

WATERFORD SCHOOL DISTRICT

CHECK REQUEST PROCESSES AND DIRECTIONS



Revised August 14, 2024

Effective for FY 24/25 and Beyond



PAPER CHECK REQUESTS

Employee reimbursement requests (including conference expense reimbursements) will be approved by the building administrator and submitted on paper check requests to the Accounts Payable Secretary. These requests will be subsequently processed by the Payroll Secretary and appear directly on the requesting employee's payroll (taxes are not applied to reimbursements through payroll).

ICR (INTEGRATED CHECK REQUEST) SCREEN

The following should be entered into the ICR in B+:

- conference registration fees
- athletic registrations
- special education contracted services
- food and nutrition services refunds
- childcare refunds
- community education refunds
- internal account reimbursements
- petty cash disbursements and replenishments
- meals on wheels payments
- community education instructor payments and membership fees

You will find step-by-step instruction on using the ICR (Integrated Check Request) on the following pages of this document.

ITEMS NOT SUBMITTED ON CHECK REQUESTS

Requests that should specifically not be submitted by either paper check request or in the ICR (Integrated Check Request) are:

- invoices related to District generated purchase orders



ICR - CHECK REQUEST GUIDANCE - BUSINESSPLUS

From the **Schools & Dept** dashboard

1. Open the **APOHININ – Check Request** option

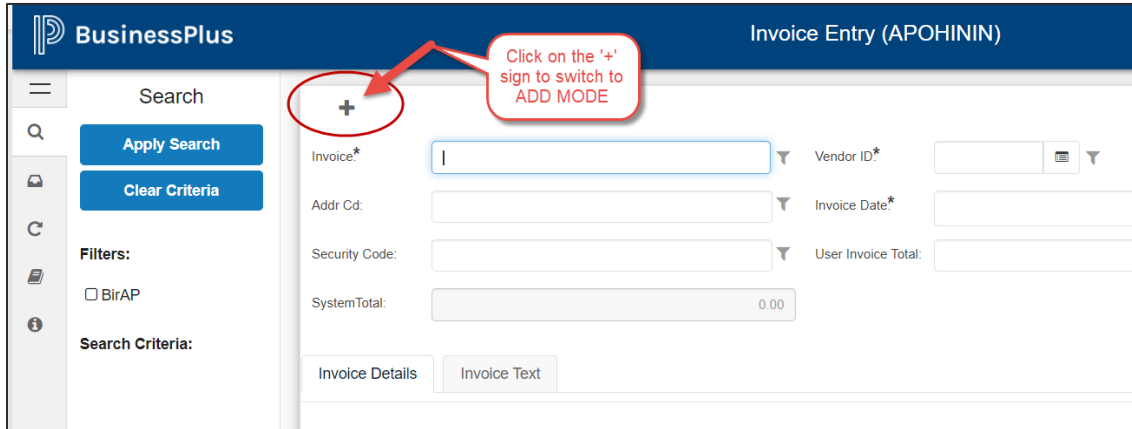
The screenshot displays the 'Schools/Dept' dashboard interface. At the top, a navigation bar includes 'Wendy's DshBd', 'Human Resources', 'Position Budgeting', 'Fixed Assets', 'Schools/Dept' (highlighted with a red box), 'HOME', 'Payroll', 'Accounts Payable', and 'HRPY'. Below this, the dashboard is divided into several sections:

- Workflow Approvals/Outstanding:** A section titled 'Go to Workflow Tasklist' showing 'No tasks' and a refresh button. It includes a toggle for 'In Office'.
- PR Entry/PO Receiving:** A section with two options: 'POUPPR Enter Purchase Requests' and 'POUPRC Enter a Receiver for a Purc...'. Below these, the 'Check Request' option is circled in green, and the 'APOHININ Check Request' option is highlighted in yellow with a red arrow pointing to it.
- Cash Receipts Process...:** A section with the option 'ARBTCRIC Enter AR Invoice Payment'.
- School/Dept Finance R...:** A list of financial reports including 'OSPO3001: Purchase Order St...', 'OSPO5005: Open PO by Creat...', 'OSPO5006: Open PO by Locati...', 'OSPO5010: Open PO by Respo...', 'OSPO5016: PO Receiving By L...', 'OSPO5021A: PO Invoice Amou...', 'OSEN1101 - Transactions by A...', and 'OSEN3102: Encumbrance Tran...'.

