On-Line Check Requisition
User Reference Manual

Office of Business
Affairs Newman Hall
Revised, March 28, 2017
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Login SJU Information System</td>
<td>4-8</td>
</tr>
<tr>
<td>Check Requisition Process For Existing Vendors with Sufficient Funds</td>
<td>9-18</td>
</tr>
<tr>
<td>Check Requisition Process For Existing Vendors with Non-Sufficient Funds</td>
<td>19-24</td>
</tr>
<tr>
<td>Check Requisition Process For New Vendors</td>
<td>25-31</td>
</tr>
<tr>
<td>Check Requisition Process - Approval of Check Requisitions</td>
<td>32-36</td>
</tr>
<tr>
<td>Check Requisition Process – View/Update Check Requisitions</td>
<td>37-42</td>
</tr>
<tr>
<td>Check Requisition Process - Final Approval</td>
<td>43-44</td>
</tr>
</tbody>
</table>
Introduction

This reference manual has been created to assist the user with the processing of vendor payments using UIS Online 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 online 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

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.

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

- 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

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.
New Check Requisition Procedures
For Existing Vendors:

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

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

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

Page 2 - COMMODITY

All fields marked with * are required.

Check Requisition No: 0004603    Activity Date: 10-SEP-07    Requestor ID: X016100000
Vendor Invoice No: 1234567    Invoice Date: 10-SEP-07    Vendor ID: X016100000

Seq.  Code  Description  *  Amount *
1     001     Sun Hardware maintenance renewal  66691.77
2
3
4
5
6
7
8
9
10

TOTAL  $66691.77

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.
New Check Requisition Procedures
For Existing Vendors:

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

Page 3 - ACCOUNTING DISTRIBUTION

<table>
<thead>
<tr>
<th>Seq</th>
<th>Org *</th>
<th>Fund *</th>
<th>Enter 4 digits acct code OR Select an acct *</th>
<th>Percent Amount *</th>
<th>NSF</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>224</td>
<td>1110-Business Affairs Jamaica</td>
<td>5600-Travel Expenses</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>224</td>
<td>1110-Business Affairs Jamaica</td>
<td>Select</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>224</td>
<td>1110-Business Affairs Jamaica</td>
<td>Select</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>224</td>
<td>1110-Business Affairs Jamaica</td>
<td>Select</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>224</td>
<td>1110-Business Affairs Jamaica</td>
<td>Select</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>224</td>
<td>1110-Business Affairs Jamaica</td>
<td>Select</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>224</td>
<td>1110-Business Affairs Jamaica</td>
<td>Select</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>224</td>
<td>1110-Business Affairs Jamaica</td>
<td>Select</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>224</td>
<td>1110-Business Affairs Jamaica</td>
<td>Select</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>224</td>
<td>1110-Business Affairs Jamaica</td>
<td>Select</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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)**

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

#### Page 3 - ACCOUNTING DISTRIBUTION

All fields marked with * are required:
- Check Requisition No: 0034606
- Activity Date: 12-SEP-07
- Requestor ID: XG1049031
- Vendor Invoice No: 1234abc
- Invoice Date: 12-SEP-07
- Vendor ID: Vendor ID Needed

Total Commodity Amount: 100

<table>
<thead>
<tr>
<th>Seq.</th>
<th>Org.</th>
<th>Fund</th>
<th>Enter 4 digits acct code OR Select an acct</th>
<th>Percent Amount</th>
<th>NSF</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>224</td>
<td>1110-Business Affairs Jamaica</td>
<td>5600-Travel Expenses</td>
<td>100</td>
<td>✔</td>
</tr>
<tr>
<td>2.</td>
<td>224</td>
<td>1110-Business Affairs Jamaica</td>
<td>select-</td>
<td>select-</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>224</td>
<td>1110-Business Affairs Jamaica</td>
<td>select-</td>
<td>select-</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>224</td>
<td>1110-Business Affairs Jamaica</td>
<td>select-</td>
<td>select-</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>224</td>
<td>1110-Business Affairs Jamaica</td>
<td>select-</td>
<td>select-</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>224</td>
<td>1110-Business Affairs Jamaica</td>
<td>select-</td>
<td>select-</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>224</td>
<td>1110-Business Affairs Jamaica</td>
<td>select-</td>
<td>select-</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>224</td>
<td>1110-Business Affairs Jamaica</td>
<td>select-</td>
<td>select-</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>224</td>
<td>1110-Business Affairs Jamaica</td>
<td>select-</td>
<td>select-</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>224</td>
<td>1110-Business Affairs Jamaica</td>
<td>select-</td>
<td>select-</td>
<td></td>
</tr>
</tbody>
</table>

*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 finalize the transactions.

Use this button to delete all information entered.
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)

Update Check Requisition for 10634639

Click the heading link to update the corresponding section

Invoice Header Information

Check Requisition No.: 10634639
Check Requisition Date: 17-OCT-07
Last Activity Date: 17-OCT-07
Requestor ID: Z016100360
Budget Admin. Woods, Mauria J.
Home Dept: 223
Pick Up: Y
Enclosure: Y
Account #123
Check Status: NSF
Invoice No.: Donor 1
Invoice Type: VEND
Invoice Date: 17-OCT-07
Due Date: 23-JAN-08

Vendor Information

Vendor ID: @00213337
Vendor Name: ABC School Supply Inc.
Address Type: T1
Address: 101424 Atlanta, GA 30302-1424
Sequence: 1

Commodity Information: total is $3000

1: Conference Bob Montgomery 10-31-07 $3000
Add more invoices...

Accounting Distribution Information: total is $3000

1: 1110-224-666-141500 $3000

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

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

You can select a Budget Administrator.

For a new vendor, click “Submit” and the following page will come up for you to enter vendor and invoice information.
New Check Requisition Procedures
For New Vendors

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.

Enter all vendor information here.

Enter all other * areas as noted previously.

Check the default Org here and change if necessary.
New Check Requisition Procedures
For New Vendors

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

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

After the email is received from the Accounts Payable Department, go to the check requisition status report and update the vendor.
New Check Requisition Procedures
For New Vendors

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.
New Check Requisition Procedures
Approval of Check Requisition

Select “Approve Check Requisitions”
New Check Requisition Procedures
Approval of Check Requisition

Click on “Invoice #” for viewing details of the invoice
New Check Requisition Procedures
Approval of Check Requisition
Rejection of Invoice

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.

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.

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]
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:
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] 
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 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.
Click on “View Check Requisitions” to view check requisitions as well as reasons for rejection.
New Check Requisition Procedures

View Check Requisitions

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

Click “Resubmit” to bring you to the update page.
New Check Requisition Procedures

Update Check Requisitions

Click here to view/update invoice header information

Click here to view/update vendor Information

Click here to view/update Commodity and Accounting information
New Check Requisition Procedures
Update Check Requisitions

Once all changes have been resubmitted, the status will change from “Rejected” to “Awaiting Departmental Approval”
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.
New Check Requisition Procedures
Final Approval and Completed Transaction

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.