

## ENTERING A REQUISITION

Go to our webpage, School District of Ashland

Choose the "Staff" tab

Choose, "Skyward Employee Access"

Enter your Login Id & Password

Financial Management, Purchasing, Requisitions

**1. "Add" (this is all vendors except online vendors) online vendors are School Specialty, Office Depot, etc., more information below on this process.**

Select the appropriate "Requisition Group"

Select the appropriate "Fiscal Year"

Go to: Description: type a brief description

Ex: AHS/SCIENCE/SUPPLIES

Vendor: type the vendor name, Ex: Flinn Scientific, Amazon, etc. (We try to not order from Walmart due to their order minimum/maximum quantities and their deliver/pick-up recommendations)

**Only change the Due/Ship Dates both to July 1 if you are entering a requisition for the following Fiscal Year.**

Choose "Save and Add Detail" if only ordering one item

Choose "Save and Mass Add Detail" if more than one item

Catalog #: enter item number (or **ASIN located towards the bottom if ordering from**

**Amazon**) – DO NOT COPY & PASTE ENTIRE LINK/DO NOT ENTER A SIMPLE DESCRIPTION UNLESS THE ITEM # IS INCLUDED UNDER THE "CATALOG #"

Enter quantity

Enter unit of measure (each)

Enter unit cost, tab or enter

Type description of item (DO NOT COPY & PASTE ENTIRE LINK/DO NOT ENTER A SIMPLE DESCRIPTION UNLESS THE ITEM # IS INCLUDED UNDER THE "CATALOG #")

Upload any Attachments (Quotes, Documentation that may be needed for AP to send in for ordering purposes, screenshot of Amazon items needed only because they are tricky, etc.)

Then, when all items are entered, SAVE

Next, "Add Requisition Accounts" to the right

Choose account number by checking the box that has a dollar amount in "Funds Available" (this is also your available funds remaining).

On the right side of screen, it will show the account description (100 = LSE, 411 = supplies etc. for your reference)

"Save Account Distribution" to the right

"Submit for Approval" upper right

**2. Online Vendors\_ (School Specialty, Office Depot, Really Good Stuff, LakeShore, etc.)**

Financial Management, Purchasing, Requisitions

Choose "Add from Online Catalog"

Click on your vendor

Description: type a brief description

Ex: AHS/SCIENCE/SUPPLIES

"Save and Add Detail" Skyward will go to the vendor's webpage

Search for your items and add to your cart

When finished, check-out (or Transfer)

This will bring you back to Skyward

Next, "Add Requisition Accounts" to the right

Choose account number by checking the box that has a dollar amount in "Funds Available" (this is also your available funds remaining).

"Save Account Distribution" to the right

Then "Submit for Approval" upper right