



Texas Skyward User Group Conference

A/P Credit Card Processing

Samantha Kollman



A/P Credit Card Processing



This session will demonstrate the credit card process in Skyward. Users will learn how to set up Credit Card Processing and use the check in/out feature, import transactions, and build invoices.

- Credit Card Setup
- Check In/Out Options
- Credit Card Groups
- Import Transactions
- Review/Submit Transactions
- Approve Transactions
- Build Invoices

Adding a Credit Card

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

District Card Name:	<input type="text"/>	OK
Card Number:	<input type="text"/>	Cancel
Expiration Month:	<input type="text" value="01"/>	Expiration Year:
	▼	<input type="text" value="2017"/>
Vendor	<input type="text"/>	▼
Location	<input type="text"/>	▼
Card Limit:	<input type="text" value="\$0.00"/>	
	<input checked="" type="checkbox"/> Card is currently active.	
	<input type="checkbox"/> Card use is restricted.	
School district credit card name or identifier.		?

SkyDoc

Checking In/Out a Credit Card

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

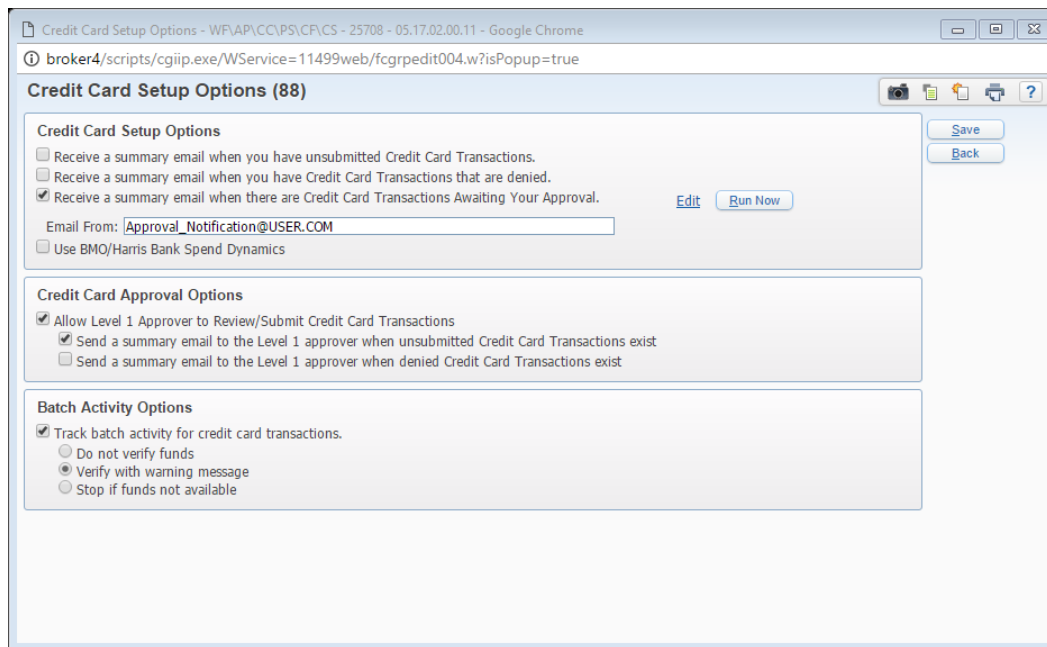
Credit Cards								
Location	Vendor	District	Card Name	In/Out	Expiration	Active	Restriction	Limit
	A&M CONS001		Credit Card 2	Available	01/2018	Yes	No	\$0.00
	A&M CONS001		Credit Card 3	Available	01/2018	Yes	No	\$0.00
	A&M CONS001		Credit Card 4	Available	01/2018	Yes	No	\$0.00
	A&M CONS001		Credit Card 5	Available	01/2018	Yes	No	\$0.00
	A&M CONS001		Credit Card 6	Available	01/2018	Yes	No	\$0.00
	A&M CONS001		Credit Card 7	Available	01/2018	Yes	No	\$0.00
	AMERICAN046		Sixteen Digit Card	Available	01/2018	Yes	No	\$10,000.00
750	BANK AME000		NEW DIST CARD	Checked-out	12/2020	Yes	Yes	\$5,000,000.00

Status: All Sort By: Location Location:

Check Out History						
Name Key	Out Date	Out Time	In Date	In Time	Description	Employee Name

Credit card information.

