Section 6 - Special Check Request

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6 - SPECIAL CHECK REQUEST PROCESSING

Overview:

- ▲ Add a new check request
- ▲ List check requests by reference document number
- ▲ List check requests by region and reference document number

```
MASTER     Office of Statewide Information Systems          Friday   00/00/0000
+-------------------------------------------------------------------------------+
|                      Check Request Processing Main Menu                       |
+-------------------------------------------------------------------------------|
|                                                                               |
|      1.  Check Request Maintenance                                            |
|      2.  Check Request Screen List By Ref Doc Number                          |
|      3.  Check Request Screen List By Region, Ref Doc Number                  |
|                                                                               |
|                                                                               |
|                                                                               |
|                                                                               |
|                                                                               |
|                                                                               |
|                                                                               |
|                                                                               |
|                                                                               |
|                                                                               |
|  Menu Selection ___                                                           |
|                                                                               |
+-------------------------------------------------------------------------------+
Escape=Return Enter=Send
```

This section is used in different ways by different agencies. Some agencies utilize it only to write checks for items with a revenue object code, i.e. a revenue refund. Some utilize this section to pay one-time ISIS vendors, conference registration fees, and payroll payable payments. This section is different from the expense voucher section because it offers an option to cancel the payment voucher "PV" to ISIS. It also does not generate a journal voucher "JV " for each transaction.

6.1 Check Request Maintenance

```
MASTER     Office of Statewide Information Systems          Friday   00/00/0000
+-------------------------------------------------------------------------------+
|                        Check Request Maintenance                              |
+-------------------------------------------------------------------------------|
| Ref Doc No.: 200009  Fiscal Year: 99  Check Amount:      35.00    Auto PV: Y  |
|     SSN: 000-00-0027 Bank Account: 22/25100 OFFICE OF THE SECRETARY     (Y/N)|
|    Name  WHITEHEAD, JAMES                          Check Date 07/27/98        |
|Address1                                             Check No. 1000042         |
|Address2                                            Interfaced Y  Region 01    |
|Address3   00000                                   Check Type:C Check Request  |
|Orgn  Obj Rptg SO Acty Func  Description            Amount                     |
|2000 1690 ____ __ ___  ____  OTHER-LIC PERM & FEE   25.00                      |
|2000 3000 ____ __ ___  ____  MISCELLANEOUS          10.00                      |
|                                                       .00                      |
|                                                       .00                      |
|                                                       .00                      |
|                                                       .00                      |
|                                                       .00                      |
|                                                       .00                      |
|                                                       .00                      |
|                                                       .00          35.00       |
|                                                       .00    F9=Calculate      |
+-------------------------------------------------------------------------------+
Esc=Return F2=Clear F3=Read F4=ReadNext F5=Add F6=Change F7=Delete F10=ReadPrev
Read Next:   0/0    Successful
```

Purpose This screen is used to enter a special check request or view detail data on a check request to be written against the Travel and Petty Cash Imprest Account.

Cross Reference
Reference & Set Up Processing - Section 3
SSN & FEIN Maintenance Processing - Section 4
Expense Voucher Processing - Section 7

Field	Size	Description
Ref Doc No.	6	Unprotected. Optional. This field is usually left blank for the system to assign the next sequential number to identify this specific document.
Fiscal Year	2	Unprotected. Required. This field designates which budget fiscal year will be charged for this expense.
Check Amount	7	Unprotected. Required. This field designates the dollar amount of this check request.
Auto PV	1	Unprotected. Required. This field designates if you want a payment voucher to be generated during the TMS interface for this specific check request. *Y=yes (generate the payment voucher) and N=no (do not generate the payment voucher).*

Field	Size	Description
SSN	9	Unprotected. Required. This field designates the person or vendor that will receive the payment.
Bank Account	7	Unprotected. Required. This field designates the specific bank account that will be charged for this check request.
Name	30	Protected. Displays the name of the person or vendor that will receive payment.
Check Date	6	Protected. Displays the date a check was issued.
Address 1	30	Protected. Displays the title or the first line of the address that is on the Employee Reference File.
Check No.	7	Protected. Displays the number of the check issued on this check request.
Address 2	30	Protected. Displays the second line of the address field that is on the Employee Reference File.
Interfaced	1	Protected. Indicates if the transaction has been included in the file to post to the ISIS system.
Region	2	Protected. Displays the region to be charged for the expense that is on the Reference File.
Address 3	30	Protected. Displays the third line of the address field which includes the city, state, and zip code that is on the Employee Reference File.
Check Type	1	Unprotected. Required. This field designates the code assigned to identify the check being issued. Must be a valid code in the Reference File.
Orgn	4	Unprotected. Optional. If left blank, the system will automatically charge the expense to the organization code established in the employee reference file. This field designates the ISIS organization code to be charged for the expense. Must be a valid number in the Reference File.
Obj	4	Unprotected. Required. This field designates the ISIS object code to be charged for the expense. Must be a valid number in the Reference File.
Rptg	4	Unprotected. Optional. This field designates the reporting categories to be charged for the expense if applicable. Must be a valid number in the Reference File.
SO	2	Unprotected. Optional. This field designates the sub-object code to be charged for the expense if applicable. Must be a valid number in the Reference File.
Acty	4	Unprotected. Optional. This field designates the activity code to be charged for the expense in ISIS. Must be a valid number in the Reference File.
Description	2	Protected. Displays the name established for the object code in the Reference File.
Amount	9	Unprotected. This field designates the dollar amount to charged to the specific ISIS code on that line.

How To:

➜ *Add a Check Request*

From Travel Management System Main Menu

1. Enter Menu Selection ***9 - Check Request Processing*** and press ***Enter***.
2. Enter Menu Selection ***1 - Check Request Maintenance*** and press ***Enter***.
3. Enter ***Fiscal Year.***
4. Enter ***Check Amount***.
5. Enter ***Auto PV, Y or N.***
6. Enter ***SSN or FEIN.***
7. Enter ***Bank Account.***
8. Enter ***Check Type.***
9. Enter the ISIS cost distribution coding and total amount for each line of distribution necessary.
10. Press ***F9 - Calculate.***
11. Verify the Calculated Amount and the Check Amount are equal. If not, make necessary changes and return to step 10.
12. Press ***F5 - Add.***
13. Verify message at bottom of screen ***"Add: Successful"***.
14. If a correction is necessary, it *must* be done prior to the check write - enter corrections necessary then press ***F6 - Change.***
15. Verify message at bottom of screen ***"Change: Successful"***.

Helpful Hints

✔ You may code up to eleven (11) lines of ISIS account distributions. ISIS organization code entered *must* be within the same appropriation.

✔ If processing a Payroll Payable check to State Group Benefits, be sure to set the Auto PV indicator to "N".

✔ If you are utilizing a vendor that has previously been set up, be sure to check the agency number, organization code, and region before processing a check.

✔ If there is a "Y" in the Auto PV field. The check amount will be reimbursed to the imprest account via an ISIS PV DOCUMENT check request during the ISIS interface process.

✔ If there is a "N" in the Auto PV field, it is not necessary for the ISIS detail line coding to be entered.

6.2 Check Request Screen List By Reference Document Number

```
MASTER     Office of Statewide Information Systems          Monday   00/00/0000
+-------------------------------------------------------------------------------+
|                 Check Request Screen List By Ref Doc Number                   |
+-------------------------------------------------------------------------------|
| Ref Doc No: 980003  Fiscal Year: 98                        More.. Next        |
| Ref Doc# FY        Amount Bank Acct    SSN       Check No. Check Date         |
|__200001  00        35.00   22/25200 777-77-7777   2000028   12/01/99         |
|__200003  00        75.80   22/25100 000-00-0004   2000040    1/01/00         |
|__200004  00        96.00   22/25200 000-00-0019   2000060   12/28/99         |
|__200005  00        96.00   22/25200 000-00-0019   2000064    3/30/00         |
|__200006  98        10.00   22/25100 000-00-0012   1000030    6/20/98         |
|__200006  00        60.36   22/25100 000-00-0025   2000065    3/30/00         |
|__200007  98       102.00   22/25200 000-00-0005   1000019    1/22/98         |
|__200008  98        23.40   22/25100 999-07-1098   2000083    4/14/98         |
|__200008  99        65.00   22/25100 777-77-7777   1000034    7/23/98         |
|__200009  99        35.00   22/25100 000-00-0027   1000042    7/27/98         |
|__200010  99       145.00   22/25200 000-00-0028   1000046    8/07/98         |
|__200011  00        25.00   22/25200 000-00-0009   1000060    3/31/00         |
|__200012  00        50.00   22/25200 000-00-0006   1000061    3/31/00         |
|__200013  99       150.00   22/25100 000-00-0012   1000077   11/19/98         |
|__200014  99        35.00   22/25100 000-00-0001   1000078   11/19/98         |
|__200015  99        60.00   22/25200 000-00-0003   1000079   11/19/98         |
+-------------------------------------------------------------------------------+
Escape=Return F2=Clear F3=Read F4=Get Detail F5=Read Prev
Read         0/0    Successful
```

Purpose This screen is used to list check requests in reference document number sequence, beginning with the reference document number specified. A particular check request may be selected for detail viewing from this list screen.

Cross Reference Reference & Set Up Processing - Section 3
SSN & FEIN Maintenance - Section 4

Field	Size	Description
Ref Doc No	6	Unprotected. Optional. If left blank, the system will list documents starting with the smallest number. If entered, the system will list documents starting with the one specified.
Fiscal Year	2	Unprotected. Optional. If left blank, the system will list documents starting with the smallest document number. If entered, the system will list documents starting with the one specified.
__	1	Unprotected. Optional. If the cursor is placed in this field, the system will get detailed information concerning the particular check request indicated in the next field.

Field	Size	Description
Ref Doc#	6	Protected. Displays document reference number.
FY	2	Protected. Displays fiscal year of the check request.
Amount	11	Protected. Displays check request dollar amount.
Bank Acct	7	Protected. Displays bank account number.
SSN	9	Protected. Displays social security number.
Check No.	7	Protected. Displays check number.
Check Date	6	Protected. Displays check date.

How To:

➜ *View a List of Check Requests By Reference Document Number*

From Travel Management System Main Menu

1. Enter Menu Selection ***9 - Check Request Processing*** and press ***Enter***.
2. Enter Menu Selection ***2 - Check Request Screen List By Doc Number*** and press ***Enter.***
3. Enter ***Ref Doc No*** and ***Fiscal Year*** (optional).
4. Press ***F3 - Read.***
5. Verify message at bottom of screen ***"Read: Successful"***.
6. To scroll forward press ***F3 - Read***.
7. To scroll backward press ***F5 - Read Prev***.

➜ *View a Particular Check Request Voucher*

1. Position cursor next to the voucher number you want to select.
2. Press ***F4 - Get Detail.***
3. System retrieves detail of the check request on the Check Request Maintenance Screen List .
4. Verify message at bottom of screen ***"Read: Successful"***.
5. To scroll forward press ***F3 - Read.***

6.3 Check Request Screen List By Region, Reference Document Number

```
MASTER     Office of Statewide Information Systems          Monday   00/00/0000
+-------------------------------------------------------------------------------+
|            Check Request Screen List By Region, Ref Doc Number                |
+-------------------------------------------------------------------------------|
| Region: 01  Ref Doc No: 980003  Fiscal Year: 98          More.. Next          |
| Ref Doc# FY        Amount Bank Acct    SSN       Check No. Check Date         |
|__200001  00        35.00   22/25200 777-77-7777   2000028   12/01/99         |
|__200003  00        75.80   22/25100 000-00-0004   2000040    1/01/00         |
|__200004  00        96.00   22/25200 000-00-0019   2000060   12/28/99         |
|__200005  00        96.00   22/25200 000-00-0019   2000064    3/30/00         |
|__200006  98        10.00   22/25100 000-00-0012   1000030    6/20/98         |
|__200006  00        60.36   22/25100 000-00-0025   2000065    3/30/00         |
|__200007  98       102.00   22/25200 000-00-0005   1000019    1/22/98         |
|__200008  98        23.40   22/25100 999-07-1098   2000083    4/14/98         |
|__200008  99        65.00   22/25100 777-77-7777   1000034    7/23/98         |
|__200009  99        35.00   22/25100 000-00-0027   1000042    7/27/98         |
|__200010  99       145.00   22/25200 000-00-0028   1000046    8/07/98         |
|__200011  00        25.00   22/25200 000-00-0009   1000060    3/31/00         |
|__200012  00        50.00   22/25200 000-00-0006   1000061    3/31/00         |
|__200013  99       150.00   22/25100 000-00-0012   1000077   11/19/98         |
|__200014  99        35.00   22/25100 000-00-0001   1000078   11/19/98         |
|__200015  99        60.00   22/25200 000-00-0003   1000079   11/19/98         |
+-------------------------------------------------------------------------------+
Escape=Return F2=Clear F3=Read F4=Get Detail F5=Read Prev
Read         0/0    Successful
```

Purpose This screen is used to list check requests for the region entered in reference document number sequence, beginning with the reference document number specified. A particular check request may be selected for detail viewing from this list screen.

Cross Reference Reference & Set Up Processing - Section 3
SSN & FEIN Maintenance - Section 4

Field	Size	Description
Region	2	Unprotected. Required. If left blank, the system will give an error message "Read Next: End of Region." If entered, the system will list check requests starting with the region specified.
Ref Doc No	6	Unprotected. Optional. If left blank, the system will list check requests starting with the region specified and the document with the smallest number. If entered, the system will list check requests starting with document specified.

Field	Size	Description
Fiscal Year	2	Unprotected. Optional. If left blank, the system will list check requests starting with the region specified and the document with the smallest number. If entered, the system will list check requests starting with the region specified and the document with the smallest number for the fiscal year specified.
Ref Doc#	6	Protected. Displays document reference number.
FY	2	Protected. Displays fiscal year of the check request.
Amount	11	Protected. Displays check request dollar amount.
Bank Acct	7	Protected. Displays bank account number.
SSN	9	Protected. Displays social security number.
Check No.	7	Protected. Displays check number.
Check Date	6	Protected. Displays check date.

How To:

➜ *View a List of Check Requests By Region, Reference Document Number*

From Travel Management System Main Menu

1. Enter Menu Selection ***9 - Check Request Processing*** and press ***Enter***.
2. Enter Menu Selection ***3 - Check Request Screen List By Region, Ref Doc Number*** and press ***Enter.***
3. Enter ***Region*** and ***Ref Doc No*** (optional) and ***Fiscal Year*** (optional).
4. Press ***F3 - Read***.
5. Verify message at bottom of screen ***"Read: Successful"***.
6. To scroll forward press ***F3 - Read.***
7. To scroll backward press ***F5 - Read Prev***.

➜ *View a Particular Check Request Voucher*

1. Position cursor next to the voucher number you want to select.
2. Press ***F4 - Get Detail.***
3. System retrieves detail of the check request on the Check Request Maintenance Screen List.
4. Verify message at bottom of screen ***"Read: Successful"***.
5. To scroll forward press ***F3 - Read.***

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