Placing Orders Using Online Vendors in Skyward
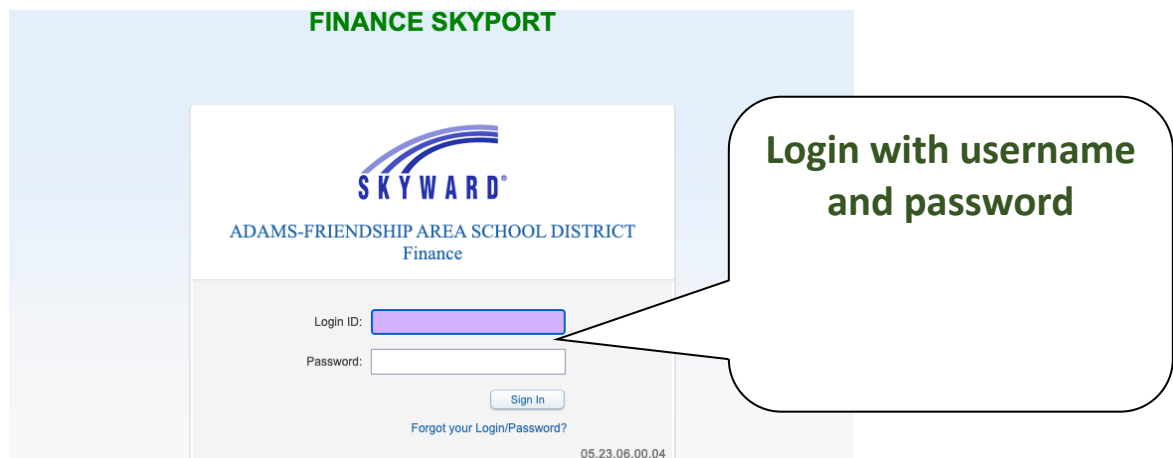
Tutorial available on District Website under Staff Resources:
**https://www.afasd.net/district/staff-resources.cfm**

Note! The following instructions include how to place an order using our online vendor system in Skyward. If you need assistance entering a "regular" requisition, please see the PO Training Document under staff tools.

1. **Click <u>Skyward Employee Access</u>**

FINANCE SKYPORT

SKYWARD®

ADAMS-FRIENDSHIP AREA SCHOOL DISTRICT
Finance

Login ID:

Password:

Sign In

Forgot your Login/Password?

05.23.06.00.04

Login with username and password

2. **Ensure you are in the "Financial Management" system.** The list of systems with your account is dependent upon your level of access.
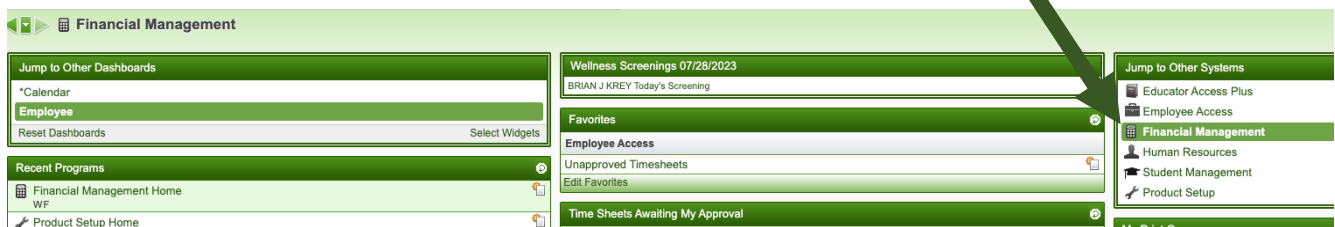
Financial Management

Jump to Other Dashboards	
*Calendar	
Employee	
Reset Dashboards	Select Widgets

Recent Programs	
Financial Management Home	
WF	
Product Setup Home	

Wellness Screenings 07/28/2023
BRIAN J KREY Today's Screening

Favorites	
Employee Access	
Unapproved Timesheets	
Edit Favorites	

Time Sheets Awaiting My Approval

Jump to Other Systems
Educator Access Plus
Employee Access
Financial Management
Human Resources
Student Management
Product Setup

My Print Queue

ADAMS-FRIENDSHIP AREA SCHOOL DISTRICT

| Home | Account Management | Vendors | Purchasing | Q |

▦ Financial Management

Jump to Other Dashboards

*Calendar

Employee

Reset Dashboards   Select Widgets

Click on "Purchasing"

