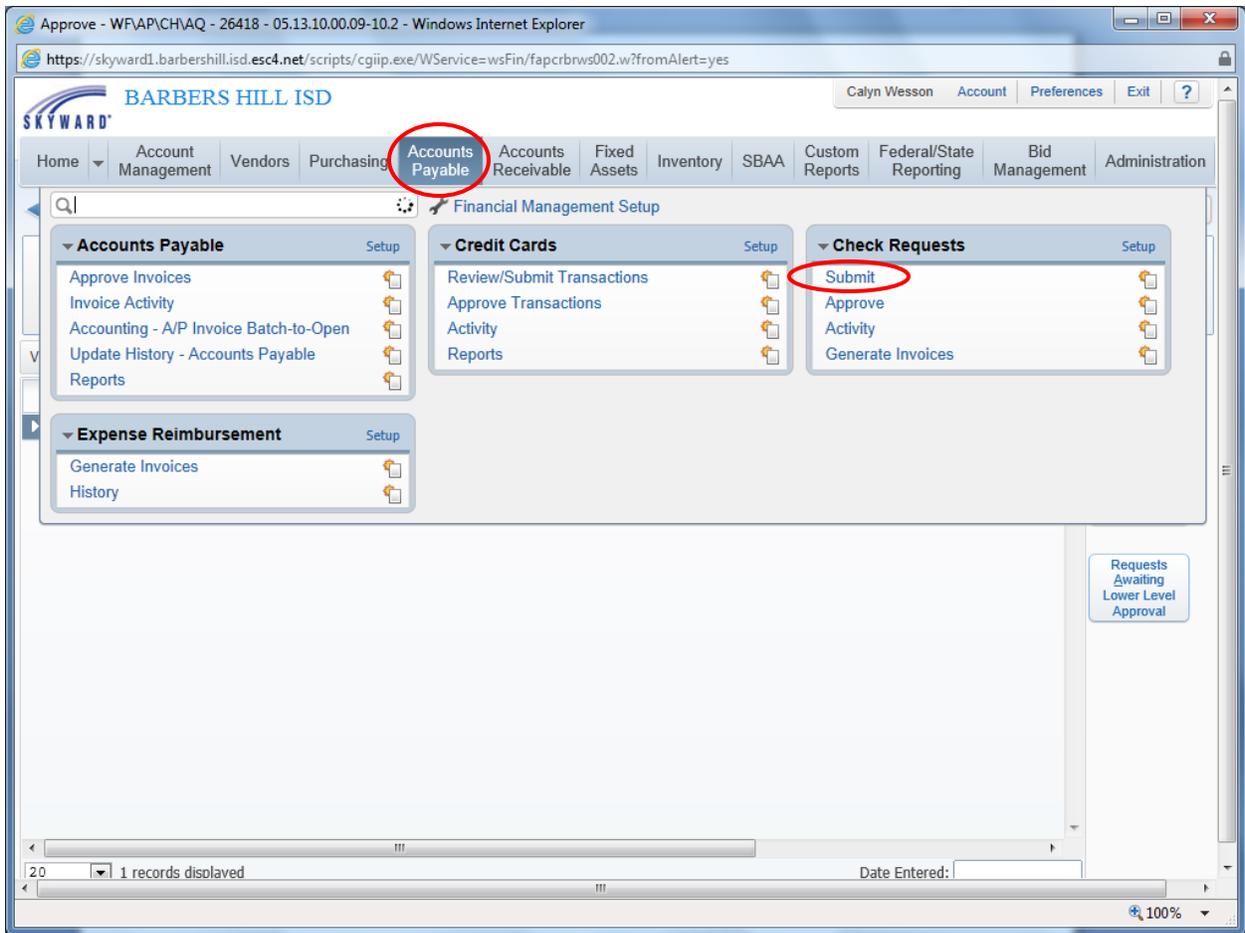


Skyward Finance: Web

Check Request Instructions



Step 1: Click on Accounts Payable; under Check Requests click Submit.

Submit - WFAP\CH\SQ - 26417 - 05.13.10.00.09-10.2 - Windows Internet Explorer
https://skyward1.barbershill.isd.esc4.net/scripts/cgiip.exe/WService=wsFin/fapcrbrws001.w

BARBERS HILL ISD
Calyn Wesson Account Preferences Exit ?

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

Submit ☆ Favorites New Window My Print Queue

Views: General Filters: **All check requests Refresh

Check Request Number	PO Grp	Status	Invoice Number	Check Number	Vendor Name	Vndr State	Check Amount	Due
▶ 000000000000040	750	Deleted	2014 test		CAMPBELL DONNA		1.00	01/21

Print
Add
Edit
Delete
Submit
Notes
Attach
Clone

20 1 records displayed Check Request Number:

100%

Step 2: Click Add.

Add Check Request - WFVAP\CHVSQ - 26417 - 05.13.10.00.09-10.2 - Windows Internet Explorer
 https://skyward1.barbershill.isd.esc4.net/scripts/cgiip.exe/WService=wsFin/fapcredit001.w?isPopup=true

Add Check Request

Check Request Information

* PO Group used for approvals: 750 - FINANCE

* Invoice Number: **GF012314**

Invoice Date: 01/23/2014 Thursday

* Vendor: CUMMINS-ALLISON CORP. PO BOX 339 MT. PROSPECT IL 60056

* Description: Maintenance Contract - 2/15/14 - 2/14/15

* Due Date: 01/23/2014 Thursday Do not mail

Check Amount: 172.66

Check Request Detail Line Entry

Detail Invoice Entry	1099	Invoice Amount
Annual Maintenance Contract for Jet Counter	<input type="checkbox"/>	172.66
General Ledger Account Distribution		Accounting Amount
Account: 199 E 41 6399 00 750 0 00 0 01 - GENERAL/GEN ADM/All Years/MISCELLANEOUS/FIN	\$	172.66 More
Detail Invoice Entry		Invoice Amount
	<input type="checkbox"/>	0.00
General Ledger Account Distribution		Accounting Amount
Account:	\$	0.00 More
Detail Invoice Entry		Invoice Amount
	<input type="checkbox"/>	0.00
General Ledger Account Distribution		Accounting Amount
Account:	\$	0.00 More

100%

Step 3: Enter an Invoice Number. If there is not an invoice because it is travel or reimbursement use the date. An invoice number must be entered.

Select Vendor.

When filling out the Description field it needs to be detailed as if you were creating a requisition, including mailing instructions or any other information that is important to processing this request.

Add Check Request - WF\AP\CH\SQ - 26417 - 05.13.10.00.09-10.2 - Windows Internet Explorer
 https://skyward1.barbershill.isd.esc4.net/scripts/cgiip.exe/WService=wsFin/fapcredit001.w?isPopup=true

Add Check Request

Check Request Information

* PO Group used for approvals: 750 - FINANCE

* Invoice Number: GF012314

* Invoice Date: 01/23/2014 Thursday

* Vendor: CUMMINS-ALLISON CORP. PO BOX 339 MT. PROSPECT IL 60056

* Description: Maintenance Contract - 2/15/14 - 2/14/15

* Due Date: 01/23/2014 Thursday Do not mail

Check Amount: 172.66

Check Request Detail Line Entry

Detail Invoice Entry

Detail Line Description	1099	Invoice Amount
Annual Maintenance Contract for Jet Counter	<input type="checkbox"/>	172.66
General Ledger Account Distribution		Accounting Amount
Account: 199 E 41 6399 00 750 0 00 0 01 - GENERAL/GEN ADM/All Years/MISCELLANEOUS/FIN		172.66 More

Detail Invoice Entry

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

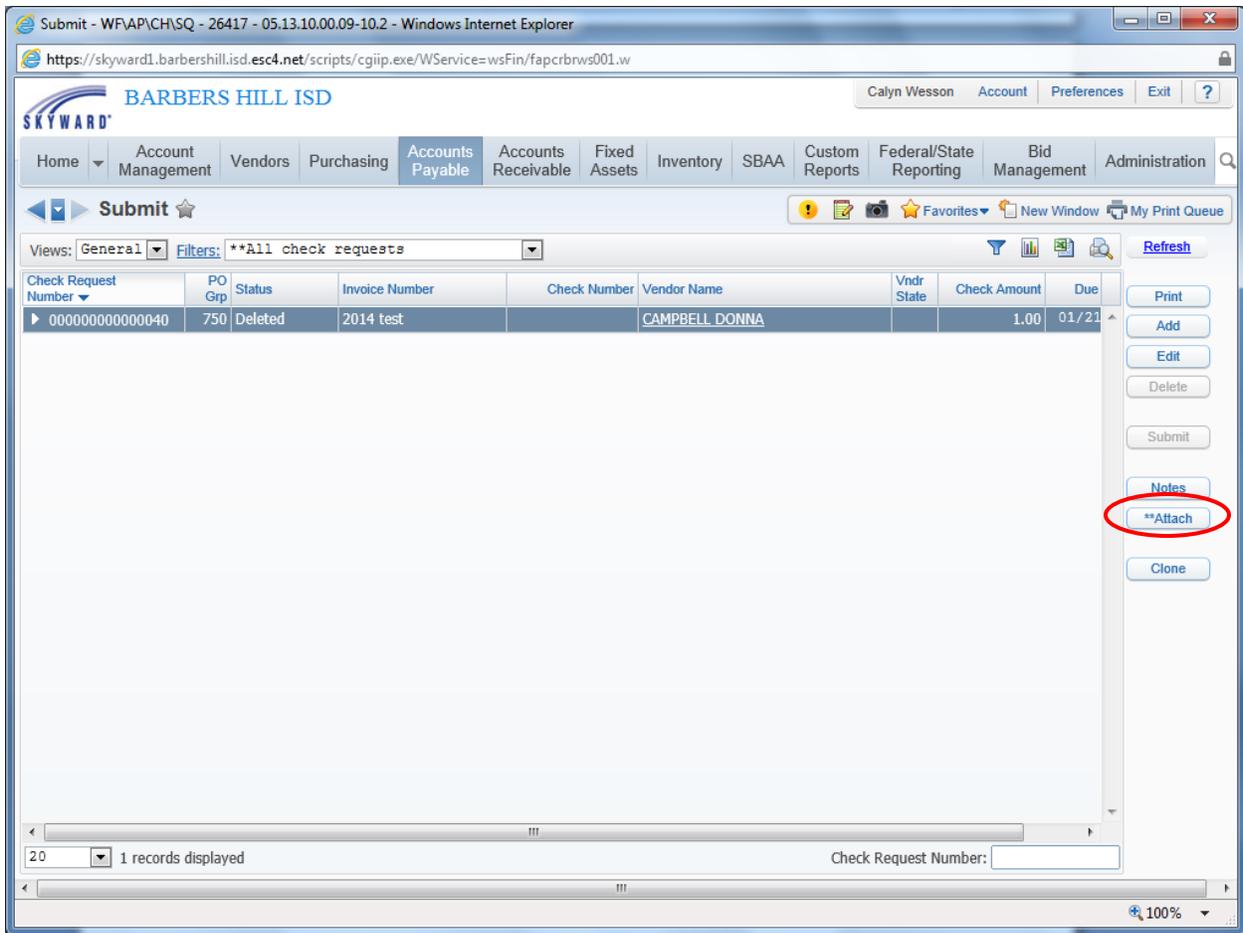
Detail Invoice Entry

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

Submit For Approval
 Save and Finish Later
 Back

Step 4: Under “Detail Invoice Entry” enter each line item, account number, and amount as if you were entering a requisition. **NOTE:** If one line item is supported by multiple accounts, click on the “More” button and enter the next account number with the total that should be charged to that account. The Accounting Amount will add up to the Invoice Amount.

Step 5: Click “Submit for Approval” or “Save and Finish Later”



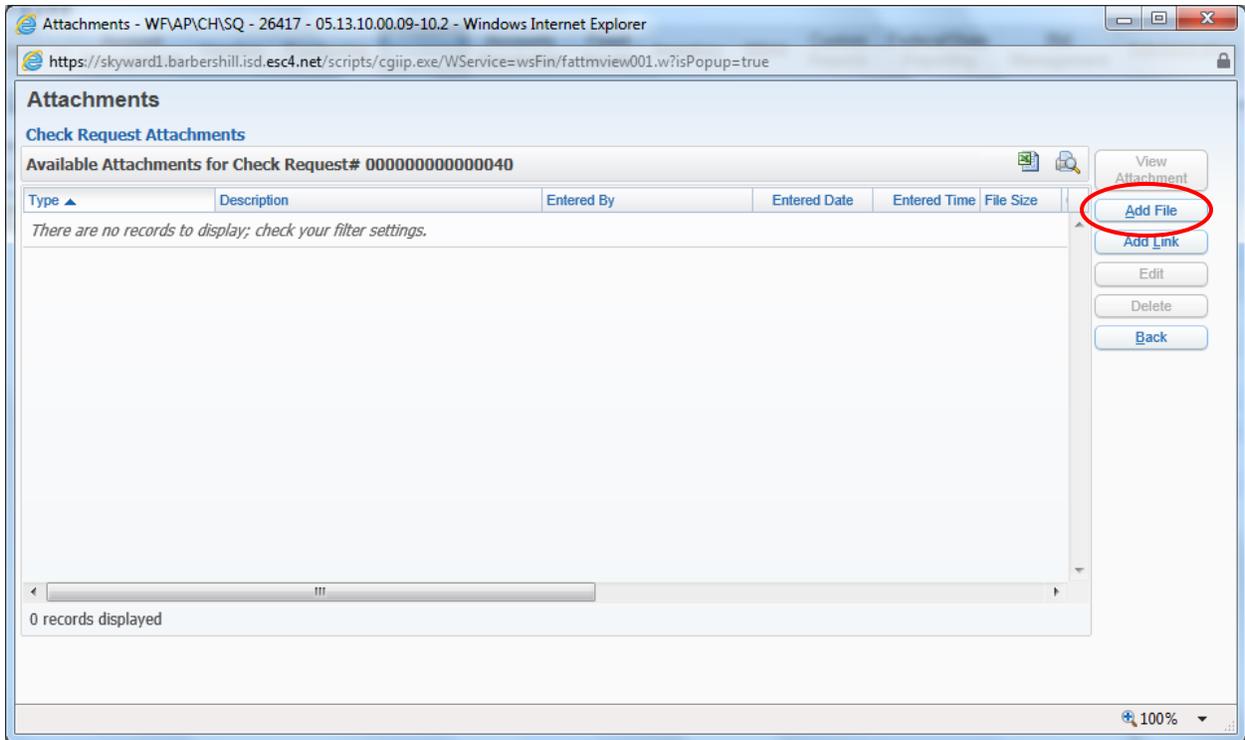
Attaching the Support

Step 6: From the "Submit" menu, click "Attach"

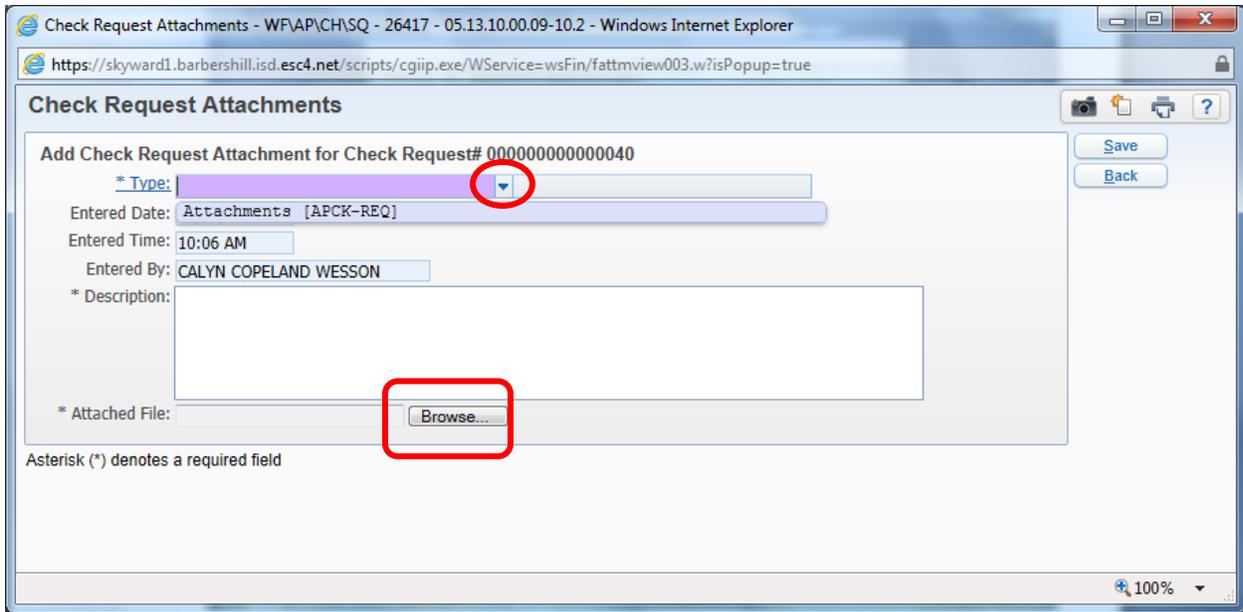
All support must be attached before a Check Request will be approved. Any Check Requests submitted for approval without all necessary support will be immediately denied.

****Scan all support in black & white or grayscale, scanning in color takes up too much room on the server.**

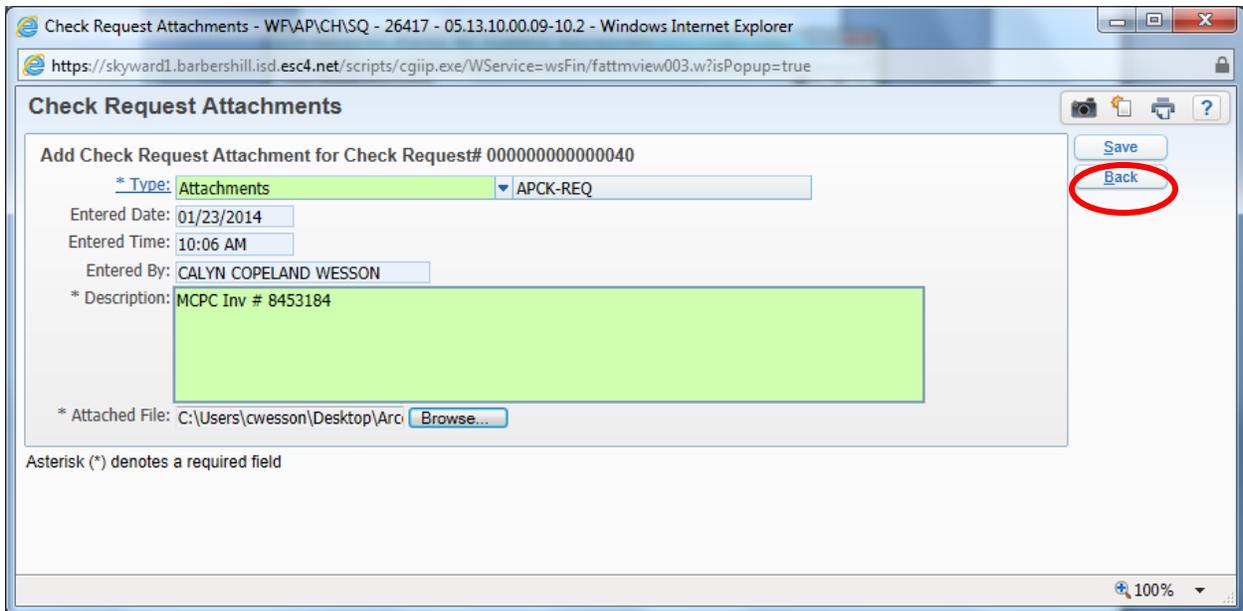
If no support exists, a Check Request form must be completed and attached; this form can be found on the District website: [Business Office Website](#).



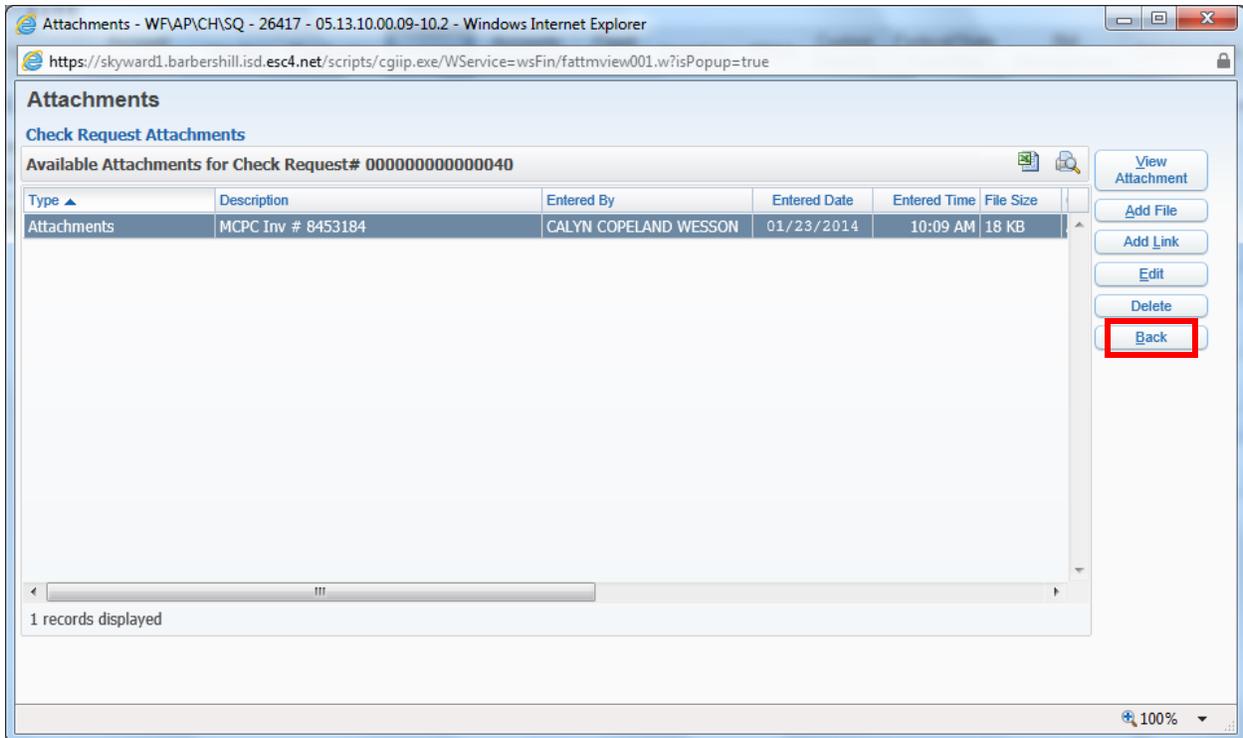
Step 7: Click "Add File".



Step 8: Click “Type” and “Attachments” is the only option in the drop down menu. The description must be entered in the Description Field. It is suggested that you use the Vendor Name and Invoice Number for the Description. Next, click on “Browse” and locate the where you have saved the file that you need to attach to the Check Request. **Note: all support must be attached before the request will be approved.**



Step 9: Click Save.



Step 10: From this screen you are able to view the attachment that you attached, add another file, edit the attachment or delete the attachment. If you are done with the attachments and have no others to attach, then click back.

The screenshot shows the Skyward web application interface for Barbers Hill ISD. The page title is "Submit - WFAP\CH\SQ - 26417 - 05.13.10.00.09-10.2 - Windows Internet Explorer". The URL is "https://skyward1.barbershill.isd.esc4.net/scripts/cgip.exe/WService=wsFin/fapcrbws001.w". The user is logged in as Kimberly Kunk.

The main navigation menu includes: Home, Account Management, Vendors, Purchasing, Accounts Payable, and Fixed Assets. The current page is titled "Submit".

The table displays the following data:

Check Request Number	PO Cntr	Status	Invoice Number	Check Number	Vendor Name	Vndr State	Check Amount	Due Date
000000000000041	50	Submitted	1208333		CUMMINS-ALLISON CORP.	IL	176.00	01/22/2014
000000000000013	00	Deleted	1115		KUNK KIM		1.00	11/15/2013

The "Submitted" status in the first row is circled in red. The table also shows a "Status" column with values "Submitted" and "Deleted". The "Check Request Number" column contains values "000000000000041" and "000000000000013". The "PO Cntr" column contains values "50" and "00". The "Invoice Number" column contains values "1208333" and "1115". The "Check Number" column is empty. The "Vendor Name" column contains values "CUMMINS-ALLISON CORP." and "KUNK KIM". The "Vndr State" column contains values "IL" and an empty cell. The "Check Amount" column contains values "176.00" and "1.00". The "Due Date" column contains values "01/22/2014" and "11/15/2013".

At the bottom of the table, it says "2 records displayed". There is a search box for "Check Request Number:".

Once the Check Request has been submitted, the Status column will state "Submitted". There will not be a PO Number or Requisition Number; the request will be given a Check Request Number. This number does not follow the same numbering as PO numbers; Accounts Payable will not be able to tell the campus/department by looking at the number. The numbers are in numerical order by request. **When entering a travel request, the assigned Check Request number will need to be entered onto the form in the PO # field.**

Activity - WF\AP\CH\CA - 26419 - 05.13.10.00.09-10.2 - Windows Internet Explorer
 https://skyward1.barbershill.isd.esc4.net/scripts/cgiip.exe/WService=wsFin/fapcrbrws003.w

BARBERS HILL ISD
 Calyn Wesson Account Preferences Exit ?

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

Financial Management Setup

- Accounts Payable** Setup
 - Approve Invoices
 - Invoice Activity
 - Accounting - A/P Invoice Batch-to-Open
 - Update History - Accounts Payable Reports
- Credit Cards** Setup
 - Review/Submit Transactions
 - Approve Transactions
 - Activity
 - Reports
- Check Requests** Setup
 - Submit
 - Approve
 - Activity**
 - Generate Invoices
- Expense Reimbursement** Setup
 - Generate Invoices
 - History

Check Number	Account	History	Date	Amount	Vendor	TX	Amount	Date
000000000000032	750	History	11/15/13	000067675	CROSBY I.S.D.	TX	1,106.13	12/16
000000000000031	010	History	9715802837	000067557	VERIZON WIRELESS	TX	5,888.79	12/11
000000000000030	750	History	121003	000067508	KUNK KIM		124.85	12/10
000000000000029	750	History	PETTY CASH	000067509	PETTY CASH - BARBERS HILL ISD TA		100.00	12/09
000000000000028	000	History	121013	000067352	MARY'S CAKES & COOKIES	TX	90.00	12/05
000000000000027	750	History	NOVEMBER 2013	000067351	PERDUE, BRANDON, FIELDER, COLLIE	TX	4,349.70	12/03
000000000000026	000	History	112113	000067349	A. T. & T.		321.76	12/16
000000000000025	750	History	DECEMBER	000067350	CAPITOL APPRAISAL GROUP, LLC	TX	858.33	11/22
000000000000024	750	History	OVERPAYMENT	000067203	TILTON BRIAN	TX	19.08	11/20
000000000000023	010	Deleted	110499		WHATABURGER-BAYTOWN GARTH ST	TX	52.54	11/19
000000000000022	010	Deleted	03444971119		THRIF-TEE FOOD CENTER-MONT BEL	TX	147.95	11/19

20 records displayed Check Request Number:

100%

To view your Activity, click on Accounts Payable and Activity under the Check Requests section.

Activity - WFAP\CHCA - 26419 - 05.13.10.00.09-10.2 - Windows Internet Explorer
 https://skyward1.barbershill.isd.esc4.net/scripts/cgiip.exe/WService=wsFin/fapcrbrws003.w

BARBERS HILL ISD
 Calyn Wesson Account Preferences Exit ?

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

Activity ☆ Favorites New Window My Print Queue

Views: General Filters: **All check requests

Check Request Number	PO Grp	Status	Vndr Name	Vndr State	Check Amount	Due
▶ 000000000000041	750	Submitted	MUMMINS-ALLISON CORP.	IL	176.00	01/22
▶ 000000000000040	750	Deleted	CAMPBELL DONNA		1.00	01/21
▶ 000000000000039	750	History	VERIZON SOUTHWEST	TX	5,007.62	01/13
▶ 000000000000038	750	History	VERIZON WIRELESS	TX	5,727.40	01/13
▶ 000000000000037	750	History	TEXAS ASSN. OF SCHOOL BUSINESS	TX	150.00	01/07
▶ 000000000000036	750	History	A. T. & T.		220.77	01/06
▶ 000000000000035	750	History	CITY OF MONT BELVIEU	TX	3,844.32	01/06
▶ 000000000000034	750	History	VERIZON WIRELESS	TX	4,787.44	12/18
▶ 000000000000033	750	History	COPELAND CALYN		412.50	12/17
▶ 000000000000032	750	History	CROSBY I.S.D.	TX	1,106.13	12/16
▶ 000000000000031	010	History	VERIZON WIRELESS	TX	5,888.79	12/11
▶ 000000000000030	750	History	KUNK KIM		124.85	12/10
▶ 000000000000029	750	History	PETTY CASH - BARBERS HILL ISD TA		100.00	12/09
▶ 000000000000028	000	History	MARY'S CAKES & COOKIES	TX	90.00	12/05
▶ 000000000000027	750	History	PERDUE, BRANDON, FIELDER, COLLIER	TX	4,349.70	12/03
▶ 000000000000026	000	History	A. T. & T.		321.76	12/16
▶ 000000000000025	750	History	CAPITOL APPRAISAL GROUP, LLC	TX	858.33	11/22
▶ 000000000000024	750	History	TILTON BRIAN	TX	19.08	11/20
▶ 000000000000023	010	Deleted	WHATABURGER-BAYTOWN GARTH ST	TX	52.54	11/19
▶ 000000000000022	010	Deleted	THRIF-TEE FOOD CENTER-MONT BEL	TX	147.95	11/19

20 records displayed Check Request Number:

100%

Please note you have various filter options to view the check request activity.

Activity - WF\AP\CH\CA - 26419 - 05.13.10.00.09-10.2 - Windows Internet Explorer

https://skyward1.barbershill.isd.esc4.net/scripts/cgiip.exe/WService=wsFin/fapcrbrws003.w

BARBERS HILL ISD

Calyn Wesson Account Preferences Exit ?

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

Activity

Views: General Filters: **All check requests

Check Request Number	PO Grp	Status	Invoice Number	Check Number	Vendor Name	Vndr State	Check Amount	Due
▶ 000000000000041	750	Submitted	1208333		CUMMINS-ALLISON CORP.	IL	176.00	01/22
▶ 000000000000040	750	Deleted	2014 test		CAMPBELL DONNA		1.00	01/21
▶ 000000000000039	750	History	Dec2013	000067811	VERIZON SOUTHWEST	TX	5,007.62	01/13
▶ 000000000000038	750	History	9717513585	000067812	VERIZON WIRELESS	TX	5,727.40	01/13
▶ 000000000000037	750	History	1072014	000067716	TEXAS ASSN. OF SCHOOL BUSINESS	TX	150.00	01/07
▶ 000000000000036	750	History	12/21/13	000067714	A. T. & T.		220.77	01/06
▶ 000000000000035	750	History	BHISD	000067715	CITY OF MONT BELVIEU	TX	3,844.32	01/06
▶ 000000000000034	750	History	Dec2013	000067676	VERIZON WIRELESS	TX	4,787.44	12/18
▶ 000000000000033	750	History	646664	000067674	COPELAND CALYN		412.50	12/17
▶ 000000000000032	750	History	11/15/13	000067675	CROSBY I.S.D.	TX	1,106.13	12/16
▶ 000000000000031	010	History	9715802837	000067557	VERIZON WIRELESS	TX	5,888.79	12/11
▶ 000000000000030	750	History	121003	000067508	KUNK KIM		124.85	12/10
▶ 000000000000029	750	History	PETTY CASH	000067509	PETTY CASH - BARBERS HILL ISD TA		100.00	12/09
▶ 000000000000028	000	History	121013	000067352	MARY'S CAKES & COOKIES	TX	90.00	12/05
▶ 000000000000027	750	History	NOVEMBER 2013	000067351	PERDUE, BRANDON, FIELDER, COLLIER	TX	4,349.70	12/03
▶ 000000000000026	000	History	112113	000067349	A. T. & T.		321.76	12/16
▶ 000000000000025	750	History	DECEMBER	000067350	CAPITOL APPRAISAL GROUP, LLC	TX	858.33	11/22
▶ 000000000000024	750	History	OVERPAYMENT	000067203	TILTON BRIAN	TX	19.08	11/20
▶ 000000000000023	010	Deleted	110499		WHATABURGER-BAYTOWN GARTH ST	TX	52.54	11/19
▶ 000000000000022	010	Deleted	03444971119		THRIF-TEE FOOD CENTER-MONT BEL	TX	147.95	11/19

20 records displayed

Check Request Number:

100%

Click on the arrow to the left of the check request you'd like to view.

Activity - WFVAP\CHVCA - 26419 - 05.13.10.00.09-10.2 - Windows Internet Explorer
 https://skyward1.barbershill.isd.esc4.net/scripts/cgiip.exe/WService=wsFin/fapcrbrws003.w

BARBERS HILL ISD
 Calyn Wesson Account Preferences Exit ?

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

Activity ! [Print] [Print Queue] Favorites New Window My Print Queue

Views: General Filters: **All check requests

Check Request Number	PO Grp	Status	Invoice Number	Check Number	Vendor Name	Vndr State	Check Amount	Due
0000000000000041	750	Submitted	1208333		CUMMINS-ALLISON CORP.	IL	176.00	01/22

Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

Check Request Information

Check Request #: 0000000000000041 Invoice #: 1208333
 Invoice Date: 01/22/2014 Request Amount: 176.00
 Due Date: 01/22/2014 Do not mail: No
 PO Group: 750 - FINANCE
 Description: Maintenance Contract Renewal from 02/05/14-02/04/15-Contract #33267514
 Vendor: CUMMINS-ALLISON CORP. PO BOX 339 MT. PROSPECT IL 60056
 Entered By: KUNK KIMBERLY G on 01/22/2014

Check Request Detail Line Entries

Description	Invoice Number	Invoice Date	Accounting Amount	Detail Amount	1099
General Ledger Account Distribution					
Maintenance Contract Renewal from 02/05/14-02/04/15-Contract #33267514	1208333	01/22/2014		176.00	N
199 E 41 6399 00 750 0 00 0 01			176.00		

Approval History

Date	Time	Status	Approval Level	Name/Note
		Awaiting Approval	Level 2	MCMANUS, BECKY
		Awaiting Approval	Level 1	WESSON, CALYN COPELAND

20 records displayed Check Request Number:

You can click on the blue account number to get further information regarding that account. You can also check the status of who needs to approve the check request. **Check Requests will be cut on Wednesdays only. The deadline for check requests are end of day Tuesday.**