Submitting Check Requests in Skyward Financial Management

Financial Management:

Go to https://skyfinance.isd181.org/scripts/wsisa.dll/WService=wsFin/seplog01.w OR go to isd181.org, click Staff, Skyward Finance & Employee Access.

Enter your employee access login information. If you do not know your employee access login info, click the Forgot your Login/Password? link.

Click the Accounts Payable tab, then under Check Requests select Submit and follow the SkyDoc below.

Informational Notes:

If you are in multiple PO groups, select the PO group based on the appropriate approver for the invoice. Invoices that have a PO number should NOT be submitted via check request. Invoices with a PO number should be submitted to the Accounts Payable/Receivable Secretary by signing and marking Full (F) or Partial (P) for payment. Walmart purchases and credit memos need to continue to be vouchered, not submitted via check request.

The invoice number entered should include zeros. If you receive the error below, the invoice has already been submitted or paid. If there is only an account number, the invoice would be the account number plus the date i.e. 123456-JAN23, 123456-FEB23, etc. There should be one invoice per check request.
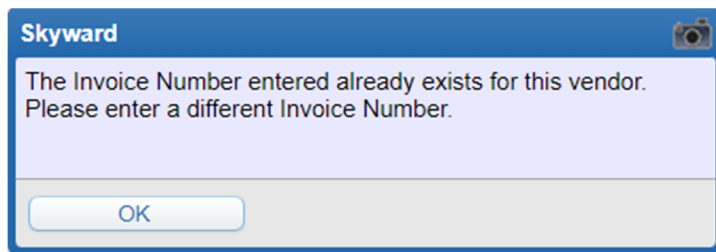
If there is no due date on the invoice, the due date should be 30 days from the date of the invoice. If the invoice is due upon receipt, the due date should be one week after the next check run i.e. next check run is 7/21, due date would be 7/28.

Only four account codes can be added to each detail line description. If more account codes are needed, multiple detail lines will need to be entered.

If the invoice needs to be paid before the next check run, please email the Accounts Payable/Receivable Secretary (accounts.payable@isd181.org).

Every check request should have a legible invoice or receipt attached.

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