

## **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.

	Home	•	Skyward Contact Access	System Administration	Da Adminis	ta tration	Student Management	Human Resources	Financial Management	Employee Access	Task Manager
W.	Q										
	▶ Task Manager				▼FIN/HR Tasks				▶ <u>Student Tasks</u>		
						Proc	esses		<b>(</b>		
						Tas	s		<b>1</b>		
						Viev	v Tasks		<u></u>		

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

Proce	esses 😭		📔 🙋 🏫 Favorites 🕶 🕤 New Win	dow 🖶 My Print Queu			
Views: General 🗸 Filters: *Skyward Default 🗸 🝸 🔟 🖄 🚉							
Area 🔺	Description	Status	Organization Chart	Edit			
Employee	Employee Exit Process - Tech			Delete			
Employee	New Hire Process		Time Off Org Chart				
				Clone			
				Step Maintenance			
				Create Task			
				View Tasks			

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

Step Maintenance Employee Exit Process - Tech									
Views: General 🗸 Filters: *Skyward Default 🗸									
Se	•	Task Summary	Assign To	Reference Program	Custom Screen		<u>E</u> dit		
•	1	Employee Terminated - Tech	Process's Initiator				Delete		
	2	Inactivate System Access	Tech						
•	3	Recover Equipment	Tech				Validate		
•	4	Delete Phone Setup	Tech						



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.

7	Process Step Mai	ntenance	10	
	Process Step Mainter	nance		C
k <u>ı</u>	* Parent:	Employee Terminated - Tech	$\checkmark$	C
ac	* Assign To:	[Select a Group]	~	
Л	Group Selection:	Tech 💌	If this option is checked, then assignees of the	Ŋ.
2		Assign to individual members of group	parent step can select individuals from the group to complete the current step.	

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.

Selec	t Assignees	(	1	¢ 🗇	?	
Group Members					Save	
Select 🔺	Name	Name Key			Back	
>	Delascr, Cornell X	DELASCOR000				
	Geringscr, Libby J	GERINLIB000				
	Heartscr, Noemi N	HEARTNOE000				
	Medelscr, Faith T	MEDELFAI000				
	Titoscr, Tyree K	TITOSTYR000				

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

Select the button below to create the Next Task:						
Inactivate System Access (Tech)						
<u>Select assignees for Inactivate System Access (Tec</u> Delascr, Cornell X	<u>h):</u>					

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

٦ 🌔	🕛 Task Manager (1) 🧔						
Da	Date Task Summary						
🗕 We	Wed Jan 18 8:01amInactivate System Access Aarons						
Co Aco Pro Th	rnell X Dela cess for Lu cess descr e process v	ascr has been assigned to Inactiv cio J Aaronsonscr. iption: Employee Exit Process - T vas initiated by: Tyree K Titoscr	ate Systen ech				
<		2	>				



## **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.

Home - Account Management	Vendors	Purch					
◄ ► Product Setup ★							
🗄 🔄 Budget Management							
🗉 🗀 Codes							
🗄 🚞 Configuration							
😟 🧰 Revisions							
🖻 🖳 🔁 Transfers							
🖽 🗀 Codes							
😑 😋 Configuration							
🖳 🗋 Budget Trans	fer Groups						
Budget Trans	fer Setup Op	tions					

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	<b>?</b>
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	<u>S</u> ave <u>B</u> ack
<u>Note:</u> 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.

Budget Revision Setup Options (73)	2
Budget Revision Setup Options	Save
$\blacksquare$ Allow users to import detail line items on Budget Revisions	Back



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.

Import	
Interface	

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

Standardized Impo	rt Interface Layouts					1	🖞 🖶 ?
Views: General 🗸 Filte	Views: General 🗸 Filters: *Skyward Default 🗸						Select
Interface 🔺	Description	System	Product Type				Back
BE Details	Budget Entry Details	Finance	Account Management				
Bud Rev Detail	Budget Revisions Detail	Finance	Account Management				
Bud Tran Detail	Budget Transfers Detail	Finance	Account Management				

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.

