



# Oregon School District

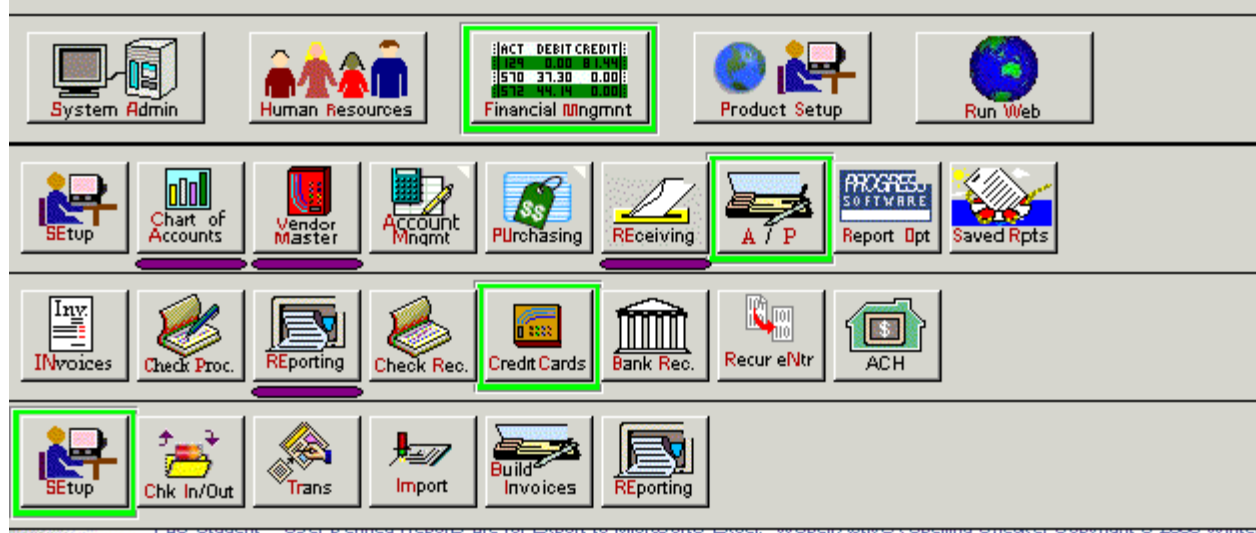
PURCHASING CARD PROGRAM

# General Procedure

- ▶ The Oregon School District uploads the basic transactions from BMO Spend Dynamics. (Vendor, Date, Amount, default account number)
- ▶ Transactions are automatically disbursed to the cardholder/card reconciler's inbox.
- ▶ Card Reconciler adds a description, receipt, and updates the account number, if necessary.
- ▶ Transactions are approved by the budget holder of the account that was used. If budget holder and cardholder are the same, the transaction is also approved by the Business Manager.
- ▶ Transactions are approved by accounts payable who checks the account number, description, and that a receipt is attached.
- ▶ Finance Director runs the invoice. At this point it shows up in a detailed transaction report.

# Set Up- Adding a Purchasing Card

- ▶ Starts in Skyward PAC. FM/AP/CC/SE. Ends in the web. Some steps can only be done in PAC and some on the web.



# Set Up- Adding a Purchasing Card

- ▶ Done in Skyward PAC.  
FM/AP/CC/SE
- ▶ The BMO Card Identifier is what connects the transaction from Spend Dynamics. If you don't know it and the card is used, you will get an error message when uploading the transactions. You will be able to obtain it from there.

FM\AP\CC\SE - 4814 - Credit Card Maintenance

District Card Name:

Card Number:

BMO Card Identifier:

Expiration Month: 01 Expiration Year: 2021

Vendor

Location

Card Limit: \$0.00

Card is currently active.  
 Card use is restricted.

School district credit card name or identifier.

OK Cancel

SkyDoc

# Set Up- Assign a Reconciler

Location	Vendor	District Card Name	In/Out	Expiration	Active	Restriction	Lin
RCI	HARRIS B000	Aaberg, Nicole72	Checked-out	01/2022	Yes	No	\$10,000.0
DSO	HARRIS B000	Amlong, Jackie	Checked-out	05/2024	Yes	No	\$5,000.0
OHS	HARRIS B000	Anderson, Andrea37	Checked-out	01/2025	Yes	No	\$1,200.0
OHS	HARRIS B000	Anderson, Jon	Checked-out	02/2022	Yes	No	\$7,500.0
OMS	HARRIS B000	Anderson, Katie	Checked-out	03/2024	Yes	No	\$5,000.0
OMS	HARRIS B000	Anderson, Shannon85	Checked-out	09/2021	Yes	No	\$5,000.0
PVE	HARRIS B000	Arndt, Keith	Checked-out	03/2021	Yes	No	\$2,500.0

Status: Active    Sort By: District Card Name    Card Name: Aaberg, Nicole72

FM\AP\CC\CI - 4935 - Card Check In/Check Out

District Card Name: Newton, Kara

Used By: Newton Kara D    NEWTOKAR000

Description:

Check Out

Check Out Date: 01/13/2021    Check Out Time: 2:06:57 PM

Check Out Entered By: Newton Kara D    NEWTOKAR000

Check In

Check In Date:    Check In Time:   

Check In Entered By:   

Name key of the employee checking out the card.    SkyDoc

- ▶ Done in Skyward PAC. FM/AP/CC/CI
- ▶ Click on the Check out icon and assign who is going to reconcile it.
- ▶ To check it back in, click on the Check In icon.

# Assign Security

Top screen is for a cardholder.

Bottom screen is for a pcard approver.

System: Web Financial Management      Update an existing group.  
 Entity: Oregon, WI      000      Select Menu Paths to alter the existing security level.  
 Group: Credit Card Transactions      CCT      Add or remove menu access for the current group.  
 Changes affect all assigned users once applied.

Menu Paths	PaC Expiration	Assigned vs Available	Minimum Security Level	Security Access Level	Security Lookup Level
- WF\PS - Product Setup			0		
+ WF\VE - Vendors		0/53			
+ WF\AM - Account Management		0/170			
+ WF\PU - Purchasing		0/80			
- WF\AP - Accounts Payable		2/86			
+ WF\AP\PS - Product Setup		0/11			
+ WF\AP\ER - Expense Reimbursement		0/8			
- WF\AP\CC - Credit Cards		2/15			
- WF\AP\CC\RT - Review/Submit Transactions			0	5	2
- WF\AP\CC\AT - Approve Transactions			0		
- WF\AP\CC\AC - Activity			0	3	1
+ WF\AP\CC\RE - Reports		0/3			

SA\SE\SG\SG - 898 - Security Group Maintenance Screen

System: Web Financial Management      Update an existing group.  
 Entity: Oregon, WI      000      Select Menu Paths to alter the existing security level.  
 Group: Credit Card Approval      CCA      Add or remove menu access for the current group.  
 Changes affect all assigned users once applied.

Menu Paths	PaC Expiration	Assigned vs Available	Minimum Security Level	Security Access Level	Security Lookup Level
- WF\PS - Product Setup			0		
+ WF\VE - Vendors		0/53			
+ WF\AM - Account Management		0/170			
+ WF\PU - Purchasing		0/80			
- WF\AP - Accounts Payable		5/86			
+ WF\AP\PS - Product Setup		0/11			
+ WF\AP\ER - Expense Reimbursement		0/8			
- WF\AP\CC - Credit Cards		4/15			
- WF\AP\CC\RT - Review/Submit Transactions			0	3	1
- WF\AP\CC\AT - Approve Transactions			0	3	1
- WF\AP\CC\AC - Activity			0	3	1

# Set up- On the web

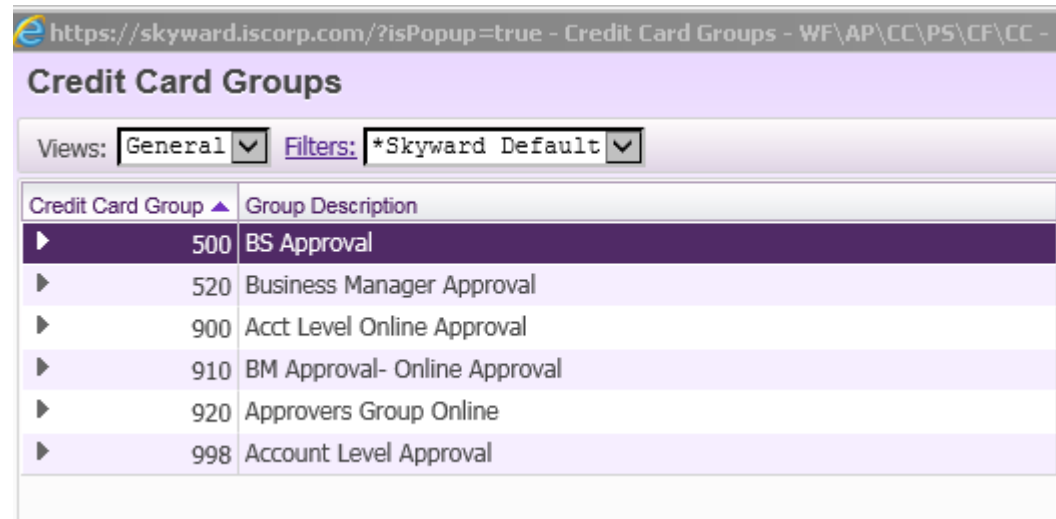
- ▶ Account Payable
- ▶ Credit Card
- ▶ Setup
- ▶ Configuration

