



Texas Skyward User Group Conference

A\P Check Request

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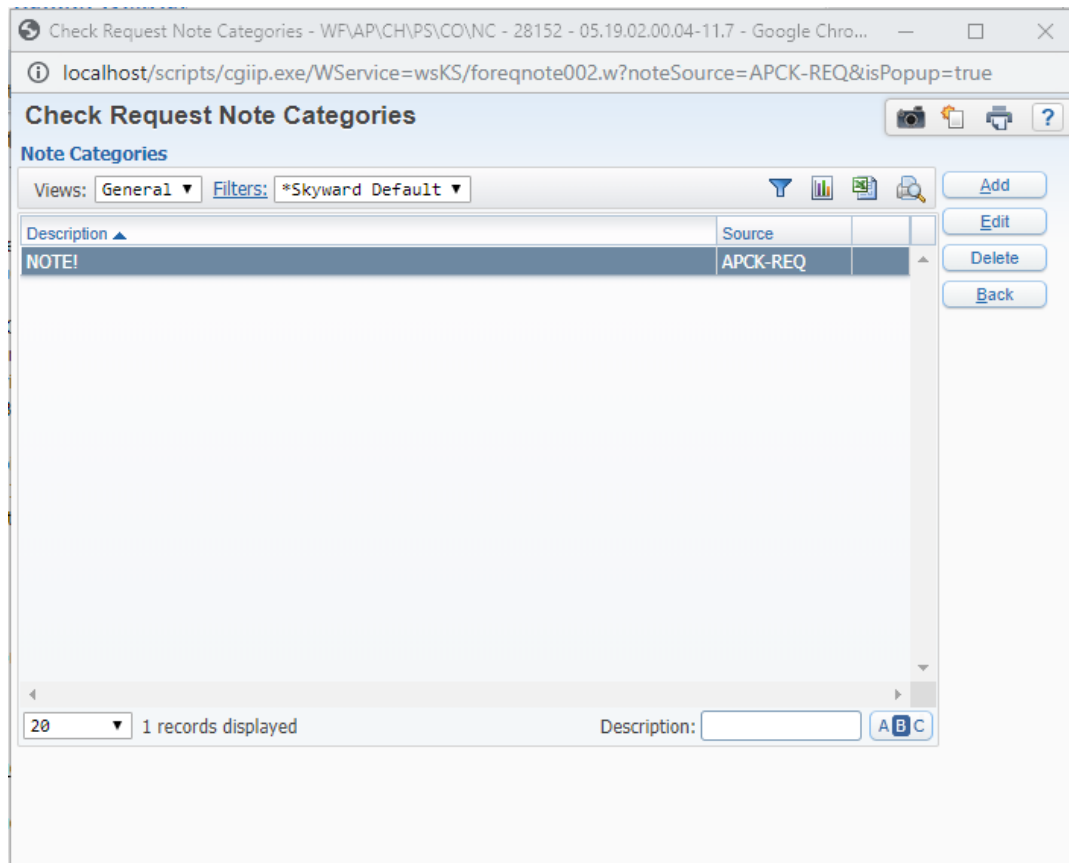
A\P Check Request



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



The screenshot shows a web browser window displaying the 'Check Request Note Categories' application. The browser address bar shows the URL: localhost/scripts/cgiip.exe/WService=wsKS/foreqnote002.w?noteSource=APCK-REQ&isPopup=true. The application title is 'Check Request Note Categories'. Below the title, there is a 'Note Categories' section with a 'Views: General' dropdown and a 'Filters: *Skyward Default' dropdown. A table displays one record with the following data:

Description	Source
NOTE!	APCK-REQ

At the bottom of the application, there is a pagination control showing '20' records per page and '1 records displayed'. A search field labeled 'Description:' is also present.

Configurations: Final Check Request Approvers

Final Check Request Approvers - WF\AP\CH\PS\CF\FA - 29431 - 05.19.02.00.04-11.7 - Google Chrome

localhost/scripts/cgiip.exe/WService=wsKS/fapcrbrws007.w?isPopup=true

Final Check Request Approvers

Views: General ▾ Filters: *Skyward Default ▾

Final Approver Name ▲	Name Key		
Verburgscr Renee U	VERBUREN000		

20 ▾ 1 records displayed

Final Approver Name: ABC

Buttons: Add, Delete, Back

Submit Check Requests

Add Check Request - WFPAP\CH\SQ - 26417 - 05.19.02.00.04-11.7 - Google Chrome
 localhost/scripts/cgiip.exe/WService=wsKS/fapcredit001.w?isPopup=true

Add Check Request

Check Request Information

* PO Group used for approvals: 400 - GROUP 400

* Invoice Number: []

* Invoice Date: 06/14/2019 Friday

* Vendor: []

* Description: []

* Due Date: 06/14/2019 Friday 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

Detail Line Description: [] 1099 Invoice Amount: 0.00

General Ledger Account Distribution: [] Accounting Amount: 0.00 [More](#)

Account: [] \$ [] 0.00 [More](#)

Detail Invoice Entry

Detail Line Description: [] 1099 Invoice Amount: 0.00

General Ledger Account Distribution: [] Accounting Amount: 0.00 [More](#)

Account: [] \$ [] 0.00 [More](#)

Detail Invoice Entry

Detail Line Description: [] 1099 Invoice Amount: 0.00

General Ledger Account Distribution: [] Accounting Amount: 0.00 [More](#)

Account: [] \$ [] 0.00 [More](#)

Detail Invoice Entry

Approve Check Requests

Approve - W:\API\CHVAQ - 26418 - 05.19.02.00.04-11.7 - Google Chrome
 localhost/scripts/cgiip.exe/WService=wsKS/fapcrbrws002.w

Venita Amellscr Account Preferences Exit ?

SKYWARD Skyward School District

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

Approve ☆

Number of Transactions Approved: Total Amount Approved:
 Number of Transaction Denied: Total Amount Denied:

Submit Approvals and Denials

Views: General Filters: *Skyward Default Refresh

Check Request Number	Date Entered	PO Grp	App	Deny	Due Date	Request Amt	Vendor Name	Vndr State	Description
There are no records to display; check your filter settings.									

View Edit Notes Attach Select All Unselect All Requests Awaiting Lower Level Approval

20 0 records displayed Check Request Number:

Check Request Activity

Activity - WF\API\CH\CA - 26419 - 05.19.02.00.04-11.7 - Google Chrome

localhost/scripts/cgiip.exe/WService=wsKS/fapcbrws003.w

Skyward School District

Venita Amellscr Account Preferences Exit ?

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

Activity ☆

Views: General Filters: **My check requests

Check Request Number	PO Gp	Status	Invoice Number	Check Number	Vendor Name	Vndr State	Check Amount	Due Date
▶ 0000000000000009	400	Submitted	100		Danielescr,Jillian H	KS	200.00	06/14/2

20 1 records displayed

Check Request Number:

Buttons: **Notes, Attach

Generate Invoices

Generate Invoices - WF\AP\CH\GA - 26490 - 05.19.02.00.04-11.7 - Google Chrome
 localhost/scripts/cgiip.exe/WService=wsKS/fapcrbws005.w

Skyward School District
 Venita Amellscr Account Preferences Exit ?

Home Account Management Vendors Purchasing **Accounts Payable** Accounts Receivable Fixed Assets Inventory SBAA Custom Reports Federal/State Reporting Bid Management 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 Da
▶ 000000000000004	400	Approved	bat		Haapalascr Rasheeda Z	KS	25.00	02/02/2

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

20 1 records displayed Check Request Number: ABC



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THANK YOU FOR ATTENDING!

