

Entering Requisitions (Purchase Orders) with Skyward for Online Vendors

Start on River Valley School Homepage – www.rvschools.org

See bubbles on each page for directions

1. Click on Staff Resources along the top
2. Click Skyward Employee Access halfway down on page

Or

Bookmark this link; it is different than Student Records link.

<https://rvsdskyweb.rvschools.org/scripts/wsisd.dll/WService=wsFin/seplog01.w>

These are your online catalog options:



You can add notes to the requisition by clicking the “Notes” tab on top of the main screen. Attachments can also be added to the requisition.

**Login with regular
username and password**



The image shows the login page for Skyward. At the top center is the Skyward logo, which consists of three blue curved lines above the word "SKYWARD" in a bold, blue, sans-serif font. Below the logo is the text "River Valley Public Schools" in a smaller blue font. The main login area contains two input fields: "Login ID:" and "Password:". To the right of the password field is a "Sign In" button. Below the "Sign In" button is a link that says "Forgot your Login/Password?". In the bottom right corner of the login area, the version number "05.13.06.00.10-10.2" is displayed.

Login Area: **All Areas** ▼



This screenshot shows a web browser window displaying the Skyward Financial Management dashboard. The browser's address bar shows the URL "https://rvsdsky" and the page title is "Web Financial Ma". A callout box with the text "Click on Purchasing" points to the "Purchasing" link in the top navigation menu. The dashboard itself is titled "Financial Management" and features several widgets. On the left, there is a "Jump to Other Dashboards" section with a "Skyward User" button and "Reset Dashboards" and "Select Widgets" links. Below this is a "Favorites" section with the message "No favorites available.". In the center, there is a "My Print Queue" section with a table showing "Job" and "Status" columns, and a "District News" section with the message "No news to display.". On the right, there is a "Recent Programs" section listing "Financial Management Home" and "Requisitions". The browser's status bar at the bottom shows "Account", "Preferences", "Exit", and a help icon.



Purchasing

- [View Purchasing Activity](#)
- [View My Purchase Orders](#)

Click on "Requisitions"

- [My Requisitions](#)
- [My Requisition Approval History](#)
- [Approve Requisitions](#)
- [User Preferences](#)

No favorites available.

- [Print](#)
- [Add](#)
- [View](#)
- [Edit](#)
- [Delete](#)
- [Clone](#)
- [Notes](#)
- [Attach](#)
- [Submit](#)
- [Add Expense Reimb Req](#)
- [Add from Online Catalog](#)
- [Clone from Purchase Order](#)
- [Assign Special Group](#)
- [Print WIP Report](#)

Click on Add from Online Catalog

Click on the image of the site whose online catalog you want to order from.



Click on which online company you want to order from. I chose Amazon.

https://rvsdskyweb.rvschools.org/scripts/wsisa.dll/WService=wsFin/foreqmast001.w

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 000 - DISTRICT
Fiscal Year: 2018 - 2019 July 1, 2018 -
 Account allocation by total req
 Account allocation by each req

Requisition Information

* Batch Number: 24
Description: Pens & Pencils
Vendor: AMAZON BUSINESS
Attention: GWEN GORMAN
* Due Date: 04/24/2019
Ship Date: 04/24/2019
Ship Via: Best Way
Contract:

6. Click Save and Add Detail

1. Select your requisition group.
2. Select the correct Fiscal Year. This is very important or you may need to re-enter the requisition.

3. Enter a brief, general description. This is what will appear on board reports.

4. The vendor auto populates from which one you clicked on.

5. Ship to defaults to the District Office.

Asterisk (*) denotes a required field

https://www.amazon.com/ref=nodl_punchout

business

Departments Buy Again Today's Deals EN Hello, Gwen Account for River Valley ... Lists

Save in bulk with quantity discounts on Seventh Generation

7. Now in Amazon, search for your items, add to your cart, then proceed to checkout.

Choose your shipping options

Continue

Shipment 1 of 1

Shipping from Amazon.com (Learn more)

Shipping to: RIVER VALLEY DISTRICT OFFICE, 660 W. DALEY STREET, SPRING GREEN, WI, 53588 United States

- AmazonBasics Pre-sharpened Wood Cased #2 HB Pencils, 150 Pack**
 \$12.49 - Quantity: 1
 Business Price ▾
 Usually ships within 1 to 3 months.
 Sold by: Amazon.com Services, Inc
- BIC Gel-ocity Quick Dry Retractable Gel Pen, Medium Point (0.7mm), Black, 12-Count**
 \$9.79 - Quantity: 1
 Business Price ▾
 In Stock.
 Sold by: Amazon.com Services, Inc

[Change quantities or delete](#)

Choose a delivery option:

- 4-5 business days**
\$5.99 - Standard Shipping
- 2 business days**
\$12.12 - Delivery in fewest possible packages
- 2 business days**
\$22.11 - Two-Day Shipping
Ship each item as soon as possible
- 1 business day**
\$26.57 - One-Day Shipping

8. Chose your shipping and click Continue.

Select a payment method

River Valley School District line of credit

Pay by Invoice

9. Pay by Invoice (default) and Continue.

Continue
You can review this order before it's final.

More Payment Options

Credit or Debit Cards

Amazon accepts all major credit and debit cards:

[Add a Card](#)



Continue
You can review this order before it's final.

Review your order

This order requires approval.

Important message
If tax exemption is applied to this order, you acknowledge your tax exemption certificate seller you purchase from when applicable.

Group
River Valley School District
Change

Payment method Change
Pay by Invoice

Enter Code

Shipping address Change
RIVER VALLEY DISTRICT OFFICE
660 W. DALEY STREET
SPRING GREEN, WI 53588
United States
Phone:
[Ship to multiple addresses](#)

Submit order for approval

By placing your order, you agree to the Amazon Business Accounts Terms & Conditions.

Order Summary

Items (2):	\$22.28
Shipping & handling:	\$5.99
Total before tax:	\$28.27
Estimated tax to be collected:	\$0.00
Order total:	\$28.27

[How are shipping costs calculated?](#)
[Why didn't I qualify for free shipping?](#)

10. Submit order for approval. This takes you back into Skyward.

Requisition Detail Lines/Accounting

Requisition Master Information
Batch Number: 24
Requisition Number: 0000023356
Group: (000) DISTRICT
Fiscal Year: 2018 - 2019
Vendor: AMAZON CAPITAL SERVICES, INC.
PO BOX 035184
SEATTLE WA 98124-5184
*** This is an Ecommerce Requisition ***

Accounting: Account allocation by total requisition amount.
Amount: 28.27
Ship To: RIVER VALLEY DISTRICT OFFICE
Description: Pens & pencils

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	B071JM699P	AmazonBasics Pre-sharpened Wood Cased #2 HB Pencils, 150 Pack	1	EA	12.49000	12.49		0			Merchandise
110	B01MSB0BM7	BIC Gel-ocity Quick Dry Retractable Gel Pen, Medium Point (0.7mm), Black, 12-Count	1	EA	9.79000	9.79		0			Merchandise
120		Shipping - Cost of shipping, not including shipping tax.	1		5.99000	5.99					

11. Click on Add Requisition Accounts for the next screen.

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

Fnd	T	Loc	Obj	Func	Prj	Funds Available	Selected
10	E	401	411	121000	000	\$1,000.00	<input type="checkbox"/>
10	E	401	413	121000	000	\$0.00	<input type="checkbox"/>
10	E	401	417	121000	000	\$0.00	<input type="checkbox"/>
10	E	401	431	121000	000	\$0.00	<input type="checkbox"/>
10	E	401	432	121000	000	\$0.00	<input type="checkbox"/>

8 records displayed

Account Number:

Quick Key:

Account Level Description

Account Number Information

Code	Description
10	GENERAL FUND
401	SENIOR HIGH SCHOOL
411	GENERAL SUPPLIES
121000	ART
000	NO PROGRAM PROJECT

2013-2014 Available Funds By Individual Account

12. Select the account that you are ordering from. A description is on the right.

13. Click on Save Account Distribution when done.

Account Description

Total Amount to Distribute: **\$10.00 100.00%**
 Total Distributed: **\$0.00 0.00%**
 Amount Remaining: **\$10.00 100.00%**

Selected Accounts

Account Number	Amount	Percent

Remove
Remove All

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **24**
 Requisition Number: **0000023356**
 Group: **(000) DISTRICT**
 Fiscal Year: **2018 - 2019**
 Vendor: **AMAZON CAPITAL SERVICES, INC.**
PO BOX 035184
SEATTLE WA 98124-5184
 *** This is an Ecommerce Requisition ***

Accounting: **Account allocation by total requisition amount.**
 Amount: **28.27**
 Ship To: **RIVER VALLEY DISTRICT OFFICE**
 Description: **Pens & pencils**

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

Verify everything is correct and then click Submit for Approval. You can click Save and Finish Later to work on the requisition at a later time.

Requisition Accounts

Requisition Accounting

Account Number	Account Amount	Account Percent	Over Budget
10 E 800 411 254300 000	\$28.27	100.00%	yes
10 E 800 411 254500 000	\$0.00	0.00%	

Buttons: Update Account Distrib, View Requisition Detail Lines

After you click Submit for Approval, the requisition will go through the approval chain of Team Leader (if applicable), Building Principal and Business Office. You will receive an email when the requisition is approved and becomes a purchase order.

Home Purchasing

Requisitions

Code values for approval status:
WIP - Work in progress
WFM - Waiting for my approval
WFL - Waiting for approval at a level below mine
WPH - Waiting for approval at a level above mine
WPP - Requisition has been approved
DDN - Requisition has been denied
DEN - Pending Approval

Requisition Number	App Sts	Vendor Name	Vnd St	Amount	Entered By
0000012300	WIP	SAX ARTS & CRAFTS	WI	10.00	VON STEIN, J

Filter Options: [Filter] [Add] [View] [Print] [Delete] [Clone] [Notes] [Attach] [Submit]

Approve [Deny] [Remove Approval] [Add Item Online Catalog] [Mass Approve Requisitions] [Assign Special Group]

The requisition will show up on this screen after you are done. If you place your mouse over the App Sts you will see the description status codes. This is WIP, Work in Progress, and has not been submitted for approval. You can still make changes or delete by using the right hand buttons.

School Specialty Site

AbilitATIONS

**BRODHEAD
GARRETT**

CHILDCRAFT

CLASSROOM
ESSENTIALS

FREY
SCIENTIFIC

**HAMMOND
& STEPHENS**

Integrations

Sax
Arts & Crafts

School Specialty
EducationEssentials

The Speech Bn
AbilitATIONS

SPDR TIME
MAKING THE WILD THROUGH CONNECTION

eNasco