

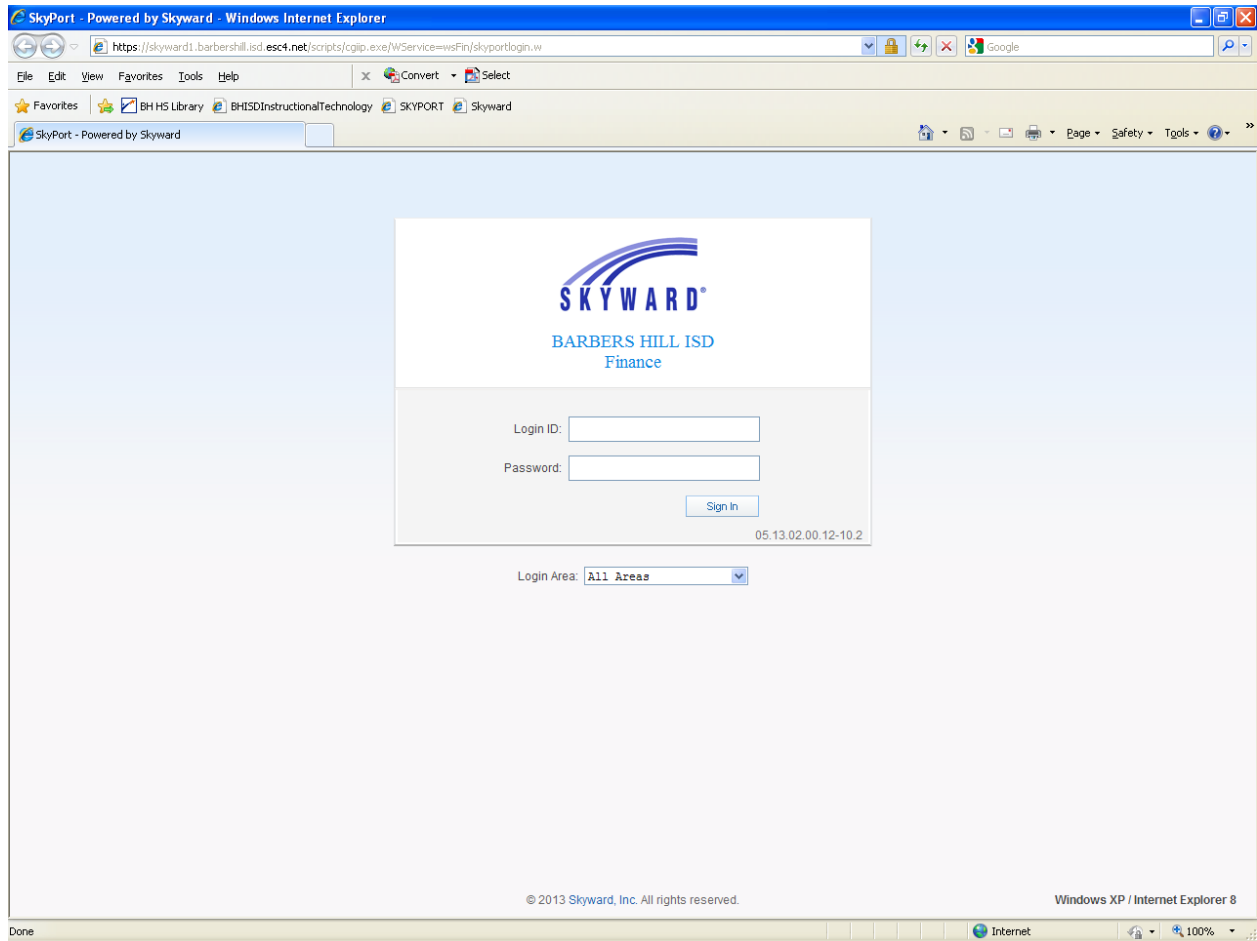
# Skyward Finance: Web

## Requisition Approval Instructions

May 16, 2013

Step 1: Log into Finance. See link below:

<https://skyward1.barbershill.isd.esc4.net/scripts/cgiip.exe/WService=wsFin/skyportlogin.w>



May 16, 2013

Step 2: Click on the Purchase tab.

