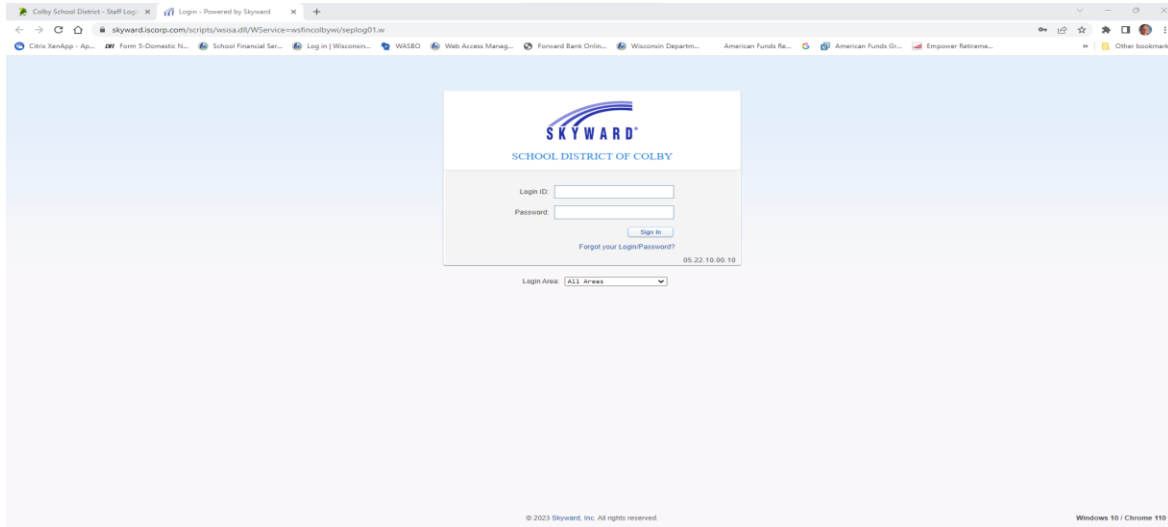


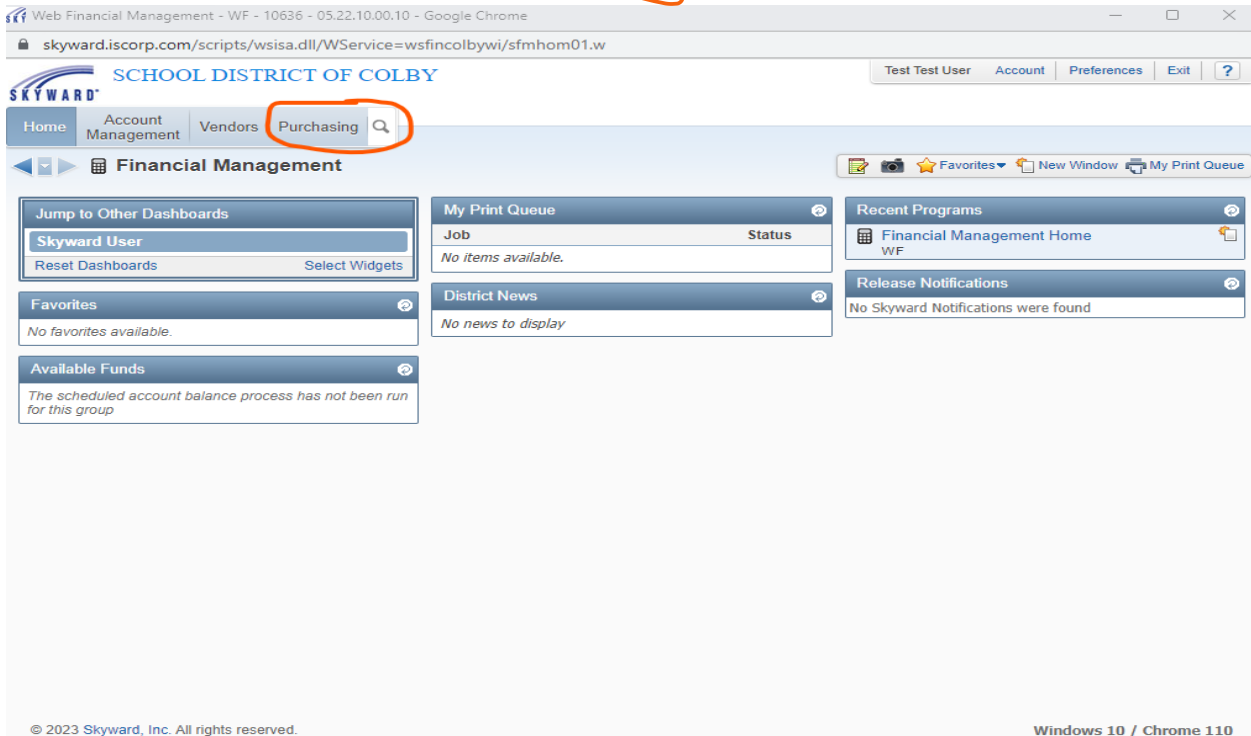
Skyward Directions – ENTERING REQUISITIONS:

To access Skyward, please use the link below:

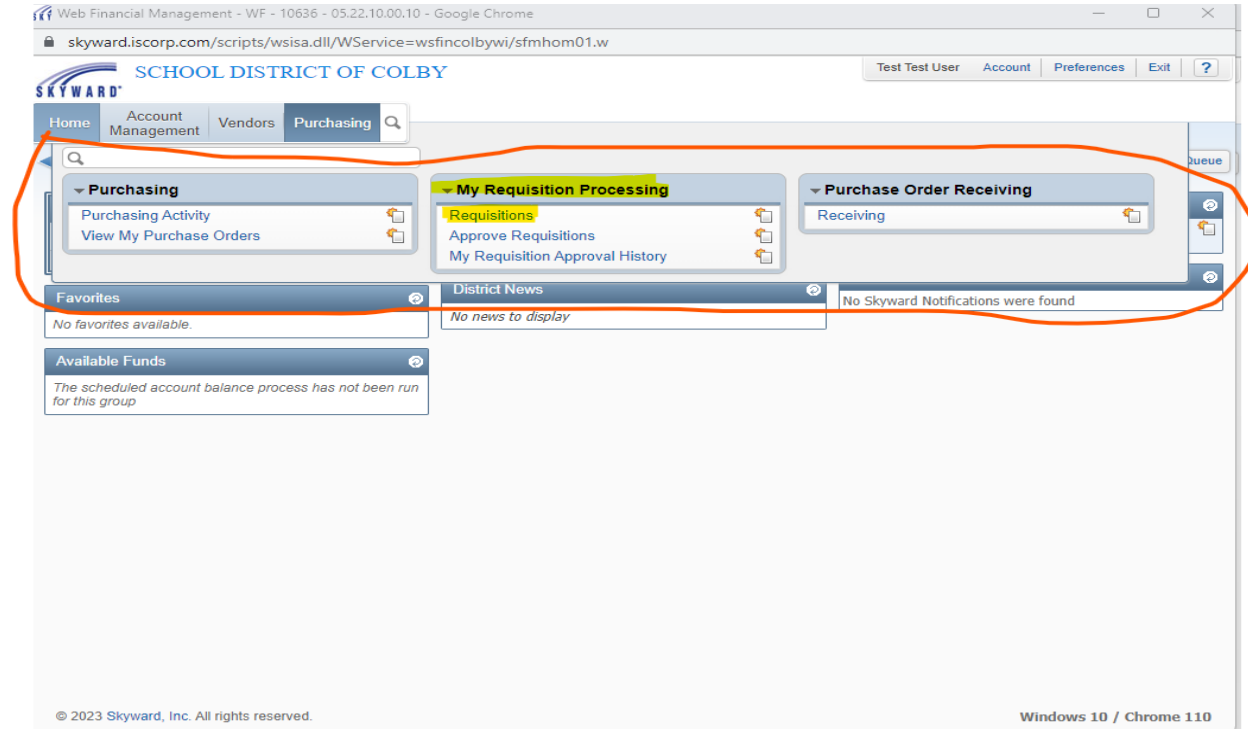
<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfincolbywi/seplog01.w>. If the link doesn't work, please go to the Colby School District Website page STAFF/STAFF LOGINS/EMPLOYEE ACCESS-SKYWARD. Either way you should come up to a screen like the one below:



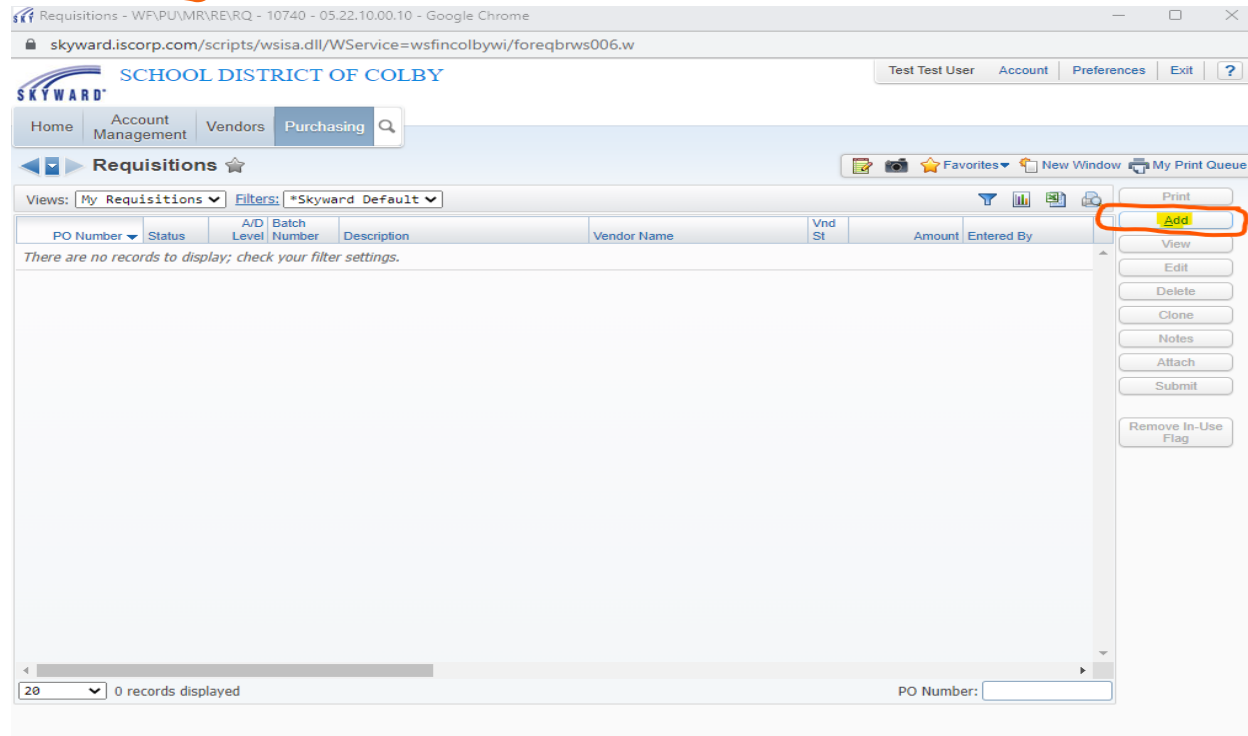
Enter your Login ID and Password and then click Sign in. Once signed in you should come up to a screen like the one below. Once here, click on the "Purchasing" tab:



A dropdown box will appear and then you would look under the “My Requisition Processing” box and then select “Requisitions”:



Once you click requisitions, a new screen will appear and then you can start entering requisitions by clicking the “Add” tab:



The next screen below will appear and you will start entering information.

Requisition Master Information - WF\PU\MR\RE\REQ - 10740 - 05.22.10.00.10 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfincolbywi/foreqmast001.w?isPopup=true

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 101 - GENERAL

Fiscal Year: 2022 - 2023 July 1, 2022 - June 30, 2023

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: 17

* Description:

* Vendor:

* Ship To: COLBY DISTRICT EDUCATION CENTER 705 N SECOND STREET PO BOX 110 COLBY WI 5

Attention: TEST TEST USER

* Due Date: 02/17/2023 Friday

Ship Date: 02/17/2023 Friday

Ship Via:

Contract:

Asterisk (*) denotes a required field

In the **“Requisition Setup Information”** section, first you want to make sure that the **“Requisition Group”** is the correct group that you want to enter requisitions under. Most of the time, it will default to the level of class that you teach (Little Stars, Elementary, Middle School and High School, Special Education). If you are a coach and need to create requisitions, you will have to option of dropping down and select athletics. The **“Fiscal Year”** will default to “2022-2023 July 1, 2022 – June 30, 2023”. What you will need to do is go to the dropdown box and change the fiscal year to “2023-2024 July 1, 2023 – June 30, 2024” since that’s the fiscal year we are budgeting for. Please make sure that **“Account allocation by total requisition amount (YMA)”** is checked.

Requisition Master Information - WF\PU\MR\RE\RQ - 10740 - 05.22.10.00.10 - Google Chrome
 skyward.iscorp.com/scripts/wsisa.dll/WService=wsfincolbywi/foreqmast001.w?isPopup=true

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Setup Information

Requisition Group: 101 - GENERAL
 Fiscal Year: 2022 - 2023 July 1, 2022 - June 30, 2023
 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: 17
 * Description:
 * Vendor:
 * Ship To: COLBY DISTRICT EDUCATION CENTER 705 N SECOND STREET PO BOX 110 COLBY WI 5
 Attention: TEST TEST USER
 * Due Date: 02/17/2023 Friday
 Ship Date: 02/17/2023 Friday
 Ship Via:
 Contract:

Asterisk (*) denotes a required field

Next, we will enter information in the "Requisition Information" area. The "Batch Number" you will not need to do anything. A number will just default in the box. In the "Description" box, please enter what you will be purchasing. Under that will be the "Vendor", where you could start typing in the box the vendor you want the items to be purchased or use the dropdown to find the vendor. If your vendor is not listed, please let me know by email the name, address, phone number etc. of the vendor and I will get them entered. Once they are entered, I will let you know. The "Ship To" should default to the district office address. In the "Attention" box, please enter "Kathy Polzin". The "Due Date" and "Ship Date" should be 07/01/2023, which is the new fiscal year and helps us in the District Office when it comes time to ordering. The "Ship Via" box please enter "Best Way" which means that we will try and select the best shipping at the lowest possible cost. The "Contract" box please leave blank. Once the information is entered, then you want to select the "Save and Add Detail" tab.

Requisition Master Information - WF\PU\MR\RE\RQ - 10740 - 05.22.10.00.10 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfincolbywi/foreqmast001.w?isPopup=true

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Setup Information

Requisition Group: 101 - GENERAL
 Fiscal Year: 2023 - 2024 July 1, 2023 - June 30, 2024
 Account allocation by total requisition amount (YMA).
 Account allocation by each requisition detail line (YDA).

Requisition Information

Batch Number: 17
 Description: Widgets
 Vendor: 1ST PLACE TROPHY AND ENGRAVING 1720 N 3RD STREET WAUSAU WI 54403
 Ship To: COLBY DISTRICT EDUCATION CENTER 705 N SECOND STREET PO BOX 110 COLBY WI 5
 Attention: Kathy Polzin
 Due Date: 07/01/2023 Saturday
 Ship Date: 07/01/2023 Saturday
 Ship Via: Best Way
 Contract:

Asterisk (*) denotes a required field

The next screen should look like the below.

Requisition Detail Lines/Accounting - WF\PU\MR\RE\RQ - 10740 - 05.22.10.00.10 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfincolbywi/foreqdetl001.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 17
 Requisition Number: 0000042324
 Group: (101) GENERAL
 Fiscal Year: 2023 - 2024
 Vendor: 1ST PLACE TROPHY AND ENGRAVING
 1720 N 3RD STREET
 WAUSAU WI 54403

Accounting: Account allocation by total requisition amount.
 Amount: 0.00
 Ship To: COLBY DISTRICT EDUCATION CENTER
 Description: Widgets

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:

Asterisk (*) denotes a required field

For the "Requisition Master Information" section, please review the information to make sure it is correct. The "Fiscal Year" is the most important. If you notice any errors, especially the fiscal year, it

can be corrected by clicking on the "Back" button. See below screen: (If everything is correct and you don't need to change anything, please go to page 8 to continue entering the "Requisition Detail Lines")

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 17
Requisition Number: 0000042324
Group: (101) GENERAL
Fiscal Year: 2023 - 2024
Vendor: 1ST PLACE TROPHY AND ENGRAVING
1720 N 3RD STREET
WAUSAU WI 54403

Accounting: Account allocation by total requisition amount.
Amount: 0.00
Ship To: COLBY DISTRICT EDUCATION CENTER
Description: Widgets

Requisition Detail Lines

* Line Number: 100
Line Type: Merchandise
 Narrative
Catalog: [Dropdown]
* Quantity: 0
Unit of Measure: [Dropdown]
* Unit Cost: 0.00000
Total Amount: 0.00
* Description: [Text Area]

Asterisk (*) denotes a required field

Save
Back

Once you hit back, you will see this screen:

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 17
Requisition Number: 0000042326
Group: (101) GENERAL
Fiscal Year: 2023 - 2024
Vendor: 1ST PLACE TROPHY AND ENGRAVING
1720 N 3RD STREET
WAUSAU WI 54403

Accounting: Account allocation by total requisition amount.
Amount: 0.00
Ship To: COLBY DISTRICT EDUCATION CENTER
Description: Widgets

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
There are no records to display; check your filter settings.								

20 0 records displayed

Line: [Text Box]

Add
Edit
Delete
Mass Add Detail
View Requisition Accounts

From here, you can click on the "Edit Master" button (Please see below):

Requisition Detail Lines/Accounting - W\PU\MR\RE\RQ - 10740 - 05.22.10.00.10 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfincolbywi/foreqdetl001.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **17**

Requisition Number: **000042326** Accounting: **Account allocation by total requisition amount.** **Edit Master**

Group: **(101) GENERAL** Amount: **0.00** **Notes**

Fiscal Year: **2023 - 2024** Ship To: **COLBY DISTRICT EDUCATION CENTER** **Attachments**

Vendor: **1ST PLACE TROPHY AND ENGRAVING** Description: **Widgets**

1720 N 3RD STREET

WAUSAU WI 54403

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
There are no records to display; check your filter settings.								

20 0 records displayed Line:

Add

Edit

Delete

Mass Add Detail

View Requisition Accounts

From here, it will take you to the below screen and this is where you can make changes to any section of the "Requisition Master Information Screen". Once you make the changes, please hit "Save" and it will return you to where you can enter the "Requisition Detail Lines".

Requisition Master Information - W\PU\MR\RE\RQ - 10740 - 05.22.10.00.10 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfincolbywi/foreqmast001.w

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: **101 - GENERAL**

Fiscal Year: **2023 - 2024 July 1, 2023 - June 30, 2024** Current Fiscal year not available for this group.

Accounting: **Account allocation by total requisition amount.**

Save

Back

Requisition Information

* Batch Number: **17**

* Description: **Widgets**

* Vendor: **1ST PLACE TROPHY AND ENGRAVING 1720 N 3RD STREET WAUSAU WI 54403**

* Ship To: **COLBY DISTRICT EDUCATION CENTER 705 N SECOND STREET PO BOX 110 COLBY WI 5**

Attention: **Kathy Polzin**

* Due Date: **07/01/2023 Saturday**

Ship Date: **07/01/2023 Saturday**

Ship Via: **Best Way**

Contract:

Asterisk (*) denotes a required field

For the "Requisition Detail Lines" you will need to enter the below information (please see screenshot below):

Line Number: Automatically populates

Line Type: You can leave Merchandise checked

Catalog: Please enter the product number/code (This will help with making sure we get right item).

Quantity: Enter number of items needed.

Unit of Measure: Select from dropdown what is most appropriate.

Unit Cost: Please enter the cost of the individual item.

Total Amount: This field will automatically populate.

Description: Please enter a complete description. If you are looking to get items off of a website, please copy and paste the exact web address into the description. This helps to make sure we are purchasing the correct item. If there is any shipping cost that you would know of, please add a line item and include the cost. If there is no shipping cost that you see, please add 12% of your total cost and add the line item to the requisition.

Once completed, you can go ahead and hit the "Save" button.

Requisition Detail Lines/Accounting - WF\PU\MR\REQ - 10740 - 05.22.10.00.10 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfincolbywi/foreqdetl001.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 17	Accounting: Account allocation by total requisition amount.
Requisition Number: 0000042324	Amount: 0.00
Group: (101) GENERAL	Ship To: COLBY DISTRICT EDUCATION CENTER
Fiscal Year: 2023 - 2024	Description: Widgets
Vendor: 1ST PLACE TROPHY AND ENGRAVING 1720 N 3RD STREET WAUSAU WI 54403	

Requisition Detail Lines

* Line Number:	100
Line Type:	<input checked="" type="radio"/> Merchandise <input type="radio"/> Narrative
Catalog:	
Quantity:	0
Unit of Measure:	
* Unit Cost:	0.00000
Total Amount:	0.00
* Description:	

Asterisk (*) denotes a required field

Once "Save" is clicked, you will come up to the screen below:

Requisition Detail Lines/Accounting - WF\PU\MR\RE\RQ - 10740 - 05.22.10.00.10 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfincolbywi/foreqdetl001.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **17**
 Requisition Number: **0000042324**
 Group: **(101) GENERAL**
 Fiscal Year: **2023 - 2024**
 Vendor: **1ST PLACE TROPHY AND ENGRAVING**
1720 N 3RD STREET
WAUSAU WI 54403

Accounting: **Account allocation by total requisition amount.**
 Amount: **100.00**
 Ship To: **COLBY DISTRICT EDUCATION CENTER**
 Description: **Widgets**

Buttons: Submit For Approval, Save and Finish Later, 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	ffgbv434	Test	1	EACH	100.00000	100.00		0

Buttons: Add, Edit, Delete, Mass Add Detail, Add Requisition Accounts

20 1 records displayed PO Number:

If you are going to order multiple items from the same vendor, then hit the "Add" button and follow the instructions on page 8. If you are done with this vendor, then go ahead and click the "Add Requisition Accounts".

Requisition Detail Lines/Accounting - WF\PU\MR\RE\RQ - 10740 - 05.22.10.00.10 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfincolbywi/foreqdetl001.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **17**
 Requisition Number: **0000042324**
 Group: **(101) GENERAL**
 Fiscal Year: **2023 - 2024**
 Vendor: **1ST PLACE TROPHY AND ENGRAVING**
1720 N 3RD STREET
WAUSAU WI 54403

Accounting: **Account allocation by total requisition amount.**
 Amount: **100.00**
 Ship To: **COLBY DISTRICT EDUCATION CENTER**
 Description: **Widgets**

Buttons: Submit For Approval, Save and Finish Later, 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	ffgbv434	Test	1	EACH	100.00000	100.00		0

Buttons: Add, Edit, Delete, Mass Add Detail, Add Requisition Accounts

20 1 records displayed PO Number:

When you click on "Add Requisition Accounts", a listing of account numbers will appear on the left. This is where you would select the account number from the "Available Accounts". To the right when you click on the account number, you will see under "Account Number Information" it gives you the description where you are budgeting the items to. Once selected, you can go and click on "Save Account Distribution".

Account Distribution

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

Fnd	T	Loc	Obj	Func	Prj	Funds Available	Selected
10	E	400	310	162204	000	\$0.00	<input checked="" type="checkbox"/>
10	E	400	354	162204	000	\$0.00	<input type="checkbox"/>
10	E	400	411	162204	000	\$0.00	<input type="checkbox"/>
10	E	400	420	162204	000	\$0.00	<input type="checkbox"/>
10	E	400	431	162204	000	\$0.00	<input type="checkbox"/>
10	E	400	439	162204	000	\$0.00	<input type="checkbox"/>
10	E	400	440	162204	000	\$0.00	<input type="checkbox"/>
10	E	400	940	162204	000	\$0.00	<input type="checkbox"/>

8 records displayed

Account Number:

Quick Key:

Account Level Description

Account Number Information

Code	Description
10	GENERAL FUND
400	HIGH SCHOOL
310	PERSONAL SERVICES
162204	BOYS BASEBALL
000	NOT DESIGNATED

2023-2024 Available Funds By Individual Account

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

Selected Accounts

Account Number	Amount	Percent
* 10 E 400 310 162204 000	100.00	100.00

Remove
Remove All

When you go back to the below screen, if you have more lines under “Requisition Accounting”, you will have to do the same process as the above until you have updated all lines.

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 17
Requisition Number: 0000042324
Group: (101) GENERAL
Fiscal Year: 2023 - 2024
Vendor: 1ST PLACE TROPHY AND ENGRAVING
1720 N 3RD STREET
WAUSAU WI 54403

Accounting: Account allocation by total requisition amount.
Amount: 100.00
Ship To: COLBY DISTRICT EDUCATION CENTER
Description: Widgets

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

Requisition Accounts

Account Number	Account Amount	Account Percent	Over Budget
10 E 400 310 162204 000	\$100.00	100.00%	

Buttons: Update Account Distrib, View Requisition Detail Lines, Add Asset Detail

Now you are at the end where you can either “Submit for Approval” or “Save and finish Later”.

When you click on “Submit for Approval”, you will end up at the screen where you have begun. The only difference is that there will be your requisition(s) that you have entered and are in a queue. An email is sent then to your building principal or director to approve your requisition(s). Once they approve the requisition(s), then I will receive an email to approve. At this time is when I look to see if the information and account numbers are correct and that the correct fiscal year is used. If a wrong account number is used, it Skyward lets me make the corrections, however if the incorrect fiscal year is used, Skyward will not let me make any corrections for this and you would need to go into the area where you entered the requisition and create a new one and then delete the requisition with the wrong fiscal year and then you will submit the new requisition and then goes through the approval process. You will see in the status column that “REQ” will appear which means that the requisition is going through the approval process.

Requisitions - WF\PU\MR\REQ - 10740 - 05.22.10.00.10 - Google Chrome
skyward.iscorp.com/scripts/wsa.dll/WService=wsfincolbywi/foreqbrws006.w

SCHOOL DISTRICT OF COLBY
Test Test User Account Preferences Exit ?

Home Account Management Vendors Purchasing

Requisitions

Views: My Requisitions Filters: *Skyward Default

PO Number	Status	A/D Level	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By
1012324001	REQ	0	17	Widgets	1ST PLACE TROPHY AND ENGR	WI	100.00	TEST_USER, TEST

1 records displayed PO Number:

If you click on "Save and Finish Later", it will take you back to the below screen where you will be able to complete at a later time. You will see in the status column that "WIP" will appear which means that you have saved your requisition and has not been submitted for approval. When you are ready to finish up the requisition, go back into Skyward and follow page 2 to get to the requisition area and you can click on the "Edit" button to continue.

Requisitions - WF\PU\MR\REQ - 10740 - 05.22.10.00.10 - Google Chrome
skyward.iscorp.com/scripts/wsa.dll/WService=wsfincolbywi/foreqbrws006.w

SCHOOL DISTRICT OF COLBY
Test Test User Account Preferences Exit ?

Home Account Management Vendors Purchasing

Requisitions

Views: My Requisitions Filters: *Skyward Default

PO Number	Status	A/D Level	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By
1012324001	WIP	0	17	Widgets	1ST PLACE TROPHY AND ENGR	WI	100.00	TEST_USER, TEST

1 records displayed PO Number: