

Four Steps to Create Electronic Check Request – Campus Version

1. Electronic Check Request Checklist

If you need detailed assistance, please see the full documentation.

Items with asterisk (*) are required.

A suggestion: It will be easier if you look up the vendor number in IFAS and scan your invoice(s) BEFORE beginning this process.

*1. Enter your Phone Number

Payment & Payee Details:

- *2. Payee type (payment benefits)
- *3. Is payment for Research?
- *4. Payee residency status

FAR Details:

- *5. Select FAR
- *6. Does payment benefit FAR?
- 7. If YES, select FAR supervisor

Invoice & Payment Details:

- *8. Look up Payee and Address
- 9. Customer Number on invoice (will be printed on pay stub)
- Invoice Number from invoice (will be printed on pay stub)
- * Invoice Date
- * Payment description (will be printed on check)
- Unit Budget Reporting code
- * Fund Name
- * Expense description
- * Amount
- Click “Add Line” to charge to multiple funds or expense codes
- *10. KU Business Purpose description
- 11. Pick up check?
- 12. Pick up instructions

Attach Documentation:

- 13. Click **Add Attachments** button

KU ENDOWMENT The University of Kansas **Check Request Form**

*** = Required Fields**

Date: 4/19/2010 Prepared By: HODGE *Phone: [1] [2]

Check Request Number: [4]

*Payment benefits: Select One From Below [3]

*Is this payment for Research? Select One From Below [3]

*Residency status: Select One From Below [4]

*Does this payment benefit the FAR? No [6] *Fund Account Representative approval: Select One From Below [5]

If YES, select FAR's Supervisor profile: Select One From Below [5]

*Payee Number: [8] Look Up [8] Payee Name: [7]

*Choose/Confirm address code: A0 [9] Address: [7]

Account / Customer # (leave blank, if unavailable) Shows on check stub	Invoice # (leave blank, if unavailable) Shows on check stub	*Invoice Date (mm/dd/yyyy)	*Payment Description (max 20 characters) Shows on check stub	Unit Budget Reporting Code	*Fund Name	*Expense Description	*Amount
				Select One	Select One From Below	Select One From Below	0.00
ADD LINE DELETE LINE							Total: 0.00

*Enter KU business purpose here (max 255 characters) [10]

Pick Up Check (At KUEA): No [11] Pick Up Instructions (max 60 characters) [12]

Add Attachments [13]

As the Fund Account Representative for this fund, my **electronic approval** certifies that the information provided about this payment is accurate to the best of my knowledge and belief. I also certify that the expenditure requested is consistent with the purpose of the fund, the purposes of the KU Endowment Association, and is solely to benefit the University of Kansas.

Action Bar: [Accept] [Clear]

2. Attach Documentation

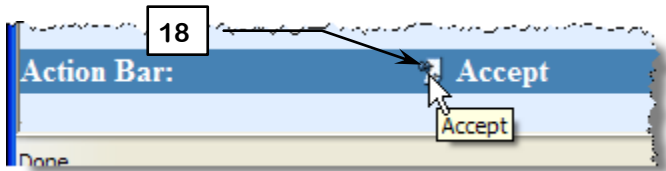
If you need detailed assistance, please see the full documentation.

Attach Documentation:

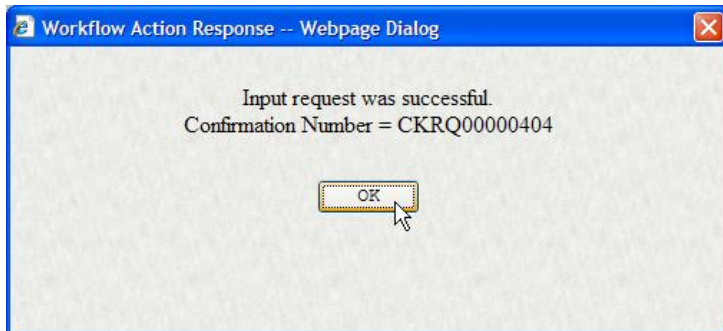
14. Type in description of documentation
15. **Browse** to file
16. **Attach document** (click only once – and be patient!)
17. When complete, click **Accept Attachments** at the bottom

When the Attachment(s) show in the list, close the Web Form Attachment window.

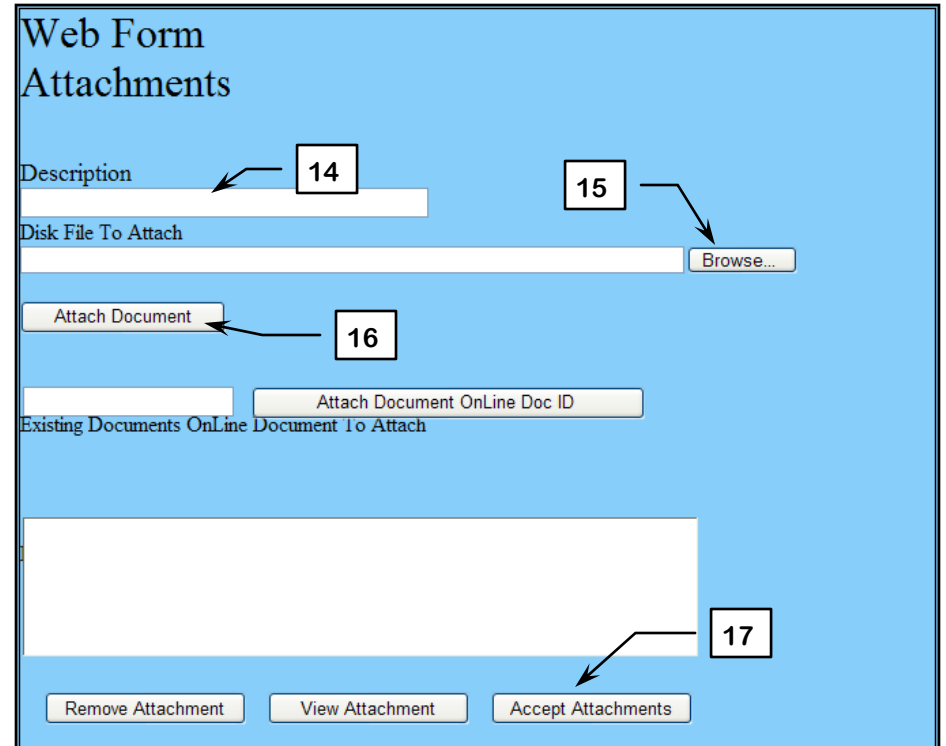
Back on the Check Request form, click “**Accept**” on the Action Bar (18).



Confirmation:



When this procedure is complete, review your check request:

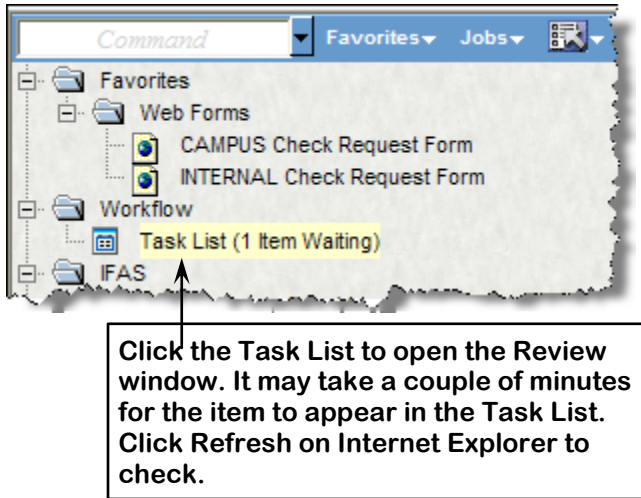
A screenshot of a web form titled 'Web Form Attachments'. The form has a light blue background. It contains several fields and buttons:

- A 'Description' text input field with a callout box labeled '14' pointing to it.
- A 'Disk File To Attach' text input field with a 'Browse...' button to its right. A callout box labeled '15' points to the 'Browse...' button.
- An 'Attach Document' button with a callout box labeled '16' pointing to it.
- A section for 'Existing Documents OnLine Document To Attach' with a callout box labeled '17' pointing to a large empty text area below it.
- At the bottom, there are three buttons: 'Remove Attachment', 'View Attachment', and 'Accept Attachments'.

3. Review Check Request

If you need detailed assistance, please see the full documentation.

In the Main Window:



History				
USER ID	NAME	ROLE	DATE	LINK
MMAYSE	Max Mayse		6/5/2009 9:05:14 AM	View Details
TBA		WF Director Computer Svcs	Future Task	
TBA		WF KUEA Level1	Future Task	

Summary	
Check Request Number:	CKIQ00000301
Requested By:	MMAYSE
Contact Phone:	832-7425
FAR:	DIR_COMP
Benefits FAR:	N
FAR Head:	Not Required

Check Request Information					
Date:	6/5/2009				
Check Description:	Test only				
Business Purpose:	Test only				

INDIVIDUAL EXPENSES:					
Cust. No.	Inv. No.	Inv. Dt.	Fund Account	Expense Description	Line Total
		06/05/2009	IS Computing Svc - 30947X	Computer Hardware Software - 52320	25.00
Total:					25.00
Advance:					0.00
Net Total:					25.00

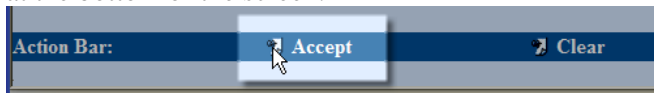
In the right pane, check for accuracy:

- Vendor
- Amount
- Correct FAR
- Correct Attachments

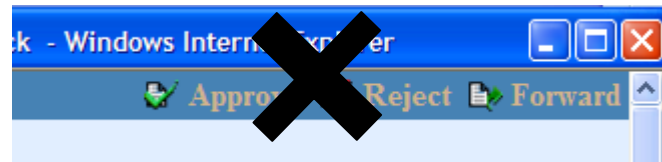
If changes need to be made, click the **View Details** button (19) to return to the filled in Check Request form.

Reminder:

After editing, be sure to click **Accept** in the Action Bar at the bottom of the screen:



Do not click Approve at the top right.



4. Approve and Submit Request

If you need detailed assistance, please see the full documentation.

To approve and submit the check request in the Left Pane:

20. Check all transactions that you wish to approve.
21. Click the checkbox icon to approve.
22. Enter any comments for the FAR in the **Comments** box and click **Submit**.

