

## **School Business Suite**

Additional information about these and other changes is available via the Release Notes area of Skyward's Support Center. To see only the Key Features, select "Yes" from the Key Feature drop-down list on the Release Notes filter screen. Verify that the Release selected is 05.17.02.00.00 – February 2017 Release PMP0 Addendum0, and that the option to "Include Future Release Notes" is checked.

A link to this information has also been added to the Software Update Notes section of the Skyward Documentation (SkyDoc).

## **February Release and Addendum 01**

### **Addenda 02 – 04 – None**

### **Addendum 05**

### **Addendum 06**

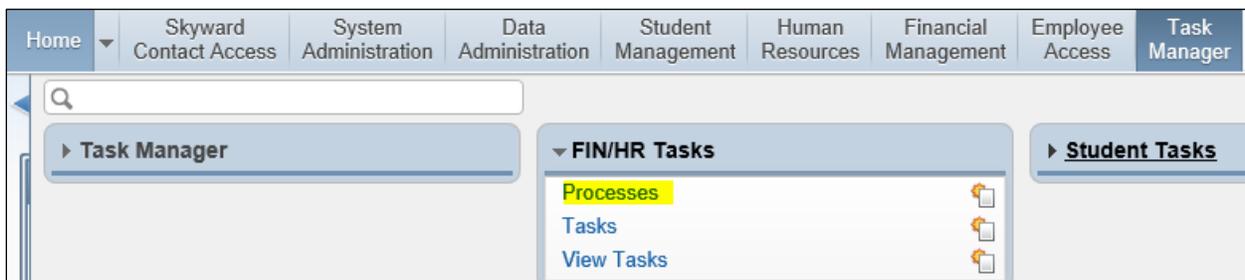
## February Release and Addendum 01

### Task Manager

#### PR 3072097: Added Ability to Assign to Individual Group Members (PS\TM\FH\PR)

The capability to assign steps to selected members of a group has been added to Task Manager.

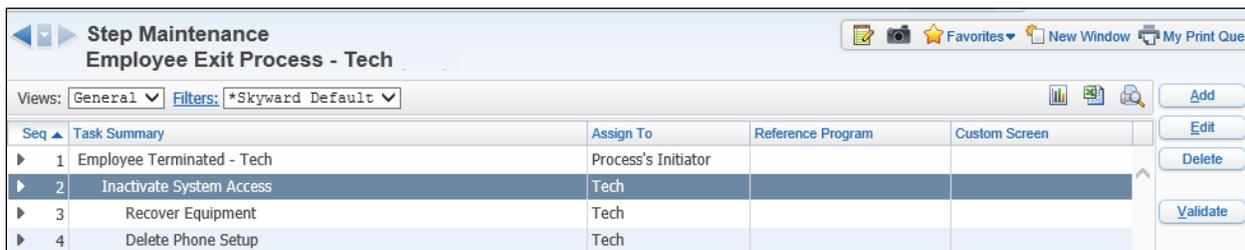
Navigate to Product Setup > Task Manager > FIN/HR Tasks > Processes.



On the Processes browse, add a new process or select an existing one. Select the Step Maintenance button.

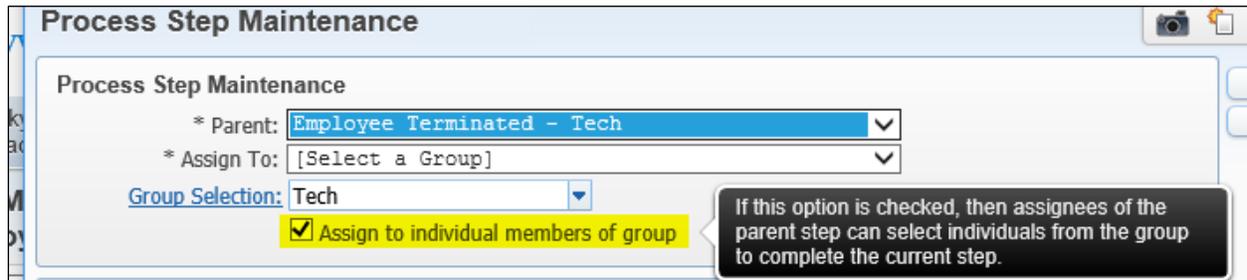


Other than the first process’s initiator step, select or edit a step of the process.

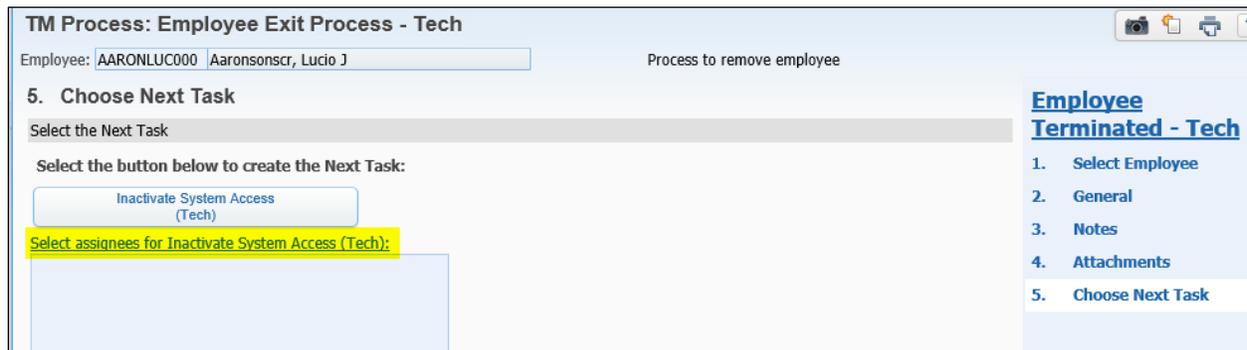


When Assign To is set to Select a Group, and a group is chosen, then the new Assign to individual members of group option is available.

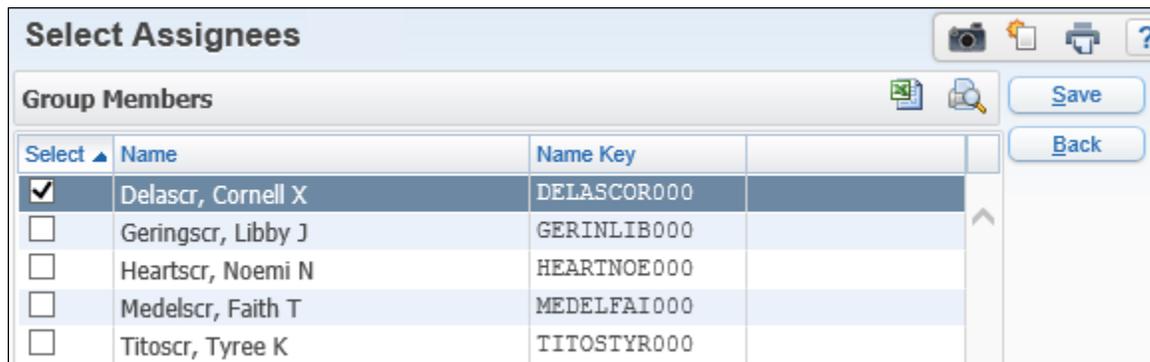
As noted in the tool-tip, if you would like the assignee to select an individual from the selected group when they complete their task, then check this option.



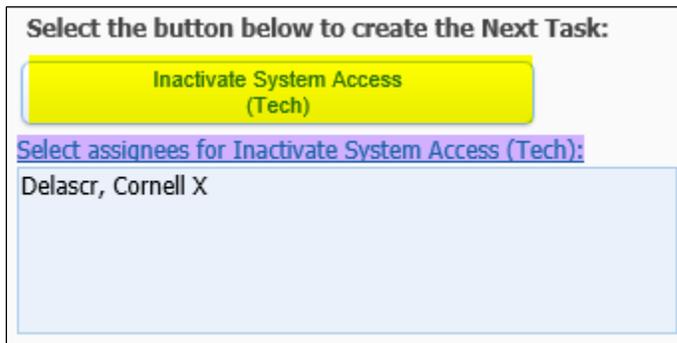
When an assignee finishes their task and it is ready for the next they must select at least one assignee. Click the Select assignees link.



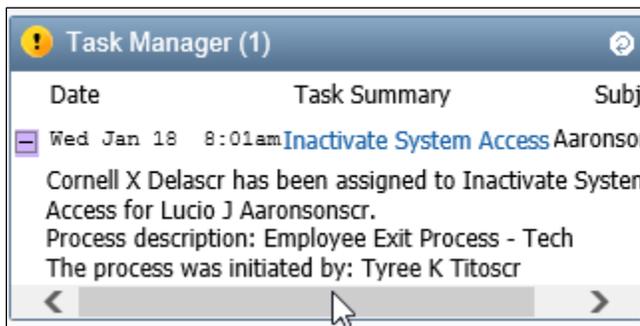
A browse with the group members displays. Select the name to assign the task to then select Save.



With the individual chosen, you can then select the button as prompted to create the next task for the assignee.



Now from Cornell's Task Manager we can see the task is assigned to him accordingly.



## Budget Management

### PR 2816554: Budget Revisions and Transfers Import Available (WF\AM\BM\TR)

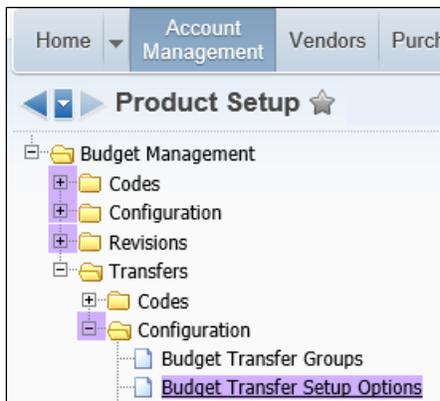
The import process for budget revision and budget transfer detail lines is now available.

A new configuration option was added to the Budget Transfers Setup Options screen to allow the import of detail lines on a budget transfer. If the option is checked, an Import Detail Lines button will be available on the budget transfer add/edit screen.

A new Budget Revision Setup Options screen was created. The only option currently available on this screen is to allow users to import detail lines on a budget revision. If the option is checked, an Import Detail Lines button will be available on the budget revision add/edit screen.

### Budget Transfers Setup Option

Navigate to Web Financial Management > Account Management > Budget Management > Product Setup > Transfers > Configuration > Budget Transfer Setup Options.



This can also be accessed from:

- Web Financial Management > Account Management > Budget Management > Transfers > Setup > Configuration.
- Product Setup > Financial Management > Account Management > Budget Management > Transfers > Configuration.

Select the new Allow users to import detail line items on Budget Transfers option then select Save.

**Budget Transfer Setup Options**


**Budget Transfer Setup Options**

Use Budget Transfer Groups.

Use Budget Transfer Approvals with Budget Transfer Groups.

Allow reroute of Budget Transfer approvals to another user.

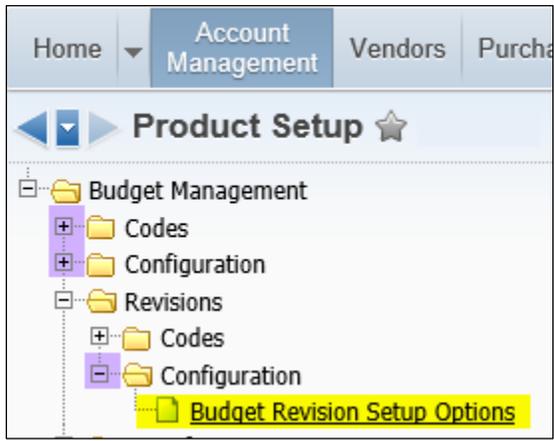
Run Accounting Update on Final Approval.

Allow users to import detail line items on Budget Transfers

**Note:**  
 The 'Use Budget Transfer Groups' setting may not be disabled when Budget Transfer Groups exist. The 'Use Budget Transfer Approvals with Budget Transfer Groups' setting may not be changed when Budget Transfers exist with a status of WIP or Submitted.

## Budget Revision Setup Options

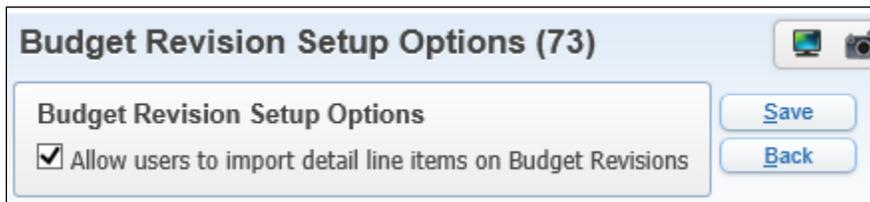
Navigate to Web Financial Management > Account Management > Budget Management > Product Setup > Revisions > Configuration > Budget Revision Setup Options.



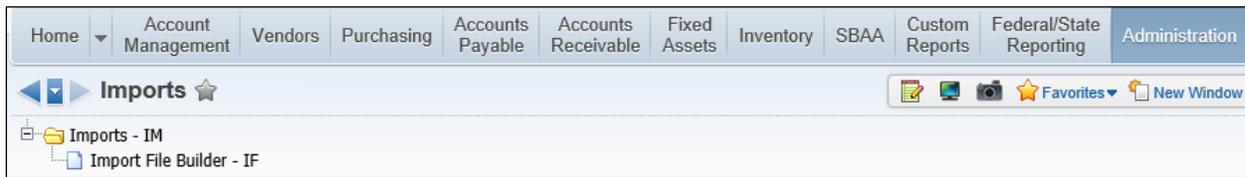
This can also be accessed from:

- Web Financial Management > Account Management > Budget Management > Revisions > Setup > Configuration.
- Product Setup > Financial Management > Account Management > Budget Management > Revisions > Configuration.

Select the new Allow users to import detail line items on Budget Revisions option and then select Save.



Skybuild Import Formats available for Budget Revisions and Budget Transfers  
 Navigate to Web Financial Management > Administration > Imports > Import File Builder.



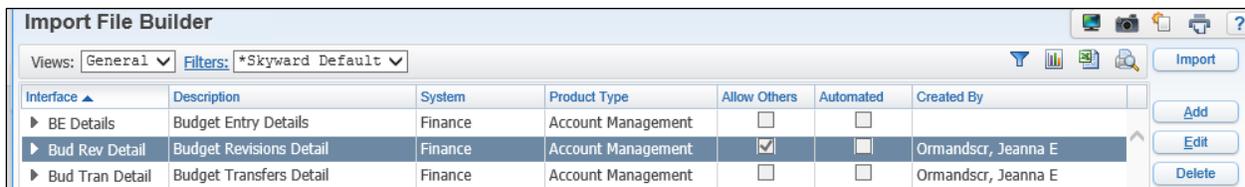
From the Import File Builder browse, select the Import Interface button.



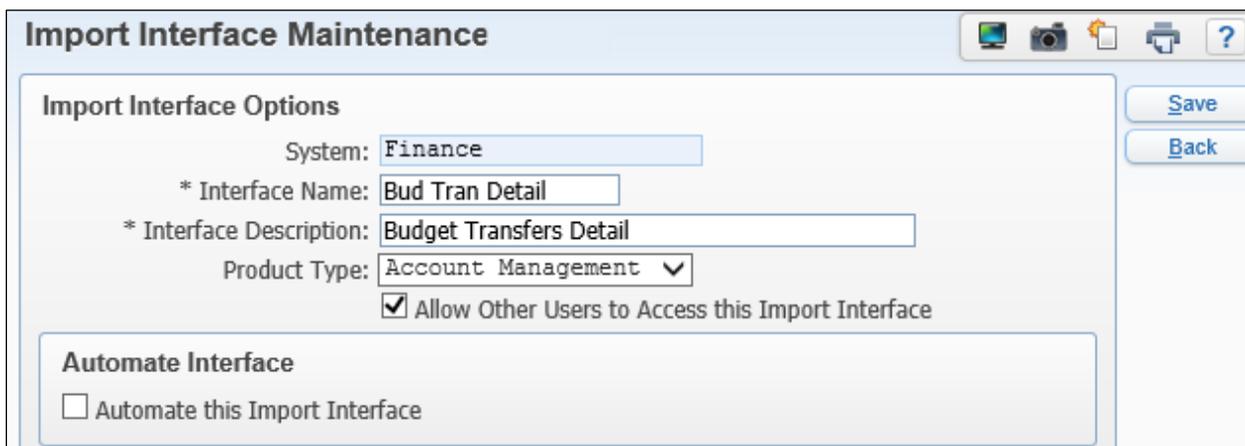
Budget Revisions Detail and Budget Transfers Detail are now available. Highlight the interface then choose the Select button.



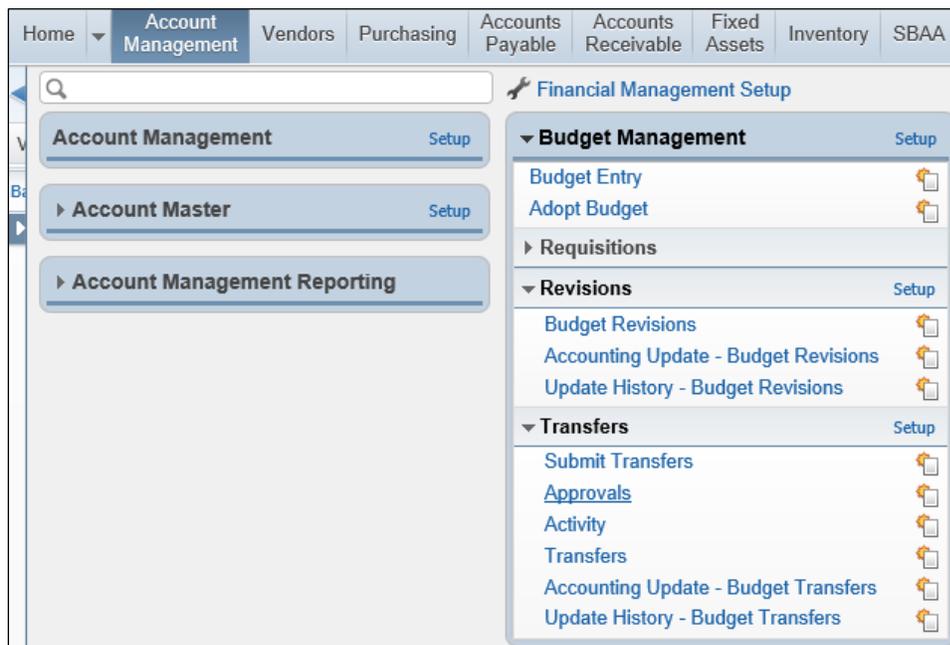
Back on the Import File Builder browse, you may want to set them to allow others to access them. To set this, highlight then select the Edit button.



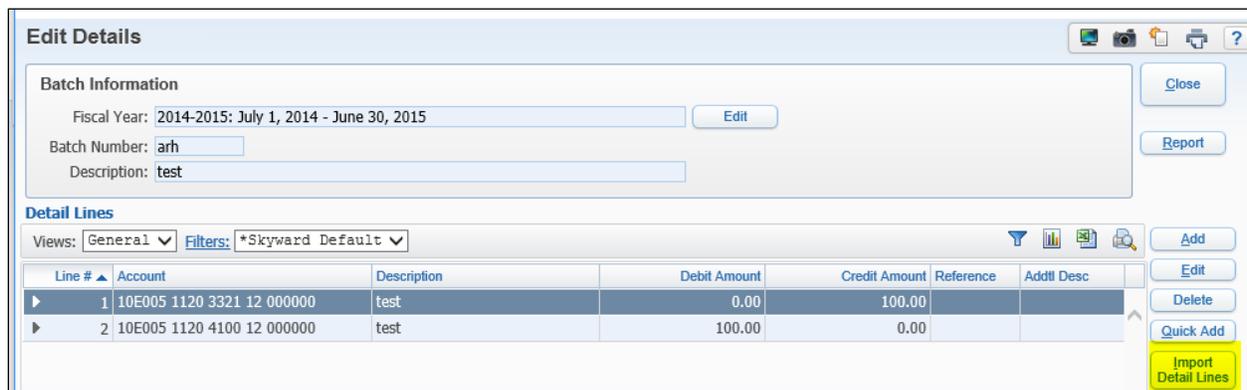
Select the Allow Other Users to Access the Import Interface option then select Save.



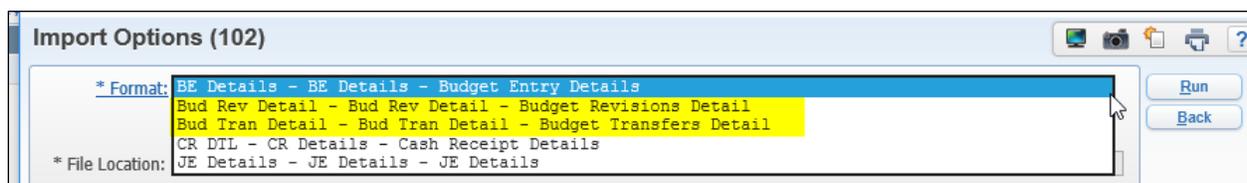
Navigate back to Account Management > Budget Management then select either Budget Revisions or Transfers.



Now, when you select a batch in WIP status and select Edit, or add a new budget revision or transfer, the Import Detail Lines button is available. Select the Import Detail Lines button.



From the Format drop-down, you can now select the Budget Revisions Detail or the Budget Transfers Detail option to run.



## Budgetary Data Mining

### PR 2629679: Favorites Option Added to Budgetary Data Mining Reporting (WF\AM\RP\DM)

In Budgetary Data Mining, a column has been added to select reports as favorites (similar to Employee and Student Data Mining). A filter has also been added to the browse to display the reports the user has selected as favorites.

Navigate to Web Financial Management > Account Management > Account Management Reporting > Budgetary Data Mining.

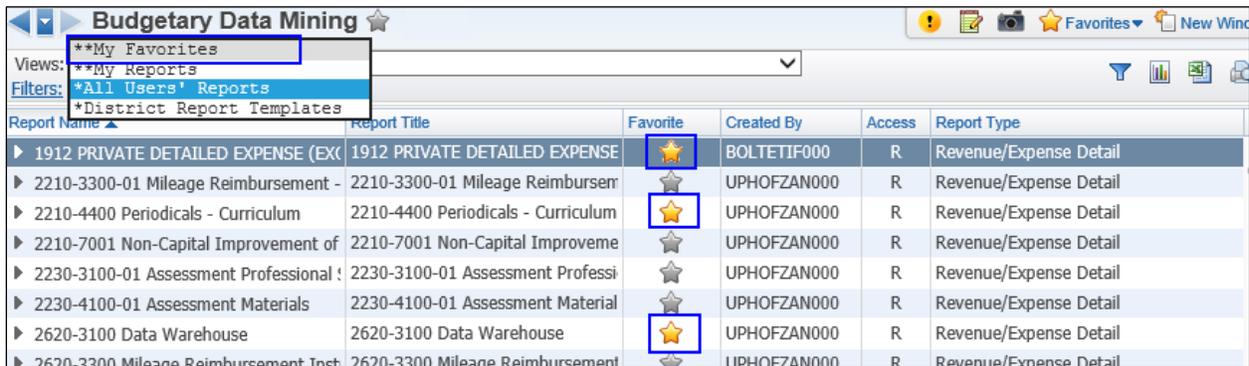


The Budgetary Data Mining browse displays. A Favorites column is now available so you can flag reports as favorites.

The screenshot shows the 'Budgetary Data Mining' browse interface. At the top, there are navigation icons and a 'Favorites' button. Below that, there are dropdown menus for 'Views: All Report Types' and 'Filters: \*All Users' Reports'. The main area contains a table with the following columns: Report Name, Report Title, Favorite, Created By, Access, and Report Type. The 'Favorite' column contains star icons, some of which are highlighted with a blue box. On the right side, there are buttons for 'Add', 'View', 'Delete', 'Clone', 'Print', 'Excel', and 'Schedule This Report'.

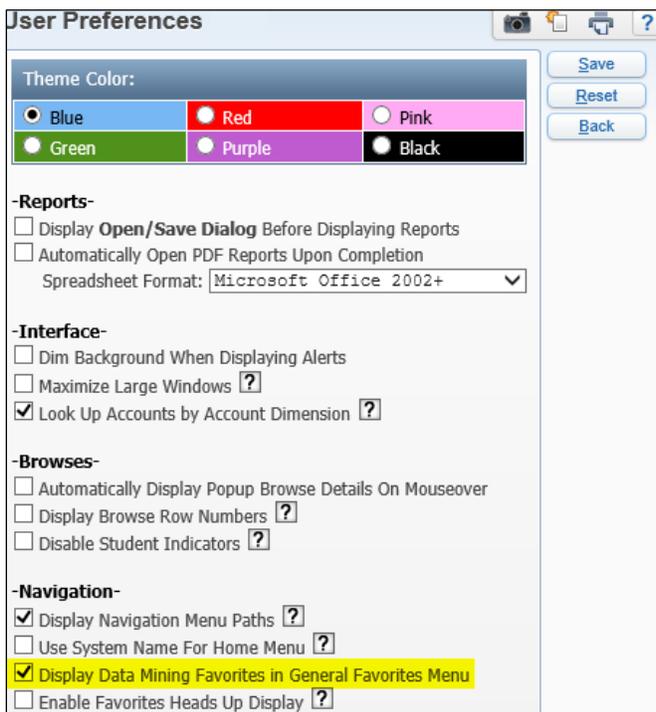
Report Name	Report Title	Favorite	Created By	Access	Report Type
▶ 1912 PRIVATE DETAILED EXPENSE (EX)	1912 PRIVATE DETAILED EXPENSE	★	BOLTETIF000	R	Revenue/Expense Detail
▶ 2210-3300-01 Mileage Reimbursement -	2210-3300-01 Mileage Reimburse	★	UPHOFZAN000	R	Revenue/Expense Detail
▶ 2210-4400 Periodicals - Curriculum	2210-4400 Periodicals - Curriculum	★	UPHOFZAN000	R	Revenue/Expense Detail
▶ 2210-7001 Non-Capital Improvement of	2210-7001 Non-Capital Improveme	★	UPHOFZAN000	R	Revenue/Expense Detail
▶ 2230-3100-01 Assessment Professional !	2230-3100-01 Assessment Professi	★	UPHOFZAN000	R	Revenue/Expense Detail
▶ 2230-4100-01 Assessment Materials	2230-4100-01 Assessment Material	★	UPHOFZAN000	R	Revenue/Expense Detail
▶ 2620-3100 Data Warehouse	2620-3100 Data Warehouse	★	UPHOFZAN000	R	Revenue/Expense Detail
▶ 2620-3300 Mileage Reimbursement Inst	2620-3300 Mileage Reimbursement	★	UPHOFZAN000	R	Revenue/Expense Detail
▶ 2620-4100 General Supplies - Curriculum	2620-4100 General Supplies - Curri	★	UPHOFZAN000	R	Revenue/Expense Detail
▶ 2620-6400 - Dues and Fees	2620-6400 - Dues and Fees	★	UPHOFZAN000	R	Revenue/Expense Detail

To set or unset a report as a favorite click on the star icon. To change your browse to list only your favorites, use the Filters and select My Favorites.



To set these favorites to be accessible from the Home screen, on the Home screen, select the Preferences option on the top right. [Preferences](#)

Under Navigation, select Display Data Mining Favorites in General Favorites Menu and then select Save.

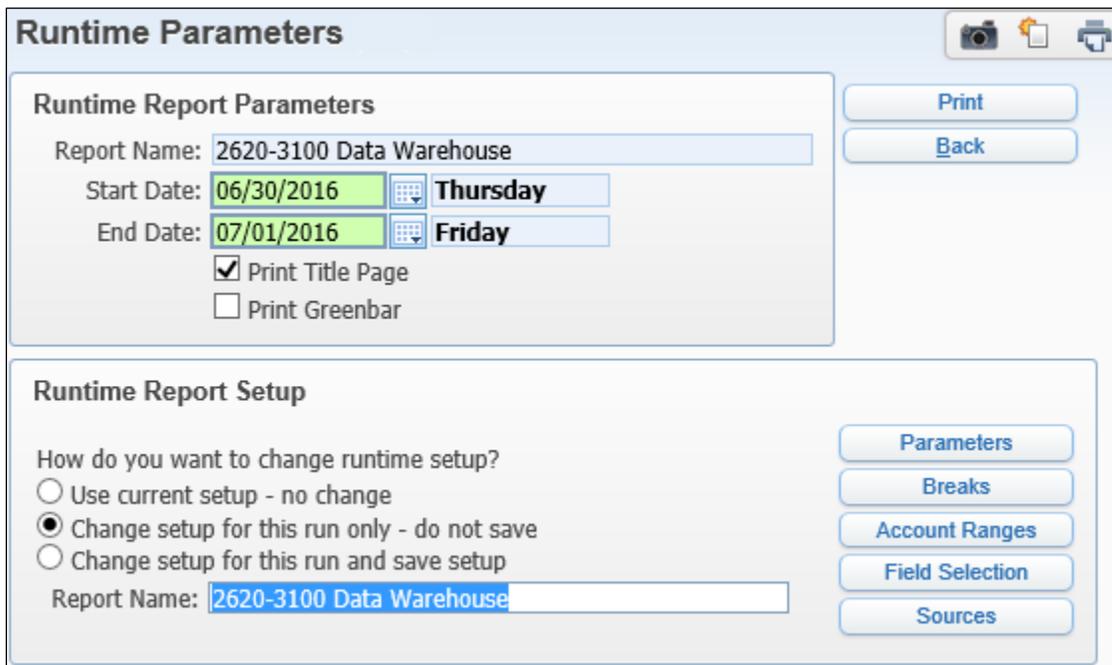


On the Home screen, depending on your settings, there are two ways you can quickly access the Budgetary Data Mining Reports you have set as favorites.

1. From the Favorites widget.
2. From the Favorites drop-down.



With either option, you can select the report icon to bring up the report parameter screen, set your parameters and print your report accordingly.

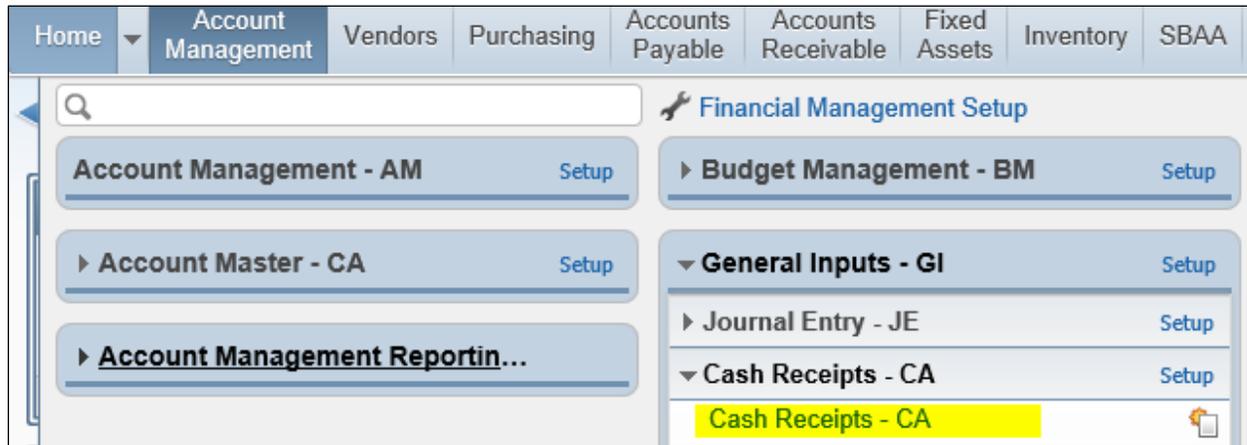


## Cash Receipts

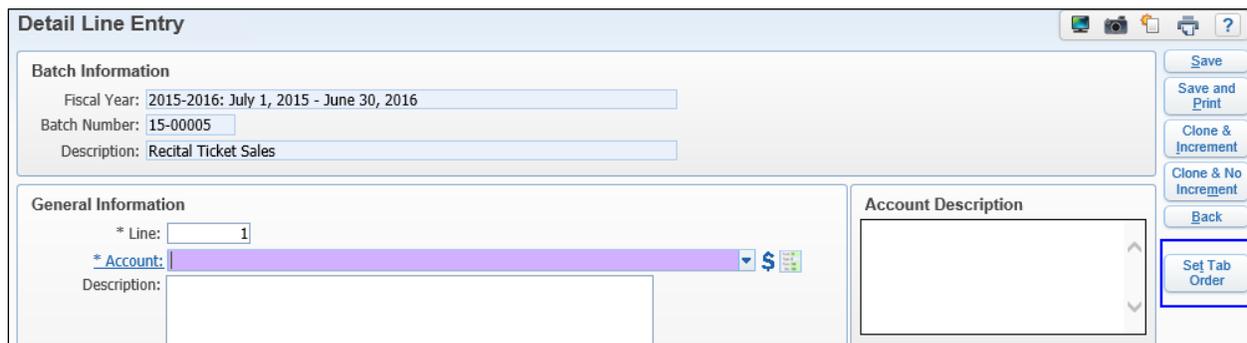
### PR 3212075: Set Tab Order Added to Cash Receipts Detail Entry (WF\AM\GI\CA\CA)

Individual users now have the option to customize the tab order of the input fields in Cash Receipts Detail Line Entry when in add or edit mode.

Navigate to Web Financial Management > Account Management > General Input > Cash Receipts > Cash Receipts.



Add or edit a cash receipt Detail Line Entry. Note that the system default tab starts on the Account field. Select the new Set Tab Order button.



The Customize Tab Order screen displays with the available input fields. You can move and select per your preferences then select Save. You can Reset to the default at any time as needed.

**Note:** The Receipt field will be on the screen for districts that do not use cash receipt number groups but do allow change of cash receipt number. If a district does not meet those criteria, then the Receipt will not be shown on the screen.

### Customize Tab Order






**Fields**

Move	Field/Button Name	Included in Tab Order
↕	Line	<input checked="" type="checkbox"/>
↕	Debit	<input type="checkbox"/>
↕	Account	<input checked="" type="checkbox"/>
↕	Description	<input checked="" type="checkbox"/>
↕	Add'l Description	<input type="checkbox"/>
↕	Date	<input type="checkbox"/>
↕	Reference	<input checked="" type="checkbox"/>
↕	Project/Grant	<input checked="" type="checkbox"/>
↕	Credit	<input checked="" type="checkbox"/>
↕	Name	<input type="checkbox"/>
↕	Bank Cash Account	<input checked="" type="checkbox"/>
↕	Payment Type	<input checked="" type="checkbox"/>
↕	Check Number	<input checked="" type="checkbox"/>
↕	Clone & Increment button	<input type="checkbox"/>
↕	Clone & No Increment button	<input type="checkbox"/>
↕	Save button	<input checked="" type="checkbox"/>
↕	Save and Print button	<input type="checkbox"/>
↕	Back button	<input type="checkbox"/>

[Save](#)

[Reset](#)

[Back](#)

Note that the tab / cursor now starts per the new customized order.

#### General Information

\* Line:

\* Account:

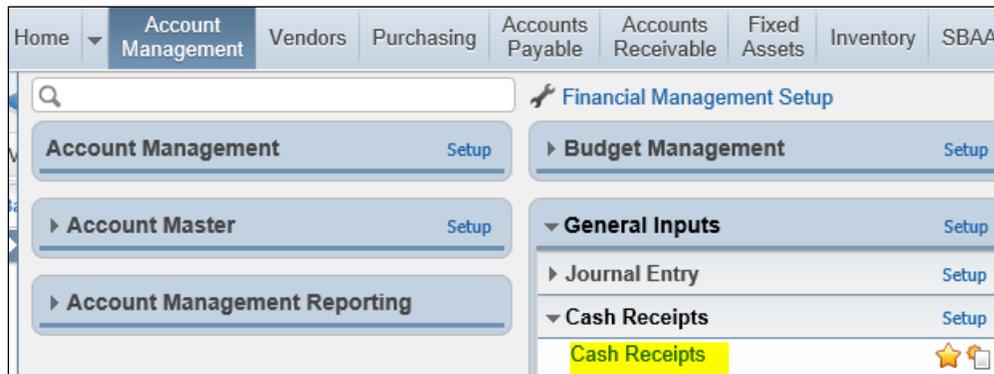
Description:

## Cash Receipts

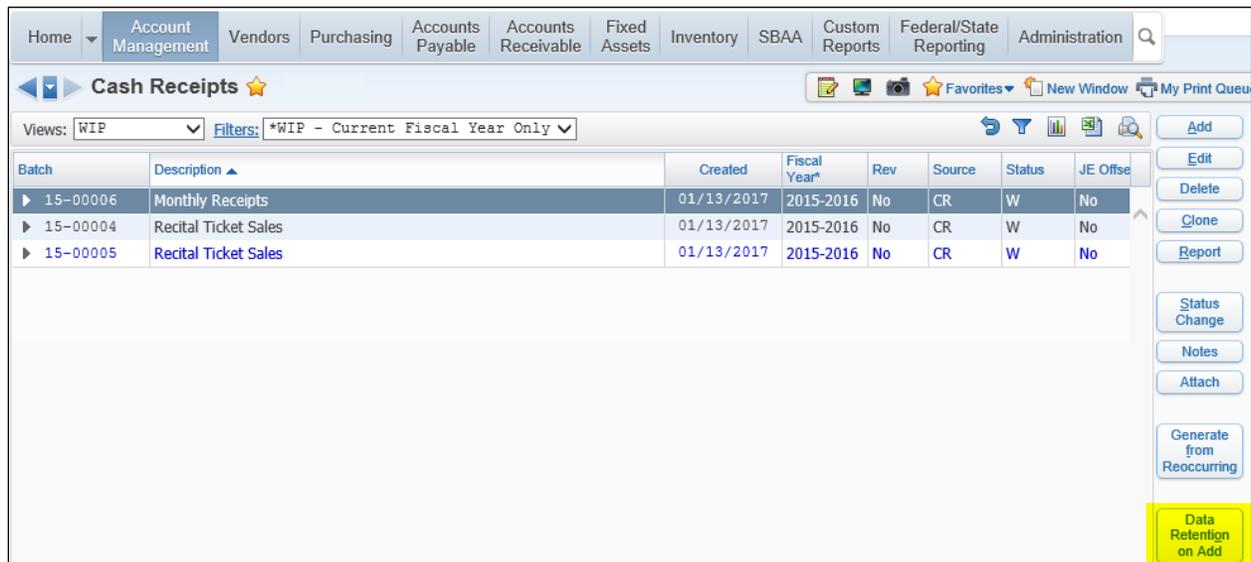
### PR 3212221: Option to Copy Amount on Clone is now Available (WF\AM\GI\CA\CA\CA)

A new Data Retention option is now available for Cash Receipts that allows the amount field to be copied or cleared when cloning a cash receipt. By default, the amount will copy when cloning.

