

Entering Requisitions (Purchase Orders) with Skyward

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/wsisa.dll/WService=wsFin/seplog01.w>

If you do not know the vendor at this time, use yourself as the vendor. The vendor can be changed at a later date.

Online catalogs are provided for School Specialty family and NASCO. Click on order online when adding a requisition to get to these catalogs.

School Specialty includes Abilitations, Brodhead & Garrett, Childcraft, Classroom Direct, Frey Scientific, Integrations, Sax Arts & Crafts, Sax Family & Consumer Sciences, The Speech Bin and Sportime.

See the last page of this document

Shipping charges should be added as an individual line item at the end of the requisition. Include 10% or the actual charges if known. If shipping is free, please indicate this on a separate line.

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**



River Valley Public Schools


Login ID:

Password:

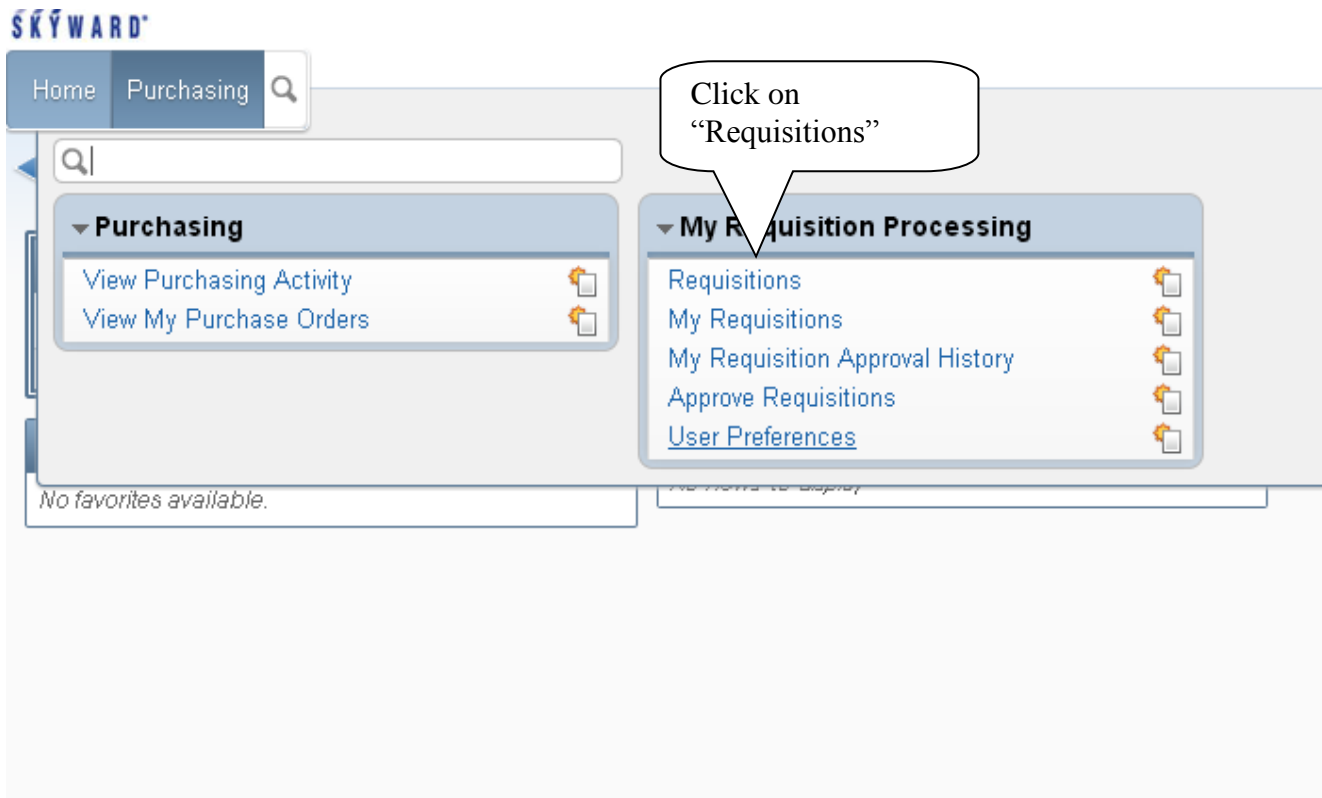
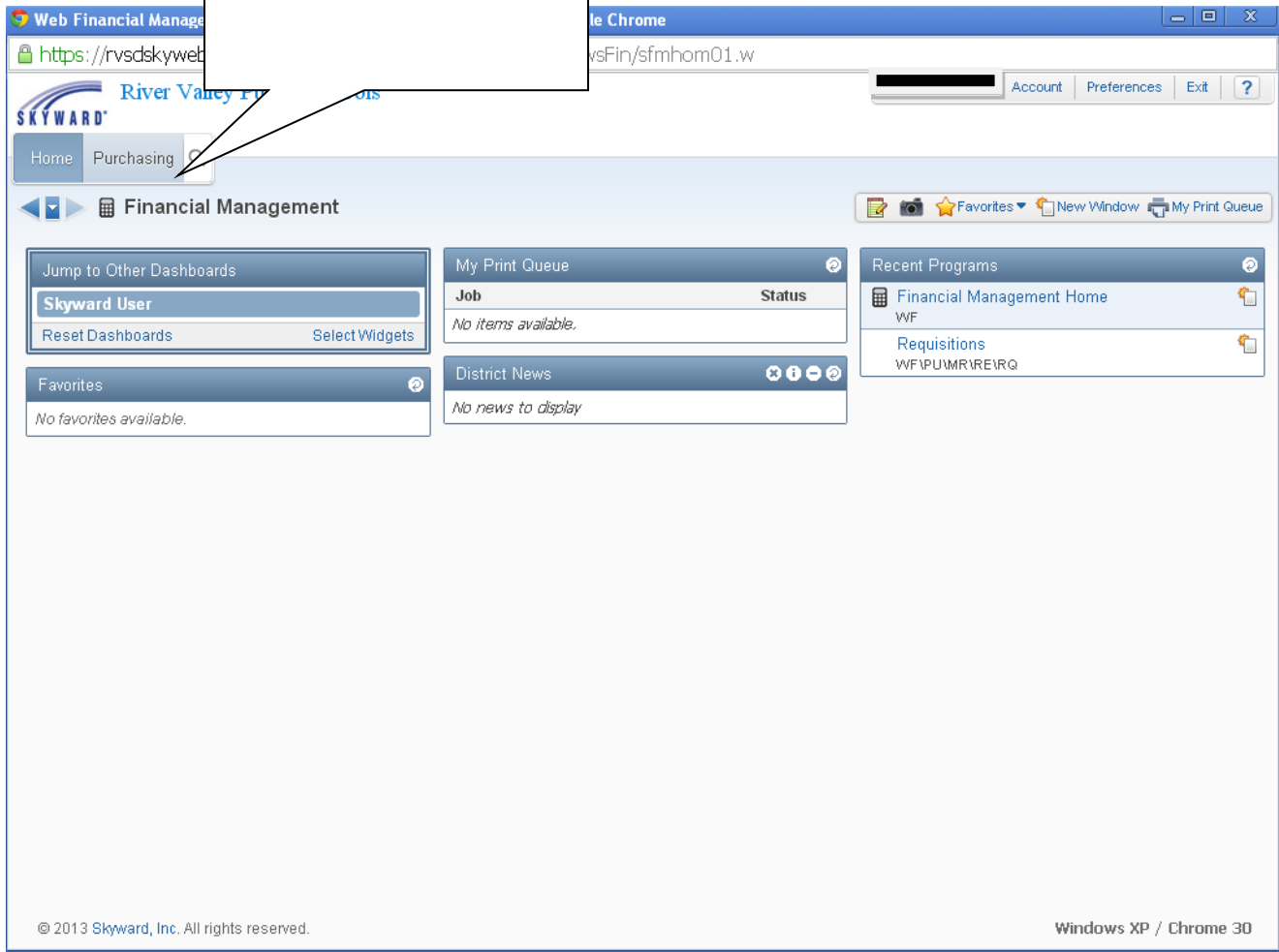
Sign In

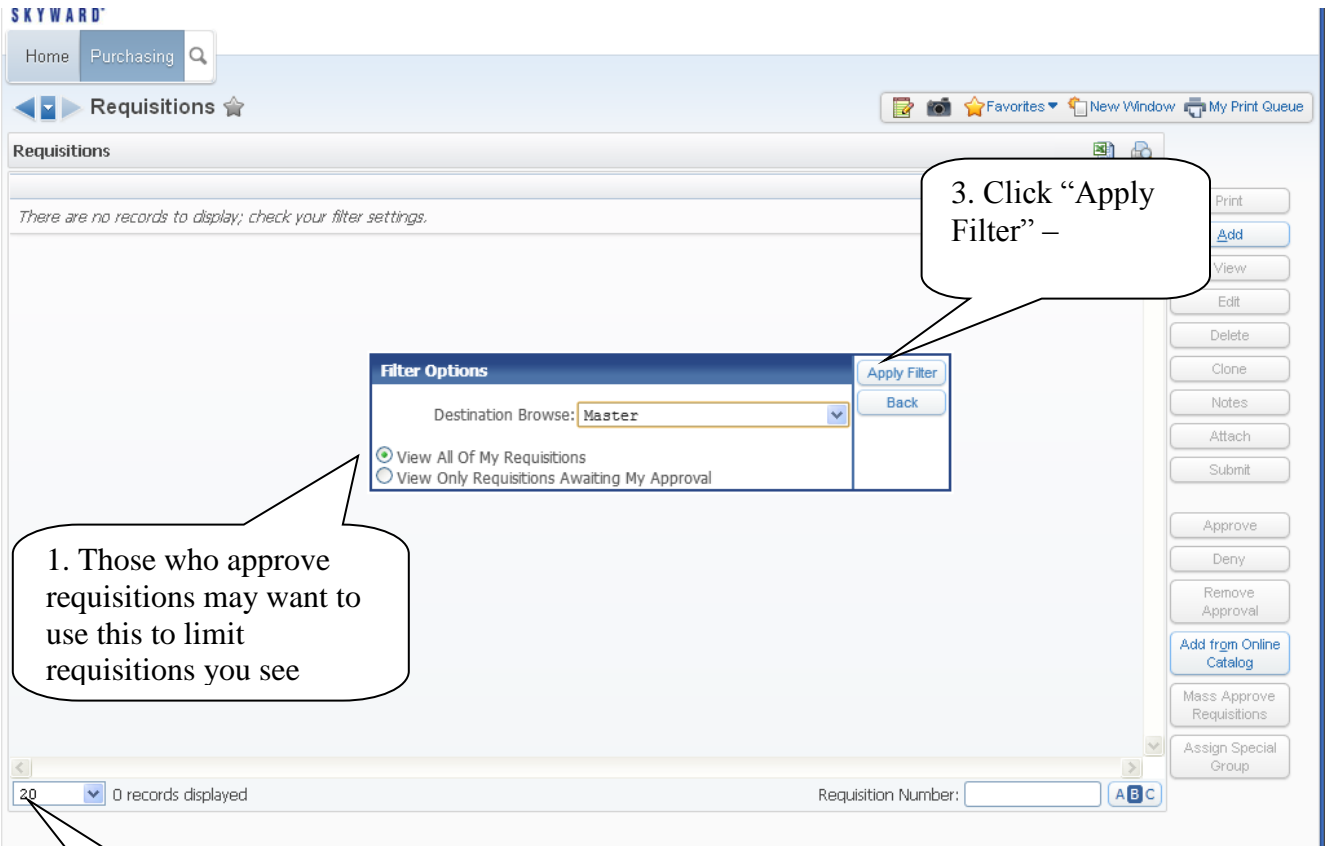
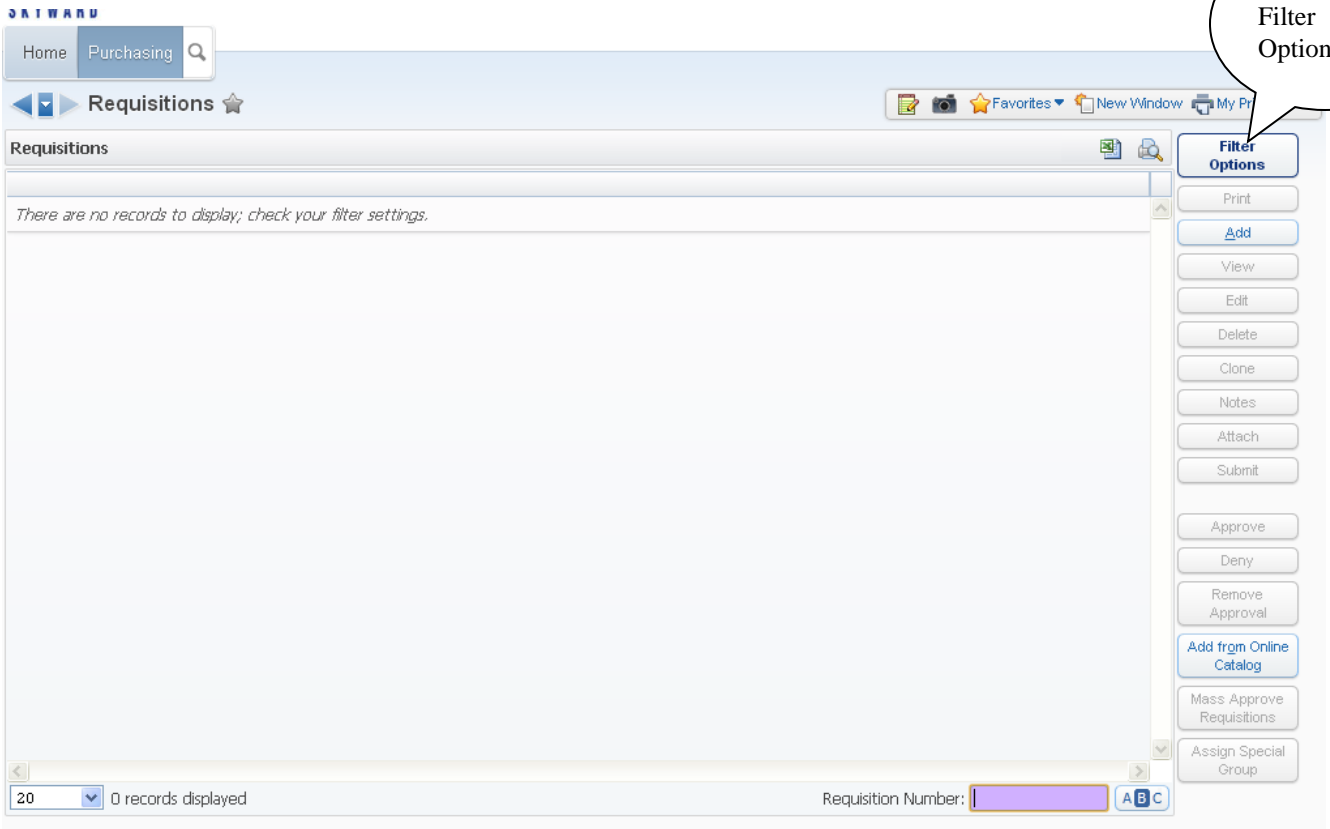
[Forgot your Login/Password?](#)

05.13.06.00.10-10.2

Login Area: 

Click on Purchasing





Requisitions

There are no records to display; check your filter settings.

Filter Options

- Print
- Add
- View
- Edit
- Delete
- Clone
- Notes
- Attach
- Submit
- Approve
- Deny
- Remove Approval
- Add from Online Catalog
- Mass Approve Requisitions
- Assign Special

Click "Add" button to begin a new requisition,

Requisition Master Information - WFPUMR\REQ - 10740 - 05.13.06.00.10-10.2 - Google Chrome

https://rvsdskyweb.rvschools.org/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: 421 - HS ART

Fiscal Year: 2013 - 2014 July 1, 2013 - June 30, 2014

Account allocation by total requisition amount (YMA).

Account allocation by each requisition detail line (YDA).

Requisition Information

* Batch Number: 28

* Description:

* Vendor:

* Ship To: RIVER VALLEY SCHOOL DISTRICT OFFICE 660 W DALEY ST. SPRING GREEN WI 53588

Attention: JANICE VON STEIN

* Due Date: 10/28/2013 Monday

Ship Date: 10/28/2013 Monday

Ship Via:

Contract:

Save and Add Detail

Save and Mass Add Detail

Save and Import Detail Lines

Back

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.

Asterisk (*) denotes a required field

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 421 - HS ART
Fiscal Year: 2013 - 2014 July 1, 2013 - June 30, 2014

- 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: 28

* Description:

* Vendor: sax
* Ship To: SAX ARTS & CRAFTS Order From/Remit to [SAC 000]
Attention: MB UNIT #68-98
MILWAUKEE, WI 53268-9830
* Due Date:
Ship Via: SAX ARTS & CRAFTS Order From Only [SAC 001]
Ship Via: PO BOX 510710
Contract: NEW BERLIN WI 53151-0710
* Vendor: Saxon Publishers, Inc. Order From/Remit to [SPI 001]
6277 SEA HARBOR DRIVE
ORLANDO, FL 32887

4. When you begin to type in the vendor box, a list of available Vendors will display. If the Vendor is not available email Donna or Jon.

Asterisk (*) denotes

5. If you want to see all vendors listed, click Vendor and you'll see the next screen.

Vendors Screen

Views: General default

Name	Address	City	State	Zip	I	B	Al
SAXON PUBLISHERS, INC.	6277 SEA HARBOR DRIVE	ORLANDO,	FL	32887	B	S	
SAY IT STRAIGHT FOUNDATION	PO BOX 50752	DENTON,	TX	76206	B	S	
SBC ATHLETIC SUPPLY	S13009 SHIFFLET ROAD, LOT 8	SPRING GREEN	WI	53588	B	S	
SCAN SOFT, INC.	695 ATLANTIC AVENUE	BOSTON,	MA	02111	B	S	
SCANLAN CARLYLE	5086 FLAMINGO DRIVE, NW	ST. JAMES CITY,	FL	33956	I	S	
SCANLON DELMAR	441 W. MAIN STREET	REEDSBURG	WI	53959-156	I	S	
SCANNING SYSTEMS	11413 VALLEY VIEW ROAD	EDEN PRAIRIE,	MN	55344-361	B	S	
SCANNING SYSTEMS	PO BOX 7789	SANTA ROSA,	CA	95407-078	B	S	
SCANTRON CORPORATION	35 PARKER	IRVINE,	CA	92618-160	B	S	
SCANTRON CORPORATION	PO BOX 93038	CHICAGO,	IL	60673-303	B	S	
SCB	377 FIRST STREET SOUTH	EL CAJON,	CA	92019	B	S	
SCHAAF BRADY	401 N. ALBANY STREET	SPRING GREEN	WI	53588	I	S	
SCHAEFER DEREK	18 RUDI CIRCLE	MADISON	WI	53719	I	S	
SCHALLER SARAH L.	S12323 HWY G	SPRING GREEN	WI	53588	I	S	
SCHALLER WELDING	S12323 COUNTY ROAD G	SPRING GREEN	WI	53588	B	S	
SCHANZ AMANDA K.	315 NAUTILUS DRIVE	MADISON	WI	53705	I	S	
SCHAUF BRADY	401 N. ALBANY STREET	SPRING GREEN	WI	53588	I	S	
SCHAUF CODY	238 N. ALBANY STREET	SPRING GREEN	WI	53588	I	S	
SCHAUF DALTON	307 JARVES STREET	SPRING GREEN	WI	53588	I	S	

20 records displayed Name: []

6. You can type the Vendor name in this box to search for a vendor.

Requisition Master Information - WFPUMRREQ - 10740 - 05.13.06.00.10-10.2 - Google Chrome

https://rvsdskeyweb.rvschools.org/scripts/wsisa.dll/WService=wsFin/foreqmast001.w?isPopup=true

Requisition Master Information

Requisition Setup Information

Requisition Group: 421
Fiscal Year: 201

Account allocation by total
 Account allocation by each

* Vendor: SAX ART
* Ship To: RIVER V
Attention: JANICE V
* Due Date: 10/28/20
Ship Date: 10/28/20
Ship Via:
Contract:

Asterisk denotes a required field

Ship To Names Selection - WFPUMRREQ - 10740 - 05.13.06.00.10-10.2 - Google Chrome

https://rvsdskeyweb.rvschools.org/scripts/wsisa.dll/WService=wsFin/fcommname001?vProgramId=fcommname

Ship To Names Selection

Views: General Filters: *Skyward Default

Name	Address	City	State	Zip	I B	AI
RIVER VALLEY HIGH SCHOOL	660 VARSITY BOULEVARD	SPRING GREEN	WI	53588	B	R
RIVER VALLEY SCHOOL DISTRICT OFFI	660 W DALEY ST.	SPRING GREEN	WI	53588	B	R

20 2 records displayed Name: ABC

7. Click on Ship To and select your building

8. Enter a Due Date/Ship Date or leave as default dates.

Requisition Master Information

Requisition Setup Information

Requisition Group: 421 - HS ART
Fiscal Year: 2013 - 2014 July 1, 2013 - June 30, 2014
 Account allocation by total requisition amount (YMA).
 Account allocation by each requisition detail line (YDA).

