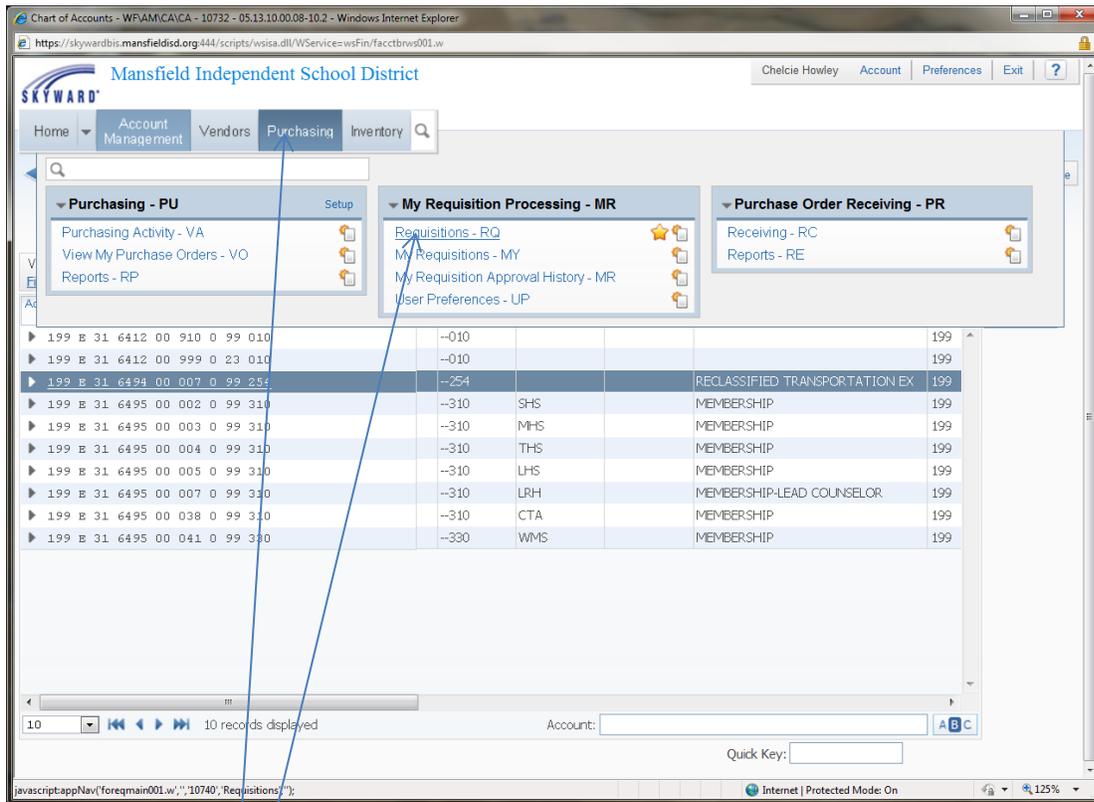


How to Enter a Requisition in Skyward



Click on Purchasing

Click on Requisition

Requisitions - W:\PU\MR\REQ - 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

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 MAN	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 COM	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

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

100 6 records displayed Requisition Number:

Internet | Protected Mode: On 125%

Click Add

Requisition Master Information - WFPUMR/RE/RQ - 10740 - 05.13.10.00.08-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/foreqmast001.w?isPopup=true

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 740 - BUSINESS OFFICE

Fiscal Year: 2013 - 2014 September 1, 2013 - August 31, 2014 Current Fiscal year not available for this group.

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: 14

* Description: purchase toner cartridges for the business department

* Vendor: DREAM RANCH OFFICE SUPPLIES 11614 JIM CHRISTAL ROAD KRUM TX 76249

* Ship To: MISD ADMINISTRATION 605 E BROAD ST BLDG 100 MANSFIELD TX 76066

Attention: CHELCIE HOWLEY

* Due Date: 01/14/2014 Tuesday

Ship Date: 01/14/2014 Tuesday

Ship Via: _____

Contract: _____

Asterisk (*) denotes a required field

Save and Add Detail

Save and Mass Add Detail

Back

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.

Enter your description.

