

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" (with links for Automated Clearing House Reports and Expense Reimbursement), "Credit Cards" (with links for Review/Submit Transactions and Approve Transactions), and "Check Requests" (with links for Submit and Approve). A yellow callout box is overlaid on the "Submit" link in the "Check Requests" section. The callout text reads: "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 (WF\AP\CH\ISQ), Configuration (WF\AP\CH\PS\CF), Human Resources Home (WH), Codes (WH\AD\EM\PS\CO), Product Setup Home (PS), Secured (PS\CA\SE\US\SU), Organizational Charts (WH\EP\OC), Web Human Resources (PS\CA\SE\SG\WH), and Employee Access. At the bottom, there are view options: Desktop View (selected) and Button Rows, and the browser version is identified as Windows Vista / Internet Explorer 9. Copyright information for Skyward, Inc. is visible at the bottom left.

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

Skyward School District

Charles Szaszcz 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

Views: General Filters: **All check requests

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: []

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 1 (PO Group): 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 2 (Invoice Number): Enter an Invoice Number. This is a required, alpha-numeric field.

Callout 3 (Invoice Date): Enter an applicable Invoice Date. It will default to the date the request is being entered, but can be changed.

Callout 4 (Vendor): Enter the Vendor.

Callout 5 (Description): Enter a detailed Description to outline the reason for the request.

Callout 6 (Due Date): 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 - WF\AP\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		
Account:		Accounting Amount:

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Add Check Request - WF\AP\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
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 More
Total:		100.00

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

Detail Invoice Entry	1099	Invoice Amount
	<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

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
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:

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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 SBAA 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 supplyscr	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 - 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

Expand the check request.

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

20 1 records displayed

Check Request Number:

Print Add Edit Delete Submit Notes Attach Clone

Slide 9 - Slide 9

The screenshot shows the Skyward School District software interface. At the top, there is a navigation menu with options like Home, Account Management, Vendors, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, and Bid Management. The main content area displays a check request for invoice number 000000000000021, submitted on 02/16/2012. A yellow callout box highlights three sections: 'Check Request Information', 'Check Request Detail Line Entries', and 'Approval History'. The 'Check Request Information' section includes details like invoice number, date, amount, and vendor. The 'Check Request Detail Line Entries' section is a table with columns for Description, Invoice Number, Invoice Date, Accounting Amount, Detail Amount, and a final column with '1099' and 'N'. The 'Approval History' section is a table with columns for Date, Time, Status, Approval Level, and Name/Note. A feedback banner at the top right says 'We value your feedback'. The bottom of the screen shows '1 records displayed' and a search field for 'Check Request Number:'.

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

Charles Szaszscr [We value your feedback](#) ?

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

Submit ☆

Views: General Filters: **All check req

Check Request Number	PO Grp	Status	Inv
000000000000021	101	Submitted	PS1

Expand All Collapse All Modify Details (display)

Check Request Information

Check Request #: 000000000000021 Invoice #: PS101-10072012
Invoice Date: 02/16/2012 Request Amount: 100.00
Due Date: 02/16/2012 Do not mail: No
PO Group: 101 - Jones Elementary
Description: equipment rental
Vendor: Abc restaurant supplyscr 9383 Scramble avenue PO BOX 42226 Scramble WV 55555
Entered By: Szaszscr Charles on 02/16/2012

Check Request Detail Line Entries

Description	Invoice Number	Invoice Date	Accounting Amount	Detail Amount	1099
General Ledger Account Distribution equipment	PS101-10072012	02/16/2012		100.00	N
199 E 41 6399 00 701 0 99 000			50.00		
199 E 31 6399 00 101 0 11 000			50.00		

Approval History

Date	Time	Status	Approval Level	Name/Note
		Awaiting Approval	Level 2	Aikinsscr, Leatrice A
		Awaiting Approval	Level 1	Jonesscr, Jamie

20 1 records displayed Check Request Number: