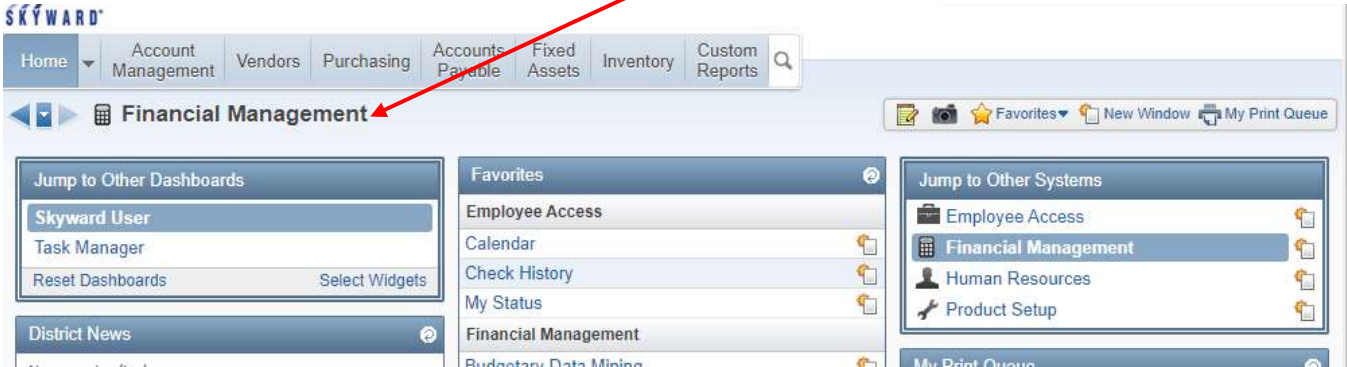


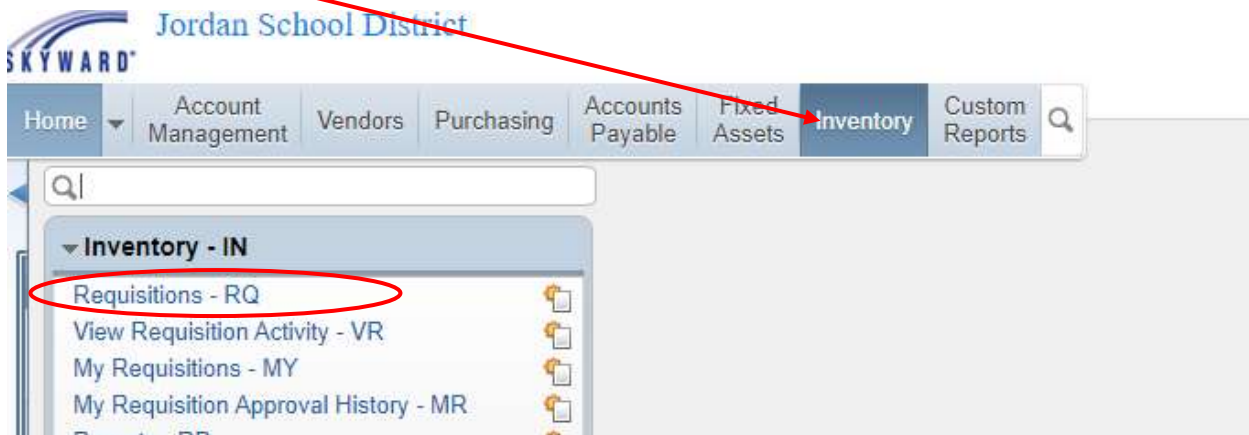
Placing an Order from the Warehouse

In Skyward:

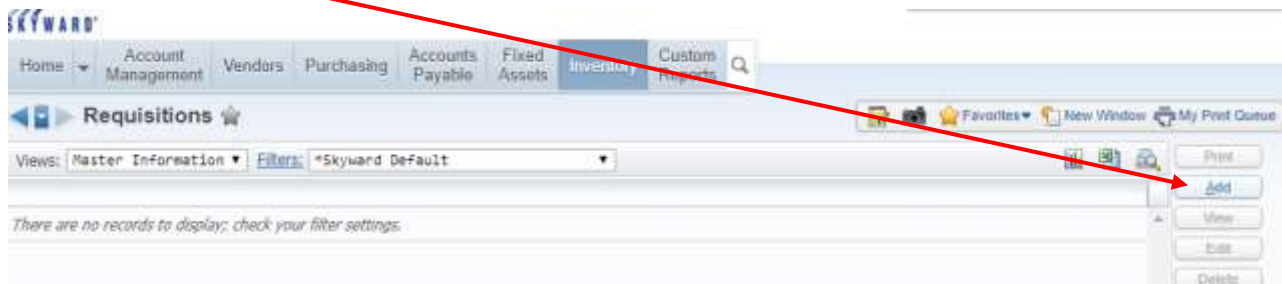
1. Use the drop down to toggle to the Financial Management screen



2. Click Inventory, then Requisitions



3. Click Add



- On that screen, change the Requisition Group and Building to your school or department location.

