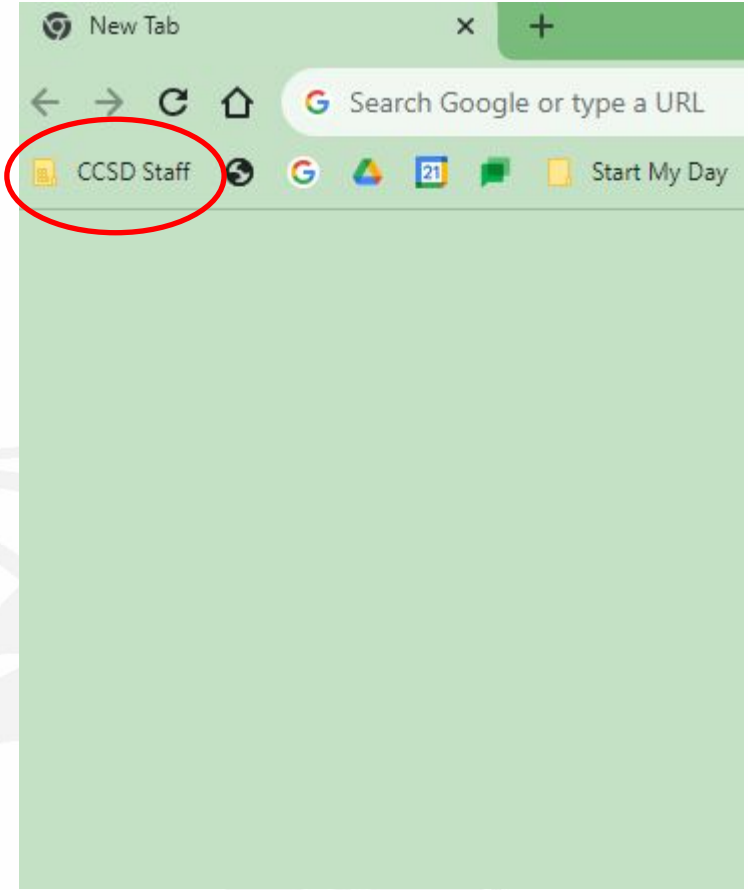
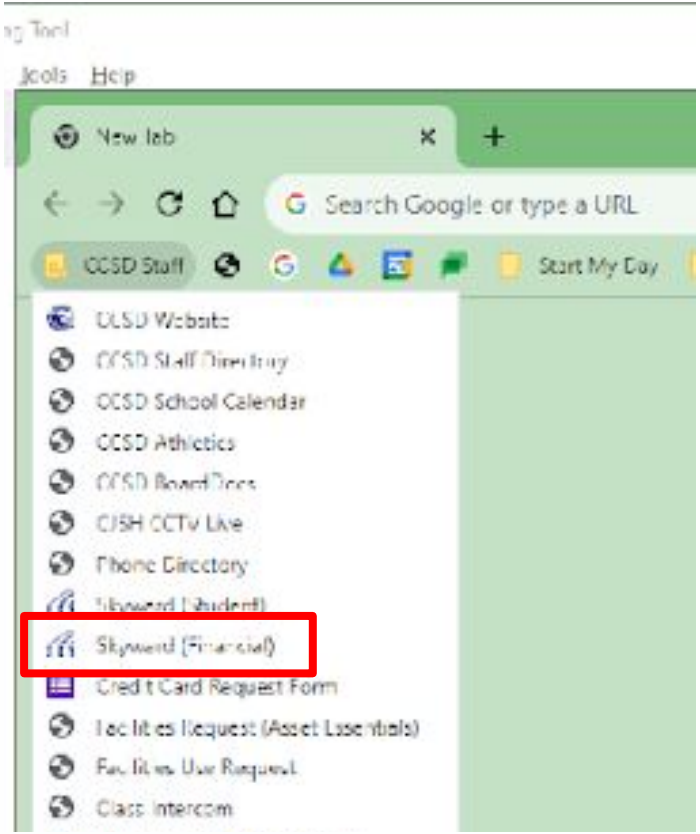
How to Submit a Requisition

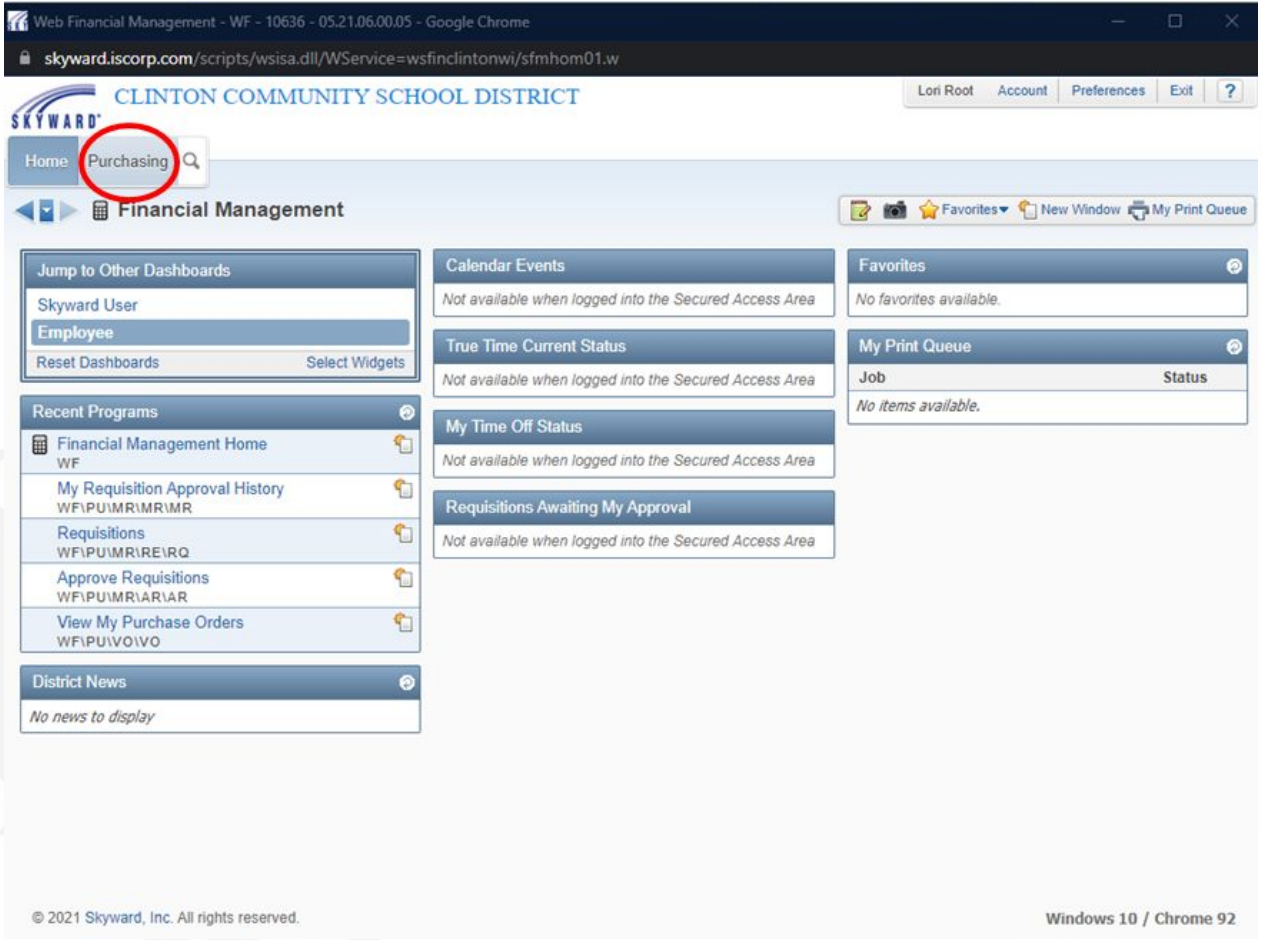
CLINTON COMMUNITY SCHOOL DISTRICT





Enter log in Credentials

CLINTON COMMUNITY SCHOOL DISTRICT


Web Financial Management - WF - 10636 - 05.21.06.00.05 - Google Chrome
skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinclintonwi/sfmhom01.w
CLINTON COMMUNITY SCHOOL DISTRICT
Lori Root
Account
Preferences
Exit
Home
Purchasing
Financial Management
Favorites
New Window
My Print Queue
Jump to Other Dashboards
Skyward User
Employee
Reset Dashboards
Select Widgets
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
Calendar Events
Not available when logged into the Secured Access Area
True Time Current Status
Not available when logged into the Secured Access Area
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
Favorites
No favorites available.
My Print Queue
Job
Status
No items available.
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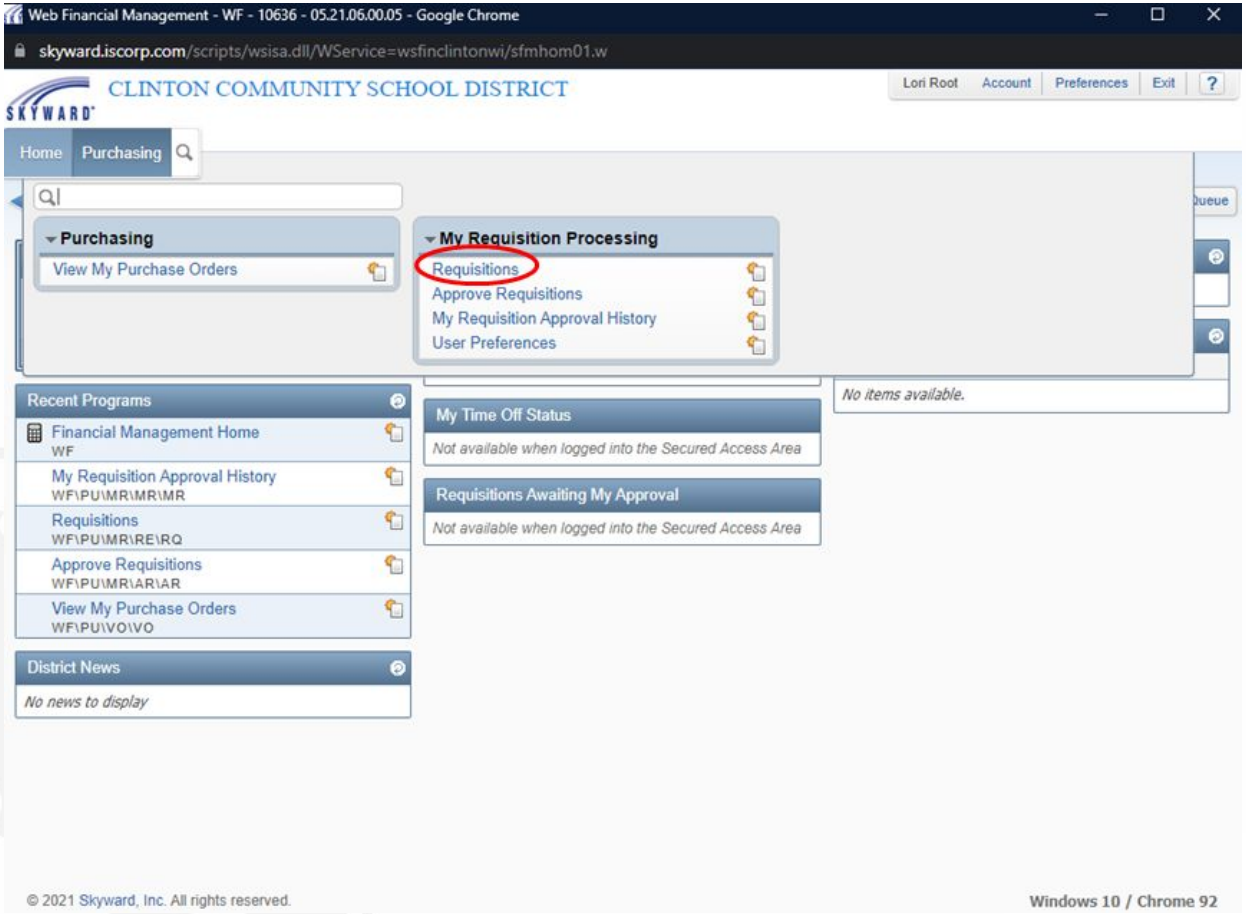
Windows 10 / Chrome 92


Web Financial Management - WF - 10636 - 05.21.06.00.05 - Google Chrome
skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinclintonwi/sfmhom01.w
CLINTON COMMUNITY SCHOOL DISTRICT
Lori Root
Account
Preferences
Exit
Home
Purchasing
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.
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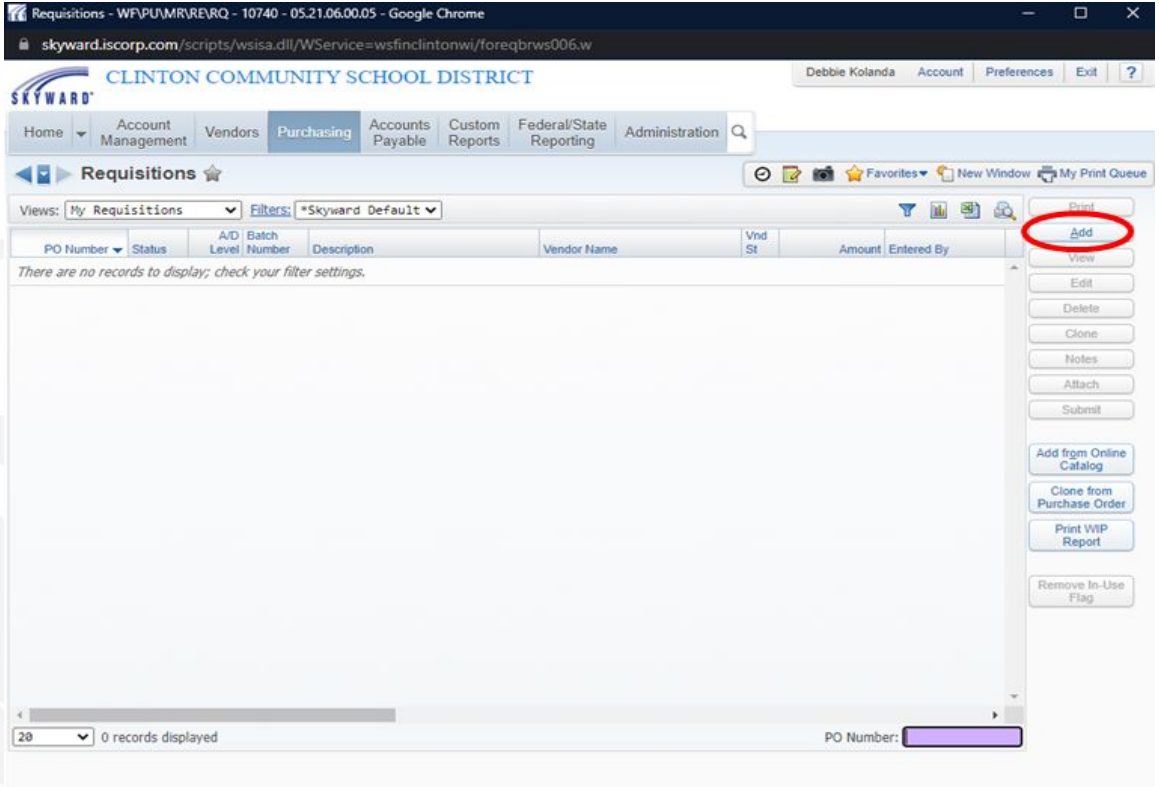
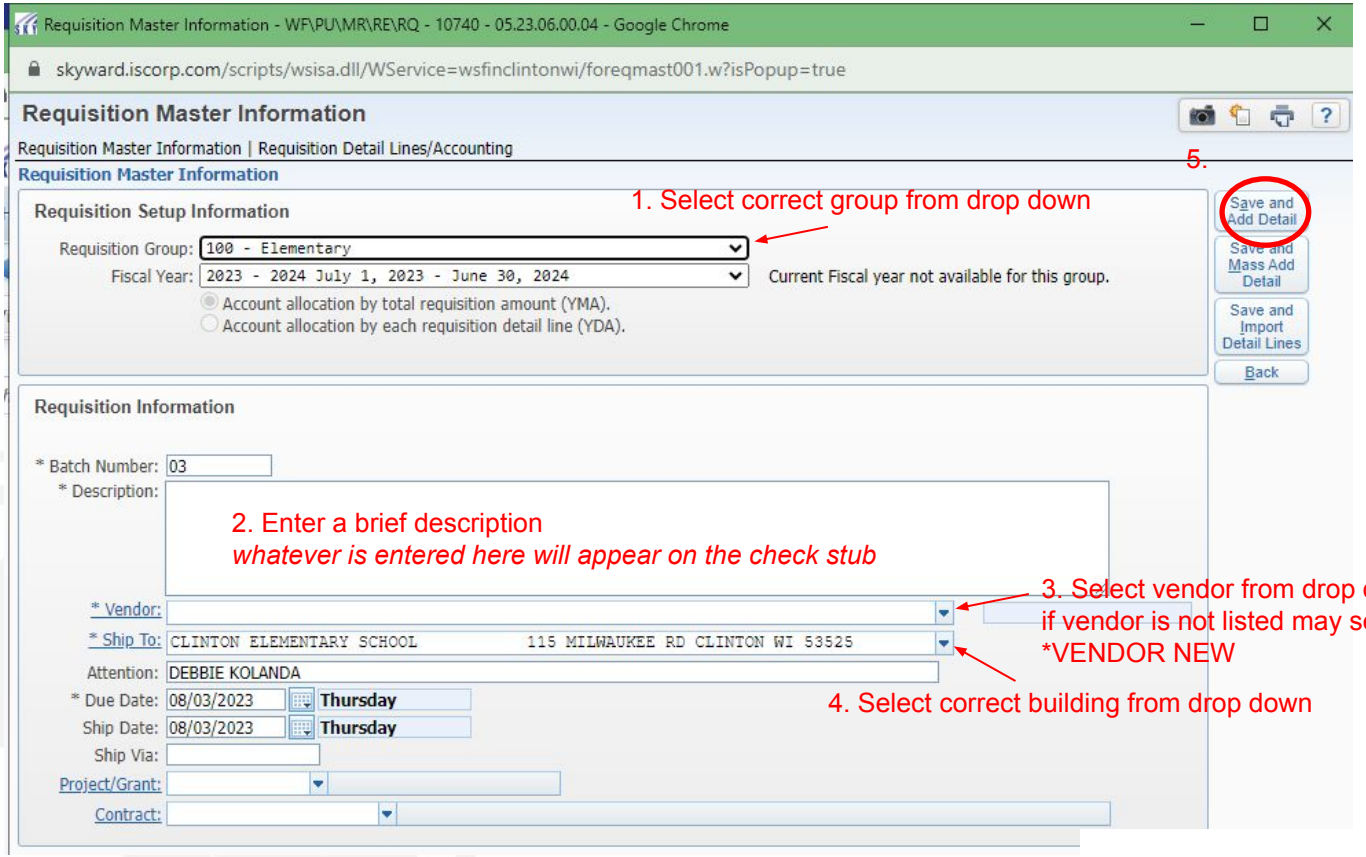
Windows 10 / Chrome 92

