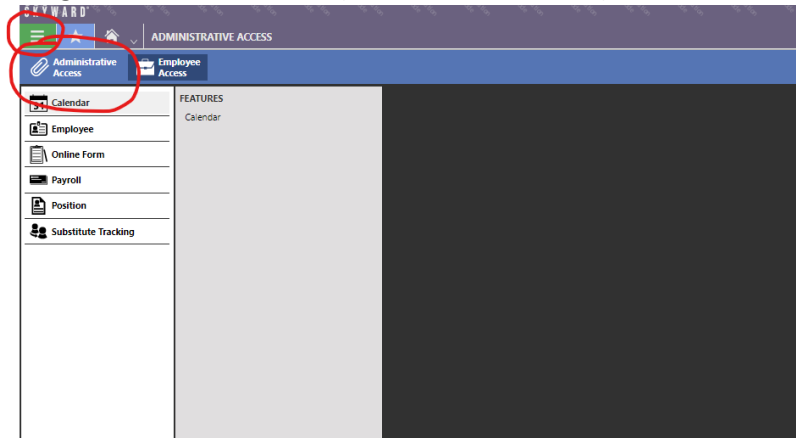


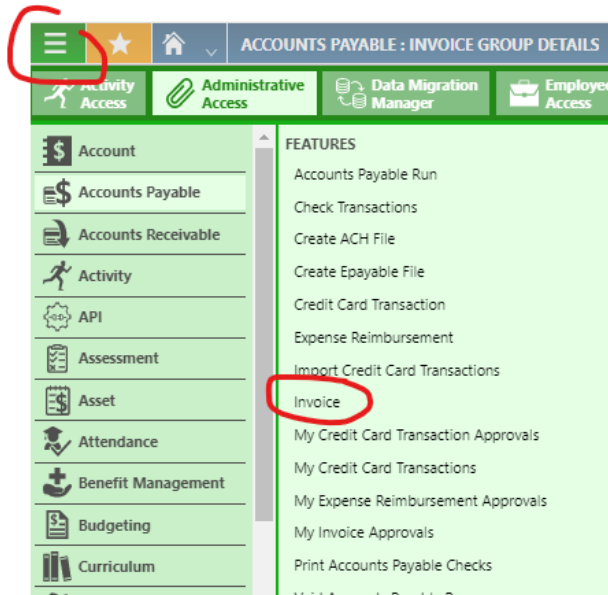
HOW TO SUBMIT AN INVOICE FOR PAYMENT IN SKYWARD FINANCIAL:

OPTION 1: INVOICE TIED TO OPEN PURCHASE ORDER

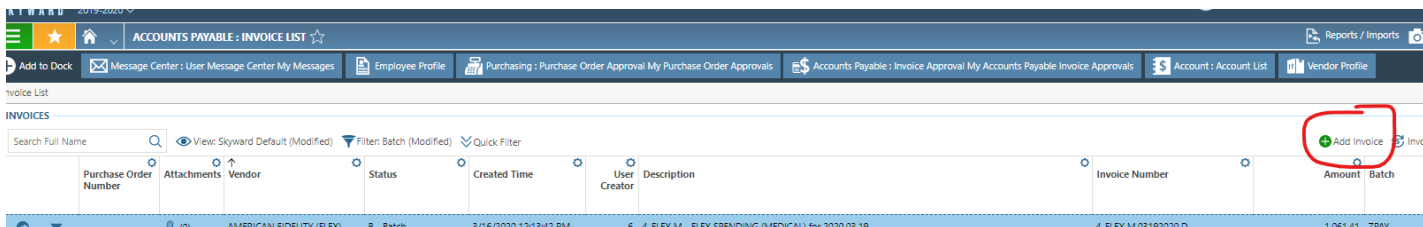
1. Log into Skyward Financial (same website and login as paycheck access) :
<https://skyward.iscorp.com/OfallonTWP203ILBusSTS/Session/Signin?area=Home&controller=Home&action=Index>
2. Navigate to the main menu (three horizontal lines) and select “Administrative Access”.



