

COMPLETING A CHECK TRANSMITTAL IN ONLINE SYSTEM

- Go to launch pad.
- Click on Enterprise Services tab.
- Click on Cash Transmittal.
- Enter department number by selecting from the drop-down menu.
- Enter serial number from next number on log (ex. 14006).
- Select a transaction type from drop-down menu.
- Enter check detail information on “Check” tab (see page 22 in manual).
Enter the maker, amount, date and text.
- Click the “Next” button; go to the “Data Entry” tab.
- Enter the G/L number.
- Enter assignment (optional note).
- Enter amount of check.
- Enter text (optional note).
- Enter the cost object information (cost center, order #, WBS, fund).
- Click on the green check mark beside each line entry to validate and check for errors.
- Hit the “Save as Complete” button.
- Click “Open” to save and name the pdf file.
- Print out the transmittal.