

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 requests.

Before You Begin

Before you begin an Online Check Request, you should assemble all necessary documentation supporting your expenses, such as letters, agreements, contracts, invoices, etc.

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. Please follow the instructions on the Human Resources website website and complete the appropriate form for payment. Mail the completed form via campus mail to Human Resources or email to urhr@richmond.edu. Contact [Human Resources](#) if you have questions.

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. Please review the Student Employment Office [website](#) for assistance.

Reimbursements or Refunds

All reimbursement and refund requests are processed in the [Chrome River](#) travel and expense management system.

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 until the form has been completed, approved by HR, and sent to Accounts Payable (AP). The Independent Contractor policy is accessible on the Controller's Office [website](#). The form is accessible [here](#).


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 AP 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.

Online Check Request Main Menu


 Please click [here](#) to access the Online Check Request User's Guide. The guide offers detailed instructions on completing and submitting the form online.

Browser Recommendations: Internet Explorer 5.5+; Google Chrome 18.0+; Safari 5.0+ recommended

- [Start a New Check Request](#)
- [Review Submitted Check Request](#)
- [Retrieve Saved Check Request](#)
- [Process Vendor Request](#)
- [Review Direct Deposit Request](#)
- [Check Request Administration Portal](#)

Enter the UR ID or FEIN (no hyphens) **of the person or company to be paid** and select the "Type of Payment" 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.


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.

Please access [Banner](#) form FTIIDEN to obtain the vendor's ID number if unknown

*Payee/Vendors UR ID/EIN:	<input type="text"/>
*Type of Payment:	Select a Value <input type="text"/>
*Hold this check ? Yes <input type="radio"/> No <input checked="" type="radio"/>	Event Date: <input type="text"/> 

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.

Payee's Information

You will notice that the payee's name, department, contact phone number, and address is already pre-populated on the data entry screen. You are required to provide the other details, such as approver's name and title, contact email address, etc.

University Online Check Request - New Check Request

To submit your check request, please fill in all required information denoted by (*) and select the "Submit" button.

Important Information

- If you are experiencing any issues with this online system, please contact [Accounts Payable](#)
- Using the back button or closing your browser prior to selecting the "Submit" button below will result in your report being lost. You must then follow the instructions on the next page to either Save, Edit, or Submit your report.

Today's Date: 01/22/2020 **Check Request #:**

First Name:	Last Name: PJ Cheese Inc	MI:	Payee/Vendors UR ID/EIN: 631180533	Citizenship:	Type of Payment: Application fees
*Payee Type: Select a Value ▼	*Payment Request Amt: \$	<input type="text"/>	Invoice#:	<input type="text"/>	<input type="text"/>
*Approver's Name:	<input type="text"/>	*Approver's Title:	<input type="text"/>	*Department:	<input type="text"/>
*Contact Name:	<input type="text"/>	*Contact Phone:	<input type="text"/>	*Contact Email:	<input type="text"/>

Payee Address

Address 1: Attn: Mary Crist - A/R Dept.

Address 2: PO Box 380366

Address 3:

City: Birmingham

State: Alabama ▼

Zip: 35238-0366

Country: United States of America ▼

Expenses Section

Enter a date range for the expense. If all expenses were for the same date, then you may enter the same date in the "From Date" and the "To Date" fields.

Expenses

Select the date range of the receipts to be submitted for reimbursement or the dates the event or service took place.

***From Date:** ***To Date:**

*Index	*Account	*Amount
Line 1 <input type="text"/>	Select a Value ▼	0.00 <input type="text"/>
Line 2 <input type="text"/>	Select a Value ▼	0.00 <input type="text"/>
Line 3 <input type="text"/>	Select a Value ▼	0.00 <input type="text"/>
Line 4 <input type="text"/>	Select a Value ▼	0.00 <input type="text"/>
Line 5 <input type="text"/>	Select a Value ▼	0.00 <input type="text"/>
Line 6 <input type="text"/>	Select a Value ▼	0.00 <input type="text"/>
Line 7 <input type="text"/>	Select a Value ▼	0.00 <input type="text"/>
Line 8 <input type="text"/>	Select a Value ▼	0.00 <input type="text"/>

Total \$:

***Business Justification:** (500 character max)

Distribution Information

Provide the index and select an account from the dropdown list. **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, which should include a University-related business purpose for the expense and must satisfy the University's requirement that the expense must be reasonable, appropriate, and necessary.

Expenses

Select the date range of the receipts to be submitted for reimbursement or the dates the event or service took place.

*From Date: *To Date:

*Index	*Account	*Amount
Line 1 <input type="text"/>	Select a Value <input type="text"/>	0.00 <input type="text"/>
Line 2 <input type="text"/>	Select a Value <input type="text"/>	0.00 <input type="text"/>
Line 3 <input type="text"/>	Select a Value <input type="text"/>	0.00 <input type="text"/>
Line 4 <input type="text"/>	Select a Value <input type="text"/>	0.00 <input type="text"/>
Line 5 <input type="text"/>	Select a Value <input type="text"/>	0.00 <input type="text"/>
Line 6 <input type="text"/>	Select a Value <input type="text"/>	0.00 <input type="text"/>
Line 7 <input type="text"/>	Select a Value <input type="text"/>	0.00 <input type="text"/>
Line 8 <input type="text"/>	Select a Value <input type="text"/>	0.00 <input type="text"/>

Total \$:

*Business Justification: (500 character max)

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 **Process**. 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, provide it to your supervisor for approval, and mail the approved request and supporting documentation to AP.**

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.

Information Verify your request below. Please select the Edit, Save, or Submit button shown below.

First Name:	Last Name: PJ Cheese Inc	MI:	Payee/Vendors UR ID/EIN: 631180533	Citizenship:	Type of Payment: Application fees
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*Payee Type: Company	*Payment Request Amt: \$200.00	Invoice#: 156464
*Approver's Name: Jean	*Approver's Title: Director	*Department: Controller's Office
*Contact Name: Jean	*Contact Phone: 8181	*Contact Email: jxxx@richmond.com

Vendor's ONLY

Address 1: Attn: Mary Crist - A/R Dept.
 Address 2: PO Box 380366
 Address 3:
 City: Birmingham
 State: Alabama
 Zip: 35238-0366
 Country: United States of America

Expenses

*Index	*Account	*Amount
Line 1	2401 7112 - Application Fees	200.00
Line 2		0.00
Line 3		0.00
Line 4		0.00
Line 5		0.00
Line 6		0.00
Line 7		0.00
Line 8		0.00
		Total \$: 200.00

Business Justification:

Make a Selection: Submit Request Edit Request Save Request for later

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 AP 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 Online Check Request - Retrieve Saved Request

Below is a listing of your saved check request. Please select a request to continue processing. If you have questions, please contact the [Accounts Payable Office](#).

Enter Check Request ID:

Request ID	Name	Expense Dates	Amount	Payment Type	Status	Status Date
33868	PJ Cheese Inc,	17-JAN-2020 to 17-JAN-2020	\$200.00	Application fees	Saved	22-JAN-2020

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 AP Office for processing.

Send Request to AP

Once the report is complete and has been "electronically" submitted for processing to AP, remember to print out the report, provide it to your supervisor for approval, and mail the approved request and supporting documentation to AP. The request cannot be processed until the documentation has been received by the Accounts Payable Office.

Questions?

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