

Entering Building Check Claim

Building check claims are entered every quarter, on July 1, October 1, January 1, and April 1 of every year.

1. Open **ENCORE**
2. Click on **FINANCIALS**
3. Select **ACCOUNTS PAYABLE**
4. Under **APPLICATIONS**, select **ACCOUNTS PAYABLE CLAIM ENTRY**
5. Check **BUILDING CHECK** and click on the **CONTINUE** button
6. In the **CLAIMEE** box, click on the *THREE DOTS*. Type in your last name and first name. Click **OK**. Hit the **TAB** key.
7. Enter the date range.

Example: **Date Range** 01-JUL-2016 To 30-SEP-2016

8. In the **GENERAL COMMENTS** box, type in the month and date you did a building check.

General Comments
JULY: 2,3,4,5,9,10,16,17,23,24,30,31
AUGUST: 6,7,13,14,27,28
SEPTEMBER: 3,4,5,10,11,17,18,24,25

Example:

9. Under **CLAIM ACCOUNTS**, you will enter in the following information:

Northern Schools: **Fund:** 10

Loc: (this is your location number)

Prog: 2819

Func: 2600

Acct: 581

Amount:

To find your amount, multiply the weekends and holidays you did a building check by \$20. If you did 10 building checks on weekends/holidays, your amount will be \$200.00

Southern Schools: **Fund:** 10

Loc: (this is your location number)

Prog: 2817

Func: 2600

Acct: 581

Amount:

To find your amount, multiply the weekends and holidays you did a building check by \$20. If you did 10 building checks on weekends/holidays, your amount will be \$200.00

10. Press the **SUBMIT CLAIM** button. A **CLAIM ID** will then appear. Please keep this number for your records.