

# Skyward User's Manual



## Skyward School Business Suite, Mass Generate Employee Accounts Payable Invoices -

Prepared for  
Leon County School District

Date: March 30, 2015  
Version 1.0

The screenshot displays the Skyward School Business Suite interface for Crantree Unified School District. The main window shows an 'Invoice Activity' table with columns for Vendor Key, Vendor Name, Status, Invoice Number, Batch Number, PO Number, Invoice Date, Due Date, Fiscal Year, Invoice Amount, and Check #. The table lists various vendors including Associated Bankcorp, Bank of Montreal, and Blue Cross Blue Shield.

An 'Invoice Detail' pop-up window is overlaid on the table, showing the following information:

Invoice Detail	
Invoice #	20120416ADSECB
Invoice Date	04/16/2012
Due Date	05/25/2012
Invoice Total	2,601.60

Below the invoice detail, a table shows the item description and extension:

Qty	Item Description	Unit Price	Extension
100	SKYWARD FULL UNLIMITED RENEWAL - 12 MONTH LICENSE 908 Students   2 Sites Skyward License for the period 5/25/2012 - 5/25/2013	2,601.6000	2,601.60
<b>Total Extension:</b>			<b>2,601.60</b>



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### DOCUMENT CONTROL

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**Mass Generate Employee Accounts Payable Invoices**

ZAPMSADD01

**When to Use**

Use this procedure to pay non-payroll stipends to employees with the following restrictions. Each employee gets paid the same amount, from the same account. This process allows the user to select an existing invoice and clone it to a list of names contained in an external CSV file.

**Steps**

1. Run a Data Mining Report selecting the impacted employees. See details below for the exact file format and contents. Save the report locally.
2. Create an invoice for one vendor with the correct amount, expense account and cash accounts using an easily identifiable Invoice Number and Batch Number.
3. Execute the Mass Generate Employee AP Invoice utility; selecting the file and the initial invoice created in Step 1.
4. Process the cloned invoices.

**Menu Path**

Use the following menu path(s) to begin this transaction:

- Data Mining Report (Web)  
Web Human Resources ⇨ Employee ⇨ **Data Mining**
- Create Invoice (PaC)  
Financial Management ⇨ Accounts Payable ⇨ **Invoices**
- Run the Mass Generate Employee AP Invoices Utility (Web)  
Product Setup ⇨ Skyward Contact AccessTools ⇨ **Fix Programs**

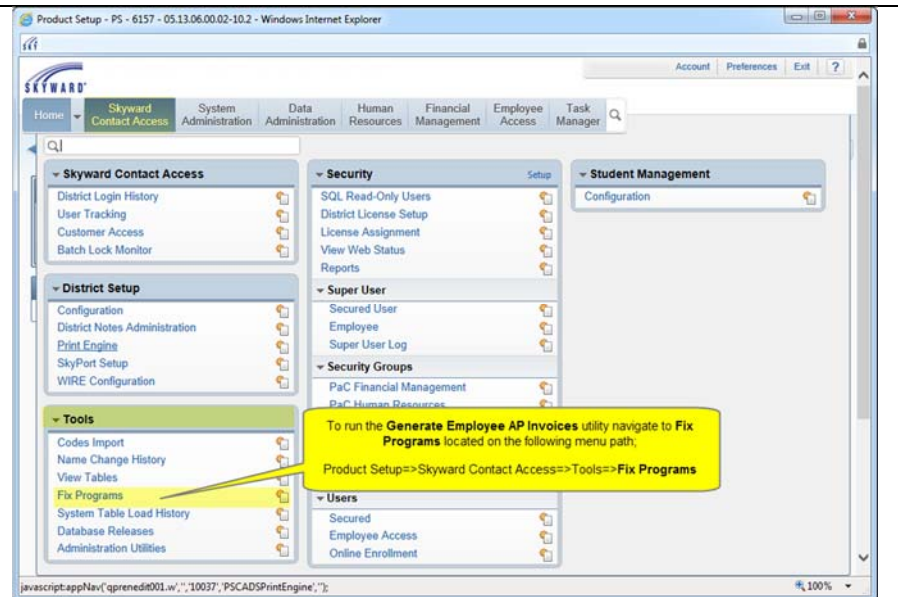
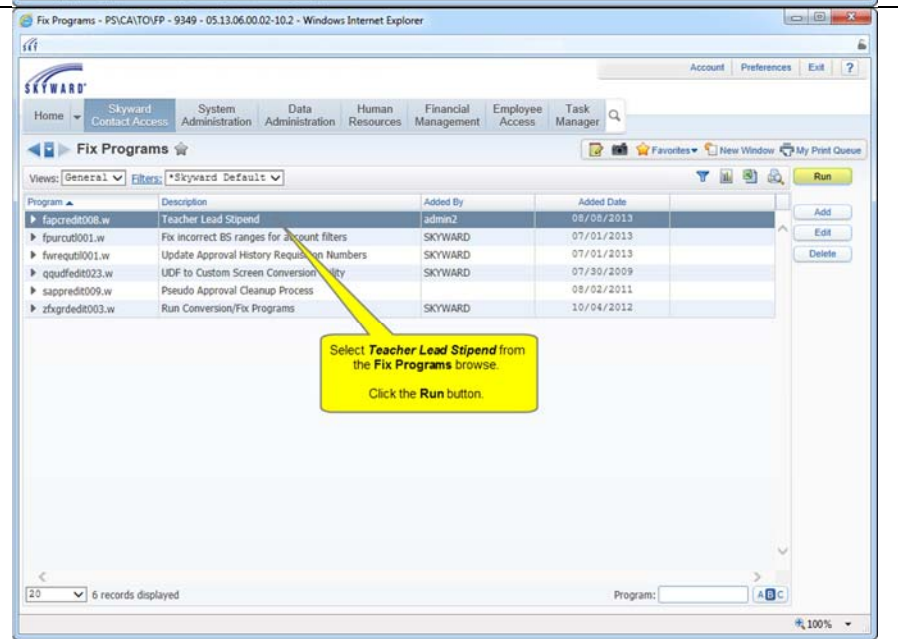
**Helpful Hints**

- **Security Access Required:**
  - ✓ Full Access to Data Mining Screen in Web Human Resources Module.
  - ✓ Batch Update Access to AP Invoices in the PaC Financial Module
  - ✓ Full Access to Fix Programs Screen in Product Setup Module.
- If multiple payee amounts are required then create multiple invoices as necessary and clone.

**Detailed Procedures**

- STEP 1.** Create a file of Employees. See specific file format below.
- STEP 2.** Using the PaC client create an initial invoice for one of the employees containing the appropriate dollar amount, expense account, cash account, batch number and easily identifiable Invoice Number i.e. TCHRLEAD2013
- STEP 3.** Run the Mass Generate Employee AP Invoices utility.

**Running the Mass Generate Employee AP Invoice utility**

<p>To run the <b>Mass Generate Employee AP Invoices</b> utility navigate to <b>Fix Programs</b>.</p> <p><b>Menu Path:</b>          Product Setup =&gt;          Skyward Contact Access =&gt;          Tools =&gt;  <b>Fix Programs</b></p>	 <p>To run the <b>Generate Employee AP Invoices</b> utility navigate to <b>Fix Programs</b> located on the following menu path,          Product Setup=&gt;Skyward Contact Access=&gt;Tools=&gt;<b>Fix Programs</b></p>																												
<p>The program utility is <b>"fapcredit008.w"</b>.          Select the program.          Click the <b>Run</b> button.</p>	 <table border="1"> <thead> <tr> <th>Program</th> <th>Description</th> <th>Added By</th> <th>Added Date</th> </tr> </thead> <tbody> <tr> <td>fapcredit008.w</td> <td>Teacher Lead Stipend</td> <td>admin2</td> <td>08/08/2013</td> </tr> <tr> <td>fpurcd001.w</td> <td>Fix incorrect BS ranges for account filters</td> <td>SKYWARD</td> <td>07/01/2013</td> </tr> <tr> <td>fwrequt001.w</td> <td>Update Approval History Requestion Numbers</td> <td>SKYWARD</td> <td>07/01/2013</td> </tr> <tr> <td>qqdfed023.w</td> <td>UDF to Custom Screen Conversion Utility</td> <td>SKYWARD</td> <td>07/30/2009</td> </tr> <tr> <td>sappred009.w</td> <td>Pseudo Approval Cleanup Process</td> <td>SKYWARD</td> <td>08/02/2011</td> </tr> <tr> <td>zfxgrded003.w</td> <td>Run Conversion/Fix Programs</td> <td>SKYWARD</td> <td>10/04/2012</td> </tr> </tbody> </table> <p>Select <b>Teacher Lead Stipend</b> from the <b>Fix Programs</b> browse.          Click the <b>Run</b> button.</p>	Program	Description	Added By	Added Date	fapcredit008.w	Teacher Lead Stipend	admin2	08/08/2013	fpurcd001.w	Fix incorrect BS ranges for account filters	SKYWARD	07/01/2013	fwrequt001.w	Update Approval History Requestion Numbers	SKYWARD	07/01/2013	qqdfed023.w	UDF to Custom Screen Conversion Utility	SKYWARD	07/30/2009	sappred009.w	Pseudo Approval Cleanup Process	SKYWARD	08/02/2011	zfxgrded003.w	Run Conversion/Fix Programs	SKYWARD	10/04/2012
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**SKYWARD** Mass Generate Employee Accounts Payable Invoices