Web Financial Management - WF - 10636 - 05.13.02.00.12-10.2 - Windows Internet Explorer  
https://skyward1.barbershill.isd.esc4.net:444/scripts/cgip.exe/WService=wsFin/sfmhom01.w

Calyn Wesson Account Preferences Exit ?

Home Account Management Vendors **Purchasing** Accounts Payable Accounts Receivable Fixed Assets Inventory SBAA Custom Reports Federal/State Reporting Bid Management

Financial Management Favorites New Window My Print Queue

My Favorites  
Product Setup  
Batch Lock Monitor

My Print Queue

Job	Status
05/15/2013 Check Information	Completed

District News  
No news to display.

Jump To Other Systems

- Financial Management
- Human Resources
- Product Setup

Recent Programs

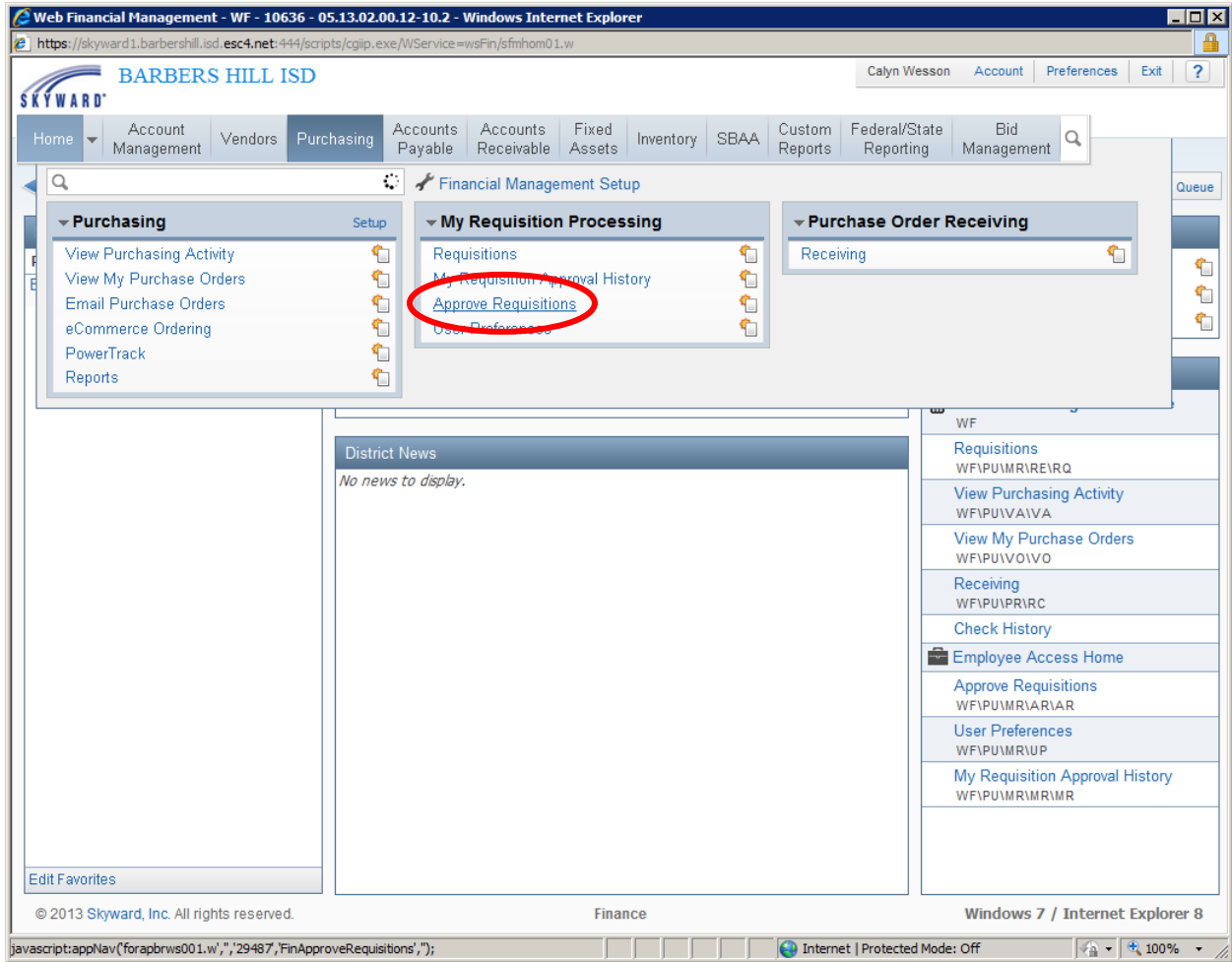
- Financial Management Home WF
- Requisitions WFPU\MR\RE\VRQ
- View Purchasing Activity WFPU\VA\VA
- View My Purchase Orders WFPU\VO\VO
- Receiving WFPU\PR\RC
- Check History
- Employee Access Home
- Approve Requisitions WFPU\MR\AR\AR
- User Preferences WFPU\MR\UP
- My Requisition Approval History WFPU\MR\MR\MR

© 2013 Skyward, Inc. All rights reserved. Finance Windows 7 / Internet Explorer 8

javascript:navClick('SchoolBasedActivityAccounting') Internet | Protected Mode: Off 100%

May 16, 2013

Step 3: Click on Approve Requisitions.



May 16, 2013

Step 4: You will click on Approve or Deny and then click on Submit Approvals & Denials. You can approve/deny all at once. You can select all and mass approve/mass deny.

The screenshot displays the 'Approve Requisitions' page in the Skyward web application. The interface includes a navigation menu with options like Home, Account Management, Vendors, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, and Bid Management. The main content area shows summary statistics for approved and denied requisitions, a table of requisitions, and various action buttons. Red boxes highlight the 'Approve' and 'Deny' columns in the requisition table, and the 'Submit Approvals & Denials', 'Select All', and 'Unselect All' buttons.

Requisition Number	Approve	Deny	Appr & route	Pending	App Sts	A/D Level	Batch Number	Description	Vendor Name	Vnd St
▶ 0000108308	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WFM	0	WEBREQ	SCANNER	AMAZON	GA
▶ 0000108318	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WFM	1	WEBREQ	STEM Curriculum Training for High School	THE STEM ACADEMY	AZ
▶ 0000108329	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WFM	0	WEBREQ	District Wide Cell Phones	VERIZON WIRELESS ...	TX
▶ 0000108337	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WFM	0	WEBREQ	Workers Comp Liability through 04/30/13	T.A.S.B. RISK MANAGEMEN	TX

May 16, 2013

You can click on the arrow to the left of the requisition and see further information regarding the request. (See next four screen shots.)

Approve Requisitions - WF\PU\MR\AR\AR - 29487 - 05.13.02.00.12-10.2 - Windows Internet Explorer  
https://skyward1.barbershill.isd.esc4.net:444/scripts/cgip.exe/WService=wsFin/forapbrws001.w

BARBERS HILL ISD  
Calyn Wesson Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Accounts Receivable Fixed Assets Inventory SBAA Custom Reports Federal/State Reporting Bid Management

Approve Requisitions

# of Reqs Appr: 0 Total Amt Appr: \$0.00  
# of Reqs Den: 0 Total Amt Den: \$0.00

Submit Approvals & Denials

Views: General Filters: \*Skyward Default

Requisition Number	Approve	Deny	Appr & Reroute	Pending	App Sts	A.D Level	Batch Number	Description	Vendor Name	Vnd St
000108308					WFM	0	WEBREQ	SCANNER	AMAZON	GA

Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

Master Edit Master

Vendor: AMAZON  
PO BOX 530958  
ATLANTA GA 30353-0958

Ship To: BARBERS HILL ISD WAREHOUSE  
9600 EAGLE DR.  
MOHNT BELVIEU TX 77580

Group: (000) BUSINESS OFFICE  
Entered Date: 05/15/2013  
Fiscal Year: 2012 - 2013  
Batch Number: WEBREQ

Attention: KIMBERLY KUIIK  
Due Date: 05/15/2013  
Ship Date: 05/15/2013  
Ship Via:

Accounting: Account allocation by total requisition amount.  
Origin: Budgetary

Ecommerce Req: NO  
Vendor Req/PO Discount %:  
Ordered: NO

20 4 records displayed Requisition Number:

Requisition 0000108308  
699 E 41 6639 00 750 0 00 0  
01

Individual Account

Avail Current

May 16, 2013

Approve Requisitions - WF\PU\MR\AR\AR - 29487 - 05.13.02.00.12-10.2 - Windows Internet Explorer  
 https://skyward1.barbershill.isd.esc4.net:444/scripts/cgip.exe/WService=wsFin/forapbrws001.w

**BARBERS HILL ISD** Calyn Wesson Account Preferences Ext ?

Home Account Management Vendors **Purchasing** Accounts Payable Accounts Receivable Fixed Assets Inventory SBAA Custom Reports Federal/State Reporting Bid Management

**Approve Requisitions** ! [Print] [New Window] [My Print Queue]

# of Reqs Appr:  Total Amt Appr:   
 # of Reqs Den:  Total Amt Den:  [Submit Approvals & Denials](#)

Views: **General** Filters: \*Skyward Default [Print](#)

Requisition Number	Approve	Deny	Appr & Reroute	Pending	App Sts	A.D Level	Batch Number	Description	Vendor Name	Vnd St														
Accounting: Account Allocation by Requisition Amount Vendor: Request Description: <table border="0" style="width: 100%;"> <tr> <td>Origin: <b>Budgetary</b></td> <td>Ordered: <b>NO</b></td> </tr> <tr> <td>Project/Grant:</td> <td>E-mailed/Printed: <b>NO</b></td> </tr> <tr> <td>Contract:</td> <td>Invoice To:</td> </tr> <tr> <td>Last Updated: <b>05/15/2013</b></td> <td># of Line Items: <b>2</b></td> </tr> <tr> <td>Notes: <b>NO</b></td> <td># of Accounts: <b>1</b></td> </tr> <tr> <td>Attachments: <b>NO</b></td> <td># of Approvals Completed: <b>0</b></td> </tr> <tr> <td></td> <td># of Approvals Needed: <b>2</b></td> </tr> </table>											Origin: <b>Budgetary</b>	Ordered: <b>NO</b>	Project/Grant:	E-mailed/Printed: <b>NO</b>	Contract:	Invoice To:	Last Updated: <b>05/15/2013</b>	# of Line Items: <b>2</b>	Notes: <b>NO</b>	# of Accounts: <b>1</b>	Attachments: <b>NO</b>	# of Approvals Completed: <b>0</b>		# of Approvals Needed: <b>2</b>
Origin: <b>Budgetary</b>	Ordered: <b>NO</b>																							
Project/Grant:	E-mailed/Printed: <b>NO</b>																							
Contract:	Invoice To:																							
Last Updated: <b>05/15/2013</b>	# of Line Items: <b>2</b>																							
Notes: <b>NO</b>	# of Accounts: <b>1</b>																							
Attachments: <b>NO</b>	# of Approvals Completed: <b>0</b>																							
	# of Approvals Needed: <b>2</b>																							

**Line Items** [Add/Edit/Delete Requisition Line Item](#) [Add Narrative](#) [Add Inventory Items](#)

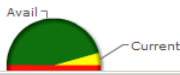
Line Ibr.	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost
100		SCANNER	1	1	426.98000	426.98
110		SHIPPING	1	1	11.48000	11.48

**Accounts** [Add/Edit/Delete Accounts](#)

20 4 records displayed Requisition Number:

**Requisition 0000108308**  
**699 E 41 6639 00 750 0 00 0 01**

**Individual Account**

Avail  Current

javascript:updateItems(); Internet | Protected Mode: Off 100%

May 16, 2013

Approve Requisitions - WF\PU\MR\AR\AR - 29487 - 05.13.02.00.12-10.2 - Windows Internet Explorer

https://skyward1.barbershill.isd.esc4.net:444/scripts/cgip.exe/WService=wsFin/forapbrws001.w

BARBERS HILL ISD

Calyn Wesson Account Preferences Ext ?

