Skyward User's Manual

Skyward School Business Suite, Inventory

Prepared for

Escambia County School District
Escambia County Florida

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Version 1.0

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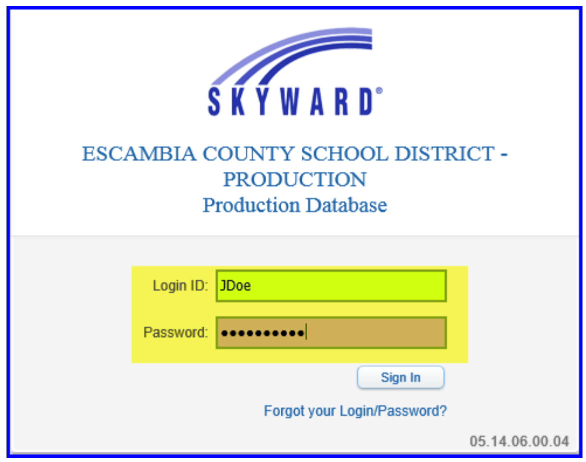
Chapter 1. Logging into Skyward

• If you do not have a short cut to the Skyward application on your desktop open Internet Explorer (IE) • Enter the URL and save to your Favorites	https://skyward-escprod.iscorp.com/scripts/wsisa.dll/WService=wsfinescambiafl/seplog01.w
• The Skyward Login ID is the same as your Novell Network ID First Initial and Last Name e.g. John Doe (jdoe).	
If you require assistance logging in please contact the IT Service Desk, 850-462-9493.	

The Main Skyward Screen will open, displaying modules that you have access to.

Chapter 2. Creating an Warehouse Requisition

Step 1: Navigate to the Financial Management System

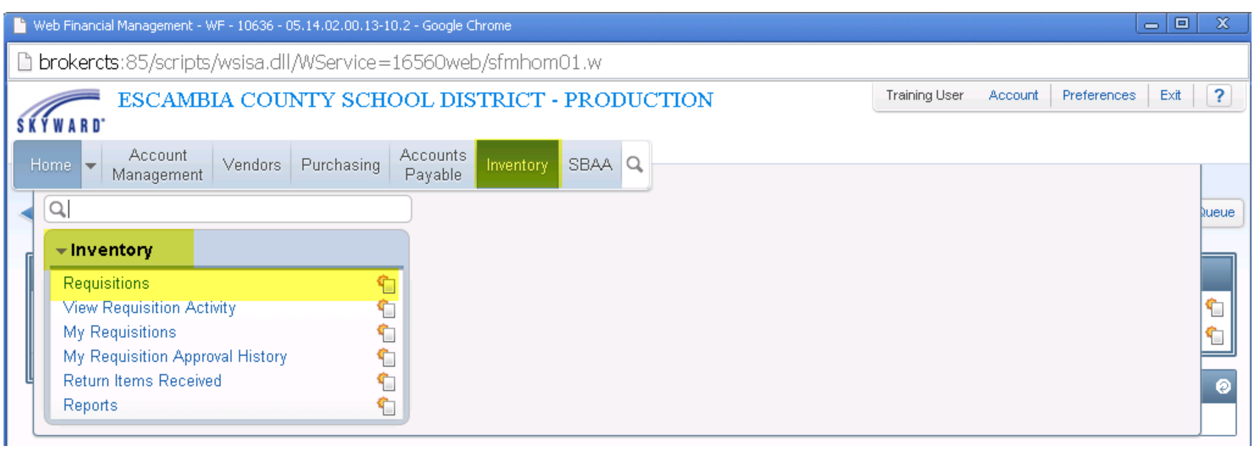
From the Main Screen

3.1.1	Click ON ***JUMP TO OTHER SYSTEMS:*** **Financial Management** or
3.1.2	Click the  Button and select **Financial Management** from the selection of systems

