

2010

Workflow Instructions

Entering an Electronic Check Request

The Workflow Electronic Check Request process enables a user to create a payment request from his/her desktop and successfully route it to the appropriate Fund Account Representatives (and, if necessary, their Supervisors) for electronic approval, and then feeds directly into the KU Endowment Accounting System for final distribution of checks to the vendor. The whole process requires data to be entered only once, thus avoiding any additional data entry error possibilities; it accepts and retains images of supporting documents for follow-up research; and it is a secure, time-saving, paper-saving online process that helps assure timely vendor payments.

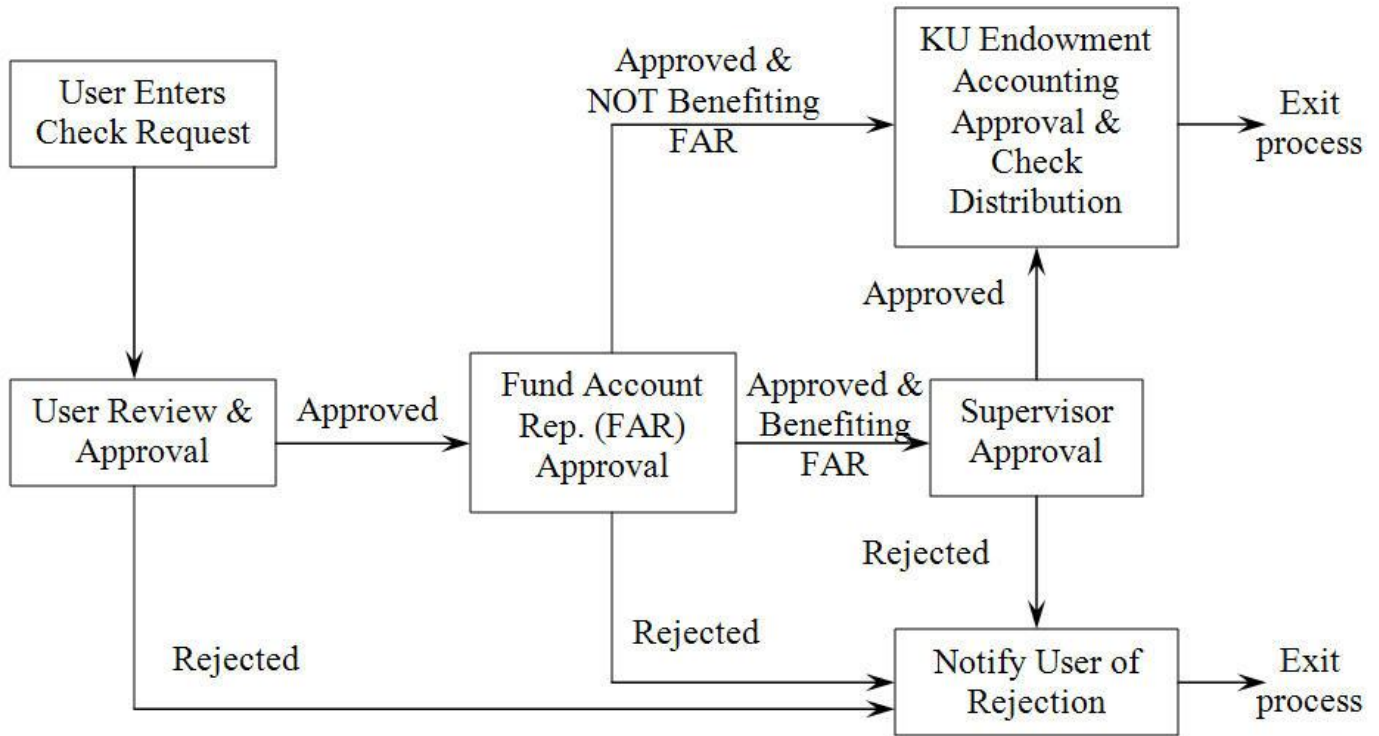


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Overview

Check Request Flow Diagram



Preliminaries

Prior to creating a check request you will:

1. need to identify the Endowment account that the expense will be paid from
2. Scan the relevant (invoice) documentation (preferably as a .pdf file) and save onto your computer. Spreadsheets and word documents will not work.

Section 1.0 - Set Up To Access Form

Open your browser (Internet Explorer) and go to:


<http://www.kuendowment.org/ifas>



If you get the Security alert window, please answer yes:

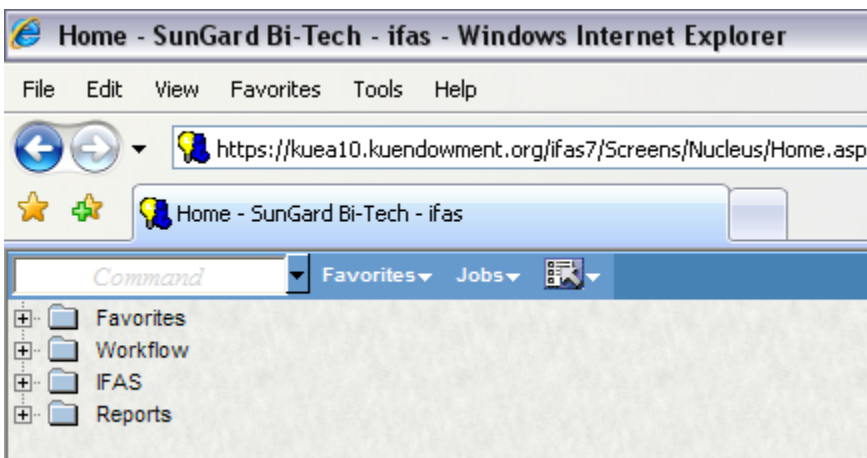


You will need to sign on to IFAS:



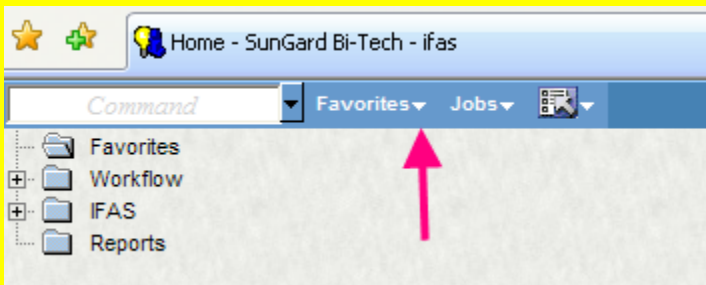
The image shows a login window titled "Connect to ifas". It contains two input fields: "IFAS User:" with the text "username" and "IFAS Password:" with masked characters. Below the fields is a "Login" button with a key icon. A "Help" link is located in the bottom right corner.

You will see the following (**IFAS Home Page**):

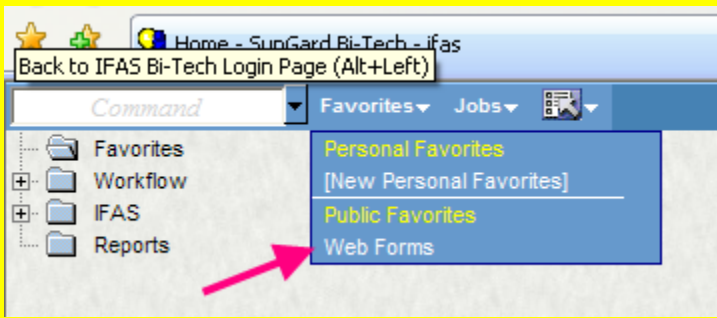


Section 1.0.1 – One Time Set Up

If this is the first time that you are accessing the workflow internal check request form, you will need to add it to your favorites. Click on Favorites:

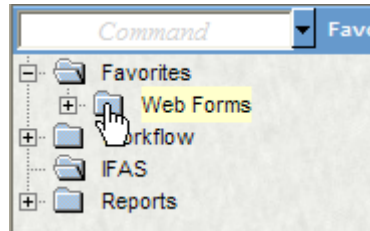


and then under 'Public Favorites' click on Web Forms

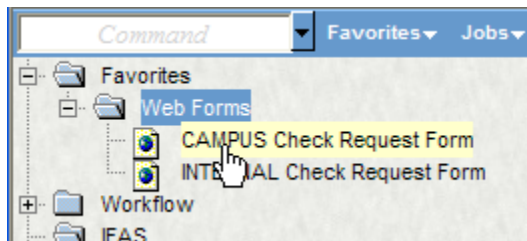


This adds the Web Forms folder to the Favorites folder, allowing you access to the check request form in future sessions.

Section 1.1 - Access Form

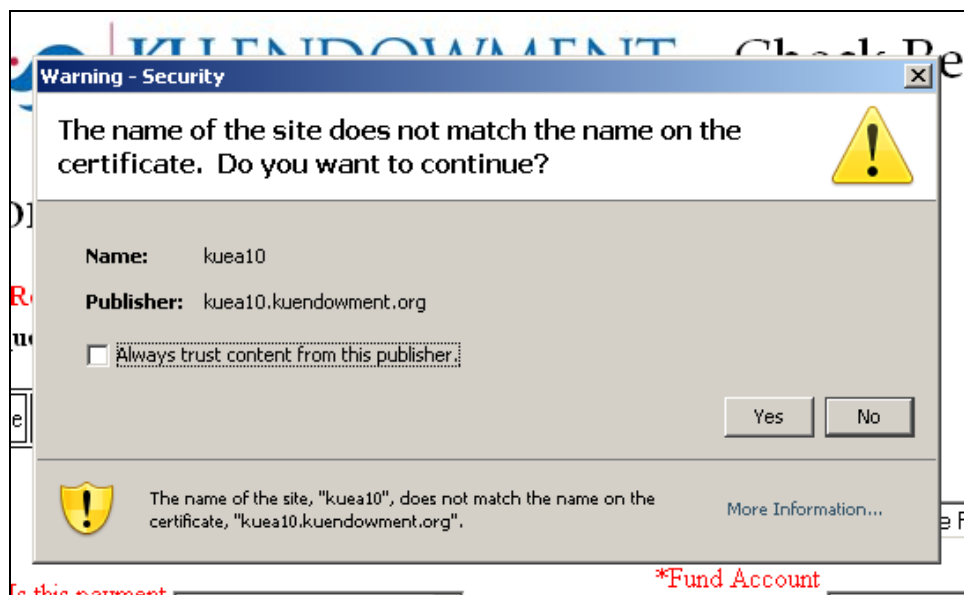


Click on Web Forms folder:



Click on CAMPUS Check Request Form:

You may receive another security warning. If so, please check the 'Always trust content from this publisher' box and answer 'Yes'.



Section 1.2 - Fill In Form

The form (**Check Request Form Window**) will open with your user name and today's date filled in the appropriate fields. The fields marked in red are required and you will not be able to complete the form without filling in all required fields. The blank 'Check Request Number' box on the right will be automatically filled in with a unique system generated number AFTER the check request has been successfully reviewed and approved by the user.

KU ENDOWMENT Check Request Form
The University of Kansas

* = Required Fields

Check Request Number

Date Prepared By *Phone

*Payment benefits: *Residency status:

Section 1.2.1 - Fill in details

Enter your office phone number:

*Phone

Select the category of the person whom this payment benefits:

*Payment benefits:

- Select One From Below
- Student - Award
- Student - Other
- Student - Scholarship
- Employee including GTA, GRA
- Other

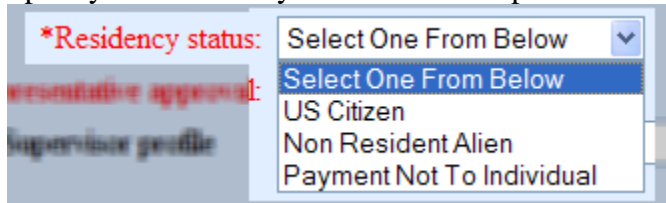
If this payment goes to a company or other vendor, select **Other**.

Select if this payment benefits Research:

*Is this payment for Research?

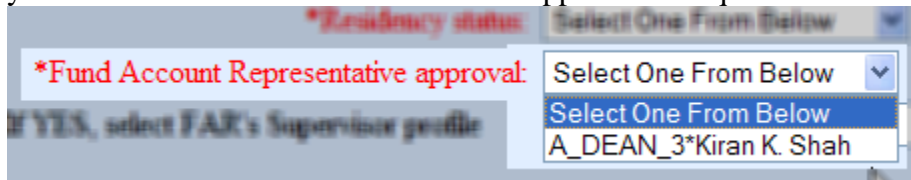
- Select One From Below
- Yes
- No

Specify the Residency status of the recipient:



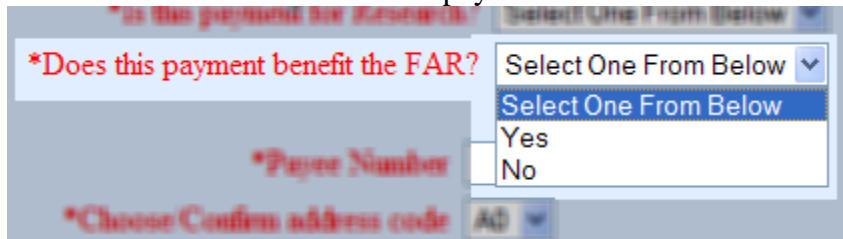
A screenshot of a web form showing a dropdown menu for the field '*Residency status:'. The menu is open, displaying the following options: 'Select One From Below', 'US Citizen', 'Non Resident Alien', and 'Payment Not To Individual'. The 'Select One From Below' option is currently selected and highlighted in blue.

Select the Fund Account Representative (FAR) from the dropdown list. The Fund Account Representative that you choose will receive a notification to approve the request.



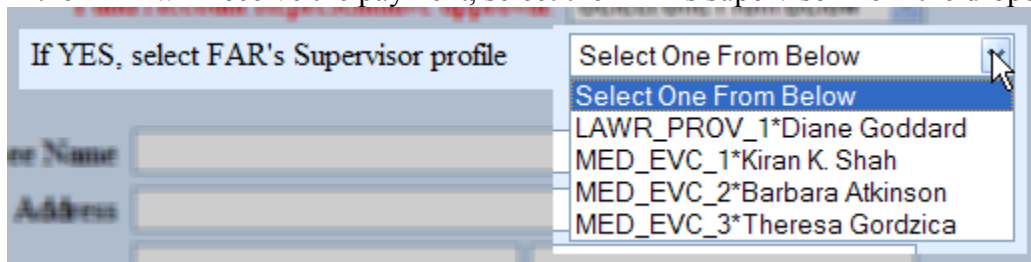
A screenshot of a web form showing a dropdown menu for the field '*Fund Account Representative approval:'. The menu is open, displaying the following options: 'Select One From Below', 'A_DEAN_3*Kiran K. Shah', and another 'Select One From Below' option. The 'A_DEAN_3*Kiran K. Shah' option is currently selected and highlighted in blue.

Select if the FAR will receive the payment:



A screenshot of a web form showing a dropdown menu for the field '*Does this payment benefit the FAR?'. The menu is open, displaying the following options: 'Select One From Below', 'Yes', and 'No'. The 'Select One From Below' option is currently selected and highlighted in blue.

If the FAR will receive the payment, select the FAR's supervisor from the dropdown list:



A screenshot of a web form showing a dropdown menu for the field 'If YES, select FAR's Supervisor profile'. The menu is open, displaying the following options: 'Select One From Below', 'LAWR_PROV_1*Diane Goddard', 'MED_EVC_1*Kiran K. Shah', 'MED_EVC_2*Barbara Atkinson', and 'MED_EVC_3*Theresa Gordzica'. The 'Select One From Below' option is currently selected and highlighted in blue.

After the Fund Account Representative approves the expense, his/her supervisor will also be notified to give a final approval.

Section 1.2.2 - Vendor Details

The next step is to enter the Vendor number and select the Address code. (Check requests can only be processed for existing vendors already on the system. If a vendor is not on the system, please contact Accounting Services at (785) 832-7302 to first create the vendor.)

If you know the vendor number, enter it in the box and tab or click into another field.

*Payee Number

Entering a vendor number will return the vendor name and the most commonly used, first available address code (A0). The address will also display. Verify it and if incorrect, please select the correct code from the drop down box. (Only existing addresses for existing vendors can be selected).

If you do not know the vendor number, click the **Look Up** button.

Enter a portion of the name (surrounded by asterisks) and click **Apply**. (See Appendix 1 for suggestions on lookup.)

Filter: Name

Click on the appropriate vendor and address:

PE ID	NAME	OWNER ID	PEDB CODE
V09947	WALTER SANDZEN MEMORIAL		P
V092170	WALTER SANDZEN MEMORIAL		P
V00001	KU MEMORIAL UNIONS		P
V022151	DWARFENCF MEMORIAL HOSPITAL		P

Addresses:

CODE	ADDRESS LINE 1	ADDRESS LINE 2	ADDRESS LINE 3	ADDRESS LINE 4
A0	BUSINESS OFFICE	UNIVERSITY OF KANSAS		
A1	GRAB N GO BURGE UNION	1601 IRVING HILL RD		
A2	IMPROMPTU CAFE			
A3	UNION PROGRAMS	1301 JAYHAWK BLVD ROOM 472		

Then click **OK** to enter the data into the form.

Data Lookup -- Webpage Dialog

Our example will look like:

*Payee Number Payee Name

*Choose/Confirm address code Address

The check will be sent to the Payee Name and address as it appears on this form. If either the name or address is incorrect, you will first need to do another vendor search or address change.

Section 1.2.3 - Invoice Details

The next four fields provide information to the vendor and will be printed on the check stub. The **Invoice Date** and **Payment Description** are required fields. The **Payment Description** will also appear on IFAS transaction reports.

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	
				Select One	Select
ADD LINE		DELETE LINE			

The following invoice will be used as a sample:

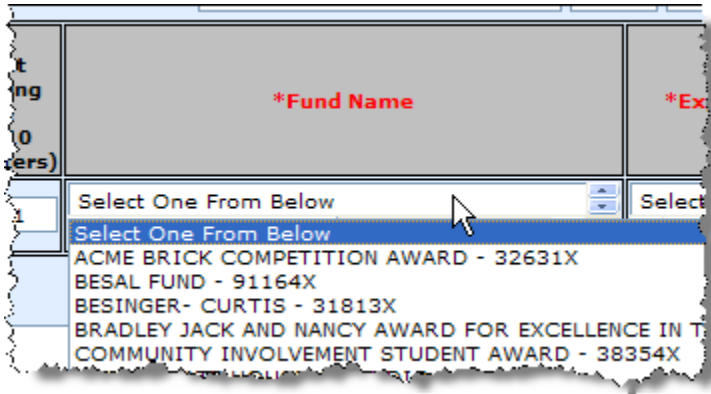
KU Memorial Unions <i>The University of Kansas</i> 1301 Jayhawk Boulevard Lawrence, KS 66045 Phone 785 864-4651 Fax 785 864-5030		INVOICE INVOICE #101111 DATE: MARCH 05, 2008 Due Date: 03/06/2008	
TO: KU Endowment PO Box 928 1891 Constant Avenue Lawrence, KS 66044 785 832-7400		FOR: Planning Session Account #40552	
DESCRIPTION	Quantity	RATE	AMOUNT
March 1 st Planning session Room Charge	1	30.00	30.00

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	
40552	101111	03/05/2008	Mar 1 Plan Session	Below	Select
ADD LINE		DELETE LINE			

The **Unit Budget Reporting Code** is a dropdown of codes that have been created by your department for internal coding and sorting. If new codes are needed, please contact the staff person responsible for maintaining the UBR list for your department.

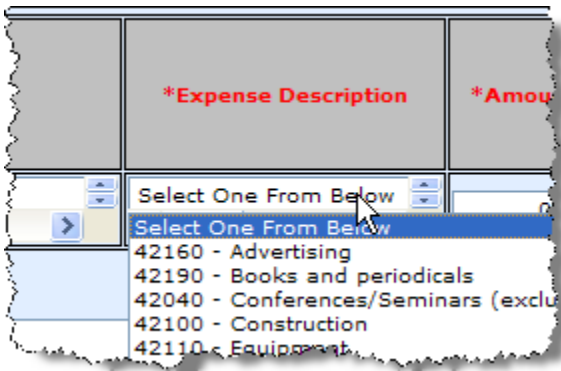
Section 1.2.4 - *Payment Details*

In the **Fund Name** box, click on **Select One from Below** to drop down the list of accounts. Click on the account name to select it.



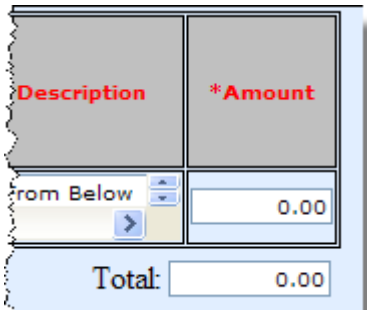
A screenshot of a software interface showing a dropdown menu for the Fund Name field. The field is labeled '*Fund Name' in red. The dropdown menu is open, displaying a list of account names with their corresponding codes. The first item is 'Select One From Below'. The second item is 'ACME BRICK COMPETITION AWARD - 32631X'. The third item is 'BESAL FUND - 91164X'. The fourth item is 'BESINGER- CURTIS - 31813X'. The fifth item is 'BRADLEY JACK AND NANCY AWARD FOR EXCELLENCE IN T'. The sixth item is 'COMMUNITY INVOLVEMENT STUDENT AWARD - 38354X'. A mouse cursor is pointing at the first item in the list.

In the **Expense Description** box, click on **Select One from Below** to open the dropdown list. Select the expense code that most closely describes the expense category:



A screenshot of a software interface showing a dropdown menu for the Expense Description field. The field is labeled '*Expense Description' in red. The dropdown menu is open, displaying a list of expense codes and descriptions. The first item is 'Select One From Below'. The second item is '42160 - Advertising'. The third item is '42190 - Books and periodicals'. The fourth item is '42040 - Conferences/Seminars (exclu'. The fifth item is '42100 - Construction'. The sixth item is '42110 - Equipment'. A mouse cursor is pointing at the first item in the list.

Enter the **Amount** of the invoice item:



A screenshot of a software interface showing the Amount input field. The field is labeled '*Amount' in red. The input field contains the value '0.00'. Below the input field is a 'Total' label and another input field containing the value '0.00'. The interface also shows a 'Description' label and a 'from Below' dropdown menu.

The Total will be automatically calculated.

Charging an Invoice to multiple funds or expense codes

Invoices charged to multiple funds and/or split among different expense codes can be entered by clicking on the 'Add Line' button. There is no limitation to the number of line items one can add to the same form (as long as it is to the same Vendor under a single check request).

(leave blank, if unavailable) Shows on check stub	(leave blank, if unavailable) Shows on check stub	Date (mm/dd/yyyy)
40552	1011111	03/05/

ADD LINE DELETE LINE

**Enter KU business purpose here (max 255 characters)*

Important Note:

If an invoice number is the same for each line of a multi-line check request, please remember to add a suffix (such as 'A', 'B', 'C', etc.) to the end of the invoice number for each respective additional line. Do not use the same invoice number for all lines or leave it blank if the first line has an available invoice number. If no invoice number is available, leave it blank in **all** lines.

Account / Customer # (leave blank, if unavailable) Shows on check stub	Invoice # (leave blank, if unavailable) Shows on check stub	Date (mm/dd/yyyy)
40552	1011111A	03/05
40552	1011111B	03/05

ADD LINE DELETE LINE

**Enter KU business purpose here (max 255 characters)*

Enter in the **KU Business Purpose**:

**Enter KU business purpose here (max 255 characters)* Planning session for new IT contracts.

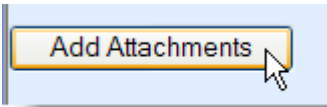
All check requests are mailed to the address selected unless the check is to be picked up at the KU Endowment business office. If the check is to be picked up, please select **Yes** from the drop down box and include a phone number in the special instructions box.

Pick Up Check (At KUEA): Yes Pick Up Instructions (max 60 characters) Call 785-xxx-xxxx when ready.

Section 1.3 - Add Attachments

Documentation for this expense will be added as an **Attachment** to this check request. The documentation (scanned images as .pdf, .jpg or .tif format) should be complete before starting this procedure.

Click on the 'Add Attachments' button:



The **Attachments Window** will open.

Enter a description of the image:

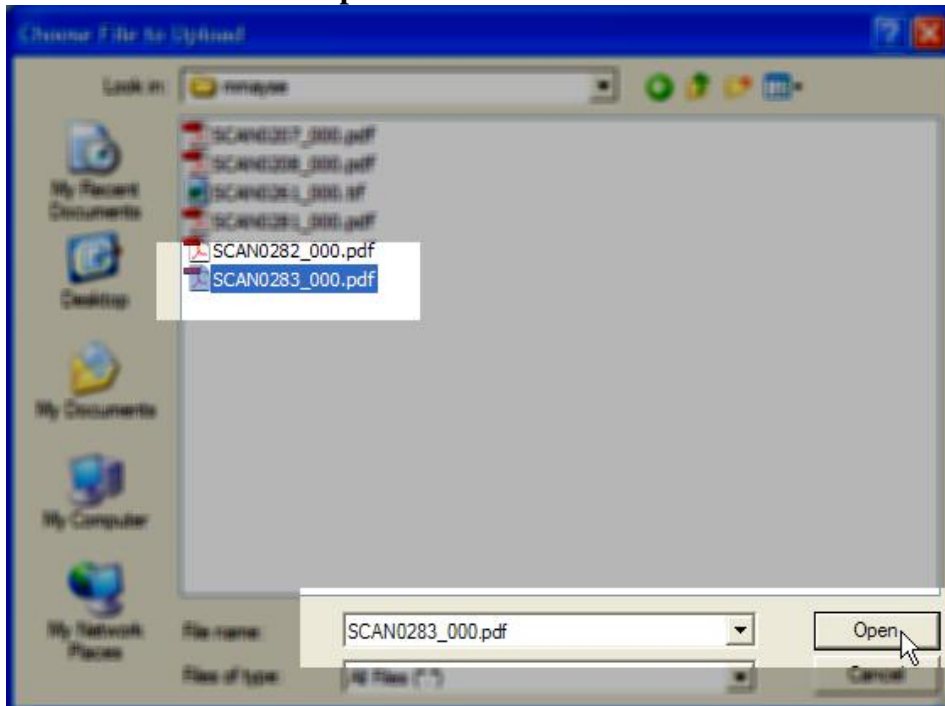
A screenshot of a web form. It has a blue header with the text "Description" in white. Below the header is a white text input field. Below the input field is a blue section with the text "Disk File To Attach" in white.

The image description must be less than 50 characters long and contain only alpha numeric characters (no special characters such as &, %, #, etc. are allowed).

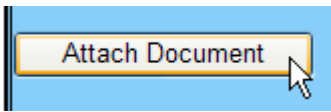
Click the **Browse** button to find the file on your computer.

A screenshot of the "Attachments Window" showing the "Disk File To Attach" section. It features a white text input field and a yellow "Browse" button with a mouse cursor pointing at it.

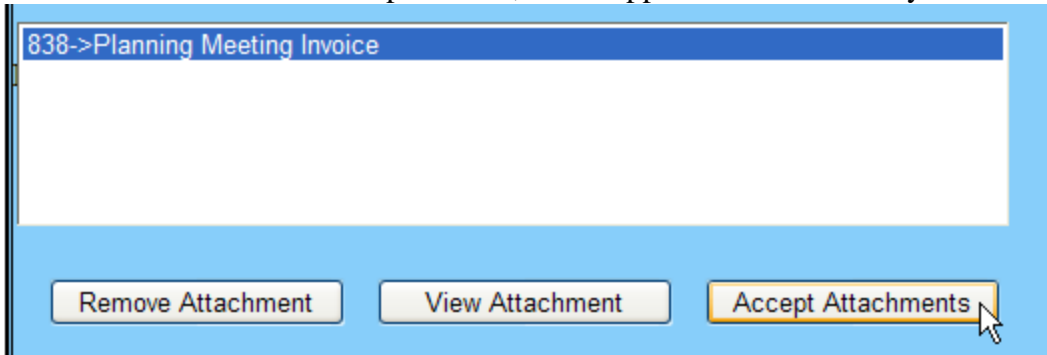
Select the file and click **Open**.



Click the **Attach Documents** button – *only once*. (Be patient!)



Once the attachment has been processed, it will appear in the box with your description:

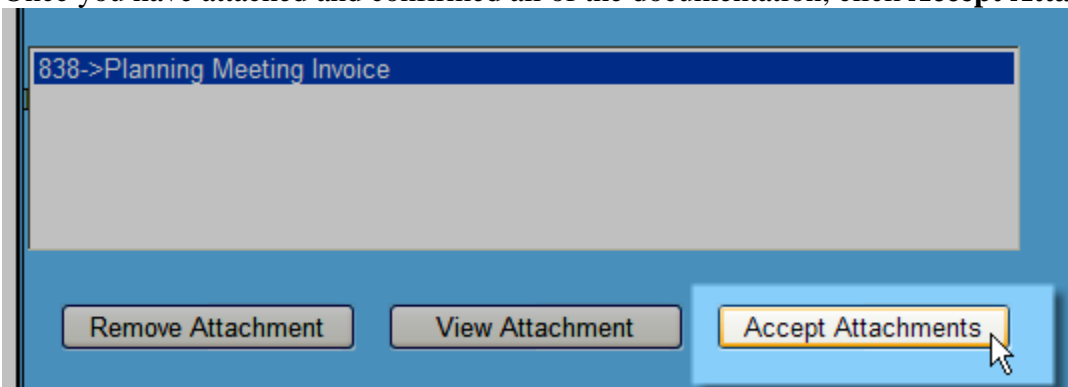


Please note the image description has moved down to the big white box and has been assigned a system generated number, 838, in this case. This number is referred to as the **Doc_ID**.

You can confirm that you have attached the correct image by clicking on the attachment title and clicking the **View Attachment** button. If it is incorrect, click the **Remove Attachment** button.

If you have additional attachments, repeat the procedure.

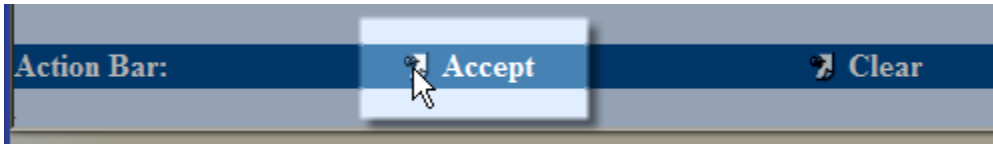
Once you have attached and confirmed all of the documentation, click **Accept Attachments**.



The **Web Form Attachments** window will close and return you to the **Check Request Form Window**. [Please note there is no indication here, back on the check request form window, of any attached image(s). However, you will be able to see them on the **Task List Page**, referred to later below].

Carefully review all of your information.

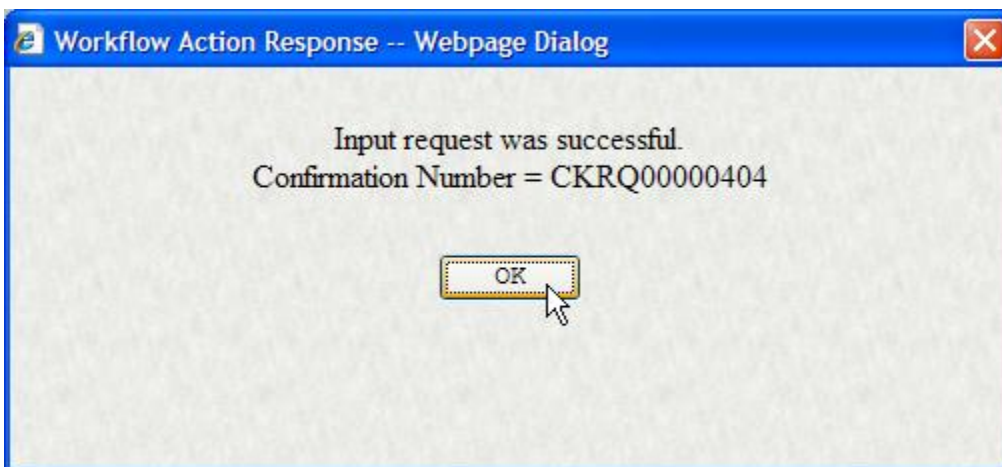
If the information is complete, then click the **Push Pin** next to 'Accept' on the Action Bar at the bottom of the form.



The request has been entered; however, if there are any incomplete fields, you will be prompted to complete them before the document is accepted. The form is now waiting for your review prior to the next step -- sending it for electronic approval by the FAR.

Section 1.4 - Request Created

On clicking the 'Accept' Push Pin, the following dialog box will be returned:



This is the **Workflow Response Window** confirming your entered Check Request has been Accepted and assigned a system generated number (12 character long, starting with CKRQ followed by 8 digits), CKRQ00000404, in this case. This number increments for each Check Request and is also automatically filled onto the box at the top right of the form (just for your information).

On clicking 'OK', the form resets and one can start filling out a new Check Request or continue to the next section (1.5) to fully complete processing of the just entered check request (CKRQ00000404).

Section 1.5 - Review Request

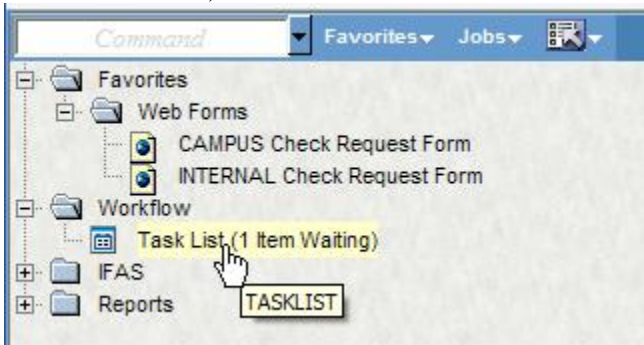
At this stage, you must still review the check request before being sent off to the FAR.

Close out of the blank form (by clicking the Red X in the top right hand corner), to return back to the **IFAS Home Page**.

Click on **Workflow** to expand the folder from the **IFAS Home Page**



Next, click on **Task List** (if it does not show at least 1 item waiting, wait a minute or so and click the browser **Refresh** button.)



If you have an item in your Task List waiting for action at 3pm on any given day, the system will send you an email reminding you of that pending task.

The screenshot displays a web application interface for managing tasks. On the left, a sidebar shows a list of pending tasks with checkboxes and check request numbers. The main area on the right is divided into three sections:

- Section 1: History** - A table listing task assignments with columns for User ID, Name, Role, and Date.

User ID	Name	Role	Date
ACARRIER	Andrea Carrier		11/10/2008 3:02:09 PM
DDECKER	David Decker		11/10/2008 3:03:37 PM
ACARRIER	Andrea Carrier		11/10/2008 3:05:17 PM
CCROPP	Clark Cropp		11/10/2008 3:08:04 PM
ACARRIER	Andrea Carrier		11/10/2008 3:09:08 PM
DSILVER	Diane Silver		12/10/2008 3:10:49 PM
ACARRIER	Andrea Carrier		Future Task
TBA	WF Controller		Future Task
TBA	WF President		Future Task
TBA	WF KLEA Level1		Future Task
- Section 2: Summary** - A form displaying details for a selected check request.

Check Request Number: CKIQ0000022
 Requested By: ACARRIER
 Contact Phone: 123
 FAR: CONTR
 Benefits FAR: Y
 FAR Head: PRES

Check Request Information
 Date: 11/10/2008
 Check Description: Test
 Business Purpose: Test. Can originator forward CRs?

INDIVIDUAL EXPENSES:	Cust. No.	Inv. No.	Inv. Dt.	Fund Account	Expense Description
			11/10/2008	Admin Accounting - 30915X	Legal - 52250

Vendor Information
 Vendor ID: V23057
 Vendor Name: AT AND I
 Address Code: A0
 Vendor Address: PO BOX 830017
 Vendor City: BALTIMORE
 Vendor State: MD
 Vendor Zip Code: 212830017

For Accounting Use Only
 New Set: NEWSET
 Set ID:
 Assign To:
 Tax Code: TTYPE
 Division: DTYPE
- Section 3: Attachments** - A table listing attached files.

TABLE	TYPE	DESCRIPTION	PAGES	CREATED	DOC ID
Webform	null	beak.jpg	1	11/10/2008	122

On the left pane of the **Task List Page** are all the pending requests (2 in the above case) listed by their Check Request Number. If there is more than one item that needs action, please single-click on any one of the Check Request numbers (highlighting it in bold blue) to review its details on the right side.

The **Task List Page** contains 3 sections in the right pane:

1. The right top section of the screen contains the **History** of the check request.
2. The right middle section contains a **Summary** with details of all the information entered on the **Check Request Form**. The assigned unique check request number is also available here.
3. The right bottom section contains the list of **Attachments**. Clicking on the description of the image will actually show you the image you earlier attached.

Things to do:

In the **Summary** section, confirm:

- FAR
- Benefits FAR
- FAR Head
- Business Purpose
- Details of expenses
- Vendor Information and amounts
- Other transaction details

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
40552	1011111	03/05/2008	Mar 1 Plan Session	PL001	ACME BRICK COMPETITION AWARD - 32

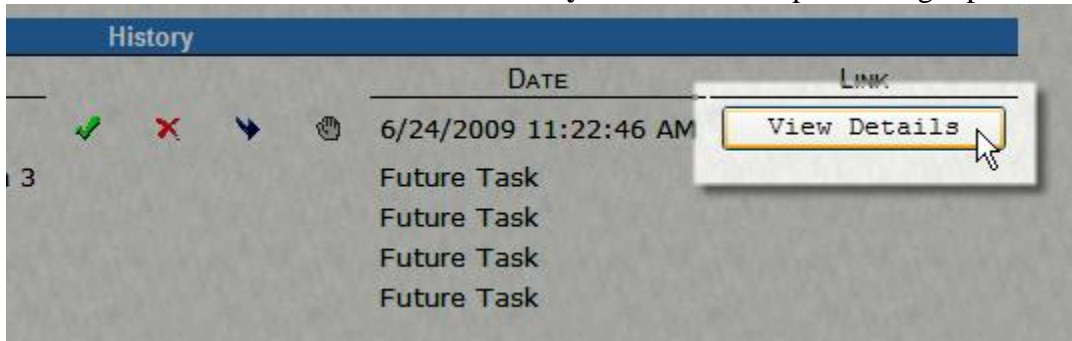
=====
Vendor Information
=====
Vendor ID: V00001
Vendor Name: KU MEMORIAL UNIONS
Address Code: A3
Vendor Address: UNION PROGRAMS
Vendor City: CAMPUS
Vendor State:
Vendor Zip Code:

In the **Attachments** section, confirm the attachments, opening them by clicking on each to confirm that you have attached the appropriate documentation. 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

If you find errors:

Click the **View Details** button in the **History** section at the top of the right pane.

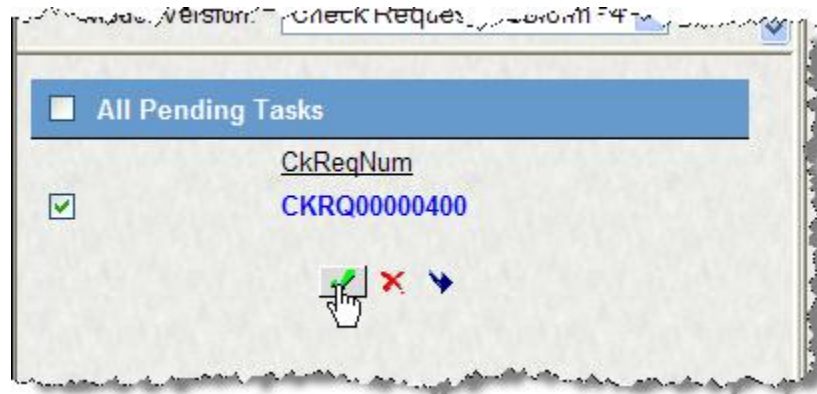


Please refer to the Appendix on **How to Edit a Check Request**.

Section 1.6 - Approve & Submit Request

On the left side of the **Task List Page** are all the pending requests listed by their Check Request Number.

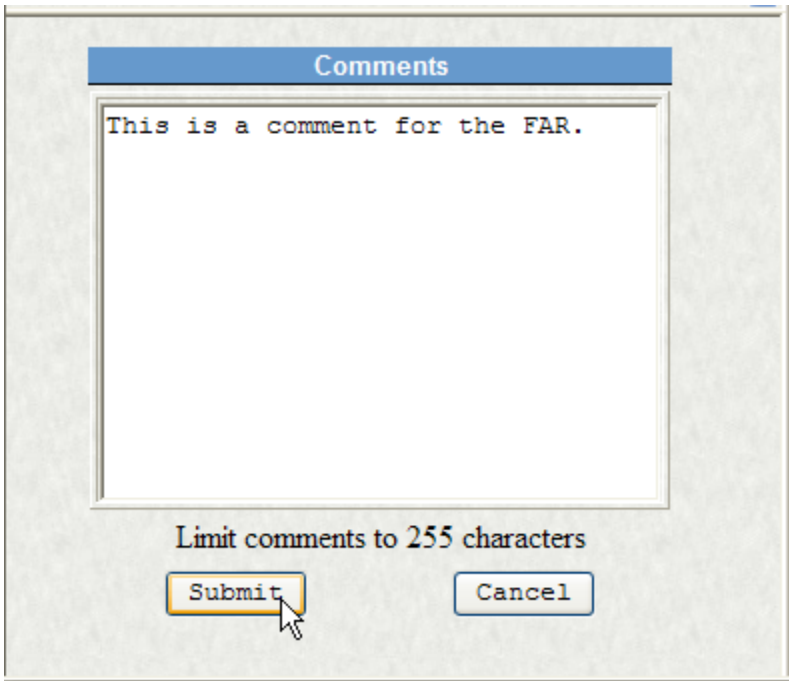
Select the Check Request that you will be Approving and Submit by checking the box next to the Check Request Number. You can select them all by clicking in the box beside All Pending Tasks.



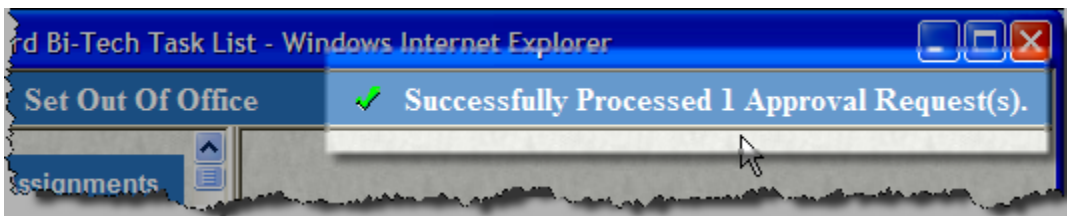
You have three options:

- Click the **green check mark** to approve the check request and send it to the listed FAR.
- Click the **red “x”** to reject the check request.
- Click the **arrow** to forward the check request to another person for their review.
 - See Appendix 3 for Forwarding instructions.

After you have selected the check requests for approval and clicked on any of the three choices, the **Comment** box will appear if you want to add further comments to the request. The Comment will also appear in the History section (section 1) of the task review screen for all remaining approval steps.

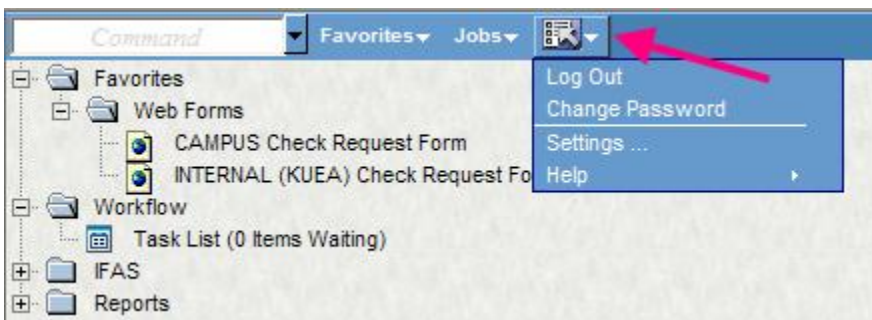


On clicking Submit you will receive the following response:

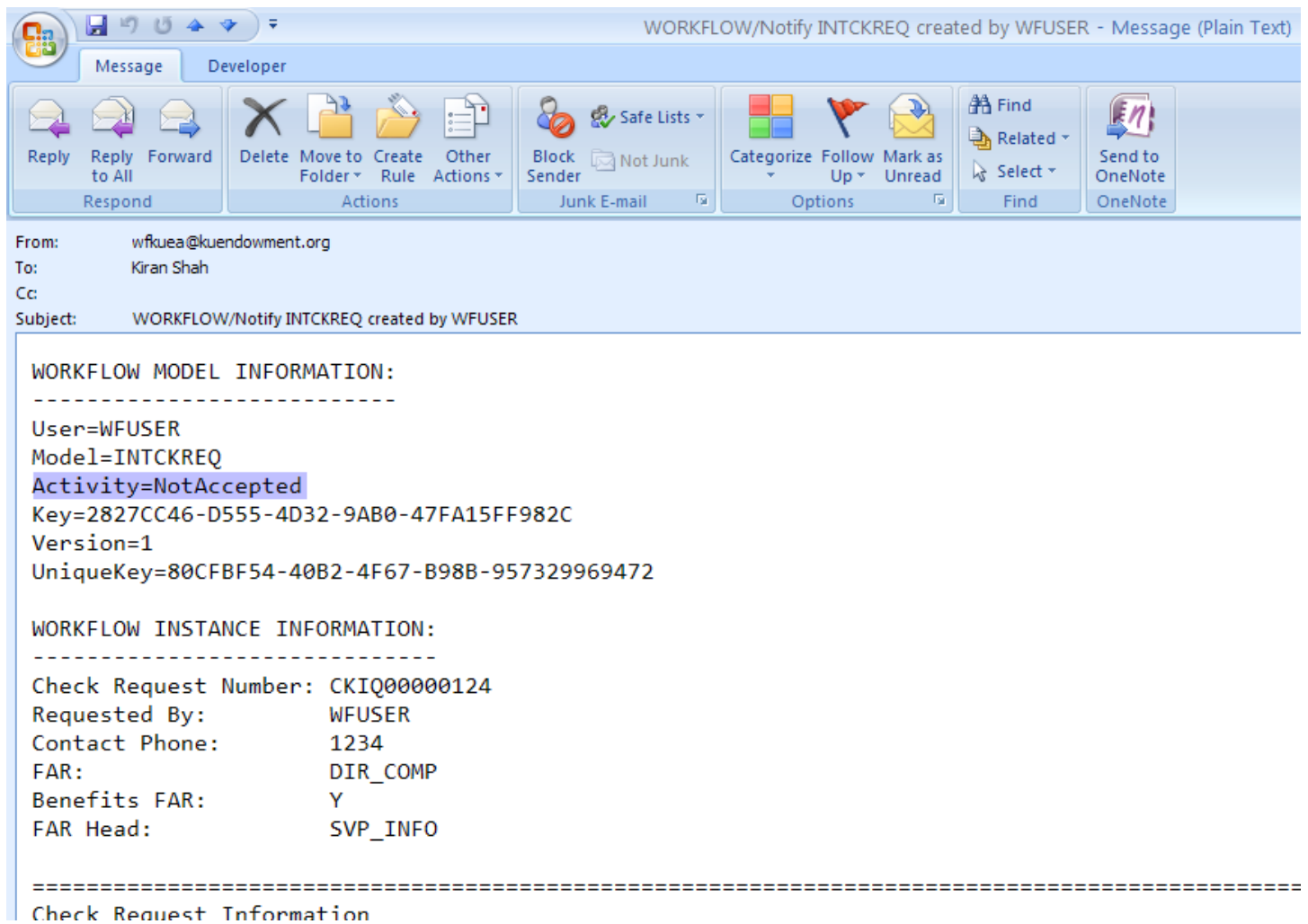


indicating your request has been successfully routed on to the next person for electronic approval. The item will also be removed from your Task List.

If you are finished processing check requests, you should log out of IFAS:



If the request is rejected by the FAR, the preparer will be notified by an email:



The screenshot shows an Outlook email window titled "WORKFLOW/Notify INTCKREQ created by WFUSER - Message (Plain Text)". The interface includes a ribbon with "Message" and "Developer" tabs, and a toolbar with various actions like Reply, Forward, Delete, Move to Folder, Create Rule, Other Actions, Block Sender, Not Junk, Categorize, Follow Up, Mark as Unread, Find, Related, Select, and Send to OneNote.

From: wfkuea@kuendowment.org
To: Kiran Shah
Cc:
Subject: WORKFLOW/Notify INTCKREQ created by WFUSER

WORKFLOW MODEL INFORMATION:

User=WFUSER
Model=INTCKREQ
Activity=NotAccepted
Key=2827CC46-D555-4D32-9AB0-47FA15FF982C
Version=1
UniqueKey=80CFBF54-40B2-4F67-B98B-957329969472

WORKFLOW INSTANCE INFORMATION:

Check Request Number: CKIQ00000124
Requested By: WFUSER
Contact Phone: 1234
FAR: DIR_COMP
Benefits FAR: Y
FAR Head: SVP_INFO

=====
Check Request Information

APPENDIX 1. Tips for looking up vendor numbers



Please note that there is no punctuation or special characters in Vendor names, such as & or /. Ampersands have been replaced with the word AND.

The *'s represent wild cards and will assist with your search. Below are some tips on using word search

In this example, we will look up the University of Kansas Geology Department.

Using the wild card as the first character of a search will return every vendor who has any combination of letters after the wildcard.

- Entering *UNIV* will return everything from University of Florida to Universal Studios.
- A better selection would be UNIV*
- An even better selection would be UNIV*K*
- The best selection would be UNIV*K*GEOL*

The last selection limits the number of possible returns to only one, since there are enough unique characters in the search to narrow it to the University of Kansas Geology Department.

Why wouldn't you just search by University of Kansas Geology Department*? There are two good reasons not to search by a complete name,

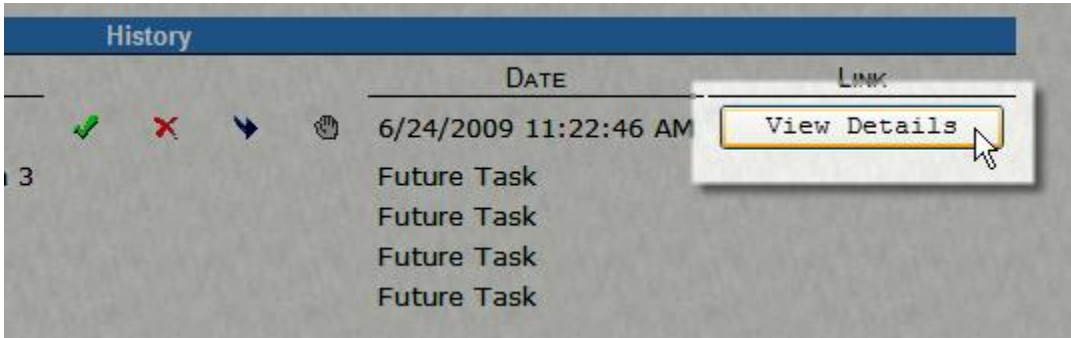
1. There can be discrepancies in the placement of words within names, i.e. University of Kansas versus Kansas University and
2. Many company names have to be abbreviated due to limitations in field sizes.

The best strategy to using word search is to use the wild card after the first word or key letters in the first word (UNIV*) and enough unique letters in the remaining vendor name (GEOL*) to return as few choices as possible. If you don't find the correct vendor the first time, try a different combination of letters using the wild card.

If you have performed a search several times and are convinced that the Vendor name is not in the Vendor file, please contact Accounting Services at (785) 832-7302.

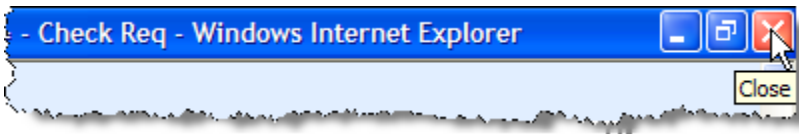
APPENDIX 2. How To Edit a Check Request

Get to the **Task List Page** (refer to Section 1.5). On reviewing it, if there are any corrections that need to be made, scroll to the far right on the **Task List Page** and click on the 'View Details' link (in the top **History** section)



The **Check Request Form** will open in a new window.

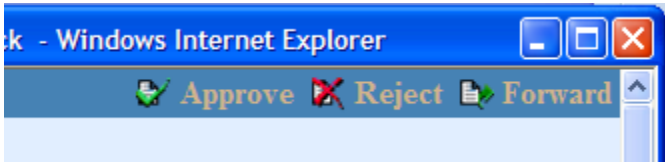
At this point, first close the (old and already open) Task List Page window, prior to filling out the changes on the (just opened) Check Request form.



Notice, the form opens with the same Check Request Number already filled in the box in the top right and all fields show your previous entries.

[Please note there is no indication here, back on the **check request form** window, of any attached image(s). However, you will be able to see them again on the **Task List Page**].

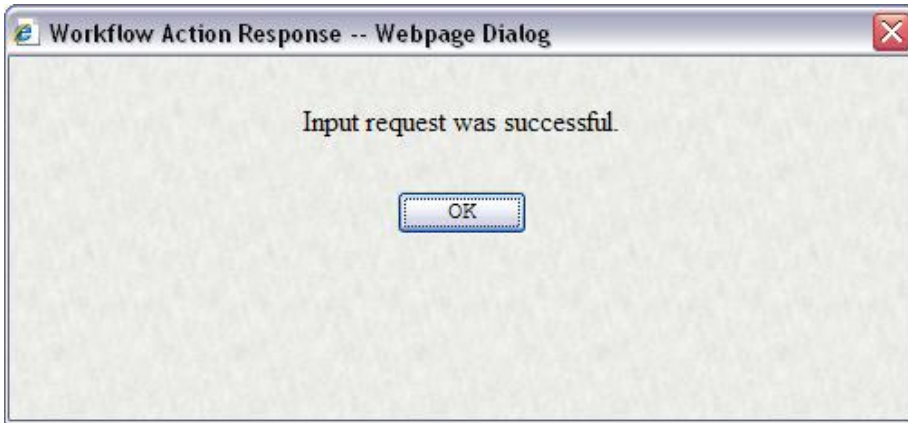
Warning:



***DO NOT** attempt to approve any form changes directly from the upper right corner of the Check Request Form window. This will **NOT** work – the changes will not be saved.*

Enter any corrections in their respective boxes on the form and click on the **Accept** push pin on the Action Bar at the bottom of the form to save the changes on the system, as you did before.

This will open up the following **Workflow Response Window**:



Click on the 'OK' button, close out of the corrected form by clicking the Red X on the top right corner.

Wait a few moments for the system to register your changes and get back to the **Task List Page** where you can verify the just entered revisions and also see that the same image is still attached.

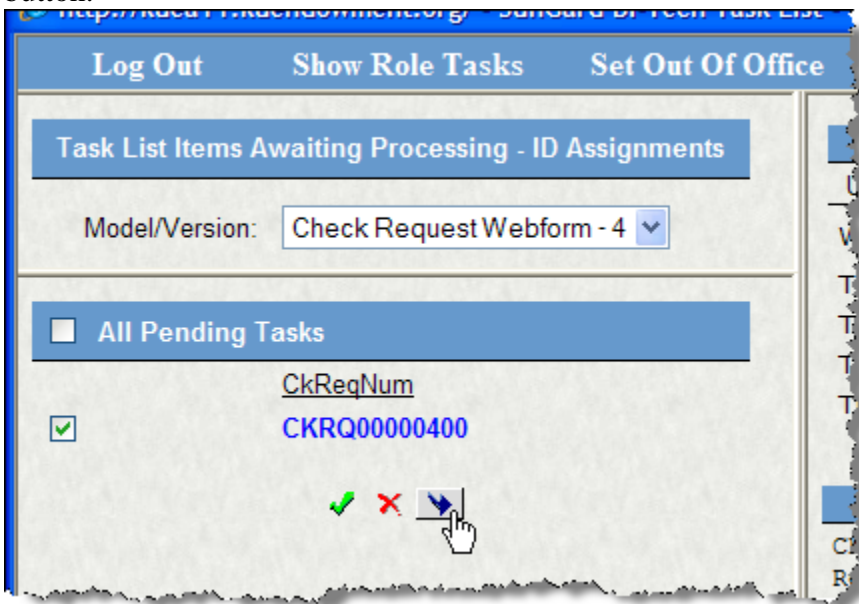
Continue processing as before (at Section 1.6).

APPENDIX 3. Forwarding a Check Request

A check request may be forwarded to another person for their review before sending it to the FAR.

Please note: Use this function judiciously. A check request can only be forwarded *three times*. On the fourth attempt, the system will not be able to handle the request and you will have to re-create the check request from the beginning.

To forward the Check Request, choose the check request by marking the check box, then click the **Forward** button.



Choose a person from the list.

Model/Version: Check Request Webform - 4

Choose Delegatee

Account User	ACCTUSER
Aimee Polson	APOLSON
Amy Spikes	ASPIKES
Andrea Carrier	ACARRIER
Ann Brill	ABRILL
Anna M. Kraxner	AKRAXNER
Athena Devers	ADEVERS
Auditor	AUDITOR
Barbara Atkinson	ATKINSON
Barbara Barnett	BBARNETT
Becki Randall	BRANDALL
Beth Ann Atchley	BATCHLEY
Betty McArdle	BMCARDLE
Bill Green	BGREEN
Bill Lupton	BLUPTON
Bill Waugh	BWAUGH
Bitech Software Inc Test	TEST01
Bitech Software Incorporated	BSI
Bradley Shafer	RSHAFFR

Reassignment Only:

Cancel

(Checking the **Reassignment only** box [before you select the Delegatee] means that when the person completes the review, the Check Request will **not** return to you.)

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

Comments

Place information here.

Limit comments to 255 characters

Submit Cancel