HOW TO REVIEW AND APPROVE A CHECK REQUEST

Questions? Email Finance!

OPENING A CHECK REQUEST

1. [Sage Intacct]
2. Purchasing > Applications > Approve Transactions
3. View

REVIEW

Open the attachments. You will compare the information on the attachments to the following areas. If anything does not match, it should be declined.

1. View the Vendor and Mailing Address
2. The Reference Field should match the invoice/receipt/lease number.
3. If there are no attachments, decline the transaction.

REVIEW EACH ITEM ID

The Item ID should be specific to the line item.
View the full List of GL Codes here.
Programmatic Specific GL Codes
Communications & Development GL Codes
Operations GL Codes

REVIEW EACH MEMO

Include specific information relevant to why this needs to be it's own line.

REVIEW EACH GRANT

The Grants team will be responsible for informing you which grants are active. Grants without receipts should be declined.

REVIEW THE CLIENT CODE

Each client of CSS has their own Client code. Finance will inform you which ones can be used.

If there is no client for the line to apply to, use: 1000-No Client.

<u>To add a new client, complete this form</u>.

PROGRAM & LOCATION

PROGRAM

The program code will always be the 2-digit code that is assigned for your program or department.

LOCATION

For almost every person, this will remain: 10-Catholic Social Services.
Finance will inform you if your program will ever have to use a different one.

10 – Administration
11 – Data
12 – Programs
14 – Human Resources
15 – Grants
16 – Finance
17 – Special Projects (AHRR)
18 – Facilities
23 – Debarr
27 – Welcome Center
29 – 3710 E 20th Ave
35 – Clare House
36 – Brother Francis
37 –Third Avenue Resource & Navigation Center
39 – Complex Care

40 – Medicaid & Behavioral Health
43 – Family Disability Services
50 – Development
51 – Communications
56 – 56th Avenue
60 – Supportive Services for Veteran Families
61 – Brown St/Iowa St
65 – St. Francis House
80 – Refugee Assistance
82 – Immigration
83 – Direct Public Assistance
85 – Alaska Office for Refugees
86 – Grow North Farms
90 – Supportive Family Services

PRICE & TOTAL

PRICE

Each line should total the amount for it's purpose.

TOTAL

The total of the entire check request must match the total on the attachments.

Finishing Up
APPROVE OR DECLINE

If a check request needs to be deleted, add “DELETE” to the reference field and draft it.

Use the comment box at the bottom to add any extra information or ask questions.

1. Click “Approve” and “Approve” if the Check Request is ready to be sent to Finance.
2. Click “Decline” and add a note for why you are declining it, then click “Decline”.

THANK YOU!

QUESTIONS? EMAIL FINANCE!

Click here to view the Finance page.

OTHER OVERVIEWS AVAILABLE:

How to Submit a Check Request
How to Submit a Reconcile a Credit Card
How to Review & Approve a Credit Card Reconciliation
How to Turn on a Delegate in Intacct
How to Complete a Timecard
GL Coding for Development & Communications
GL Coding for Operations
GL Coding for Programs