

Texas Skyward User Group Conference
A\P Check Request
Danielle Coleman



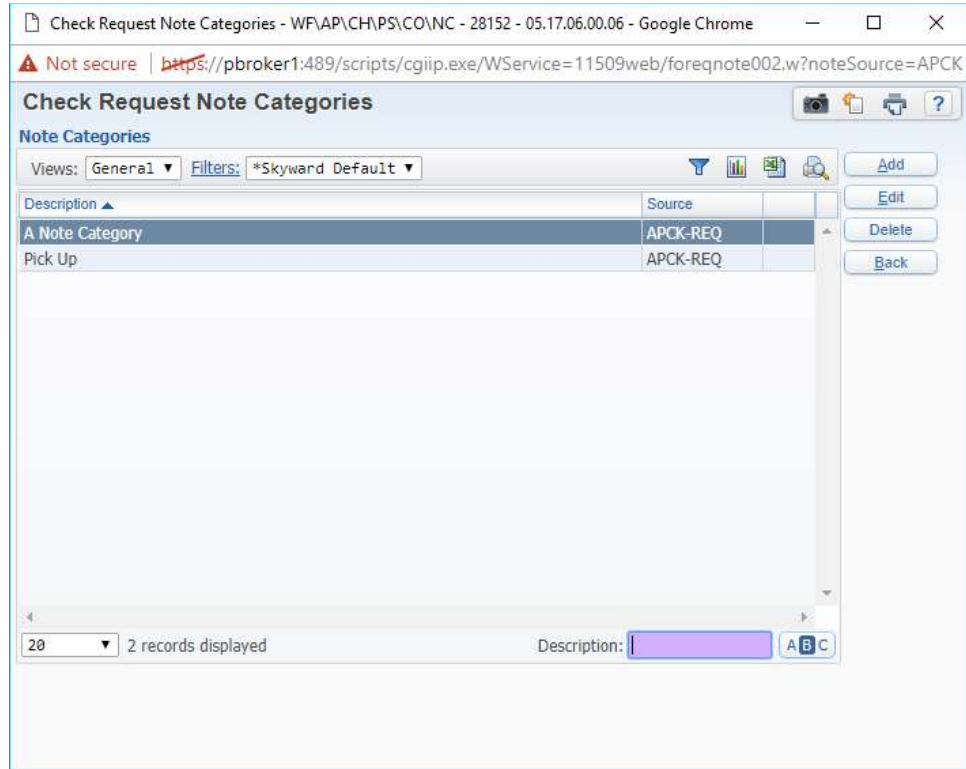
A\P Check Request



Financial Management has a new option, AP Check Requests, which allows end users to submit items for direct payment without entering a purchase order

- Codes
- Configurations
 - Check Request Setup Options
 - Final Check Request Approvers
- Submit Check Requests
- Approve Check Requests
- Check Request Activity
- Generate Invoices

Codes: Check Request Note Categories



Check Request Note Categories - WF\AP\CH\PS\CO\NC - 28152 - 05.17.06.00.06 - Google Chrome

Not secure | <https://pbroker1:489/scripts/cgiip.exe/WService=11509web/foreqnote002.w?noteSource=APCK>

Check Request Note Categories

Note Categories

Views: General Filters: *Skyward Default

Description	Source
A Note Category	APCK-REQ
Pick Up	APCK-REQ

20 2 records displayed Description: []

Configurations: Check Request Setup Options

Check Request Setup Options - WF\AP\CH\PS\CF\CH - 26420 - 05.17.06.00.06 - Google Chrome

Not secure | https://pbroker1:489/scripts/cgiip.exe/WService=11509web/fapcredit004.w?isPopup=true

Check Request Setup Options

Check Request Setup Options

Receive a summary email when you have unsubmitted Check Requests

Receive a summary email when there are Check Requests awaiting your approval Edit

Receive an email notification when the Check Request you entered is denied
 Email From:

Replace Last PO Group Approvers with Final AP Check Request Approvers

Batch Defaults

AP Invoice Bank: ▾

Regular Batch Number:

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

Batch Activity Options

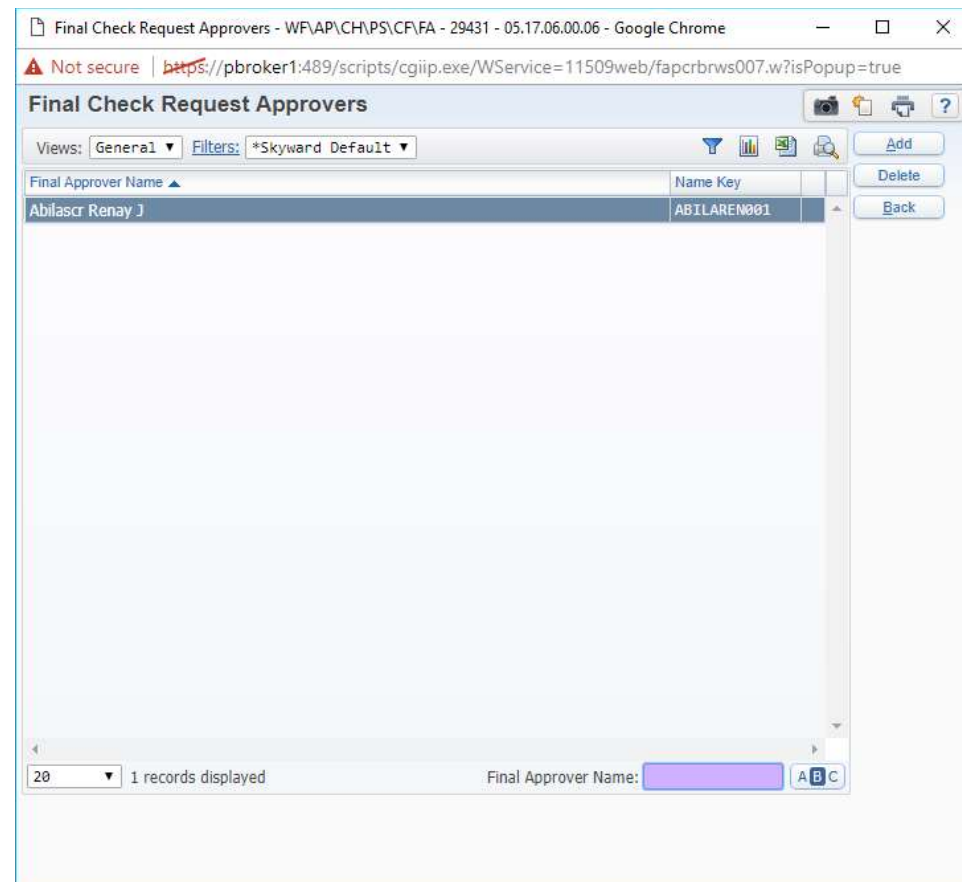
Verify Funds for Invoice Account Amount:

Do not verify funds

Verify with warning message

Stop if funds not available

Configurations: Final Check Request Approvers



Final Check Request Approvers

Views: General Filters: *Skyward Default

Final Approver Name	Name Key
Abilasr Renay J	ABILAREN001

1 records displayed Final Approver Name: [input field] ABC

Submit Check Requests

Add Check Request - WF\AP\CH\SQ - 26417 - 05.17.06.00.06 - Google Chrome

Not secure | https://pbroker1489/scripts/cgiip.exe/WService=11509web/fapcredit001.w?isPopup=true

Add Check Request

Check Request Information

* PO Group used for approvals: 013 - 0130 SCRAMBLED PO GROUP

* Invoice Number:

* Invoice Date: 08/01/2017 Tuesday

* Vendor:

* Description:

* Due Date: 08/01/2017 Tuesday Do not mail

Check Amount: 0.00

[Submit For Approval](#)
[Save and Finish Later](#)
[Back](#)
[Notes](#)
[Attach](#)

