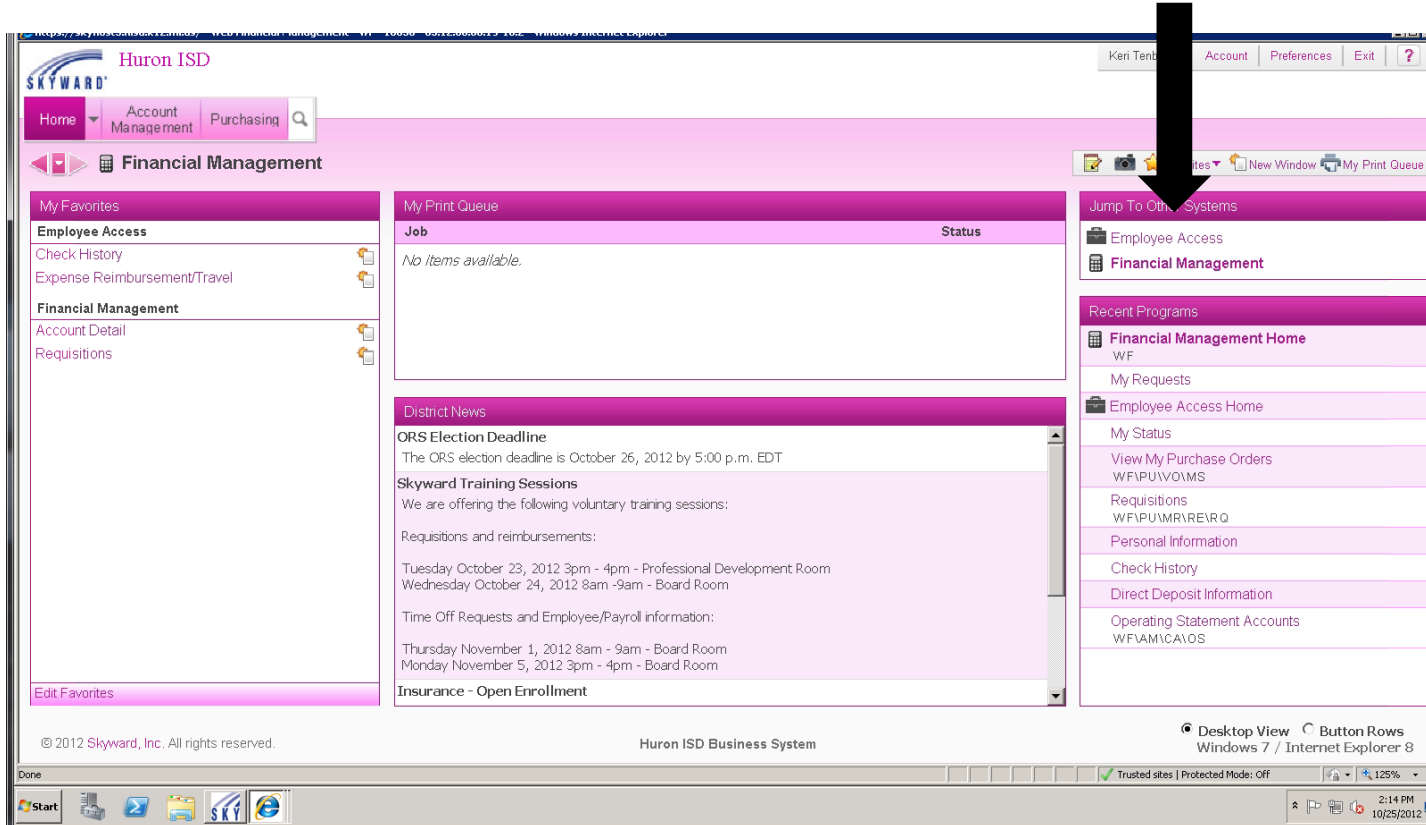
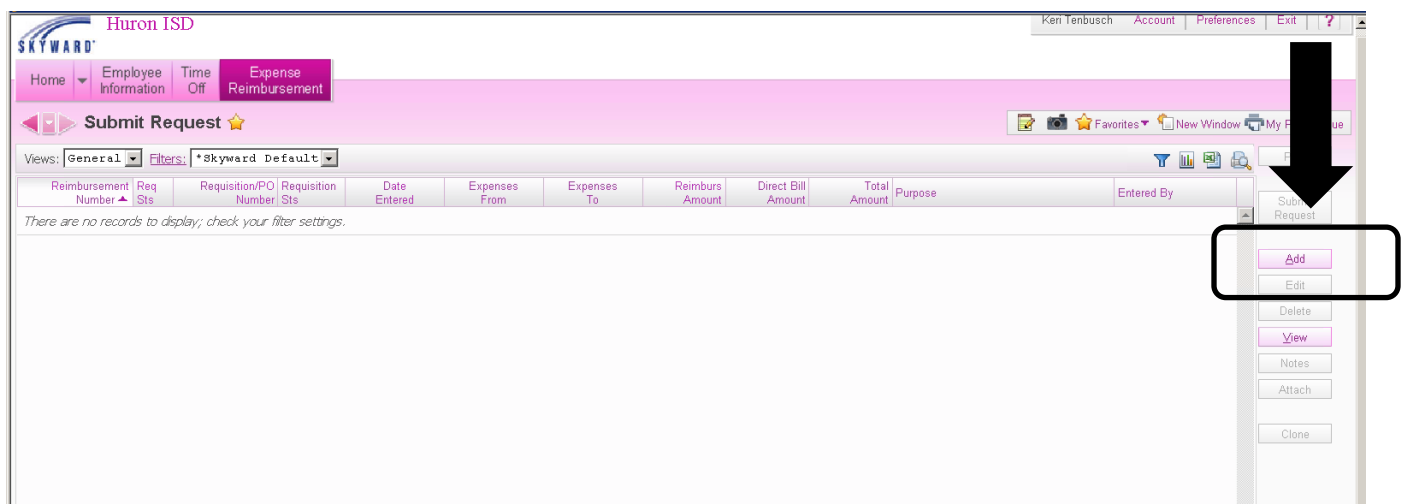