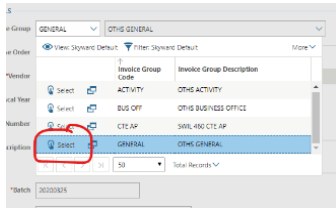
3. From the Main Menu (three horizontal lines), click on “Accounts Payable” followed by “Invoice”. (Pro tip: Once you get to the invoice list, you can change the filter on the list to “non-history” so you only see invoices that haven’t been paid. Look for the funnel above the list to change the filter. You can also sort any of the columns in the list by clicking the column heading box and can filter any column by selecting the cog in the upper right hand corner of the column heading box.)



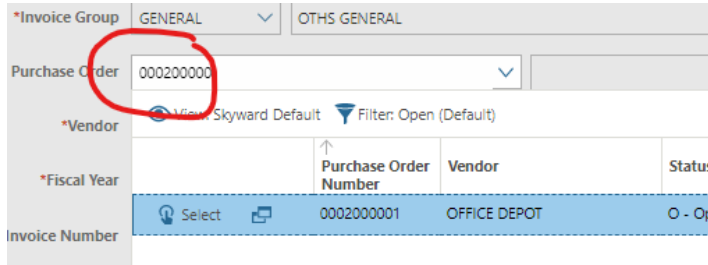
4. Select “Add Invoice”



5. Select the appropriate invoice group (use the same group you used to create the purchase order OR select the OTHS general invoice group).

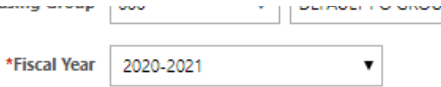


6. Begin to type in the number of the Purchase Order or find the Purchase Order using the pull-down menu.



7. When you select a purchase order, the vendor will automatically populate.

8. Ensure Fiscal Year is correct.



9. Type the invoice number from the invoice. If the Vendor issued more than one invoice, each invoice will need to be added separately. Do not submit multiple invoices on one Skyward invoice.



10. Description will prepopulate from the Purchase Order information

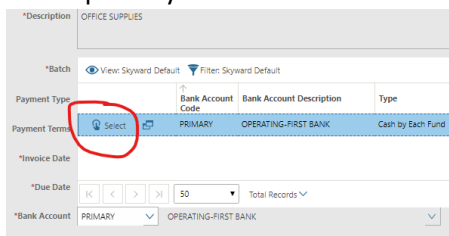
11. Batch will be prepopulated, please leave as is

12. Leave payment type as regular

13. Leave payment terms field blank

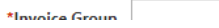
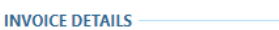
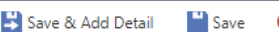
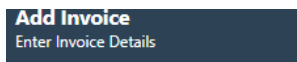
14. Select date of invoice as well as due date

15. Select primary bank account from the drop down menu



16. Leave the commodity and contract fields blank

17. Click on Save and add detail in the upper left hand corner



18. If the original purchase order had detail, you will be taken to the “Select Purchase Order Details” screen. You will see all line items within the purchase order.

19. For every item included on the invoice that you would like to approve payment for, check the “on invoice” box on the left side of the screen.

SELECT PURCHASE ORDER DETAILS

Selected Entry Total: 19.60 Selected Shipping Total:

Purchase Order Liquidation Status: P - Pending

On Invoice	Description	PO Quantity	Received Quantity	Previously Invoiced Qty
<input checked="" type="checkbox"/>	Sodium Chloride	2.00000	0.00000	0.00
<input type="checkbox"/>	Hydrogen Peroxide	2.00000	0.00000	0.00
<input type="checkbox"/>	Lithium Chloride	1.00000	0.00000	0.00

20. If all items included in the PO are on the invoice, check the box under “on invoice” on the left hand side and all line items will be checked.

PURCHASE ORDER DETAILS

On Invoice	Description	PO Quantity	Received Quantity	Previously Invoiced Qty
<input checked="" type="checkbox"/>	Sodium Chloride	2.00000	0.00000	0.00
<input checked="" type="checkbox"/>	Hydrogen Peroxide	2.00000	0.00000	0.00
<input checked="" type="checkbox"/>	Lithium Chloride	1.00000	0.00000	0.00
<input checked="" type="checkbox"/>	Aluminum	3.00000	0.00000	0.00
<input checked="" type="checkbox"/>	Demineralizer Cartridge	1.00000	0.00000	0.00

21. You may also update the quantity, unit cost, and shipping on this screen

22. Under “Purchase Order Liquidation Status”, select Pending if the PO should stay open (you expect to receive and/or be invoiced for more PO items later), select Closed if not all items received but the remaining items will not be delivered/received, or fully liquidated if all items are received and the PO can be closed.

try Total: 73.60 Selected Shipping Total: 0.00

on Status: P - Pending

PO Quantity	Received Quantity	Previously Invoiced Qty	Invoice Quantit
-------------	-------------------	-------------------------	-----------------

23. After verifying invoice total and PO liquidation status are accurate, select “save changes” in upper left corner. Do not select “save and back”.

SELECT PURCHASE ORDER DETAILS

Selected Entry Total: 260.98

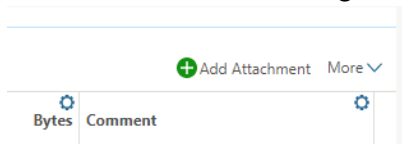
Purchase Order Liquidation Status: P - Pending

24. On the menu on the left hand side of the screen, click on “General”. Then click on the attachments button in the upper right hand corner to attach a copy of the invoice. (If Skyward takes you back to the invoice list instead, locate your invoice and click on the paper clip on the invoice line.)

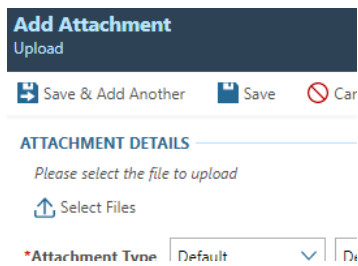
Payable Run Description

Attachments (0) Submit

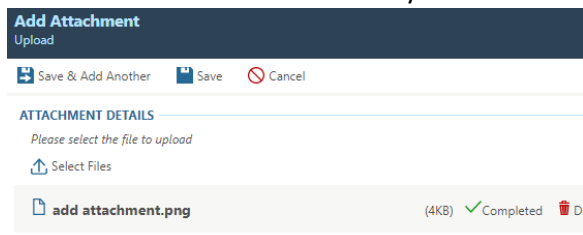
25. When the Attachment dialogue box appears, click on “Add Attachment”



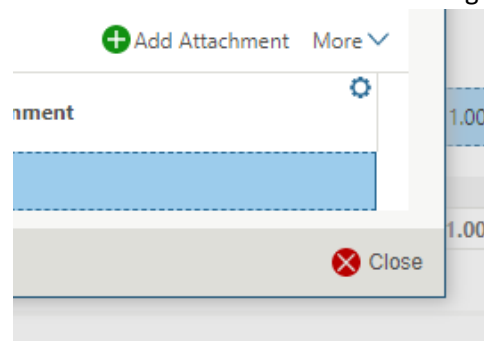
26. Click on “Select Files”. Find the location where you saved the invoice and attach



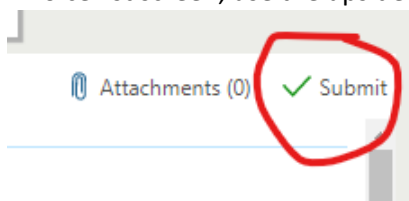
27. Select “Save and Add Another” if you have additional pdfs to add, or “Save” if the invoice upload is complete.



28. Select “close” on the attachment dialogue box.



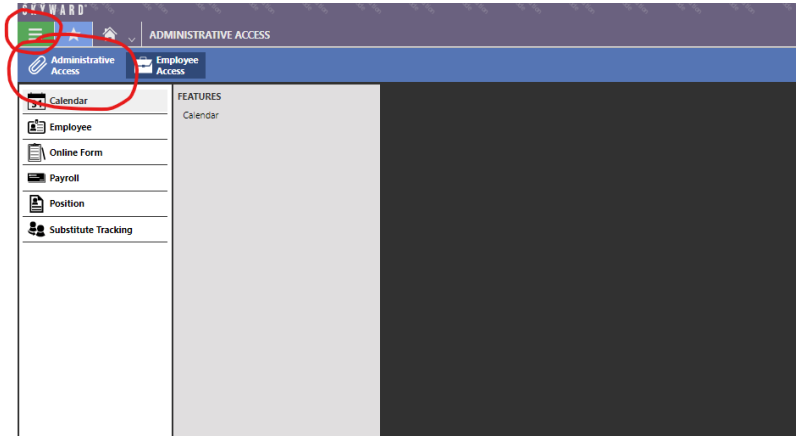
29. If the invoice is complete, click on “Submit” in the upper right hand corner. (If you are submitting from the invoice list screen, use the upside down triangle on the invoice line to submit.)



