

ADOBE ACROBAT CHECK ORDER PROCESSING

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Adobe Acrobat

Adobe Acrobat is a powerful tool that will allow you to obtain electronic signatures on documents quickly for faster processing and improved record retention.

- Check Order Processing – Today we will cover how to use Adobe Acrobat to process an electronic check order but Acrobat can be used for many more documents where a signature is required.

Adobe Acrobat

- You must have Adobe Acrobat Standard or Pro installed in order to use the features covered in this training.
- If you have not already done so, uninstall any prior version (ie Acrobat 2017) from your desktop and download the Adobe Acrobat Standard application

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Step 1: Gather Expense Support

- Gather the appropriate support for the expense for which you are requesting reimbursement or for which you are requesting that a vendor be paid.
- Support is generally an invoice or receipt
- Each item must have the business purpose listed or the business purpose must be included on the check request.
- More details can be found about valid items at

https://www.sgaumc.org/files/files_library/reimbursementitems.pdf

Step 2: Prepare a Check Request

- You will prepare a check request for each invoice or if a set of invoices are payable to the same vendor then one check request may be used for multiple invoices.
- A blank check request may be found at :
- Download this blank check request to your desktop Adobe Acrobat application
- Complete each field of the check request.

Check Request Sample

Date: 3/6/2023

Amount: \$ 2,500.00

Check Payable to: Sample Company

Mail Check to:

Name: Sample Company

Street Address: 123 Mayberry Land

City: Eureka State: CA Zip: 12345

Purpose:
Mental Health Consulting - Experiencing God in the Great Outdoors

Conference Board of Pension & Health

Agency, Board, Cabinet, Commission, Committee, Council, Other

XXX-XXXX

Charge Account No.

[Signature Line]

Signature: Pres., Treas., Secy.

[Approval Line]

Approved by

Chart of Accounts

Account Type Balance Sheet Income and Expense Show Inactive

Department Q Conference Secretary & Journal

Search

Cancel

Expand All

Collapse All

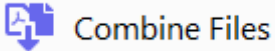
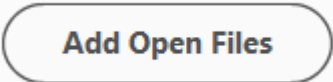
Add Group

Add Account


Add Sub-Account

			Account Number	Usage	Account Type	Name
			4000 - 99999		Income	Net Income/Loss
			4000 - 4999		Income	Revenue
			4001		Income	Apportionments
			4003		Income	Miscellaneous Receipts
			5000 - 9999		Expense	Expense
			5105		Expense	Salaries - Administrative
			5140		Expense	Social Security
			5155		Expense	UMPIP
			5680		Expense	Honorarium
			6020		Expense	Office Supplies

Step 3: Combine Request & Support

- Scan the support for the check request to yourself if you have not already done so and open in Adobe Acrobat.
- From the Tools menu, select Combine and select Combine open files.
- Open files  Combine Files
- Position the  Add Open Files er where the check request is first and then select Combine
- This creates a bound file containing your completed check request and the support

Step 4: Request Signatures

- From the tools menu, select  Request E-signatures
- After a moment, a screen will appear for you to enter the email addresses for each signer

Add recipients to e-sign this document

Add name or email

- Enter the email address of the approver of the department budget first, then laura@sgaumcadmin.com; treasurer@sgaumc.com and linda@sgaumcadmin.com with a CC to admin@sgaumc.com

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- From the tools menu, select  Request E-signatures
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Add recipients to e-sign this document

Add name or email

- Enter the email addresses in order of recipient first, then laura@sgaumcac and linda@sgaumcadmin.com with a CC to admin@sgaumc.com
- Next screen, you just pull the signatures (right screen) down to where you want them to sign. OR, if you fail that, Adobe will still put them in order on the form when you try to complete and submit.
- Hit Submit and the check requests will route in the order you have listed the emails. You are done!

Final Note

- The order of the signatures is important and will ensure that the check order is fully approved and processed;
- The good news for the requisitioner is that you can see the progress of your check request until it is paid.
- Once every signer has signed, the requisitioner and all signers will receive a fully executed copy of the check request
- As requisitioner, if someone does not sign in a timely manner, you will be able to open the agreement and set reminders until the check request is signed.