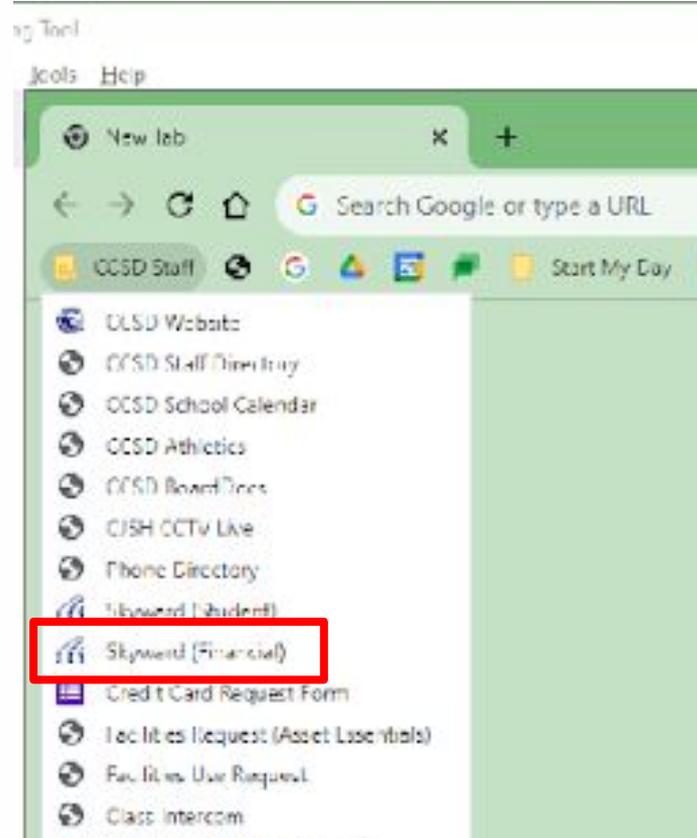
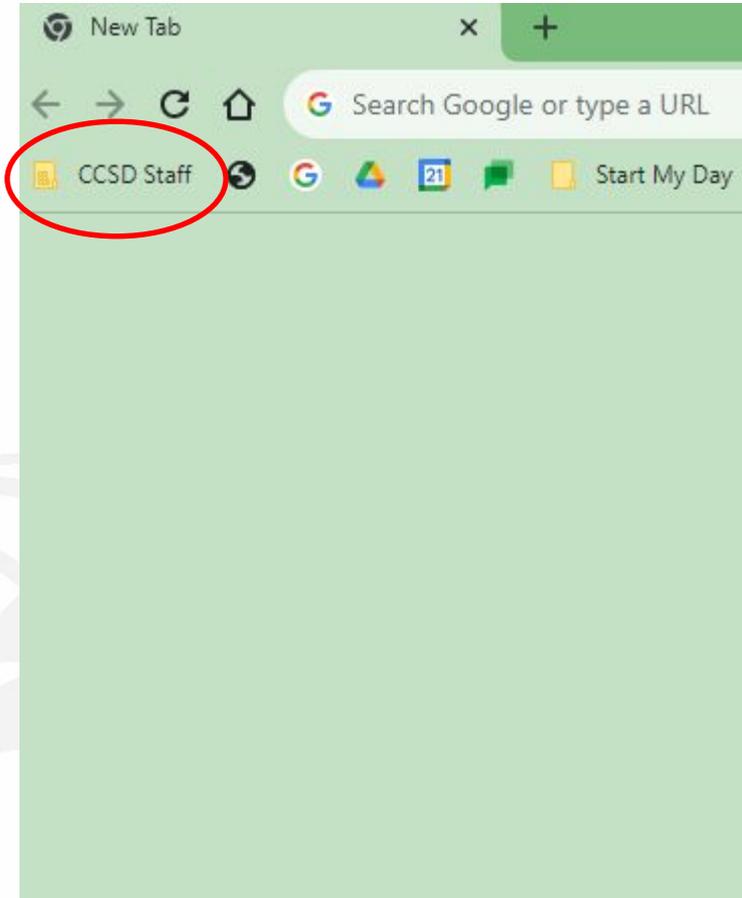


