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

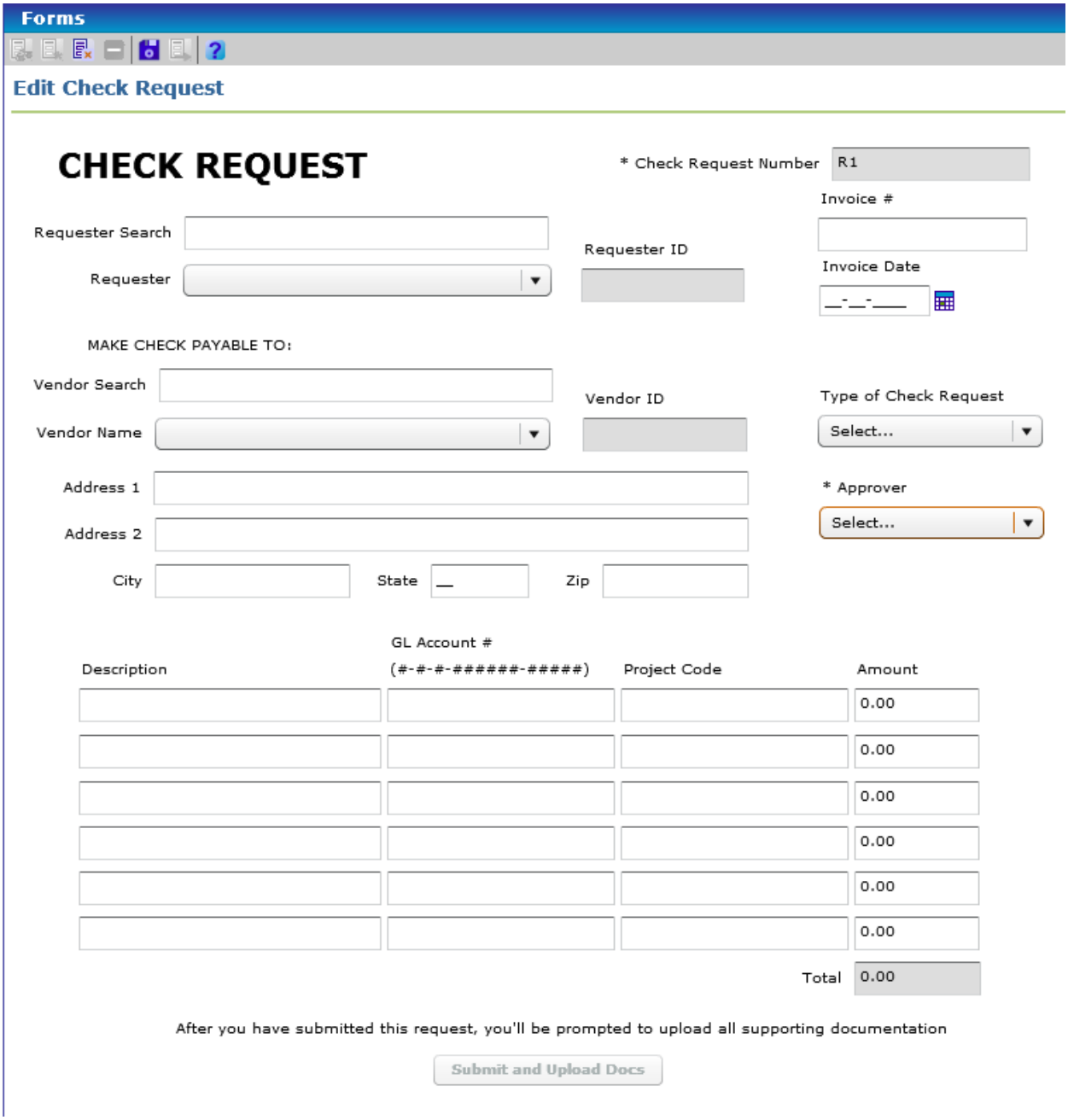
Use IE (Internet Explorer)