How to Enter an Expense Reimbursement

1. Login to Skyward Finance. Click on Employee Access



2. Click on the Expense Reimbursement on the top of the screen on the left.
3. You should see a screen that says "Submit Request" on the top. Click on that box. Along the right side of the screen is a list of buttons that you can choose.



4. Select the "Add" button

- The first screen that you see is the “Master” screen that gives general detail. Your name should be listed first. Under your name, you will need to select the date range for the month. For example, 10/01/2012 to 10/31/2012.

 ACH - Reimbursement payment made via AP ACH' (with a box labeled '7' around the radio button and text). There are 'Save' and 'Back' buttons on the right. A note at the bottom says 'Asterisk (*) denotes a required field'."/>

Expense Reimbursement Request Maintenance

Add Expense Reimbursement Request

Reimbursement For: TENBUSCH, KERI LYNN

* Expenses From: 10/01/2012 * To: 10/31/2012

* Purpose for Reimbursement: October Travel

Reimbursement payment option: ACH - Reimbursement payment made via AP ACH
 PAPER CHECK - Reimbursement payment made via AP paper check

District Payment Reimbursement information:

Asterisk (*) denotes a required field

- Purpose for Reimbursement should be a short description such as “October Travel”.
- Reimbursement payment option – this is where you need to choose ACH (if you want your reimbursement direct deposited into your main payroll account) or PAPER CHECK (if you would rather receive a paper check).
- Click “Save”

Expense Reimbursement Request Maintenance

Add Expense Reimbursement Request

Reimbursement For: TENBUSCH, KERI LYNN

* Expenses From: 10/01/2012 * To: 10/31/2012

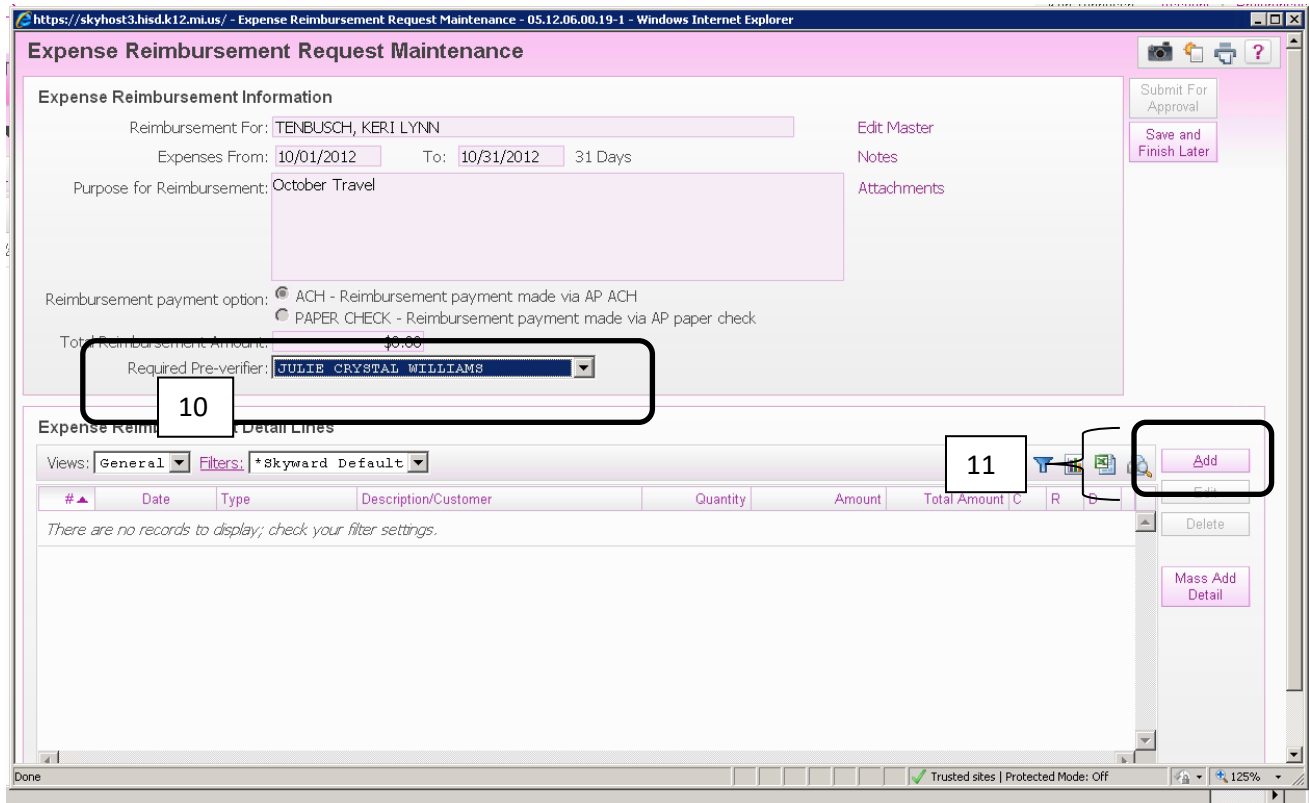
* Purpose for Reimbursement: October Travel

Reimbursement payment option: ACH - Reimbursement payment made via AP ACH
 PAPER CHECK - Reimbursement payment made via AP paper check

District Payment Reimbursement information:

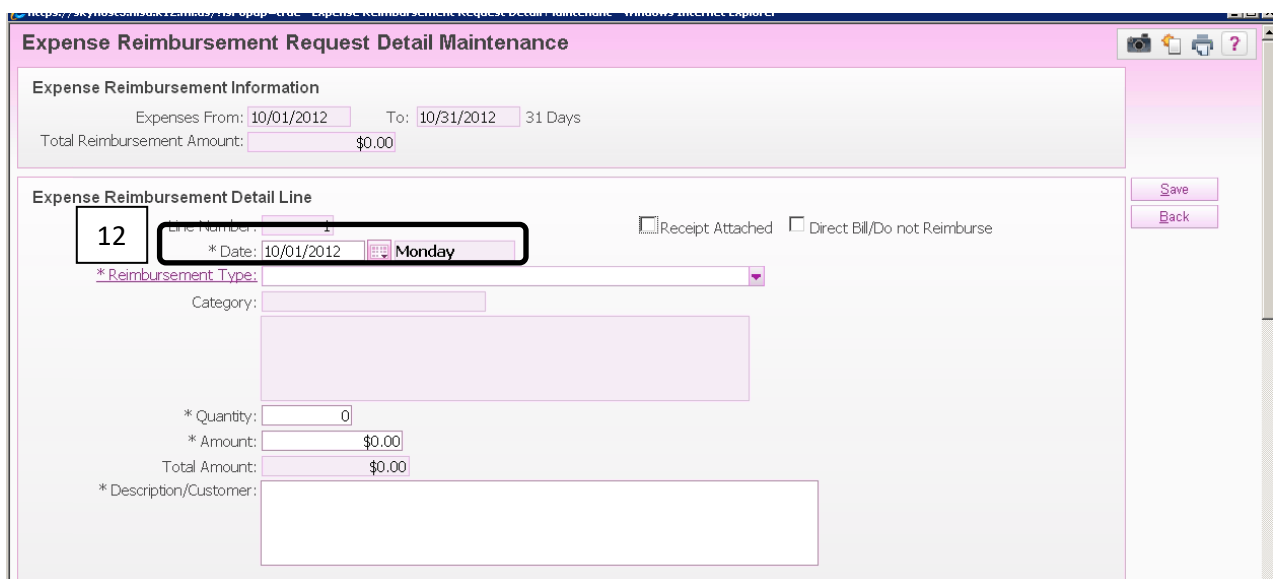
Asterisk (*) denotes a required field

- Now you should see your main screen that has the “master” information that you just entered on the top and Expense Reimbursement Detail Lines on the bottom half of the screen.



10. Select the appropriate person in the Required Pre-verifier field. If you are using Special Ed accounts, select the Special Education Accountant. If you are using General Ed, Career Tech, or a combination, select the Director of Finance.

11. To add detail lines, you need to select “Add” in the bottom half of the screen on the right. “Add” will allow you to add one line at a time.



12. When adding detail lines: Select the Date, Choose the Reimbursement Type (mileage, meals, etc), Quantity should equal the number of miles (for example).

Expense Reimbursement Request Detail Maintenance

Expense Reimbursement Information

Expenses From: 10/01/2012 To: 10/31/2012 31 Days

Total Reimbursement Amount: \$16.65

Expense Reimbursement Detail Line

Line Number: 1

* Date: 10/01/2012

* Reimbursement Type: MILEAGE

Category: Mileage Reimbursement

NUMBER: 30

MILEAGE RATE: \$0.5550

Total Amount: \$16.65

* Description/Customer: Home - HISD - OG - HISD - Home (55-25=30)

13. Description/Customer should be the detailed description for that day (i.e. home – HISD – Lakers – Bad Axe – home = x miles – magic # = miles to be reimbursed). Magic # is your miles to/from the HISD.

14

Account	Amount	Percent
	16.65	100.00
Total:		16.65 100.00

14. You then need to select the appropriate account number. You may have to check with Special Education Accountant to find out what this account number is if you do not know it. Click on the underlined word "Account" to view a complete list of all accounts that you have access to. Choose the appropriate account.

https://skyhost3.hisd.k12.mi.us/?isPopup=true - Expense Reimbursement Request Detail Maintenanc - Windows Internet Explorer

Expense Reimbursement Request Detail Maintenance

Expense Reimbursement Information
 Expenses From: 10/01/2012 To: 10/31/2012 31 Days
 Total Reimbursement Amount: \$16.65

Edit Expense Reimbursement Detail Line

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

* Date: 10/01/2012 Monday

* Reimbursement Type: MILEAGE MILEAGE

Category: Mileage Reimbursement

Round to the nearest mile.
 Use the local travel account number for miles driven for normal duty.
 Use the workshop/conference account number for miles driven for a workshop or conference.

* NUMBER OF MILES: 30
 * MILEAGE RATE: \$0.5550
 Total Amount: \$16.65
 * Description/Customer: Home - HISD - OG - HISD - Home (55-25=30)

