

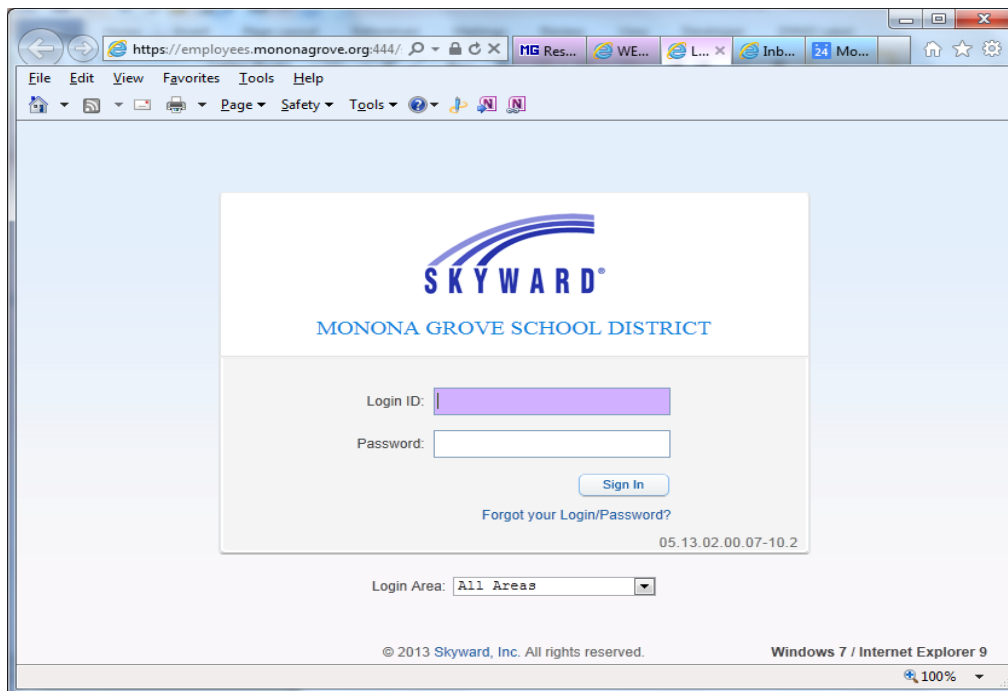
MONONA GROVE SCHOOL DISTRICT

Process DOC for Final Approver on Expense Reimbursements

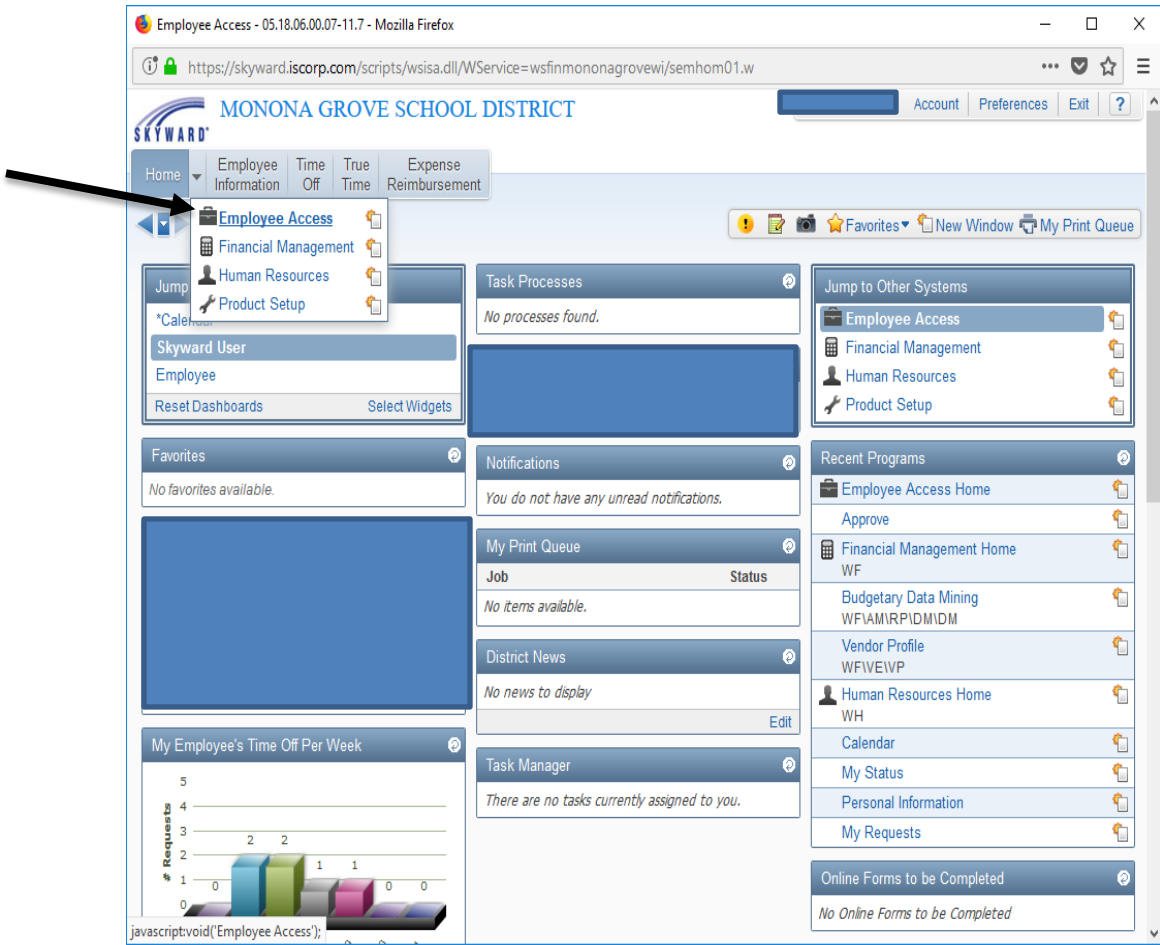
All submitted expense reimbursements have a two-step approval process. They are first sent to a Pre-verifier for them to verify the account number is correct, if known, and all receipts are attached before forwarding the expense reimbursement to the final approver.

