

Slide 1 - Slide 1

The screenshot shows the Skyward School District Employee Access web application. The browser window title is "Employee Access - 05.12.10.00.00 - Windows Internet Explorer". The user is logged in as "Angela Avilezscr". A "Print this tutorial" button is visible in the top right. The navigation menu includes: Home, Employee Information, Time Off, True Time, FastTrack Open Positions, Work Requests, Account Master, Budget Management, **Purchasing**, Inventory Requisitions, Employee Review, Expense Reimbursement, and Online Open Enrollment. The "Purchasing" menu is expanded, showing "Requisitions", "My Requisition Approval History", and "Approve Requisitions". A yellow callout box titled "Requisition Approval" contains the text: "Navigate to Employee Access, Purchasing, Purchasing, Approve Requisitions." and "Who, What, When, Why? This tutorial will demonstrate how to approve or deny requisitions from Employee Access." The main content area shows a requisition with status "Completed". On the right, there are links for "Financial Management", "Human Resources", "Student Management", and "Product Setup". A "Recent Programs" sidebar lists "Employee Access Home", "Approve Requisitions", "Online Forms", "EA Plus Home WAIEP", "Financial Management Home WF", "Requisitions WF\PU\MR\REVRQ", "Chart of Accounts", "Requisitions", and "Inventory Requisitions". The footer contains "© 2013 Skyward, Inc. All rights reserved.", "CSUG\Indiana 2012 User Group - Finance", and "Windows XP / Internet Explorer 8". The system tray shows "Local intranet" and "100%" zoom.

Slide 2 - Slide 2

Requisitions Waiting For Approval - 05.12.10.00.00 - Windows Internet Explorer

Skyward School District

Angela Avilezscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions Work Requests Account Master Budget Management Purchasing Inventory Requisitions Employee Review Expense Reimbursement Online Open Enroll

Requisitions Waiting For Approval

# of Reqs Appr: 0 Total Amt Appr: \$0.00 # Prev Appr: 0 Prev Appr Amt: \$0.00 Submit Approvals & Denials

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

Views: General Filters: \*Skyward Default

Requisition Number	Approve	Deny	Appr & Reroute	App Sts	My App Sts	Batch Number	Description	Vendor Name	Vnd St	Am
2001200001	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WFM		14	Office Supplies	A & q computers ltdscr		100

The Requisitions Waiting for Approval browse displays and lists any requisitions in WFM (Waiting for My Approval) status.

10 1 records displayed Requisition Number: [input field]

Requisition 2001200001

0100 E 1100000 6540 000  
000

Local intranet 100%

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Requisitions Waiting For Approval - 05.12.10.00.00 - Windows Internet Explorer

Skyward School District

Angela Avilezscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions Work Requests Account Master Budget Management Purchasing Inventory Requisitions Employee Review Expense Reimbursement Online Open Enroll

Requisitions Waiting For Approval

# of Reqs Appr: 0 Total Amt Appr: \$0.00 # Prev Appr: 0 Prev Appr Amt: \$0.00 Submit Approvals & Denials

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

Filters: \*Skyward Default

Number	Description	Vendor Name	Vnd St	Am
2001200001	Office Supplies	A & g computers ltdscr		100

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

Master Edit Master

Vendor: A & g computers ltdscr Ship To: EMP 1 - Skyward Test School District  
2 Scramble avenue  
Scramble WV 55555

Group: (200) MIDDLE SCHOOL Attention:  
Entered Date: 03/14/2013 Due Date: 03/14/2013  
Fiscal Year: 2012 Ship Date: 03/14/2013  
Batch Number: 14 Ship Via:  
Ecommerce Rec: NO

10 records displayed Requisition Number:

Requisition 2001200001  
0100 E 1100000 6540 000  
000

Local intranet 100%

Slide 4 - Slide 4

Requisitions Waiting For Approval - 05.12.10.00.00 - Windows Internet Explorer

Skyward School District

Angela Avilezscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions Work Requests Account Master Budget Management Purchasing Inventory Requisitions Employee Review Expense Reimbursement Online Open Enroll

Requisitions Waiting For Approval

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

Submit Approvals & Denials

Views: General Filters: \*Skyward Default

Requisition Number	Approve	Deny	Appr & Reroute	App Sts	My App Sts	Batch Number	Description
2001200001	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WFM		14	Office Supplies

There are several options an approver might utilize before approving/denying a requisition.

The approver might utilize these options when approving/denying a requisition(s).

10 1 records displayed Requisition Number: [ ]

Requisition 2001200001  
0100 E 1100000 6540 000  
000

Local intranet 100%

Slide 5 - Slide 5

Requisitions Waiting For Approval - 05.12.10.00.00 - Windows Internet Explorer

Skyward School District

Angela Avilezscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions Work Requests Account Master Budget Management Purchasing Inventory Requisitions Employee Review Expense Reimbursement Online Open Enroll

Requisitions Waiting For Approval

# of Reqs Appr: 1 Total Amt Appr: \$100.00 # Prev Appr: 0 Prev Appr Amt: \$0.00  
# of Reqs Den: 0 Total Amt Den: \$0.00 # Prev Den: 0 Prev Den Amt: \$0.00

Submit Approvals & Denials

Views: General Filters: \*Skyward Default

Requisition Number	Approve	Deny	Appr & Reroute	App Sts	My App Sts	Batch Number	Description	Vendor Name	St	Amt
2001200001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WFM		14	Office Supplies	A & q computers ltdscr		100

1 The approver might also use the options on the **line** item when approving/denying a requisition. In this example, **Approve** is selected.

2. Select **Submit Approvals & Denials** when ready.

10 1 records displayed Requisition Number: [ ]

Requisition 2001200001  
0100 E 1100000 6540 000  
000

Local intranet 100%

Slide 6 - Slide 6

Requisitions Waiting For Approval - 05.12.10.00.00 - Windows Internet Explorer

Skyward School District

Angela Avilezscr We value your feedback

Home Employee Information Time Off True Time FastTrack Open Positions Work Requests Account Master Budget Management Purchasing Inventory Requisitions Employee Review Expense Reimbursement Online Open Enrollment

Requisitions Waiting For Approval

# of Reqs Appr: 1 Total Amt Appr: \$100.00 # Prev Appr: 0 Prev Appr Amt: \$0.00 Submit Approvals & Denials

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

Views: General Filters: + Standard Default

Requisition Number	Approve	Deny	Appr & Reroute	App Sts	My A Sts	Vnd St	Am
2001200001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WFM			100

1 approved requisition  
0 denied requisition

Approved Amount: \$100.00  
Denied Amount: \$0.00

Would you like to submit these requisitions?

Yes No

Select Yes or No on the Submit Approvals and Denials confirmation. This concludes the tutorial.

10 1 records displayed

Requisition 2001200001

0100 E 1100000 6540 000  
000

Local intranet 100%