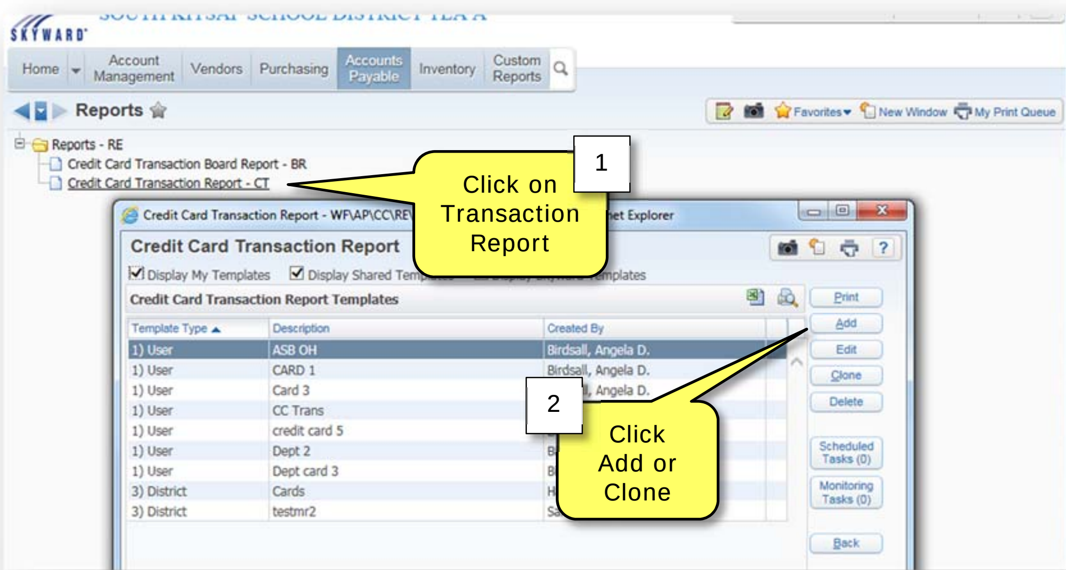
SOUTH KITSAP
SCHOOL DISTRICT

FM Credit Card - Reports

The Credit Card Transaction Report is used to print monthly credit card transactions by person, date or account code.

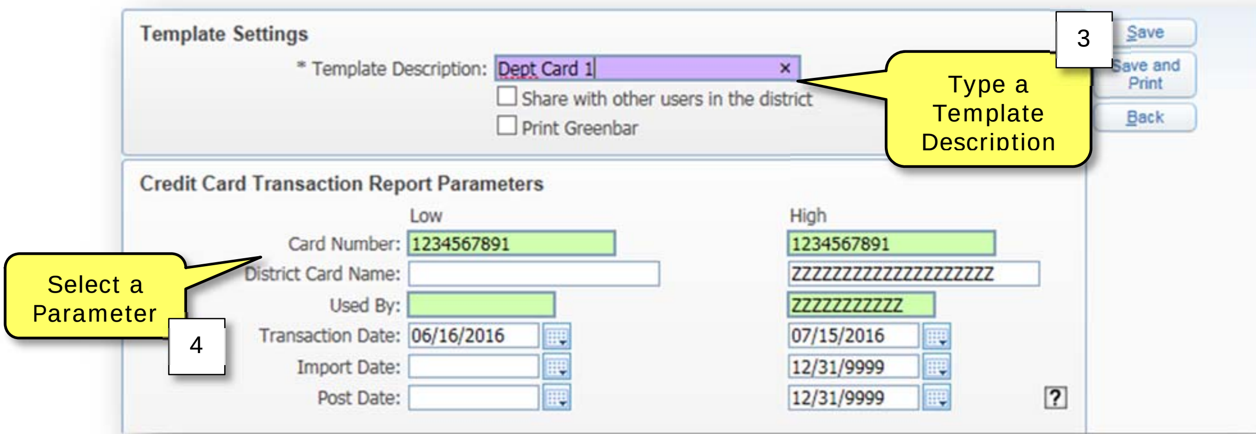
For more information, please see the WSIPC Guide to Credit Cards –Submitting Transactions, S:/Skyward/Guides

1. Go to Skyward FM, Accounts Payable, Credit Card, Reports (FM/AP/CC/RE) and click on the Credit Card Transaction Report.
2. Create a report template by clicking **Add** or you can **Clone** an existing template and update the details to duplicate and save another report.
   - Report templates are saved reports that can be edited or cloned.
   - Cloning is a short cut to creating a new template.



3. Type a description in the **Template Description** field of the report name. This saves the report so you can run it again later.
4. Enter a Low or High range for the **Card Number**, **Card Name**, **Used By**, **Transaction Date**, **Import Date**, or **Post Date**.
   - Keep in mind that you don't need to select ranges for all parameters and that your report criteria must meet all parameter conditions selected to be displayed. (more parameters are not always better).
   - If you are not using a specific parameter keep the field range wide open from blank to ZZZ.

In the example below the report is designed to display only transactions where the Card number equals 1234567891 and the Transaction date is between 06/16/16 - 07/15/2016. All other fields are wide open from 0 to ZZZ.



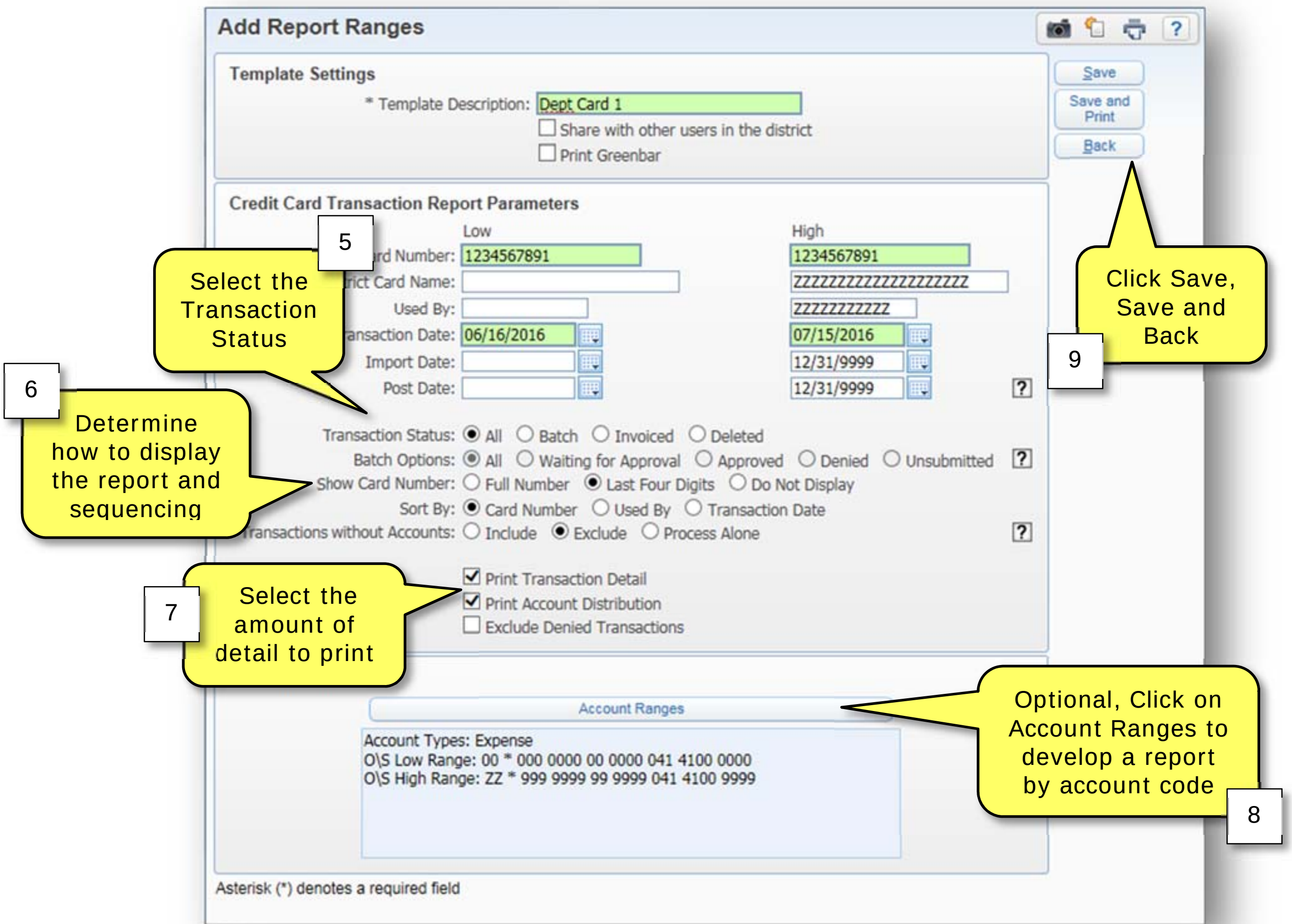
Recommended Monthly Ranges:

One of the following three ranges should be selected:

- **Card Number** – to print transaction for one credit card.
- **District Card Name** –to print transaction for cards with individual names.
- **Used By** – to print all department/school cards by entering the credit card administrator's namekey.

The Transaction Date for the month that is being reviewed is required to print the monthly statements for the budget administrator signatures if you're not using the web credit card electronic approval.

5. Select the **Transaction Status** and if you select **Batch**, then select a **Batch Option**.
    - "All" is recommended for the monthly statement of transactions and batch options.
6. Determine how to display the credit card number in **Show Card Number** and select the method that the report should be sequenced in **Sort By**.
    - "Last Four Digits" is recommended.
7. Determine the amount of detail to print on the report by checking one or more of the options.
    - **Print Transaction Detail**
    - **Print Account Distribution**
    - **Exclude Denied Transactions**
8. If desired, you can display transactions by a specific account code by clicking the **Account Ranges** button and entering the account code range (see instructions on next page).
9. Click **Save**, **Save and Print** to send your report to the print queue or **Back** to exit**.**



Optional – Develop a report by using account codes as the parameter

10. Select **Account Status** once you determine if you want to review transactions for active or inactive account codes.
11. Uncheck **Balance Sheet** and **Revenue Accounts** and make sure **Expense** is checked.
12. Enter the segments of the expense account code in the **Dimension Low** and **High** fields
    - Enter the segments you want to search on. For example, enter location 041 or enter responsibility 4100 to list transactions for the business office.
    - You can use as few or as many of the dimensions as needed to capture the accounts you want to report on.
13. Click **Save** to return to the prior page to print and save the report.