

Requisition Instructions

Revised 11 13 15

Start at your Financial Management screen.

Left click "Purchasing"

Web Financial Management - WF - 10636 - 05.15.10.00.04 - Google Chrome

https://skyward.effingham.k12.il.us/scripts/wsisa.dll/WService=wsFin/sfmhom01.w

Susan Cisna Account Preferences Exit ?

Effingham CUSD #40

Home Purchasing SBAA

Financial Management

Jump to Other Dashboards

- *Calendar
- Skyward User
- Employee
- Task Manager
- Reset Dashboards **NEW** Select Widgets

Calendar Events

No calendar events available

My Print Queue

Job	Status
No items available.	

Online Forms to be Completed

No Online Forms to be Completed

My Personnel Activity Reports

You do not have any Personnel Activity Reports waiting for your submission.

AP Payments

No Account Payable Payments found.

District News

No news to display

True Time Current Status

Status: Gone

Jump to Other Systems

- Employee Access
- Financial Management
- Human Resources

Favorites

No favorites available.

Insurance Tracking Unsubmitted OE records

Unsubmitted OE records 0

Recent Programs

- Financial Management Home
- WF
- Requisitions
- WF\PU\MR\RE\RO
- Employee Access Home
- Quick Entry
- Unsubmitted
- My Requests
- My Status
- Check History

Left click "Requisitions"

Web Financial Management - WF - 10636 - 05.15.10.00.04 - Google Chrome

https://skyward.effingham.k12.il.us/scripts/wsisa.dll/WService=wsFin/sfmhom01.w

Susan Cisna Account Preferences Exit ?

Effingham CUSD #40

Home Purchasing SBAA

▼ Purchasing - PU

View My Purchase Orders - VO

▼ My Requisition Processing - MR

Requisitions - RQ

Skyward User

Employee

Task Manager

Reset Dashboards NEW Select Widgets

My Time Off Status

Time Off Code	Remaining	Approved	Waiting	Available
PERSONAL LEAVE - HOURLY	22h 30m			22h 30m
SICK LEAVE - HOURLY	915h 00m	7h 30m		907h 30m
VACATION LEAVE - HOURLY	107h 30m			107h 30m

Add Time Off Request

AP Payments

No Account Payable Payments found.

District News

No news to display

True Time Current Status

Status: Gone

My Print Queue

Job	Status
No items available.	

Online Forms to be Completed

No Online Forms to be Completed

My Personnel Activity Reports

You do not have any Personnel Activity Reports waiting for your submission.

Financial Management

Human Resources

Favorites

No favorites available.

Insurance Tracking Unsubmitted OE records

Unsubmitted OE records 0

Recent Programs

- Financial Management Home WF
- Requisitions WF\PU\MR\RE\RQ
- Employee Access Home
- Quick Entry
- Unsubmitted
- My Requests
- My Status
- Check History

Left click "Add"

The screenshot shows the Skyward Requisitions web application. The browser address bar displays the URL: `https://skyward.effingham.k12.il.us/scripts/wsisa.dll/WService=wsFin/foreqbrws006.w`. The page header includes the Skyward logo, the text "Effingham CUSD #40", and user information "Susan Cisna" with links for "Account", "Preferences", and "Exit".

The main navigation bar contains "Home", "Purchasing", and "SBAA" with a search icon. Below this, the "Requisitions" section is active, showing "Views: My Requisitions" and "Filters: *Skyward Default".

A table lists requisition records:

PO Number	Status	A/D Level	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By
0021600111	DEN	0	17	EHS - Jed Shumaker	MIDWEST TECH PRODUCTS	IA	121.00	CISNA, SUSAN P
0021600105	REQ	0	03	EHS - Susie Cisna	SCHOOL SPECIALITY INC	IL	39.90	CISNA, SUSAN P

On the right side, a vertical sidebar contains several buttons: "Print", "Add", "View", "Edit", "Delete", "Clone", "Notes", "Attach", "Submit", "Add Expense Reimb Req", and "Clone from Purchase Order". An arrow points from the text "Left click 'Add'" to the "Add" button.

