

Tutorial Skyward - Check Requests

You can use Check Requests in Skyward instead of a Requisition for the following instances (where someone performed a service and we need to pay them, or you need a check to go somewhere):

- Assembly Speakers
- Contracted Services
- Field Trips (Museum fees, etc.)
- Music Accompanists
- etc.

Log into Skyward

Go to the **Financial Management** system (#1)

The screenshot shows the Skyward dashboard with a navigation bar at the top containing 'Home', 'Account Management', 'Vendors', 'Purchasing', and 'Accounts Payable'. Below the navigation bar is the 'Financial Management' dashboard header. The dashboard is divided into several widgets:

- Jump to Other Dashboards:** Includes links for *Calendar, **Employee** (highlighted), Task Manager, and Reset Dashboards. A 'Select Widgets' button is also present.
- My Time Off Status:** A table showing time off codes, remaining, approved, waiting, and available hours.

Time Off Code	Remaining	Approved	Waiting	Available
JURY DUTY	0h 00m			0h 00m
PAID TIME OFF	16h 00m			16h 00m
SCHOOL BUSINESS	0h 00m			0h 00m
SICK LEAVE	283h 16m			283h 16m

An 'Add Time Off Request' button is located below the table.
- Jump to Other Systems:** Includes links for Employee Access and **Financial Management** (highlighted with a red arrow).
- AP Payments:** A table showing payment dates, reference numbers, direct deposits, and amounts.

Payment Date	Payment Ref. Number	Direct Deposit	Amount
04/12/2012	180259		19.47

A 'Show Invoice(s)' link is provided for the first row.
- True Time Current Status:** Shows the current status as 'In', start time of 7:30 am, duration of 1h 59m, and totals for 01/15/2014 (2h 00m), Scheduled Hours (8h 00m), and Weekly Total (18h 30m).
- Requisitions Awaiting My Approval:** Displays the message: 'You are not setup to approve requisition requests'.
- District Information:** Shows 'SCHOOL DISTRICT OF LODI'.
- Task Manager:** Displays the message: 'There are no tasks currently assigned to you.'.
- Favorites:** Shows 'No favorites available.'
- Notifications:** Shows 'You do not have any unread notifications.'

Go to the **Accounts Payable** tab (#2)
Under **Check Requests**, hit "Submit" (#3)

SKYWARD SCHOOL DISTRICT OF LODI

Home Account Management Vendors Purchasing **Accounts Payable**

Search

▼ **Check Requests**

Submit

Skyward User

Employee

Task Manager

Reset Dashboards Select Widgets

PAID TI
SCHOOL
BUSINE
SICK LE

At the next screen hit “**Add**” to add a a vendor or contractor

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 Date	
▶ 000000000000426	402	Submitted	01/13/2014		<u>RANDY MCNICOL, OFFICIAL</u>	WI	40.00	01/14/	Print
▶ 000000000000425	402	Submitted	OFF01/13/2014		WAYNE BREUNIG-OFFICIAL	WI	40.00	01/14/	Add
▶ 000000000000424	402	Submitted	OFF01/13/2014		MIKE GOLLMAR, OFFICIAL	WI	40.00	01/14/	Edit
▶ 000000000000423	402	Submitted	OFF01/13/2014		GREGG SCHERNECKER, OFFICIAL	WI	40.00	01/14/	Delete
▶ 000000000000422	402	Submitted	OFF01/13/2014		JAROD MEYER, OFFICIAL	WI	60.00	01/14/	

Enter the following: *** Make Sure to select the correct **PO Group**. Some staff have more than one group assigned to them.

1. Invoice Number (if you don't have an invoice number from the company, input a letter/number combination that pertains to your order or event)
2. Enter Vendor
3. Enter Description ****important as this is what the supervisor and board of education will be reading.*
4. Enter Invoice Amount and Accounting Amount
5. Enter Detail Line Description (what will print on check - - can be same as description)
6. Enter Account number using the dropdown menu
7. Enter both the Invoice Amount and the Accounting amount
8. **“Save and Finish Later”** to add an attachment. Should have an attachment if at all possible. If no attachment, can submit from here.

Add Check Request

Check Request Information

* PO Group used for approvals: 401 - HIGH SCHOOL

* Invoice Number: 04/28/2014

* Invoice Date: 04/28/2014 Monday

* Vendor: DDC PUBLISHING 275 MADISON AVENUE NEW YORK, NY 10016

* Description: PRINTING (TEST ONLY)

* Due Date: 04/28/2014 Monday Do not mail

Check Amount: 10.00

Check Request Detail Line Entry

Detail Invoice Entry

Detail Line Description	Invoice Amount
PRINTING (TEST ONLY)	10.00

General Ledger Account Distribution

Account: 10 E 401 411 241000 000 - GEN. FU/HIGH SC/GEN. SU/PRINCIP/ Accounting Amount: 10.00

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

Add and Attachment: Invoice or receipt

1. Click "Attach"

The screenshot shows the Skyward Accounts Payable interface. At the top, the URL is <https://skyward.iscorp.com/scripts/wsisa.dll/WSservice=wsfinlodw/fapcrbrws001.w>. The user is Dawn Schwartz, and the page title is SCHOOL DISTRICT OF LODI. The navigation menu includes Home, Account Management, Vendors, Purchasing, and Accounts Payable. The main content area shows a table of check requests with columns for Check Request Number, PO Grp, Status, Invoice Number, Check Number, Vendor Name, Vndr State, Check Amount, and Due Date. The table contains three rows of data. To the right of the table is a vertical toolbar with buttons for Print, Add, Edit, Delete, Submit, Notes, Attach, and Clone. An arrow points from the instruction '1. Click "Attach"' to the Attach button in the toolbar.

Check Request Number	PO Grp	Status	Invoice Number	Check Number	Vendor Name	Vndr State	Check Amount	Due Date
▶ 000000000000625	401	Submitted	04/28/2014		DDC PUBLISHING	NY	10.00	04/28/
▶ 000000000000605	402	Adding Rqst	HS 4012		JEANNE PLOTTS	WI	200.00	04/23/
▶ 000000000000603	441	Adding Rqst	401229		ABC	PA	300.00	04/23/

At this screen, hit **Add File**

The screenshot shows a web browser window with the URL `https://skyward.iscorp.com/scripts/wsis.dll/wService=wsfinlodiwi/fatmview601_w?isPopup=true`. The page title is "Attachments" and the sub-header is "Check Request Attachments". Below this, it says "Available Attachments for Check Request# 000000000000625".

Type ▲	Description	Entered By	Entered Date	Entered Time	File Size	
<i>There are no records to display; check your filter settings.</i>						

On the right side of the interface, there is a vertical sidebar of buttons: "View Attachment", "Add File", "Add Link", "Edit", "Delete", and "Back". An arrow from the text above points to the "Add File" button.

1. Click on ****Type**
2. Then, hit **Browse** to locate the file, and **Save**

Check Request Attachments - WF\AP\CH\SQ - 26417 - 05/14/02.00.08-10.2 - Mozilla Firefox

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinlodiw/attmview003.w?isPopup=true

Check Request Attachments

Add Check Request Attachment for Check Request# 000000000000625

* **Type:**

Entered Date:

Entered Time:

Entered By:

* **Description:**

* **Attached File:** No file selected.

Asterisk (*) denotes a required field

Click on **Back** to get you to the submission page

1. Then hit "Submit" for Approval

The screenshot shows the SKYWARD Accounts Payable interface. At the top, there is a navigation menu with options: Home, Account Management, Vendors, Purchasing, Accounts Payable (highlighted), Custom Reports, Federal/State Reporting, and Administration. Below the navigation menu, there is a toolbar with a 'Submit' button and a star icon. To the right of the toolbar, there are icons for back, forward, print, favorites, new window, and my print queue. Below the toolbar, there is a 'Views: General' dropdown and a 'Filters: **All check requests' dropdown. The main content area displays a table of check requests with the following columns: Check Request Number, PO Grp, Status, Invoice Number, Check Number, Vendor Name, Vndr State, Check Amount, and Due Date. The table contains three rows of data. To the right of the table, there is a vertical toolbar with buttons for Print, Add, Edit, Delete, Submit (highlighted by an arrow), Notes, Attach, and Clone.

Check Request Number	PO Grp	Status	Invoice Number	Check Number	Vendor Name	Vndr State	Check Amount	Due Date
▶ 0000000000000642	001	Adding Rqst	201414		ABC	PA	0.01	05/05/2014
▶ 0000000000000639	001	Deleted	2014002		MID-STATE EQUIPMENT	WI	750.00	05/01/2014
▶ 0000000000000619	602	Deleted	TEST		ABC	PA	0.01	04/28/2014