Credit Card Setup Options



☰ Credit Card Setup Options - WF\AP\CC\PS\CF\CS - 25708 - 05.17.02.00.11 - Google Chrome
① broker4/scripts/cgiip.exe/WService=11499web/fcgrpedit004.w?isPopup=true

Credit Card Setup Options (88)

- Receive a summary email when you have unsubmitted Credit Card Transactions.
- Receive a summary email when you have Credit Card Transactions that are denied.
- Receive a summary email when there are Credit Card Transactions Awaiting Your Approval.

Email From:

Use BMO/Harris Bank Spend Dynamics

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

Credit Card Approval Options

- Allow Level 1 Approver to Review/Submit Credit Card Transactions
- Send a summary email to the Level 1 approver when unsubmitted Credit Card Transactions exist
- Send a summary email to the Level 1 approver when denied Credit Card Transactions exist

Batch Activity Options

- Track batch activity for credit card transactions.
 - Do not verify funds
 - Verify with warning message
 - Stop if funds not available

Credit Card Groups

Credit Card Groups - WF\AP\CC\PS\CF\CC - 12523 - 05.17.02.00.11 - Google Chrome
 broker4/scripts/cgiip.exe/WService=11499web/fcgrpbrows001.w?isPopup=true

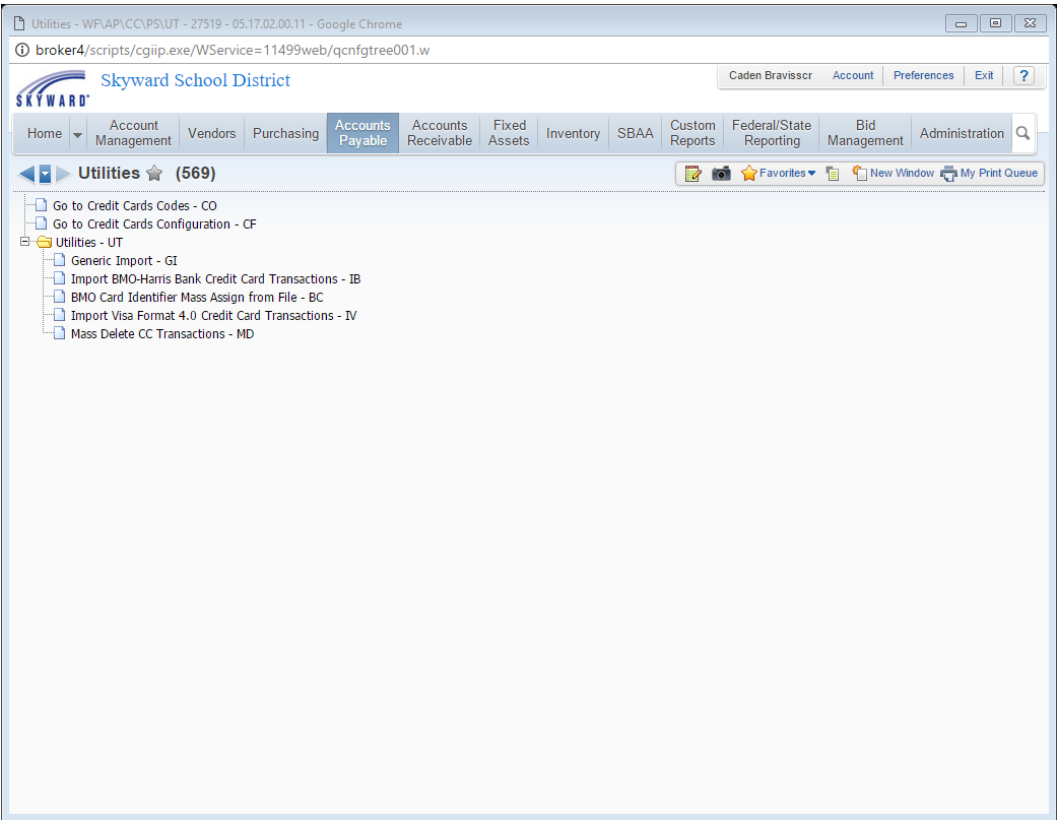
Credit Card Groups (112)