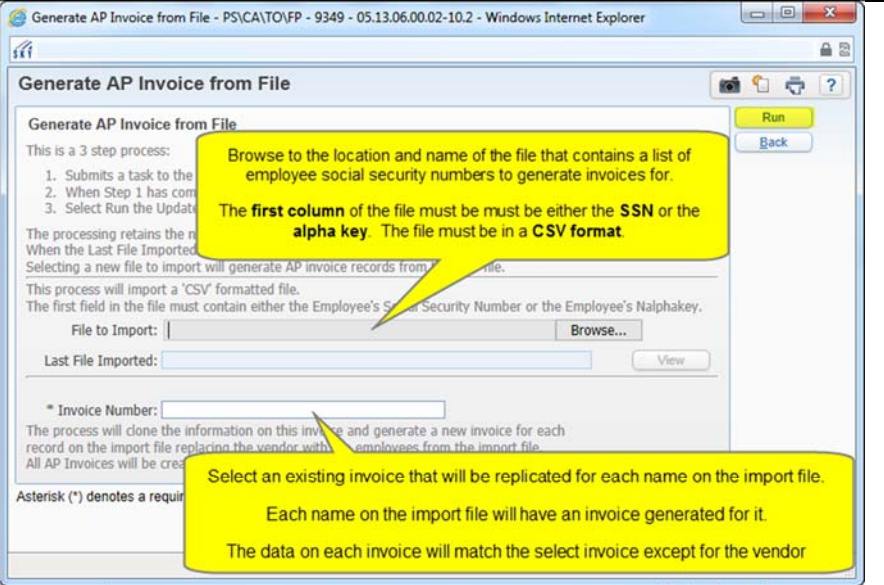
From the **Generate AP Invoice from File** screen:

Browse to the location and name of the file that contains a list of employees to generate invoices for.

The **first column** of the file must be either the **social security number** or the **alpha key**. The file must be in a **CSV format** (comma-delimited).

Enter the Invoice Number to be cloned.

Click the **Run** button.

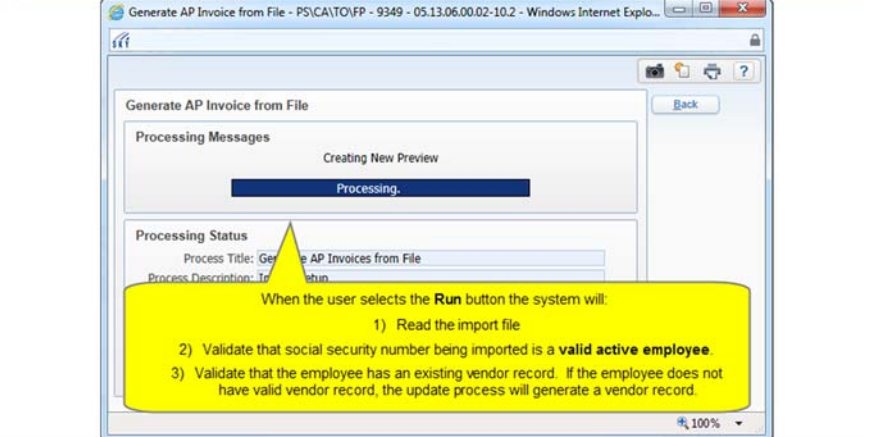


After the Run button is selected the system will:

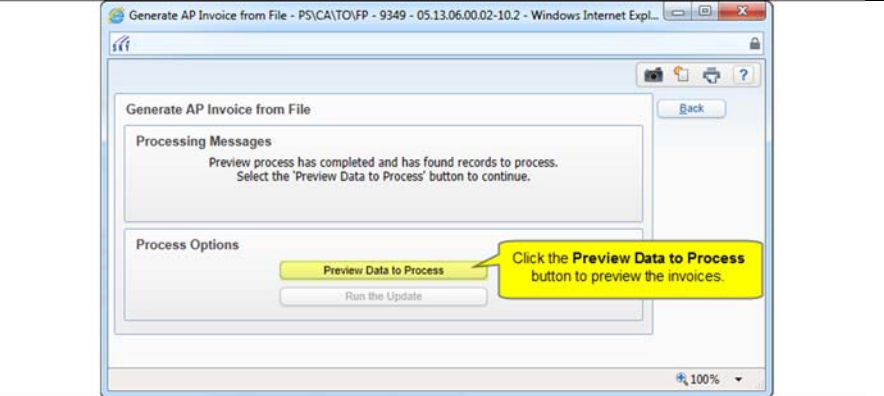
Read the import file.