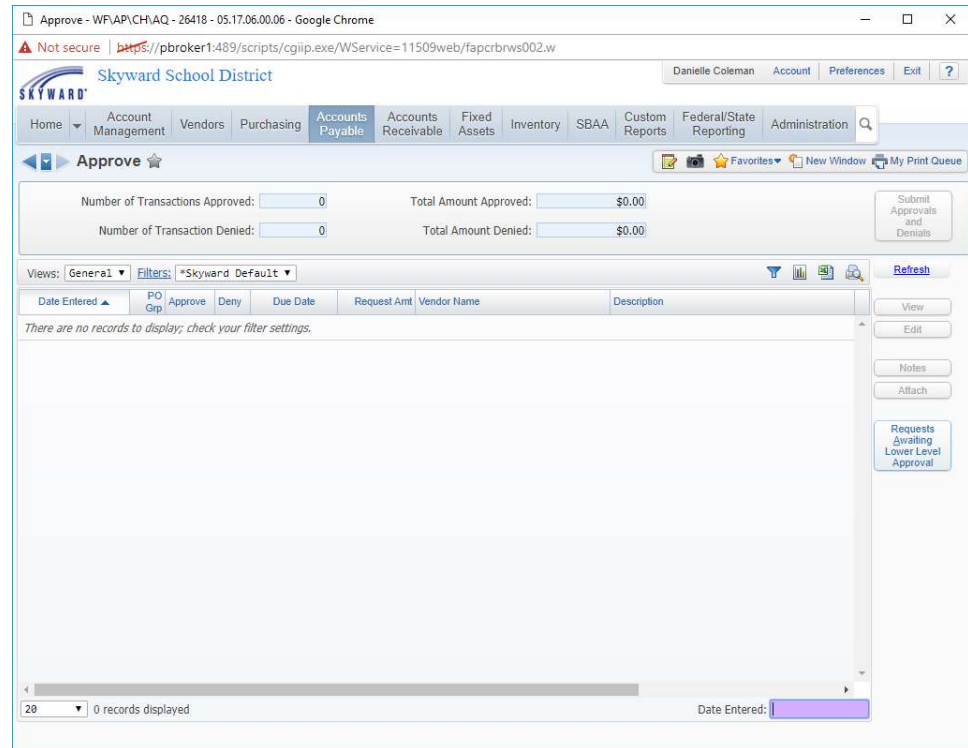
Check Request Detail Line Entry

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

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

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

Approve Check Requests



The screenshot shows a web browser window displaying the 'Approve' page of the Skyward School District system. The browser address bar shows a URL starting with 'https://pbroker1:489/scripts/cgiip.exe/WService=11509web/fapcrbrws002.w'. The page header includes the Skyward logo and the text 'Skyward School District'. A navigation menu contains items 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 has summary statistics: 'Number of Transactions Approved: 0', 'Total Amount Approved: \$0.00', 'Number of Transaction Denied: 0', and 'Total Amount Denied: \$0.00'. Below this is a table with columns: Date Entered, PO Grp, Approve, Deny, Due Date, Request Amt, Vendor Name, and Description. The table is currently empty, with a message: 'There are no records to display; check your filter settings.' On the right side, there are buttons for 'Submit Approvals and Denials', 'Refresh', 'View', 'Edit', 'Notes', 'Attach', and 'Requests Awaiting Lower Level Approval'. At the bottom, there is a 'Date Entered' field and a status indicator '0 records displayed'.

Generate Invoices

Generate Invoices - WF\AP\CH\GA - 26490 - 05.17.06.00.06 - Google Chrome
Not secure | https://pbroker1:489/scripts/cgiip.exe/WServe=11509web/fapcbrws005.w

Skyward School District Danielle Coleman Account Preferences Exit ?

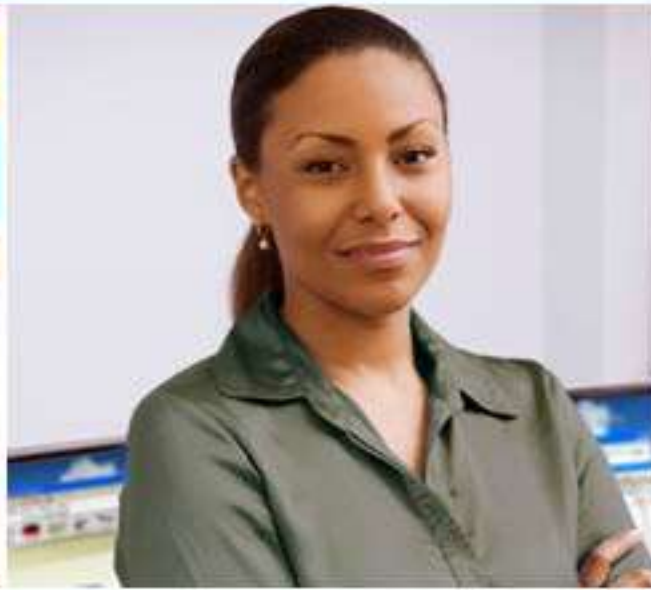
Home Account Management Vendors Purchasing Accounts Payable Accounts Receivable Fixed Assets Inventory SBAA Custom Reports Federal/State Reporting Administration

Generate Invoices

Views: General Filters: *Skyward Default

Check Request Number	PO Grp	Status	Invoice Number	Check Number	Vendor Name	Vendo State	Check Amount	Due Date
▶ 00000000000002	002	Approved	266546		Aaa fire & safety equip co in	TX	300.00	09/09/20
▶ 00000000000003	002	Approved	165185		W todd punkes cr	TX	100.00	01/15/20
▶ 00000000000004	002	Approved	Ref 08/21		Abbscr Laine L	TX	150.00	08/28/20
▶ 00000000000005	002	Approved	Ref 08/21 HN		Abbscr Laine L	TX	150.00	08/14/20
▶ 00000000000010	012	Approved	20170801		A & f trophy cos cr	TX	75.00	09/01/20

20 5 records displayed Check Request Number:



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THANK YOU FOR ATTENDING!