The screenshot displays the SKYWARD web application interface. The top navigation bar includes tabs for Home, Account Management, Vendors, Purchasing, Accounts Payable (selected), Custom Reports, Federal/State Reporting, and Administration. Below the navigation bar is a search bar and a 'Financial Management Setup' section. The main content area is divided into several panels, each representing a different setup category:

- Accounts Payable - AP** (Setup):
  - Invoice Entry - IE
  - Approve Invoices - AI
  - Invoice Pending Receiving Update - PR
  - Invoice Activity - IA
  - Accounting - A/P Invoice Batch-to-Open - AB
  - Update History - Accounts Payable - UH
  - Quick Void Process - QV
  - User Preferences - UP
  - Reports - RE
- Check Reconciliation - CR**:
  - Check Reconciliation - CR
  - Reports - RE
- Expense Reimbursement - ER** (Setup):
  - Approve - AE
  - Generate Invoices - GA
  - History - RH
- Credit Cards - CC** (Setup):
  - Review/Submit Transactions - RT
  - Approve Transactions - AT
  - Activity - AC
  - Reports - RE
- Payment Processing - PP** (Setup):
  - Check Register - CR
  - Automated Clearing House - AC
  - Export Checks to Bank (Positive Pay) - EC
  - Print Check History - PC

# Set up- Assign to Credit Card Group

- ▶ Credit Card Groups tells Skyward how to route transactions.
- ▶ Four groups are currently being used.
- ▶ If you are not a budget holder you are put in the Account Level Group.
- ▶ If you are a budget holder you are put in the BM Approval Group
- ▶ Other two groups are just for the Business Office Staff.



The screenshot shows a web browser window with the URL <https://skyward.iscorp.com/?isPopup=true>. The page title is "Credit Card Groups - WF\AP\CC\PS\CF\CC -". The main heading is "Credit Card Groups". Below the heading, there are controls for "Views: General" and "Filters: \*Skyward Default". The main content is a table with two columns: "Credit Card Group" and "Group Description".

Credit Card Group ▲	Group Description
▶ 500	BS Approval
▶ 520	Business Manager Approval
▶ 900	Acct Level Online Approval
▶ 910	BM Approval- Online Approval
▶ 920	Approvers Group Online
▶ 998	Account Level Approval



# Set up- Assign to Credit Card Group Routing of Transactions Group- Account Level

- ▶ Account Clearance is blank. This routes it by your account clearance groups set up, which is the budget holder.
- ▶ Second level is the district office approval which looks for receipts, checks account number, and the description.
- ▶ More levels can be created.
- ▶ Add the credit card to the group.

900 Acct Level Online Approval

Expand All Collapse All Modify Details (displaying 3 of 3) View

▼ Credit Card Group Information

Credit Card Group: 900  
Group Description: Acct Level Online Approval  
Account Clearance Group:

▼ Approvers Add Approver

		Level	Approvers
Edit	Delete	2	Breitbach, Kelly Laureen
Edit	Delete		Newton, Kara D

▼ Credit Cards Add Credit Card

	District Card Name	Credit Card Number	Le
Delete	Aaberg, Nicole72	*****01625172	R

# Set up- Assign to Credit Card Group Routing of Transactions Group- BM Approval

- ▶ Account Clearance is blank. This routes it by your account clearance groups set up, which is the budget holder.
- ▶ Second level is the district office approval which looks for receipts, checks account number, and the description.
- ▶ Third Level is the business manager approval.
- ▶ Add the credit card to the group.

900 | ALL Level Online Approval  
910 | BM Approval- Online Approval

[Expand All](#) [Collapse All](#) [Modify Details \(displaying 3 of 3\)](#) [V](#)

▼ **Credit Card Group Information**

Credit Card Group: 910  
Group Description: **BM Approval- Online Approval**  
Account Clearance Group:

▼ **Approvers** [Add Approver](#)

		Level	Approvers
<a href="#">Edit</a>	<a href="#">Delete</a>	2	Breitbach, Kelly Laureen
<a href="#">Edit</a>	<a href="#">Delete</a>		Newton, Kara D
<a href="#">Edit</a>	<a href="#">Delete</a>	3	Weiland, Andrew T

▼ **Credit Cards** [Add Credit Card](#)

	District Card Name	Credit Card Number
<a href="#">Delete</a>	Amlong, Jackie	*****00642356

# Spend Dynamics –Retrieving File



Report Outbox

Pinned

- Administration
- File Management
  - The Vault
- Period Management
  - Statement Periods**
- Reports
- Expenditure Analysis
  - Transaction Search - Company
- Bank of Montreal
  - Invoice Report

## Statement Periods

Manage Company Financial Periods

BMO

Statement Period		Open Period			Closed Period			Options
Start Date	End Date	Unread	Read	Updated	Unread	Read	Updated	
01/06/2021	02/05/2021	29			52			<a href="#">R</a> <a href="#">T</a> <a href="#">A</a> <a href="#">i</a> <a href="#">Extract</a>

BMO

Extract	Incomplete	Waiting	Question	Approved	Declined	No Rule	
New	0	2	0	0	0	46	<a href="#">Extract</a> <a href="#">Flush</a> <a href="#">Advanced</a>
							<a href="#">Images</a>

# Spend Dynamics

Report Outbox

**Pinned**

Administration

File Management

[The Vault](#)

Period Management

[Statement Periods](#)

Reports

Expenditure Analysis

[Transaction Search - Company](#)

Bank of Montreal

[Invoice Report](#)

Inbox

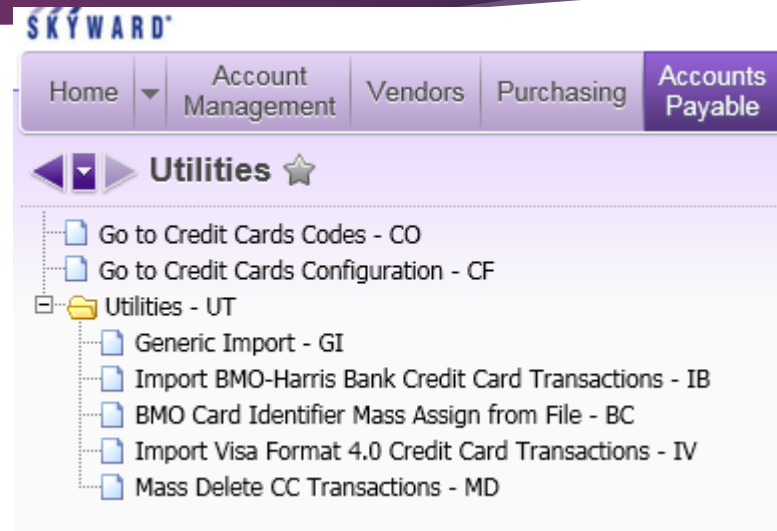
33 files [Download](#) [Move](#) [Delete](#)

[Outbox](#)

<input type="checkbox"/>		MasterCard_Skyward_FEB_20210113_	10 KB
<input type="checkbox"/>		MasterCard_Skyward_FEB_20210111_	

# Uploading Transactions

- ▶ On web. AP/CC/Setup/Utilities
- ▶ Import BMO- Harris Bank Credit Card Transaction
- ▶ Find your file and hit run.



File Layout:  BMO-Harris Bank Details Online  
 BMO-Harris Bank Spend Dynamics

File to Import:  Browse...

Last File Imported: 1/11/2021 - MasterCard\_Skyward.txt [View](#)

Import file contains Skyward account numbers  
 Automatically approve the imported transactions?  
If you are using the Credit Card Approval process, uncheck this option.  
 Do not display purchasing vendor cross reference warnings

Default Account:  \$

**Process Options**

Preview Data to Process

Run the Update

https://skyward.iscorp.com/?isPopup=true - BMO/Harris Bank Credit Card Transaction Records to be Imported - Internet Explorer

**BMO/Harris Bank Credit Card Transaction Records to be Imported**

Views: **General** Filters: **\*All Transactions**

Rec #	Val	Credit Card	Transaction ID	Details	Tran Date	Amount	Where Used
48		Shelby Retzlaff 3858	H50720210112qutzornln		01/11/2021	49.95	2co.Com Myrouteon, 650-249-5280, OH, 43215, US
47		Michele Brisack 3799	H50720210113qolnzviqd		01/12/2021	164.62	Interstate Books4schoo, 608-2713600, WI, 53713, US
46		Michele Brisack 3799	H50720210112qrvyexlrt		01/11/2021	192.10	Amazon.Com Fs1lk8ar3 A, Amzn.Com/Bill, WA, 98109
45		Heather Rattman 4790	H50720210113cuzqunsgo		01/12/2021	50.00	Paypal Wisconsinch, 9203583730, WI, 53012, US
44		Mark Poland 6017	H50720210113tqrbugame		01/12/2021	120.50	Butche Repairs, Oregon, WI, 53575, US

Buttons: Refresh, Remove, Print Verification Report, Back

https://skyward.iscorp.com/?isPopup=true - BMO/Harris Bank Credit Card Transaction Records to be Imported - Internet Explorer

**BMO/Harris Bank Credit Card Transaction Records to be Imported**

Views: **General** Filters: **\*All Transactions**

Employee	Purchasing Vendor Name	Vendor Name Key	Warning/Exception
	Ward Brodt Music Co	WARD BRO000	Warning: Card not checked out for date
	Ward Brodt Music Co	WARD BRO000	Warning: Card not checked out for date
			Warning: Card not checked out for date
			Warning: Card not checked out for date
			Warning: Card not checked out for date
			Warning: Card not checked out for date
			Credit Card Not Found: Leslie Bergstro 1573
			Credit Card Not Found: Leslie Bergstro 1573

Buttons: Refresh, Remove, Print Verification Report, Back, Purchasing Vendor Cross References

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https://skyward.iscorp.com/?isPopup=true - Import BMO-Harris Bank Credit Card Transactions

**Import BMO-Harris Bank Credit Card Transactions**

**Processing Messages**

Preview process has completed and has found records to process. Select the 'Preview Data to Process' button to continue.

**Process Options**

Preview Data to Process

Run the Update

- ▶ After you hit run, click on preview Data to Process.
- ▶ It will bring you into the second screen shot. Here you can find the BMO Card Identifier needed for when you enter a new credit card. It is the "Credit Card" field in this report.
- ▶ You should scroll over and make sure you do not have any warnings.
- ▶ Click on back. When you click on back you will go to the bottom screen shot.
- ▶ Some warnings will need to be fixed before you click on Run the update. If you have warnings get out and fix them first. (see following screen) If you do not want to run the update click on x to get out of the screen.

# P-card Upload Report

- ▶ You will receive a report after you hit run. You should look to the bottom of the report and make sure all records were uploaded. If you had warnings you will get a message at the bottom of the report

```
Import Records:      48      7,920.09
Import File: MasterCard_Skyward.txt
Import file contains Skyward accounts: Yes
Automatically approve transactions: No
Default account:

***** End of report *****
```

# Error Messages/Warnings

- ▶ No BMO Card Identifier. Go back into PAC and add it.
- ▶ Account number not valid. Change it in the file.

If you get either of these two errors your transactions will not be loaded.

- ▶ Card not checked out. This will not stop the transaction from being loaded. But once it is loaded you will need to go into PAC and assign it in the transaction screen.



# Card Reconciliation

- ▶ Cardholder will click into Credit Card Activity Needs to be submitted.
- ▶ They will then see the transactions that need to be reconciled.
- ▶ Click on Edit for each transaction.

The screenshot shows the SKYWARD Financial Management dashboard. At the top, there are navigation tabs: Home, Account Management, Vendors, Purchasing, Accounts Payable, Custom Reports, and Federal/State Reporting. Below these is a 'Financial Management' section with a 'Jump to Other Dashboards' menu containing links for \*Calendar, Skyward User, Task Manager, and Reset Dashboards. A 'Select Widgets' button is also present. Below the menu, there are two notification cards. The first card, titled 'Credit Card Transactions Awaiting My Approval', shows '83 Credit Card Transactions Require Approval'. The second card, titled 'Credit Card Activity Needs to be Submitted', shows '13 Credit Card Transactions need to be Submitted'.

**Review/Submit Transactions**

Views: **General** Filters: **Unapproved**

Tran Date	App Sts*	Amount*	Where Used	Used By	Purchasing Vendor	District Card Name	Transaction ID	Import Format
▶ 02/10/2021		935.00	Spectrum, 855-707-7328, MO, 63131, US	<a href="#">Newton, Kara D</a>		Newton, Kara	110,385	BMO-SD
▶ 02/10/2021		336.47	Frontier Comm Corp Web, 2036145600, CT, 06851, US	Newton, Kara D		Newton, Kara	110,384	BMO-SD
▶ 02/10/2021		56.08	Frontier Comm Corp Web, 2036145600, CT, 06851, US	Newton, Kara D		Newton, Kara	110,383	BMO-SD
▶ 02/08/2021		4.00	Github, 8774484820, CA, 94107, US	Newton, Kara D		Weis, Josh	110,378	BMO-SD
▶ 02/03/2021		37.99	Amzn Mktp US Ax6c455w3, Amzn.Com/Bill, WA, 98109, US	Newton, Kara D		Weis, Josh	110,271	BMO-SD

Buttons: View, Edit, Notes, Attach, Submit

# Card Reconciliation

- ▶ Cardholder will attach a receipt through the “attachments” icon.
- ▶ Click on “add file”
- ▶ Cardholder will need to choose a type. (this will need to be set up).
- ▶ Add a short description, such as “invoice”.
- ▶ Upload or scan in a receipt.
- ▶ Click on Save.

https://skyward.iscorp.com/?isPopup=true - Credit Card Transaction Maintenance - WF - 10636 - 0 - Internet Explorer

### Credit Card Transaction Maintenance

**Credit Card Transaction Master**

Card Number: \*\*\*\*\*00467410 Edit Master Notes Attachments Submit for Approval

District Card Name: Newton, Kara Save and Finish Later

Used By: Newton, Kara D Master Amount: 935.00

Where Used: Spectrum, 855-707-7328, MO, 63131, US Detail Amounts: 935.00

Description: Remaining Amount: 0.00

Purchasing Vendor: Select from PO

Project/Grant: Help

Transaction Date: 02/10/2021 Tran ID: 110385

Status: Batch BMO Tran ID: H50720210211ucjbekboe

**Transaction Detail Lines**

Views: General Filters: \*Skyward Default Add

Line #	Description	Amount	Account(s)	Invoice	PO Num	Edit	Delete
1		935.00	10E800 411 232900 000 520535				

https://skyward.iscorp.com/?isPopup=true - Attachments - WF - 10636 - 05.20.10.00.10 - Internet Explorer