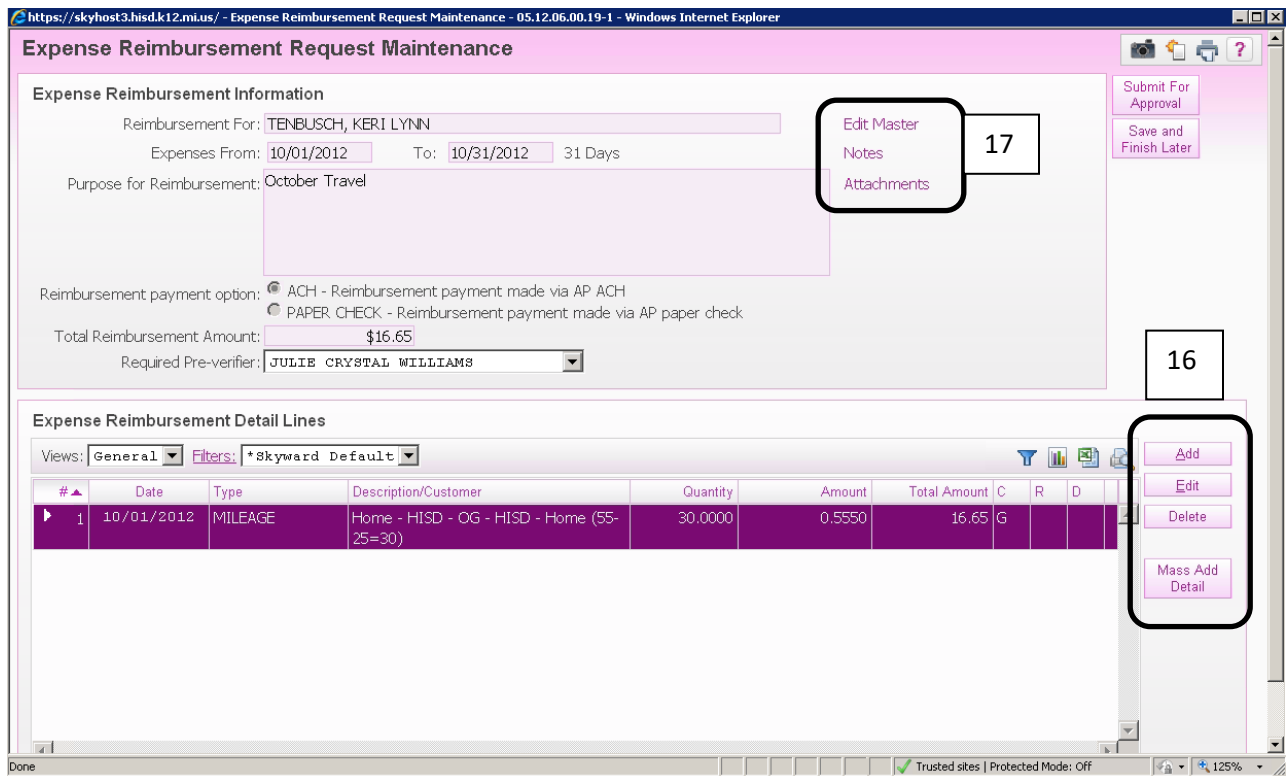
Detail Line Accounts

* Account	Account Selection ?	Amount	Percent
11E252 3210 00000 000 0000 5252 - GENERAL FUND/FISCAL SERVICES/TRAVEL-REGULAR/TRAVEL-f		16.65	100.00
Total:		16.65	100.00

Save Back

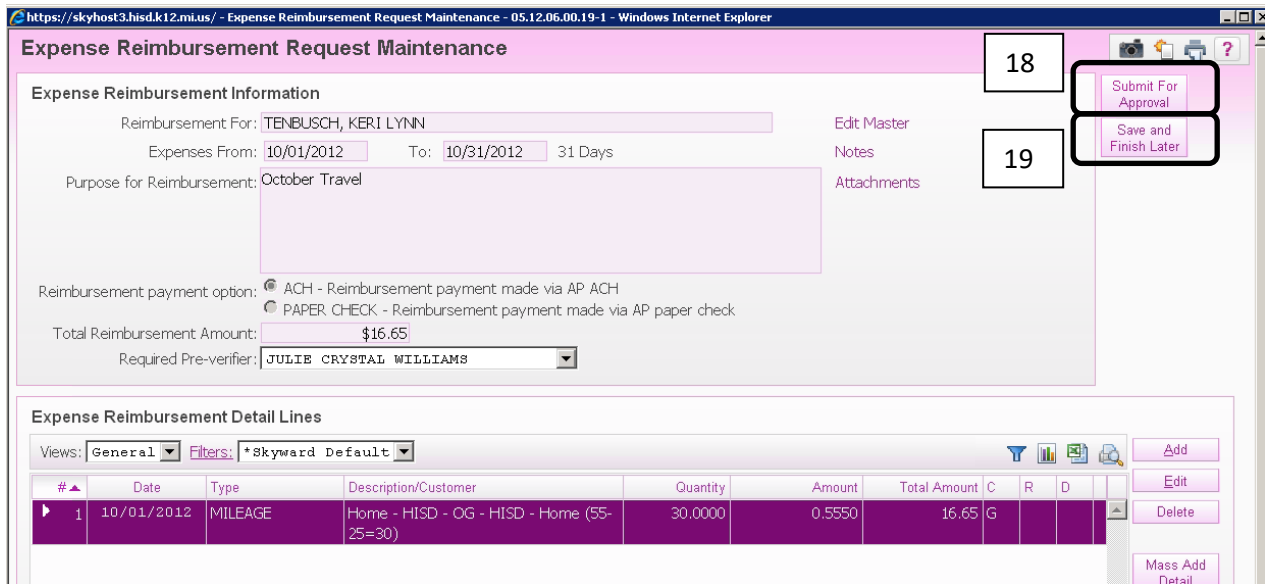
15. Once all detail lines are entered, select "Save".

