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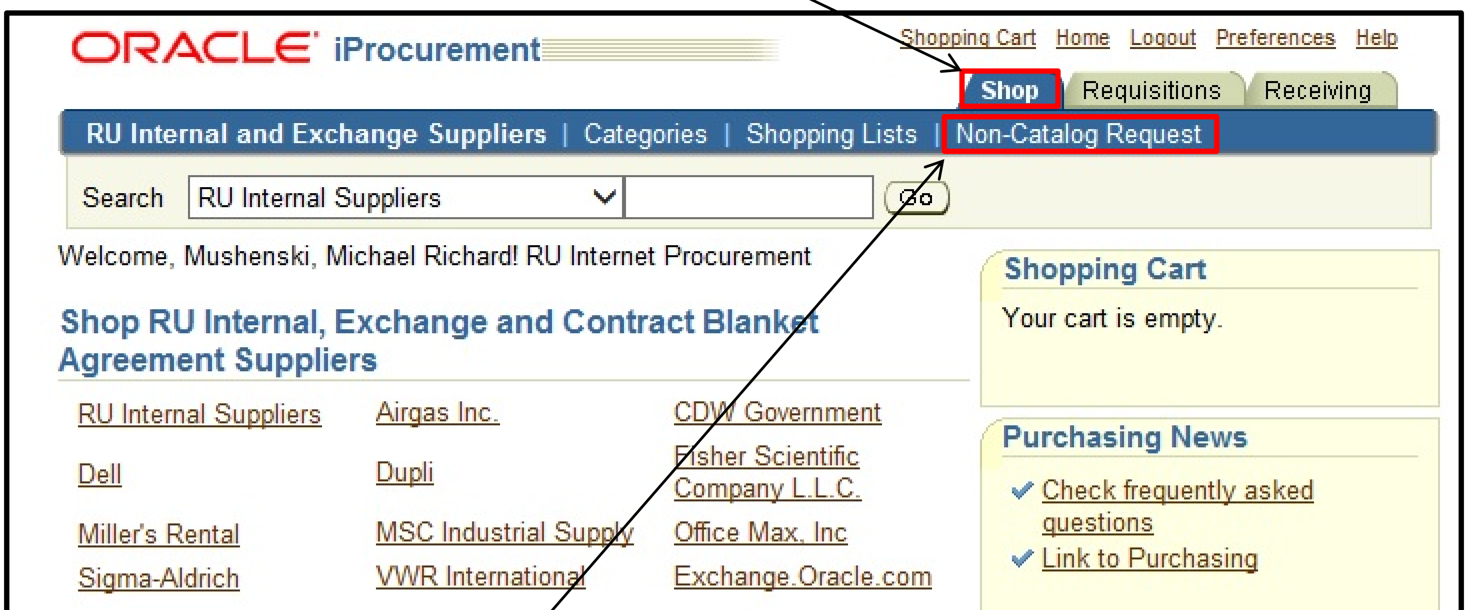
THE STATE UNIVERSITY OF NEW JERSEY

Check Request Example

Be sure to review “When to use a check request” prior to submitting a check request. The policy on when to use a check request can be located by clicking the icon.

When to use a check request

Step 1: Go to RIAS Internet Procurement website “Shop” tab:



