

Slide 1 - Slide 1

100 - Creating an eCommerce Requisition
This tutorial demonstrates how to add an eCommerce requisition.

PaC
School Management Systems
PaC Software © 2006 Skyward, Inc.

Skyward® is a registered trademark of Skyward, Inc. All PaC™ products are trademarks of Skyward, Inc. PaC Student™ User-Defined Reports are for Export to Microsoft® Excel. WSpellActiveX Spelling Checker Copyright © 2000 Wintertree Software, Inc. All other brands and products names are copyrights, trademarks, or registered trademarks of their respective owners.

Software made and supported in the U.S.A.

FRAMEWORK • SIF • SCHOOLS INTEROPERABILITY
SIF CERTIFIED VERSION 1.5

SKYWARD®

Slide 2 - Slide 2

The screenshot shows the Skyward School District web application interface. At the top, there is a navigation bar with menu items: Codes, Acct Mgmt, Req Process, Budget Bldg, and Fixed Asset. The main header displays the Skyward logo, the text "Skyward School District", and the user name "User Name: Kim Robinson". On the right side of the header, there are links for "View Tutorial", "Enter a Customer Service Call", and "My Print Queue" with a "Back" button.

Below the header, there is a breadcrumb trail: "Home Page | Req Process | Add, Edit, Delete, Approve Reqs". The main content area has a red header bar with the text "Add, Edit, Delete, Approve Reqs" and a sub-header "No records available". To the right of this area is a vertical sidebar with buttons: "Modify Filter", "Add", "View My Purchase Orders", "View Purchasing Activity", and "Add from Online Catalog". A yellow callout bubble points to the "Add from Online Catalog" button with the text "Click Add from Online Catalog.".

At the bottom of the page, there is a search bar with a dropdown menu showing "ALL" and letters "0" through "Z". To the right of the search bar is a "Requisition Number:" field. Below the search bar, it says "0 records displayed".

Slide 3 - Slide 3

Codes Skyward Financial: WA\FM\RE\RE - 6466W (03.07.02.01.03) - Windows Internet Explorer

Click on the image of the site whose online catalog you want to order from. [Back](#)

Corporate Express
A Buhmann Company

schoolmall
Connecting e with education

KCDA

OFFICE DEPOT
World's Leading Supplier of Office Products

School Specialty
EducationEssentials.

CHILDCRAFT

Select the eCommerce vendor.

- [View Tutorial](#)
- [Enter a Customer Service Call](#)
- [My Print Queue](#) [Back](#)
- [Modify Filter](#)
- [Add](#)
- [View My Purchase Orders](#)
- [View Purchasing Activity](#)
- [Add from Online Catalog](#)

ALL 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Requisition Number:

0 records displayed

Slide 4 - Slide 4

The screenshot shows a web browser window titled "Skyward Financial: WA\FM\RE\RE - 6466W (03.07.02.01.03) - Windows Internet Explorer". The page content is titled "Requisition Master Information | Requisition Detail Lines/Accounting".

Requisition Master Information

Requisition Setup Information

Requisition Group: 001 - OCCIDENTAL HS
Fiscal Year: 2006 - 2007 September 1, 2006 - August 31, 2007

Account allocation by total requisition amount.
 Account allocation by each requisition detail line.
 This requisition is used to restock a warehouse.

Requisition Information

* Description: Items selected for demonstration

Vendor: CORPORATE EXPRESS

* Ship To: Ill advisors medical consulta 10 Scramble avenue ANYWHERE WI 55555

Invoice To: (Default) INVOICE TO: TEST ISD 601 CAMP CRAFT ROAD AUSTIN, TEXAS 78746 (512) 732-9999

Attention: Kim Robinson

Ship Date: 06/17/2007 Sunday

Ship Via: Best Way

Project: [Dropdown menu]

Contract: [Dropdown menu]

Asterisk (*) denotes a required field

A yellow callout box in the center of the form contains the text: "Enter the requisition data. When the requisition is complete, click Save." Buttons for "Save" and "Back" are visible in the top right corner.

Slide 5 - Slide 5

The screenshot shows the Corporate Express E-Way website interface. At the top, there is a navigation bar with 'Home' and 'Support' links, and a shopping cart icon showing 0 items. Below this is a search bar with 'Keyword' and 'Item Number' options, and a 'Set Default Shopping List' dropdown set to '04/27/07-List 1'. The main content area is divided into a left sidebar with 'Category' and 'Manufacturer' sections, and a central product listing area. The product listing shows three items: a Saunders clipboard, an MMF Industries book rack, and 3M Post-it flags. Each item has a 'Quantity' input field, an 'Add to Cart' button, and an 'Add to List' button. A yellow callout box points to the 'Add to Cart' button for the Post-it flags. On the right, there is a 'Featured Items' section with a 'Proceed to Cart' button.

Category

- Desk Supplies & Office Essentials
 - Boards & Accessories (643)
 - Clips, Clasps & Fasteners (218)
 - Desk Accessories (749)
 - Name Badges & Holders (203)
 - Office Essentials (262)
 - Paper Punches & Accessories (114)
 - Racks & Accessories (324)
 - Scissors & Paper Cutters (192)
 - Stamps & Supplies (271)
 - Staplers, Staples, & Removers (310)
 - State & Country Flags (10)
 - Tags & Tagging Supplies (46)
 - Tape Flags & Dispensers (113)
 - Tapes, Glues & Adhesives (279)
 - Toys & Games (14)

Manufacturer

- 3M (258)
- Avery (111)
- Corporate Express Brands (481)
- Fellowes (89)
- Hewlett Packard (6)
- Lexmark (2)
- Quality Park (1)
- Sanford (24)
- Sharp Electronics (2)
- Smead (10)
- Tops Business Forms (19)
- Acme United Corp (117)
- Advantus (90)
- Buddy Products (75)

Showing 1 to 25 of 3,748 items

Compare Selected Sort by: Top Sellers 1 2 3 4 5 Next >>

Item 1: Portable Desktop Clipboard, Letter, Heavy-Duty, Rounded-Corners, 1" Storage Capacity, Top-Opening, 10"Wx15-1/2"Lx3"H. Price: \$30.89 / EA. Add to Cart.

Item 2: Book Rack, Adjustable, Steel, Reinforced Base, Non-Skid/Non-Scuff, 6 Vertical Compartments, Black. Price: \$46.83 / EA. Add to Cart.

Item 3: Post-it® Flags, 1", Ideal For Marking And Flagging Paper Documents, Red, 50 Flags/Pack, 24 Packs/Box. Price: \$66.79 / BX. Add to Cart.

Item 4: Scotch Magic 810 Office Tape Value Pack, Dispenses easily, Photo safe, Made in USA, 16 rolls 3/4"x1000" on 1" core. Price: \$27.03 / PK. Add to Cart.

Featured Items: Book Rack, Adjustable, Steel, Reinforced Base, Non-Skid/Non-Scuff, 6 Vertical Compartments, Black. Price: \$46.83 / EA. Scotch Magic 810 Office Tape Value Pack, Dispenses easily, Photo safe, Made in USA, 16 rolls 3/4"x1000" on 1" core. Price: \$27.03 / PK. Marker Board In Cabinet, White Retractable Screen, Includes Hardware & Assorted Dry-Erase.

Slide 6 - Slide 6

The screenshot shows a web browser window with the URL <https://www.eway.com/> and the page title "Corporate Express E-Way - Windows Internet Explorer". The page features a navigation bar with "Home" and "Support" links, and a shopping cart icon showing a total of \$50.60 and 1 item. A search bar is present with "Keyword" and "Item Number" options, and a "Set Default Shopping List" dropdown menu currently set to "04/27/07-List 1".