The following is a step by step process for the Final Approver.

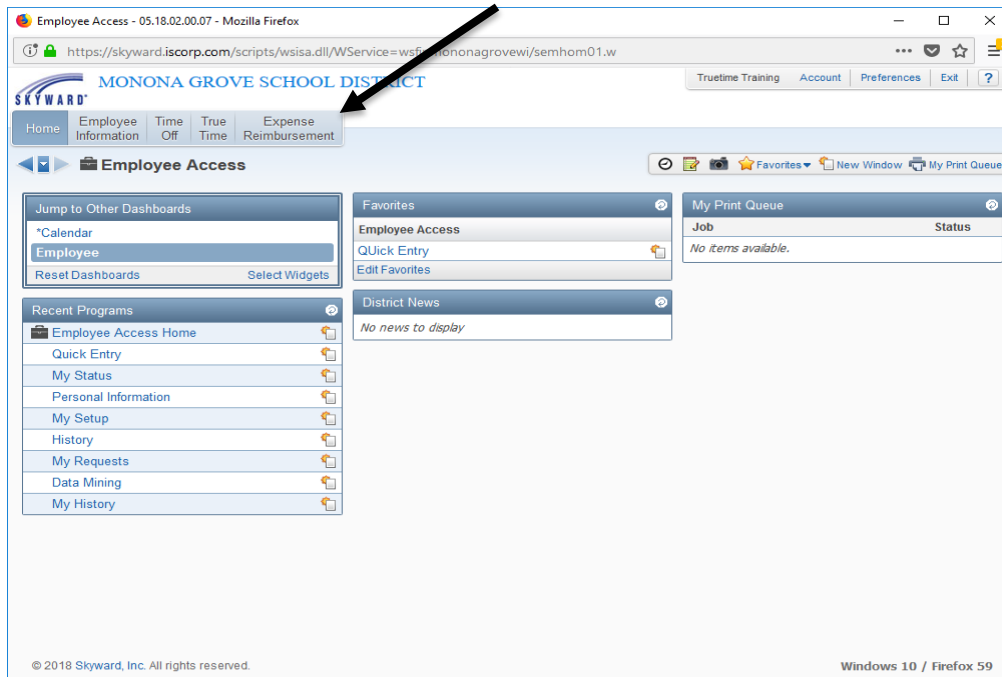
1. Sign into **Employee Access** by going to MG's website and click on Employee Access.



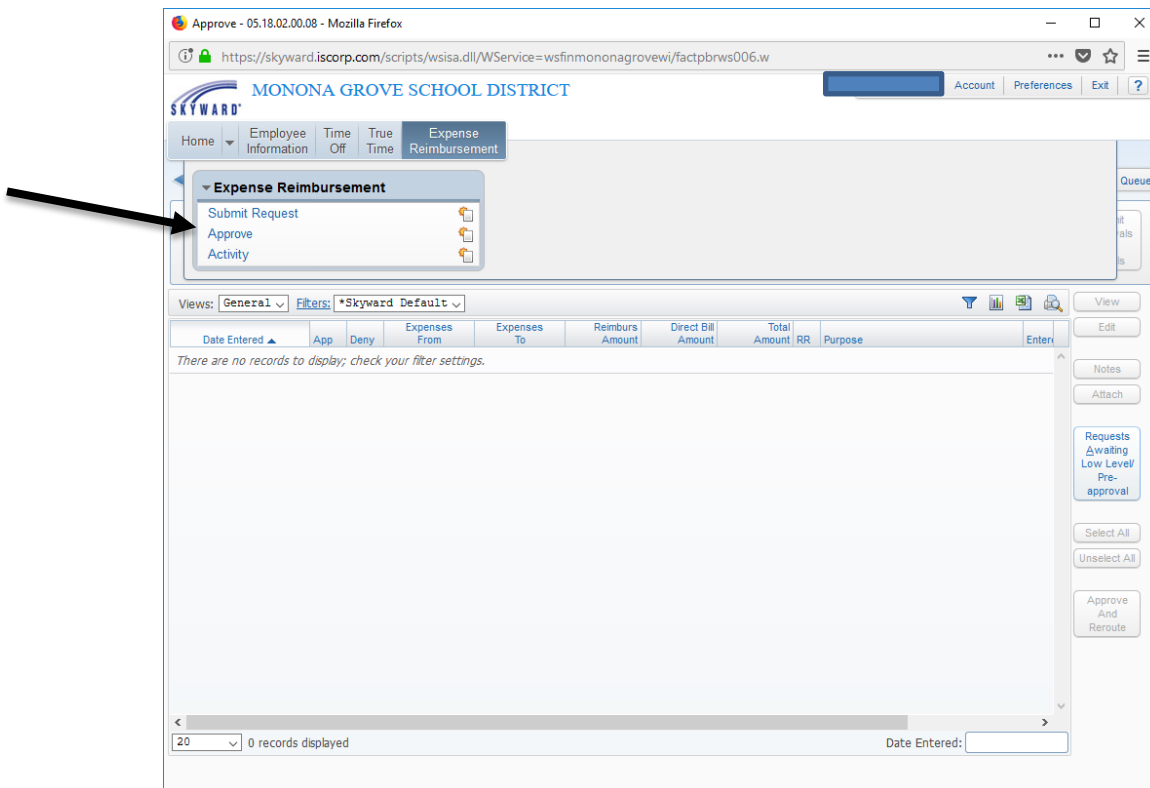
2. Click on the arrow to the right of the Home button and then Click on **Employee Access**.



3. Click on **Expense Reimbursement** at the top of the screen.



4. Click on **Approve**.



5. Within the Approve module, any expense waiting for approval will show up. Highlight an expense and click on the **Edit** button.

Pre-Verify - 05.18.02.00.07 - Mozilla Firefox

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinmononagrovewi/factpbrws010.w

MONONA GROVE SCHOOL DISTRICT

Home | Employee Information | Time Off | True Time | Expense Reimbursement

Pre-Verify

Number of Expense Requests Approved: 0 Total Amount Approved: \$0.00
 Number of Expense Requests Denied: 0 Total Amount Denied: \$0.00

Views: General Filters: *Skyward Default

Date Entered	App	Deny	Expenses From	Expenses To	Reimburs Amount	Direct Bill Amount	Total Amount	Purpose	Entered
04/19/2018 Thu	<input type="checkbox"/>	<input type="checkbox"/>	04/19/2018	04/19/2018	23.22	0.00	23.22	Skyward	TRAIN

20 1 records displayed Date Entered:

Edit

6. There may or may not be more than one Detail Line with expense items needing reimbursement. Each detail line will need to be processed separately as follows. Highlight the first one and click the **Edit** button to verify the expense detail.