16. You will be taken back to the main screen that shows your Master information on the top half and your detail lines on the bottom half. At this point you choose to "Add" detail lines. You can also highlight one of your detail lines and choose to "Edit" or "Delete" that particular line.



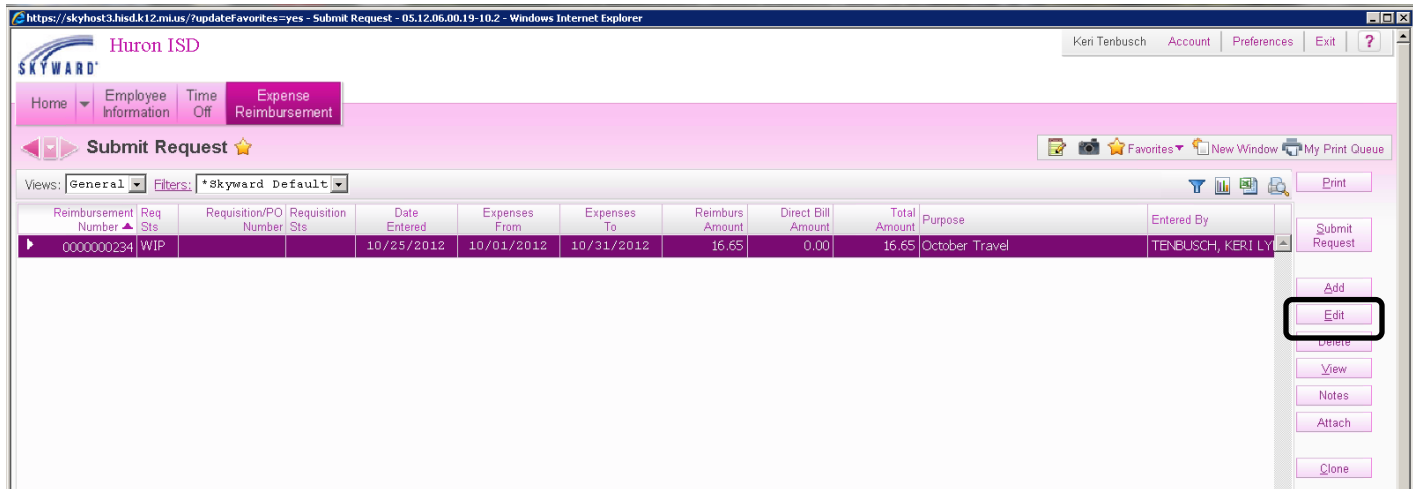
17. Once all detail lines are entered, you will need to add any attachments that you may have (receipt for supplies purchased with personal funds, mileage logs, etc.). In order to do this, on the main screen in the top half (master information) you will see three options (Edit Master, Notes, Attachments). You can “Edit Master” to change the date range, generic description, or check vs. direct deposit selection). You can add “Notes” to your supervisor, or to the Pre-Verifier if there is anything that you need to explain or questions you would like to ask. You can also add “Attachments”.

18. When you have all detail lines entered, attachments (if needed), and the month is complete. You can select the “Submit for Approval” button on the top right of the main screen.



19. If you are not ready to submit...for example, you are putting your mileage in daily or weekly...you can select the “Save and Finish Later” button to stop working on it and continue entering information at a later date.

20. If you have saved your reimbursement to finish later...you can come back to it at any time by repeating steps 1 – 3. Then highlight your reimbursement that you are working on (in the second column under Req Sts it should say WIP which stands for Work in Progress) and then click “Edit” on the right side of the screen.



21. This will take you right back to the main screen where you can repeat steps 11 – 15 as needed.

Please Remember:

- **Submit the reimbursement when you are completed. YOU are the only one that will see the reimbursement until this is done. If you do not submit the reimbursement and it remains in WIP status, you will NOT be paid for any information listed in the WIP requisition.**
- The business office is always available to work through this learning process, we are happy to walk you through anything in Skyward Finance that you need. Please reach out to:
 - Special Ed Accountant – ext. 3459
 - Accounts Payable/Purchasing – ext. 3414
- Cloning will be your friend! After you have entered the first Expense Reimbursement, you can always clone it and simply make a few changes...this will save you time in the long run.