The main content area is titled "Showing 1 to 25 of 3,748 items" and displays a list of products. A yellow callout box with the text "When all items have been selected, Proceed to Cart." is overlaid on the page. The products listed include:

- Portable Desktop Clipboard, Letter Heavy-Duty, Rounded-Corners, 1" Storage Capacity, Top-Opening, 10"Wx15-1/2"Lx3"H** (Saunders - SAU00433) - Price: \$50.00 / EA
- Book Rack, Adjustable, Steel, Reinforced Base, Non-Skid/Non-Scuff, 6 Vertical Compartments, Black** (MMF Industries - MMF26413BRBLA) - Price: \$46.83 / EA
- Post-it® Flags, 1", Ideal For Marking And Flagging Paper Documents, Red, 50 Flags/Pack, 24 Packs/Box** (3M - MMM680124) - Price: \$66.79 / BX
- Scotch Magic 810 Office Tape Value Pack, Dispenses easily, Photo safe, Made in USA, 16 rolls 3/4"x1000" on 1" core** - Price: \$27.03 / PK

The left sidebar contains a "Category" section with "Desk Supplies & Office Essentials" selected, and a "Manufacturer" section listing various brands like 3M, Avery, and Hewlett Packard.

Slide 7 - Slide 7

Codes
SKYWA
Home P
Add
No reco

https://www.eway.com/ - Corporate Express E-Way - Windows Internet Explorer

Home | Support

Cart \$50.60
Items: 1
Order #: NOT SAVED

Corporate Express
Keyword Item Number
Search

Set Default Shopping List
04/27/07-List 1 View

Products | Toner & Ink | Shopping Lists | Specials

To add an item to your Cart, enter a quantity in the Qty field and press Tab. Enter the Item Number in the Item No. field and press Tab. [More...](#)

Shopping Cart Items

Printable Version

SECURE CHECKOUT

| Qty: | Ordered Item: | To Be Shipped: | Item Description: | Available Qty: | Backorder Qty: | Unit Price: | Extended Price: | Symbols: (Key) | Item Note: | Tools: (Key) |
|--------------------------------|-------------------------------------------|----------------|----------------------------------------------------------------|----------------|----------------|-------------|-----------------|----------------|----------------------|--------------|
| <input type="text" value="1"/> | <input type="text" value="MMF26413BRBL"/> | MMF26413BRBLA | Adjustable Steel Book Rack with 6 Vertical Compartments, Black | 1 | 0 | 46.83/EA | 46.83 | | <input type="text"/> | |
| <input type="text"/> | <input type="text"/> | | | | | | | | <input type="text"/> | |
| <input type="text"/> | <input type="text"/> | | | | | | | | <input type="text"/> | |
| <input type="text"/> | <input type="text"/> | | | | | | | | <input type="text"/> | |
| <input type="text"/> | <input type="text"/> | | | | | | | | <input type="text"/> | |
| <input type="text"/> | <input type="text"/> | | | | | | | | <input type="text"/> | |
| <input type="text"/> | <input type="text"/> | | | | | | | | <input type="text"/> | |

Sub Total: 46.83
Estimated Tax: 3.77
Total: 50.60

[Check Out](#)

Click Check Out.

ALL D
0 reco

Slide 8 - Slide 8

The screenshot shows a web browser window with the title "Skyward Financial: WA\FM\RE\RE - 6466W (03.07.02.01.03) - Windows Internet Explorer". The page content is divided into two main sections:

- Requisition Master Information:** This section contains details for a requisition with number 0000004327. It lists the group as (001) OCCIDENTAL HS, the fiscal year as 2006 - 2007, and the vendor as CORPORATE EXPRESS. The amount is \$46.83, and the description is "Items selected for demonstration". There are links for "Edit Master", "Notes", and "Attachments". A "Submit For Approval" button is also present.
- Requisition Detail Line Items:** This section contains a table with one row of data. The table has columns for Line, Catalog Code, Description, Unit of Measure, Quantity, Unit Cost, and Total Cost.

