

Entering account number and description on credit card transactions

1. Go to Beloit School District home page, Click on For Staff, Essential Links, Skyward Business (Skyport)
2. Log in using your user id and password
3. On the right hand side click on Financial Management.

Accounts
Payable

4. Then click on [Accounts Payable](#).
5. If you are going to review/submit your transactions click

▼ **Credit Cards**

on [Review/Submit Transactions](#)

. This will list all of your transactions that are awaiting for you to enter in the account number and detail of transaction as well as transactions that you have already submitted for approval.

6. You will see your transactions: EX.



Tran Date ▼	App Sts	Amount	Where Used	Used By
▶ 11/02/2012	WFH	8,723.37	GORDON FLESH COMPANY, 608-2712100, WI, 53711, USA	EBERLE, KRISTOPI
▶ 11/01/2012	WFH	48.68	UNIFORM&CAREER APPAREL, 800-504-0328, WI, 53708, USA	EBERLE, KRISTOPI
▶ 11/01/2012	WFH	46.30	UNIFORM&CAREER APPAREL, 800-504-0328, WI, 53708, USA	EBERLE, KRISTOPI
▶ 10/31/2012	WFH	6,391.70	GFC LEASING COMPANY, 608-2747877, WI, 53711, USA	EBERLE, KRISTOPI

7. Highlight the transaction you are entering data for and click [Edit](#).

8. On the lower right-hand side of the screen click [Edit](#)
9. Make sure the amount is correct and enter in your detail description in the description field
10. Tab down and enter in your account number. (Ex. 10 E 809 410 260000 000) Once you have selected the correct account number hit enter.
11. Enter in the amount of the purchase – or enter in 100% if the order is going to be allocated to the one account number. If you want to allocate to multiple account numbers enter in the amount to be allocated to the 1st account number and tab down to the next account number field and enter in the 2nd account number and enter in the dollar amount to be allocated to that account number.

12. Click [Save](#)

13. Verify the information and when you are done click on

Submit For
Approval

14. You will notice that once you submit for approval the status of your transaction will be WFH. (Waiting for Higher Approval)

Transactions will be updated weekly. When you have transactions ready for your detailed information you will receive an email. Then you are able to log into Skyward and enter in your account number and description throughout the month.