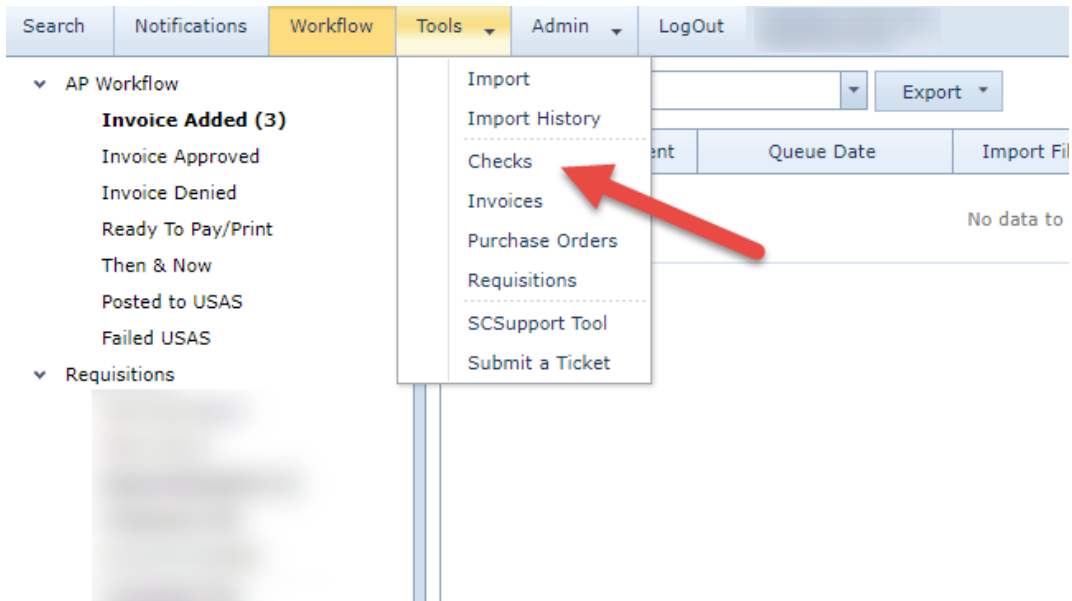


SCView: On Demand Check Process

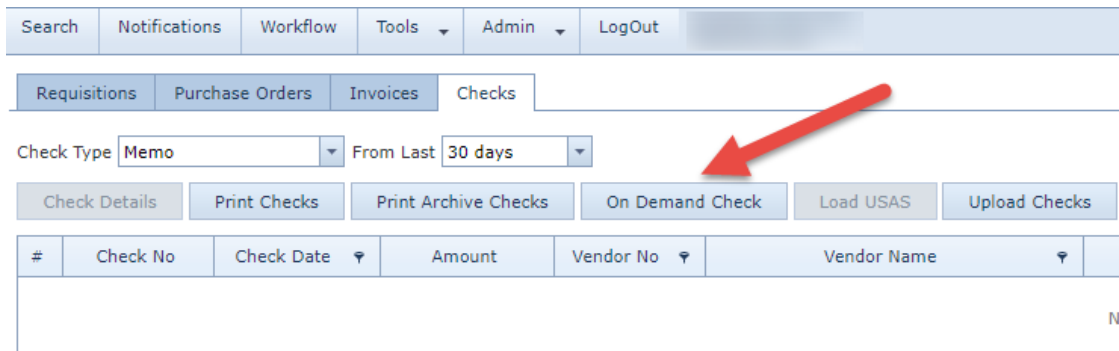
(Using the SCView Print Solution)

1. Select Checks from the Tools menu in SCView



The screenshot shows the SCView interface with the 'Tools' menu open. The 'Tools' menu is highlighted in yellow in the top navigation bar. The 'Tools' dropdown menu is open, showing options: Import, Import History, Checks, Invoices, Purchase Orders, Requisitions, SCSupport Tool, and Submit a Ticket. A red arrow points to the 'Checks' option. In the background, the 'AP Workflow' section is visible, showing 'Invoice Added (3)' with sub-items: Invoice Approved, Invoice Denied, Ready To Pay/Print, Then & Now, Posted to USAS, and Failed USAS. Below that is the 'Requisitions' section. A table with columns 'Queue Date' and 'Import Fil' is partially visible, showing 'No data to'.

2. Select On Demand Check



The screenshot shows the SCView interface with the 'Checks' page selected. The top navigation bar includes 'Search', 'Notifications', 'Workflow', 'Tools', 'Admin', and 'LogOut'. Below the navigation bar, there are tabs for 'Requisitions', 'Purchase Orders', 'Invoices', and 'Checks'. The 'Checks' tab is active. Below the tabs, there are two dropdown menus: 'Check Type' set to 'Memo' and 'From Last' set to '30 days'. A red arrow points to the 'On Demand Check' button. Below the filters, there are buttons for 'Check Details', 'Print Checks', 'Print Archive Checks', 'On Demand Check', 'Load USAS', and 'Upload Checks'. At the bottom, there is a table header with columns: '#', 'Check No', 'Check Date', 'Amount', 'Vendor No', and 'Vendor Name'. The table body is empty. A small 'N' is visible in the bottom right corner.

3. Enter information

Check On Demand
□ ×

Vendor

Vendor Address

Check No

Date

\$

Save
Cancel

4. Create requisition in SCView
5. Convert requisition in SCView after workflow is completed
6. In PowerTerm, run CKPROC, and select 3. Manual Check Processing
 - a. Enter PO and other requested information
7. The check has now been accounted for in USAS.
8. In SCView, select Search

Search
Notifications
Workflow
Tools ▾
Admin ▾
LogOut

Department

Document Type

PO No to

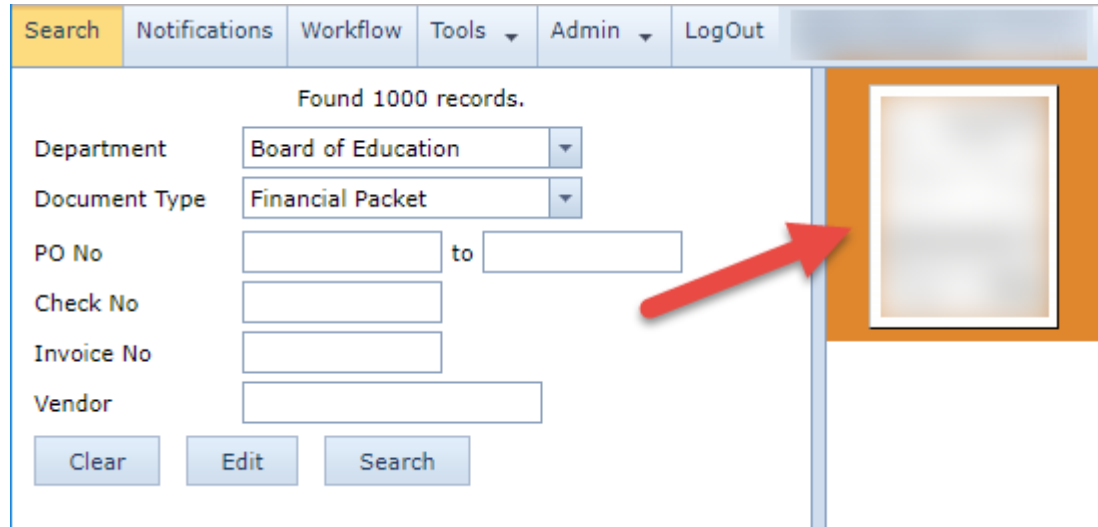
Check No

Invoice No

Vendor

Clear
Edit
Search

9. Right click on the check and select copy image

A screenshot of a web application interface. At the top, there is a navigation bar with tabs for 'Search', 'Notifications', 'Workflow', 'Tools', 'Admin', and 'LogOut'. Below the navigation bar, the text 'Found 1000 records.' is displayed. The search filters include: 'Department' (Board of Education), 'Document Type' (Financial Packet), 'PO No' (with a range input), 'Check No', 'Invoice No', and 'Vendor'. At the bottom of the filters are 'Clear', 'Edit', and 'Search' buttons. On the right side of the interface, there is a large, blurred image of a document, which is highlighted with an orange border. A red arrow points from the 'Check No' input field towards this document image.

10. Next, remove the check number from search box. Enter PO number and select search. When financial packet appears, right click below last document in packet, and select paste item. The check has now been added to financial packet for the correct PO.