

HOW TO APPROVE REQUISITIONS IN SKYWARD WEB MODULE

The screenshot shows the Skyward web module interface for Pine Tree Independent School District. The navigation menu includes 'Home', 'Employee Information', 'Time Off', 'True Time', 'Acco Mas', 'Purchasing', and 'Expense Reimbursement'. A red arrow labeled '2.' points to the 'Purchasing' tab. Below the navigation menu, there are several widgets. A red arrow labeled '1.' points to the 'Financial Management' link in the 'Favorites' widget. The 'Task Manager (17)' widget displays a table of requisition approvals:

Date	Task Summary	Subject
Mon Mar 05 10:41am	Requisition Approval	0000016567
Tue Mar 20 8:11am	Requisition Approval	0000016745
Fri Apr 13 2:03pm	Requisition Approval	0000017166

1.) FROM THE HOME SCREEN CLICK ON **FINANCIAL MANAGEMENT**.

2.) CLICK ON THE **PURCHASING** TAB.

Employee Access - 05.13.06.00.06-10.2 - Windows Internet Explorer
https://skyweb.ptisd.org/scripts/wsisa.dll/WService-wsFin/semhom01.w

Tammy Torres Account Preferences Exit ?

PINE TREE INDEPENDENT SCHOOL DISTRICT

Home Employee Information Time Off True Time Account Master Budget Management **Purchasing** Expense Reimbursement

Purchasing

- Requisitions
- My Requisition Approval History
- Approve Requisitions**

Employee Task Manager Reset Dashboards Select Widgets

Notifications
You do not have any unread notifications.

My Print Queue
Job Status
No items available.

Credit Card Transactions Awaiting My Approval
You do not have access to approve credit card transactions

Weather
Displaying weather for 75608 (change).
Conditions for Longview, TX at 3:52 pm CDT
Tuesday, August 13, 2013
Current Conditions:
Thunderstorm 74 F

Favorites

- Employee Access
- Quick Entry
- My Requests
- Unsubmitted
- Financial Management
- Requisitions
- Approve
- Submit
- View My Purchase Orders
- Approve Requisitions
- Vendor Browse
- Operating Statement Accounts
- Edit Favorites

Product Setup

District Information
PINE TREE INDEPENDENT SCHOOL DISTRICT
1701 PINE TREE RD
PO BOX 5878
LONGVIEW TX 75608

Web Favorites
Add links to your favorite sites on the web.
Add Web Favorite

Customer Access Requests
You are not setup to use Customer Access

Available Funds
as of 08/13/13 at 2:00 AM
Expense Budget Totals - EXPENDITURE ACCOUNTS
Budget Amount: \$13,489,641.88
Remaining Amt: \$6,604,183.83

Task Manager (17)

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3.

3.) FROM THE DROP DOWN BOX CLICK ON **APPROVE REQUISITIONS.**

Requisitions Waiting For Approval - 05.13.06.00.06-10.2 - Windows Internet Explorer
 https://skyweb.ptisd.org/scripts/wvisa.dll/WService=wsfin/forapbrvs001.w

PINE TREE INDEPENDENT SCHOOL DISTRICT
 Tammy Torres Account Preferences Exit ?

Home Employee Information Time Off True Time Account Master Budget Management **Purchasing** Expense Reimbursement

Requisitions Waiting For Approval

of Reqs Appr: 0 Total Amt Appr: \$0.00
 # of Reqs Den: 0 Total Amt Den: \$0.00

Views: General Filters: PURCHASING

Requisition Number	Vendor Name	Description	Approve	Deny	Amount	Entered By	Appr & Reroute	Ap Sls
0000023162	SCHOOL MATE	Student Planners for 4th Grade	<input type="checkbox"/>	<input type="checkbox"/>	970.20	BOWMAN, STEPHANIE G	<input type="checkbox"/>	WF
0000023166	NATIONAL SCHOOL PRODUCTS	SUPPLIES FOR ESL/BIL CLASSES- MS CASTILLO (3RD AND 4TH GRADE) PINE TREE INTERMEDIATE	<input type="checkbox"/>	<input type="checkbox"/>	692.68	BOWMAN, STEPHANIE G	<input type="checkbox"/>	WF
0000023185	ORIENTAL TRADING CO.	2013 - 2014 BACK TO SCHOOL TEACHERS' MEETING	<input type="checkbox"/>	<input type="checkbox"/>	42.00	BOWMAN, STEPHANIE G	<input type="checkbox"/>	WF
0000023182	TMEA	TEXAS MUSIC EDUCATORS ASSOCIATION DUES WHICH ARE REQUIRED FOR OUR STUDENTS TO TRY OUT FOR ALL REGION	<input type="checkbox"/>	<input type="checkbox"/>	150.00	MELTON, MARK S	<input type="checkbox"/>	WF

100 4 records displayed Requisition Number:

Requisition 0000023162
 482 E 11 6399 SP 102 0 99 000
 Individual Account
 Current

4.