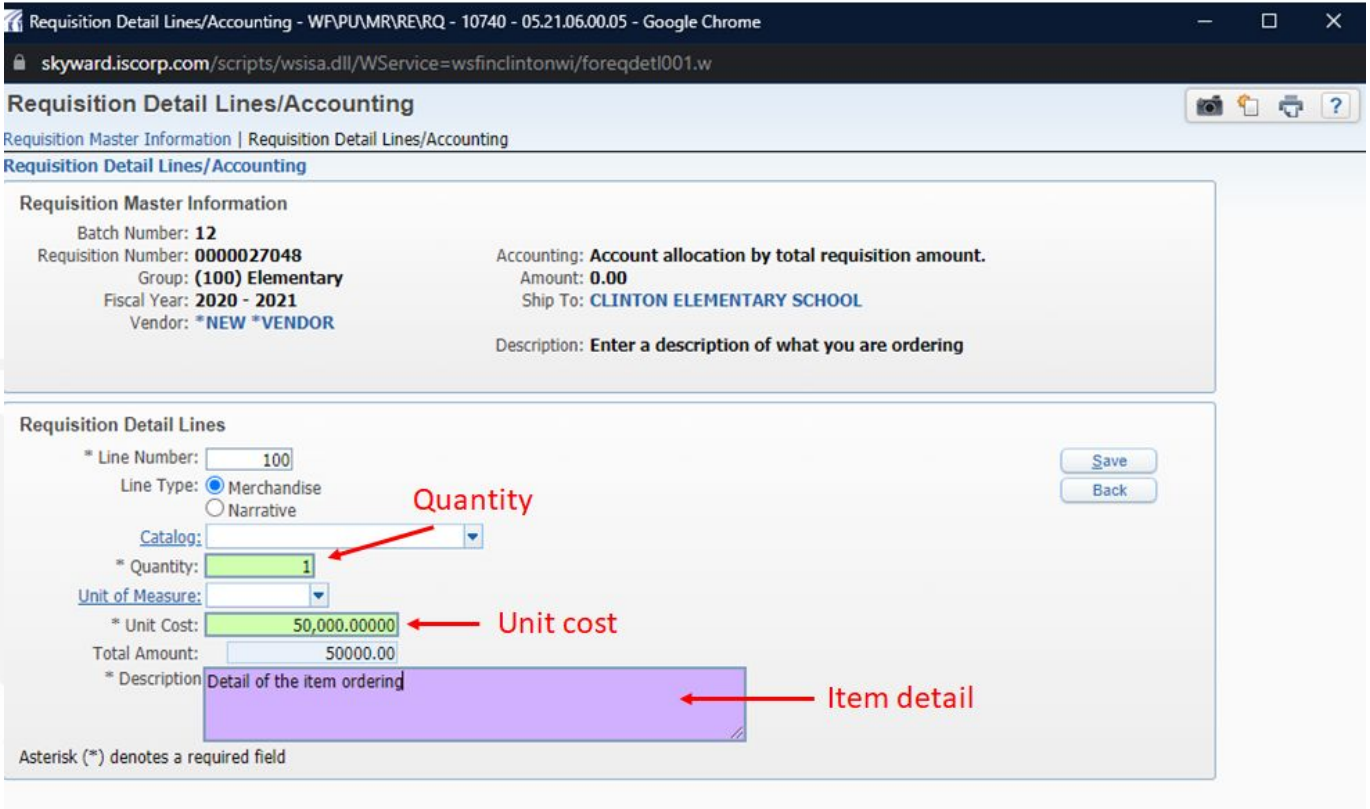
If not using E-commerce vendor; follow slides 5 - 11

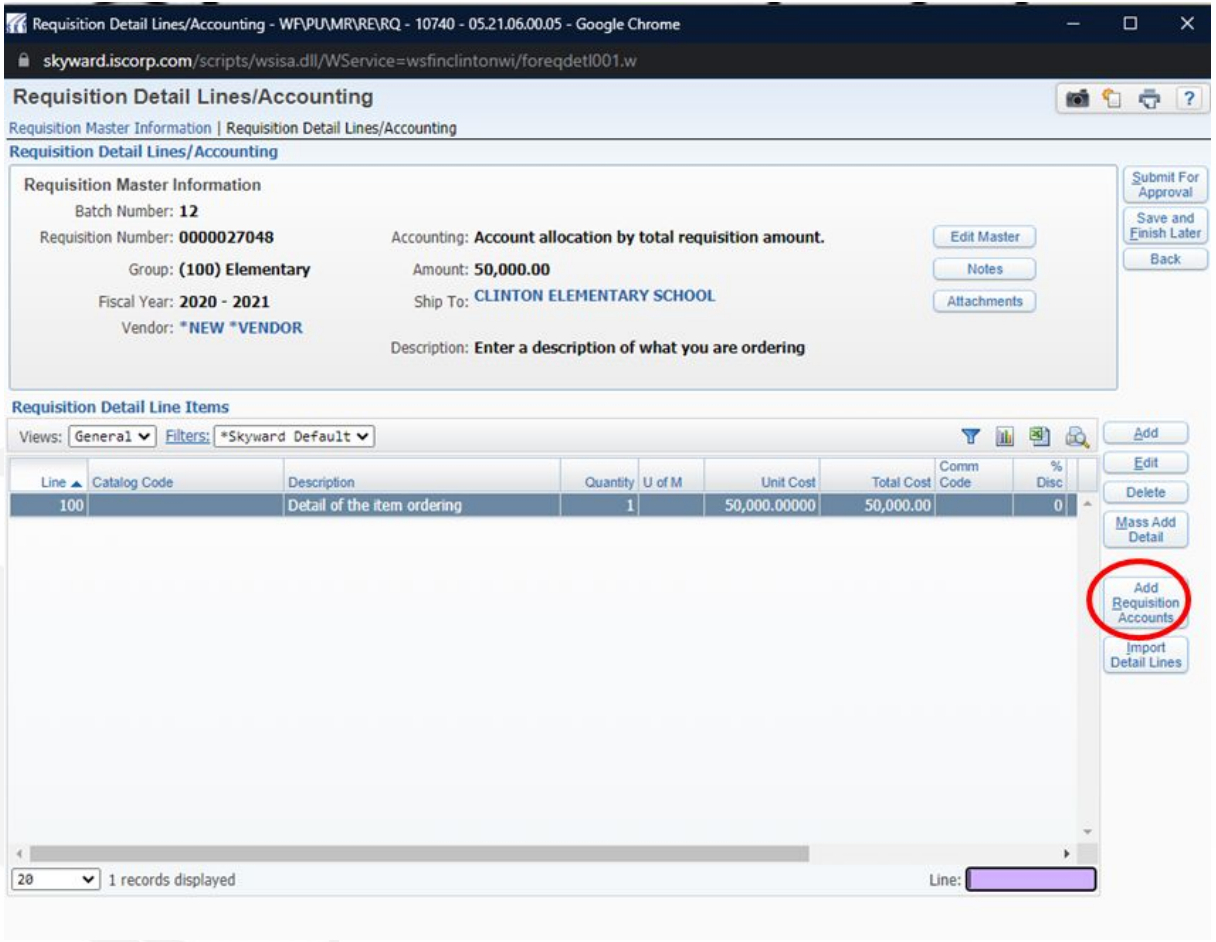
E-commerce requisition instructions begin on slide 12