Inventory Requisition Master Information

Inventory Requisition Master Information | Inventory Requisition Detail Lines/Accounting

Inventory Requisition Master Information

Inventory Requisition Setup Information

Requisition Group: 014 - Superintendent

Fiscal Year: 2019 - 2020 July 1, 2019 - June 30, 2020

Requisition Information

Delivery Instructions:

Requestor:

* Building:

Asterisk (*) denotes a required field

- Add your items, update the quantities (the default is 0) then click Save. There are catalogs on the Purchasing Website under Central Warehouse that has both Stockroom and Custodial Supplies items with current pricing for your reference.

Requisition Detail Line Items

Available Items

Select Items By Item Code: Display Items from Warehouse: All Available Warehouses

Views: General Filters: *Skyward Default

Item Code	Item Description	Item Class	Unit Of Measure	QTY On Hand	Unit Value	Qty Comm	Qty BackOrd	Qty Sel
5109015	WATERCLR REFIL BROWN OVAL	00501	DZ	27	2.07967	0	0	0
5109035	WATERCLR REFIL WHITE OVAL	00501	DZ	23	2.07448	0	0	0
5200420	PAPER DP LETTER WHITE	29504	CS	1,695	24.49500	10	0	0
5200440	PAPER DP LETTER BLUE	29504	CS	227	52.66964	0	0	0
5200460	PAPER DP LETTER CANARY	29504	CS	199	52.69576	0	0	0
5200480	PAPER DP LETTER GREEN	29504	CS	210	52.67917	0	0	0
5200490	PAPER DP LETTER ORCHID	29504	CS	65	51.96653	0	0	0
5200500	PAPER DP LETTER GOLDENRO	29504	CS	154	50.76588	0	0	0
5200520	PAPER DP LETTER BUFF	29504	CS	173	48.42591	0	0	0
5200540	PAPER DP LETTER PINK	29504	CS	179	52.28683	0	0	0

20 records displayed

Item Code:

Selected Items

Code	Item Description	Class	U Of M	Order Qty	Unit Value	Extended Cost
5200420	PAPER DP LETTER WHITE	29504	CS	1	24.49500	24.50

6. Click Add Requisition Accounting.

Inventory Requisition Detail Lines/Accounting
Inventory Requisition Master Information | Inventory Requisition Detail Lines/Accounting
Inventory Requisition Detail Lines/Accounting

Inventory Requisition Master Information

Requisition Number: **0000264858** Edit Master

Group: **(087) Purchasing** Notes

Fiscal Year: **2019 - 2020** Attachments

Requestor: **KRIS NOELLE WISHART**

Building: **PURCHASING**

Delivery Instructions:

Submit For Approval
Save and Finish Later
Back

Inventory Requisition Detail Lines

Views: **General** Filters: ***Skyward Default** Update Line Items

Item Code	Description	Requested	Delivered	Backordered	Canceled
5200420	PAPER DP LETTER WHITE	1	0	0	

Add Requisition Accounting

7. In the account number box, search for your accounting code here. Once you find the correct account code, check the box. This will populate the account number in the bottom of the screen.

Account Distribution

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

Fund	Dept	Proj	Fund	City	Funds Available	Select
10	E	011	0050	2290	581	<input type="checkbox"/>
10	E	011	9000	1090	610	<input type="checkbox"/>
10	E	011	9000	2290	583	<input type="checkbox"/>
10	E	011	9000	2390	321	<input type="checkbox"/>
10	E	011	9000	2390	331	<input type="checkbox"/>
10	E	011	9000	2390	332	<input type="checkbox"/>
10	E	011	9000	2390	334	<input type="checkbox"/>
10	E	011	9000	2390	342	<input type="checkbox"/>
10	E	011	9000	2390	443	<input type="checkbox"/>
10	E	011	9000	2390	451	<input type="checkbox"/>
10	E	011	9000	2390	531	<input type="checkbox"/>
10	E	011	9000	2390	532	<input type="checkbox"/>
10	E	011	9000	2390	540	<input type="checkbox"/>
10	E	011	9000	2390	551	<input type="checkbox"/>

Account Level Description: MILEAGE TRAVEL

Account Number Information:

Code	Description
10	MAINTENANCE & OPERATIONS
011	BOARD MEMBERS
0050	CLASSROOM GEN
2290	MEDIA/STAFF DEV
581	MILEAGE TRAVEL

Account Number: \$

Click Key:

Total Amount to Distribute: **\$24,50 100.00%**
Total Distributed: **0,00 0.00%**
Amount Remaining: **24,50 100.00%**

Selected Accounts

Account Number	Amount	Percent
----------------	--------	---------

Save Account Distrib
Back
Remove
Remove All

8. Click Save.

9. Click Submit for Approval

Requisition Detail Lines/Accounting
Inventory Requisition Master Information | Inventory Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Inventory Requisition Master Information

Requisition Number: **0000264858**
Group: **(087) Purchasing**
Fiscal Year: **2019 - 2020**
Requestor: **KRIS NOELLE WISHART**
Building: **PURCHASING**
Delivery Instructions:

Submit For Approval
Print
Finish Later
Back

Requisition Accounts

Views: **General** | Filters: ***Skyward Default**

Account Number	Amount	Percentage
10 E 002 9850 2590 010	24.50	100.00

Update Account Distrib
View Requisition Detail Lines