Enter Vendor.

Enter Ship to.

Click Save.

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.

Requisition Detail Lines/Accounting - W/P/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/foreqdet001.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 14
 Requisition Number: 0000026706
 Group: (740) BUSINESS OFFICE
 Fiscal Year: 2013 - 2014
 Vendor: DREAM RANCH OFFICE SUPPLIES
 11614 JIM CHRISTAL ROAD
 KRUM TX 76249

Accounting: Account allocation by total requisition amount.
 Amount: 0.00
 Ship To: MISD ADMINISTRATION
 Blanket PO: This is not a Blanket PO
 Description: purchase toner cartridges for the business department

Requisition Detail Lines

* Line Number:

Line Type: Merchandise
 Narrative

Catalog:

* Quantity:

Unit of Measure:

* Unit Cost:

Total Amount:

* Description:

Asterisk (*) denotes a required field

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

Click Save.

Requisition Detail Lines/Accounting - W:\PU\MR\REQ - 10740 - 05.13.10.00.08-10.2 - Windows Internet Explorer
https://skywardbis.mansfieldisd.org/444/scripts/wsisa.dll/WService=wsFin/foreqdet1001.w

Requisition Detail Lines/Accounting

[Requisition Master Information](#) | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 14	Accounting: Account allocation by total requisition amount.
Requisition Number: 0000026706	Amount: 360.00
Group: (740) BUSINESS OFFICE	Ship To: MISD ADMINISTRATION
Fiscal Year: 2013 - 2014	Blanket PO: This is not a Blanket PO
Vendor: DREAM RANCH OFFICE SUPPLIES	Description: purchase toner cartridges for the business department
11614 JIM CHRISTAL ROAD	
KRUM TX 76249	

Requisition Detail Lines

* Line Number:

Line Type: Merchandise Narrative

Narrative:

Quantity:

Unit of Measure:

Unit Cost:

Total Amount:

Description:

Asterisk (*) denotes a required field

Done Internet | Protected Mode: On 125%

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

Down Patt	6441 Fussen Tr.	Midlothian	TX	76065-	(972) 723-2165	(972) 641-0702	uniforms@downpatt.com	www.downpatt.com
Down Syndrome Education USA	1451 Quail Street, Suite 110	Newport Beach	CA	92660-	(949) 757-1877		lisa.fraser@dseusa.org	www.dseusa.org
Dramatic Publishing	PO Box 129	Woodstock	IL	60098-	(815) 338-7170	(800) 334-5302		
Dramatists Play Service Inc.	440 Park Avenue South	New York	NY	10016-	(212) 683-8960	(212) 213-1539	orders@dramatists.com	www.dramatists.com
Dramatists Play Service Inc.	440 Park Avenue South	New York	NY	10016-	(212) 683-8960	(212) 213-1539	rivera@dramatists.com	www.dramatists.com
Dream Ranch Office Supplies	11614 Jim Christal	Krum	TX	76249-	(940) 591-6565	(940) 591-6544	sheri@dreamranchtx.com	www.dreamranchofficesupplies.com
Dyna Study, Inc.	1401 Broadway St., Suite 100	Marble Falls	TX	78654-	(877) 361-0550	(281) 332-1197	info@dynastudy.com	www.dynanotes.com
Dyna Study, Inc.	PO Box 1767	League City	TX	77574-1767	(877) 361-0550	(877) 361-1197	eharris@dynastudy.com	www.dynanotes.com

Locate the Vendor on the Current Vendors List and copy everything under the mark order box. You can hit Ctrl F and type the name of the vendor and then hit enter for faster finding.

The Current Vendor list is located on the Purchasing Department's website listed below (always check the vendor list and do not print a copy due to changes):

<http://www.mansfieldisd.org/page.cfm?p=4748>.

