

Slide 1 - Slide 1

The screenshot shows the Skyward Financial Management web application. The navigation menu includes: Home, Account Management, Vendors, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, and Bid Management. The 'Accounts Payable' menu is expanded, showing options like 'Automated Clearing House Reports' and 'Expense Reimbursement'. The 'Check Requests' menu is also expanded, showing 'Submit' and 'Approve' options. A yellow callout box is overlaid on the 'Submit' option, containing the following text:

Submit Check Requests
 Go to Financial Management, Accounts Payable, Check Requests, Submit.
Who, What, When, Why?
 A request would be submitted when a check is needed but a purchase order does not apply.

The interface also shows a search bar, a 'Print this tutorial' button, and a sidebar with various system links like 'Human Resources Home', 'Product Setup Home', and 'Employee Access'. The footer includes the copyright notice '© 2012 Skyward, Inc. All rights reserved.' and view options for 'Desktop View' and 'Button Rows'.

FISD has implemented the use of check requests for payments less than \$100 that do not require a purchase order and for Travel expenses (Hotel checks, meals, and incidental reimbursements).

Check Requests take the place of Payment Requests.

Slide 2 - Slide 2

Submit - WF\AP\CH\SQ - 26417 - 04.12.02.00.03 - Windows Internet Explorer

Charles Szaszscr Account Preferences Exit ?

SKYWARD Skyward School District

Home Account Management Vendors Purchasing **Accounts Payable** Accounts Receivable Fixed Assets Inventory SBA Custom Reports Federal/State Reporting Bid Management

Submit ☆

Views: General Filters: **All check requests Refresh

Check Request Number	PO Grp	Status	Invoice Number	Check Number	Vendor Name	Vndr State	Check Amount	Due
No records available								

Print Add Edit Delete Submit Notes Attach Clone

20 0 records displayed Check Request Number:

Slide 3 - Slide 3

The screenshot shows a web browser window titled "Add Check Request - WFVAP\CH\SQ - 26417 - 04.12.02.00.03 - Windows Internet Explorer". The form is titled "Add Check Request" and contains the following sections and callouts:

- Check Request Information:**
 - * PO Group: 101 - Jones Elementary
 - * Invoice Number: PS101-10072012 (Callout: "Select a Check Request Group")
 - * Invoice Date: 02/16/2012 Thursday
 - * Vendor: Abc restaurant supplyscr 9383 Scramble avenue PO BOX 42226 Scramble WV 55555
 - * Description: equipment rental
 - * Due Date: 02/16/2012 Thursday
 - Check Amount: (empty)
 - Do not mail
- Check Request Detail Line:**
 - Detail Invoice Entry:**
 - Detail Line Description: equipment
 - General Ledger Account: 199 E 41 6399 00 7
 - Account: 199 E 31 6399 00 1
 - Invoice Amount: 100.00
 - Accounting Amount: 50.00
 - Detail Invoice Entry:**
 - Detail Line Description: (empty)
 - General Ledger Account Distribution: (empty)
 - Account: (empty)
 - Invoice Amount: 0.00
 - Accounting Amount: 0.00
 - Detail Invoice Entry:**
 - Detail Line Description: (empty)
 - General Ledger Account Distribution: (empty)
 - Account: (empty)
 - Invoice Amount: 0.00
 - Accounting Amount: (empty)

Callout boxes provide the following instructions:

- "Select a Check Request Group" (points to the Invoice Number field)
- "Enter an Invoice Number. This is a required, alpha-numeric field." (points to the Invoice Number field)
- "Enter an applicable Invoice Date. It will default to the date the request is being entered, but can be changed." (points to the Invoice Date field)
- "Enter the Vendor." (points to the Vendor field)
- "Enter a detailed Description to outline the reason for the request." (points to the Description field)
- "The Due Date will default to the date the request is entered, but can be changed." (points to the Due Date field)

Select your Check Request Group:

The check request groups are different than the Purchase Order groups. Your check request group will be a group number in the 400's and the description will be Check Request Westwood, Check Request Cline, etc.... Be sure to choose the appropriate Check Request Group.

Enter an invoice number:

If there is no formal invoice or invoice number, use the date of the check request.

