

Slide 1 - Slide 1

The screenshot shows the Skyward Financial Management web application. The browser title is "Web Financial Management - WF - 10636 - 04.12.02.00.03 - Windows Internet Explorer". The user is logged in as Charles Szaszscr. The main navigation menu includes: Home, Account Management, Vendors, Purchasing, Accounts Payable (selected), Accounts Receivable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, and Bid Management. The "Accounts Payable" section is expanded, showing sub-sections: Accounts Payable, Credit Cards, Check Requests, and Expense Reimbursement. The "Check Requests" sub-section is further expanded, showing "Submit" and "Approve" options. A yellow callout box is overlaid on the "Submit" link, containing the text: "Submit Check Requests", "Go to Financial Management, Accounts Payable, Check Requests, Submit.", "Who, What, When, Why?", and "A request would be submitted when a check is needed but a purchase order does not apply." The right sidebar contains a list of links: Submit, Configuration, Human Resources Home, Codes, Product Setup Home, Secured, Organizational Charts, Web Human Resources, and Employee Access. The bottom of the page has a copyright notice for Skyward, Inc. and view options for Desktop View and Button Rows.

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

Skyward School District

Charles Szaszscr Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Accounts Receivable Fixed Assets Inventory SBA 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
No records available								

Print Add Edit Delete Submit Notes Attach Clone

20 0 records displayed Check Request Number:

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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: [] Do not mail

Check Request Detail Line

Detail Invoice Entry	Detail Line Description	1099	Invoice Amount
equipment		<input type="checkbox"/>	100.00
	Account: 199 E 41 6399 00 7		Accounting Amount: 50.00
	Account: 199 E 31 6399 00 1		Accounting Amount: 50.00
			100.00

Callout Box 1 (Top): 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.

Callout Box 2 (Middle): 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.

Buttons: Submit For Approval, Check Spelling, Save and Finish Later, Back

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Add Check Request - WFVAP\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

Buttons: Submit For Approval, Check Spelling, Save and Finish Later, Back

Annotations:

- If Do Not Mail is checked, the configured special batch number will be assigned to the request.
- Enter a Detail Line Description for each line item and the Invoice Amount.
- Enter the appropriate account number.
- Up to four accounts can be used per detail line item.

Detail Line Description	1099	Invoice Amount
equipment	<input type="checkbox"/>	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

Detail Line Description	1099	Invoice Amount
	<input type="checkbox"/>	0.00
General Ledger Account Distribution		
Account:		Accounting Amount: 0.00

Detail Line Description	1099	Invoice Amount
	<input type="checkbox"/>	0.00
General Ledger Account Distribution		
Accounting Amount		

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Add Check Request - WFVAP\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 Finish Later](#) [Back](#)

Click **Submit For Approval** when the request is completed.

Check Request Detail Line 1

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

Detail Invoice Entry	1099	Invoice Amount
Detail Line Description equipment	<input type="checkbox"/>	100.00
General Ledger Account Distribution		Accounting Amount
Account 199 E 41 6399 00 701 0 99 000: GENERAL /GEN ADM /GENERAL SUPPL././		50.00
Account 199 E 31 6399 00 101 0 11 000: GENERAL /G & C /GENERAL SUPPL././ELEMENTARY/0/		50.00 More
Total:		100.00

Detail Invoice Entry	1099	Invoice Amount
Detail Line Description	<input type="checkbox"/>	0.00
General Ledger Account Distribution		Accounting Amount
Account		0.00 More

Detail Invoice Entry	1099	Invoice Amount
Detail Line Description	<input type="checkbox"/>	0.00
General Ledger Account Distribution		Accounting Amount

Slide 6 - Slide 6

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

Charles Szaszscr Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Accounts Receivable Fixed Assets Inventory SBA 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		Abc restaurant supp			

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.

Click **Edit** to modify a request.

Click **Delete** to remove a request.

Print Add Edit Delete Submit Notes Attach Clone

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

Skyward School District

Charles Szaszscr Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Accounts Receivable Fixed Assets Inventory SBA 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 supplscr	WV	100.00	02/16

Print Queue

Print Add Edit Delete Submit Notes Attach Clone

Click **Print** to print a **voucher** for the request.

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

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

20 1 records displayed Check Request Number:

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Submit - WFVAP\CH\SQ - 26417 - 04.12.02.00.03 - Windows Internet Explorer

Skyward School District

Charles Szaszscr Account Preferences Exit ?

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

Submit

Refresh

Expand the check request.

Invoice Number	Check Number	Vendor Name	Vndr State	Check Amount	Due
000000000000021	101 Submitted	PS101-10072012	Abc restaurant supplyscr	WV	100.00 02/16

20 1 records displayed

Check Request Number:

Slide 9 - Slide 9

The screenshot shows the Skyward School District software interface. At the top, the browser address bar shows 'Submit - WF\AP\CH\SQ - 26417 - 04.12.02.00.03 - Windows Internet Explorer'. The user is identified as 'Charles Szaszscr'. A 'We value your feedback' button is visible in the top right. The navigation menu includes 'Home', 'Account Management', 'Vendors', 'Purchasing', 'Accounts Payable', 'Accounts Receivable', 'Fixed Assets', 'Inventory', 'SBA', 'Custom Reports', 'Federal/State Reporting', and 'Bid Management'. The 'Submit' section is active, showing a table of check requests with one record selected: '000000000000021' with status 'Submitted' and PO Group '101'. A yellow callout box points to the expanded details for this record, listing three nodes: 'Check Request Information', 'Check Request Detail Line Entries', and 'Approval History'. The 'Check Request Information' section shows details for invoice # PS101-10072012, including dates, amount, and vendor information. The 'Check Request Detail Line Entries' section shows a table with columns for Description, Invoice Number, Invoice Date, Accounting Amount, Detail Amount, and a final column with value 1099. The 'Approval History' section shows a table with columns for Date, Time, Status, Approval Level, and Name/Note, listing two approval steps. The bottom of the screen shows '1 records displayed' and a search field for 'Check Request Number:'. A 'Refresh' button and a list of action buttons (Print, Add, Edit, Delete, Submit, Notes, Attach, Clone) are on the right side.

Three nodes display the pertinent information for the check request:

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

This concludes the tutorial.