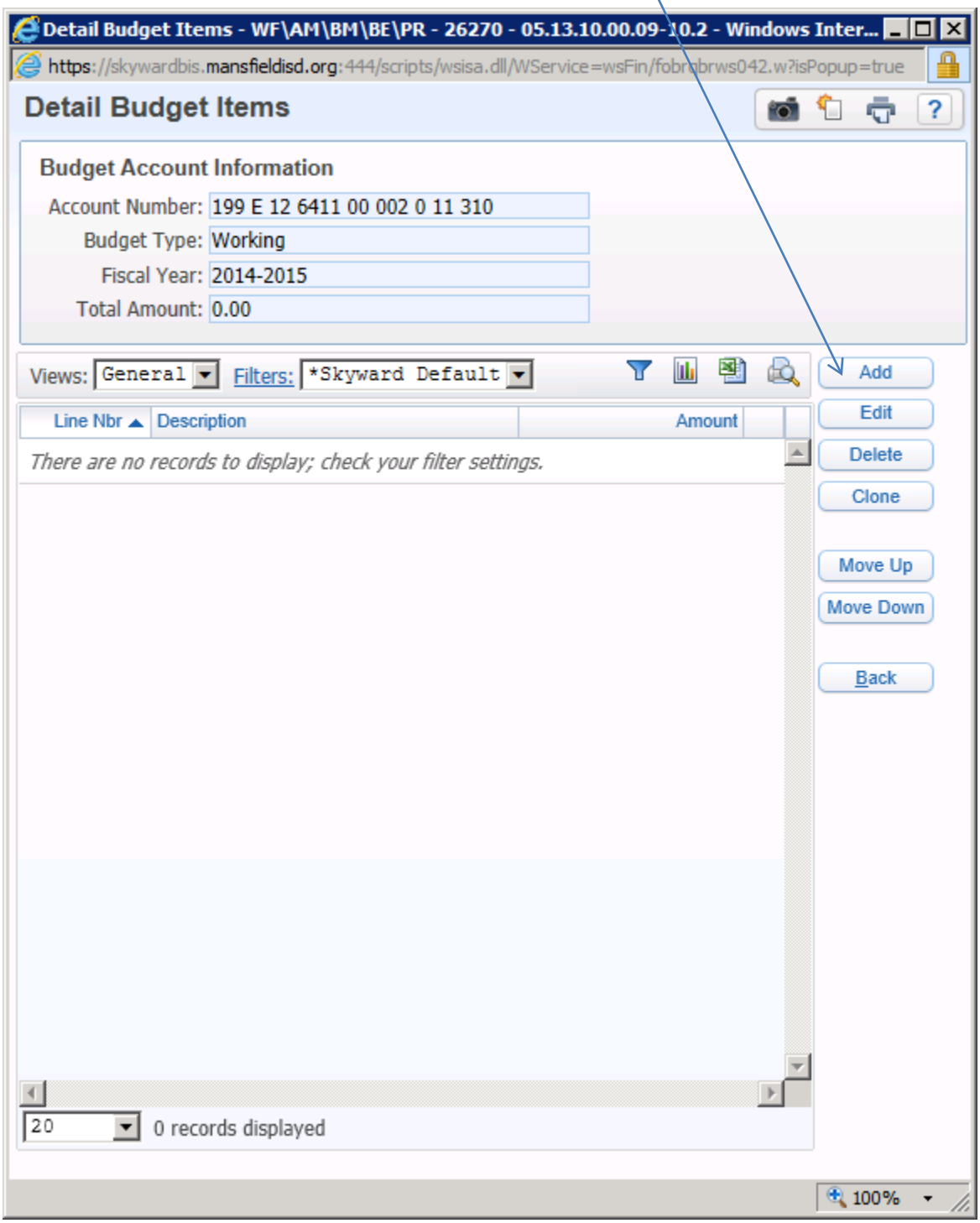
OPTIONAL (but recommended):

OPTIONAL (but recommended): To add detailed information to your budget account, select the drop down arrow (similar to reviewing your requisitions)



