
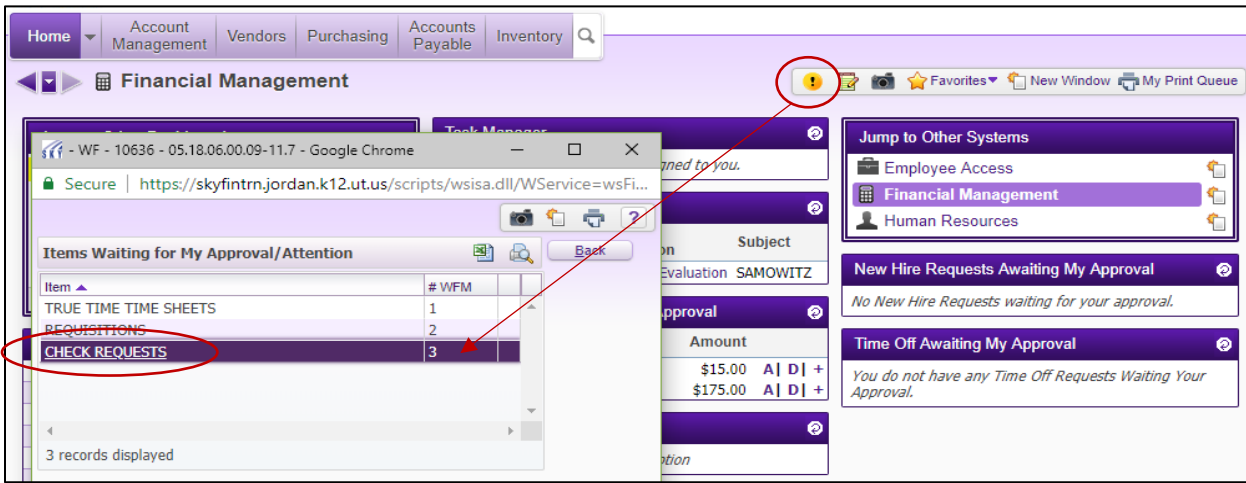
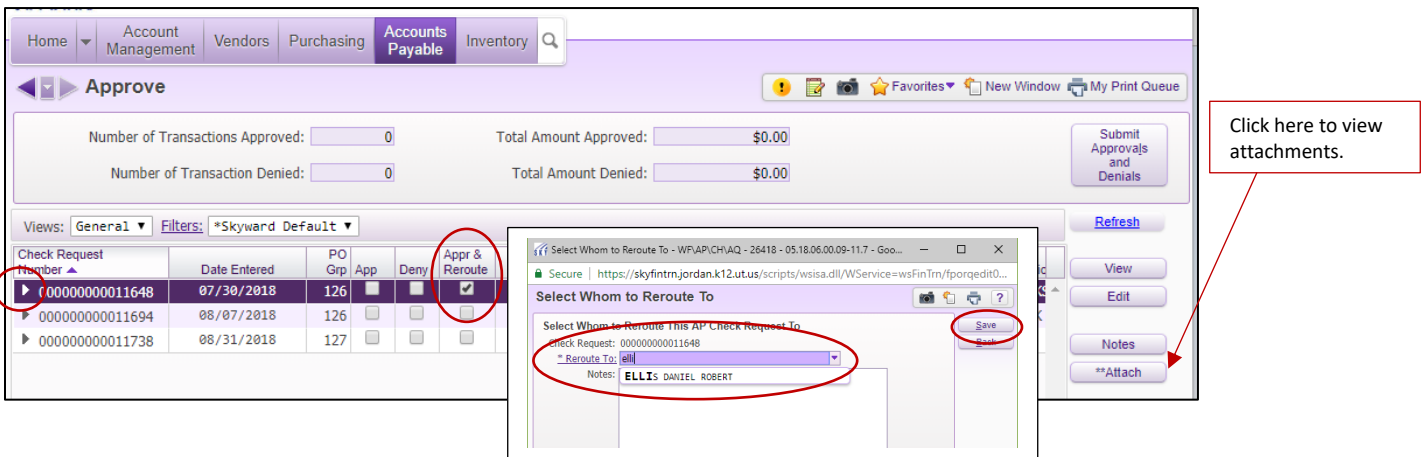


Approve and Rerouting Check Request

Approve and Rerouting a Check Request is similar to Approve and Rerouting and Purchase Requisition. Login to Skyward Finance on the Web. Go to your **"Alert"** icon  to view **Items Waiting for My Approval/Attention**. Click **Check Requests**.



Listed are the Check Requests waiting for your Approval/Attention. Click the **arrow** on the left to expand and view the details; account number, approvals, etc. To Approve and Reroute to another Approver highlight the desired Check Request **checkmark** in the column **Appr & Reroute**. A **Select Whom to Reroute This AP Check Request To** box will come up. Start typing the **last name of the approver** you wish to reroute to. **Click to select the approver** from the list. The **Reroute To:** link allows you to view the entire approver list. **Save**.



When all Check requests you choose to Approved/Deny/Appr Reroute have been selected, click **Submit Approvals and Denials** to move your request to the next approver/step.