# How to Submit a Requisition





Enter log in  
Credentials





Home

Purchasing



Financial Management



**Jump to Other Dashboards**

Skyward User

Employee

Reset Dashboards Select Widgets

**Calendar Events**

*Not available when logged into the Secured Access Area*

**Favorites**

*No favorites available.*

**Recent Programs**

- Financial Management Home WF
- My Requisition Approval History WF\PU\MR\MR\MR
- Requisitions WF\PU\MR\RE\REQ
- Approve Requisitions WF\PU\MR\AR\AR
- View My Purchase Orders WF\PU\VO\VO

**True Time Current Status**

*Not available when logged into the Secured Access Area*

**My Print Queue**

Job	Status
<i>No items available.</i>	

**My Time Off Status**

*Not available when logged into the Secured Access Area*

**Requisitions Awaiting My Approval**

*Not available when logged into the Secured Access Area*

**District News**

*No news to display*



Q|

- Purchasing**
- View My Purchase Orders

- My Requisition Processing**
- Requisitions**
- Approve Requisitions
- My Requisition Approval History
- User Preferences

**Recent Programs**

- Financial Management Home WF
- My Requisition Approval History WF\PU\MR\MR\MR
- Requisitions WF\PU\MR\RE\RQ
- Approve Requisitions WF\PU\MR\AR\AR
- View My Purchase Orders WF\PU\VO\VO

**District News**

No news to display

**My Time Off Status**

Not available when logged into the Secured Access Area

**Requisitions Awaiting My Approval**

Not available when logged into the Secured Access Area

No items available.



If not using E-commerce vendor; follow slides 5 - 11  
*E-commerce requisition instructions begin on slide 12*

The screenshot shows a web browser window with the URL `skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinclintonwi/foreqbrws006.w`. The page title is "Requisitions - WFPUMRVREQ - 10740 - 05.21.06.00.05 - Google Chrome". The user is logged in as "Debbie Kolanda". The navigation menu includes "Home", "Account Management", "Vendors", "Purchasing", "Accounts Payable", "Custom Reports", "Federal/State Reporting", and "Administration". The "Purchasing" tab is active.

The main content area is titled "Requisitions" and shows a table with columns: "PO Number", "Status", "A/D Level", "Batch Number", "Description", "Vendor Name", "Vnd St", "Amount", and "Entered By". The table is currently empty, with the message "There are no records to display; check your filter settings." below it. The filter is set to "\*Skyward Default".

On the right side of the table, there is a vertical toolbar with buttons: "Print", "Add", "View", "Edit", "Delete", "Clone", "Notes", "Attach", "Submit", "Add from Online Catalog", "Clone from Purchase Order", "Print WIP Report", and "Remove In-Use Flag". The "Add" button is circled in red.

At the bottom of the page, there is a "PO Number:" field with a dropdown menu set to "20" and the text "0 records displayed".



Requisition Master Information - WF\PU\MR\REQ - 10740 - 05.23.06.00.04 - Google Chrome

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

### Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

#### Requisition Master Information

5.

#### Requisition Setup Information

1. Select correct group from drop down

Requisition Group: 100 - Elementary

Fiscal Year: 2023 - 2024 July 1, 2023 - June 30, 2024

Current Fiscal year not available for this group.

Account allocation by total requisition amount (YMA).

Account allocation by each requisition detail line (YDA).

Save and Add Detail (circled)

Save and Mass Add Detail

Save and Import Detail Lines

Back

#### Requisition Information

\* Batch Number: 03

\* Description:

2. Enter a brief description  
whatever is entered here will appear on the check stub

\* Vendor:

3. Select vendor from drop down  
if vendor is not listed may select \*VENDOR NEW

\* Ship To: CLINTON ELEMENTARY SCHOOL 115 MILWAUKEE RD CLINTON WI 53525

4. Select correct building from drop down

Attention: DEBBIE KOLANDA

\* Due Date: 08/03/2023 Thursday

Ship Date: 08/03/2023 Thursday

Ship Via:

Project/Grant:

Contract:



# Enter detail for item(s) being ordered

Requisition Detail Lines/Accounting - WFPUMR\REQ - 10740 - 05.21.06.00.05 - Google Chrome  
skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinclintonwi/foreqdetl001.w

