

Slide 1 - Slide 1

The screenshot shows the Skyward Financial Management web application interface. The browser title is "Web Financial Management - WF - 10636 - 04.12.02.00.04 - Windows Internet Explorer". The user is logged in as "Victor Rexrodescr". The main navigation menu includes: Home, Account Management, Vendors, Purchasing, Accounts Payable (selected), Accounts Receivable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, and Bid Management. The "Accounts Payable" section is expanded, showing sub-sections: Accounts Payable - AP (Automated Clearing House - MS, Reports - RE), Expense Reimbursement - ER (Generate Invoices - GA, History - RH), Credit Cards - CC (Review/Submit Transactions - RT, Approve Transactions - AT, Activity - AC), and Check Requests - CH (Submit - SQ, Approve - AQ, Activity - CA, Generate Invoices - GA). A yellow callout box is overlaid on the "Approve - AQ" link, containing the following text:

Approve Check Requests
In Web Financial Management, Accounts Payable, click Check Requests, Approve.
Who, What, When, Why?
Approvers will use this option to review, approve, or deny the check requests submitted to them.

At the bottom right, there are options for "Desktop View" (selected) and "Button Rows", and a note "Windows 7 / Internet Explorer 9".

Budget managers can also click on the "Alerts" button (exclamation point inside yellow circle) to get to the check requests that are in need of approval.

Slide 2 - Slide 2

1. The top of the screen displays the number of approved and/or denied transactions, including the amounts for each.

2. The list of check requests waiting for approval will display. The approver can see the date the request was entered, the purchase order group selected for the request, the due date, amount, description, and the person who entered the request.

3. Click **View** to review the request. Click **Edit** to make changes to the request. Click **Notes** to view or enter notations related to the request. Click **Attach** to view or attach documents and links that are related to the request. **Asterisks** on the Notes or Attach buttons mean that there are Notes or Attachments present.

Date Entered	PO Grp	Approve	Deny	Due Date	Request Amt	Vendor Name	Description
01/20/2012	750	<input type="checkbox"/>	<input type="checkbox"/>	01/20/2012	85.00	Reba I davisscr	Referee - VB - 1/16/12

All invoices and receipts will be added to the request as an attachment. If an attachment is available there will be *** (three asterisks) in front of the attach tab (**attach). Open the attachment to view the check request back up.

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Approve - WFAP\CHNAQ - 26418 - 04.12.02.00.04 - Windows Internet Explorer

Skyward School District

Victor Rexrodescr Account Preferences Exit ?

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

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

1. Expand a request to see the full detail of the request.

Date Entered	PO Grp	Approve	Deny	Due Date	Request Amt	Vendor Name	Description
01/20/2012	750	<input type="checkbox"/>	<input type="checkbox"/>				Refereee - VB - 1/16/12

Expand All Collapse All Modify

2. Expand each section to view the full details of that area.

Check Request Information

Check Request #: 000000000000011 Invoice #: SB1212
 Invoice Date: 01/20/2012 Request Amount: 85.00
 Due Date: 01/20/2012 Do not mail: No
 PO Group: 750 - Athletics
 Description: Refereee - VB - 1/16/12
 Vendor: Reba I davisscr 2941 Scramble avenue Skyward City IL 55555-1132
 Entered By: Fowkesscr Horace Z on 01/20/2012

Check Request Detail Line Entries

Description	Invoice Number	Invoice Date	Accounting Amount	Detail Amount	1099
General Ledger Account Distribution					
Refereee - VB - 1/16/12	SB1212	01/20/2012		85.00	N
10E000 3000 4000 00 493001			85.00		

Approval History

20 1 records displayed Date Entered:

Slide 4 - Slide 4

1. Check the **Approve** option to approve the request.

2. If the **Accounts Payable Verify Funds** configuration is set to Warn or Stop if no funds are available, a **message** will appear when an account will be over budget.

In the case of a **Warning** the user can proceed. In the case of a **Stop** the user must select a different account or have funds transferred into the account.

Click **OK**.

Message from webpage

Approving this check request will cause the following account(s) to go over budget:
10E000 3000 4000 00 493001

Click OK to continue, or CANCEL to go back.

OK Cancel

If the bookkeepers/secretaries get this message, they have been instructed to enter a transfer for approval before submitting the check request. It has been explained that the request will be denied due to lack of funds if the transfer has not been submitted.

Slide 5 - Slide 5

The screenshot shows the Skyward School District software interface. At the top, the title bar reads "Approve - WFAP\CHVAQ - 26418 - 04.12.02.00.04 - Windows Internet Explorer". The main header includes the Skyward logo and the text "Skyward School District". Below this is a navigation menu with options: Home, Account Management, Vendors, Purchasing, Accounts Payable (selected), Accounts Receivable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, and Bid Management. A secondary menu contains: Approve (selected), Submit Approvals and Denials, Refresh, View, Edit, Notes, Attach, and Requests Awaiting Lower Level Approval.

