



ST. JOHN'S
UNIVERSITY

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 -

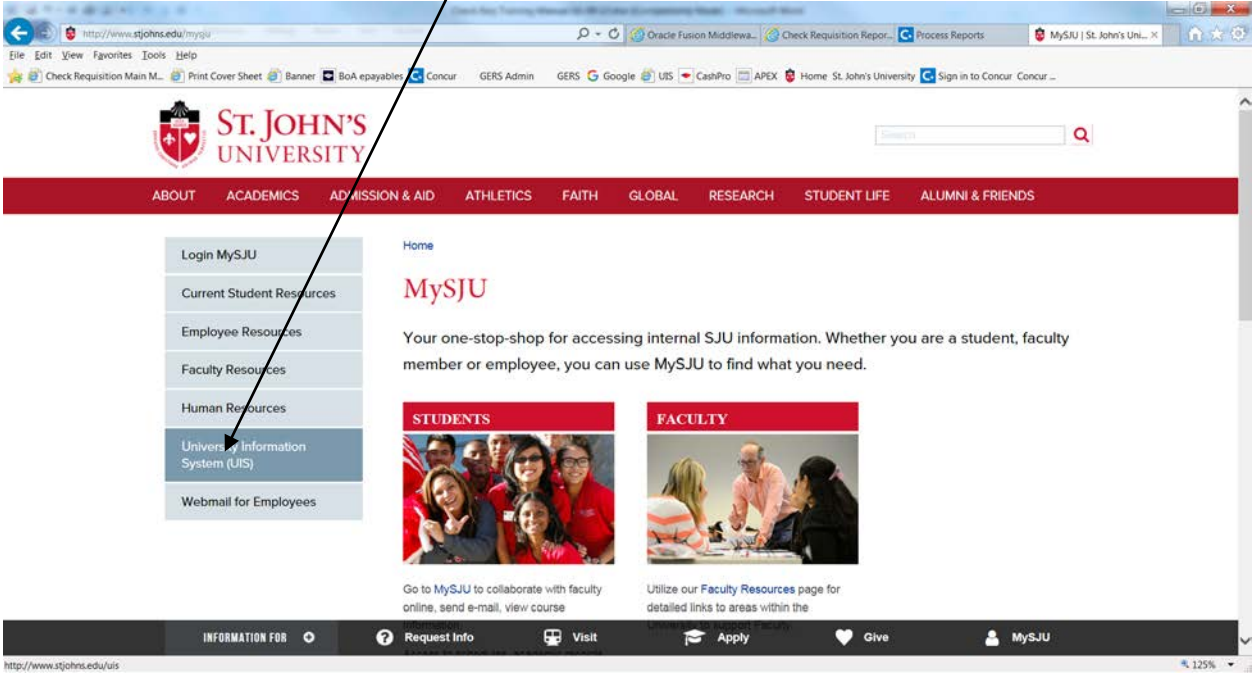
Elionora Ustaev x 5801

ustaeve@stjohns.edu

Information Technology-

Help Desk x 5000

Click on "Login UIS" located here.



Login SJU Information System:

User Login

St. John's Information System

HELP EXIT

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.

Please enter your user Identification number (ID) and your Personal Identification number (PIN). When finished, click Login. **Your ID must be nine digits and your PIN must be six digits (no hyphens or spaces).**
If you are a new Freshmen or Transfer, please refer to your acceptance letter and deposit confirmation form which contains your student identification number (X number) and instructions.
If your ID begins with X make sure you type a capital X.

When you are finished, please Exit and close your browser to protect your privacy.

If you have forgotten your pin, please type in your User Id, then click the [Forgot PIN?](#) button.

If you are still having problems with your pin [Click Here to reset your pin.](#)

User ID:

PIN:

Login

RELEASE: 7.4 Powered by: VeriSign

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

The screenshot shows a Microsoft Internet Explorer browser window titled "Main Menu - Microsoft Internet Explorer provided by St. John's University". The address bar contains the URL: http://devapollo.stjohns.edu:8070/tban7/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=WELCOME+Welcome+to+the+SJU+Information+System!<%2Fb>St. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for Back, Forward, Stop, Refresh, Home, Search, Favorites, Print, and Help. The main content area features a navigation bar with "Personal Information" and "Finance" tabs. Below the tabs is a search box with a "Go" button and links for "SITE MAP", "HELP", and "EXIT". The "Main Menu" section displays a welcome message: "Welcome to the SJU Information System" followed by the time "t 01:47 pm". Two callout boxes with arrows point to the "Finance" tab and the "Finance" link in the menu. The first callout box contains the text "Click on the 'Finance' section." The second callout box points to the "Finance" link. The "Personal Information" link is also visible, with a description: "Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile." The "Finance" link has a description: "Create or review financial documents, budget information, approvals." At the bottom of the page, it says "RELEASE: 7.4" and "Powered by: VeriSign".

Personal Information Finance

Search Go SITE MAP HELP EXIT

Main Menu

Welcome to the SJU Information System t 01:47 pm

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Finance
Create or review financial documents, budget information, approvals.

RELEASE: 7.4 Powered by: VeriSign

Entering the Accounts Payable Check Requisition Screen

SCT WWW Information System - Microsoft Internet Explorer provided by St. John's University

File Edit View Favorites Tools Help

Address http://devapollo.stjohns.edu:8070/tban7/twbkwbis.P_GenMenu?name=bmenu.P_FinanceMnu Go Links »

Personal Information **Finance**

Search Go MENU SITE MAP HELP EXIT

[Budget Queries](#)
[Encumbrance Query](#)
[Purchase Request](#)
[Approve Documents](#)
[View Document](#)
[Budget Transfer](#)
[Accounts Payable Check Requisition](#)

Click on "Accounts Payable Check Requisition" section.

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

RELEASE: 7.3 Powered by: VeriSign

Check Requisition – Main Menu

Check Requisition Main Menu - Microsoft Internet Explorer provided by St. John's University

File Edit View Favorites Tools Help

Address http://devapollo.stjohns.edu:8070/pprd/twbkwbis.P_GenMenu?name=xchkreq.MainMnu Go Links >>

Personal Information Employee **Finance**

Search Go

Check Requisition Main Menu

[New Check Requisition](#)
[Approve Check Requisitions](#)
[View Check Requisitions](#)
[Reports for Accounts Payable](#)
[View History and Images](#)

[[Budget Queries](#) | [Encumbrance Query](#) | [Approve D](#)] [Budget Development](#) | [Accounts](#)

RELEASE: 7.3

Powered by: VeriSign

Internet

Start Microsoft Office... DLTR: Summary f... Check Requisition ... Check Req Trainin... 11:42 AM

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

New Check Requisition Procedures
Check Requisition Start Page for Existing Vendors

Accounts Payable Check Request Start Page - Microsoft Internet Explorer provided by St. John's University

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <https://apollo.stjohns.edu/sjasis/xchkreq.pstart> Go Links >>

Personal Information Employee **Finance**

Search Go

MENU SITE MAP HELP EXIT

Accounts Payable Check Requisition Start Page

Check Requisition #:

Go To:

Select or change Budget Admin.:

Select or change Vendor:

Enter X number if known:

OR enter a name and click button to search: Search Vendor

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

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.

