



Texas Skyward User Group Conference

Accounts Payable Check Request

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Accounts Payable Check Request



Check Request is an option that will allow the request for payment without running through the Requisitions/Purchase Order process. This type of transaction does not encumber funds.

- Check Request Setup
- PO Groups that use Check Request
- Approvals
- Activity
- Generate Invoices

Check Request Setup Options

- Email, Approval Options
- Batch Defaults
- Batch Activity Options

Check Request Setup Options - WF\AP\CH\PS\CF\CH - 26420 - 05.16.06.00.04 - Internet Explorer

Check Request Setup Options

Receive a summary email when you have unsubmitted Check Requests
 Receive a summary email when you have Check Requests that are denied
 Receive a summary email when there are Check Requests awaiting your approval

Email From:

Replace Last PO Group Approvers with Final AP Check Request Approvers

[Save](#) [Back](#) [Edit](#) [Run Now](#)

Batch Defaults

AP Invoice Bank:

Regular Batch Number:

Special Batch Number (flagged as 'Do not mail'):

Batch Activity Options

Verify Funds for Invoice Account Amount:

Do not verify funds
 Verify with warning message
 Stop if funds not available

105%

Allowing Requisition/Purchase Order Groups to use Check Request

Req/PO Group Maintenance - WF\PU\P5\CF\RP - 8797 - 05.16.06.00.04 - Internet Explorer

Req/PO Group Maintenance

Req/PO Group: 000
* Description: 0100 SCRAMBLED PO GROUP
Account Clearance Group: [dropdown]
* Note: Reqs/POs added with this group will be restricted to the accounts in the selected account clearance group. The Account Clearance Group is not used for A/P check requests.

Allow A/P check requests to use this Req/PO group for approvals
 Allow Blanket Requisitions/Purchase Orders
 Active

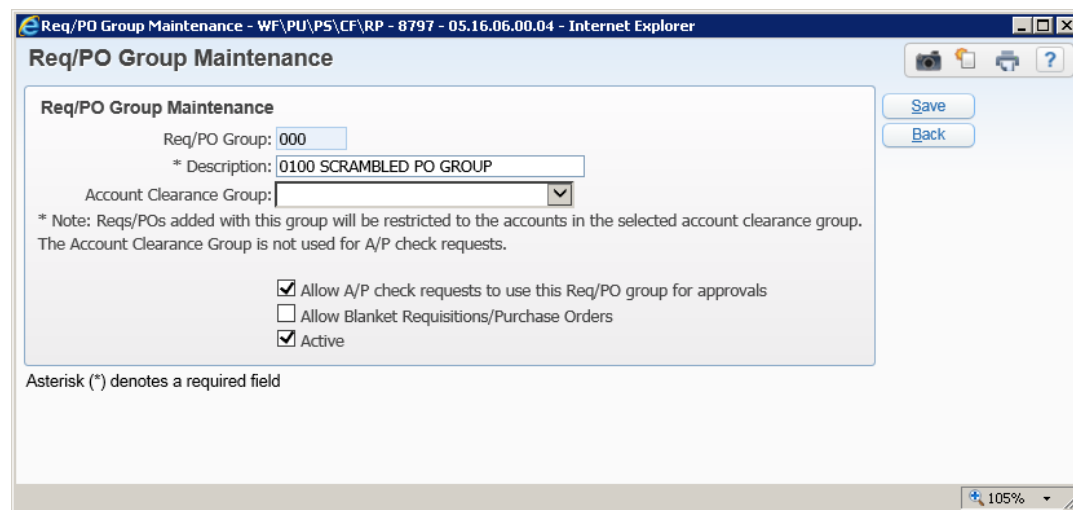
Asterisk (*) denotes a required field

Save
Back

105%

To Add a Check Request

- Web Financial Management\Accounts Payable\Check Request, Submit



The screenshot shows a web browser window titled "Req/PO Group Maintenance - WF\PU\PS\CF\RP - 8797 - 05.16.06.00.04 - Internet Explorer". The main content area is titled "Req/PO Group Maintenance" and contains the following fields and options:

- Req/PO Group: 000
- * Description: 0100 SCRAMBLED PO GROUP
- Account Clearance Group: [Dropdown menu]

* Note: Reqs/POs added with this group will be restricted to the accounts in the selected account clearance group. The Account Clearance Group is not used for A/P check requests.

Allow A/P check requests to use this Req/PO group for approvals
 Allow Blanket Requisitions/Purchase Orders
 Active

Asterisk (*) denotes a required field

Buttons: Save, Back

Zoom: 105%

To add a Check Request

Add Check Request - WF\AP\CH\SQ - 26417 - 05.16.06.00.04 - Internet Explorer

Add Check Request

Check Request Information

* PO Group used for approvals: 001 - EAST HIGH SCHOOL

* Invoice Number: 1234

* Invoice Date: 06/24/2016 Friday

* Vendor: Sky Community Bank AUSTIN TX 78759

* Description: TSUG Conference

* Due Date: 06/24/2016 Friday Do not mail

Check Amount: 300.00

Buttons: Submit For Approval, Save and Finish Later, Back, Notes, Attach

Check Request Detail Line Entry

Detail Invoice Entry

Detail Line Description	1099	Invoice Amount
TSUG Conference - Hotel	<input type="checkbox"/>	300.00
General Ledger Account Distribution		
Account: AL OP/INSTRUCTION/FUEL/72SCR/WEST HS/./CAREER & TECH/GAS/OTHER FUELS AG	\$	Accounting Amount: 300.00 More

Detail Invoice Entry

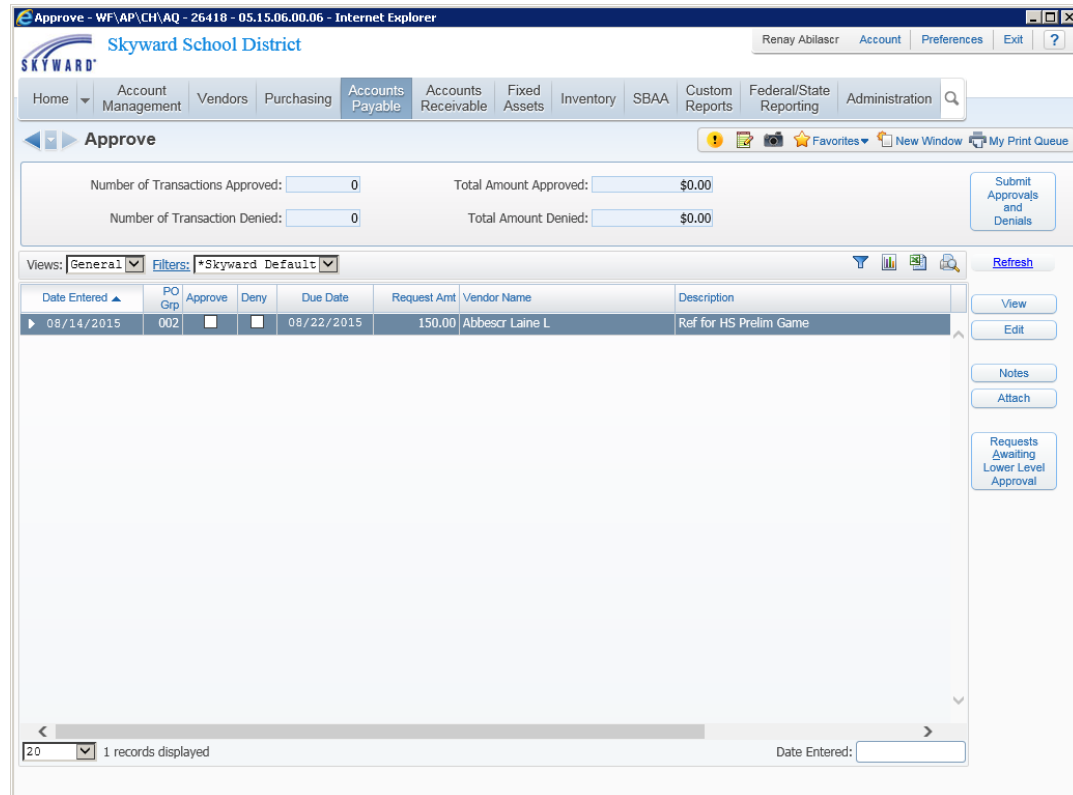
Detail Line Description	1099	Invoice Amount
	<input type="checkbox"/>	0.00
General Ledger Account Distribution		
Account:	\$	Accounting Amount: 0.00 More

Detail Invoice Entry

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

Detail Invoice Entry

Approvals will be processed based on PO Groups or selected Check Request Approver



Approve - WF\AP\CH\AQ - 26418 - 05.15.06.00.06 - Internet Explorer

Skyward School District

Renay Abilascr Account Preferences Exit ?

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

Approve

Number of Transactions Approved: 0 Total Amount Approved: \$0.00

Number of Transaction Denied: 0 Total Amount Denied: \$0.00

Submit Approvals and Denials

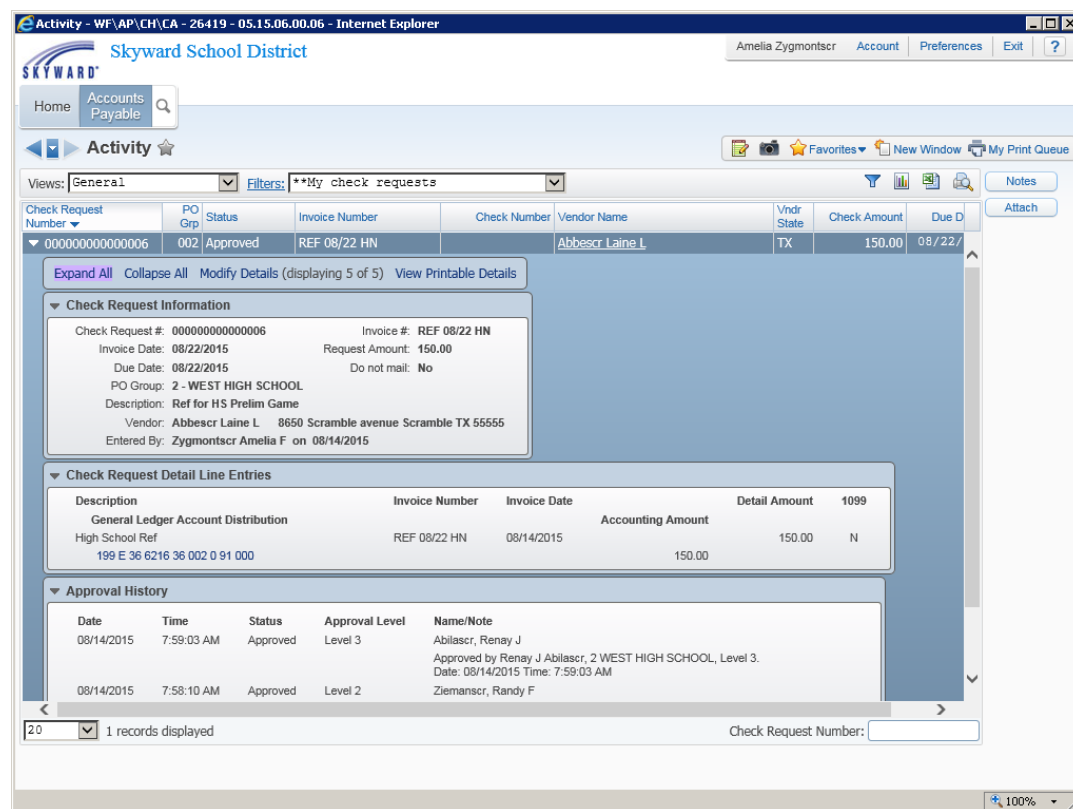
Views: General Filters: *Skyward Default Refresh

Date Entered	PO Gp	Approve	Deny	Due Date	Request Amt	Vendor Name	Description
08/14/2015	002	<input type="checkbox"/>	<input type="checkbox"/>	08/22/2015	150.00	Abbescr Laine L	Ref for HS Prelim Game

20 1 records displayed Date Entered:

View Edit Notes Attach Requests Awaiting Lower Level Approval

Activity will allow you to expand from the list of Check Request to review detail.



The screenshot shows the Skyward School District Activity page. The main content area displays a table with one record:

Check Request Number	PO Grp	Status	Invoice Number	Check Number	Vendor Name	Vndr State	Check Amount	Due D
000000000000006	002	Approved	REF 08/22 HN		Abbscr Laine L	TX	150.00	08/22/

Below the table, the details for the selected check request are expanded:

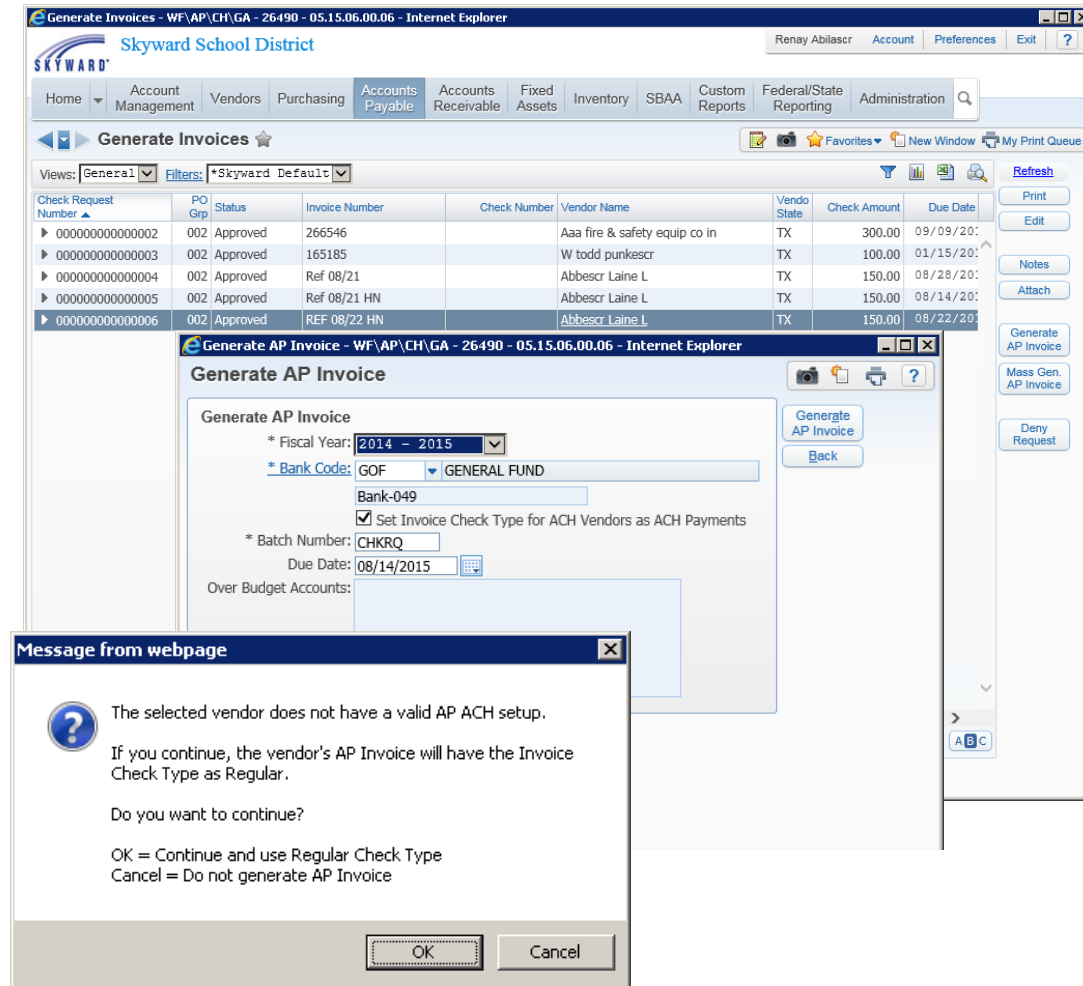
- Check Request Information:**
 - Check Request #: 000000000000006
 - Invoice #: REF 08/22 HN
 - Invoice Date: 08/22/2015
 - Request Amount: 150.00
 - Due Date: 08/22/2015
 - Do not mail: No
 - PO Group: 2 - WEST HIGH SCHOOL
 - Description: Ref for HS Prelim Game
 - Vendor: Abbscr Laine L 8650 Scramble avenue Scramble TX 55555
 - Entered By: Zygmontscr Amelia F on 08/14/2015
- Check Request Detail Line Entries:**

Description	Invoice Number	Invoice Date	Accounting Amount	Detail Amount	1099
General Ledger Account Distribution	REF 08/22 HN	08/14/2015		150.00	N
High School Ref					
199 E 36 6216 36 002 0 91 000			150.00		
- Approval History:**

Date	Time	Status	Approval Level	Name/Note
08/14/2015	7:59:03 AM	Approved	Level 3	Abilascr, Renay J Approved by Renay J Abilascr, 2 WEST HIGH SCHOOL, Level 3. Date: 08/14/2015 Time: 7:59:03 AM
08/14/2015	7:58:10 AM	Approved	Level 2	Ziemanscr, Randy F

At the bottom of the page, it shows "1 records displayed" and a search box for "Check Request Number:".

Generate Invoice should be ran when you are ready for payment.



The screenshot shows the Skyward School District software interface. At the top, there is a navigation menu 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 window displays a table of invoices with the following data:

Check Request Number	PO Grp	Status	Invoice Number	Check Number	Vendor Name	Vendo State	Check Amount	Due Date
▶ 0000000000000002	002	Approved	266546		Aaa fire & safety equip co in	TX	300.00	09/09/2015
▶ 0000000000000003	002	Approved	165185		W todd punkescr	TX	100.00	01/15/2015
▶ 0000000000000004	002	Approved	Ref 08/21		Abbscr Laine L	TX	150.00	08/28/2015
▶ 0000000000000005	002	Approved	Ref 08/21 HN		Abbscr Laine L	TX	150.00	08/14/2015
▶ 0000000000000006	002	Approved	REF 08/22 HN		Abbscr Laine L	TX	150.00	08/22/2015

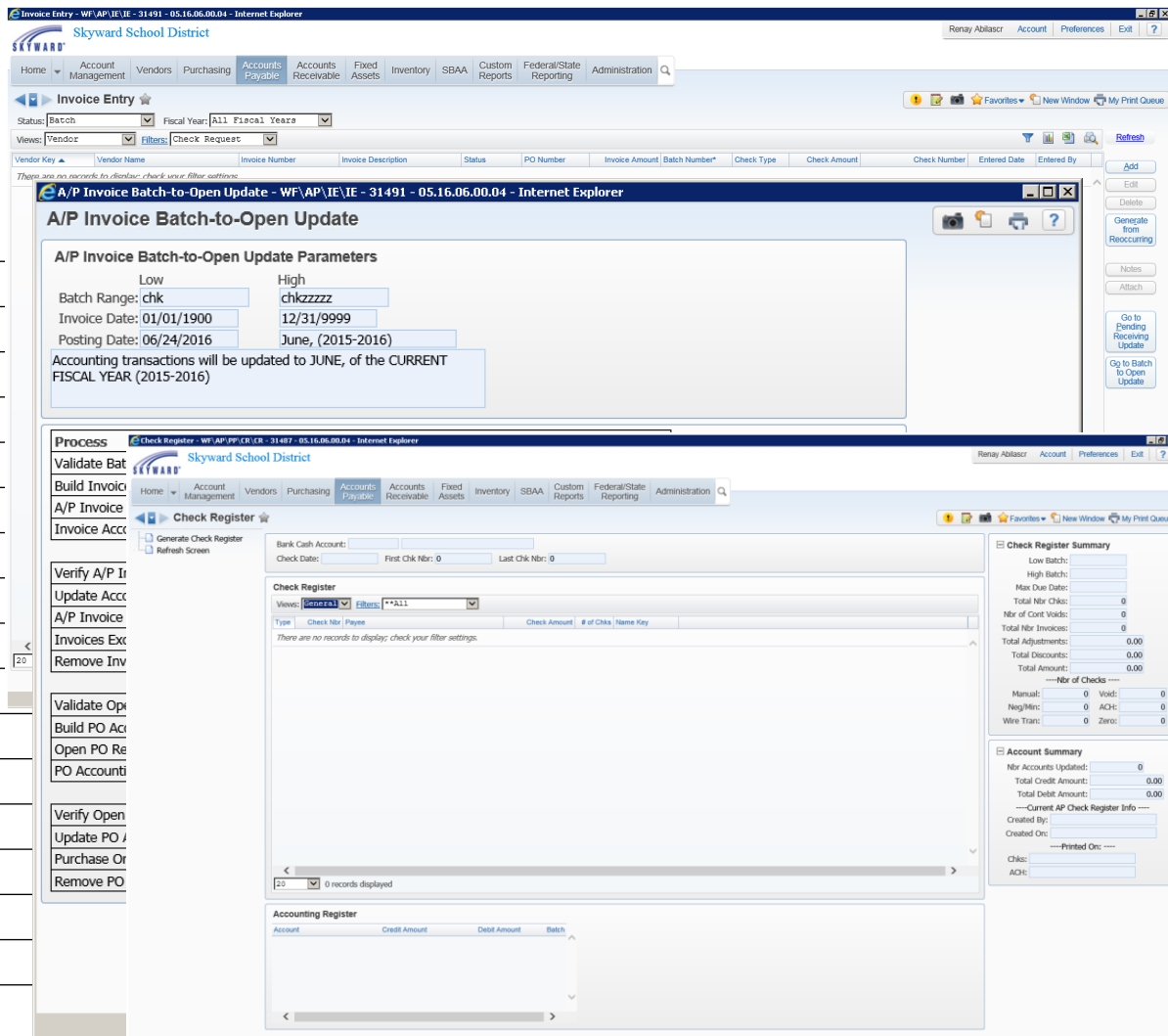
Below the table, there is a 'Generate AP Invoice' dialog box. It contains the following fields and options:

