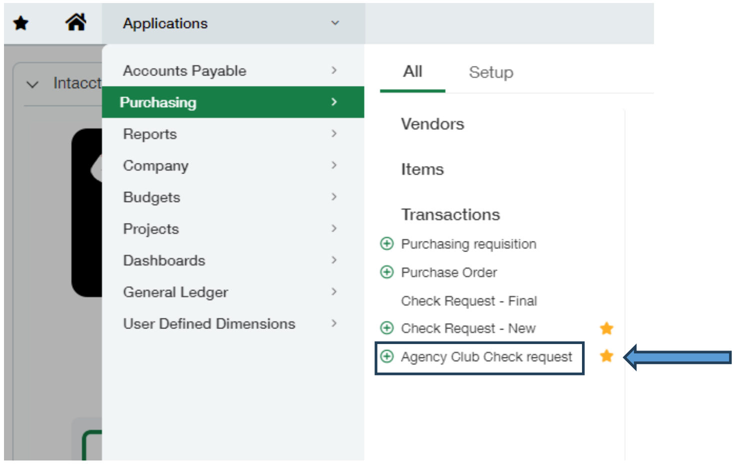
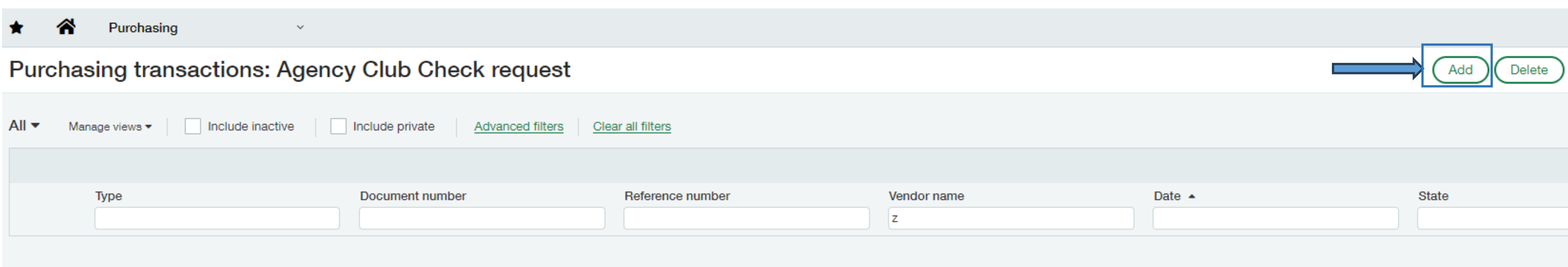
Instructions for Agency Club Check Request

1. Purchasing>Agency Club Check Request

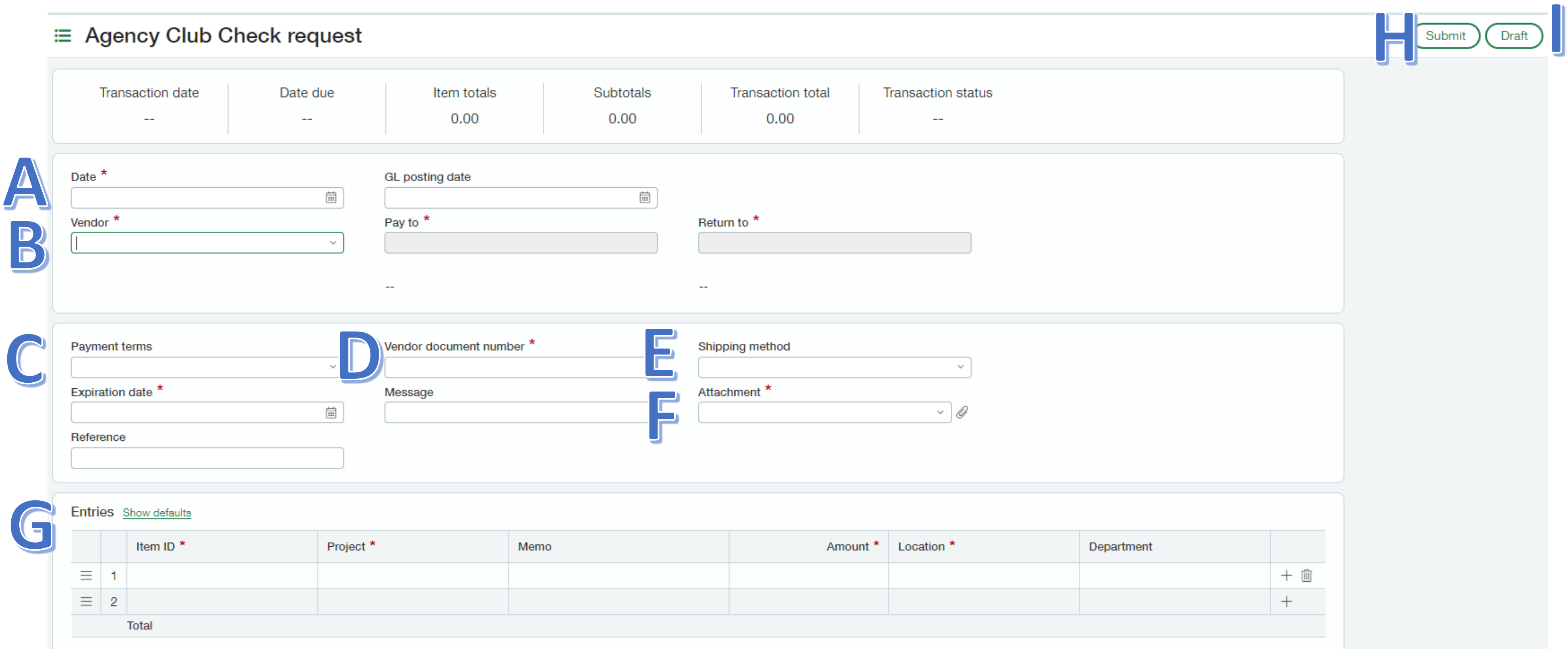


Note: The form can be bookmarked by clicking on the star symbol to the right of the form name. The shortcut can be found under the star symbol on the top left of the screen (next to home icon).

2. Add



3. Enter information:



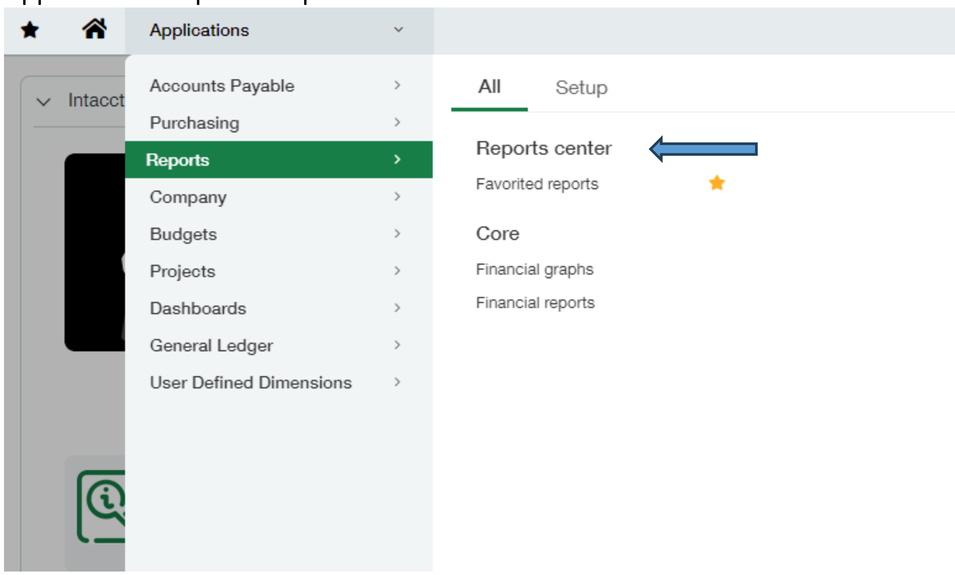
a. Date: The default is the current date. If the request was declined and the request was originally entered in a previous month, change to current date.
b. Vendor: If the vendor is already in Sage, type the name. If the vendor is not in the system, use V02309 – NEED NEW VENDOR. **Keep request in Draft**.
c. Payment terms: select Due Upon Receipt
d. Vendor document number: Enter the invoice number from the vendor. If the request is a reimbursement, type “Reimb [today’s date]”.
e. Shipping Method: There are two available choices – Mail or Pick Up in Office
f. Attachment. You will attach the following documents (preferably in PDF format):
   - Agency Check Request Worksheet – Sage. The form is available on the ASI website.
   - Invoice
   - All receipts
   - W-9, if the new vendor is a non-CSUF individual or outside company.
   - Certificate of Insurance, if the vendor is performing a service on campus.
g. Entries (if there are multiple receipts for a reimbursement, please list each as a separate line)
   - Item ID: This is also known as the expense category. There is a document on the ASI website (Services>Accounting>Student Organization Agency Account) named SAGE Expense Categories. The document has information on what number to select.
   - Project: Enter your account number or full name of club. Make sure that the Department matches the Project.
   - Memo:
   - Amount: Enter the amount on the invoice or receipt.

h. If the request is complete, hit the Submit button. Once the request is submitted, you will no longer be able to make any changes.

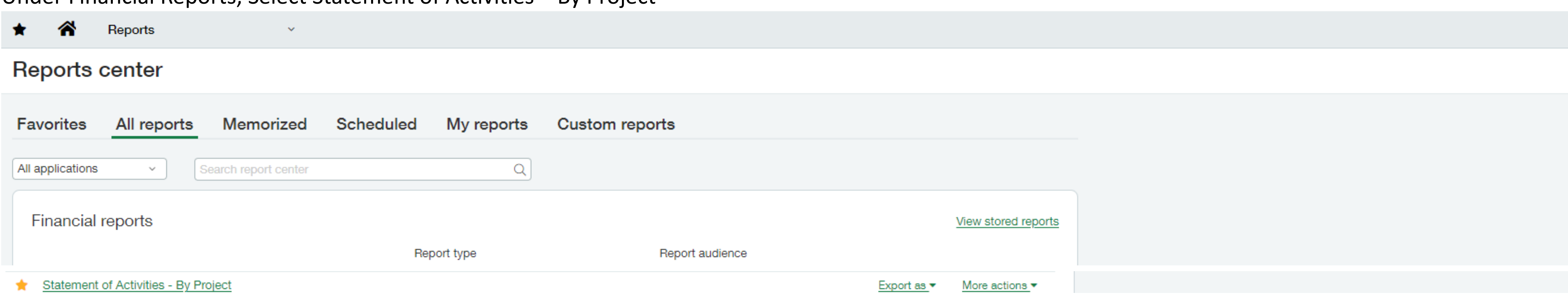
i. If you have requested a **New Vendor** number, hit the **Draft** button. Once the vendor number has been created, you will be able to make the change.

Instructions to Print Report

1. Applications>Reports>Reports Center

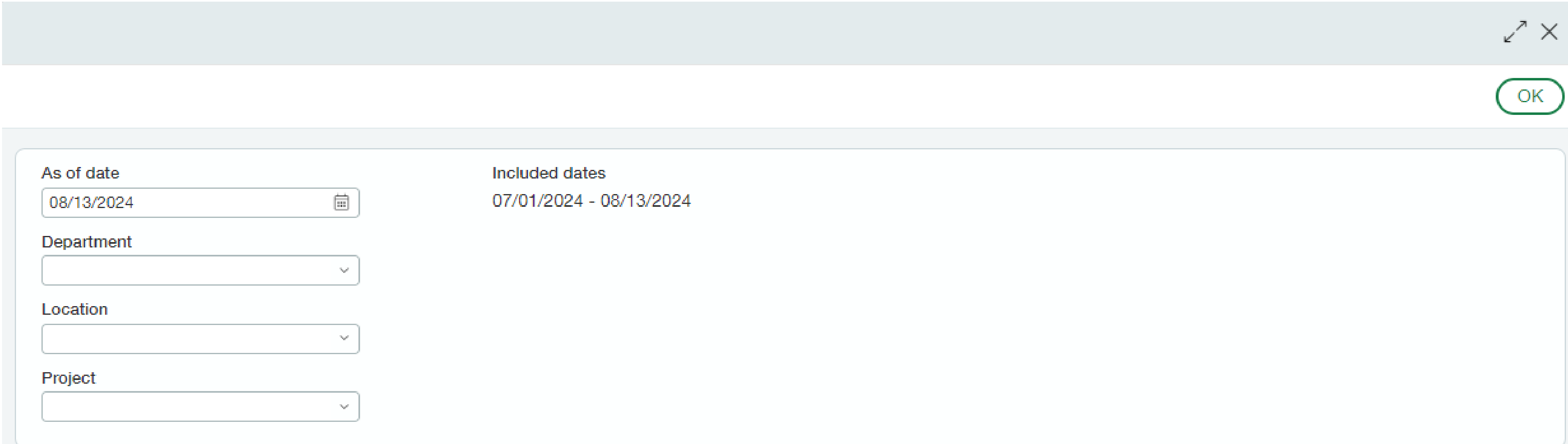


2. Under Financial Reports, Select Statement of Activities – By Project



There are many reports. To bookmark the report, click on the star to the left of the report name. In addition, click on the Favorites reports from the previous step.

3. The date will default to the current date. The date can be changed. Under Project, put the agency account number or full name of club. Once these two areas are completed, click on OK in the upper right corner.



4. Here is a sample report

I Love ASI

Associated Students, Inc. California State University Fullerton
Statement of Activities - By Project
I Love ASI Year To Date 06/30/2024

Operating Revenue	
Revenue - Sales	500.00
Total Operating Revenue	500.00
Expenditures	
Professional Fees	1,150.00
General and Administrative Expenses	850.00
Total Expenditures	2,000.00
Change In Net Assets	**(1,500.00)**
+ Net Assets - Beginning	**1,700.00**
Net Assets - Ending	**200.00**

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5. Additional information can be found by clicking on the sections of the report.