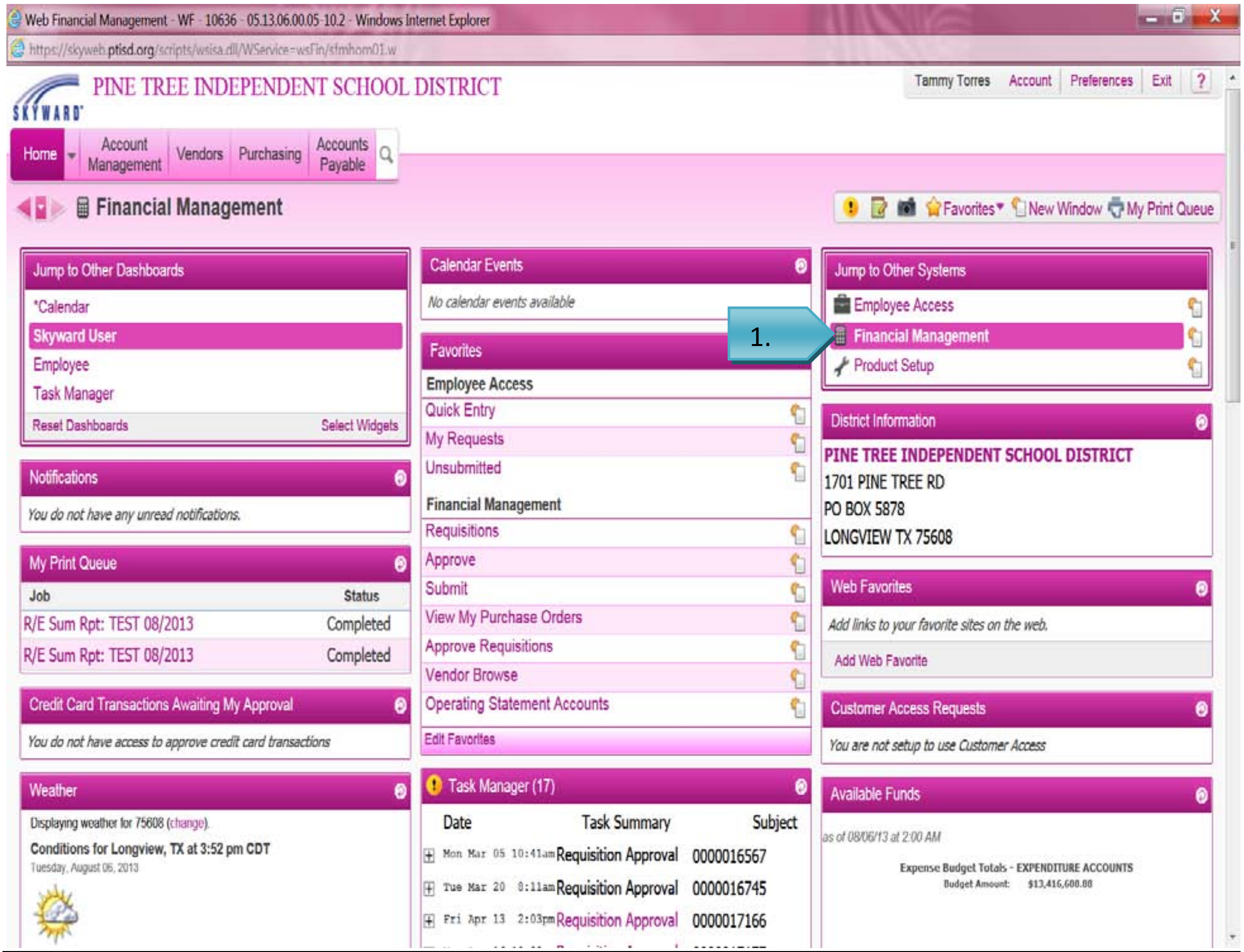
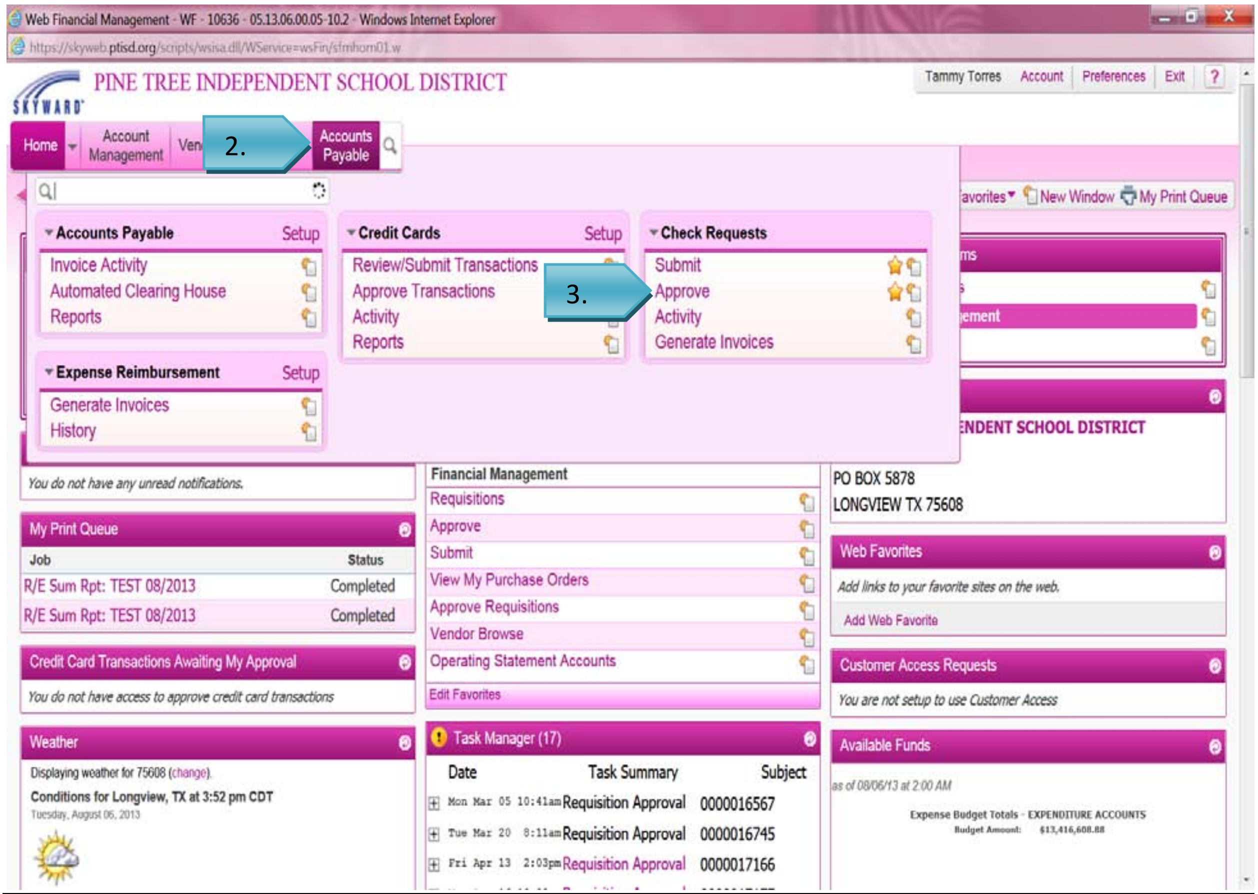
HOW TO APPROVE A CHECK REQUEST IN SKYWARD WEB MODULE

