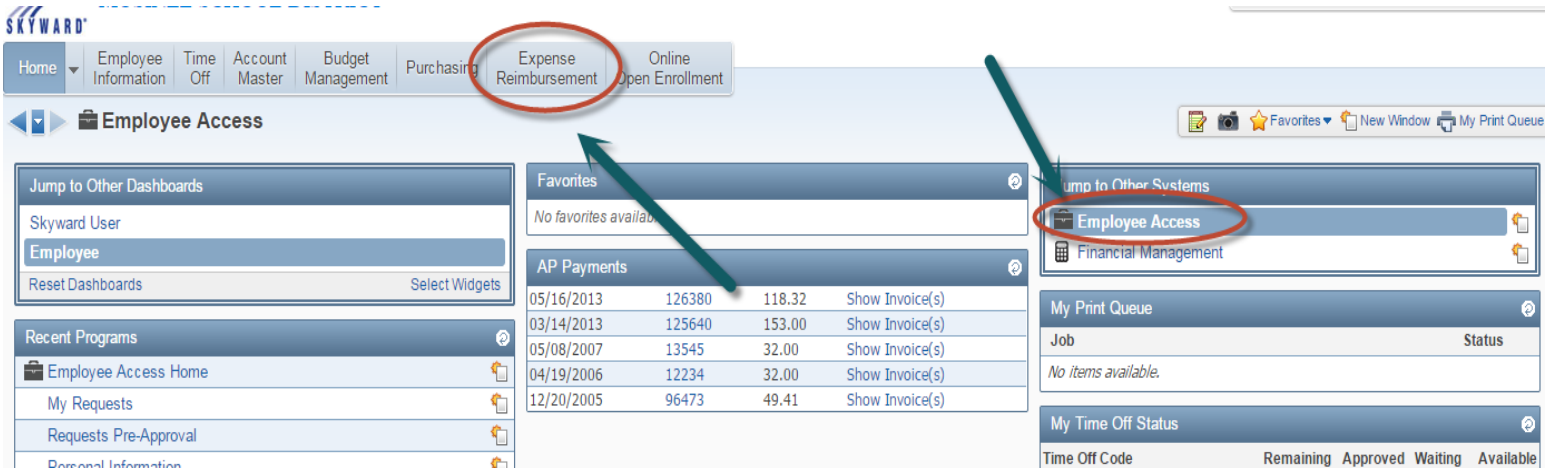
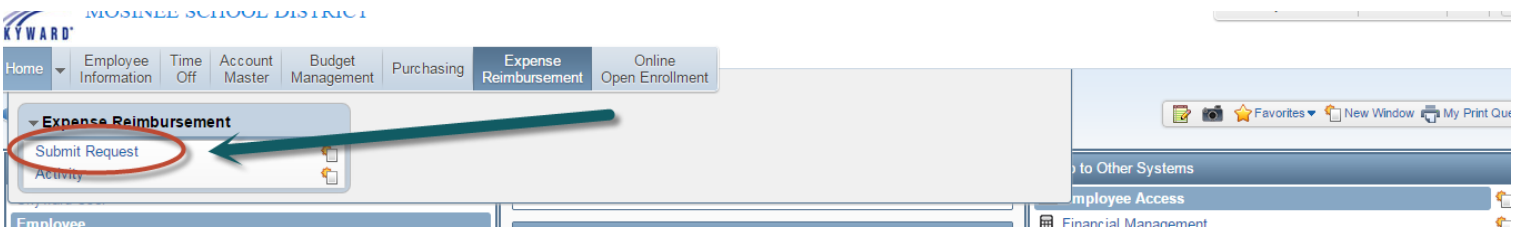


Guide to Enter Expense Reimbursements in Skyward –currently just used for MILEAGE REIMBURSEMENTS

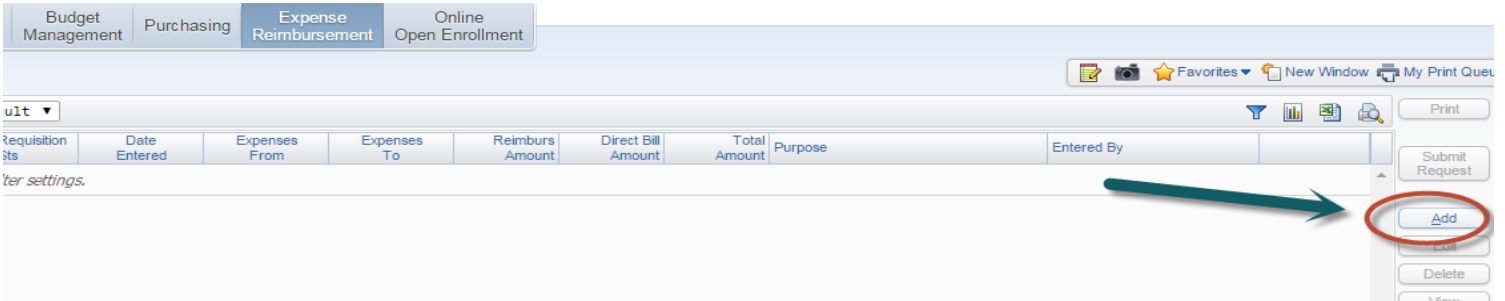
Log into Skyward Financial, then Employee Access, then click on the Expense Reimbursement Tab



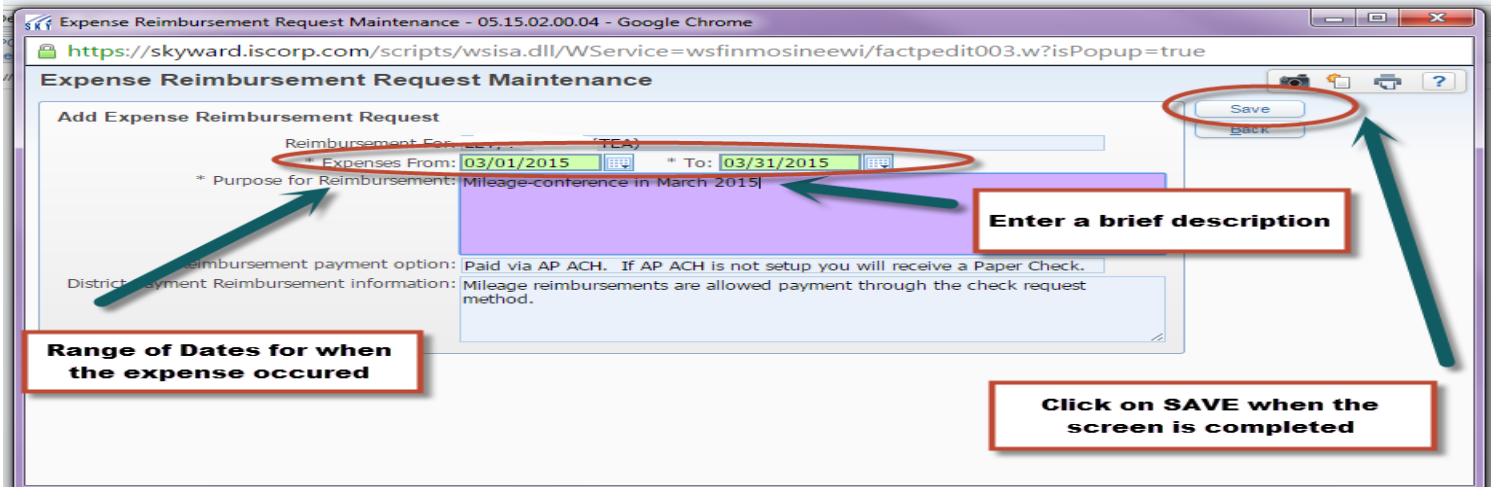
Click on Submit Request



Click on on Add



Enter in dates and a brief description of what the expense is for and click SAVE



Click on ADD or MASS ADD DETAIL.

Expense Reimbursement Request Maintenance

Expense Reimbursement Information

Reimbursement For: LEY, DAVID J (TEA) Edit Master

Expenses From: 03/01/2015 To: 03/31/2015 31 Days Notes

Purpose for Reimbursement: Mileage-conference in March 2015 Attachments

Reimbursement payment option: Paid via AP ACH. If AP ACH is not setup you will receive a Paper Check.

Total Reimbursement Amount: \$0.00

Required Pre-verifier: Submit For Approval
Save and Finish Later

Expense Reimbursement Detail Lines

Views: General Filters: *Skyward Default

#	Date	Type	Description/Customer	Quantity	Amount	Total Amount	C
There are no records to display; check your filter settings.							

Click on ADD or MASS ADD DETAIL

Add
Mass Add Detail

Click on REIMBURSEMENT TYPE link

Expense Reimbursement Request Detail Maintenance

Expense Reimbursement Information

Expenses From: 03/01/2015 To: 03/31/2015 31 Days

Total Reimbursement Amount: \$0.00

Add Expense Reimbursement Detail Line

Line Number: 1 Receipt Attached Direct Bill/Do not Reimburse

* Date: 03/01/2015 Sunday

* Reimbursement Type: Other

* Quantity: 0

* Amount: \$0.00

Total Amount: \$0.00

* Description/Customer:

Click on Reimbursement Type

Save
Back

Highlight the expense you wish to be reimbursed for and then click SELECT

Reimbursement Expense Codes

Views: General Filters: *Skyward Default

Code	Description	User Defined Amount Label	UD Amt Type	Default Amount	Amt Edit	Max Amount	User Defined Quantity Label
Mileage	Mileage Reimbursement	Amount	Decimal 4 Places	\$0.5100	N	\$0.00	Quantity
Parking	Parking Fee	Amount	Decimal 4 Places	\$0.0000	Y	\$0.00	Quantity

Highlight the expense your are wishing to get reimbursed for, either Mileage or Parking Fee

Select
View
Back

Click SELECT

Once you select the Reimbursement Type, it will fill in a message in the box- "This is to be used for Mileage Reimbursements." You will need to enter in the QUANTITY of miles that you are claiming for reimbursement. The form will automatically calculate the TOTAL AMOUNT.

Expense Reimbursement Request Detail Maintenance

Expense Reimbursement Information

Expenses From: 03/01/2015 To: 03/31/2015 31 Days

Total Reimbursement Amount: \$102.00

Add Expense Reimbursement Detail Line

Line Number: 1 Receipt Attached Direct Bill/Do not Reimburse

* Date: 03/01/2015 Sunday

* Reimbursement Type: Mileage Reimbursement

Category: Mileage Reimbursement

This is to be used for Mileage Reimbursements

Quantity: 200.0000

Amount: \$0.5100

Total Amount: \$102.00

* Description/Customer: Science Teacher Conference in Wisconsin Dells on 3-15-2015

Detail Line Accounts

* Account	Account Selection	Amount	Percent
10E809		102.00	100.00
Total: 102.00 100.00			

Asterisk (*) denotes a required field

You will need to know what account number the travel should be expensed to. If you are not sure, contact the administrator that approved the conference or expense.

Quantity: 200.0000

Amount: \$0.5100

Total Amount: \$102.00

* Description/Customer: Science Teacher Conference in Wisconsin Dells on 3-15-2015

Detail Line Accounts

* Account	Account Selection	Amount	Percent
10E809		102.00	100.00
Total: 102.00 100.00			

As soon as you start to type the account number, a list will drop below. Note that I typed the account number with the letter "E" meaning "EXPENSE" Account

You can then click on the Account Number that you wish to select and it will AUTO FILL

Another way to select the account number is to just click on the ACCOUNT link

Account Distribution

Available Accounts (Accounts are displayed based on Account Clearance access)

This screen will appear

Fnd	T	Loc	Obj	Func	Prj	Funds Available	Selected
10	E	401	342	162312	000	\$-218.00	<input type="checkbox"/>
10	E	402	342	162224	000	\$-600.00	<input type="checkbox"/>
10	E	809	342	110000	000	\$0.00	<input type="checkbox"/>
10	E	809	342	110000	387	\$10,000.00	<input type="checkbox"/>
10	E	809	342	110000	899	\$0.00	<input type="checkbox"/>
10	E	809	342	110000	999	\$0.00	<input type="checkbox"/>
10	E	809	342	173000	000	\$-45.90	<input type="checkbox"/>
10	E	809	342	174100	000	\$0.00	<input type="checkbox"/>
10	E	809	342	214400	000	\$0.00	<input type="checkbox"/>
10	E	809	342	221200	000	\$0.00	<input type="checkbox"/>
10	E	809	342	221200	583	\$0.00	<input type="checkbox"/>
10	E	809	342	221200	816	\$0.00	<input type="checkbox"/>
10	E	809	342	221300	141	\$541.47	<input type="checkbox"/>

Account Number: 10E809
Quick Key:

If you are not seeing your account number on the screen, start to type it in.

