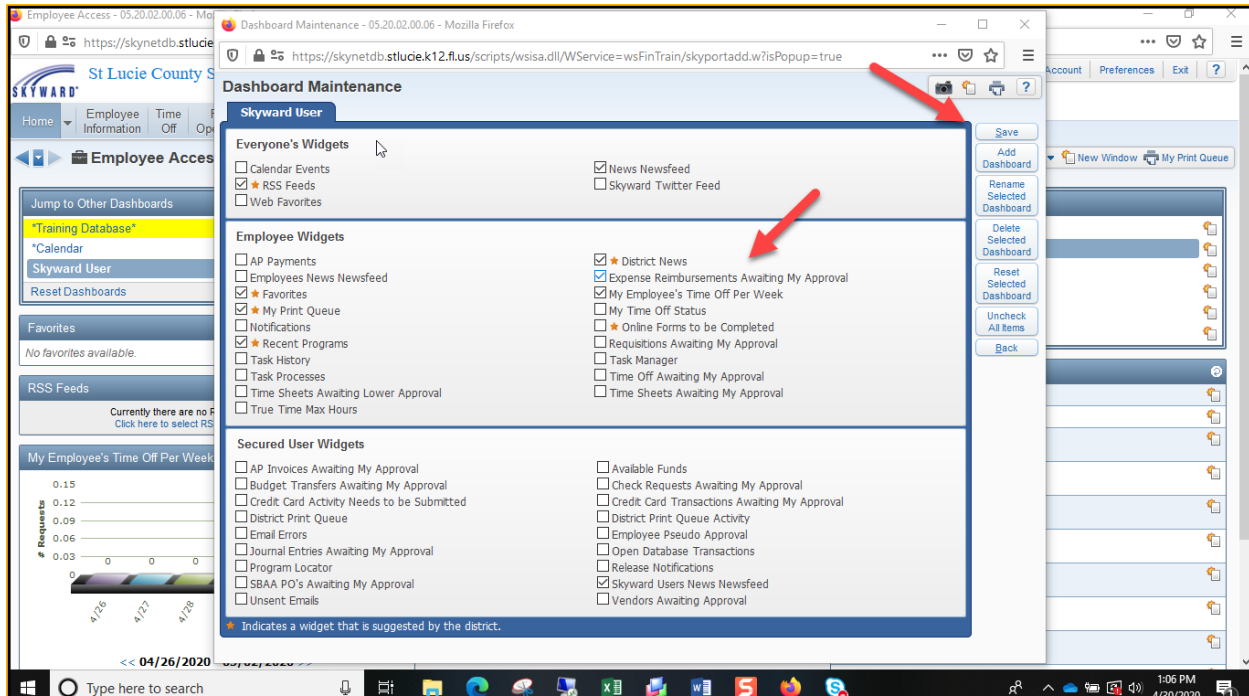
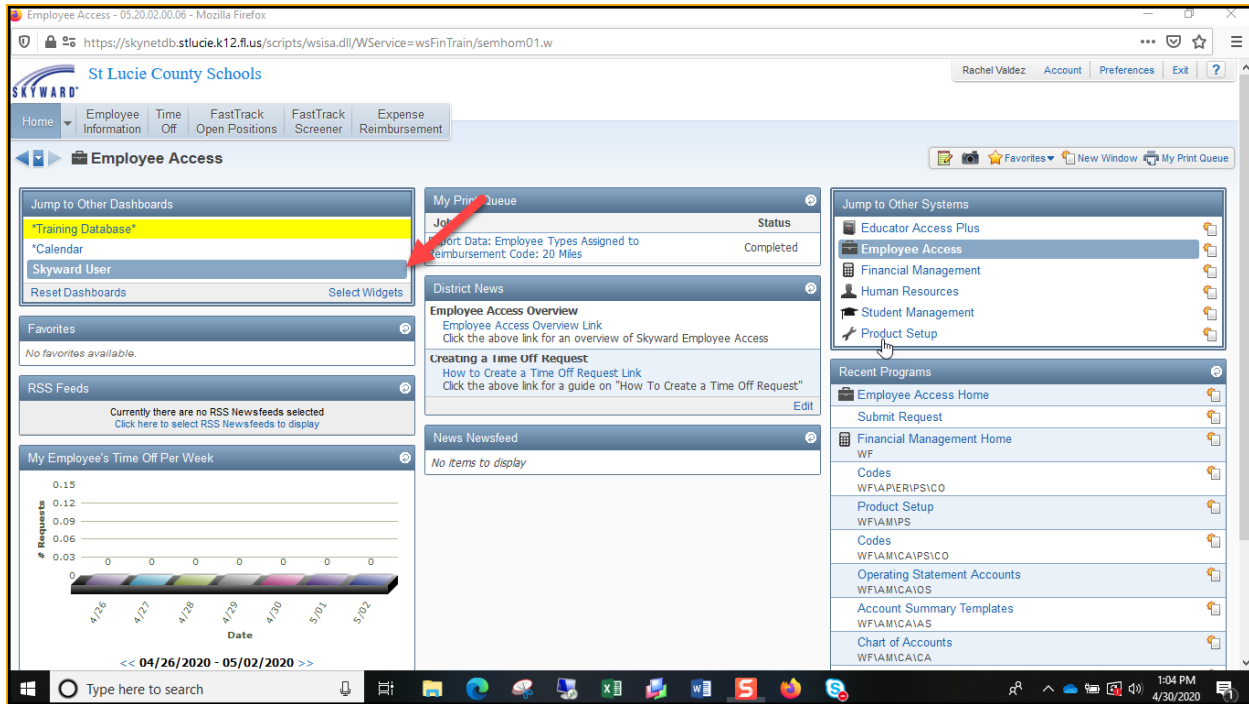


Please see the instructions below to add a notification to your dashboard to know when you have pending expense reimbursements for approval



Employee Access - 05.20.02.00.06 - Mozilla Firefox
 https://skynetdb.stlucie.k12.fl.us/scripts/wsisa.dll/WSservice=wsFinTrain/semhom01.w

St Lucie County Schools
 Rachel Valdez Account Preferences Exit ?

Home Employee Information Time Off FastTrack Open Positions FastTrack Screener Expense Reimbursement

Employee Access Favorites New Window My Print Queue

Jump to Other Dashboards

- *Training Database*
- *Calendar
- Skyward User

Reset Dashboards Select Widgets

Favorites

No favorites available.

RSS Feeds

Currently there are no RSS Newsfeeds selected
 Click here to select RSS Newsfeeds to display

My Employee's Time Off Per Week

Date	# Requests
4/16	0
4/17	0
4/18	0
4/19	0
4/20	0
5/01	0
5/02	0

My Print Queue

Job	Status
Export Data: Employee Types Assigned to Reimbursement Code: 20 Miles	Completed

District News

Employee Access Overview
 Employee Access Overview Link
 Click the above link for an overview of Skyward Employee Access

Creating a Time Off Request
 How to Create a Time Off Request Link
 Click the above link for a guide on "How To Create a Time Off Request"

Edit

News Newsfeed

No items to display

Expense Reimbursements Awaiting My Approval

No Expense Reimbursements require action at this time

Jump to Other Systems

- Educator Access Plus
- Employee Access
- Financial Management
- Human Resources
- Student Management
- Product Setup

Recent Programs

- Employee Access Home
- Submit Request
- Financial Management Home WF
- Codes WFLA/PER/PSICO
- Product Setup WFLA/M/PS
- Codes WFLA/M/CA/PSICO
- Operating Statement Accounts WFLA/M/CA/IOS
- Account Summary Templates WFLA/M/CA/IAS
- Chart of Accounts WFLA/M/CA/ICA

05/02/2020

Select Widgets

is selected to display

unt

00 Show Invoice(s)

My Print Queue

Job	Status
No items available.	

District News

Employee Access Overview
 Employee Access Overview Link
 Click the above link for an overview of Skyward Employee Access

Creating a Time Off Request
 How to Create a Time Off Request Link
 Click the above link for a guide on "How To Create a Time Off Request"

News Newsfeed

No items to display

Expense Reimbursements Awaiting My Approval

Expense Reimbursement Requires Approval

Jump to Other Systems

- Employee Access
- Financial Management
- Human Resources
- Product Setup

Recent Programs

- Financial Management Home WF
- My Approvals
- Batch Lock Monitor PS/CA/BL
- Product Setup Home PS
- Employee Profile WH/EP/EP
- Human Resources Home WH
- Personal Information
- Employee Access Home
- Chart of Accounts

You can view or edit the reimbursement while reviewing for approval.

Approve

Number of Expense Requests Approved: 0 Total Amount Approved: \$0.00
Number of Expense Requests Denied: 0 Total Amount Denied: \$0.00

Views: General | Filters: *Skyward Default

Date Entered	App	Deny	Expenses From	Expenses To	Reimburs Amount	Direct Bill Amount	Total Amount	Purpose	Entered By
04/29/2020 Wed			04/01/2020	04/10/2020	6.00	0.00	6.00	In County Travel for March 2020 (one)	VALDEZ, RACHEL LYNN

Submit Approvals and Denials

Back View Edit Notes Attach Requests Awaiting Lower Level Approval Select All Unselect All

Expense Reimbursement Request Maintenance

Expense Reimbursement Information

Reimbursement For: VALDEZ, RACHEL LYNN (08ADM) Edit Master

Expenses From: 04/01/2020 To: 04/10/2020 10 Days Notes Attachments

Purpose for Reimbursement: In County Travel for March 2020 (example for in county travel submit a separate travel request for each month)

Name Conference, Location, Dates (example for out of county/state travel)

Reimbursement payment option: Paid via AP ACH. If AP ACH is not set up you will receive a Paper Check.

Total Reimbursement Amount: \$6.00

Expense Reimbursement Detail Lines

Views: General | Filters: *Skyward Default

#	Date	Type	Description/Customer	Quantity	Amount	Total Amount	C	R	D
1	04/01/2020	Breakfast	Breakfast on 4/1/20	1.0000	6.0000	6.00	M		

Add Edit Delete Done Mass Add Detail

Expense Reimbursement Request Detail Maintenance

Expense Reimbursement Information
 Expenses From: 04/01/2020 To: 04/10/2020 10 Days
 Total Reimbursement Amount: \$6.00

Edit Expense Reimbursement Detail Line

Line Num: 1 Receipt Attached Direct Bill/Do not Reimburse

* Date: 04/01/2020 Wednesday

* Reimbursement Type: Breakfast BrkFast

Category: Meals
 Breakfast - When travel begins before 6:00 A.M. and extends beyond 8:00 A.M.

* Quantity: 1
 * Amount: \$6.00 Maximum allowed for this code is \$ 06.00
 Total Amount: \$6.00

* Description/Custom: Breakfast on 4/1/20

Detail Line Accounts

Account	Account Selection	Amount	Percent
		0.00	0.00
Total:		0.00	0.00

Asterisk (*) denotes a required field

Review the expenses

Add or Ensure the cost strip is listed and correct

Account Distribution

Available Accounts (Accounts are displayed based on Account Clearance access)

Fnd	T	Func	Obj	Fac	Proj	Subpr	Prog	Funds Available	Selected
1000	E	7500	3300	0510	20100	00000	00000	\$40.00	<input type="checkbox"/>
1000	E	7500	3300	0510	88000	00000	00000	\$0.00	<input type="checkbox"/>
1000	E	7500	3300	0554	20100	00000	00000	\$26.41	<input checked="" type="checkbox"/>
1000	E	7500	3300	0554	99302	00000	00000	\$0.00	<input type="checkbox"/>
1000	E	7500	3300	0555	20100	00000	00000	\$0.00	<input type="checkbox"/>
1000	E	7500	3300	0555	87200	00000	00000	\$0.00	<input type="checkbox"/>
1000	E	7500	3330	0500	87200	00000	00000	\$0.00	<input type="checkbox"/>
1000	E	7500	3330	0510	20100	00000	00000	\$0.00	<input type="checkbox"/>
1000	E	7500	3330	0510	88000	00000	00000	\$0.00	<input type="checkbox"/>
1000	E	7500	3330	0554	20100	00000	00000	\$6,651.89	<input type="checkbox"/>
1000	E	7500	3330	0554	87200	00000	00000	\$0.00	<input type="checkbox"/>
1000	E	7500	3330	0555	20100	00000	00000	\$0.00	<input type="checkbox"/>
1000	E	7500	3330	0555	87200	00000	00000	\$0.00	<input type="checkbox"/>

100 records displayed

Account Level Description

Code	Description
1000	GENERAL FUND
7500	FISCAL SERVICES
3300	TRAVEL - IN-COUNTY STAFF
0554	BUSINESS SERVICES
20100	DEPT-DISCRETIONARY BUDGETS

Account Number Information

Total Amount to Distribute: \$6.00 100.00%
 Total Distributed: \$6.00 100.00%
 Amount Remaining: \$0.00 0.00%

Selected Accounts

Account Number	Amount	Percent
1000E7500 3300 0554 20100 00000 00000	6.00	100.00

Choose the proper cost strip and hit save account distribution

Expense Reimbursement Request Detail Maintenance - 05/20/2020 06:06 - Google Chrome

skynetdb.stluce.k12.fl.us/scripts/wsisia.dll/WService=wsFinTrain/factpedit005.w?isPopup=true

Expense Reimbursement Request Detail Maintenance

Expense Reimbursement Information

Expenses From: 04/01/2020 To: 04/10/2020 10 Days
 Total Reimbursement Amount: \$6.00

Edit Expense Reimbursement Detail Line

Line Number: 1 Receipt Attached Direct Bill/Do not Reimburse

* Date: 04/01/2020 Wednesday

* Reimbursement Type: Breakfast BrkFast

Category: Meals
 Breakfast - When travel begins before 6:00 A.M. and extends beyond 8:00 A.M.

* Quantity: 1
 * Amount: \$6.00 **Maximum allowed for this code is \$ 06.00**
 Total Amount: \$6.00

* Description/Customer: Breakfast on 4/1/20

Detail Line Accounts

Account	Account Selection	Amount	Percent
1000E7500 3300 0554 20100 00000 00000 - GENERAL FUND/FISCAL SERVICES/TRAVEL IN-CO/BUS		6.00	100.00
Total:		6.00	100.00

Asterisk (*) denotes a required field

Buttons: Save, Back

Expense Reimbursement Request Maintenance - 05/20/2020 06:06 - Google Chrome

skynetdb.stluce.k12.fl.us/scripts/wsisia.dll/WService=wsFinTrain/factpedit004.w?isPopup=true

Expense Reimbursement Request Maintenance

Expense Reimbursement Information

Reimbursement For: VALDEZ, RACHEL LYNN (08ADM)

Expenses From: 04/01/2020 To: 04/10/2020 10 Days

Purpose for Reimbursement: In County Travel for March 2020 (example for in county travel submit a separate travel request for each month)

Name Conference, Location, Dates (example for out of county/state travel)

Reimbursement payment option: Paid via AP ACH. If AP ACH is not set up you will receive a Paper Check.

Total Reimbursement Amount: \$6.00

Expense Reimbursement Detail Lines

Views: General | Filters: Skyward Default

#	Date	Type	Description/Customer	Quantity	Amount	Total Amount	C	R	D
1	04/01/2020	Breakfast	Breakfast on 4/1/20	1.0000	6.0000	6.00	M		

Buttons: Back, Add, Edit, Delete, Clone, Mass Add Detail

Text Box: Be sure all attachments were submitted and press back

St Lucie County Schools

Victoria Nash Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Expense Reimbursement

Approve

Number of Expense Requests Approved: 1 Total Amount Approved: \$6.00
 Number of Expense Requests Denied: 0 Total Amount Denied: \$0.00

Submit the records selected below for approval or denial

Submit Approvals and Denials

Views: General Filters: Skyward Default

Date Entered	App	Deny	Expenses From	Expenses To	Reimburs Amount	Direct Bill Amount	Total Amount	Purpose	Entered By
04/29/2020	Wed	<input checked="" type="checkbox"/>	04/01/2020	04/16/2020	6.00	0.00	6.00	In County Travel for March 2020 (new)	WALDEZ, RACHEL LYNN

Check the approve or deny

Then submit approval and denials

Submit Approvals and Denials

1 approved request
 0 denied request

Approved Amount: \$6.00
 Denied Amount: \$0.00

Would you like to submit these requests?

Yes No

St Lucie County Schools

Victoria Nash Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Expense Reimbursement

Approve

Number of Expense Requests Approved: 0 Total Amount Approved: \$0.00
 Number of Expense Requests Denied: 0 Total Amount Denied: \$0.00

Submit Approvals and Denials

Views: General Filters: Skyward Default

Date Entered	App	Deny	Expenses From	Expenses To	Reimburs Amount	Direct Bill Amount	Total Amount	Purpose	Entered By
There are no records to display; check your filter settings.									