Expense Reimbursement Request Maintenance - 05.18.02.00.07 - Mozilla Firefox

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinmononagrovewi/factpedit004.w?isPopup=true

Expense Reimbursement Request Maintenance

Expense Reimbursement Information

Reimbursement For: TRAINING, TRUETIME
 Expenses From: 04/19/2018 To: 04/19/2018 1 Day
 Purpose for Reimbursement: SKYWARD TEST
 Reimbursement payment option: Reimbursement Payment made via AP ACH
 Total Reimbursement Amount: \$50.00
 Required Pre-verifier: KAREN S RICHARDSON

Expense Reimbursement Detail Lines

#	Date	Type	Description/Customer	Quantity	Amount	Total Amount	C	R	D
1	04/19/2018	RENTAL CAR	SKYWARD TEST - DELETE	2.0000	25.0000	50.00	O		

20 1 records displayed

Edit

7. Within the Expense Reimbursement Request Detail Maintenance screen, review the expense detail for accuracy. You can make any changes needed on this screen and once complete, click on the **Back** button. Now you are back at the Expense Reimbursement Request Maintenance Screen. If there are more detail lines, follow the same process in Step 6 & 7 until you have reviewed all detail lines.
8. Once you have reviewed all detail lines, click on the **Back button**.

Expense Reimbursement Request Maintenance - 05.18.02.00.07 - Mozilla Firefox

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinmononagroview/factpedit004.w?isPopup=true

Expense Reimbursement Request Maintenance

Expense Reimbursement Information

Reimbursement For: TRAINING, TRUETIME Edit Master

Expenses From: 04/19/2018 To: 04/19/2018 1 Day Notes

Purpose for Reimbursement: SKYWARD TEST Attachments

Reimbursement payment option: Reimbursement Payment made via AP ACH

Total Reimbursement Amount: \$50.00

Required Pre-verifier: KAREN S RICHARDSON

Expense Reimbursement Detail Lines

Views: General Filters: *Skyward Default

#	Date	Type	Description/Customer	Quantity	Amount	Total Amount	C	R	D
1	04/19/2018	RENTAL CAR	SKYWARD TEST - DELETE	2.0000	25.0000	50.00	O		

20 1 records displayed

Back

9. If all the detail lines for this expense reimbursement are accurate, you are ready to approve this request and if not, please proceed to Step 11. Check the **APP** box and then click on **Submit Approvals and Denials**.

The screenshot shows the Skyward Expense Reimbursement interface. At the top, there is a navigation menu with options: Home, Employee Information, Time Off, True Time, and Expense Reimbursement. Below this, the 'Approve' section is active. It displays summary statistics: Number of Expense Requests Approved: 1, Total Amount Approved: \$10.00, Number of Expense Requests Denied: 0, and Total Amount Denied: \$0.00. A 'Submit Approvals and Denials' button is located to the right of these statistics. Below the summary, there is a table with columns: Date Entered, App, Deny, Expenses From, and Expenses To. The table contains one record with the following data: Date Entered: 08/06/2018 Mon, App: , Deny: , Expenses From: 08/06/2018, and Expenses To: 08/06/2018. To the right of the table, there are several buttons: View, Edit, Notes, **Attach, Requests Awaiting Low Level/Pre-approval, Select All, Unselect All, and Approve And Reroute. At the bottom of the table, there is a pagination control showing '20' and '1 records displayed', and a 'Date Entered:' field.

Date Entered	App	Deny	Expenses From	Expenses To
08/06/2018 Mon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/06/2018	08/06/2018

10. The Submit and Approvals and Denials box will pop up stating the amount you are approving. Click on Yes and this expense reimbursement will be routed to accounts payable for payment.

The screenshot shows the Skyward Expense Reimbursement interface. At the top, the browser address bar displays the URL: <https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinmononagroveni/factpbrws006.w>. The page header includes the Monona Grove School District logo and navigation links for Account, Preferences, and Exit. The main navigation menu includes Home, Employee Information, Time Off, True Time, and Expense Reimbursement. The 'Approve' section is active, showing summary statistics: Number of Expense Requests Approved: 1, Total Amount Approved: \$10.00, Number of Expense Requests Denied: 0, and Total Amount Denied: \$0.00. A 'Submit Approvals and Denials' button is visible. Below the summary, a table lists expense requests with columns for Date Entered, Appr, and Amount. A dialog box titled 'Submit Approvals and Denials' is open, displaying the following information: 1 approved request, 0 denied request, Approved Amount: \$10.00, Denied Amount: \$0.00, and the question 'Would you like to submit these requests?'. The dialog box has 'Yes' and 'No' buttons. A black arrow points to the 'Yes' button. The bottom of the page shows a pagination control for '1 records displayed' and a 'Date Entered' field.

11. If something is not accurate with this request, click the **Deny** checkbox and the following Approve/Deny Request screen will pop up for you to enter a reason for denying this expense request and then click on **Save**.

