



Texas Skyward User Group Conference

A\P Check Request

Cody Dyb



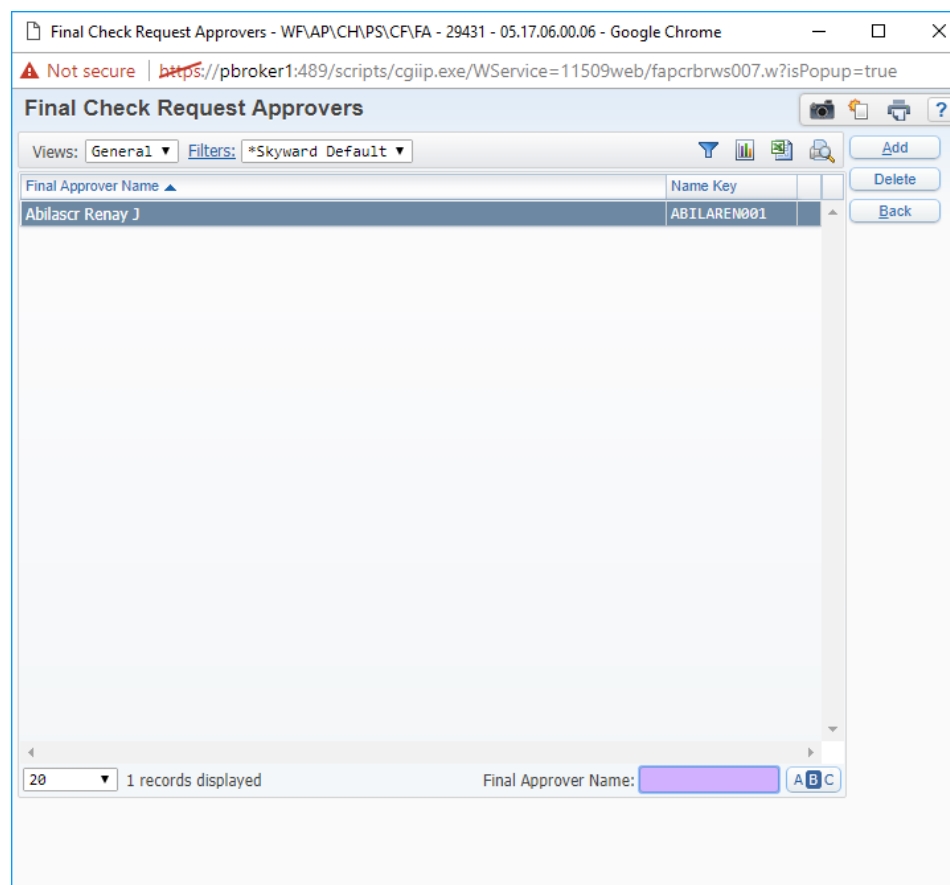
A\P Check Request



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

Configurations: Final Check Request Approvers



The screenshot shows a web browser window with the title 'Final Check Request Approvers - WF\AP\CHNPS\CF\FA - 29431 - 05.17.06.00.06 - Google Chrome'. The address bar shows a 'Not secure' warning and the URL 'https://pbroker1:489/scripts/cgiip.exe/WService=11509web/fapcrbrws007.w?isPopup=true'. The page title is 'Final Check Request Approvers'. Below the title, there are navigation options: 'Views: General' and 'Filters: *Skyward Default'. A table with the following data is displayed:

| Final Approver Name | Name Key |
|---------------------|-------------|
| Abilascr Renay J | ABILAREN001 |

At the bottom of the table, there is a pagination control showing '20' and '1 records displayed'. To the right of the table, there are buttons for 'Add', 'Delete', and 'Back'. At the bottom right, there is a search field labeled 'Final Approver Name:' with a search icon.

Submit Check Requests

Add Check Request - W:\API\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: [text input]

* Invoice Date: 08/01/2017 Tuesday

* Vendor: [dropdown menu]

* Description: [text area]

