

*The new and improved...*

# *Check Voucher Form*

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*A new, web-based application to help you fill out check vouchers easily and effectively.*

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## *What's New?*

We're replacing the current paper check voucher form with a new, web-based application. The new, responsive design works across all internet browsers on Windows and Mac OS, and also on mobile devices including phones and tablets. The new features and enhancements – *like pre-populated fields, popup calendars, searchable dropdown lists, and more* – will help you create check vouchers more easily and effectively.

**CHECK VOUCHER FORM**

THE UNIVERSITY OF  
**SCRANTON**  
A JESUIT UNIVERSITY

Check Voucher Form

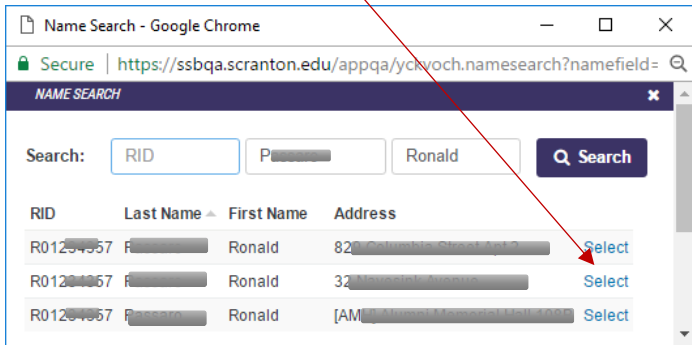
**+ New Check Voucher Form**

**☰ View Submitted Check Vouchers**

*Continue to the next page for a screen-by-screen walkthrough of the new Check Voucher Form...*

# Filling Out a Check Voucher Form

You can look up Royal ID/Vendor ID and address by clicking the search icon. This will pre-populate the address fields once you select the address you want.



## Check Distribution

The requestors name and department name will pre-populate to the logged in user's information.

## Budget

The budget fields will pre-populate to the logged in user's budget information. When you change the Fund or Organization, the other budget fields will default to the selected budget information.

## Split Budget

The check voucher can be split between multiple budgets by choosing the number of splits in the dropdown and then clicking "Split Budget". You can then fill out the other budget information.

## CHECK VOUCHER FORM



A check voucher is prepared by the department and submitted for appropriate signatures and sent to the Accounts Payable Department. Please allow one week for check processing with proper documentation attached. Check vouchers are for expenses normally not supported by an invoice from an outside supplier. Please use the purchasing card or purchase order system for items purchased from a supplier. Original receipts must be attached for reimbursement. All travel expenses must be submitted on a travel expense report in accordance with the University's Travel Policy, which is found in MyScranton under Financial Links.

Check Voucher Form / New Voucher

### Remittance Info

Royal ID# or Vendor ID#:

Vendor Invoice #:

Remittance Name: \*

Remittance Address: \*

Remittance Address 2:

Remittance City: \*

Remittance State: \*

Remittance Zip: \*

What is payment for and what is the business purpose? \*

### Check Distribution

Please indicate one of the following: \*

Date Check Requested: \*

Requestors Name: \*

Department Name or Account Name: \*

Fiscal Year Charged: \*

### Budget

#	Fund	Organization	Account	Amount
1	<input type="text" value="Search Funds..."/>	<input type="text" value="Search Organizations..."/>	<input type="text" value="Search Accounts..."/>	\$ 0

2

+ Split Budget

Total: \* \$ 0.00

# Budget Autocomplete

The Fund, Organization, and Account will populate a dropdown as you type in a budget number. You must choose an option in the dropdown to populate the field. The field will clear automatically if an incorrect budget number was entered.

Budget

#	Fund	Organization	Account	Amount
1	111001	6005	Search Accounts...	\$ 0
2		600500 Equity and Diversity Office		
		600501 Environmental Health & Safety		
		600502 University Web Project		
		600503 Equity and Diversity Initiatives		
		600504 Enterprise Application Services		
		600505 Financial Aid		

Total: \* \$ 0.00

Submit Cancel

## CHECK VOUCHER FORM

Home + New Check Voucher Form Copy Into New Check Voucher Form Print

Check Voucher Form

Submission ID#: 96  
 Date: 29-SEP-2017  
 Royal ID# or Vendor ID#: R  
 Vendor Invoice #:  
 Remittance Name: Ron  
 Remittance Address: [AMH] Alumni Memorial Hall  
 Remittance Address 2:  
 Remittance City: Scranton  
 Remittance State: PA  
 Remittance Zip: 18510

Requestors Name: Ron  
 Department/Account: Enterprise Application Services  
 Fiscal Year Charged: 18  
 Option: Mail to address listed on check voucher request  
 Date Check Requested: 01-NOV-2017

#	Budget	Amount
1	1110000	\$58.46
2	1110000	\$18.43
3	1110000	\$53.41

Total: \$130.30

Purpose: Example

Requestor \_\_\_\_\_ Date \_\_\_\_\_  
 Department Supervisor or Budget Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
 Accounts Payable \_\_\_\_\_ Date \_\_\_\_\_

# Your Submission

After you submit your check voucher form you will be brought to a page to see your information. There is a print button at the top of the page. This page will be printed and signed by the requestor and supervisor. The check voucher and original receipts are to be forwarded to Accounts Payable for processing.

# Copy Into a New Check Voucher Form



Copying a check voucher into a new form will automatically pre-populate a new check voucher form with the information from a previously submitted check voucher. This will allow you to quickly submit similar check vouchers.

Home + New Check Voucher Form **Copy Into New Check Voucher Form** Print

## Check Voucher Form

Submission ID#: 60 Requestors Name: Ron  
Date: 18-AUG-2017 Department/Account: Enterprise Application Services



Check Voucher Form / All Submitted

## All Submitted

Show 10 entries

Search table

Submission ID#	Date Submitted	Check Requested Date	Royal ID#	Requestors Name	Budget
85	16-MAY-2017	31-MAY-2017	R 357	Ronald	View
84	16-MAY-2017	31-MAY-2017	R 357	Ronald	View
83	16-MAY-2017	31-MAY-2017	R 357	Ronald	View
82	16-MAY-2017	31-MAY-2017	R 357	Ronald	View
81	16-MAY-2017	31-MAY-2017	R 357	Ronald	View
67	05-MAY-2017	31-MAY-2017	R 357	Ronald	View
66	05-MAY-2017	31-MAY-2017	R 357	Ronald	View
65	26-APR-2017	05-MAY-2017	R 357	Ronald	View
41	05-MAY-2017	31-MAY-2017	R 357	Ronald	View
22	26-APR-2017	05-MAY-2017	R 357	Ronald	View

Showing 1 to 10 of 12 entries

1 2

# View Your Submissions

View all of the check vouchers that you have submitted in the past year on this page.

You can search for a certain check voucher by typing in the Search table textbox.

You can change how many results you want to view at once (10, 25, 50, or All)

Click view to see a detailed view of an individual check voucher.