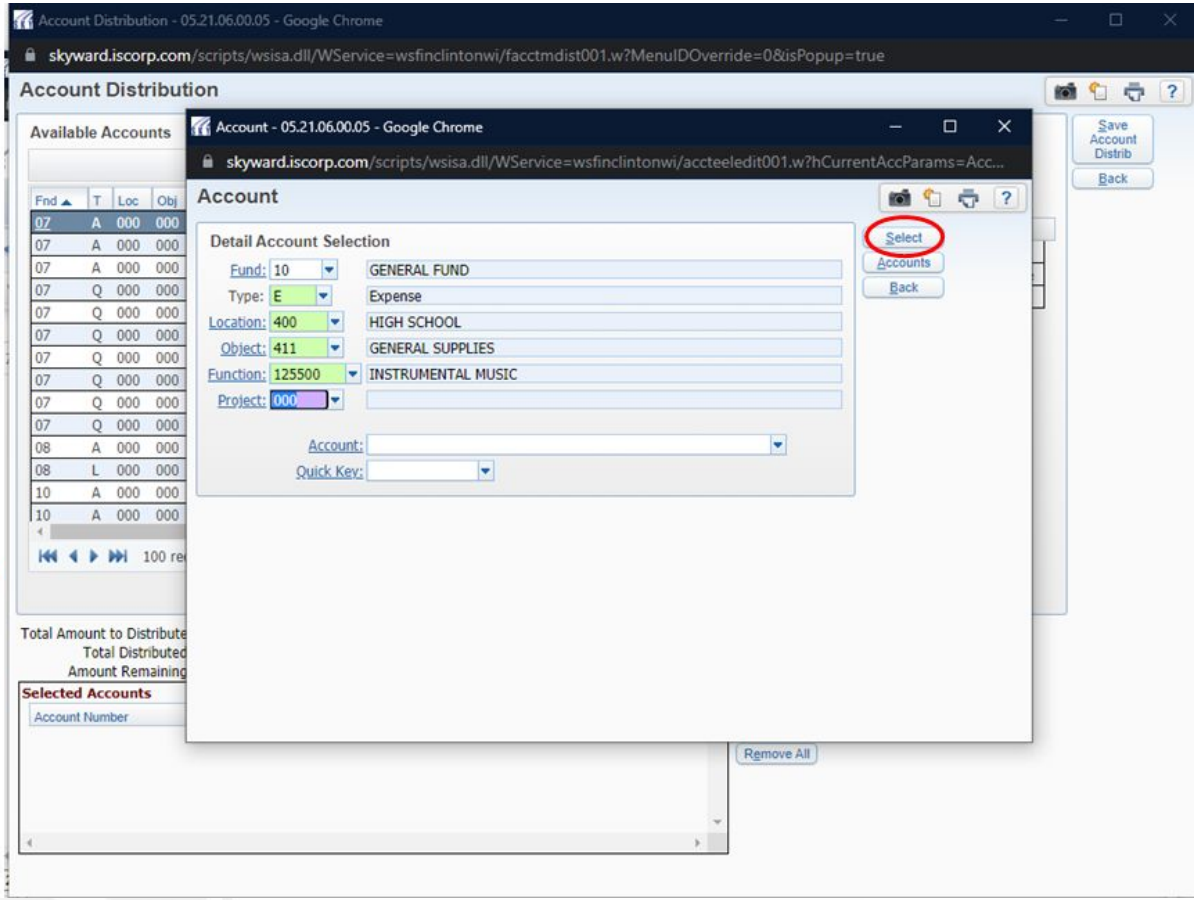

Requisition Master Information - WF\PU\MR\RE\RQ - 10740 - 05.23.06.00.04 - Google Chrome
skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinclintonwi/foreqmast001.w?isPopup=true
Requisition Master Information
Requisition Master Information | Requisition Detail Lines/Accounting
Requisition Master Information
Requisition Setup Information
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).
1. Select correct group from drop down
5.
Save and Add Detail
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:
* 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:
3. Select vendor from drop down
if vendor is not listed may select
*VENDOR NEW
4. Select correct building from drop down

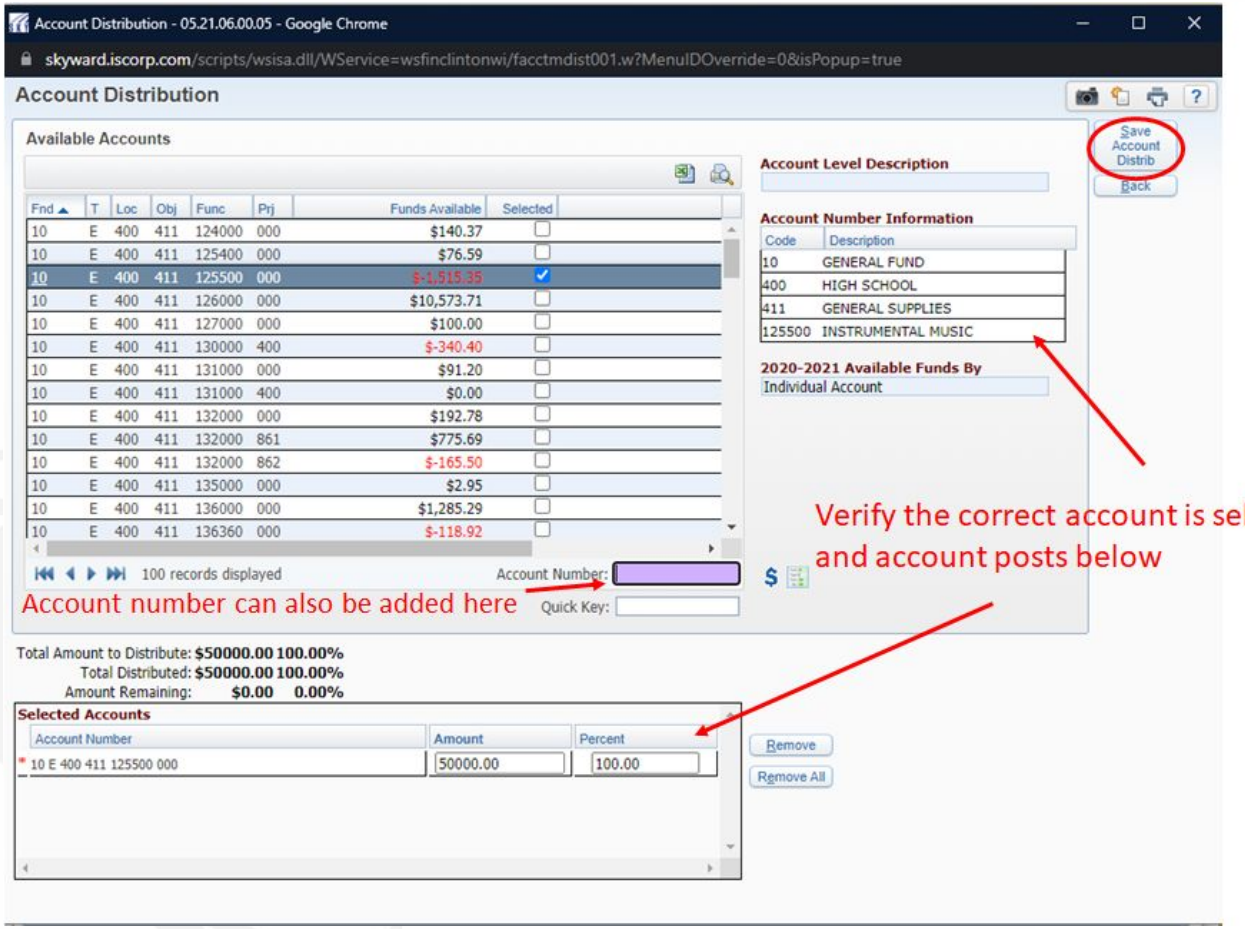
Enter detail for item(s) being ordered

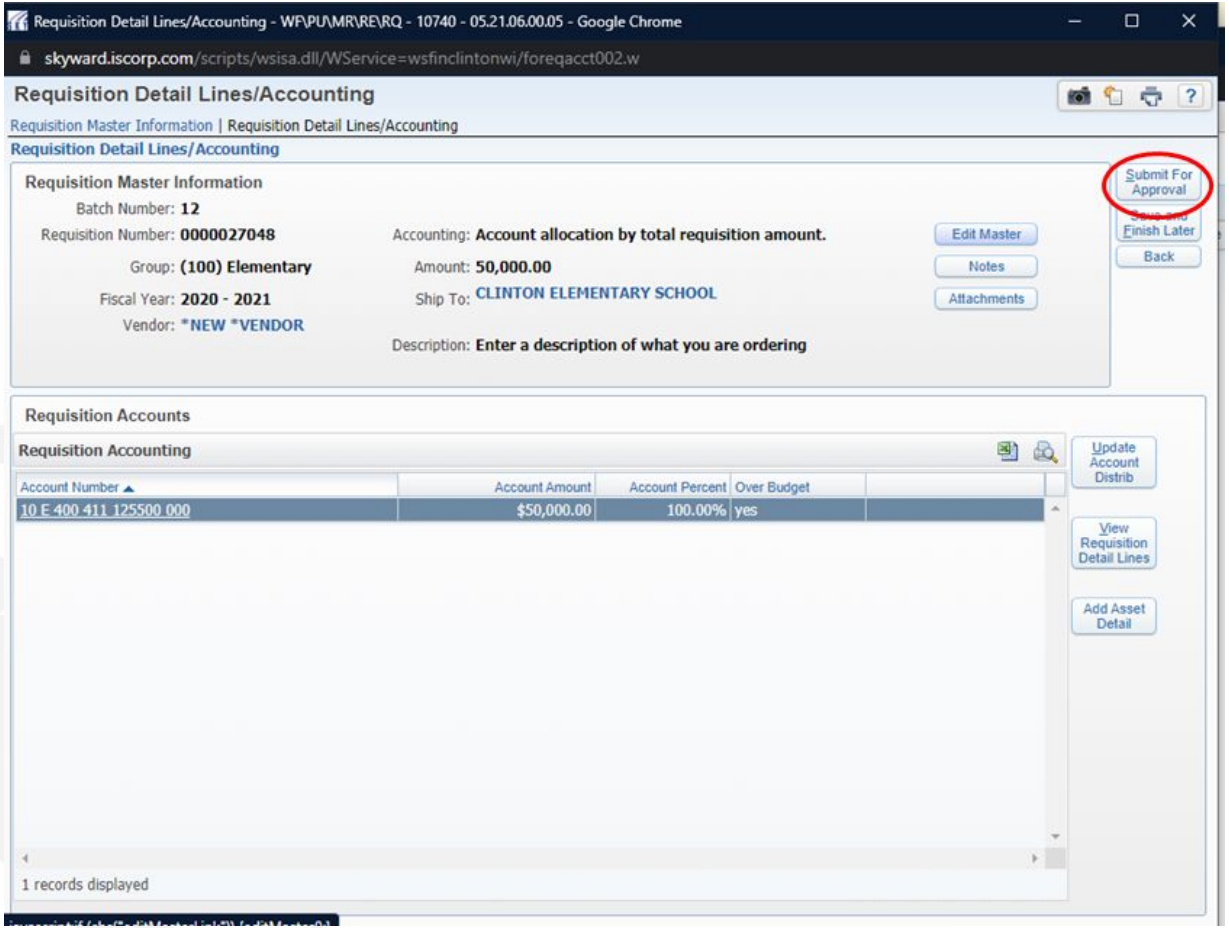



Requisition Detail Lines/Accounting - WF\PU\MR\RE\RQ - 10740 - 05.21.06.00.05 - Google Chrome
skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinclintonwi/foreqdetl001.w
Requisition Detail Lines/Accounting
Requisition Master Information | Requisition Detail Lines/Accounting
Requisition Detail Lines/Accounting
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
Edit Master
Notes
Attachments
Submit For Approval
Save and Finish Later
Back
Requisition Detail Line Items
Views: General
Filters: *Skyward Default
Line
Catalog Code
Description
Quantity
U of M
Unit Cost
Total Cost
Comm Code
% Disc
100
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:

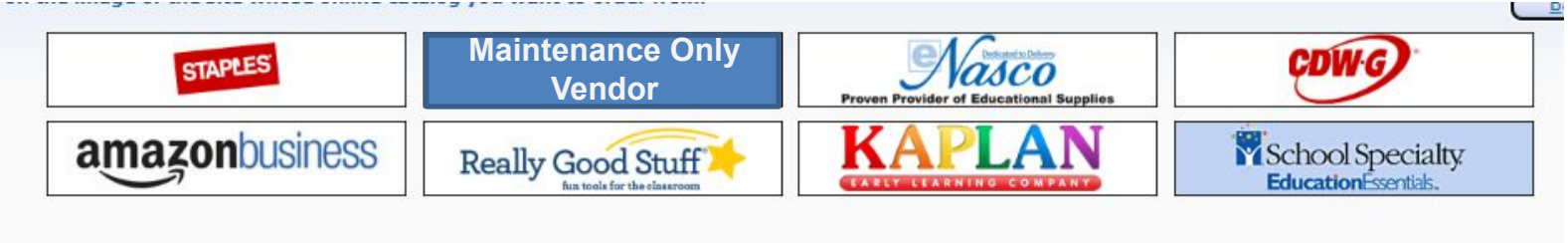
Enter account Number: enter number in first field, tab to move to next field if not changing number or it will automatically move to the next field after number has been entered

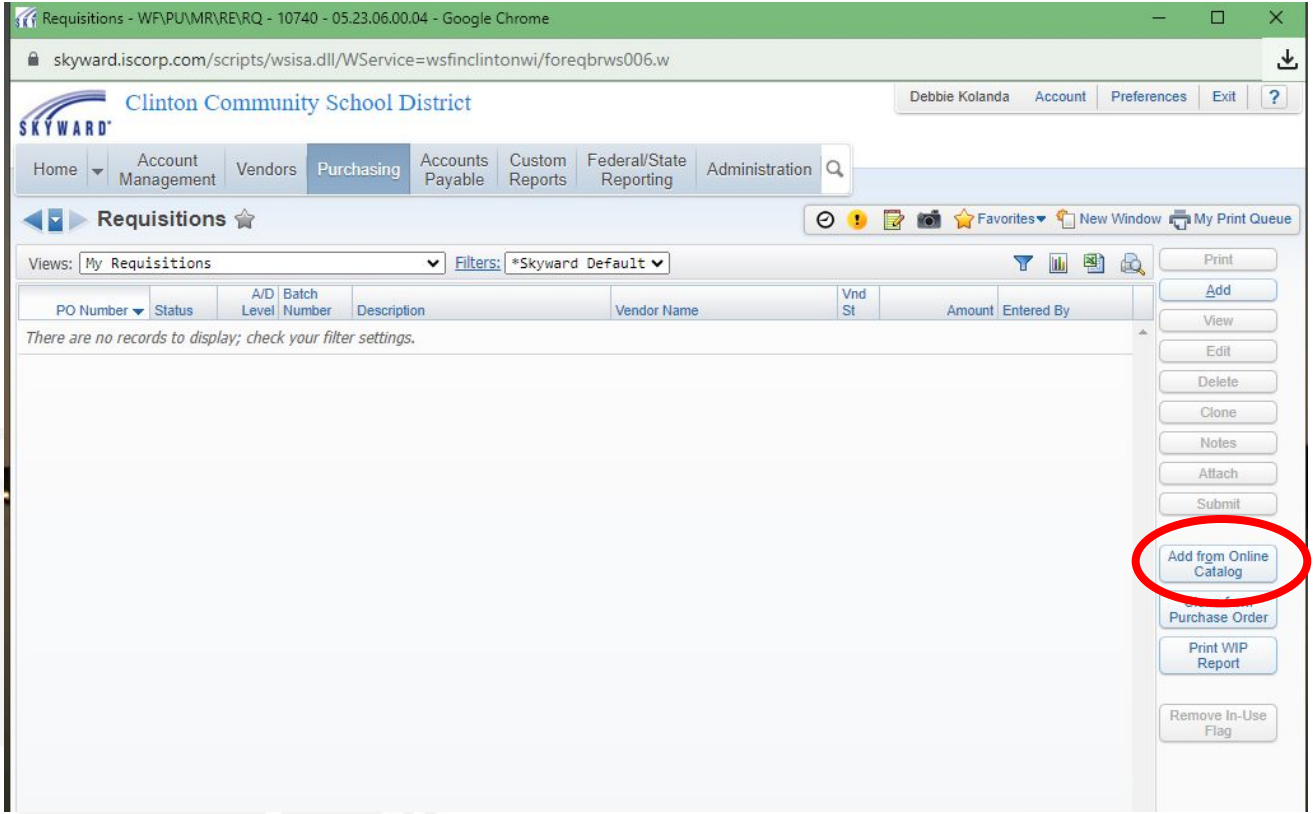



Account Distribution - 05.21.06.00.05 - Google Chrome
skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinclintonwi/facctmdist001.w?MenuIDOverride=0&isPopup=true
Account Distribution
Available Accounts
Save Account Distrib
Back
Account Level Description
Account Number Information
Code
Description
10 GENERAL FUND
400 HIGH SCHOOL
411 GENERAL SUPPLIES
125500 INSTRUMENTAL MUSIC
2020-2021 Available Funds By
Individual Account
Fnd
T
Loc
Obj
Func
Prj
Funds Available
Selected
10 E 400 411 124000 000 $140.37
10 E 400 411 125400 000 $76.59
10 E 400 411 125500 000 $-1,515.35
10 E 400 411 126000 000 $10,573.71
10 E 400 411 127000 000 $100.00
10 E 400 411 130000 400 $-340.40
10 E 400 411 131000 000 $91.20
10 E 400 411 131000 400 $0.00
10 E 400 411 132000 000 $192.78
10 E 400 411 132000 861 $775.69
10 E 400 411 132000 862 $-165.50
10 E 400 411 135000 000 $2.95
10 E 400 411 136000 000 $1,285.29
10 E 400 411 136360 000 $-118.92
100 records displayed
Account Number:
Quick Key:
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