Amount Remaining: \$102.00 100.00%

Account Level Description

Account Number Information

Code	Description
10	GENERAL FUND
809	DISTRICT
342	EMPLOYEE TRAVEL
110000	UNDIFFERENTIATED CURRICU
387	Peer Review and Mentor Grant

Save Account Distrib
Back

Select your account number.

Account Distribution

Available Accounts (Accounts are displayed based on Account Clearance access)

Fnd	T	Loc	Obj	Func	Prj	Funds Available	Selected
10	E	401	342	162312	000	\$-218.00	<input type="checkbox"/>
10	E	402	342	162224	000	\$-600.00	<input type="checkbox"/>
10	E	809	342	110000	000	\$0.00	<input type="checkbox"/>
10	E	809	342	110000	387	\$10,000.00	<input checked="" type="checkbox"/>
10	E	809	342	110000	899	\$0.00	<input type="checkbox"/>
10	E	809	342	110000	999	\$0.00	<input type="checkbox"/>
10	E	809	342	173000	000	\$-45.90	<input type="checkbox"/>
10	E	809	342	174100	000	\$0.00	<input type="checkbox"/>
10	E	809	342	214400	000	\$0.00	<input type="checkbox"/>
10	E	809	342	221200	000	\$0.00	<input type="checkbox"/>
10	E	809	342	221200	583	\$0.00	<input type="checkbox"/>
10	E	809	342	221200	816	\$0.00	<input type="checkbox"/>
10	E	809	342	221300	141	\$541.47	<input type="checkbox"/>

99 records displayed

Account Number: 10E809
Quick Key:

Put a check mark in the box of the expense that you are selecting.

Account Level Description

Account Number Information

Code	Description
10	GENERAL FUND
809	DISTRICT
342	EMPLOYEE TRAVEL
110000	UNDIFFERENTIATED CURRICU
	nd Mentor Grant

Save Account Distrib
Back

Click on SAVE ACCOUNT DISTRIBUTION

Total Amount to Distribute: \$102.00 100.00%
Total Distributed: \$102.00 100.00%
Amount Remaining: \$0.00 0.00%

Selected Accounts

Account Number	Amount	Percent
10 E 809 342 110000 387	102.00	100.00

Remove
Remove All

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinmosineewi/factpedit005.w?isPopup=true

Expense Reimbursement Request Detail Maintenance

Expense Reimbursement Information

Expenses From: 03/01/2015 To: 03/31/2015 31 Days
Total Reimbursement Amount: \$102.00

Click on SAVE

Add Expense Reimbursement Detail Line

Line Number: 1
* Date: 03/15/2015 Sunday
* Reimbursement Type: Mileage Reimbursement
Category: Mileage Reimbursement

Receipt Attached
Direct Bill/Do not Reimburse

Save
Back

If you have additional expenditures, you can click on ADD or I find it easier to click on CLONE, especially if I am using the same account number for my new expenditure.

Expense Reimbursement Request Maintenance

Expense Reimbursement Information

Reimbursement For: LEY, DAVID J (TEA) Edit Master

Expenses From: 03/01/2015 To: 03/31/2015 31 Days Notes

Purpose for Reimbursement: Mileage-conference in March 2015 Attachments

Reimbursement payment option: Paid via AP ACH. If AP ACH is not setup you will receive a Paper Check.

Total Reimbursement Amount: \$102.00

Required Pre-verifier: ▼

Expense Reimbursement Detail Lines

Views: General Filters: *Skyward Default

#	Date	Type	Description/Customer	Quantity	Amount	Total Amount	C	R	D
1	03/15/2015	Mileage Reimburse	Science Teacher Conference in Wisconsin Dells on 3-15-2015	200.0000	0.5100	102.00	G		

Click on ADD or CLONE to add another expenditure

Add
Delete
Clone
Mass Add Detail

In the Example below, I clicked on the CLONE button and just changed the information that was needed: date, Quantity of miles and the description and maybe the account number if I was not using the same one that I previously did. Click SAVE when finished.