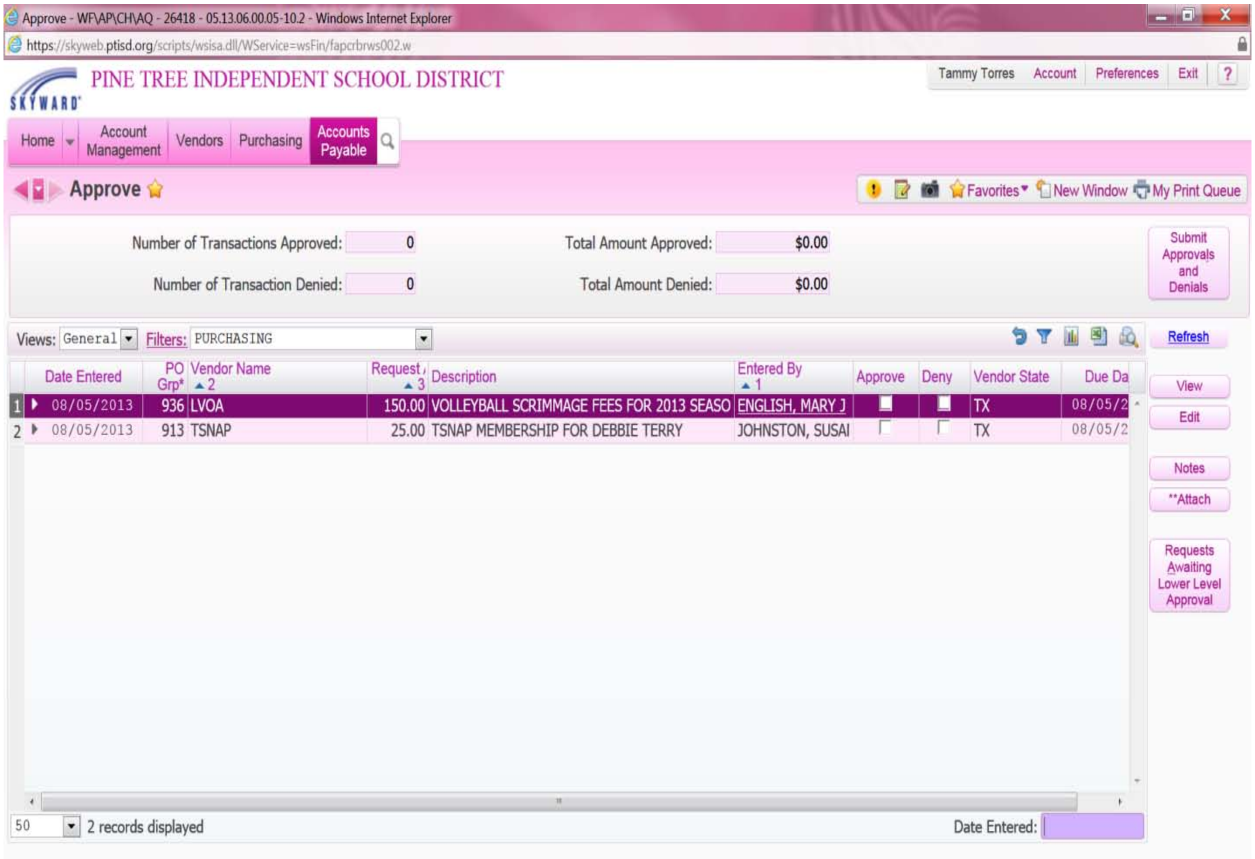


1.) FROM THE SKYWARD WEB MODULE HOME SCREEN CLICK ON *FINANCIAL MANAGEMENT*.

