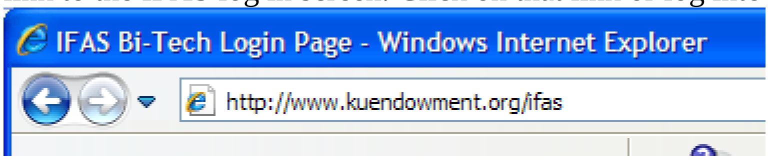
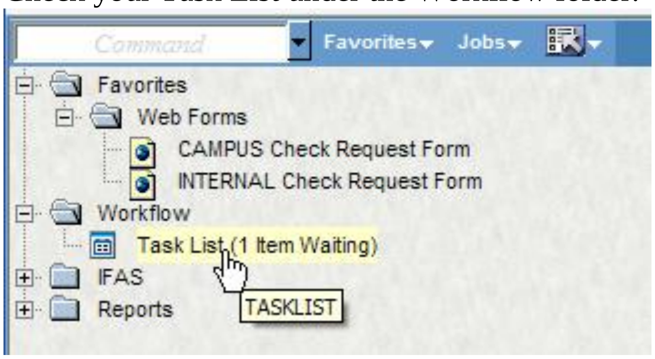
Electronic Check Request Approval Instructions
for
Fund Account Representatives (FARs)

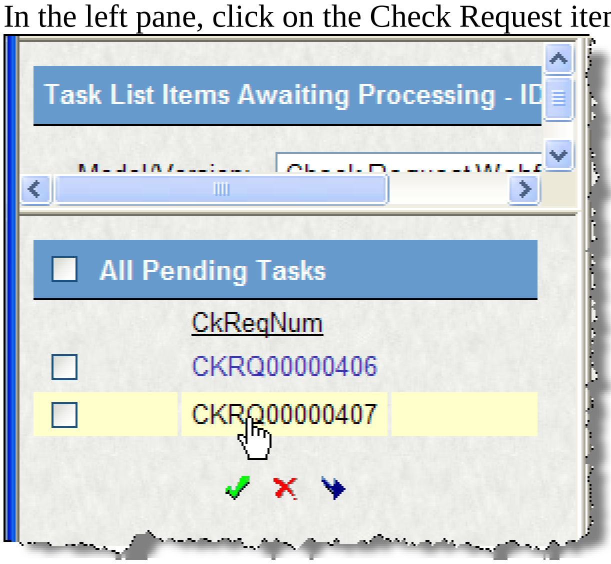
If there is a check request waiting for your approval, you will receive an email after 3pm. The email will have a link to the IFAS log in screen. Click on that link or log into IFAS with this address:



Check your Task List under the Workflow folder.



In the left pane, click on the Check Request item you wish to review:



Things to do:

The top section of the right pane contains the **History** of the Check Request preparation—who created it, when, and the routing path it is going to take.

History

User ID	Name	Role	Date
WFUSER	Workflow User KUEA		6/30/2009 10:45:39 AM
FAKEFAR	Fake FAR	WF Architecture Dean 1	6/30/2009 10:46:40 AM
TBA		WF KUEA Level3	Future Task
TBA		WF KUEA Level2	Future Task
TBA		WF KUEA Level1	Future Task

Details of the transaction are shown in the **Summary** portion of the right pane.

Summary

```
Check Request Number: CKRQ00000399
Requested By:         WFUSER
Contact Phone:        832-7400
FAR:                  A_DEAN_3
Benefits FAR:         N
FAR Head:             Not Required

==============================================================================================================
Check Request Information
==============================================================================================================
Date:              6/24/2009
Business Purpose:  Planning session for new IT contracts.
Pick Up:  Y
Pick Up Instructions:  Call 785-xxx-xxxx when ready.

INDIVIDUAL EXPENSES:
Cust. No.         Inv. No.          Inv. Dt.   Check Description    UBR Code   Fund Account
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40552             1011111           03/05/2008 Mar 1 Plan Session   PL001      ACME BRICK COMPETITION AWARD - 32
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==============================================================================================================
Vendor Information
==============================================================================================================
Vendor ID:       V00001
Vendor Name:     KU MEMORIAL UNIONS
Address Code:    A3
Vendor Address:  UNION PROGRAMS
Vendor City:     CAMPUS
Vendor State:
Vendor Zip Code:
```

In the **Attachments** section, you can click on each line to confirm that the appropriate documentation is attached. Click anywhere on the Attachment Description to open the attachment.

Attachments

Table	Type	Description	Pages	Created	Doc ID
Webform	null	Planning Meeting Invoice	1	6/26/2009	857

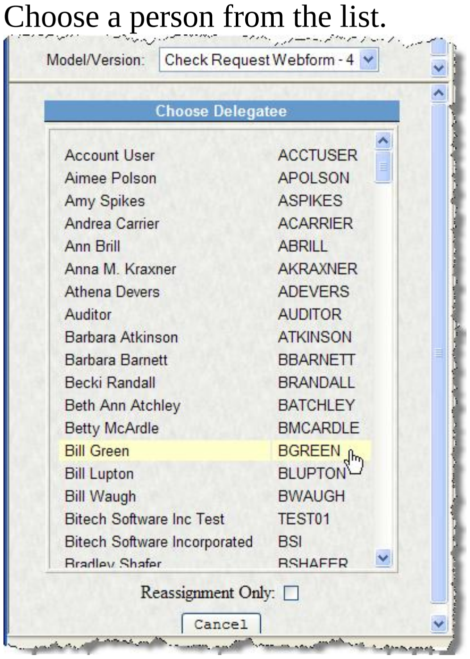
Once you have reviewed the check requests, check the ones that you wish to approve (or **All Pending Tasks** if you wish to approve them all).

You have three options:

- Click the **green check mark** to approve the check request and send it on.
- Click the **red "x"** to reject the check request and cancel it. This deletes the check request completely. The originator will be notified.
- Click the **arrow** to forward the check request to another person for review or action. If you wish to have the originator of the check request make further changes, choose this option. **Please note** that the check request can only be forwarded *three times*.

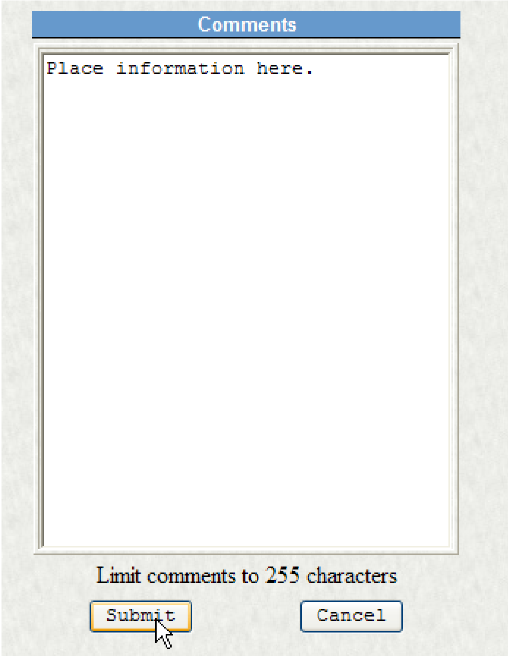
Forwarding:

Choose a person from the list.



Checking the **Reassignment only** box (before you select the Delegate) means that when the person completes the review, the Check Request will **not** return to you. This implies that you approve the check request.

Insert any comments in the box. Then click **Submit**.



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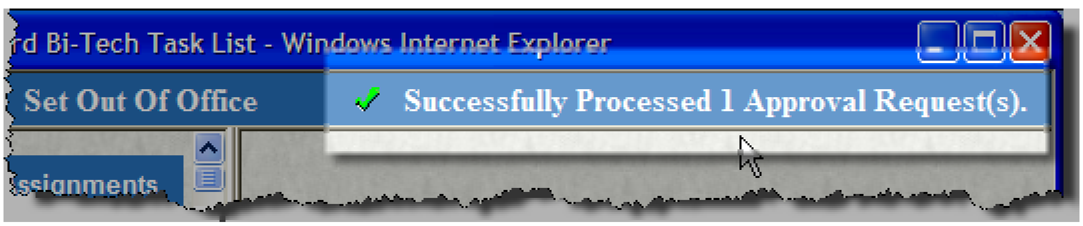
If you click the green check mark, you will receive the following response:



indicating your request has been successfully routed on to the next person for electronic approval. The item will also be removed from your Task List.