At the bottom, a status bar indicates "20" records and "2 records displayed". A "PO Number:" input field is also present.

Left click and choose your requisition group. Some of you may have only one group from which to choose.

Requisition Master Information - 05.14.06.00.05 - Google Chrome

<https://skyward.effingham.k12.il.us/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: **010 - EARLY LEARNING CENTER**

Fiscal Year: **010 - EARLY LEARNING CENTER**

☐ Account allocation by total requisition amount (TYMA).

☐ Account allocation by each requisition detail line (YDA).

Save and Add Detail

Save and Mass Add Detail

Save and Import Detail Lines

Back

Requisition Information

* Batch Number:

* Description:

* Vendor:

* Ship To:

Attention:

* Due Date:

Ship Date:

Ship Via:

Project/Grant:

Contract:

Asterisk (*) denotes a required field

Left click and choose the appropriate fiscal year.

Requisition Master Information - WF\PU\MR\RE\RQ - 10740 - 05.15.02.00.02 - Google Chrome

https://skyward.effingham.k12.il.us/scripts/wsis.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: 001 - BOE
Fiscal Year: 2014 - 2015 July 1, 2014 - June 30, 2015
2015 - 2016 July 1, 2015 - June 30, 2016
2014 - 2015 July 1, 2014 - June 30, 2015

Select the fiscal year to use for this requisition.

Save and Add Detail
Save and Mass Add Detail
Save and Import Detail Lines
Back

Requisition Information

* Batch Number: 26

* Description:

* Vendor:

* Ship To: EFFINGHAM CUSD 40 WAREHOUSE

Attention:

* Due Date: 03/26/2015 Thursday

Ship Date: 03/26/2015 Thursday

Ship Via:

Project/Grant:

Contract:

Asterisk (*) denotes a required field

1. Choose "Account allocation by total requisition amount (YMA)."
2. Left click in the "Description" field and type your school and name. Example: ELC – Kathryn Roepke.

Requisition Master Information - 05.14.06.00.05 - Google Chrome

https://skyward.effingham.k12.il.us/scripts/wsis.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: 010 - EARLY LEARNING CENTER

Fiscal Year: 2014 - 2015 July 1, 2014 - June 30, 2015

☒ Account allocation by total requisition amount (YMA).

☐ Account allocation by each requisition detail line (YDA).

Save and Add Detail

Save and Mass Add Detail

Save and Import Detail Lines

Back

Requisition Information

* Batch Number: 08

* Description: ELC - Kathryn Roepke

* Vendor: [dropdown]

* Ship To: EFFINGHAM CUSD 40 WAREHOUSE 1000 W GROVE AVE EFFINGHAM IL 62401

Attention: KATHRYN ROEPKE

* Due Date: 10/08/2014 Wednesday

Ship Date: 10/08/2014 Wednesday

Ship Via: [dropdown]

Project/Grant: [dropdown]

Contract: [dropdown]

Asterisk (*) denotes a required field

1. Left click in the “Vendor” field and type the first five or six letters of the name of the vendor.
(Example: **Offic** for Office Depot)

2. When you see the vendor you want, left click on the name.

The screenshot shows a web browser window titled "Requisition Master Information - 05.14.06.00.05 - Google Chrome". The URL is <https://skyward.effingham.k12.il.us/scripts/wsisa.dll/WService=wsFin/foreqmast001.w?isPopup=true>. The page has a red header with the title "Requisition Master Information" and a breadcrumb "Requisition Master Information | Requisition Detail Lines/Accounting".

The main content area is divided into two sections: "Requisition Setup Information" and "Requisition Information".

