

Slide 1 - Slide 1

Web Financial Management - WF - 10636 - 04.12.02.00.03 - Windows Internet Explorer

Skyward School District

Charles Szaszscr Account [Print this tutorial ?](#)

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

Financial Management Setup

Accounts Payable Setup

- Automated Clearing House Reports

Expense Reimbursement

- Generate Invoices
- History
- Custom Programming

Credit Cards Setup

- Review/Submit Transactions
- Approve Transactions

Check Requests Setup

- Submit
- Approve
- Generate Invoices
- Custom Programming

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.

CNN
CNN News
CNN News

WVF

- Submit
WF\AP\CH\ISQ
- Configuration
WF\AP\CH\PS\CF
- Human Resources Home
WH
- Codes
WH\AD\EM\PS\CO
- Product Setup Home
PS
- Secured
PS\CA\SE\US\SU
- Organizational Charts
WH\EP\OC
- Web Human Resources
PS\CA\SE\SG\WH
- Employee Access

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Desktop View Button Rows
Windows Vista / Internet Explorer 9

Slide 2 - Slide 2

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

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

Submit

Views: General Filters: **All check requests

Check Request Number PO Grp Status Invoice Number Check Number Vendor Name Vndr State Check Amount Due

No records available

Click Add.

Print Add Edit Delete Submit Notes Attach Close

20 0 records displayed Check Request Number:

Slide 3 - Slide 3

Add Check Request - WF\AP\CH\SQ - 26417 - 04.12.02.00.03 - Windows Internet

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:

Check Request Detail Line

Detail Invoice Entry

Detail Line Description
equipment

General Ledger Account
Account 199 E 41 6399 00 7

Account 199 E 31 6399 00 1

Enter an **Invoice Number**.
This is a **required**, alpha-numeric field.

Enter an applicable **Invoice Date**.
It will default to the date the request is being entered,
but can be changed.

Enter the **Vendor**.

Enter a detailed **Description** to outline the reason for the request.

The **Due Date** will default to the date the request is entered,
but can be changed.

Select a PO Group.

- These will be the **same groups** used for requisitions.
- The **approvers** are the same.
- Only the **Users' Account Clearance** is applicable.

Submit For Approval

Check Spelling

Save and Finish Later

Back

1099	Invoice Amount
☐	100.00
Accounting Amount	50.00
	50.00
	100.00

More

1099	Invoice Amount
☐	0.00
Accounting Amount	0.00
	0.00

More

1099	Invoice Amount
☐	0.00
Accounting Amount	0.00
	0.00

More

Slide 4 - Slide 4

Add Check Request - WF\AP\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

Check Amount: 100.00 ☐ Do not mail

Check Detail

Enter a Detail Line Description for each line item and the Invoice Amount.

Detail Line Description	1099	Invoice Amount
equipment	☐	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
Total:		100.00

Enter the appropriate account number.

Up to four accounts can be used per detail line item.

Detail Invoice Entry

Detail Line Description	1099	Invoice Amount
	☐	0.00
General Ledger Account Distribution		
Account		Accounting Amount 0.00

Detail Invoice Entry

Detail Line Description	1099	Invoice Amount
	☐	0.00
General Ledger Account Distribution		
Account		Accounting Amount

Submit For Approval
Check Spelling
Save and Finish Later
Back

Slide 5 - Slide 5

Add Check Request - WF\AP\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 Publish Later](#) [Back](#)

Check Request Detail Line 1

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

Detail Invoice Entry

Detail Line Description: equipment 1099 Invoice Amount: 100.00

General Ledger Account Distribution

Account	Accounting Amount
199 E 41 6399 00 701 0 99 000: GENERAL /GEN ADM /GENERAL SUPPL././	50.00
199 E 31 6399 00 101 0 11 000: GENERAL /G & C /GENERAL SUPPL././ELEMENTARY/0/	50.00
Total:	100.00

[More](#)

Detail Invoice Entry

Detail Line Description: 1099 Invoice Amount: 0.00

General Ledger Account Distribution

Account: 0.00 [More](#)

Detail Invoice Entry

Detail Line Description: 1099 Invoice Amount: 0.00

General Ledger Account Distribution

Accounting Amount: 0.00

Slide 6 - Slide 6

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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

Views: General Filters: **All check requests Refresh

Check Request Number	PO Grp	Status	Invoice Number	Check Number	Vendor Name	Vndr State	Check Amount	Due	
000000000000021	101	Submitted	PS101-10072012		Alc restaurant supp				Click Edit to modify a request. Click Delete to remove a request. Print Add Edit Delete Submit Notes Attach Clone

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.

20 1 records displayed Check Request Number:

Slide 7 - Slide 7

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

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

Submit

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 supplyscr	WV	100.00	02/16

Print Queue

Click Print to print a voucher for the request.

Print

Both Notes and Attachments can be added to a Check Request.

Notes

Attach

Clone

Click Clone to make an exact duplicate of the selected request that can be modified appropriately.

20 1 records displayed

Check Request Number:

Slide 8 - Slide 8

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Submit

Expand the check request.

Check requests

Invoice Number	Check Number	Vendor Name	Vndr State	Check Amount	Due
PS101-10072012		Abc restaurant supplies	WV	100.00	02/16

Print Add Edit Delete Submit Notes Attach Clone

20 1 records displayed Check Request Number:

Slide 9 - Slide 9

Submit - WFAPI\CHYSQ - 26417 - 04.12.02.00.03 - Windows Internet Explorer

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Charles Szaszscr We value your feedback ?

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

Submit

Views: General Filters: **All check requests

Check Request Number	PO Grp	Status	Inv
0000000000000021	101	Submitted	PS1

Expand All Collapse All Modify Details (display)

Three nodes display the pertinent information for the check request:

- Check Request Information
- Check Request Detail Line Entries
- Approval History

This concludes the tutorial.

▼ Check Request Information

Check Request #: 0000000000000021 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	PS101-10072012	02/16/2012		100.00	N
equipment			50.00		
199 E 41 6399 00 701 0 99 000			50.00		
199 E 31 6399 00 101 0 11 000					

▼ 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:

