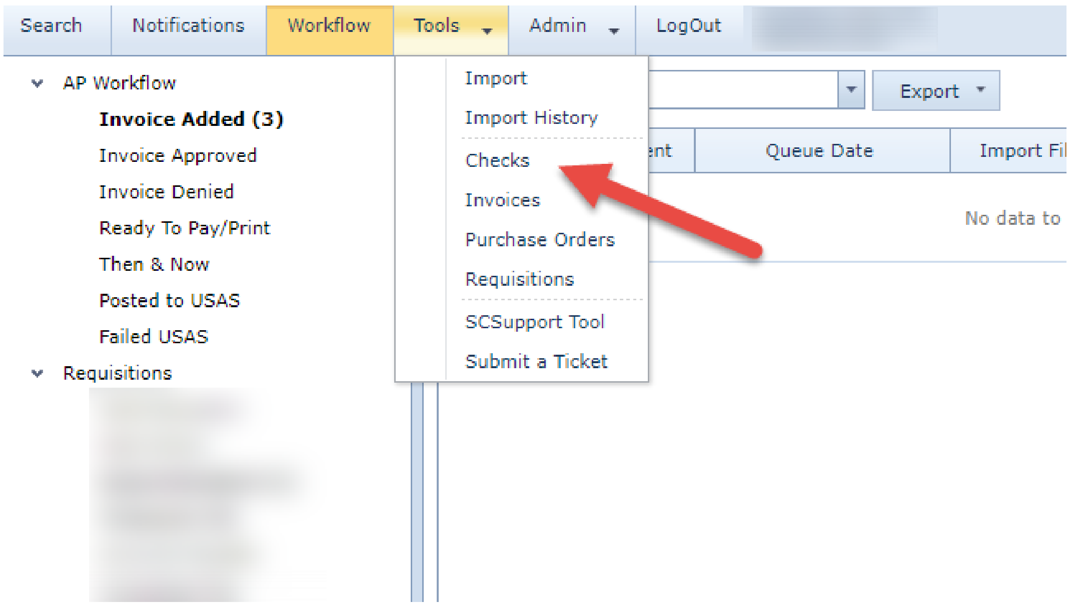
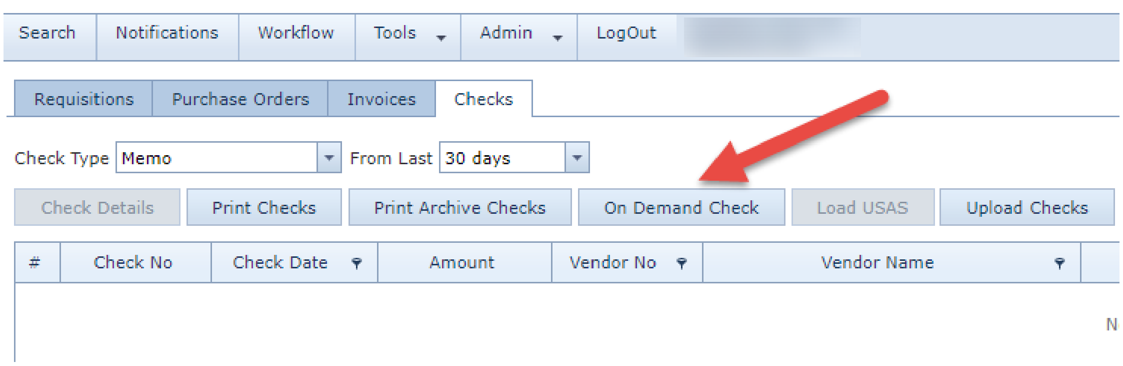
SCView: On Demand Check Process

(Using the SCView Print Solution)

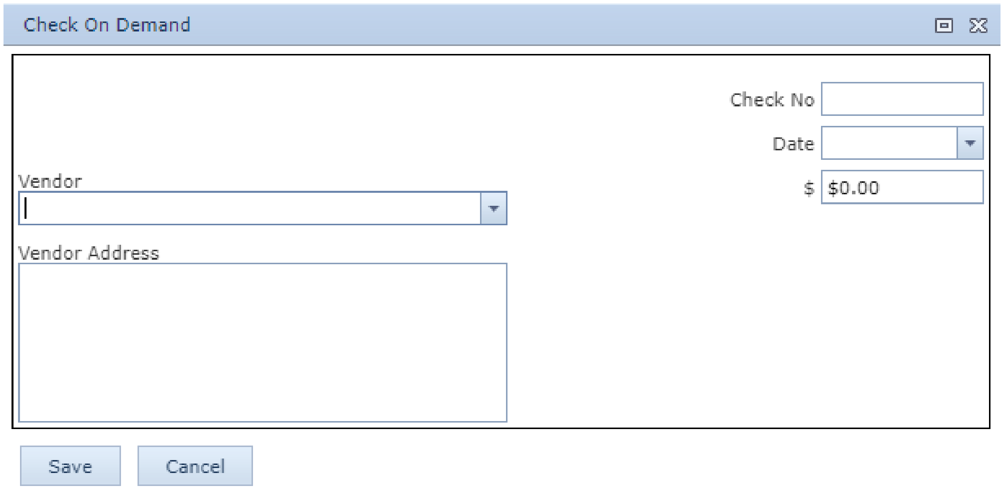
1. Select Checks from the Tools menu in SCView



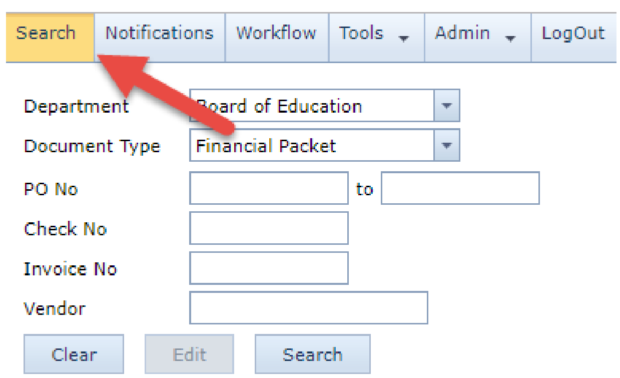
2. Select On Demand Check



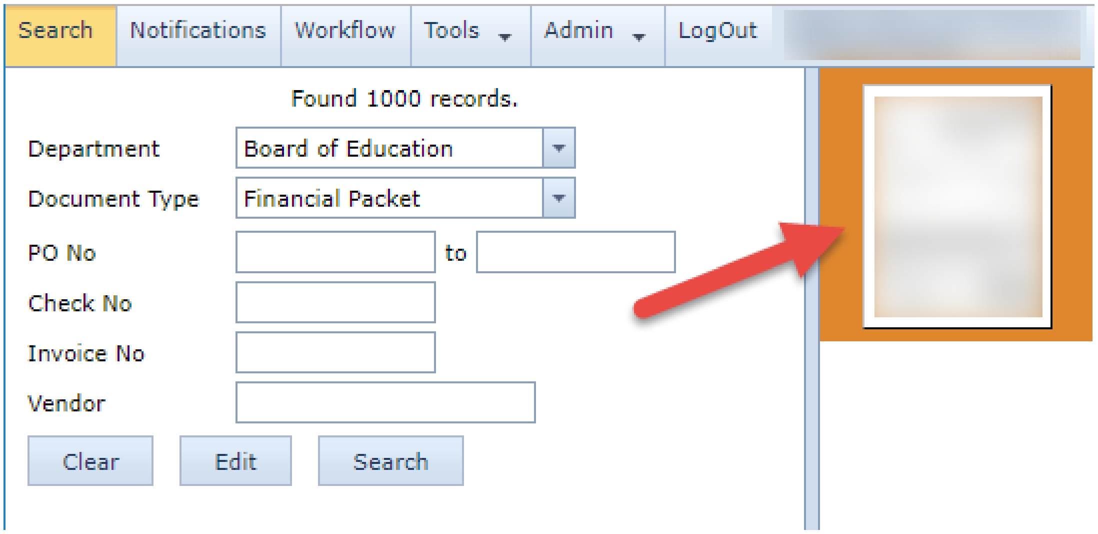
3. Enter information



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



9. Right click on the check and select copy 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.