



# SKYWARD

A Quick Refresher Course

[www.usd320.com/skyward](http://www.usd320.com/skyward)

Go to Skyward Login Screen:  
[www.usd320.com/skyward](http://www.usd320.com/skyward)



[Wamego USD 320](#)

A screenshot of the Skyward login interface. It features a light green background with a dark blue header. The main content area contains a login form with two input fields: "Login:" and "Password:". Below the "Password:" field is a blue "Login" button. To the right of the "Login" button is a blue "Change Password" link. Below the "Change Password" link is the text "Version: 04.10.06.00.00". At the bottom of the form, there are two blue links: "Add the Skyward Login page to your Favorites" and "Make the Skyward Login page your Home Page".

**Enter your Login and Password and Click Login**

The first time you login, you should use your last name and first initial for your login and password.

Example: smithj  
smith j

Done

Internet

10



Inbox for w...

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3 Internet...

Microsoft Po...



## Insecure Password

Your password is insecure. Please enter a new password.

User:	<input type="text"/>
User Name:	<input type="text"/>
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>
	<input type="submit" value="Submit"/>

Number of Special Characters Required:	<input type="text" value="0"/>
Minimum Password Length:	<input type="text" value="5"/>
Number of Passwords Before Reuse:	<input type="text" value="0"/>

Name Used As: SECURITY USER EMPLOYEE
---

This screen will not appear at every login. This will more than likely only show up the first time ever you log in.

Enter your new password in the New Password box, and again in Confirm New Password

Then click Submit

You should then be taken to the Skyward home screen.

https://usd320.net:442/scripts/cgiip.exe/WService=wsFin/semhom01.w

FINANCIAL MANAGEMENT EMPLOYEE ACCESS™

Exit

Favorites Notes Preferences Create New Window Login History Help

My Print Queue

mego USD 320

User Name:

Tuesday, October 28th, 2008



**This is your Skyward Homepage.**

**You will have two “tabs” across the top of your screen, Financial Management and Employee Access. In Employee Access you will have two “buttons”, Employee Information and Time Off. The Employee Information button contains information specific to you, such as W-2 info, paychecks, etc. Take time to look through the information available to you.**



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Internet

100%

start



Inbox for di...

Calendar - ...

Kronos Tim...

2 Internet...

Document1 ...

11:46 AM



# Fun Things To Do In SKYWARD

- EMPLOYEE ACCESS
  - View and/or print previous pay stubs
  - Estimate what a future pay check will be
  - View calendar year-to-date wages
  - View current Federal & State withholding status



# Fun Things To Do In SKYWARD

- EMPLOYEE ACCESS
  - View leave balances, including detail of hours taken by time off type
  - Submit leave requests
    - Remember any request for leave without pay must be done on the PAPER leave request form and should be approved by your supervisor before the leave is taken.



# Fun Things To Do In SKYWARD

- FINANCIAL MANAGEMENT
  - Submit requisitions for purchases that you wish to make
  - Submit requisitions to be reimbursed for purchases that you've already made
    - Remember, the receipt must be sent to the District Office BEFORE you will be reimbursed.
  - View purchase order history
  - View your classroom budget

Employee nation

Time Off

TrueTime

My Time Off Status

My Time Off REquests

# TIME OFF REQUESTS

**From Employee Access**

- Click Time Off
- Click My Time Off Requests

**(Do not use Previous version of Time Off for anything!)**



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My Requests - Skyward Default



Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A
------	------	--------	------	--------	------	---------------	--------	-------------	---

**Filter Options** Number of Records: 10

Browse Views:

Filters:

\*\* filters provided by Skyward

Locked Columns: 0

Click Apply Filter

0 - 04.10.06.00.00 - Windows Internet Explorer  
https://usd320.net:442/scripts/cgiip.exe/WService=wsFin/rtorqbrws001.w

Wamego USD 320 User Name: [REDACTED] Wednesday, August 4th, [REDACTED]

Home Page | Beta Time Off | My Time Off Requests

### My Requests - Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A
08/31/2010 Tue	8:00 am	1 Days	Used	Approved	Current	SICK LEAVE DAYS	AUTOMATIC		
08/06/2010 Fri	12:00 pm	0.5 Days	Used	Waiting	Current	VACATION DAYS	AUTOMATIC		
07/16/2010 Fri	8:00 am	0h 45m	Used	Approved	Current	COMP TIME HOURS	AUTOMATIC		
06/28/2010 Mon	8:00 am	0.32 Days	Used	Approved	Current	SICK LEAVE DAYS	AUTOMATIC		
06/15/2010 Tue	4:00 pm	0.13 Days	Used	Approved	Current	SICK LEAVE DAYS	AUTOMATIC		
06/11/2010 Fri	12:30 pm	0.38 Days	Used	Approved	Current	SICK LEAVE DAYS	AUTOMATIC		
05/04/2010 Tue	8:00 am	7h 15m	Used	Approved	Current	COMP TIME HOURS	AUTOMATIC		
04/13/2010 Tue	8:00 am	3h 15m	Used	Approved	Current	COMP TIME HOURS	AUTOMATIC		
03/26/2010 Fri	11:00 am	1h 30m	Used	Approved	Current	COMP TIME HOURS	AUTOMATIC		
03/24/2010 Wed	12:00 pm	1h 45m	Used	Approved	Current	COMP TIME HOURS	AUTOMATIC		

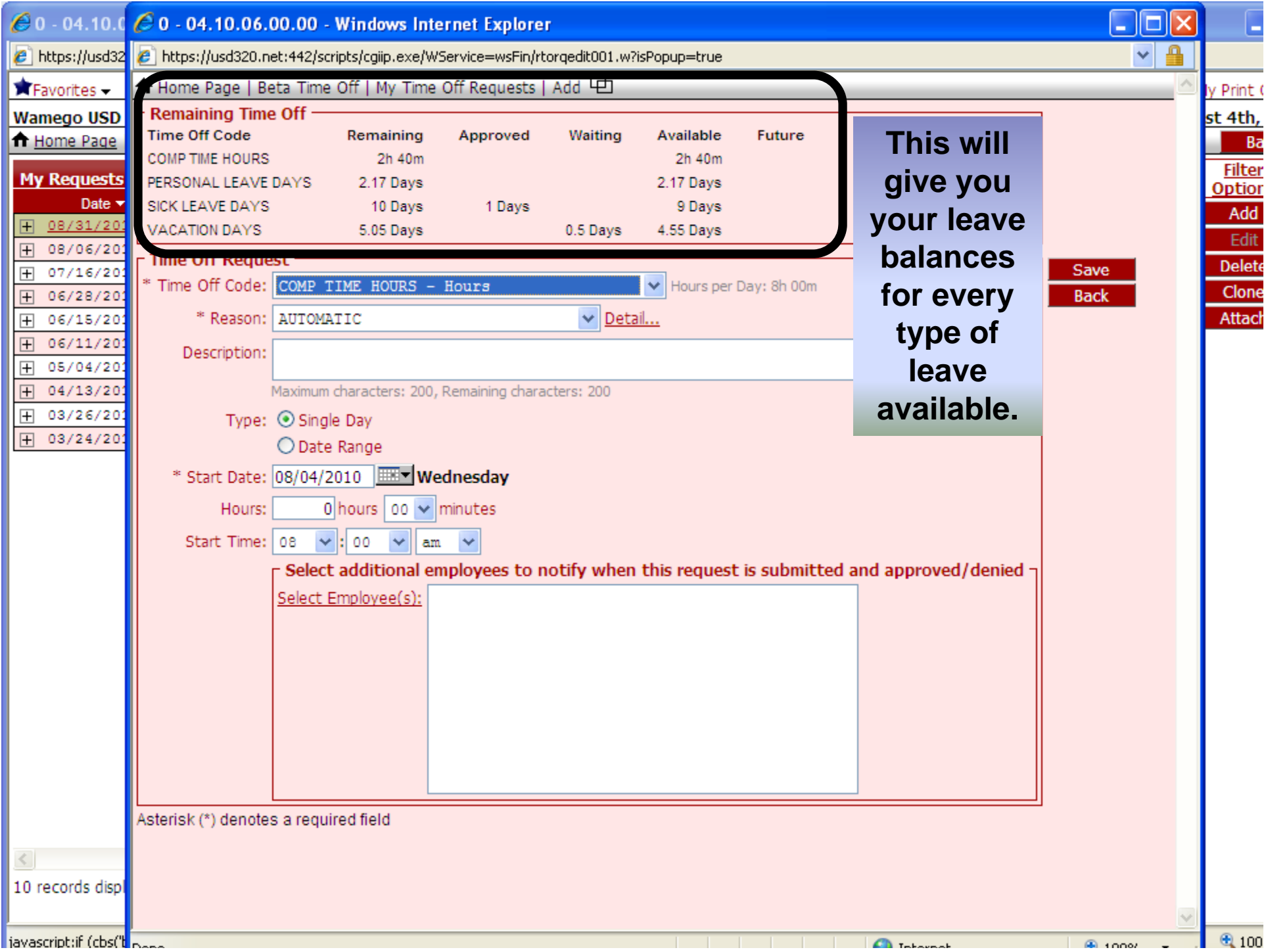
10 records displayed

Date: [REDACTED]

Done Internet 100

This screen will give you a history of your leave requests. You can see the STATUS of your request (Approved, Waiting, or Denied)

Click ADD to enter a new leave request



**Remaining Time Off**

Time Off Code	Remaining	Approved	Waiting	Available	Future
COMP TIME HOURS	2h 40m			2h 40m	
PERSONAL LEAVE DAYS	2.17 Days			2.17 Days	
SICK LEAVE DAYS	10 Days	1 Days		9 Days	
VACATION DAYS	5.05 Days		0.5 Days	4.55 Days	

**This will give you your leave balances for every type of leave available.**

**Time Off Request**

\* Time Off Code: **COMP TIME HOURS - Hours** Hours per Day: 8h 00m

\* Reason: **AUTOMATIC** [Detail...](#)

Description:   
 Maximum characters: 200, Remaining characters: 200

Type:  Single Day  Date Range

\* Start Date: **08/04/2010** **Wednesday**

Hours:  hours  minutes

Start Time:  :

**Select additional employees to notify when this request is submitted and approved/denied**

Select Employee(s):

**Save**  
**Back**

Asterisk (\*) denotes a required field

10 records disp

Print  
st 4th,  
Ba  
Filter  
Option  
Add  
Edit  
Delete  
Clone  
Attach

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future
COMP TIME HOURS	2h 40m			2h 40m	
PERSONAL LEAVE DAYS	2.17 Days			2.17 Days	
SICK LEAVE DAYS	10 Days	1 Days		9 Days	
VACATION DAYS	5.05 Days		0.5 Days	4.55 Days	

Enter the time off code you are requesting leave for

Time Off Request

\* Time Off Code: **COMP TIME HOURS - Hours** Hours per Day: 8h 00m

Save  
Back

\* Reason: **AUTOMATIC** [Detail...](#)

Enter a Reason, if you require a substitute you must select the appropriate reason code, or you will not have a sub scheduled for you Please see slide 1 of Important Notes for more information

Description:

Maximum characters: 200, Remaining characters: 200

Type:  Single Day  
 Date Range

\* Start Date: **08/04/2010** Wednesday

Hours:  hours  minutes

Start Time:  :  am

Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):

Asterisk (\*) denotes a required field

**Remaining Time Off**

Time Off Code	Remaining	Approved	Waiting	Available	Future
COMP TIME HOURS	2h 40m			2h 40m	
PERSONAL LEAVE DAYS	2.17 Days			2.17 Days	
SICK LEAVE DAYS	10 Days	1 Days		9 Days	
VACATION DAYS	5.05 Days		0.5 Days	4.55 Days	

**Time Off Request**

\* Time Off Code: **COMP TIME HOURS - Hours** Hours per Day: 8h 00m

\* Reason: **AUTOMATIC** [Detail...](#)

Description: **Enter a description of your absence here**

Maximum characters: 200, Remaining characters: 200

Type:  Single Day

Date Range

**You can select either Single Day or if you are requesting consecutive days you can select date range**

\* Start Date: **08/04/2010** **Wednesday**

Hours:  hours  minutes

Start Time:  :

Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):