Navigate to Web Financial Management > Account Management > General Inputs > Cash Receipts > Cash Receipts.



On the Cash Receipts browse select a cash receipt then select the Data Retention on Add button.



There is a new Retain Amount on Clone option for cash receipts. When selected, the debit or credit amount will be copied when cloning a cash receipt. If unselected, the debit or credit amount is clear when cloning a cash receipt.

By default, the Retain Amount on Clone option is selected.

### Data Retention on Add for Cash Receipts 🖨️

**Retain Default Values**

Description:

Detail Line Description:

Additional Description:

Name:

Date:

Reference:

Auto Batch Status:  Automatically promote from WIP to Batch status at the close of the batch.

\* Bank Cash Account:

Bank:

Payment Type:

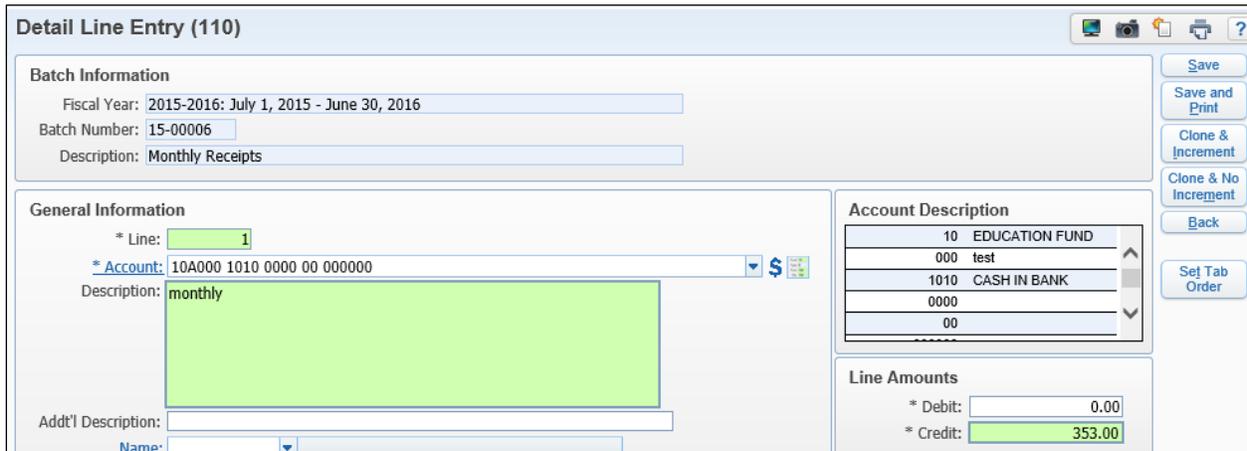
Check Number:

**Retain Amount on Clone:**

Cash Receipt Group:

Asterisk (\*) denotes a required field

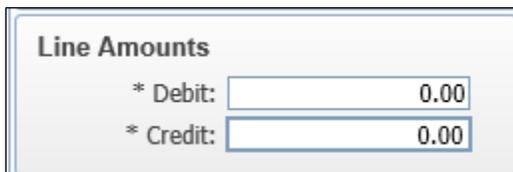
Example: On the Detail Line Entry screen:



- With the Retain option flagged, when Clone & Increment or Clone & No Increment is selected the clone will retain the debit or credit amount.



- With the Retain option unlagged, when Clone & Increment or Clone & No Increment is selected the clone will clear the debit or credit amount.

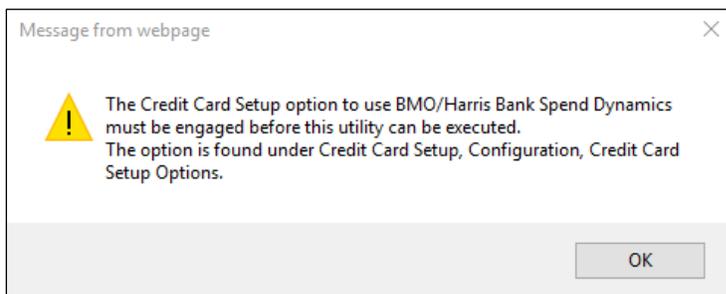


## Credit Cards

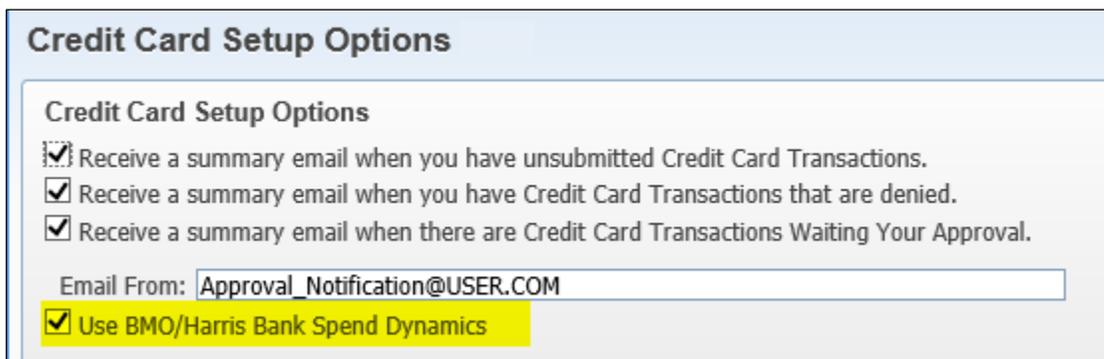
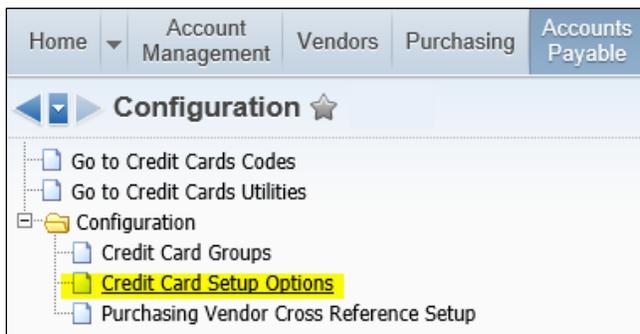
### PR 3220038: BMO Card Identifier Utility Moved to Credit Card Utilities (WF\AP\CC\PS\UT\BC)

The BMO Card Identifier utility has been added as an entry in the Credit Card utilities. Previously, users had to create an item under Product Setup, Fix Programs. In addition, a new validation has been added; the system will not allow execution of the utility unless the configuration option "Use BMO/Harris Bank Spend Dynamics" is engaged.