Approve/Deny Reimbursement Request - 05.18.06.00.07-11.7 - Mozilla Firefox

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wfinmononagroviewi/factpedit006.w?isPopup=true

Approve/Deny Reimbursement Request

Deny Reimbursement Request

Reimbursement For: [Redacted]

Expenses From: 08/06/2018 To: 08/06/2018

Purpose for Reimbursement: Test

Total Reimbursement Amount: \$10.00

Denial Notes:

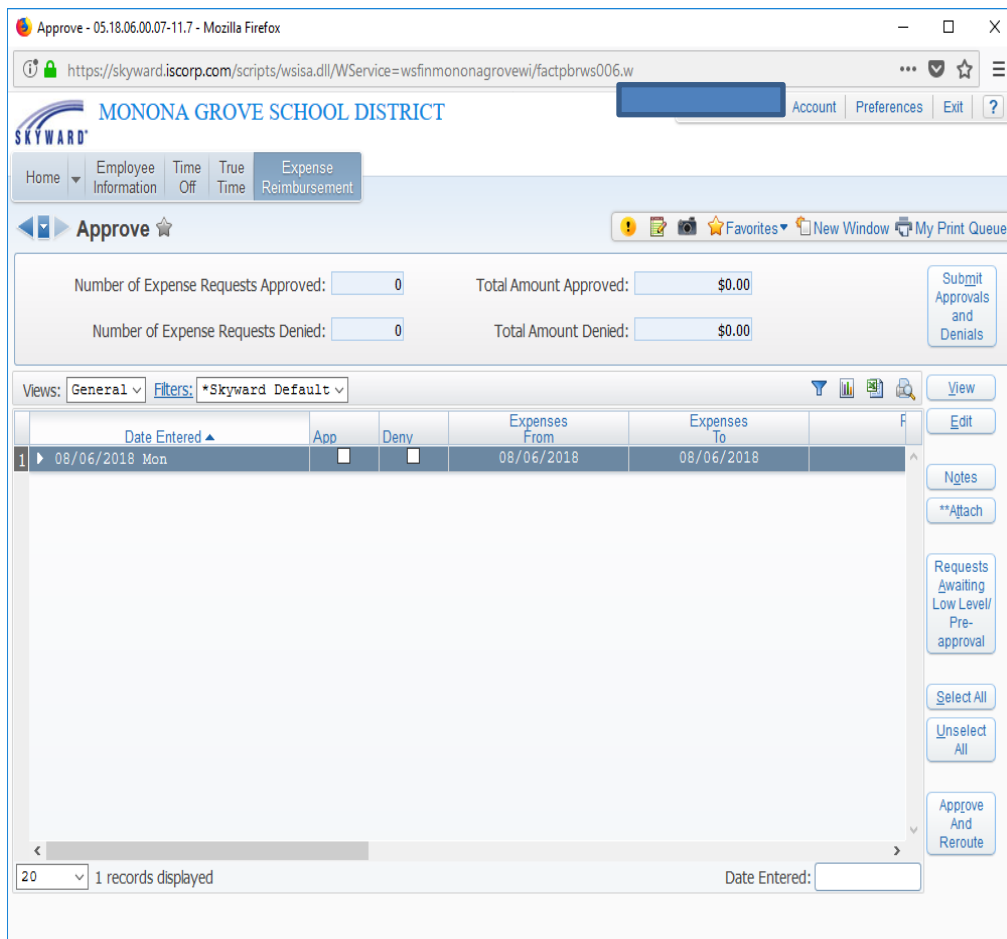
Save

Back

12. Then click on **Save**. At this point, you are finished with the expense reimbursement but there are some maintenance items to go over.

13. Back on the Approve screen, on the right hand side of the screen, there are other options for you:

- **View** – Highlight the expense in question and click on the View button. This is another way to review the expense without making any changes.
- **Attach** – To review the attached receipts for this expense request, click on the Attach button to review each receipt.
- **Select All** – By clicking this button, you are selecting all expense requests on your screen.
- **Unselect All** - By clicking this button, you are de-selecting all expense requests on your screen.
- **Approve and Reroute** – By clicking this button, you are approving this expense but another department is paying for all or part of this expense. In the Approve and Reroute Expense screen you can click on the drop down arrow to select the budget owner you would like to send this to and you can also enter notes for this budget owner. Once complete, click on the Approve and Reroute button for processing.



This concludes the tutorial.