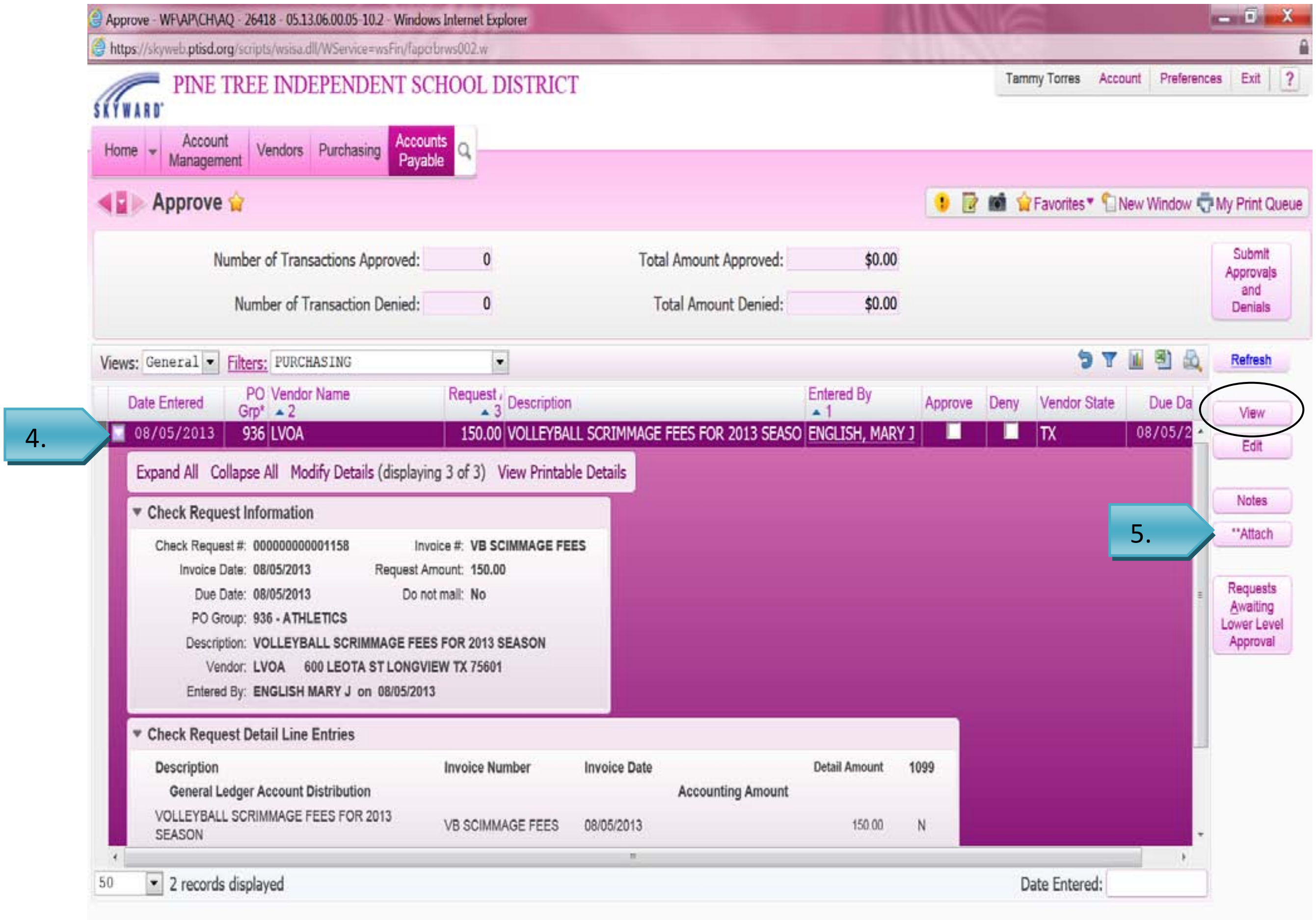


2.) CLICK ON THE *ACCOUNTS PAYABLE* TAB.

3.) CLICK ON *APPROVE*.