Views: **General** Filters: *Skyward Default

Credit Card Group	Group Description	Account Clearance Group																		
▶ 001	Skyward Elementary																			
▼ 002	Credit Card Group																			
Expand All Collapse All Modify Details (displaying 3 of 3) View Printable Details																				
▼ Credit Card Group Information Credit Card Group: 002 Group Description: Credit Card Group Account Clearance Group:																				
▼ Approvers Add Approver																				
<table border="1"> <thead> <tr> <th>Edit</th> <th>Delete</th> <th>Level</th> <th>Approvers</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>Gartinscr, Florencio J</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Melgoza, Hugo</td> </tr> </tbody> </table>			Edit	Delete	Level	Approvers			1	Gartinscr, Florencio J				Melgoza, Hugo						
Edit	Delete	Level	Approvers																	
		1	Gartinscr, Florencio J																	
			Melgoza, Hugo																	
▼ Credit Cards Add Credit Card																				
<table border="1"> <thead> <tr> <th>Delete</th> <th>District Card Name</th> <th>Credit Card Number</th> <th>Loc</th> <th>Expiration</th> <th>Active</th> <th>Res</th> <th>Limit</th> <th>Vendor</th> </tr> </thead> <tbody> <tr> <td></td> <td>Skyward Visa</td> <td>*****1234567</td> <td>MNT</td> <td>03/2017</td> <td>Yes</td> <td>Yes</td> <td>\$15,000.00</td> <td>A+ FEDER001</td> </tr> </tbody> </table>			Delete	District Card Name	Credit Card Number	Loc	Expiration	Active	Res	Limit	Vendor		Skyward Visa	*****1234567	MNT	03/2017	Yes	Yes	\$15,000.00	A+ FEDER001
Delete	District Card Name	Credit Card Number	Loc	Expiration	Active	Res	Limit	Vendor												
	Skyward Visa	*****1234567	MNT	03/2017	Yes	Yes	\$15,000.00	A+ FEDER001												
▶ 003	Elementary School																			
▶ 004	Home Economics																			
▶ 750	DISTRICT CARD																			

20 ▼ 5 records displayed Credit Card Group:

Credit Card Import Options



The screenshot shows the Skyward web application interface. At the top, the browser address bar indicates the URL: `broker4/scripts/cgiip.exe/WService=11499web/qcnfgtree001.w`. The application header includes the Skyward logo and the text "Skyward School District" on the left, and user information "Caden Bravisscr" along with "Account", "Preferences", and "Exit" options on the right.

A navigation menu is displayed below the header, containing the following items: Home, Account Management, Vendors, Purchasing, **Accounts Payable** (highlighted), Accounts Receivable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, Bid Management, and Administration.

The main content area is titled "Utilities ☆ (569)". Below this title, a tree view structure is shown:

- Go to Credit Cards Codes - CO
- Go to Credit Cards Configuration - CF
- Utilities - UT (expanded)
 - Generic Import - GI
 - Import BMO-Harris Bank Credit Card Transactions - IB
 - BMO Card Identifier Mass Assign from File - BC
 - Import Visa Format 4.0 Credit Card Transactions - IV
 - Mass Delete CC Transactions - MD

Credit Card Generic Import

Import Credit Card - WF\AP\CC\PS\UT\GI - 27583 - 05.17.02.00.11 - Google Chrome
broker4/scripts/cgiip.exe/WService=11499web/fapccedit002.w?isPopup=true

Import Credit Card (100)

Credit Card Import
This is a 3 step process:

1. Submits a task to the print queue which retrieves records from the import file and validates the data.
2. When Step 1 has completed, select Preview Data To Process to view the record validation status in a browse.
3. Select Run the Update to create the selected Credit Card records.

The processing retains the name of the last import file.
When the Last File Imported is available, you can re-run the process using the same file.
Selecting a new file to import will import credit card records from the new file.

File Layout:

File to Import: No file chosen

Last File Imported:

Automatically approve the imported transactions?
If you are using the Credit Card Approval process, uncheck this option.

Review/Submit Transactions

Review/Submit Transactions - WF\AP\CC\RT - 12517 - 05.17.02.00.11 - Google Chrome
 broker4/scripts/cgiip.exe/WService=11499web/fsuhtbrws001.w

Skyward School District | Caden Bravisscr | Account | Preferences | Exit | ?