### Attachments

**Credit Card Activity Attachments**

Available Attachments for Credit Card Activity View Attachment

Type	Description	Entered By	Entered Date	Entered Time	File Size	Or
<i>There are no records to display; check your filter settings.</i>						

Add File Add Link

https://skyward.iscorp.com/?isPopup=true - Credit Card Activity Attachments - WF - 10636 - 05.2 - Internet Explorer

### Credit Card Activity Attachments

**Add Credit Card Activity Attachment** Save Back

\* Type:

Entered Date: 02/11/2021

Entered Time: 9:27 AM

Entered By: Kara D Newton

Description:

\* Attached File:  Upload a New File  Scan in a New File Browse...

# Card Reconciliation- Step Two

- ▶ Click on Edit in the Transaction Detail Line.
- ▶ Put in a description of the purchase in the description box.
- ▶ Update the account number if necessary.
- ▶ Click on Save.

The screenshot displays the 'Transaction Detail Lines' section at the top, showing a single line with an amount of 935.00 and account number 10E800 411 232900 000 520535. Below this is the 'Credit Card Detail Transaction Maintenance' form, which includes fields for Total Transaction Amount (935.00), Amount Remaining (0.00), Line Number (1), and Detail Amount (935.00). The form also has fields for PO Number, Catalog, Unit Meas, and Unit Cost. At the bottom, the 'Detail Line Accounts' section shows an 'Account Distribution' table with one entry for the account 10E800 411 232900 000 520535, representing 100% of the total amount.

Account Distribution	Amount	Percent
10E800 411 232900 000 520535	935.00	100.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
<b>Total:</b>	<b>935.00</b>	<b>100.00</b>

# Card Reconciliation- Final Step

- ▶ Click on "Submit for Approval".

https://skyward.iscorp.com/?isPopup=true - Credit Card Transaction Maintenance - WF - 10636 - 0 - Internet Explorer

### Credit Card Transaction Maintenance

**Credit Card Transaction Master**

Card Number: \*\*\*\*\*00467410 [Edit Master](#) [Notes](#) [Attachments](#)

District Card Name: Newton, Kara

Used By: Newton, Kara D Master Amount: 935.00

Where Used: Spectrum, 855-707-7328, MO, 63131, US Detail Amounts: 935.00

Description: Remaining Amount: 0.00

Purchasing Vendor:

Project/Grant:

Transaction Date: 02/10/2021 Tran ID: 110385

Status: Batch BMO Tran ID: H50720210211ucjbekboe

[Submit for Approval](#)  
[Save and Finish Later](#)  
[Select from PO](#)  
[Help](#)

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**Transaction Detail Lines**

Views: **General** Filters: **\*Skyward Default** [Add](#) [Edit](#) [Delete](#) [Clone](#) [Mass Add Accounts](#)

Line #	Description	Amount	Account(s)	Invoice	PO Num
▶ 1		935.00	10E800 411 232900 000 520535		

# Approval Status

- ▶ No App Sts transaction has not been submitted for approval.
- ▶ WFH- in approval cycle.
- ▶ APP- Has completed the approval cycle and the invoice can be run on it.

Review/Submit Transactions			
Views: <input type="button" value="General"/>		Filters: <input type="button" value="*Skyward Default"/>	
Tran Date	App Sts	Amount	Where Used
▶ 02/03/2021	WFH	18.00	Kwik Trip 37200003723, Oregon, WI, 53575-0000, US
▶ 01/21/2021	APP	330.17	Cts Frontier Onlinepay, 800-921-8101, CT, 06851, US
▶ 01/21/2021	APP	55.03	Cts Frontier Onlinepay, 800-921-8101, CT, 06851, US
▶ 01/21/2021	APP	18.00	Kwik Trip 37200003723, Oregon, WI, 53575-0000, US
▶ 01/18/2021	APP	129.45	Amazon.Com Av4cj08j3, Amzn.Com/Bill, WA, 98109, US
▶ 01/14/2021	APP	80.30	Amazon.Com X859n6uv3, Amzn.Com/Bill, WA, 98109, US
▶ 01/11/2021	APP	935.00	Spectrum, 855-707-7328, MO, 63131, US
▶ 01/11/2021	APP	559.80	Amzn Mktp US Hs9iq0af3, Amzn.Com/Bill, WA, 98109, US
▶ 01/11/2021	APP	7.99	Amzn Mktp US 3322k5tf3, Amzn.Com/Bill, WA, 98109, US
▶ 01/07/2021	APP	909.99	Sts Education, Simi Valley, CA, 93065, US
▶ 01/06/2021	APP	4.00	Github, 8774484820, CA, 94107, US
▶ 02/10/2021		935.00	Spectrum, 855-707-7328, MO, 63131, US
▶ 02/10/2021		336.47	Frontier Comm Corp Web, 2036145600, CT, 06851, US

# P-card Approvals

- ▶ Approver will click into “Credit Card Transactions Awaiting My Approval”
- ▶ Approver can view the attachment (receipt), check the account number, etc.
- ▶ Approver will click in the APP box and the hit “Submit Approvals and Denials”

The screenshot shows the top navigation bar with tabs: Home, Account Management, Vendors, Purchasing, Accounts Payable, Custom Reports, and Federal/State Reporting. Below this is the 'Financial Management' section with a 'Jump to Other Dashboards' area containing links for \*Calendar, Skyward User, Task Manager, and Reset Dashboards. A 'Select Widgets' button is also present. A notification widget titled 'Credit Card Transactions Awaiting My Approval' is highlighted, showing a count of 83 items.

**Credit Card Transaction Approval**

Number of Transactions Approved:  Total Amount Approved:   
 Number of Transaction Denied:  Total Amount Denied:

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

Transaction Date	App	Deny	Attach Exists	Amount	Where Used	#D	Description Line 1	Account Line 1	Amount Line 1	Description Line 2
▶ 01/07/2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Y	118.08	The Homesteaders Store, Madison, WI, 53719, US	1	supplies for oil change and part for RTV	10E800 411 254500 000 528551	118.08	
▶ 01/08/2021	<input type="checkbox"/>	<input type="checkbox"/>	Y	105.48	The Homesteaders Store, Madison, WI, 53719, US	1	latch for tractor	10E800 411 254500 000 528551	105.48	
▶ 01/11/2021	<input type="checkbox"/>	<input type="checkbox"/>	Y	195.24	Amzn Mktp US 253x409t3, Amzn.Com/Bill, WA, 9810	1	Woodworking Textbooks	10E410 411 136430 000 410281	195.24	
▶ 01/11/2021	<input type="checkbox"/>	<input type="checkbox"/>	Y	2,528.00	Aa Inc Hbs America, Geneva, IL, 60134, US	1		10E800 411 253300 000 528552	2,528.00	
▶ 01/12/2021	<input type="checkbox"/>	<input type="checkbox"/>	Y	56.80	Usps.Com Postal Store, 800-782-6724, MO, 64161, U	1	Stamps for Steam postcards to online students. (MM)	10E250 411 132900 000 250266	56.80	

Buttons: Submit Approvals and Denials, Refresh, View, Edit, Notes, \*\*Attach

# P-card Denials

**Credit Card Transaction Approval**

Number of Transactions Approved:  Total Amount Approved:   
Number of Transaction Denied:  Total Amount Denied:

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

Transaction Date	App	Deny	Attach Exists	Amount	Where Used	#D	Description Line 1	Account Line 1	Amount Line 1	Description Line 2
▶ 01/07/2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Y	118.08	The Homesteaders Store, Madison, WI, 53719, US	1	supplies for oil change and part for RTV	10E800 411 254500 000 528551	118.08	
▶ 01/08/2021	<input type="checkbox"/>	<input type="checkbox"/>	Y	105.48	The Homesteaders Store, Madison, WI, 53719, US	1	latch for tractor	10E800 411 254500 000 528551	105.48	
▶ 01/11/2021	<input type="checkbox"/>	<input type="checkbox"/>	Y	195.24	Amzn Mktp US 253x409t3, Amzn.Com/Bill, WA, 9810	1	Woodworking Textbooks	10E410 411 136430 000 410281	195.24	
▶ 01/11/2021	<input type="checkbox"/>	<input type="checkbox"/>	Y	2,528.00	Aa Inc Hbs America, Geneva, IL, 60134, US	1		10E800 411 253300 000 528552	2,528.00	
▶ 01/12/2021	<input type="checkbox"/>	<input type="checkbox"/>	Y	56.80	Usps.Com Postal Store, 800-782-6724, MO, 64161, U	1	Stamps for Steam postcards to online students. (MM)	10E250 411 132900 000 250266	56.80	

Buttons: [Submit Approvals and Denials](#), [Refresh](#), [View](#), [Edit](#), [Notes](#), [\\*\\*Attach](#)

- ▶ An approver can hit the deny box too. However, the only thing that it does is send it back to the cardholder. This would be used maybe if they are missing a receipt.
- ▶ It does not contact the credit card company to dispute the charge. In order to dispute the charge you would need to call the credit card company.

