



Skyward Check Request User's Manual

Escambia County School District

Revised: June, 2016



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Chapter 1. Check Requests

This document describes the process to follow when requesting a check. Check Requests will be used to submit a Direct Pay, Prepayment or Reimbursement from Internal Funds Request.

Direct Pays are authorized in School Board Policy, 5.02 (6), see attached. Prepayments may be submitted for registration, tuitions and fees. Schools may request reimbursement for items purchased using school internal funds which should be paid with district budgetary funds.

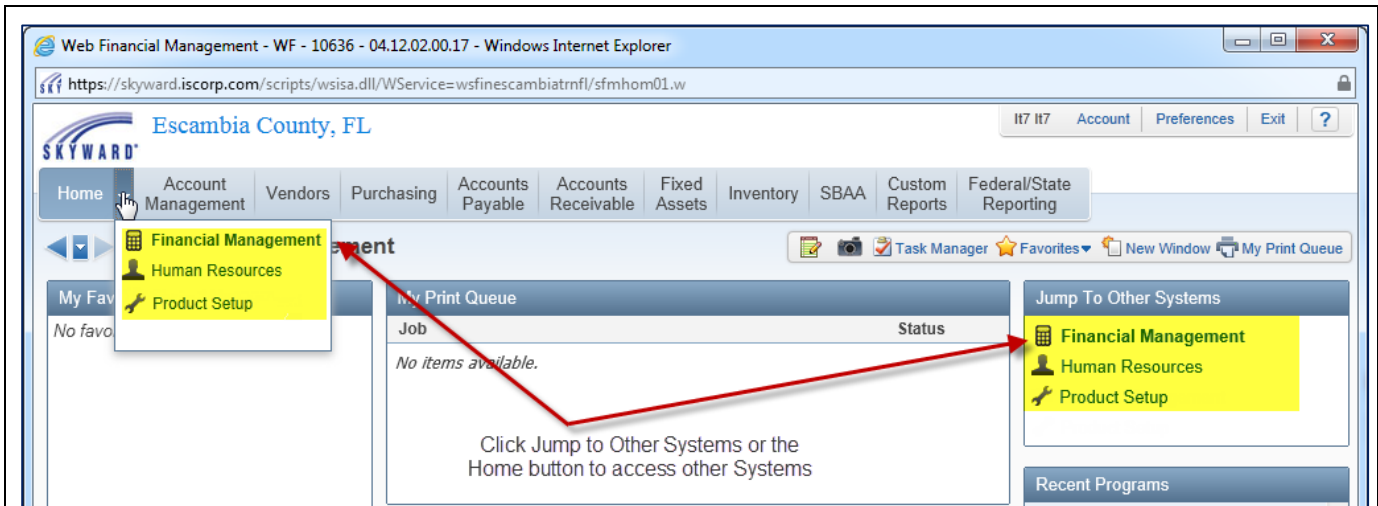
NOTE: Check requests for all travel claims (including student travel and non-employee travel) must be submitted within 90 days of the last day of the trip.

To request a Check Request in Skyward:

STEP 1: NAVIGATE TO CHECK REQUESTS MAIN SCREEN

Check Requests are entered under the Financial Management Module. Verify that you are in the Financial Management Module.

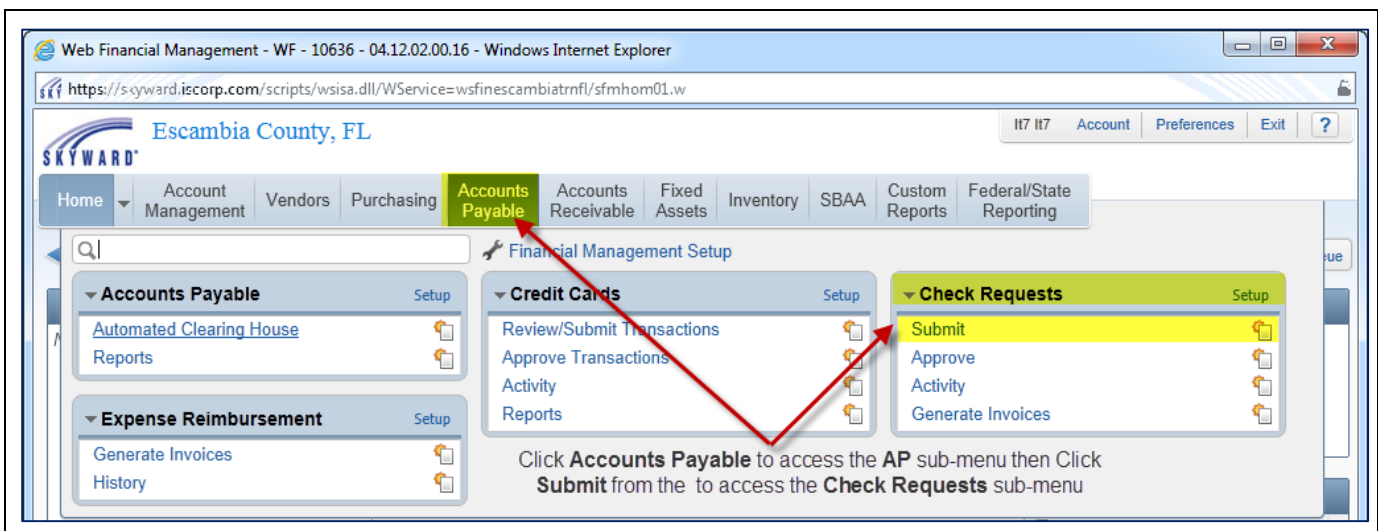
NAVIGATE TO THE FINANCIAL MANAGEMENT MODULE



From the Main Screen

1	Click ON JUMP TO OTHER SYSTEMS: Financial Management or
2	Click the Home Button and select Financial Management from the selection of systems


NAVIGATE TO THE CHECK REQUESTS MAIN SCREEN



From the Financial Management Screen

3 Select Accounts Payable from the Financial Main Menu,

4 Select *CHECK REQUESTS: Submit (CH\SQ)*

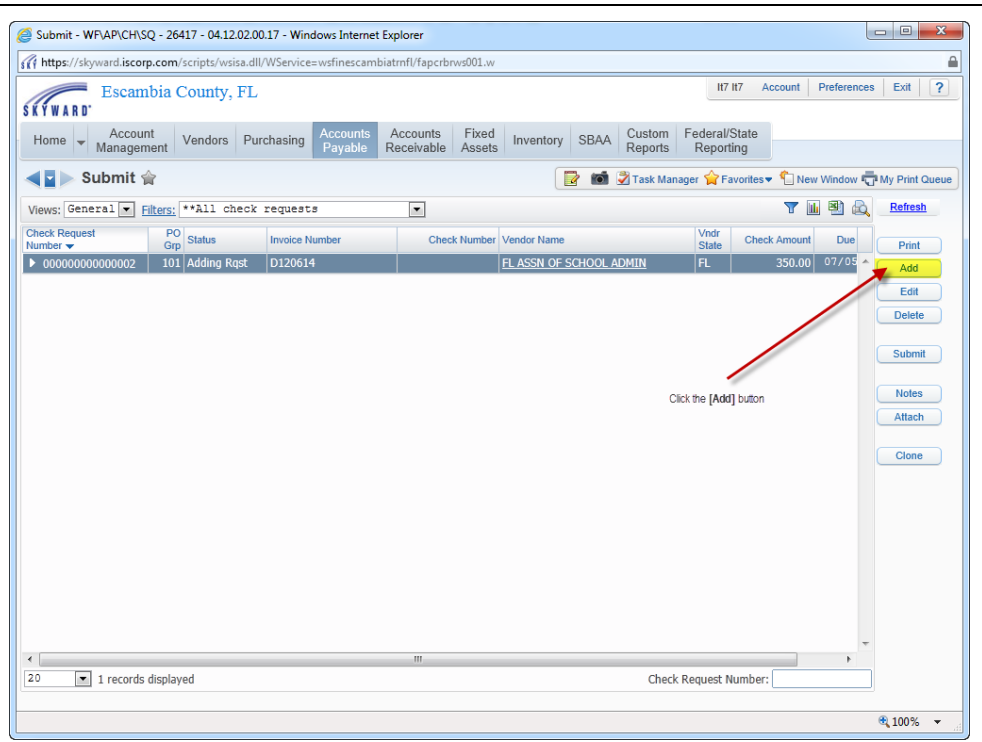
 **Breadcrumbs: WF\AP\CH\SQ**

The Submit Check Request screen opens.

STEP 2: ADD A CHECK REQUEST**From the Submit Screen:**

Click the Add button.

The Add Check Request Screen opens.



Submit - WF\AP\CH\SQ - 26417 - 04.12.02.00.17 - Windows Internet Explorer

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinescambiatrnl/fapcrbrws001.w

Escambia County, FL

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

Submit

Views: General Filters: **All check requests

Check Request Number	PO Gp	Status	Invoice Number	Check Number	Vendor Name	Vndr State	Check Amount	Due	Print
▶ 000000000000002	101	Adding Rqst	D120614		FL ASSN OF SCHOOL ADMIN	FL	350.00	07/05	Add Edit Delete Submit Notes Attach Clone

Click the [Add] button

20 1 records displayed Check Request Number:

STEP 3: COMPLETE CHECK REQUEST DETAILS

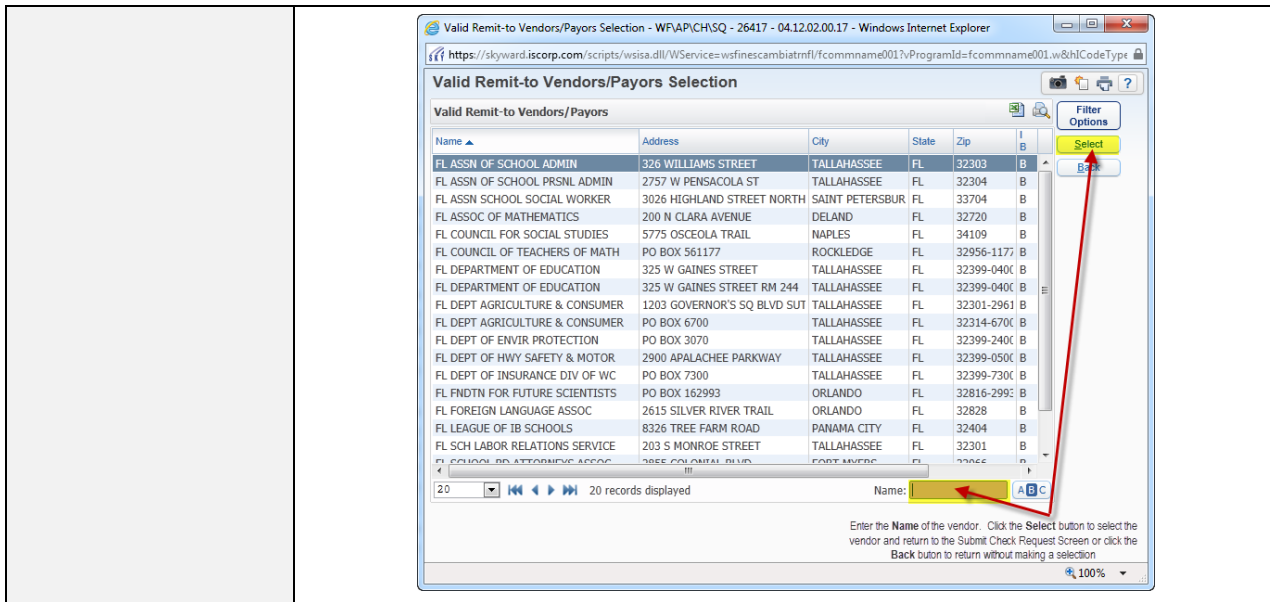
The Add Check Request Screen is used to provide Check Request and Detail Line information.

1 Enter primary Check Request Information

CHECK REQUEST INFORMATION

FIELD	FIELD DESCRIPTION
PO Group	<p>The down drop list contains a list of all Cost Centers that you have rights to enter a Check Request for. This also determines the account coding that you have access to.</p> <p>These are the same groups that are used for Requisitions.</p> <p>*All Cost Centers have at least one group labeled GENERAL. If you are a Title I school, then you will have a separate group labeled TI to be used if any item on the Check Request is purchased using Title I funds.</p>
Invoice Number	<p>If there is an invoice number on the document to pay, use that invoice number. If it is a document without an invoice number, use the following protocol for numbering.</p> <p>✓ Travel Related Payments</p>


	<p>Prepayment for Registration/Tuition fees through the Travel Department, start with the letters TR and the year (YY), month (MM) and day (DD) - (YYMMDD) for the first day of the trip/event.</p> <p>For example: Registration for a conference on July 15, 2013 would be TR130715.</p> <p>✓ Non Travel Related</p> <p>If it is for a payment which is not travel related (including reimbursements to Internal Funds), use the letter D and the year (YY), month (MM) and day (DD) - (YYMMDD).</p> <p>For example: A direct payment for postage on July 15, 2013 would be D130715.</p> <p>✓ Student Reimbursements for Student Travel</p> <p>SR and the year (YY), month (MM) and day (DD) - (YYMMDD). Use the date of the first day of the trip. The description field must explain where the trip was to, who went and the purpose.</p> <p>Remember that all travel claims (including check requests for student travel) must be submitted within 90 days of the last day of the trip.</p> <p>✓ Pell Grants</p> <p>PG and the year (YY), month (MM) and day (DD). Use the date on the payout sheet.</p> <p>💡 If you are entering multiple invoices with the same letter prefix, date and vendor, you can just add a different letter to the end of each invoice number.</p>
Invoice Date	Date of the invoice
Vendor	<p>Enter a vendor.</p> <ol style="list-style-type: none"> 1. Begin typing the name of the vendor and the system will display refined matches as you type or 2. Click the <u>*Vendor</u> hyperlink to open a new window "Valid Remit-to Vendors/Payers Selection" <ol style="list-style-type: none"> a. Enter the name of the vendor b. Click the Select button to select vendor and return to the Submit Check Request Screen or c. Click the Back button to return to the Submit Check Request Screen without making a selection.





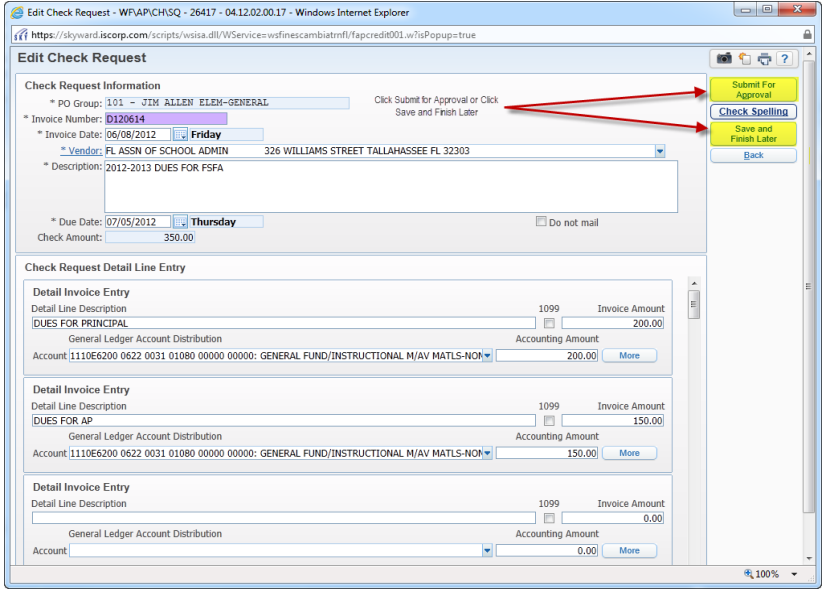
<p>Description</p>	<p>Provide a description of the *item. *If the “Do Not Mail” box is checked, include the reason the check should be held, the contact information of the person requesting the check be held, and the person who has authority to pick up the check.</p>
<p>Due Date</p>	<p>Enter the Due Date; defaults to today’s date</p>
<p>Do Not Mail</p>	<p>If for some reason you need the check to be held for pickup, put a check in the do not mail box and in the Description Box be sure to include the reason the check should be held, the contact information of the person requesting the check be held and the person who has authority to pick up the check. It is only under unusual circumstances that checks can be picked up... i.e. a court settlement where check is needed at moment of settlement.</p>

2 Enter Check Request Detail Line Entry information

CHECK REQUEST DETAIL LINE ENTRY	
FIELD	FIELD DESCRIPTION
<p>Detail Line Entry</p>	<p>Provide a description of the line item</p>
<p>Invoice Amount</p>	<p>Enter the total amount of the line item</p>
<p>General Ledger Account Distribution</p>	<p>Enter the appropriate account number. Up to 4 account numbers can be used per line item. To enter, begin typing the account number and the system will filter and display the first 25 accounts that match the entered data. Continue entering the account number until the appropriate account number is displayed.</p>
<p>More</p>	<p>Click the <input type="button" value="More"/> button to add additional Account Distributions. Up to 4 account numbers can be used per line item.</p>

 Required fields are marked with an (*)

STEP 4: SUBMIT FOR APPROVAL OR SAVE AND FINISH LATER

<p>Once all pertinent information is entered</p>	<h3>Check Request</h3>
<p>1</p>	<p>Select either the  button if you are finished or</p>
<p>2</p>	<p>Select the  button to save your work and complete\submit at a later time</p>
<p>You will be returned to the main Submit Check Request Screen.</p>	
	

You will be notified via email when the Check Request has been approved.

Chapter 2. Miscellaneous Functionality


OVERVIEW

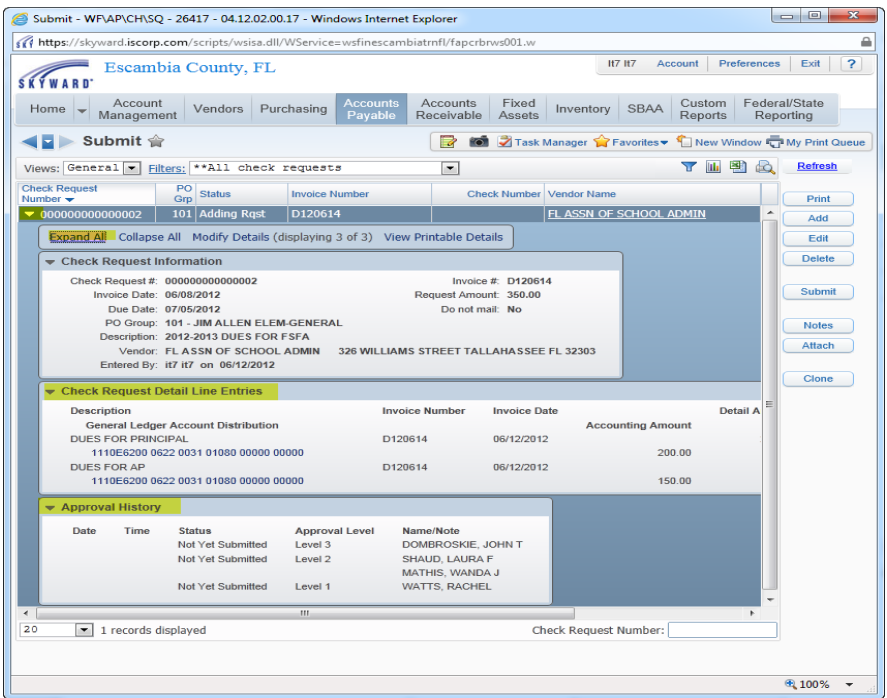
From the Main Submit Check Request Screen, the following things can be done

Main Submit Check Request

Button	Functionality	Button	Functionality
	Refresh the contents of the Screen		View the Details of the CHK REQ
	Print the Check Request		Add a New Check Request
	Edit the selected CHK REQ		Delete the selected CHK REQ
	Submit the selected Check Request		Add Notes to the selected CHK REQ
	Attach files or links to the selected Check Request		Clone the selected CHL REQ to create a new CHK REQ

VIEW CHECK REQUEST DETAILS

1	Select the CHK REQ
2	Click the  button to expand the details of the Check Request
3	Click the Expand All to expand all details <i>(Check Request Info, Check Request Detail Line Entries, Approval History)</i>




The screenshot displays the Skyward web application interface for Escambia County, FL. The main content area shows the details for a check request with the following information:

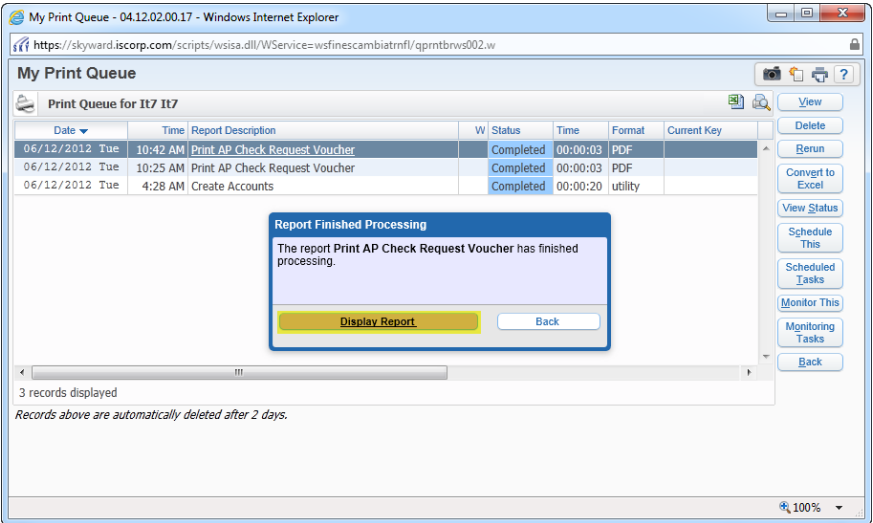
- Check Request Information:**
 - Check Request #: 000000000000002
 - Invoice #: D120614
 - Invoice Date: 06/08/2012
 - Request Amount: 360.00
 - Due Date: 07/05/2012
 - Do not mail: No
 - PO Group: 101 - JIM ALLEN ELEM-GENERAL
 - Description: 2012-2013 DUES FOR F SFA
 - Vendor: FL ASSN OF SCHOOL ADMIN 326 WILLIAMS STREET TALLAHASSEE FL 32303
 - Entered By: it7 it7 on 06/12/2012
- Check Request Detail Line Entries:**

Description	Invoice Number	Invoice Date	Accounting Amount	Detail A
General Ledger Account Distribution				
DUES FOR PRINCIPAL	D120614	06/12/2012	200.00	
DUES FOR AP	D120614	06/12/2012	150.00	
- Approval History:**


Date	Time	Status	Approval Level	Name/Note
		Not Yet Submitted	Level 3	DOMBROSKE, JOHN T
		Not Yet Submitted	Level 2	SHAUD, LAURA F
		Not Yet Submitted	Level 1	MATHIS, WANDA J
		Not Yet Submitted	Level 1	WATTS, RACHEL

PRINT A CHECK REQUEST


1	Select the Check Request
2	<p>Click the  Button</p> <p>The My Print Queue Screen opens</p>





After processing, the Report Finished Processing Dialog displays.

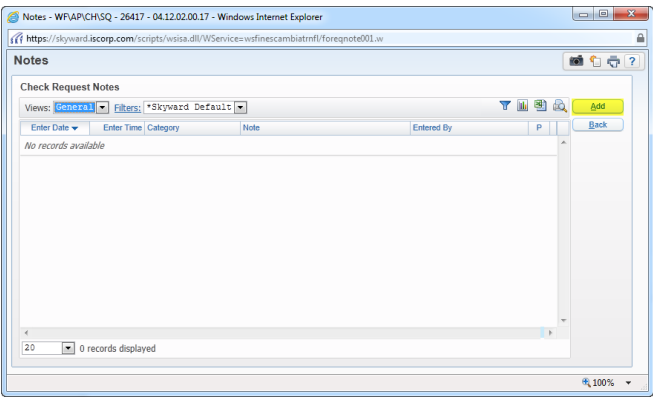
3	Click the  button to view the report.
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Escambia County, FL						
FL ASSN 002		Check No.		Not printed		
FL ASSN OF SCHOOL ADMIN		Check Date		Not printed		
326 WILLIAMS STREET		Check Type				
TALLAHASSEE, FL 32303						
Invoice #	Chk Rqst #	Description	Inv Date	Gross	Net	
			Account Number		Account Amount	
D120614	000000000000002	2012-2013 DUES FOR FSFA	06/08/2012	350.00	350.00	
			1110E6200 0622 0031 01080 00000 00000		200.00	
			1110E6200 0622 0031 01080 00000 00000		150.00	

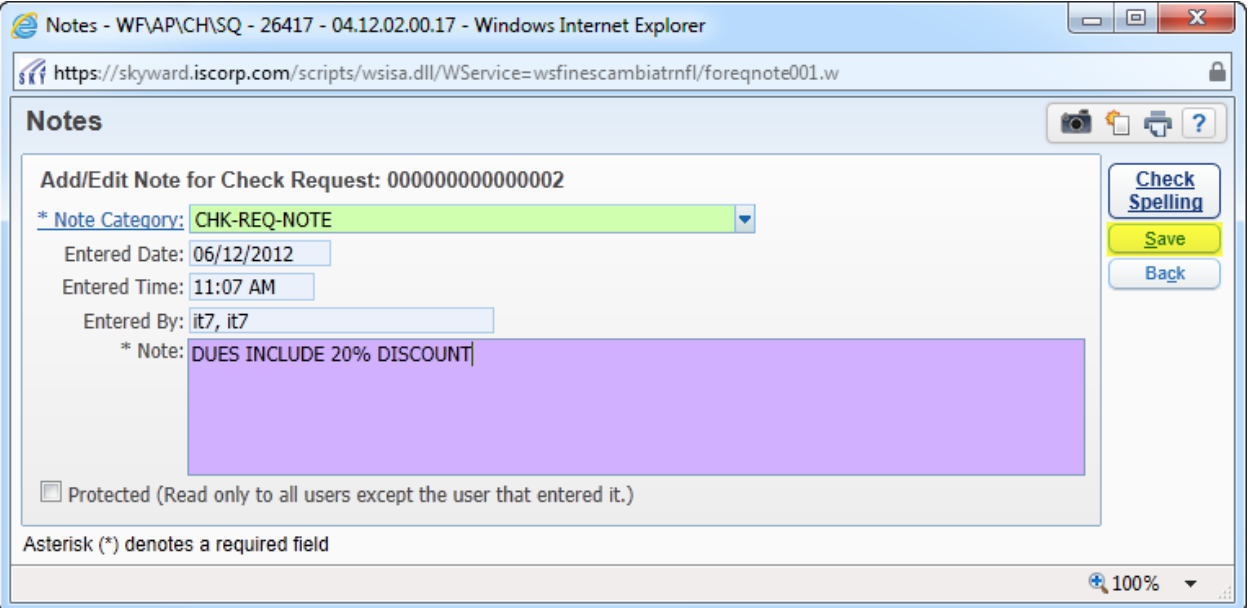
4	Click the  button to return to the Main Submit Check Requests Screen
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ADD A NOTE


1	Select the CHK REQ
2	Click the  button
The Check Request Notes Screen displays	
3	Click the  button to add a new Note






The Add/Edit Note for Check Request Screen displays



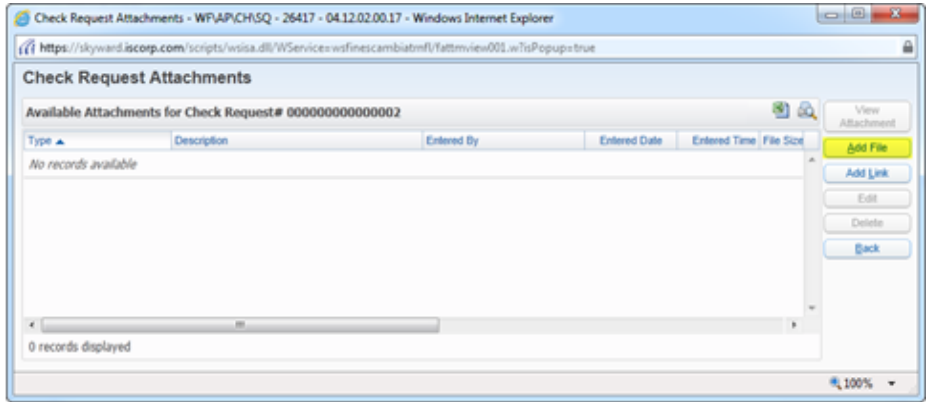
Field	Description
Note Category	Select a valid Note Category from the drop down list
Entered Date	Defaults to today's date; cannot be edited
Entered Time	Defaults to current time; cannot be edited
Entered By	Defaults to current user; cannot be edited
Note	Enter the Note Description

4 Click the  button to return to the Check Request Notes Screen

5 Click the  button to return to the Main Submit Check Request Screen

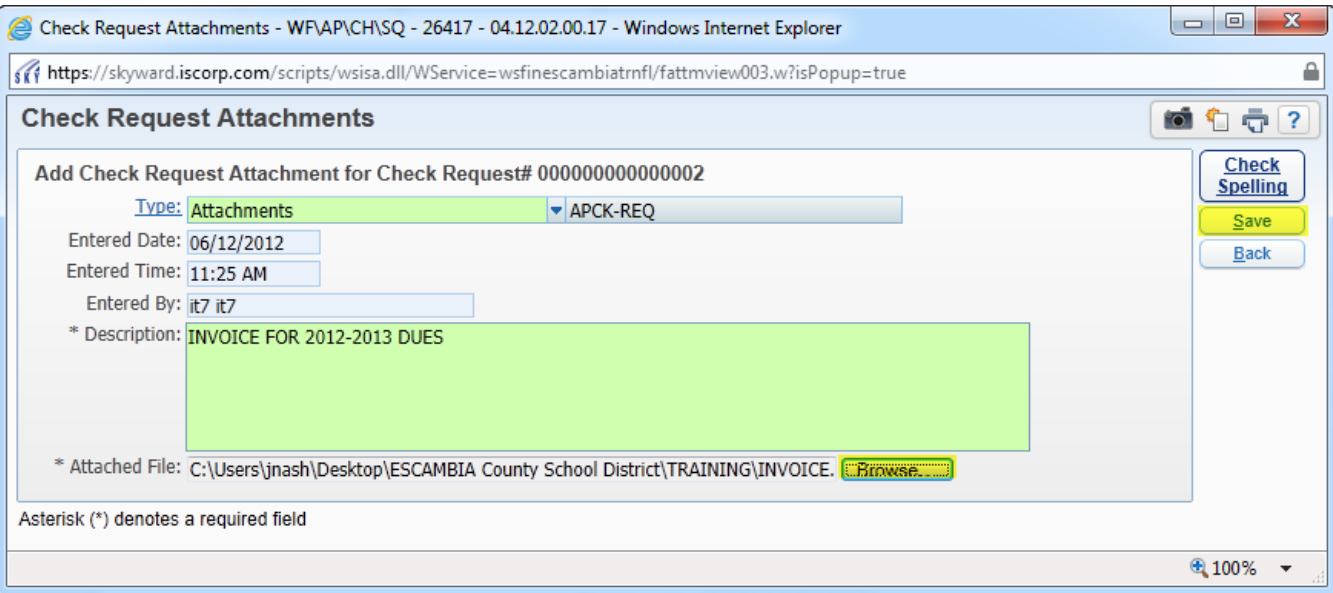
The  button will now look like  indicating a note is attached to the CHK REQ

ATTACH A FILE





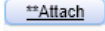

<p>Scan and attach all supporting documentation. DO NOT Submit hardcopies to Travel.</p>	<p>Available Attachments for Check Request #</p>
<p>1 Select the Check Request</p>	
<p>2 Click the <input type="button" value="Attach"/> button</p>	
<p>The Check Request Attachments - Available Attachments for Check Request # Screen displays</p>	

3 Click the button, the Add Check Request Attachment Screen displays

Add Check Request Attachment for Check Request #



Field	Description
Type	Select the Attachment Type from the Drop Down selection
Entered Date	Defaults to today's date; cannot be edited
Entered Time	Defaults to current time; cannot be edited
Entered By	Defaults to current user; cannot be edited
Description	Enter the Attachment Description*

	* If a school is requesting reimbursement for expenditures, reference the SBAA check numbers in the Description of the Check Request and that they are SBAA checks. Then attach copies of the invoices. It will not be necessary to provide a copy of the check.
4	Click the  button to browse your file system
5	Select the file to Attach.
6	Click the  button to return to the Submit Check Request Main Screen
	<p> The  button will now look like  to indicate that an attachment associated with the Check Request.</p> <p> If a school is requesting reimbursement for expenditures, reference the SBAA check numbers in the Description of the Check Request and indicate that they are SBAA checks, then attach copies of the invoices. It will not be necessary to provide a copy of the check.</p>

Appendix: Business Services

(6) GENERAL PURCHASING AUTHORIZATION FOR SPECIFIC COMMODITY CLASSIFICATIONS:

Purchase of certain goods and services, expenditures, fund transfers, etc., that do not lend themselves to normal competitive purchasing procedures will have general purchasing authorization. Expenditures for the specific commodity classifications listed are authorized for direct payment, subject to normal approving signatures, policies and procedures, and availability of budgeted funds. Such expenditures will be reviewed and approved by the Purchasing and Budgeting Departments prior to payment.

A. The School Principal or Department Director/Manager will be responsible for the appropriateness of the expenditures and availability of funds. Upon receipt of the appropriate form, supporting documentation and signatures, and all required approvals, the Accounting Operations Department will be authorized to generate a direct payment to the supplier for the following:

1. U. S. Postal Service or reimbursement to school for same.
2. Vehicle licensing and registration fees.
3. Bridge passes.
4. Employee reimbursements as authorized by the bargaining contract.
5. Registration for workshops, conferences, and seminars.
6. Student admission fees (zoo, museums, drama performance, etc.).
7. Legal ads & advertising in newspapers & magazines.
8. Freight/shipping expenses billed by a freight carrier separately.
9. Professional association fees and dues.
10. Petty Cash reimbursement Finance.
11. Legal expenses and fees (attorney fees, Administrative Hearing Officer, court recorder fees, transcript fees, polygraph, etc.).
12. Employee medical expenses associated with a Workers' Compensation claim subject to 5.09(10) S.B.R.
13. Groceries for Home Economic classes.
14. Employee insurance premiums, claims, or reimbursements.
15. Permitting fees as required by law.
16. State assessed fees (retirement, unemployment compensation, workers compensation self-insurance fees).
17. Bank and fund transfers.
18. Utilities, gas, electric, water, etc.

19. Legal settlement payments subject to 5.09(10) S.B.R.
 20. Real property purchases.
 21. Teacher certification and renewal fees.
 22. Teacher/employee reimbursements as authorized by various grants.
 23. Employee Teacher Lead Disbursements.
 24. Fees for student testing services and materials e.g., Advanced Placement and International Baccalaureate tests.
 25. Other goods or services within the guidelines specified in 5.02(6) S.B.R. but not listed above with the written approval of the Assistant Superintendent Finance and Business Services.
- B. All authorized expenses paid directly by individuals traveling on behalf of the District including hotel/motel room rental, meal allowance, automobile rental, airline tickets, tolls, parking fees, and out of county workshop/seminar registration etc. will be submitted through the appropriate Travel Accounting Office for reimbursement directly to the employee and/or consultant.
- C. Except for utilities, legal fees, employee insurance premiums, claims, or reimbursements, bank and fund transfers and state assessed fees, direct payments require the following authorizations:
1. Principal, department Director or Manager when payments do not exceed \$3,000.00.
 2. Assistant Superintendent when a payment is \$3,000.00 or more but does not exceed \$7,500.00.
 3. Superintendent when a payment is \$7,500.00 or more but does not exceed the category amount established in Section 287.017, F.S., for purchasing Category Two.
 4. Expenditures exceeding the category amount established in Section 287.017, F.S., for purchasing Category Two must be reported and approved by the Board.