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

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.

Done

start | | | | | | 56 AM

New Check Requisition Procedures For Existing Vendors:

Please check the remit-to address for the vendor selected on **Page 10** (also shown to the left) and click here to change the address if necessary.. **See Page 12.**

Enter the invoice date from the invoice.

The payment date should be indicated in accordance with the payment terms with a minimum of the next business day.

Choose the Payment Purpose.

Need Enclosure: Yes No
Need Pick Up of the check: Yes No
Memo: (Required if pick up or enclosure is checked)

At this point you can save this information, or go to the previous or next page by clicking any of these buttons

Use invoice number when applicable or use Attachment 1 (Page 13) for certain invoice transactions where invoice # is not available.

Click the **“Multiple Invoice”** box when you are inputting invoices with the same vendor and the same remit-to address. (10 invoices max) **See Page 14**

If an enclosure is required, please check yes and enter the pertinent information in the memo box; i.e. account number, conference, person’s name, etc.

TIPS: 1) Anything prefixed with a red star indicates a required input field

2) Invoice number cannot be duplicated for the same vendor. Do not insert any spaces before entering the invoice number!

New Check Requisition Procedures For Existing Vendors:

Page 1 - Search Vendor Address - Microsoft Internet Explorer provided by St. John's University

http://devapollo.stjohns.edu:8070/pprd/xchkreq.paddr?p_creq_no=10831753

File Edit View Favorites Tools Help

St. John's - University Inform... Page 1 - Search Vendor A... X

Personal Information Alumni Advancement Officers Employee **Finance**

Search Go MENU SITE MAP HELP EXIT

Address List for Vendor MTM Technologies, Inc., X01608690

(Please select ONE and click "Save and Continue" button below)

- 1200 High Ridge Road 3rd Floor
Stamford CT 06905 (MA - 3)
- General Post Office P.O. Box 27982
New York NY 10087 (MA - 2)
- 115 Broadway 17 Floor Attn: Ricardo Chiong
New York NY 10006 (MA - 1)
- PO Box 27986
New York NY 10087-7986 (FI - 3)
- 395 Hudson Street 5th Floor
New York NY 10014 (FI - 2)
- PO Box 30138
New York NY 10087-0138 (FI - 1)
- Not in this list**
Select this option and click "Save and Continue",
you can modify and save the new address on the next page.
An email will be sent to Account payable for the new address.

Previous Page **Save and Continue** Exit w/o Save

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.

New Check Requisition Procedures
For Existing Vendors
Attachment 1

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

<u>TYPE OF SERVICE</u>	<u>STANDARDIZED CODE</u>	<u>EXAMPLE</u>
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

Page 1 - INVOICE HEADER - Microsoft Internet Explorer provided by St. John's University

http://devapallo.stjohns.edu:8070/pprd/xchkreq.p1?p_creq_no=10831753

File Edit View Favorites Tools Help

St. John's - University Inform... Page 1 - INVOICE HEADER

Personal Information Alumni Advancement Officers Employee **Finance**

Search Go MENU SITE MAP HELP EXIT

Page 1 - INVOICE HEADER

All fields marked with * are required.

Check Requisition No: 10831753 Activity Date: 13-MAR-08 Requestor ID: X01149731
Status: SUSPENSE

Budget Admin: Woods, Maura A. Orgn Code: 224
Vendor Name: MTM Technologies, Inc. Vendor ID: X01608690
Address Type: FI Sequence: 1
Address Line 1: PO Box 30138
Address Line 2:
Address Line 3: *Need to change vendor remit to address?*
City: New York State: NY Zip Code: 10087-0138

Need Enclosure: Yes No * Invoice Date: (dd-mon-yy) 29-MAR-08
Need Pick Up: Yes No * Payment Due Date: (dd-mon-yy) 30-MAR-08

Memo: (Required if pick up or enclosure is checked)

For multiple invoices with SAME remit to address, check this box.
* Vendor Invoice#: (Max. of 15 characters)

PREVIOUS PAGE SAVE/EXIT EXIT w/out SAVE

100% 3:57 PM

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:

Page 2 - Multiple Invoices - Microsoft Internet Explorer provided by St. John's University

http://devapollo.stjohns.edu:8070/pprd/xchkreq.pmultiple?p_creq_no=10831753

File Edit View Favorites Tools Help

St. John's - University Inform... Page 2 - Multiple Invoices

Personal Information Alumni Advancement Officers Employee Finance

Search Go MENU SITE MAP HELP EXIT

Page 2 - COMMODITY for Multiple Invoices

Check Requisition No: 10831753 Activity Date: 13-MAR-08 User ID: X01149731
Vendor Invoice No: MULTIPLE Invoice Date: 29-MAR-08 Vendor ID: X01608690

Vendor Invoice*	Vendor Invoice Date*	Document Total	Number of Invoices
(Max. of 15 characters) 65789999	(dd-mon-yyyy) 13-MAR-08	500	1 of 1

Item No.	Code	Description (Max. of 30 characters)*	Invoice Total*
1		Laptops	500

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

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

http://devapollo.stjohns.edu:8070/tban7/xchkreq.p2?p_creq_no=10634603 - Microsoft Internet Explorer provided by St. John's Univ

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address http://devapollo.stjohns.edu:8070/tban7/xchkreq.p2?p_creq_no=10634603 Go Links >>

Personal Information **Finance**

Search Go SITE MAP HELP EXIT

Page 2 - COMMODITY

All fields marked with * are required.

Check Requisition No: 10634603 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	<input type="text"/>	Sun Hardware maintenance renewal	66691.77
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL			\$ 66691.77

Description and amount fields are required

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 screenshot shows a web browser window with the URL `http://devapollo.stjohns.edu:8070/tban7/xchkreq.p3?p_creq_no=I0634603`. The page is titled "Page 3 - ACCOUNTING DISTRIBUTION".

Page 3 - ACCOUNTING DISTRIBUTION

All fields marked with * are required.

Check Requisition No: I0634603 Activity Date: 10-SEP-07 Requestor ID: XD1610030
 Vendor Invoice No: 1224567 Invoice Date: 10-SEP-07 Vendor ID: XD1608690
 Total Commodity Amount: 66691.77

Seq.	Orgn *	Fund *	Enter 4 digits acct code OR Select an acct *	Percent	Amount * NSF
1	224	1110-Business Affairs Jamaica	7433-Software License Mainfr.		66691.
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 \$ 66691.77

Navigation buttons: PREVIOUS PAGE, SAVE/EXIT, EXIT w/out SAVE, FINALIZE

Callout Boxes:

- Top Left:** The Org is carried over from page 13. The Fund will default to that Org but can be changed.
- Top Right:** You may enter an Account code or use the dropdown box
- Right Side (Top):** The invoice total amount here will default from the previous page.
- Right Side (Middle):** You can change the distribution of the invoice to more than one account here.
- Bottom Right:** Make sure you click here to get the total
- Bottom Left:** Use this button to go to the previous page. Information will not be saved unless you click the save button first
- Bottom Middle-Left:** Use this button to save what has been entered
- Bottom Middle-Right:** Use this button to delete all information entered.
- Bottom Far Right:** Use this button to finalize the transactions

New Check Requisition Procedures For Existing Vendors:

http://devapollo.stjohns.edu:8070/tban7/xchkreq.p3 - Microsoft Internet Explorer provided by St. John's University

Explorer User Prompt

Script Prompt:
Please enter total from vendor invoice total column

OK Cancel

66691.77

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.

Opening page http://devapollo.stjohns.edu:8070/tban7/xchkreq.p3... Internet

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
Budget Admin. #1
Budget Admin. #2

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

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

http://devapollo.stjohns.edu:8070/tban7/xchkreq.p3?p_creq_no=10634606 - Microsoft Internet Explorer provided by St. John's Univ

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Print Print Print Print Settings

Address http://devapollo.stjohns.edu:8070/tban7/xchkreq.p3?p_creq_no=10634606 Go Links

Google Go Bookmarks 61 blocked Check AutoLink AutoFill Send to Settings

Search [] Go SITE MAP HELP EXIT

Page 3 - ACCOUNTING DISTRIBUTION

All fields marked with * are required.

Check Requisition No: 10634606 Activity Date: 12-SEP-07 Requestor ID: XD1049531
 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	<input type="checkbox"/>
2	224	1110-Business Affairs Jamaica		-select-			<input type="checkbox"/>
3	224	1110-Business Affairs Jamaica		-select-			<input type="checkbox"/>
4	224	1110-Business Affairs Jamaica		-select-			<input type="checkbox"/>
5	224	1110-Business Affairs Jamaica		-select-			<input type="checkbox"/>
6	224	1110-Business Affairs Jamaica		-select-			<input type="checkbox"/>
7	224	1110-Business Affairs Jamaica		-select-			<input type="checkbox"/>
8	224	1110-Business Affairs Jamaica		-select-			<input type="checkbox"/>
9	224	1110-Business Affairs Jamaica		-select-			<input type="checkbox"/>
10	224	1110-Business Affairs Jamaica		-select-			<input type="checkbox"/>

* [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"

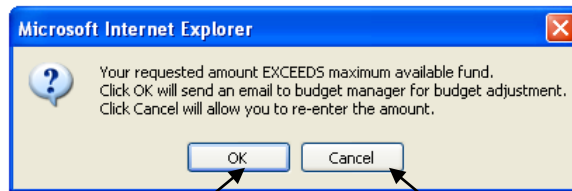
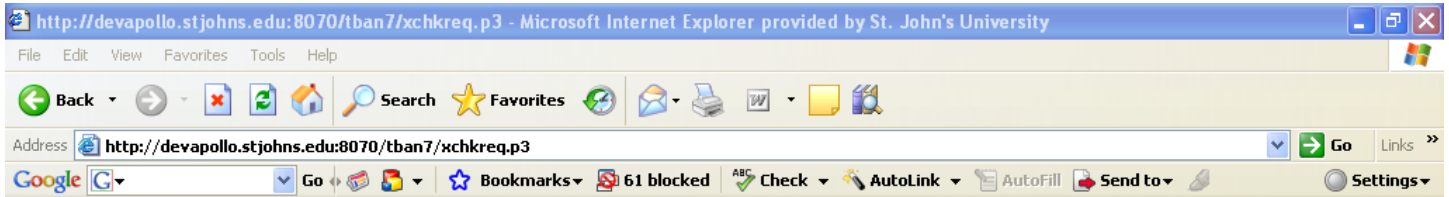
Use this button to go to the previous page. Information will not be saved unless you click the save button first

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)



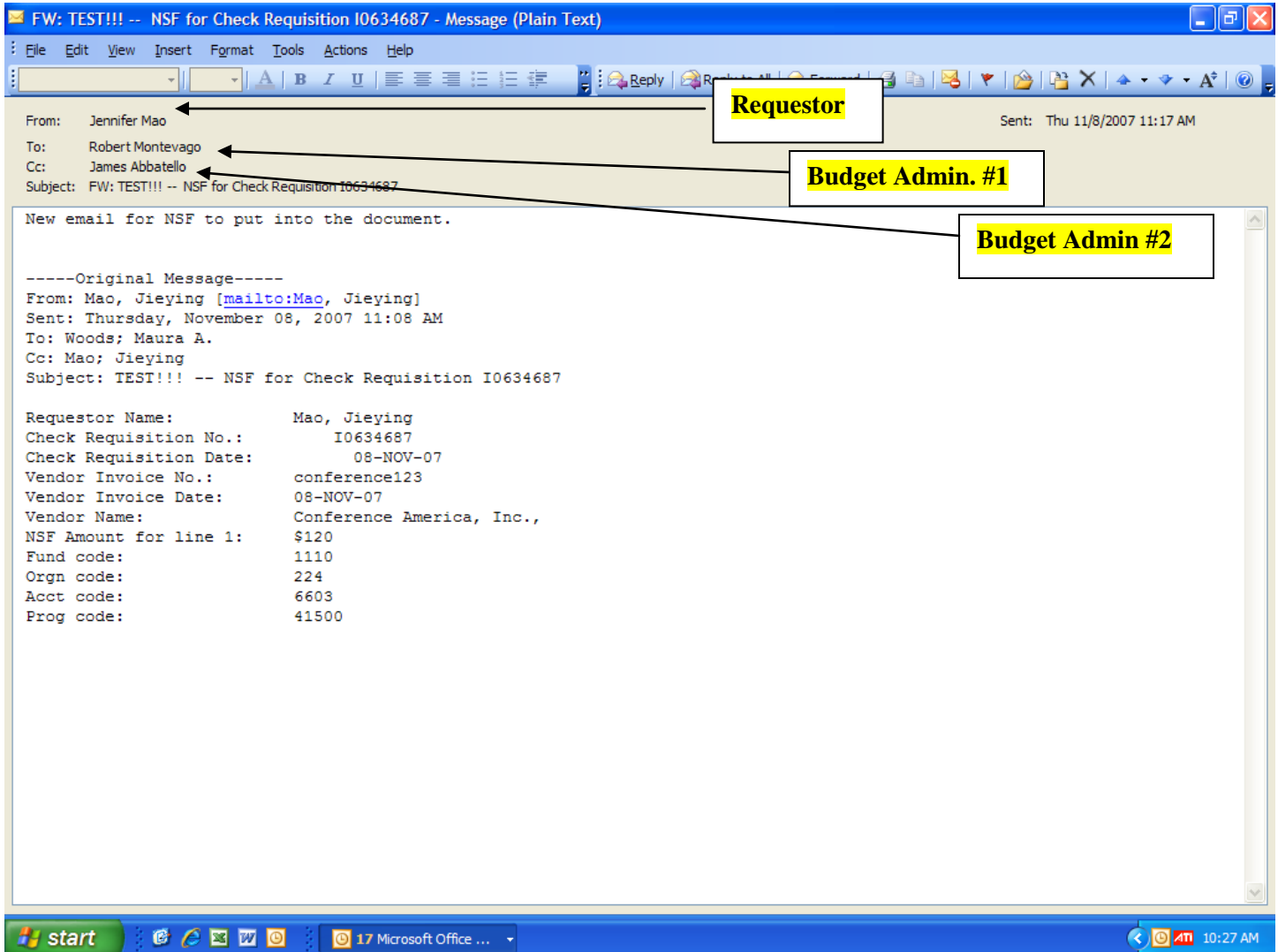
Click **“OK”** to send an email to the Budget Administrator when you are certain that the amount and accounting is correct

