## **Check Request Form**

All invoices without a corresponding purchase order will require a check request.

All supporting documents (receipts, invoices etc)should be scanned prior to starting this form. We recommend saving the documents on your desktop until payment is received.

Turn off pop-up blockers for DocFinity

Use IE (Internet Explorer)

Login to myNichols

Under Administration choose eForms

Choose Check Request



Username:

Password:

Login		

Password Reset

Enter your Nichols username and Password

	K REQUE	ST		* Check Request Number		
Requester Sear Request			Red	uester ID	Invoice #	
MAKE CH	ECK PAYABLE TO:					
/endor Search Vendor Name			Ver	ndor ID	Type of Check Requ	est
Address 1					* Approver	
Address 2					Select	
City		State	Zip			
Descriptio	n	GL Account # (#-#-#-#-######	÷-#####)	Project Code	Amount	
Descriptio	n		÷-#####)	Project Code	Amount 0.00	]
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	n		*-####)	Project Code	0.00 0.00 0.00 0.00 0.00	

Requester Search: Enter last name of person making request. A list of all matches will appear in the Requester drop down. Select the correct person.

Check Request Number is automatically created by the system.

Invoice #: Enter the invoice number (only one invoice)

Invoice Date: Enter invoice date

Vendor Search: Enter a portion of the vendor name. Whatever you enter **must** match exactly.

Address will populate automatically. The system is pulling the check address, so if there is no address showing, this is the reason. You can change the address if the check is to be mailed to a different one than is listed. Those changes will not be made to Colleague. Notify Kay Young with a change of address for a vendor.

Type of Check Request: Select Goods or Services

Approver: Select from dropdown.

Enter the information for each line item.

Description

GL Account: must match exactly 1-0-0-xxxxxx-xxxxx

Project Code (if one is available): This is validate against the Colleague database so must be enter exactly.

Amount

Once all required fields have been populated, the submit and Upload Docs button at the bottom of the form will become active, it will no longer be gray.

Click "Submit and Upload Docs"

Upload Files			? 🛛
Add files (up to 50 at once) by browsing and are added to your My Uploads batch. Close v			files
File name	Size (KB)	Status	•
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		Clos	e

Click on the + to upload an electronic document.

Select file(s) to	o upload by do	cfinity.nichols.edu			×
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	File <u>n</u> ame:			•	<u>O</u> pen
	Files of type:	All Files (*.*)		•	Cancel

Browse your desktop to select the supporting documentation.

Upload Files		? 🛛		
Add files (up to 50 at once) by browsing and then upload them. Uploaded files are added to your My Uploads batch. Close when you are finished.				
File name	Size (KB)	Status 🚦		
alphaphonelist.pdf	112			
		Close		

Click on the icon to upload the document.

Upload Files			2 🛛	
Add files (up to 50 at once) by browsing and then upload them. Uploaded files are added to your My Uploads batch. Close when you are finished.				
File name	Size (KB)	Status	•	
alphaphonelist.pdf	112	*		
		Clos	se )	

A green star will appear in the status column once the upload has been successful. If you have more than one document, follow the same steps to upload the remainder of the documents. Click close once all of the documents have been successfully uploaded.

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Document Previewer - alphaphonelist.pdf - page 1 [ read only ] 🖅 🛙 Index		
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Alphabetical Phone List-Staff and Faculty		<b>v</b>
Alphabetical Phone List-Staff and Faculty		
Aldomran. Cheryl 2482 A Glynn. Thomas 2551 Ontrins. 2552 Algeni, Robert 2287 Goldei, Eric 22551 Ontrins. 2552 Aministrong, John 2124 Goncalves, Marcus 2429 Pathak, Dr. Anzi 2238 P Balor, Juckie 2294 B Gonciel, Patelier, Marcus 2429 Pathak, Dr. Anzi 2288 P Balor, Juckie 2294 B Gonciel, Nathan 2108 Pello, Mauri 2168 Barnes, Nicholas 2169 Graham, Bieth 2141 Perry, Paul 2424 Beauti, Kathyn TBA Grisk, Nathan 2279 Pesa, Damir 2354 Beauti, Kathyn TBA Grisk, Nathan 2279 Pesa, Damir 2354 Beauti, Kathyn Beith 2162 Philes, Bill 2162 Bathyn Beauting 2169 Graham 2160 Philes Philes, Bill 2162 Bathyn Beauting 2169 Graham 2169 Price, Jonash, Bill 2162 Beauting 2169 Charles Cherry 2440 Price, Jonash, Bill 2162 Bathyn Beauting 2169 Cherry 2440 Philes, Bill 2162 Bathyn Beauting 2169 Cherry 2440 Philes, Bill 2162 Bathyn Bathyn 2169 Cherry 2440 Philes, Bill 2162 Bathyn Bathyn 2443 Griswidt, Penny 2440 Philes, Bill 2162		
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Checked-out Batch: My Uploads		
alphaphoneli		

You will now need to index each document that you have uploaded.

Select the first document to index under the Batches Panel. In the Index Panel:

Category: AP/Purchasing

Document Type: Invoice – Non-PO

Index	<b>=7</b> 🛛
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* Category:	AP/Purchasing v
* Document Type:	Invoice - Non-PO
* Vendor ID #:	0089775
First Name:	
* Last Name:	D. MASON PAVING, INC.
* Invoice #:	123124
* Date:	
Due Date:	
* Amount:	\$1.00
Department Name:	Select 🔻
Check #:	
Check Request #:	R32
ravel Reimbursement #:	
Special Processing:	Select 🔻
Voucher #:	

You MUST tab through each field for the system to accept and save the data.

Special Processing: Normal

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		* Document Type:	Invoice - Non-PO
L		* Vendor ID #:	0089775
L		First Name:	
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L		* Invoice #:	123124
		* Date:	
-		Due Date:	
		* Amount:	\$1.00
3		Department Name:	Select 🔻
		Check #:	
		Check Request #:	R32
-	Ш	ravel Reimbursement #:	
_	⊨	Special Processing:	Select
		Voucher #:	

Once all of the required fields have been populated, click on the save icon.

You can then repeat the process for the remaining documents.

Once all documents have been indexed, you will commit the batch.

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Index	≠ ⊠ Þ & 强 🤰
* Category:	AP/Purchasing 🛛 🔻
* Document Type:	Invoice - Non-PO
* Vendor ID #:	0089775
First Name:	
* Last Name:	D. MASON PAVING, INC.
* Invoice #:	123124
* Date:	
Due Date:	
* Amount:	\$1.00
Department Name:	Select
Check #:	
Check Request #:	R32
ravel Reimbursement #:	
Special Processing:	Select
Voucher #:	

Click on the Commit batch icon.