

# MONONA GROVE SCHOOL DISTRICT

## Process DOC for Pre-verifier on Expense Reimbursements

All submitted expense reimbursements will be routed to the budget owner's admin or Pre-verifier. The Pre-verifier will verify all receipts are attached and verify the correct account number has been entered before forwarding the expense for final approval.

The following is a step by step process for the Pre-verifier.

1. The submitter of the expense reimbursement will be selecting the Pre-verifier based on the following list and then submitting the expense reimbursement.
  - High School – Julie Rozanski
  - High School SAA – Amy Andersen-Goldsworthy
  - Winnequah - Kathleen Williamsen
  - Glacial Drumlin – Jill Bertera
  - Granite Ridge – Kristen Halverson
  - Cottage Grove – Ilaina Smith
  - Taylor Prairie – Penny Meikle
  - Curriculum & Instruction & IT – Maureen Lehmann
  - Student Services – Gina Molstad
  - Superintendent – Leticia Masarik
  - HR – Carrie Nemesi
  - MG21 – Stacy Levin
  - Athletic Dept – Amelia Leger
  - School Nutrition – Terri O'Neil
  - Facilities and Aquatics – Lauri Slattery
2. Once the expense reimbursement is submitted, the Pre-verifier chosen will receive the following email:

From: <[employeefirst.lastname@mgschools.net](mailto:employeefirst.lastname@mgschools.net)>  
Date: Wed, Apr 18, 2018 at 1:55 PM  
Subject: Expense Reimbursement Request Submitted: Employee First and Last Name  
To: [employeefirst.lastname@mgschools.net](mailto:employeefirst.lastname@mgschools.net)  
The following Expense Reimbursement Request has been submitted: 0000000003  
Submitted By: Employee First and Last Name  
This request is now awaiting your pre-verification.  
Employee Access:

<https://skyward.iscorp.com/scripts/wsisadll/WService=wsfinmononagrovewi/seplog01.w>

To review and/or approve the Expense Reimbursement,

log on to the application and follow the path: Employee Access\Expense Reimbursement\Approve Reimbursement

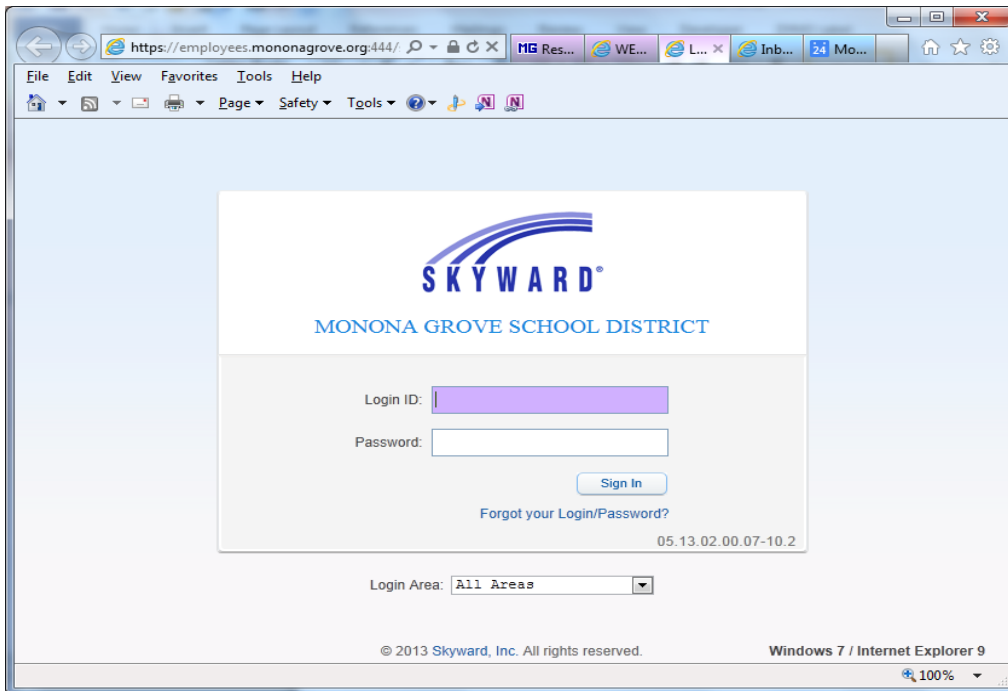
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District: MONONA GROVE SCHOOL DISTRICT

District Web Site:

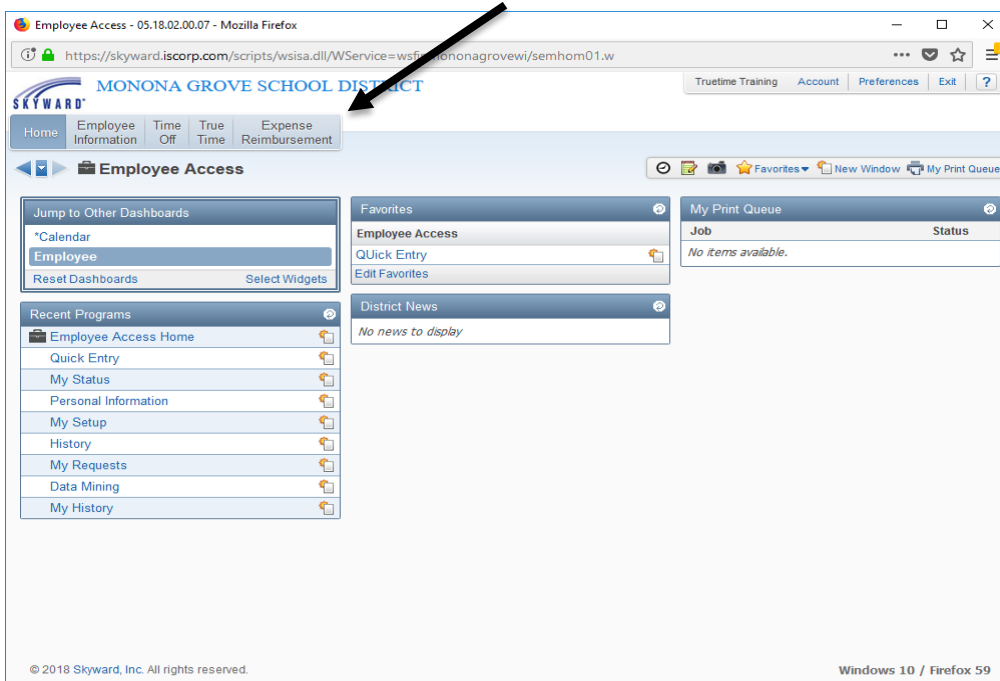
State: WI

District Code: 3675

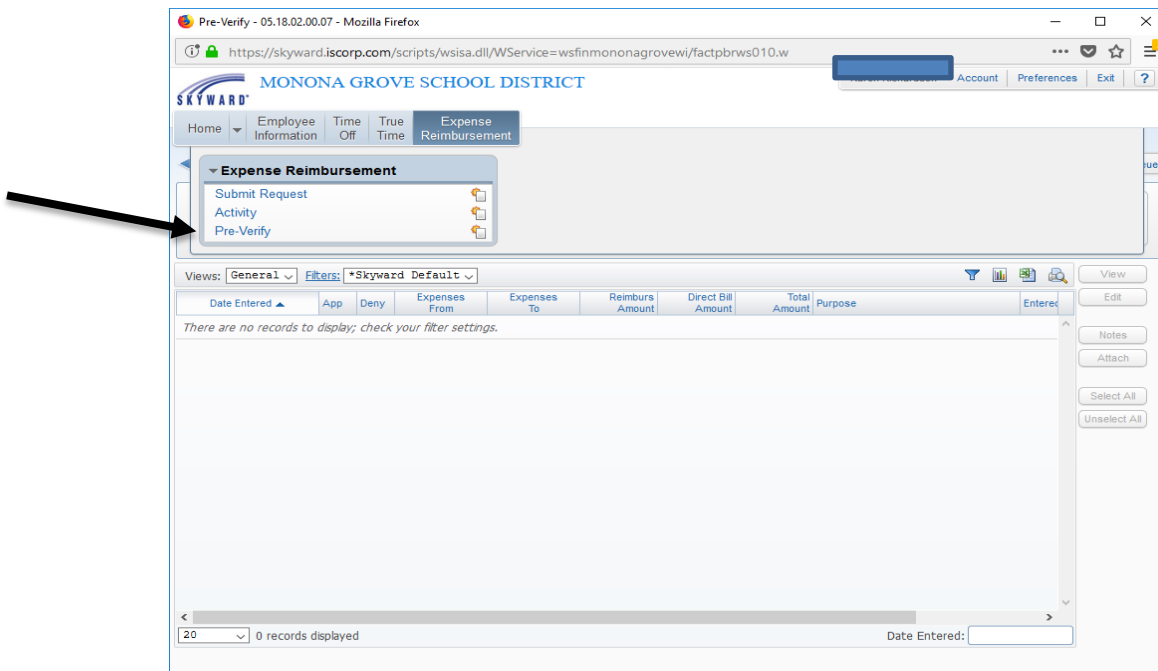
3. The Pre-verifier can click on the link in the email to sign into Employee Access or go to MG's website and click on Employee Access.



4. Click on Expense Reimbursement at the top of the screen.



5. Click on Pre-Verify



6. Within the Pre-verify 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

Submit Approvals and Denials

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**

7. 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-verify: 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

**Edit**

8. There are 3 items a Pre-verifier needs to verify:
  - a. That the **Receipt Attached** box is checked
  - b. Any receipts attached are the correct ones.
  - c. The correct account number has been entered.

Within the Expense Reimbursement Request Detail Maintenance screen, verify the correct account number is listed. If the correct account number is listed, continue to step 9. If the account number is incorrect, highlight the wrong account number and start typing the new one until the correct account number shows below for you to select.

Expense Reimbursement Request Detail Maintenance - 05.18.02.00.07 - Mozilla Firefox

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wfinmononagroview/factpedit005.w?isPopup=true

### Expense Reimbursement Request Detail Maintenance

**Expense Reimbursement Information**

Expenses From: 04/19/2018 To: 04/19/2018 1 Day  
Total Reimbursement Amount: \$50.00

**Edit Expense Reimbursement Detail Line**

Line Number: 1  Receipt Attached  Direct Bill/Do not Reimburse

\* Date: 04/19/2018 Thursday

\* Reimbursement Type: RENTAL CAR **RENTAL**

Category: Other

ITEMIZED RECEIPTS REQUIRED.  
REIMBURSED ACCORDING TO DISTRICT POLICY FOR PER DIEM.

\* Quantity: 2

\* Amount: \$25.00

Total Amount: \$50.00

\* Description/Customer: SKYWARD TEST - DELETE

**Detail Line Accounts**

Account	Account Selection	Amount	Percent
07 A 000 000 753000 000 - /		50.00	100.00
Total:		50.00	100.00

Asterisk (\*) denotes a required field

- Receipts and/or Mileage Logs must be attached to all expense reimbursements. The only time a receipt is not needed is for an individual mileage expense. (If this is an individual mileage expense, skip to number 15). On this same screen make sure the Receipt Attached box is checked and if not, check the box and click **Save**.

**Expense Reimbursement Request Detail Maintenance**

Expense Reimbursement Information  
 Expenses From: 04/19/2018 To: 04/19/2018 1 Day  
 Total Reimbursement Amount: \$50.00

**Edit Expense Reimbursement Detail Line**

Line Number: 1  Receipt Attached  Direct Bill/Do not Reimburse

\* Date: 04/19/2018 Thursday

\* Reimbursement Type: RENTAL CAR

Category: Other

ITEMIZED RECEIPTS REQUIRED.  
 REIMBURSED ACCORDING TO DISTRICT POLICY FOR PER DIEM.

\* Quantity: 2

\* Amount: \$25.00

Total Amount: \$50.00

\* Description/Customer: SKYWARD TEST - DELETE

**Detail Line Accounts**

Account	Account Selection	Amount	Percent
07 A 000 000 753000 000 - /		50.00	100.00
Total:		50.00	100.00

Asterisk (\*) denotes a required field

- Back on the Expense Reimbursement Request Maintenance screen, view the **Attachments** button. If there are asterisks before, then there are receipts attached, if not, then receipts are still needed. With no receipts, this expense needs to be denied, please skip to number 15.

**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

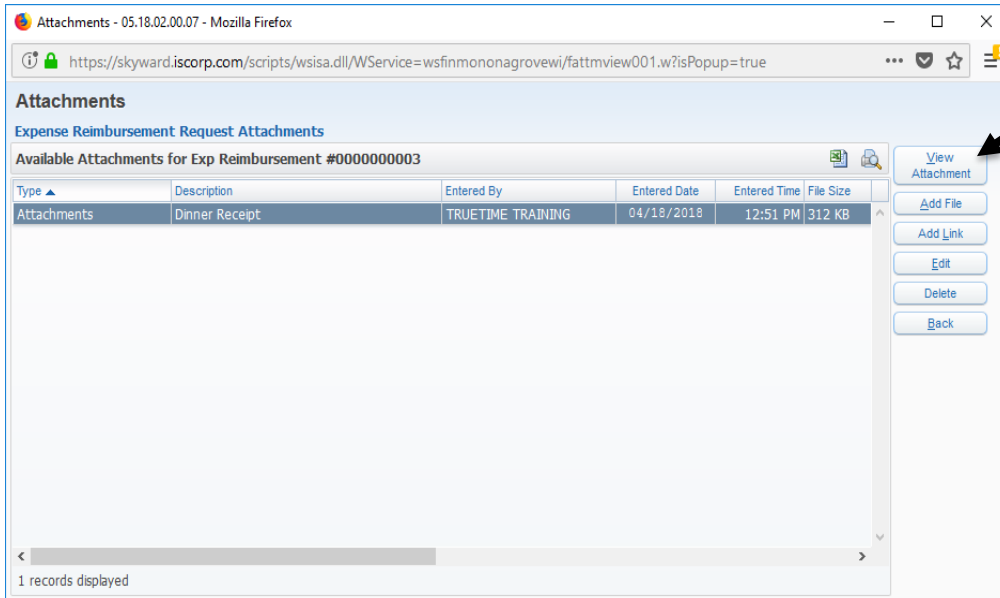
**Expense Reimbursement Detail Lines**

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	Y	

20 1 records displayed

11. Click on the **Attachments** button and then click on **View Attachment**.



12. Open the receipt and verify this receipt matches the detail and the amount for this expense reimbursement. If the receipt does not back up the amount requested as reimbursement, then this expense will need to be denied.

13. Click back on the **Attachments** screen.



14. Click back on the Expense Reimbursement Request Maintenance screen.

The screenshot shows a web browser window titled "Expense Reimbursement Request Maintenance - 05.18.02.00.07 - Mozilla Firefox". The URL is "https://skyward.iscorp.com/scripts/wsisa.dll/WService=wfinmononagrovedi/factpedit004.w?isPopup=true". The page content is divided into two main sections: "Expense Reimbursement Information" and "Expense Reimbursement Detail Lines".

**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**

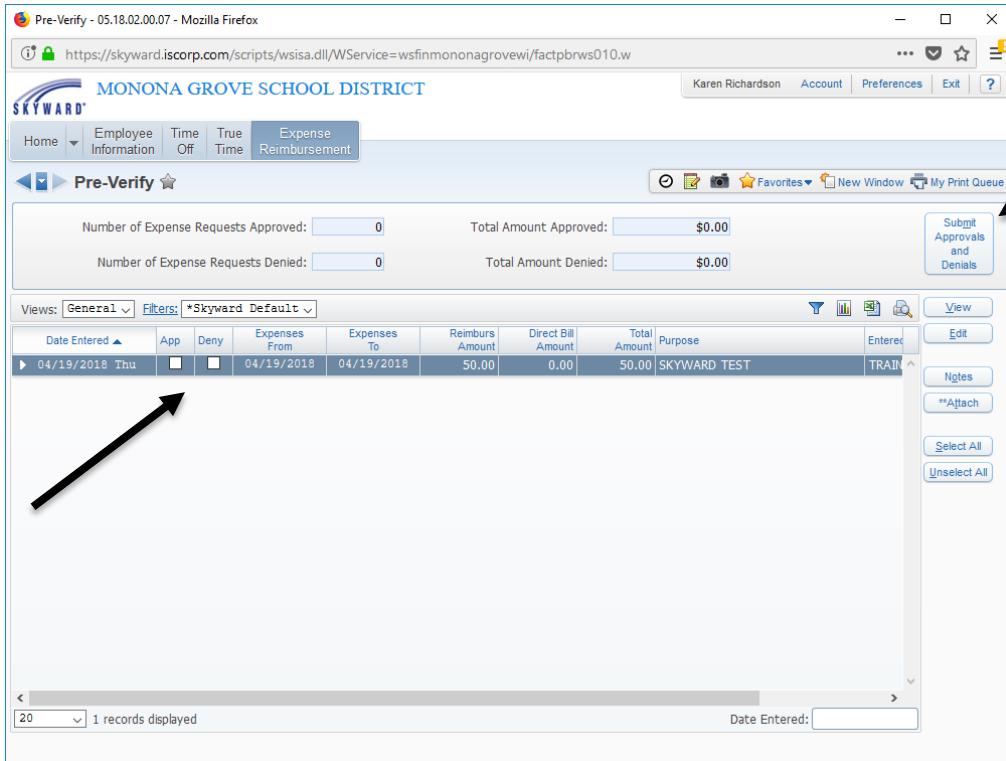
Views: General Filters: \*Skyward Default

#	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	Y	

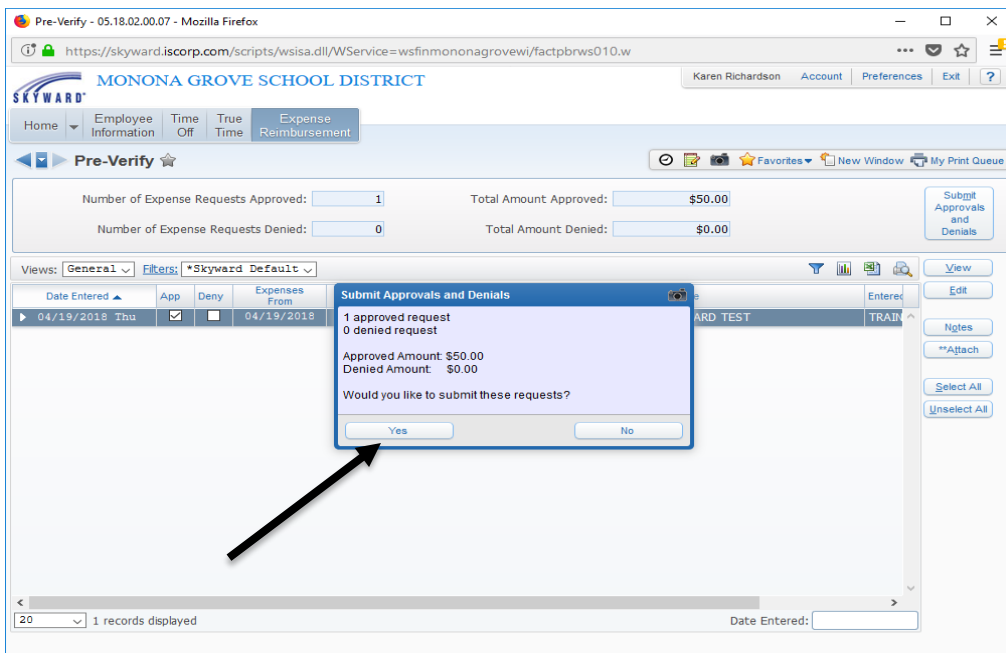
20 records displayed



15. Now you are back where you started, at the Pre-Verify screen and now you can approve or deny this expense report. Check the appropriate box, Approve or Deny, and click on **Submit Approvals and Denials** button.



16. The Submit Approvals and Denials box pops up for you to verify once more, click yes to proceed.



17. If you approved this expense reimbursement, then it will be routed to the final approver, which is the budget owner. The system is using our organizational chart which is the same chart the system uses when timesheets need to be approved. So if the employee who submitted this report works in the High School then once it is pre-verified, the expense reimbursement will be routed to the High School Principal/Mitch. When Mitch reviews this expense and finds that he is not paying for these expenses but Christa Foster is, Mitch can re-route the expense to Christa for her approval.

Now if you denied this expense report, it will be sent back to the submitter along with an email letting them know it has been denied.

THIS CONCLUDES THIS PROCESS DOC.