

# WATERFORD SCHOOL DISTRICT

## CHECK REQUEST PROCESSES AND DIRECTIONS



Revised August 17, 2018

Effective for FY 18/19 and Beyond



## PAPER CHECK REQUESTS

Employee reimbursement requests (including conference expense reimbursements) will be approved by the building administrator and submitted on paper check requests to the Accounts Payable Secretary. These requests will be subsequently processed through by the Payroll Secretary and appear directly on the requesting employee's payroll (taxes are not applied to reimbursements through payroll).

## ICR (INTEGRATED CHECK REQUEST) SCREEN

The following should be entered through ICR in B+ (adjust wording):

- Requests for conference registrations,
- athletic registrations,
- special education contracted services,
- food and nutrition services refunds,
- childcare refunds,
- community education refunds,
- internal account reimbursements,
- petty cash disbursements and replenishments,
- meals on wheels payments,
- community education instructor payments and membership fees

You will find step by step instruction on using the ICR (Integrated Check Request) on the following pages of this document.

## ITEMS NOT SUBMITTED ON CHECK REQUESTS

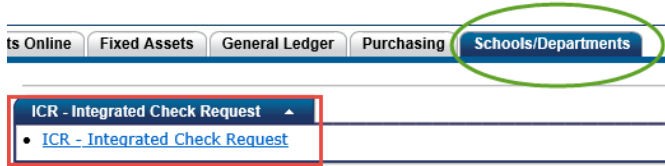
Requests that should specifically not be submitted by either paper check request or in the ICR (Integrated Check Request) are:

- invoices for goods and
- invoices related to District generated purchase orders.

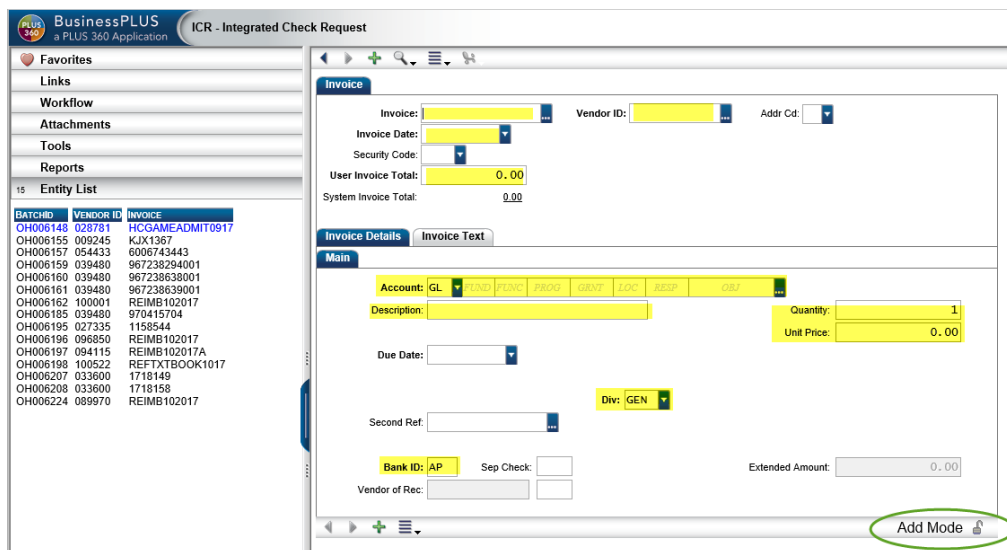


# ICR - CHECK REQUEST GUIDANCE - BUSINESSPLUS

1. Open the ICR – Integrated Check Request form (located on the Schools/Dept tab)



2. Assure you are in ADD Mode.
3. Complete all highlighted fields below:



## A. Invoice tab (header/top section of screen) – complete the following fields

- **Invoice** – enter the invoice # (if available by the vendor invoice) OR if not available – create an invoice # (using **Invoice Naming Conventions** provided on the last page of these instructions)
  - IMPORTANT NOTE!** Do **NOT** use **any** punctuation in the Invoice #:
- **Vendor ID** – the PEID vendor #. The Lookup feature can be used to search for the vendor ID (click on the ellipses)
- **Addr Cd:** this will autofill, but can be updated by clicking on the drop-down arrow and selecting another appropriate R# (AP Remit Address) code.
  - Note:** The P#-Purchasing Address should only be used if an R#-AP Remit Address does not exist
- **Invoice Date** – date on the invoice



- **Security Code** – this info will default in based on your Security access
- **User Invoice total** – total dollar amount for all charges and credits on the invoice
- **Systems Invoice Total** – this field will autofill based upon all info entered in the details/lower section of the screen.

**B. Invoice Details (details/bottom section of screen)**


- **Account GL** – enter the account # to charge for the expense (or use the Lookup feature to search for the Account # by clicking on the ellipses to search)
- **Description** – enter a description for the expense (limit of 30 characters).

**Note:** Only the first line of the description will print on the check. **This description is what the BOE will see on check registers – please be sure the description encompasses your entire purchase.**

- **Quantity** - enter the # of items and the
- **Unit Price** – enter the price per item (the system will calculate the total which will appear in the System Invoice Total (in the Header portion of the screen))
- **Due Date:** enter a date that payment is needed by.

This field will auto-assign the same date as the invoice, if left blank.

- **Bank ID** – field will autofill, based on the GL Account # entered. This can be updated, if necessary.

C. To enter **more than one line item** to the SAME invoice, click on the green  located near the bottom of the screen:

Complete all fields on the lower half of the screen (the detail section)

4. Press Enter to Save the record and wait for the **Record Accepted** message



5. Once the record is accepted, attach your backup. Click Attachments in the column at the left, and then click Add Attachment. An attachment dialog box will open. Choose ICR for the ATTACH ID. Type in your description then browse for your file. Click Attach. An attachment results box will open. Click here to close.
6. **IMPORTANT!** Once an ICR form is completed, the Creator **MUST** submit the ICR to Workflow for approval routing.
7. Approval Routing – check requests are routed based on the same criteria as your purchase orders.
  - a. **Approved Check Requests:**

The **Creator** will get an email notification once all approvals are completed. The item will remain on the Requestor’s Entity List until the **Accounts Payable posts** the approved ICR. Once posted, the request will automatically be removed from the Creator’s Entity List.
  - b. **Rejected Invoices**

The Requestor will receive a rejection email notification when an ICR is rejected. The Requestor can then make changes to the request (ie.. Bank ID, account #, etc.) and re-submit to workflow for approval routing.
8. To add a new ICR-check request (not a second line, but a new invoice record), begin entering the invoice information in the same manner, assuring a blank screen and the screen is in ADD Mode.
9. The following reports can be run to view activity & processing information
  - OSAP1200: AP Unposted Set Report
  - OSAP3000: Payables by Vendor



## INVOICE NAMING CONVENTIONS

In order to prevent duplicate payment, Business Plus does not allow you to use duplicate invoice numbers for a vendor. Please use the following numbering schemes:

- 1) If an invoice number **is** available, **always** use that number:
  - Keep leading zeros – ex 00012345, should be entered as 00012345
  - You can use letters and numbers – ex INV12345 or CM54321
  - Drop all hyphens or other symbols – ex 002345-01, should be entered as 00234501
  
- 2) If an invoice number **is not** available use the following guidelines:

<b><u>TYPE OF CHECK REQUEST</u></b>	<b><u>NAMING CONVENTION</u></b>	<b><u>EXAMPLE</u></b>
<b>CONFERENCE REGISTRATION</b>	CONFREG(DATE OF CONFERENCE)	CONFREG09318
<b>ATHLETIC REGISTRATION</b>	ATHREG(FIRST DATE OF EVENT)	ATHREG093018
<b>POOL EVENT REGISTRATION</b>	PFCREG(FIRST DATE OF EVENT)	PFCREG111518
<b>SPECIAL EDUCATION SERVICES</b>	SVCSE(LAST DAY OF SERVICE PERIOD)	SVCSE093018
<b>FOOD AND NUTRITION SERVICES REFUNDS</b>	REFMM(DATE REFUND POSTED IN MEAL MAGIC)	REF111518
<b>CHILDCARE REFUNDS</b>	REFCC(DATE REFUND POSTED IN CC SOFTWARE)	REFCC103018
<b>COMMUNITY EDUCATION REFUNDS</b>	REF(FIRST DATE OF SERVICE)	REFCE090918
<b>INTERNAL ACCOUNT REIMBURSEMENTS</b>	IA(SCHOOL ABBREVIATION, LAST DAY REIMBURSABLE EXPENSE RECORDED IN LEDGER)	IAMMS101118
<b>PETTY CASH DISBURSEMENTS</b>	PETTY(DATE REQUESTED)	PETTY081518
<b>PETTY CASH REPELENISHMENTS</b>	PETTYREP(DATE REQUESTED)	PETTYREP101518
<b>MEALS ON WHEELS PAYMENTS</b>	MOW(LAST DAY OF SERVICE)	MOW111818
<b>COMMUNITY EDUCATION INSTRUCTOR PAYMENTS</b>	CEINSTR(LAST DAY OF SERVICE)	CEINSTR092118
<b>MEMBERSHIP FEES</b>	MBSHP(INITIALS OF PERSON OR ENTITY BECOMING MEMBER)(FISCAL YEAR)	MBSHPDCFY18
<b>WORKERS COMP CLAIMS</b>	CLAIMS(FIRST DATE OF INVOICE PERIOD)	CLAIMS080618