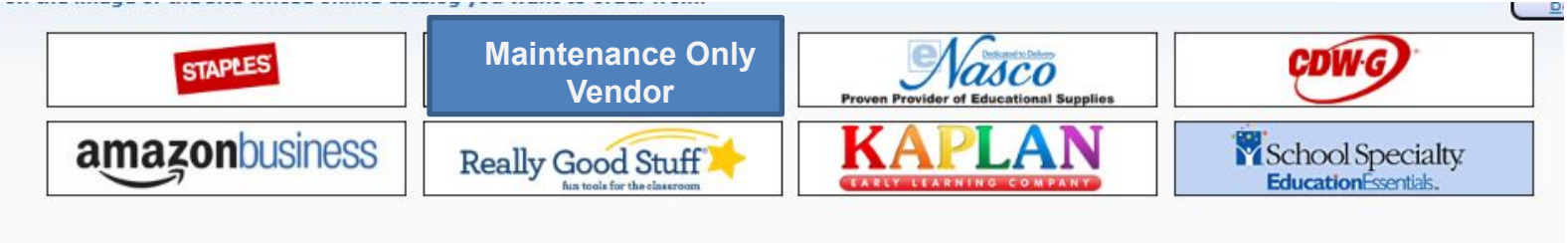

Requisition Detail Lines/Accounting - WF\PU\MR\RE\RQ - 10740 - 05.21.06.00.05 - Google Chrome
skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinclintonwi/foreqacct002.w
Requisition Detail Lines/Accounting
Requisition Master Information | Requisition Detail Lines/Accounting
Requisition Detail Lines/Accounting
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
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
1 records displayed
Update Account Distrib
View Requisition Detail Lines
Add Asset Detail

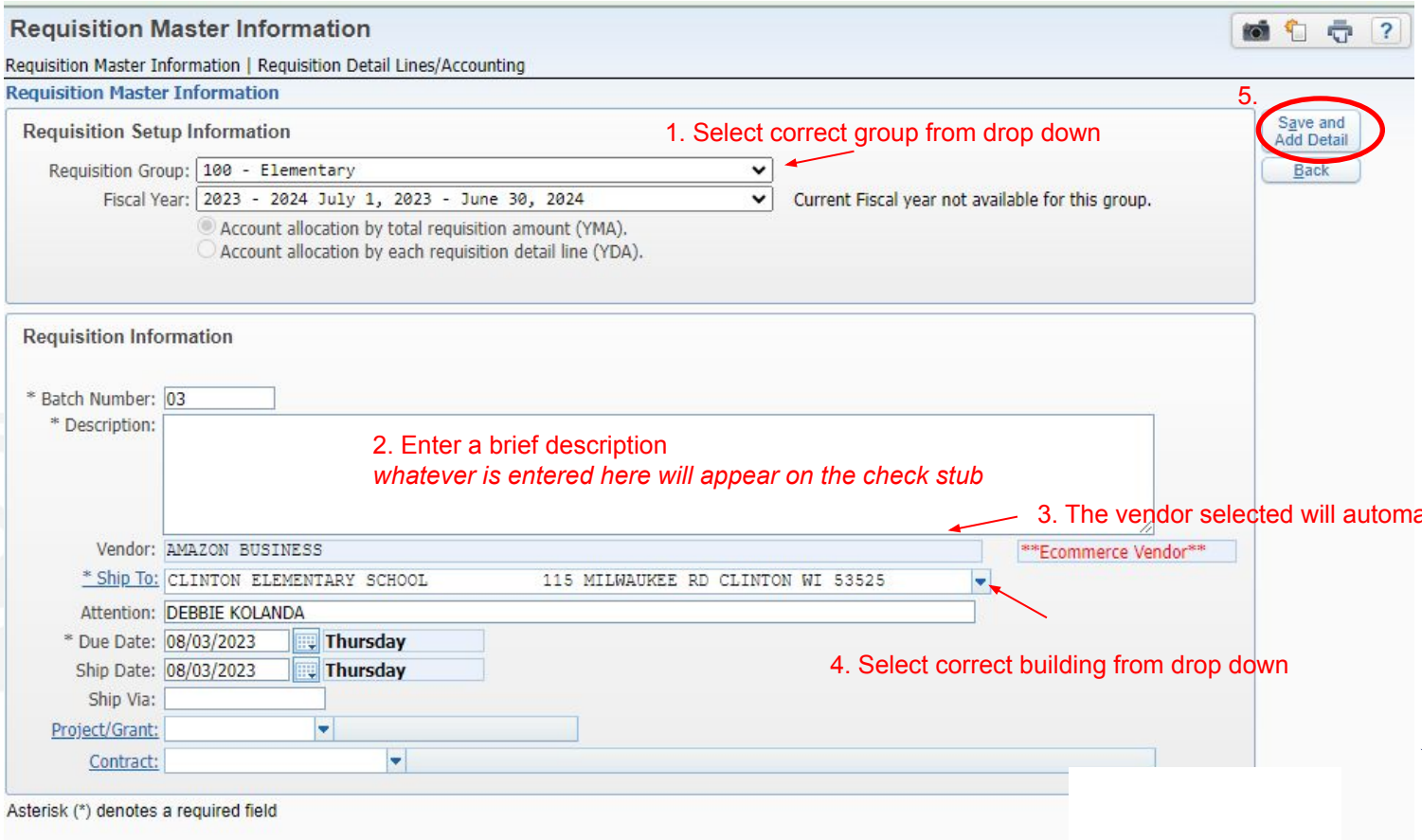
Available E-Commerce vendors




Requisitions - WF\PU\MR\RE\RQ - 10740 - 05.23.06.00.04 - Google Chrome
skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinclintonwi/foreqbrws006.w
Clinton Community School District
Debbie Kolanda
Account
Preferences
Exit
Home
Account Management
Vendors
Purchasing
Accounts Payable
Custom Reports
Federal/State Reporting
Administration
Requisitions
Favorites
New Window
My Print Queue
Views: My Requisitions
Filters: *Skyward Default
PO Number
Status
A/D Level
Batch Number
Description
Vendor Name
Vnd St
Amount
Entered By
There are no records to display; check your filter settings.
Print
Add
View
Edit
Delete
Clone
Notes
Attach
Submit
Add from Online Catalog
Purchase Order
Print WIP Report
Remove In-Use Flag

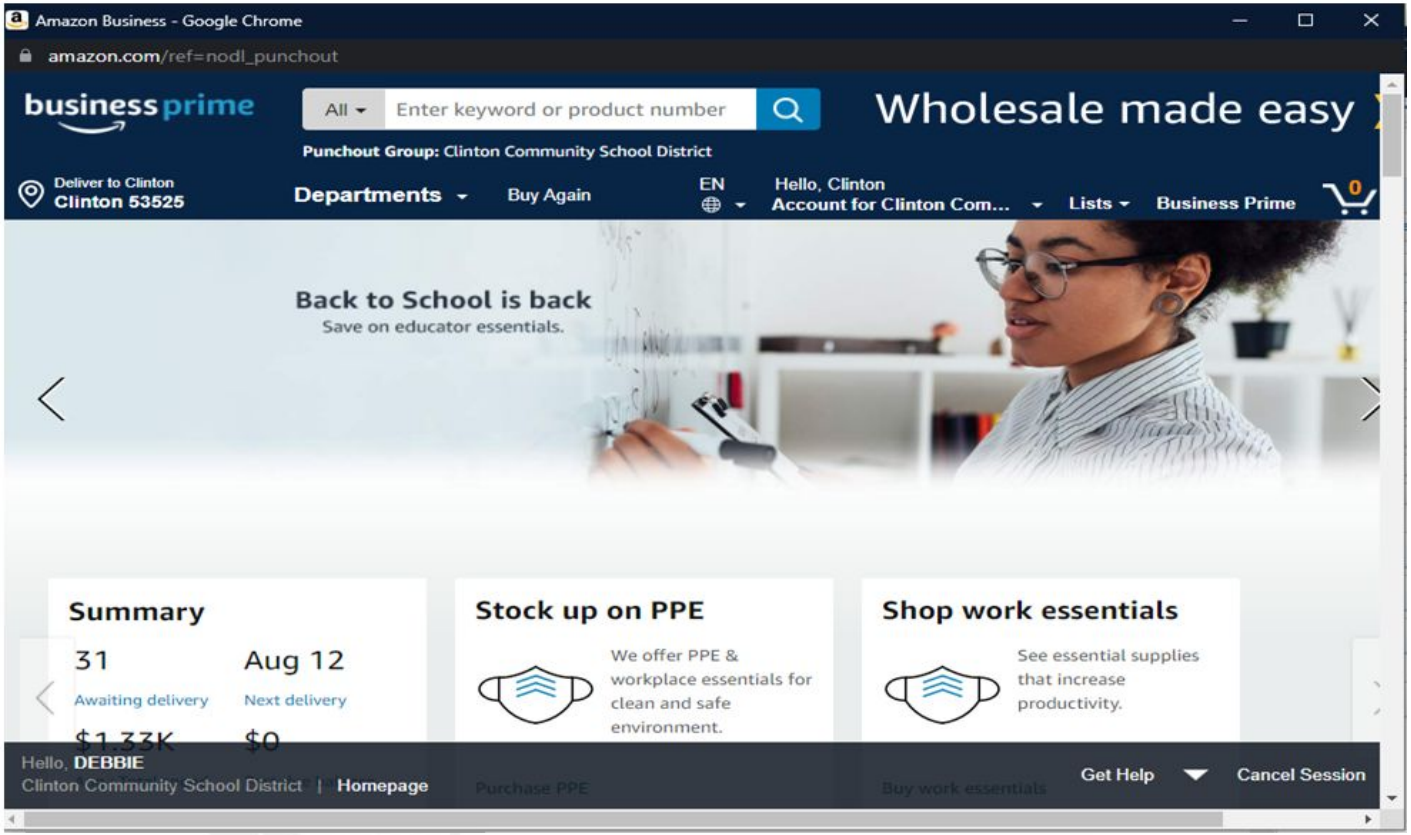
Select the vendor you wish to order from