Login to myNichols

Under Administration choose eForms

Choose Check Request

Enter your Nichols username and Password



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

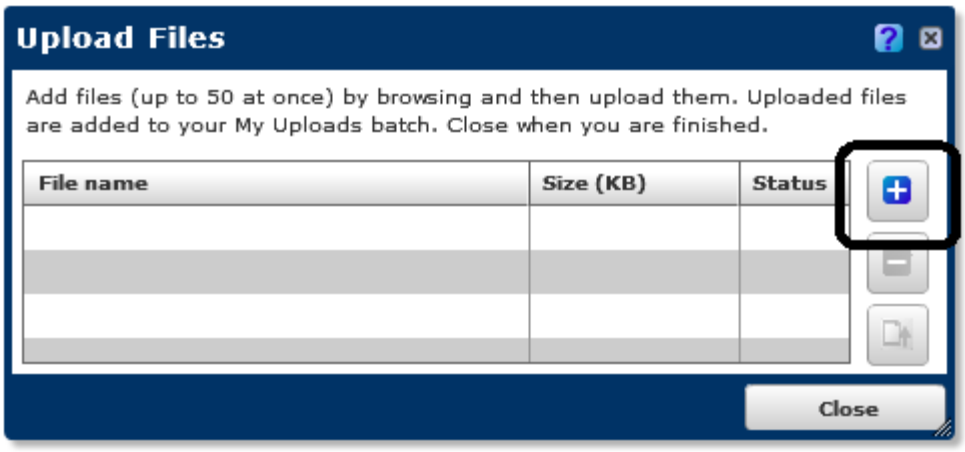
GL Account: must match exactly 1-0-0-xxxxxx-xxxxx