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

Check Amount: 0.00

Submit For Approval
Save and Finish Later
Back
Notes
Attach

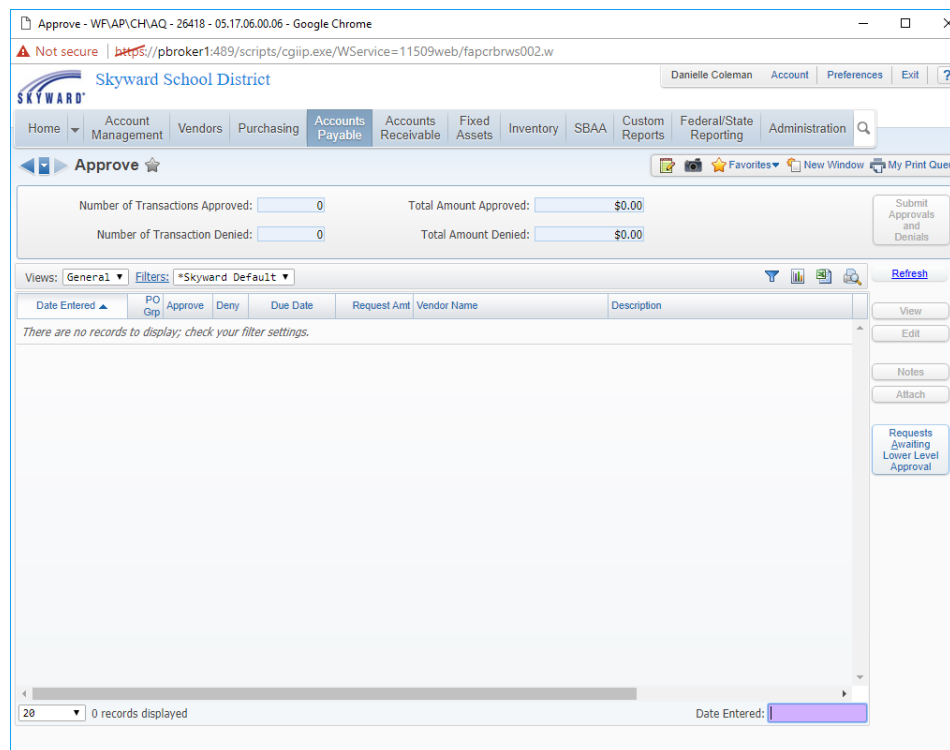
Check Request Detail Line Entry

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

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

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

Approve Check Requests



Approve - W:\AP\CH\IAQ - 26418 - 05.17.06.00.06 - Google Chrome

Not secure | <https://pbroker1.489/scripts/cgiip.exe/WSservice=11509web/fapcrbws002.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

Approve

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

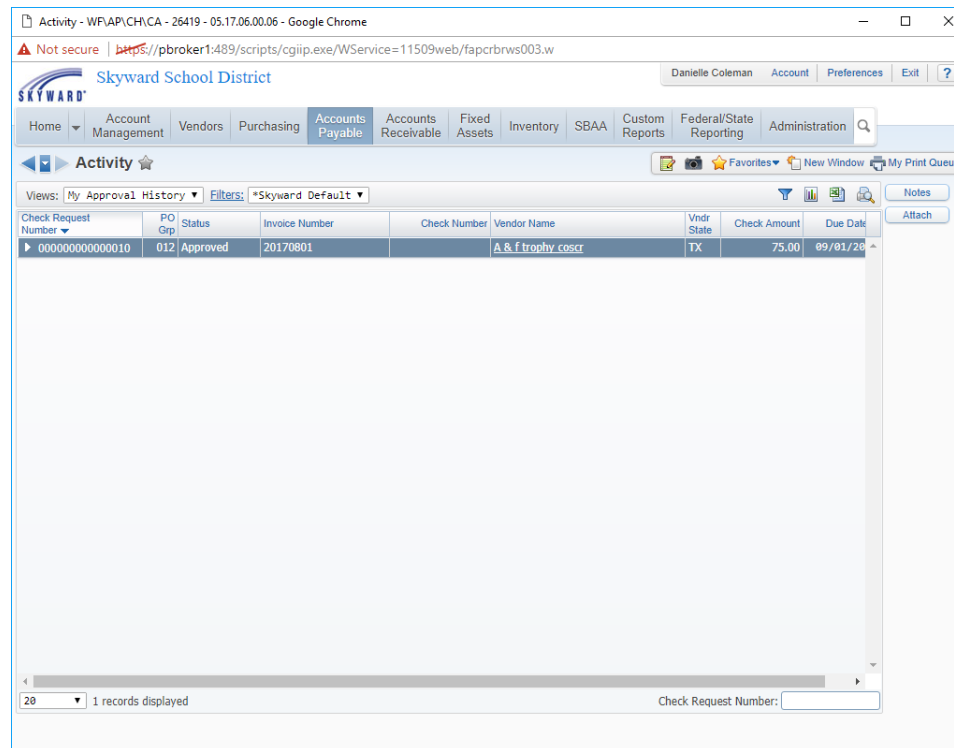
Submit Approvals and Denials

Views: General Filters: *Skyward Default Refresh

| Date Entered | PO Grp | Approve | Deny | Due Date | Request Amt | Vendor Name | Description |
|--|--------|---------|------|----------|-------------|-------------|-------------|
| There are no records to display; check your filter settings. | | | | | | | |

20 0 records displayed Date Entered:

Check Request Activity



Activity - WF\API\CH\CA - 26419 - 05.17.06.00.06 - Google Chrome

Not secure | https://pbroker1:489/scripts/cgiip.exe/WService=11509web/fapcbrws003.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

Activity

Views: My Approval History Filters: *Skyward Default

| Check Request Number | PO Grp | Status | Invoice Number | Check Number | Vendor Name | Vndr State | Check Amount | Due Date |
|----------------------|--------|----------|----------------|--------------|--------------------|------------|--------------|----------|
| 000000000000010 | 012 | Approved | 20170801 | | A & F trophy coscr | TX | 75.00 | 09/01/20 |

20 1 records displayed

Check Request Number:

Generate Invoices

Generate Invoices - WFLAP\CH\GA - 26490 - 05.17.06.00.06 - Google Chrome

Not secure | https://pbroker1:489/scripts/cgiip.exe/WService=11509web/fapcrbrws005.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 |
|----------------------|--------|----------|----------------|--------------|-------------------------------|-------------|--------------|----------|
| 000000000000002 | 002 | Approved | 266546 | | Aaa fire & safety equip co in | TX | 300.00 | 09/09/20 |
| 000000000000003 | 002 | Approved | 165185 | | W todd punkescr | TX | 100.00 | 01/15/20 |
| 000000000000004 | 002 | Approved | Ref 08/21 | | Abbescr Laine L | TX | 150.00 | 08/28/20 |
| 000000000000005 | 002 | Approved | Ref 08/21 HN | | Abbescr Laine L | TX | 150.00 | 08/14/20 |
| 000000000000010 | 012 | Approved | 20170801 | | A & f trophy coscr | TX | 75.00 | 09/01/20 |

20 5 records displayed

Check Request Number:

Buttons: Refresh, Print, Edit, Notes, Attach, Generate AP Invoice, Mass Gen. AP Invoice, Deny Request



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THANK YOU FOR ATTENDING!