ADAMS-FRIENDSHIP AREA SCHOOL DISTRICT

| Home | Account Management | Vendors | Purchasing | Q |

Q|

▼ Purchasing

Purchasing Activity

View My Purchase Orders

▼ My Requisition Processing

Requisitions

Reset Dashboards   Select Widgets

My Time Off Status

Not available when logged into the Secured Access Area

Click on "Requisitions"

SKYWARD

| Home | Account Management | Vendors | Purchasing | Q |

◀▼▶ Requisitions ☆

☐ 📷 ⭐Favorites▼ 🗗New Window 🖶My Print Queue

Views: My Requisitions ▾   Filters: *Skyward Default ▾   ▼ 📊 📈 🔍

PO Number ▼	Status	A/D Level	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By

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

Print

Add

View

Edit

Clone

Notes

Attach

Submit

Add from Online Catalog

Clone from Purchase Order

Select "Add from Online Catalog" from the right menu.
A new window will appear.

Click on the image of the site whose online catalog you want to order from.
Please note, this tutorial will use Amazon as an example.

1. Select the correct fiscal group that you are making the purchase for. If you are unsure, please contact the Business Office.

2. Enter a brief description of the item(s) being ordered.

3. Enter the Vendor. If you slowly type the vendor's name, a list of available vendors will display. *For p-card purchases use BMO Harris Bank as the vendor.*

4. In the "Attention" box, enter the Building and Last name of Staff Member. For example, Mrs. Smith at A-F Elementary would enter "Elementary-Smith"

5. Click "Save and Mass Add Detail."

- Use the company website to shop for your items.
- Add items to a cart, when applicable.

- **When you are done shopping, click "Proceed to Checkout"**
  - *Please note that each online vendor's checkout process may be a bit different.*

- **Click "Use this payment method"**
- **On the next screen click "Submit order for approval"**

- You will now be redirected back to the Skyward Requisition Detail Line Item page (see below).
- Click "Add Requisition Accounts"

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **28**

Requisition Number: **0000054679**

Group: **(110) AF Elementary**

Fiscal Year: **2023 - 2024**

Vendor: **AMAZON CAPITAL SERVICES INC**
PO BOX 035184
SEATTLE WA 98124-5184
*** This is an Ecommerce Requisition ***

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

Amount: **15.88**

Ship To: **ADAMS FRIENDSHIP AREA SCH DIST**

Description: **test**

[Submit For Approval]
[Save and Finish Later]
[Back]
[Edit Master]
[Notes]
[Attachments]

Requisition Accounts

Requisition Accounting

[Add Account Distrib]

Account Number ▲	Account Amount	Account Percent	Over Budget	
There are no records to display; check your filter settings.				

"Add Account Distrib"

[View Requisition Detail Lines]

[Add Asset Detail]

- **A new window will appear – see below.**

Account Distribution

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

[Save Account Distrib]
[Back]

Account Level Description

Fnd ▲	T	Loc	Obj	Func	Prj	Funds Available	Selected	
10	E	410	310	120000	000	$200.00	☐	
10	E	410	310	121000	000	$0.00	☐	
10	E	410	310	123000	000	$0.00	☐	
10	E	410	310	125400	000	$0.00	☐	
10	E	410	310	125500	000	$700.00	☐	
10	E	410	310	126000	000	$0.00	☐	
10	E	410	310	127000	000	$0.00	☐	
10	E	410	310	129400	000	$0.00	☐	
10	E	410	310	129900	000	$0.00	☐	
10	E	410	310	131000	400	$0.00	☐	
10	E	410	310	132000	000	$0.00	☐	
10	E	410	310	132000	400	$0.00	☐	
10	E	410	310	133000	000	$300.00	☐	
10	E	410	310	133000	400	$0.00	☐	

Account Number Information

Code	Description
10	GENERAL FUND
410	HIGH SCHOOL
310	PERSONAL SERVICES
120000	REGULAR CURRICULUM

2024 Available Funds

Individual

|◀ ◀ ▶ ▶| 100 records displayed

Account Number: [ ]

Quick Key: [ ]

First, find the account code for your purchase.
Please note that you can click on an account and the description will appear in the box in the upper right-hand corner.

Total Amount to Distribute: **$1.00 100.00%**
Total Distributed: **$0.00 0.00%**
Amount Remaining: **$1.00 100.00%**

Selected Accounts

Account Number	Amount	Percent

Once you have the correct code in the bottom box under "selected accounts" click "Save Account Distrib." in the top right corner.

5

- Your window will now return to the previous screen, but the account number will be listed.
- ***Please review all of this information for accuracy.***
- Once review is complete, click "Submit for Approval"

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.