Approve and Rerouting Check Request

Approve and Rerouting a Check Request is similar to Approve and Rerouting and Purchase Requisition. Login to Skyward Finance on the Web. Go to your **"Alert"** icon **•** to view **Items Waiting for My Approval/Attention**. Click **Check Requests**.

Home - Account Management Vendors Purchasing Accounts Payable Inventory Q	
■ Financial Management	🚺 👔 😭 🏫 Favorites 🔻 🕆 New Window 🕁 My Print Queue
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Items waiting for My Approval/Attention	Aniset of the second state of the s
CHECK REQUESTS	Amount Time Off Awaiting My Approval \$15.00 A D + \$175.00 A D + You do not have any Time Off Requests Waiting Your Approval.
3 records displayed	e e e e e e e e e e e e e e e e e e e

Listed are the Check Requests waiting for your Approval/Attention. Click the **arrow** on the left to expand and view the details; account number, approvals, etc. To Approve and Reroute to another Approver highlight the desired Check Request **checkmark in the column Appr & Reroute**. A **Select Whom to Reroute This AP Check Request To** box will come up. Start typing the **last name of the approver** you wish to reroute to. **Click to select the approver** from the list. The **Reroute To**: link allows you to view the entire approver list. **Save**.

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Views: General February E Check Request Theorem Conconcologitate Conconconcologitate Conconcologitate Conconcologitate Conc	Iters: *Skyward Def Date Entered 07/30/2018 08/07/2018 08/31/2018	PO App Deny 126 126 127	Appr & Reroute Select Whom to Rero Select Whom to Rero Select Whom to Select Whom to Reroute Rer Reroute To R	ute To - WFLAPICHAQ - 26418 - 05.18.06.00.09-11.7 - G yfintrnjordan.k12.ut.us/scripts/wsisa.dll/WServic Reroute To Date This AP Chack Request to 00000011648	e-wsFinTm/fporqedito	Refresh View Edit Notes **Attach	

When all Check requests you choose to Approved/Deny/Appr Reroute have been selected, click **Submit Approvals and Denials** to move your request to the next approver/step.

Number of Transactions Approved: 1 Total Amount Approved: \$715.23 Number of Transaction Denied: 0 Total Amount Denied: \$0.00									Submit Approva <u>l</u> s and Denials			
Views: General ▼ Filters: *Skyward Default ▼									Refresh			
Check Request	Date Entered	PO Grp	Арр	Deny	Appr & Reroute	Due Date	Request Amt	Vendor Name	Vndr State	Description		View
00000000011648	07/30/2018	126				07/30/2018	715.23	SCHOOL DATEBOOKS INC	IN	ECHECKS / SUPPLIES	^	Edit
00000000011694	08/07/2018	126				08/07/2018	138.63	TOLMAN BRENDA LEE	UT	ECHECK / POSTAGE		
00000000011738	08/31/2018	127				08/31/2018	100.00	MOUNTAIN STATE SCHOOLBOOK DEF	UT	test		Notes
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