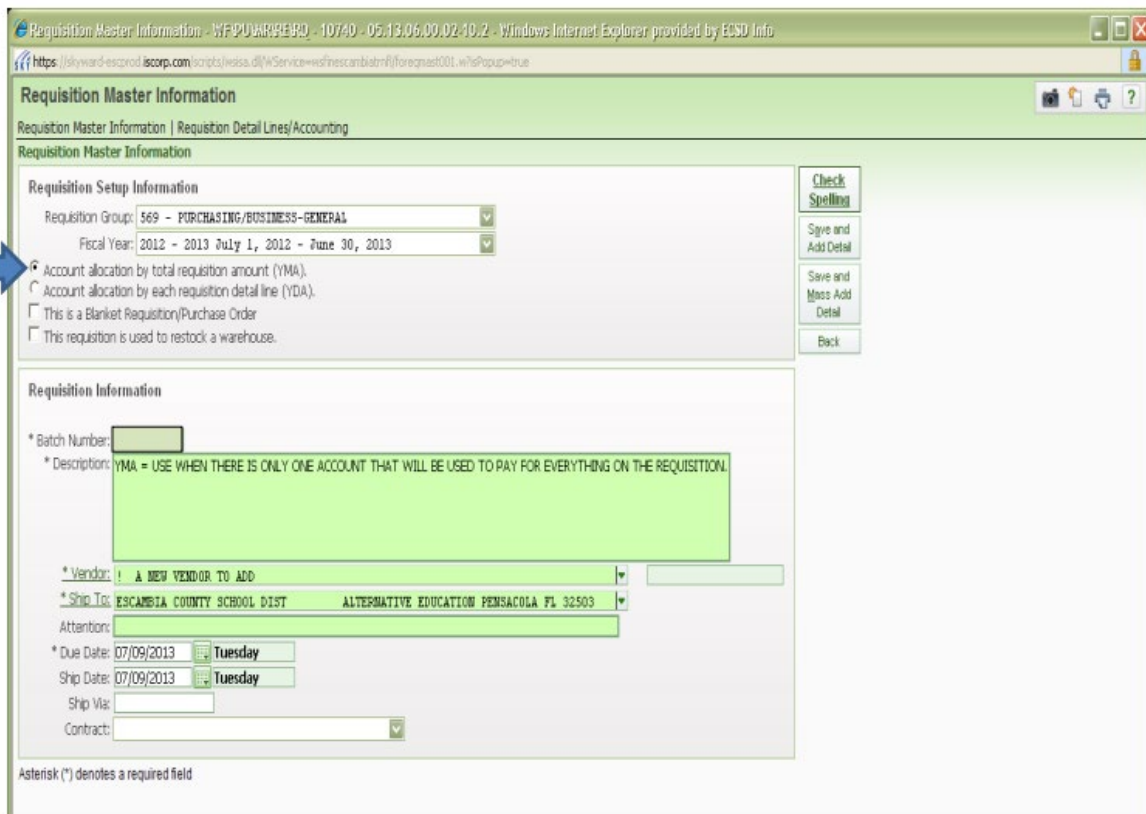


## Entering a Requisition in Skyward

In the Requisition Master Information screen, the ability to choose between YMA and YDA exists. Below are two examples with instructions for use. If you have any questions, please contact the Procurement Department. Please be advised that if a requisition is entered incorrectly, IT WILL BE DENIED and will require reentering as the choice between YMA and YDA is 'hardwired' in Skyward and cannot be switched once chosen.



The screenshot shows the 'Requisition Master Information' screen in a web browser. The browser title is 'Requisition Master Information - WFPDWARPEBQ - 10740 - 05.13.06.00.02.10.2 - Windows Internet Explorer provided by ECSO Info'. The URL is 'https://skyward-esprod.scorp.com/scripts/hessa.d/WServe=wsfinescanb1str/f/request001.w?Popup=true'. The page title is 'Requisition Master Information'. Below the title, there is a breadcrumb trail: 'Requisition Master Information | Requisition Detail Lines/Accounting'. The main content area is divided into two sections: 'Requisition Setup Information' and 'Requisition Information'. In the 'Requisition Setup Information' section, there are two dropdown menus: 'Requisition Group' (569 - PURCHASING/BUSINESS-GENERAL) and 'Fiscal Year' (2012 - 2013 July 1, 2012 - June 30, 2013). Below these are four radio buttons and checkboxes: 'Account allocation by total requisition amount (YMA)' (selected), 'Account allocation by each requisition detail line (YDA)', 'This is a Blanket Requisition/Purchase Order', and 'This requisition is used to restock a warehouse'. To the right of these options are buttons: 'Check Spelling', 'Save and Add Detail', 'Save and Mass Add Detail', and 'Back'. In the 'Requisition Information' section, there are fields for 'Batch Number', 'Description' (YMA = USE WHEN THERE IS ONLY ONE ACCOUNT THAT WILL BE USED TO PAY FOR EVERYTHING ON THE REQUISITION.), 'Vendor' (NEW VENDOR TO ADD), 'Ship To' (ESCAMBIA COUNTY SCHOOL DIST ALTERNATIVE EDUCATION PENSACOLA FL 32503), 'Attention', 'Due Date' (07/09/2013 Tuesday), 'Ship Date' (07/09/2013 Tuesday), 'Ship Via', and 'Contract'. A legend at the bottom left states 'Asterisk (\*) denotes a required field'.

Select "Account allocation by total requisition amount (YMA)" when you only have **ONE** account that will be used to pay for everything on the requisition. This applies to Blanket and non-Blanket requisitions.

## Entering a Requisition in Skyward

Requisition Master Information - WFSQUARREQD - 10740 - 05.13.06.00.02.10.2 - Windows Internet Explorer provided by ECSD Info

https://skyward-escprod.escorp.com/scripts/wfsa.d/WServe=wfinescanbiatm/foreqmas001.wfsPopup=true

### Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

#### Requisition Master Information

**Requisition Setup Information**

Requisition Group: 569 - PURCHASING/BUSINESS-GENERAL

Fiscal Year: 2012 - 2013 (July 1, 2012 - June 30, 2013)

Account allocation by total requisition amount (YMA).

Account allocation by each requisition detail line (YDA).

This is a Blanket Requisition/Purchase Order

This requisition is used to restock a warehouse.

[Check Spelling](#)

[Save and Add Detail](#)

[Save and Mass Add Detail](#)

[Back](#)

#### Requisition Information

\* Batch Number:

\* Description: YDA = USE WHEN THERE ARE MULTIPLE ACCOUNTS THAT WILL BE USED TO PAY FOR THE ITEMS ON THE REQUISITION. EACH LINE WILL HAVE TO HAVE THE ACCOUNTING ATTACHED.

\* Vendor: A NEW VENDOR TO ADD

\* Ship To: ESCAMBIA COUNTY SCHOOL DIST ALTERNATIVE EDUCATION PENSACOLA FL 32503

Attention:

\* Due Date: 07/09/2013 Tuesday

Ship Date: 07/09/2013 Tuesday

Ship Via:

Contract:

Asterisk (\*) denotes a required field

Select “Account allocation by each requisition detail line (YDA)” when you have **MORE THAN** one account that will be used to pay for everything on the requisition. This applies to Blanket and non-Blanket requisitions.