Validate that employee being imported is a **valid active employee**.

Validate that the employee has an existing vendor record. If the employee does not have valid vendor record, the update process will generate one.



Preview the data before updating

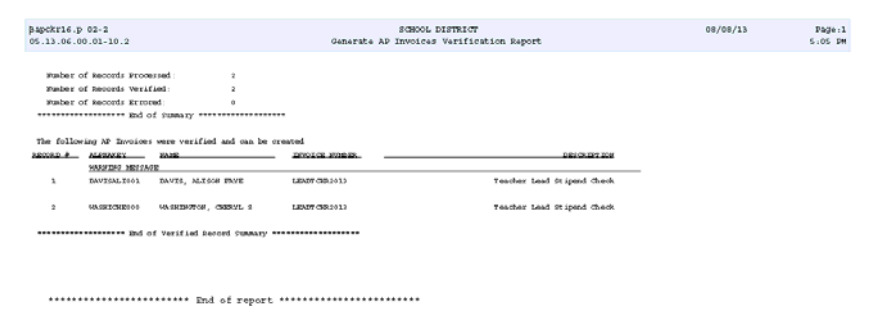


# SKYWARD® Mass Generate Employee Accounts Payable Invoices

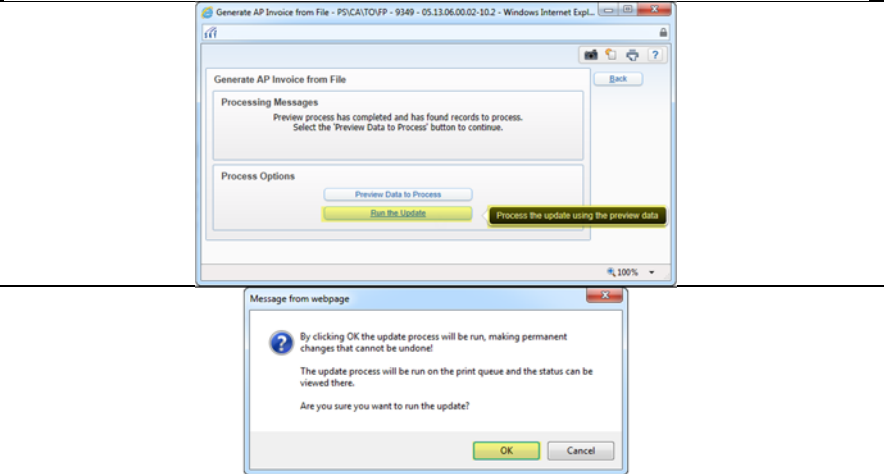
The Preview screen will display a record for each import record. The record will display the invoice information that will be generated for the record. The record will also display a column indicating if the system has to generate a vendor record for the name. Click the Print Verification Report to print a copy of the report displayed below. Click the **Back** button to return the **Processing** screen.



Verify the results



Run the Update



During the **Update** the system will:

Validate that the name on the import file is a valid active employee, and has a vendor record. If no vendor record is found, the system will generate one.

The system will generate an AP batch status invoice with all of the same data as the original invoice selected at the start of the process except for the vendor name. All invoices that will be generated as a 'regular' check type invoice.

The screenshot shows a 'My Print Queue' window for 'Admin2 Admin2'. A dialog box titled 'Report Finished Processing' is displayed, stating 'The report Process Generate AP Invoice from File has finished processing.' with 'Display Report' and 'Back' buttons. Below the queue, a text report is shown:

```

papekrl6.p 02-2          SCHOOL DISTRICT          08/08/13          Page:1
05.13.06.00-01-10.2          Generate AP Invoices Verification Report          5:05 PM

Number of Records Processed: 2
Number of Records Verified: 2
Number of Records Errored: 0
***** End of Summary *****

The following AP Invoices were verified and can be created
RECORD #   ALIASKEY   NAME           EMPLOYER ID#     DESCRIPTION
-----
1   HANVEL2001  DAVIS, ALISON ROSE  LEADTCR1013     Teacher Lead St ipend check
2   WANKRCH002  WANKRCHON, CHERYL S  LEADTCR1013     Teacher Lead St ipend check
***** End of Verified Record Summary *****

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

- STEP 4.** Batch update the Invoices  
 After the update is complete Accounts Payable staff can run the normal process to update the invoices and generate checks.

## Resource Information

### Employee File Requirements

Format: Comma Delimited CSV

File Layout:

Position	Data
1	SSN or Name Key
2	Last Name
3	First Name

## Reference Guide

N/A