

## How to enter a check request

The screenshot shows the Skyward web application interface. The browser address bar displays the URL: <https://skyward.lufkinisd.org/scripts/wsisa.dll/WService=wsFin/sfmhom01.w>. The page title is "Lufkin, TX - Prelim BU/PA Conversions". The navigation menu includes: Home, Account Management, Vendors, Purchasing, Accounts Payable, Fixed Assets, Inventory, Custom Reports, Federal/State Reporting, and Administration. The "Accounts Payable" menu is expanded, showing sub-menus for "Accounts Payable - AP", "Credit Cards - CC", "Check Requests - CH", and "Expense Reimbursement - ER". The "Check Requests - CH" sub-menu is further expanded, showing options: "Submit - SQ", "Approve - AQ", "Activity - CA", and "Generate Invoices - GA". An arrow points to the "Submit - SQ" option. A text box with the following instruction is overlaid on the screen:

1. Go on the Web version of skyward to Financial Management/Accounts Payable/Check Request and click on submit.

At the bottom of the page, there is a JavaScript snippet: `javascript:appNav('fapcrbrws001.w','',26417,'SubmitCheckRequests');`



Views: General Filters: \*\*All check requests

Check Request Number	PO Grp	Status	Invoice Number	Check Number	Vendor Name	Vndr State	Check Amount	Due Date
▶ 0000000000000001	740	Adding Rqst	CBYnum11/6		TASBO	TX	300.00	10/15/2013

- Print
- Add
- Edit
- Delete
- Submit
- Notes
- \*\*Attach
- Clone

Add a new check request

Click add new check request

20 1 records displayed

Check Request Number:

javascript:if (cbs('bAdd')) {addRequest();}

Edit Check Request - WF\AP\CH\SQ - 26417 - 05.14.10.00.07 - Internet Explorer

### Edit Check Request

**Check Request Information**

\* PO Group: 501  
 used for approvals:

\* Invoice Number: C Bynum 11/06/13  
 \* Invoice Date: 10/25/2013 Friday  
 \* Vendor: TASBO 2538 S CONGRESS AUSTIN TX 78704-5555  
 \* Description: TASBO 2013 East Texas Fall Series Nov 6 - 7, 2013  
 \* Due Date: 11/06/2013 Wednesday  
 Check Amount: 300.00

**Check Request Detail Line Entry**

Detail Invoice Entry	1099	Invoice Amount
Detail Line Description ACT 106-63, PUR 103-24 Course Fee	<input type="checkbox"/>	300.00
General Ledger Account Distribution	Accounting Amount	
Account: 199 E 41 6411 00 740 0 99 000 - GENERAL FUND/GENERAL ADMINIS/EMPLOYEE TRA	100.00	More
Detail Invoice Entry	1099	Invoice Amount
Detail Line Description	<input type="checkbox"/>	0.00
General Ledger Account Distribution	Accounting Amount	
Account:	0.00	More
Detail Invoice Entry	1099	Invoice Amount
Detail Line Description	<input type="checkbox"/>	0.00
General Ledger Account Distribution	Accounting Amount	
Account:	0.00	More

Submit For Approval  
 Save & Finish  
 Back

Select the correct PO group for your campus/department.

Invoice Number should be the First Initial of first name, full last name, and date of travel. Ex C Bynum 11-06-13

Select the correct vendor for payment.

The due date should be the first day of the travel.

Fill in each box as directed above.

Edit Check Request - WF\AP\CH\SQ - 26417 - 05.14.10.00.07 - Internet Explorer

### Edit Check Request

**Check Request Information**

\* PO Group: 501  
 used for approvals:

\* Invoice Number: C Bynum 11/06/13  
 \* Invoice Date: 10/25/2013 Friday

\* Vendor: TASBO 2538 S CONGRESS AUSTIN TX 78704-5555

\* Description: TASBO 2013 East Texas Fall Series Nov 6 - 7, 2013

\* Due Date: 11/06/2013 Wednesday  Do not mail

Check Amount: 300.00

Submit For Approval  
 Save and

**Check Request Detail Line Entry**

**Detail Invoice Entry**

Detail Line Description	1099	Invoice Amount
ACT 106-63, PUR 103-24 Course Fee	<input type="checkbox"/>	300.00
General Ledger Account Distribution		
Account: 199 E 41 6411 00 740 0 99 000 - GENERAL FUND/GENERAL ADMINIS/EMPLOYEE TRA	Accounting Amount	100.00
		<input type="button" value="More"/>

**Detail Invoice Entry**

Detail Line Description	1099	Invoice Amount
	<input type="checkbox"/>	0.00
General Ledger Account Distribution		
Account:	Accounting Amount	0.00
		<input type="button" value="More"/>

**Detail Invoice Entry**

Detail Line Description	1099	Invoice Amount
	<input type="checkbox"/>	0.00
General Ledger Account Distribution		
Account:	Accounting Amount	0.00
		<input type="button" value="More"/>

Description and date of the travel.

If you need to take the check with you select this box.

Description of item needing paid.

Amount of Payment

Account number to be charge. You must input E after the fund number (first 3 digits).  
 EX. 199E41641100740099000

If needing payment for multiple items, use additional invoice entries.

Fill in each box as directed above.

After you have completed all fields click submit for approval.

## How to scan in attachments

Submit - WFAP\CH\SQ - 26417 - 05.13.06.00.12-10.2 - Google Chrome  
https://skyward.lufkinisd.org/scripts/wsis.dll/WService=wsFin/fapcrbrws001.w

Lufkin, TX - Prelim BU/PA Conversions  
Heath Wethington Account Preferences Exit ?

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

Submit

Views: General Filters: \*\*All check requests Refresh

Check Request Number	PO Grp	Status	Invoice Number	Check Number	Vendor Name	Vndr State	Check Amount	Due Date
▶ 0000000000000001	740	Adding Rqst	CBynum11/6		TASBO	TX	300.00	10/15/2013

Print  
Add  
Edit  
Delete  
Submit  
Notes  
\*\*Attach  
Clone

Click on the attachments button

20 1 records displayed Check Request Number:

javascript:if (cbs('bEdit')) {editRequest();}

Check Request Number	PO Grp	Status
0000000000000001	740	Addr

Attachments - WF\AP\CH\SQ - 26417 - 05.13.06.00.12-10.2 - Google Chrome

https://skyward.lufkinisd.org/scripts/wsisa.dll/WService=wsFin/fattmview001.w?isPopup=true

### Attachments

Check Request Attachments

Available Attachments for Check Request# 0000000000000001

Type	Description	Entered By	Entered Date	Entered Time	File Size	Options
Attachments	Registration From	HEATH CHRISTOPHER WETI	10/15/2013	11:44 AM	361 KB	View Attachment, Add File, Add Link, Edit, Delete, Back

1 records displayed

To attach files, scan then into your computer and upload them by clicking on add file

Submit - WFAP\CH\SQ - 26417 - 05.13.06.00.12-10.2 - Google Chrome  
https://skyward.lufkinisd.org/scripts/wsisa.dll/WService=wsFin/fapcrbrws001.w

Lufkin, TX - Prelim BU/DA Conversions

SKYWARD

Home Account Management Vendor

Submit

Views: General Filters: \*\*All

Check Request Number	PO Grp	Status
0000000000000001	740	Add

Attachments - WFAP\CH\SQ - 26417 - 05.13.06.00.12-10.2 - Google Chrome

Check Request Attachments - WFAP\CH\SQ - 26417 - 05.13.06.00.12-10.2 - Google Chrome

https://skyward.lufkinisd.org/scripts/wsisa.dll/WService=wsFin/fattmview003.w?isPopup=true

### Check Request Attachments

Add Check Request Attachment for Check Request# 0000000000000001

\* Type:

Entered Date: 10/29/2013  
Entered Time: 3:33 PM  
Entered By: HEATH CHRISTOPHER WETHING

\* Description:

\* Attached File:  No file chosen

Asterisk (\*) denotes a required field

1 records displayed

javascript:if (cbs('bAdd')) {openNewWindow('fattmview003.w', 900, 325, 1, 'add');}

20 1 records displayed

Check Request Number:

javascript:if (cbs('bAttach')) {runAttach();}

The type will only have the option of attachment.

Enter the description of the file

Click choose file and browse your computer for the files and click open

## Travel Request Procedures

1. Fill out the normal travel request form and turn it into the secretary for entering.
2. Secretaries will go on the web version of skyward financial management to enter the check request.
3. Travel request, registration forms, conference agendas, and any other document must be scanned in under attachments. This process works the same as it does in the requisition screen.
4. After the check request is submitted for approval, it will follow the usual path for approval.
5. If you need to provide a PO number for your registration, email Heath Wethington at the business office and you will be provided with the check request number to give in place of the PO number after it is approved. DO NOT REGISTER UNTIL THE TRAVEL REQUEST HAS BEEN APPROVED.
6. Once you get your registration confirmation you will need to send to Heath Wethington for processing and to scan in under attachments as well.