**Enter a start date (and end date of you selected date range), total time off, and a start time**

**Save**  
**Back**

**Clicking Save will submit the request**

Asterisk (\*) denotes a required field

0 - 04.10.06.00.00 - Windows Internet Explorer

https://usd320.net:442/scripts/cgiip.exe/WService=wsFin/rtorqbrws001.w

★ Favorites True Time Notes Preferences Create New Window Help My Print

Wamego USD 320 User Name: [REDACTED] Wednesday, August 4th,

Home Page | Beta Time Off | My Time Off Requests

### My Requests - Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A
08/31/2010 Tue	8:00 am	1 Days	Used	Approved	Current	SICK LEAVE DAYS	AUTOMATIC	Dr. Appt at KU Med got resched	
08/06/2010 Fri	12:00 pm	0.5 Days	Used	Waiting	Current	VACATION DAYS	AUTOMATIC	Aysha's daycare closes at noon,	
07/16/2010 Fri	8:00 am	0h 45m	Used	Approved	Current	COMP TIME HOURS	AUTOMATIC	out of town wedding	
06/28/2010 Mon	8:00 am	0.32 Days	Used	Approved	Current	SICK LEAVE DAYS	AUTOMATIC	Funeral in Marysville	
06/15/2010 Tue	4:00 pm	0.13 Days	Used	Approved	Current	SICK LEAVE DAYS	AUTOMATIC	Aysha Dr. Appt	
06/11/2010 Fri	12:30 pm	0.38 Days	Used	Approved	Current	SICK LEAVE DAYS	AUTOMATIC	Aysha sick, had to pick her up fr	
05/04/2010 Tue	8:00 am	7h 15m	Used	Approved	Current	COMP TIME HOURS	AUTOMATIC	Had to stay home with Aysha (d	
04/13/2010 Tue	8:00 am	3h 15m	Used	Approved	Current	COMP SICK LEAVE DAYS	AUTOMATIC	Had to stay home with Aysha (d	
03/26/2010 Fri	11:00 am	1h 30m	Used	Approved	Current	COMP TIME HOURS	AUTOMATIC	Function at Fort Riley	
03/24/2010 Wed	12:00 pm	1h 45m	Used	Approved	Current	COMP TIME HOURS	AUTOMATIC	Brenda Jensen's Mom's Funeral	

10 records displayed Date: [REDACTED]

Internet 100

**You will be taken back to this screen. Your new request will appear in date order in the left column. You can also edit or delete any requests that are in “waiting” status, or are in the future. If an approved request from the past needs deleted for some reason, please contact Kati Wolfgang and she will correct it for you. You will need supervisor approval to delete any leave requests. You are now finished submitting leave. You can click Back to return to your main screen. Remember to Log off Skyward when you are finished with it.**



# IMPORTANT NOTES

- **USD 320 Regular Ed & Special Ed Teachers:** If you require a substitute teacher YOU MUST CHOOSE THE REASON CODE OF “USD 320 SUBSTITUTE TEACHER REQUIRED”. If you do not, the leave request will not be forwarded to the sub caller and you will not get a sub for the time you are gone.
- **USD 323 & 329 Special Ed Teachers:** You will ALWAYS choose the reason code of “USD 323 or USD 329 Sped Teach”. IF you require a sub, you will need to go through your district to request the sub. This leave request will only go to Mr. Bilderback for approval. Because the building principals in USD 323 & 329 are not USD 320 employees, they can not be added into the Skyward approval process.



# IMPORTANT NOTES

- If you are requesting Professional Development leave, you must enter the title of the conference or meeting you are attending as well as the PDC goal information in the description box. If the reason code automatically defaults to the description box, you will need to click in the description box and overwrite the default description with the PDC information.



# REQUISITIONS & PURCHASE ORDERS

The screenshot shows the Skyward Financial Management web application interface. The browser title is "Skyward Financial Management: FM - 801W (04.08.10.00.02) - Windows Internet Explorer". The address bar shows the URL "https://usd320.net:442/scripts/cgiip.exe/WService=wsFin/sfmhom01...". The page header includes "FINANCIAL MANAGEMENT" and "EMPLOYEE ACCESS™". The navigation menu contains "Favorites", "Notes", "Preferences", "Create New Window", "Login History", and "Help". The main content area displays "Wamego USD 320" and a "User Name:" field. Below this, there are several icons for navigation: "ACcount Master", "PURchasing", "REquisitions", "My Req Approval Hist", and "View My Purchase Orders". The "PURchasing" and "REquisitions" icons are circled in black.

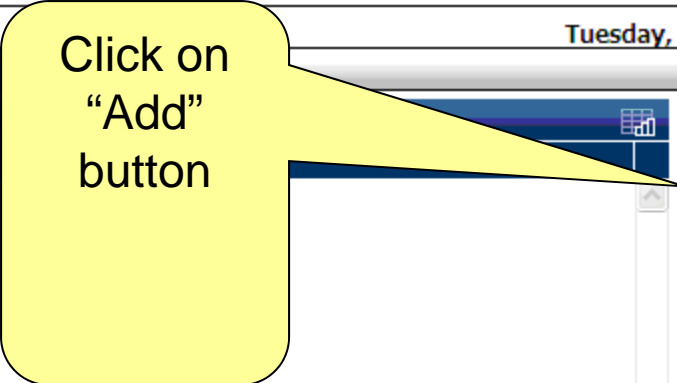


Filter Options		Number of Records: 10	Apply Filter
Destination Browse: Master			Back
<input checked="" type="radio"/> View All Of My Requisitions			
<input type="radio"/> View Only Requisitions Awaiting My Approval			

Click Apply Filter

Requisitions

records available



Filter Options

Add

0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Requisition Number:

records displayed

### Requisition Master Information

**Requisition Setup Information**

Requisition Group: 001 - DISTRICT OFFICE

Fiscal Year: 2011 - 2012 July 1, 2011 - June 30, 2012

Account allocation by total requisition amount (YMA).  
 Account allocation by each requisition detail line (YDA).

Save and Add Detail  
Save and Mass Add Detail  
Back

1. Select the appropriate requisition group and verify the correct fiscal year

**Requisition Information**

\* Description: DISTRICT OFFICE SUPPLIES

\* Vendor: STAPLES CREDIT PLAN PO BOX 689020 DES MOINES IA 5

\* Ship To: USD 320

Attention: KATHERINE WOLFGANG

\* Due Date: 07/13/2011 Wednesday

Ship Date: 07/13/2011

Ship Via:

Project/Grant:

Contract:

2. Put in a GENERAL description of the purchase

3. Select vendor. If not in the list, use "New Vendor". Be sure to put all of the new vendor information in the NOTES section that follows.

