Check Requests

To request a check click on SBAA; Check Request



If no PO was done click on ADD

	Leon County S	ch	ool	s				Sandra	a Brooks Account	Preferences	Exit ?
SKYWARD"						_					
Homo A	ccount Venders		Durc	haei	Accounts SBAA Custom	Federal/S	state o				
Mar	agement vendors	,	ruit	11001	Payable Reports	Reporti	ng				
Ch	eck Request 😭	7							😭 Favorites 🔻 怕 N	ew Window 🖷	My Print Queue
Add, Edit, De	lete Check Request	t fo	or En	tity	1131					🗐 💩	Filter
Status 🔻	Check Number	C E	A E	v	Vendor Name	Vendor State	Check Amount	Check Date	Print Date	Bank Acc	Refresh
History	0000004376				ACTION CORRUGATED SUPPLY, LLC.	UN	345.00	10/01/2012	10/01/2012	CHECKIN	Add
History	0000004375				COTLER BROTHERS PRODUCTIONS,		54.00	10/01/2012	10/01/2012	CHECKIN	Concernate
History	0000004374				FITNESS FINDERS, INC	MI	255.39	09/13/2012	09/13/2012	CHECKIN	from PO
History	0000004373				TIME FOR KIDS		554.40	09/12/2012	09/12/2012	CHECKIN	Edit
History	0000004372				CLOTHESLINE, INC	FL	21.09	08/21/2012	08/21/2012	CHECKIN	Eon
History	0000004371				FRIEND EVELYN A		93.20	08/20/2012	08/20/2012	CHECKIN	Delete
History	0000004370				MARCO'S PIZZA	FL	198.50	08/16/2012	08/16/2012	CHECKIN	Clone
History	0000004369				CHIC-FIL-A	FL	223.00	08/13/2012	08/13/2012	CHECKIN	Notes
History	0000004368				DRYE ARLENE		42.98	08/10/2012	08/10/2012	CHECKIN	Attach
History	0000004367			Y	CHIC-FIL-A	FL	278.00	08/13/2012	08/13/2012	CHECKIN	- ALCOST

Enter the vendor's name

Tab to the Detail Invoice Entry section and fill in the description, invoice number, invoice date and invoice amount.

Tab to the Account line and type in the letter **E** (Expense). Choose which account you need from the dropdown box.

Add MORE lines of coding if necessary or go to the next section of DETIALINVOICE ENTRY if more lines of invoices are needed

Click on ASSIGN CHECK NUMBER AND PRINT or SAVE AND PRINT LATER

Check Request Entry				🔞 🕤 🕁
Check Request Information * Bank Account: CHECKING (BANK OF AMERICA) * Vendor: Check Amount: 0.00 * Check Date: 10/02/2012 III Tuesday			v v	Check Spelling Assign Check Number and Print
Check Request Detail Line Entry				Print Later
Detail Invoice Entry Description	Invoice Number	Invoice Date 1099	Invoice Amount	Back
General Ledger Account Distribution		Accounting Amount		
Account:	▼\$ 8	0.00	More	
Detail Invoice Entry				
Description	Invoice Number	Invoice Date 1099	Invoice Amount	
General Ledger Account Distribution		Accounting Amount	0.00	
Account:	▼ \$ 🗄	0.00	More	

If you chose ASSIGN CHECK NUMBER AND PRINT, verify info on check is correct and then click on PROCESS CHECK AND PRINT

If you notice an error click on CANCEL CHECK PRINTING. A check number WILL NOT be assigned & the check will be in BATCH status. You will be able to EDIT the check to correct the error. But once you click on PROCESS CHECK AND PRINT it's a done deal.

			Check Number: Check Date 10/10/2011	000012346 Check Amount 198.00
у	****One Hundred Ninety-Eight Dollars & 00 Cents			
the	SANDRA BROOKS			
der	104 HOFFMAN DR			
	TALLAHASSEE, FL 32312	Ą		

Click DISPLAY CHECK to print the check. And then CHECK PRINTING COMPLETE PRESS TO CLOSE



If paying a PO click on GENERATE FROM PO

<pre>stip https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinl</pre>	leoncotrnt/Schaebrws004.w	
★Favorites → 🗅 Notes @Preferences 🗟 Create New	Window Customer Access 🕲 Help 🗸	🖨 My Print Queue
Leon County Schools	User Name: SANDRA BROOKS	Monday, October 10th, 2011
Home Page SBAA Check Request		Back
Add, Edit, Delete Check Request for Entity: 0031 Status • Check Number C A V Vendor Na No records available C <t< th=""><th>ame Vendor State Check Amount Check Date</th><th>Print Date Bank Ac</th></t<>	ame Vendor State Check Amount Check Date	Print Date Bank Ac
	ß	Generate from PO Edd Delete Clone Notes Attach
		Assign Check Number and Print Reprint this Check

And then SELECT which PO you are paying



And click on ASSIGN CHECK NUMBER AND PRINT

heck Request Information					Assio
Bank Account: CHECKING	(SUNTRUST BANK)			PO Amount:	150. 0 Chec
PO Number: 031001000002 Bounci	House for EOY			Payments:	0.10 Numb
Vendor: BROCKS SANDRA T	104 HOFFMAN	DR TALLAHASSEE FL	32312	PO Amt to be Paid:	150.00 <u>S</u> ave a
Check Amount: 150.00 * Check Date: 10/10/2011	lav			Clo	ose the PO
Inv Desc: Bounciy House for EOY	-,	Inv Numb	er:	Inv Date: 10/10/2011	
heck Request Detail Line Entry-					
heck Request Detail Line Entry Detail Invoice Entry					_ _
heck Request Detail Line Entry Detail Invoice Entry Description					
heck Request Detail Line Entry Detail Invoice Entry Description castle bouncey house]	
heck Request Detail Line Entry Detail Invoice Entry Description castle bouncey house Catalog	Quantity	U of M	Unit Cost	Total Amount 1099	
heck Request Detail Line Entry Detail Invoice Entry Description castle bouncey house Catalog 123456	Quantity	U of M each	Unit Cost 150.00000	Total Amount 1099 150.00	
heck Request Detail Line Entry Detail Invoice Entry Description castle bouncey house Catalog 123456 General Ledger Account Distribu	Quantity 1	U of M each	Unit Cost 150.00000 Accou	Total Amount 1099 150.00	^

You will be following the same instructions as when you were printing straight to a check.