Requisition Detail Lines/Accounting - WFP\PU\MR\REQ - 10740 - 05.13.10.00.08-10.2 - Windows Internet Explorer
https://skywardbis.mansfieldisd.org/444/scripts/wsisa.dll/WService=wsFin/foreqdet001.w

Requisition Detail Lines/Accounting

[Requisition Master Information](#) | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 14	Accounting: Account allocation by total requisition amount.
Requisition Number: 0000026706	Amount: 360.00
Group: (740) BUSINESS OFFICE	Ship To: MISD ADMINISTRATION
Fiscal Year: 2013 - 2014	Blanket PO: This is not a Blanket PO
Vendor: DREAM RANCH OFFICE SUPPLIES	Description: purchase toner cartridges for the business department
11614 JIM CHRISTAL ROAD	
KRUM TX 76249	

Requisition Detail Lines

* Line Number:

Line Type: Merchandise
 Narrative

Narrative: ?

Quantity:

Unit of Measure:

Unit Cost:

Total Amount:

Description: ←

Asterisk (*) denotes a required field

Done Internet | Protected Mode: On 125%

Hit Ctrl V to paste the information you obtained off of the current vendor list into the description.

Click Save. ←

Requisition Detail Lines/Accounting - W/PUMR/RE/RQ - 10740 - 05.13.10.00.08-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org/444/scripts/wsisa.dll/WService=wsFin/foreqdet1001.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 14

Requisition Number: 0000026706

Group: (740) BUSINESS OFFICE

Fiscal Year: 2013 - 2014

Vendor: DREAM RANGH OFFICE SUPPLIES
11614 JIM CHRISTAL ROAD
KRUM TX 76249

Accounting: Account allocation by total requisition amount.

Amount: 360.00

Ship To: MISD ADMINISTRATION

Blanket PO: This is not a Blanket PO

Description: purchase toner cartridges for the business department

Submit For Approval

Save and Finish Later

Edit Master

Notes

Attachments

Requisition Detail Line Items

Views: General Filters: Skyward Default Clone

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code
100		Lexmark MS810dn 521H RP / 52D1H00, Black; Lexmark 521H High Yield Return Program Toner Cartridge; Yields up to 25000 pages	3	EACH	120.00000	360.00	
110		Please return PO to Chelcie Howley. Thank you!	0		0.00000	0.00	
120		Buyboard 369-11 Bid 14-006	0		0.00000	0.00	

20 3 records displayed

Line: []

Add

Edit

Delete

Mass Add Detail

Add Requisition Accounts

Click on Add Requisition Accounts.

Account Distribution - W:\P\UMR\RE\RQ - 10740 - 05.13.10.00.08-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/facctmdist001.w

Account Distribution

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

Fnd	T	Fc	Obj	So	Org	F	Pi	Loc	Funds Available	Selected
199	E	11	6398	92	111	0	30	532	\$41.20	<input type="checkbox"/>
199	E	11	6398	92	204	0	11	350	\$0.00	<input type="checkbox"/>
199	E	11	6399	00	002	0	11	310	\$3,703.75	<input type="checkbox"/>
199	E	11	6399	00	002	0	21	310	\$91.00	<input type="checkbox"/>
199	E	11	6399	00	002	0	23	230	\$1,117.27	<input type="checkbox"/>
199	E	11	6399	00	002	0	25	310	\$35.79	<input type="checkbox"/>
199	E	11	6399	00	003	0	11	310	\$12,454.70	<input type="checkbox"/>
199	E	11	6399	00	003	0	21	310	\$0.00	<input type="checkbox"/>
199	E	11	6399	00	003	0	23	230	\$1,117.27	<input type="checkbox"/>
199	E	11	6399	00	003	0	25	310	\$0.00	<input type="checkbox"/>
199	E	11	6399	00	004	0	11	310	\$5,737.62	<input type="checkbox"/>
199	E	11	6399	00	004	0	21	310	\$150.00	<input type="checkbox"/>
199	E	11	6399	00	004	0	23	230	\$1,117.27	<input type="checkbox"/>

100 records displayed

Account Number: 199541639900740

Quick Key:

Account Level Description
GENERAL SUPPLIES

Account Number Information

Code	Description
199	GENERAL OPERATING
11	INSTRUCTION
6399	GENERAL SUPPLIES
00	GENERAL
002	SUMMIT HIGH SCHOOL
0	NONE/FY 2009-10
11	BASIC EDUCATIONAL SERVICES
310	HIGH SCHOOL PRINCIPALS