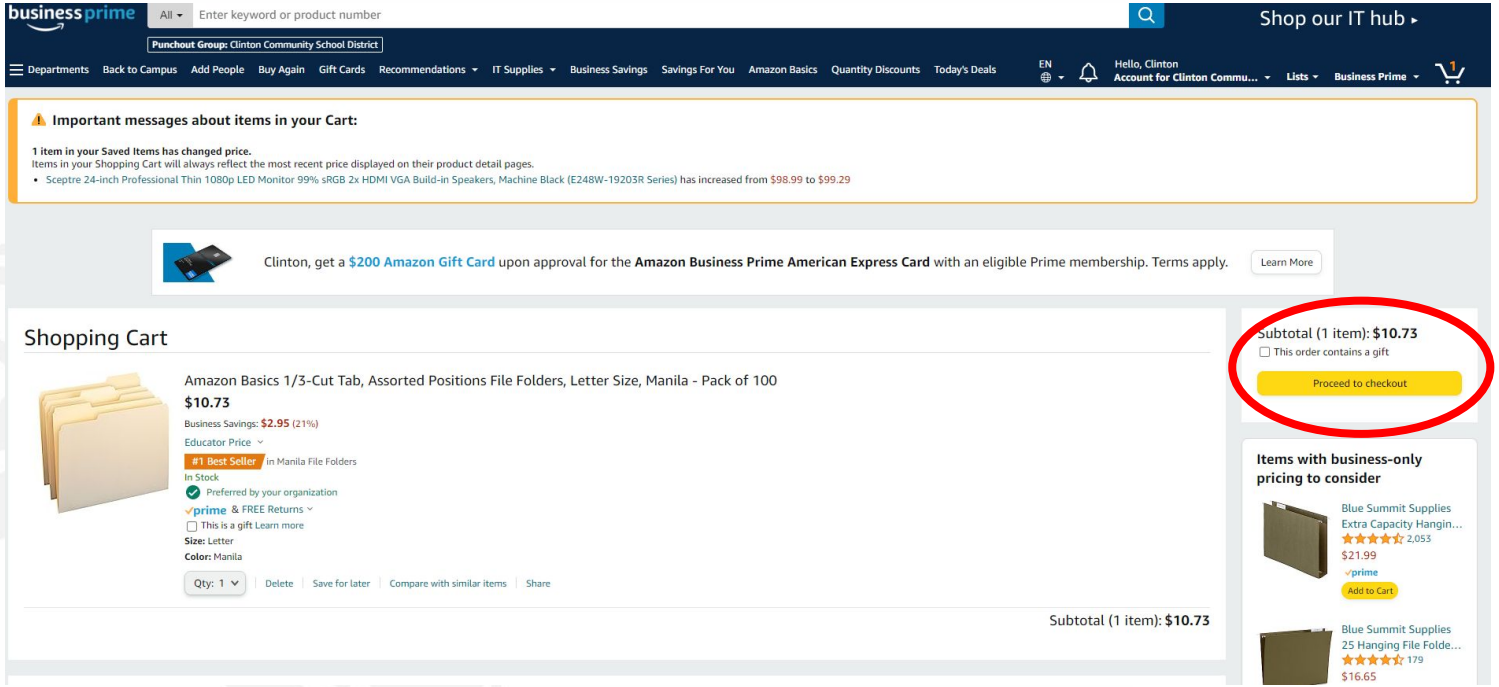

Requisition Master Information
Requisition Master Information | Requisition Detail Lines/Accounting
Requisition Master Information
5.
Save and Add Detail
Back
Requisition Setup Information
1. Select correct group from drop down
Requisition Group: 100 - Elementary
Fiscal Year: 2023 - 2024 July 1, 2023 - 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).
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
4. Select correct building from drop down
Ship Via:
Project/Grant:
Contract:
Asterisk (*) denotes a required field