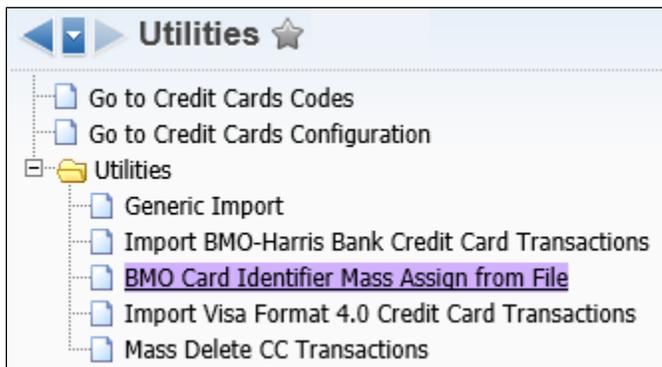
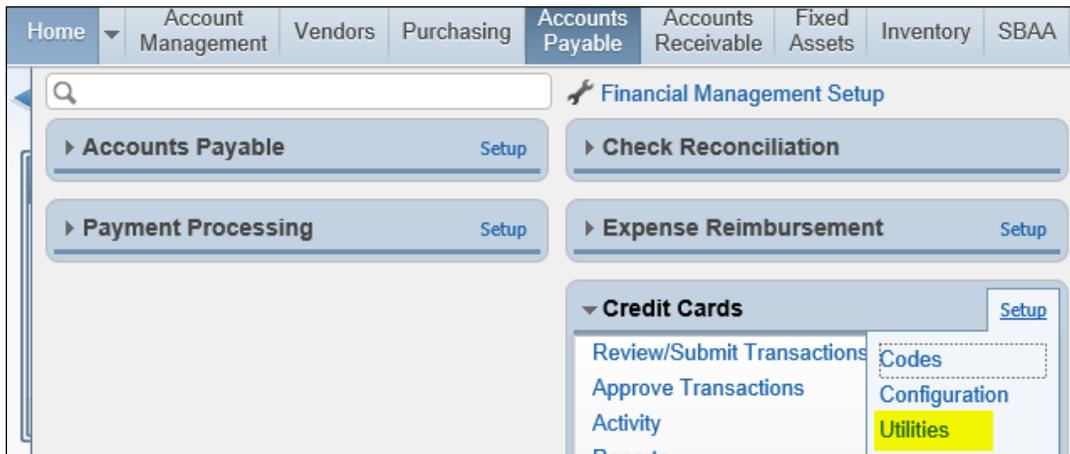
Before you begin, you may want to verify that the configuration to Use BMO/Harris Bank Spend Dynamics is engaged. If this setting is not engaged, when you attempt to run the utility a message will display.



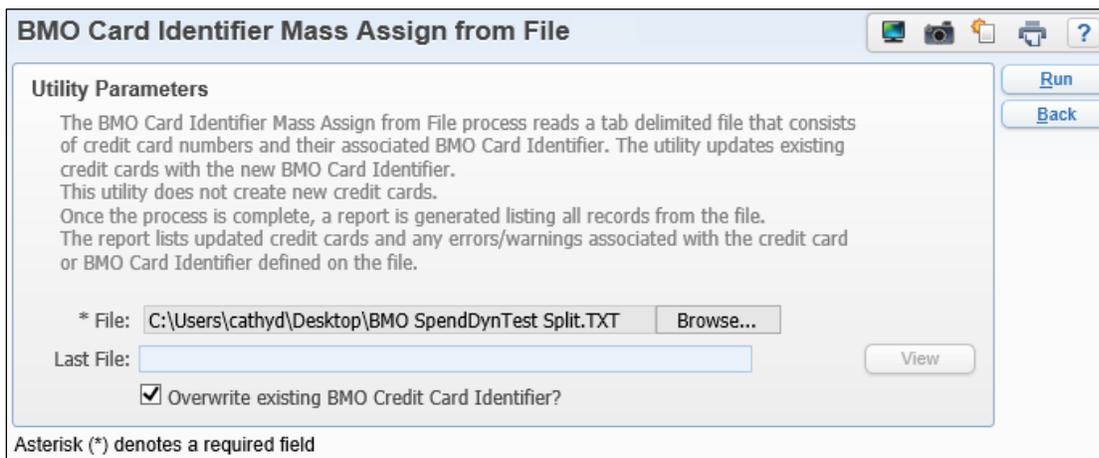
To verify the setting navigate to Web Financial Management > Accounts Payable > Credit Cards > Configuration then select Credit Card Setup Options.



To run the utility, navigate to Web Financial Management > Accounts Payable > Credit Cards > Setup > Utilities then select BMO Card Identifier Mass Assign from File.



Review the Utility Parameters information, use the Browse button to pull in the file, and check if you want to overwrite existing. When ready select the Run button to run the utility.



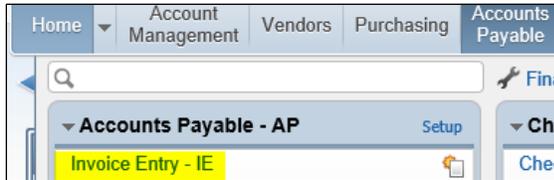
The process will run on the print queue. When it has finished processing, you have the option to view the resulting report, or to back out.

## Accounts Payable

### PR 3226549: Update AP Invoice Entry Vendor EEL (WF\AP\IE\IE)

The vendor EEL on the AP invoice entry screen has been updated to allow a vendor to be searched by Vendor Name, Name Key, Vendor ID, SSN, or TIN/EIN.

Navigate to Web Financial Management > Accounts Payable > Accounts Payable > Invoice Entry.



Select the Add button on the Invoice Entry browse.

PO Number	Vendor Key	Invoice Number	Invoice Description	Status	Vendor Name	Invoice Amount	
▶ 0000000000	20-20 PH000	SB0312b	Yearbook Processing	History	20-20 PHOTOGRAPHIC	221.85	Add
▶ 0000000000	20-20 PH000	SB0312b	Yearbook Processing	History	20-20 PHOTOGRAPHIC	221.85	View

The Vendor EEL lookup now includes the ability to find a vendor by typing in the Vendor Name (first and last), Vendor Namekey, Vendor ID, Vendor SSN, or Vendor TIN/EIN.

#### Invoice Master Information (92)

Invoice Master Information | Invoice Detail Lines/Accounting

**Invoice Purchase Order Information**

PO Number: 0000000000 x View Vendor: \_\_\_\_\_

PO Amount: 0.00 Description: \_\_\_\_\_

Liquidated Amount: 0.00 Entered Date: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

Remaining Amount: 0.00 Ship Date: \_\_\_\_\_ Status: \_\_\_\_\_

**Invoice Information**

\* Vendor: \_\_\_\_\_

\* Invoice Number: \_\_\_\_\_ 1099: \_\_\_\_\_

\* Invoice Date: 01/13/2017 Friday \* Status: Adding

\* Due Date: 01/13/2017 Friday \* Batch Number: 13

Save and Add Accounting

Save and Add Details

Save and Select from PO

Save

Back

Set Tab Order

- The EEL drop-down list will list results when searching by Vendor Name.

**Invoice Information**

\* Vendor: small x

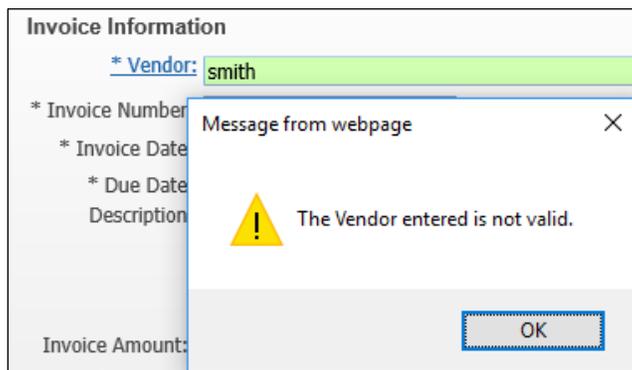
\* Invoice Number: **Small** business internet hosti [SMALL BU000]

\* Invoice Date: **Small** green tree limitedscr [SMALL GR000]

\* Due Date: **Small** isp supplying internet [SMALL IS000]

Description: **small** webhosting / design com [SMALL WE000]

- If no matching vendor is found a message displays, click OK then the Valid Remit To Vendors/Payers Selection browse displays.

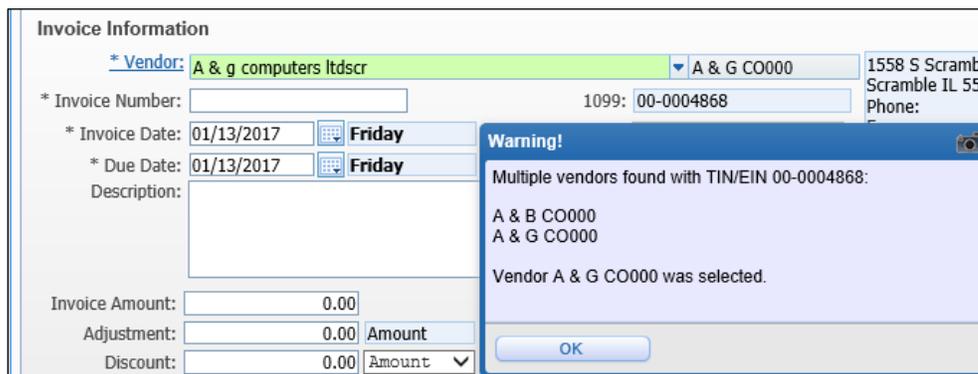


**Valid Remit-to Vendors/Payers Selection**

Views: General Filters: \*Skyward Default

Name ▲	Address	City	State	Zip	I	B
Smx technologies limitedscr	8024 N. Scramble Avenue	Scramble	IL	55555	B	
Snuggsscr Lizzette H	7047 Scramble Avenue	Scramble	IL	55555	I	
Sodenscr Sadye U	9012 N Scramble Avenue	Scramble	IL	55555	I	
Softprog net ltdscr	8065 Scramble Avenue	Scramble	IL	55555	B	
Software & hardware & service	8099 S. Scramble Avenue	Scramble	IL	55555	B	
Software and hardware designe	8140 Scramble Avenue	Scramble	IL	55555	B	

- If multiple vendors have the same last name, first name, vendor ID, SSN, or TIN/EIN a prompt displays listing the matching vendors and what vendor will be selected.



- If the user performing the search does not have access to confidentiality fields then the SSN cannot be searched on.
- If a SSN is entered that is for a vendor that is also an employee, the vendor will not be found as these vendors have their SSN confidential on the Vendor Profile screens.

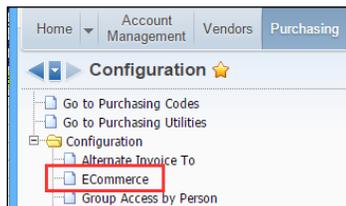
## Addendum 05

### eCommerce

#### PR 3192359: Connection, Inc. Added to eCommerce (WF\PU\PS\CF\EC)

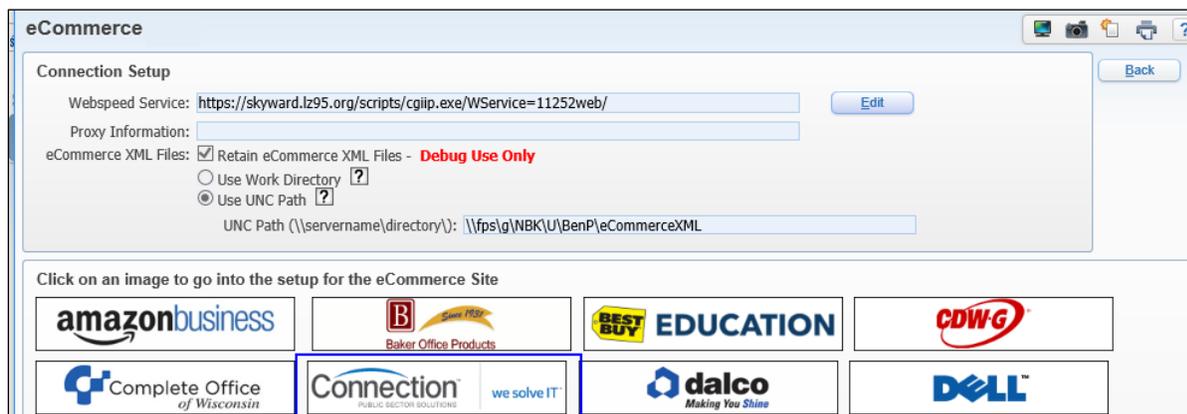
Connection, Inc. has been added to our list of online vendors. To get set up with an account and for eCommerce configuration information, please contact:

Maureen Gallagher - B2B Specialist  
[Maureen.gallagher@connection.com](mailto:Maureen.gallagher@connection.com)  
 800-800-0019 x33176



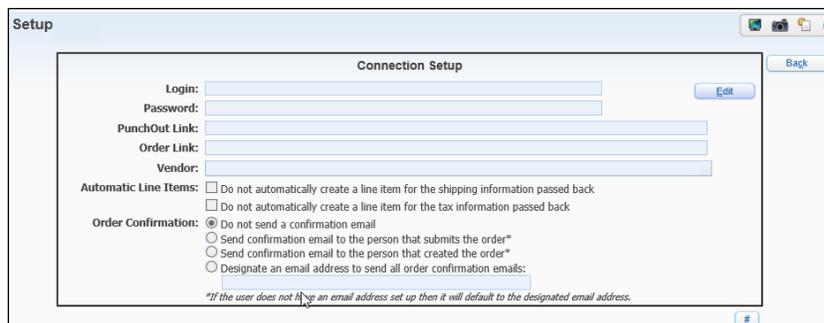
Navigate to the eCommerce Configuration: Financial Management > Purchasing > Setup > Configuration and select Ecommerce.

Connection, Inc. has been added. Select the Connection banner to access the setup screen.



On the Connection Setup screen, select the Edit button.

Once you have your connection information (URLs, Login, and Password), you can submit a Service Call to Skyward if assistance is needed in setting up the eCommerce configuration.



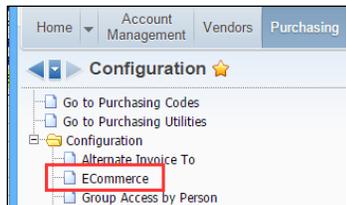
## Addendum 06

### eCommerce

#### PR 3249217: Challenge Office Products Added to eCommerce (WF\PU\PS\CF\EC)

Challenge Office Products has been added to our list of online vendors. To get set up with an account and for eCommerce configuration information, please contact:

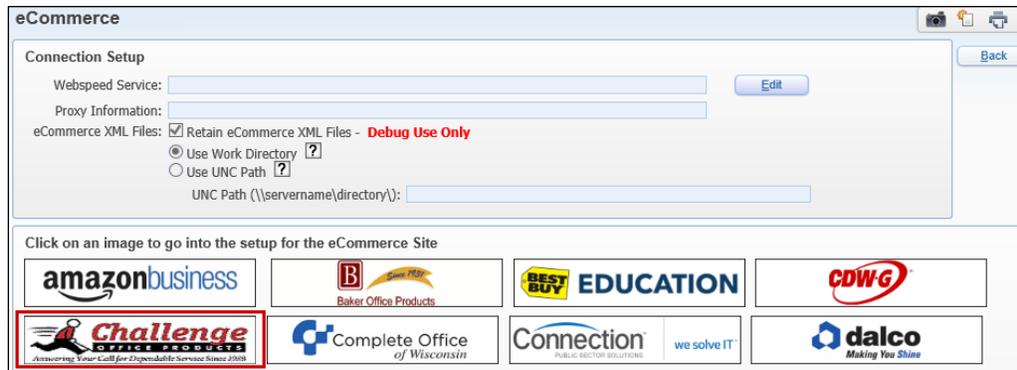
Mike Barbosa	<a href="mailto:mbarbosa@challengeofficeproducts.com">mbarbosa@challengeofficeproducts.com</a> ,	713-644-4007
John Barbosa	<a href="mailto:jbarbosa@challengeofficeproducts.com">jbarbosa@challengeofficeproducts.com</a>	
George Root, QA	<a href="mailto:groot@ecisolutions.com">groot@ecisolutions.com</a> ,	274-5245 x73870



Navigate to the eCommerce Configuration:

Web Financial Management > Purchasing > Setup > Configuration and select Ecommerce.

Challenge Office Products has been added. Select the Challenge banner to access the setup screen.



On the Challenge Setup screen, select the Edit button.

Once you have your connection information (URLs, Login, and Password), you can submit a Service Call to Skyward if assistance is needed in setting up the eCommerce configuration.