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

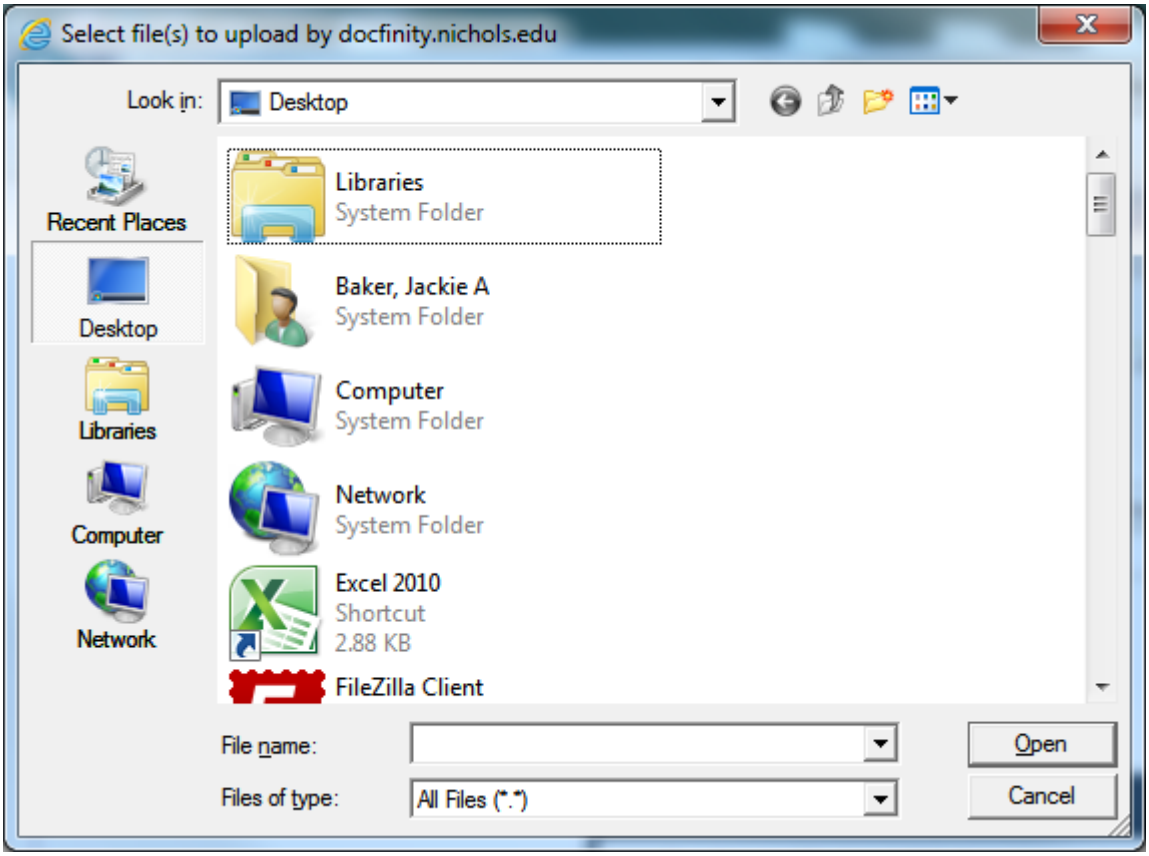
Amount

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.

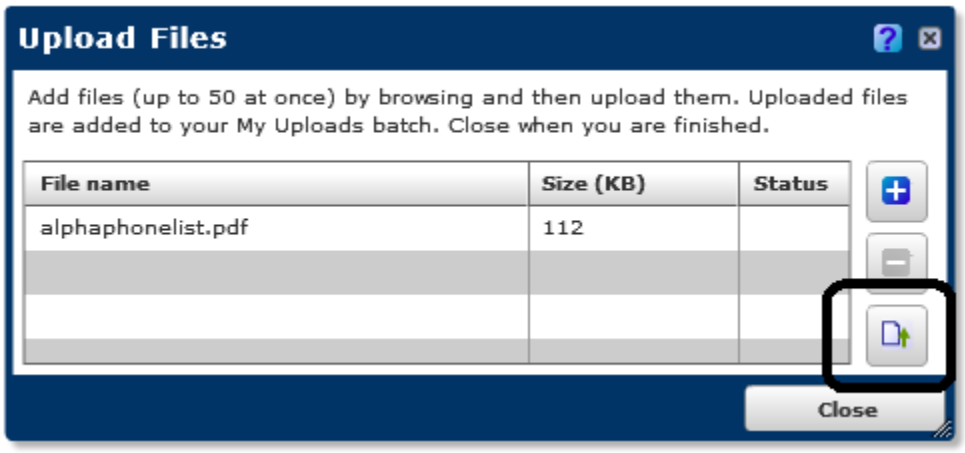
Click “Submit and Upload Docs”



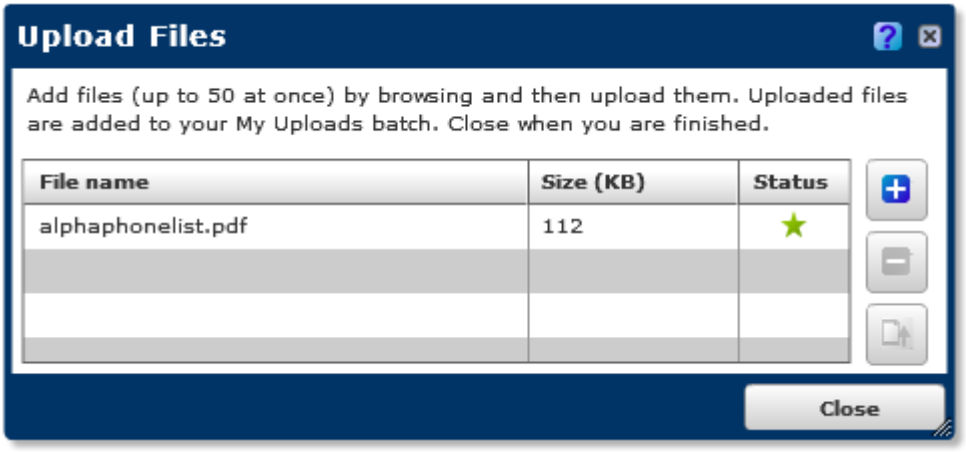
Click on the + to upload an electronic document.