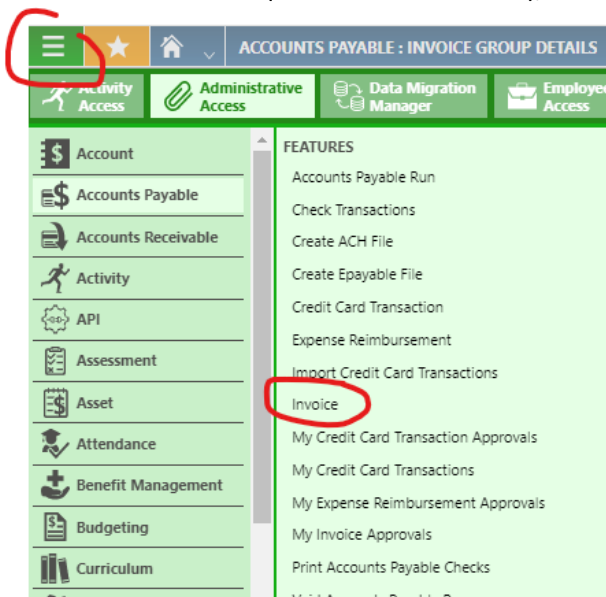
30. You will receive a Skyward message informing you of the invoice’s approval or denial. If the invoice is approved, the business office will begin the process for paying the invoice. Most invoices are paid after Board of Education approval each month. Invoices must be submitted/approved through Skyward Financial at least one week in advance of the Board meeting. Invoices submitted/approved after the deadline will be approved at the following month’s Board meeting.

OPTION 2: INVOICE NOT TIED TO PURCHASE ORDER

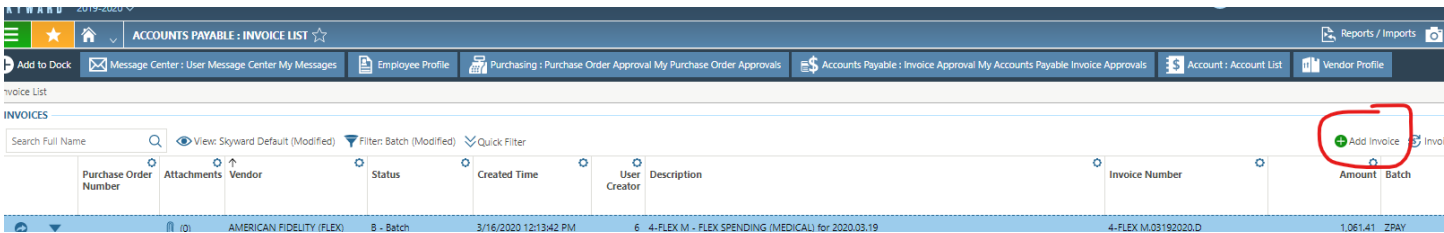
1. Log into Skyward Financial (same website and login as paycheck access) :
<https://skyward.iscorp.com/OfallonTWP2031LBusSTS/Session/Signin?area=Home&controller=Home&action=Index>
2. Navigate to the main menu (three horizontal lines) and select “Administrative Access”.



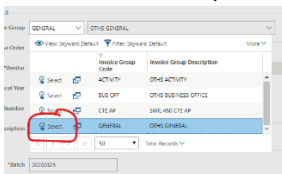
3. From the Main Menu (three horizontal lines), click on “Accounts Payable” followed by “Invoice”.



4. Select “Add Invoice”



5. Select the appropriate invoice group (this should be the department the invoice is intended for or you can use “OTHS GENERAL”)



6. Leave purchase order field blank
7. Select a vendor from the pull-down list (contact Jon Sparks if your vendor is not available so she can add the vendor)
8. Ensure Fiscal Year is correct

*Fiscal Year

9. Type the invoice number from the invoice

*Invoice Number

10. Fill in a description of the invoice
11. Batch will be prepopulated, please leave as is
12. Leave payment type as regular
13. Leave payment terms field blank
14. Fill in date of invoice as well as due date
15. Select primary bank account

*Description OFFICE SUPPLIES

*Batch View: Skyward Default Filter: Skyward Default

Payment Type

Bank Account Code	Bank Account Description	Type
PRIMARY	OPERATING-FIRST BANK	Cash by Each Fund