Enter the vendor:

If the vendor is not in the system, you will need to request the vendor and wait for it to be approved. If you are entering a name, remember to enter the last name first since that is how names are set up in the vendor system, example Jill Smith, you would enter Smith in the vendor area.

Description:

The description entered here will appear on the check.

Detail Line Description: This description will appear on the general ledger reports.

Slide 4 - Slide 4

The screenshot shows the 'Add Check Request' web application. The main form is titled 'Add Check Request' and contains the following fields and sections:

- Check Request Information:**
 - * PO Group: 101 - Jones Elementary
 - * Invoice Number: PS101-10072012
 - * Invoice Date: 02/16/2012 Thursday
 - * Vendor: Abc restaurant supplyscr 9383 Scramble avenue PO BOX 42226 Scramble WV 55555
 - * Description: equipment rental
 - * Due Date: 02/16/2012 Thursday
 - Check Amount: 100.00
- Detail Invoice Entry:**
 - Detail Line Description: equipment
 - Account: 199 E 41 6399 00 701 0 99 000: GENERAL /GEN ADM /GENERAL SUPPL././
 - Account: 199 E 31 6399 00 101 0 11 000: GENERAL /G & C /GENERAL SUPPL././ELEMENTARY/0/
 - Total: 100.00
- Detail Invoice Entry (Empty):**
 - Detail Line Description: (empty)
 - Account: (empty)
- Detail Invoice Entry (Empty):**
 - Detail Line Description: (empty)
 - Account: (empty)

Yellow callout boxes provide the following instructions:

- Be sure to include your department and initials in the description.
- DO NOT CHECK THE "DO NOT MAIL" BOX. All check request checks will be returned to the campus
- Enter a Detail Line Description for each line item and the Invoice Amount.
- Enter the appropriate account number.
- Up to four accounts can be used per detail line item.

All checks processed through the check request system will be returned to the Campus Bookkeeper or Department Secretary for distribution. Please enter your department and initials as part of the description so we know who to return the check to. If the initials are not entered the check request will be denied.

Detail line description is the verbiage that will appear on the general ledger and reports. If a check needs to be split between more than one account, click on "more" and a new account line will be available to enter the next number.

If the account does not have enough funds to cover the request a box will appear with an alert that says "There are not enough funds available to write this check from this account. At this point you must do a transfer to move the funds. Please save and finish later until the transfer has been entered into the system. The system will let you continue on without the funds in place, but the request will be denied due to lack of funds.

Slide 5 - Slide 5

Add Check Request - WFVAP\CH\SQ - 26417 - 04.12.02.00.03 - Windows Internet Explorer

Add Check Request

Check Request Information

* PO Group: 101 - Jones Elementary

* Invoice Number: PS101-10072012

* Invoice Date: 02/16/2012 Thursday

* Vendor: Abc restaurant supplyscr 9383 Scramble avenue PO BOX 42226 Scramble WV 55555

* Description: equipment rental

* Due Date: 02/16/2012 Thursday Do not mail

Check Amount: 100.00

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

Click **Submit For Approval** when the request is completed.

Check Request Detail Line 1

As each line item amount is entered, the **Check Amount** will automatically adjust.

Detail Invoice Entry	1099	Invoice Amount
Detail Line Description equipment	<input type="checkbox"/>	100.00
General Ledger Account Distribution		
Account 199 E 41 6399 00 701 0 99 000: GENERAL /GEN ADM /GENERAL SUPPL././		Accounting Amount 50.00
Account 199 E 31 6399 00 101 0 11 000: GENERAL /G & C /GENERAL SUPPL././ELEMENTARY/0/		Accounting Amount 50.00 More
Total:		100.00

Detail Invoice Entry	1099	Invoice Amount
Detail Line Description	<input type="checkbox"/>	0.00
General Ledger Account Distribution		
Account		Accounting Amount 0.00 More

Detail Invoice Entry	1099	Invoice Amount
Detail Line Description	<input type="checkbox"/>	0.00
General Ledger Account Distribution		
		Accounting Amount

Slide 6 - Slide 6

Views: General Filters: **All check requests

Check Request Number	PO Grp	Status	Invoice Number	Check Number	Vendor Name	Vndr State	Check Amount	Due
000000000000021	101	Submitted	PS101-10072012		Abc restaurant supp			

The **requests** will be listed including the Status, Invoice Number, Vendor, Check Amount, and Due Date. Selecting any of these **column headings** will change the sort of the displayed requests.