Step 2: Navigate to Inventory Main Screen

From the Financial Management System Main Screen

2.1	Select  from the Financial Main Menu,
2.2	Select *INVENTORY*: Requisitions

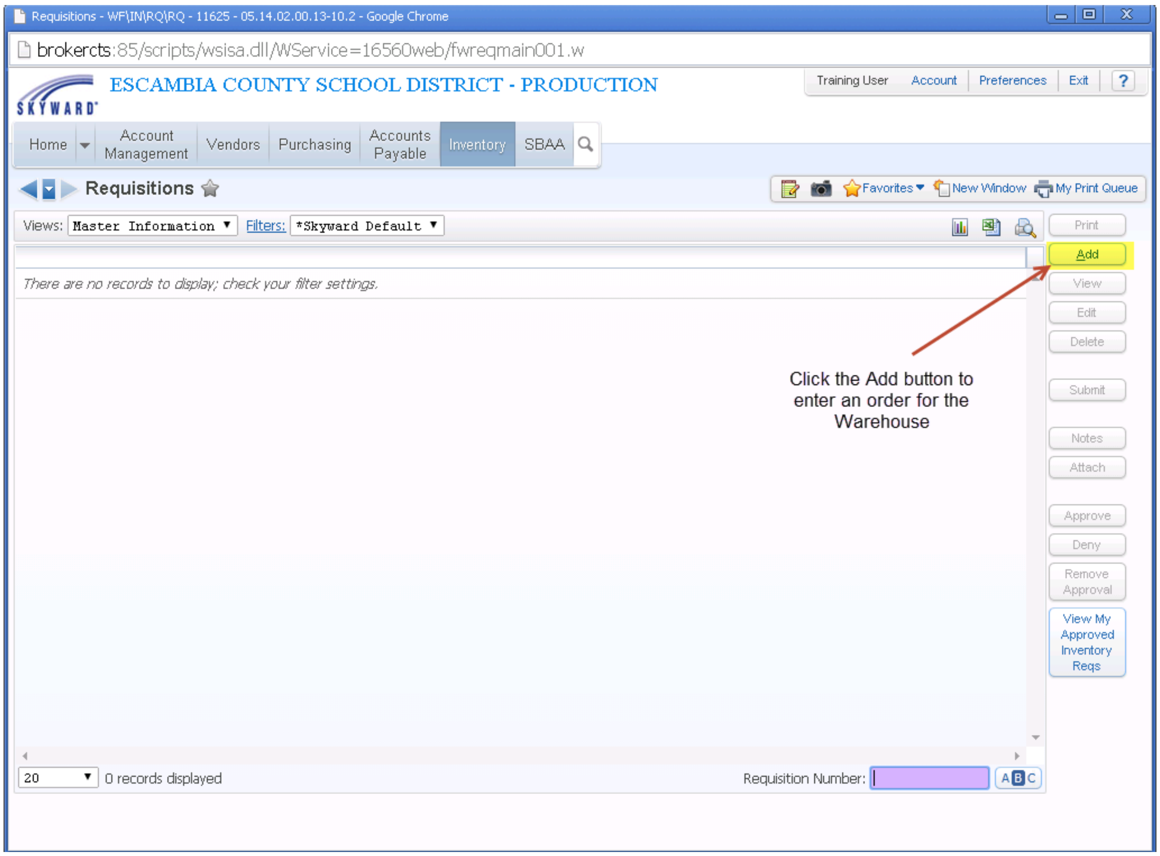


The **Inventory** screen opens

Step 3: Add a New Warehouse Request

From the Inventory Requisitions Main Screen:

