



Texas Skyward User Group Conference

Accounts Payable Credit Card Processing

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Accounts Payable Credit Card Processing



This session covers Credit Card Processing and the interface with Purchasing, Vendors and Building A/P Invoices.

- Credit Card Setup
- Check In/Out Options
- Transaction Preview
- Import Transactions
- Build Invoice
- Check Process
- Reporting

Before we start on the Credit Card Processing, lets review setup.
Adding a new Credit Card information

FM\AP\CC\SE - 4814 - Credit Cards

Vendor	Credit Card Number	District Card Name	Location	Expiration	Active	Restriction	Limit

+ Add

Edit

Delete

Report

Close

FM\AP\CC\SE - 4814 - Credit Card Maintenance

District Card Name: OK

Card Number: Cancel

Expiration Month: Expiration Year:

Vendor: SKY COMM000

Location: ADM

Card Limit:

Card is currently active.

Card use is restricted.

Is the use of this credit card restricted? ? SkyDoc

Checking In/Out Credit Cards that are maintained at a Central location

FM\AP\CC\CI - 4935 - Credit Card Check In/Out

Location	Vendor	District Card Name	In/Out	Expiration	Active	Restriction	Lin
ADM	AMERICAN047	American Express	Checked-out	01/2017	Yes	No	\$50,000.0
ADM	SKY COMM000	001 Travel P-Card	Available	01/2017	Yes	No	\$1,000.0

Range
 Report
 Close
 Check Out
 Check In

FM\AP\CC\CI - 4935 - Card Check In/Check Out

Status:

Name k

District Card Name: 001 Travel P-Card

OK
 Cancel

Used By: Abilascr Renay J ABILAREN001

Description:
 Texas User Group Conference, Frisco, TX. Oct 10-13

Check Out

Check Out Date: 10/10/2016 Check Out Time: 9:48:08 AM

Check Out Entered By:
 Abilascr Renay J ABILAREN001

Check In

Check In Date: Check In Time:

Check In Entered By:

A description related to the credit card check out. SkyDoc

Review and edit imported transaction if needed

FM\AP\CC\TR - 4936 - Credit Card Transactions

Credit Cards									
Location	Vendor	District	Card Name	Credit Card Number	Status	Active	Expiration	Limit	Restrictor
ADM	AMERICAN047		American Express	1234567891234567	Checked-out	Yes	01/2017	\$50,000.00	No
ADM	SKY COMM000		001 Travel P-Card	1231231231231231	Checked-out	Yes	01/2017	\$1,000.00	No

Active Status: All Sort By: Location Location: ADM

Transactions for Card				
Tran Date	Amount	Used By	Status	Invoice Number
06/24/2016	120.00	ABILAREM001	Batch	

Transaction Detail Lines		
Line #	Description	Amount
10	Misc.	120.00

Account Distribution		
Account	Percent	Amount
199 E 11 6311 72 002 0 22 000	100.00	120.00

Status: All Batch Invoiced Deleted Date: 06/24/2016

Modify the transaction information. SkyDoc

Build Invoices for imported transactions. Notice it is a Wire Transfer due to the P-Card Status with Bank.

FM\AP\CC\BI - 4938 - Build AP Invoices

Transaction Selection Parameters

All Credit Cards Selected Cards

Low	High
Transaction Date: //	12/31/9999
Import Date: //	12/31/9999
VCF4 Post Date: //	12/31/9999

Selected Cards	
District Card Name	Card Number
001 Travel P-Card	1231231231231231

Invoice Creation Parameters

Batch Number: HN-Oct
 Invoice Number: 1231234
 Invoice Date: 06/24/2016
 Due Date: 06/24/2016
 Description: Credit Card Payment AP Invoice.
 Bank Cash Account: GENERAL FUND GOF
 Bank Cash Account Nbr: *** A 00 1110 00 000 0 00 000
 Print Acct on Stub: No Fiscal Year: 2015-2016
 Check Type: Wire Transfer

The invoice check type - Regular, Wire Transfer or ACH.

SkyDoc

Invoice is now generated and in Accounts Payable under Batch Status

Invoice Entry - WPI/AP/IE - 31491 - 05.16.06.01.04 - Internet Explorer

Skyward School District

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

Invoice Entry

Status: Batch Fiscal Year: All Fiscal Years

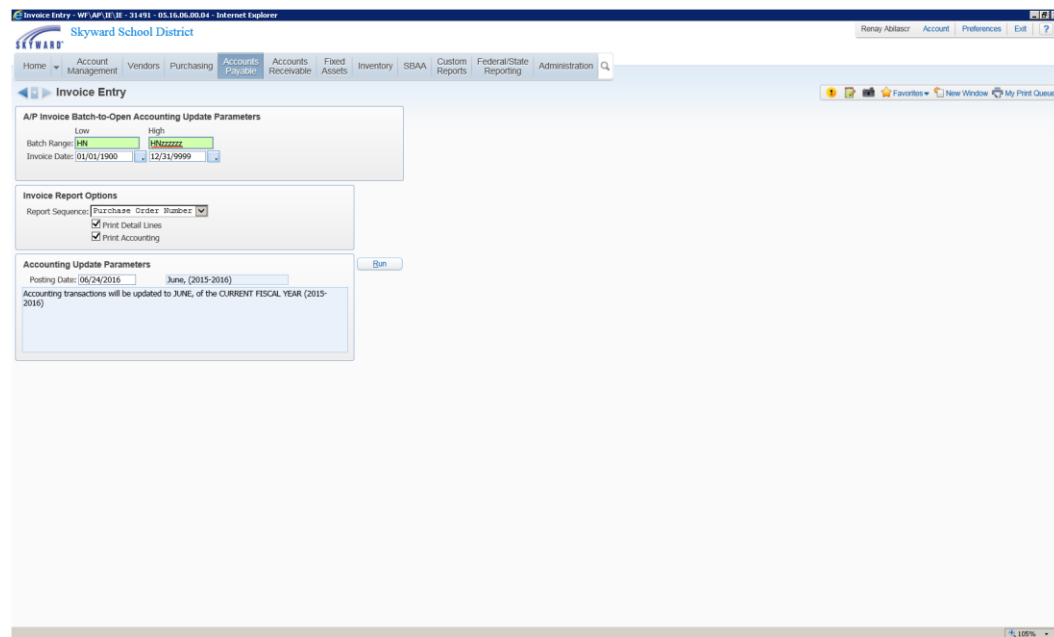
Views: Vendor Filter: Individual Filter

Vendor Key	Vendor Name	Invoice Number	Invoice Description	Status	PO Number	Invoice Amount	Batch Number	Check Type	Check Amount	Check Number	Entered Date	Entered By
SPZ-C065800	Sky Community Bank	123123400000	Credit Card Payment AP Invoice	Batch	0000000000	120.00	HR-Oct	W	0.00		06/24/2016	Abilascu, Bess

1 records displayed

Vendor Key: []