### Requisition Detail Lines/Accounting

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

**Requisition Master Information**

Batch Number: **12**  
Requisition Number: **0000027048**  
Group: **(100) Elementary**  
Fiscal Year: **2020 - 2021**  
Vendor: **\*NEW \*VENDOR**

Accounting: **Account allocation by total requisition amount.**  
Amount: **0.00**  
Ship To: **CLINTON ELEMENTARY SCHOOL**

Description: **Enter a description of what you are ordering**

---

**Requisition Detail Lines**

\* Line Number:  Save

Line Type:  Merchandise Back  
 Narrative

Catalog:  Quantity

\* Quantity:  Unit cost

Unit of Measure:

\* Unit Cost:  Item detail

Total Amount:

\* Description:

Asterisk (\*) denotes a required field



Requisition Detail Lines/Accounting - WF\PU\MR\REQ - 10740 - 05.21.06.00.05 - Google Chrome  
 skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinclintonwi/foreqdetl001.w

### Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

#### Requisition Detail Lines/Accounting

**Requisition Master Information**

Batch Number: **12**

Requisition Number: **0000027048**

Group: **(100) Elementary**

Fiscal Year: **2020 - 2021**

Vendor: **\*NEW \*VENDOR**

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

Amount: **50,000.00**

Ship To: **CLINTON ELEMENTARY SCHOOL**

Description: **Enter a description of what you are ordering**

Submit For Approval

Save and Finish Later

Back

Edit Master

Notes

Attachments

---

#### Requisition Detail Line Items

Views: **General** Filters: **\*Skyward Default**

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code	% Disc
100		Detail of the item ordering	1		50,000.00000	50,000.00		0

Add

Edit

Delete

Mass Add Detail

**Add Requisition Accounts**

Import Detail Lines

20 1 records displayed

Line:



Enter account Number: enter number in first field, tab to move to next field if not changing number or it will automatically move to the next field after number has been entered

Account Distribution - 05.21.06.00.05 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfindclintonwi/facctmdist001.w?MenuIDOverride=0&isPopup=true

### Account Distribution

Available Accounts

Fnd	T	Loc	Obj
07	A	000	000
07	A	000	000
07	A	000	000
07	Q	000	000
07	Q	000	000
07	Q	000	000
07	Q	000	000
07	Q	000	000
07	Q	000	000
07	Q	000	000
08	A	000	000
08	L	000	000
10	A	000	000
10	A	000	000

Total Amount to Distribute  
Total Distributed  
Amount Remaining

### Account

Detail Account Selection

Fund: 10 GENERAL FUND  
Type: E Expense  
Location: 400 HIGH SCHOOL  
Object: 411 GENERAL SUPPLIES  
Function: 125500 INSTRUMENTAL MUSIC  
Project: 000

Account:   
Quick Key:

Select  
Accounts  
Back

Save Account Distrib  
Back

Remove All



Account Distribution - 05.21.06.00.05 - Google Chrome  
 skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinclintonwi/facmtdist001.w?MenuIDOverride=0&isPopup=true

### Account Distribution

**Available Accounts**

Fnd	T	Loc	Obj	Func	Prj	Funds Available	Selected
10	E	400	411	124000	000	\$140.37	<input type="checkbox"/>
10	E	400	411	125400	000	\$76.59	<input type="checkbox"/>
10	E	400	411	125500	000	\$-1,015.35	<input checked="" type="checkbox"/>
10	E	400	411	126000	000	\$10,573.71	<input type="checkbox"/>
10	E	400	411	127000	000	\$100.00	<input type="checkbox"/>
10	E	400	411	130000	400	\$-340.40	<input type="checkbox"/>
10	E	400	411	131000	000	\$91.20	<input type="checkbox"/>
10	E	400	411	131000	400	\$0.00	<input type="checkbox"/>
10	E	400	411	132000	000	\$192.78	<input type="checkbox"/>
10	E	400	411	132000	861	\$775.69	<input type="checkbox"/>
10	E	400	411	132000	862	\$-165.50	<input type="checkbox"/>
10	E	400	411	135000	000	\$2.95	<input type="checkbox"/>
10	E	400	411	136000	000	\$1,285.29	<input type="checkbox"/>
10	E	400	411	136360	000	\$-118.92	<input type="checkbox"/>