Home Account Management Vendors **Purchasing** Accounts Payable Accounts Receivable Fixed Assets Inventory SBAA Custom Reports Federal/State Reporting Bid Management

Approve Requisitions

# of Reqs Appr: 0 Total Amt Appr: \$0.00  
 # of Reqs Den: 0 Total Amt Den: \$0.00

Submit Approvals & Denials

Views: General Filters: \*Skyward Default


Requisition Number	Approve	Deny	Appr & Reroute	Pending	App Sts	A.D Level	Batch Number	Description	Vendor Name	Vnd St															
<p>Accounts Add/Edit/Delete Accounts</p> <p>* Designates accounts that are over budget</p> <table border="1"> <thead> <tr> <th>Account</th> <th>Acct. Amt.</th> <th>Acct. Pct.</th> </tr> </thead> <tbody> <tr> <td>699 E 41 6639 00 750 0 00 0 01</td> <td>\$438.46</td> <td>100.00%</td> </tr> </tbody> </table>											Account	Acct. Amt.	Acct. Pct.	699 E 41 6639 00 750 0 00 0 01	\$438.46	100.00%									
Account	Acct. Amt.	Acct. Pct.																							
699 E 41 6639 00 750 0 00 0 01	\$438.46	100.00%																							
<p>Approval</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Status</th> <th>Approval Level</th> <th>Name/Note</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Awaiting Approval</td> <td>Level 2</td> <td>MCMANUS, BECKY</td> </tr> <tr> <td></td> <td></td> <td>Awaiting Approval</td> <td>Level 1</td> <td>WESSON, CALYN COPELAND</td> </tr> </tbody> </table>											Date	Time	Status	Approval Level	Name/Note			Awaiting Approval	Level 2	MCMANUS, BECKY			Awaiting Approval	Level 1	WESSON, CALYN COPELAND
Date	Time	Status	Approval Level	Name/Note																					
		Awaiting Approval	Level 2	MCMANUS, BECKY																					
		Awaiting Approval	Level 1	WESSON, CALYN COPELAND																					
<p>Notes Add Notes</p> <p>No Notes exist for this requisition.</p>																									

20 4 records displayed Requisition Number:

Requisition 0000108308

699 E 41 6639 00 750 0 00 0 01

Individual Account

Avail  Current

Internet | Protected Mode: Off 100%

You can click on the blue account number in the middle of this screen for more account information.

May 16, 2013



Approve Requisitions - WF\PU\MR\AR\AR - 29487 - 05.13.02.00.12-10.2 - Windows Internet Explorer

https://skyward1.barbershill.isd.esc4.net:444/scripts/cgip.exe/WService=wsFin/forapbrws001.w

**Approve Requisitions** ☆

# of Reqs Appr:  Total Amt Appr:   
 # of Reqs Den:  Total Amt Den:  [Submit Approvals & Denials](#)

Views: **General** Filters: **\*Skyward Default**

Requisition Number	Approve	Deny	Appr & Reroute	Pending	App Sts	A/D Level	Batch Number	Description	Vendor Name	Vnd St																
<p><b>Approval</b></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Status</th> <th>Approval Level</th> <th>Name/Note</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Awaiting Approval</td> <td>Level 2</td> <td>MCMANUS, BECKY</td> </tr> <tr> <td></td> <td></td> <td>Awaiting Approval</td> <td>Level 1</td> <td>WESSON, CALYN COPELAND</td> </tr> </tbody> </table> <p><b>Notes</b> <a href="#">Add Notes</a></p> <p>No Notes exists for this requisition.</p>												Date	Time	Status	Approval Level	Name/Note			Awaiting Approval	Level 2	MCMANUS, BECKY			Awaiting Approval	Level 1	WESSON, CALYN COPELAND
Date	Time	Status	Approval Level	Name/Note																						
		Awaiting Approval	Level 2	MCMANUS, BECKY																						
		Awaiting Approval	Level 1	WESSON, CALYN COPELAND																						
▶ 0000108318	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WFM	1	WEBREQ	STEM Curriculum Training for High School	THE STEM ACADEMY	AZ																
▶ 0000108329	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WFM	0	WEBREQ	District Wide Cell Phones	VERIZON WIRELESS ...	TX																
▶ 0000108337	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WFM	0	WEBREQ	Workers Comp Liability through 04/20/13	T.A.S.B. RISK MANAGEMEN	TX																

20 4 records displayed Requisition Number:

**Requisition 0000108308**

699 E 41 6639 00 750 0 00 0 01

**Individual Account**

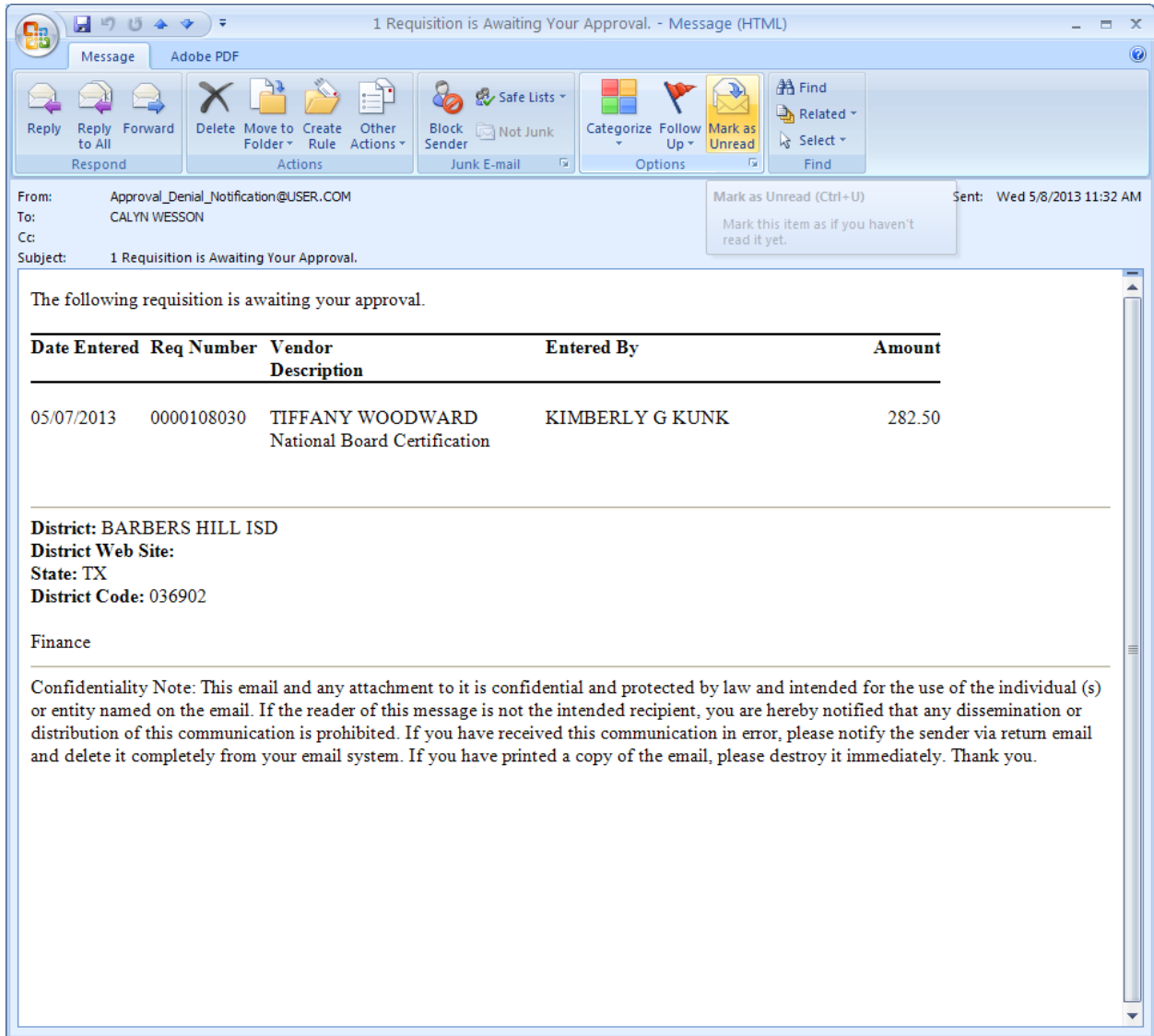
Click on the Pie Chart to view Available Funds break down.

The pie chart at the bottom of this screen tells you what is used, what is available, and what is currently being requested by this requisition. If the account is over budget, it will tell you in red!

May 16, 2013

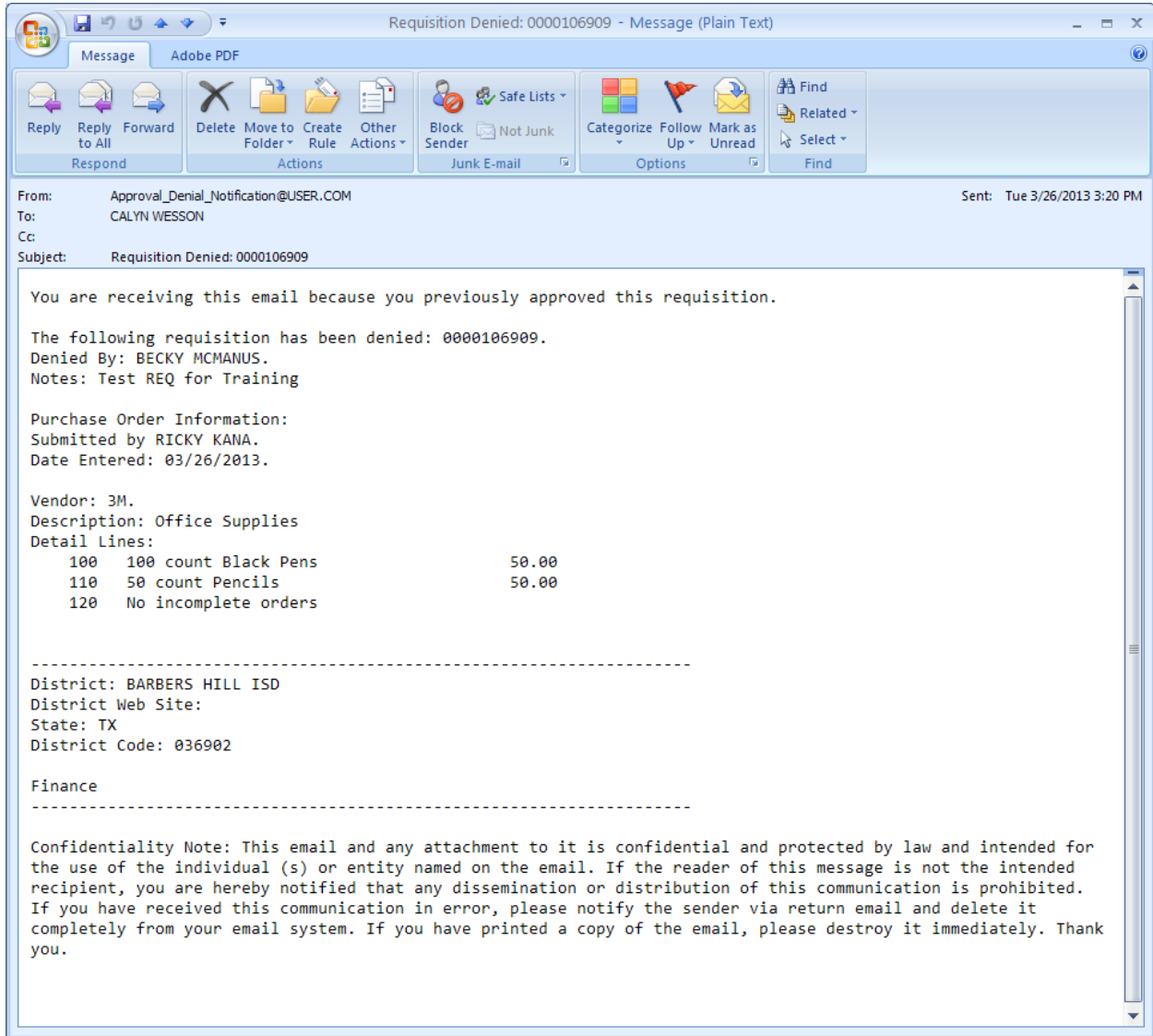
The system is set up to generate an email to the approvers around 10:00 am every day. (It is not consistent with the timing.) This is to let you know that you have requisitions needing approval. I would check this and approve daily (possibly multiple times/day) to ensure nothing is being held up by you.

This is an example of what the email will look like:



May 16, 2013

In the event you approve a requisition and it is denied by Level 2 or 3 approvers, you will receive an email back notifying you. It will look like this:



May 16, 2013