

**Accounts Payable - AP** Setup

- Approve Invoices - AI
- Invoice Activity - IA
- Automated Clearing House - AC
- Accounting - A/P Invoice Batch-to-Open - AB
- Update History - Accounts Payable - UH
- Reports - RE

**Expense Reimbursement - ER** Setup

- Generate Invoices - GA
- History - RH

**Credit Cards - CC** Setup

- Review/Submit Transactions - RT
- Approve Transactions - AT
- Activity - AC
- Reports - RE

**Check Requests - CH** Setup

- Submit - SQ
- Approve - AQ
- Activity - CA
- Generate Invoices - GA



Log on to the web version of Skyward and go to Financial Management/Accounts Payable/Check Request and click on approve.

Systems

- EA Plus
- Access
- Management
- Resources
- Management
- Management Home

Duplicate Records  
WFVEIDV

Activity  
WFVAPICHICA

Automated Clearing House  
WFVAPACIAC

Generate Invoices  
WFVAPICHIGA

EA Plus Home  
WAIEP

Approve

Employee Access Home

Approve  
WFVAPICHIAO

Approve - WFAPICHAQ - 26418 - 05.13.10.00.06-10.2 - Windows Internet Explorer

https://skyward.lufkinisd.org/scripts/wsisa.dll/WService=wsFin/fapcrbrws002.w

Home Account Management Vendors Purchasing Accounts Payable Fixed Assets Inventory 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	Entered By	Vendor St
12/23/2013	630	<input type="checkbox"/>	<input type="checkbox"/>	01/14/2014	170.00	REGION IV ESC	Shop Supervisor Academy for School Districts 1/14-16/20	WETHINGTON, HEATH CHR	TX

View Edit Notes Attach Requests Awaiting Lower Level Approval

20 1 records displayed Date Entered: 105%

Click view to verify that all the information is correct just as you would for a requisition.

Then check the appropriate approve or deny box and then click the submit button.

1. Check to verify that all of the information is correct. Make sure that the registration form and any other needed forms are in the attachments area.
2. If there is a conference or session agenda they need to be attached as well.
3. If the check request needs correcting deny it and add any notes needed so the person that entered it will know how to fix it. If there are missing attachments let the enterer know so they can attach them before you approve it. Do not deny the check request for missing attachments.
4. If everything is correct approve it and it will go to the next level at the business office.