Requisition Setup Information:

- Requisition Group: 010 - EARLY LEARNING CENTER (dropdown)
- Fiscal Year: 2014 - 2015 July 1, 2014 - June 30, 2015 (dropdown)
- Account allocation by total requisition amount (YMA) (radio button, selected)
- Account allocation by each requisition detail line (YDA) (radio button)

Requisition Information:

- * Batch Number: 08
- * Description: ELC - Kathryn Roepke
- * Vendor: offic (dropdown menu, highlighted in purple)
- * Ship To: OFFICE DEPOT, PO BOX 633211, CINCINNATI OH 45263-3211
- * Due Date:
- Ship Date: OFFICE DEPOT
- Ship Via: PO BOX 33074, HARTFORD CT 06150-3074
- Project/Grant:
- Contract:

On the right side of the form, there are four buttons: "Save and Add Detail", "Save and Mass Add Detail", "Save and Import Detail Lines", and "Back".

At the bottom left, a note states: "Asterisk (*) denotes a required field".

Two arrows are present: one points from the "offic" dropdown menu to the "Vendor" label, and another points from the "offic" dropdown menu to the "OFFICE DEPOT" text in the "Ship To" field.

Now that you've chosen your vendor, left click "Save and Add Detail"

The screenshot shows a web browser window titled "Requisition Master Information - 05.14.06.00.05 - Google Chrome". The address bar shows the URL: <https://skyward.effingham.k12.il.us/scripts/wsisa.dll/WService=wsFin/foreqmast001.w?isPopup=true>. The page has a red header bar with the title "Requisition Master Information" and a breadcrumb trail: "Requisition Master Information | Requisition Detail Lines/Accounting".

The main content area is divided into two sections:

- Requisition Setup Information**: Contains dropdown menus for "Requisition Group" (010 - EARLY LEARNING CENTER) and "Fiscal Year" (2014 - 2015 July 1, 2014 - June 30, 2015). Below these are two radio buttons: "Account allocation by total requisition amount (YMA)" (selected) and "Account allocation by each requisition detail line (YDA)".
- Requisition Information**: Contains several fields:
 - * Batch Number: 08
 - * Description: ELC - Kathryn Roepke (text area)
 - * Vendor: OFFICE DEPOT PO BOX 633211 CINCINNATI OH 45263-3211
 - * Ship To: EFFINGHAM CUSD 40 WAREHOUSE 1000 W GROVE AVE EFFINGHAM IL 62401
 - Attention: KATHRYN ROEPKE
 - * Due Date: 10/08/2014 Wednesday
 - Ship Date: 10/08/2014 Wednesday
 - Ship Via: (empty)
 - Project/Grant: (empty)
 - Contract: (empty)

On the right side of the form, there are four buttons: "Save and Add Detail" (highlighted with a red border and an arrow from the text above), "Save and Mass Add Detail", "Save and Import Detail Lines", and "Back".

At the bottom left, a note states: "Asterisk (*) denotes a required field".

Left click in "Quantity" and enter the quantity you are requesting

Requisition Detail Lines/Accounting - 05.14.06.00.05 - Google Chrome

https://skyward.effingham.k12.il.us/scripts/wsis.dll/WService=wsFin/foreqdetl001.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 08	Accounting: Account allocation by total requisition amount.
Requisition Number: 0000000463	Amount: 0.00
Group: (010) EARLY LEARNING CENTER	Ship To: EFFINGHAM CUSD 40 WAREHOUSE
Fiscal Year: 2014 - 2015	Description: ELC - Kathryn Roepke
Vendor: OFFICE DEPOT	
PO BOX 633211	
CINCINNATI OH 45263-3211	

Requisition Detail Lines

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

Asterisk (*) denotes a required field

Left click the drop-down arrow and choose a “Unit of Measure”

Requisition Detail Lines/Accounting - 05.14.06.00.05 - Google Chrome

<https://skyward.effingham.k12.il.us/scripts/wsisa.dll/WService/wsFin/foreqdetl001.w>

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information
Batch Number: **08**
Requisition Number: **0000000463**
Group: **(010) EARLY LEARNING CENTER**
Fiscal Year: **2014 - 2015**
Vendor: **OFFICE DEPOT**
PO BOX 633211
CINCINNATI OH 45263-3211

Accounting: **Account allocation by total requisition amount.**
Amount: **0.00**
Ship To: **EFFINGHAM CUSD 40 WAREHOUSE**
Description: **ELC - Kathryn Roepke**

Requisition Detail Lines
* Line Number:
Line Type: ☒ Merchandise
☐ Narrative
Catalog:
* Quantity:
Unit of Measure:
* Unit Cost:
Total Amount:
* Description:
Asterisk (*) denotes a required field

Left click to enter the “Unit Cost” of the item.

The screenshot shows a web browser window with the title "Requisition Detail Lines/Accounting - 05.14.06.00.05 - Google Chrome". The URL is <https://skyward.effingham.k12.il.us/scripts/wsisa.dll/WService=wsFin/foreqdetl001.w>. The page has a red header bar with the title "Requisition Detail Lines/Accounting" and navigation links "Requisition Master Information" and "Requisition Detail Lines/Accounting".

Requisition Master Information

Batch Number: 08
Requisition Number: 0000000463
Group: (010) EARLY LEARNING CENTER
Fiscal Year: 2014 - 2015
Vendor: OFFICE DEPOT
PO BOX 633211
CINCINNATI OH 45263-3211

Accounting: Account allocation by total requisition amount.
Amount: 0.00
Ship To: EFFINGHAM CUSD 40 WAREHOUSE
Description: ELC - Kathryn Roepke

Requisition Detail Lines

* Line Number: 100
Line Type: ☒ Merchandise ☐ Narrative
Catalog:
* Quantity: 1
Unit of Measure: DOZ
* Unit Cost: 0.01000
Total Amount: 0.01
* Description: test

Save
Back

Asterisk (*) denotes a required field

1. Left click in the “Description” field. Please type the item number first, followed by a brief description of the item you are requesting. If the item does not have an item number, type a detailed description.

2. Left click “Save”.

Requisition Detail Lines/Accounting - 05.14.06.00.05 - Google Chrome

https://skyward.effingham.k12.il.us/scripts/wsisa.dll/WService=wsFin/foreqdetl001.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **08**
Requisition Number: **0000000463**
Group: **(010) EARLY LEARNING CENTER**
Fiscal Year: **2014 - 2015**
Vendor: **OFFICE DEPOT**
PO BOX 633211
CINCINNATI OH 45263-3211

Accounting: **Account allocation by total requisition amount.**
Amount: **0.00**
Ship To: **EFFINGHAM CUSD 40 WAREHOUSE**
Description: **ELC - Kathryn Roepke**

Requisition Detail Lines

* Line Number:
Line Type: ☒ Merchandise
☐ Narrative
Catalog:
* Quantity:
Unit of Measure:
* Unit Cost:
Total Amount:
* Description:

Asterisk (*) denotes a required field

The item you entered now appears as below. If you have more items to enter for the current vendor, left click “Add” and repeat pages 9-12.

If you are finished adding items for the chosen vendor, go to page 14.

Requisition Detail Lines/Accounting - 05.14.06.00.05 - Google Chrome

https://skyward.effingham.k12.il.us/scripts/wsisa.dll/WService=wsFin/foreqdetl001.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information
Batch Number: **08**
Requisition Number: **0000000463**
Group: **(010) EARLY LEARNING CENTER**
Fiscal Year: **2014 - 2015**
Vendor: **OFFICE DEPOT**
PO BOX 633211
CINCINNATI OH 45263-3211

Accounting: **Account allocation by total requisition amount.**
Amount: **0.01**
Ship To: **EFFINGHAM CUSD 40 WAREHOUSE**
Description: **ELC - Kathryn Roepke**