Expense Reimbursement Request Detail Maintenance

Expense Reimbursement Information

Expenses From: 03/01/2015 To: 03/31/2015 31 Days Click SAVE when finished

Total Reimbursement Amount: \$120.36 Save
Back

Clone Expense Reimbursement Detail Line

Line Number: 2 Receipt Attached Direct Bill/Do not Reimburse

* Date: 03/25/2015 Wednesday

* Reimbursement Type: Mileage Reimbursement Mileage

Category: Mileage Reimbursement

This is to be used for Mileage Reimbursements

* Quantity: 36.0000

* Amount: \$0.5100

Total Amount: \$18.36

* Description/Customer: Science Teacher Meeting at NTC on 3-25-15

Changes that would need to be changed from a cloned screen

Detail Line Accounts

* Account	Account Selection	Amount	Percent
10 E 809 342 110000 387 - GENERAL/DISTRIC/EMPLOYE/UNDIFFE/Peer Review/	?	18.36	100.00
Total:		18.36	100.00

Asterisk (*) denotes a required field

SUBMIT FOR APPROVAL or SAVE AND FINISH LATER. If you are done and have no other mileage expenses to claim, you could click the SUBMIT FOR APPROVAL. If you know that you will have another mileage expense that you will need to enter, you could click on the SAVE AND FINISH LATER. Just to note, you can add notes and attachments to the Expense Reimbursement screen.

Expense Reimbursement Request Maintenance

Expense Reimbursement Information

Reimbursement For: LEY, DAVID J (TEA)

Expenses From: 03/01/2015 To: 03/31/2015 31 Days

Purpose for Reimbursement: Mileage-conference in March 2015

Reimbursement payment option: Paid via AP ACH. If AP ACH is not setup you will receive a Paper Check.

Total Reimbursement Amount: \$120.36

Required Pre-verifier:

You could add notes or attachments. Maybe a copy of a parking receipt.

Expense Reimbursement Detail Lines

Views: General Filters: *Skyward Default

#	Date	Type	Description/Customer	Quantity	Amount	Total Amount	C	R	D
1	03/15/2015	Mileage Reimburse	Science Teacher Conference in Wisconsin Dells on 3-15-2015	200.0000	0.5100	102.00	G		
2	03/25/2015	Mileage Reimburse	Science Teacher Meeting at NTC on 3-25-15	36.0000	0.5100	18.36	G		

Once you click SUBMIT FOR APPROVAL, you will see the screen shot below. The Expense Reimbursement works very similar to a Requisition. You will want to see a status of WFH, meaning waiting for a higher approval. You can click the down arrow and see any detail related to the Expense Reimbursement.

Submit Request

Reimbursement Req Requisition Requisition Date Expenses Expenses Reimburs Direct Total Purpose Entered By
 Number Sts Number Sts Entered From To Amount Amount Amount Amount
 0000000058 WFH 03/21/2015 03/01/2015 03/31/2015 120.36 0.00 120.36 Mileage-conference in March 2015 LEY, DAVID J

Status of the Expense Reimbursement

Line of Approval. Shows everyone that will need to approve for payment.

Expense Reimbursement Information

Reimbursement For: LEY, DAVID J

Reimbursement Number: 0000000058

Expenses From: 03/01/2015 To: 03/31/2015

Purpose for Reimbursement: Mileage-conference in March 2015

Reimbursement Payment Option: ACH

Total Reimbursement Amount: \$120.36

Reimbursement Submitted to: LEHMAN, NATHAN L

Approval History Reset Approvals

Expense Reimbursement Level Approvals

Date	Time	Status	Approval Level	Name/Note
03/21/2015	10:32:54 AM	Awaiting Approval	Level 2	BRENT J ZIMMERMAN
		Awaiting Approval	Level 1	NATHAN L LEHMAN
		Submitted		DAVID J LEY

All Mileage Reimbursements will be paid directly to your bank account (as set up in Payroll) and no check will be issued. You will receive an email telling you that your payment will be made to the bank within 2-3 business days. If you have any questions, please contact Darlene or Tabitha at 715-693-2530, ext #6109 or 6107.

