

To add CIP/DIP Goal & Objective numbers to Check Requests:

All check requests, whether ordering from General Funds or Federal Funds must be tied to our CIP and/or DIP Goals and Objectives. The first screen shot below shows where these can be added to a check request before submitting and/or approving. Campuses only need to put in a CIP Goal & Objective number. The DIP Goal will be for district ordering when necessary.

Before submitting and/or approving any check requests, please be sure to include the Goal & Objective numbers.

The only place to put in the Goal & Objective numbers is in the Description on the Check Request Information, they will have to be typed in along with the description for the check request:

**Edit Check Request**

Check Request Information

\* PO Group used for approvals: 1

\* Invoice Number: TEST

\* Invoice Date: 09/02/2014 Tuesday

\* Vendor: BURKBURNETT ISD 416 GLENDALE BURKBURNETT TX 76354

\* Description: TEST SUPPLIES  
CIP GOAL: 1  
OBJECTIVE: 2

\* Due Date: 09/02/2014 Tuesday  Do not mail

Check Amount: 1.00

Submit For Approval  
Save and Finish Later  
Back

Check Request Detail Line Entry

Detail Invoice Entry

Detail Line Description: TEST 1099 Invoice Amount: 1.00

General Ledger Account Distribution: 199 E 13 6239 04 999 0 25 000 - GENERAL OPERATI/CURRICULUM/INST/EDUCATION Accounting Amount: 1.00

Detail Invoice Entry

Detail Line Description: 1099 Invoice Amount: 0.00

General Ledger Account Distribution: Accounting Amount: 0.00

Detail Invoice Entry

Detail Line Description: 1099 Invoice Amount: 0.00

General Ledger Account Distribution: Accounting Amount: 0.00

You can edit a check request that you need to approve to add the Goal & Objective numbers, this is indicated in the screen shots below. To edit a check request to add Goals & Objectives-first click on the "Edit" on the right of the check request record, be sure the check request you are wishing to edit is highlighted.

Home Account Management Vendors Purchasing **Accounts Payable** Custom Reports Federal/State Reporting Administration

Submit

Views: General Filters: \*Check requests not yet submitted Refresh

Check Request Number	PO Grp	Status	Invoice Number	Check Number	Vendor Name	Vndr State	Check Amount	
00000000001388	001	Adding Rqst	TEST		BURKBURNETT ISD	TX	1.00	0.00

Print  
Add  
Edit  
Delete  
Submit

Now, you can add the appropriate Goal & Objective numbers:

**Edit Check Request**

**Check Request Information**

\* PO Group used for approvals: 1

\* Invoice Number: TEST

\* Invoice Date: 09/02/2014 Tuesday

\* Vendor: BURKBURNETT ISD 416 GLENDALE BURKBURNETT TX 76354

\* Description: TEST SUPPLIES  
CIP GOAL: 1  
OBJECTIVE: 2

\* Due Date: 09/02/2014 Tuesday  Do not mail

Check Amount: 1.00

**Check Request Detail Line Entry**

**Detail Invoice Entry**

Detail Line Description	1099	Invoice Amount
TEST	<input type="checkbox"/>	1.00
General Ledger Account Distribution		Accounting Amount
Account: 199 E 13 6239 04 999 0 25 000 - GENERAL OPERATI/CURRICULUM/INST/EDUCATION		1.00 More

**Detail Invoice Entry**

Detail Line Description	1099	Invoice Amount
	<input type="checkbox"/>	0.00
General Ledger Account Distribution		Accounting Amount
Account:		0.00 More

**Detail Invoice Entry**

Detail Line Description	1099	Invoice Amount
	<input type="checkbox"/>	0.00
General Ledger Account Distribution		Accounting Amount
Account:		0.00 More

100%