[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
100		958621-paper clips	1	DOZ	0.01000	0.01	

[Add](#)
[Edit](#)
[Delete](#)
[Mass Add Detail](#)
[Add Requisition Accounts](#)
[Import Detail Lines](#)

20 1 records displayed Line:

Left click "Add Requisition Accounts"

Requisition Detail Lines/Accounting - 05.14.06.00.05 - Google Chrome

https://skyward.effingham.k12.il.us/scripts/wsisadll/WService=wsFin/foreqdetl001.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information
Batch Number: **08**
Requisition Number: **0000000463**
Group: **(010) EARLY LEARNING CENTER**
Fiscal Year: **2014 - 2015**
Vendor: **OFFICE DEPOT**
PO BOX 633211
CINCINNATI OH 45263-3211

Accounting: **Account allocation by total requisition amount.**
Amount: **0.01**
Ship To: **EFFINGHAM CUSD 40 WAREHOUSE**
Description: **ELC - Kathryn Roepke**

[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
100		958621-paper clips	1	DOZ	0.01000	0.01	

[Add](#)
[Edit](#)
[Delete](#)
[Mass Add Detail](#)
[Add Requisition Accounts](#)
[Import Detail Lines](#)

20 1 records displayed Line:

1. To choose the account number which pertains to your department, left click in the "Selected" box
2. Left click "Save Account Distrib"

Account Distribution - 05.14.06.00.05 - Google Chrome

https://skyward.effingham.k12.il.us/scripts/wsis.dll/WService=wsFin/facctmdist001.w?MenuIDOverride=0&isPopUp=true

Account Distribution

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

Fnd	T	Loc	Func	Obj	SJ	Source	Funds Available	Select
10	E	010	1110	4100	00	000000	\$-883.39	<input type="checkbox"/>
10	E	010	1110	4100	03	000000	\$107.00	<input type="checkbox"/>
10	E	010	1110	4100	04	000000	\$0.00	<input type="checkbox"/>
10	E	010	1110	4100	05	000000	\$77.00	<input type="checkbox"/>
10	E	010	1110	4200	01	000000	\$-299.95	<input type="checkbox"/>
10	E	010	1110	4210	00	000000	\$7,770.51	<input type="checkbox"/>
10	E	010	2220	4400	00	000000	\$38.00	<input type="checkbox"/>

7 records displayed

Account Number:

Quick Key:

Total Amount to Distribute: **\$0.01 100.00%**
 Total Distributed: **\$0.00 0.00%**
 Amount Remaining: **\$0.01 100.00%**

Account Level Description

Code	Description
10	EDUCATIONAL FUND
010	EARLY LEARNING CENTER
1110	ELEMENTARY
4100	GENERAL SUPPLIES

Selected Accounts

Account Number	Amount	Percent
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Remove

Remove All

Save Account Distrib

Back

Left click "Submit for Approval".

Requisition Detail Lines/Accounting - FM/PU\RQ\VRQ - 2220 - 05.14.06.00.05 - Google Chrome

https://skyward.effingham.k12.il.us/scripts/wsisadll/WService=wsFin/toreqacct002.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **08**

Requisition Number: **0000000463**

Group: **(010) EARLY LEARNING CENTER**

Fiscal Year: **2014 - 2015**

Vendor: **OFFICE DEPOT**
PO BOX 633211
CINCINNATI OH 45263-3211

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

Amount: **0.01**

Ship To: **EFFINGHAM CUSD 40 WAREHOUSE**

Description: **ELC - Kathryn Roepke**

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

Requisition Accounts

Requisition Accounting

Account Number ▲	Account Amount	Account Percent
10E010 1110 4100 00 000000	\$0.01	100.00%

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

1 records displayed

At this point, your requisition has been submitted to your building principal for approval. Once your principal has approved the requisition, it will be forwarded to Rem for his approval. After all approval is completed, the requisition will be routed to purchasing to be ordered.