4. Select the building where you want the order shipped to.

5. Click on Save and Add Detail if you only have one item. Click on Save and Mass Add Detail if you have multiple items

Asterisk (\*) denotes a required field

FMPURQIRQ - 2220W - 04.08.10.00.02 - Windows Internet Explorer  
https://usd320.net:442/scripts/cgiip.exe/WService=wsFin/foreqdetl001.w

Requisition Master Information | Requisition Detail Lines/Accounting

### Requisition Detail Lines/Accounting

**Requisition Master Information**

Requisition Number: <b>0000002231</b>	Accounting: <b>Account allocation by total requisition amount.</b>
Group: <b>(003) MIDDLE SCHOOL</b>	Amount: <b>0.00</b>
Fiscal Year: <b>2008 - 2009</b>	Ship To: <b>WAMEGO MIDDLE SCHOOL</b>
Vendor: <b>STAPLES CREDIT PLAN</b>	Description: <b>7TH GRADE MATH CALCULATORS</b>
<b>PO BOX 689020</b>	
<b>DES MOINES IA 50368-9020</b>	

**Requisition Detail Lines**

\* Line Number:

Line Type:  Merchandise  
 Narrative

Catalog:

\* Quantity:

Unit of Measure:

\* Unit Cost:

Total Amount:

\* Description:

Asterisk (\*) denotes a required field

Save  
Back

This is for individual items being ordered. Insert catalog number (item # or stock #), quantity, unit of measure, and unit cost. The total will self-calculate. Enter a description of the item. A line will need to be added for Shipping & Handling when applicable.

Click on "Save" to move to the next section.

start | 3 I... | Inbo... | Micro... | Syst... | W 2 M... | MAP... | Cale... | 50° | 4:32 PM

### Requisition Detail Lines/Accounting

#### Requisition Master Information

Batch Number: **WEBREQ**

Requisition Number: **0000008259**

Group: **(001) DISTRICT OFFICE**

Fiscal Year: **2011 - 2012**

Vendor: **STAPLES CREDIT PLAN**

**PO BOX 689020**

**DES MOINES IA 50368-9020**

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

Amount: **312.50**

Ship To: **USD 320**

Description: **DISTRICT OFFICE SUPPLIES**

[Edit Master](#)

[Notes](#)

[Attachments](#)

Submit For  
Approval

Save and  
Finish  
Later

Back

#### Requisition Detail Line Items

##### Requisition Detail Line Items

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total	Com Code
100	123ABC	HANDY DANDY CALCULATORS	25	each	12.50000	312.50	

Add

Edit

Delete

Mass Add  
Detail

Add  
Requisition  
Accounts

Click "Add" until you have entered all of the individual items on your order.

After all items have been added, click on "Add Requisition Accounts".

1 records displayed

Line:

Available Accounts

Available Accounts

Fnd	T	Func	Pr	Bldg	Cc	Rp	Obj	Funds Available	Selected
011	E	1000	54	0003	231	00	610	\$1,000.00	<input type="checkbox"/>
011	E	1000	54	0003	310	00	610	\$1,105.76	<input checked="" type="checkbox"/>

Select the account to be used and then click on "Save Account Distrib"

Account Number Information

Code	Description
011	SUPPLEMENTAL GENERAL
1000	INSTRUCTION
54	SUPPLEMENTAL
0003	WAMEGO MIDDLE SCHOOL
310	SACCT
610	GENERAL SUPPLIES & MATERIALS

Save Account Distrib  
Back

2 records displayed

Account Number:

Total Amount to Distribute: **\$312.50 100.00%**  
Total Distributed: **\$312.50 100.00%**  
Amount Remaining: **\$0.00 0.00%**

Selected Accounts

Account Number	Amount	Percent
011 E 1000 54 0003 310 00 610	312.50	100.00

Remove  
Remove All

Available Accounts

Available Accounts

Fnd	T	Func	Pr	Bldg	Cc	Rp	Obj	Funds Available	Selected
011	E	1000	54	0003	231	00	610	\$1,000.00	<input checked="" type="checkbox"/>
011	E	1000	54	0003	310	00	610	\$1,105.76	<input checked="" type="checkbox"/>

Account Number Information

Code	Description
011	SUPPLEMENTAL GENERAL
1000	INSTRUCTION
54	SUPPLEMENTAL
0003	WAMEGO MIDDLE SCHOOL
231	SACCT
610	GENERAL SUPPLIES & MATERIALS

Save Account Distrib Back

An example using more than one account.

2 records displayed

Account Number:

Total Amount to Distribute: **\$312.50 100.00%**

Total Distributed: **\$312.50 100.00%**

Amount Remaining: **\$0.00 0.00%**

Selected Accounts

Account Number	Amount	Percent
011 E 1000 54 0003 310 00 610	156.25	50.00
011 E 1000 54 0003 231 00 610	156.25	50.00

Remove Remove All

FMPURQIRQ - 2220W - 04.08.10.00.02 - Windows Internet Explorer

https://usd320.net:442/scripts/cgiip.exe/WService=wsFin/foreqacct002.w

Requisition Master Information | Requisition Detail Lines/Accounting

### Requisition Detail Lines/Accounting

#### Requisition Master Information

Requisition Number: **0000002231**      Accounting: **Account allocation by total requisition amount.**      [Edit Master](#)  
Group: **(003) MIDDLE SCHOOL**      Amount: **312.50**      [Notes](#)  
Fiscal Year: **2008 - 2009**      Ship To: **WAMEGO MIDDLE SCHOOL**      [Attachments](#)  
Vendor: **STAPLES CREDIT PLAN**      Description: **7TH GRADE MATH CALCULATORS**  
**PO BOX 689020**  
**DES MOINES IA 50368-9020**

[Submit For Approval](#)  
[Save and Finish Later](#)  
[Back](#)

#### Requisition Accounts

Account Number ^	Account Amount	Account Percent	Over Budget
<a href="#">011 E 1000 54 0003 231 00 610</a>	\$156.25	50.00%	
011 E 1000 54 0003 310 00 610	\$156.25	50.00%	

[Update Account Distrib](#)  
[View Requisition Detail Lines](#)

2 records displayed

Internet 100%

start 3 I... Inbo... Micro... Syst... W 2 M... MAP... Cale... 50° 4:36 PM

To review items ordered, click on "View Requisition Detail Lines".

FMPURQRQ - 2220W - 04.08.10.00.02 - Windows Internet Explorer

https://usd320.net:442/scripts/cgiip.exe/WService=wsFin/foreqdetl001.w

Requisition Master Information | Requisition Detail Lines/Accounting

### Requisition Detail Lines/Accounting

**Requisition Master Information**  
Requisition Number: **0000002231**      Accounting: **Account allocation by total requisition amount.**      [Edit Master](#)  
Group: **(003) MIDDLE SCHOOL**      Amount: **312.50**      [Notes](#)  
Fiscal Year: **2008 - 2009**      Ship To: **WAMEGO MIDDLE SCHOOL**      [Attachments](#)  
Vendor: **STAPLES CREDIT PLAN**      Description: **7TH GRADE MATH CALCULATORS**  
**PO BOX 689020**  
**DES MOINES IA 50368-9020**

**Submit For Approval**  
**Save and Finish Later**  
**Back**

### Requisition Detail Line Items

Line	Catalog Code	Description	Quantity	U of	Unit Cost	Total Cost	Comm Code
100	123ABC	HANDY DANDY CALCULATORS	25		12.50000	312.50	

**Add**  
**Edit**  
**Delete**  
  
**View Requisition Accounts**

1 records displayed

Line:

Done

Internet 100%

start | 3 I... | Inbo... | Micro... | Syst... | W 2 M... | MAP... | Cale... | 50° | 4:37 PM

To add a note or attachment, i.e., web link, scanned document, new vendor information, click here.

WebReq Tutorial.doc - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Type a question for help

Normal Times New Roman 12 B I U

FMPURQNO - 9271W - 04.09.02.00.00 - Windows Internet Explorer

https://usd320.net:442/scripts/cgiip.exe/WService=wsFin/foreqnote001.w

Home Page | Purchasing | Requisitions | Notes

Add/Edit Note for Requisition# 0000002231

\* Note Category: COMMENTS

Entered Date: 03/03/2009

Entered Time: 4:42 PM

Entered By: ALLEN, MATTHEW

\* Note: THIS ORDER SHOULD BE PLACED ONLINE.

Protected (Read only to all users except the user that entered it.)

Asterisk (\*) denotes a required field

Save

Back

1. Select a "Note Category"
2. Insert your note
3. Click on "Save"

start

Page 7 Sec 1 7/8 At 0.5" Ln 1 Col 1 REC TRK EXT OVR

start 3 Internet... Inbox for m... System: MA... MAPP SYST... 2 Microsof... 11:52 AM

FMPURQRQ - 2220W - 04.08.10.00.02 - Windows Internet Explorer

https://usd320.net:442/scripts/cgiip.exe/WService=wsFin/foreqdetl001.w

Requisition Master Information | Requisition Detail Lines/Accounting

### Requisition Detail Lines/Accounting

**Requisition Master Information**

Requisition Number: **0000002231**      Accounting: **Account allocation by total requisition amount.**      [Edit Master](#)  
Group: **(003) MIDDLE SCHOOL**      Amount: **312.50**      [Notes](#)  
Fiscal Year: **2008 - 2009**      Ship To: **WAMEGO MIDDLE SCHOOL**      [Attachm...](#)  
Vendor: **STAPLES CREDIT PLAN**      Description: **7TH GRADE MATH CALCULATORS**  
**PO BOX 689020**  
**DES MOINES IA 50368-9020**

**Submit For Approval**  
**Save and Finish Later**  
**Back**

### Requisition Detail Line Items

Line	Catalog Code	Description
100	123ABC	HANDY DANDY CALCULATORS

**Add**  
**Edit**  
**Delete**

**View Requisition Accounts**

1 records displayed

Line:

When everything has been entered correctly, Click on "Submit for Approval"

FMPLNRQ - 2220W - 04.08.10.00.02 - Windows Internet Explorer  
 https://usd320.net:442/scripts/cgip.exe/WService=wsFin/foreqmain001.w

Wamego USD 320 User Name: MATTHEW ALLEN Tuesday, March 3rd, 2009

Home Page | Purchasing | Requisitions Back

### Requisitions

Requisition Number	App Sts	Today's Sts	Description	Vendor Name	Vnd St	Amount	Entered By
0000002231	WIP		7TH GRADE MATH CALCULATORS	STAPLES CREDIT PLAN	IA	312.50	ALLEN, MATTHEW

Expand All Collapse All Show Details In New Window Modify Details (displaying 5 of 5)

Master Edit Master

Vendor: STAPLES CREDIT PLAN Ship To: WAMEGO MIDDLE SCHOOL  
 PO BOX 689020 1701 KAW VALLEY ROAD  
 DES MOINES IA 50368-9020 WAMEGO KS 66547

Group: (003) MIDDLE SCHOOL Attention: MATTHEW ALLEN  
 Entered Date: 03/03/2009 Ship Date: 03/03/2009  
 Fiscal Year: 2008 - 2009 Ship Via:  
 Batch: WEBREQ Vendor Discount %:  
 Accounting: Account allocation by total requisition amount. Ordered: NO  
 Origin: Budgetary E-mailed/Printed: NO  
 Project: Invoice To:  
 Contract: # of Line Items: 1  
 Last Updated: 03/03/2009 # of Accounts: 2  
 Notes: NO # of Approvals Completed: 0  
 Attachments: NO # of Approvals Needed: 2

Line Items Add Requisition Line Item Add Inventory Items

Line Nbr.	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost
100	123ABC	HANDY DANDY CALCULATORS	25	EA	12.50000	312.50

Accounts Edit Accounts

Approval

Notes Add Notes

---

### Requisitions

Requisition Number	App Sts	Today's Sts	Description	Vendor Name	Vnd St	Amount	Entered By
0000002231	WIP		7TH GRADE MATH CALCULATORS	STAPLES CREDIT PLAN	IA	312.50	ALLEN, MATTHEW

Expand All Collapse All Show Details In New Window Modify Details (displaying 5 of 5)

Master Edit Master

Line Items Add Requisition Line Item Add Inventory Items

Accounts Edit Accounts

\* Designates accounts that are over budget (Does not include WIP amount)

Account	Acct. Amt.	Acct. Pct.
011 E 1000 54 0003 231 00 610	\$156.25	50.00%
011 E 1000 54 0003 310 00 610	\$156.25	50.00%

Approval

Date	Time	Status	Approval Level	Name/Note
		Order Not Yet Completed	Level 2	CONWELL, MARK D
		Order Not Yet Completed	Level 1	JENNINGS, VERONICA

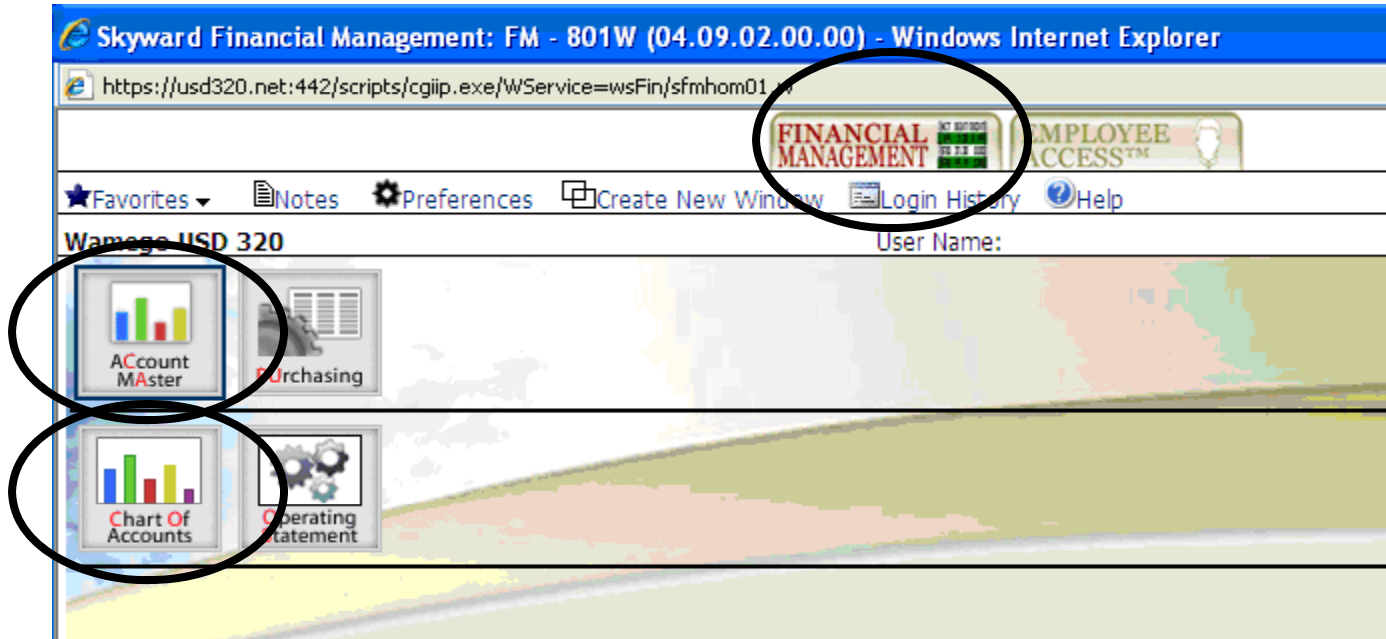
Notes Add Notes

Category	Note	Entered By	Entered
COMMENTS	PLEASE HAVE THIS ORDER SHIPPED TO THE MANHATTAN STORE	ALLEN, MATTHEW	03/03/2009 4:42 PM

This is a sample of the information you can view after your requisition has been submitted



# CLASSROOM BUDGETS AND OTHER ACCOUNTS



FMCA/CA - 809W - 04.09.02.00.00 - Windows Internet Explorer

https://usd320.net:442/scripts/cgiip.exe/WService=wsFin/facctbrws001.w

Wamego USD 320 User Name: MATTHEW ALLEN Wednesday, March 25th, 2009

Home Page | Acct Master | Chart of Accounts

### Chart of Accounts (Fiscal Year 2008-2009 (Current))

Sequence: REGULAR ACCOUNT SEQUENCE

Account Number	2008 2009	2008 2009	2008 2009	2008 2009	2007 2008																																												
	Revised Budget	FY Activity	Encumbered	Available Funds	CF Encumbered																																												
<p><b>Filter Options</b></p> <p>Number of Records: 10 <span>Apply Filter</span> <span>Reset Filter</span> <span>Back</span></p> <p>Fiscal Year: 2008-2009 (Current Fiscal Year)             Account Types: Expense Accounts             Destination Browse: Chart of Accounts             Account Sequence: R - REGULAR ACCOUNT SEQUENCE</p> <p>Active/Inactive Status: <input type="radio"/> Active <input type="radio"/> Inactive <input checked="" type="radio"/> Both</p> <p><b>Financial Activity</b></p> <table border="1"> <thead> <tr> <th></th> <th>Zero Amounts</th> <th>Nonzero Amounts</th> <th>Both</th> </tr> </thead> <tbody> <tr> <td>Revised Budget:</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> <tr> <td>Fiscal Year Activity:</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> <tr> <td>Encumbered:</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> <tr> <td>Available Funds:</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> <tr> <td>Previous Year Encumbered:</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> </tbody> </table> <p><b>Account Characteristics</b></p> <table border="1"> <thead> <tr> <th></th> <th>Spaces</th> <th>No Spaces</th> <th>Both</th> </tr> </thead> <tbody> <tr> <td>Group Code:</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> <tr> <td>Category Code:</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> <tr> <td>Quick Key:</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> <tr> <td>Account Level Description:</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> </tbody> </table>							Zero Amounts	Nonzero Amounts	Both	Revised Budget:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Fiscal Year Activity:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Encumbered:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Available Funds:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Previous Year Encumbered:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		Spaces	No Spaces	Both	Group Code:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Category Code:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Quick Key:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Account Level Description:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
	Zero Amounts	Nonzero Amounts	Both																																														
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Account Level Description:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>																																														

Click on "Apply Filter" box. HS teachers with building activity funds may need to change "Account Types" to "Revenue Accounts".

Internet 100%

start 2 Internet... Inbox for m... System: MA... MAPP SYST... WebReq Tu... 48° 11:59 AM

FMCAICA - 809W - 04.09.02.00.00 - Windows Internet Explorer

https://usd320.net:442/scripts/cgiip.exe/WService=wsFin/facctbrws001.w

Wamego USD 320 User Name: MATTHEW ALLEN Wednesday, March 25th, 2009

Home Page | Acct Master | Chart of Accounts Back

### Chart of Accounts (Fiscal Year 2008-2009 (Current))

Sequence: REGULAR ACCOUNT SEQUENCE

Account Number										2008-2009	2008-2009	2008-2009	2008-2009	2007-2008		Group Code	
Fnd	T	Func	Pr	Bldg	Cc	Rp	Obj	▲		Revised Budget	FY Activity	Encumbered	Available Funds	CF Encumbered	S		
+	011	E	1000	54	0003	231	00	610		1,000.00	0.00	0.00	1,000.00	0.00			
+	011	E	1000	54	0003	310	00	610		1,200.00	94.24	0.00	1,105.76	0.00			

**Filter Options**

Chart of Accounts Charact

Chart of Accounts Description

These are the accounts you are authorized to use. Clicking on the "+" sign will expand the information available for more detail.

You can see beginning budget, fiscal year activity, and available balance.

Account:

ALL 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

2 records displayed

Done

Chart of Accounts (Fiscal Year 2008-2009 (Current))  
Sequence: REGULAR ACCOUNT SEQUENCE

- Filter Options
- Chart of Accounts Charact
- Chart of Accounts Description

Account Number	2008-2009 Revised Budget	2008-2009 FY Activity	2008-2009 Encumbered	2008-2009 Available Funds	2007-2008 CF Encumbered	S	Group Code	C
011 1000 53 0005 710 00 610	1,250.00	530.09	123.68	596.23	0.00			

Expand All Collapse All Show Details In New Window Modify Details (displaying 8 of 8)

Monthly Account Activity

<< 2008-2009 >>

	Debit 2008-2009	Credit 2008-2009	Net Activity 2008-2009	Encumbered 2008-2009
June	0.00	0.00	0.00	0.00
May	0.00	0.00	0.00	0.00
April	0.00	0.00	0.00	0.00
March	0.00	0.00	0.00	0.00
February	0.00	0.00	0.00	0.00
January	219.15	0.00	219.15	123.68
December	93.04	37.51	55.53	0.00
November	59.15	0.00	59.15	-59.16
October	158.75	0.00	158.75	-158.75
September	37.51	0.00	37.51	217.91
August	0.00	0.00	0.00	0.00
July	0.00	0.00	0.00	0.00

Detail Account Activity View

Post Date	Source	SubSource	Batch	Description	Debit Amount	Credit Amount
01/22/09	AP		D0122	SUMMARY TOTAL	23.98	0.00
01/15/09	AP		D0114	SUMMARY TOTAL	70.17	0.00
01/08/09	AP		D0108	SUMMARY TOTAL	125.00	0.00

ALL 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Account:

50 records displayed

**Chart of Accounts (Fiscal Year 2008-2009 (Current))**  
**Sequence: REGULAR ACCOUNT SEQUENCE**

- [Filter Options](#)
- [Chart of Accounts Charact](#)
- [Chart of Accounts Description](#)

Account Number	2008-2009 Revised Budget	2008-2009 FY Activity	2008-2009 Encumbered	2008-2009 Available Funds	2007-2008 CF Encumbered	S	Group Code	C
Fnd T Func Pr Bldg Cc Rp Obj								

**Detail Account Activity View**

Post Date	Source	SubSource	Batch	Description	Debit Amount	Credit Amount
01/22/09	AP		D0122	SUMMARY TOTAL	23.98	0.00
01/15/09	AP		D0114	SUMMARY TOTAL	70.17	0.00
01/08/09	AP		D0108	SUMMARY TOTAL	125.00	0.00
12/31/08	AP		D0101CB	SUMMARY TOTAL	37.51	0.00
12/31/08	PR	PREC		SUPPLEMENTAL GENERAL/SUPPLEMEN	0.00	37.51
12/19/08	AP		D1218CB	SUMMARY TOTAL	55.53	0.00
11/06/08	AP		D1105	SUMMARY TOTAL	59.15	0.00
10/09/08	AP		D106	SUMMARY TOTAL	54.89	0.00
10/09/08	AP		d107	SUMMARY TOTAL	103.86	0.00
09/22/08	PR	PREC		SUPPLEMENTAL GENERAL/SUPPLEMEN	37.51	0.00

**Account Encumbrance Activity**

**Purchase Orders Using This Account**

PO Number	Status	Description	Amount	Vendor	Fiscal Year	Date Entered
0050900047	History	CLASSROOM SUPPLIES ORDE	62.67	CLASSROO000	2008-2009	12/22/08
0050900046	Open	CLASSROOM SUPPLIES ORDE	147.66	CLASSROO000	2008-2009	12/22/08
0050900023	History	TEAM BULLETIN BOARD-DAR	13.24	SCHOLAST004	2008-2009	09/24/08
0050900022	History	DARTING-CLASSROOM SUPPL	54.89	REALLY G000	2008-2009	09/24/08
0050900021	History	DARTING POSTCARDS/NAMEP	40.42	CLASSROO000	2008-2009	09/24/08
0050900020	History	CLASSROOM SUPPLIES-PLAN	63.44	CLASSROO000	2008-2009	09/23/08

ALL 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Account:

50 records displayed

Chart of Accounts (Fiscal Year 2008-2009 (Current))  
Sequence: REGULAR ACCOUNT SEQUENCE

**Filter Options**

Chart of Accounts Charact

Chart of Accounts Description

Account Number	2008-2009 Revised Budget	2008-2009 FY Activity	2008-2009 Encumbered	2008-2009 Available Funds	2007-2008 CF Encumbered	S	Group Code	C
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**Purchase Orders Using This Account**