Import File Builder									
Views: General 🗸	<b>T II</b>	۱ 🔄	Import						
Interface 🔺	Description	System	Product Type	Allow Others	Automated	Created By			
BE Details	Budget Entry Details	Finance	Account Management					Add	
Bud Rev Detail	Budget Revisions Detail	Finance	Account Management	<b>V</b>		Ormandscr, Jeanna E		' <u>E</u> dit	
Bud Tran Detail	Budget Transfers Detail	Finance	Account Management			Ormandscr, Jeanna E		Delete	

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

Import Interface Maint	enance	6		<b>?</b>
Import Interface Options				<u>S</u> ave
System:	Finance		(	Back
* Interface Name:	Bud Tran Detail			
* Interface Description:	Budget Transfers Detail			
Product Type:	Account Management 🗸			
	$\checkmark$ Allow Other Users to Access this Import Interface			
Automate Interface				
Automate this Import Inter	face			



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

F	lome	-	Account Management	Vendors	Purchasing	Ac Pa	counts ayable	Accounts Receivable	Fixed Assets	Inventory	SBAA
	Q Financial Management Setup										
٧	Account Management			Setur	Setup - Budget Management						
						Budg	jet Entry			1	
Da	►	Acc	ount Master		Setup	2	Adop	ot Budget			
Н							▶ Rec	quisitions			
	► Account Management Reporting						- Rev	Setup			
							Bu	dget Revisions	;		<b>(</b>
							Ace	counting Upda	te - Budg	et Revisions	1
							Up	date History -	Budget R	evisions	1
							<b>⊸</b> Tra	nsfers			Setup
							Su	bmit Transfers			<b>(</b>
							Ар	provals			<b>(</b>
							Act	tivity			
							Tra	insfers			1
							Acc	counting Upda	te - Budg	et Transfers	1
							Up	date History -	Budget Ti	ansfers	1

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.

Edit Details						1	1 🖶 ?				
Batch Information							Close				
Fiscal Year: 2014-2015: July 1, 2014 - Jun	Fiscal Year: 2014-2015: July 1, 2014 - June 30, 2015 Edit										
Batch Number: arh											
Description: test											
Detail Lines											
Views: General V Filters: *Skyward Defa	ult 🗸			<b>T</b>		Ê,	Add				
Line # 🔺 Account	Description	Debit Amount	Credit Amount Reference	Addtl D	esc		Edit				
▶ 1 10E005 1120 3321 12 000000	test	0.00	100.00				Delete				
2 10E005 1120 4100 12 000000	test	100.00	0.00				Quick Add				
							Import Detail Lines				

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

Import Options (102)		1 🖶 ?
* Format: BE Details - BE Details - Budget Entry Details Bud Rev Detail - Bud Rev Detail - Budget Revisions Detail Bud Tran Detail - Bud Tran Detail - Budget Transfers Detail CR DTL - CR Details - Cash Receipt Details # Fielerster: LE Details - JE Details	2	<u>R</u> un <u>B</u> ack



## **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.

📲 🕨 Budgetary Data Mining 😭 🔹 🚺 New Window 🖶 My Print Queu										
Views: All Report Types V Filters: *All Users' Reports V										
Report Name 🔺	Report Title	Favorite	Created By	Access	Report Type		Delete			
▶ 1912 PRIVATE DETAILED EXPENSE (EXC	1912 PRIVATE DETAILED EXPENSE		BOLTETIF000	R	Revenue/Expense Detail		Delete			
2210-3300-01 Mileage Reimbursement -	2210-3300-01 Mileage Reimbursem	Ŷ	UPHOFZAN000	R	Revenue/Expense Detail	<u>^</u>	Clone			
2210-4400 Periodicals - Curriculum	2210-4400 Periodicals - Curriculum	會	UPHOFZAN000	R	Revenue/Expense Detail					
▶ 2210-7001 Non-Capital Improvement of	2210-7001 Non-Capital Improveme	會	UPHOFZAN000	R	Revenue/Expense Detail		Print			
2230-3100-01 Assessment Professional !	2230-3100-01 Assessment Professi	會	UPHOFZAN000	R	Revenue/Expense Detail		Excel			
2230-4100-01 Assessment Materials	2230-4100-01 Assessment Material	<b></b>	UPHOFZAN000	R	Revenue/Expense Detail					
2620-3100 Data Warehouse	2620-3100 Data Warehouse	會	UPHOFZAN000	R	Revenue/Expense Detail		Schedule This Depart			
2620-3300 Mileage Reimbursement Inst	2620-3300 Mileage Reimbursement	會	UPHOFZAN000	R	Revenue/Expense Detail					
2620-4100 General Supplies - Curriculun	2620-4100 General Supplies - Curri	<b>^</b>	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.

