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.

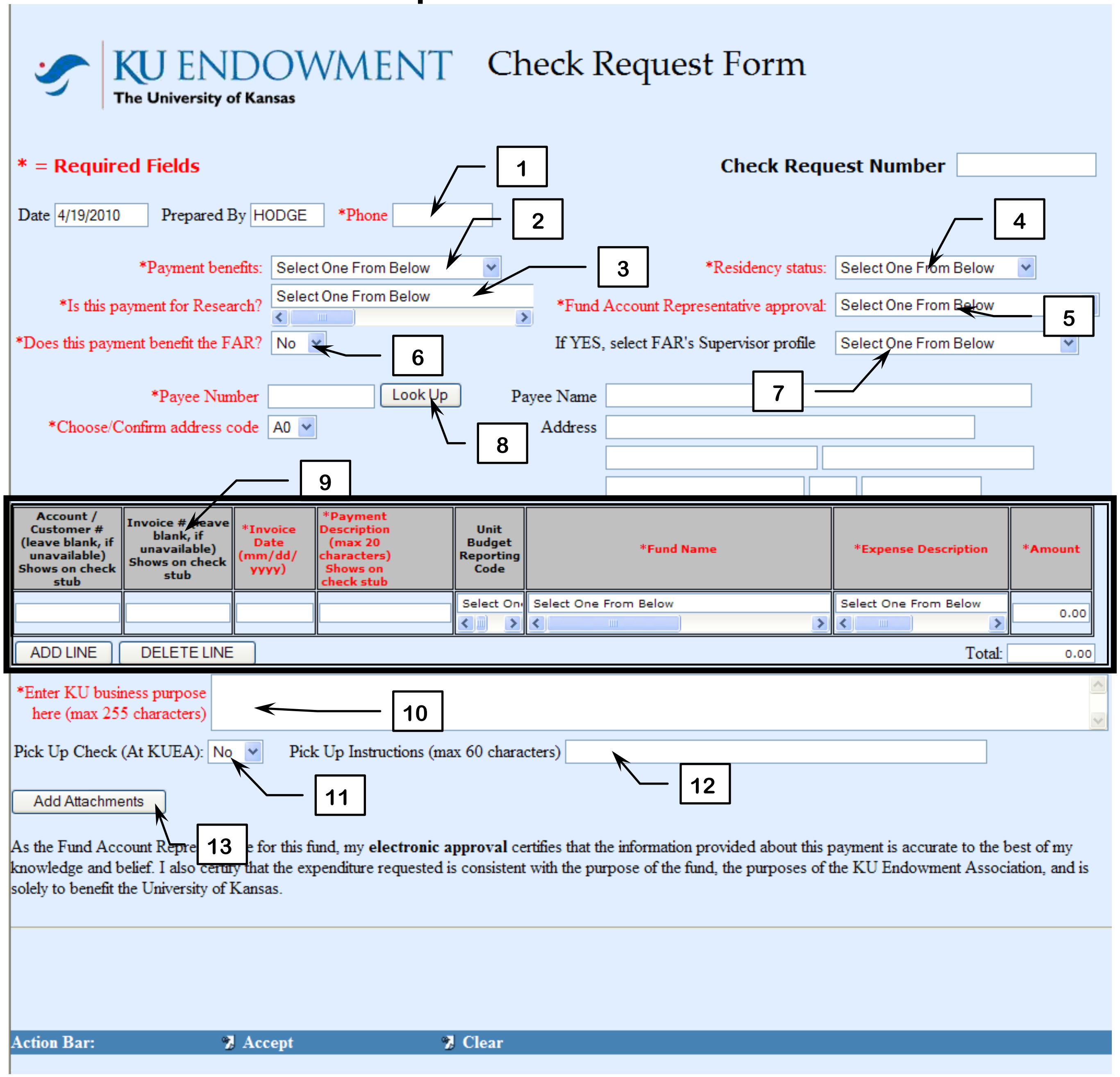
*1. Enter your Phone Number

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

Check Request Number

Date 4/19/2010 Prepared By HODGE *Phone

*Payment benefits: Select One From Below
*Is this payment for Research? Select One From Below
*Does this payment benefit the FAR? No
*Residency status: Select One From Below
*Fund Account Representative approval: 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	*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)

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

Add Attachments

As the Fund Account Repre[...]e 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

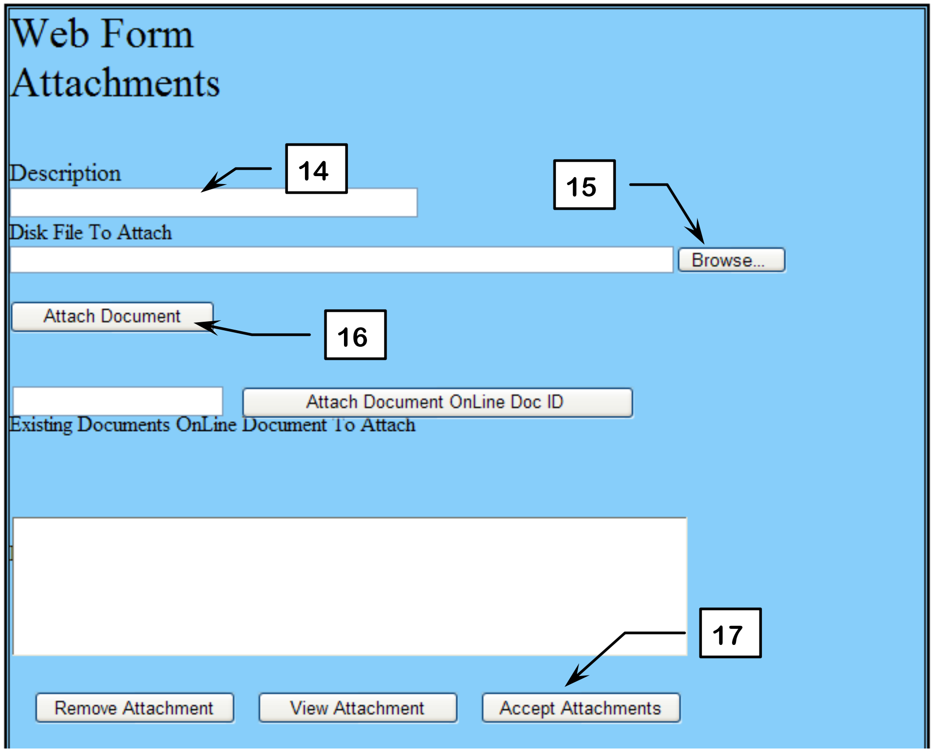
2. Attach Documentation

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

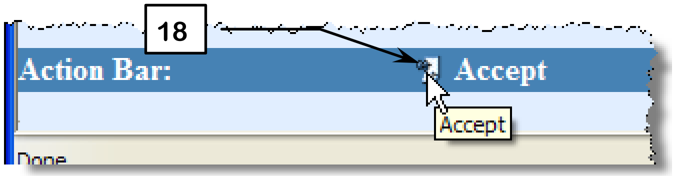
Attach Documentation:

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

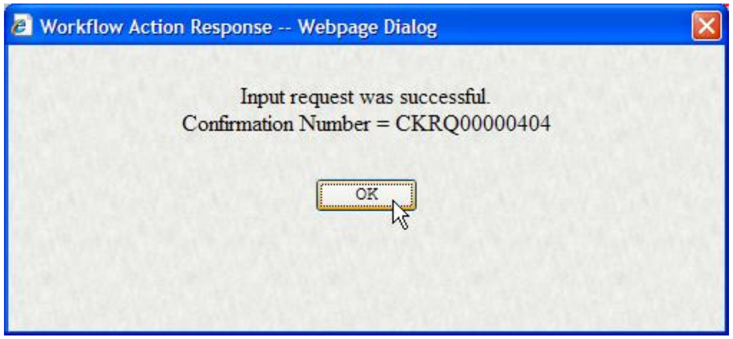
When the Attachment(s) show in the list, close the Web Form Attachment window.



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



Confirmation:

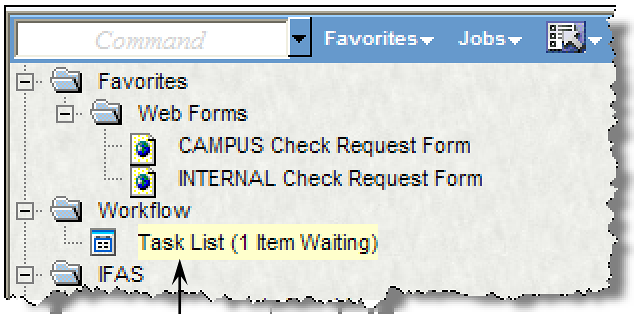


When this procedure is complete, review your check request:

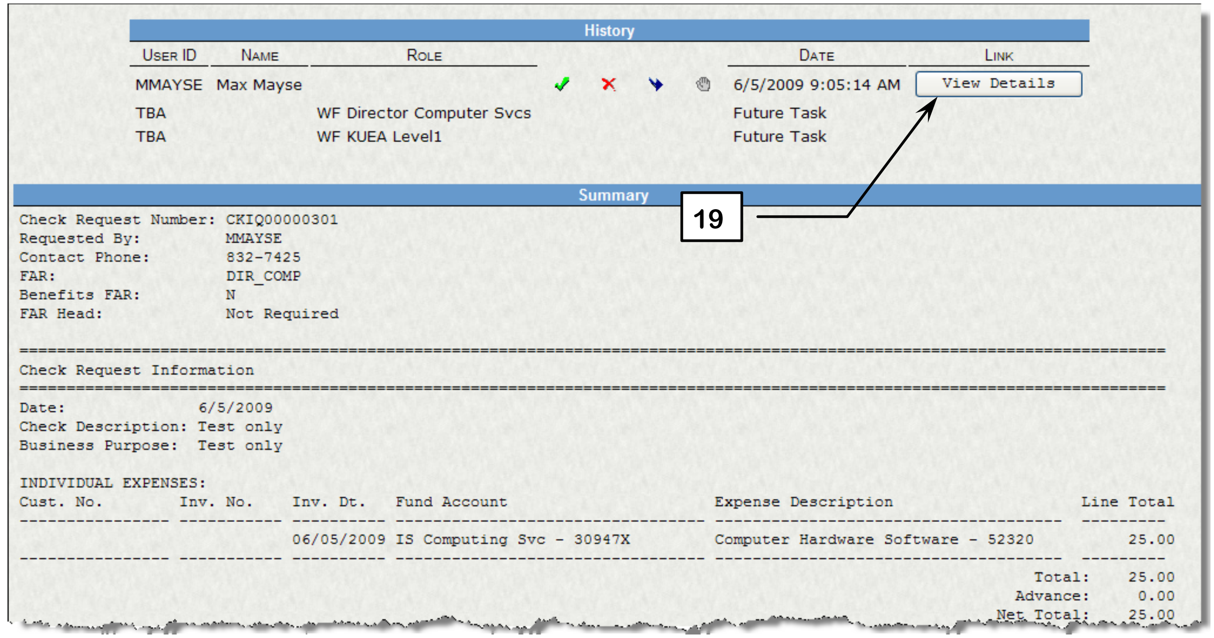
3. Review Check Request

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

In the Main Window:



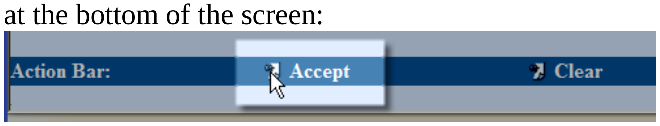
Click the Task List to open the Review window. It may take a couple of minutes for the item to appear in the Task List. Click Refresh on Internet Explorer to check.



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.

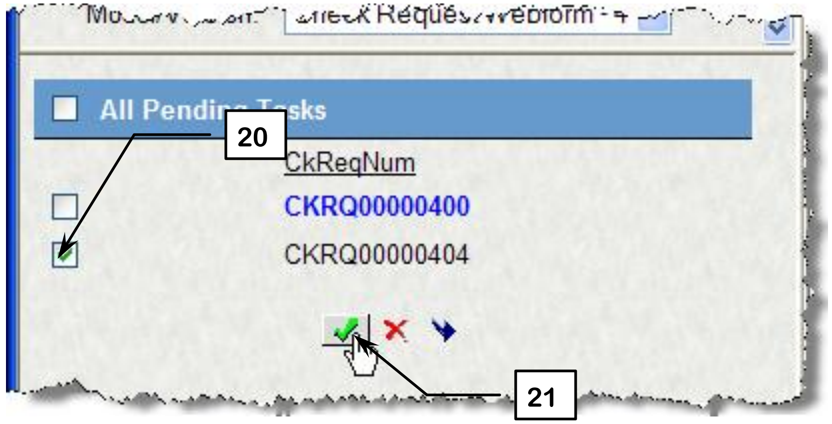
Reminder:
After editing, be sure to click **Accept** in the Action Bar at the bottom of the screen:



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**.