2013-2014 Available Funds By Individual Account

Total Amount to Distribute: **\$360.00 100.00%**
 Total Distributed: **\$0.00 0.00%**
 Amount Remaining: **\$360.00 100.00%**

Selected Accounts

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

Remove
Remove All

Internet | Protected Mode: On

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

Account Distribution - WFP\UMR\REQ - 10740 - 05.13.10.00.08-10.2 - Windows Internet Explorer
 https://skywardbis.mansfieldisd.org:444/scripts/wsisd.dll/WService=wsFin/facctmdist001.w

Account Distribution

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

Fnd	T	Fc	Obj	So	Org	F	Pi	Loc	Funds Available	Selected
199	E	41	6399	00	702	0	99	100	\$761.62	<input type="checkbox"/>
199	E	41	6399	00	702	0	99	499	\$0.00	<input type="checkbox"/>
199	E	41	6399	00	740	0	99	069	\$0.00	<input type="checkbox"/>
199	E	41	6399	00	740	0	99	400	\$1,640.96	<input checked="" type="checkbox"/>
199	E	41	6399	00	740	0	99	499	\$0.00	<input type="checkbox"/>
199	E	41	6399	00	741	0	99	410	\$5,558.11	<input type="checkbox"/>
199	E	41	6399	00	742	0	99	416	\$62.87	<input type="checkbox"/>
199	E	41	6399	00	743	0	99	130	\$4,224.86	<input type="checkbox"/>
199	E	41	6399	00	744	0	99	415	\$16,845.22	<input type="checkbox"/>
199	E	41	6399	00	745	0	99	433	\$5,801.94	<input type="checkbox"/>
199	E	41	6399	00	746	0	99	140	\$7,265.85	<input type="checkbox"/>
199	E	41	6399	00	747	0	99	150	\$5,105.29	<input type="checkbox"/>
199	E	41	6399	00	894	0	99	207	\$138.75	<input type="checkbox"/>

100 records displayed

Account Number:

Quick Key:

Account Level Description
GENERAL SUPPLIES

Account Number Information

Code	Description
199	GENERAL OPERATING
41	GENERAL ADMINISTRATION
6399	GENERAL SUPPLIES
00	GENERAL
740	ASSOC. SUPT. FOR BUSINESS SERV
0	NONE/FY 2009-10
99	UNDISTRIBUTED
400	ASSOCIATE SUPT OF BUSINESS

2013-2014 Available Funds By Individual Account

Total Amount to Distribute: **\$360.00 100.00%**
 Total Distributed: **\$360.00 100.00%**
 Amount Remaining: **\$0.00 0.00%**

Selected Accounts

Account Number	Amount	Percent
199 E 41 6399 00 740 0 99 400	360.00	100.00

Remove
Remove All

Save Account Distrib
Back

Internet | Protected Mode: On | 125%

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

Click Save Account Distrib.

The screenshot shows a web browser window with the title 'Requisition Detail Lines/Accounting - W/PUMR/REQ - 10740 - 05.13.10.00.08-10.2 - Windows Internet Explorer'. The URL is 'https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/foreqacct002.w'. The page content includes:

- Requisition Master Information**
 - Batch Number: 14
 - Requisition Number: 0000026706
 - Group: (740) BUSINESS OFFICE
 - Fiscal Year: 2013 - 2014
 - Vendor: DREAM RANCH OFFICE SUPPLIES
11614 JIM CRISTAL ROAD
KRUM TX 76249
 - Accounting: Account allocation by total requisition amount.
 - Amount: 360.00
 - Ship To: MISD ADMINISTRATION
 - Blanket PO: This is not a Blanket PO
 - Description: purchase toner cartridges for the business department
- Requisition Accounts**

Account Number	Account Amount	Account Percent	Over Budget
199 E 41 6399 00 740 0 99 400	\$360.00	100.00%	

Buttons visible on the right side include 'Submit For Approval', 'Save and Finish Later', 'Edit Master', 'Notes', 'Attachments', 'Update Account Distrib', and 'View Requisition Detail Lines'. A blue arrow points to the 'Submit For Approval' button.

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.