

Check Request Fill-in Form Instructions

The new fill-in check request can be utilized in two ways:

1. Fill-in online and print ,
2. Print off blank page and enter information manually.

General Notes:

- Navigation is done with the TAB key and MOUSE. Using the enter key will send you back to the top of the form.
- All lines marked with an asterisk are required fields. Any check request received with required information missing will be sent back for completion.
- 2 copies are required of all requests. If only one copy is received, it will be sent back for the additional copy.
- All supporting documentation is required to be attached to the 2 copies of the request sent to Accounting & Budgetary Control.
- Number of units is a required entry. This enables the calculation of the amount and total of the request. This will speed up the entry process and eliminate calculation errors.
- You cannot save the filled- in form with data unless you have a copy of Adobe Acrobat installed on your computer.

Form Entry:

Pay to: and Address:

Theses are required fields and should be filled in completely. Please note that the City, State zip fields are 3 separate fields and should be entered accordingly.

Vendor Number OR SS No:

You must fill in one of these but not both, depending on the status of the payee (employee or outside vendor).

Acct. Number:

This is for the 13 digit account number if this request is for a single account. There are 3 fields in this line to account for the fund-unit-object input fields. You may also list the account number in the description section of the detail, especially if you have more than one account to record.

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Charge to:

This is a free form field used to describe the account above.

Date Requested:

This is for the date of the request. Please note that the date defaults to today's date.

No. Of Units:

After you tab out of the date field you will be given an alert that tells you that the number of units must be entered. Just click OK and the box will disappear. This is to trigger the calculation of the amount and is required. The default unit is 1, and the first detail field is defaulted to it. To change the units you just have to enter the field and enter the new units.

Description:

This is a free form text field that will not wrap so if you exceed 255 characters you will need to tab or mouse click to the next line. Descriptions of the transactions are required.

Unit Price:

This is a required field and must be populated with a value. It works in tandem with the No. of units' field for the calculated field amount. As an example, If you need a check for dues for 10.00, you would enter 1 in the "no. of units" field, and 10.00 in unit price field, the amount automatically calculates in the next field.

Special Handling:

This is a free form field that wraps to a second line. You can use this to describe items like who to give the check instead of mailing. Please note that it will only wrap 2 lines.

Campus Address:

Please enter your campus address here.

Phone:

Please enter your campus phone here, noting that this field requires all 7 digits.

Print Button:

You are now ready to print the completed request. Please print 2 copies, requests with only one copy will be returned to the preparer.

Check Request Fill-in Form Instructions

Clear form:

If you need to complete more than 1 check request you may hit this button and it will clear the form so you can start again.

Saving File:

Please remember that unless you have the full version of Adobe Acrobat (not just the reader) you will not be able to save what you have typed.

Additional Instructions

Saving form to computer

To set a shortcut on your desktop:

1. Save form to your c: drive
 - A. Click save form button on the check request form
 - B. Save to your hard drive at c:\

C:\WINDOWS\Desktop\checkrequest.pdf - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss

Address C:\WINDOWS\Desktop\checkrequest.pdf

Search Web ... attempting to achieve buttons from Yahoo!

Special handling _____ Total Amount of Request _____

Approved By _____ Accounting and Budgetary Control

Date mailed _____

Authorization

Number _____

Company Address _____ (Phone XXX-XXXX)

City/State _____

Send 2 copies to Accounting and Budgetary Control - 1 copy will be returned to preparer after processing. Member State University is an equal opportunity educational institution. Revised 1/2006.

Save Template to Your Computer Click to Print Check Request Push to Clear Form

1 of 1 9.5x11in | 0 00:00

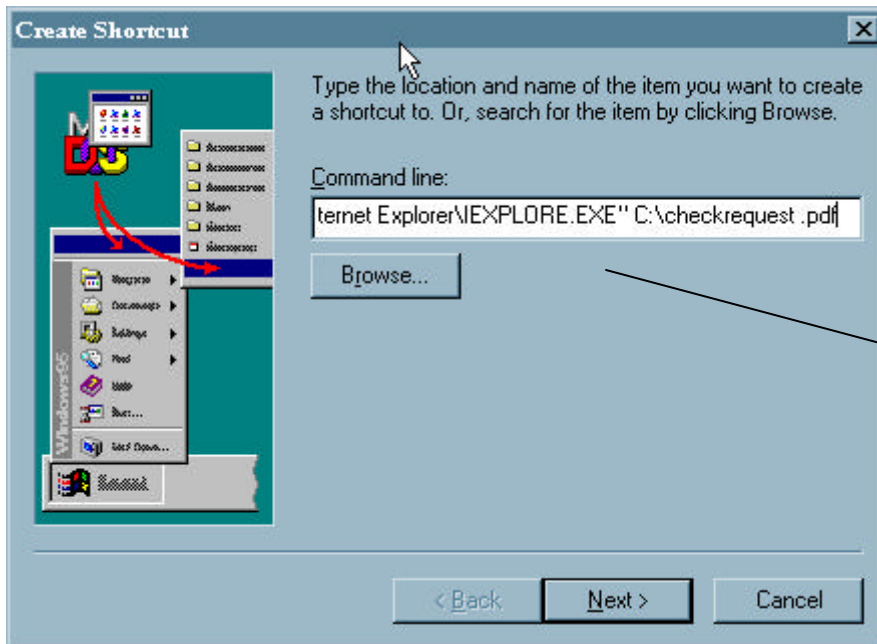
My Computer

Additional Instructions Saving form to computer

2. Go to desktop, right click, choose new, then shortcut.



If the check request form is saved to your c: drive you can set the following shortcut on your desktop: "C:\Program Files\Internet Explorer\IEXPLORE.EXE" C:\checkrequest .PDF



3. Hit the "Next" Key, Name the shortcut "Check Request", and hit finish.