ELECTRONIC FORMS SYSTEM

CHECK REQUEST SYSTEM

USER MANUAL

(Updates on Web Page WWW.UAB.EDU/PURCHASING)

April 19, 2001
# CHECK REQUEST SYSTEM MANUAL

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The Electronic Forms System (EFS) is a computerized system designed to facilitate the processing of UAB business transactions. EFS is comprised of a separate application module for each type of electronic form, and also the Electronic Signature Approval System (ESAS) which determines the routing of all EFS documents and edits the electronic 'signatures' on those documents.

The purpose of this manual is to address the EFS Check Request (EFS-CKREQU) application, implemented 10/1/99. This module is designed to handle a wide variety of the most common Disbursement Requisition transactions. EFS-CKREQU will utilize optical imaging technology to assist in routing the physical requisition "attachments" (e.g., invoices, receipts, the pre-approved Personal Services Form, copies of contracts, justification memos, etc.) among the Central Approvers (and eventually among the User Approvers in later phases of the project). User approvers are expected to review original documentation prior to approving electronic requisitions.

All EFS-CKREQU documents will automatically follow the User Approval Paths defined in ESAS for EFS-PPOREQ transactions. Users who are already submitting or approving EFS-PPOREQ transactions, will be ready to use EFS-CKREQU without any further registration or security clearance. However, those who are not already set up to use EFS-PPOREQ, will have to first contact Ken Adams in General Accounting (Ext. 4-4151) to arrange to be set up to use both EFS-PPOREQ and EFS-CKREQU.

This manual deals solely with the EFS-CKREQU application of the Electronic Forms System. The separate ESAS Manual addresses the Electronic Signature Approval System processing. The other applications should each have their own manual (e.g. the EFS-PPOREQ Manual).
HOW TO ACCESS THE SYSTEM

All users of this system must have access to The University Computer Center (TUCC) mainframe computer through the TUCC ACF2 Security System. If you are not already connected, you may contact TUCC User Services for information on establishing access to TUCC at 934-3540. User Services' e-mail address is US@UABDPO.DPO.UAB.EDU.

UAB employees with an ACF2 Logon ID may access the Electronic Forms System to be a "Requestor" in the Check Request System. No other security clearance is required.

The Electronic Signature Approval System (ESAS) registers users that are authorized to access and approve specific documents. Refer to the ESAS manual for instructions on accessing ESAS. User manuals and forms for registering UAB employees to be "user approvers" for PPOREQ transactions are available by calling General Accounting at 934-4151.

Users can refer to the TUCC Online System Information Manual for additional information about online access to UAB Systems.
GUIDE TO ACCESSING THE CHECK REQUEST SYSTEM

There are various means of connection to TUCC and the steps one user may follow will be different from another user. However, successful connection to TUCC will eventually bring each user to the UAB logo screen. This step-by-step guide begins at the UAB logo screen.

Step 1 From the UAB logo screen - Primary Selection Menu, type TPX in the selection field at the bottom of the menu and press Enter. The TPX Sign On screen will be displayed next.

(To sign off the system, enter TUCC in any Screen ID field to go back to the TUCC menu. You can then sign on to another system, or exit all systems. You may also sign off by using the F3 or PF3 key to back out from each screen.)

THE UNIVERSITY OF ALABAMA AT BIRMINGHAM
PRIMARY SELECTION MENU

****** ****** ********************
****** ****** ********************
****** ****** ****** *******
****** ****** ****** *******
****** ****** ****** *******
****** ****** ****** *******
****** ****** ****** *******

OPTIONS:
TPX ===> TUCC ADMINISTRATIVE APPLICATIONS
DPO ===> DATA POST OFFICE
PNN ===> DPO NEWS/INFO SERVICE

YOUR SELECTION ==>_
Step 2  From TPX Sign On screen, type your ACF2 Logon ID in the User ID field and your password in the Password field (in the blind) and press Enter. The TPX Menu screen will be displayed next.

Userid: _ (or LOGOFF)  07:55:47
Password:  05/19/99
New Password: R24A
Account: 3278-2
Transfer: SMRT/JAB
Step 3 EFS is an IMS (Information Management System) application. Therefore, you should press the PF2 key to select IMSP. The TUCC Application Menu will be displayed next. (The IMS Sign On screen is automatically processed for you.)

<table>
<thead>
<tr>
<th>Sessid</th>
<th>Sesskey</th>
<th>Session Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>_TSO</td>
<td>PF 1</td>
<td>TSO AT TUCC</td>
<td></td>
</tr>
<tr>
<td>_IMSP</td>
<td>PF 2</td>
<td>Administrative Applications</td>
<td></td>
</tr>
<tr>
<td>_SIGNOFF</td>
<td>PF 3</td>
<td>TERMINATE TPX &amp; ALL SESSIONS</td>
<td></td>
</tr>
<tr>
<td>_DPO</td>
<td>PF 4</td>
<td>Data Post Office</td>
<td></td>
</tr>
<tr>
<td>_HDSICS</td>
<td>PF 5</td>
<td>Health Info Systems CICS</td>
<td></td>
</tr>
<tr>
<td>_PNN</td>
<td>PF 6</td>
<td>DPO NEWS/INFO SERVICE</td>
<td></td>
</tr>
<tr>
<td>_IMST</td>
<td>PF 7</td>
<td>Test IMS at TUCC</td>
<td></td>
</tr>
<tr>
<td>_TPXMAIL</td>
<td>PF 8</td>
<td>TPX MAIL SYSTEM</td>
<td></td>
</tr>
<tr>
<td>_SCOTTY</td>
<td>PF 9</td>
<td>DYNAMICALLY ADDED SESSION</td>
<td></td>
</tr>
</tbody>
</table>

PRESS PF12 FROM ANY SESSION TO RETURN TO THIS SCREEN
Command ===>  Helpful Commands: HELP UP DOWN LEFT RIGHT H =Cmd Help
Step 4  From TUCC Application Menu, key 08 or 8 in the Select Option field and press Enter. You have now entered the Electronic Forms System and the EFS Selection Menu is displayed next.

THE UNIVERSITY OF ALABAMA AT BIRMINGHAM 05/19/99
08:09:27

*** TUCC APPLICATIONS MENU ***

OPTION

01 PAPS - PURCHASING AND ACCOUNTS PAYABLE SYSTEM
02 STARS - STUDENT ADMINISTRATIVE RECORD SYSTEM
03 HURS - HUMAN RESOURCES SYSTEM
04 BA - BUDGET MODELING SYSTEM
05 PA - PERSONNEL APPLICANT SYSTEM
06 FAS - FINANCIAL ACCOUNTING SYSTEM
07 EAS - EQUIPMENT ACCOUNTING SYSTEM
08 EFS - ELECTRONIC FORMS SYSTEM
09 AD - ALUMNI DEVELOPMENT/GIFT RECORDS

SELECT OPTION: _ OR OTHER TRANSACTION:
PRESS PF3 TO LOGOFF IMS
DFS058I 08:09:27 SIGN COMMAND COMPLETED
Step 5  From the EFS Selection Menu, you may select 01 if you want to approve documents from UTA screen or 07 if you want to enter or inquire on a Check Request (CKREQU). Once you have accessed either 01-ESAS system or 07-CKREQU system, you may move freely between the two systems by entering the desired screen ID. If you select 07, the Check Request Menu (CRM) is displayed. If you select 01, the Approval Selection Menu (ASM) is displayed.

EFS  ELECTRONIC FORMS SYSTEM SELECTION MENU  07/14/99
     09:32:05

  01 - ELECTRONIC SIGNATURE APPROVAL SYSTEM (ESAS)
  02 - PAPS PURCHASE ORDER REQUISITIONS (PPREQ)
  03 - HUAS TURNAROUND DOCUMENTS (HTADOC)
  04 - TRAVEL CENTER AIRLINE TICKET REQUISITIONS (TATREQ)
  05 - HUAS TIME SHEETS (HTSPAY)
  06 - JOURNAL ENTRY (FASJES)
  07 - CHECK REQUEST (CKREQU)

Option: ___
HOW TO USE THE SYSTEM

Chapter 3

The information in this section is essential to your use of the Electronic Forms System. Some of the special function keys used will vary depending on your keyboard and the way in which you are connected to TUCC. The instructions provided in this manual are applicable to an IBM compatible system. You should refer to a conversion chart for your system to determine the comparable function key.

This section covers basic concepts of the system, screen navigation, screen format, editing commands, messages, and special features of the system.

SPECIAL KEYS

Control keys perform special functions and provide instructions to the system. They do not display characters on the screen and may control the position of your cursor. Your position on the screen is indicated by the cursor. The cursor is the blinking line or box that indicates the spot on the screen at which the next character will appear when you key data. Control keys vary depending on your keyboard. Before you begin using the system, you should locate the appropriate key for the following functions:

CLEAR As a general policy, the CLEAR key that normally erases the current display from the screen will not function within the Electronic Forms System. The CLEAR key, however, may be used when you return to the TUCC menu during sign-off, if necessary. CLEAR is the PAUSE key on the IBM PC or compatible.

HOME HOME moves the cursor to the top left of the screen to the SCREEN field.

ERASE EOF This key may be pressed to clear data out of a field from the point of the cursor to the end of the field. The equivalent PC key is END.
Chapter 3- How To Use The System

TAB The Tab key advances the cursor to the right to the next field to be updated (if necessary). If you fill all characters of a field, the cursor automatically advances to the next field without striking the Tab key. Press Shift Tab to tab to the left.

ENTER The Enter key sends the characters you key from the terminal to the computer. (The Enter key for some keyboards is labeled Return.) Normally you should complete all data entry on a screen before pressing the Enter key. However, if you press Enter before all required data is entered, the system will display a message to prompt you for the required data. It is not necessary to press the Enter key after you press a control key such as HOME, ERASE EOF, or the PF keys.

PRIMARY FUNCTION KEYS (PF KEYS or F KEYS)

PF1 The PF1 key will invoke HELP.

PF3 The PF3 key will BACKOUT (with no updating) to previous screen or logical path or backout of "pop-up" windows. Use the PF3 key to back out of the system to the TUCC menu.

PF8 On any screen displaying data with the message “MORE,” press PF8 to scroll forward.

PF12 The PF12 key returns to the TUCC TPX Menu.
SCREEN NAVIGATION

To move from one screen to another, type the screen ID in the SCREEN field, usually located at the top left of the screen.

The PF3 key is used to backout of a screen without update or to exit a "pop-up" window. PF3 is commonly used to return to the previous screen or logical path.

The PF8 key is sometimes used to continue from one screen to a predetermined screen to continue processing.

Another way to navigate from screen to screen is to use the option and selection fields. You will actually use a combination of all of the above methods to navigate within the system. For example, the normal flow for creating a Check Request is:

1. From EFS, select option 7 – Check Request. (Leading 0 is not required.)
2. From CRM, select option 1 – Template Menu.
3. From CTM, select the appropriate template number option, i.e., 32-Salary/Wages HURS.
4. From the template, press F8 to continue to the CRH screen.
5. From CRH, enter CRD in the SCREEN field to add detail lines.
6. From CRD, enter CRC in the SCREEN field to add comment information.

When you are ready to approve requisitions, the most common flow is as follows:

1. From EFS, select option 1 - Electronic Signature Approval System.
2. From ASM, select option 1 - User Transaction Approval.
3. From UTA, press Enter to display your documents. Then select the document you want to review or approve. The system displays the screen where approval may be made for that form type.
4. For a Check Request, the screen displayed is CRD, which is the invoice line detail screen. You may go to other screens before approval and approve on either CRH (header) or CRD (detail).
5. After approval, use the PF3 key to return to the UTA screen to select or view another document. The cursor will be positioned at the next document on the list.
SPECIAL NAVIGATION BETWEEN IMS APPLICATIONS

The following are special screen requests that allow users to move between two IMS applications, for example FAS and EFS or PAPS and EFS. This eliminates numerous steps necessary to sign off one system and sign on to another system.

- **TUCC** Key TUCC in the screen field on any EFS screen to return to the TUCC menu.

- **PAPS** For authorized users of PAPS signed on to EFS, key PAPS in the screen field to go to the PAPS application. Note: It is recommended that you sign on to PAPS before signing on to EFS each session (usually first thing each morning).

- **EAR** To move from PAPS to EFS, key EAR in the NEXT FUNCTION field on a PAPS screen.

- **HURS** To move from EFS to HURS, key HURS in the screen field. (For authorized users only.) Press F3 to return to EFS.

- **FAS** For authorized users of FAS signed on to EFS, key FAS in the screen field to go to the FAS application.

- **EA** To move from FAS to EFS, key EA in the screen field. The ASM (Approval Selection Menu) screen will be displayed.

Note: During navigation, a screen may be displayed that instructs the user to PLEASE PRESS ENTER TO CONTINUE. When you press Enter, the appropriate application will be presented to your screen.
SCREEN COMMANDS

Screen commands are three (3) byte characters defined in the system and entered by the user to request an action. Not all commands are valid for use on all screens. To view the valid commands for a particular screen, press F1 at the command field on that screen and the system will display a list. Commands are:

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank</td>
<td>Inquire on a Check Request</td>
</tr>
<tr>
<td>ADD</td>
<td>Add data to a screen, i.e., Contact Information (CCI)</td>
</tr>
<tr>
<td>APP</td>
<td>Approve a Check Request</td>
</tr>
<tr>
<td>CAN</td>
<td>Cancel a Check Request</td>
</tr>
<tr>
<td>CHG</td>
<td>Change a Check Request</td>
</tr>
<tr>
<td>CPY</td>
<td>Copy a Check Request Header (only)</td>
</tr>
<tr>
<td>DIS</td>
<td>Disapprove a Check Request and return it to first approval level</td>
</tr>
<tr>
<td>DUP</td>
<td>Duplicate the Check Request</td>
</tr>
<tr>
<td>HLD</td>
<td>Place a Check Request on Hold</td>
</tr>
<tr>
<td>OPN</td>
<td>Return a Check Request to Requestor</td>
</tr>
<tr>
<td>REL</td>
<td>Release Check Request from Hold</td>
</tr>
<tr>
<td>SUB</td>
<td>Submit Check Request for Approval</td>
</tr>
</tbody>
</table>

INQUIRE (blank) - If the command field is blank, the system assumes you want to inquire. Enter the Check Request number or other appropriate search criteria to tell the system which record(s) you wish to display.

ADD – Key ADD and key data to add a record, i.e., on the CCI screen to create default contact information for a requestor.

APPROVE - Key APP and press Enter to approve a document. A "pop-up" window will be displayed that asks for your password. Key password and press Enter to complete the approval. You will receive a message if approval was successful. Your approval may be one in a series of approvals required to approve the document. The status changes to USER APPROVED only when all user approvals are made. The status changes to CENTRAL APPROVED when all central approvals are made. If you begin the approval process and then decide to stop, use the PF3 key to backout without approving.
CANCEL - Key CAN and press Enter to cancel a document. A Check Request may be cancelled at its current level or any level higher when no further processing is to be done. A "pop-up" window will be displayed for you to confirm the request. Enter "Y" (or "N" to stop) and the reason for cancellation. Comments will be logged to indicate date, time, Logon ID, and action of the individual cancelling the requisition. A requestor may cancel a Check Request before it is submitted to user approvals but not after it is submitted. A user approver may cancel a Check Request as long as it is in user approvals but not after it has been routed to central. After the Check Request is in central, it may be cancelled by a central reviewer. The system displays the message “CHECK REQUEST HAS BEEN CANCELLED.” If e-mail preference is set to a “Y” on UTA, the approver will receive an e-mail notification of cancellations. You must also be registered in the UAB Electronic Phone Book to receive notification.

CHANGE - Display the Check Request you want to change on the screen. Key CHG in the command field, key the changes you want to make and press Enter. You will receive the message “RECORD UPDATED” when the change is processed in the system. When a Check Request is submitted by the requestor, the status changes from OPEN to READY and cannot be changed by the requestor. The requestor will have inquiry only capability. Likewise, after the Check Request has left user approvals, it can no longer be changed by a user approver. This same rule applies when the Check Request is in central approvals. Once approved by a review group, the requisition may no longer be changed by that group. At each level, a Check Request may be changed only by individuals authorized for that group. Note: During the create process for a new Check Request, the requestor begins on the template. When the header screen is displayed, CHG will be displayed in the command field.

COPY - Key CPY to make an exact copy of a Check Request header only. Display the Check Request you want to copy on your screen, key CPY in the command field and press Enter. The system will generate a new Check Request number and add the new record. You now must add the template information and the Check Request invoice detail information. When you are finished, you should submit the Check Request for user approvals.

DISAPPROVE - Key DIS to disapprove a Check Request. A "disapprove" erases all approvals up to that point and sends the document back to the first approver level. The Check Request status returns to READY. When the "disapprove" command is entered, a
Chapter 3- How To Use The System

confirmation "pop-up" window will appear on the screen and the user will confirm the requested command and may give a reason for the disapproval. You will receive the message "REQUISITION HAS RE-ENTERED THE APPROVAL PROCESS.” Use the PF3 key to backout of the disapproval process if you do not want to continue. Comments will be logged to indicate date, time, Logon ID, and action of the approver issuing the disapprove command. You cannot reverse a disapprove command. Once disapproved the requisition must be re-approved at the lower levels and move along the approval path again. To return the Check Request to the requestor, an approver must "open" it (use the OPN command). A disapprove command will not return a Check Request to the requestor. If e-mail preference is set to “Y” on the UTA screen, the approver will receive an e-mail notification of disapprovals. The approver must also be registered in the UAB Electronic Phone Book to receive notification.

DUPLICATE - Key DUP to make an exact duplicate of another Check Request header, invoice detail lines, and all user-entered comments. Since invoice numbers cannot be duplicated, the user will be instructed to enter a new invoice number. NA (not applicable) when used for the invoice number will be duplicated and the system will display the appropriate number used in lieu of invoice number. Display the Check Request you want to duplicate on the CRH screen, key DUP in the command field and press Enter. The system will generate a new Check Request number and add the record. You may change the data with the CHG command. Submit the Check Request when you are ready to send it to user approvals.

HOLD - Key HLD to place a Check Request on "hold." This can be done by any approver at any level. The Check Request status changes to HOLD. You will receive the message “REQUISITION HAS BEEN PUT ON HOLD.” Any authorized departmental user at the level that applied the flag or higher can remove the "hold" flag by entering the REL (release) command. Comments will be logged to the CRC screen to show time, date and Logon ID of the user who applied the "hold" flag or released the "hold." The "hold" flag may be used, for example, at fiscal year end to mark a Check Request entered in September that is not to be paid until October. When the "hold" flag is entered, a "pop-up" window will be displayed and a date may be entered to indicate the date when the "hold" will be automatically removed by the system. If no date is entered, the form is on indefinite "hold" and the flag must be removed manually. As the "hold" flag is removed (either manually or by the system), the system will completely re-edit the document. Users should type internal comments on the CRC screen to explain the reason for the
"hold." Since the "hold" may be released by someone (at the same level) other than the individual who applied the "hold," anyone releasing a document from "hold" should consult the comment screen before releasing. A requestor does not use the HOLD command since all requisitions in an OPEN status are already "held" by the requestor until submitted for approval.

OPEN - Key OPN in order to send a Check Request back to the requestor. The OPN command may be issued by any approver when the requisition is in the approval process. A "pop-up" window will be displayed to confirm the action. Enter a "Y" to confirm or "N" to discontinue. You may also enter a reason or instructions to the requestor. "Open" will remove all approvals on the document. The Check Request status changes to REOPEN and the requisition returns to the requestor. The requestor may edit the requisition and resubmit to the approval process. The requestor will receive an e-mail notification when a requisition is reopened, if registered in the UAB Electronic Phone Book.

RELEASE - Key REL to release a requisition from "hold." You will receive a message “REQUISITION HAS BEEN TAKEN OFF HOLD.” Since the "hold" may be released by someone (at the same level) other than the individual who applied the "hold," anyone releasing a document should consult the comments screen for information regarding the "hold." When the requisition is released, the status returns to the last status before the "hold."

SUBMIT - Key SUB to submit the Check Request to the approval process. When submitted, the requestor will receive the message “REQUISITION HAS ENTERED THE APPROVAL PROCESS.” After the Check Request is submitted, no changes may be made by the requestor. The requestor will have inquiry only capability for the document. The Check Request status changes from OPEN to READY after it is submitted. If e-mail preference is set to “Y” on the UTA screen, the approver will receive an e-mail notification when the requisition has entered an empty work queue on UTA screen. The approver must also be registered in the UAB Electronic Phone Book to receive notification.

LINE COMMANDS

Line commands are one (1) byte characters entered by the user to request an action. Line commands include the following:
Blank  Inquire on a line comment
A    Add a line or line comment
C    Change a line or line comment
D    Delete a line or comment

Line commands are used primarily on the detail line and comment screens, CRD and CRC. When using line commands, do not use a 3-character screen command at the same time.

MESSAGES

Error messages are displayed near the bottom of the screen. Each error message has a unique six byte message number that has the format:

    XX    - two byte system application prefix
    9999   - four byte numeric

Example: "CR0006 – REQUISITION NUMBER MUST BE ENTERED."

Since there are several hundred different messages, this manual does not address each one. The message will be in most cases self-explanatory and you will know the correct action to take. The system highlights all fields in error and positions the cursor on the first error field.

Some error messages are a warning only and the user may continue processing by pressing the Enter key. Warnings are intended to assist the user in providing information that may be helpful in processing requisitions.

Other messages are considered reject messages and require the user to make a correct entry before processing may continue.

When the user makes certain errors, the system will display a "pop-up" window as a "help" feature. An example is when an incorrect screen ID is entered. The "pop-up" window will display all of the screen choices. Another example is command choices. Use the PF3 to exit these windows.
The user will receive interactive messages from the system and will be guided by the system during requisition processing to take certain actions or make necessary changes. Therefore, it is important to be aware of the message and take appropriate action. If at anytime you have received a message and cannot continue processing, use the PF3 key to back out.

LIST OF POSSIBLE WARNING/ERROR MESSAGES WHEN USING CHECK REQUESTS:

There are many warning messages that the user may encounter when processing Electronic Check Requests. The User may contact their Accountant with any question regarding the warning messages. The following is a list of the most common warning messages:

ACCOUNT DELETED AND FROZEN.
ACCOUNT DELETED.
ACCOUNT FROZEN.
ACCOUNT NOT ALLOWED FOR SALARY/WAGES REQUISITIONS.
ACCOUNT NOT VALID ON THIS TEMPLATE.
ACCOUNT NUMBER NOT IN FAS DATABASE.
ACCOUNT XXXXXXX OVERSPENT.
ATTRIBUTE SEGMENT 0001 NOT FOUND.
BUDGET END DATE INVALID ON FAS FOR ACCOUNT.
CURRENT DATE > BUDGET END DATE FOR ACCOUNT.
GL ACCOUNT NOT ALLOWED FOR THIS TYPE OF REQUISITION.
INVENTORY ACCOUNT CAN NOT BE USED IN CHECK REQUEST SYSTEM.
OBJECT CODE CAN NOT BE USED FOR EFS CHECK REQUEST.
OBJECT CODE MUST BE 4410 THROUGH 4419.
OBJECT CODE NOT ALLOWED FOR ACCOUNT.
OBJECT CODE NOT VALID FOR THIS TYPE OF REQUISITION.
ONLY ONE SIGNATURE; DOCUMENT RETURNED TO USER APPROVALS.
PRIMARY OBJECT CODE IS INVALID.
REQUISITION DISAPPROVED AND RETURNED TO REQUESTOR.
REQUISITION HAS BEEN DISAPPROVED.
SECONDARY OBJECT CODE IS INVALID.
TYPE OF PAYMENT INVALID.
USE OF ACCOUNT XXXXXXX NOT ALLOWED IN SYSTEM.
WARNING – ACCOUNT ON REVIEW.
WARNING – CURRENT DATE > BUDGET END DATE FOR ACCOUNT.
CHECK REQUEST PROCESSING

BASIC FLOW FOR A CHECK REQUEST

Once you have completed the process necessary to become an authorized user of EFS, you may find it helpful to follow the step-by-step guides located in this chapter. There are several types of users of the Electronic Forms System - requestors, user approvers, central approvers, reviewers, and inquirers; and, each one may use the system in a different way. However, the basic flow of a check request (CKREQU) is as follows:

1. Department Requestor creates the CKREQU; the status is OPEN. When finished, the requestor SUBMITS the CKREQU. (A reopened document will have the status of OPEN.)

2. Optional
   Requestor may pass a CKREQU to a Reviewer; the status is REVIEW. Department Reviewer approves the CKREQU; the status changes to READY.

3. If the requestor does not pass the CKREQU to a Reviewer, the requisition will pass automatically to the first approver when submitted. The status is READY.

4. Department Approver(s) approves the CKREQU; when all required approvals are entered, the status changes to USER APPROVED.

5. Department attaches supporting documentation (paper attachments) to a screen-print that is presented during the submit process or a screen print of the Check Request Header (CRH). Forward via campus mail to CENTRAL SCANNING, AB Box 1500, Zip 0101. The documentation may also be hand carried to the Central Scanning mailbox located in the Central Mailroom on the ground floor of the Administration Building, Room 106, 701 20th Street South.
6. Central Scanning scans the documentation into the Financial Affairs Optical Imaging System and marks the CKREQU as scanned.

7. Central Review Groups approve the CKREQU; when all required approvals are entered, the requisition status changes to **CENTRAL APPROVED**.

8. CKREQU goes through the batch process at TUCC and a check is printed; the requisition status changes to **COMPLETE**.

9. The check is distributed according to procedures and special instructions if applicable.

10. The CKREQU remains available on EFS for inquiry only. The check number is displayed on the CKREQU Screen.

The following sections provide more detailed instructions of the process along with examples of the various screens.
INSTRUCTIONS FOR ATTACHMENTS TO CHECK REQUESTS

Supporting documentation is required for most transactions processed currently using the paper Disbursement Requisition form. With implementation of the newest EFS form, the Check Request (CKREQU), supporting documentation will also be required. This documentation will be referred to as “attachments.” The user will attach the documentation to an ATTACHMENT COVER sheet that the user screen prints. An example follows. The ATTACHMENT COVER is presented to the requestor as a pop-up window during the “submit” process. This is the only time this window will be presented and must be printed at this time. If the Requestor does not screen print the window at this time, then a department user must attach the documentation to a screen print of the Check Request Header (CRH) screen. It is critical that the Check Request Requisition Number assigned by the system be associated with the supporting paper documentation or “attachments.”

ATTACHMENT COVER

Please print this screen and forward with attachments to Central Scanning.

Requisition Number: A08224
Requisition Date : 11/11/1999
Vendor/SSN Number : 002170
Payee Name : CHURCH & STAGG
Contact Name/Phone: RITA CARDEN 205-934-8380

Send attachments via campus mail to: CENTRAL SCANNING AB BOX 1500 ZIP 0101

or

Hand deliver to: BOX 1500
CENTRAL MAIL ROOM 106
GROUND FLOOR ADMINISTRATION BUILDING
701 20th STREET SOUTH

Press F3 after printing screen

The user is requested to send the attachments via campus mail to:
Central Scanning  
AB Box 1500  
Zip 0101  

Or, the user may have the attachments hand-delivered to:  
Central Scanning  
AB Box 1500  
Central Mail Room 106  
Ground Floor of the Administration Building  
701 20th Street, South  

Frequently during each day, the Central Scanning staff will retrieve mail from the box and promptly scan the “attachments” into the Financial Affairs Optical Imaging System, Optidoc. The staff will index the images and verify the quality of the image. The staff will mark the Check Request header to indicate that SCAN = “Y” for the REQUISITION NUMBER shown on the screen print that is attached. Supporting documentation received without a screen print identifying the Check Request number cannot be imaged. If it is not properly labeled, Central Scanning staff will not be able to process the document. It is suggested that small receipts, forms, etc. be taped to a white 8 ½” x 11” sheet of paper to guard against loss and to facilitate the scanning process.  

When the Check Request documentation is scanned and the scan field is marked with a “Y” on the Check Request Header (CRH) screen, the requisition will then pass immediately to the first level of Central approvals which is the ACCOUNTANT. The Accountant reviewing the Check Request will retrieve and view the scanned image of the “attachments” based on the requisition number listed in their approval queue. If the documentation is complete, appropriate and legible, the requisition will be processed and when approved, will pass to the next required approval level. Any central reviewer/approver along the path will have view capability to the scanned image. (It is a goal of Financial Affairs to make the Optidoc system available to other users on campus.)  

All requisitions that are Central Approved during the workday will be processed in the PAPS nightly batch and checks will be printed and distributed based on normal procedure or special handling instructions provided by the Requestor. Requisitions, for which the Requestor has asked that enclosures be mailed to the vendor along with the check, will be
handled by General Accounting. An image of the “attachment” will be printed from the Optidoc system and enclosed with the check when mailed. Requisitions for which the Requestor has asked that the check be returned to the department (Call Extension When Check is Ready) will not have enclosures returned to the department. The user will be called to pick up the check. If not picked up within three business days, the check will be mailed. If original documents must be mailed to the vendor, the department should provide a copy of the document to Central Scanning and ask that the check be returned to the department for mailing. The department is responsible for retaining the original document to be mailed to the vendor.
GUIDE TO CREATING A CHECK REQUEST BY THE REQUESTOR

To create a Check Request, follow these steps:

**Step 1** From the EFS Selection Menu type 07 in the Option field and press Enter.

---

EFS ELECTRONIC FORMS SYSTEM SELECTION MENU 10/11/99
07:28:49

01 - ELECTRONIC SIGNATURE APPROVAL SYSTEM (ESAS)
02 - PAPS PURCHASE ORDER REQUISITIONS (PPOREQ)
03 - HURS TURNAROUND DOCUMENTS (HTADOC)
04 - TRAVEL CENTER AIRLINE TICKET REQUISITIONS (TATREQ)
05 - HURS TIME SHEETS (HTISPAY)
06 - JOURNAL ENTRY (FASJES)
07 - CHECK REQUEST (CKREQ)

Option: 7
Step 2  From the Check Request Menu (CRM), select Option 01 – Template Menu (CTM) and press Enter.

CRM          CHECK REQUEST MENU          10/11/99
SCREEN: ____  07:33:09

01 (CTM) TEMPLATE MENU (ADD NEW DOCUMENT)
02 (CRH) HEADER
03 (CRD) DETAIL
04 (CRC) COMMENTS
05 (CAP) APPROVAL PATH
06 (CRL) REVIEWER LIST
07 (CHP) HURS PAYMENT LIST
08 (CCI) CREATE DEFAULT CONTACT INFO

OPTION: 1_
Step 3  You are now on the Check Request Template Menu (CTM) screen. Select a template based on the type of expenditure. Key the number in the option field and press the Enter key.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>(ADV) Advertisements</td>
</tr>
<tr>
<td>04</td>
<td>(CONF) Conference Registration Fees</td>
</tr>
<tr>
<td>06</td>
<td>(MOV) Employee Moving Expenses</td>
</tr>
<tr>
<td>08</td>
<td>(ENT) Entertainment</td>
</tr>
<tr>
<td>10</td>
<td>(ITF) Independent Contractor Services</td>
</tr>
<tr>
<td>12</td>
<td>(INT) Independent Contractor Services</td>
</tr>
<tr>
<td>14</td>
<td>(MEMB) Membership Fees</td>
</tr>
<tr>
<td>16</td>
<td>(PETC) Petty Cash</td>
</tr>
<tr>
<td>18</td>
<td>(COPY) Photo Copy Services</td>
</tr>
<tr>
<td>20</td>
<td>(PRIZ) Prizes</td>
</tr>
<tr>
<td>22</td>
<td>(LIC) Professional Licenses</td>
</tr>
<tr>
<td>24</td>
<td>(PETI) Prospective Employee Travel</td>
</tr>
</tbody>
</table>

The system will display a message “TEMPLATE NOT CURRENTLY AVAILABLE” when a selected template is not available for use. Templates are being developed for use as quickly as possible. Disbursement requisitions will be processed in paper form until applicable templates are available for use.
Step 4 You are now on the template you selected. Complete the information required and press Enter to update. Then press F8 to continue to the next screen, CRH – Check Request Header.

Organization:
(UAB cannot pay for memberships to organizations such as civic clubs, social clubs, country clubs, dinner clubs, political organizations, religious organizations, honor societies, alumni societies, athletic support groups, etc.)

TYPE OF MEMBERSHIP: INDIVIDUAL EMPLOYEE _ INSTITUTIONAL _
IF INDIVIDUAL, WHO

UAB BUSINESS PURPOSE OF THE MEMBERSHIP: (WARNING - THIS MAY NOT BE ALLOWABLE ON GRANTS AND CONTRACTS)

PRESS ENTER TO UPDATE      F3 TO PREVIOUS SCREEN     F8 TO CONTINUE TO CRH
Step 5  You are now on the CRH screen used to enter the header information required. CHG will be displayed in the command field. Complete the required fields and press Enter to update. Press F8 to continue to the next screen, CRD – Check Request Detail.

```
CRH  CHECK REQUEST HEADER  10/18/99
SCREEN: _______  COMMAND: _______  CHECK NBR: 255763  10/06/1999  07:43:00
REQUISITION NO: A00003  REQ STATUS: COMPLETE
TYPE OF REQ: VSER  VENDOR SERVICES NON IND  REQ DATE: 10/04/1999
ATTACHMENTS: Y  SCANNED: Y  REQ TOTAL: 125.00
REQUESTOR: PURC085  LAFOY, STEPHEN C.  COMMENTS: Y
CONTACT NAME: RITA CARDEN  REVIEWER: _______
DEPT: PROCUREMENT  NOTIFY CONTACT: _______
BLDG/ROOM: AB620  NOTIFY REQUESTOR: _______
ZIP: 0106  CHECK INSTRUCTIONS: ENCLOSE
PHONE: (205) 934-8380  UPDATE/VIEW TEMPLATE INFO: _______
EMAIL: _______

IF COMPANY
VENDOR SHORT NAME: _______
VENDOR NUMBER: 042188
PAYEE NAME: OPHELIA'S ART GALLERY
MARK HERE TO MAKE PERMANENT
ADDRESS CHANGE TO NON-HURS
ADDRESS: _______
CITY: BIRMINGHAM
STATE/ZIP: AL 35208
PHONE: (____) _______
MINORITY OR WOMAN OWNED: _______
REF NO: _______
```
### Step 6
You are now on the CRD or Check Request Detail screen where you may enter information specific to the invoice or transaction you are paying. Complete the required fields and press Enter to update. If there are no specific comments for this document, proceed to Step 8. To enter comments specific to this document, enter CRC (Check Request Comments) in the screen field.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRD</td>
<td></td>
</tr>
<tr>
<td>SCREEN:</td>
<td>___</td>
</tr>
<tr>
<td>CRD SCREEN:</td>
<td>10/11/99</td>
</tr>
<tr>
<td>COMMAND:</td>
<td>___</td>
</tr>
<tr>
<td>CHECK NUMBER:</td>
<td>07:42:54</td>
</tr>
<tr>
<td>REQ NO:</td>
<td>A00013</td>
</tr>
<tr>
<td>TYPE OF REQ:</td>
<td>SUPPLIES/MERCHANDISE</td>
</tr>
<tr>
<td>VENDNO/SSN:</td>
<td>002170</td>
</tr>
<tr>
<td>REQ STATUS:</td>
<td>OPEN</td>
</tr>
<tr>
<td>PAYEE NAME:</td>
<td>CHURCH &amp; STAGG</td>
</tr>
<tr>
<td>REQ DATE:</td>
<td>10/11/1999</td>
</tr>
<tr>
<td>REQ TOTAL:</td>
<td>25.00</td>
</tr>
<tr>
<td>UPDATE/VIEW TEMPLATE INFO:</td>
<td>_</td>
</tr>
<tr>
<td>COMMENTS:</td>
<td>_</td>
</tr>
<tr>
<td>SUMMARY:</td>
<td>_</td>
</tr>
<tr>
<td>ATTACHMENTS:</td>
<td>Y</td>
</tr>
<tr>
<td>SCANNED:</td>
<td>_</td>
</tr>
<tr>
<td>CMD</td>
<td>_</td>
</tr>
<tr>
<td>A/C/D</td>
<td>_</td>
</tr>
<tr>
<td>INVOICE NO:</td>
<td>_</td>
</tr>
<tr>
<td>DATE</td>
<td>_</td>
</tr>
<tr>
<td>AMOUNT</td>
<td>_</td>
</tr>
<tr>
<td>RUNNING TOTAL</td>
<td>_</td>
</tr>
</tbody>
</table>

**Message with check:**

```
ACCT OBJ AMOUNT/PCT
213017 2020 25.00

CRO081 - INVOICE ADDED. F8 TO ENTER NEXT INVOICE OR "SUB" COMMAND IF COMPLETE
```
Step 7  You are now on the CRC screen where you may enter comments relating to the document. The comments do not print on the check. The system also displays system-generated comments on this screen. Press F3 to return to the CRD screen.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>REQ NO: A00063</td>
<td>SEQ NO: ___ DOCUMENT STATUS: COMPLETE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Warning - Comments part of audit record upon completion of document but will not appear on check</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A C SEQ D NO</td>
<td>COMMENTS</td>
<td>USER</td>
<td></td>
</tr>
<tr>
<td>610 SUBMITTED BY HOOD, LINDA J.</td>
<td>11/03/1999 16:10:24</td>
<td>COMM046</td>
<td></td>
</tr>
<tr>
<td>611 APPROVED BY RONDY, HOWARD E</td>
<td>11/04/1999 08:09:10</td>
<td>BOSSMN1</td>
<td></td>
</tr>
<tr>
<td>612 APPROVED BY SANDERS, SHEILA M.</td>
<td>11/04/1999 14:56:41</td>
<td>COMM008</td>
<td></td>
</tr>
<tr>
<td>613 SCANNED CHANGED FROM N TO Y</td>
<td>11/04/1999 14:56:41</td>
<td>ACCP046</td>
<td></td>
</tr>
<tr>
<td>614 CHANGED BY DAVENPORT, HELEN R.</td>
<td>11/08/1999 09:19:38</td>
<td>ACCP046</td>
<td></td>
</tr>
<tr>
<td>615 APPROVED BY RICKS, DONA C.</td>
<td>11/10/1999 13:23:50</td>
<td>GFA0018</td>
<td></td>
</tr>
<tr>
<td>616 APPROVED BY BROWN, DARRYL G.</td>
<td>11/10/1999 18:10:38</td>
<td>GFA0014</td>
<td></td>
</tr>
<tr>
<td>617 APPROVED BY WILLIAMS, SANDRA F.</td>
<td>11/10/1999 17:42:50</td>
<td>PURC008</td>
<td></td>
</tr>
<tr>
<td>END OF DATA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CR0009 - USER HAS INQUIRY ONLY ACCESS TO THIS REQUISITION

Step 8  When data entry is complete, submit your CKREQU to the user approval process by keying SUB in the command field on either the CRH or CRD screen. Press Enter.

Step 9  Enter your password to confirm.
Step 10 If CRH attachments field was marked “Y,” a window will be presented that the requestor should print and send with the attachments to Central Scanning. This window will only be displayed during the Submit process. If the screen is not printed at this time, the user must screen print the Check Request Header (CRH) screen. It is critical that the supporting documentation that is sent to Central Scanning be easily identifiable by requisition number.

**ATTACHMENT COVER**

Please print this screen and forward with attachments to Central Scanning.

Requisition Number: A00224
Requisition Date: 11/11/1999
Vendor/SSN Number: 002170
Payee Name: CHURCH & STAGG
Contact Name/Phone: RITA CARDEN  205-934-8380

Send attachments via campus mail to: CENTRAL SCANNING
AB BOX 1500
ZIP 0101

or

Hand deliver to: BOX 1500
CENTRAL MAIL ROOM 106
GROUND FLOOR ADMINISTRATION BUILDING
701 20th STREET SOUTH

Press F3 after printing screen

31
DEPARTMENT APPROVAL PROCESS

Transactions awaiting departmental approval appear in the specified user approver’s work queue on the UTA screen. Transactions are listed in numerical order by transaction type, i.e., HURS documents, PAPS Purchase Order Requisitions, Check Requests, etc. Since requisition numbers are sequentially assigned by the system, the order of requisitions will also be the date and time a requisition was created in the system. The system assists users, both departmental and central, by prioritizing requisitions in the user’s work queue. Requisitions that have been disapproved or sent back to the first level for any reason will appear at the top of the work queue so they may be processed first. Requisitions against accounts that are nearing the budget end date are moved to the top of the queue. This is especially helpful at the end of the month and during year-end processing. The charged account’s budget end date per FAS is checked during routine editing and if the system date is within 12 days of the budget end date for the account, the requisition will be flagged as a priority and will appear at the top of the list.

When a Check Request is selected from the UTA work queue, the Check Request Detail (CRD) screen is automatically displayed. The user may approve at this point or continue to review the requisition. The user may approve on the CRH or CRD screen by entering the command APP in the command field. A "pop-up" window will appear with the user’s Logon ID displayed and the user is asked to enter a password. When the user enters the correct password, the current screen is redisplayed. If a requisition is disapproved, a "pop-up" window will be displayed and the user is asked to confirm the disapproval request and enter a reason. A disapproved requisition reenters the approval path at the first required user approval level.

After the requisition is approved (or disapproved), the user may return to the UTA work queue by pressing the PF3 key. The work queue will be displayed and the next transaction for review will be located at the top of the screen. If you have moved to several different screens during processing, PF3 will return to the previous screen. In some cases when the normal logical path is interrupted, the PF3 key will not return you to UTA. From any screen within EFS you may always enter UTA in the screen field and return to the work queue and display all transactions awaiting your approval.
During the approval process, the approver may make changes to the requisition. These changes will not cause the requisition to return automatically to the requestor or previous approver. However, the department user may choose to "open" the requisition and return it to the requestor. Key OPN in the command field.

**SIGNATURE POLICY**

UAB policy requires a minimum of two different signatures for disbursement requisitions. Therefore, the requestor counts as the first signature and any other authorized approver at any required level counts as the second signature. If a user approves a requisition for which he or she is also the requestor and no other approvals are required, the user will receive the message “CRO242 APPROVER CAN NOT APPROVE THEIR OWN REQUISITION.” The requisition must be approved by another authorized approver.
GUIDE TO APPROVING REQUISITIONS AT THE DEPARTMENT LEVEL

To approve a requisition, follow these steps:

**Step 1** From the EFS Selection Menu, select Option 01 - ELECTRONIC SIGNATURE APPROVAL SYSTEM (ESAS) and press Enter.
Step 2  From Approval Selection Menu (ASM), select Option 01 - User Transaction Approval (UTA) and press Enter.

| ASM | ELECTRONIC SIGNATURE APPROVAL SYSTEM | 05/19/99 |
| Screen: ___ | APPROVAL SELECTION MENU | 12:20:30 |

01 - (UTA) User Transaction Approval  
02 - (CTA) Central Transaction Approval  
03 - (UPI) User Approval Path Inquiry  
04 - (CPI) Central Approval Path Inquiry  
05 - (UAM) User Approval Maintenance  
06 - (CAM) Central Approval Maintenance  
07 - (UIS) User Inquiry Setup  
08 - (URS) User Reviewer Setup  
09 - (BAM) Batch Attribute Maintenance

Option: ___
**Step 3** From the UTA screen, press the Enter key to display all transactions awaiting your approval; or, key in the transaction type CKREQU and your Logon ID and press Enter. Tab down to the transaction you want to review and key any character, i.e., "S," in the SEL column, and press Enter. The system will display the requisition selected on the Check Request Detail Screen (CRD) screen.
**Step 4** From the CRD screen, you may inquire, change, delete, or add data or you may go to other screens. When you are ready to approve, key the command “APP” in the command field on the CRD or CRH screen. A "pop-up" window will be displayed and the approver is asked to enter a password. Key in your password and press Enter. You will receive the message “APPROVAL SUCCESSFUL.” The requisition automatically passes to the next required user approver. When all user approvals have been made, the requisition status changes from READY to USER APPROVED and the requisition automatically passes into central.

**Step 5** To return to the UTA screen to approve additional requisitions, press the PF3 key. The UTA screen will be displayed and the cursor will be located on the next document awaiting approval.
CENTRAL APPROVAL PROCESS

Central approvers are those individuals who are authorized to approve electronic check requests on behalf of a Central Administration review group. For additional information, please refer to the ESAS manual which addresses this process completely. Not all central review groups will review each Check Request. The review groups are:

<table>
<thead>
<tr>
<th>Level</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Vendor Setup (APVN) and Inquiry-Only (INQU)</td>
</tr>
<tr>
<td>Level 2</td>
<td>Central Scanning (SCAN)</td>
</tr>
<tr>
<td>Level 3</td>
<td>Accountant (ACCT)</td>
</tr>
<tr>
<td>Level 4</td>
<td>Equipment Reviewer (AEQU)</td>
</tr>
<tr>
<td>Level 5</td>
<td>Accounting Manager (AMGR)</td>
</tr>
<tr>
<td>Level 6</td>
<td>Controller (CONT)</td>
</tr>
<tr>
<td>Level 7</td>
<td>International Scholars &amp; Student Services (ISSS)</td>
</tr>
<tr>
<td>Level 8</td>
<td>Payroll (PAYR)</td>
</tr>
<tr>
<td>Level 9</td>
<td>Purchasing Policy (PPOL)</td>
</tr>
</tbody>
</table>

Transactions awaiting central approval appear in the central approver’s work queue, which is the CTA screen. Transactions are listed in numerical order by transaction type, i.e., CKREQU, HTADOC, PPOREQ. The system prioritizes certain requisitions in the reviewer’s work queue. Requisitions that have been disapproved and are being processed back through the system will appear at the top of the work queue so they may be processed first. Requisitions against accounts that are nearing the budget end date are moved to the top of the queue. The charged account’s budget end date per FAS is checked during routine editing and if the system date is within 12 days of budget end date for the account, the requisition will be flagged as a priority and displayed at the top of the list.

When a requisition is selected from the CTA work queue, the appropriate screen is automatically displayed for the review group. From this screen the approver may go to the Check Request Comment (CRC) screen or the Check Request Header (CRH) screen by entering the screen ID in the SCREEN field. The approver may approve on the CRH or CRL screen by entering APP in the command field. A "pop-up" window will appear
with the user’s Logon ID displayed and the user is asked to enter a password. When the
user enters the correct password, the current screen is re-displayed. If a requisition is
disapproved, a "pop-up" window will be displayed and the user is asked to confirm the
disapproval and enter a reason. A disapproved requisition re-enters the approval path at
the first required level for departmental approval. After a requisition is approved (or
disapproved), the central approver may return to the CTA work queue by pressing the
PF3 key. The work queue will be displayed and the next transaction for review will be
located at the top of the screen. If you have moved to several different screens during
processing, PF3 will return to the previous screen. In some cases when the normal
logical path is interrupted, the PF3 key will not return you to CTA. From any screen
within EFS you may always enter CTA in the screen field and return to the work queue
and display all transactions awaiting your approval.

During the Central Approval process, the approver may make changes to the Check
Request. A change to the account number followed by the APP command will cause the
requisition to return automatically to the first required level of departmental approvals.
All approvals to that point will be removed from the document.

During the Central Approval process, a central approver may OPEN a Check Request and
return it to the requestor. Key OPN in the command field. If registered in the UAB
Electronic Phonebook, an e-mail notification will be forwarded to the requestor.

Users of FAS may move from the EFS application to the FAS application by entering
FAS in the screen ID. To return from FAS to EFS, enter EA as the screen ID.

Users of PAPS may move from the EFS application to the PAPS application by entering
PAPS in the screen ID. To return from the PAPS to EFS, enter EAR in the screen ID.
You must be signed on to PAPS in order to navigate in this way.
BATCH CHANGE OF REQUESTOR ID FOR DOCUMENTS

When a requisition (both PPOR EQ and CKREQU) is created in the system by a requestor, the requisition is "linked" to the requestor’s Logon ID for the lifetime of the document. The Requestor Review List (RRL) screen displays a list of all purchase order requisitions "owned" by a specific requestor. The Check Request Review List (CRL) screen displays a list of Check Requests entered by a specific requestor. There may be occasions when it will be necessary to "move" a group of documents from one requestor to another. This may happen when a person permanently leaves the department or UAB and no longer is a user of the Electronic Forms System. It is possible to move the documents "owned" by that requestor to the person replacing the original requestor. A blank form for your use is located in the Appendix. Complete the form, obtain proper signature, and forward to Steve LaFoy, UAB Procurement, AB 620 zip 0106. You may also e-mail your request to lafoy@uab.edu.
Chapter 5 explains the detailed use of the following Check Request screens:

- CHECK REQUEST MENU (CRM)
- CHECK REQUEST TEMPLATE MENU (CTM)
- CHECK REQUEST TEMPLATES
- CHECK REQUEST HEADER (CRH)
- CHECK REQUEST DETAIL (CRD)
- CHECK REQUEST COMMENTS (CRC)
- CHECK REQUEST APPROVAL PATH (CAP)
- CHECK REQUEST REVIEW LIST (CRL)
- CHECK REQUEST HURS PAYMENT LIST (CHP)
- CHECK REQUEST CONTACT INFORMATION (CCI)
CHECK REQUEST MENU (CRM)

PURPOSE:
This menu displays the Check Request screens. The purpose of each screen is described in the following sections. The Check Request System should not be used for transactions which are more appropriately handled by:

- issuing a purchase order with vendor billing UAB Accounts Payable
- officially appointing an individual to the payroll
- ordering an airline ticket for an employee, volunteer, prospective employee, or prospective employee’s spouse via the UAB Travel Center
- summarizing and certifying your travel expenditures on an employee travel voucher
- officially appointing an individual as a monthly-paid trainee
- paying other UAB accounts (with rare exceptions)

Key a number in the OPTION field. The leading zero (0) is not required.

You may key into the SCREEN field the screen ID for any screen used in the system, press Enter and go directly to that screen. The screen ID for each template is displayed in parentheses. From this menu you may use PF3 to EXIT.
### CHECK REQUEST TEMPLATE MENU (CTM)

<table>
<thead>
<tr>
<th>CTM</th>
<th>CHECK REQUEST TEMPLATE MENU</th>
<th>09/23/99</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCREEN</td>
<td>___</td>
<td>11:26:55</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>02 (ADV)</td>
<td>Advertisements</td>
</tr>
<tr>
<td>04 (CONF)</td>
<td>Conference Registration Fees</td>
</tr>
<tr>
<td>06 (MOV)</td>
<td>Employee Moving Expenses</td>
</tr>
<tr>
<td>08 (ENT)</td>
<td>Entertainment</td>
</tr>
<tr>
<td>10 (ITF)</td>
<td>Independent Contractor Services</td>
</tr>
<tr>
<td>12 (INT)</td>
<td>Independent Contractor Services</td>
</tr>
<tr>
<td>14 (MEMB)</td>
<td>Membership Fees</td>
</tr>
<tr>
<td>16 (PETC)</td>
<td>Petty Cash</td>
</tr>
<tr>
<td>18 (COPY)</td>
<td>Photo Copy Services</td>
</tr>
<tr>
<td>20 (PRI2)</td>
<td>Prizes</td>
</tr>
<tr>
<td>22 (LIC)</td>
<td>Professional Licenses</td>
</tr>
<tr>
<td>24 (PETI)</td>
<td>Prospective Employee Travel</td>
</tr>
</tbody>
</table>

**PURPOSE:**

The Check Request Template Menu displays a list of templates that may be used to request a check for a specific payment transaction. Disbursement Payment Requisitions only will be discussed in this manual. The template is the first screen used to create a Check Request. Detailed instructions for each template follows.

Payments may be made to either an individual with a valid Social Security Number or to a trade vendor/company, whichever is appropriate for the transaction.

Effective October 1, 1999 all payments (both paper and electronic requests) made to active UAB employees will be made using the employee’s name and home address from HURS. Employees are encouraged to keep their campus and home address information up to date in HURS. Address changes may be made via the HRM Records web page at [http://www.training.uab.edu/Records/persinfo.htm](http://www.training.uab.edu/Records/persinfo.htm), by sending a FAX to 975-6344, or in person at the Administration Building, Room 254.
Key a number in the OPTION field to display a specific template. To view online help, press F1 from the next screen where the template is displayed.

For more specific descriptions regarding object codes most appropriate for specific expenditures, see http://main.uab.edu/show.asp?durki=1034. You may also contact your accountant for additional information. Some items processed on Grants and Contracts Accounts may need special attention. Please contact your Grants and Contracts Accountant.

All templates are not currently available and will be developed as soon as possible. Each template is described in the following section.
ADVERTISEMENTS – ADV -TEMPLATE #2

REQUIRED FIELDS:

Describe expenditures for which payment is being requested and the business purpose. Press F8 and continue to next screen.

EXAMPLE:

To list an advertisement in the Birmingham News for an open position for employment.

OBJECT CODES AVAILABLE FOR THIS TEMPLATE:

4290 – 4299  4300 – 4309

ALLOWABLE VS. UNALLOWABLE EXPENDITURES:

Some advertising items may not be allowed on Service Center Accounts. Please contact the Service Center Accountant for specific details. The only allowable advertising expenditures are:

To inform the customer of pricing and services available
Advertising directly related to promoting the product or service
CONFERENCE REGISTRATION FEES – CONF TEMPLATE #4

04 [CONF] CHECK REQUEST TEMPLATE 10/18/99
CONFERENCE REGISTRATION FEES 16:06:24

LIST ATTENDEES: ______________________________________________________________

MARK HERE TO LIST ADDITIONAL ATTENDEES: _

NAME OF CONFERENCE: _______________________________________________________

ORGANIZATION PUTTING ON THE CONFERENCE:
__________________________________________________________

DATES OF CONFERENCE: _________________________________________________

NOTE: YOU MUST ATTACH A COPY OF THE REGISTRATION FORM

PRESS ENTER TO UPDATE F9 TO PREVIOUS SCREEN F8 TO CONTINUE TO CRH

REQUIRED FIELDS:
List attendees (Individuals must be employees or students.)
List additional attendees
Name of conference
Organization sponsoring the conference
Dates of conference
Press F8 and continue to the next screen.

EXAMPLE:
Registration to attend the Conference for Human Resource Management Forum at
Jacksonville State University.

OBJECT CODES AVAILABLE FOR THIS TEMPLATE:
Default object code is 4090
4090 – 4099
ENTERTAINMENT – ENT TEMPLATE #8

08 (ENT) CHECK REQUEST TEMPLATE 04/11/01
ENTERTAINMENT OR INCIDENTAL REFRESHMENTS 14:54:33

MARK HERE TO CHOOSE TYPE OF EVENT: _

DATE/TIME OF EVENT: _____________________________
PLACE OF EVENT : _________________________________

MARK HERE TO LIST ATTENDEES: _ SEPARATE ATTENDEE LIST WITH ATTACHMENTS: _

UAB BUSINESS PURPOSE OF THE ENTERTAINMENT:
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

- IS THIS FOOD & BEVERAGES WHICH ARE PART OF A PUBLIC CONFERENCE/SEMINAR PRODUCED BY UAB (OBJECT CODE 4198) ? _
- IS THIS EXPENSE IN THE FORM OF A RESTAURANT MEAL INVOLVING EXTERNAL INDIVIDUALS (OBJECT CODE 4199) ? _
- IS THIS FOOD & BEVERAGES INCIDENTAL TO AN INTERNAL UAB BUSINESS MEETING OR AN INTERNAL UAB TRAINING PROGRAM (OBJECT CODE 6190-6199) ? _

PRESS ENTER TO UPDATE F3 TO PREVIOUS SCREEN F8 TO CONTINUE TO CRH

REQUIRED FIELDS:
Mark her to choose type of event
Date/Time of event
Place of event
Mark here to list attendees or Separate attendee list with attachments
UAB business purpose of the entertainment
One of the following must be chosen:
Is this food & beverage, which are part of a public conference/seminar produced by UAB?
Is this expense in the form of a restaurant meal involving external individuals?
Is this food & beverages incidental to an internal UAB business meeting or an internal UAB training program?

EXAMPLE:
Lunch served during a meeting discussing a new project that will take place.
OBJECT CODES AVAILABLE FOR THIS TEMPLATE:
4190-4199  6190-6199
INDEPENDENT CONTRACTOR SERVICES/INDIVIDUAL TAXABLE FEES – ITF - TEMPLATE # 10

PAYEE NAME (MUST BE PAYEE): ____________________________
PAYEE SSN/TAX ID: __________________

CHOOSE ONE ---> U.S. CITIZEN: _ RESIDENT ALIEN: _ NONRESIDENT ALIEN: _
IF NRA, NAME COUNTRY OF ORIGIN: __________________
PAY VIA PAYROLL: _ 30% TAX: _

DATE(S) SERVICE RENDERED PER THIS INVOICE:

__________________________

IS TRAVEL INCLUDED IN THE FEE? _

IS PRE-APPROVED PERSONAL SERVICES FORM PROVIDED? _ IF NO, STOP.
IS SIGNED IRS FORM W8 (OR W8 IF NRA) OR PREAPPROVED SUBSTITUTE PROVIDED? _ IF NO, STOP.

PRESS ENTER TO UPDATE F3 TO PREVIOUS SCREEN F8 TO CONTINUE TO CRH

REQUIRED FIELDS:
Payee Name
Payee SSN/Tax ID
Choose One: (Individual must be classified as one of the following)
   U.S. Citizen
   Resident Alien
   Nonresident Alien

If individual is a NRA, the name of the Country of Origin is required. All requisitions for nonresident aliens are forwarded to ISSS for approval after the Accountant approval. If individual is U.S. Citizen or Resident Alien, then proceed to the next required field - Date(s) Service Rendered Per This Invoice.

Is Travel Included In The Fee? If “Y,” the user will receive a message indicating that the payee will be taxed on travel expenses if you continue. If this is not what the payee intended, then travel expenses should be entered on Template #12,
which is Independent Contractor Services-Nontaxable Travel. If “N,” see the following required field.

Is Pre-Approved Personal Services Form Provided? If “Y,” proceed to the next required field. If “N,” the requisition can not be processed.

Is Signed IRS Form W9 (Or W8 If NRA) Provided? If “Y,” press F8 and continue. If “N,” the requisition cannot be processed.

EXAMPLE:
For services rendered as a research subject for a protocol study.

OBJECT CODES AVAILABLE FOR THIS TEMPLATE:

4600 – 4608  4610 – 4618  4620 – 4628  4630 – 4638  4640 – 4648
4650 – 4658  4660 – 4668  4670 – 4678  4680 – 4688  4690 – 4698
4700 – 4708  4710 – 4718  4720 – 4728  4730 – 4738  4740 – 4748
4750 – 4758  4760 – 4768  4770 – 4778  4780 – 4788  4790 – 4798
4800 – 4808  4810 – 4818  4820 – 4828  4830 – 4838  4740 – 4748
4850 – 4858  4860 – 4868  4870 – 4878  4880 – 4888  4890 – 4898
4900 – 4908  4910 – 4918  4920 – 4928  4930 – 4938  4940 – 4948
4950 – 4958  4960 – 4968  4970 – 4978  4980 – 4988  4990 – 4998
INDEPENDENT CONTRACTOR SERVICES/NONTAXABLE TRAVEL – INT TEMPLATE #12

PAYEE NAME (MUST BE CONTRACTOR): ____________________________
PAYEE SSN/TAX ID: ______________

IS PRE-APPROVED PERSONAL SERVICES FORM PROVIDED? _ IF NO, STOP.
IS SIGNED IRS FORM W9 (OR W8 IF NRA) PROVIDED? _ IF NO, STOP.

IS CERTIFIED INDEPENDENT CONTRACTOR TRAVEL FORM SUBMITTED AS REQUIRED WITH RECEIPTS BY UAB’S INDEPENDENT CONTRACTOR ACCOUNTABLE TRAVEL PLAN? _ IF NO, STOP.

EXAMPLE:
For itemized expenses on one of the Accountable Travel Schedules in addition to the Consultant Fee.

OBJECT CODES AVAILABLE FOR THIS TEMPLATE:
4609  4619  4629  4639  4649  4659  4669  4679  4689  4699
4709 4719 4729 4739 4749 4759 4769 4779 4789 4799
4809 4819 4829 4839 4849 4859 4869 4879 4889 4899
4909 4919 4929 4939 4949 4959 4969 4979 4989 4999
CHAPTER 5 – CHECK REQUEST SCREENS

MEMBERSHIP FEES – MEMB – TEMPLATE #14

14 (MEMB) CHECK REQUEST TEMPLATE 10/18/99
MEMBERSHIP FEES 16:08:32

Organization:
(UAB cannot pay for memberships to organizations such as civic clubs, social clubs, country clubs, dinner clubs, political organizations, religious organizations, honor societies, alumni societies, athletic support groups, etc.)

TYPE OF MEMBERSHIP: INDIVIDUAL EMPLOYEE _ INSTITUTIONAL __
IF INDIVIDUAL, WHO ____________________________

UAB BUSINESS PURPOSE OF THE MEMBERSHIP: (WARNING – THIS MAY NOT BE ALLOWABLE ON GRANTS AND CONTRACTS)

______________________________

______________________________

______________________________

______________________________

PRESS ENTER TO UPDATE F3 TO PREVIOUS SCREEN F8 TO CONTINUE TO CRM

REQUIRED FIELDS:

Name of Organization:
Type of Membership: (If individual, the name of person is required.)
UAB business purpose of the membership:

EXAMPLE:

For an ambulatory care employee to acquire membership into the American Health Information Management Association.

OBJECT CODES AVAILABLE FOR THIS TEMPLATE:
Default Object 5490
5490 – 5499
EXPLAIN THE UAB BUSINESS PURPOSE FOR MAKING THESE EXPENDITURES:


REQUIRED FIELDS:

Explain the UAB business purpose for making these expenditures. Press F8 and continue to the next screen.

EXAMPLE:

To pay for charges for duplication services.

OBJECT CODES AVAILABLE FOR THIS TEMPLATE:

5410 – 5419
PRIZES – PRIZ -TEMPLATE # 20

20 (PRIZ) CHECK REQUEST TEMPLATE 04/11/01
PRIZES 16:04:36

PRIZE WINNER NAME (MUST BE CHECK PAYEE): ____________________________
PAYEE SSNO: ________

CHOOSE ONE ---> U.S. CITIZEN: _ RESIDENT ALIEN: _ NONRESIDENT ALIEN: _
IF NRA, NAME COUNTRY OF ORIGIN: ____________________________
PAY VIA PAYROLL: _ 1042: _ FICA: _ 14 TAX: _ 30 TAX: _

WAS THE PRIZE WINNER REQUIRED TO BE A UAB EMPLOYEE (Y OR N): _
IF NO, EXPLAIN WHO WAS ELIGIBLE TO COMPLETE:
______________________________________________________________

WHEN WAS THIS CONTEST/COMPETITION HELD: _______________________________________

DESCRIBE THE NATURE OF THIS CONTEST/COMPETITION:
__________________________________________________________________________

EXPLAIN THE UAB BUSINESS PURPOSE OF HOLDING THIS CONTEST/COMPETITION:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

PRESS ENTER TO UPDATE F3 TO PREVIOUS SCREEN F8 TO CONTINUE TO CRH

REQUIRED FIELDS:

Prize Winner Name (Must be check Payee)
Payee SSNO
Choose one: U.S. Citizen, Resident Alien, Nonresident Alien
Was the prize winner required to be a UAB employee?
If no, explain who was eligible to compete.
When was this contest/competition held?
Describe the nature of this contest/competition.
Explain the business purpose of holding this contest/competition.

EXAMPLE:

To pay prize for teacher of the year.

OBJECT CODES AVAILABLE FOR THIS TEMPLATE:
5760 – 5769  5770 - 5779
LICENCES – LIC – TEMPLATE #22

NAME OF LICENSEE: ____________________________________________

IS LICENSEE AN INDIVIDUAL (VS DEPARTMENT, PROGRAM, ETC.)? ____________

IF YES, SSN REQUIRED: ____________

WARNING: IN ORDER TO BE ALLOWABLE, AN INDIVIDUAL PROFESSIONAL LICENSE
MUST BE OFFICIALLY QUALIFIED PER THE CURRENT SCHOOL/HOSPITAL/ETC.
PROFESSIONAL LICENSE POLICY APPROVED BY UAB FINANCIAL AFFAIRS.
CONTACT YOUR CENTRAL ACCOUNTANT FOR SPECIFIC INFORMATION ON
YOUR UNIT.

EXTERNAL LICENSING AUTHORITY: ____________________________________________

DESCRIPTION/TITLE OF LICENSE: ____________________________________________

UAB BUSINESS PURPOSE OF LICENSE

________________________________________________________________________

PRESS ENTER TO UPDATE    F3 TO PREVIOUS SCREEN    F8 TO CONTINUE TO CRH

REQUIRED FIELDS:

Name of Licensee
Is licensee an individual (vs. department, program, etc)?
External licensing authority
Description/title of license

EXAMPLE:

Membership fee for Dr. James Jones to the Radiological Society of North America.

OBJECT CODES AVAILABLE FOR THIS TEMPLATE:

5844
PROSPECTIVE EMPLOYEE TRAVEL INDIVIDUAL – PETI – TEMPLATE #24

REQUIRED FIELDS:
- Recruit name (Must be payee)
- Recruit expected job title (I.E. WHAT TYPE OF POSITION ARE YOU RECRUITING FOR)
- Points of travel (from and to)
- Dates of travel (from and to)
- Outline expenditures for which payment is being requested and attach receipts
- To whom do these costs apply (mark as many as are applicable)
  - Prospective employee (I.E. The recruit)
  - Prospective employee’s spouse invited by UAB
  - Other (Explain)

EXAMPLE:
Recruit for a School of Medicine faculty position being reimbursed for travel.

OBJECT CODES AVAILABLE FOR THIS TEMPLATE:
Default code is 4040
4040 - 4049
Chapter 5 – Check Request Screens

REFUNDS – NONPATIENT ACCOUNTS RECEIVABLE OR REVENUE – ROTH
– TEMPLATE #26

26 (ROTH) CHECK REQUEST TEMPLATE 02/16/00 REFUNDS - NONPATIENT ACCOUNTS RECEIVABLE OR REVENUE 07:44:54

PAYEE NAME: ____________________________

CUSTOMER NAME (IF DIFFERENT FROM PAYEE): ____________________________

CUSTOMER REFERENCE NUMBER (OPTIONAL) : ____________________________

TYPE OF CUSTOMER:
_ UAB CONTINUING EDUCATION PROGRAM (SPECIFY WHICH PROGRAM)
_ UAB EXTERNAL SALES/SERVICES CENTER (SPECIFY WHICH CENTER)
_ OTHER (DESCRIBE)

OTHER RELEVANT INFORMATION (OPTIONAL)

________________________________________

PRESS ENTER TO UPDATE F3 TO PREVIOUS SCREEN F8 TO CONTINUE TO CRH

REQUIRED FIELDS:

Payee name
Customer Name (If different from payee)
Type of customer
  UAB continuing education program (Specify which program)
  UAB external sales/service center (Specify which center)
  Other (Describe)

EXAMPLE:

Refund of a student’s fee.

OBJECT CODES AVAILABLE FOR THIS TEMPLATE:
1300-1599 0010-0549 0700-0799
REFUNDS – PATIENT ACCOUNTS RECEIVABLE – PAR– TEMPLATE #28

Payee name: 

Patient Name (If different from payee): 

Patient Reference Number (Optional): 

Type of patient:
- UAB Hospital Patient
- UAB Clinic Patient (Specify Which Clinic)
- Other (Describe)

Other Relevant Information (Optional):

Press enter to update F3 to previous screen F8 to continue to CRH

Required fields:
- Payee name
- Patient Name (If different from payee)
- Type of patient
  - UAB hospital patient
  - UAB clinical patient (Specify which clinic)
  - Other (Describe)

Example:
- Refund of a patient’s fee for overpayment.

Object codes available for this template:
- 1300-1599
- 0300-0549
- 0700-0799
REQUIRED FIELDS:

Describe expenditures for which payment is being requested and explain the UAB business purpose for making these expenditures. Press F8 and continue to the next screen.

EXAMPLE:

To perform HVAC testing and balancing to the West Pavilion.

OBJECT CODES AVAILABLE FOR THIS TEMPLATE:

5000 - 5299
FEDERAL EXPRESS – NON EDI – FEDX - TEMPLATE #34

34 (FEDX) CHECK REQUEST TEMPLATE 11/11/99
FEDERAL EXPRESS - NON EDI 15:52:25

REQUIRED FIELDS:
After completing the template, PF8 to continue to the Check Request Detail Screen (CRD). Type in the Message with Check: field your FedEx Account Number exactly as shown on the FedEx invoice summary you are paying. This is a required field. The FedEx Account Number, if entered on a Requestor’s Contact Model on the CCI screen, will default to the CRD screen and be displayed in the Message With Check field. This will print on the Remittance Advice for the check. Complete the invoice detail with the invoice number, date, amount and your FAS account number(s) and object code. Forward invoice and attachment cover to Central Scanning, AB Box 1500, Zip 0101.

EXAMPLE:
To make payment to FedEx for mailing and/or services.

OBJECT CODES AVAILABLE FOR THIS TEMPLATE:
Default code is 4410
4410 – 4419

NOTE: When adding invoices on the CRD screen, you must put your FedEx account number (not your FAS account number) in the "MESSAGE WITH CHECK" field. After your account number, the rest of the field can be used for an additional message.
SHIPPING – POSTAGE/OTHER – SHIP – TEMPLATE #36

36 (SHIP) CHECK REQUEST TEMPLATE 10/18/99
SHIPPING – POSTAGE/OTHER 16:12:36

REQUIRED FIELDS:
Describe the business purpose of this expenditure. Press F8 and continue to the next screen.

EXAMPLE:
To make payment to a company for mailing and/or services.

OBJECT CODES AVAILABLE FOR THIS TEMPLATE:
4410 – 4429
SUBJECTS/PARTICIPANTS – SUBJ – TEMPLATE #38

38 (SUBJ) CHECK REQUEST TEMPLATE 10/18/99
SUBJECTS/PARTICIPANTS TAXABLE FEES 16:13:04

PAYEE NAME (MUST BE CONTRACTOR): ________________________
PAYEE SSN/TAX ID: ___________________

CHOOSE ONE ---> U.S. CITIZEN: _ RESIDENT ALIEN: _ NONRESIDENT ALIEN: _
IF NRA, NAME COUNTRY OF ORIGIN: ________________________
PAY VIA PAYROLL: _ 30% TAX: _

DATE(S) SERVICE RENDERED PER THIS INVOICE:
______________________________

IS SIGNED IRS FORM W9 (OR W8 IF NRA) OR PREAPPROVED SUBSTITUTE ATTACHED? _ IF NO, STOP.

PRESS ENTER TO UPDATE F3 TO PREVIOUS SCREEN F8 TO CONTINUE TO CRH

REQUIRED FIELDS:
Payee Name (Must Be Contractor):
Payee SSN/Tax ID:
Individual must be classified as either:
  U.S. Citizen
  Resident Alien
  NonResident Alien
If NRA, the name of the country of origin is required. All requisitions for nonresident aliens are electronically forwarded to ISSS for approval after the Accountant approval. If individual is U.S. citizen or resident alien, then proceed to the next required field - Date(s) service rendered per this invoice.

Is Signed IRS Form W9 (Or W8 If NRA) or Pre-approved substitute attached? If “Y,” press F8 and continue. If “N,” requisition will not be processed.

EXAMPLE:
For individuals participating in a health related research study.

OBJECT CODES AVAILABLE FOR THIS TEMPLATE:
Default is 4970
4970 - 4978
SUBSCRIPTIONS – SUBS – TEMPLATE #40

REQUIRED FIELDS:
Describe expenditures for which payment is being requested and explain the UAB business purpose for making these expenditures. If paying on grant, indicate with “N” or “Y” if publication is available in UAB Libraries.

EXAMPLE:
To purchase a book or periodical for a UAB employee which will be used in assisting with their required job duties.

OBJECT CODES AVAILABLE FOR THIS TEMPLATE:
2220 – 2229  8900 - 8929
SUPPLIES/MERCHANDISE – SUPP – TEMPLATE #42

REQUIRED FIELDS:
Describe expenditures for which payment is being requested.

EXAMPLE:
To purchase supplies including small custom promotional items, i.e., buttons, pens, mugs, plaques.

To reimburse individual employees for incidental purchases under $300.00.

ALLOWABLE VS. UNALLOWABLE EXPENDITURES:
On Federal Contracts, non-capital equipment may require prior approval from sponsor. You may refer to www.uab.edu/grantsacct for any questions.

Certain types of payments for supplies and materials are allowable transactions for check request and do not require a purchase order. Not all supplies and materials transactions meet the established requirements for payment without a purchase order.
Unallowable transactions may become the responsibility of the purchaser and not UAB. Requisitions that do not comply with the policy for allowable payments via check request may be disapproved when received in Procurement. These requisitions will be returned to the approver with comments regarding the reason(s) for disapproval. The department may contact Procurement for additional information if needed. For further information on approved check request purchases, please refer to the Procurement Manual at www.uab.edu/purchasing or you may contact the Department of Purchasing Services at 934-4515.

OBJECT CODES AVAILABLE FOR THIS TEMPLATE:

1700 – 1849  2000 – 2219  2230 – 3999  5680
REQUIRED FIELDS:
Describe nature of services and explain the UAB business purpose for making these expenditures.

Date(s) service rendered.

EXAMPLE:
For camera operator and audio services for Trauma Project.

ALLOWABLE VS. UNALLOWABLE EXPENDITURES:
Certain types of payments for vendor services are allowable transactions for check request and do not require a purchase order. Not all vendor services transactions meet the established requirements for payment without a purchase order.

Unallowable transactions may become the responsibility of the purchaser and not UAB. Requisitions that do not comply with the policy for allowable payments via
check request may be disapproved when received in Procurement. These requisitions will be returned to the approver with comments regarding the reason(s) for disapproval. The department may contact Procurement for additional information if needed. For further information on approved check request purchases, please refer to the Procurement Manual at www.uab.edu/purchasing or you may contact the Department of Purchasing Services at 934-4515.

OBJECT CODES AVAILABLE FOR THIS TEMPLATE:
4600 - 4608  4610 - 4618  4620 - 4628  4630 - 4638  4640 - 4648
4650 - 4658  4660 - 4668  4670 - 4678  4680 - 4688  4690 - 4698
4700 - 4708  4710 - 4718  4720 - 4728  4730 - 4738  4740 - 4748
4750 - 4758  4760 - 4768  4770 - 4778  4780 - 4788  4790 - 4798
4800 - 4808  4810 - 4818  4820 - 4828  4830 - 4838  4840 - 4848
4850 - 4858  4860 - 4868  4870 - 4878  4880 - 4888  4890 - 4898
4900 - 4908  4910 - 4918  4920 - 4928  4930 - 4938  4940 - 4948
4950 - 4958  4960 - 4968  4970 - 4978  4980 - 4988  4990 - 4998
5560 - 5569  5570 - 5579  5650 - 5659  5680          9700 - 9739
VOLUNTEER TRAVEL INDIVIDUAL – VTR –TEMPLATE #46

46 (VTR)  
CHECK REQUEST TEMPLATE  
02/16/00  
VOLUNTEER TRAVEL REIMBURSEMENTS  
07:50:57

VOLUNTEER NAME (MUST BE PAYEE): ____________________________

IS THIS A TRUE NONCOMPENSATED VOLUNTEER, WHO PERFORMED SERVICES TO UAB AT UAB’S REQUEST BUT WHO RECEIVED NO COMPENSATION FROM ANY SOURCE AS A RESULT OF PERFORMING THESE SERVICES?  _  IF NO, THIS INDIVIDUAL CANNOT QUALIFY FOR VOLUNTEER STATUS.

DESCRIBE SERVICES PROVIDED TO UAB:

____________________________________________________________

____________________________________________________________

POINTS OF TRAVEL: FROM ___________________________ TO ___________________________

DATES OF TRAVEL : FROM ___________________________ TO ___________________________

OUTLINE EXPENDITURES FOR WHICH PAYMENT IS BEING REQUESTED AND ATTACH RECEIPTS:

____________________________________________________________

____________________________________________________________

PRESS ENTER TO UPDATE  F3 TO PREVIOUS SCREEN  F8 TO CONTINUE TO CRH

REQUIRED FIELDS:

Volunteer name (Must be payee)
Is this a true non-compensated volunteer, who performed services to UAB at UAB’s request but who received no compensation from any source as a result of performing these services?  If no, this individual cannot qualify for volunteer status.
Describe services provided to UAB
Prints of travel (From and to)
Dates of travel (From and to)
Outline expenditures for which payment is being requested and attach receipts

EXAMPLE:

Subject participating in a research project receiving no compensation.

OBJECT CODES AVAILABLE FOR THIS TEMPLATE:

Default code is 4180
4180 – 4189
CHECK REQUEST HEADER (CRH)

CRH: CHECK REQUEST HEADER 10/18/99
SCREEN: ___ CHECK REQUEST HEADER 07:43:00
COMMAND: ___ CHECK NBR: 255763 10/06/1999
REQUISITION NO: A00003 REQ STATUS: COMPLETE
TYPE OF REQ: VSER VENDOR SERVICES NON IND REQ DATE: 10/04/1999
ATTACHMENTS: Y SCANNED: Y REQ TOTAL: 125.00
REQUESTOR: PURC085 LAFAY, STEPHEN C. COMMENTS: Y
CONTACT NAME: RITA CARDEN REVIEWER: ___
DEPT: PROCUREMENT NOTIFY CONTACT: ___
BLDG/ROOM: AB620 NOTIFY REQUESTOR: ___
ZIP: 0106 CHECK INSTRUCTIONS: ___ ENCLOSE
PHONE: (205) 934-8380 UPDATE/VIEW TEMPLATE INFO: ___
EMAIL: ___

IF COMPANY IF INDIVIDUAL
VENDOR SHORT NAME: ___________ SSN: ___________
VENDOR NUMBER: 042188
PAYEE NAME: OPHELIA’S ART GALLERY MARK HERE TO MAKE PERMANENT
ADDRESS: ___________ ADDRESS CHANGE TO NON-HRS
CITY: 1905 BESSEMER RD INDIVIDUAL: ___
STATE/ZIP: AL 35208 PHONE: ( ) _______ MINORITY OR WOMAN OWNED: ___ REF NO: ___

PURPOSE:

This screen is used to create, change, approve and inquire on a Check Request. It is the screen displayed following the template when creating a Check Request and contains general information about the document, i.e., Requisition Number, Name and Address of Company or Individual to be paid, and Contact Information. Commands are:

- Blank: Inquire on a Check Request
- APP: Approve a Check Request
- CAN: Cancel a Check Request
- CHG: Change a Check Request
- CPY: Copy a Check Request Header (only)
- DIS: Disapprove a Check Request and return to first approval level
- DUP: Duplicate the Check Request
- HLD: Place a Check Request on Hold
- OPN: Return a Check Request to Requestor
- REL: Release Check Request from Hold
- SUB: Submit Check Request for Approval
INQUIRE (blank) - If the command field is blank, the system assumes you want to inquire. Enter the Check Request number or other appropriate search criteria to tell the system which record(s) you wish to display.

APPROVE - Key APP and press Enter to approve a document. A "pop-up" window will be displayed that asks for your password. Key in password and press Enter to complete the approval. You will receive a message if approval was successful. Your approval may be one in a series of approvals required to approve the document. The status changes to USER APPROVED only when all user approvals are made. The status changes to CENTRAL APPROVED when all central approvals are made. If you begin the approval process and then decide to stop, use the PF3 key to backout without approving.

CANCEL - Key CAN and press Enter to cancel a document. A Check Request may be cancelled at its current level or any level higher when no further processing is to be done. A "pop-up" window will be displayed for you to confirm the request. Enter "Y" (or "N" to stop) and the reason for cancellation. Comments will be logged to indicate date, time, Logon ID, and action of the individual cancelling the requisition. A requestor may cancel a Check Request before it is submitted to user approvals but not after it is submitted. A user approver may cancel a Check Request as long as it is in user approvals but not after it has been routed to central. After the Check Request is in central, it may be cancelled by a central reviewer. The system displays the message “CHECK REQUEST HAS BEEN CANCELLED.” If e-mail preference is set to a “Y” on UTA, the approver will receive an e-mail notification of cancellations. You must also be registered in the UAB Electronic Phone Book to receive notification.

CHANGE - Display the Check Request you want to change on the screen. Key CHG in the command field, key the changes you want to make and press Enter. You will receive the message “RECORD UPDATED” when the change is processed in the system. When a Check Request is submitted by the requestor, the status changes from OPEN to READY and cannot be changed by the requestor. The requestor will have inquiry only capability. Likewise, after the Check Request has left user approvals, it can no longer be changed by a user approver. This same rule applies when the Check Request is in central approvals. Once approved by a review group, the requisition may no longer be changed by
that group. At each level, a Check Request may be changed only by individuals authorized for that group.

COPY - Key CPY to make an exact copy of a Check Request header only. Display the Check Request you want to copy on your screen, key CPY in the command field and press Enter. The system will generate a new Check Request number and add the new record. You now must add the template information and the Check Request invoice detail information. When you are finished, you should submit the Check Request for user approvals.

DISAPPROVE - Key DIS to disapprove a Check Request. A "disapprove" erases all approvals up to that point and sends the document back to the first approver level. The Check Request status returns to READY. When the "disapprove" command is entered, a confirmation "pop-up" window will appear on the screen and the user will confirm the requested command and may give a reason for the disapproval. You will receive the message "REQUISITION HAS RE-ENTERED THE APPROVAL PROCESS." Use the PF3 key to backout of the disapproval process if you do not want to continue. Comments will be logged to indicate date, time, Logon ID, and action of the approver issuing the disapprove command. You cannot reverse a disapprove command. Once disapproved the requisition must be re-approved at the lower levels and move along the approval path again. To return the Check Request to the requestor, an approver must "open" it (use the OPN command). A disapprove command will not return a Check Request to the requestor. If e-mail preference is set to “Y” on the UTA screen, the approver will receive an e-mail notification of disapprovals. You must also be registered in the UAB Electronic Phone Book to receive notification.

DUPLICATE - Key DUP to make an exact duplicate of another Check Request header, invoice detail lines, and all user-entered comments. Display the Check Request you want to duplicate on the CRH screen, key DUP in the command field and press Enter. The system will generate a new Check Request number and add the record. You may change the data with the CHG command. Since invoice numbers cannot be duplicated, the user will be instructed to enter a new invoice number on the CRD screen. NA when used for the invoice number will be duplicated and the system will display the appropriate number used in lieu of...
invoice number. Submit the Check Request when you are ready to send it to user approvals.

HOLD - Key HLD to place a Check Request on "hold." This can be done by any approver at any level. The Check Request status changes to HOLD. You will receive the message “REQUISITION HAS BEEN PUT ON HOLD.” Any authorized departmental user at the level that applied the flag or higher can remove the "hold" flag by entering the REL (release) command. Comments will be logged to the CRC screen to show time, date and Logon ID of the user who applied the "hold" flag or released the "hold." The "hold" flag may be used, for example, at fiscal year end to mark a Check Request entered in September that is not to be paid until October. When the "hold" flag is entered, a "pop-up" window will be displayed and a date may be entered to indicate the date when the "hold" will be automatically removed by the system. If no date is entered, the form is on indefinite "hold" and the flag must be removed manually. As the "hold" flag is removed (either manually or by the system), the system will completely re-edit the document. Users should type internal comments on the CRC screen to explain the reason for the "hold." Since the "hold" may be released by someone (at the same level) other than the individual who applied the "hold," anyone releasing a document from "hold" should consult the comment screen before releasing. A requestor does not use the HOLD command since all requisitions in an OPEN status are already "held" by the requestor until submitted for approval.

OPEN - Key OPN in order to send a Check Request back to the requestor. The OPN command may be issued by any approver when the requisition is in the approval process. A "pop-up" window will be displayed to confirm the action. Enter a "Y" to confirm or "N" to discontinue. You may also enter a reason or instructions to the requestor. "Open" will remove all approvals on the document. The Check Request status changes to REOPEN and the requisition returns to the requestor. The requestor may edit the requisition and resubmit to the approval process. The requestor will receive an e-mail notification when a requisition is reopened if registered in the UAB Electronic Phone Book.

RELEASE - Key REL to release a requisition from "hold." You will receive a message “REQUISITION HAS BEEN TAKEN OFF HOLD.” Since the "hold" may be released by someone (at the same level) other than the individual who
applied the "hold," anyone releasing a document should consult the comments screen for information regarding the "hold." When the requisition is released, the status returns to the last status before the "hold."

SUBMIT - Key SUB to submit the Check Request to the approval process. When submitted, the requestor will receive the message “REQUISITION HAS ENTERED THE APPROVAL PROCESS.” After the Check Request is submitted, no changes may be made by the requestor. The requestor will have inquiry only capability for the document. The Check Request status changes from OPEN to READY after it is submitted. If e-mail preference is set to “Y” on the UTA screen, the approver will receive an e-mail notification when the requisition has entered an empty work queue on UTA screen. The approver must also be registered in the UAB Electronic Phone Book to receive notification.

CHECK NBR:
The system displays the check number for the payment when complete.

REQUISITION NO:
The system automatically generates a 6-digit alphanumeric number for each document when the requestor completes the template.

REQ STATUS:
The system displays the current status of the document. Status codes are updated when the user enters certain commands. Status codes are:

<table>
<thead>
<tr>
<th>STATUS</th>
<th>CODE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>0</td>
<td>Requisition is open and has not been submitted to the approval process.</td>
</tr>
<tr>
<td>Reopened</td>
<td>0</td>
<td>Approver may &quot;OPN&quot; a requisition already in the approval path and return it to the requestor, thus removing all existing approvals on the document.</td>
</tr>
</tbody>
</table>
### Chapter 5 – Check Request Screens

<table>
<thead>
<tr>
<th>Status</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review</td>
<td>R</td>
<td>Requisition has been submitted by the requestor for user review prior to user approval.</td>
</tr>
<tr>
<td>Ready</td>
<td>1</td>
<td>Requisition has been submitted by the requestor and is in user approvals.</td>
</tr>
<tr>
<td>User</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td>2</td>
<td>Requisition has received all required user approvals.</td>
</tr>
<tr>
<td>Central</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td>3</td>
<td>Requisition has received all required central approvals.</td>
</tr>
<tr>
<td>Hold</td>
<td>8</td>
<td>Requisition is on hold. The user may enter the command HLD. A requisition on &quot;hold&quot; must be released before changes may be made or further approvals processed. See HOLD command.</td>
</tr>
<tr>
<td>Cancelled</td>
<td>9</td>
<td>Requisition is cancelled. The user may enter the command CAN if the requisition status is open or ready. A central reviewer may enter this command if the requisition is User Approved. A requisition may not be cancelled after the requisition status is complete.</td>
</tr>
<tr>
<td>Complete</td>
<td>4</td>
<td>Requisition has been processed in batch and a check has been printed.</td>
</tr>
</tbody>
</table>

**TYPE OF REQ:** (Required)

The type of requisition code is displayed based on the template completed. Press F1 (Help) to view codes. Examples of requisition types are: advertisements,
conference registration, employee moving expense, entertainment, independent contractor taxable, membership fees, photocopy services, prizes, professional licenses, repairs/maintenance, etc. If the wrong template was selected, the requestor may change this field to a different type and then complete the template information required for that type. The original template information will be erased.

REQ DATE:
The system will log the date the requisition is created.

ATTACHMENTS: (Required)
Supporting documentation is required for most payment transactions. Examples of attachments are: invoice, W9, I9, registration form, subscription renewal form. If supporting documentation is required for the payment type when issuing a paper requisition, the same supporting documentation will be required for a Check Request payment. Key “Y” if supporting documentation is available. Key “N” if no supporting documentation is required for the payment request. See page 21 for instructions and procedures for forwarding documentation to Central Scanning.

SCANNED:
A “Y” will be displayed when supporting documentation for the Check Request has been scanned into the Financial Affairs optical imaging system. Only after the supporting documentation is scanned will the check request be available to the next level of central approval.

REQ TOTAL:
The system displays the total dollar amount to be paid for the check request.

REQUESTOR:
The system displays the Requestor ID and name.

COMMENTS:
The system displays a “Y” when user-entered comments are present on the CRC screen.
CONTACT NAME: (Required)
Enter the name of the individual to contact for questions concerning this check request. If contact models have been created on the CCI screen, enter a code number in the first two positions of the line. This represents the model you wish to display. A requestor’s CCI model number 01 is the default unless a different model is marked as the default of choice and will be displayed on the CRH screen when creating a new CKREQU.

REVIEWER:
Key a valid logon ID of the person established as a reviewer of requisitions for the account number to be charged. When the requisition is submitted, it will pass to the reviewer for approval prior to moving to the first user approver. Reviewers are listed on the URS screen by a registered department level approver.

DEPT: (Required)
Key the name of the department responsible for the payment transaction.

NOTIFY CONTACT:
Enter a “Y” if the contact person is to be notified with questions.

BLDG/ROOM: (Required)
Enter the building abbreviation and room number of the person to be contacted with any questions.

NOTIFY REQUESTOR:
Enter a “Y” if the requestor is to be notified with questions.

ZIP: (Required)
Enter the UAB Zip of the person to be contacted with questions.

CHECK INSTRUCTIONS:
Key any character to enter special check distribution instructions to General Accounting, i.e., to have the check returned to you or to have an attachment mailed with the check. A separate pop-up window will appear on the screen to allow you to make a selection.
MAIL ENCLOSURES WITH CHECK
Mark this field to request that attachments submitted as documentation be mailed with the check.

PICK UP CHECK
To have the check returned to your department for handling, provide a telephone number. When your check is ready for pick-up, the phone number indicated will be called.

You may not select both options. Press the F3 key to return to the previous screen after selecting the special instructions.

PHONE:
Key the telephone number of the person to be contacted with questions.

UPDATE/VIEW TEMPLATE INFO:
To view or make changes to the template, key a “Y” and press the ENTER key. The template will be displayed.

EMAIL:
Enter the e-mail address of the person to be contacted with questions.

**VENDOR SHORT NAME:**

All vendors are issued a vendor number. If you do not know the vendor number for the vendor to be paid, enter the first few letters of the vendor’s name. A pop-up window listing vendors to whom UAB has previously made payments will be displayed. It is important that you verify that the remittance address listed is accurate for the payment. You may select one of the vendors listed and the information will be placed on the header. If you do not find the appropriate vendor, press the “F3” key and you will be returned to the CRH screen. To continue, type “NEW” in the vendor number field and key the vendor name and address in the appropriate fields.

**SSN:** (Required for Individual)

If you are paying an individual, enter the Social Security number of the individual you are paying. If the individual is either in the HURS database or the PAPS database, the name and address information will be displayed.

**MARK HERE TO MAKE PERMANENT ADDRESS CHANGE TO NON-HURS INDIVIDUAL:**

Mark this field to request a change of address for non-HURS individuals only to be paid, i.e., guest speakers, subjects. A window will be displayed for you to enter the appropriate address changes.
VENDOR NUMBER: (Required for Company)

Enter a valid vendor number if known. If you selected a vendor using the Vendor Short Name look-up, this information will be automatically displayed. If you do not know the vendor number and/or you could not find the vendor number, key “NEW” in the vendor number field. This allows you to type in the name and address information. Your request will be routed to the Accounts Payable Department where the new vendor can be established in the PAPS database.

PAYEE NAME:

The payee name for the vendor number selected via vendor short name look up will be displayed. If this is a “NEW” vendor, key the full name of the vendor in this field.

ADDRESS:

If you selected a vendor using the Vendor Short Name look-up or you keyed a vendor number in the Vendor Number field, this address will be displayed. If this is a “NEW” vendor, key the remittance address for the vendor in this field.
CITY:
If you selected a vendor by using the Vendor Short Name field or you keyed a vendor number in the Vendor Number field, this information will be displayed. If this is a “NEW” vendor, key the city of the vendor remittance address in this field.

STATE/ZIP:
If you selected a vendor by using the Vendor Short Name field or you keyed a vendor number in the Vendor Number field, this information will be displayed. If this is a “NEW” vendor, key the state of the vendor remittance address in this field.

PHONE:
If you selected a vendor by using the Vendor Short Name look-up or you keyed a vendor number in the Vendor Number field, this information will be displayed. If this is a “NEW” vendor, key the area code and telephone number of the vendor in this field, if available.

MINORITY OR WOMAN OWNED:
If you know this vendor to be minority or woman owned business, enter a “Y” to indicate this status.

REF NO:
Key any internal reference number that will assist your department in identifying or tracking this payment. (Optional)
CHECK REQUEST DETAIL (CRD)

PURPOSE:

This screen is used to enter, change, and inquire on payment details in the Check Request System. It is the third screen displayed after the template and the header screen when creating a Check Request. It contains specific information about the payment(s), i.e., invoice numbers, invoice amounts, account numbers and object codes.

Commands:

Blank  Inquire on a Check Request
APP   Approve a Check Request
CAN   Cancel a Check Request
DIS   Disapprove a Check Request and return to first approval level
HLD   Place a Check Request on Hold
OPN   Return a Check Request to Requestor
REL   Release Check Request from Hold
SUB   Submit Check Request for Approval
INQUIRE (blank) - If the command field is blank, the system assumes you want to inquire. Enter the Check Request number or other appropriate search criteria to tell the system which record(s) you wish to display.

APPROVE - Key APP and press Enter to approve a document. A "pop-up" window will be displayed that asks for your password. Key password and press Enter to complete the approval. You will receive a message if approval was successful. Your approval may be one in a series of approvals required to approve the document. The status changes to USER APPROVED only when all user approvals are made. The status changes to CENTRAL APPROVED when all central approvals are made. If you begin the approval process and then decide to stop, use the PF3 key to backout without approving.

CANCEL - Key CAN and press Enter to cancel a document. A Check Request may be cancelled at its current level or any level higher when no further processing is to be done. A "pop-up" window will be displayed for you to confirm the request. Enter "Y" (or "N" to stop) and the reason for cancellation. Comments will be logged to indicate date, time, Logon ID, and action of the individual cancelling the requisition. A requestor may cancel a Check Request before it is submitted to user approvals but not after it is submitted. A user approver may cancel a Check Request as long as it is in user approvals but not after it has been routed to central. After the Check Request is in central, it may be cancelled by a central reviewer before the Check Request is approved. The system displays the message “CHECK REQUEST HAS BEEN CANCELLED.” If e-mail preference is set to a “Y” on UTA, the approver will receive an e-mail notification of cancellations. You must also be registered in the UAB Electronic Phone Book to receive notification.

DISAPPROVE - Key DIS to disapprove a Check Request. A "disapprove" erases all approvals up to that point and sends the document back to the first approver level. The Check Request status returns to READY. When the "disapprove" command is entered, a confirmation "pop-up" window will appear on the screen and the user will confirm the requested command and may give a reason for the disapproval. You will receive the message “REQUISITION HAS RE-ENTERED THE APPROVAL PROCESS.” Use the PF3 key to backout of the disapproval
process if you do not want to continue. Comments will be logged to indicate date, time, Logon ID, and action of the approver issuing the disapprove command. You cannot reverse a disapprove command. Once disapproved the requisition must be re-approved at the lower levels and move along the approval path again. To return the Check Request to the requestor, an approver must "open" it (use the OPN command). A disapprove command will not return a Check Request to the requestor. If e-mail preference is set to “Y” on the UTA screen, the approver will receive an e-mail notification of disapprovals. You must also be registered in the UAB Electronic Phone Book to receive notification.

HOLD - Key HLD to place a Check Request on "hold." This can be done by any approver at any level. The Check Request status changes to HOLD. You will receive the message “REQUISITION HAS BEEN PUT ON HOLD.” Any authorized departmental user at the level that applied the flag or higher can remove the "hold" flag by entering the REL (release) command. Comments will be logged to the CRC screen to show time, date and Logon ID of the user who applied the "hold" flag or released the "hold." The "hold" flag may be used, for example, at fiscal year end to mark a Check Request entered in September that is not to be paid until October. When the "hold" flag is entered, a "pop-up" window will be displayed and a date may be entered to indicate the date when the "hold" will be automatically removed by the system. If no date is entered, the form is on indefinite "hold" and the flag must be removed manually. As the "hold" flag is removed (either manually or by the system), the system will completely re-edit the document. Users should type internal comments on the CRC screen to explain the reason for the "hold." Since the "hold" may be released by someone (at the same level) other than the individual who applied the "hold," anyone releasing a document from "hold" should consult the comment screen before releasing. A requestor does not use the HOLD command since all requisitions in an OPEN status are already "held" by the requestor until submitted for approval.

OPEN - Key OPN in order to send a Check Request back to the requestor. The OPN command may be issued by any approver when the requisition is in the approval process. A "pop-up" window will be displayed to confirm the action. Enter a "Y" to confirm or "N" to discontinue. You may also enter a reason or instructions to the requestor. "Open" will remove all approvals on the document. The Check Request status changes to REOPEN and the requisition returns to the
requestor. The requestor may edit the requisition and resubmit to the approval process. The requestor will receive an e-mail notification when a requisition is reopened if registered in the UAB Electronic Phone Book to receive notification.

RELEASE - Key REL to release a requisition from "hold." You will receive a message “REQUISITION HAS BEEN TAKEN OFF HOLD.” Since the "hold" may be released by someone (at the same level) other than the individual who applied the "hold," anyone releasing a document should consult the comments screen for information regarding the "hold." When the requisition is released, the status returns to the last status before the "hold."

SUBMIT - Key SUB to submit the Check Request to the approval process. When submitted, the requestor will receive the message “REQUISITION HAS ENTERED THE APPROVAL PROCESS.” After the Check Request is submitted, no changes may be made by the requestor. The requestor will have inquiry only capability for the document. The Check Request status changes from OPEN to READY after it is submitted. If e-mail preference is set to “Y” on the UTA screen, the approver will receive an e-mail notification when the requisition has entered an empty work queue on UTA screen. The approver must also be registered in the UAB Electronic Phone Book to receive notification.

CHECK NUMBER:
The system displays the check number for the payment processed for the requisition.

REQ NO:
The requisition number generated by the Check Request System is displayed.

TYPE OF REQ:
The requisition type from the template selection is displayed.

VENDNO/SSN:
The vendor/Social Security number entered in the CRH screen his displayed.

REQ STATUS:
The system displays the current status of the requisition. Status codes are:

<table>
<thead>
<tr>
<th>STATUS</th>
<th>CODE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>0</td>
<td>Requisition is open and has not been submitted to the approval process.</td>
</tr>
<tr>
<td>Reopened</td>
<td>0</td>
<td>Approver may &quot;OPN&quot; a requisition already in the approval path and return it to the requestor, thus removing all existing approvals on the document.</td>
</tr>
<tr>
<td>Review</td>
<td>R</td>
<td>Requisition has been submitted by the requestor for user review prior to user approval.</td>
</tr>
<tr>
<td>Ready</td>
<td>1</td>
<td>Requisition has been submitted by the requestor and is in user approvals.</td>
</tr>
<tr>
<td>User</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td>2</td>
<td>Requisition has received all required user approvals.</td>
</tr>
<tr>
<td>Central</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td>3</td>
<td>Requisition has received all required central approvals.</td>
</tr>
<tr>
<td>Hold</td>
<td>8</td>
<td>Requisition is on hold. The user may enter the command HLD. A requisition on &quot;hold&quot; must be released before changes may be made or further approvals processed. See HOLD command.</td>
</tr>
<tr>
<td>Cancelled</td>
<td>9</td>
<td>Requisition is cancelled. The user may enter the command CAN if the requisition status is open or ready. A central reviewer may enter this command if the requisition is User Approved. A requisition</td>
</tr>
</tbody>
</table>
may not be cancelled after the requisition status is complete.

Complete 4 Requisition has been processed in batch and a check has been printed.

PAYEE NAME:
The payee name as entered on the CRH screen is displayed.

REQ DATE:
The requisition date is displayed.

CHECK INSTRUCTIONS:
Mark here to view or change special instructions for check distribution.

REQ TOTAL:
The total amount of this requisition is displayed.

UPDATE/VIEW TEMPLATE INFO:
To view or make changes to the template, enter a “Y” and press the ENTER key. The template will be displayed.

COMMENTS:
The system displays a “Y” when user-entered comments are present on the CRC screen.

SUMMARY:
You may enter multiple invoices on one requisition. When Summary field is marked with a “Y,” a listing of all invoices for this requisition will be displayed.
ATTACHMENTS:

A “Y” is displayed if the requestor indicates supporting documentation is available for this requisition.

SCANNED:

Displays a “N” if the supporting documentation has not been scanned into the Financial Affairs optical imaging system. Displays a “Y” if the supporting documentation has been scanned.

CMD (A/C/D):

Payments may be made to a vendor for multiple invoices or charges on one requisition. The following commands are used to enter, change and/or delete individual invoice/payments.

A Add an invoice/payment to this requisition.
C Change an invoice/payment entered on this requisition.
D Delete an invoice/payment entered on this requisition.

INVOICE NO:
The invoice number has the primary purpose of identifying a specific charge a payment is meant to offset. An invoice number provides a vendor with information needed to properly apply the payment to the appropriate account. Many departments at UAB may conduct business with the same vendor and without complete and correct information the vendor may incorrectly apply your payment to other UAB charges.

If the vendor’s billing statement references an invoice number, enter the invoice number shown on the invoice provided by the vendor. This is the most accurate identifier of the purpose of your payment.

In some cases, such as magazine subscriptions, the vendor may not provide an invoice number. If the vendor does not reference an invoice number, but does list an account number, a registration number, etc., enter the number reflected on the billing.

In rare instances, vendors do not provide an invoice or account number. In such cases, enter the information you believe will allow the vendor to most accurately identify the charges being paid. It is advisable to also utilize the REMIT MSG field to provide any further information the vendor may use to properly apply your payment.

If you do not have any reference number, key “NA” in the invoice number field and the Check Request System will automatically insert the requisition number in the invoice number field for you. The system will default to the current date for invoice date.

INVOICE DATE:
Enter the invoice date shown on the vendor-supplied invoice. If NA is used in the invoice number, the screen will default the current date entered.

INVOICE AMOUNT:
Enter the amount of the payment for this specific invoice.

INVOICE RUNNING TOTAL:
This field shows the total for each invoice being paid on the requisition. As an invoice can be paid from multiple account numbers, the Invoice Running Total field will display the total amount distributed among the accounts entered to verify that amounts equal the invoice total.

MESSAGE WITH CHECK:
You may include a message up to 53 characters in length for each invoice made on a requisition. This message will appear on the remittance statement of the check and can be used to assist the vendor in properly applying the payment. An example of an appropriate message is: “Registration for Dr. XYZ for ABC Symposium 2000.” Key message into this field for each invoice. For FedEx shipping payments, key the user’s account number with Federal Express.

ACCT:
Enter the six-digit UAB FAS account number to be charged. You may enter up to 12 different account/object numbers per invoice.

OBJ:
Enter the four-digit object code that most accurately defines this expenditure. If you do not know which object codes are acceptable, place the cursor on this field and press the “F1” key. You will be shown a pop-up window listing the object codes that are acceptable for use based on the template chosen. To return to the CRD screen press the “F3” key.

AMOUNT/PCT:
The system will default to the amount shown in the invoice total field. To pay the invoice from multiple accounts, enter the percentage to be paid from each account by typing the percentage number followed by the percent sign (25%). The system will compute the correct dollar amount as xxx.xx. To charge specific dollar amounts to specific accounts, enter the dollar amount as xxx.xx. Do not use the dollar ($) sign.
### CHECK REQUEST COMMENTS (CRC)

**CRC:**

<table>
<thead>
<tr>
<th>SCREEN:</th>
<th>CHECK REQUEST COMMENTS</th>
<th>11/11/99</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEQ NO:</td>
<td>AG0083</td>
<td>DOCUMENT STATUS: COMPLETE</td>
</tr>
<tr>
<td>A</td>
<td>Warning - Comments part of audit record upon completion</td>
<td></td>
</tr>
<tr>
<td>END OF DATA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Purpose:**

The Check Request Comment Screen allows a user to write comments, descriptions, specifications, or special instructions for the requisition. Certain transactions generated by the system are automatically logged as comments and remain a permanent part of the record for audit purposes.

Once a requisition has been user approved, no further user-entered comments may be added. System-generated comments will be added throughout the process until the requisition is “complete.”

**REQ NO:**  (Required)

The requisition number generated by the Check Request System is displayed.

**DOCUMENT STATUS:**

The system displays the current requisition status. Status codes are assigned when the user enters certain commands, or the system will update the status when certain system functions are completed. Status codes are:

<table>
<thead>
<tr>
<th>Seq</th>
<th>Commenter</th>
<th>Date/Time</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>610</td>
<td>SUBMITTED BY HOOD, LINDA J.</td>
<td>11/03/1999 16:18:24</td>
<td>COMM046</td>
</tr>
<tr>
<td>611</td>
<td>APPROVED BY ROHDEY, HOWARD E</td>
<td>11/04/1999 06:09:10</td>
<td>DOSXMN1</td>
</tr>
<tr>
<td>612</td>
<td>APPROVED BY SANDERS, SHEILA M.</td>
<td>11/04/1999 14:56:41</td>
<td>COMM008</td>
</tr>
<tr>
<td>613</td>
<td>SCANNED CHANGED FROM N TO Y</td>
<td></td>
<td>ACCP046</td>
</tr>
<tr>
<td>614</td>
<td>CHANGED BY DAVENPORT, HELEN R.</td>
<td>11/06/1999 09:19:38</td>
<td>ACCP046</td>
</tr>
<tr>
<td>615</td>
<td>APPROVED BY RICKS, DONA C.</td>
<td>11/10/1999 13:23:50</td>
<td>GFA0018</td>
</tr>
<tr>
<td>616</td>
<td>APPROVED BY BROWN, DARRYL G.</td>
<td>11/10/1999 16:10:36</td>
<td>GFA0014</td>
</tr>
<tr>
<td>617</td>
<td>APPROVED BY WILLIAMS, SANDRA F.</td>
<td>11/10/1999 17:42:50</td>
<td>PURC008</td>
</tr>
<tr>
<td>STATUS</td>
<td>CODE</td>
<td>DESCRIPTION</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>------</td>
<td>------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Open</td>
<td>0</td>
<td>Requisition is open and has not been submitted to the approval process.</td>
<td></td>
</tr>
<tr>
<td>Reopened</td>
<td>0</td>
<td>Approver may &quot;OPN&quot; a requisition already in the approval path and return it to the requestor, thus removing all existing approvals on the document.</td>
<td></td>
</tr>
<tr>
<td>Review</td>
<td>R</td>
<td>Requisition has been submitted by the requestor for user review prior to user approval.</td>
<td></td>
</tr>
<tr>
<td>Ready</td>
<td>1</td>
<td>Requisition has been submitted by the requestor and is in user approvals.</td>
<td></td>
</tr>
<tr>
<td>User</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td>2</td>
<td>Requisition has received all required user approvals.</td>
<td></td>
</tr>
<tr>
<td>Central</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td>3</td>
<td>Requisition has received all required central approvals.</td>
<td></td>
</tr>
<tr>
<td>Hold</td>
<td>8</td>
<td>Requisition is on hold. The user may enter the command HLD. A requisition on &quot;hold&quot; must be released before changes may be made or further approvals processed. See HOLD command.</td>
<td></td>
</tr>
<tr>
<td>Cancelled</td>
<td>9</td>
<td>Requisition is cancelled. The user may enter the command CAN if the requisition status is open or ready. A central reviewer may enter this command if the requisition is User Approved. A requisition</td>
<td></td>
</tr>
</tbody>
</table>
may not be cancelled after the requisition status is complete.

Complete 4 Requisition has been processed in batch and a check has been printed.

CMD (A/C/D):

The following commands are used to enter, change and/or delete comments.

A Add a comment.
C Change a comment.
D Delete a comment.

SEQ NO:

Enter the sequence number that identifies the order in which the comment lines are displayed on the screen.

COMMENTS:

Enter lines of text that apply to the requisition header or detail.

USER:

The system displays the ID of the individual who generated a specific comment line.
## CHECK REQUEST APPROVAL PATH (CAP)

**SCREEN:** \_

**DOCUMENT NO:** A00001  **DOCUMENT STATUS:** COMPLETE

**VENDOR/SSN:** 127948  **PAYEE NAME:** EDUCUSE

<table>
<thead>
<tr>
<th>ACCT/OBJ</th>
<th>LEVEL</th>
<th>LOGONID</th>
<th>NAME</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>213068-4090</td>
<td>DIV</td>
<td>NOT REQ</td>
<td>ROHDY, HOWARD E</td>
<td>10/04/99</td>
<td>11:44:57</td>
</tr>
<tr>
<td></td>
<td>DEPT</td>
<td>BOSSMN1</td>
<td></td>
<td>10/04/99</td>
<td>12:46:50</td>
</tr>
<tr>
<td></td>
<td>SCH</td>
<td>NOT REQ</td>
<td></td>
<td>10/04/99</td>
<td>12:46:50</td>
</tr>
<tr>
<td></td>
<td>SUB</td>
<td>NOT REQ</td>
<td></td>
<td>10/04/99</td>
<td>12:46:50</td>
</tr>
<tr>
<td></td>
<td>MUNT</td>
<td>NOT REQ</td>
<td></td>
<td>10/04/99</td>
<td>12:46:50</td>
</tr>
<tr>
<td></td>
<td>VP</td>
<td>NOT REQ</td>
<td></td>
<td>10/04/99</td>
<td>12:46:50</td>
</tr>
<tr>
<td></td>
<td>PRES</td>
<td>NOT REQ</td>
<td></td>
<td>10/04/99</td>
<td>12:46:50</td>
</tr>
<tr>
<td></td>
<td>ACCT</td>
<td>GPA0001</td>
<td>ADAMS, WALTER K</td>
<td>10/04/99</td>
<td>14:44:17</td>
</tr>
</tbody>
</table>

**END OF DATA**

### PURPOSE:

For a specific requisition number the Check Request Approval Path (CAP) screen displays the approval record, Logon ID, name, time and date of approval for each level the requisition has passed. To see where the requisition is currently located or where the requisition is required to go next for approval, use the User Path Inquiry (UPI) or Central Path Inquiry (CPI) screen.

PF8 to scroll forward or PF3 to exit.

**DOCUMENT NO:** (Required)

Enter the Check Request number to display the approval record.

**DOCUMENT STATUS:**
The system displays the current requisition status. Status codes are assigned when the user enters certain commands, or the system will update the status when certain system functions are completed. Status codes are:

<table>
<thead>
<tr>
<th>STATUS</th>
<th>CODE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>0</td>
<td>Requisition is open and has not been submitted to the approval process.</td>
</tr>
<tr>
<td>Reopened</td>
<td>0</td>
<td>Approver may &quot;OPN&quot; a requisition already in the approval path and return it to the requestor, thus removing all existing approvals on the document.</td>
</tr>
<tr>
<td>Review</td>
<td>R</td>
<td>Requisition has been submitted by the requestor for user review prior to user approval.</td>
</tr>
<tr>
<td>Ready</td>
<td>1</td>
<td>Requisition has been submitted by the requestor and is in user approvals.</td>
</tr>
<tr>
<td>User Approved</td>
<td>2</td>
<td>Requisition has received all required user approvals.</td>
</tr>
<tr>
<td>Central Approved</td>
<td>3</td>
<td>Requisition has received all required central approvals.</td>
</tr>
<tr>
<td>Hold</td>
<td>8</td>
<td>Requisition is on hold. The user may enter the command HLD. A requisition on &quot;hold&quot; must be released before changes may be made or further approvals processed. See HOLD command.</td>
</tr>
</tbody>
</table>
Cancelled

9

Requisition is cancelled. The user may enter the command CAN if the requisition status is open or ready. A central reviewer may enter this command if the requisition is User Approved. A requisition may not be cancelled after the requisition status is complete.

Complete

4

Requisition has been processed in batch and a check has been printed.

**VENDOR/SSN:**

The system displays the vendor payee number or the Social Security number.

**PAYEE NAME:**

The system displays the payee name.

**ACCT/OBJ:**

The system displays the FAS account number(s) and object code(s) for the requisition.

**LEVEL:**

The system displays the approval levels defined in Electronic Signature Approval System (ESAS) for the UAB organizational units.

**LOGONID:**

The system displays the Logon ID of the individual who approved the requisition. If no approval was required for the level, the system displays "not req" (not required).

**NAME:**

The system displays the name of the individual next to Logon ID.
DATE:
   The system displays the date approval was made. (mm/dd/yyyy)

TIME:
   The system displays the time the approval was made.
Chapter 5 – Check Request Screens

CHECK REQUEST REVIEW LIST (CRL)

<table>
<thead>
<tr>
<th>CRL</th>
<th>CHECK REQUEST REVIEW LIST</th>
<th>10/18/99</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCREEN:</td>
<td></td>
<td>07:45:35</td>
</tr>
<tr>
<td>REQUESTOR ID:</td>
<td>COMM046 HOOD, LINDA J.</td>
<td></td>
</tr>
<tr>
<td>DOC STATUS:</td>
<td></td>
<td>TYPE OF REQ:</td>
</tr>
<tr>
<td>DATE ENTERED:</td>
<td></td>
<td>ACCOUNT:</td>
</tr>
<tr>
<td>VEND NO/SSN:</td>
<td></td>
<td>VENDOR NAME:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>TYPE</th>
<th>DOC</th>
<th>CHECK</th>
<th>AMOUNT</th>
<th>PAYEE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/18/99</td>
<td>CRL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/18/99</td>
<td>CRL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/18/99</td>
<td>CRL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07:45:35</td>
<td>CRL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PURPOSE:

The Check Request Review List displays all Check Requests for a specific Requestor. You may select documents to be displayed by any of the fields shown above, i.e., account number, vendor name. The default display is by type of requisition, then date entered in ascending order.

REQUESTOR ID:

The system displays the requestor ID and name.

DOC STATUS:

Enter the code for a specific status code you want the system to display. For example, to view open CKREQU only, key “O.”

TYPE OF REQ:

Enter the code for the type of requisition you want the system to display. For example, to view requisitions for subject payments, key SUBJ in this field.
DATE ENTERED:
Enter a date and the system will display only the requisitions entered on and after that date. If no date is entered, the system displays all requisitions in ascending requisition number order.

ACCOUNT:
Enter the account number and the system will display only the requisitions entered against that account.

VEND NO/SSN:
Enter the vendor number or the individual social security number and the system will display only the requisitions entered for that vendor or individual.

VENDOR NAME:
Enter the name of the vendor. Select from the pop-up window and press Enter to display the requisitions for that vendor.

SEL:
Enter any character to select a requisition for review or processing on other screen. The system automatically presents the CRD screen.

REQ NO:
The system displays the requisition number assigned to the requisition.

DATE ENTERED:
The system displays the date the requisition was entered into the system.

TYPE REQ:
The system displays the type of requisition.

DOC STAT:
The system displays the status of requisition.

SCN:
The system displays the status of requisition attachments indicating a “Y” if attachments have been scanned.

CHECK NUMBER:
The system displays the check number processed for the Check Request. Checks processed through Payroll will be identified with “PAYROL” in this field.

AMOUNT:
The system displays the requisition total. This amount may be different from the check amount in the case where multiple payments are combined on one check and mailed to a vendor in the same day.

PAYEE NAME:
The system displays the payee’s name for the requisition.
Chapter 5 – Check Request Screens

CHECK REQUEST HURS PAYMENT LIST (CHP)

<table>
<thead>
<tr>
<th>CHP</th>
<th>CHECK REQUEST HURS PAYMENT LIST</th>
<th>07/15/99</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCREEN:</td>
<td></td>
<td>10:15:16</td>
</tr>
</tbody>
</table>

SSN: ____________
ACCOUNT: ________

<table>
<thead>
<tr>
<th>SEL</th>
<th>REQ NO</th>
<th>DATE</th>
<th>DOC</th>
<th>TYPE</th>
<th>PAYMENT</th>
<th>SCAN</th>
<th>ACCOUNT</th>
<th>AMOUNT</th>
<th>REQUESTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

PURPOSE:

The screen provides a listing of payments via payroll. You will only see payments you requested or payments that were disbursed for accounts in which you are on the approval path.

SSN: (Required)
Enter the social security number of individual you are researching. This is a required field.

ACCOUNT:
The account number is an optional search field. This will further narrow the search for matches on social security number and account number.

SEL:
Input "S" to review a requisition.
REQ NO:
   The system displays the requisition number.

DATE ENTERED:
   The system will log the date the requisition is created.

DOC STAT:
   The system displays the status of requisition.

TYPE PAYMENT:
   The system will display the template type.

SCAN:
   The system displays the status of requisition attachments indicating a “Y” if attachments have been scanned.

ACCOUNT:
   The system displays the account number from which the payment is disbursed. If multiple accounts, the system will note multiple.

AMOUNT:
   The system displays the total dollar amount paid for the requisition.

REQUESTOR:
   The system displays the Requestor ID and name.
CHECK REQUEST CONTACT INFORMATION (CCI)

PURPOSE:
The Check Request Contact Information (CCI) screen is used to establish contact model information that is pulled to the Check Request Header (CRH) screen when creating new requisitions. The information may be changed on the header if necessary. The first contact model is the default, however the requestor may mark any contact model as the default. The Model No; i.e., 02 or 03, can be entered in the first two positions of the contact name on the CRH screen when creating a new requisition.

COMMAND:
Valid commands are Add (ADD), Change (CHG), and Delete (DEL).

LOGONID: (Required)
The system displays the Logon ID of the user.

MODEL NO: (Required)
The system allows you to establish multiple contacts.

DEFAULT:
Key “Y” for yes if you want the system to use this model as a default.

CONTACT NAME:  (Required)
Indicate the name of the individual in the department to contact for questions concerning this requisition.

DEPT:  (Required)
Key the name of the department responsible for the payment transaction.

BLDG/ROOM:  (Required)
Enter the building abbreviation and room number of the person to be contacted with any questions about your payment request.

ZIP:  (Required)
Enter the UAB Zip of the person to be contacted with questions concerning this payment request.

PHONE:  (Required)
Enter the telephone number for the contact name. This is a required field.

EMAIL:
Enter the e-mail address of the person to be contacted with questions concerning this payment. (Optional)

NOTIFY CONTACT OF SUCCESSFUL COMPLETION:
Enter “Y” for yes or “N” for no. (Not currently available – To be added later.)

NOTIFY REQUESTOR OF SUCCESSFUL COMPLETION:
Enter “Y” for yes or “N” for no. (Not currently available - To be added later.)

FEDEX CUSTOMER ACCOUNT NUMBER:
Enter the FedEx account number for this model. The system will pull this number to the CRD screen field: “Message with Check” and the number will print on the Remittance Advice of the Check.