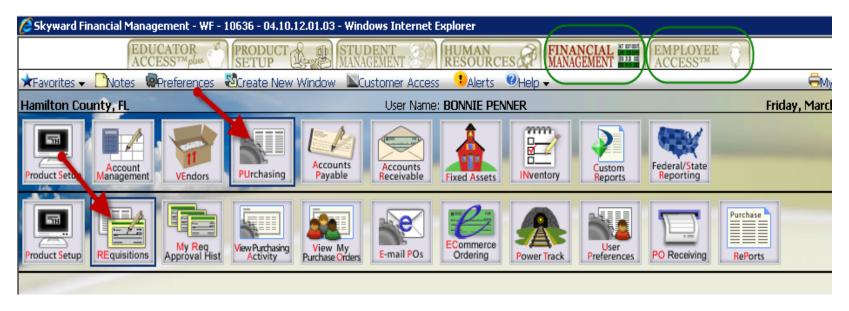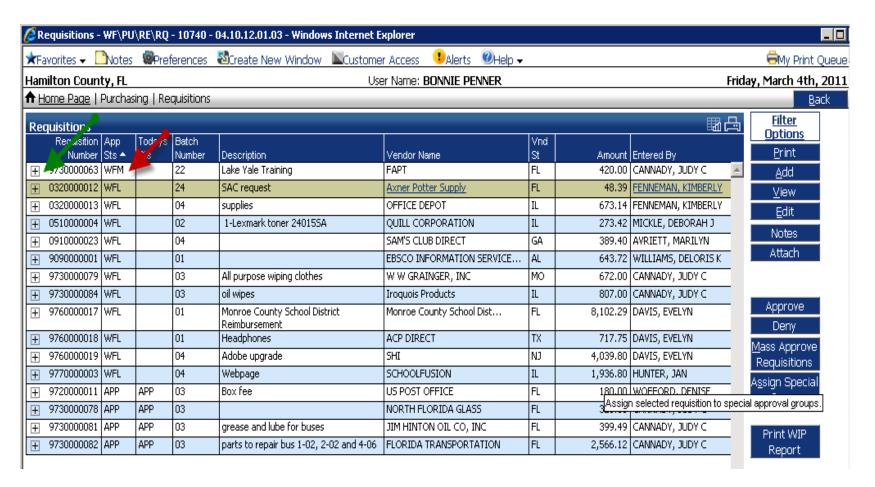# Approving Requisitions in Skyward:

http://skyward.nefec.org/

Depending on the level of security you are assigned, you will see one or more tabs when you logon to Skyward Web.

Either Financial Management or Employee Access will take you to the Purchasing icon. When you click on the Purchasing icon, a Requisitions icon will become available. Click on the Requisitions icon to get to the list of requisitions awaiting your approval.

Requisition Number	App Sts ▲	Todays	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By
⊞ 9730000063	WFM		22	Lake Yale Training	FAPT	FL	420.00	CANNADY, JUDY C
⊞ 0320000012	WFL		24	SAC request	Axner Potter Supply	FL	48.39	FENNEMAN, KIMBERLY
⊞ 0320000013	WFL		04	supplies	OFFICE DEPOT	IL	673.14	FENNEMAN, KIMBERLY
⊞ 0510000004	WFL		02	1-Lexmark toner 24015SA	QUILL CORPORATION	IL	273.42	MICKLE, DEBORAH J
⊞ 0910000023	WFL		04		SAM'S CLUB DIRECT	GA	389.40	AVRIETT, MARILYN
⊞ 9090000001	WFL		01		EBSCO INFORMATION SERVICE…	AL	643.72	WILLIAMS, DELORIS K
⊞ 9730000079	WFL		03	All purpose wiping clothes	W W GRAINGER, INC	MO	672.00	CANNADY, JUDY C
⊞ 9730000084	WFL		03	oil wipes	Iroquois Products	IL	807.00	CANNADY, JUDY C
⊞ 9760000017	WFL		01	Monroe County School District Reimbursement	Monroe County School Dist…	FL	8,102.29	DAVIS, EVELYN
⊞ 9760000018	WFL		01	Headphones	ACP DIRECT	TX	717.75	DAVIS, EVELYN
⊞ 9760000019	WFL		04	Adobe upgrade	SHI	NJ	4,039.80	DAVIS, EVELYN
⊞ 9770000003	WFL		04	Webpage	SCHOOLFUSION	IL	1,936.80	HUNTER, JAN
⊞ 9720000011	APP	APP	03	Box fee	US POST OFFICE	FL	180.00	WOFFORD, DENISE
⊞ 9730000078	APP	APP	03		NORTH FLORIDA GLASS	FL		
⊞ 9730000081	APP	APP	03	grease and lube for buses	JIM HINTON OIL CO, INC	FL	399.49	CANNADY, JUDY C
⊞ 9730000082	APP	APP	03	parts to repair bus 1-02, 2-02 and 4-06	FLORIDA TRANSPORTATION	FL	2,566.12	CANNADY, JUDY C

The App Sts (approval status) column will allow you to see at a glance the requisitions that are "Waiting For My approval" (WFM), Waiting For a Lower approval (WFL), Waiting For Higher approval (WFH) or Approved (APP). You are able to approve a requisition in a WFL status if you have the appropriate access. In that case this will bypass the other approval since you have a higher level of approval. This should only be done in emergency situations.

This initial screen provides an at a glance view of the requisition. To get more information on the requisition, click on the "+" on the left side of the screen. When the requisition is expanded, you will see the detail items being requested, the accounts being charged for the items and the approval levels necessary for this requisition.

Filter Options

Print
Add
View
Edit
Notes
Attach

Approve
Deny
Mass Approve Requisitions
Assign Special Group

Print WIP Report

Requisitions can either be approved individually or in a group. To approve individually, simply highlight the requisition, then click on the approve button. You will get a second prompt to ensure you still want to approve the requisition.

To approve a group of requisitions, click on the Mass Approve Requisitions button. All requisitions you current have in the WFM status will be listed in a new screen to allow you to select those that you would like to approve. Check the boxes to the left of the requisitions you would like to approve, then click the "Mass Approve Selected Requisitions" button. You will again get a second prompt to ensure you still want to approve the group of selected requisitions.