Workflow Electronic Check Request

The Workflow Electronic Check Request is a tool by which KU Endowment check requests are filled out and transmitted in an automated manner.   The process enables a user to create a payment request from his/her desktop, attach supporting documentation and successfully route the entire set of material to the appropriate Fund Account Representatives (and, if necessary, their Supervisor) for electronic approval. The check request data then feeds directly into the KU Endowment Accounting System for final distribution of checks to the vendor.

Advantages:

1) **Improves Accuracy:** The whole process requires data to be entered only once, thus avoiding any additional data entry error possibilities. There are also drop-down options and built in verification of entry to help insure accuracy.

2) **Saves Paper:** It accepts and retains images of supporting documents for follow-up research and makes those images available on-line, even after processing.

3) **Reduces Risk of Loss:** Because the form and process is all electronic and automatically routed, there is no paper to lose and no staff time required for transporting requests.

4) **Faster Payments:** It is a secure, time-saving, paper-saving online process that helps assure timely payments.

5) **Improves Tracking:** It allows check request creators and Fund Account Representatives (FARs) to track the on-line requests through the process, so the whereabouts of the check request is always known.

The process is relatively simple:

1) Electronic Check Request (ECR) is filled out, invoice and documentation is electronically attached to the request and all is submitted.
2) ECR is sent electronically to the FAR for approval and the FAR supervisor, if needed, for their approval. FARs are notified by email that they have check requests to approve.
3) After FAR approval, the ECR is sent electronically to KU Endowment Accounting for processing.
4) Check is written and sent.

Check Request Flow Diagram
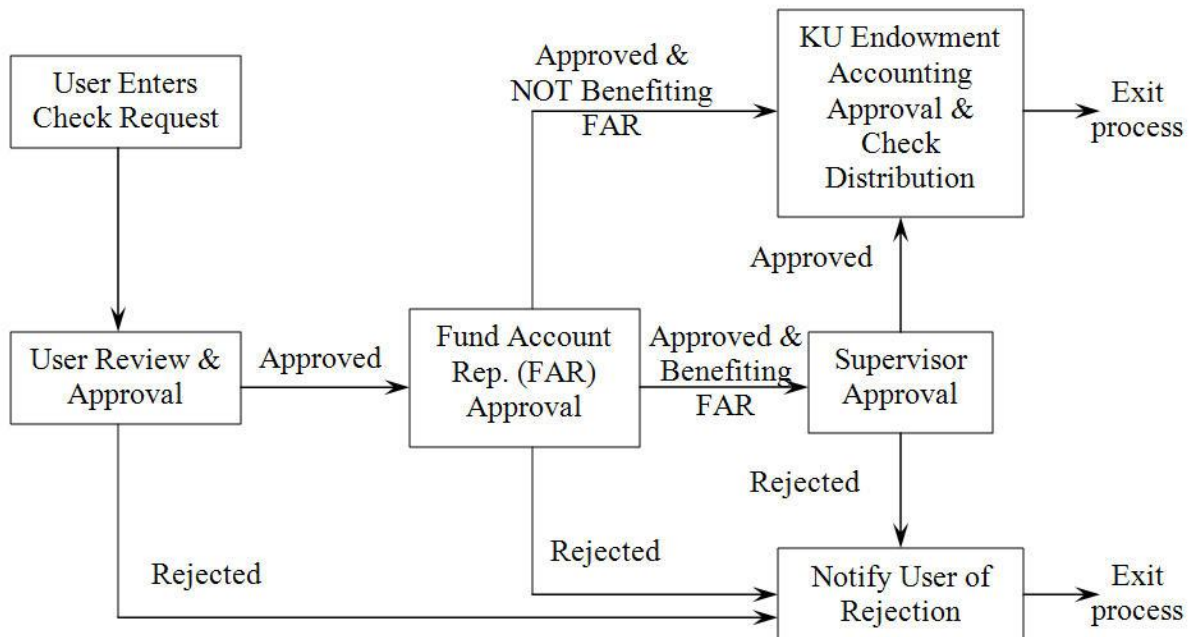
The form is user-friendly and relatively straight forward. It contains much of what is currently entered on check requests, but with the help of drop-downs and data verification.

KU ENDOWMENT — Check Request Form
The University of Kansas

* = Required Fields　　　　　　　　　　　　　　**Check Request Number** [　　　]

Date 6/29/2009　　Prepared By WFUSER　　*Phone [　　　]

*Payment benefits: [Select One From Below ▾]　　*Residency status: [Select One From Below ▾]
*Is this payment for Research? [Select One From Below ▾]　　*Fund Account Representative approval: [Select One From Below ▾]
*Does this payment benefit the FAR? [Select One From Below ▾]　　If YES, select FAR's Supervisor profile [Select One From Below ▾]

*Payee Number [　　] [Look Up]　　Payee Name [　　　　　　]
*Choose/Confirm address code [A0 ▾]　　Address [　　　　　　]

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 (max 10 characters)	*Fund Name	*Expense Description	*Amount
					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) [　　　　　　]

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

[Add Attachments]

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

If you wish to start using the Workflow Electronic Check Request process, please contact Teresa Mock at 832-7302.