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.



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

http://devapollo.stjohns.edu:8070/tban7/xchkreq.p3?p_creq_no=10634606 - Microsoft Internet Explorer provided by St. John's Univ

File Edit View Favorites Tools Help

Address http://devapollo.stjohns.edu:8070/tban7/xchkreq.p3?p_creq_no=10634606

Search [] Go

SITE MAP HELP EXIT

Page 3 - ACCOUNTING DISTRIBUTION

All fields marked with * are required.

Check Requisition No: 10634606 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		<input checked="" type="checkbox"/>
2	224	1110-Business Affairs Jamaica	-select-			<input type="checkbox"/>
3	224	1110-Business Affairs Jamaica	-select-			<input type="checkbox"/>
4	224	1110-Business Affairs Jamaica	-select-			<input type="checkbox"/>
5	224	1110-Business Affairs Jamaica	-select-			<input type="checkbox"/>
6	224	1110-Business Affairs Jamaica	-select-			<input type="checkbox"/>
7	224	1110-Business Affairs Jamaica	-select-			<input type="checkbox"/>
8	224	1110-Business Affairs Jamaica	-select-			<input type="checkbox"/>
9	224	1110-Business Affairs Jamaica	-select-			<input type="checkbox"/>
10	224	1110-Business Affairs Jamaica	-select-			<input type="checkbox"/>

* [Click here to get Total](#) \$ 100

[PREVIOUS PAGE](#) [SAVE/EXIT](#) [EXIT w/out SAVE](#) [FINALIZE](#)

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

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)**

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/tban7/xchkreq.psummary?p_link=VIEW Go Links

Personal Information **Finance**

Search Go

- select a status -
- select a vendor - Search

Check Requisitions Status

Invoice #	Request Date	Requestor Name	Budget Admin. Name	Click Vendor Name to view history	Vendor Inv#	Inv. Total	Status	
IO634768	28-JAN-08	Abbatello, James	Woods, Maura			\$	SUSPENSE	Update Delete
IO634766	23-JAN-08	Abbatello, James	Kiely-Cohen, AnnMarie	ABCO Maintenance, Inc.	MULTIPLE	\$	SUSPENSE	Update Delete
IO634765	23-JAN-08	Abbatello, James	Kiely-Cohen, AnnMarie	ABCO Maintenance, Inc.	MULTIPLE	\$500	NSF	Update Delete
IO634764	23-JAN-08	Abbatello, James	Kiely-Cohen, AnnMarie	ABC Trailer Sales & Rental,	MULTIPLE	\$35	APPROVED	Print
IO634763	23-JAN-08	Abbatello, James	Kiely-Cohen, AnnMarie	IBM Corporation-SDX,	987654	\$100	APPROVED	Print
IO634743	17-JAN-08	Abbatello, James	Woods, Maura A.	Xerox Corporation,	MULTIPLE	\$2138.49	APPROVED	Print test multiple
IO634725	18-DEC-07	Abbatello, James	Woods, Maura	Hyatt Regency Coral Gables,	Rooms 10/13-14	\$1417	APPROVED	Print
IO634716	29-NOV-07	Abbatello, James	Kiely-Cohen	Staples, Inc.	1234567	\$100	APPROVED	Print

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)**

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/tban7/xchkreq.psummary?p_creq_no=I0634639&p_link=UPDATE Go Links

Personal Information **Finance**

Search Go MENU SITE MAP HELP EXIT

Update Check Requisition for I0634639

Click the heading link to update the corresponding section

Invoice Header Information

Check Requisition No.: I0634639	Check Requisition Date: 17-OCT-07	Last Activity Date: 17-OCT-07	Requestor ID: X01610030
Budget Admin.: Woods, Maura A.	Home Dept:223	Pick Up: Y Enclosure: Y Acct #123	Check Status: NSF
Invoice No.: Confer 1	Invoice Type: VEND	Invoice Date: 17-OCT-07	Due Date: 23-JAN-08

Vendor Information

Vendor ID: @00213937	Vendor Name: ABC School Supply Inc,	Address Type:FI	Sequence:1
Vendor Address : Box 101424 Atlanta, GA 30392-1424			

Commodity Information: total is \$3000

1 -	-Conference Bob Montevago 10-31-07	\$3000
-----	------------------------------------	--------

Add more invoices...

Accounting Distribution Information: total is \$3000

1	1110-224-6601-41500	\$3000
---	---------------------	--------

[back to previous screen](#) [back to main menu](#)

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

Accounts Payable Check Request Start Page - Microsoft Internet Explorer provided by St. John's University

File Edit View Favorites Tools Help

Back Search Favorites

Address <http://devapollo.stjohns.edu:8070/tban7/xchkreq.pstart> Go Links

Personal Information **Finance**

Search Go

U SITE MAP HELP EXIT

Accounts Payable Check Requisition Start Page

Check Requisition #:

Go To:

Select or change Budget Admin.:

Select or change Vendor: Enter X number if known:

OR enter a name and click button to search:

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

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.

Done

start Microsoft Office O... 19 Microsoft Office ... 2 Internet Explorer 1:50 PM

New Check Requisition Procedures For New Vendors

Page 1 - INVOICE HEADER - Microsoft Internet Explorer provided by St. John's University

File Edit View Favorites Tools Help

Address http://devapollo.stjohns.edu:8070/tban7/xchkreq.p1?p_creq_no=10634770 Go Links

Page 1 - INVOICE HEADER

All fields marked with * are required.

Check Requisition No: 10634770 Activity Date: 28-JAN-08 Requestor ID: XD1610030

Status: SUSPENSE

Budget Admin: Woods, Maura A. Orgn Code: 224

Need Vendor ID No Vendor Address

* Vendor Name:

* Address Line 1:

Address Line 2:

Address Line 3:

* City:

* State: --Choose one

* Zip Code:

Federal Tax ID: (number only)

Phone/Fax#:

Need Enclosure: Yes No

* Invoice Date: (dd-mon-yy) 28-JAN-08

Need Pick Up: Yes No

* Payment Due Date: (dd-mon-yy) 29-JAN-08

Memo: (Required if pick up or enclosure is checked)

* Vendor Invoice#: (Max. of 15 characters)

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

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.

New Check Requisition Procedures For New Vendors

Page 1 - INVOICE HEADER

All fields marked with * are required.

Check Requisition No: 10634770 Activity Date: 28-JAN-08 Requestor ID: XD1610030
Status: SUSPENSE

Budget Admin: Woods, Maura A. Orgn Code: 224

Need Vendor ID No Vendor Address

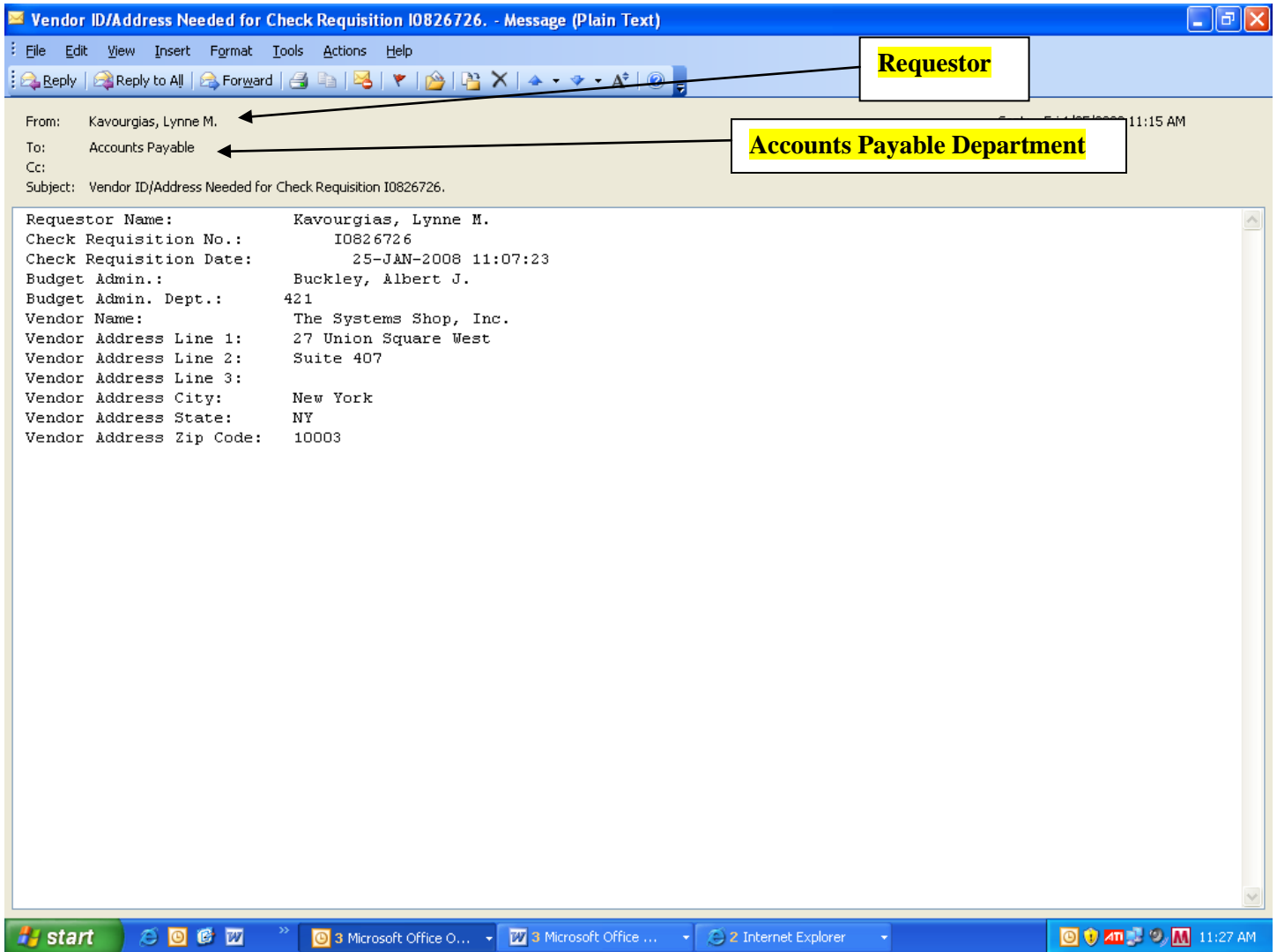
* Vendor Name:
* Address Line 1:
Address Line 2:
Address Line 3:
* City:
* State: --Choose one * Zip Code:
Federal Tax ID: (number only) Phone/Fax#:
Need Enclosure: Yes No * Invoice Date: (dd-mon-yy) 28-JAN-08
Need Pick Up: Yes No * Payment Due Date: (dd-mon-yy) 29-JAN-08
Memo: (Required if pick up or enclosure is checked) * Vendor Invoice#: (Max. of 15 characters)

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

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.



New Check Requisition Procedures For New Vendors

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

Address: http://devapollo.stjohns.edu:8070/tban7/xchkreq.psummary?p_link=VIEW

Personal Information **Finance**

Search Module Navigation Links

Invoice #	Request Date	Requestor Name	Budget Admin. Name	Click Vendor Name to view history	Vendor Inv#	Inv. Total	Status	Action	Approver Note
10634769	28-JAN-08	Abbatello, James	Woods, Maura A.	Test Vendor	123abc	\$	Need Vendor ID	Update Delete	
10634768	28-JAN-08	Abbatello, James	Woods, Maura			\$	SUSPENSE	Update Delete	
10634766	23-JAN-08	Abbatello, James	Kiely-Cohen, AnnMarie	ABCO Maintenance, Inc.	MULTIPLE	\$	SUSPENSE	Update Delete	
10634765	23-JAN-08	Abbatello, James	Kiely-Cohen, AnnMarie	ABCO Maintenance, Inc.	MULTIPLE	\$500	NSF	Update Delete	
10634764	23-JAN-08	Abbatello, James	Kiely-Cohen, AnnMarie	ABC Trailer Sales & Rental	MULTIPLE	\$35	APPROVED	Print	
10634763	23-JAN-08	Abbatello, James	Kiely-Cohen, AnnMarie	IBM Corporation-SDX	987654	\$100	APPROVED	Print	
10634743	17-JAN-08	Abbatello, James	Woods, Maura A.	Xerox Corporation	MULTIPLE	\$2138.49	APPROVED	Print	test multiple
10634725	18-DEC-07	Abhatello	Woods, Maura	Hvatt Regency Coral	Rooms 10/13-	\$1417	APPROVED	Print	

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

Internet

start | Microsoft Office O... | Microsoft Office ... | Internet Explorer | 1:22 PM

New Check Requisition Procedures
For New Vendors

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

Address: http://devapollo.stjohns.edu:8070/pprd/xchkreq.psummary?p_creq_no=10814184&p_link=UPDATE

Personal Information Employee **Finance**

Search MENU SITE MAP HELP EXIT

Update Check Requisition for 10814184

Click the heading link to update the corresponding section

Invoice Header Information

Check Requisition No.: 10814184	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](#)

Click on the **“Vendor Information”** link.

Continue with the check requisition to finalize.

New Check Requisition Procedures For New Vendors

Accounts Payable Check Request Start Page - Microsoft Internet Explorer provided by St. John's University

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address http://devapollo.stjohns.edu:8070/pprd/xchkreq.pstart?p_creq_no=I0814184 Go Links

Personal Information Employee **Finance**

Search Go MENU SITE MAP HELP EXIT

Accounts Payable Check Requisition Start Page

Check Requisition #:

Go To:

Select or change Budget Admin.:

Select or change Vendor: Enter X number if known:

OR enter a name and click button to search:

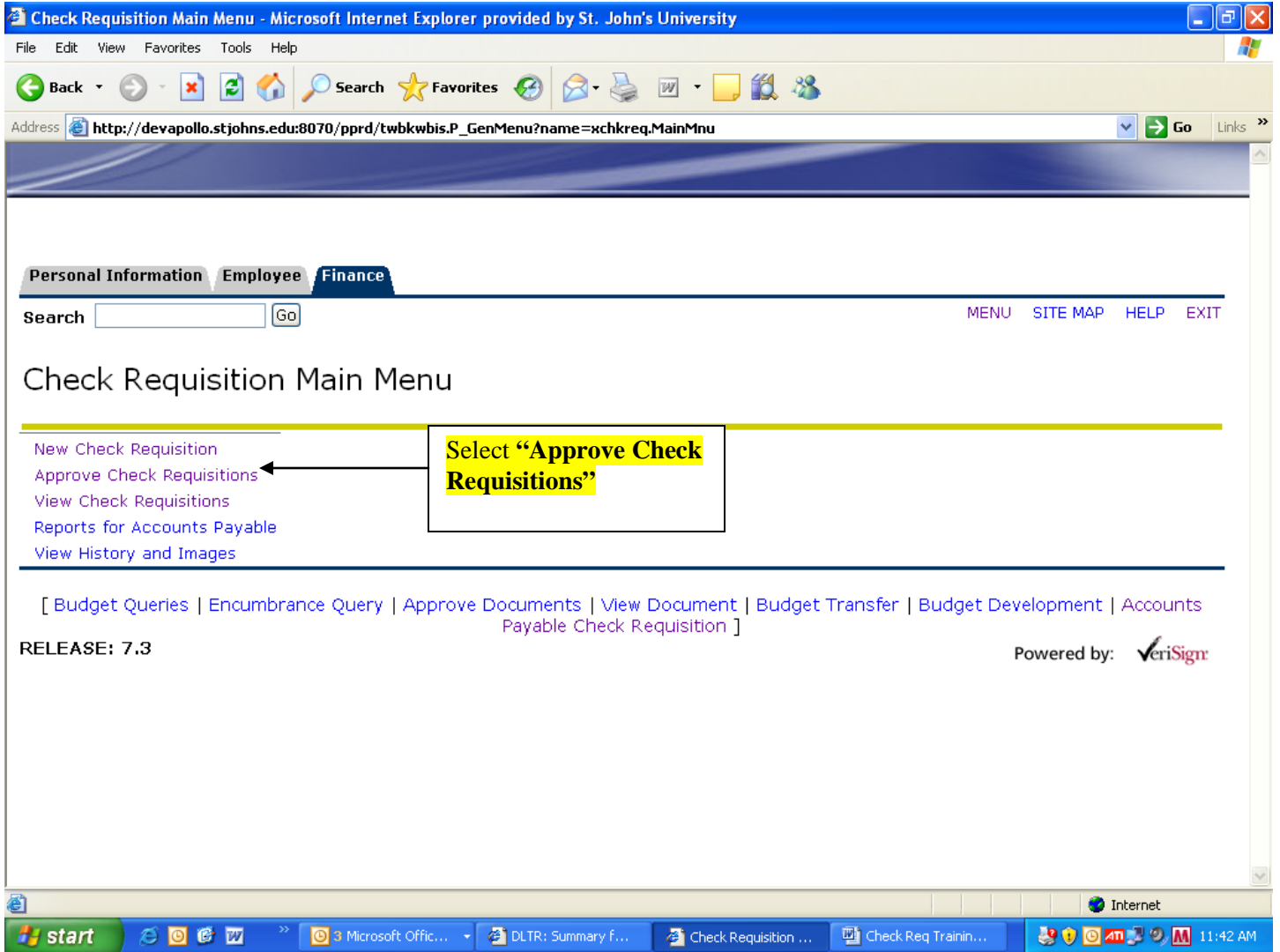
If **NEW** vendor or address does not appear in the search, leave both fields blank and click **SUBMIT** below.

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.

New Check Requisition Procedures Approval of Check Requisition



New Check Requisition Procedures Approval of Check Requisition

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_link=APPROVE Go Links

Personal Information Employee **Finance**

Search Go MENU SITE MAP HELP EXIT

Pending Check Requisitions Waiting Your Approval

Invoice #	Request Date	Budget Admin. Name	Vendor Name	Amount	Due Date
10814184	28-JAN-08	Woods, Maura A.	MTM Technologies, Inc.	\$100	29-JAN-08

[Status Page](#) [Main Menu](#)

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

start Microsoft Office O... Microsoft Office ... Internet Explorer 11:51 AM

New Check Requisition Procedures
Approval of Check Requisition
Rejection of Invoice

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=APPROVE Go Links

Personal Information Employee **Finance**

Search Go MENU SITE MAP HELP EXIT

Pending Check Requisition Summary for I0814184

Check Requisition Information

Check Requisition No.: I0814184	Check Requisition Date: 28-JAN-08	Last Activity Date: 28-JAN-08	Requestor ID: XD1610030
Budget Admin.: Woods, Maura A.	Home Dept:224	Pick Up: N Enclosure: N	Check Status: Awaiting Approval

Vendor Information

Vendor ID: XD1608690	Vendor Name: MTM Technologies, Inc.,	Address Type:FI	Sequence:2
Vendor Address : 395 Hudson Street 5th Floor New York, NY 10014			
Invoice No.: 1	Invoice Type: VEND	Invoice Date: 28-JAN-08	Due Date: 29-JAN-08

Commodity Information: total is \$100

1	-Supplies	\$100
---	-----------	-------

Accounting Distribution Information: total is \$100

1	1110-224-7433-41500	\$100
---	---------------------	-------

PREVIOUS PAGE EXIT w/out SAVE APPROVE REJECT Note: Further Review by Management

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.

New Check Requisition Procedures
Approval of Check Requisition
Approval E-mail

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

-----Original Message-----

From: Montevago, Robert [mailto:Montevago, Robert] Requestor
Sent: Monday, September 10, 2007 4:58 PM
To: Abbatello; James Budget Admin. #1
Cc: Woods; Maura A. Budget Admin. #2
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

New Check Requisition Procedures
Approval of Check Requisition
Rejection E-mail

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

-----Original Message-----

From: Montevago, Robert [mailto:Montevago, Robert] Requestor
Sent: Monday, September 10, 2007 4:11 PM
To: Abbatello; James Budget Admin. #1
Cc: Woods; Maura A. Budget Admin. #2
Subject: TEST!!! -- Check Requisition from I0634603 has been REJECTED.

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.

New Check Requisition Procedures View Check Requisitions

The screenshot shows a web application interface with a blue header bar. Below the header, there are navigation tabs: "Personal Information", "Advancement Officers", "Student and Financial Aid", "Employee", and "Finance". The "Finance" tab is selected. A search bar with a "Go" button is on the left, and links for "MENU", "SITE MAP", "HELP", and "EXIT" are on the right. The main content area is titled "Check Requisition Main Menu" and contains a list of links: "New Check Requisition", "Approve Check Requisitions", "View Check Requisitions", "Reports for Accounts Payable", and "Passed Planned Moves Exist". A callout box with a yellow background and black border points to the "View Check Requisitions" link, containing the text: "Click on 'View Check Requisitions' to view check requisitions as well as reasons for rejection." Below the menu, there is a horizontal list of links: "[Budget Queries | Encumbrance Query | Purchase Request | Approve Documents | View Document | Budget Transfer | Budget Development | Accounts Payable Check Requisition]". At the bottom left, it says "RELEASE: 7.3", and at the bottom right, it says "Powered by: VeriSign". The browser's address bar at the very bottom shows "Internet" and a zoom level of "100%".

New Check Requisition Procedures View Check Requisitions

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

File Edit View Favorites Tools Help

Address http://devapollo.stjohns.edu:8070/tban7/xchkreq.psummary?p_link=VIEW Go Links >>

Personal Information **Finance**

Search Go

Module

ITE MAP HELP EXIT

- select a status -

- select a vendor - Search

Check Requisitions Status

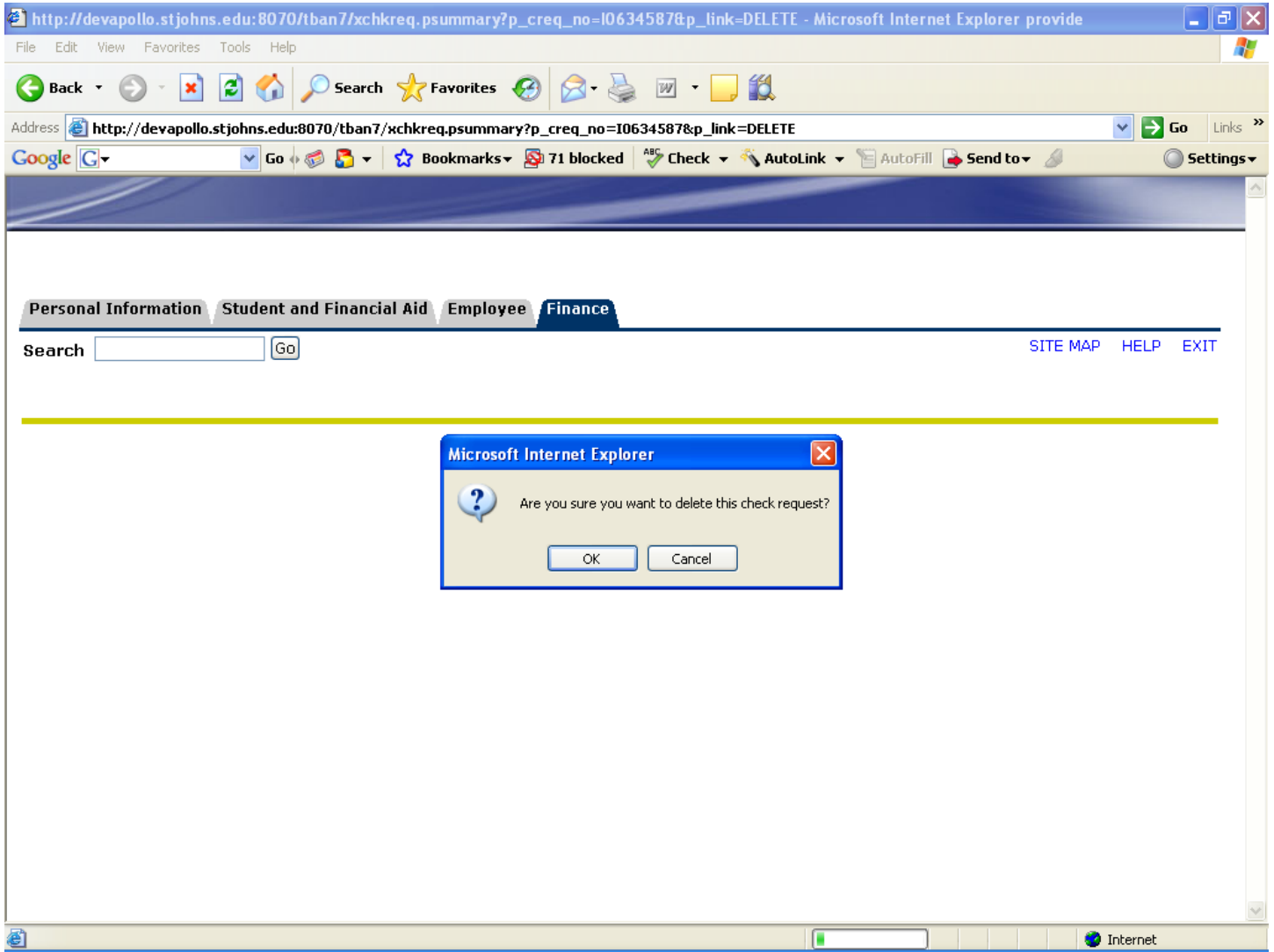
Invoice #	Request Date	Requestor Name	Budget Admin. Name	Click Vendor Name to view history	Vendor Inv#	Inv. Total	Status	Action	Approver Note
I0634769	28-JAN-08	Abbatello, James	Woods, Maura A.	Test Vendor	123abc	\$	Need Vendor ID	Update Delete	
I0634768	28-JAN-08	Abbatello, James	Woods, Maura			\$	SUSPENSE	Update Delete	
I0634766	23-JAN-08	Abbatello, James	Kiely-Cohen, AnnMarie	ABCO Maintenance, Inc.,	MULTIPLE	\$	SUSPENSE	Update Delete	
I0634765	23-JAN-08	Abbatello, James	Kiely-Cohen, AnnMarie	ABCO Maintenance, Inc.,	MULTIPLE	\$500	NSF	Update Delete	
I0634764	23-JAN-08	Abbatello, James	Kiely-Cohen, AnnMarie	ABC Trailer Sales & Rental,	MULTIPLE	\$35	APPROVED	Print	
I0634763	23-JAN-08	Abbatello, James	Kiely-Cohen, AnnMarie	IBM Corporation-SDX,	987654	\$100	APPROVED	Print	
I0634743	17-JAN-08	Abbatello, James	Woods, Maura A.	Xerox Corporation,	MULTIPLE	\$2138.49	APPROVED		
I0634725	18-DEC-07	Abbatello, James	Woods, Maura	Hvatt Regency Coral	Rnoms 10/13-	\$1417	APPROVED		

start

3 Microsoft Office O... 18 Microsoft Office ... 2 Internet Explorer

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

New Check Requisition Procedures View Check Requisitions



New Check Requisition Procedures View Check Requisitions

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_link=VIEW Go Links

Personal Information Employee **Finance**

Search Go MENU SITE MAP HELP EXIT

- select a status -
- select a vendor - Search

Check Requisitions Status									
Invoice #	Request Date	Requestor Name	Budget Admin. Name	Click Vendor Name to view history	Vendor Inv#	Inv. Total	Status	Action	Approver Note
10814184	28-JAN-08	Abbatello, James T.	Woods, Maura A.	MTM Technologies, Inc.	1	\$100	REJECTED	Resubmit Delete	Further Review by Management back to main menu

Click "Resubmit" to bring you to the update page

Done Internet

start Microsoft Office O... Microsoft Office ... Internet Explorer 12:02 PM

New Check Requisition Procedures Update Check Requisitions

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

File Edit View Favorites Tools Help

Address http://devapollo.stjohns.edu:8070/pprd/xchkreq.psummary?p_creq_no=10814184&p_link=UPDATE Go Links

Personal Information Employee **Finance**

Search Go MENU SITE MAP HELP EXIT

Update Check Requisition for 10814184

Click the heading link to update the corresponding section

Invoice Header Information

Check Requisition No.: 10814184	Check Requisition Date: 28-JAN-08	Last Activity Date: 28-JAN-08	Requestor ID: XD1610030
Budget Admin.: Woods, Maura A.	Home Dept:224	Pick Up: N Enclosure: N	Check Status: REJECTED
Invoice No.: 1	Invoice Type: VEND	Invoice Date: 28-JAN-08	Due Date: 29-JAN-08

Vendor Information

Vendor ID: XD1608690	Vendor Name: MTM Technologies, Inc.	Address Type:FI	Sequence:2
Vendor Address : 395 Hudson Street 5th Floor New York, NY 10014			

Commodity Information: total is \$100

1	-Supplies	\$100
---	-----------	-------

Accounting Distribution Information: total is \$100

1	1110-224-7433-41500	\$100
---	---------------------	-------

back to previous screen back to main menu

Click here to view/update invoice header information

Click here to view/update vendor information

Click here to view/update Commodity and Accounting information

Done

start Microsoft Office O... Microsoft Office ... Internet Explorer 12:04 PM

New Check Requisition Procedures Update Check Requisitions

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

Address: http://devapollo.stjohns.edu:8070/pprd/xchkreq.psummary?p_link=VIEW

Personal Information Employee **Finance**

Search MENU SITE MAP HELP EXIT

- select a status -
- select a vendor -

Invoice #	Request Date	Requestor Name	Budget Admin. Name	Click Vendor Name to view history	Vendor Inv#	Inv. Total	Status	Action	Approver Note
I0814184	28-JAN-08	Abbatello, James T.	Woods, Maura A.	MTM Technologies, Inc.	1	\$100	Awaiting Approval	View/Print	Further Review by Management back to main menu

Once all changes have been resubmitted, the status will change from "Rejected" to "Awaiting Departmental Approval"

New Check Requisition Procedures Final Approval

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

File Edit View Favorites Tools Help

Address http://devapollo.stjohns.edu:8070/pprd/xchkreq.psummary?p_link=VIEW Go Links >>

Personal Information Employee **Finance**

Search Go MENU SITE MAP HELP EXIT

- select a status -
- select a vendor - Search

Invoice #	Request Date	Requestor Name	Budget Admin. Name	Click Vendor Name to view history	Vendor Inv#	Inv. Total	Status	Action	Approver Note
10814184	28-JAN-08	Abbatello, James T.	Woods, Maura A.	MTM Technologies, Inc.	1	\$100	APPROVED	Print	

back to main menu

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

Done Internet

start Microsoft Office O... Microsoft Office ... Internet Explorer 12:17 PM

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.


New Check Requisition Procedures Final Approval and Completed Transaction

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

Address: http://devapollo.stjohns.edu:8070/pprd/xchkreq.psummary?p_creq_no=10814184&p_link=PRINT

Personal Information Employee **Finance**

Search Go MENU SITE MAP HELP EXIT



Check Requisition Summary for 10814184
Vendor ID: X01608690
Document Type: INVOICE

Check Requisition Information

Check Requisition No.: 10814184	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: APPROVED

Vendor Information

Vendor ID: X01608690	Vendor Name: MTM Technologies, Inc.,	Address Type: FI	Sequence: 2
Vendor Address : 395 Hudson Street 5th Floor New York, NY 10014			
Invoice No.: 1	Invoice Type: VEND	Invoice Date: 28-JAN-08	Due Date: 29-JAN-08

Commodity Information: total is \$100

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.