4.7 Check Requests

**Understanding the Basics:**

A check request is a special expense/receipt that does not receive any payment until it is approved. The vendors and the items are known but the payment is delayed until it obtains the required approval. This feature is not generally recommended unless you are in a multi-location type environment where all of the checks are authorized by a central office.

Once a check request is submitted an administrator will have to approve the check request. When it is approved, the user will then be able to print the check (if using the adilas.biz check write system). If the check request is declined it can go back to be reworked and then resubmitted for approval.

**Getting Started:**

Because creating a check request is creating an expense/receipt that’s waiting for payment approval, we recommend checking out the expense/receipt section as well. To create a new check request you could begin by going to the Check Request Homepage or to the Expense/Receipt Homepage. When the permissions are turned on there are “create new check request” buttons on both pages.

Get to the Check Request Homepage from the Classic Homepage under System Time & Requests – Check Request Homepage; My Favorites Homepage under Checks – Check Request Home or New Check Request; or the Interactive Map Homepage under the expense/receipts button.

**Permissions Needed/Suggested:**

**Permissions:**

**Basic Use:**

 System Time & Requests Section: “Basic Check Requests” – this is a silver permission, which may be limiting and is not recommended unless you are dealing with a multi-step approval process for Expense/Receipts. This allows a user to submit a request for approval and once approved by an admin the user can print out the check. The user also needs the “Basic Expense/Receipts” permission in the System Liabilities section to fully be able to use this permission.

**Admin Use:**

 System Time & Requests Section: “Admin Check Request” – If you are using the check request feature, an administrator will need to have this permission so that they may approve or decline check requests.

**Related Pages & Help File Links:**

Check Request Homepage: Begin creating your check request form this Homepage or the Expense/Receipt Homepage if you have the check request permissions.

<https://www.adilas.biz/top_secret/help.cfm?id=24&pwd=check>

Start New Check Request – Search Page: This is actually the Vendor/Payee Homepage which allows you to search payees to create expense/receipts or in this case check requests.

<https://www.adilas.biz/top_secret/help.cfm?id=94&pwd=receipt>

Add/Edit Check Request: This is where you add the main information for you check request. In subsequent pages you will add the line items and other information. Add as much information as possible to aid the approval process.

<https://www.adilas.biz/top_secret/help.cfm?id=230&pwd=check>

**Additional Content:**

 -Graphics

 -Screen shots

 -Etc.