

# Online Check Request System

Located in Finance Central ([www.unc.edu/financecentral](http://www.unc.edu/financecentral))

(Please use Internet Explorer when working in Finance Central.)

## **Please remember:**

*For a business* – only one invoice per check request

*For an individual* – only one individual on one check (can have multiple receipts)

*Wire Transfer* – cannot be done using the Check Request System. Please fill out a paper form and submit to Disbursement Services.

## **To create a check request:**

1. Select the **Create** tab from the top menu bar
2. You have the option to create a Check Request from scratch or copy an existing Check Request:
  - a. In the section marked **Create a New Check Request:**
    - i. For Individuals: enter SS# under Tax ID section with no dashes and click **Create**.
    - ii. For Independent Contractor questions, call Steve Vance at 843-5093.
  - b. In the section marked **Copy from Existing Check Request:**
    - i. Enter the Check Request number you will be copying
    - ii. Enter how many copies you are making, and whether this will be a one-time copy or a recurring copy.
    - iii. Select whether you want to copy the Notepad and/or the Independent Contractor form.

## **Issue Check to:**

1. At this time, the system will automatically give you a check request number. Write the check request number on your invoice.
2. For an individual, this information will automatically be loaded onto the form.

3. For a business, enter the Business Name and click **Search**.
  - a. This will bring up a list of vendors with that name in their title. Click the radio button next to the vendor that needs to be paid and click **Address**.
  - b. This will bring up a list of addresses associated with that vendor. Select the radio button next to the address and click **Return**. Your information will automatically load onto the form.
  - c. *It is important for you to look at the invoice to make sure the Remit to Address is as shown on the invoice as it is in our system. There may be more than one address on the invoice.*
4. *If the individual or vendor you need to pay is not in the system, please fax the individual/vendor information to the vendor coordinator at 962-2356*

#### **Additional Order Information:**

1. In this section, you can enter more information for the vendor of your invoice if you would like.

#### **FRS Accounting Information:**

You can divide the invoice into up to six different account numbers/object codes.

1. Fill in ledger, account ID, and object code.
2. Enter the total amount, even if it includes tax. Disbursement services will deduct the tax if it was added incorrectly.
  - a. If you are using a credit memo to pay for this invoice, please do not deduct this amount from the total amount of the invoice. Disbursement services will do that for you.
3. Extra Charges?: When splitting an invoice between account numbers, assign the shipping and handling charges to only one account number and click the radio button under Extra Charges.
4. Dept Use: This is for Cost Center/Sub Account Numbers only.

## Other Information:

1. Check Stub Description:
  - a. DO NOT PUT THE INVOICE #. The invoice number will already be printed on the check.
  - b. Please put Customer # or Subscription # - something to let the vendor know who is paying the invoice.
2. Send check through U.S. Mail:
  - a. For most check requests, the check should be sent through the U.S. Mail. Check this box if you would like the check to be sent through the U.S. Mail.
  - b. If the check is to be delivered to a campus box, then you will need to type out the delivery instructions in the Notepad and click "Notepad contains special instructions for Accounts Payable." This must be the first line in the Notepad.
  - c. DO NOT click both boxes. Please use one or the other.
3. Put description of purchase in the Notepad (after delivery instructions, if applicable). **(Required Field)**  
If Check Request is to be paid in foreign currency, make a note of it in notepad, and send an email with Check Request number to Meena Govindarajan at govindar@email.unc.edu.
4. It's okay to pay this check request:
  - a. This is not an approving function. It's just letting disbursement services know that you want them to pay this check request.
5. Delete this check request:
  - a. Use if you do not need the check request, but have already created it, check this box and put a note in notepad as to why you are deleting it. This is very important.

## For Departmental Use Only:

This section is optional. This can be used if your department wants to track expenses paid via check requests and use it for reports.

**Prepared by:**

1. Prepared by:
  - a. Select name from the drop down box, or if it is not listed, select Other, and enter your information (name and email address).
  - b. If your campus box number is not there, select 9999, and enter your campus box number in the next box.
  - d. If your phone number is not there, select Other and enter your phone number in the next box.

**Please write your Check Request Number (KXXXXXX) on your invoice.**

**Saving your Check Request:**

If you have not completed the check request, and you want to save it without submitting it, please click **Save Incomplete**.

If you are finished and all the information is correct, please click **Validate and Save**. This will submit the document for approval.

**Once the Check Request is complete and has been submitted for approval:**

1. On the left hand side of the screen, type in the check request number.
2. Select **Supporting Documentation Form** from the drop down box, and then click **Submit**.
  - a. If there is any additional information that you would like Disbursement Services to know, you may enter that in the notepad. If you are using a credit to pay for this invoice, please note that here, and attach the credit memo.
  - b. Your electronic signature is required when reimbursement is for out of pocket business expenses to an individual who is the disbursing authority for the account to which the expense will be charged. This is the only time you will need to "sign" a check request.
  - c. Click **Format to Print**.
  - d. Print this page by selecting **File** from the browser menu and select **Print**.
3. Select **Generate Barcode** from the drop down box, then click **Submit**.
  - a. This will automatically generate a barcode, and will ask you to print this page. Select **Print** to print the barcode.
4. Select **Print Check Request** from the drop down box, then click **Submit**.
  - a. Print this page by selecting **File** from the browser menu and select **Print**.
  - b. Keep this page with your original documentation. This does not need to be submitting to Disbursement Services.

If paying a monthly bill (other than the first time) (for example, a stipend or rent) no supporting documentation is required to be faxed in. However, we ask that you send an email including the check request number to:

- If the account number is a grant, please send an email to the contract specialist for that account.
  1. To find the contract specialist, click here: [http://cfx.research.unc.edu/OSR\\_Contacts/search.cfm](http://cfx.research.unc.edu/OSR_Contacts/search.cfm) and type in the account number and click Search. Once your result appears, click the account number, and a list of personnel will appear.

Scroll down to Preaudit, and email the Contract Specialist listed under the Preaudit section.

- If the account number is not a grant, please send an email including the check request number to Anthony Fichera at [afichera@email.unc.edu](mailto:afichera@email.unc.edu) and Michelle Lassiter at [mlassite@email.unc.edu](mailto:mlassite@email.unc.edu).

### **Submitting to Disbursement Services:**

1. Fax the following (in the exact order) to the number on the bottom of the barcode sheet:
  - i. **Barcode** (DO NOT INCLUDE A COVER SHEET. THE BARCODE MUST BE THE FIRST SHEET FAXED.)
  - ii. **Supporting Documentation Form** (that you just printed).
  - iii. **Invoice** (If invoice or receipt has a barcode on it, please copy and black out the barcode.)
2. Keep the following for your records:
  - a. Barcode
  - b. Supporting Documentation Form
  - c. Original Invoice
  - d. Check Request (that you just printed)

### **Check Status of a Check Request:**

1. If the document belongs to your department, click **Load Statuses**.
  - a. If the document belongs to an alternate department, type in the department number, and then click **Load Statuses**.
2. Choose the type of check request you are looking for from the drop down box (i.e. Incomplete, Check Written, Rejected, Deleted by Department, or All.)
3. Select whether you want only the check requests you have created or all check request for that department.
4. Click **Submit**.

## Running Reports using the Online Check Request System:

1. Click the **Reports** tab at the top of the screen.
2. Enter your department number in the box provided. (You may also select the format you would like the output, and in how much detail.)
3. In the Display Fields section, select the fields you would like on your report. You may select multiple fields by holding down the Ctrl key and clicking with your mouse.
4. Optional: You may choose which fields you would like the report to be sorted by. You may choose up to four.
5. Optional: In the Selection section, specify the field, comparison, and value for each test you would like to perform. (Click Selection Help for more details on this section.)
6. Click **Submit** at the top of the screen.