



FRONTLINE PROCEDURES

Pasadena ISD

ENTRY POINT:

Create Check Request

REVISED DATE: 9/2023


SUBJECT: Creating a Check Request

Entry Point: Create Check Request

Fiscal Year

- Auto populates, or use the drop-down to select the year.

Vendor

- Use the  icon to search for vendors, or start typing vendor name in the field.

Remit To

- The Remit to field will auto-populate. Select the remit to address that is on the invoice, from the drop-down menu. If the address doesn't match what is in the system, please contact Purchasing.

Supporting Documentation

- Use the drop-down menu, and select attached.

Need By

- Enter the date on which the check is needed (*allow two weeks for processing*), or click the icon to select the date from the calendar.
(Accounts Payable prints checks on Wednesdays)

Requestor

- Automatically populates with the requestor's name.

Event Date

- Enter the **invoice date**, or click the icon to select a date from the calendar.

Route Check

Select from the drop-down menu

- Hold for Pickup – The requester will need to pick up the check in the Accounting Department
- Send to Vendor – will mail to the payee via USPS
- Return to Requestor – will mail to the payee via USPS



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SUBJECT: Creating a Check Request

Justification


- Enter the purpose of your request, including special instructions, or reference a closed purchase order number.

Need a Separate Check?

- Check this box to issue a separate check (will not be included with other checks to this vendor)
(Recommend that box is checked in the event there is another payment to the same vendor)

Check Request Line Items

Line: Invoice Number: * Amount: * Description: * Accounts: * Approve All: Deny All:

1. 24769 340.00 22-23 STAFF SHIRTS 199.23.6399.000.041.99.000000 - 100.0% 


Total Check Request Amount: \$340.00

Add Invoice **HAVE ANOTHER INVOICE?** **Reset**

Check Request Line Item Attachment(s)

Please select the Invoice Number for which you want to add an attachment.

Upload Drop files here or use the Upload button to attach, up to 10 MB per file.


File Name	Type	Description	Invoice Number	Delete
Inv_24768_from_Fort_Worth_Running_Company_158...	Invoice	24769 - 22-23 STAFF SHIRTS	24769	

Submit **Save as Incomplete** **Clear**

Invoice Number, Amount, and Description

- Enter the **invoice number**, the **amount** on the invoice, and a **description**

General Ledger Account Number

- Click on the  icon to start entering the General Ledger Account Code
 - You can split the account codes for one invoice
 - Split budget allocations must equal 100%

Add Invoice

- To add additional line(s), click **Add Invoice** button. This will add another line to the request.

Attachments

- Drop, Drag or Upload supporting documentation

ATTACH EACH INVOICE/ DOCUMENT SEPARATELY

Type, Description and Invoice Number

- Use the drop-down menu, select **Type**
- Use the drop-down menu, select **Invoice Number**
 - This will then populate the **Description**

Submit

- If this completes the request, click **Submit**. The request will be submitted for approval.

Save as Incomplete

- If you want to save the request – have to enter an account number before saving