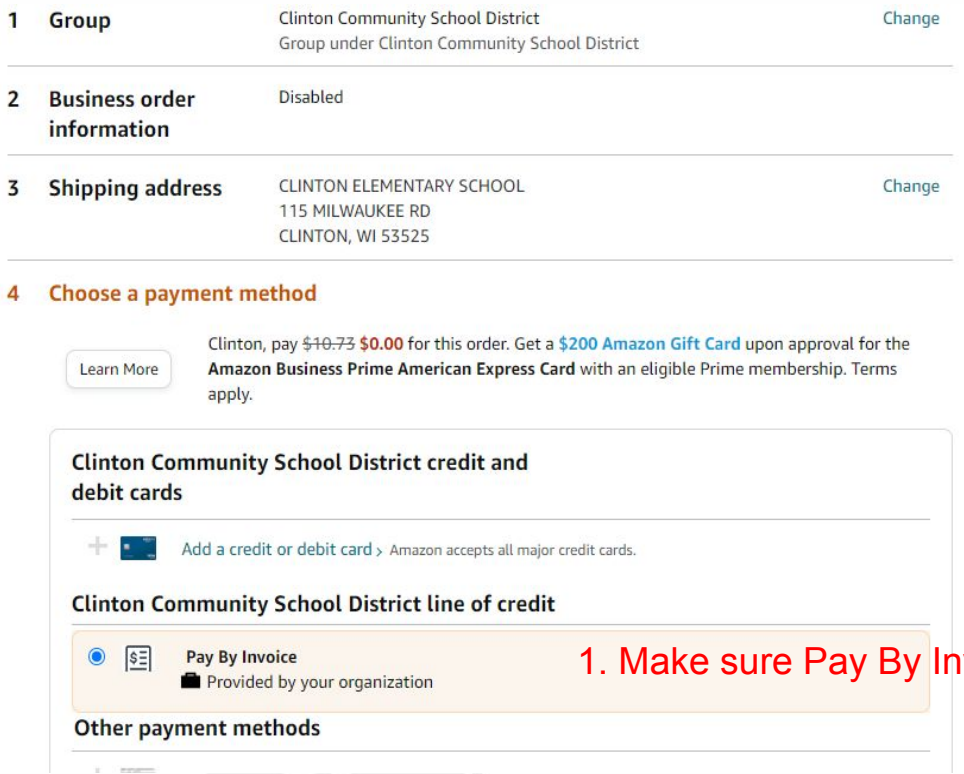
Will take you to the vendors website

This is just like using Amazon site at home

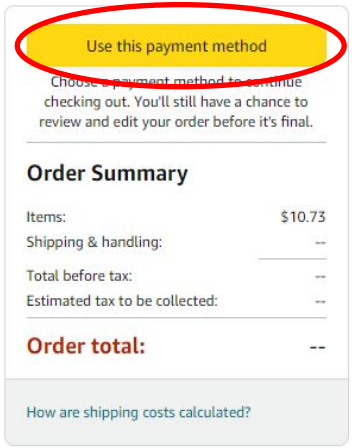


When finished with your order go to cart and proceed to checkout

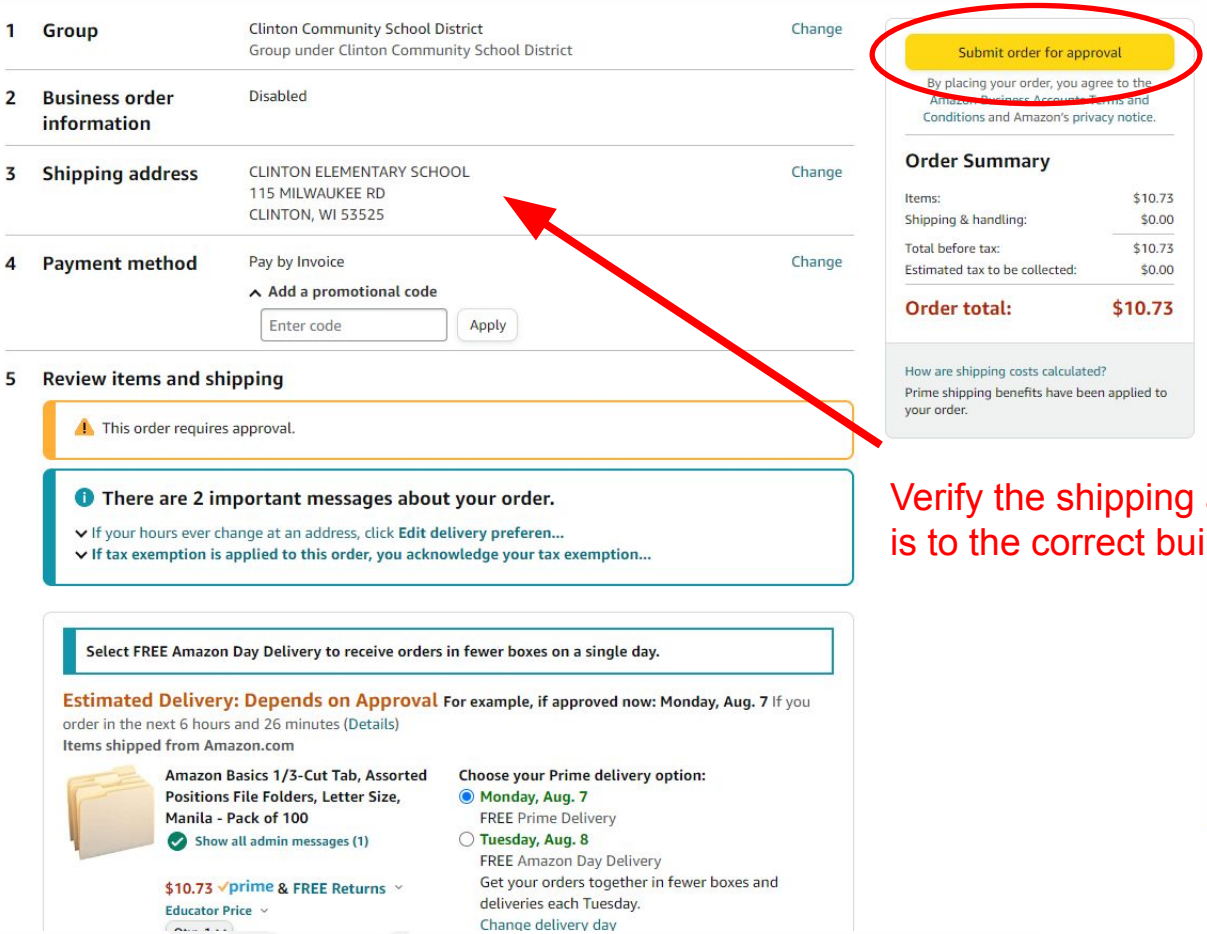




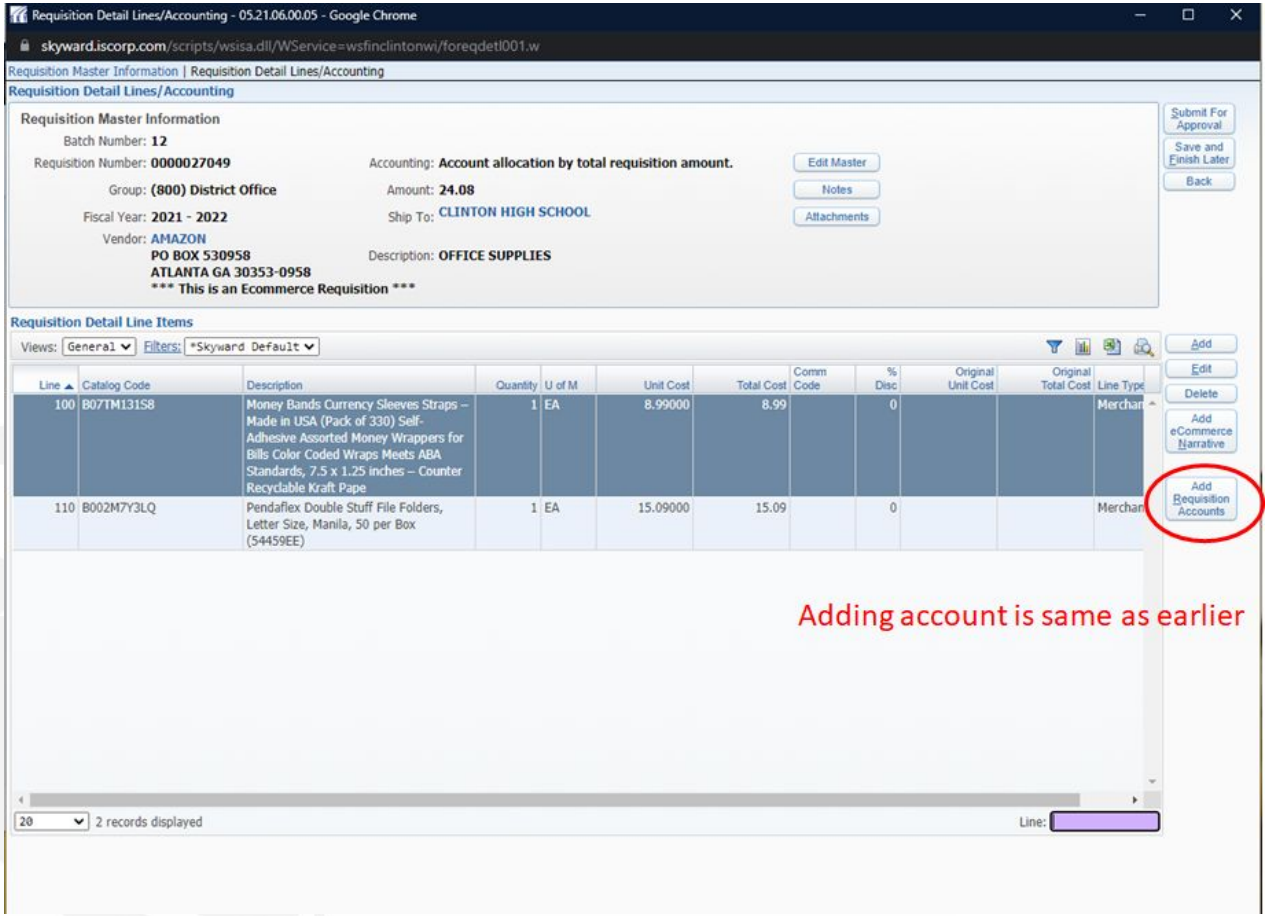
2.



1. Make sure Pay By Invoice is selected

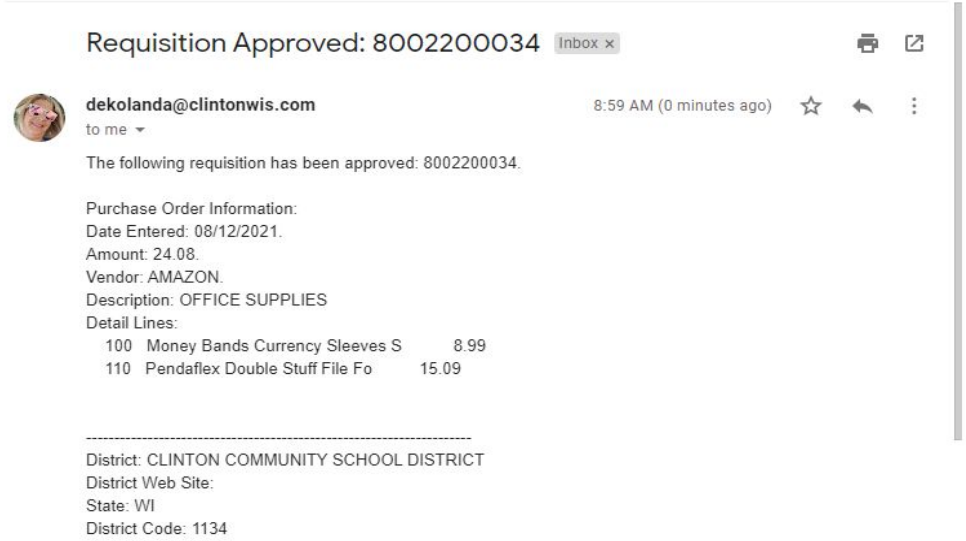


Verify the shipping address is to the correct building


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
Group: (800) District Office
Fiscal Year: 2021 - 2022
Vendor: AMAZON
PO BOX 530958
ATLANTA GA 30353-0958
*** This is an Ecommerce Requisition ***
Accounting: Account allocation by total requisition amount.
Amount: 24.08
Ship To: CLINTON HIGH SCHOOL
Description: OFFICE SUPPLIES
Edit Master
Notes
Attachments
Submit For Approval
Save and Finish Later
Back
Requisition Detail Line Items
Views: General
Filters: *Skyward Default
Add
Edit
Delete
Add eCommerce Narrative
Add Requisition Accounts
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 Pape 1 EA 8.99000 8.99 0 Merchan
110 B002M7Y3LQ Pendaflex Double Stuff File Folders, Letter Size, Manila, 50 per Box (54459EE) 1 EA 15.09000 15.09 0 Merchan
Adding account is same as earlier
20
2 records displayed
Line:

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



Requisition Approved: 8002200034 Inbox ×

dekolanda@clintonwis.com 8:59 AM (0 minutes ago)

to me

The following requisition has been approved: 8002200034.

Purchase Order Information:
Date Entered: 08/12/2021.
Amount: 24.08.
Vendor: AMAZON.
Description: OFFICE SUPPLIES
Detail Lines:
100 Money Bands Currency Sleeves S 8.99
110 Pendaflex Double Stuff File Fo 15.09

District: CLINTON COMMUNITY SCHOOL DISTRICT
District Web Site:
State: WI
District Code: 1134

Any questions, please contact Debbie at ext. 1102 or dekolanda@clintonwis.com