The main content area displays summary statistics: "Number of Transactions Approved: 0" and "Total Amount Approved: \$0.00". Below this, "Number of Transaction Denied: 1" and "Total Amount Denied: \$85.00". A table lists transactions with columns: Date Entered, PO Gp, Approve, Deny, Due Date, Request Amt, Vendor Name, and Description. The table contains one row: 01/20/2012, 750, (Approve), (Deny), 01/20/2012, 85.00, Reba I davisscr, Refereee - VB - 1/16/12.

An inset window titled "Deny Check Request - Denial Note" is open over the table. It contains the following fields: Invoice #: SB1212, Check Request #: 000000000000011, PO Group: 750, Amount: 85.00, Description: Refereee - VB - 1/16/12, Invoice Date: 01/20/2012, Due Date: 01/20/2012, Vendor: Reba I davisscr, and Denial Notes: (a large empty text area). Buttons for "Check Request", "Save", and "Back" are visible on the right side of the dialog.

Three yellow callout boxes provide instructions: 1. "Check the Deny option to deny the request." (pointing to the Deny checkbox), 2. "The Denial Note screen will display and the approver has the option to enter a denial reason." (pointing to the Denial Notes text area), and 3. "Click Save." (pointing to the Save button).

Slide 6 - Slide 6

The screenshot shows the 'Approve' screen in the Skyward system. At the top, there are navigation tabs for 'Home', 'Account Management', 'Vendors', 'Purchasing', 'Accounts Payable', 'Accounts Receivable', 'Fixed Assets', 'Inventory', 'SBAA', 'Custom Reports', 'Federal/State Reporting', and 'Bid Management'. The 'Accounts Payable' tab is selected. Below the navigation is a summary section with the following data:

Number of Transactions Approved:	1	Total Amount Approved:	\$85.00
Number of Transaction Denied:	0	Total Amount Denied:	\$0.00

A yellow callout bubble points to the 'Submit Approvals and Denials' button, with the text: "1. Click Submit Approvals and Denials." Below the summary is a table with columns: Date Entered, PO Gp, Approve, Deny, Due Date, Request Amt, and Vendor Name. One record is visible:

Date Entered	PO Gp	Approve	Deny	Due Date	Request Amt	Vendor Name
01/20/2012	750	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/20/2012	85.00	Reba I da

Another yellow callout bubble points to the 'Approve' checkbox in the table, with the text: "2. A confirmation message displays. Click Yes to submit to the next approval level." A modal dialog box titled 'Submit Approvals and Denials' is open, displaying the following information:

Submit Approvals and Denials
1 approved transaction
0 denied transaction
Approved Amount: \$85.00
Denied Amount: \$0.00
Would you like to submit these transactions?
Yes No

At the bottom of the screen, there is a status bar showing '20' records displayed and a 'Date Entered' field.

Slide 7 - Slide 7

Approve - WFAP\CH\AQ - 26418 - 04.12.02.00.04 - Windows Internet Explorer

Skyward School District

Victor Rexrodescr Account Preferences Exit ?

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

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
No records available							

1. The requests are removed from the browse.

2. Higher level approvers have the option to view, approve, or deny requests that have not yet reached their level. Click Requests Awaiting Lower Level Approval.

Requests Awaiting Lower Level Approval

20 0 records displayed Date Entered:

Slide 8 - Slide 8

The screenshot shows the 'Approve' web application 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 Bid Management. The 'Accounts Payable' tab is selected. Below the navigation is a table of check requests waiting for approval. A yellow callout box points to the first row of the table with the instruction: '1. Highlight a request and click Approve Selected Request.' The table has columns for Date Entered, Due Date, Request Amt, Vendor Name, and Description. A 'Message from webpage' dialog box is open, asking for confirmation to approve a transaction that is awaiting lower approval. A second yellow callout box explains: '2. A message displays to notify the approver that the request is waiting for a lower level approval. Click OK to approve and the request is removed from the browse. Click Deny Selected Request to deny the request. This concludes the tutorial.' The dialog box has 'OK' and 'Cancel' buttons. On the right side of the application, there are buttons for 'Approve Selected Request', 'Deny Selected Request', 'Notes', 'Attach', and 'Back'. The browser window title is 'Approve - WFAP\CH\AQ - 26418 - 04.12.02.00.04 - Windows Internet Explorer'.

Date Entered	Due Date	Request Amt	Vendor Name	Description
02/20/2012	02/20/2012	85.00	Reba I davisscr	Referee - VB - 2/5/12

Message from webpage

You are about to approve a transaction that is awaiting lower approval. Are you sure you want to continue?

OK Cancel

1. Highlight a request and click Approve Selected Request.

2. A message displays to notify the approver that the request is waiting for a lower level approval. Click OK to approve and the request is removed from the browse. Click Deny Selected Request to deny the request. This concludes the tutorial.