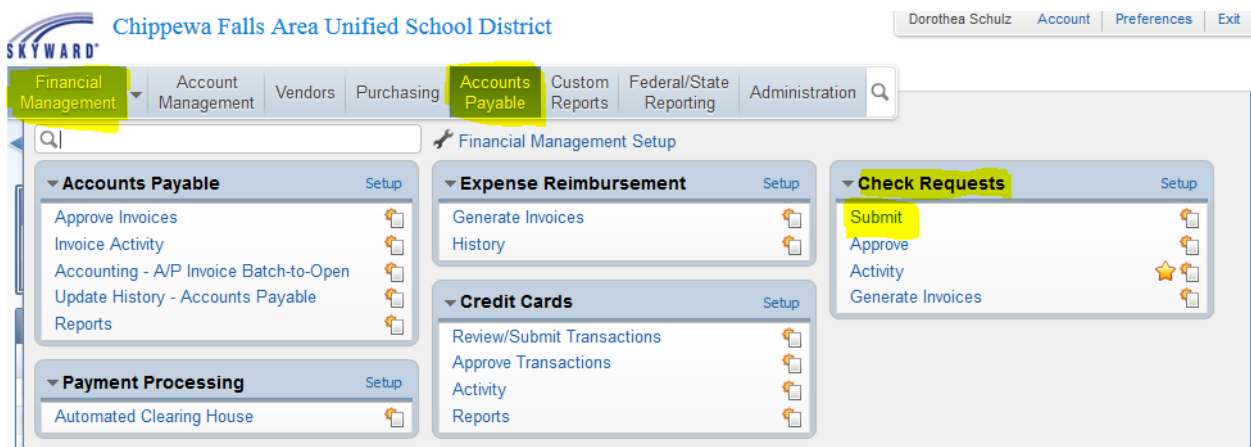


Instructions for Check Requests

1. Go to:
 - Financial Management
 - Accounts Payable
 - Check Requests
 - Submit



2. Select "Add"



3. Enter:
- PO Group
 - Invoice Number
 - Invoice Date
 - Vendor
 - Description – This will appear on the Check Stub, therefore it should be brief

Add Check Request

Check Request Information

* PO Group used for approvals: 101 - Korger Chestnut

* Invoice Number: []

* Invoice Date: 07/22/2014 Tuesday

* Vendor: []

* Description: []

* Due Date: 07/22/2014 Tuesday Do not mail

Check Amount: 0.00

Submit For Approval
Save and Finish Later
Back

4. Add:
- Detail line description
 - Invoice amount
 - Account number

Check Request Detail Line Entry

Detail Invoice Entry

Detail Line Description [] 1099 Invoice Amount [] 0.00

General Ledger Account Distribution Accounting Amount

Account: [] \$ [] 0.00 More

- Once you have all items enter, select "Save and Finish Later". This will allow you to go back to the main screen to attach any necessary documents. Please remember if the document is two sided, that both sides need to be scanned.

Edit Check Request

Check Request Information

* PO Group used for approvals: 101 - Korger Chestnut

* Invoice Number: 1

* Invoice Date: 07/22/2014 Tuesday

* Vendor: 1 BETTER, LLC 124 OSSEO AVENUE NORTH ST CLOUD MN 56303

* Description: Test

* Due Date: 07/22/2014 Tuesday Do not mail

Check Amount: 1.00

Buttons: Submit For Approval, Save and Finish Later, Back

Check Request Detail Line Entry

Detail Invoice Entry

Detail Line Description: Test Invoice Amount: 1.00

General Ledger Account Distribution: 1099 Accounting Amount: 1.00

Account: 10 E 800 411 252000 000 - GENERAL FUND/DISTRICT WIDE/SUPPLIES & MATE/FIS

Buttons: More

- Attached the necessary documents (ie invoices)

Financial Management | Account Management | Vendors | Purchasing | Accounts Payable | Custom Reports | Federal/State Reporting | Administration

Submit

Views: General Filters: **All check requests

Check Request Number	PO Grp	Status	Invoice Number	Check Number	Vendor Name	Vndr State	Check Amount	Due Date
000000000000238	101	Adding Rqst	1		1 BETTER, LLC	MN	1.00	07/22/2014

Buttons: Print, Add, Edit, Delete, Submit, Notes, Attach, Clone

Attachments

Check Request Attachments

Available Attachments for Check Request# 00000000000238

Type ▲	Description	Entered By	Entered Date	Entered Time	File Size
There are no records to display; check your filter settings.					

View Attachment

Add File

Add Link

Edit

Delete

Back

Check request Attachments - WFVAF\CHISQ - 20417 - 05.14.06.00.04 - Mozilla Firefox

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wfinchippewafallswi/fattmview003.w?isPopup=true

Check Request Attachments

Add Check Request Attachment for Check Request# 00000000000238

* Type: Attachments APCK-REQ

Entered Date: 07/22/2014

Entered Time: 11:12 AM

Entered By: DOROTHEA A SCHULZ

* Description:

* Attached File: Browse... No file selected.

Save

Back

Asterisk (*) denotes a required field

7. If there are specific instructions, i.e. "send check to HS" or "change account number", please select Notes.

KYWARD

Financial Management Account Management Vendors Purchasing Accounts Payable Custom Reports Federal/State Reporting Administration

Submit

Views: General Filters: **All check requests

Check Request Number	PO Grp	Status	Invoice Number	Check Number	Vendor Name	Vndr State	Check Amount	Due Date
00000000000830	101	Adding Rqst	1		1 BETTER, LLC	MN	1.00	05/05/2014

Print

Add

Edit

Delete

Submit

Notes

Attach

Clone

8. Once this is complete, submit the check request for approval.

The screenshot shows a software interface with a top navigation bar containing menu items: Financial Management, Account Management, Vendors, Purchasing, Accounts Payable, Custom Reports, Federal/State Reporting, and Administration. Below the navigation bar is a toolbar with icons for a warning, a document, a camera, a star for Favorites, a plus sign for New Window, and a printer for My Print Queue. The main area features a 'Submit' button with a star icon. Below this is a 'Views: General' dropdown and a 'Filters: **All check requests' dropdown. A table displays a single check request record with the following data:

Check Request Number	PO Grp	Status	Invoice Number	Check Number	Vendor Name	Vndr State	Check Amount	Due Date
000000000000238	101	Adding Rqst	1		1 BETTER, LLC	MN	1.00	07/22/20

To the right of the table is a vertical toolbar with buttons for Print, Add, Edit, Delete, Submit (highlighted in yellow), Notes, Attach, and Clone. A 'Refresh' button is also located at the top right of the table area.

If you have any questions regarding this, please contact Jessica Miller Ext. 1905.