A yellow callout box with the text "Click Add Requisition Accounts." points to the "Add Requisition Accounts" button located to the right of the table.

| Line | Catalog Code | Description | Unit of Measure | Quantity | Unit Cost | Total Cost |
|------|---------------|----------------------------------------------------------------|-----------------|----------|------------|------------|
| 100 | MMF26413BRBLA | Adjustable Steel Book Rack with 6 Vertical Compartments, Black | EA | 1 | \$46.83000 | \$46.83 |

Slide 9 - Slide 9

The screenshot shows a software interface for account distribution. It features a table of available accounts, a summary of the total amount to be distributed, and a table of selected accounts. Three yellow callout boxes provide instructions:

- 1. Select Account Distribution code(s).
- 2. Verify account distribution amount/percentage.
- 3. Click Save Account Distribution.

Available Accounts Table:

| Fnd | T | Fc | Obj | So | Org | F | Pl | Loc | Funds Available | Selected |
|-----|---|----|------|----|-----|---|----|-----|-----------------|-------------------------------------|
| 199 | E | 11 | 6399 | 00 | 001 | 0 | 11 | 000 | \$9,786.06 | <input checked="" type="checkbox"/> |
| 199 | E | 11 | 6399 | 00 | | | | | \$0.00 | <input type="checkbox"/> |
| 199 | E | 11 | 6399 | 00 | | | | | \$0.00 | <input type="checkbox"/> |
| 199 | E | 11 | 6399 | 00 | 042 | 0 | 00 | 310 | \$0.00 | <input type="checkbox"/> |
| 199 | E | 11 | 6399 | 00 | 042 | 0 | 11 | 000 | \$0.00 | <input type="checkbox"/> |
| 199 | E | 11 | 6399 | 00 | 042 | 0 | 23 | 000 | \$0.00 | <input type="checkbox"/> |
| 199 | E | 11 | 6399 | 00 | 101 | 0 | 00 | 000 | \$113.00 | <input type="checkbox"/> |
| 199 | E | 11 | 6399 | 00 | 105 | 0 | 11 | 000 | \$0.00 | <input type="checkbox"/> |
| 199 | E | 11 | 6399 | 00 | 106 | 0 | 11 | 000 | \$0.00 | <input type="checkbox"/> |
| 199 | E | 11 | 6399 | 00 | 108 | 0 | 00 | 000 | \$0.00 | <input type="checkbox"/> |
| 199 | E | 11 | 6399 | 00 | 999 | 0 | 99 | 000 | \$0.00 | <input type="checkbox"/> |
| 199 | E | 11 | 6399 | 06 | 101 | 0 | 11 | 000 | \$0.00 | <input type="checkbox"/> |
| 199 | E | 11 | 6399 | 06 | 105 | 0 | 11 | 000 | \$0.00 | <input type="checkbox"/> |
| 199 | E | 11 | 6399 | 06 | 108 | 0 | 11 | 000 | \$0.00 | <input type="checkbox"/> |

Total Amount to Distribute: \$46.83 (100.00%)

Selected Accounts Table:

| Account Number | Amount | Percent |
|-------------------------------|--------|---------|
| 199 E 11 6399 00 001 0 11 000 | 46.83 | 100.00 |

Slide 10 - Slide 10

Codes ▾ Skyward Financial: WA\FM\RE\RE - 6466W (03.07.02.01.03) - Windows Internet Explorer

Codes ▾ Acct Mgmt ▾ Req Process ▾ Budget Bldg ▾ Fixed Asset ▾ We value your feedback

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Number: 0000004327 Accounting: Account allocation by total requisition amount. [Edit Master](#)
 Group: (001) OCCIDENTAL HS Amount: \$46.83 [Notes](#)
 Fiscal Year: 2006 - 2007 Ship To: [Ill advisors medical co](#)
 Vendor: [CORPORATE EXPRESS](#) Description: Items selected for de
 5233 ANY STREET
 ANYWHERE WI 55555
 Invoice To: (Default) INVOICE TO: TEST ISD 601 CAMP
 CRAFT ROAD AUSTIN, TEXAS 78746 (512)732-9999

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

Submit requisition for approval.
 This concludes this tutorial.

Requisition Accounts

| Account Number | Account Amount | Account Percent | Over Budget |
|-------------------------------|----------------|-----------------|-------------|
| 199 E 11 6399 00 001 0 11 000 | \$46.83 | 100.00% | |

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

1 records displayed

ALL 0
 0 reco