



Creating Check Requests

This document describes the functions used in the check request process in TEAMS. Check requests must first be created and approved and then the check can be printed for distribution.

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Create Check Requests

Use the Create Check Request function to create a check request to be submitted for approval.

How to Create a Check Request

1. Navigate to the TEAMS Home page and locate the AP / Cash Disbursement menu.

Note: The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page.


2. Select the **Create Check Request** link. The Maintain Check Request tab is displayed.

Figure 1: Maintain Check Request tab

3. Select **Fiscal Year** from the drop-down list. The current year is the default selection, but you can change this, if necessary.
4. In the **Category** field, select the procurement category for the check.
5. Next, complete either the **Category** field or the **Vendor** field, as described below. Whichever field you use, the drop-down list in the other field will be filtered based on your selection.

- In the **Category** field, select the procurement category for the check from the drop-down list. When you select a category, the Vendor field is filtered to only display in the drop-down selection list the vendors associated with the selected category. Select the appropriate **Vendor**.


or

- In the **Vendor** field, enter the vendor name or ID number, or click the  icon to display the Vendor Lookup tab and locate it. When you select a vendor, the Category field is filtered to only display in the drop-down selection list the categories associated with the selected vendor. Select the appropriate **Category**.



Note: Depending on how TEAMS is set up at your district, Category may not be used.

Note: For more information about the Vendor Lookup tab, see "Using the Vendor Lookup Tab" on page 5.

Note: The Maintain Procurement Categories function is used to configure procurement categories and maintain the association between vendors and categories. For more information about the Maintain Procurement Categories function, see the TEAMS Vendor Maintenance Guide.

6. The **Remit To** field displays information for the selected vendor. If a vendor has multiple Remit To's configured, select the appropriate one from the drop-down list.
7. Enter an **Invoice Number**.
8. In the **Supporting Documentation** field, select one of the following options for how the supporting documents will be delivered with the request:
 - **Attached:** Select Attached if you will upload the supporting document to this check request. If you select Attached, the File and Type fields are displayed in the Check Request Attachments panel.
 - **Not Needed:** Select Not Needed if supporting documentation is not needed for the check request.
 - **Inter-Office Mail:** Select Inter-Office Mail if it will be used to deliver supporting documents for the check request.
9. Use the **Needed By** field to enter a date by which the check is needed, or click the  icon to select one from the calendar.
10. The **Requestor** field defaults to your name. The names in the drop-down list reflect the requestors you support. To create a check request for someone else, select his or her name from the Requestor drop-down list. Otherwise, leave your name selected.

Note: Requestors you support are defined in the Maintain Requisition Support Hierarchy function. You can also view who you support and who supports you using the View My Requisition Support function. For more information about these functions, see the TEAMS Requisition Setup Guide.

11. Enter an **Event Date**, or click the  icon to select one from the calendar.
12. In the **Route Check** field, select one of the following options for how the check will be routed.
 - Hold for Pickup
 - Return to Requestor
 - Send to Vendor
13. Enter a **Justification** for the check request.
14. Use the **Need Separate Check** field to indicate whether a standalone check will be created from this request.
15. In the Check Request Line Items panel, enter the **Amount** for the check.
16. Enter a short **Description**.
17. In the **Accounts** field, click the  icon to locate an account. The Edit Accounts dialog box is displayed, as shown in the following illustration.

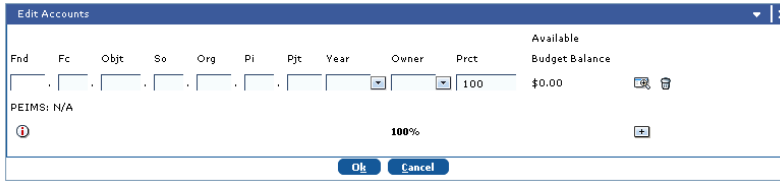


Figure 2: Edit Accounts box

18. Enter the account number in the account element boxes, or click the icon to select one from the Account Numbers tab.

Tip: Complete at least one of the account element boxes, and click the icon to filter the search.

19. Select the **Year** from the drop-down list.

20. Select the **Owner** from the drop-down list.

21. The **Prct** (Percentage) field is 100 by default. If you are adding one account number, leave 100 in the Percentage field. Enter another percent if you are adding two or more accounts.

Tip: Click the icon to delete an account.

22. **Optional.** Click the + icon to add another account number for the check request. Repeat **Steps 18** through **21** and ensure that the Percentage fields for all accounts equals 100.

23. Click the **Ok** button. The account is added into the Accounts column in the Check Requests Line Items panel.

24. If you do not need to add an attachment to the check request, proceed to **Step 28**.

To add an attachment to the check request, click the + icon in the Check Request Attachments panel. The tab is redisplayed with the File field displayed in the Check Request Attachments panel, as shown in the following illustration.

Note: If you selected *Attached* in the Supporting Documentation field, the File and Type fields are already displayed in the Check Request Attachments panel.

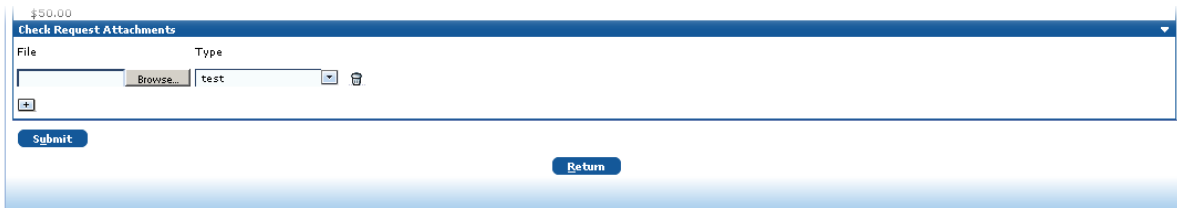




Figure 3: Check Request Attachments panel

25. Click the **Browse** button to navigate to the file location.

26. Select the type of attachment from the **Type** drop-down list.

27. Click the **Add** button. The file type and file name are displayed for the document.


Note: To add another attachment, click the + icon. To delete an attachment, click the  icon.

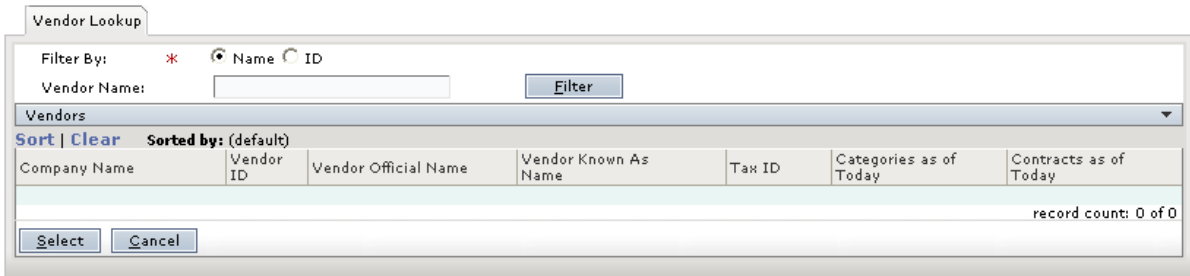
Tip: Once the attachment is added, you can open it by clicking the  icon.

28. Click the **Submit** button. The request is submitted for approval.

Note: For information about the Approve Check Requests function, see "Approve Check Requests" on page 6.

Using the Vendor Lookup Tab

The Vendor Lookup tab is accessed by clicking the  icon. The Lookup Vendor tab is displayed.



Company Name	Vendor ID	Vendor Official Name	Vendor Known As Name	Tax ID	Categories as of Today	Contracts as of Today
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Figure 4: Lookup Vendor tab

1. In the **Filter By** field, select one of the following options:

- **ID:** The Vendor ID field is displayed.
- **Name:** The Vendor Name field is displayed.

Tip: If you are unsure of the spelling of the company name, enter at least one letter, and click the **Filter** button. For example, if you enter *Ed*, your search results could return companies containing the word *United*, as well as those containing the word *Red*.

2. If you selected the ID button, enter the vendor's identification number in the Vendor ID field. If you selected the Name button, enter the vendor's name in the Vendor Name field.
3. Click the **Filter** button. The search results are displayed.
4. Select the appropriate **Company**.
5. Click the **Select** button. The tab in which you were previously working is displayed with the Vendor's information populated in the appropriate field.

Approve Check Requests

If you have been designated as an approver for the Check Request Approval workflow, use the Approve Check Request function to work with requested checks. You can approve, deny, hold, or cancel check requests.

How to Access Check Requests Needing Approval

1. Navigate to the TEAMS Home page and locate the AP / Cash Disbursement menu.

Note: The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page.
2. Click the **Approve Check Requests** link. The Results tab is displayed with check requests awaiting approval, as shown in the following illustration.

Requester	ID	Needed By	Justification	Amount	Invoice Number	Year	Account Number	Check Request Status	Invoice Status	Next in Workflow	Approved By
Prologis, Default	12233	04-15-2011	work	20.00		2011	199.11.6399.00.002.11.000	Approval in progress			Smith, Jane L.
Prologis, Default	12477	04-12-2011	Check Request 0411	25.00	041111	2011	199.01.6399.00.820.99.668	Approval in progress			Smith, Jane L.
Lee, Sally	12322	04-15-2011	Sally Lee - High School	20.00		2011	199.11.6399.00.002.11.000	Approval in progress			Smith, Jane L.
Doe, Stephen	12311	04-15-2011	work	20.00		2011	199.11.6399.00.002.11.000	Approval in progress			Doe, Ann

Figure 5: Results tab

Note: To search for a specific check request or a past request, click the **Check Request Search** tab to bring it forward, select the appropriate filter(s), and click the **Search** button.

Tip: You can click the **Configure columns** link to open the Configure columns box and rearrange and/or hide the columns that are displayed in the matrix. In the Configure columns box, the columns listed in the **Selected columns** list will be displayed on the matrix in the order shown. To rearrange the order, drag a column to reposition it. To hide a column, drag it to the **Available** columns list. To add a column back to the display, drag it from the Available columns list to the Selected columns list. You can click the **Reset** button to return the columns to their original display. When you are finished arranging columns, click the **OK** button to close the box and return to the tab.

3. The **Approve as** field defaults to your name. If you are supporting another approver, select his or her name from the drop-down list.

How to Work With Button Options on the Results Tab

The button options you have for working with check requests that need approval are described below.

View Button

Click the **View** button to display the Maintain Check Request tab (shown in the following illustration) and review details about the check request and any approval history or supporting documents.

Figure 6: Maintain Check Request tab

On the Maintain Check Request tab, approvers have the following additional button options:

- **Print:** Click the **Print** button to print the request.
- **Approve:** Click the **Approve** button to approve the request. You are returned to the Results tab, and a message is displayed that the check request has been approved.
- **Save and Return:** Click the **Save and Return** button to save any changes you made to the request and return to the Results tab.
- **Notes:** Click the **Notes** button to open a standard TEAMS Notes tab and enter information about the request.

Note: For more information about how to work with the Notes tab, "Using the Notes Tab" on page 9.

- **Return:** Click the **Return** button to go back to the Results tab.
- **Cancel:** Click the **Cancel** button to close the tab without saving any changes.

Approve Button

To approve a check request, select it and click the **Approve** button. The check request is removed from the Check Request Search Results list, and a message is displayed that lists the check request number and informs you of the current approval status. If the check request has been approved by all required approvers, its status is changed to Approved and the check is ready to be printed.

Note: If the check request or its associated invoice trigger one of the district's validation rules for invoices (for example, if payments to the vendor are on hold or a line account has exceeded its budget), a message is displayed. Invoice validation rules are set in the Maintain Invoice Validation Rules function.

Approve Selected Button

To approve multiple checks at the same time, select the check requests to be approved and click the **Approve Selected** button. A message is displayed that tells you that the check requests have been submitted for approval.

Deny Button

To deny a check request, select it and click the **Deny** button. The Denial Reason box is displayed, as shown in the following illustration.

Figure 7: Denial Reason box

Select a **Denial Reason** and enter a **Denial Note** (for example, if the requestor needs to add missing information before the check can be approved). Click the **Ok** button to close the box and return to the Results tab. A message is displayed that the check request was denied, and the check is removed from the Check Request Search Results list.

Note: In the My Check Requests function, the requestor can select the denied check request, make needed corrections, and resubmit it. For more information about the My Check Requests function, see "My Check Requests" on page 11.

Hold Button

To place a hold on a check request, select it and click the **Hold** button. The Hold Reason box is displayed, as shown in the following figure.

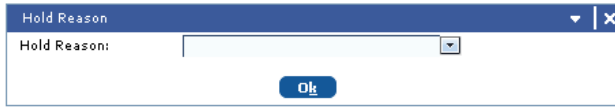


Figure 8: Hold Reasons box

Select a **Hold** Reason and click the **Ok** button. The check request remains in the Check Request Search Results list and the Check Request Status is changed to Held. The check must be approved before a check can be printed.

Notes Button

To add a note about a check request, select it and click the **Notes** button. A standard TEAMS Notes tab is displayed. For more information about how to work with the Notes tab, "Using the Notes Tab" on page 9.

Cancel Button

To cancel a check so that it cannot be resubmitted, select the check request and click the **Cancel** button. A message is displayed that all selected checks have been canceled. The check request remains in the Check Request Search Results list and the Check Request Status is changed to Canceled. When a check request is canceled, the requestor cannot resubmit it.

Using the Notes Tab

The Notes tab is accessed by clicking the **Notes** button.

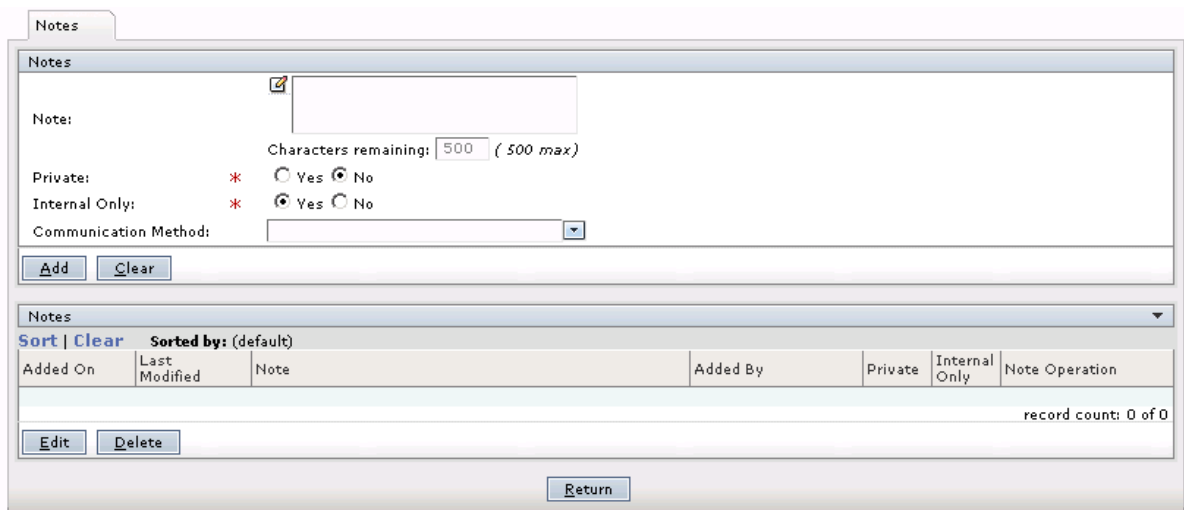


Figure 9: Notes tab

How to Add Notes

1. In the **Notes** field, enter any free-text comments, up to 500 characters.
2. In the **Private** field, select Yes to indicate that this note is private; select No if the note is not private. No is the system default.

Note: *If a note is designated as Private, then only the person entering the note has access to it. No information about the note is displayed for other users.*

3. In the **Internal Only** field, select Yes to indicate that this note is for internal use only; select No if the note is not only for internal use. Yes is the system default.

Note: *Selecting Yes in the Internal Only field indicates that only district employees have access to the note.*

4. Select the **Communication Method** by which you received the information.
5. Click the **Add** button. The note is added to the Notes list.
6. Click the **Return** button to return to the tab on which you were working.

How to Edit an Existing Note

Highlight it in the Notes list and click the **Edit** button. Make any changes, and click the **Save** button.

How to Delete a Note

Highlight it in the notes list and click the **Delete** button. The system displays a message asking you to confirm the deletion action. Click **Yes** to delete the note.

My Check Requests

Use the My Check Requests function to locate and work with your check requests.

Note: To search for check requests submitted by other employees, use the Search All Check Requests function. For more information, see "Search All Check Requests" on page 15.

How to Access Your Check Requests

1. Navigate to the TEAMS Home page and locate the AP / Cash Disbursement menu.

Note: The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page.

2. Select the **My Check Request** link. The Check Search tab is displayed, as shown in the following illustration.

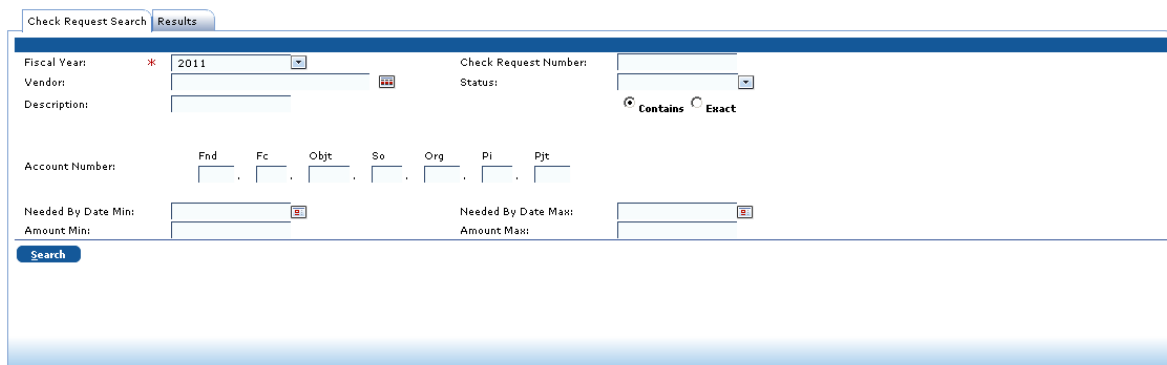





Figure 10: Check Request Search tab

3. Enter information into any of the following fields to filter your search results:
 - **Fiscal Year:** Select an item from the drop-down list to search within another fiscal year than the current fiscal year.
 - **Check Request Number:** Enter the number of the check request.
 - **Vendor:** Enter the name of a Vendor, or click the  icon to select one from the Vendor Lookup tab.
- Note:** For more information about the Vendor Lookup tab, see "Using the Vendor Lookup Tab" on page 5.
- **Status:** Select an item from the drop-down list to search by the status of the check request.
 - **Description:** Enter a short description for the invoice, and select whether you want the system to return results with descriptions that include the description you enter (**Contains**) or only the description you enter (**Exact**).
 - **Account Number:** Enter the account number.

- **Needed By Date Min:** Enter the earliest date by which the item is needed, or click the  icon to select a date from the calendar.
 - **Needed By Date Max:** Enter the latest date by which the item is needed, or click the  icon to select a date from the calendar.
 - **Amount Min:** Enter the minimum amount for which to search.
 - **Amount Max:** Enter the maximum amount for which to search.
4. Click the **Search** button. The Results tab is displayed, as shown in the following illustration.

Requisitioner	ID	Needed By	Justification	Amount	Invoice Number	Year	Account Number	Check Request Status	Invoice Status	Next in Workflow	Approved By
Prologic, Default	6122304-15-2011		work	20.00		2011	199.11.6399.00.002.11.000	Canceled		Smith, Jane L	
Prologic, Default	6124704-12-2011		Check Request 0411	25.00	041111	2011	199.51.6399.00.820.99.668	Approved	Paid		Smith, Jane L
Prologic, Default	6279704-14-2011		1 check	5.00		2011	199.51.6399.00.820.99.668	Denied			Smith, Jane L
Prologic, Default	6279804-14-2011		2 check	5.00		2011	199.51.6399.00.820.99.668	Canceled		Smith, Jane L	
Prologic, Default	6279904-14-2011		3 check	5.00		2011	199.51.6399.00.750.99.100	Held		Smith, Jane L	
Prologic, Default	6280004-14-2011		4 check	5.00		2011	199.51.6399.00.002.99.000	Approved	Posted		Smith, Jane L
Prologic, Default	6280104-14-2011		5 check	5.00		2011	199.51.6399.00.820.99.659	Approved	Posted		Smith, Jane L
Prologic, Default	6280304-29-2011		account payable not added	125.00		2011	199.11.6399.00.002.11.000	Denied			Smith, Jane L

Figure 11: Results tab

Tip: You can click the **Configure columns** link to open the Configure columns box and rearrange and/or hide the columns that are displayed in the matrix. In the Configure columns box, the columns listed in the **Selected columns** list will be displayed on the matrix in the order shown. To rearrange the order, drag a column to reposition it. To hide a column, drag it to the **Available** columns list. To add a column back to the display, drag it from the Available columns list to the Selected columns list. You can click the **Reset** button to return the columns to their original display. When you are finished arranging columns, click the **OK** button to close the box and return to the tab.

How to Work With Button Options on the Results Tab

The button options you have for working with your check requests are described below.

View Button

To review details about a check request, select it and click the **View** button. The Maintain Check Request tab is displayed, as shown in the following illustration.

Maintain Check Request

Check Request Details

Fiscal Year: 2011
 Category: Athletic Supplies/Equipment/Services
 Supporting Documentation: Not Needed
 Contract(s):
 Needed By: 04-19-2011
 Event Date: 04-15-2011
 Justification: Athletic equipment

Vendor: AAA Equip Co 7673
 Remit To:
 Invoice Number:
 Requestor: 999999999999- Prologic, Default
 Route Check: Hold for Pickup
 Need Separate Check?:
 W-9 Status:
 Subject to 1099-MISC:

Check Request Line Items

Amount: 10.00 Description: Athletic Equip. Account: 199.11.6399.00.002.11.000 - 100.0%

Total Check Request Amount: \$10.00

Check Request Attachments

File Type
 (no attachments)

Approval History

Approver	Approved?	Action Date	Approval Note

record count: 0 of 0

Related Invoices

Batch Number	Type	Status	Vendor	Invoice Number	Invoice Date	Amount

record count: 0 of 0

Related Checks

Check Number	Status	Issue Date	Amount

record count: 0 of 0

Print Notes

Cancel
Return

Figure 12: Maintain Check Request tab

You have the following button options on the Maintain Check Request tab:

- **Print:** To print the check request details, click the **Print** button.
- **Notes:** To view or add notes to the check request, click the **Notes** button to display a standard TEAMS Note tab.

Note: For more information about how to work with the Notes tab, see "Using the Notes Tab" on page 9.
- **Return:** Click the **Return** button to go back to the Results tab.
- **Cancel:** Click the **Cancel** button to close the tab without saving any changes.
- **Resubmit:** If you selected a check request with a check request status of Denied, the Resubmit button is displayed on the Maintain Check Requests tab. If you want to submit the check request for approval again, click the **Resubmit** button.

Clone Button

To create a new check request by copying details from a previous check request, select the request to be copied and click the **Clone** button. The Maintain Check Request tab is displayed with information from the check request to be cloned. Complete the Needed By and Event Date fields for the new check request, and modify any other information on the Maintain Check Request tab as necessary. Click the **Submit** button. A message is displayed informing you that your check request has been submitted. Click the **Return** button to go back to the Results tab.

Note: For more information about the fields on the Maintain Check Request tab, see "Create Check Requests" on page 2.

Hold Button

To place a hold on a check request, select it and click the **Hold** button. The Hold Reason box is displayed, as shown in the following figure.

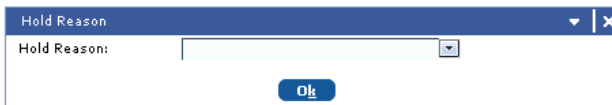


Figure 13: Hold Reasons box

Select a **Hold** Reason and click the **Ok** button. The check request remains in the Check Request Search Results list, and the Check Request Status is changed to Held. The check must be approved before a check can be printed.

Notes Button

On the Results tab, click the **Notes** button. The Notes tab is displayed. For more information about how to work with the Notes tab, see "Using the Notes Tab" on page 9.

Cancel Button

To cancel a check request, select it and click the **Cancel** button. A message is displayed that all selected checks have been canceled. The check request remains in the Check Request Search Results list and the Check Request Status is changed to Canceled.

Note: If the invoice status of a check request is *Posted*, it cannot be canceled.

Search All Check Requests

Use the Search All Check Requests function to locate and work with employee check requests. The Search All Check Requests function operates the same way as the My Check Requests function, but allows you to search for check requests from all requestors.

Note: To see only your own check requests, use the My Check Requests function. For more information, see "My Check Requests" on page 11.


How to Search for Check Requests

1. Navigate to the TEAMS Home page and locate the AP / Cash Disbursement menu.

Note: The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page.



2. Select the **Search All Check Requests** link. The Check Request Search tab is displayed, as shown in the following illustration.

Figure 14: Check Request Search tab

3. Enter information into any of the following fields to filter your search results:
 - **Fiscal Year:** Select an item from the drop-down list to search within another fiscal year than the current fiscal year.
 - **Check Request Number:** Enter the number of the check request.
 - **Vendor:** Enter the name of a Vendor, or click the  icon to select one from the Vendor Lookup tab.

Note: For more information about the Vendor Lookup tab, see "Using the Vendor Lookup Tab" on page 5.

- **Status:** Select an item from the drop-down list to search by the status of the check request.
- **Description:** Enter a short description for the invoice, and select whether you want the system to return results with descriptions that include the description you enter (**Contains**) or only the description you enter (**Exact**).

- **Requestor:** To search for requests made by a specific employee, select the employee in the **Requestor** field.
- **Account Number:** Enter the account number.
- **Needed By Date Min:** Enter the earliest date by which the item is needed, or click the  icon to select a date from the calendar.
- **Needed By Date Max:** Enter the latest date by which the item is needed, or click the  icon to select a date from the calendar.
- **Amount Min:** Enter the minimum amount for which to search.
- **Amount Max:** Enter the maximum amount for which to search.

4. Click the **Search** button. The Results tab is displayed.

***Tip:** You can click the **Configure columns** link to open the Configure columns box and rearrange and/or hide the columns that are displayed in the matrix. In the Configure columns box, the columns listed in the **Selected columns** list will be displayed on the matrix in the order shown. To rearrange the order, drag a column to reposition it. To hide a column, drag it to the **Available columns** list. To add a column back to the display, drag it from the Available columns list to the Selected columns list. You can click the **Reset** button to return the columns to their original display. When you are finished arranging columns, click the **OK** button to close the box and return to the tab.*

How to Work With Button Options on the Results Tab

The button options you have for working with your check requests are described below.

View Button

To review details about a check request, select it and click the **View** button. The Maintain Check Request tab is displayed.

You have the following button options on the Maintain Check Request tab:

- **Print:** To print the check request details, click the **Print** button.
- **Notes:** To view or add notes to the check request, click the **Notes** button to display a standard TEAMS Note tab.
***Note:** For more information about how to work with the Notes tab, see "Using the Notes Tab" on page 9.*
- **Return:** Click the **Return** button to go back to the Results tab.
- **Cancel:** Click the **Cancel** button to close the tab without saving any changes.
- **Resubmit:** If you selected a check request with a check request status of Denied, the Resubmit button is displayed on the Maintain Check Requests tab. If you are the requestor and want to submit the check request for approval again, click the **Resubmit** button.

Clone Button

To create a new check request by copying details from a previous check request, select the request to be copied and click the **Clone** button. The Maintain Check Request tab is displayed with information from the check request to be cloned. Complete the Needed By and Event Date fields for the new check request, and modify any other information on the Maintain Check Request tab as necessary. Click the **Submit** button. A message is displayed informing you that your check request has been submitted. Click the **Return** button to go back to the Results tab.

Note: You can only clone check requests that you created.

Note: For more information about the fields on the Maintain Check Request tab, see "Create Check Requests" on page 2.

Hold Button

To place a hold on a check request, select it and click the **Hold** button. The Hold Reason box is displayed. Select a **Hold** Reason and click the **Ok** button. The check request remains in the Check Request Search Results list, and the Check Request Status is changed to Held. The check must be approved before a check can be printed.

Notes Button

On the Results tab, click the **Notes** button. The Notes tab is displayed. For more information about how to work with the Notes tab, see "Using the Notes Tab" on page 9.

Cancel Button

To cancel a check request, select it and click the **Cancel** button. A message is displayed that all selected checks have been canceled. The check request remains in the Check Request Search Results list and the Check Request Status is changed to Canceled.

Note: If the invoice status of a check request is Posted, it cannot be canceled.