100 records displayed

Account Number:

Quick Key:

**Account Level Description**

**Account Number Information**

Code	Description
10	GENERAL FUND
400	HIGH SCHOOL
411	GENERAL SUPPLIES
125500	INSTRUMENTAL MUSIC

2020-2021 Available Funds By Individual Account

**Save Account Distrib**

Back

Verify the correct account is selected and account posts below

Account number can also be added here

Total Amount to Distribute: \$50000.00 100.00%  
 Total Distributed: \$50000.00 100.00%  
 Amount Remaining: \$0.00 0.00%

**Selected Accounts**

Account Number	Amount	Percent
* 10 E 400 411 125500 000	50000.00	100.00

Remove  
Remove All



### Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

#### Requisition Detail Lines/Accounting

##### Requisition Master Information

Batch Number: **12**

Requisition Number: **0000027048**

Group: **(100) Elementary**

Fiscal Year: **2020 - 2021**

Vendor: **\*NEW \*VENDOR**

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

Amount: **50,000.00**

Ship To: **CLINTON ELEMENTARY SCHOOL**

Description: **Enter a description of what you are ordering**

Edit Master

Notes

Attachments

Submit For Approval

Finish Later

Back

##### Requisition Accounts

###### Requisition Accounting

Account Number	Account Amount	Account Percent	Over Budget
10 E 400 411 125500 000	\$50,000.00	100.00%	yes

Update Account Distrib

View Requisition Detail Lines

Add Asset Detail

1 records displayed



## Available E-Commerce vendors



Requisitions - W:\PU\MR\RE\RQ - 10740 - 05.23.06.00.04 - Google Chrome

skyward.iscorp.com/scripts/wsisadll/WService=wsfinclintonwi/foreqbrws006.w

Debbie Kolanda Account Preferences Exit ?

SKYWARD Clinton Community School District

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

Requisitions

Views: My Requisitions Filters: \*Skyward Default

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

Print  
Add  
View  
Edit  
Delete  
Clone  
Notes  
Attach  
Submit  
**Add from Online Catalog**  
Purchase Order  
Print WIP Report  
Remove In-Use Flag



Select the vendor you wish to order from

	<b>Maintenance Only Vendor</b>		
			



## Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

### Requisition Master Information

#### Requisition Setup Information

Requisition Group: 100 - Elementary

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).

1. Select correct group from drop down

5.

Save and Add Detail

Back

#### Requisition Information

\* Batch Number: 03

\* Description:

2. Enter a brief description  
whatever is entered here will appear on the check stub

3. The vendor selected will automatically populate

Vendor: AMAZON BUSINESS

\*\*\*Ecommerce Vendor\*\*\*

\* Ship To: CLINTON ELEMENTARY SCHOOL 115 MILWAUKEE RD CLINTON WI 53525

Attention: DEBBIE KOLANDA

\* Due Date: 08/03/2023 Thursday

Ship Date: 08/03/2023 Thursday

Ship Via:

Project/Grant:

Contract:

4. Select correct building from drop down

Asterisk (\*) denotes a required field



Will take you to the vendors website

*This is just like using Amazon site at home*

Amazon Business - Google Chrome  
amazon.com/ref=nodl\_punchout

business prime   Wholesale made easy

Punchout Group: Clinton Community School District

Deliver to Clinton  
Clinton 53525

Departments Buy Again EN Hello, Clinton Account for Clinton Com... Lists Business Prime

Back to School is back  
Save on educator essentials.

Summary

31 Aug 12  
Awaiting delivery Next delivery  
\$1,33K \$0

Stock up on PPE

We offer PPE & workplace essentials for clean and safe environment.

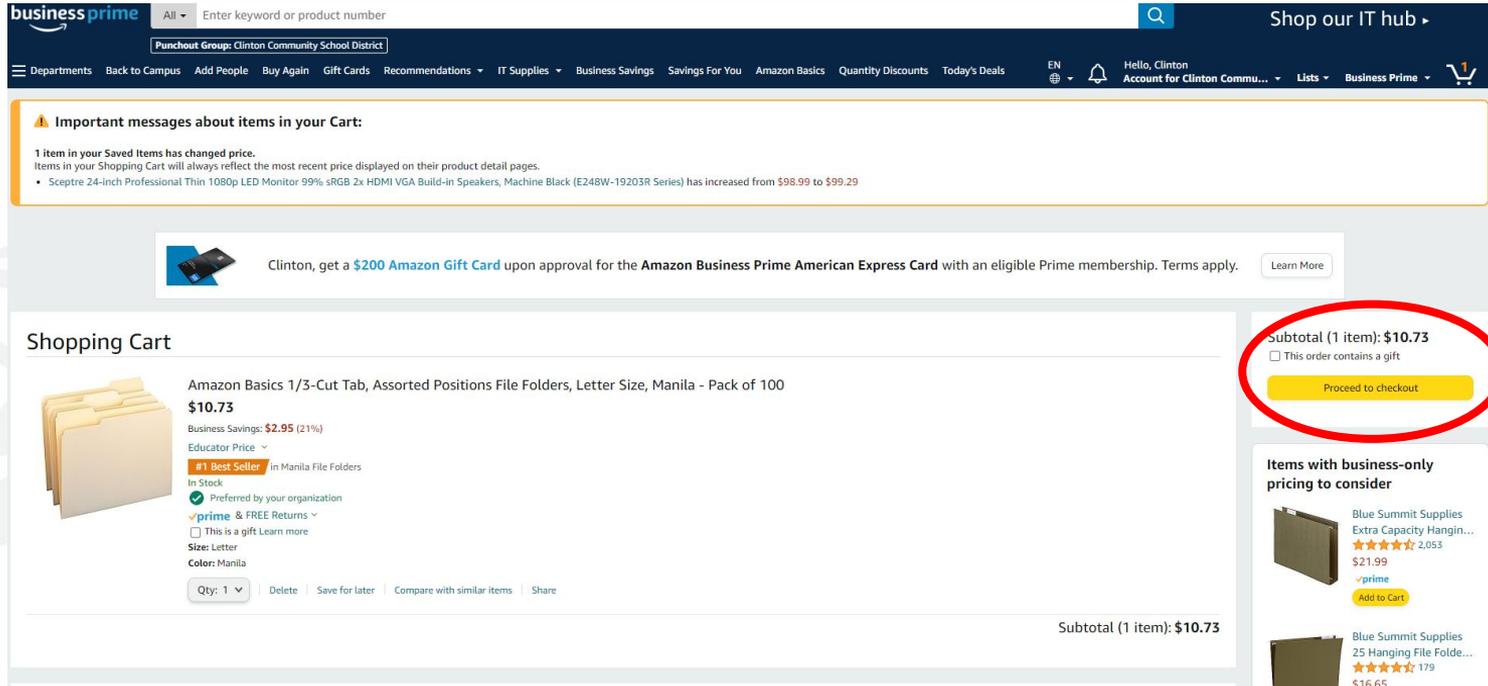
Shop work essentials

See essential supplies that increase productivity.

Hello, DEBBIE  
Clinton Community School District | [Homepage](#) [Purchase PPE](#) [Buy work essentials](#) [Get Help](#) [Cancel Session](#)



When finished with your order go to cart and proceed to checkout



The screenshot shows the Amazon Business Prime shopping cart interface. At the top, there is a navigation bar with the Amazon Business Prime logo, a search bar, and a link to 'Shop our IT hub'. Below the navigation bar, there is a message about a price change for a monitor. The main content area is titled 'Shopping Cart' and features a product listing for 'Amazon Basics 1/3-Cut Tab, Assorted Positions File Folders, Letter Size, Manila - Pack of 100' priced at \$10.73. To the right of the product listing, there is a summary box with a red circle around the 'Subtotal (1 item): \$10.73' and a yellow 'Proceed to checkout' button. Below the main product listing, there is a section for 'Items with business-only pricing to consider' which includes two other file folder products.

**businessprime** All ▾ Enter keyword or product number Q Shop our IT hub ▾

Punchout Group: Clinton Community School District

Departments Back to Campus Add People Buy Again Gift Cards Recommendations ▾ IT Supplies ▾ Business Savings Savings For You Amazon Basics Quantity Discounts Today's Deals EN Account for Clinton Commu... ▾ Lists Business Prime ▾

**⚠ Important messages about items in your Cart:**

1 item in your Saved Items has changed price.  
Items in your Shopping Cart will always reflect the most recent price displayed on their product detail pages.

