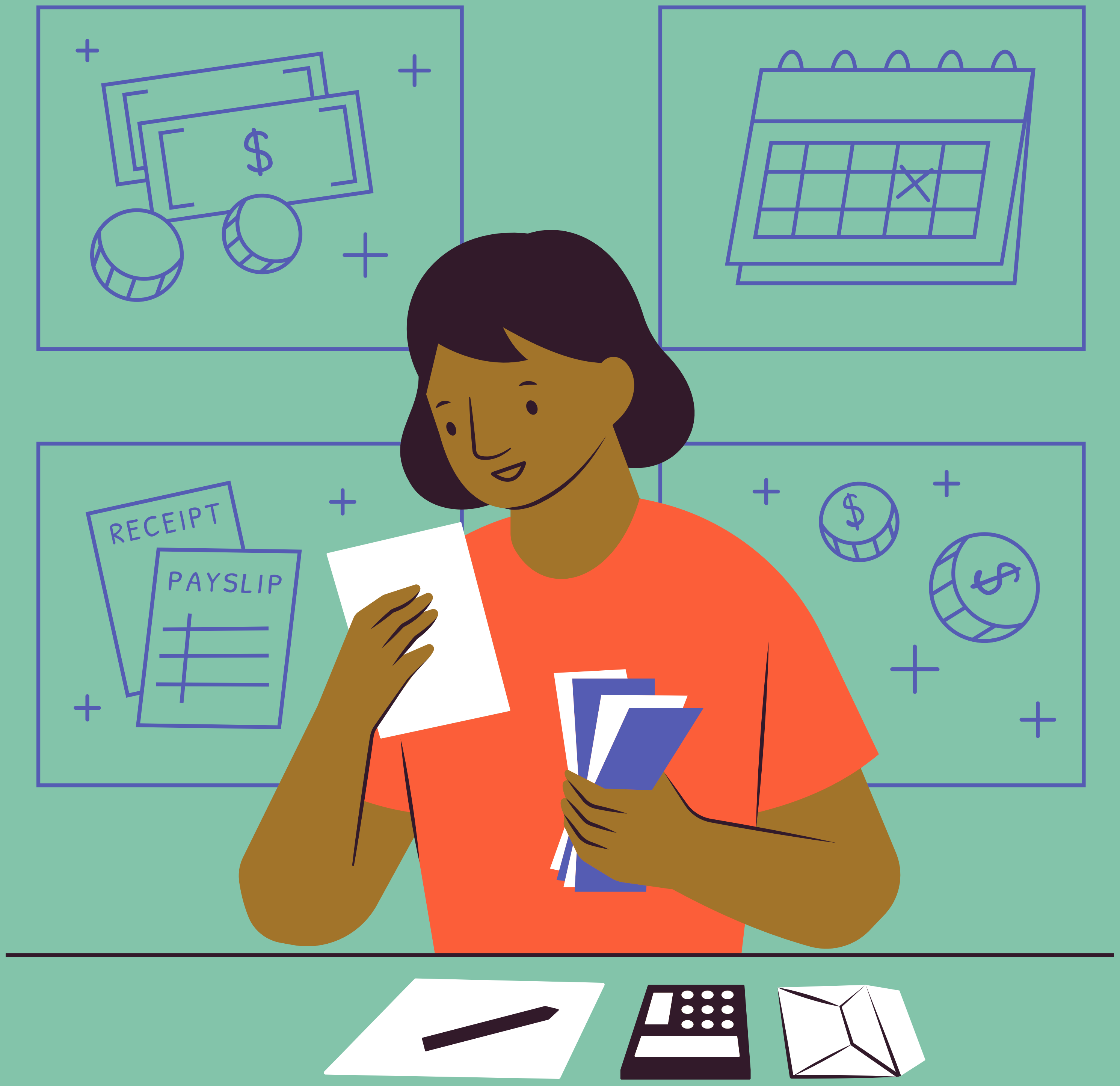
HOW TO SUBMIT A CHECK REQUEST

Questions? Email Finance!



STARTING A CHECK REQUEST

1. Sage Intacct
2. Purchasing > Applications > Check Request
3. Add

Section 1

SETUP

If you need a vendor added to Intacct, complete a Vendor Request Form and have the vendor complete the ACH form and W9. Both will then need to be sent to Finance.

1. Select the Vendor
2. Confirm Who it will be Paid To
3. Confirm that the Address is Correct

PAYMENT TERMS

Select the payment terms from the dropdown.

Due Upon Receipt

Net 10 – Due within 10 Days

Net 15 – Due within 15 Days

Net 20 – Due within 20 Days

Net 30 – Due within 30 Days

REFERENCE

This field requires either the:
- Billing period
- Invoice/Receipt/Lease number

In some cases, it will require both.

SHIPPING METHOD

Select how the check should be delivered.

– Direct Mail

– Front Desk

– HR Dept

– Return to Program

Be sure to attach all relevant backups for the check request.

ATTACHMENTS

Every check request is required to have at least one backup attached. The attachment(s) need to answer:

- Who:
  - Spent
  - Authorized
- What:
  - Purchased
- When:
  - Authorized
  - Spent
- Where:
  - To Charge

Section 2

ENTRIES

There is not a maximum amount of lines to a check request.
All independent items should be assigned it's own line.
All fields must be complete for each line.

CODING INFO

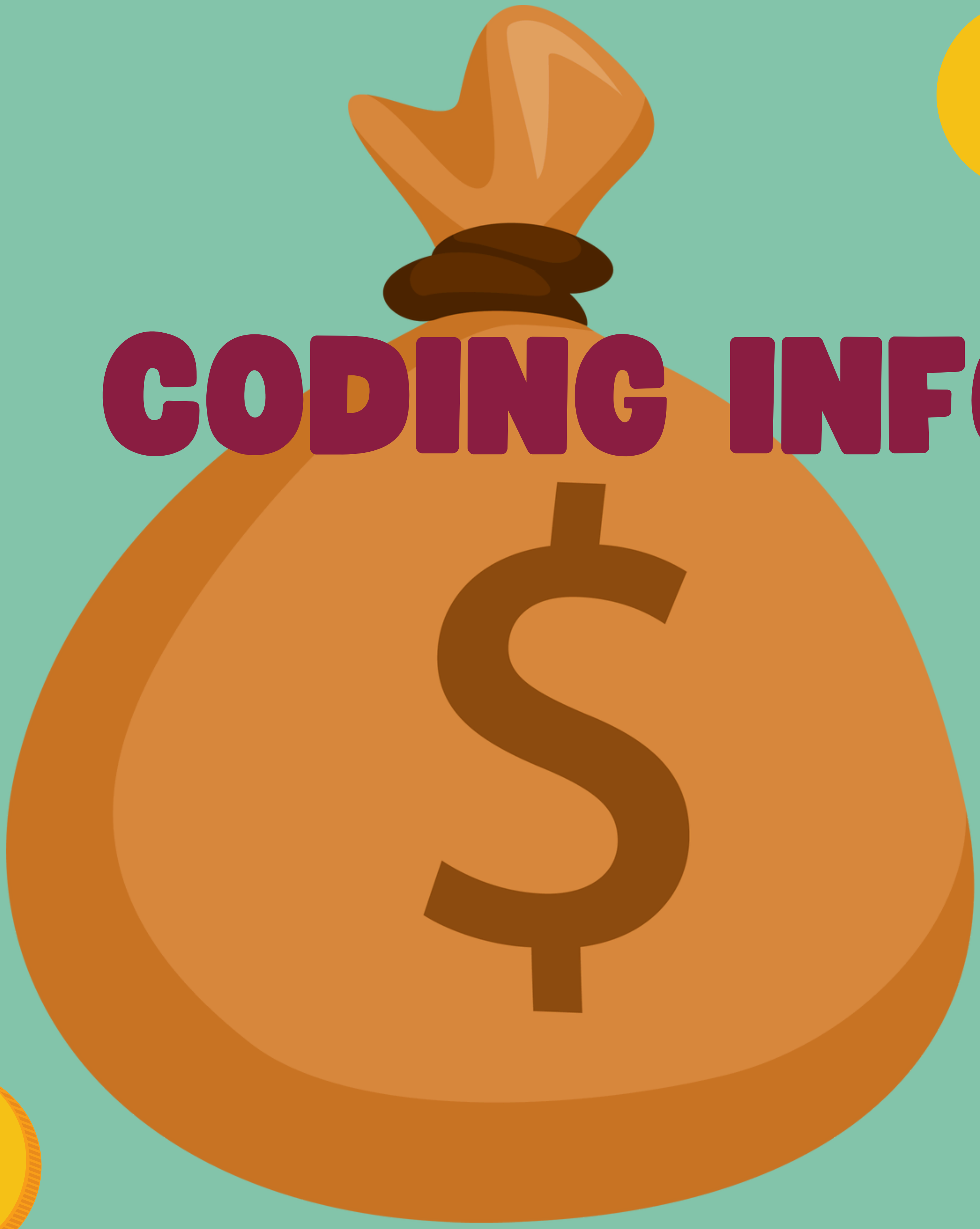
ITEM ID CODES

Speak with your supervisor to know which codes are relevant to your position.

MEMO

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

CODING INFO



GRANT

Speak with your supervisor to know which grants are active.

CLIENT

This will change depending on your program or department. If it's not coded to an individual client, it will be: 1000-No Client.

CODING INFO

PROGRAM

For most staff, this code will be the program that you work in. There is a list on the next slide.

LOCATION

For almost every person, this will remain: 10-Catholic Social Services. Please ask your supervisor if your position will ever have to use a different one. Programs working with Refugees have multiple location codes.

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

Finishing Up

PRICE & TOTAL

If you've submitted a check request and it needs to be deleted, click "edit". Then add "DELETE" to the reference field and draft it.

1. Each line should total the amount for it's purpose.
2. The total of the entire check request must match the total on the attachments.

THANK YOU!

QUESTIONS? EMAIL FINANCE!

Click here to view the Finance page.

OTHER OVERVIEWS AVAILABLE:

How to Review & Approve Check Requests
How to Submit a Credit Card Reconciliation
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