

## Submitting Check Requests in Skyward Financial Management

### Financial Management:

Go to <https://skyfinance.isd181.org/scripts/wsisd.dll/WService=wsFin/seplog01.w> OR go to [isd181.org](https://isd181.org), click Staff, Skyward Finance & Employee Access.

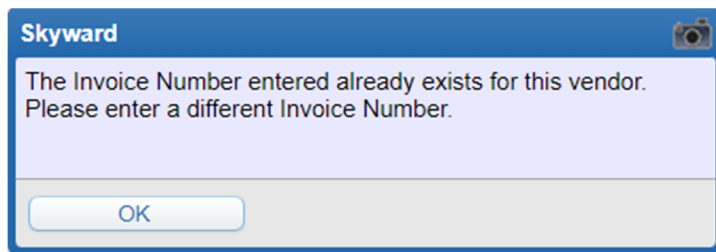
Enter your employee access login information. If you do not know your employee access login info, click the Forgot your Login/Password? link.

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](mailto:accounts.payable@isd181.org)).

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

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, Accounts Receivable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, and Bid Management. The "Accounts Payable" menu is expanded, showing sub-menus for "Accounts Payable", "Credit Cards", and "Check Requests". The "Check Requests" sub-menu is further expanded, showing "Submit" and "Approve" options. A yellow callout box is overlaid on the "Submit" link, containing the following text:

**Submit Check Requests**  
Go to Financial Management, Accounts Payable, Check Requests, Submit.  
**Who, What, When, Why?**  
A request would be submitted when a check is needed but a purchase order does not apply.

The interface also features a search bar, a "Print this tutorial" button, and a sidebar with various system links such as "Human Resources Home", "Codes", "Product Setup Home", "Secured", "Organizational Charts", "Web Human Resources", and "Employee Access". The footer contains the copyright notice "© 2012 Skyward, Inc. All rights reserved." and view options: "Desktop View" (selected) and "Button Rows", with a note "Windows Vista / Internet Explorer 9".

Slide 2 - Slide 2

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:

Slide 3 - Slide 3

**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

Slide 4 - Slide 4

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

**Detail Invoice Entry**

Detail Line Description: equipment

1099 Invoice Amount: 100.00

General Ledger Account Distribution

Account	Accounting Amount
199 E 41 6399 00 701 0 99 000: GENERAL /GEN ADM /GENERAL SUPPL././	50.00
199 E 31 6399 00 101 0 11 000: GENERAL /G & C /GENERAL SUPPL././ELEMENTARY/0/	50.00
<b>Total:</b>	<b>100.00</b>

**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 Invoice Entry (Empty)**

Detail Line Description: [ ]

1099 Invoice Amount: 0.00

General Ledger Account Distribution

Account: [ ] Accounting Amount: 0.00

**Detail Invoice Entry (Empty)**

Detail Line Description: [ ]

1099 Invoice Amount: 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	<a href="#">More</a>
<b>Total:</b>		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	<a href="#">More</a>

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

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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

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:



Slide 8 - Slide 8

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

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

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

Charles Szaszscr [We value your feedback](#)

Skyward School District

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	Vndr State	Check Amount	Due
000000000000021	101	Submitted	PS101-10072012	WV	100.00	02/16/2012

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: