

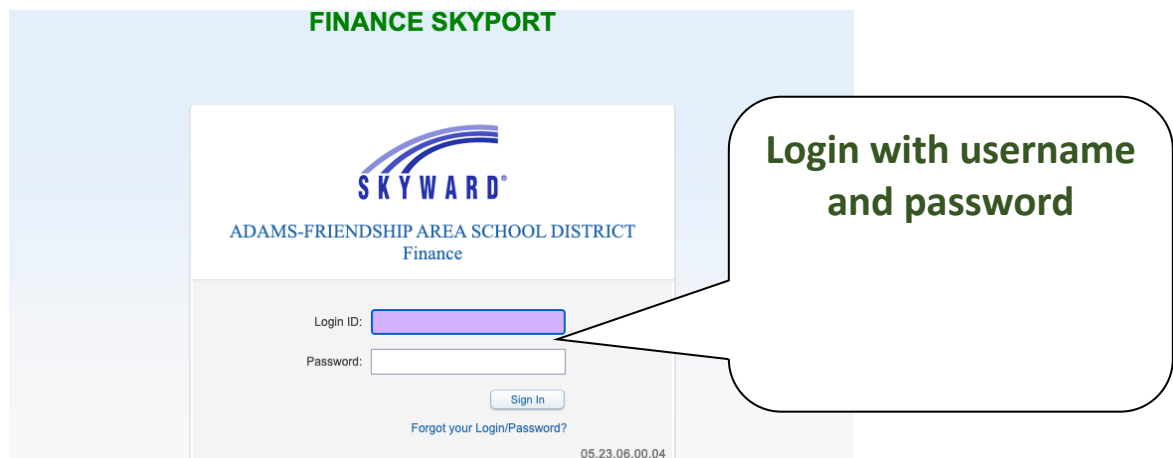
Placing Orders Using Online Vendors in Skyward

Tutorial available on District Website under Staff Resources:

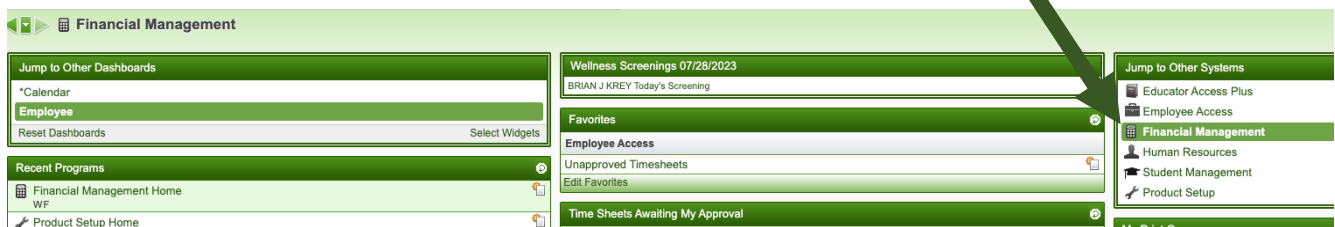
<https://www.afasd.net/district/staff-resources.cfm>

**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 Skyward Employee Access



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





ADAMS-FRIENDSHIP AREA SCHOOL DISTRICT

Home Account Management Vendors Purchasing

Financial Management

Jump to Other Dashboards

- *Calendar
- Employee**

Reset Dashboards Select Widgets

Click on "Purchasing"

Home Account Management Vendors **Purchasing**

Purchasing

- Purchasing Activity
- View My Purchase Orders

My Requisition Processing

- Requisitions**

Reset Dashboards Select Widgets

Click on "Requisitions"

Home Account Management Vendors **Purchasing**

Requisitions

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.								

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

- Print
- Add
- View
- Edit
- Clone
- Notes
- Attach
- Submit
- Add from Online Catalog
- Clone from Purchase Order

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.



skyward.iscorp.com/scripts/wsisa.dll/WService=wsfnadamsfriendshipw

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 410 - AF High School
Fiscal Year: 2023 - 2024 July 1, 2023 - June 30, 2024

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

Requisition Information

* Batch Number: 25
* Description:
* Vendor:
* Ship To: ADAMS FRIENDSHIP AREA SCH DIST 201 W SIXTH ST FRIENDSHIP WI
Attention:
* Due Date: 07/25/2023 Tuesday
Ship Date: 07/25/2023
Ship Via:
Contract:

Asterisk (*) denotes a required field

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."

Save and Add Detail
Save and Mass Add Detail
Back

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

The screenshot shows the Amazon Business interface. At the top, there's a navigation bar with the Amazon Business logo, delivery location (ADAMS Friendship 53934), a search bar, and a link to 'Shop our IT hub'. Below the navigation bar, there's a main banner for 'Exclusive pricing on education supplies' featuring a collection of school supplies like pencils, scissors, and markers. Underneath the banner are four promotional cards: 'Summary' showing a total spend of \$361.53, 'Get Business Prime' with a 'Start your FREE trial' button, 'Today's Deals' with a 'Shop deals' button, and 'Breakroom supplies' with a 'Shop breakroom' button.

- **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”**

The screenshot shows the Amazon checkout page. The URL is 'amazon.com/gp/buy/payselect/handlers/display.html?hasWorkingJavascript=1'. The page title is 'Checkout (1 item)'. The order details are as follows:

1	Group	Adams-Friendship Area School District Group under Adams-Friendship Area School District	Change
2	Business order information	Disabled	
3	Shipping address	ADAMS FRIENDSHIP AREA SCH DIST 201 W SIXTH ST FRIENDSHIP, WI 53934-9135	Change
4	Choose a payment method		

Below the shipping address, there's a message: "BRIAN, did you know your organization is setup to use Pay by Invoice? Select Pay by Invoice at checkout to buy now and pay later with no interest or fees."

The payment method section is titled "Adams-Friendship Area School District line of credit" and shows "Pay By Invoice" as the selected option, with a sub-note "Provided by your organization". A "Use this payment method" button is visible below the selection.

On the right side, there's a "Use this payment method" button and an "Order Summary" table:

Items:	\$10.60
Shipping & handling:	--
Total before tax:	--
Estimated tax to be collected:	--
Order total:	--

Below the order summary, there's a link: "How are shipping costs calculated?"

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

Group: **(110) AF Elementary** Amount: **15.88**

Fiscal Year: **2023 - 2024** Ship To: **ADAMS FRIENDSHIP AREA SCH DIST**

Vendor: **AMAZON CAPITAL SERVICES INC** Description: **test**

PO BOX 035184

SEATTLE WA 98124-5184

***** This is an Ecommerce Requisition *****

Requisition Accounts

Requisition Accounting

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

“Add Account Distrib”

- A new window will appear – see below.

Account Distribution

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

Fnd ▲	T	Loc	Obj	Func	Prj	Funds Available	Selected
10	E	410	310	120000	000	\$200.00	<input type="checkbox"/>
10	E	410	310	121000	000	\$0.00	<input type="checkbox"/>
10	E	410	310	123000	000	\$0.00	<input type="checkbox"/>
10	E	410	310	125400	000	\$0.00	<input type="checkbox"/>
10	E	410	310	125500	000	\$700.00	<input type="checkbox"/>
10	E	410	310	126000	000	\$0.00	<input type="checkbox"/>
10	E	410	310	127000	000	\$0.00	<input type="checkbox"/>
10	E	410	310	129400	000	\$0.00	<input type="checkbox"/>
10	E	410	310	129900	000	\$0.00	<input type="checkbox"/>
10	E	410	310	131000	400	\$0.00	<input type="checkbox"/>
10	E	410	310	132000	000	\$0.00	<input type="checkbox"/>
10	E	410	310	132000	400	\$0.00	<input type="checkbox"/>
10	E	410	310	133000	000	\$300.00	<input type="checkbox"/>
10	E	410	310	133000	400	\$0.00	<input type="checkbox"/>

100 records displayed Account Number: Quick Key:

Account Level Description

Account Number Information

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

2024 Available Funds

Individual Accounts

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

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.

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

- 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”

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinadamsfriendshipwi/foreqacct002.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **27**
 Requisition Number: **0000054675** Accounting: **Account allocation by total requisition amount.** [Edit Master](#)
 Group: **(410) AF High School** Amount: **2.00** [Notes](#)
 Fiscal Year: **2023 - 2024** Ship To: **ADAMS FRIENDSHIP AREA SCH DIST** [Attachments](#)
 Vendor: **BMO HARRIS BANK** Description: **test**

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

Requisition Accounts

Requisition Accounting

Account Number ▲	Account Amount	Account Percent	Over Budget
10 E 410 411 127000 000	\$2.00	100.00%	

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

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.