◀ 🖬 🕨 Budgetary Data Minin	g 😭				👂 📴 📷 😭 Favorites	• 🐴	New Wind
**My Favorites Views: **My Reports Filters: *All Users' Reports							
*District Report Templates	Report Title	Favorite	Created By	Access	Report Type		
▶ 1912 PRIVATE DETAILED EXPENSE (EXC	1912 PRIVATE DETAILED EXPENSE	🔶 🔶	BOLTETIF000	R	Revenue/Expense Detail		
▶ 2210-3300-01 Mileage Reimbursement -	2210-3300-01 Mileage Reimbursem	Ŷ	UPHOFZAN000	R	Revenue/Expense Detail		
2210-4400 Periodicals - Curriculum	2210-4400 Periodicals - Curriculum	<b>^</b>	UPHOFZAN000	R	Revenue/Expense Detail		
2210-7001 Non-Capital Improvement of	2210-7001 Non-Capital Improveme	<b></b>	UPHOFZAN000	R	Revenue/Expense Detail		
2230-3100-01 Assessment Professional	2230-3100-01 Assessment Professi	<b></b>	UPHOFZAN000	R	Revenue/Expense Detail		
2230-4100-01 Assessment Materials	2230-4100-01 Assessment Material	<b></b>	UPHOFZAN000	R	Revenue/Expense Detail		
2620-3100 Data Warehouse	2620-3100 Data Warehouse	<b>^</b>	UPHOFZAN000	R	Revenue/Expense Detail		
2620-3300 Mileage Reimbursement Inst	2620-3300 Mileage Reimbursement	4	UPHOF7AN000	R	Revenue/Expense Detail		

Views: All Report Types		~				
Filters: **My Favorites	~					
Report Name 🔺	Report Title	Favorite	Created By	Access	Report Type	
▶ 1912 PRIVATE DETAILED EXPENSE (EXC	1912 PRIVATE DETAILED EXPENSE	<b>^</b>	BOLTETIF000	R	Revenue/Expense Detail	
2210-4400 Periodicals - Curriculum	2210-4400 Periodicals - Curriculum	<b>^</b>	UPHOFZAN000	R	Revenue/Expense Detail	
2620-3100 Data Warehouse	2620-3100 Data Warehouse		UPHOFZAN000	R	Revenue/Expense Detail	

To set these favorites to be accessible from the Home screen, on the Home screen, select

the Preferences option on the top right.

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

Jser Preference	es		0	1 🖶 ?
Theme Color:				Save
• Blue	Red	O Pink		Back
Green	Purple	Black		
-Reports- Display Open/Sav Automatically Open Spreadsheet Form -Interface-	<b>ve Dialog</b> Before I n PDF Reports Upo nat: Microsoft (	Displaying Reports n Completion Dffice 2002+	~	
Dim Background W	/hen Displaying Ale	erts		
Maximize Large Wi Look Up Accounts -Browses-	indows 🖸 by Account Dimen	sion ?		
Automatically Disp	lay Popup Browse	Details On Mouseove	r	
Display Browse Ro	w Numbers ?			
Disable Student In	dicators ?			
-Navigation-	Menu Paths ?			
Use System Name     Display Data Minin	For Home Menu L	ral Favoritos Monu		
Enable Favorites H	eads Up Display			



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.

Financial Mana	gement		🤨 📴 📷 😭 Favorites 🗸
			Budgetary Data Mining Reports 2
Jump to Other Dashboards		Favorites 🕛	1912 PRIVATE DETAILED EXPENSE
*Calendar		Budgetary Data Mining I	Reports 2210-4400 Periodicals - Curriculum
Skyward User		1912 PRIVATE DETAIL	ILED EXPEN 2620-3100 Data Warehouse
Task Manager		2210-4400 Periodicals -	- Curriculum Edit Favorites
Reset Dashboards	Select Widgets	2620-3100 Data Wareh	house
		Edit Favorites	

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

Runtime Parameters	i 🔁 🖶
Runtime Report Parameters	Print
Report Name: 2620-3100 Data Warehouse	Back
Start Date: 06/30/2016 📖 Thursday	
End Date: 07/01/2016 📖 Friday	
✓ Print Title Page	
Print Greenbar	
Runtime Report Setup	
How do you want to change runtime setun?	Parameters
O Use current setup - no change	Breaks
Change setup for this run only - do not save	Account Ranges
O Change setup for this run and save setup	Field Selection
Report Name: 2620-3100 Data Warehouse	Sources



## 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.

ŀ	lome	•	Account Management	Vendors	Purchasing	Ac Pa	counts ayable	Accounts Receivable	Fixed Assets	Inventory	SBAA	
	Q,						🖌 Fina	incial Manage	ment Setu	р		
ſ	Account Management - AM Setup							▶ Budget Management - BM				
	► A	CC	ount Master -	CA	Setup	<u> </u>	Ger	neral Inputs	- GI		Setup	
							▶ Jou		Setup			
	<u>Account Management Reportin</u>				- Cash Receipts - CA				Setup			
L							Ca	sh Receipts - I	CA		1	

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.

Detail Line Entry			Image: A state of the state	Ì 🖶 ?
Batch Information         Fiscal Year:       2015-2016: July 1, 2015 - June 30, 2016         Batch Number:       15-00005         Description:       Recital Ticket Sales				Save Save and Print Clone & Increment
General Information * Line: 1 * Account: Description:	<b>▼</b> \$ ∷	Account Description	< >	Set Tab Order



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.

ields			Save
Move	Field/Button Name	Included in Tat Order	Reset
<b></b>	Line	$\checkmark$	Баск
\$	Debit		
\$	Account		
<b></b>	Description	$\checkmark$	
\$	Addt'l Description		
<b></b>	Date		
\$	Reference	$\checkmark$	
\$	Project/Grant	$\checkmark$	
\$	Credit	$\checkmark$	
<b></b>	Name		
<b></b>	Bank Cash Account	$\checkmark$	
<b></b>	Payment Type	$\checkmark$	
\$	Check Number	$\checkmark$	
<b></b>	Clone & Increment button		
<b></b>	Clone & No Increment button		
<b></b>	Save button		
	Save and Print button		

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

General Informati	General Information					
* Line:	þ					
* 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.

Hor	me	Ŧ	Account Management	Vendors	Purchasing	Accounts Payable	Accounts Receivable	Fixed Assets	Inventory	SBAA
	۹,					🖌 🖌 Fina	incial Manage	ment Set	ıp	
	Aco	:01	int Manageme	nt	Setup	Bu	dget Manage	ement		Setup
	▶ A	CC	ount Master		Setup	Gei	neral inputs			Setup
						▶ Jou	Irnal Entry			Setup
	► A	CC	ount Manager	nent Repo	orting	- Cas	sh Receipts			Setup
						Ca	sh Receipts			<b>2</b>

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

Home 👻 Ao Man	agement Vendors Purchasing Accounts A Payable R	Accounts Fixed eceivable Assets	Inventory SB	AA Custo Repor	m Feder ts Rep	ral/State oorting	Adminis	stration	Q.
Cash	Receipts 🖕				! 📷 🏫	Favorites	🗕 怕 New	Window I	My Print Queu
Views: WIP	✓ Filters: *WIP - Current Fiscal Year	Only 🗸				5	7 🔟	1	Add
Batch	Description		Created	Fiscal Year*	Rev S	ource	Status	JE Offse	
▶ 15-00006	Monthly Receipts		01/13/2017	2015-2016	No C	R	W	No	Delete
▶ 15-00004	Recital Ticket Sales		01/13/2017	2015-2016	No C	R	W	No	Clone
▶ 15-00005	Recital Ticket Sales		01/13/2017	2015-2016	No C	R	w	No	<u>R</u> eport
									Status Change Notes Attach Generate from Reoccurring
									Data Retention on Add



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.

Data Retention on Add	for Cash Receipts	
Retai	n Default Values	Save
Description: 🔽		Back
Detail Line Description: 🗹		
Additional Description: 🗹		
Name: 🗸		
Date:	Current 🗸	
Reference: 🗹		
Auto Batch Status:	Automatically promote from WIP to Batch status at the close of the batch.	
* Bank Cash Account:	GEN CENERAL BANK	
	Bank: Bank-007	
Payment Type: 🔽	Cash 🗸	
Check Number:		
Retain Amount on Clone: 🗹		
Cash Receipt Group:	100 - Front office 🗸	
Asterisk (*) denotes a required field		

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



Example: On the Detail Line Entry screen:

Detail Line Entry (110)			?
Batch Information         Fiscal Year:       2015-2016: July 1, 2015 - June 30, 2016         Batch Number:       15-00006         Description:       Monthly Receipts			Save Save and Print Clone & Increment Clone & No
General Information           * Line:         1 <u>* Account:</u> 10A000         1010         0000         00           Description:         monthly         Image: Control of the second sec	▼ \$ ∰	Account Description	Increment Back Set Tab Order
Addt'l Description:	]	* Credit: 353.00	

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

Line Amounts	
* Debit:	0.00
* Credit:	353.00

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

Line Amounts	
* Debit:	0.00
* Credit:	0.00



# 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.

Message from webpage	$\times$
The Credit Card Setup option to use BMO/Harris Bank Spend Dynamics must be engaged before this utility can be executed. The option is found under Credit Card Setup, Configuration, Credit Card Setup Options.	
ОК	

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



# Credit Card Setup Options Credit Card Transactions Credit Card Transactions that are denied. Credit Card Transactions that are denied. Credit Card Transactions Waiting Your Approval. Email From: Approval\_Notification@USER.COM Credit Card Transactions Bank Spend Dynamics



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

ŀ	lome 🔻	Account Management	Vendors	Purchasing	Accounts Payable	Accounts Receivable	Fixed Assets	Inventory	SBAA
	Q				🖌 🖌 Fir	ancial Manage	ment Setu	ıp	
ſ	► Acc	ounts Payable	9	Setup		neck Reconci	liation		)
	► Payı	ment Process	ing	Setup	• E	pense Reimt	ourseme	nt	Setup
					- Ci	edit Cards			Setup
					Rev	riew/Submit Tra prove Transacti	ansactions ons	Codes Configurati	ion
ų					Act	vity		Utilities	

<ul> <li>✓ Utilities </li> </ul>
Go to Credit Cards Configuration
🗄 😁 😋 Utilities
Import BMO-Harris Bank Credit Card Transactions
BMO Card Identifier Mass Assign from File
Import Visa Format 4.0 Credit Card Transactions
Mass Delete CC Transactions

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.

BMO Card Identifier Mass Assign from File	🧧 📷	1	<b>ē</b> ?
Utility Parameters			Run
The BMO Card Identifier Mass Assign from File process reads a tab delimited file that consists of credit card numbers and their associated BMO Card Identifier. The utility updates existing credit cards with the new BMO Card Identifier. This utility does not create new credit cards. Once the process is complete, a report is generated listing all records from the file. The report lists updated credit cards and any errors/warnings associated with the credit card or BMO Card Identifier defined on the file.			Back
* File: C:\Users\cathyd\Desktop\BMO SpendDynTest Split.TXT Browse			
Last File:	View		
Overwrite existing BMO Credit Card Identifier?			
Asterisk (*) denotes a required field			

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.

He	ome 🔻	Account Management	Vendors	Purchasing	Ace Pa	counts yable
	Q,					📌 Fina
G	- Accounts Payable - AP			Setup		- Ch
	Invoid	e Entry - IE		¢		Che

Select the Add button on the Invoice Entry browse.

Invoice Entry ☆					! 📝 📷 🏫 Favorites	🗕 怕 New Window 🖷	My Print Queu	
Status: All 🗸 Fiscal Year: All Fiscal Years 🗸								
Views: Purchase	Views: Purchase Order 🗸 Filters: *Skyward Default 🗸 🍸 🔟 🖄 🔍 🖪						Refresh	
PO Number	Vendor Key	Invoice Number	Invoice Description	Status	Vendor Name	Invoice Amount	Add	
▶ 0000000000	20-20 PH000	SB0312b	Yearbook Processing	History	20-20 PHOTOGRAPHIC	221.85	Aug	
▶ 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)							1 🕁	
Invoice Purchase Order Info	rmation							Save and Add
PO Number: 000000	0000 × View	Vendor:						Accounting
PO Amount:	0.00	Description:						Save and Add Details
Liquidated Amount:	0.00 E	ntered Date:			Fisca	al Year:		Raus and
Remaining Amount:	0.00	Ship Date:				Status:		Select from PO
Invoice Information								Save
* Vendor:			•					Back
* Invoice Number:		109	9:					Set Tab
* Invoice Date: 01/13/2017	📖 Friday	* Stati	NS: Adding	$\sim$				Order
* Due Date: 01/13/2017	📖 Friday	* Batch Numbe	er: 13					

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

Invoice Informati	on	
* Vendor:	small	× 🔻
* Invoice Number:	Small	business internet hosti [SMALL BU000]
* Invoice Date:	Small	green tree limitedscr [SMALL GR000]
* Due Deter	Small	isp supplying internet [SMALL IS000]
Due Date:	small	webhosting / design com [SMALL WE000]



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



Valid Remit-to Vendors/Payors Selection						Ő	1 🗟 🖸
Views: General V Filters: *Skyward Default V					2	Q,	Select
Name 🔺	Address	City	State	Zip	l B		Back
Smx technologies limitedscr	8024 N. Scramble Avenue	Scramble	IL	55555	В		
Snuggsscr Lizzette H	7047 Scramble Avenue	Scramble	IL	55555	Ι	$\mathbf{r}$	
Sodenscr Sadye U	9012 N Scramble Avenue	Scramble	IL	55555	Ι		
Softprog net Itdscr	8065 Scramble Avenue	Scramble	IL	55555	В		
Software & hardware & service	8099 S. Scramble Avenue	Scramble	IL	55555	В		
Software and hardware designe	8140 Scramble Avenue	Scramble	IL	55555	В		

• 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.

Invoice Informat	ion			
* Vendor:	A & g computers Itdscr		▼ A & G CO000	1558 S Scramble
* Invoice Number:			1099: 00-0004868	Phone:
* Invoice Date:	01/13/2017 Friday		Warning!	
* Due Date: Description:	01/13/2017 Friday		Multiple vendors found with TIN/EIN 00-000486 A & B CO000 A & G CO000 Vendor A & G CO000 was selected.	8:
Invoice Amount:	0.00			
Adjustment:	0.00 Amoun	t	OK	
Discount:	0.00 Amoun	t 🗸		

- 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 <u>Maureen.gallagher@connection.com</u> 800-800-0019 x33176

Home - Account Management Vendors	Purchasing							
Configuration								
Go to Purchasing Codes								
🗄 🛁 Configuration								
Alternate Invoice To								
Group Access by Person								

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.

eCommerce				📃 📷 🛍 🦏 ?
Connection Setup				Back
Webspeed Service: https://skyv	vard.lz95.org/scripts/cgiip.exe/WService=11252	web/	Edit	
Proxy Information:				
eCommerce XML Files: 🗹 Retain e	Commerce XML Files - Debug Use Only			
O Use Wor	CDirectory ?			
Use UNC	Path [			
UNC Pa	h (\\servername\directory\): \\fps\g\NBK\U\B	enP\eCommerceXML		
Click on an image to go into the	setup for the eCommerce Site			
amazonbusiness	Baker Office Products	<b>能</b> EDUCATION	CDWG	
Complete Office	VUELIC SECTION BOLUTICHIS WE SOLVE IT		D¢L	114

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.

etup				1 📷 🤇	1
Γ		Connection Setup		Bac	;k
	Login:		Edit		
	Password:				
	PunchOut Link:				
	Order Link:				
	Vendor:				
	Automatic Line Items:	Do not automatically create a line item for the shipping information passed back			
		Do not automatically create a line item for the tax information passed back			
	Order Confirmation:	Do not send a confirmation email			
		Send confirmation email to the person that submits the order*			
		O Send confirmation email to the person that created the order*			
		O Designate an email address to send all order confirmation emails:			
		*If the user does not hive an email address set up then it will default to the designated email address.			
		14 <u>5</u>	(#)	,	



## 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	mbarbosa@challengeofficeproducts.com,	713-644-4007
John Barbosa	jbarbosa@challengeofficeproducts.com	
George Root, QA	groot@ecisolutions.com,	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.

eCommerce					1	Ţ.
Connection Setup					Ba	ack
Webspeed Service:			Edit	)		
Proxy Information:						
eCommerce XML Files: 🗹 Retain eComm	erce XML Files - Debug Use Only					
Use Work Dire	ctory ?					
O Use UNC Path	?					
UNC Path (\\:	servername\directory\):					
Click on an image to go into the setu	p for the eCommerce Site					
amazonbusiness	Baker Office Products		ON	CDWG		
	Complete Office	Connection <sup>®</sup> we so	lve IT			

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.

Setup	(107)			
		Challenge Setup		Ba <u>c</u> k
	Login:		Edit	
	Password:			
	PunchOut Link:			
	Order Link:			
	Vendor:			