NOW YOU WILL BEGIN TO REVIEW THE REQUEST FOR ACCURACY.

4.) CLICK THE **ARROW TO THE LEFT OF THE HIGHLIGHTED LINE TO EXPAND THE FIELD AND SEE MORE INFORMATION ABOUT THE REQUISITION.**

Requisitions Waiting For Approval - 05.13.06.00.06-10.2 - Windows Internet Explorer
 https://skyweb.ptisd.org/scripts/wsisa.dll/WSservice=wsFin/forapbrws001.w

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Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

Master Edit Master

Vendor: SCHOOL MATE
 PO BOX 2110
 KEARNEY, NE 68848

Ship To: PINE TREE INTERMEDIATE SCHOOL
 1400 SILVER FALLS RD
 LONGVIEW, TX 75604-2311

Attention: STEPHANIE BOWMAN
 Due Date: 08/12/2013
 Ship Date: 08/12/2013
 Ship Via: BEST
 Ecommerce Req: NO

Group: (102) INTERMEDIATE CAMPUS
 Entered Date: 08/13/2013
 Fiscal Year: 2013 - 2014
 Batch Number: 12

100 4 records displayed Requisition Number:

Requisition 0000023162
 482 E 11 6399 SP 102 0 99 000
 Individual Account
 Current

Submit Approvals & Denials
 Print
 Edit
 View
 **Notes
 Attach
 Select All
 Unselect All
 Approve w/Notes
 Deny w/Notes
 Assign Special Group
 Requests Awaiting Lower Level Approval

Requisitions Waiting For Approval - 05.13.06.00.06-10.2 - Windows Internet Explorer
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Master Edit Master

Line Items Add/Edit/Delete Requisition Line Item Add Narrative Add Inventory Items

Accounts Add/Edit/Delete Accounts

Approval

Notes Add Notes

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 Attach
 Select All
 Unselect All
 Approve w/Notes
 Deny w/Notes
 Assign Special Group
 Requests Awaiting Lower Level Approval

5.) IF YOU HIT **EXPAND ALL** YOU WILL SEE THE INFORMATION FOR THIS REQUEST SUCH AS ADDRESS, LINE ITEMS DETAILS, ACCOUNTS, AND APPROVALS. ONCE YOU ARE DONE CHECKING THE ACCURACY OF THE INFORMATION YOU MAY HIT **COLLAPSE ALL** TO RETURN BACK TO THE ORIGINAL STATE.

Requisitions Waiting For Approval - 05.13.06.00.06-10.2 - Windows Internet Explorer
 https://skyweb.ptisd.org/scripts/wsisa.dll/WService=wsFin/forapbrws001.w

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2 0000023166	NATIONAL SCHOOL PRODUCTS	SUPPLIES FOR ESL/BIL CLASSES- MS CASTILLO (3RD AND 4TH GRADE) PINE TREE INTERMEDIATE	<input type="checkbox"/>	<input type="checkbox"/>	692.68	BOWMAN, STEPHANIE G	<input type="checkbox"/>
3 0000023185	ORIENTAL TRADING CO.	2013 - 2014 BACK TO SCHOOL TEACHERS' MEETING	<input type="checkbox"/>	<input type="checkbox"/>	42.00	BOWMAN, STEPHANIE G	<input type="checkbox"/>
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 Approve w/Notes
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IN THE RIGHT HAND COLUMN THERE ARE SEVERAL OPTIONS THAT YOU MAY CLICK ON:

- **PRINT**
- **EDIT THE REQUISITION**
- **VIEW THE REQUISITION/VIEW NOTES AND VIEW ATTACHMENTS**
- **APPROVE W/ NOTES OR DENY W/NOTES WHICH GIVE THE OPTION TO PROVIDE AN EXPLANATION OF WHY THE REQUEST IS BEING DENIED OR AN ANNOTATION TO THE APPROVAL.**

Requisitions Waiting For Approval - 05.13.06.00.06-10.2 - Windows Internet Explorer
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Submit Approvals & Denials

Print Edit View **Notes Attach Select All Unselect All Approve w/Notes Deny w/Notes Assign Special Group Requests Awaiting Lower Level Approval

6.) AFTER YOU HAVE REVIEWED THE REQUEST YOU MAY THEN CHOOSE TO APPROVE OR DENY BY CHECKING THE **LITTLE BOX** AS SHOWN ABOVE. (REMEMBER IF YOU WANT TO ADD APPROVAL OR DENIAL NOTES YOU WILL DO THAT BY CLICKING ON THE RIGHT SIDE PANEL INSTEAD).

7.) CLICK ON **SUBMIT APPROVALS & DENIALS**.

THIS CONCLUDES THE TUTORIAL ON HOW TO APPROVE A PURCHASE REQUEST IN SKYWARD WEB MODULE.