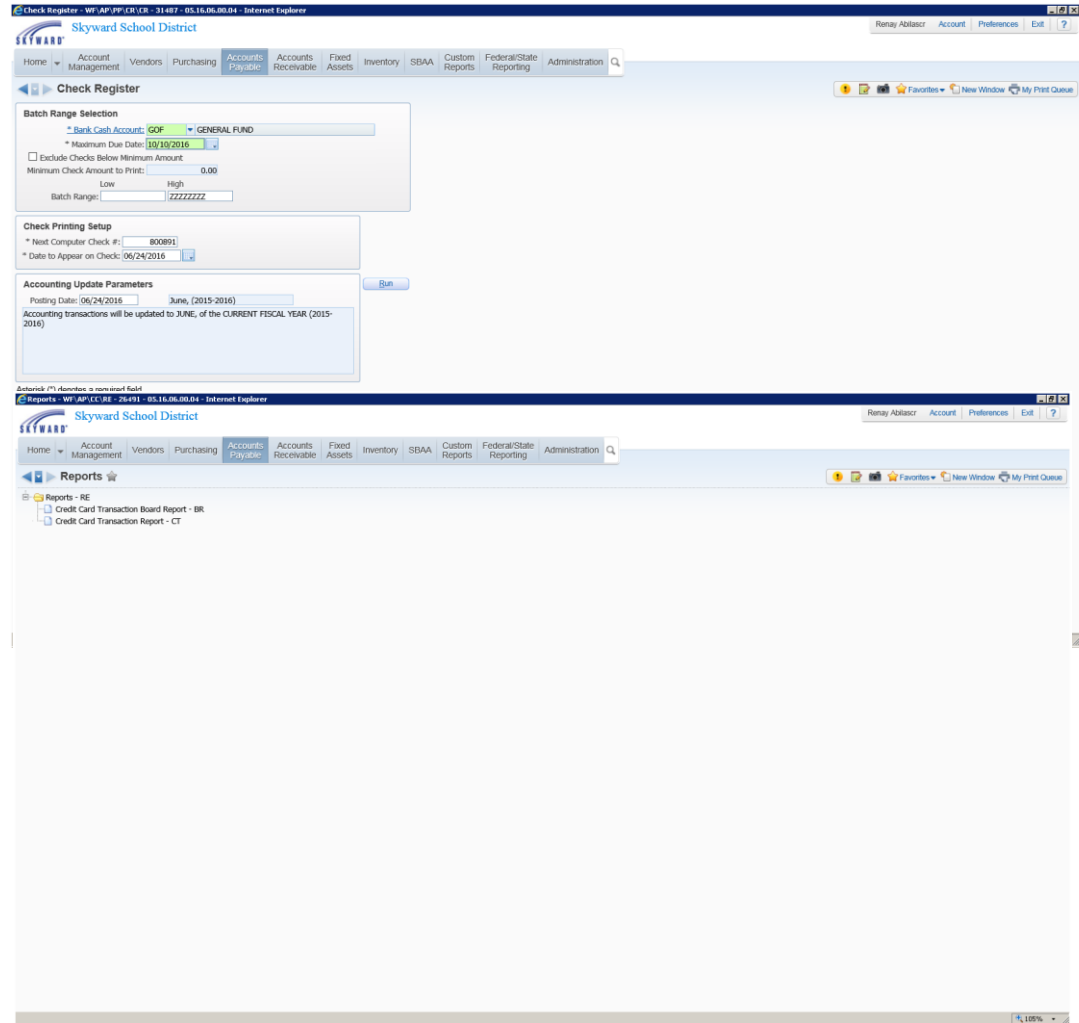
Batch to Open Update when ready to
book the sweep transaction



The screenshot displays the 'Invoice Entry' screen in the Skyward School District software. The interface includes a navigation menu at the top with options like Home, Account Management, Vendors, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, and Administration. The main content area is titled 'Invoice Entry' and contains three sections:

- A/P Invoice Batch-to-Open Accounting Update Parameters:** This section includes a 'Batch Range' with 'Low' and 'High' values, both set to 'NN'. The 'Invoice Date' is set to '01/01/1900'.
- Invoice Report Options:** This section includes a 'Report Sequence' dropdown set to 'Purchase Order Number' and three checked options: 'Print Detail Lines' and 'Print Accounting'.
- Accounting Update Parameters:** This section includes a 'Posting Date' dropdown set to 'June (2015-2016)'. A note below states: 'Accounting transactions will be updated to JUNE, of the CURRENT FISCAL YEAR (2015-2016)'. A 'Go' button is located to the right of this section.

Run your Check Processing to post the payment.
Reporting options



The image displays two screenshots of the Skyward School District software interface. The top screenshot shows the 'Check Register' screen, which includes sections for 'Batch Range Selection', 'Check Printing Setup', and 'Accounting Update Parameters'. The bottom screenshot shows the 'Reports' screen, listing reports such as 'Reports - RE', 'Credit Card Transaction Board Report - BR', and 'Credit Card Transaction Report - CT'. Both screenshots feature a navigation menu at the top with options like Home, Account Management, Vendors, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, and Administration.



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THANK YOU FOR ATTENDING!

