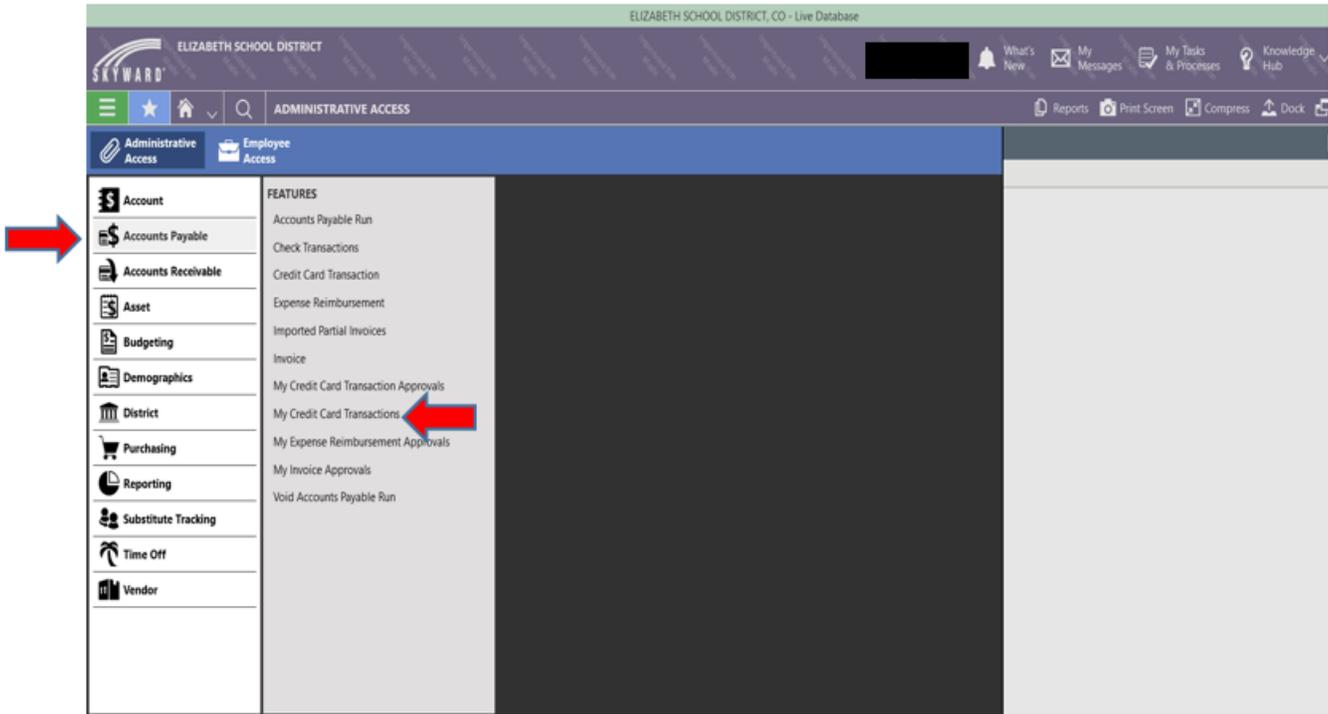
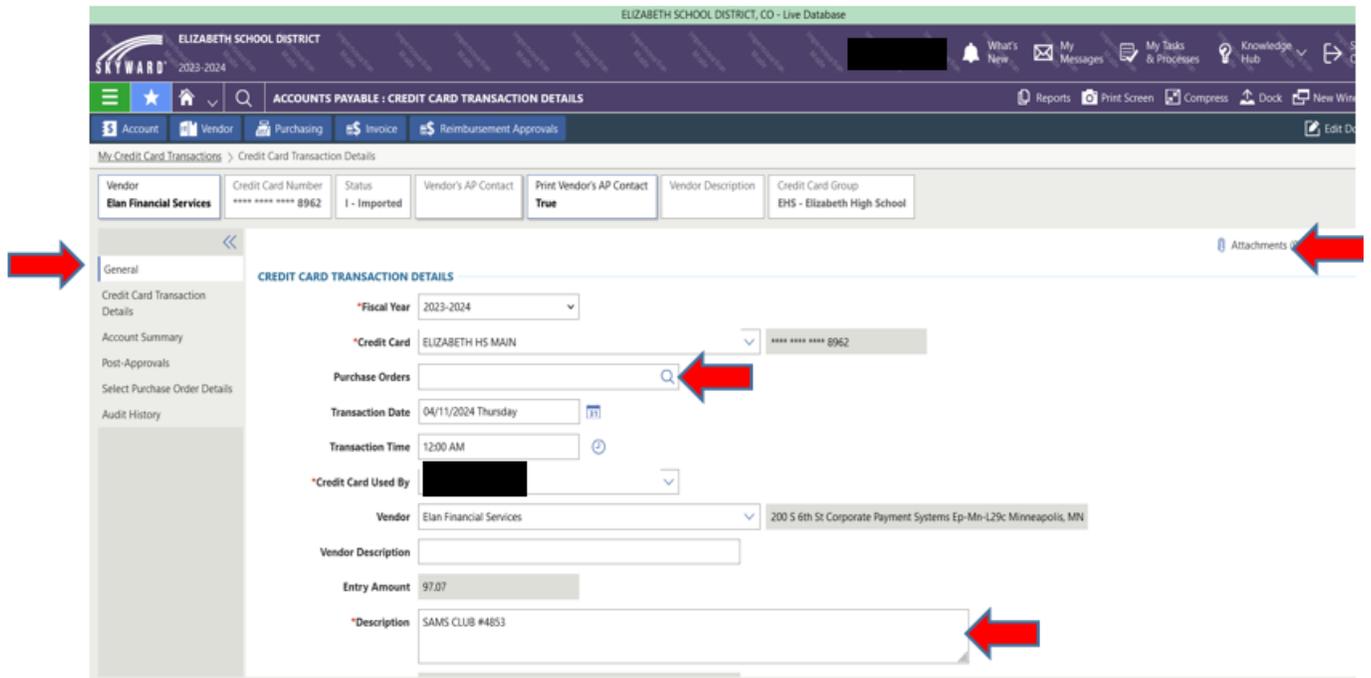


# Pcard Transaction Submissions

Go to the Main Menu>Accounts Payable>My Credit Card Transactions.



Click the curved arrow to open the transaction you want to review/submit. If there are no transactions listed, you do not have any that require submission at this time. Check back next week.



If a purchase order (PO) is tied to the charge, enter the PO # and any vendor description. Enter a description of the charge after the location of the purchase (e.g., "Sam's Club/food for Student Council retreat").

**Attachments are required.** On the credit card transaction details page, attach receipts or backup for the charge. Click Add Attachment.

Click Select Files>Find and upload your scanned document>Click on Save

Use the side tab and click on Credit Card Transaction Details. Click the curved arrow in the highlighted blue area. **DO NOT USE** the add credit card transaction detail.

The screenshot shows the Skyward Accounts Payable interface. The top navigation bar includes 'ELIZABETH SCHOOL DISTRICT' and '2023-2024'. The main header is 'ACCOUNTS PAYABLE : CREDIT CARD TRANSACTION DETAILS'. Below this, there are tabs for 'Account', 'Vendor', 'Purchasing', 'Invoice', and 'Reimbursement Approvals'. The 'Vendor' tab is selected, showing 'Elan Financial Services' and 'Credit Card Number \*\*\*\* \* 8962'. The 'Status' is 'I - Imported'. The 'Vendor's AP Contact' is 'True'. The 'Vendor Description' is 'EHS - Elizabeth High School'. The 'Credit Card Group' is 'EHS - Elizabeth High School'. The main content area is titled 'CREDIT CARD TRANSACTION DETAIL'. It has a search bar and a 'View: Skyward Default' dropdown. Below this is a table with columns: 'Display Order', 'Description', 'Quantity', 'Unit Cost', and 'Amount'. The first row is highlighted in blue and contains: '1', 'WHOLESALE CLUBS', '1.00000', '97.07000', and '97.07'. A red arrow points to the curved arrow icon in the first column of this row. To the right of the table is a blue circle with a white diagonal line through it, and a green plus icon followed by 'Add Credit Card Transaction Detail'. Below the table is a section titled 'CREDIT CARD TRANSACTION DETAIL ACCOUNTING' with a search bar and a 'View: Skyward Default' dropdown. It contains a table with columns: 'Account' and 'Amount'. The first row contains: '10 E 625 25 2510 0300 000 0000 625' and '97.07'. A red arrow points to the 'Account' column header.

Enter the description. Then, at the bottom of the page, under credit card transaction detail, enter an account number as well as the amount of the purchase.

The screenshot shows the Skyward Accounts Payable interface. The top navigation bar includes 'ELIZABETH SCHOOL DISTRICT' and '2023-2024'. The main header is 'ACCOUNTS PAYABLE : CREDIT CARD TRANSACTION DETAIL DETAILS'. Below this, there are tabs for 'Account', 'Vendor', 'Purchasing', 'Invoice', and 'Reimbursement Approvals'. The 'Vendor' tab is selected, showing 'Elan Financial Services' and 'Credit Card Number \*\*\*\* \* 8962'. The 'Status' is 'I - Imported'. The 'Description' is 'SAMS CLUB #4853'. The main content area is titled 'CREDIT CARD TRANSACTION DETAIL DETAILS'. It shows 'Credit Card Transaction Total (\$)' as '97.07'. Below this is a form with fields for '\*Description' (containing 'WHOLESALE CLUBS'), '\*Quantity' (containing '1.00000'), and '\*Unit Cost (\$)' (containing '97.07000'). The '\*Detail Amount (\$)' is '97.07'. There are dropdown menus for 'Project' and 'Grant'. Below this is a section titled 'CREDIT CARD TRANSACTION DETAIL ACCOUNT DISTRIBUTION' with columns for '\*Account', '\*Amount (\$)', and 'Percent'. There is a red arrow pointing to the 'Description' field. Another red arrow points to the 'Amount (\$)' field. A third red arrow points to the 'Account' field. There is a green plus icon followed by 'Add Account Distribution' and a red 'X' icon followed by 'Clear Account Distribution'.

If you would like a tile added to your home screen, reach out to Tina Waymire for assistance.

