



HOW TO ENTER A CHECK REQUEST IN SKYWARD WEB

The screenshot shows the Skyward Web Financial Management interface. An orange arrow labeled '1.' points to the 'Financial Management' link in the 'Jump to Other Systems' section on the right. Another orange arrow labeled '2.' points to the 'Accounts Payable' link in the top navigation bar.

Web Financial Management - WF - 10636 - 05.13.06.00.05-10.2 - Windows Internet Explorer
<https://skyweb.ptisd.org/scripts/wsisa.dll/WService-wsFin/sfmhom01.w>

PINE TREE INDEPENDENT SCHOOL DISTRICT

Tammy Torres Account Preferences Exit ?

Home Purchasing Accounts Payable

Financial Management

Jump to Other Dashboards

- Calendar
- Skyward User
- Employee
- Task Manager
- Reset Dashboards

Notifications

You do not have any unread notifications.

My Print Queue

Job	Status
R/E Sum Rpt: TEST 08/2013	Completed
R/E Sum Rpt: TEST 08/2013	Completed

Credit Card Transactions Awaiting My Approval

You do not have access to approve credit card transactions

Weather

Displaying weather for 75608 (change).
Conditions for Longview, TX at 3:52 pm CDT
Tuesday, August 06, 2013

Calendar Events

No calendar events available

Favorites

- Employee Access
- Quick Entry
- My Requests
- Unsubmitted
- Financial Management
- Requisitions
- Approve
- Submit
- View My Purchase Orders
- Approve Requisitions
- Vendor Browse
- Operating Statement Accounts
- Edit Favorites

Jump to Other Systems

- Employee Access
- Financial Management
- Product Setup

District Information

PINE TREE INDEPENDENT SCHOOL DISTRICT
1701 PINE TREE RD
PO BOX 5878
LONGVIEW TX 75608

Web Favorites

Add links to your favorite sites on the web.
Add Web Favorite

Customer Access Requests

You are not setup to use Customer Access

Available Funds

as of 08/06/13 at 2:00 AM

Expense Budget Totals - EXPENDITURE ACCOUNTS
Budget Amount: \$13,416,408.88

Task Manager (17)

Date	Task Summary	Subject
Mon Mar 05 10:41am	Requisition Approval	0000016567
Tue Mar 20 8:11am	Requisition Approval	0000016745
Fri Apr 13 2:03pm	Requisition Approval	0000017166

1.) FROM THE HOME SCREEN CHOOSE FINANCIAL MANAGEMENT.

2.) CLICK ON ACCOUNTS PAYABLE TAB.



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Web Financial Management - WF - 10636 - 05.13.06.00.05-10.2 - Windows Internet Explorer
https://skyweb.ptisd.org/scripts/wsisa.dll/WService=wsFin/stmhom01.w

PINE TREE INDEPENDENT SCHOOL DISTRICT

Tammy Torres Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable

Accounts Payable Setup
Invoice Activity
Automated Clearing House Reports

Expense Reimbursement Setup
Generate Invoices
History

Credit Cards Setup
Review/Submit Transactions
Approve Transactions Activity Reports

Check Requests
Submit
Approve
Activity
Generate Invoices

3.

You do not have any unread notifications.

My Print Queue
Job Status
R/E Sum Rpt: TEST 08/2013 Completed
R/E Sum Rpt: TEST 08/2013 Completed

Credit Card Transactions Awaiting My Approval
You do not have access to approve credit card transactions

Weather
Displaying weather for 75608 (change)
Conditions for Longview, TX at 3:52 pm CDT
Tuesday, August 06, 2013

Financial Management
Requisitions
Approve
Submit
View My Purchase Orders
Approve Requisitions
Vendor Browse
Operating Statement Accounts
Edit Favorites

Task Manager (17)
Date Task Summary Subject
Mon Mar 05 10:41am Requisition Approval 0000016567
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PO BOX 5878
LONGVIEW TX 75608

Web Favorites
Add links to your favorite sites on the web.
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Customer Access Requests
You are not setup to use Customer Access

Available Funds
as of 08/06/13 at 2:00 AM
Expense Budget Totals - EXPENDITURE ACCOUNTS
Budget Amount: \$13,416,608.88

3.) CLICK ON SUBMIT UNDER CHECK REQUEST DROP DOWN BOX.



HOW TO ENTER A CHECK REQUEST IN SKYWARD WEB

Submit - WPAP\CHISQ - 26417 - 05.13.06.00.05-102 - Windows Internet Explorer
https://skyweb.ptisd.org/scripts/wsisu.dll/WService=wsFin/fapctbws001.w

PINE TREE INDEPENDENT SCHOOL DISTRICT

Tammy Torres Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable

Submit

Views: General Filters: **All check requests Refresh

Check Request Number	PO Grp	Status	Invoice Number	Check Number	Vendor Name
1	0000000000000013	923 Deleted	MILEAGE AUGUST 2012		BARNE
2	0000000000000011	923 Deleted	MILEAGE FOR AUGUST 2		SCHRO

4.

Print Add Edit Delete Submit Notes **Attach Clone

20 2 records displayed Check Request Number:

4.) CLICK ON ADD.



HOW TO ENTER A CHECK REQUEST IN SKYWARD WEB

5.

Add Check Request - WF\AP\CH\SQ - 26417 - 05.13.06.00.05-10.2 - Windows Internet Explorer

https://skyweb.ptisd.org/scripts/wsisa.dll/WService=wsFin/fapcredit001.w?isPopup=true

Add Check Request

Check Request Information

* PO Group: 001 - HIGH SCHOOL

used for approvals:

* Invoice Number: TEST 08/06/13

* Invoice Date: 08/06/2013 Tuesday

* Vendor: CTAT 1108 LAVACA ST AUSTIN TX 78701

* Description: HERE YOU WILL PUT A SUMMARY OF WHAT THIS CHECK IS FOR.

* Due Date: 08/16/2013 Friday ☐ Do not mail

Check Amount: 10.00

Check Request Detail Line Entry

Detail Invoice Entry

Detail Line Description: HERE YOU WILL PUT A VERY DETAILED DESCRIPTION OF WHAT THIS CHECK IS FOR. Invoice Amount: 10.00

General Ledger Account Distribution: Account: 199 E 11 6399 00 001 0 99 000 - GENERAL OPERATI/INSTRUCTION/SUPPLIE Accounting Amount: 10.00

Detail Invoice Entry

Detail Line Description: General Ledger Account Distribution Invoice Amount: 0.00

General Ledger Account Distribution: Account: Accounting Amount: 0.00

Detail Invoice Entry

Detail Line Description: Invoice Amount: 0.00

General Ledger Account Distribution: Account: Accounting Amount: 0.00

Buttons: Submit For Approval, Save and Finish Later, Back

5.) BEGIN TO ENTER YOUR CHECK REQUEST INFORMATION:

- PO GROUP SHOULD READ ACCORDING TO THE CAMPUS/DEPT YOU ARE IN.
- ENTER INVOICE NUMBER & INVOICE DATE
- BEGIN TYPING IN YOUR VENDOR. THE MORE LETTERS YOU PUT IT THE NARROWER YOUR CHOICE OF VENDORS WILL BECOME.
- UNDER DESCRIPTION YOU WILL GIVE A BRIEF SUMMARY OF WHAT THIS CHECK IS FOR. THIS WILL PRINT ON THE CHECK STUB.
- DUE DATE WILL DEFAULT IN.
- NOW YOU ARE READY FOR DETAIL INVOICE ENTRY. UNDER DETAIL LINE DESCRIPTION YOU WILL ENTER A VERY DETAILED DESCRIPTION OF WHAT THIS CHECK IS FOR.
- IN THE INVOICE AMOUNT FIELD ENTER THE TOTAL AMOUNT OF THE CHECK.
- ENTER YOUR ACCOUNT DISTRIBUTION- START TYPING IN THE NUMBERS AND THE MORE YOU TYPE THE NARROWER THE CHOICES OF ACCOUNTS BECOME.



HOW TO ENTER A CHECK REQUEST IN SKYWARD WEB

Add Check Request - WFAP\CH\SQ - 26417 - 05.13.06.00.05-10.2 - Windows Internet Explorer

https://skyweb.ptisd.org/scripts/wsisa.dll/WService=wsFin/fapcredit001.w?isPopup=true

Add Check Request

Check Request Information

* PO Group: 001 - HIGH SCHOOL
used for approvals:

* Invoice Number: TEST 08/06/13

* Invoice Date: 08/06/2013 Tuesday

* Vendor: CTAT 1108 LAVACA ST AUSTIN TX 78701

* Description: HERE YOU WILL PUT A SUMMARY OF WHAT THIS CHECK IS FOR.

* Due Date: 08/16/2013 Friday ☐ Do not mail

Check Amount: 10.00

Check Request Detail Line Entry

Detail Invoice Entry

Detail Line Description: HERE YOU WILL PUT A VERY DETAILED DESCRIPTION OF WHAT THIS CHECK IS FOR. 1099 Invoice Amount: 10.00

General Ledger Account Distribution

Account: 199 E 11 6399 00 001 0 99 000 - GENERAL OPERATI/INSTRUCTION/SUPPLIE Accounting Amount: 10.00 More

Detail Invoice Entry

Detail Line Description: 1099 Invoice Amount: 0.00

General Ledger Account Distribution

Account: Accounting Amount: 0.00 More

Detail Invoice Entry

1099 Invoice Amount: 0.00

150%

6.) CLICK ON SAVE AND FINISH LATER.



