Electronic AP Check Request
Reporting Tool

• The reporting tool is designed primarily for business managers and those with financial roles to provide in-depth analysis and tracking of electronic AP check requests.

• Submitters will find much of the sorting, tracking, and historical information they need by using the reporting tool.
The reporting tool is available to all users who have access to the Finance Tab through Duke@Work.

Action buttons are available to navigate through the report.

Select either button to close the report.

Select to run the report.
The report can be executed using a wide variety of selection criteria. Only one field must be completed to execute the report. Users can enter multiple selection criteria or enter a range on a particular selection criteria to narrow the check requests returned.

Submitter/Submit on behalf of USERID require NetIDs.

Business purpose must align with drop down menu in the tool. Use the "*" wildcard to search without needing an exact match.

This is the disbursement amount including any wire fees.

BFR/ORG are tied to the funding source which may or may not be associated with submitter/submitted on behalf of individuals.
Click in the Submitter/Submit on behalf of USERID field to search for NetIDs.

Search by user name by entering the submitter’s information in the field.
Check request reports can be run by cost center or WBS element. The report will include check requests fully funded or partially funded by the funding source defined in the selection criteria.

Users can choose the items to include on the report.

- “In-process Items Only” are those check requests that are at some point in the approval process and haven’t posted for payment.
- “Exclude in-process items” are those check requests that have posted for payment.
- Do not select any boxes to include all check requests (approved and unapproved) based upon the selection criteria.
As the standard default, the report displays all information fields completed as part of the check request. Scroll to the right to show all columns in the report.

Select Exit to leave the report.

Highlight a column and sort.

Highlight a column and total the dollars.

Users can create, save and access customized layouts. It is recommended that you only save user specific layouts.

<table>
<thead>
<tr>
<th>Ck Request No</th>
<th>Comp Code</th>
<th>Vendor</th>
<th>Vendor Name</th>
<th>Ck Request Amt</th>
<th>Ck Request Curr</th>
<th>CR Amt Dis</th>
<th>Curr</th>
<th>Pmt Amt</th>
<th>Comp</th>
<th>GL Number</th>
<th>GL Account Name</th>
<th>Cost Ctrl</th>
<th>CC Name</th>
<th>WBS Element</th>
<th>WBS Name</th>
<th>PC</th>
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Ck Request Amt – Check Request Amount – displays the entire amount of the check.

Ck Amount Dis – Check Amount Distribution – breaks down funding by G/L and/or funding source.
To launch the check request, double click on the “Ck Req. No” column.

- If the check request has not posted for payment, the check request will display. To view who has the check request, go to the “Display Agents” button to access the workflow.

- If the check request has posted for payment, the check request SMART form will display. To view who approved the check request, go to the second page of the SMART form.
Several actions can be taken from the Menu button once the report is executed. 
- Users can print the report to their SAP printer.
- Users can export the report into a spreadsheet format.
Users can access general attachments by selecting the document number column to open the financial document.

From the financial document, access the Services for Objects link.
Once the Services for Objects link is selected, the Document Overview Display will be visible.

Select the paper clip icon to open attachments associated with the check request.

The SMART form and general attachments are available through the report. Sensitive attachments are available to the check request submitter through the Check Request Utility.