On-Line Check Requisition User Reference Manual

Office of Business

Affairs Newman Hall

Revised, March 28, 2017

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Introduction

This reference manual has been created to assist the user with the processing of vendor payments using UIS on line Accounts Payable Check Requisition. The new process was developed to improve customer service by reducing processing time and simplifying the payment process for user departments.

This new process does not change existing purchasing policies nor policies concerning the approval of payments to vendors by authorized budget administrators.

Questions concerning the on line processing of vendor payments should be directed to:
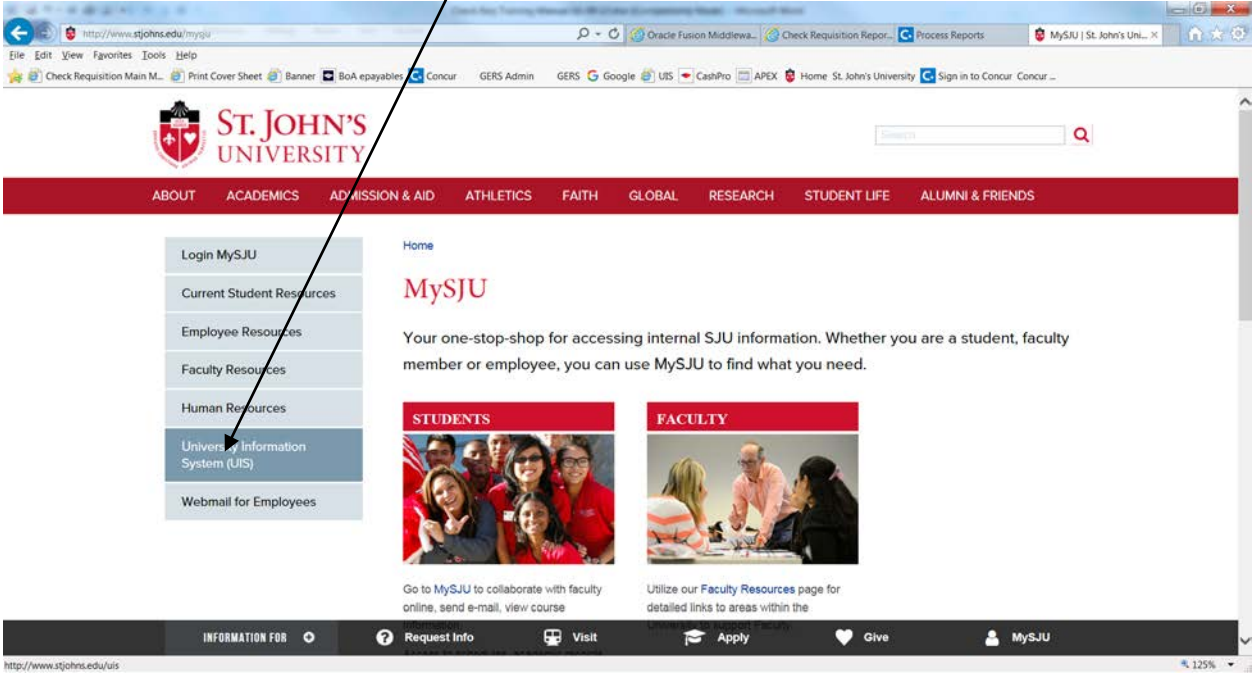
Accounts Payable Department **-   Elionora Ustaev x 5801   ustaeve@stjohns.edu**

*Information Technology-   * **Help Desk x 5000**

Click on **"Login UIS"** located here.

Login SJU Information System:

Enter your **"ID number"** here. In the past, your ID number has been your Social Security number, however, due to new governmental regulations; your Social Security number can no longer be used. Your valid ID number is the "X" number assigned to you by the University's Human Resource Department. If you do not know your **"X" number",** it can be found on your pay stub.

Enter your "**password number**" here. If you have not changed your assigned PIN, it is your birth date; for example, a birth date of March 13, 1957 would be entered as: 031357

Click on the **"Login"** button located below the **"PIN"** box. You will then be welcomed into **the SJU WWW Information System.**

TIP: Bookmark this page – Add to your favorites to eliminate the first two steps

Enter Finance Section

Click on the **"Finance"** section.

Entering the Accounts Payable Check Requisition Screen

Click on **"Accounts Payable Check Requisition"** section.

Check Requisition – Main Menu

Check Requisition Main Menu

- New Check Requisition
- Approve Check Requisitions
- View Check Requisitions
- Reports for Accounts Payable
- View History and Images

Click on **"New Check Requisition"** section to input a new check request

Authorized approvers will click on **"Approve Check Requisition"** when approving inputted check requests.

Click on **"View Check Requisition"** to view inputted check request status

Click on **"View History and Images"** to view the check requisition payment status and the associated image

RELEASE: 7.3

Within the screenshot, the following annotations appear:

Select the "Budget Administrator" who is approving the transaction. You can type in the first letter of the person's last name.

If a vendor **"X" number** is known please enter it here.

If a vendor needs to be looked up, please enter the first few letters of the vendor and hit the **"Search vendor"** button. Upon retrieval, select the vendor with the proper address.

When all info above has been entered, please hit the **"Submit"** button.

Screen contents:

Accounts Payable Check Requisition Start Page

Check Requisition #: New Check Requisition
Go To: Page 1 - Invoice Header
Select or change Budget Admin.: Select a Budget Admin.
Select or change Vendor: Enter X number if known:

OR enter a name and click button to search: [Search V...]

For **NEW** vendor or address not appear in the search, leave both fields blank and click **SUBMIT** below.

SUBMIT

New Check Requisition Procedures
For Existing Vendors:

New Check Requisition Procedures
For Existing Vendors:

After clicking the **"Change Address Link"** on Page 11, you will be able to choose the correct remit-to address here. Select and click **"Save and Continue"** at the bottom of this page.

If the remit-to address is not listed here, click the **"Not in this list"** button here and it will revert you back to **Page 11** and ask you to fill in the new remit-to address. The Accounts Payable Dept. will set-up the new remit-to address and communicate it back to the user that a new remit-to address has been established. The user then needs to update the transaction (*View Check Requisitions – Select Transaction-Update*) and repeat the steps on Page 11 to change the remit-to address.

Accounts Payable - Standardized Invoice Input Instructions

1) Always use an invoice number when it is provided on the face of the invoice.

2) The abbreviated codes below are to be used ONLY when an invoice number is not available.

3) Please note that there is invoice space in the check requisition system for only 15 characters.

4) If the codes below do not apply to the invoice you are trying to input, guidance.
   please call Elionora Ustaev Ext. 5801 for further

TYPE OF SERVICE	STANDARDIZED CODE	EXAMPLE
INVOICES	Only use the invoice number that is on the invoice. DO NOT ALTER IT.	100
CELL PHONE	Account#MM/Year	1234567890717
CONFERENCE FEES/SEMINARS	Last nameMM/DD/Year	Jones070717
CONSULTANTS	ConsultMM/DD/Year	Consult072817
HONORARIUM	HonorMM/DD/Year	Honor072817
MEMBERSHIPS/SUBSCRIPTIONS	Account#MM/Year	123456070717

New Check Requisition Procedures
For Existing Vendors

Click the **"Multiple Invoice"** box when you are inputting invoices with the same vendor and the same remit-to address. (10 invoices max) Proceed to the next page.

New Check Requisition Procedures
For Existing Vendors:

Input the invoice number.

Input the invoice date.

Input the description of the invoice you are paying. Be as detailed as possible.

Finally, enter the amount of the invoice.

After all fields above have been inputted for each invoice, click on **"More Invoices"** to enter the remaining invoices.

After all invoices have been entered, click on **"Next Page"** to proceed to the next screen.

New Check Requisition Procedures
For Existing Vendors

File   Edit   View   Favorites   Tools   Help

Back   Search   Favorites

Address http://devapollo.stjohns.edu:8070/tban7/xchkreq.p2?p_creq_no=I0634603   Go   Links

Personal Information   **Finance**

Search [   ] Go

SITE MAP   HELP   EXIT

Page 2 - COMMODITY

All fields marked with * are required.

Check Requisition No: I0634603   **Activity Date:** 10-SEP-07   **Requestor ID:** X01610030

Vendor Invoice No: 1234567   **Invoice Date:** 10-SEP-07   **Vendor ID:** X01608690

Seq.	Code	Description *	Amount *
1		Sun Hardware maintenance renewal	66691.77
2			
3			
4			
5			
6			
7			
8			
9			
10			
		TOTAL	$ 66691.77

> Description and amount fields are required

PREVIOUS PAGE   NEXT PAGE   SAVE/EXIT   EXIT w/out SAVE

Done   Internet

Use this button to go to the previous page. Information will not be saved unless you click the **"save button"** first.

Use this button to save the information and go to the next page.

Use this button to save what has been entered.

Use this button to delete all information entered.

TIP: Please describe with as much detail as possible what is being paid in the Description section. Use abbreviations where necessary. If the invoice contains multiple quantities, include the total quantity and amount in the description field. This will ensure a complete vendor history for future research efforts.

New Check Requisition Procedures
For Existing Vendors:
When There Are Sufficient Funds

The Org is carried over from page 13. The Fund will default to that Org but can be changed.

You may enter an Account code or use the dropdown box

The invoice total amount here will default from the previous page.

You can change the distribution of the invoice to more than one account here.

Make sure you click here to get the total

Use this button to go to the previous page. Information will not be saved unless you click the save button first

Use this button to save what has been entered

Use this button to delete all information entered.

Use this button to finalize the transactions

Enter the total here after you finalize the transaction and all conditions have been met. Note, this must match the invoice total that was entered on the previous page. If it doesn't match the total entered, it will bring you back to the previous page for re-input.

TIP: Once the amount matches the input, an email will be sent to the Budget Administrator for that Department.

New Check Requisition Procedures
For Existing Vendors:

The sample email message notifying the Budget Administrator that the invoice needs to be approved

```
-----Original Message-----
From: Abbatello, James [mailto:Abbatello, James]
Sent: Monday, September 10, 2007 4:47 PM
To: Montevago; Robert
Cc: Woods; Maura A.
Subject: TEST!!!--- Check Requisition I0634603 Needs your Approval

Requestor Name:          Abbatello, James
Check Requisition No.:        I0634603
Check Requisition Date:        10-SEP-07
Budget Administrator:          Woods, Maura A.
Budget Administrator Dept.:    224
Vendor Name:             MTM Technologies, Inc.,
Vendor Invoice No.:      1234567
Vendor Invoice Date:     10-SEP-07
Vendor Due     Date:     11-SEP-07
Invoice Total:           $66691.77
URL:
http://devapollo.stjohns.edu:8070/tban7/twbkwbis.P_GenMenu?name=xchkreq
.MainMnu
```

Requestor

Budget Admin. #1

Budget Admin. #2

New Check Requisition Procedures
For Existing Vendors
With Non Sufficient Funds (NSF)

Page 3 - ACCOUNTING DISTRIBUTION

All fields marked with * are required.

Check Requisition No: I0634606   **Activity Date:** 12-SEP-07   **Requestor ID:** X01049531

Vendor Invoice No: 1234abc   **Invoice Date:** 12-SEP-07   **Vendor ID:** Vendor ID Needed

Total Commodity Amount: 100

Seq.	Orgn *	Fund *	Enter 4 digits acct code OR Select an acct *	Percent	Amount *	NSF
1	224	1110-Business Affairs Jamaica	6600-Travel Expenses		100	☐
2	224	1110-Business Affairs Jamaica	-select-			☐
3	224	1110-Business Affairs Jamaica	-select-			☐
4	224	1110-Business Affairs Jamaica	-select-			☐
5	224	1110-Business Affairs Jamaica	-select-			☐
6	224	1110-Business Affairs Jamaica	-select-			☐
7	224	1110-Business Affairs Jamaica	-select-			☐
8	224	1110-Business Affairs Jamaica	-select-			☐
9	224	1110-Business Affairs Jamaica	-select-			☐
10	224	1110-Business Affairs Jamaica	-select-			☐

* Click here to get Total $ 100

PREVIOUS PAGE   SAVE/EXIT   EXIT w/out SAVE   FINALIZE

If the available budget is not sufficient for the amount entered when the transaction is finalized, it will indicate **"NSF"**
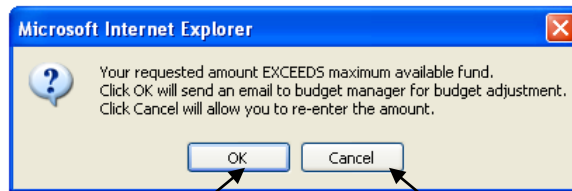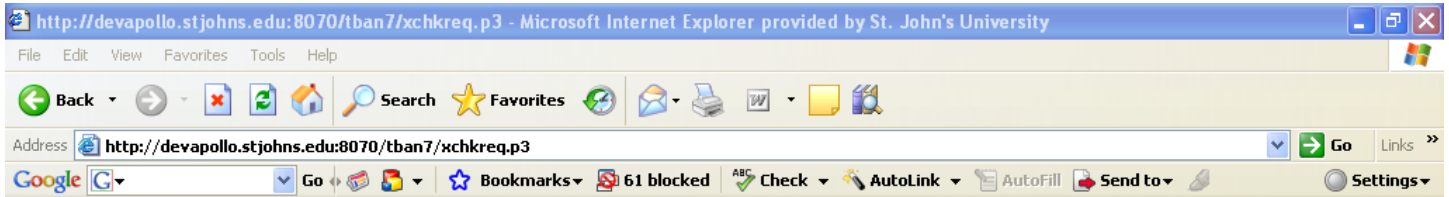
Use this button to go to the previous page. Information will not be saved unless you click the save button first

Use this button to save what has been entered

Use this button to delete all information entered.

Use this button to finalize the transactions

New Check Requisition Procedures
For Existing Vendors
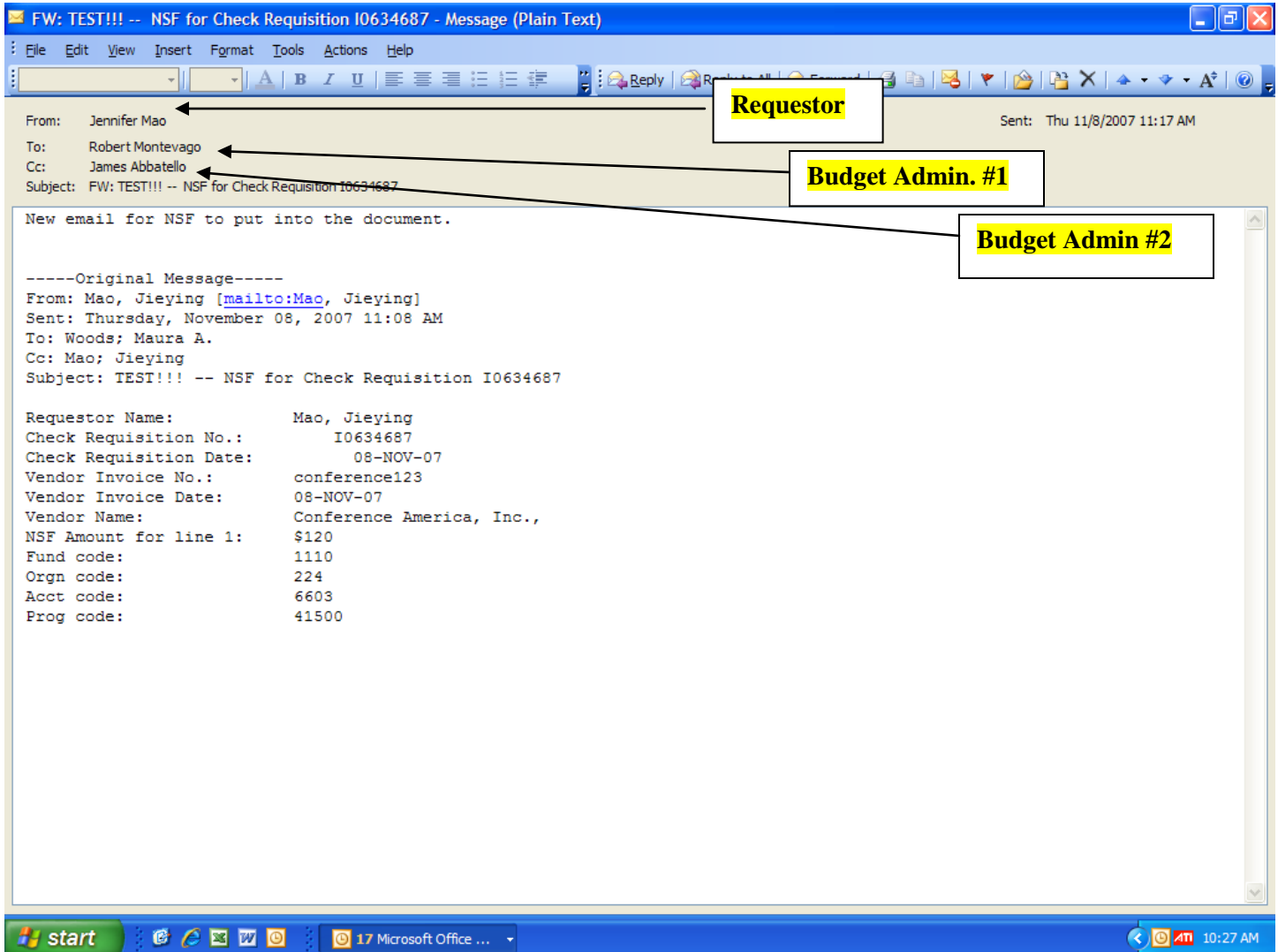**With Non Sufficient Funds (NSF)**

Click **"OK"** to send an email to the Budget Administrator when you are certain that the amount and accounting is correct

Click **"Cancel"** to allow you to re-enter information on the Accounting Distribution page

TIP: It is important that payments be charged to the correct Account. Do not default to an account that has budget funds in it.

New Check Requisition Procedures
For Existing Vendors
With Non Sufficient Funds (NSF)

The sample email message notifying the Budget Administrator that the budget needs funds to be transferred to that account in order for it to be approved.

Requestor

Budget Admin. #1

Budget Admin #2

```
FW: TEST!!! --  NSF for Check Requisition I0634687 - Message (Plain Text)

File   Edit   View   Insert   Format   Tools   Actions   Help

From:     Jennifer Mao                                                    Sent:  Thu 11/8/2007 11:17 AM
To:       Robert Montevago
Cc:       James Abbatello
Subject:  FW: TEST!!! -- NSF for Check Requisition I0634687

New email for NSF to put into the document.


-----Original Message-----
From: Mao, Jieying [mailto:Mao, Jieying]
Sent: Thursday, November 08, 2007 11:08 AM
To: Woods; Maura A.
Cc: Mao; Jieying
Subject: TEST!!! -- NSF for Check Requisition I0634687

Requestor Name:          Mao, Jieying
Check Requisition No.:        I0634687
Check Requisition Date:       08-NOV-07
Vendor Invoice No.:      conference123
Vendor Invoice Date:     08-NOV-07
Vendor Name:             Conference America, Inc.,
NSF Amount for line 1:   $120
Fund code:               1110
Orgn code:               224
Acct code:               6603
Prog code:               41500
```

New Check Requisition Procedures
For Existing Vendors
With Non Sufficient Funds (NSF)

Page 3 - ACCOUNTING DISTRIBUTION

All fields marked with * are required.

Check Requisition No: I0634606   Activity Date: 12-SEP-07   Requestor ID: X01049531
Vendor Invoice No: 1234abc   Invoice Date: 12-SEP-07   Vendor ID: Vendor ID Needed
Total Commodity Amount: 100

Note: NSF box will be checked off when there are insufficient funds.

Seq.	Orgn *	Fund *	Enter 4 digits acct code OR Select an acct *	Percent	Amount *	NSF
1	224	1110-Business Affairs Jamaica	6600-Travel Expenses		100	☑
2	224	1110-Business Affairs Jamaica	-select-			☐
3	224	1110-Business Affairs Jamaica	-select-			☐
4	224	1110-Business Affairs Jamaica	-select-			☐
5	224	1110-Business Affairs Jamaica	-select-			☐
6	224	1110-Business Affairs Jamaica	-select-			☐
7	224	1110-Business Affairs Jamaica	-select-			☐
8	224	1110-Business Affairs Jamaica	-select-			☐
9	224	1110-Business Affairs Jamaica	-select-			☐
10	224	1110-Business Affairs Jamaica	-select-			☐

* **Click here to get Total** $ 100

PREVIOUS PAGE   SAVE/EXIT   EXIT w/out SAVE   FINALIZE

Use this button to go to the previous page. Information will not be saved unless you click the save button first

Use this button to save what has been entered

Use this button to delete all information entered.

Use this button to finalize the transactions

New Check Requisition Procedures
For Existing Vendors
With Non Sufficient Funds (NSF)

The Budget Administrator will see the NSF status and will need to take action to add funds to that budget line using the Budget Transfer Module.

Then click on update

New Check Requisition Procedures
For Existing Vendors
With Non Sufficient Funds (NSF)

Click Accounting Distribution Information section to take you back to the Accounting Distribution on page 20 where you click Finalize (this will re-check the fund availability)

New Check Requisition Procedures
For New Vendors

You can select a Budget Administrator

For a new vendor, or when you cannot find a vendor, leave both fields blank here.

For a new vendor, click **"Submit"** and the following page will come up for you to enter vendor and invoice information.

Callout annotations on the screenshot:
- Check the default Org here and change if necessary.
- Enter all vendor information here.
- Enter all other * areas as noted previously.

TIP: The 9 digit Federal ID or Social Security number needs to be entered (using numbers only - no dashes) in the above box for taxable payments which coincide with the yearly issuance of Form 1099. The Accounts Payable Department will follow-up on filing the appropriate documentation for each new vendor.

Upon clicking **Next Page** or **Save/Exit**, an email will be sent to Accounts Payable – Vendor maintenance person to create the vendor.

New Check Requisition Procedures
For New Vendors

The sample email message notifying the Accounts Payable Department that they need to create a new vendor in Banner and file all of the paperwork; i.e. invoice and W-9 information.

Requestor

Accounts Payable Department

```
Vendor ID/Address Needed for Check Requisition I0826726. - Message (Plain Text)

File  Edit  View  Insert  Format  Tools  Actions  Help

Reply | Reply to All | Forward | ...

From:     Kavourgias, Lynne M.                                    ...11:15 AM
To:       Accounts Payable
Cc:
Subject:  Vendor ID/Address Needed for Check Requisition I0826726.

Requestor Name:            Kavourgias, Lynne M.
Check Requisition No.:        I0826726
Check Requisition Date:          25-JAN-2008 11:07:23
Budget Admin.:             Buckley, Albert J.
Budget Admin. Dept.:       421
Vendor Name:               The Systems Shop, Inc.
Vendor Address Line 1:     27 Union Square West
Vendor Address Line 2:     Suite 407
Vendor Address Line 3:
Vendor Address City:       New York
Vendor Address State:      NY
Vendor Address Zip Code:   10003
```

New Check Requisition Procedures
For New Vendors

After the email is received from the Accounts Payable Department, go to the check requisition status report and update the vendor.

Check Request Summary - Microsoft Internet Explorer provided by St. John's University

File   Edit   View   Favorites   Tools   Help

Back | Search   Favorites

Address   http://devapollo.stjohns.edu:8070/pprd/xchkreq.psummary?p_creq_no=I0814184&p_link=UPDATE   Go   Links

Personal Information   Employee   Finance

Search   [   ] Go   MENU   SITE MAP   HELP   EXIT

Update Check Requisition for I0814184

Click the heading link to update the coresponding section

Invoice Header Information

Check Requisition No.: I0814184	Check Requisition Date: 28-JAN-08	Last Activity Date: 28-JAN-08	Requestor ID: X01610030
Budget Admin.: Woods, Maura A.	Home Dept:224	Pick Up: N Enclosure: N	Check Status: **Need Vendor ID**
Invoice No.: 1	Invoice Type: VEND	Invoice Date: 28-JAN-08	Due Date: 29-JAN-08

Vendor Information

Vendor ID:	Vendor Name: Test Vendor	Address Type:	Sequence:
Vendor Address : 11 Main Street Queens, , NY 11439			1099 ID: 123456789

Commodity Information: total is $100

1	-Supplies	$100

Accounting Distribution Information: total is $

back to previous screen   back to main menu

start   3 Microsoft Office O...   4 Microsoft Office ...   2 Internet Explorer   11:34 AM

Click on the **"Vendor Information"** link.

Continue with the check requisition to finalize.

New Check Requisition Procedures
For New Vendors

Enter the Vendor name or click **"Search Vendor"** and select vendor from the dropdown.

Then click **"Submit"** This will take you to the Invoice Header page.

Tip: Follow the regular procedures on Pages 13-17.

Select **"Approve Check Requisitions"**

Click on **"Invoice #"** for viewing details of the invoice

New Check Requisition Procedures
Approval of Check Requisition
Rejection of Invoice

If the reviewer approves the check requisition, click on the **"Approve"** button. The first Approver will receive the email. There will be a second Approver in case the primary approver is not available.

If the Budget Administrator wants to reject the check request, he/she will click on the **"Reject"** button and fill in a comment in the note section. The requestor will receive the **"Rejection"** Email

TIP: Always check the status before proceeding.

The sample email message from the Approver notifying the creator that the invoice has been approved.

```
-----Original Message-----
From: Montevago, Robert [mailto:Montevago, Robert]
Sent: Monday, September 10, 2007 4:58 PM
To: Abbatello; James
Cc: Woods; Maura A.
Subject: TEST!!! -- Check Requisition from I0634603 has been APPROVED.

Requestor Name:              Abbatello, James
Check Requisition No.:         I0634603
Budget Administrator Name:       Woods, Maura A.
Total:                       $66691.77
URL:
http://devapollo.stjohns.edu:8070/tban7/twbkwbis.P_GenMenu?name=xchkreq
.MainMnu
```

Budget Admin. #1

Requestor

Budget Admin. #2

The sample email message from the Approver notifying the creator that the invoice
has been rejected.

<div style="text-align: right">**Budget Admin. #1**</div>

```
-----Original Message-----
From: Montevago, Robert [mailto:Montevago, Robert]
Sent: Monday, September 10, 2007 4:11 PM
To: Abbatello; James
Cc: Woods; Maura A.
Subject: TEST!!! -- Check Requisition from I0634603 has been REJECTED.
```

Requestor

Budget Admin. #2

```
Requestor Name:            Abbatello, James
Check Requisition No.:       I0634603
Budget Administrator Name:      Woods, Maura A.
Total:                     $66691.77
URL:
http://devapollo.stjohns.edu:8070/tban7/twbkwbis.P_GenMenu?name=xchkreq
.MainMnu
```

```
Reason for Rejection: Item has been rejected due to further review by
management.
```

**TIP: If the Budget Administrator has added a note to explain a reason for
rejection, it will appear within the body of this email.**

Check Requisition Main Menu

New Check Requisition
Approve Check Requisitions
View Check Requisitions
Reports for Accounts Payable
Passed Planned Moves Exist

Click on **"View Check Requisitions"** to view check requisitions as well as reasons for rejection.

[Budget Queries | Encumbrance Query | Purchase Request | Approve Documents | View Document | Budget Transfer | Budget Development | Accounts Payable Check Requisition]

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Powered by: VeriSign

TIP: In the Queue: Budget Administrators will see all statuses for their Org's
Requestors will only see the status for check requisitions they entered

Click **"Resubmit"** to bring you to the update page

New Check Requisition Procedures
Update Check Requisitions

New Check Requisition Procedures
Update Check Requisitions

New Check Requisition Procedures
Final Approval

Requisition has been **"Approved"** and the transaction is now ready to be scanned.
Use the **"Print"** button to print the check requisition summary page.

TIP: The Approval Process consists of 1 Primary Approver and 1 or more back-ups.
There can be as many Requestors as a Department needs.

This cover page and the original invoice(s) must be sent to DataBank for scanning and indexing in white Databank envelope.

Invoices of less than $500 will typically be paid within 3-4 business days after submission and Departmental approval. Invoices of $500 or more will typically be paid within 5-7 days. You can query Banner to check for payment status.