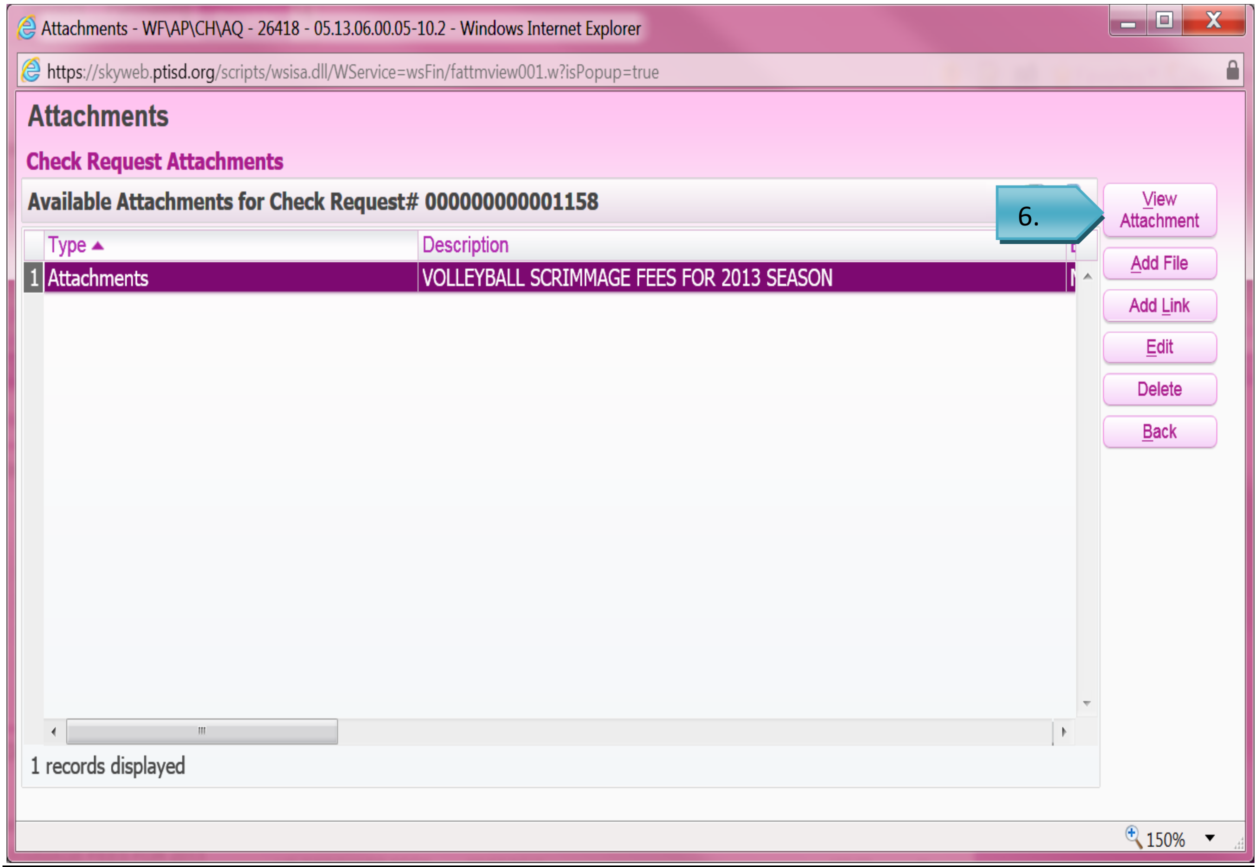


HERE IS AN EXAMPLE OF WHAT YOU WILL SEE IN YOUR QUEUE FOR APPROVAL.

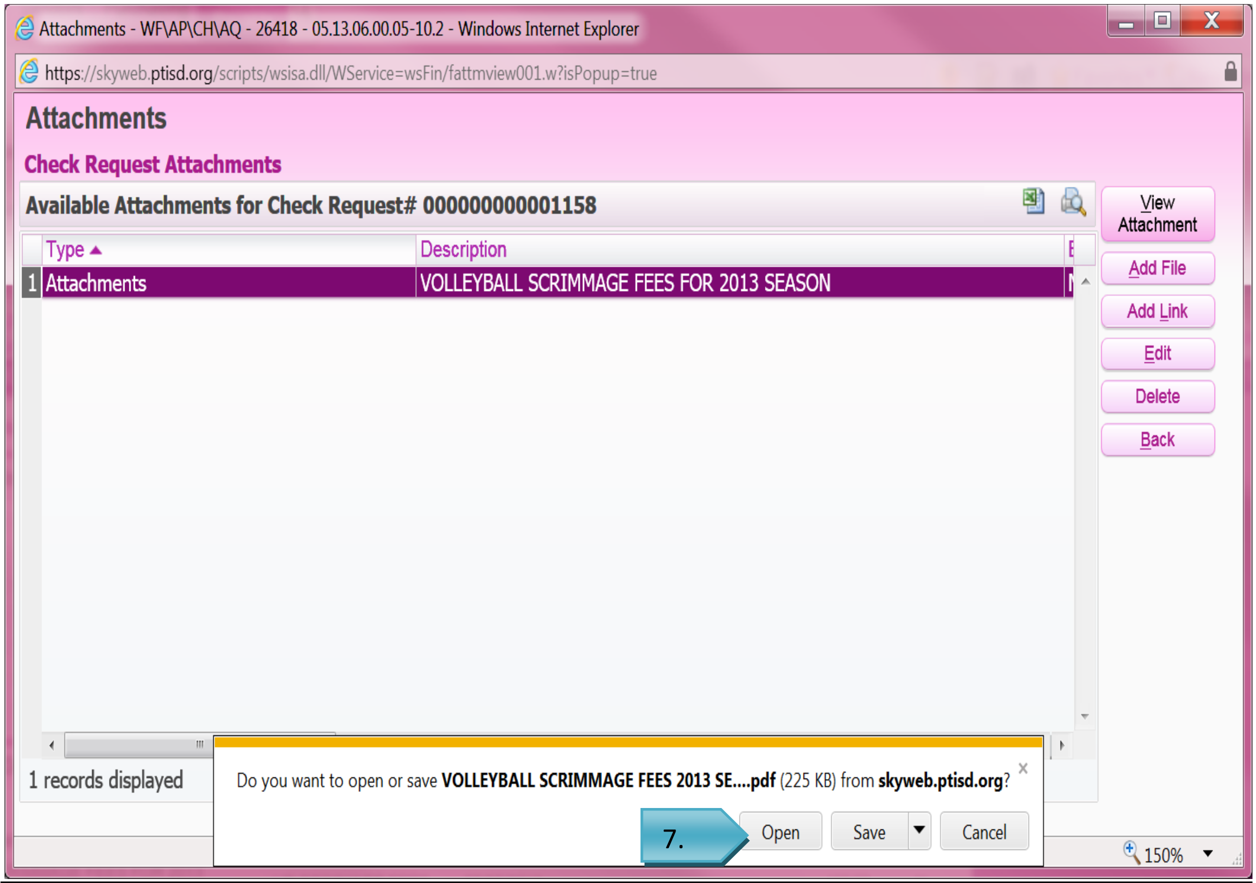


4.) CLICK ON THE *LITTLE ARROW* TO EXPAND AND VERIFY ALL INFORMATION ENTERED ON THIS CHECK REQUEST SUCH AS, ADDRESS, DESCRIPTION, AND ACCOUNT CODING. (YOU MAY ALSO CLICK ON THE VIEW BUTTON TO SEE THIS SAME INFORMATION IN A DIFFERENT FORMAT).