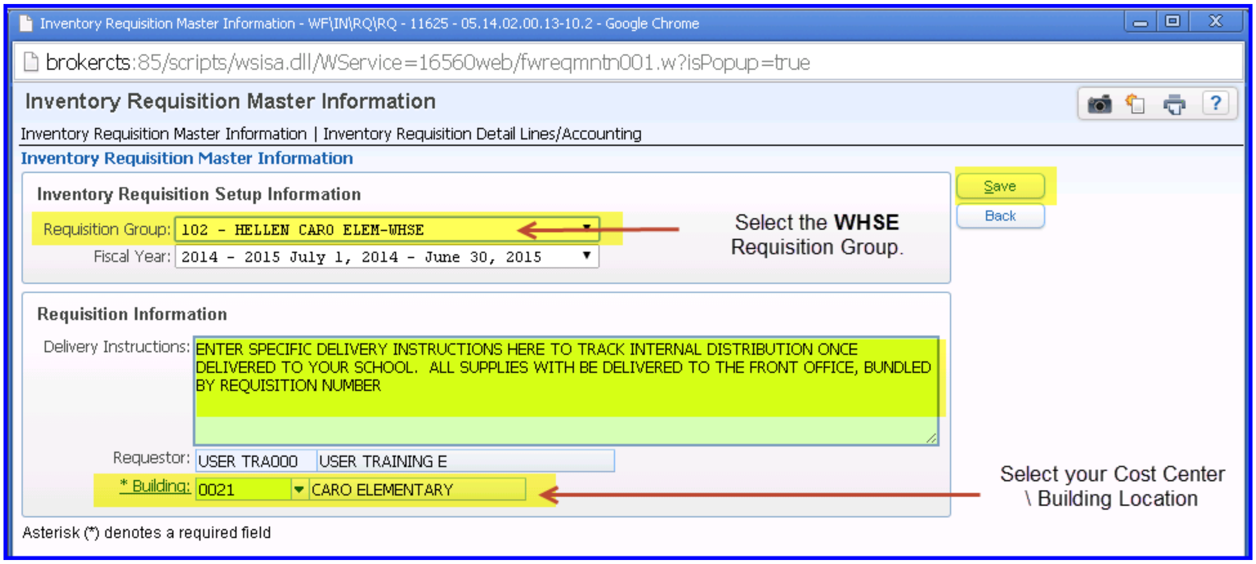
3.1	Click the  button to add create an order for the Warehouse.



The **<u>Inventory Requisition Master Information</u>** screen opens.

Step 4: Inventory Master Information

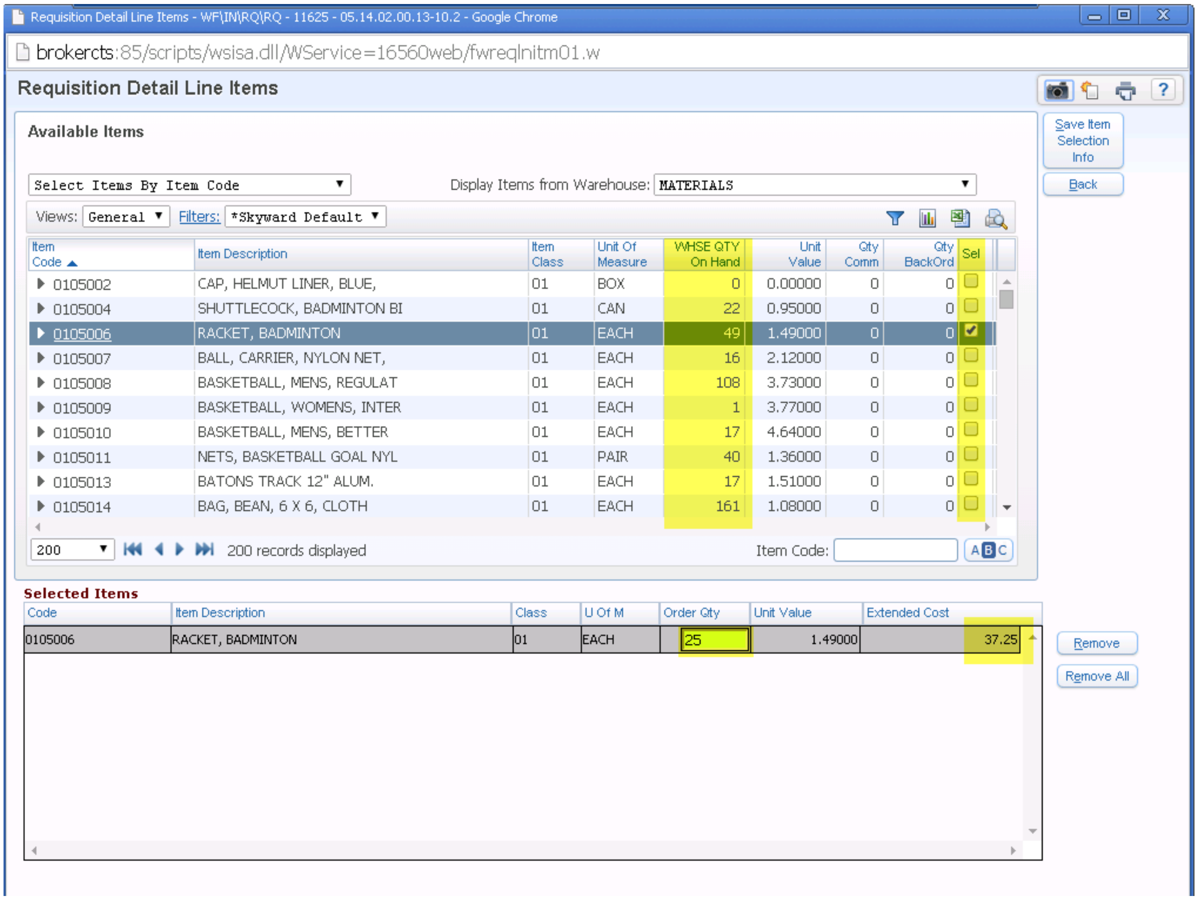
The Inventory Requisition Master Information screen is used to enter the Delivery Instructions and location for the inventory requisition.



