University of Richmond Online Check Request

Introduction

The Online Check Request system will allow you to create a check request and submit it from within BannerWeb for non-travel related expenditures or payments. Using this online system will guarantee more efficient processing of your reimbursement/payment request and will take priority over paper submitted check requests.

Before You Begin

Before you begin an Online Check Request, you should assemble all necessary documentation supporting your expenses. This includes any receipts or missing receipt forms. You should also be aware that all University employees are required to have direct deposit information on file prior to submitting a reimbursement request. If you do not have this information, you will be required to provide it prior to your request being submitted and your request will be directed to a status of "SAVED".

Items Not Allowed on the Online Check Request

Service Payments to Employees
If payment is being requested for a University of Richmond employee (or an employee who is also a student) for a service type business purpose (e.g. service, honorarium) you will not be able to use this online system and will be required to make your request using the paper form and submit it to HR for processing.

Service Payments to Students
If payment is being requested for a University of Richmond student for a service type business purpose (e.g. service, honorarium) you will not be able to use this online system and will be required to make your request using the paper form and submit it to Student Employment for processing.

Payments for amounts over $5000
Request for amounts of $5000 or more will require that you submit your request by paper and submit it to the Accounts Payable office for review.

Reimbursement for $50 or less
If you are submitting a reimbursement for expenses in the amount of **$50** or less, you will be required to use the petty cash form available from the Print Shop instead of using this online system. You will be directed to this form within the Online Check Request system.

90 day request deadline
Requests occurring 90 days or more from the date of the request may not be reimbursed by the University of Richmond. Please make sure requests are submitted within 90 days for processing.

Other restrictions are as follows:

Payments to Independent Contractors
If payment is being requested for an independent contractor who does not have the independent contractor's checklist on file with the University, you will not be able to use this online system and will be directed to fill out the paper request form. You will also need to fill out the independent contractor checklist.

Reimbursement for Gifts/Gift Cards
If reimbursement is for the purpose of a gift or a gift card, this online system will prompt you to also

fill out the gift reporting form. Please refer to the instructions on the online system to properly have your request processed.

Citizenship Requirement

All requests for persons require that they have a valid citizenship code in Banner. If the code is not currently in Banner, you will not be able to use the online system until you provide this information to Accounts Payable so that the record can be updated in Banner.

Starting a New Check Request

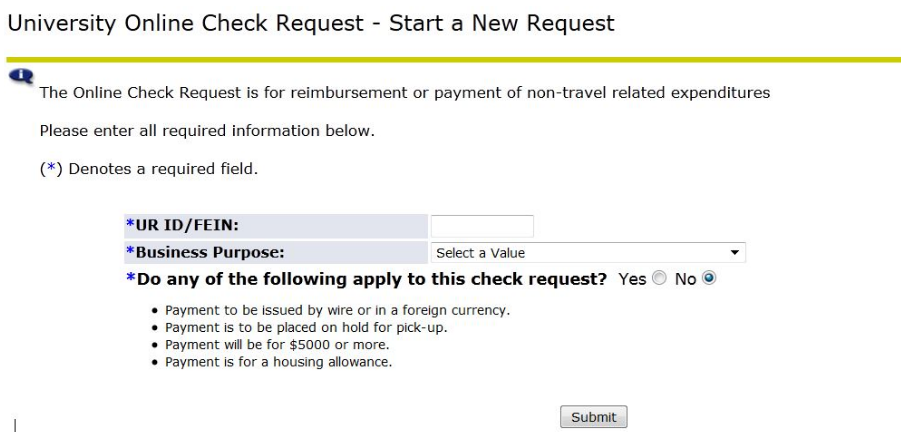
Select the "Start a New Check Request" option from the Online Check Request Main Menu shown below. Enter the UR ID or FEIN (no hyphens) **of the person or company to be paid or reimbursed** and select the "Business Purpose" from the dropdown list. After hitting the submit button, you will be presented with the Online Check Request form. The information for the person or company to be paid will be pre-populated on the check request form.

Fill out all required information which is indicated by an asterisk (*). In this section you will provide the details of your reimbursement or payment. The system will validate your information and prompt you if any information is missing or invalid.

Online Check Request Main Menu

Start a New Check Request
Review Submitted Check Request
Retrieve Saved Check Request
Check Request Administration Portal
Access and Process Submitted Check Request.

RELEASE: 8.5.4



University Online Check Request - Start a New Request

The Online Check Request is for reimbursement or payment of non-travel related expenditures

Please enter all required information below.

(*) Denotes a required field.

***UR ID/FEIN:**	
***Business Purpose:**	Select a Value

***Do any of the following apply to this check request?** Yes No

- Payment to be issued by wire or in a foreign currency.
- Payment is to be placed on hold for pick-up.
- Payment will be for $5000 or more.
- Payment is for a housing allowance.

Submit

Requestor's Information

You will notice that the requestor's name and citizenship information is already pre-populated on the data entry screen along with their department and contact phone. You are required to provide the other details.

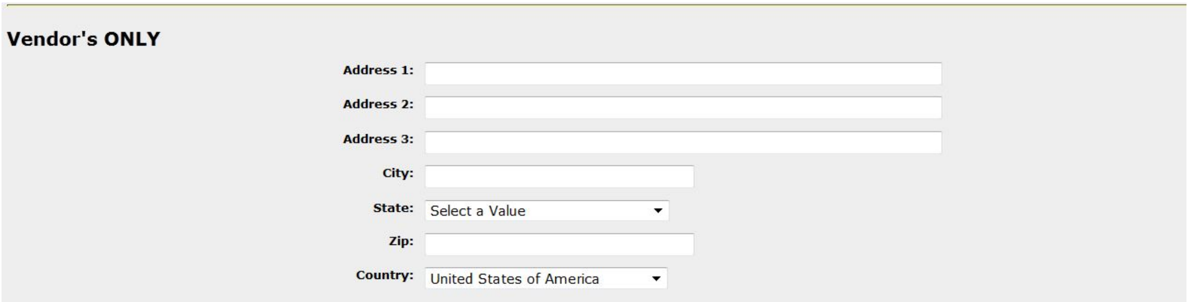
Today's Date: 12/18/2013 **Check Request #:**

First Name: Tequita **Last Name:** Hawkins **MI:** Lyons **UR ID:** 20250253 **Citizenship:** U.S. Citizen **Business Purpose:** Reimburse expenses only

***Payee Type:**	Select a Value	***Payment Request Amt:**	$	**Payee Email:**	
***Approver's Name/Title:**		***Approver's Email:**		***Department:**	Info Services/Admin Techn
***Contact Name:**		***Contact Phone:**	8042876652	***Contact Email:**	

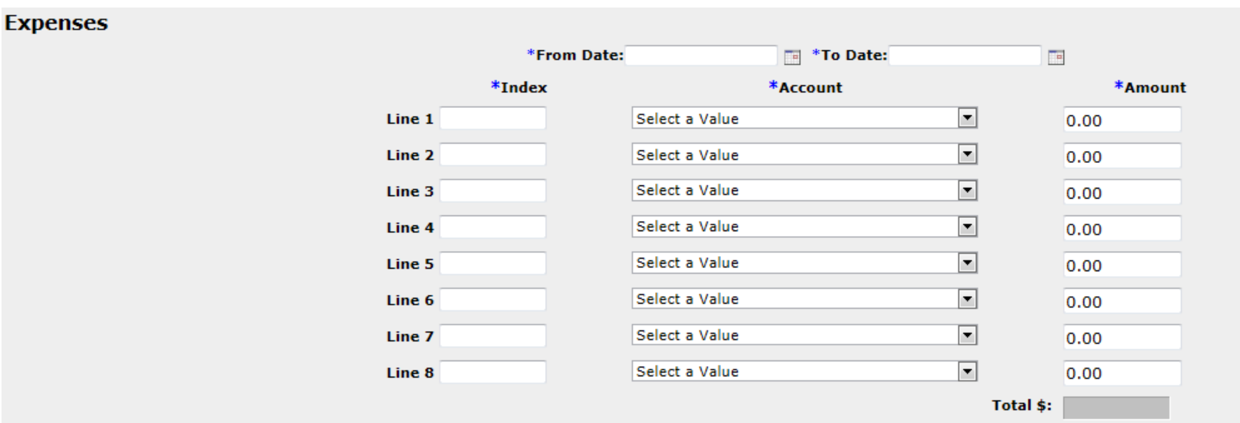
Vendor's Information

If the payment or reimbursement is for a vendor, please fill out the Vendor section shown below. If the reimbursement is for a UR employee or student, leave this section blank.



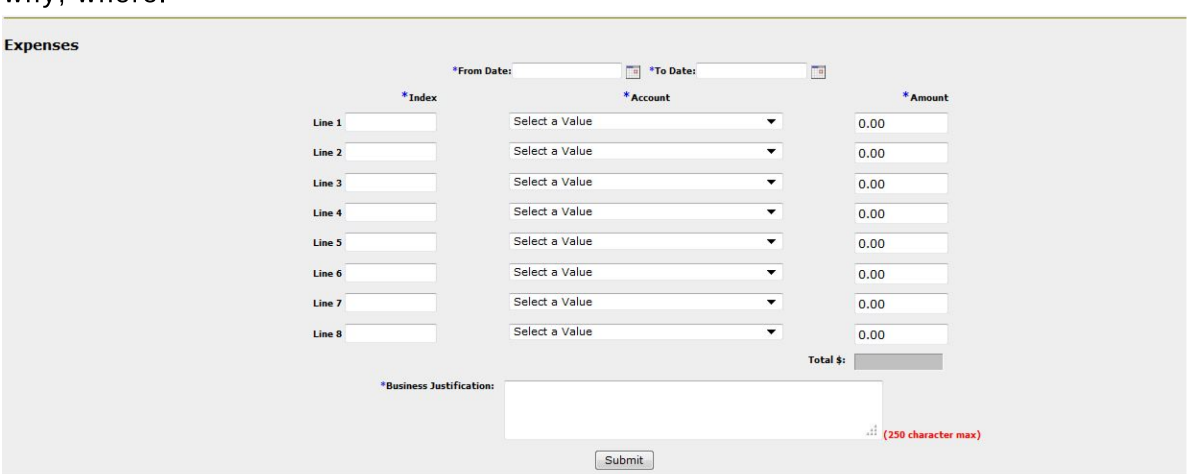
Expenses Section

Because the University normally does not reimburse for expenses older than 90 days, the date range for the expenses must be entered. If all expenses were for the same date, then you may enter the same date in the "From Date" and the "To Date" fields. Otherwise, enter the date range for the receipts that are being submitted. For example if you have 3 receipts with dates of 5/1/2014, 5/23/2014, and 6/30/2014, in the date fields, you would entire the "From Date" of 5/1/2014 and the "To Date" of 6/30/2014.



Distribution Information

Please provide the index, select an account from the dropdown list, and enter the amount. **Please note: account codes are listed in the dropdown list in alphabetical order.** If there are multiple indices from which this should be paid, please separate into multiple line items. The system will automatically calculate the total for you. You must also provide a business justification, or the reason why the purchase was made. For example, if an employee is getting reimbursed for a meal, in the "Business Justification" box, you would provide the reason why the University should reimburse for this meal, i.e. who, what, why, where.



Confirm Your Information/Make Changes

After clicking **Submit**, you will be presented with a confirmation screen where you will review the information you have entered. Please make sure all details are correct. At the bottom of the screen, you can either **Submit Request, Edit Request or Save Request for later**.

Submit Request

If everything is correct, select **Submit Request** and then click **Submit**. Your request will be forwarded to the Accounts Payable Office for processing. **Even though you have submitted the information electronically, you must print out the report as it is presented to you, present it to your supervisor for approval, and mail the approved request and supporting documentation to Accounts Payable. NOTE:** If the request is for an Employee who does not have direct deposit information in Banner, submitting your request will prompt you for direct deposit information and your request will go into a SAVED status until direct deposit information is set up in Banner. You will receive a notification via e-mail when your direct deposit has been set up so you can continue with your request.

Edit Request

If you need to make changes prior to finalizing submission, please select the **Edit Request** option, make any necessary changes, and click **Submit**. You will be presented with the confirmation screen again.

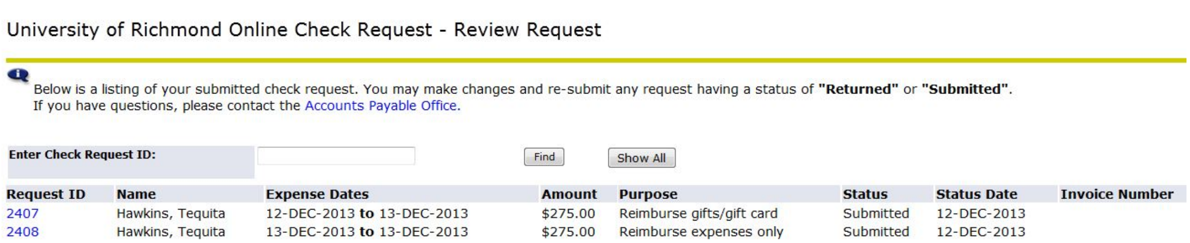
Save Request

If you would like to save your request for a later date, please select the **Save Request** option and click **Submit**. You will be presented with a screen indicating that your request has been saved. In addition, you will receive an e-mail confirmation containing the details of your saved request.

Review Submitted Check Request

If you select **Review Submitted Check Request** from the main menu, check request submitted, approved, or rejected within the last 12 months will be displayed. Any request that you created for yourself or on someone else's behalf will be available for review.
Any check request that was submitted for processing can be edited from this area, unless the "Status" of the request is "Approved". An "approved" status indicates the request has already been processed by Accounts Payable and no changes can be made online.

If you need to re-print a submitted request, you may do so from this area by clicking on the ID number of the request you wish to print.


University of Richmond Online Check Request - Review Request

Below is a listing of your submitted check request. You may make changes and re-submit any request having a status of **"Returned"** or **"Submitted"**.
If you have questions, please contact the Accounts Payable Office.

Enter Check Request ID: Find Show All

Request ID	Name	Expense Dates	Amount	Purpose	Status	Status Date	Invoice Number
2407	Hawkins, Tequita	12-DEC-2013 **to** 13-DEC-2013	$275.00	Reimburse gifts/gift card	Submitted	12-DEC-2013	
2408	Hawkins, Tequita	13-DEC-2013 **to** 13-DEC-2013	$275.00	Reimburse expenses only	Submitted	12-DEC-2013	

Retrieve a Saved Check Request

All requests that you have saved but not yet submitted will be displayed in this listing. There is NOT a limitation on the number of saved requests you can have nor will they expire. To continue with a saved request, click the link labeled “Request ID”. Once you have edited the request, you can either save it again or submit it to the Accounts Payable Office for processing.

Questions?

If you have any questions regarding the Online Check Request, please contact the Accounts Payable Office at aponline@richmond.edu