PO Number	Status	Description	Amount	Vendor	Fiscal Year	Date Entered
0050900047	History	CLASSROOM SUPPLIES ORDE	62.67	CLASSRO000	2008-2009	12/22/08
0050900046	Open	CLASSROOM SUPPLIES ORDE	147.66	CLASSRO000	2008-2009	12/22/08
0050900023	History	TEAM BULLETIN BOARD-DAR	13.24	SCHOLAST004	2008-2009	09/24/08
0050900022	History	DARTING-CLASSROOM SUPPL	54.89	REALLY G000	2008-2009	09/24/08
0050900021	History	DARTING POSTCARDS/NAMEP	40.42	CLASSRO000	2008-2009	09/24/08
0050900020	History	CLASSROOM SUPPLIES-PLAN	63.44	CLASSRO000	2008-2009	09/23/08
0050900019	History	CHART TABLETS	45.92	TEACHER'000	2008-2009	09/23/08

**Accounts Payable Invoices Using This Account**

Post Date	PO Number	Status	Description	Amount	Vendor	Fiscal Year	Type
01/22/09	0050900046	History	CLASSROOM SUPPLIES ORDE	23.98	CLASSRO000	2008-2009	R
01/15/09	0050900047	History	CLASSROOM SUPPLIES ORDE	57.49	CLASSRO000	2008-2009	R
01/15/09	0050900047	History	CLASSROOM SUPPLIES ORDE	12.68	CLASSRO000	2008-2009	R
01/08/09	0000000000	History	DRY ERASE BOARD	125.00	BECK MAR000	2008-2009	R
12/31/08	0000000000	History	CORRECT PAYROLL NON-TAX	16.00	DARTIDE0001	2008-2009	M
12/31/08	0000000000	History	CORRECT PAYROLL NON-TAX	21.51	BLUMECHE002	2008-2009	M
12/19/08	0000000000	History	CLASSROOM CHARTS/BB	26.53	PLANKLIS001	2008-2009	R
12/19/08	0000000000	History	CLASSROOM FILE CABINET	29.00	DARTIDE0001	2008-2009	R
11/06/08	0050900023	History	TEAM BULLETIN BOARD-DAR	13.24	SCHOLAST004	2008-2009	R
11/06/08	0050900019	History	CHART TABLETS	45.91	TEACHER'000	2008-2009	R

[More AP Detail](#)

ALL 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Account:

50 records displayed

**Accounts Payable Activity for account number 011 E 1000 53 0005 710 00 610 - Skyward Default**

Post Date	PO Number	Status	Description	Amount	Vendor	Fiscal Year
01/22/2009	50900046	History	CLASSROOM SUPPLIES ORDER #1	23.98	CLASSROO000	2008-2009
01/15/2009	50900047	History	CLASSROOM SUPPLIES ORDER #2	57.49	CLASSROO000	2008-2009
01/15/2009	50900047	History	CLASSROOM SUPPLIES ORDER #2	12.68	CLASSROO000	2008-2009
01/08/2009	0	History	DRY ERASE BOARD	125.00	BECK MAR000	2008-2009
12/31/2008	0	History	CORRECT PAYROLL NON-TAX REIMBURSEMENT	21.51	BLUMECH000	2008-2009
12/31/2008	0	History	CORRECT PAYROLL NON-TAX REIMBURSEMENT	16.00	DARTID0001	2008-2009
12/19/2008	0	History	CLASSROOM FILE CABINET	29.00	DARTID0001	2008-2009
12/19/2008	0	History	CLASSROOM CHARTS/BB	26.53	PLANKLIS001	2008-2009
11/06/2008	50900023	History	TEAM BULLETIN BOARD-DARTING	13.24	SCHOLAST004	2008-2009
11/06/2008	50900019	History	CHART TABLETS	45.91	TEACHER'000	2008-2009
10/09/2008	50900022	History	DARTING-CLASSROOM SUPPLIES	54.89	REALLY G000	2008-2009
10/09/2008	50900021	History	DARTING POSTCARDS/NAMEPLATES/NOTE PADS	40.42	CLASSROO000	2008-2009
10/09/2008	50900020	History	CLASSROOM SUPPLIES-PLANKINTON	63.44	CLASSROO000	2008-2009

Filter Options  
Back

13 records displayed Post Date:



# Frequently Asked Questions

- What if I want to go to a store in Wamego to purchase (charge) something for my classroom?
  - It's best if you do a requisition to that vendor (i.e. Dyer's), and wait for it to go through the approval process before you make the purchase. You will receive an e-mail from Skyward when it is approved.
  - BE SURE to send the receipt from the store to Cindy Bryson with the Requisition number written on it (the requisition number that appeared after you hit 'submit for approval'.)  
Note: Dollar General is not recommended.



# Frequently Asked Questions

- What if I would like to request reimbursement for something I purchased myself?
  - Enter a requisition in Skyward, using your name (last name first) and send Cindy the receipt with the requisition number written on it. If approved, you will be reimbursed for it but not for the tax if you paid tax. We are state tax-exempt.
- What if I am a Special Services employee? Are things handled differently than for a USD 320 employee?
  - Yes, they are handled somewhat differently. Please contact the Special Services Director or an employee in his office for answers.



# Frequently Asked Questions

- What if I'm not sure about which vendor or account to choose or I need to give further ordering instructions?
  - Remember.....Notes and/or Attachments! You can go ahead and submit the requisition and be assured that nothing is 'binding' as long as you've explained it by attaching a NOTE or an ATTACHMENT.
  - There are two different categories in NOTES: "Vendor" and "Comments".
  - "ATTACHMENTS" is for attaching a scanned file or a website, for instance. Multiple notes and attachments are possible. Cindy or one of the other approvers can make changes if needed.



## Additional Notes

- You will receive an e-mail from Skyward once your requisition is approved or denied.
- Cindy will do the ordering for you ~ after the requisition is fully approved
- School Activity accounts are handled differently. Contact the head secretary in your building for the proper ordering procedure for school activity accounts.
- It is possible to edit or delete a requisition that has been submitted. HOWEVER, if you click the edit button after you have submitted it for approval, you must click on Submit For Approval AGAIN!
- To verify that your requisition has indeed been submitted...please check the status column for the letters WFH (Waiting for higher approval) If it still says WIP (work in progress) it is NOT submitted!



# IF YOU HAVE QUESTIONS

- Payroll or Time Off
  - Kati Wolfgang 785-456-7643 ext 1004
- Requisitions or Purchase Orders
  - Cindy Bryson 785-456-7643 ext 1002
- Classroom Budgets
  - Kathryn Mayfield 785-456-7643 ext 1001
- School Activity Funds
  - Head Building Secretary
- Special Education Orders
  - Special Services Office