Click **Edit** to modify a request.
Click **Delete** to remove a request.

20 1 records displayed Check Request Number:

At this point attachments will need to be added so the budget managers and approvers can see the back up of what is being requested for payment. Attachments will be the invoice, receipt copy, etc.....

Attachment instructions:

Click the attach button on the right hand side of screen. Click on add file. Click the arrow to drop down the list to choose from for types of attachments and choose the type. Enter a brief description of your attachment. Click on browse and choose the file you wish to attach.

Slide 7 - Slide 7

The screenshot shows the 'Submit' page in the Skyward School District system. The page title is 'Submit - WF\AP\CH\SQ - 26417 - 04.12.02.00.03 - Windows Internet Explorer'. The user is Charles Szaszscr. The navigation menu includes Home, Account Management, Vendors, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, and Bid Management. The 'Submit' section has a 'Views' dropdown set to 'General' and a 'Filters' dropdown set to '**All check requests'. A table displays one record:

Check Request Number	PO Grp	Status	Invoice Number	Check Number	Vendor Name	Vndr State	Check Amount	Due
000000000000021	101	Submitted	PS101-10072012		Abc restaurant supplyscr	WV	100.00	02/16

On the right side, there is a 'Print Queue' section with a 'Print' button. Below the table, there are buttons for 'Add', 'Edit', 'Delete', 'Submit', 'Notes', 'Attach', and 'Clone'. Callouts provide instructions for these buttons:

- Click **Print** to print a **voucher** for the request.
- Both **Notes** and **Attachments** can be added to a Check Request.
- Click **Clone** to make an exact duplicate of the selected request that can be modified appropriately.

At the bottom left, it says '20 1 records displayed'. At the bottom right, there is a 'Check Request Number:' field.

Slide 8 - Slide 8

Submit - WF\AP\CH\SQ - 26417 - 04.12.02.00.03 - Windows Internet Explorer

Skyward School District

Charles Szaszscr Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Accounts Receivable Fixed Assets Inventory SBAA Custom Reports Federal/State Reporting Bid Management

Submit

Expand the check request.

Invoice Number	Check Number	Vendor Name	Vndr State	Check Amount	Due
000000000000021	101 Submitted	PS101-10072012	Abc restaurant supplyscr	WV	100.00 02/16

20 1 records displayed

Check Request Number:

Print Add Edit Delete Submit Notes Attach Clone

Slide 9 - Slide 9

The screenshot shows the Skyward School District web application interface. At the top, there is a navigation menu with options like Home, Account Management, Vendors, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, and Bid Management. The main content area displays a check request for invoice # PS101-10072012. A yellow callout box highlights three sections: Check Request Information, Check Request Detail Line Entries, and Approval History. The callout text states: 'Three nodes display the pertinent information for the check request: • Check Request Information • Check Request Detail Line Entries • Approval History This concludes the tutorial.' The interface also includes a table for check request details, a list of approval history entries, and a search bar at the bottom.

Views: General Filters: **All check req

Check Request Number	PO Grp	Status	Invo	Vndr State	Check Amount	Due
000000000000021	101	Submitted	PS1	WV	100.00	02/16

Check Request Information

Check Request #: 000000000000021 Invoice #: PS101-10072012
 Invoice Date: 02/16/2012 Request Amount: 100.00
 Due Date: 02/16/2012 Do not mail: No
 PO Group: 101 - Jones Elementary
 Description: equipment rental
 Vendor: Abc restaurant supplyscr 9383 Scramble avenue PO BOX 42226 Scramble WV 55555
 Entered By: Szaszscr Charles on 02/16/2012

Check Request Detail Line Entries

Description	Invoice Number	Invoice Date	Accounting Amount	Detail Amount	1099
General Ledger Account Distribution equipment	PS101-10072012	02/16/2012		100.00	N
199 E 41 6399 00 701 0 99 000			50.00		
199 E 31 6399 00 101 0 11 000			50.00		

Approval History

Date	Time	Status	Approval Level	Name/Note
		Awaiting Approval	Level 2	Aikinsscr, Leatrice A
		Awaiting Approval	Level 1	Jonesscr, Jamie

20 1 records displayed Check Request Number: