Skyward User's Manual

Skyward School Business Suite,

Mass Generate Employee Accounts Payable Invoices –

Prepared for
Leon County School District

Date: March 30, 2015
Version 1.0

SKYWARD Mass Generate Employee Accounts Payable Invoices

Table of Contents

DOCUMENT CONTROL

Author	Skyward Management Team		
Title	Mass Generate Employee Accounts Payable Invoices		
File Name	Document2		
Milestone	End User Training		
Last Edited	3/30/2015 11:49 AM		
Number of Pages	7		
Version	Revision Date	Revision Comments	Author
1.0	3/30/2015	Created Document	Scott Whittle

Mass Generate Employee Accounts Payable Invoices   ZAPMSADD01

When to Use

Use this procedure to pay non-payroll stipends to employees with the following restrictions. Each employee gets paid the same amount, from the same account. This process allows the user to select an existing invoice and clone it to a list of names contained in an external CSV file.

Steps

1. Run a Data Mining Report selecting the impacted employees. See details below for the exact file format and contents. Save the report locally.
2. Create an invoice for one vendor with the correct amount, expense account and cash accounts using an easily identifiable Invoice Number and Batch Number.
3. Execute the Mass Generate Employee AP Invoice utility; selecting the file and the initial invoice created in Step 1.
4. Process the cloned invoices.

Menu Path

Use the following menu path(s) to begin this transaction:

- Data Mining Report (Web)

  Web Human Resources $\Rightarrow$ Employee $\Rightarrow$ **Data Mining**

- Create Invoice (PaC)

  Financial Management $\Rightarrow$ Accounts Payable $\Rightarrow$ **Invoices**

- Run the Mass Generate Employee AP Invoices Utility (Web)

  Product Setup $\Rightarrow$ Skyward Contact AccessTools $\Rightarrow$ **Fix Programs**

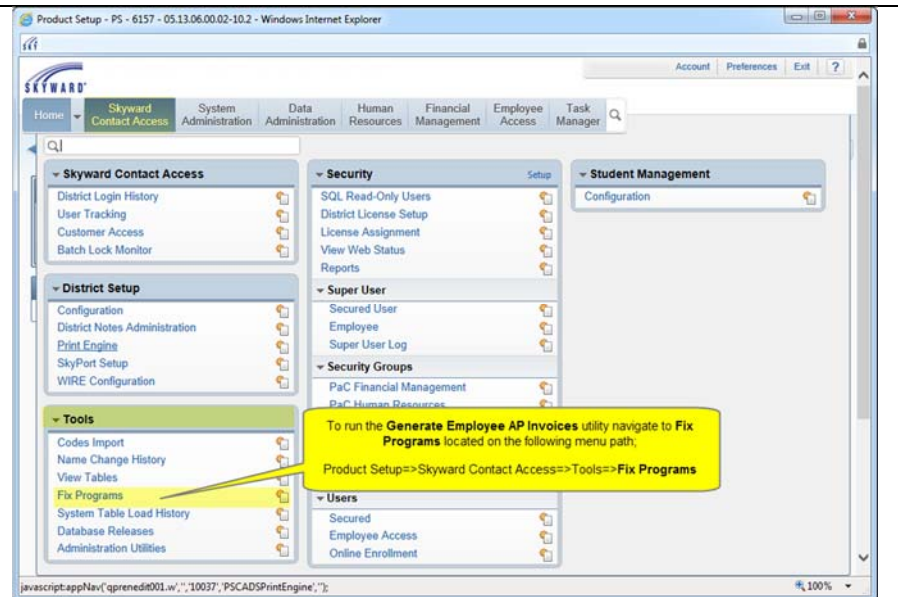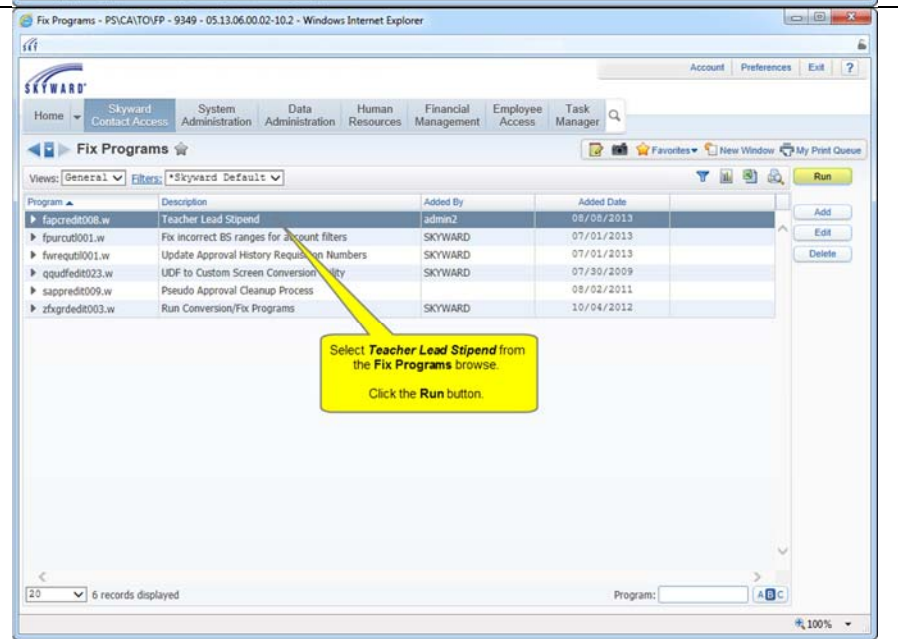### Helpful Hints

- **Security Access Required:**
  - ✓ Full Access to Data Mining Screen in Web Human Resources Module.
  - ✓ Batch Update Access to AP Invoices in the PaC Financial Module
  - ✓ Full Access to Fix Programs Screen in Product Setup Module.
- If multiple payee amounts are required then create multiple invoices as necessary and clone.

Detailed Procedures

STEP 1.   Create a file of Employees. See specific file format below.

STEP 2.   Using the PaC client create an initial invoice for one of the employees containing the appropriate dollar amount, expense account, cash account, batch number and easily identifiable Invoice Number i.e. TCHRLEAD2013

STEP 3.   Run the Mass Generate Employee AP Invoices utility.

Running the Mass Generate Employee AP Invoice utility

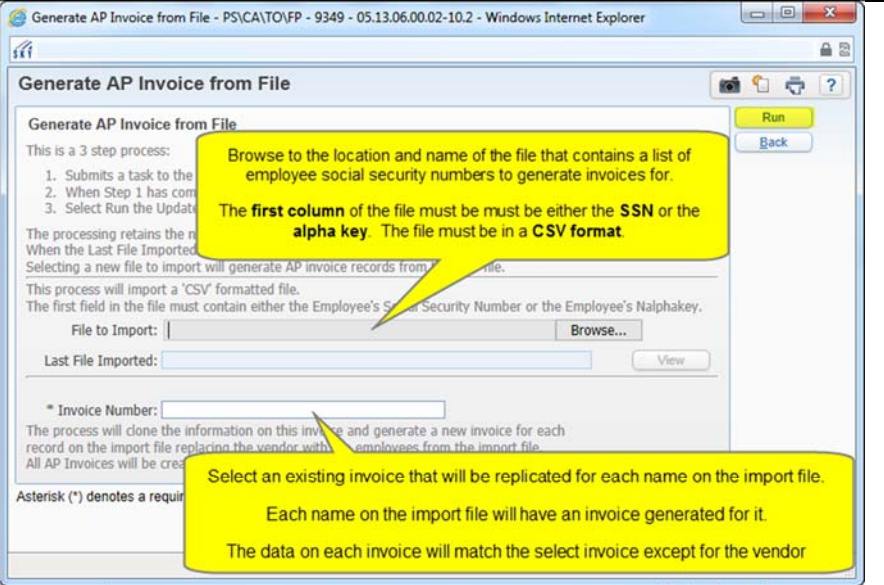|	
To run the **Mass Generate Employee AP Invoices** utility navigate to **Fix Programs.** **Menu Path:** Product Setup => Skyward Contact Access => Tools => **Fix Programs**	
The program utility is *"fapcredit008.w"*. Select the program. Click the **Run** button.	

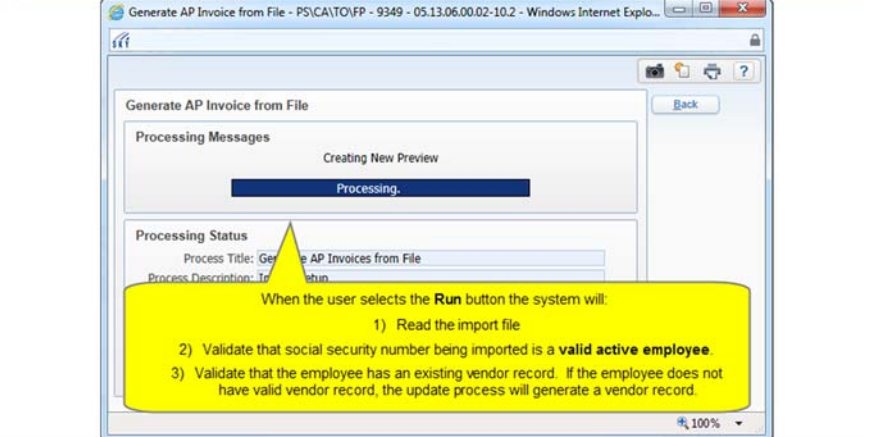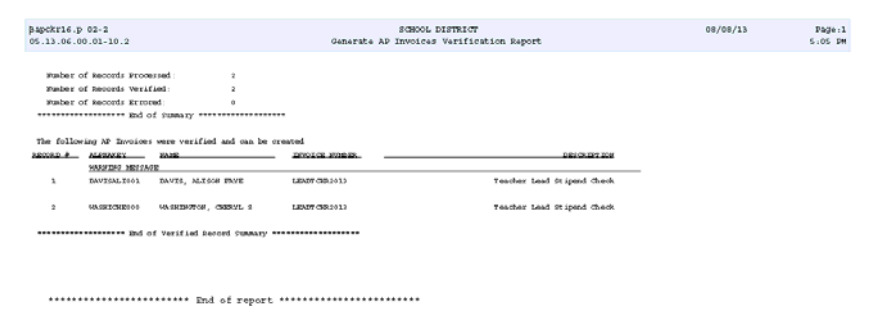|	
From the **Generate AP Invoice from File** screen: Browse to the location and name of the file that contains a list of employees to generate invoices for. The **first column** of the file must be must be either the **social security number** or the **alpha key**. The file must be in a **CSV format** (comma-delimited). Enter the Invoice Number to be cloned. Click the **Run** button.	
After the Run button is selected the system will: Read the import file. Validate that employee being imported is a **valid active employee**. Validate that the employee has an existing vendor record. If the employee does not have valid vendor record, the update process will generate one.	
Preview the data before updating	
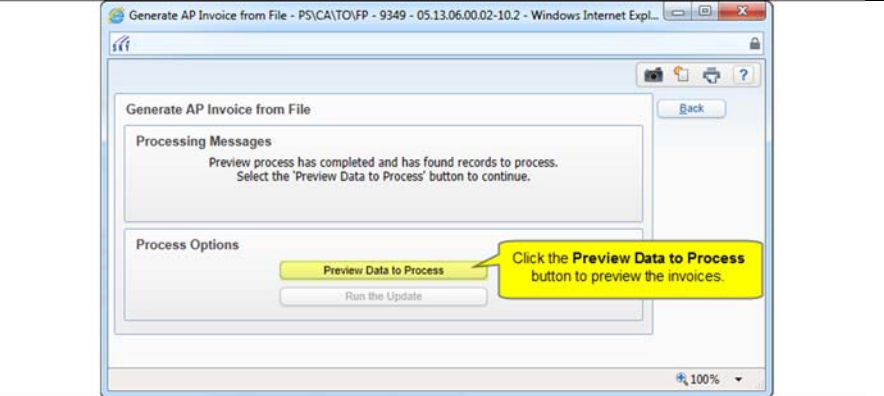
The Preview screen will display a record for each import record. The record will display the invoice information that will be generated for the record. The record will also display a column indicating if the system has to generate a vendor record for the name. Click the Print Verification Report to print a copy of the report displayed below. Click the **Back** button to return the **Processing** screen.	
Verify the results	
Run the Update	
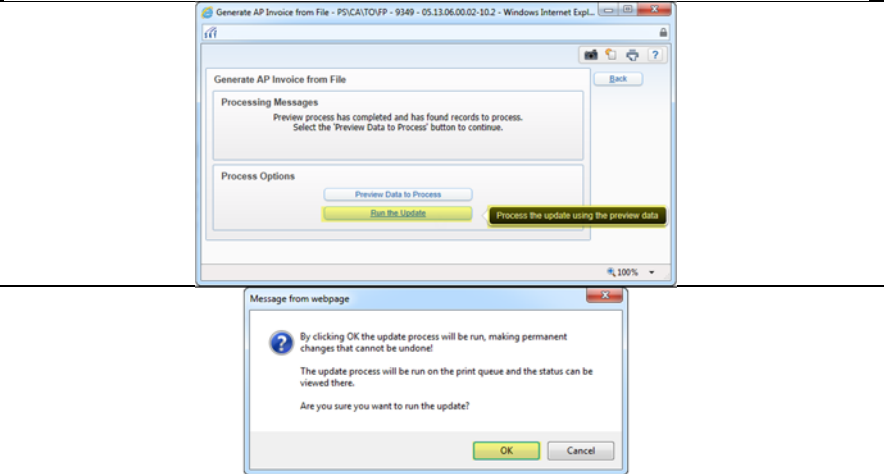
During the **Update** the system will: Validate that the name on the import file is a valid active employee, and has a vendor record. If no vendor record is found, the system will generate one. The system will generate an AP batch status invoice with all of the same data as the original invoice selected at the start of the process except for the vendor name. All invoices that will be generated as a 'regular' check type invoice.	

STEP 4. Batch update the Invoices
After the update is complete Accounts Payable staff can run the normal process to update the invoices and generate checks.

Resource Information

Employee File Requirements

Format: Comma Delimited CSV

File Layout:

Position	Data
1	SSN or Name Key
2	Last Name
3	First Name

Reference Guide

N\A