# P-card Invoice

- ▶ Done in PAC. Go to the “Build Invoice” icon. FM/AP/CC/BI
- ▶ Add an ending transaction date. This is the date that your billing cycle ends. At OSD it is always the 5<sup>th</sup> of each month. This is important because you want to make sure you post the transactions in the month that the transaction was paid to the credit card company.
- ▶ Add batch number and invoice number. (can be anything, or can use invoice number on the credit card statement).
- ▶ Invoice and due date. I use the date that we pay the credit card vendor.
- ▶ Add Bank Cash Account.
- ▶ Our credit card transactions are automatically deducted from our bank account. So we use the check type of “Wire”. But if paying by check you would use “check”.
- ▶ Click Process.
- ▶ Click on Yes when asked if you would like to commit invoices to AP Invoice.

FM\AP\CC\BI - 4938 - Build AP Invoices

Transaction Selection Parameters

All Credit Cards  Selected Cards

Select

Low	High
Transaction Date: //	02/05/2021
Import Date: //	12/31/9999
VCF4 Post Date: //	12/31/9999

Selected Cards	
District Card Name	Card Number

Process Save Load Reset Close

Invoice Creation Parameters

Batch Number: 202102

Invoice Number: 202102

Invoice Date: 02/12/2021

Due Date: 02/12/2021

Description: 5/5 Harris Credit Card Payment AP Invoice.

Use the PO Description when the transaction is tied to a purchase order

Bank Cash Account: Accounts Payable AP

Bank Cash Account Nbr: \*\*A000 000 711100 000 000000

Print Acct on Stub: No Fiscal Year: 2020-2021

Check Type: Wire Transfer

The invoice check type - Regular, Wire Transfer or ACH. SkyDoc



# P-card Invoice

- ▶ When the building invoice step is completed all the transactions will be in the normal AP “Invoice” icon.
- ▶ And then you would just run the transactions as you would a normal invoice.
- ▶ If your payment is coming out automatically from your bank keep in mind you will want the posting date to be the same as the payment date.

PO Number	Description	Vendor	Vendor key	Invoice Number
B	5/5 Harris Credit Card Payme	Decker Equipment	DECKER B000	20210200003
B	5/5 Harris Credit Card Payme	DPI	DPI 001	20210200009
B	5/5 Harris Credit Card Payme	Hallman Lindsay Paints Inc	HALLMAN 000	20210200002
B	5/5 Harris Credit Card Payme	Harris Bank	HARRIS B000	20210200000
B	5/5 Harris Credit Card Payme	NASCO	NASCO 000	20210200006
B	5/5 Harris Credit Card Payme	Oregon Frozen Yogurt	OREGON F002	20210200007
B	5/5 Harris Credit Card Payme	Overdrive Inc	OVERDRIV000	20210200005
B	5/5 Harris Credit Card Payme	Sloan Implement Co Inc	SLOAN IM000	20210200004
B	5/5 Harris Credit Card Payme	US Postal Service	US POSTA001	20210200008
B	5/5 Harris Credit Card Payme	Ward Brodt Music Co	WARD BR0000	20210200001
4102100006	B Afinia H+1 3D Printers (2)	First Technologies Inc	FIRST TB000	79828789

# Purchasing Vendor

- ▶ If you want to add a purchasing vendor this is done on the web side. AP/CC/Setup/Configuration/ Purchasing Vendor Cross Reference. Once a p-card transaction has been added the vendor will show up on this screen. And you can connect it to a vendor in your vendor list.
- ▶ Or you can connect transactions to a vendor at the time you import your transactions.

FM\AP\IN\IM - 2219 - Invoice entry

Invoices					
PO Number	S	Description	Vendor	Vendor key	Invoice Number
	B	5/5 Harris Credit Card Payme	Decker Equipment	DECKER B000	20210200003
	B	5/5 Harris Credit Card Payme	DPI	DPI 001	20210200009
	B	5/5 Harris Credit Card Payme	Hallman Lindsay Paints Inc	HALLMAN 000	20210200002
	B	5/5 Harris Credit Card Payme	Harris Bank	HARRIS B000	20210200000
	B	5/5 Harris Credit Card Payme	NASCO	NASCO 000	20210200006
	B	5/5 Harris Credit Card Payme	Oregon Frozen Yogurt	OREGON F002	20210200007
	B	5/5 Harris Credit Card Payme	Overdrive Inc	OVERDRIV000	20210200005
	B	5/5 Harris Credit Card Payme	Sloan Implement Co Inc	SLOAN IM000	20210200004
	B	5/5 Harris Credit Card Payme	US Postal Service	US POSTA001	20210200008
	B	5/5 Harris Credit Card Payme	Ward Brodt Music Co	WARD BR0000	20210200001
4102100006	B	Afinia H+1 3D Printers (2)	First Technologies Inc	FIRST TB000	79828789

Approvals | History | PO Number: 4102100006

Range  
+ Add  
Edit  
Delete  
Report  
PO  
Rec'd Upd  
Batch Upd