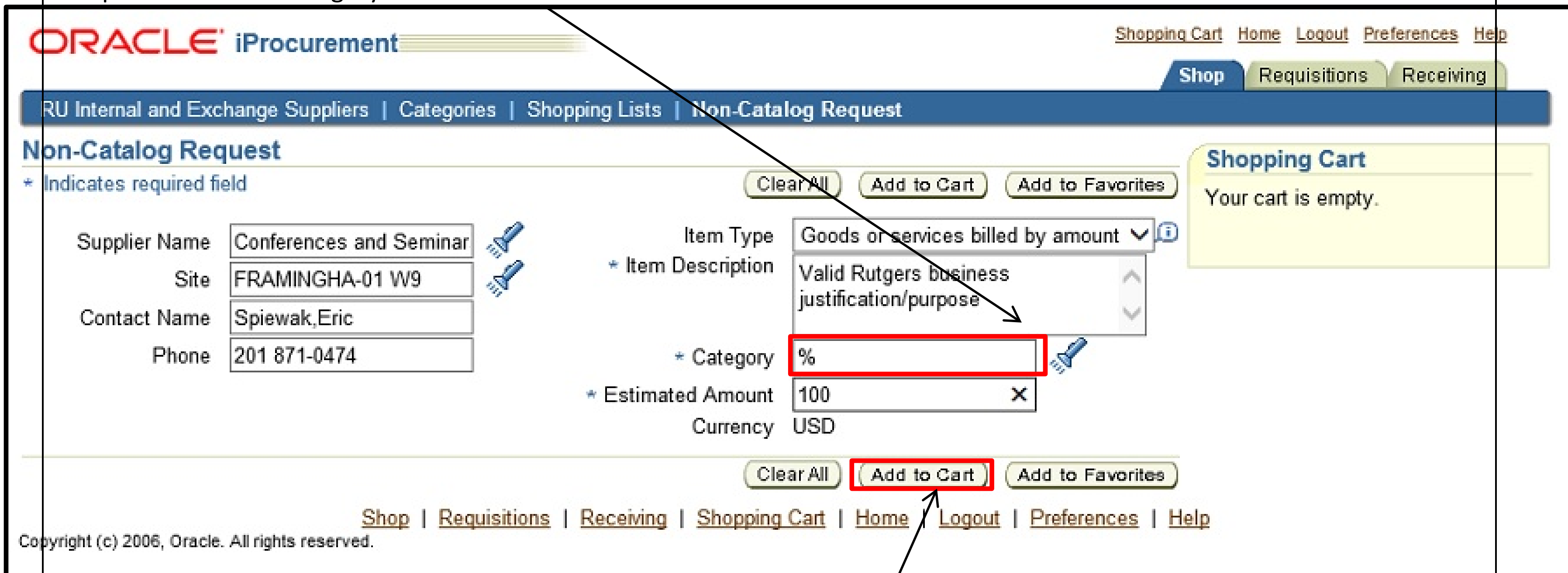
Step 2: Select “Non-Catalog Request.”

Please Note: This is only an example

RUTGERS THE STATE UNIVERSITY OF NEW JERSEY

Check Request Example

<u>Step 3:</u> Populate the information in the **example** below based on your specific business need. Be sure to select check request from the “Category” field below:



<u>Step 4:</u> Select “Add to cart” once all necessary information is populated.

<u>Please note:</u> In this example, the “Supplier name” field will be the name of the conference to be attended. Please use the % sign for various check request categories.

Please Note: This is only an example

Check Request Example

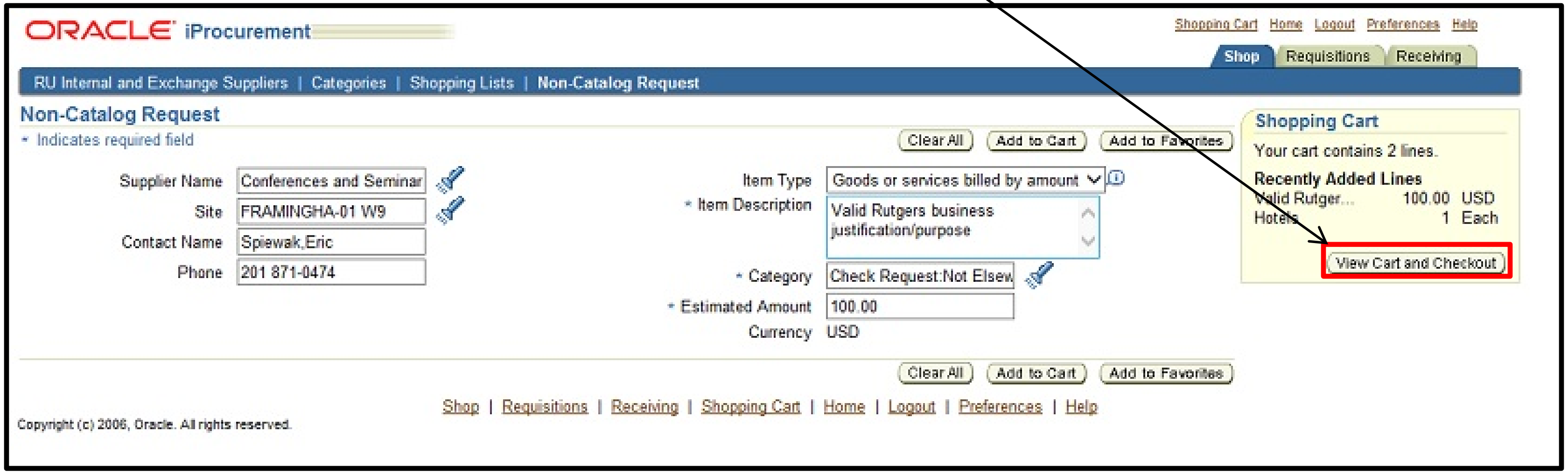
Step 5: Populate information to print on check stub based on your specific need.

Step 6: Click the "Continue" button once you have populated all information.

Please Note: This is only an example

Check Request Example

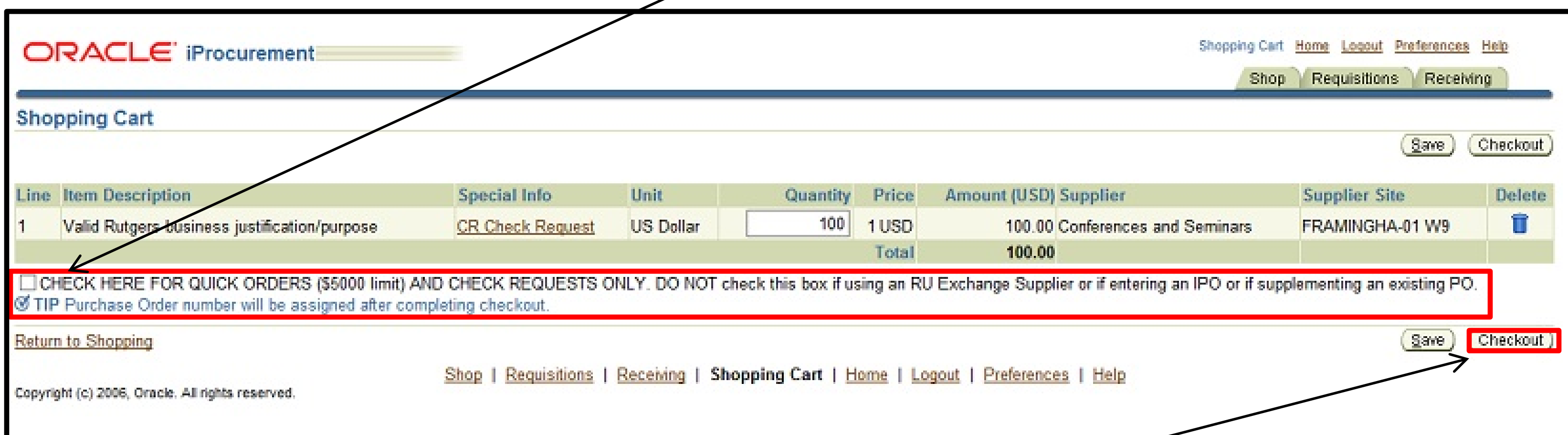
Step 7: Once information is populated, click "View cart and checkout."



Please Note: This is only an example

Check Request Example

Step 8: Check the box to identify this transaction as a check request.

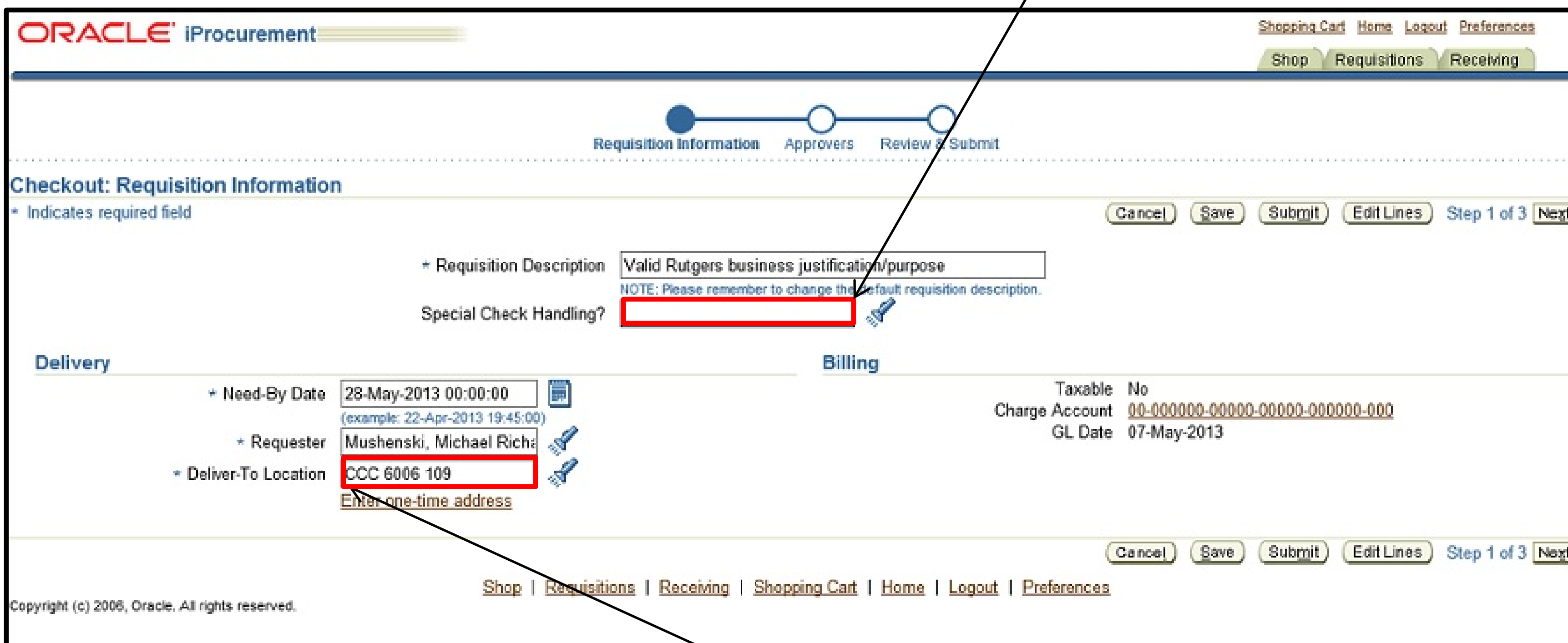


Step 9: Click “Checkout.”

Please Note: This is only an example

Check Request Example

Step 10: Populate the special check handling field if applicable (use flashlight if needed). This field will determine the location that the check will be delivered. If this field is left blank, then the check will be mailed to the vendor's address.



Step 11: Deliver to location will be populated automatically.

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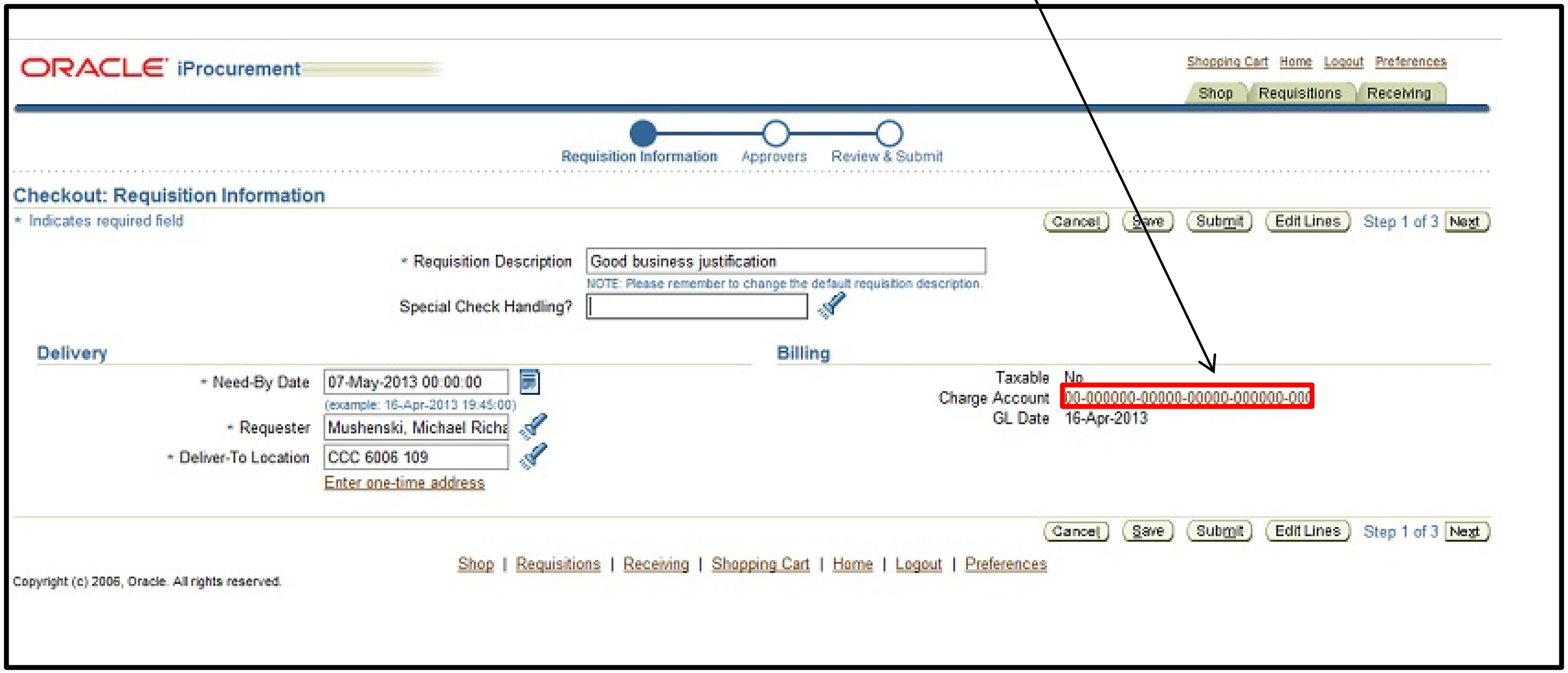
Check Request Example

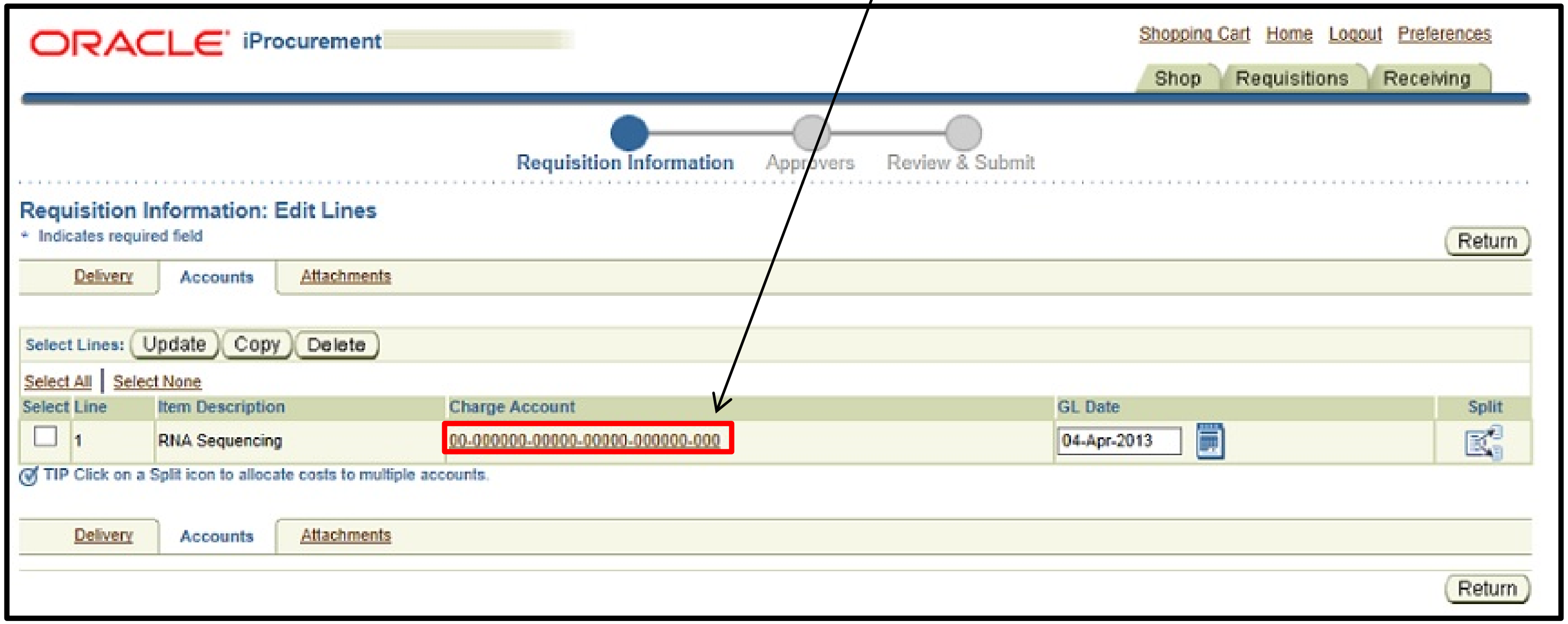
<u>Step 12:</u> Click on “Charge account” to fill out the appropriate funding source detail.



Please Note: This is only an example

Check Request Example

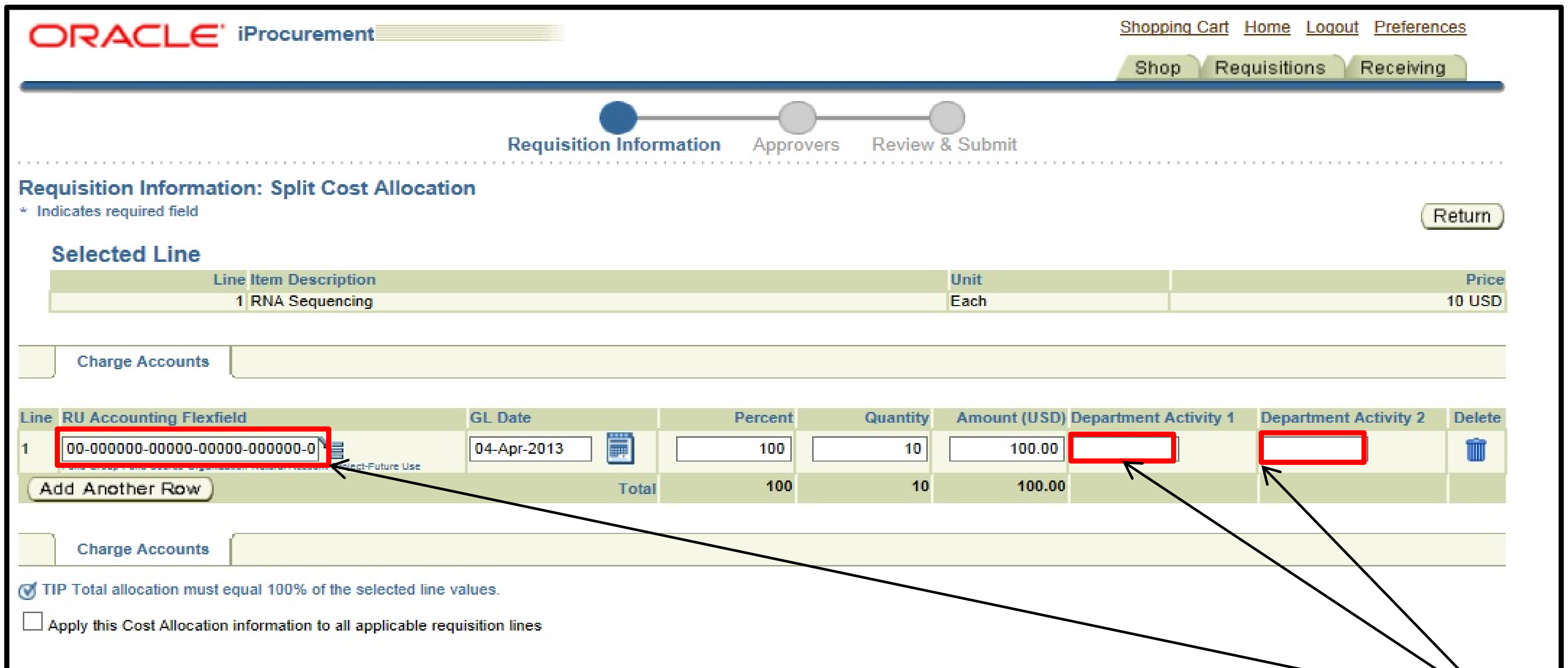
Step 13: Click on the charge account again to open the editing screen.



Check Request Example

<u>Charge Account structure breakdown</u>

- 00-XXXXXX-YYYYY-ZZZZZ-000000-0
- "X" denotes the funding source
- "Y" denotes the organization code
- "Z" denotes the natural account
- Ensure fund source and department activity 1 (project) are active and appropriate for type of expense



<u>**Step 14**</u>: Populate the "RU Accounting Flexfield" and "Department Activity 1 (project) and 2 (subcode)", see detail above:

Please Note: This is only an example

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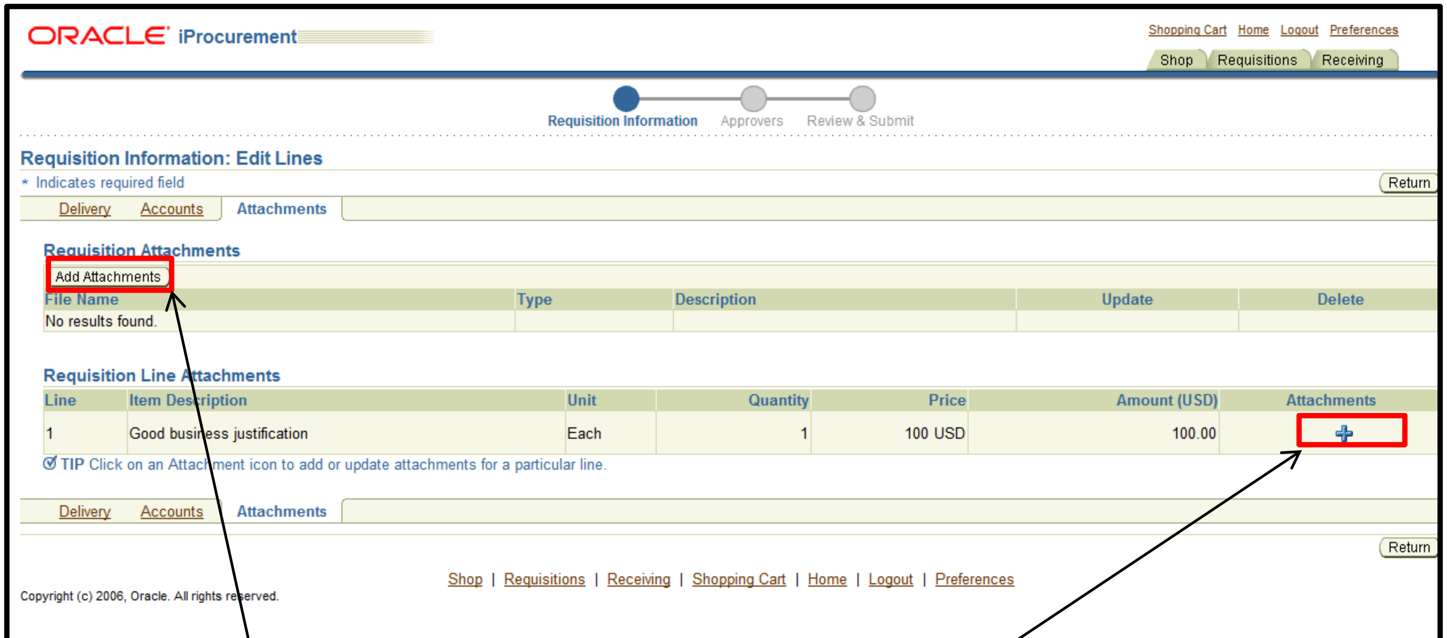
Check Request Example

Step 15: Attach appropriate documentation to support the check request. Please see “When to use a check request” for appropriate listings of support.



Please note: If you attach support using the “Requisition line attachment” icon, the support will be attached on the line item. If you use “requisition attachment” icon the support will be attached to the front page of the requisition.

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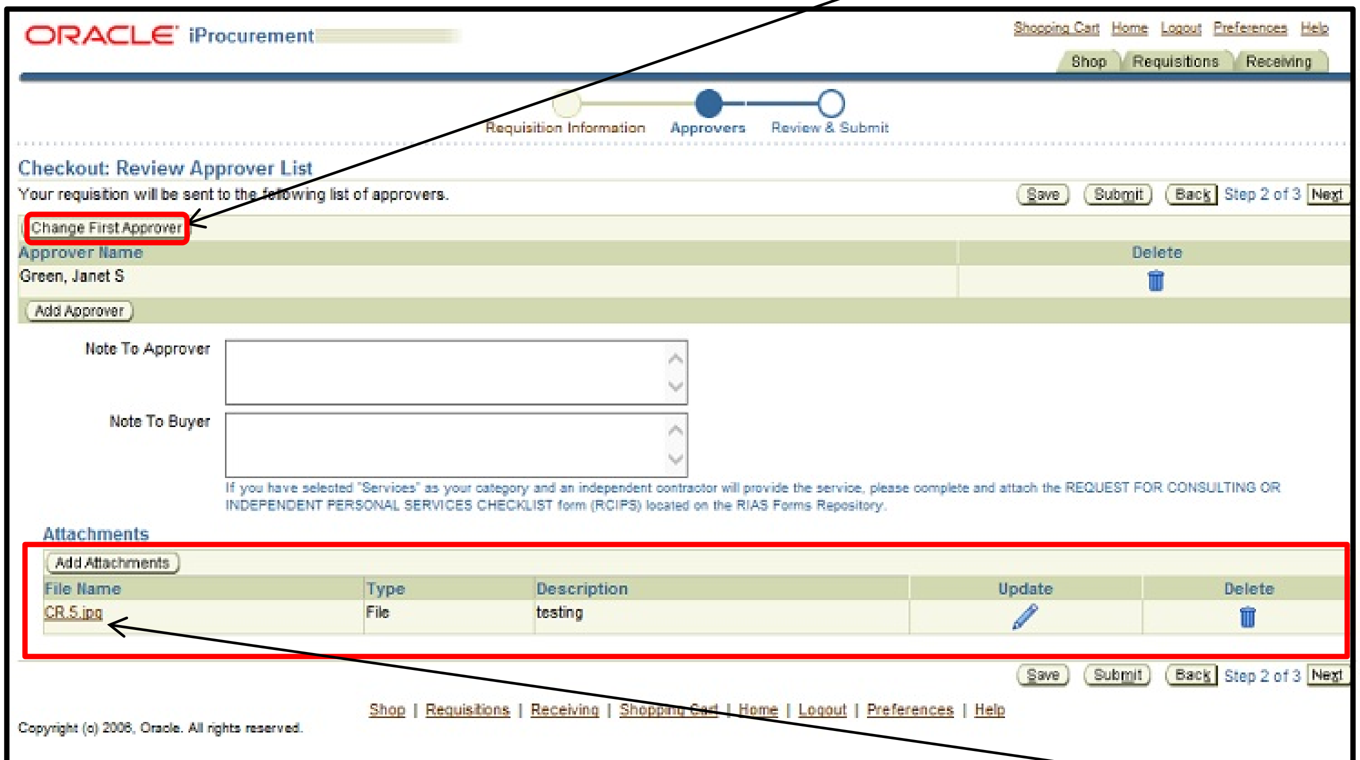
OF NEW JERSEY

Check Request Example

Step 16: Add the approver, check with your supervisor to determine appropriate approver, and note to approver and buyer as appropriate. **Note that your FINAL approver will be your business office accountant:**



Please note: Your attachment will also appear on this screen if you need to update the information.

Check Request Example

<u>Step 17:</u> Once all the information has been entered and reviewed, click on "Submit."