Payment Terms

*Invoice Date

*Due Date Total Records

*Bank Account

16. Leave the commodity and contract fields blank
17. Click on Save and add detail in the upper left hand corner

Add Invoice
Enter Invoice Details

INVOICE DETAILS

*Invoice Group

18. For every line item in the invoice, you will complete the “add invoice detail” screen

Purchase Order Number	Invoice Number	Status	Description	Vendor	Check Name Override	1099 Name Override
	12345	U - Unsubmitted	test	OTH5 ACTIVITY		

INVOICE DETAIL DETAILS

Invoice Total (\$) 17.00

Catalog Item

*Description line item 1

1099 Type Code

Commodity

*Quantity 3.00000

Unit of Measure BOX

*Unit Cost (\$) 5.00000

Entry Amount (\$) 15.00

Shipping Amount (\$) 2.00

Detail Amount (\$) 17.00

Project

Grant

ACCOUNT DISTRIBUTION

*Account	*Amount	Percent	
10 E 1100 4100 00 000 0000000	17.00	100.00	<input type="button" value="Remove Account Distribution"/>
10 E 1100 3190 00 000 0000000	5.00	29.41	<input type="button" value="Clear Account Distribution"/>

- a. Leave catalog item field blank
- b. Enter description for line item
- c. Leave 1099 type code and commodity fields blank

- d. Enter the quantity
 - e. Enter unit of measure (optional)
 - f. Enter unit cost
 - g. Enter shipping costs if applicable
 - h. Leave project and grant fields blank
 - i. Select the appropriate account by using pull down menu or begin to type account number in account field
 - i. To divide among multiple accounts, enter each account number and the amount for each – you can do this either by amount or percentage
19. If additional line items need to be added, select “save and add another”. After adding all line items, select “save” to view the entire invoice. Do NOT click “Save and Submit”.

Add Invoice Detail
Enter Invoice Detail Details

Save & Submit Save & Add Another Save Cancel

Purchase Order Number Invoice Number test Status U - Unsubmitted Description test Ve OT

Unit of Measure

20. You will be taken to a screen showing a list of invoices with the new invoice highlighted. Click on the paper clip to attach a pdf copy of the actual invoice.

Base Order Number	Attachments	Vendor
	(0)	OTHS ACT

21. When the Attachment dialogue box appears, click on “Add Attachment”

+ Add Attachment More

Bytes Comment

22. Click on “Select Files”. Find the location where you saved the invoice and attach

Add Attachment
Upload

Save & Add Another Save Cancel

ATTACHMENT DETAILS

Please select the file to upload

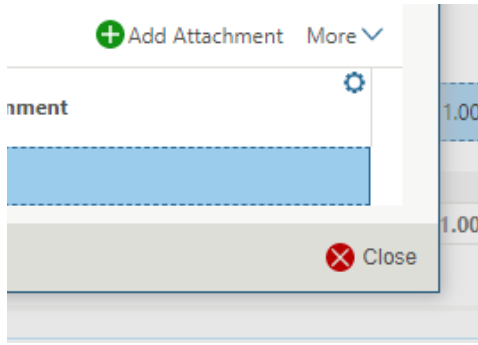
Select Files

*Attachment Type Default

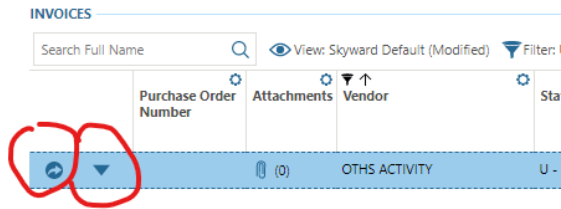
add attachment.png (4KB) Completed

23. Select “Save and Add Another” if you have additional pdfs to add, or “Save” if the invoice upload is complete.

24. Select “close” on the attachment dialogue box.



25. Use the curved arrow to open details/review and/or the triangle to submit the invoice for payment/approval.



26. You will receive a Skyward message informing you of the invoice’s approval or denial. If the invoice is approved, the business office will begin the process for paying the invoice. Most invoices are paid after Board of Education approval each month. Invoices must be submitted/approved through Skyward Financial at least one week in advance of the Board meeting. Invoices submitted/approved after the deadline will be approved at the following month’s Board meeting.