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

Review/Submit Transactions (458) | Favorites | New Window | My Print Queue

Views: *All | Filters: *Skyward Default

Tran Date	App Sts	Amount	Where Used	Used By
05/24/2017		35.00	Subway	Bravisscr, Caden

Expand All | Collapse All | Modify Details (displaying 4 of 4) | View Printable Details

Credit Card Transaction Information

District Card Number: DISTRICT CARD | Import Date: 06/02/2017
 Card Number: *****66667777 | Import Time: 7:37:24 AM
 Transaction Date: 05/24/2017 | Used By: Bravisscr, Caden
 Transaction ID: 92
 Transaction Status: Batch
 Transaction Amount: \$35.00 | Purchasing Vendor:
 Approved:
 Where Used: Subway
 Transaction Description:

Detail Lines

Line	Description	Line Amount	PO Number	Quantity	Unit Meas.	Unit Cost	Invoice
1	Account Distribution	Percent					
	199 E 11 2159 00 101 0 25 000	\$35.00	100.00%				

View All Detail Lines

Approval History

Date	Time	Status	Approval Level	Name/Note
		Not Yet Submitted	Level 1	Bravisscr, Caden

Import History Lines

There are not any import history detail lines.

05/21/2017		210.00	Lowes	Abbescr, Laine L
05/05/2017		56.00	Wal Mart	Abbescr, Laine L
05/04/2017		125.00	Wal Mart	Bravisscr, Caden

20 | 4 records displayed | Tran Date: _____

Editing a Credit Card Transaction

Credit Card Transaction Maintenance - WF\AP\CC\RT - 12517 - 05.17.02.00.11 - Google Chrome
 broker4/scripts/cgiip.exe/WService=11499web/fsubedit001.w?isPopup=true

Credit Card Transaction Maintenance (115)

Credit Card Transaction Master

Card Number: *****66667777 Edit Master Notes Attachments

District Card Name: DISTRICT CARD Master Amount: 35.00

Used By: Bravisscr, Caden Detail Amounts: 35.00

Where Used: Subway Remaining Amount: 0.00

Description: Select From PO

Purchasing Vendor: Help

Transaction Date: 05/24/2017 Tran ID: 92

Status: Batch

Submit For Approval
Save and Finish Later

Transaction Detail Lines

Views: General Filters: *Skyward Default Add

Line #	Description	Amount	Account(s)	Invoice	PO Num
1		35.00	199 E 11 2159 00 101 0 25 000		

Edit
Delete
Clone
Mass Add Accounts

20 1 records displayed Line #:

Approve Transactions

Approve Transactions - W:\AP\CC\AT - 12516 - 05.17.02.00.11 - Google Chrome
 broker4/scripts/cgiip.exe/WService=11499web/fapprbrws001.w

Skyward School District
 Caden Bravisscr Account Preferences Exit ?

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

Approve Transactions ☆ (552) Favorites New Window My Print Queue

Number of Transactions Approved: Total Amount Approved:
 Number of Transaction Denied: Total Amount Denied: [Submit Approvals and Denials](#)

Views: General Filters: *All Transactions [Refresh](#)

Transaction Date	Approve	Deny	A	Total Amount	#D	Description Line 1	Account Line 1	Amount Line 1	Description
05/05/2017	<input checked="" type="checkbox"/>	<input type="checkbox"/>		56.00	1		199 E 11 2159 00 101 0 25 000	56.00	
05/21/2017	<input type="checkbox"/>	<input type="checkbox"/>		210.00	1		199 E 11 2159 00 101 0 25 000	210.00	

[Edit](#)
[Notes](#)
[Attach](#)
[Select All](#)
[Unselect All](#)
[Transactions Awaiting Lower Level Approval](#)
[Review/Submit Unsubmitted Transactions](#)

20 2 records displayed Transaction Date:

Building Invoices from Credit Card Transactions

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

Transaction Selection Parameters

All Credit Cards Selected Cards

Select

	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

Process
Save
Load
Reset
Close

Invoice Creation Parameters

Batch Number:

Invoice Number:

Invoice Date: 06/02/2017

Due Date: 06/02/2017

Description: Credit Card Payment AP Invoice.

Use the PO Description when the transaction is tied to a purchase order

Bank Cash Account:

Bank Cash Account Nbr:

Print Acct on Stub: No Fiscal Year: 2016-2017

Check Type: Regular

Do you want to process ALL credit cards or select credit cards?

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THANK YOU FOR ATTENDING!