- Sceptre 24-inch Professional Thin 1080p LED Monitor 99% sRGB 2x HDMI VGA Build-in Speakers, Machine Black (E248W-19203R Series) has increased from \$98.99 to \$99.29

Clinton, get a **\$200 Amazon Gift Card** upon approval for the **Amazon Business Prime American Express Card** with an eligible Prime membership. Terms apply. [Learn More](#)

### Shopping Cart

 Amazon Basics 1/3-Cut Tab, Assorted Positions File Folders, Letter Size, Manila - Pack of 100  
**\$10.73**  
Business Savings: **\$2.95** (21%)  
Educator Price ▾  
**#1 Best Seller** in Manila File Folders  
In Stock  
✓ Preferred by your organization  
✓ **prime** & FREE Returns ▾  
 This is a gift [Learn more](#)  
Size: Letter  
Color: Manila  
Qty: 1 ▾ | [Delete](#) | [Save for later](#) | [Compare with similar items](#) | [Share](#)

**Subtotal (1 item): \$10.73**

**Subtotal (1 item): \$10.73**  
 This order contains a gift  
[Proceed to checkout](#)

#### Items with business-only pricing to consider

 Blue Summit Supplies Extra Capacity Hangin...  
★★★★☆ 2,053  
\$21.99  
prime  
[Add to Cart](#)

 Blue Summit Supplies 25 Hanging File Folde...  
★★★★☆ 179  
\$16.65



1	<b>Group</b>	Clinton Community School District Group under Clinton Community School District	Change
2	<b>Business order information</b>	Disabled	
3	<b>Shipping address</b>	CLINTON ELEMENTARY SCHOOL 115 MILWAUKEE RD CLINTON, WI 53525	Change

#### 4 Choose a payment method

[Learn More](#)

Clinton, pay ~~\$10.73~~ **\$0.00** for this order. Get a **\$200 Amazon Gift Card** upon approval for the **Amazon Business Prime American Express Card** with an eligible Prime membership. Terms apply.

#### Clinton Community School District credit and debit cards

+  Add a credit or debit card > Amazon accepts all major credit cards.

#### Clinton Community School District line of credit

 **Pay By Invoice**  
 Provided by your organization

#### Other payment methods

2.

Use this payment method

Choose a payment method to continue checking out. You'll still have a chance to review and edit your order before it's final.

#### Order Summary

Items:	\$10.73
Shipping & handling:	--
Total before tax:	--
Estimated tax to be collected:	--

**Order total:** --

[How are shipping costs calculated?](#)

1. Make sure Pay By Invoice is selected



1	<b>Group</b>	Clinton Community School District Group under Clinton Community School District	Change
2	<b>Business order information</b>	Disabled	
3	<b>Shipping address</b>	CLINTON ELEMENTARY SCHOOL 115 MILWAUKEE RD CLINTON, WI 53525	Change
4	<b>Payment method</b>	Pay by Invoice ▲ Add a promotional code <input type="text" value="Enter code"/> <input type="button" value="Apply"/>	Change

**Submit order for approval**

By placing your order, you agree to the Amazon Business Account Terms and Conditions and Amazon's privacy notice.

---

**Order Summary**

Items:	\$10.73
Shipping & handling:	\$0.00
Total before tax:	\$10.73
Estimated tax to be collected:	\$0.00

**Order total: \$10.73**

How are shipping costs calculated?  
Prime shipping benefits have been applied to your order.



**5 Review items and shipping**

⚠ This order requires approval.

**i There are 2 important messages about your order.**

- ▼ If your hours ever change at an address, click [Edit delivery preferen...](#)
- ▼ If tax exemption is applied to this order, you acknowledge your tax exemption...

Verify the shipping address is to the correct building

Select **FREE Amazon Day Delivery** to receive orders in fewer boxes on a single day.