9. Click Save and Add Detail for one item or Save and Mass Add Detail for multiple items.

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

Requisition Information

* Batch Number: 28
* Description:
* Vendor: SAX ARTS & CRAFTS MB UNIT #68-98 MILWAUKEE, WI 53268-9830
* Ship To: RIVER VALLEY SCHOOL DISTRICT OFFICE 660 W DALEY ST. SPRING GREEN WI 53588
Attention: JANICE VON STEIN
* Due Date: 10/28/2013 Monday
Ship Date: 10/28/2013 Monday
Ship Via:
Contract:

Asterisk (*) denotes a required field

https://rvsdskyweb.rvschools.org/scripts/wsisa.dll/WService=wsFin/foreqdetl002.w

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 28
Requisition Number: 0000012300
Group: (421) HS ART
Fiscal Year: 2013 - 2014
Vendor: SAX ARTS & CRAFTS MB UNIT #68-98 MILWAUKEE, WI 53268-9830
by total requisition amount.

1. Leave Line Number as is and Merchandise box checked.

Requisition Detail Lines

* Line Number: 100
Line Type: Merchandise Narrative
Catalog:
* Quantity: 0
Unit of Measure:
* Unit Cost: 0.00000
Total Amount: 0.00
* Description

2. Enter a Catalog number if applicable. The quantity and Unit of Measure (each, dozen, etc.)

3. Enter the description of the item from the catalog.

4. Click Save when done with item(s).

Requisition Detail Lines

* Line Number: 110
Line Type: Merchandise Narrative
Catalog:
* Quantity: 0
Unit of Measure:

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 28
 Requisition Number: 0000012300
 Group: (421) HS ART
 Fiscal Year: 2013 - 2014
 Vendor: SAX ARTS & CRAFTS
 MB UNIT #68-98
 MILWAUKEE, WI 53268-9830

Accounting: Account allocation by total requisition amount.
 Amount: 10.00
 Ship To: RIVER VALLEY SCHOOL DISTRICT OFFICE
 Description: Test Items

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		Widget	1		10.00000	10.00	

Add
 Edit
 Delete
 Mass Add Detail
 Add Requisition Accounts
 Import Detail Lines

Click on Add Requisition Accounts for the next screen.

20 1 records displayed

Line:

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

Fnd	T	Loc	Obj	Func	Prj	Funds Available	Selected
10	E	401	411	121000	000	\$1,496.66	<input checked="" type="checkbox"/>
10	E	401	413	121000	000	\$0.00	<input type="checkbox"/>
10	E	401	417	121000	000	\$923.00	<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"/>
10	E	401	435	121000	000	\$0.00	<input type="checkbox"/>
10	E	401	439	121000	000	\$0.00	<input type="checkbox"/>
10	E	401	440	121000	000	\$0.00	<input type="checkbox"/>

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

Account Level Description

Account Number Information

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

Account Description

2013-2014 Available Funds By Individual Account

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

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

Fnd	T	Loc	Obj	Func	Prj	Funds Available	Selected
10	E	401	411	121000	000	\$1,496.66	<input type="checkbox"/>
10	E	401	413	121000	000	\$0.00	<input type="checkbox"/>
10	E	401	417	121000	000	\$923.00	<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"/>
10	E	401	435	121000	000	\$0.00	<input type="checkbox"/>
10	E	401	439	121000	000	\$0.00	<input type="checkbox"/>
10	E	401	440	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

Click on Save Account Distribution when done.

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

Requisition Detail Lines/Accounting

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

Requisition Master Information

Batch Number: **28**

Requisition Number: **0000012300** Accounting: **Account allocation by total requisition amount.**

Group: **(421) HS ART** Amount: **10.00**

Fiscal Year: **2013 - 2014** Ship To: **RIVER VALLEY SCHOOL DISTRICT OFFICE**

Vendor: **SAX ARTS & CRAFTS** Description: **Test Items**
MB UNIT #68-98
MILWAUKEE, WI 53268-9830

Requisition Accounts

Requisition Accounting

Account Number	Account Amount	Account Percent	Over Budget
10 E 401 411 121000 000	\$10.00	100.00%	

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.

If you use the Back button, your work will not be saved.

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
WFL - Waiting for my approval
WPL - Waiting for approval at a level below mine
WPH - Waiting for approval at a level above mine
WPI - Requisition has been approved
DDN - Requisition has been denied
PSN - 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
Print
Add
View
Edit
Delete
Clone
Notes
Attach
Submit
Approve
Deny
Remove Approval
Add Item Online Catalog
Mass Approve Requisitions
Assign Special Group

20

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**
Education Essentials

 **The
Speech Bn**
Abilitations

JPOR TIME
MAKING THE WILD THROUGH CONNECTION

 **Nasco**