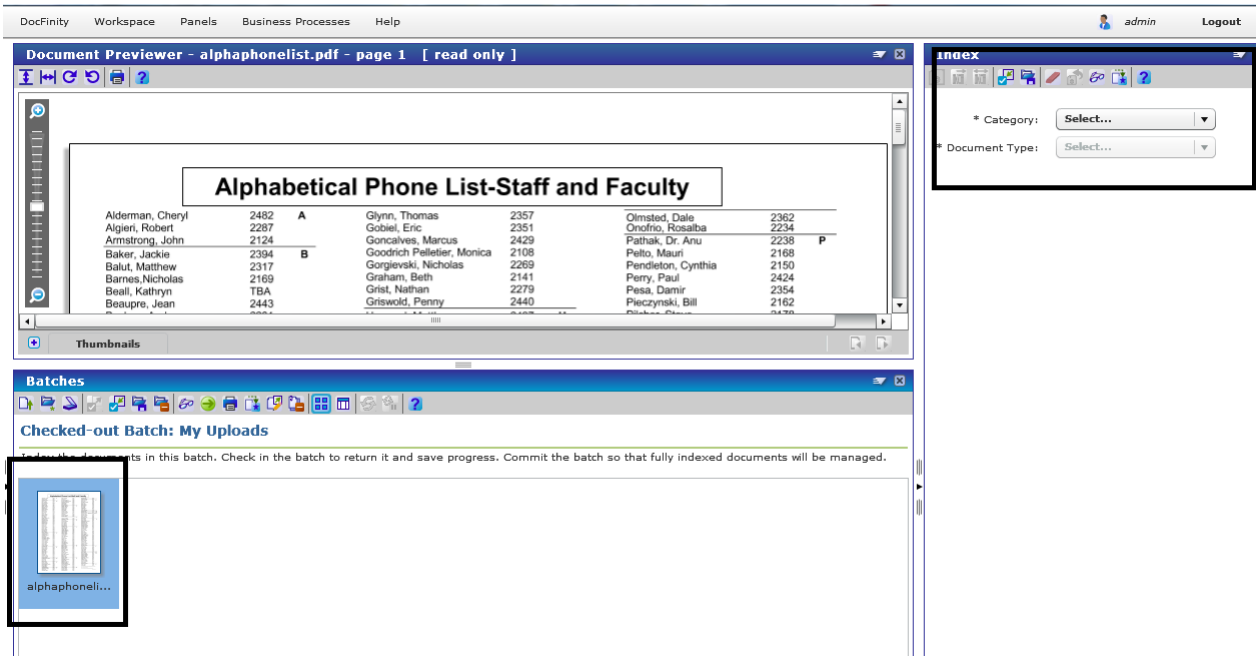
Browse your desktop to select the supporting documentation.



Click on the icon to upload the document.



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.

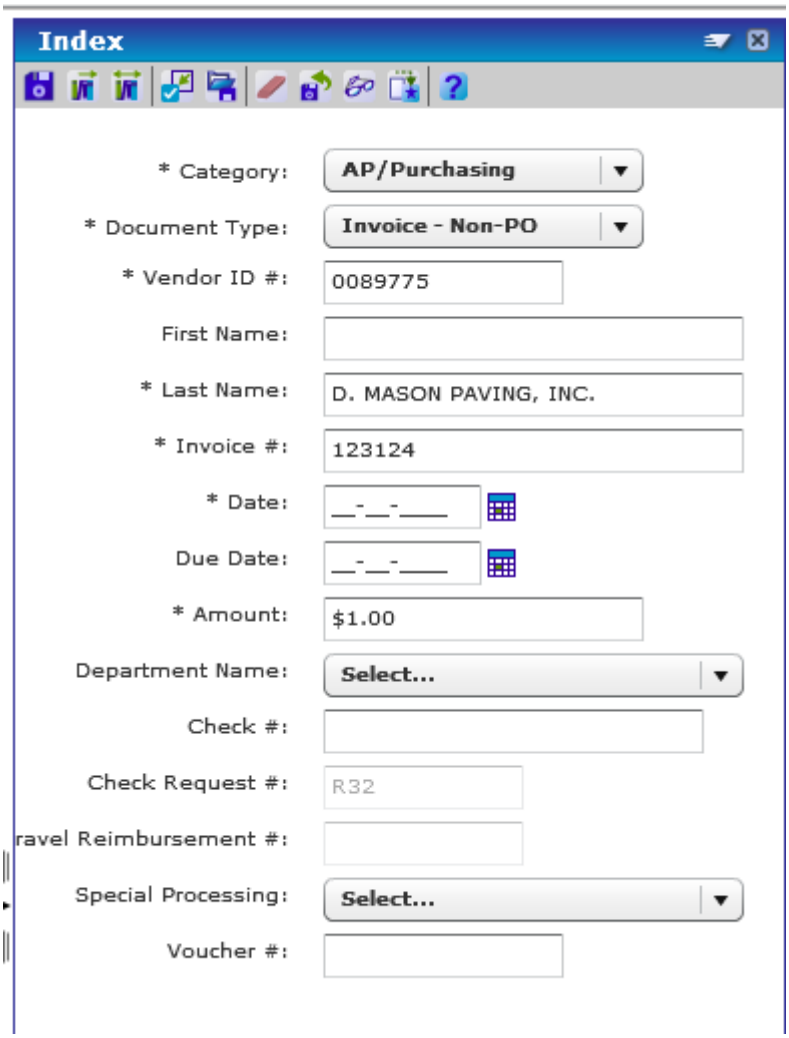


You will now need to index each document that you have uploaded.

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

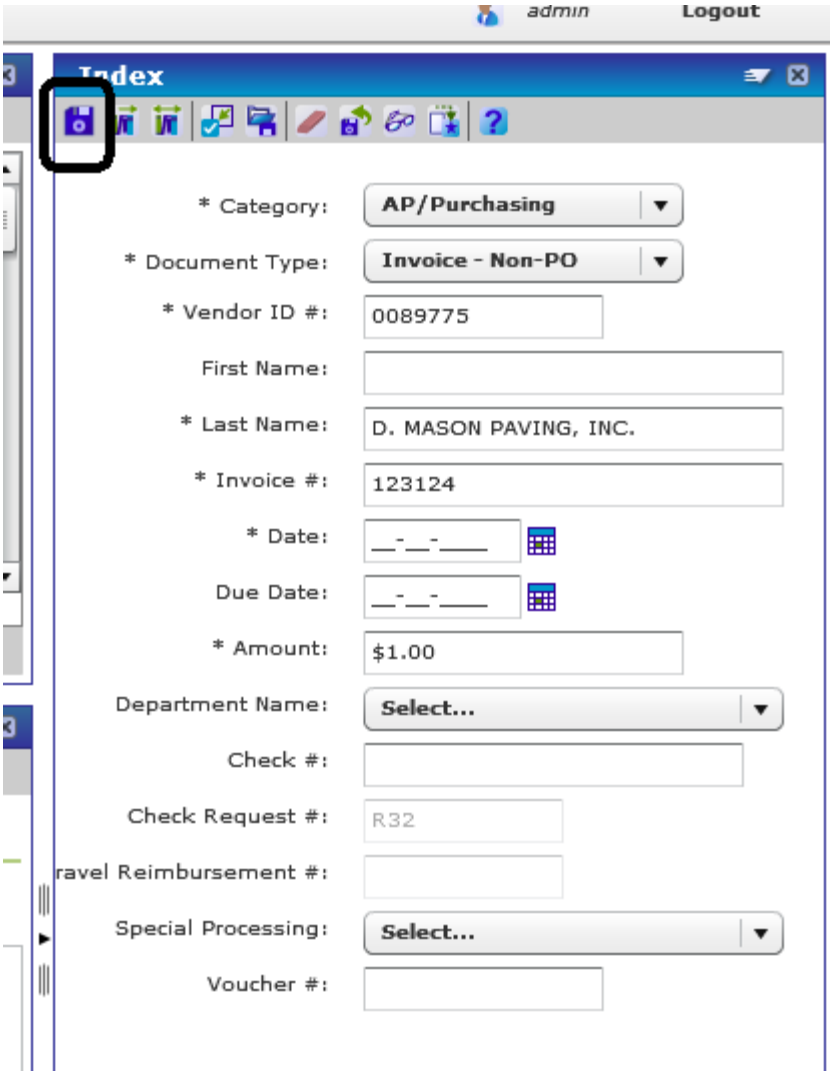
Category: AP/Purchasing

Document Type: Invoice – Non-PO



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

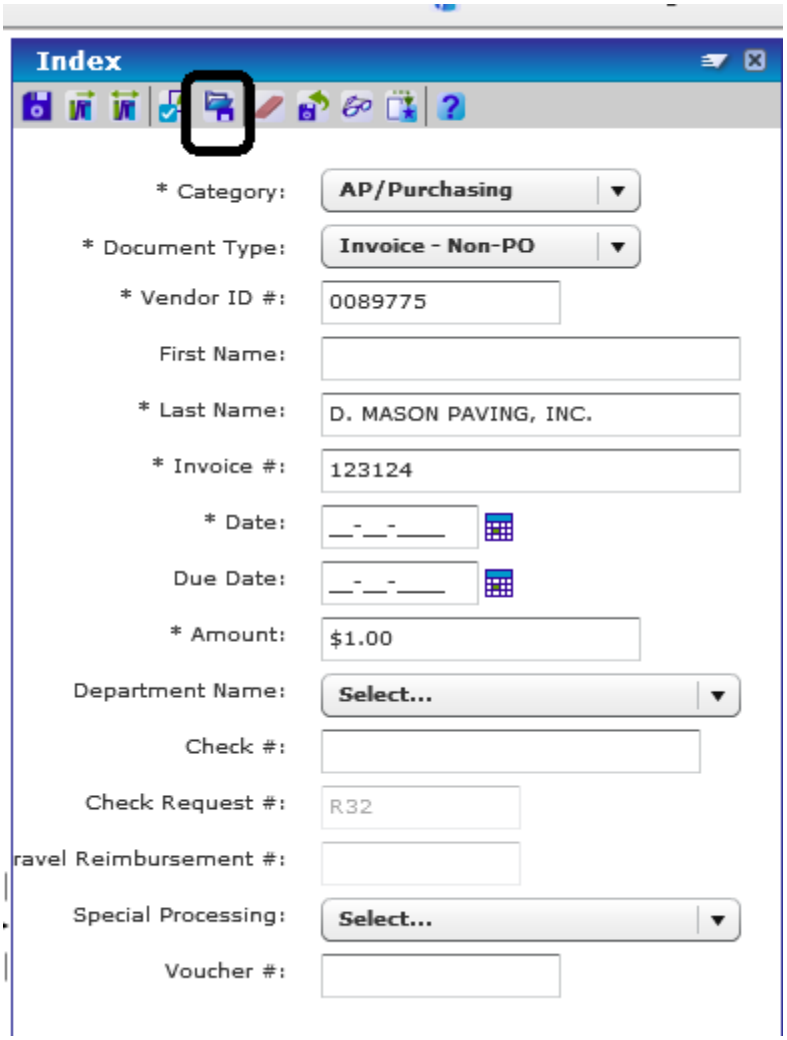
Special Processing: Normal



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.



Click on the Commit batch icon.