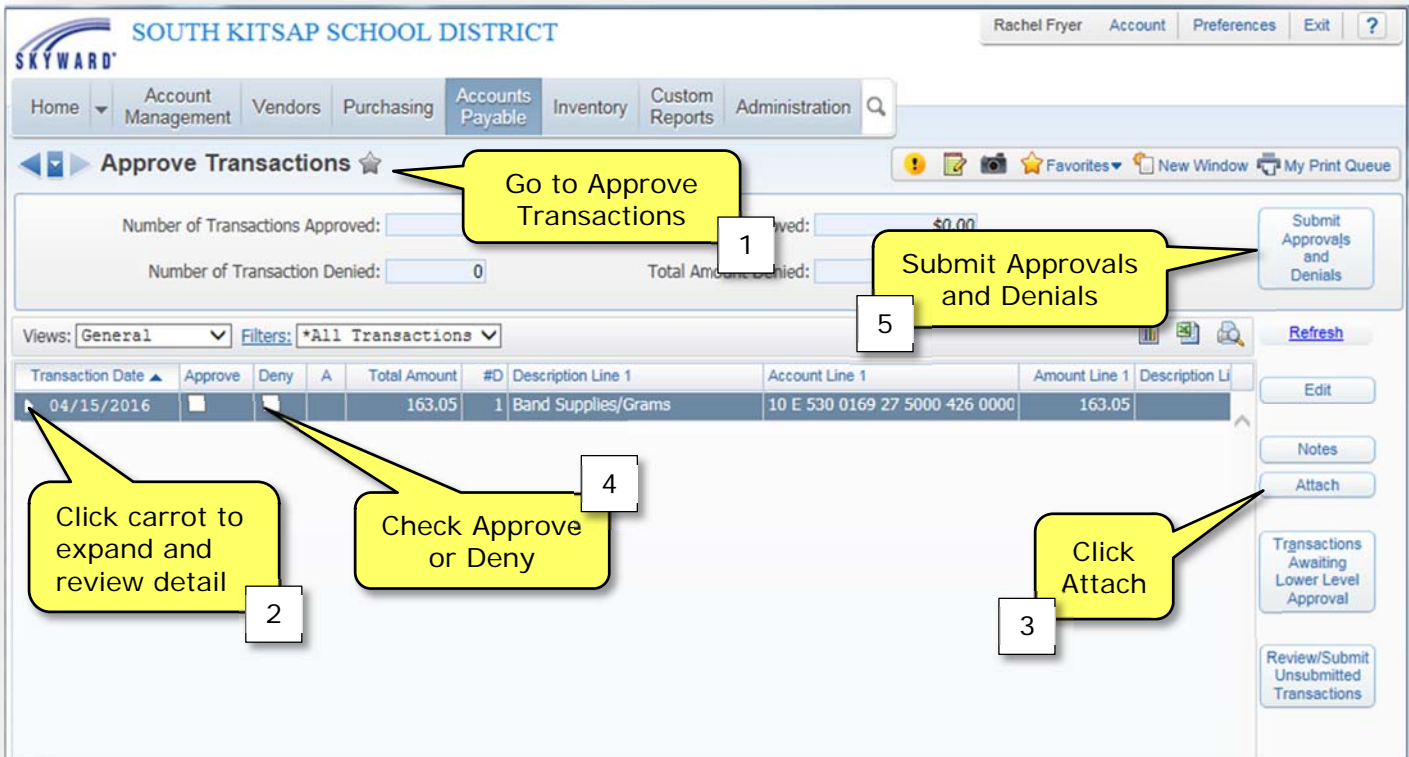


HR CREDIT CARD - APPROVAL

The Skyward Credit Card module allows the user to review, edit, and submit imported credit card transactions for approval. When credit card transactions are ready for approval they should first be reviewed for accuracy.

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



The screenshot shows the 'Approve Transactions' screen in the Skyward system. The interface includes a top navigation bar with tabs like Home, Account Management, Vendors, Purchasing, Accounts Payable, Inventory, Custom Reports, and Administration. The 'Approve Transactions' section displays summary statistics: Number of Transactions Approved, Number of Transaction Denied, Total Amount Approved, and Total Amount Denied. A table lists transactions with columns for Transaction Date, Approve, Deny, A, Total Amount, #D, Description Line 1, Account Line 1, Amount Line 1, and Description Li. A transaction for 04/15/2016 is highlighted. Callouts indicate the following steps: 1. Go to Approve Transactions (points to the 'Approve Transactions' link); 2. Click carrot to expand and review detail (points to the expand icon next to the transaction date); 3. Click Attach (points to the 'Attach' button on the right); 4. Check Approve or Deny (points to the 'Approve' and 'Deny' checkboxes); 5. Submit Approvals and Denials (points to the 'Submit Approvals and Denials' button).

1. Go to Skyward FM, Accounts Payable, Credit Card, Approve Transactions (FM/AP/CC/AT).
2. Expand the Credit Card Transaction by clicking the carrot to the left of the date and review the purchase.
3. Click on **Attach** to view any scanned receipts.
 - An Asterisk will appear if receipts are attached
4. Check appropriate box to either **Approve** or **Deny** the transaction.
 - If the transaction is denied, a comment box opens up to include Denial Notes.
5. Click **Submit Approvals and Denials**.