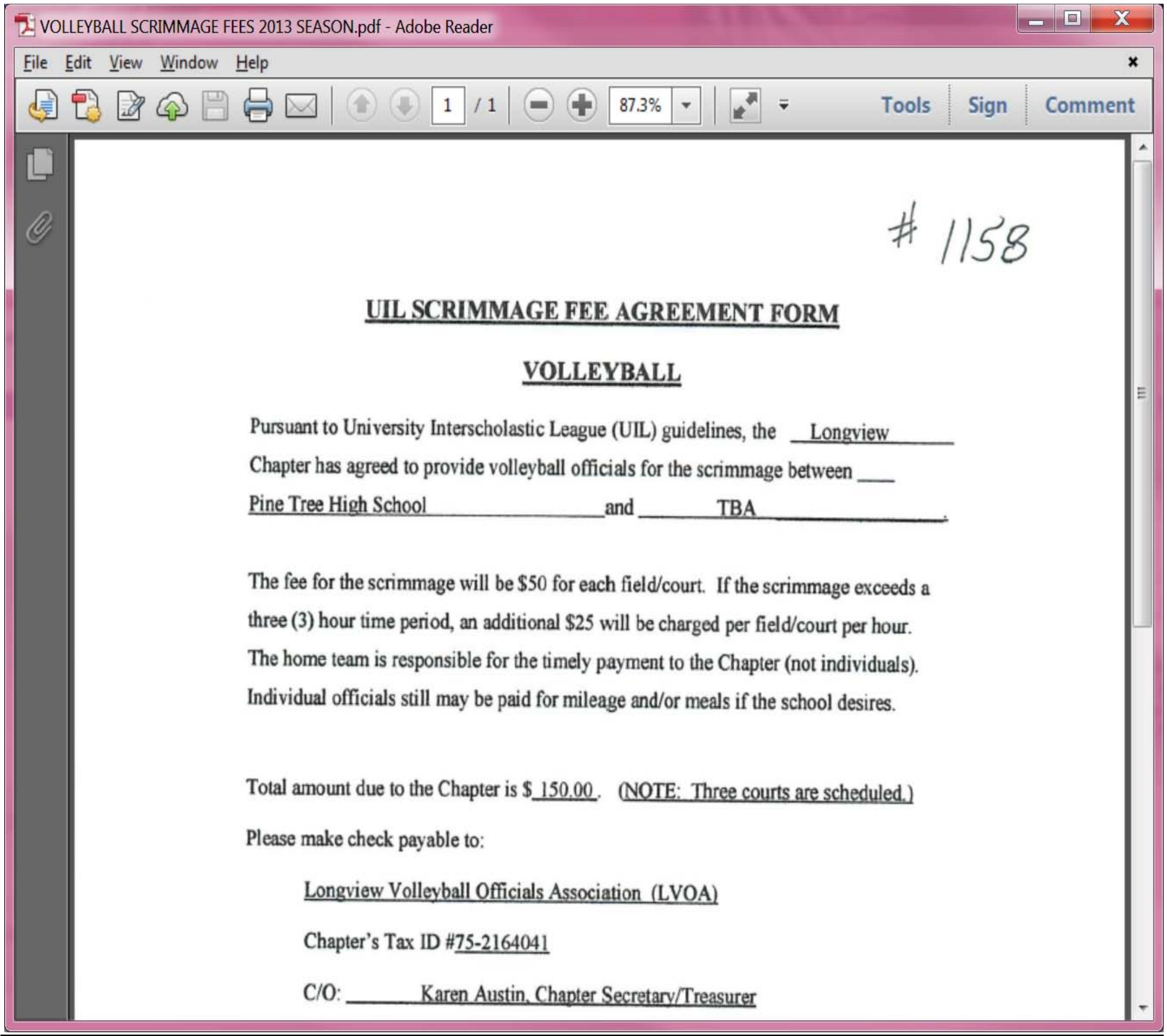
5.) CLICK ON *ATTACH* TO SEE INVOICES/DOCUMENTATION. NOTICE THE ** WILL BE SHOWING IF SOMETHING IS ATTACHED.



6.) CLICK ON *VIEW ATTACHMENT*.



7.) CLICK ON *OPEN* TO VIEW.



1158

UIL SCRIMMAGE FEE AGREEMENT FORM

VOLLEYBALL

Pursuant to University Interscholastic League (UIL) guidelines, the __Longview______ Chapter has agreed to provide volleyball officials for the scrimmage between ___ Pine Tree High School__________________ and ________TBA_______________.

The fee for the scrimmage will be $50 for each field/court. If the scrimmage exceeds a three (3) hour time period, an additional $25 will be charged per field/court per hour. The home team is responsible for the timely payment to the Chapter (not individuals). Individual officials still may be paid for mileage and/or meals if the school desires.

Total amount due to the Chapter is $_150.00_. (NOTE: Three courts are scheduled.)

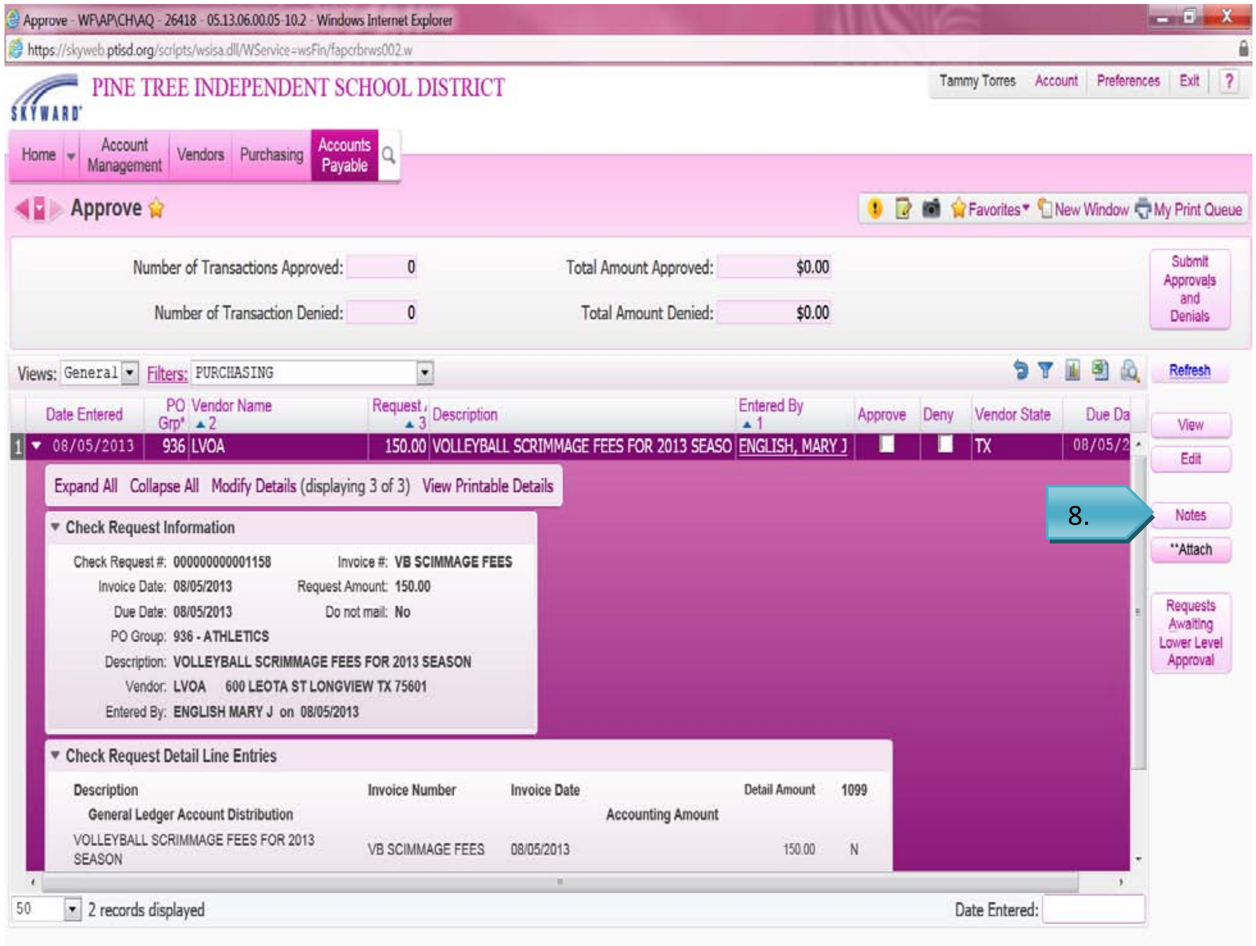
Please make check payable to:

Longview Volleyball Officials Association (LVOA)

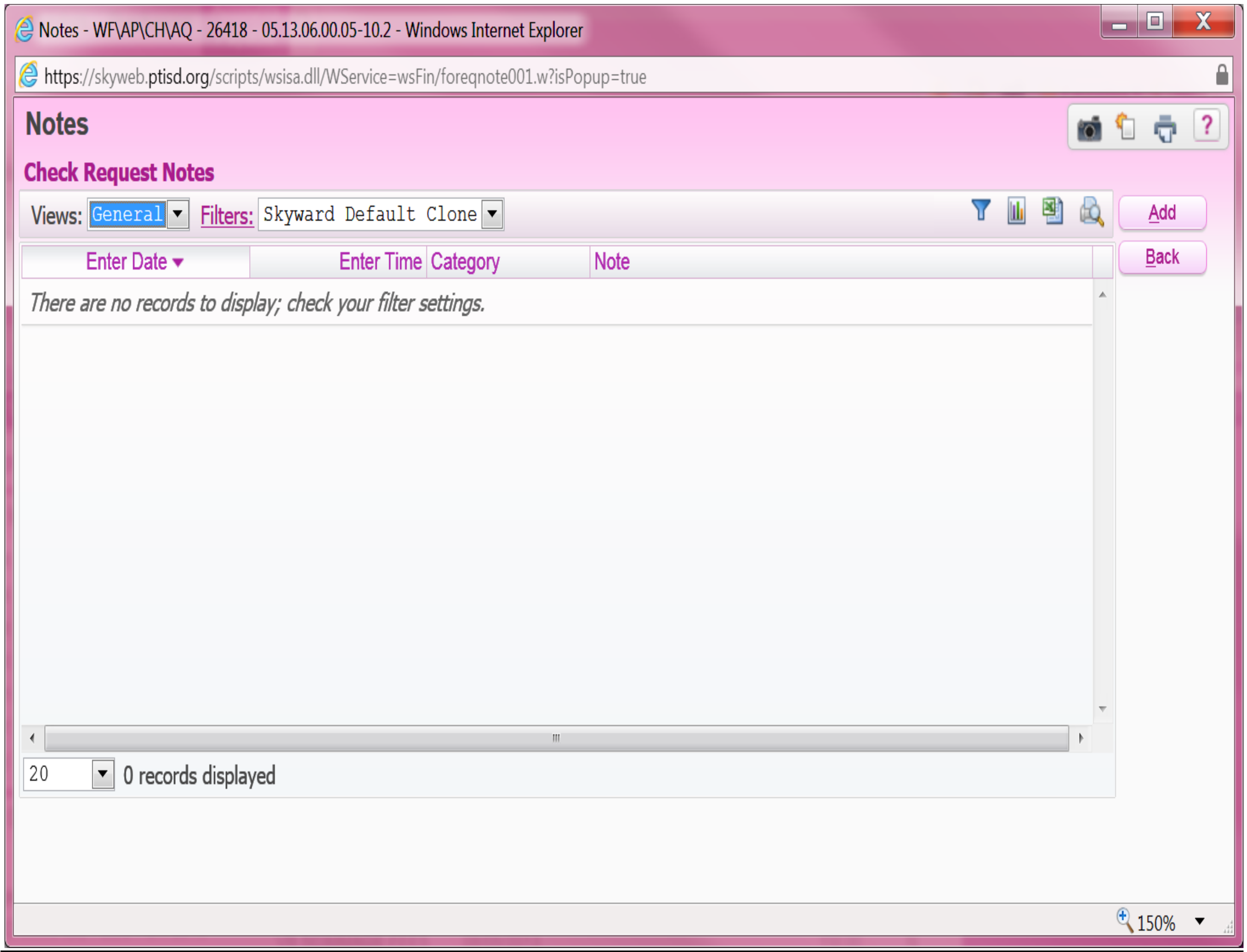
Chapter's Tax ID #75-2164041

C/O: _______Karen Austin, Chapter Secretary/Treasurer

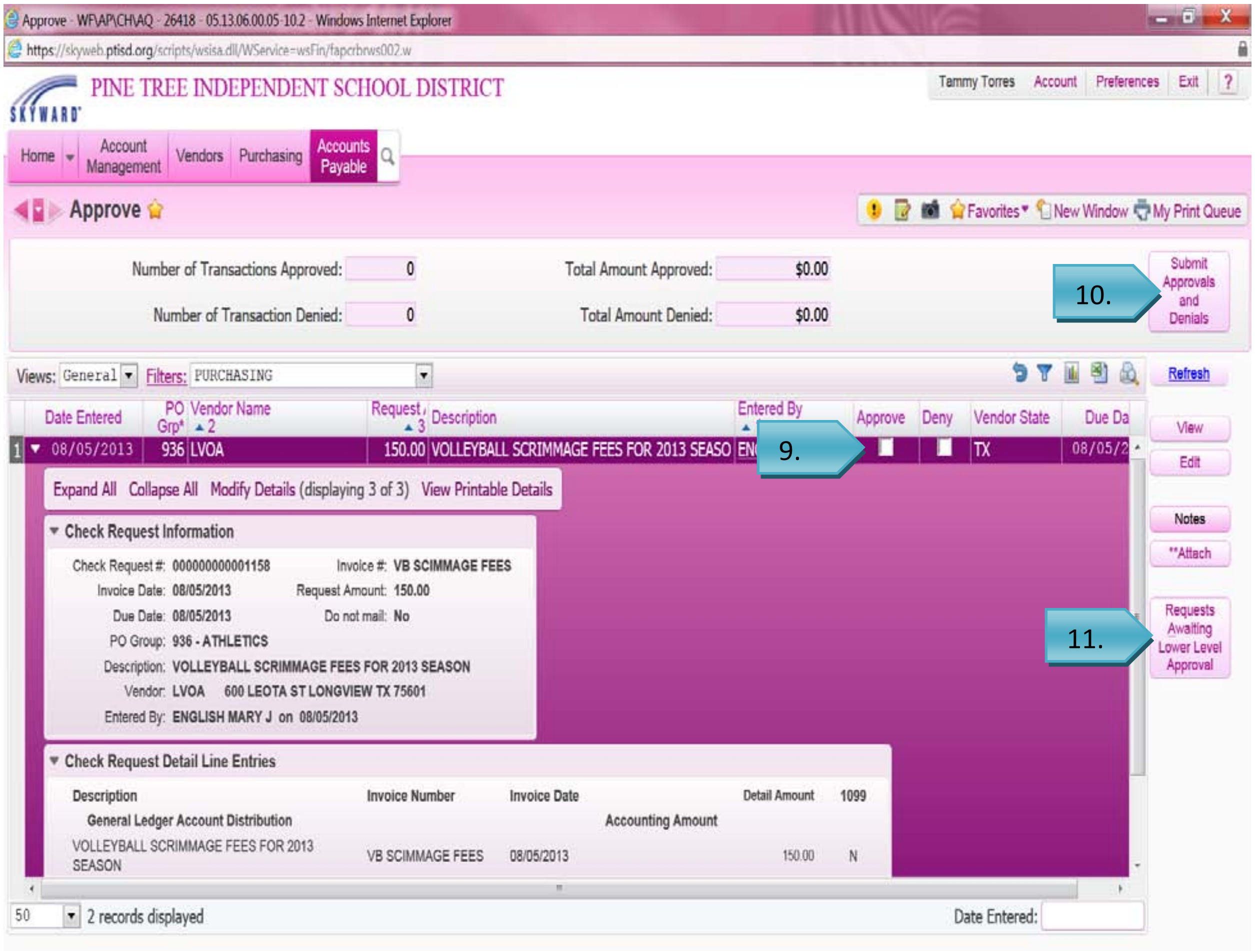
CHECK OVER WHAT HAS BEEN ATTACHED.



8.) CLICK ON *NOTES*. NOTICE THERE ARE NO ** WHICH MEANS NO NOTES WERE ADDED TO THIS REQUEST. YOU CAN SKIP THIS STEP IF NO ** ARE PRESENT.



IF THERE WERE NOTES ATTACHED TO THE REQUEST HERE IS WHERE THEY WOULD COME UP ONCE YOU CLICK ON THE NOTES BUTTON.

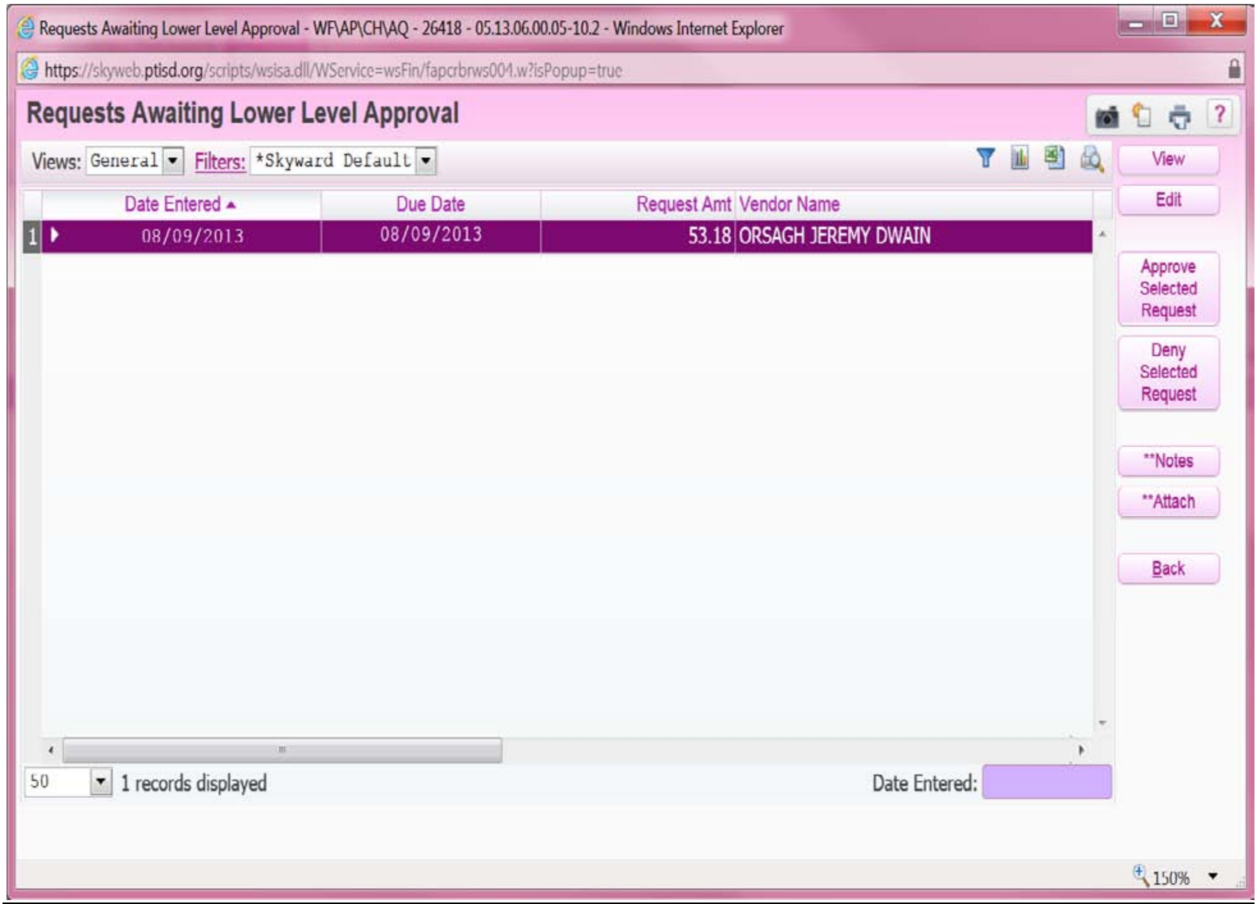


AFTER YOU HAVE CHECKED EVERYTHING FOR ACCURACY:

9.) YOU WOULD CLICK THE *APPROVE OR DENY* CHECKBOX. (IF YOU HIT DENY A BOX WILL POP UP WHERE YOU MAY ENTER THE REASON FOR DENIAL).

10.) CLICK *SUBMIT APPROVALS AND DENIALS*.

11.) ON THIS SCREEN YOU ALSO HAVE THE OPTION TO VIEW LOWER LEVEL REQUESTS BY CLICKING ON THE *REQUESTS AWAITING LOWER LEVEL APPROVAL* BUTTON.



YOU SHOULD SEE ALL REQUESTS THAT ARE COMING UP THE CHAIN OF APPROVAL BUT HAVE NOT REACHED YOU YET.

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