**Estimated Delivery: Depends on Approval** For example, if approved now: **Monday, Aug. 7** If you order in the next 6 hours and 26 minutes (Details)

Items shipped from Amazon.com



**Amazon Basics 1/3-Cut Tab, Assorted Positions File Folders, Letter Size, Manila - Pack of 100**

✓ Show all admin messages (1)

**\$10.73** ✓prime & FREE Returns ✓  
Educator Price ✓

**Choose your Prime delivery option:**

**Monday, Aug. 7**  
FREE Prime Delivery

**Tuesday, Aug. 8**  
FREE Amazon Day Delivery  
Get your orders together in fewer boxes and deliveries each Tuesday.  
Change delivery day



Requisition Detail Lines/Accounting - 05.21.06.00.05 - Google Chrome

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

Requisition Master Information | Requisition Detail Lines/Accounting

**Requisition Detail Lines/Accounting**

**Requisition Master Information**

Batch Number: **12**

Requisition Number: **0000027049**      Accounting: **Account allocation by total requisition amount.**      [Edit Master](#)

Group: **(800) District Office**      Amount: **24.08**      [Notes](#)

Fiscal Year: **2021 - 2022**      Ship To: **CLINTON HIGH SCHOOL**      [Attachments](#)

Vendor: **AMAZON**      Description: **OFFICE SUPPLIES**

**PO BOX 530958**      **ATLANTA GA 30353-0958**

**\*\*\* This is an Ecommerce Requisition \*\*\***

[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	Original Unit Cost	Original Total Cost	Line Type
100	B07TM131S8	Money Bands Currency Sleeves Straps - Made in USA (Pack of 330) Self-Adhesive Assorted Money Wrappers for Bills Color Coded Wraps Meets ABA Standards, 7.5 x 1.25 inches - Counter Recyclable Kraft Paper	1	EA	8.99000	8.99		0			Merchant
110	B002M7Y3LQ	Pendaflex Double Stuff File Folders, Letter Size, Manila, 50 per Box (54459EE)	1	EA	15.09000	15.09		0			Merchant

[Add](#)

[Edit](#)

[Delete](#)

[Add eCommerce Narrative](#)

[Add Requisition Accounts](#)

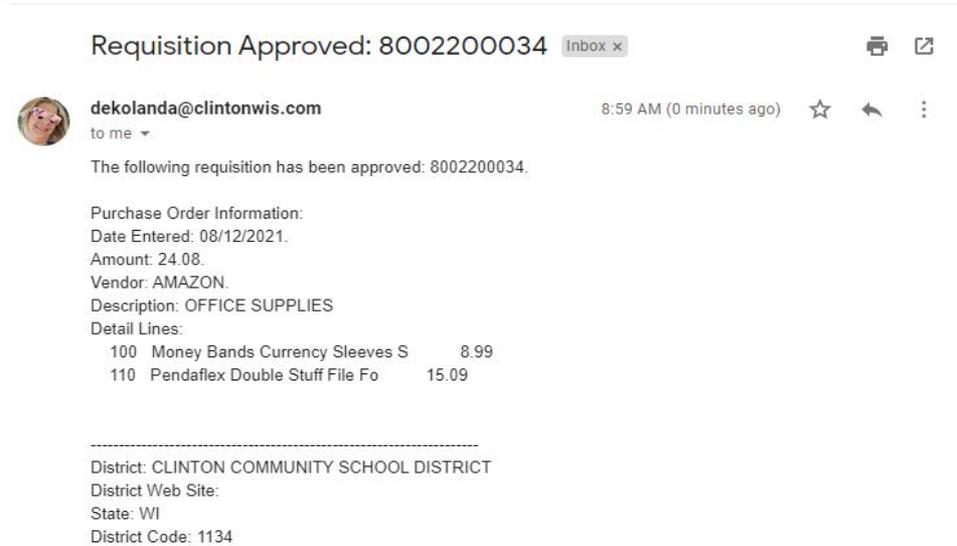
20      2 records displayed      Line:

Adding account is same as earlier



The only orders that are physically placed by the Business Office are e-commerce vendors. If you are ordering from a non e-commerce vendor it is your responsibility to place the order

Once your requisition has gone through the process as is approved, you will receive an email



Any questions, please contact Debbie at ext. 1102 or [dekolanda@clintonwis.com](mailto:dekolanda@clintonwis.com)