4.1	Select your Cost Center. The drown drop list contains a list of all Cost Centers that you have rights to create Requisitions for. It is important that you choose the right requisition group. **SELECT THE REQUISITION GROUP WITH THE "GENERAL" SUFFIX**
4.2	Provide Delivery Instructions You can create individual requisitions for each order at your location or bulk add everything to one order and distribute locally after delivery. If you create individual requisitions the Warehouse staff will deliver each requisition as a separate bundle.
4.3	Select the building that you would like the items delivered to. All Cost Centers are displayed so take care to choose your location. All supplies will be delivered to the front desk.
4.4	Click the  button
4.5	The Requisition Detail Line Items Screen opens

Step 5: Requisition Detail Lines

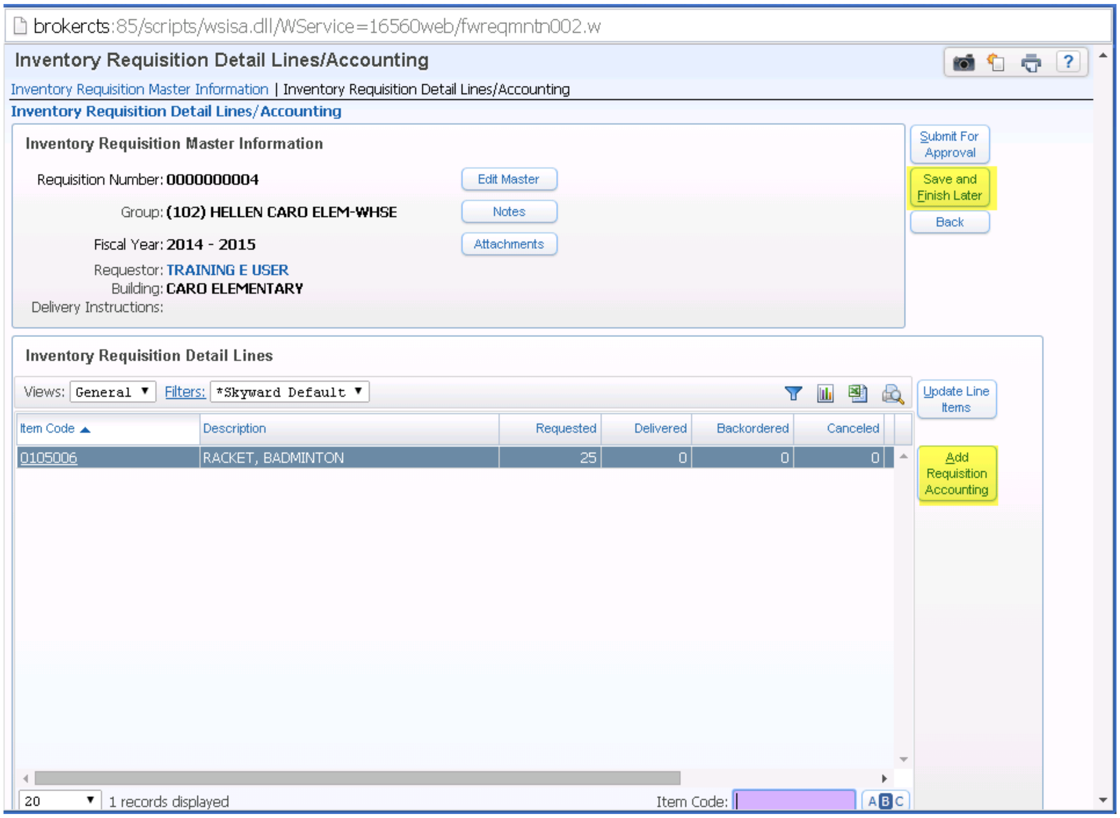
The Detail Lines lists all items in the Materials Warehouse available for purchase.



5.1	Select the item you would like to order from the Warehouse by clicking the select box or double clicking the row. Select each item then enter the requested quantity. If the requested quantity exceeds the quantity on hand the row will display a red asterisk next to it. This does not prevent you from ordering the item. Items can be found by description or code.
5.2	Enter the Order Qty in the Selected Items area and repeat until all items have been selected.
5.3	Click the Save Item Selection Info Button
5.4	The Inventory Requisition Detail Line Items Accounting Screen opens

Step 6: Inventory Requisition Detail Line Items Accounting

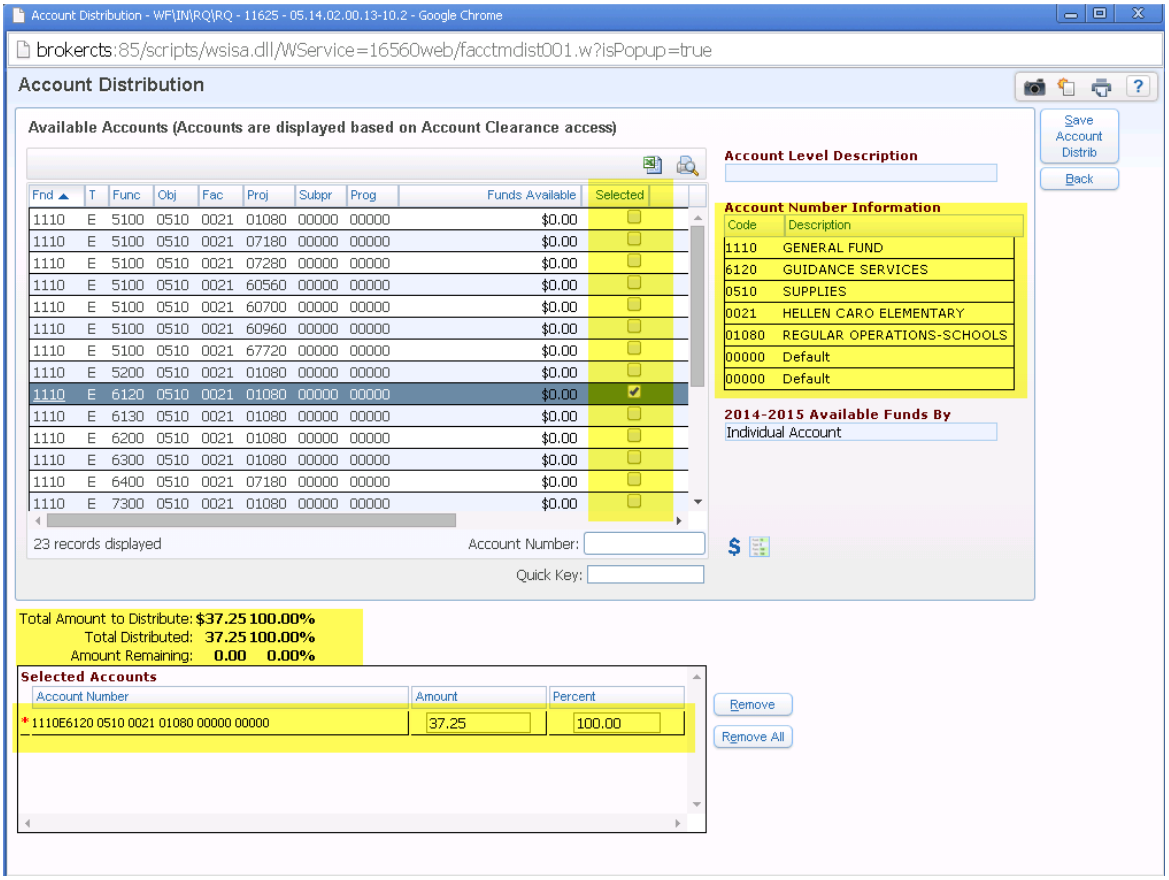
Search for the Vendor and highlight the PO that you want to add a receiving record for



6.1	Click the  button to add accounting information for the purchase.
6.2	The Account Distribution screen opens

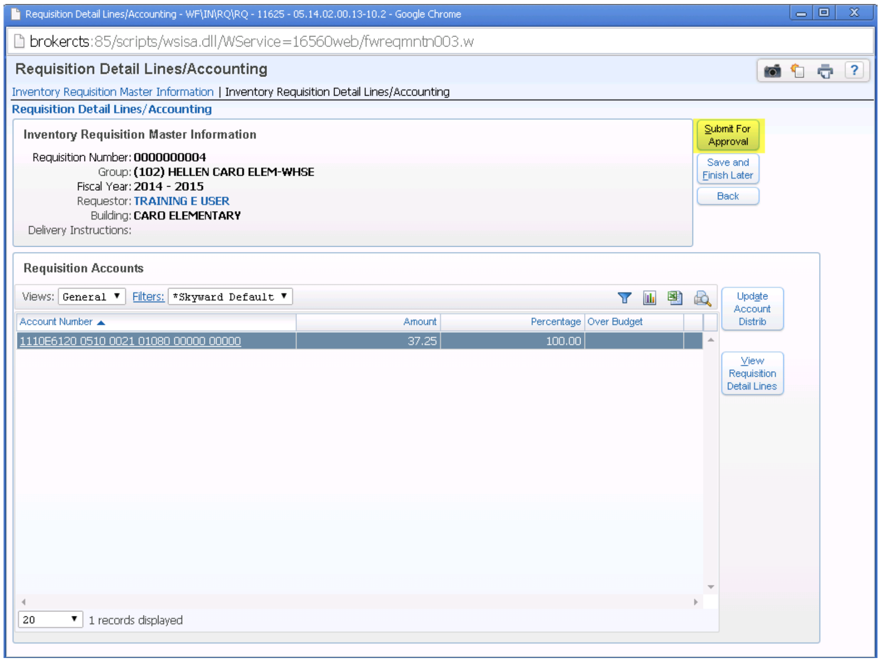
Step 7: Account Distribution

The Account Distribution screen is used to enter accounting information for the purchase. Only valid supply (0510) expense accounts that you have access to purchase from are visible here.

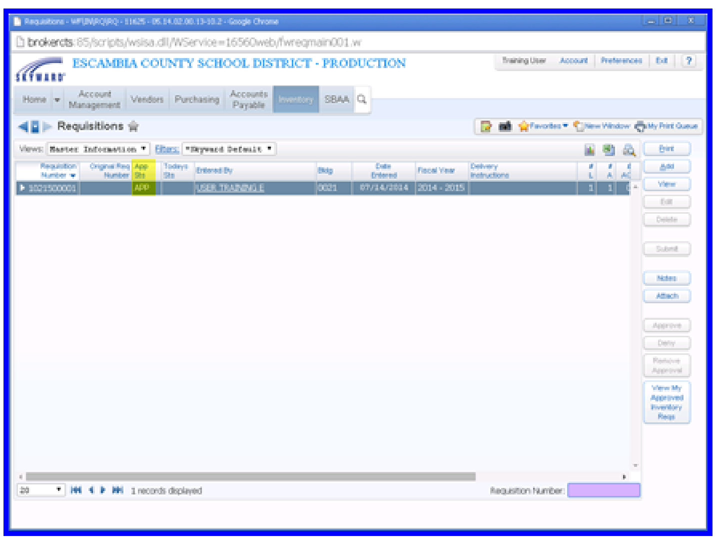


7.1	Select an account that contains sufficient funding to cover the purchase. **YOU ARE ONLY ALLOWED TO PURCHASE SUPPLIES FROM THE WAREHOUSE USING AN ACCOUNT FROM THE “0510” – SUPPLIES OBJECT.**
7.2	Select the  button
7.3	The Requisition Detail Lines\Accounting Screen opens

Step 8: Requisition Detail Lines\Accounting



8.1	Click the **Submit For Approval** button. You are returned to the Main **Requisition** Screen.



The order is transmitted automatically to the Warehouse with a status of approved.