HOW TO ENTER A CHECK REQUEST IN SKYWARD WEB

Submit - WFAPI\CHISQ - 26417 - 05.13.06.00.05-10.2 - Windows Internet Explorer
https://skyweb.ptisd.org/scripts/wsisa.dll/WService=wsFin/fapcrbws001.w

PINE TREE INDEPENDENT SCHOOL DISTRICT

Tammy Torres Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable

Submit

Views: General Filters: **All check requests

Check Request Number	PO Grp	Status	Invoice Number	Check Number	Vendor Name
1 ▶ 0000000000001159	001	Adding Rqst	TEST 08/06/13	CTAT	
2 ▶ 0000000000000013	923	Deleted	MILEAGE AUGUST 2012		BARNETTE CAREN L
3 ▶ 0000000000000011	923	Deleted	MILEAGE FOR AUGUST 2		SCHROEDER JENNIFER

Print Add Edit Delete Submit Notes Attach Clone

20 3 records displayed Check Request Number:

7.) ADD ANY NOTES OR ATTACHMENTS.



HOW TO ENTER A CHECK REQUEST IN SKYWARD WEB

ADDING NOTES:

Notes - WP\AP\CH\SQ - 26417 - 05.13.06.00.06-10.2 - Windows Internet Explorer

https://skyweb.ptisd.org/scripts/wsisa.dll/WService=wsFin/foreqnote001.w

Notes

Check Request Notes

Views: **General** Filters: *Skyward Default

Enter Date Enter Time Category Note

There are no records to display; check your filter settings.

20 0 records displayed

150%

8.) CLICK ON ADD.

Notes - WP\AP\CH\SQ - 26417 - 05.13.06.00.06-10.2 - Windows Internet Explorer

https://skyweb.ptisd.org/scripts/wsisa.dll/WService=wsFin/foreqnote001.w

Notes

Add/Edit Note for Check Request: 0000000000000013

* Note Category: [dropdown]

Entered Date: 08/13/2013

Entered Time: 6:36 PM

Entered By: TORRES, TAMMY L

* Note: [text area]

Protected (Read only to all users except the user that entered it.)

Asterisk (*) denotes a required field

150%

9.) ENTER YOUR NOTE CATEGORY (CLICK DROP DOWN BOX). THEN ENTER YOUR NOTE.

10.) CLICK SAVE.

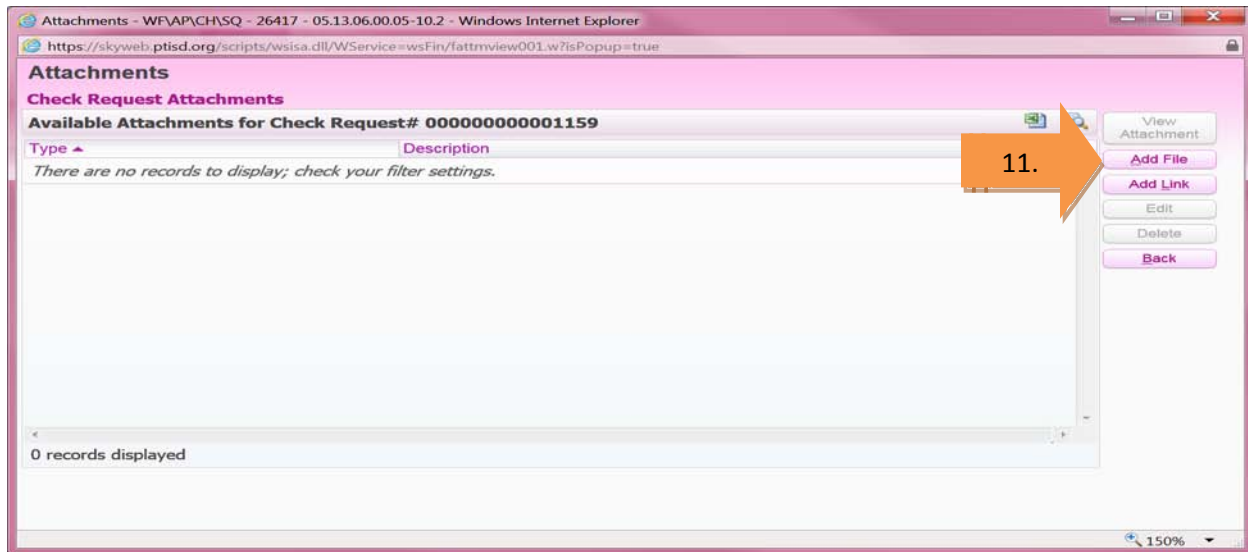


HOW TO ENTER A CHECK REQUEST IN SKYWARD WEB

ADDING ATTACHMENTS-

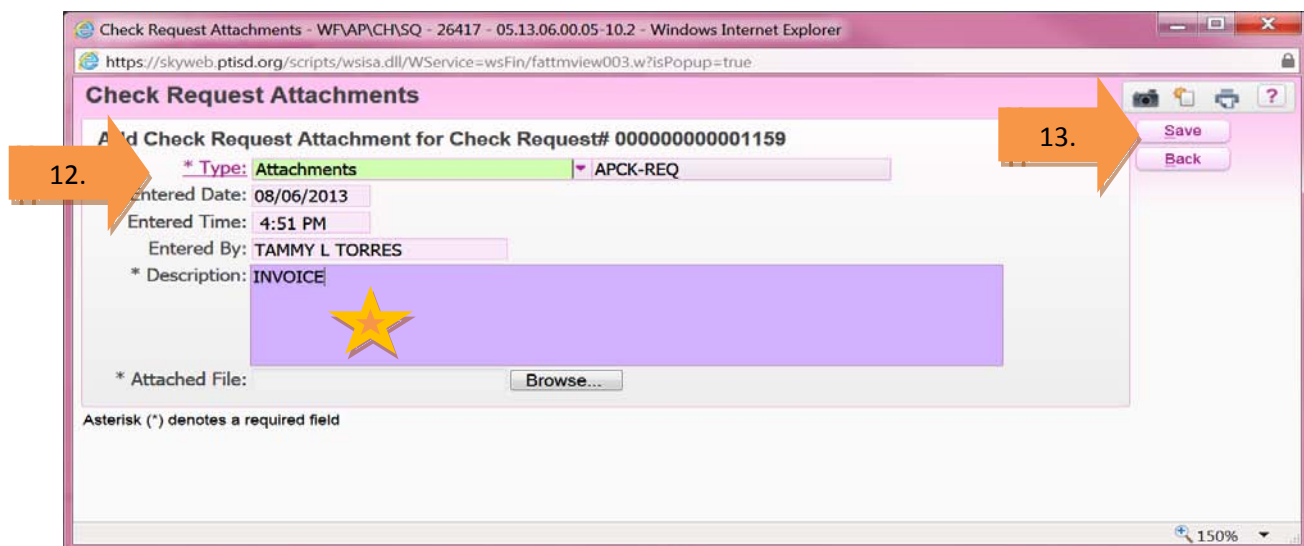
AFTER CLICKING ON THE ATTACH BUTTON THIS IS WHAT YOU WILL SEE.

11.) CLICK ON ADD FILE.



12.) ENTER YOUR TYPE AND DESCRIPTION. CLICK ON BROWSE TO FIND THE FILE ON YOUR COMPUTER.

13.) CLICK ON THE SAVE BUTTON.





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Submit - WFAPI\CHISQ - 26417 - 05.13.06.00.05-10.2 - Windows Internet Explorer
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14.

Print Add Edit Delete Submit Notes Attach Clone

20 3 records displayed Check Request Number:

14.) YOU WILL BE TAKEN BACK TO THE FIRST SCREEN. HIT SUBMIT.



HOW TO ENTER A CHECK REQUEST IN SKYWARD WEB

Edit Check Request - WF\AP\CH\SQ - 26417 - 05.13.06.00.05-10.2 - Windows Internet Explorer

https://skyweb.ptisd.org/scripts/wsisa.dll/WService=wsFin/fapcredit001.w?isPopup=true

Edit Check Request

Check Request Information

* PO Group: 1

used for approvals:

* Invoice Number: TEST 08/06/13

* Invoice Date: 08/06/2013 Tuesday

* Vendor: CTAT 1108 LAVACA ST AUSTIN TX 78701

* Description: HERE YOU WILL PUT A SUMMARY OF WHAT THIS CHECK IS FOR.

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General Ledger Account Distribution

Account: 199 E 11 6399 00 001 0 99 000 - GENERAL OPERATI/INSTRUCTION/SUPPLIES Accounting Amount: 10.00 More

Detail Invoice Entry

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General Ledger Account Distribution

Account: Accounting Amount: 0.00 More

Detail Invoice Entry

Detail Line Description: 1099 Invoice Amount: 0.00

General Ledger Account Distribution

Account: Accounting Amount: 0.00 More

150%

15.) THEN SUBMIT FOR APPROVAL.

THIS CONCLUDES THE TUTORIAL ON HOW TO ENTER A CHECK REQUEST IN SKYWARD WEB.