- * Fiscal Year: 2014 - 2015
- * Bank Code: GOF (GENERAL FUND)
- Bank-049
- Set Invoice Check Type for ACH Vendors as ACH Payments
- * Batch Number: CHKRQ
- Due Date: 08/14/2015
- Over Budget Accounts: (empty field)

A 'Message from webpage' dialog box is overlaid on the 'Generate AP Invoice' dialog, displaying the following message:

The selected vendor does not have a valid AP ACH setup.
 If you continue, the vendor's AP Invoice will have the Invoice Check Type as Regular.
 Do you want to continue?
 OK = Continue and use Regular Check Type
 Cancel = Do not generate AP Invoice

Batch Update Invoice and Check processing are both now on the web.



The screenshot displays two web browser windows from the Skyward School District application.

Top Window: A/P Invoice Batch-to-Open Update

A/P Invoice Batch-to-Open Update Parameters

Low	High
Batch Range: chk	chkzzzzz
Invoice Date: 01/01/1900	12/31/9999
Posting Date: 06/24/2016	June, (2015-2016)

Accounting transactions will be updated to JUNE, of the CURRENT FISCAL YEAR (2015-2016)

Bottom Window: Check Register

Bank Cash Account: []
 Check Date: [] First Chk Nbr: 0 Last Chk Nbr: 0

Check Register

Views: [All] Filters: **All

Type | Check Nbr | Payee | Check Amount | # of Chks | Name Key

There are no records to display; check your filter settings.

20 records displayed

Accounting Register

Account	Credit Amount	Debit Amount	Batch

Check Register Summary

Low Batch:	
High Batch:	
Max Due Date:	
Total Nbr Chks:	0
Nbr of Cont Voids:	0
Total Nbr Invoices:	0
Total Adjustments:	0.00
Total Discounts:	0.00
Total Amount:	0.00
---Nbr of Checks---	
Manual:	0
Neg/Min:	0
Wire Trans:	0
Void:	0
ACH:	0
Zero:	0

Account Summary

Nbr Accounts Updated:	0
Total Credit Amount:	0.00
Total Debit Amount:	0.00
---Current AP Check Register Info---	
Created By:	
Created On:	
---Printed On---	
Chk:	
ACH:	



Texas Skyward User Group Conference

THANK YOU FOR ATTENDING!

