Cooperative Supported Skyward Software Products

QMLATIV ERP PRODUCT LINE

Accounts	The Accounts module includes an Account List and Account Profile feature that allow you to quickly view, sort, and access a variety of information for all accounts in your organization. You can easily drill down to see all financial transactions that have occurred in the associated sub-ledgers such as an AP invoice posted to an account. Features also included in this module are Accounting Update List, Bank Reconciliation, Cash Receipt Deposits, Grants, Journal Entries, Projects, and a variety of Codes including Account Dimensions, Account Groups (Account Code Security), Bank Accounts, Crosswalk Codes, and Summary Accounts. Attachments are available in this module.
Accounts Payable	Accounts Payable allows you to manage all your AP business processes including Credit Cards, Expense Reimbursements, and Invoices, from creation to payment. AP Invoices can be created manually or via import, and features include: • PO information that auto-populates with automatic adjustment of encumbrance • Payment Types, including Regular Check, Single Check, Wire Transfer, ACH, Payable, and Manual • State Sales Tax, integrated into AP Invoice entry • State Use Tax (Comp Tax), integrated into Credit Card and AP Invoice entry • Use Tax payment to the Department of Revenue, automated with companion reports • Receiving, integrated into AP entry to ensure you only pay for items received • 1099 Type selection • The ability to generate fixed asset records from AP invoices

- A built-in solution to void and re-issue checks
- Attachments

Accounts Receivable

Accounts Receivable allows you to manage all your AR business processes. The Payor List and AR Invoice features allow you to manage payments and track balances accurately. You can import invoices, track incoming payments, create aging reports, process batch payments, print invoices, process deferred revenue, and much more. Built-in reports display the information you need to get real-time visibility into your Accounts Receivable.

Accounts Receivable features include:

- Managing invoices to promote timely billing and increase revenue
- Use reports and graphs to help track vendors, invoices, and aging
- The ability to flag AR Items individually for deferred revenue and/or Sales Tax.
- State Sales Tax, integrated into the AR Invoice entry process and including an automated payment process to the Department of Revenue
- Statement Delivery, including options for printed and emailed statements
- Attachments

Applicant Tracking

The success of your district hinges on hiring the right people, and with Skyward's Applicant Tracking you can do just that. With Applicant Tracking, you can post jobs for openings at your organization and collect applications from both internal and external candidates, review applications with ease via customized hiring processes, and create or update employee records for selected hires. Applicant Tracking is integrated with our core ERP functionality which makes it easy when it comes time to transfer new employee information into your HR systems.

Applicant Tracking gives you the ability to identify and act on vacant positions faster; post positions internally, externally, or both; remove bulky paperwork and tedious data entry from the hiring equation; and improve retention with a better on-boarding process.

Asset

Asset management includes the whole life cycle, from acquisition to disposal (and everything in between). You can record, maintain, and report all your fixed assets for each site according to GASB 34 standards and Class Codes determined by the Washington Office of Financial Management. You can easily generate asset records from Purchase Orders or Accounts Payable invoices. You can also set up depreciation schedules monthly, quarterly, biannually, or annually, making it simple to determine your capitalization threshold amount. In Asset Management, you can account for and evaluate all your existing assets, reducing the possibility of overstocks and shortages. You can also identify asset location and type for inventory purposes. Asset imports are available. Attachments are available in this module.

Benefit Management

With Benefit Management you can create and customize plans, coverages, deduction benefit schedules, benefit groups, and sub plans. Improved functionality allows benefit specialists to quickly mass add sub plans for each of the benefit groups in a single plan. The Open Enrollment process is fully integrated into our Payroll module. While Benefit Management gives you the flexibility to accommodate many different plan types and options for your employees, Skyward has partnered with WSIPC to provide solutions that work with HCA.

A few key features of processing SEBB benefits in Qmlativ:

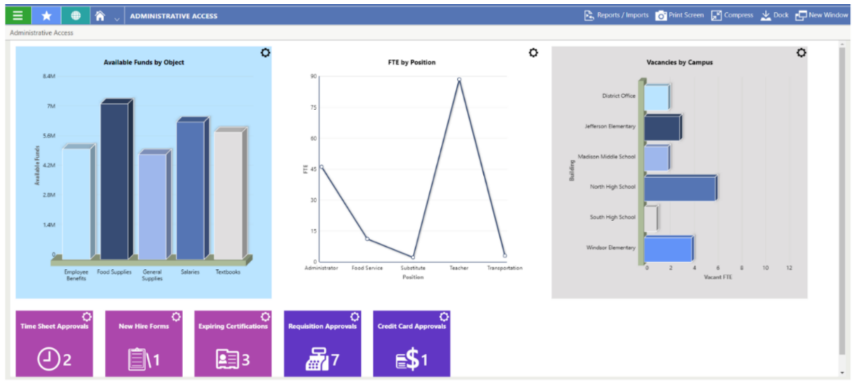
- SEBB Eligibility – You can easily distinguish who is and isn't eligible for SEBB benefits at a glance and track historical changes.

- SEBB Exports – All Billing Remittance Exports for all Vendors are in one place, and we take care of any changes to those reports for you.

- Importing updates directly from HCA after Open Enrollment means smooth transitions from one year to the next, and districts can update as often as they want throughout the year.

- WSIPC works directly with the HCA, meeting quarterly to ensure nothing is missed.

Budgeting	The Budgeting module provides the information you need to make calculated decisions about the coming Fiscal Year for both Employee and Non-Employee related budgets. In the Budgeting module you can plan and enter your budget with alternative budget scenarios. Attachments are available in this module.
Employee Budgeting	Do you need to be able to show the effect of various salary scenarios on your budget, quickly and easily? When it comes time to negotiate contracts, use a tool that can generate a plan within minutes. Your human resources department will enjoy the flexibility and ease of use of the Staff Planning module. This module has an unlimited number of salary matrices and negotiation groups. You can easily compare negotiation plans at the same time, including current year and district/union offers.
Customization	With the Customization module, it's easy to create new fields, screens, or modules to collect and record data based on your district's specific needs.
Demographics	The Demographics module serves as the repository for all name records and related data such as legal name, gender, gender identity, race & ethnicity, and contact information, whether they are an employee, a student, a guardian, a staff member, or an administrator.
District Configuration - Dashboards	Dashboards might be the single best way to work smarter. Skyward's portals and dashboards feature role-based customization and design, so no matter what part you play in district operations, you can see information and screens that are relevant to you. Features include: • Single login for all areas of Skyward • Unique elements, including message center • Employees can check time off and access payroll, W2s, and check history • Easy access to detailed information with drill-down capabilities



Employee

The Employee module houses information about employees currently and formerly employed in the district and integrates with all other modules. Employee list allows you to view, sort, and filter your employees based on any employee info that you maintain, such as retirement system, degree type, and ACA offer of coverage code.

With Employee Access, employees have a personal access point to their data. Employees can view information online, anytime, anywhere, whether it is from their mobile device or a computer. Attachments are available in this module.

Employee Access

Improve transparency and communication while giving your team a better experience. Push out surveys, announcements, and information requests through Employee Access, and stop worrying about whether you're getting in front of enough eyes. Your team will also have the option to receive electronic versions of essential forms, including W2 forms and 1095 forms. It will be more convenient for the majority, and you'll save thousands every year.

Some key benefits of Employee Access:

- Commonsense navigation.
- The ability to release W2s and other essential forms electronically.
- Employees may check time off balances, paycheck history, their degrees and credits, and more.
- Employees can request time off, make changes to personal information, and submit expense reimbursements.

Employee Mobile App

Skyward's Mobile App is the answer for your district's on-the-go needs. Whether your employees are in the classroom, roaming the halls, or miles away from the office, mobile solutions will keep your staff connected. The Skyward Mobile App, available as a free download on the iTunes and Google Play app stores, provides on-the-go and real-time access to view and edit data. Users can view requisitions, approve time off requests, and more from almost any mobile device. Access nearly all of the up-to-the-minute finance and human resources information that you would be able to view from your computer. Responsive design works on almost any mobile platform, including Windows tablets and devices.

Message Center

Message Center is the communications hub of Qmlativ. Teachers, staff, activity leaders, and administrators can compose and broadcast messages to individuals or groups of employees, guardians, and students, with an option for them to respond without leaving the software.

