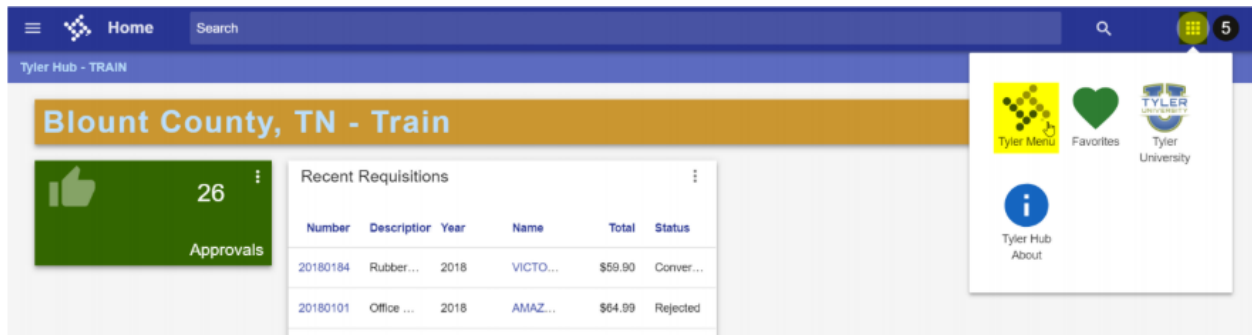


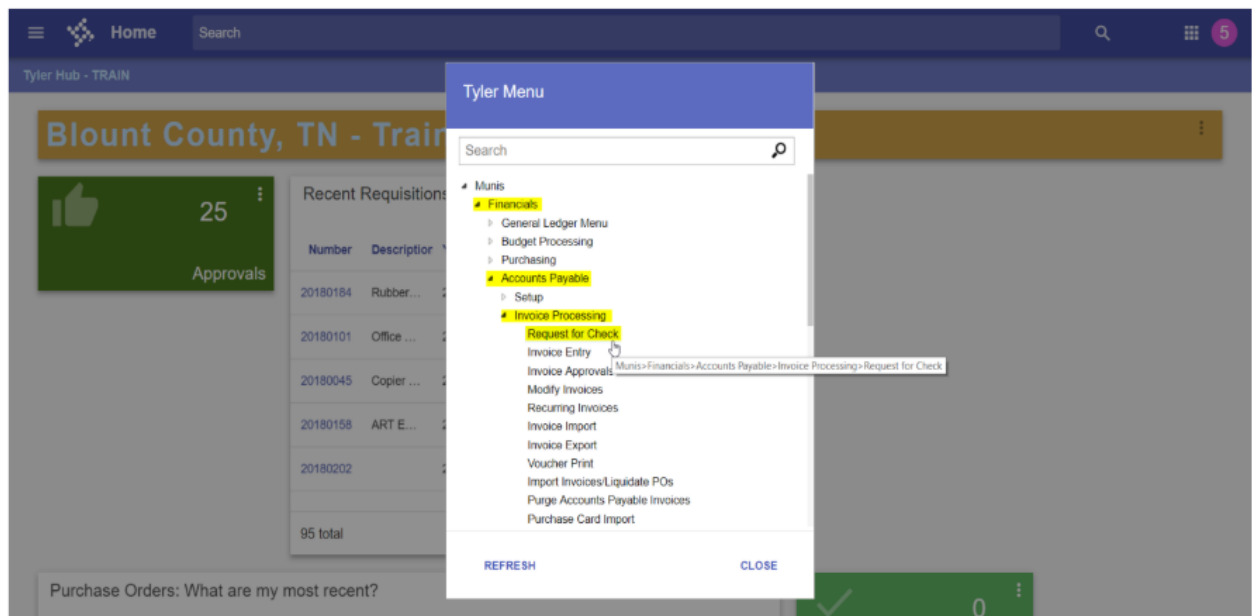
How to do a Request for Check

This how-to shows the process that replaces the former PA Form.

Log into Tyler Munis and click the "Apps" button then Tyler Menu



Click on "Financials" → "Accounts Payable" → "Invoice Processing" → "Request for Check"



Click "Add"



Request for Check Search by Check Request Number

Advanced Search My Searches **Add** Excel

No Check Requests found.

Enter the Vendor name. Most fields will auto-fill for you. Enter a description for what the Request for Check is for and either the Invoice number or Receipt number.

Request for Check Search by Check Request Number

Back Delete Duplicate Payee Address Excel Attach Actions/ Approvals Release Activate My Approvals

Check Request: 2018/20180204 Total cost: \$0.00
Created: Jenny Montgomery, 01/01/2019

Check Request

Fiscal year* 2018	Check request number* 20180204	Department* (52600) DATA PROCESSING
Vendor* (2124) CITY OF MARVILLE		Requested by* 5179jmontgomery
Remittance address 400 W BROADWAY AVE MARVILLE, TN 37803		Purchase date* 01/01/2019
Invoice number 539wkw0	Receipt number	Description Meter repair

Items (1)
Add Item

Description	Amount

Save Cancel

Enter your line Description(s) and amount. Enter the GL Account paying from. Click "Save".



Request for Check Search by Check Request Number

Back Delete Duplicate Payee Address Excel Attach Actions/ Approvers Release Activate My Approvals

Check Request: 2018/20180204 Total cost: \$100.00
Created, Jenny Montgomery, 01/01/2019

▼ **Items (1)**
Add Item

Description	Amount
Delete Gasket replacements	\$100.00

▼ **Allocations (1)**
Add Allocation

Project String	GL account	Percent	Amount
Delete Enter project string...	E 101 52600 533600 00000 000 00000 0000 10 00000 CLEAR	100.000	\$100.00

GL Account available budget: \$7,050.00
Available account budget not exceeded

Save Cancel

Once you're finished entering all information click "Release". This will send the request into workflow to be approved by the Department head then Accounting to be processed.

Request for Check Search by Check Request Number

Back Delete Duplicate Payee Address Excel Attach Actions/ Approvers Release Activate My Approvals

Check Request: 2018/20180204 Total cost: \$100.00
Allocated, Jenny Montgomery, 01/01/2019

You can click on Actions/Approvers to see where it is in the workflow.