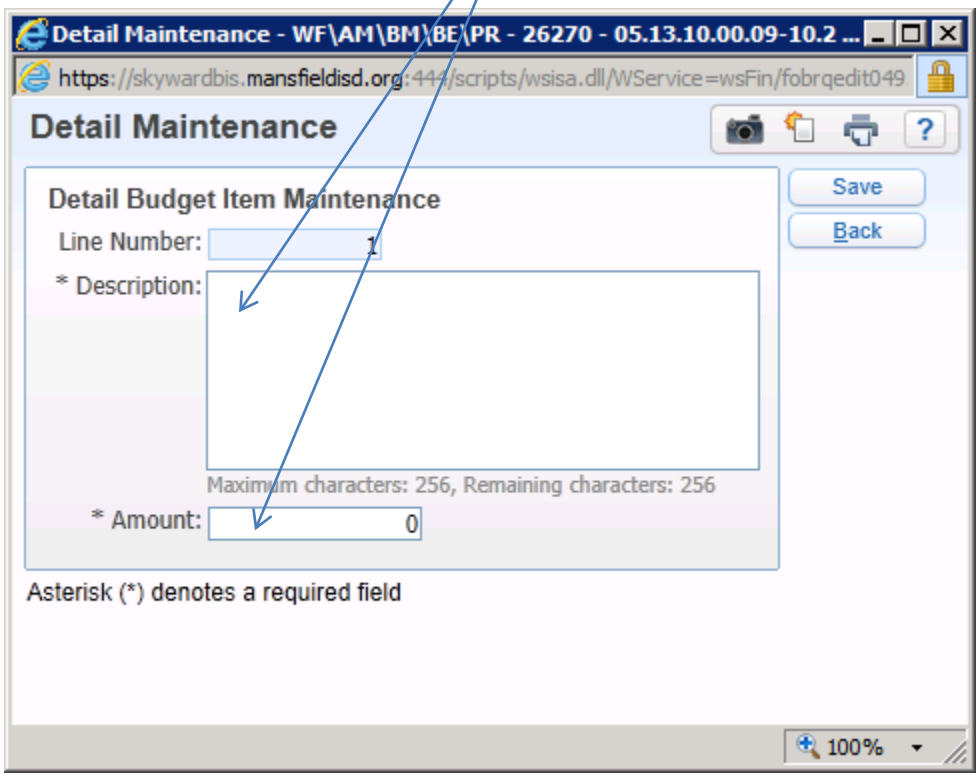
When the drop down menu appears, select “Add/Edit Detail Budget Items” under detail budget items.

7. An additional screen will pop up, and you may select “add” in order to provide detailed information on this particular account code:



8. Enter information in the *Description box.

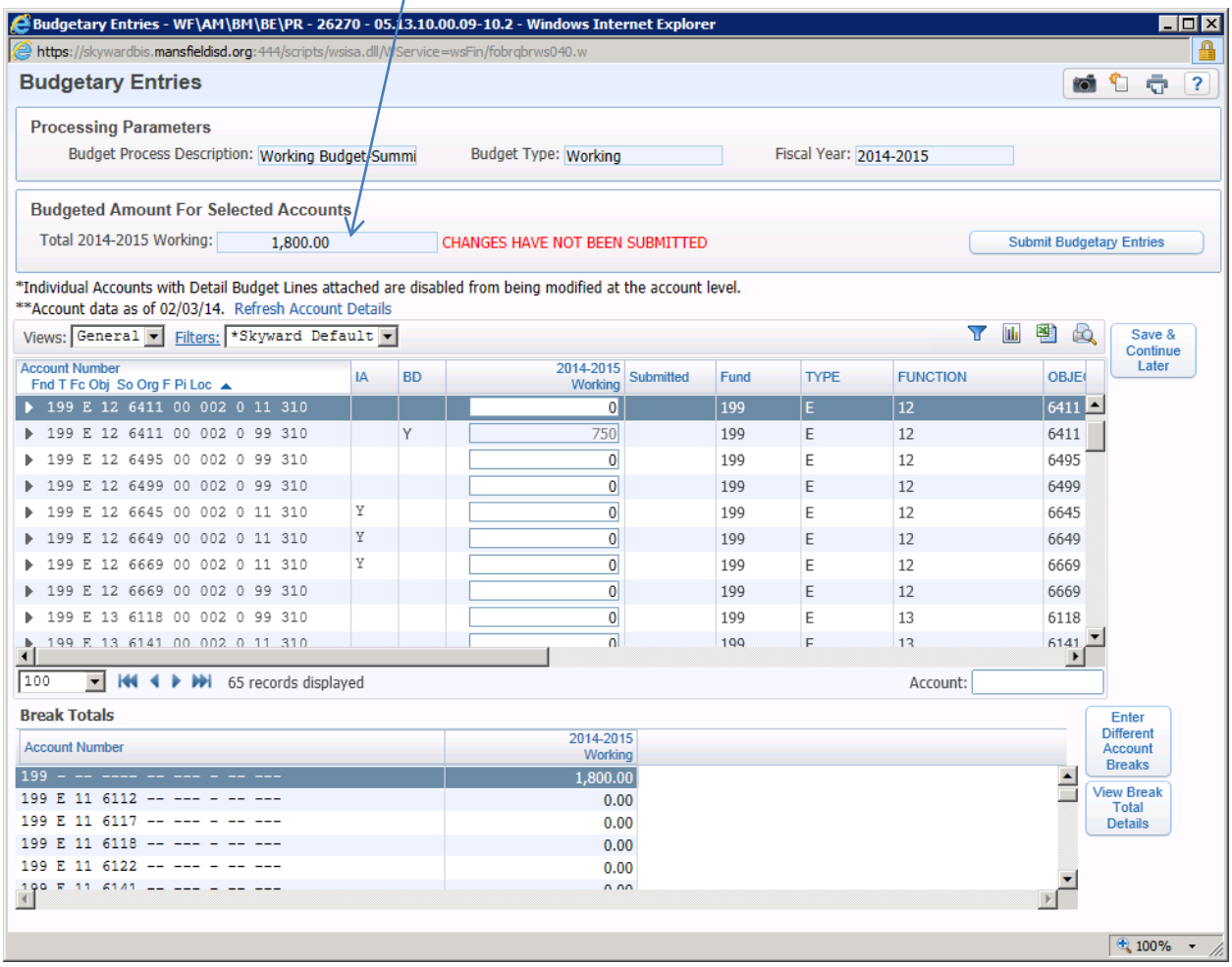
   Enter an Amount in the *Amount Box.



Select “save”

Select “back” when through entering details.

9. When through entering amounts, your allocation should match the total at the top of the Budgetary Entries screen:



Business and Financial Services Office Staff

Accounts Payable Department by Vendor

Patsy Fellers	817-299-6308	#, A, B, C, D, E, F; Game Workers, Construction, Bond
Heather Hess	817-299-6313	G, H, I, J; Travel, Mileage, Hotel, Activity Fund Checks
Beth Kirsch	817-299-6315	K, L, M, N, O, P, Q; Meal $, Extended Play
Deanna Brogden	817-299-6314	R, S, T, U, V, W, X, Y, Z; Utilities, Special Pays

Accounting

Activity Accountant (Fundraisers, Sales Tax, Bank Reconciliations, etc.)
Gisselle Rivera-Franco 817-299-6307

Susan Ebert
Tara Rockafellow
Marinda Bramlett
Jeannette Slack
Ryan Blodgett

Budget Coordinator (transfers, amendments, and request for budget code to be built)
Natasha Whetstone 817-299-6388

Business and Financial Services office

Dr. Karen Wiesman
Chelcie Howley 817-299-6304 (Skyward Reports)

Payroll

Denise Miller
Jessica Spaulding
Lucy Dillard
Elizabeth Yates
Joyes Dolliole
Kristen Mayer

Purchasing

Ed Harper	817-299-6093
Pam Fennell	817-299-6092
Dottie Morrow	817-299-6094

Risk Management

Shelley Taylor 817-299-6330