The Message Center module enables you to generate messages within the software for selected recipients.

- You can configure email types to ensure users do not receive the same email at multiple email addresses.
- To specify a limited group of recipients, you have the option to use filters.
- You can clone a message to simplify the process of creating and sending a similar communication.
- Users can view their messages in the My Messages area of the software and decide if they would like to receive an email, in addition to a Message Center message, for specific notification types.
- Administrators can view a list of recipients and the message status for each employee to verify whether employees have hidden or read your message.
- Users can create unlimited message templates, to facilitate easy message creation.

- All Message Center activity (messages and responses) is available for review at any time, both current year messages and historical messages.
- Automated system notifications can be created for administration/staff, guardians, and students.

Message Center messages are limited to email and notifications within the system, at this time. Text, SMS, and phone calls are not supported, but text messaging is available through integration with SchoolMessenger.

Online Forms

The Online Form module allows you to create and manage online forms for events or specific situations for your organization. It also keeps your forms organized and accessible. Online Forms consist of building customized screens that can contain both user-defined fields and fields that currently exist in the database. Online Forms can be presented to employees in Employee Access or to teachers, guardians, and students in Teacher, Family, and Student Access for them to complete.

Payroll

Run paperless payroll without all the complications. Choose from direct deposit or physical checks and enable your employees to view pay history through the self-service portal, Employee Access.

The Payroll module supports unique pay practices, including multiple pay rates and unlimited benefit/deduction types. Easily import SEBB Third Party data from vendor billing files to help manage and maintain employee deduction amounts. Define multiple disposable earning calculations so the system can calculate garnishments for you. Import timesheet hours and pay details based on district defined file criteria. Track and manage check transactions, payroll runs, retro pay, voids, and timesheets. Attachments are available in this module.

Position

The Position module houses each job in your organization, as well as your employees' individual assignments detailing their job responsibilities and compensation. With employee information conveniently accessible in both the Employee module and the Position module, tracking any changes that occur can easily be done from either module. FTE Groups give you the ability to manage and control position creation to prevent overstaffing based on district-defined criteria, and enforce an optimal, as well as maximum, FTE limit.

With the Position module you can:

- Track position & assignment history
- Review and manage employee assignment details
- Define matrix, salary, and supplemental calculations
- Define an organizational chart(s)
- Use any of the Mass Utilities to help streamline your work effort to add, delete, or update many positions, assignments or supplements at once
- Import Third Party Assignment details

Attachments are available in this module.

Process Management

Process Management is a module that provides the user with the ability to efficiently create, assign, and manage a series of tasks within a business process. Use Process Management to help you manage new hire onboarding, and assign tasks to HR, IT, Payroll, your new employee, and any other stakeholder to ensure everything is in place for your new employee’s first day of work.

Purchasing

The Purchasing module provides a secure, feature-rich order processing experience that makes it easy to track all the information you need to remain financially accountable within your budget.

Purchasing features include:

- The Ecommerce option provides a secure, online purchasing portal to trusted third-party partners.
- Purchase Order routing and approval includes staff notifications when requisitions are denied or awaiting approval.
- Email delivery of PO's to Vendors is available.
- State Sales Tax is integrated into Requisition/PO entry including selection of site and tax rate.
- Purchase Orders can be used to stock Inventory Warehouses and create Asset records.
- The receiving feature helps ensure you only pay for items you have received.
- The PO List can be filtered by Vendor, Status (For Open PO’s), Liquidation Status, etc., and can be configured to provide Amount, Amount Paid, Remaining Encumbrance amounts, etc. Filtered/Configured Lists can be saved off to Excel or as a Report.

- Integration with the Accounts Payable module eliminates duplicate entry by auto-populating invoice detail.

- Attachments are available in this module and can be used to allow quick access to information related to specific Purchase Orders.

Reporting

The Skyward Qmlativ School Business suite provides an integrated reporting tool called the Report Designer, designed to allow districts the ability to create ad hoc reports from all predefined and custom fields in the database.

The Report Designer is used to create all the standard/canned reports that are available within the system. The district can create any new report, and that report can be made available within the reporting area of any module of the product suite. The district can clone and modify any of the standard/canned reports that are available and make any necessary modifications. The reporting tool uses a drag/drop design with full formatting capabilities for each field. Additional capabilities include but are not limited to: Calculated Fields, Prompt Fields, and Environmental Variables.

All reports are generated in PDF format but can also be used to create data files for export. File formats include CSV, Excel, XML, Fixed Width, and JSON. Each report and/or export can be set up as a scheduled task, and notifications of completion can be included. Scheduled tasks also provide an option to use FTP and/or SFTP to send the file to other locations.

A simple data mining tool is also available to allow for easy report creation. The data mining tool contains many of the common fields accessed by users. In addition, when viewing data on any browse/list screen throughout the solution, there are options to export data to Excel, and a Quick Report feature which will take the fields that are displayed on the screen and create a reporting tool report which can then be modified with all the features listed above as needed.

Users can also customize browse lists in various modules to add, remove, and/or filter data, and then download the data into a quick report or an Excel or CSV file.

Security

The Security module allows you to manage your staff, student, and guardian users and their access to the database. Through Security Groups and Roles, you can easily define specific access levels for specific screens, workflows, reports, and utilities for specific users.

For an individual to access the software, they must provide a username and password to be authenticated, or verified, against a list of users who are allowed to access the software. This list can come from three different sources: within the Skyward software, stored on a Lightweight Directory Access Protocol (LDAP) server, or stored on a third-party system through a process called Single Sign On (SSO). By implementing LDAP or SSO, your users will have one less password they will have to remember, since their authentication for Skyward can be connected to the other server or third-party system. In order for LDAP and SSO to function, usernames must match between the users stored in Skyward, and the records stored on the LDAP server or SSO third-party system.

Multifactor Authentication (MFA) provides an additional layer of security when users sign on to ensure their accounts are protected. For example, when a user at home logs in using SSO, they can receive an email with a link that allows them to access their account. Alternatively, the MFA can be completed using an authenticator app if appropriate. Using MFA can be required administratively for all users, only select users, or it can be activated and turned on optionally at individual user's discretion. Users can identify devices as trusted so they will not have to complete the second level of authentication with every login attempt from a trusted device. Additionally, different levels can be defined to determine how often the additional layer of security must be utilized by users from a trusted device.

Qmlativ Business Management Suite security is role-based. In the Qmlativ system, the list of screens and permissions granted on each screen are stored in a role. Any number of roles are then added to a Security Group. Finally, users are added to the Security Group, which grants them access to the screens and permissions specified in the role(s) for that group.

	Security Groups consist of a list of menu options that a person performing a role would need to access. Within the Security Group, each menu item is assigned an access level. Access levels are: Read, Update, Create, Delete, Mass Update, Mass Create, and Mass Delete. Security Groups may be enhanced further by combining them with Specialty Access Groups. Specialty Access Groups grant access to certain kinds of records in the software. For example, combining an Account Group with a Security Group gives members of that Security Group access to the account codes contained in the Account Group. If an Account Group is not attached to a Security Group, users in that Security Group will not see any accounts, even if they have system-wide access. There are several Specialty Access Groups that span the Finance modules that ensure access to certain sensitive records and processes will be granted only to those approved by the district.
Staff Planning	Wouldn't it be nice if you could easily track and review every impact on your bottom line as you plan employee budgets? With Staff Planning, you can! Manage all available positions, whether filled or vacant, and their respective costs to accurately create your personnel budget for upcoming fiscal years. As you plan for the future, you can efficiently run a variety of scenarios so you're never uncertain about the effects that changes may have on your budget. With Staff Planning, you have the ability to plan and create personnel budgets, track the impact of every position on your budget, and itemize costs by categories, such as the position itself, pays, employees, accounts, or benefits. You can also easily move information from Staff Planning to our Position module to enact new year changes.
State and Federal Reporting	WSIPC has a dedicated team that is responsible for building, maintaining, and updating Washington State reports. The State Reporting Team works closely with various state agencies (including OSPI, DRS, and HCA), developing and fostering relationships with associated state personnel. Additionally, when needed, WSIPC has built custom integrations to extract and securely export data directly to reporting applications such as OSPI's Education Data System (EDS). The team also works closely with the software vendor to ensure each state report meets the agency defined requirements. WSIPC is able to offer timely responses to unanticipated state mandated changes.

State of Washington Reporting includes:

- Child Support Processing
- County Treasurer Processing
- Department of Revenue Use Tax Accrual and ACH Addenda
- F-195
- F-196
- F-198
- F-200
- New Hire Submission
- Paid Family and Medical Leave (PFML)
- Quarterly Wage Detail
- S-275 Submission
- SEBB Submission
- Worker's Comp Report

Federal Reporting includes:

- 941
- 1099-M and 1099-NEC
- Affordable Care Act (1095)
- Civil Rights Data Collection (CRDC)
- EEOC
- W2

Substitute Tracking

Substitute Tracking will help you find substitute teachers, track hours worked, and view assignment pay histories. You can easily report on all information related to substitute events. Substitute Tracking includes customizable pay scales, so you can establish specific substitute pay rates; automates rate increases based on the total number of times a substitute works in your district; and streamlines the process for tracking days of absence and full-day substitutes.

System

Designed for system administrators, the System module allows you to configure your database and monitor usage, performance, and system status so you can address anomalies with ease.

Import Manager enables you to add or update records in the software en masse using an import file template. You can view the import results and audit history as needed. If you need to import files on a regular basis, you can schedule custom imports to run. If a scheduled import fails, you can set notifications to be delivered through Message Center.

WSIPC has a sizeable library in SharePoint of Skyward and WSIPC Import Layouts. In addition, we continue to create new imports as requested by districts.

Time Off	Time Off provides you with the ability to easily create and approve time off requests. Its seamless interface with payroll generates pay appropriately as paid, or by docking the employee depending on their time off balance. Our Time Off module also allows you to allocate the proper amount of time off to each employee based on their anniversary date and/or an allocation schedule defined by the district. Further enhance the Time Off module by utilizing our fully electronic submission and approval process in Employee Access where you can also request and approve time off through the mobile app. Attachments are available in this module.
Time Tracking	Put the ownership of time back on your employees and stop worrying about manual entry of hours worked. Supervisors can verify time entries online and make sure actual hours match up with an individual's schedule. Even a small discrepancy in hours worked can have a big impact on keeping you compliant with the ACA. Time Tracking's detailed tracking and approval process takes the guesswork out of timesheets and ensures that your staff is being paid for the hours they're actually working. Approved timesheets are automatically available in Payroll. Staff can clock in online, swipe a badge, or even use their mobile phone. Time Tracking is FLSA compliant. Attachments are available in this module.
Vendor	The Vendor module displays all the vendors used by your organization. The Vendor List allows you to view and sort vendors based on any vendor information you maintain, including 1099 and ACH information. The Ecommerce Store List displays the complete list of Ecommerce vendors available for selection during requisition entry. Attachments are available in this module.
Warehouse	The Warehouse module allows you to manage your inventory by creating warehouse items, fulfilling warehouse requests, and processing inventory from start to finish. The Warehouse module features include: • Allows Purchasing and Receiving to stock your Warehouse(s) and track the number of items received for each PO line item.

- Warehouse Requests can include approvals to better manage inventory usage and pick lists can be generated to assist in fulfilling those requests.
- The Return Items feature provides quick processing of returns.
- The Physical Inventory feature adjusts inventory stock levels to be in line with physical count.
- The Warehouse module provides the ability to order at one price and stock at another.
- You can set your own thresholds for alerts and notifications.
- Warehouse Items can be flagged as Taxable.
- Reports include Stock Status Report, Stock Value Report, and Warehouse Received/Invoiced Audit Report.
- Attachments are available in this module.

Workflow

Workflow templates allow you to automatically populate fields that use the same data for repetitive record entries. For example, a workflow template can be created for regularly entered purchase orders. Creating and using workflow templates with your most frequently used field values saves time. Workflow templates can also be published and shared with other users.

Year End Processing

The Year End module includes Year End processing for Finance, HR, and Student. HR and Finance have a Year End Process Summary to guide users through all the steps needed to complete the Year End close. In addition, there are Year End checklists for both Finance and HR that guide you through preparing for the new year from start to finish. In Human Resources Year End, you can easily move information from Staff Planning (Employee Budgeting) to our Position module to enact new year changes, or you can choose to clone all currently existing positions and assignments.