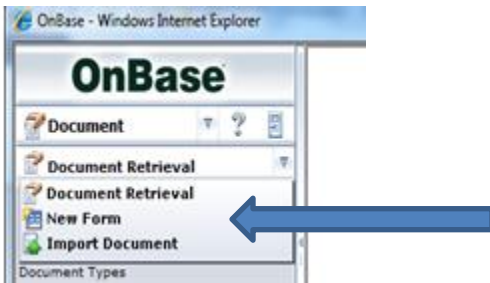


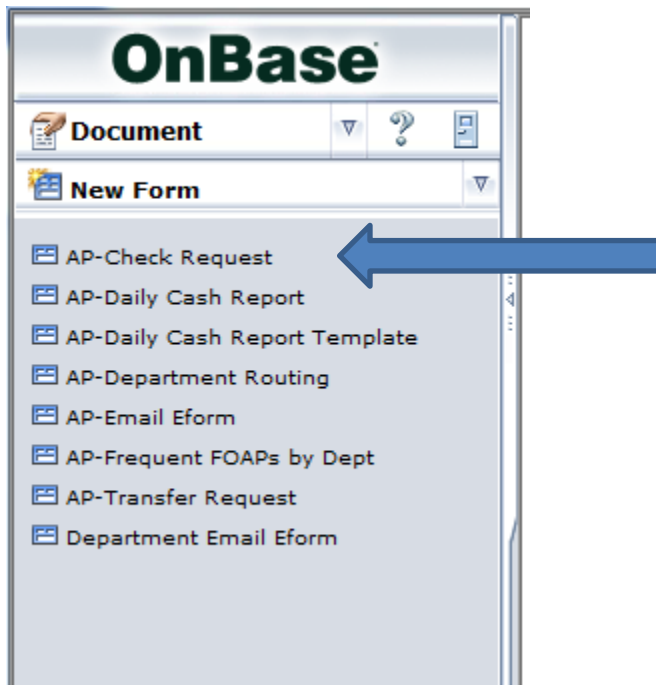
Check Request Process

Without Supporting Documentation

1. Log into On-Base. The second drop-down menu defaults to Document Retrieval. Use the drop-down arrow and select New Form.



2. Under New Form, select AP-Check Request.



Without supporting documentation <http://www.screencast.com/t/3ORfqg0Qkm7>

With supporting documentation <http://www.screencast.com/t/YzPc3rsrqa>

Check Request Process

Without Supporting Documentation

3. Complete section 1 by choosing one of the radial buttons and entering an explanation in the box provided.

SECTION 1: Reason for Request

Conference Registration Pay for Funds Collected
 Membership/ Dues Other (description required)
 Subscription CGA's
 Refund

EXPLANATION (required) describe business purpose for request

4. Complete section 2 – A name of the company or person is required, if you know the Gnumber of the recipient you can enter the information, the address information is required to ensure the request is sent to the right vendor.

Attach Supporting Document(s)

SECTION 2: Recipient/Payable To

Name: *

Banner/Vendor G#:

Address: *

City/State/Zip: *

5. Complete section 3 – At least one of the radial buttons must be selected in order to process your request.

SECTION 3: Distribution

Direct Deposit Only possible if the vendor has completed the sign up process

US Mail **Send attachments with check** If you have additional documents that must go with the check please follow the instructions for Check Request with supporting documentation

Call for Pickup

Call for Pickup is only for checks being presented to guests in person. Those checks will be held in the Accounts Payable office and the department will be notified when they are ready for pick up.

Without supporting documentation <http://www.screencast.com/t/3ORfqg0Qkm7>

With supporting documentation <http://www.screencast.com/t/YzPc3rsrqza>

Check Request Process

Without Supporting Documentation

- Complete section 4 – Today's date will default, if you wish to have this done in the future you may forward date your request. Choose your department name from the drop down menu that appears when you click in the Department Name box.

SECTION 4: Approval

Date:

10/05/2012 ▼

Department Name

- Complete section 5 with the correct FOAP numbers. You can split the cost over several FOAPS.

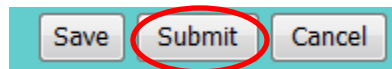
SECTION 5: FOAP

Fund	Org.	Account	Program	FOAP Amount
<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="-\$x,xxx.xx"/>
<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="-\$x,xxx.xx"/>
<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="-\$x,xxx.xx"/>
<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="-\$x,xxx.xx"/>
<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="-\$x,xxx.xx"/>

C - Commonly Used FOAPs (by department)
V - Valid FOAPs

Total Amount:

- Click the SUBMIT button



- If you have signature authority for the FOAP number entered in section 5 the check request will be processed by Accounts Payable in a timely manner. If the creator does not have signature authority for this FOAP number, then Accounts Payable will send the check request via the normal invoice approval process in Onbase. Once approved by the appropriate people in Onbase, the check request will be processed for payment as requested.

Without supporting documentation <http://www.screencast.com/t/3ORfqq0Qkm7>

With supporting documentation <http://www.screencast.com/t/YzPc3rsrqza>

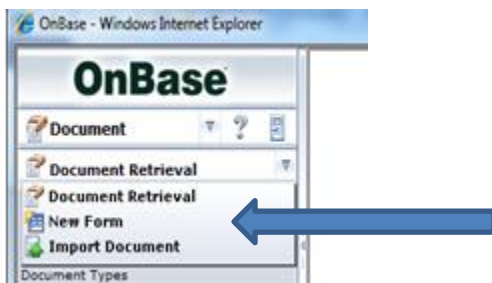
Check Request Process

With Supporting Documentation

The ability to add supporting documentation to a check request is designed for two reasons. The first reason is the need for additional documents to be sent with the check like a letter, a form etc. The second reason is to provide the department with a way to store all of their information about the check request electronically.

Please note: If the Supporting Documentation has to be sent with the check you must use this process to save the attachment and check the box in section 3 Send attachments with check.

1. Log into On-Base. The second drop-down menu defaults to Document Retrieval. Use the drop-down arrow and select New Form.



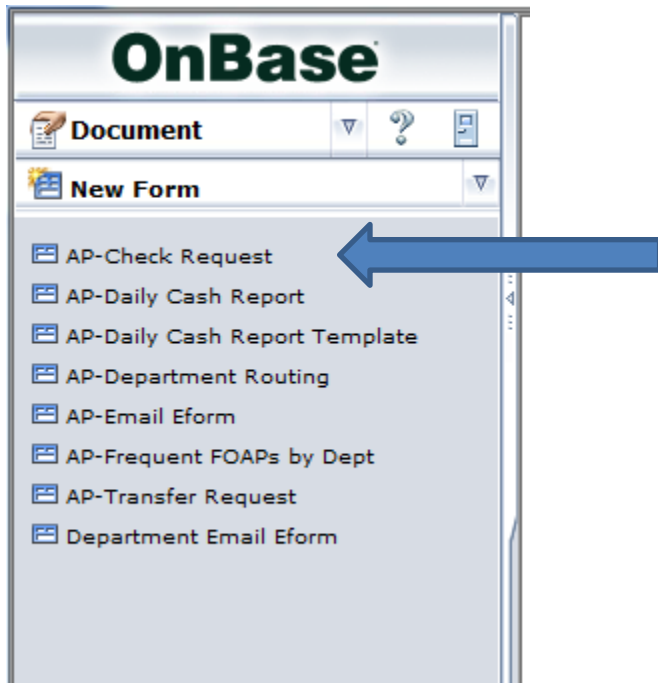
Without supporting documentation <http://www.screencast.com/t/3ORfqq0Qkm7>

With supporting documentation <http://www.screencast.com/t/YzPc3rsrqza>

Check Request Process

With Supporting Documentation

2. Under New Form, select AP-Check Request.



Without supporting documentation <http://www.screencast.com/t/3ORfqq0Qkm7>

With supporting documentation <http://www.screencast.com/t/YzPc3rsrqa>

Check Request Process

With Supporting Documentation

- Complete section 1 by choosing one of the radial buttons and entering an explanation in the box provided.

SECTION 1: Reason for Request

Conference Registration Pay for Funds Collected
 Membership/ Dues Other (description required)
 Subscription CGA's
 Refund

EXPLANATION (required) describe business purpose for request

- Complete section 2 – A name of the company or person is required, if you know the Gnumber of the recipient you can enter the information, the address information is required to ensure the request is sent to the right vendor.

Attach Supporting Document(s)

SECTION 2: Recipient/Payable To

Name: *

Banner/Vendor G#:

Address: *

City/State/Zip: *

- Complete section 3 – At least one of the radial buttons must be selected in order to process your request.

SECTION 3: Distribution

Direct Deposit Only possible if the vendor has completed the sign up process

US Mail Send attachments with check **This box must be checked if the Supporting Documentation must go with the check**

Call for Pickup

Call for Pickup is only for checks being presented to guests in person. Those checks will be held in the Accounts Payable office and the department will be notified when they are ready for pick up.

Without supporting documentation <http://www.screencast.com/t/3ORfqq0Qkm7>

With supporting documentation <http://www.screencast.com/t/YzPc3rsrqza>

Check Request Process

With Supporting Documentation

- Complete section 4 – Today’s date will default, if you wish to have this done in the future you may forward date your request. Choose your department name from the drop down menu that appears when you click in the Department Name box.

SECTION 4: Approval

Date:
Department Name *

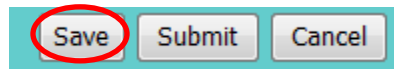
- Complete section 5 with the correct FOAP numbers. You can split the cost over several FOAPS

SECTION 5: FOAP

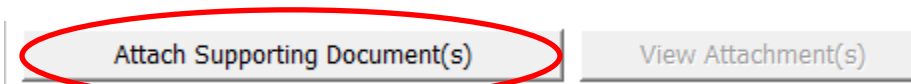
Fund	Org.	Account	Program	FOAP Amount
<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="-\$x,xxx.xx"/>
<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="-\$x,xxx.xx"/>
<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="-\$x,xxx.xx"/>
<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="-\$x,xxx.xx"/>
<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="C"/>	<input type="text" value="-\$x,xxx.xx"/>
Total Amount:				<input type="text"/>

C - Commonly Used FOAPs (by department)
V - Valid FOAPs

- Click the Save button - wait for the screen to refresh and you will see that the Attach Supporting Documents button is now bold and not a grey color.



- Click on the Attach Supporting Documents button and a new window will pop up



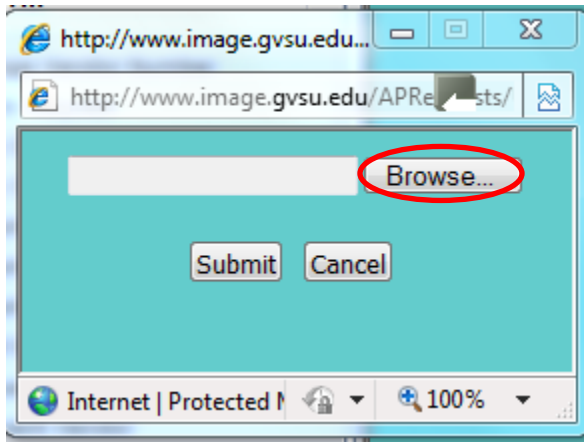
Without supporting documentation <http://www.screencast.com/t/3ORfqq0Qkm7>

With supporting documentation <http://www.screencast.com/t/YzPc3rsrqza>

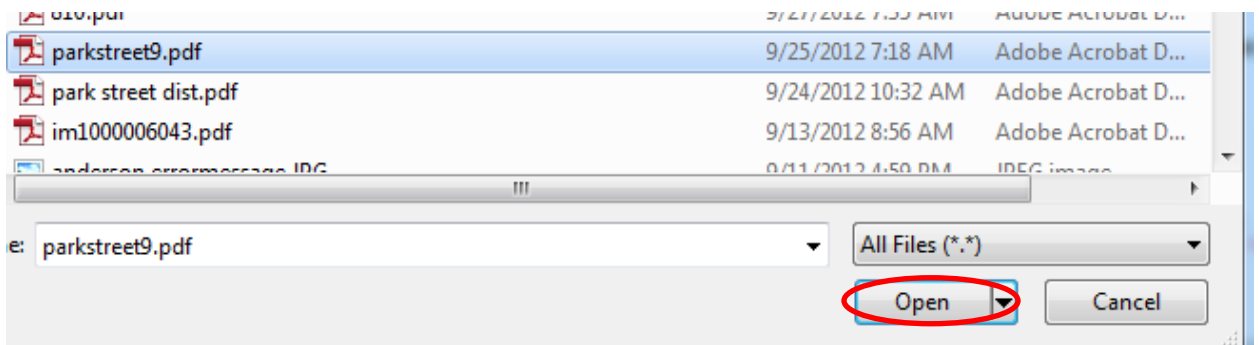
Check Request Process

With Supporting Documentation

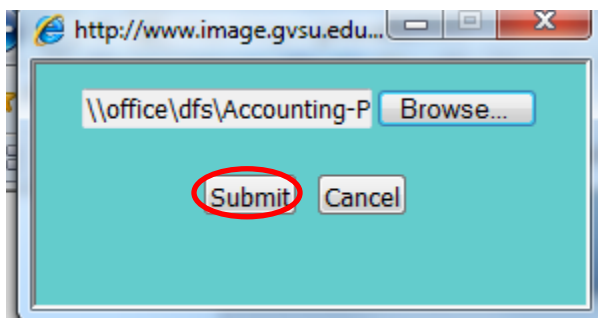
10. Click on the Browse button to search your computer for the file you wish to attach.



11. Click the open button once the file is found.



12. Click the submit button. This will save the file as an attachment. This is a new document in Onbase called AP-CHECK REQUEST ATTACHMENTS. Later, if you look at the AP-CHECK REQUEST and open the form you will be able to click on VIEW ATTACHMENT and be able to see the documents that you added to the check request.



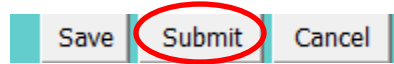
Without supporting documentation <http://www.screencast.com/t/3ORfqq0Qkm7>

With supporting documentation <http://www.screencast.com/t/YzPc3rsrqza>

Check Request Process

With Supporting Documentation

13. Click on Submit.



OnBase

Document

New Form

AP-Check Request
AP-Daily Cash Report
AP-Daily Cash Report Template
AP-Department Email Eform
AP-Department Routing
AP-Email Eform
AP-Frequent FOAPs by Dept
AP-Transfer Request

Check Request

CR000378

Use the form when a Purchasing Card cannot be used; Request should not exceed \$5,000.
DO NOT USE THIS FORM FOR PAYMENT OF INDEPENDENT CONTRACTOR SERVICES OR TRAVEL ADVANCES

SECTION 1: Reason for Request

Conference Registration Pay for Funds Collected
 Membership/ Dues Other (description required)
 Subscription CGA's
 Refund

EXPLANATION (required) describe business purpose for request

TEST

Attach Supporting Document(s) View Attachment(s)

SECTION 2: Recipient/Payable To

Name: HYLAND SOFTWARE *
Banner/Vendor G#:
Address: 1 CAMPUS DRI *
City/State/Zip: Allendale MI 49401 *

SECTION 3: Distribution

Direct Deposit Send attachments with check
 US Mail Call for Pickup

SECTION 4: Approval

Date: 12/11/2012
Department Name: CONTROLLERS OFFICE *

SECTION 5: FOAP

Fund	Org.	Account	Program	FOAP Amount
C 110000 *	C 57105 *	C 7003 *	C 662 *	\$1.00 *
C	C	C	C	-\$0,000.00
C	C	C	C	-\$0,000.00
C	C	C	C	-\$0,000.00
C	C	C	C	-\$0,000.00

C - Commonly Used FOAPs (by department)
V - Valid FOAPs

Total Amount: \$1.00

Elements with a red star (*) are required.

Save Submit Cancel

14. Once the form refreshes again, please click the drop down arrow and choose Document Retrieval. This closes the form. It has been sent to Accounting; currently the only way to close the form is to refresh the screen as directed.

15. If you have signature authority for the FOAP number entered in section 5 the check request will be processed by Accounts Payable in a timely manner. If the creator does not have signature authority for this FOAP number, then Accounts Payable will send the check request via the normal invoice approval process in Onbase. Once approved by the appropriate people in Onbase, the check request will be processed for payment as requested.

Without supporting documentation <http://www.screencast.com/t/3ORfqq0Qkm7>

With supporting documentation <http://www.screencast.com/t/YzPc3rsrqza>