

## CEDAR HILL ISD

### Skyward Online Check Request

A Check Request should only be entered if goods have been received, services performed, or if an acceptable invoice has been received that is dated prior to an approved PO. The best practice is to PLAN and enter a Requisition/PO prior to any purchase or service performed.

**Entering an online check request:** Requests for Payment will be submitted online through Skyward. Follow the steps outlined below to enter an online Check Request.

- Click on Accounts Payable
- Go to Check Requests
- Click on Submit
- Click on Add
- Select the PO Group
- Enter the Invoice Number
- Enter the Invoice Date
- Select the Vendor
- Give the description of the expense
- Enter the Due Date
- In the Detail Line Entry, enter the Description, Invoice Amount, Budget Account, and Accounting Amount.
- In the Notes, write a brief explanation as to why the PO process was not followed. **(MANDATORY)**.
- Attach the invoice **(MANDATORY)**
- Attach the PDSA Form **(MANDATORY)**
- Once you are finished, click on Submit for Approval

**Approving an online Check Request:** Check Requests will be approved through Skyward similarly to requisitions. The approver will be able to view the check request detail, budget code, and attachments just like they do in the requisition approval screen. Follow the steps outlined below to approve an online Check Request.

- Click on Accounts Payable
- Go to Check Requests
- Click on Approve
- A list of check requests needing approval will populate. Review the check request, as well as the attached invoice, then Approve or Deny. **(DO NOT APPROVE IF THE INVOICE IS NOT ATTACHED)**
- Click on Submit Approvals and Denials