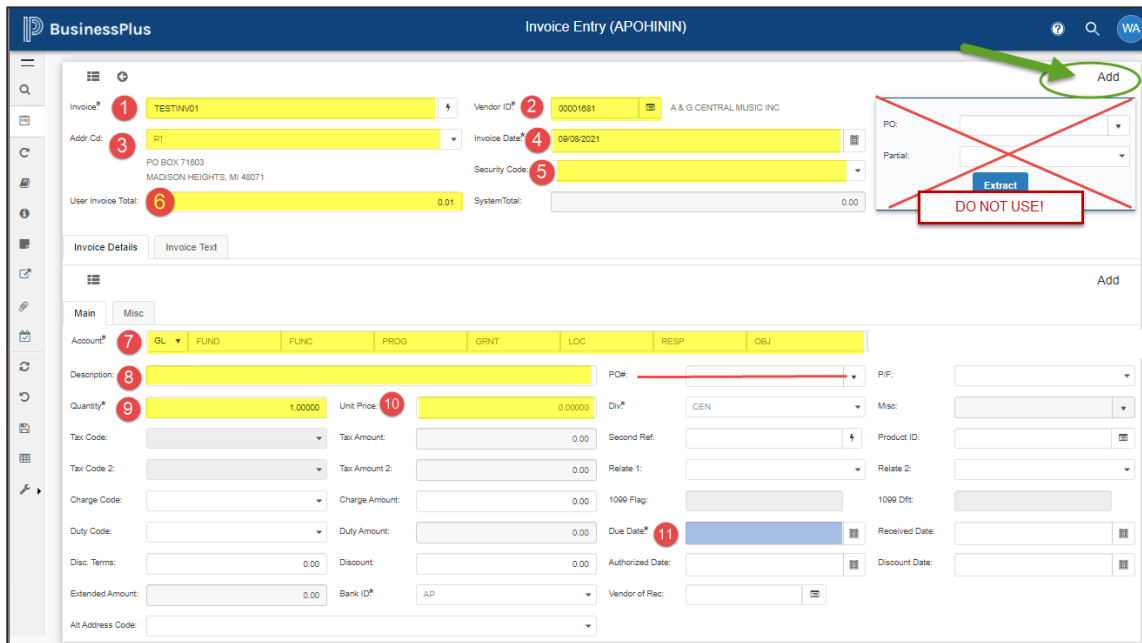


- Screen will open in **Find/Search Mode**

Important! Click on the '+' sign to place the screen in **ADD Mode**, before beginning to add a record.



2. Complete all **highlighted fields** in **both** sections of the screen (**Header and Details portions**)
(Do **NOT** press enter)



A. Invoice Header (top section):

- 1 **Invoice** – Enter the Invoice number (when provided by vendor) **OR**
Create an invoice number yourself.
Limit = 16 characters



IMPORTANT!

Do **NOT use ANY punctuation or spaces** in the invoice number (no: /@#\$\$%&*-). If the invoice number on the bill includes any punctuation or spacing, please remove it before entering.

Example: INV-123 45 would be entered as INV12345

2 Vendor ID – Enter the Vendor number or use the Lookup feature to search for the vendor by Name (click on the ellipses)

3 Address Cd – This field will auto-populate to R1 (**Remittance/Payment Address**). This field can be changed by clicking on the drop-down arrow and selecting another address code.

(Only select a Purchasing Address (P#) if a Remit Address code does not exist)

NOTE: Compare the remittance R1 address to the vendor invoice. If they do not match, then either: choose another matching available Address Type OR if the correct address is not available – contact the Purchasing Secretary in the Business Office.

4 Invoice Date –The date on the invoice OR Current date if no date provided.

5 Security Code – Field information will default in, based on the user’s security access.

6 User Invoice Total – Enter the total dollar amount for all charges and credits on the invoice.

*(Do **NOT** press enter)*

Enter your attachments now! (Instructions on Next Page)***

Once you attached your backup, come back to this page and continue the instructions.

NOTES:

- Once the **Vendor** and **Invoice Number** are added to the record, they **cannot be changed**.
If there is a need to change either of these, delete the incorrect record (prior to submitting to Workflow).
If the record has been submitted in Workflow, contact the next approver and ask that they ‘reject’ the request. Once rejected, the entry can be deleted and re-created.
- If corrections are necessary while an entry is processing through Workflow, contact the Accounts Payable Office so that the entry can be fixed. Building users cannot edit an invoice once the invoice is completed.

B. Invoice Details (lower section – line item details)

This section is used to fill in the details for each item on the invoice. There should be an Invoice Detail record for each item when you are finished.

7 Account GL - The account number to charge for the expense



8 **Description** - A description for the expense (**limit of 30 characters**).

NOTE: Only the first line item's description will print on the check

9 **Quantity** - The number of items for the line item (often this is 1)

10 **Unit Price** – Price per item

11 **Due Date** – OPTIONAL: Enter the date the payment is needed by. (Due date if listed on an invoice)
If this field is left blank, it will default to the same date as the invoice.

The following fields default in:

- **System Invoice Total** – This field is auto-populated based on the Quantity and \$ Amount entered in the Details area. User does not enter anything here.
- **Division** - Will *default to GEN* but can be changed if necessary.
- **Bank ID** - Will *default to AP* (or the Bank ID associated with the account # entered)

➤ Press **Enter to SAVE** and submit your check request.

3. To enter more than one Invoice Detail:

➤ **Press Enter** after entering the first account # and amount. There will be a record accepted banner on the top of the screen. The header/top portion of the screen will remain visible and the user will see that the **System Invoice Total** is a lesser dollar amount than the **User Invoice Total**

NOTE: The lower/detail portion of the record will appear blank, showing that it is *ready for additional accounting line info* (since the *System Total does NOT yet equal the User Invoice Total*).

The record will remain in Add Mode, allowing the user to complete the entry.

➤ Enter the next line of Invoice Details and continue with line entries until **User Invoice Total** equals the **System Invoice Total**.

➤ **Press Enter**, if the total of the detail records matches the total in the header, the page will go blank.

➤ Watch for the **Record Accepted** message

BusinessPlus Invoice Entry (APOHININ)

Invoice# TESTIN01 Vendor ID# 00001881 A & G CENTRAL MUSIC INC

Addr Cd: RI Invoice Date# 09/08/2021

PO BOX 71803
MADISON HEIGHTS, MI 48074

Security Code: PO: [] Partial: [] Extract

User Invoice Total: 1.00 System Total: 0.00

Invoice Details Invoice Text

Main Misc

Account# GL FUND FUNC PROG GRNT LOC RESP OBJ JL JOB KEY TASK WORK ORDER

Description: PO#: P/F:

Quantity# 1.00000 Unit Price: 0.00000 Div# GEN Misc: []

ADD ATTACHMENTS

IMPORTANT!



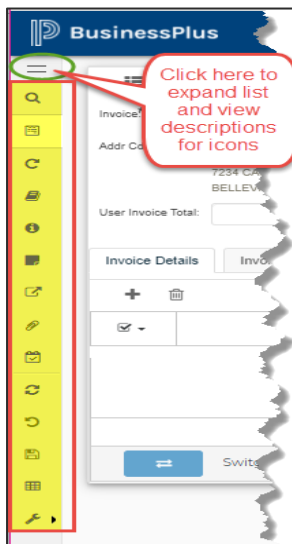
Save all supporting documents to the computer **PRIOR to attaching the items to the Check Request** entry. Scanned items should include a copy of the invoice/bill, any quotes received, and any relevant communication (emails).

INFO:

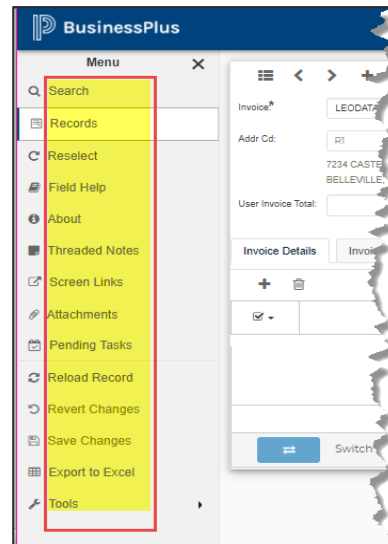
To View icon descriptions, click on the '**Options**' icon (the first icon – looks like horizontal lines) to view descriptions/names associated with the icons OR hover over the icon to view description.

What do those ICONS represent:

Initial view

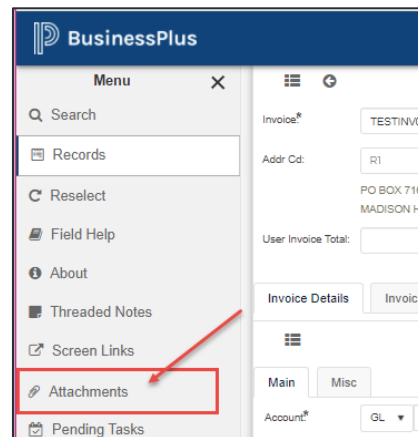


Expanded Version (with words)

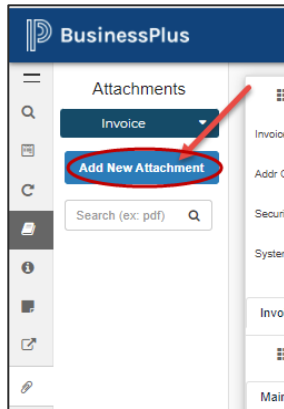


1. While still on the **Check Request** record:

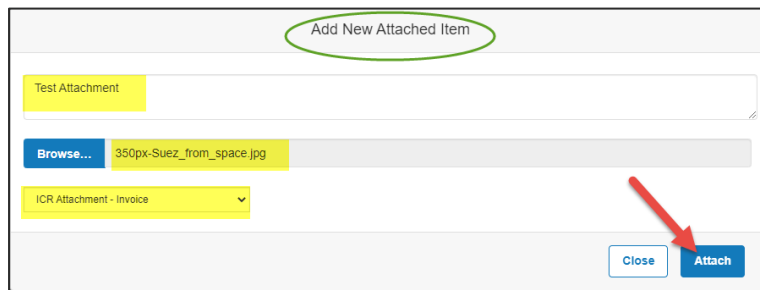
- Click on '**Attachments**' icon (paper clip)



2. Click on the 'Add New Attachment' button

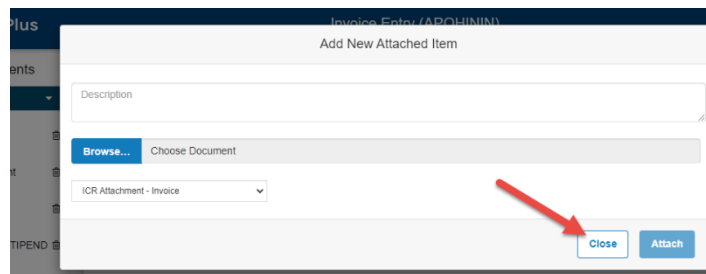


3. In the 'Add New Attached Item' window, enter the following information:

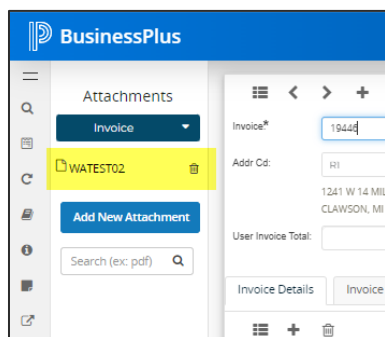


- **Description** – add a description (Ex: vendor name, invoice number, receipt name/date, etc.)
 - **Please don't use any punctuation in the description field.**
 - **Attach Definition** – select **ICR Attachment - Invoice**
 - **Browse** – click on Browse, search computer for saved supporting documents
- Click on item to add to record

- Click on **Attach**
- Click on **Close** (in the 'Add New Attached Item' window)



4. Attachments will now be shown in the side-menu of the AP record



- Click on Attachment to review, if desired

NOTE: Only the **AP ADMIN** role (typically the AP person in the Business Office ONLY) can delete attachments. If a building or Dept. user needs an attachment deleted, they should contact their business office staff to have an attachment removed.



WORKFLOW SUBMIT

IMPORTANT! Once a **Check Request** has been completed (and attachments have been added), the Creator **MUST** submit the request to **Workflow**, to begin the approval routing process.

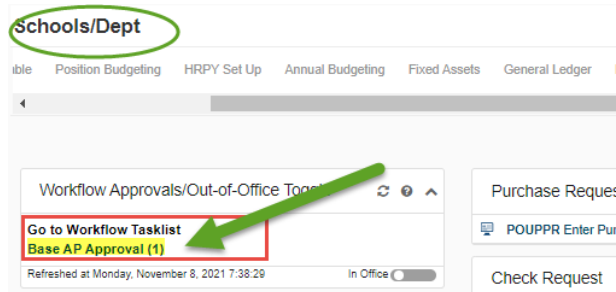
The submission to Workflow must begin via the **Workflow TaskList**, located on the **Schools/Dept** dashboard within the Workflow Approvals folder.

NOTE: It may be necessary to Refresh the Schools/Dept screen if the Check Request entry is made right before accessing the Workflow Tasklist entry. Press F5 to refresh the screen.

Building/Department User:

1. From the **Schools/Dept** dashboard, in the **Workflow Approvals/Out of Office** folder:

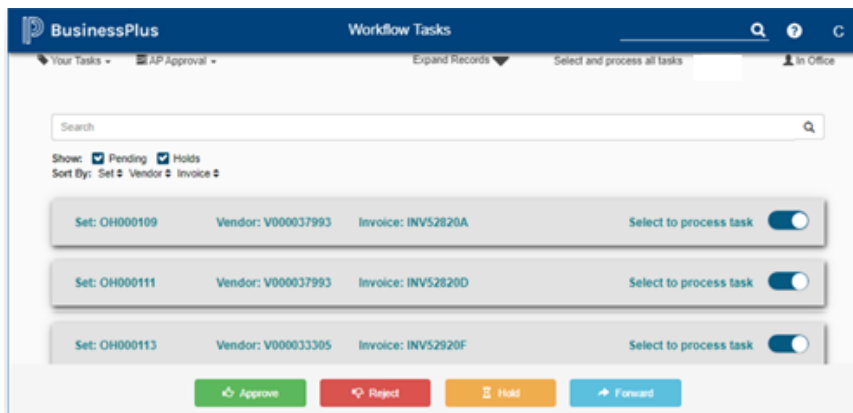
- Click on '**Base AP Approvals**' (see highlight below)



2. Click on the '**AP Approval**' (district name)

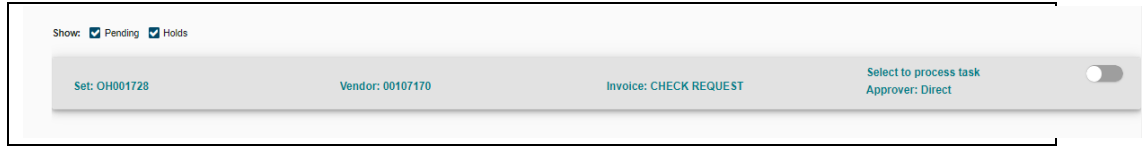


3. A list of all **outstanding** items will appear (only approvals for user will be shown):



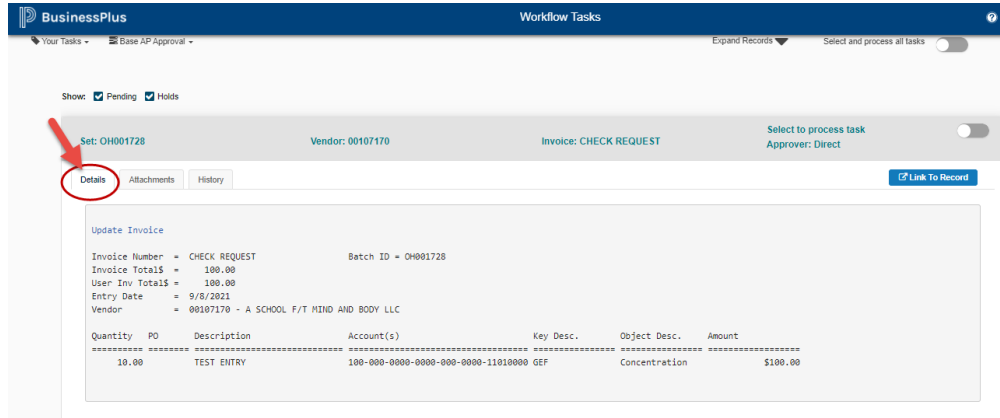
4. To view further information related to the record

- Click on an individual record

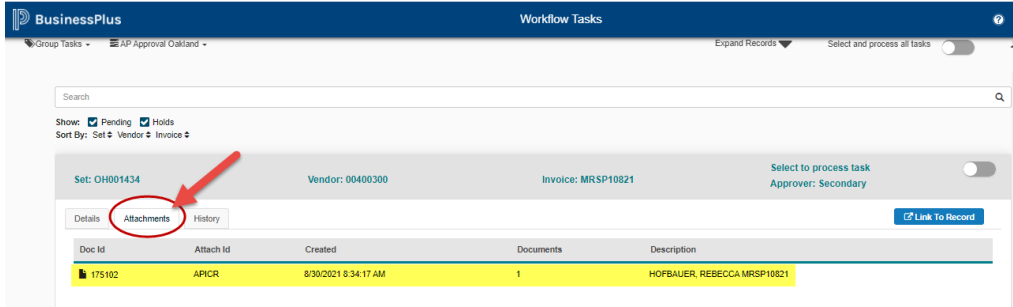


- Click on the tabs (Detail, Attachments, or History) to review further details:

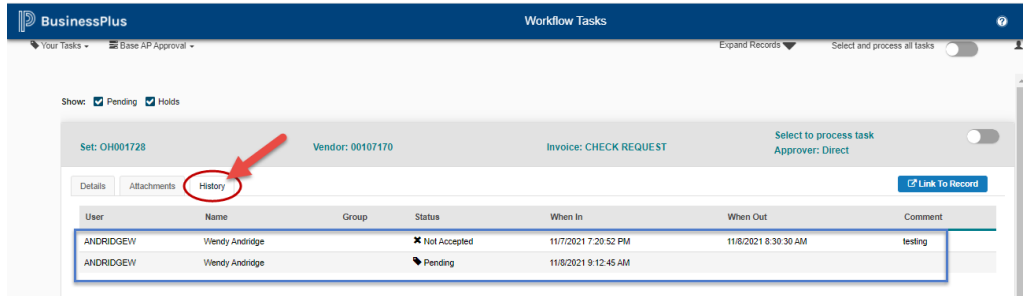
- **Details** – to view record info



- **Attachments** – to view items attached to the record



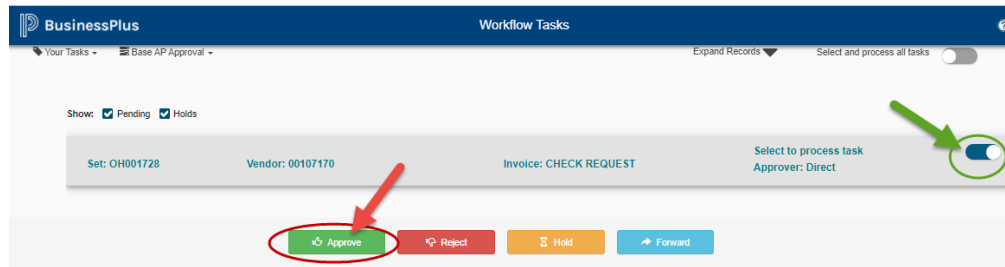
- **History** – shows full approval routing history



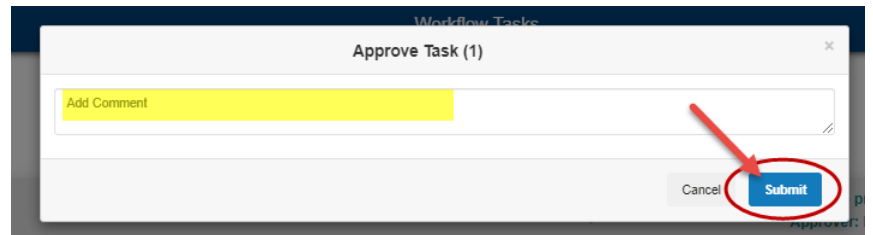
5. Select records to **APPROVE (Submit to Workflow)**

A. Submit an **Individual** record to Workflow:

- Click on the toggle button next to an individual line item: **'Select to process task'**
- Approval options will appear below the list
- Click **'Approve'** button (item will be submitted to Workflow and started through the approval routing process).



- Add Comments, if necessary
- Click **Submit**



APPROVAL ROUTING

After the **Creator** has submitted the request to Workflow, the Check Request will route to all approvers.

a. **Approved Check Requests:**

- The **Creator** will get an email notification once **ALL** approvals are completed.
- The item will remain on the Creator's item list until the **Accounts Payable** Associate has posted the fully approved Check Request.
- Checks are printed once per week on Thursdays, and are mailed directly from AP to the vendors.
- To ensure your check will be printed, the check requests need to be entered and approved by all approvers by 12p on Wednesday. Once you submit a check request, give your principle/Supervisor a heads up so they know to look for it in workflow.

b. **Rejected Invoices**

- The **Creator** will receive a rejection email notification if a Check Request is rejected.



INVOICE NAMING CONVENTIONS

In order to prevent duplicate payment, Business Plus does not allow you to use duplicate invoice numbers for a vendor. Please use the following numbering schemes:

- 1) If an invoice number is available, **always** use that number:
 - Keep leading zeros – ex 00012345, should be entered as 00012345
 - You can use letters and numbers – ex INV12345 or CM54321
 - Drop all hyphens or other symbols – ex 002345-01, should be entered as 00234501
 -
- 2) If an invoice number is not available use the following guidelines:

TYPE OF CHECK REQUEST	NAMING CONVENTION	EXAMPLE
CONFERENCE REGISTRATION	CONFREG(DATE OF CONFERENCE)	CONFREG09318
ATHLETIC REGISTRATION	ATHREG(FIRST DATE OF EVENT)	ATHREG093018
POOL EVENT REGISTRATION	PFCREG(FIRST DATE OF EVENT)	PFCREG111518
SPECIAL EDUCATION SERVICES	SVCSE(LAST DAY OF SERVICE PERIOD)	SVCSE093018
FOOD AND NUTRITION SERVICES REFUNDS	REFMM(DATE REFUND POSTED IN MEAL MAGIC)	REFMM111518
FOOD AND NUTRITION SERVICES CHANGE FUND	CHNGFNS(FISCAL YEAR)	CHANGEFNSFY19
CHILDCARE REFUNDS	REFCC(DATE REFUND POSTED IN CC SOFTWARE)	REFCC103018
DHS OVERPAYMENT	DHS(PAYPERIOD, CASENUMBER)	DHS8091180364970
COMMUNITY EDUCATION REFUNDS	REF(FIRST DATE OF SERVICE)	REFCE090918
INTERNAL ACCOUNT REIMBURSEMENTS	IA(SCHOOL ABBREVIATION, DATE REIMBURSABLE EXPENSE RECORDED IN LEDGER)	IAMMS101118
PETTY CASH DISBURSEMENTS	PETTY(DATE REQUESTED)	PETTY081518
PETTY CASH REPELENISHMENTS	PETTYREP(DATE REQUESTED)	PETTYREP101518
COMMUNITY EDUCATION INSTRUCTOR PAYMENTS	CEINSTR(LAST DAY OF SERVICE)	CEINSTR092118
MEMBERSHIP FEES	MBSHP(INITIALS OF PERSON OR ENTITY BECOMING MEMBER)(FISCAL YEAR)	MBSHPDCFY19
WORKERS COMP CLAIMS	CLAIMS(FIRST DATE OF INVOICE PERIOD)	CLAIMS080618
CONTRACTED SERVICES	SVCPS(LAST DAY OF SERVICE PERIOD)	SVCPS102218

