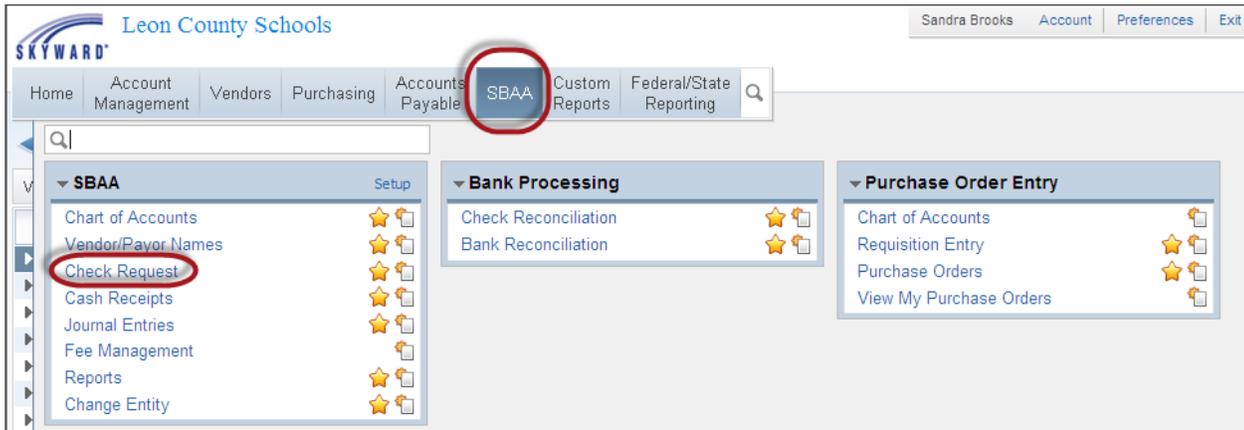


# Check Requests

To request a check click on SBAA; Check Request



If no PO was done click on ADD



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** **Tuesday**

**Check Request Detail Line Entry**

**Detail Invoice Entry**

Description	Invoice Number	Invoice Date	1099	Invoice Amount
General Ledger Account Distribution			<input type="checkbox"/>	0.00

Accounting Amount: **0.00** [More](#)

**Detail Invoice Entry**

Description	Invoice Number	Invoice Date	1099	Invoice Amount
General Ledger Account Distribution			<input type="checkbox"/>	0.00

Accounting Amount: **0.00** [More](#)

**Check Spelling**

[Assign Check Number and Print](#)

[Save and Print Later](#)

[Back](#)

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.

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinleocotrnl/fsbaeprnt001.w

Home Page | SBAA | Check Request | Check Request Entry

**Check Printing**

Check Number: **000012346**

Check Date	Check Amount
10/10/2011	198.00

**Pay** \*\*\*\*\*One Hundred Ninety-Eight Dollars & 00 Cents

**To the** SANDRA BROOKS

**Order** 104 HOFFMAN DR

**Of:** TALLAHASSEE, FL 32312

Process	Start Time	End Time	Status
Updating Check Request Status			
Generating Check Image			
Updating Accounting			

[Process Check and Print](#)

[Cancel Check Printing](#)

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

Check Number: **000012346**

Check Date	Check Amount
10/10/2011	202.78

Pay \*\*\*\*Two Hundred Two Dollars & 78 Cents

To the Order Of: SANDRA BROOKS  
104 HOFFMAN DR  
TALLAHASSEE, FL 32312

Processing Complete  
Check Processing complete.

Display Check Back

Process	Start Time	End Time	Status
Updating Check Request Status	14:55:32	14:55:36	Complete
Generating Check Image	14:55:36	14:55:40	Complete
Updating Accounting	14:55:40	14:55:40	Complete

Check Printing Complete - Press to Close

If paying a PO click on GENERATE FROM PO

Leon County Schools User Name: SANDRA BROOKS Monday, October 10th, 2011

Add, Edit, Delete Check Request for Entity: 0031

Status	Check Number	C	A	E	V	Vendor Name	Vendor State	Check Amount	Check Date	Print Date	Bank Ac
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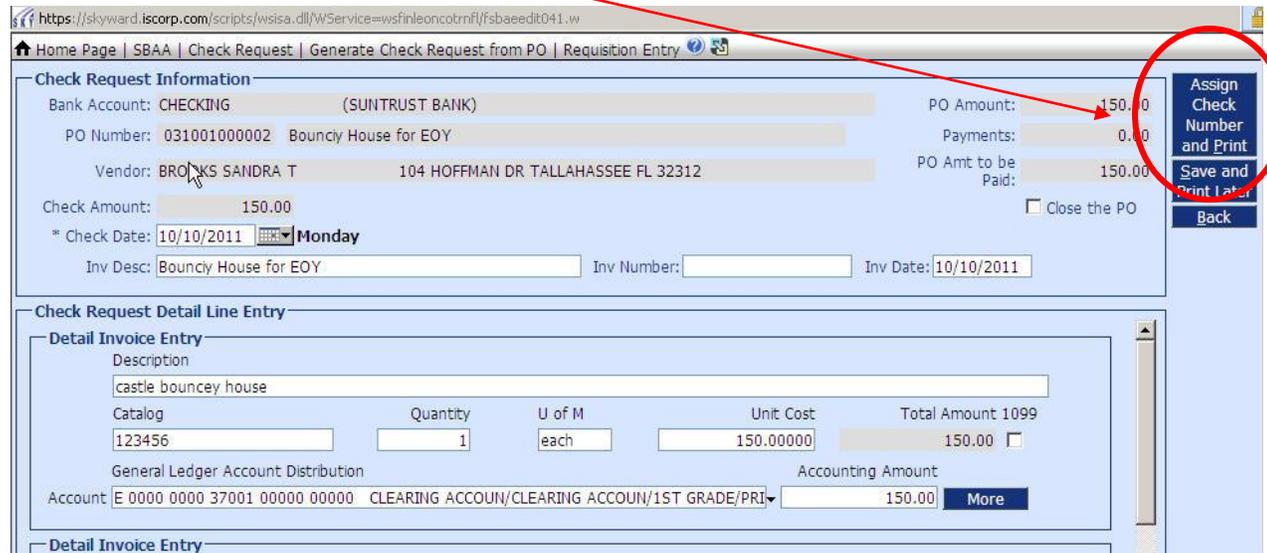
No records available

- Generate from PO
- Edit
- Delete
- Clone
- Notes
- Attach
- Assign Check Number and Print
- Reprint this Check
- Void
- Void and Reissue

And then SELECT which PO you are paying



And click on ASSIGN CHECK NUMBER AND PRINT



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