



# **Sports Officials Payments via Internal Accounts Management System (IAMS)**

## **Instruction Manual**

3/30/2011

Chicago Public Schools  
School Financial Services – Internal Accounts  
125 South Clark, 14<sup>th</sup> floor

# **Table of Contents**

**Instructions for Setting up Sports Officials .....1**  
    **Contact Information..... 1**

**Searching for Registered Sports Officials .....2**

**Processing Payments to Sports Officials .....6**

**Processing Other Payments to Sports Officials .....14**

## **W-9 and Contact Forms**

## Instructions for Setting up Sports Officials

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The IRS regulations require 1099 forms to be issued to certain companies and individuals that receive payments from CPS, including sports officials. Therefore, a requirement has been mandated for all sports officials to register with CPS prior to being allowed to perform any future services as an independent contractor.

School Financial Services and Sports Administration have notified every Illinois High School Association (IHSA) certified official of the new registration process. All officials must submit a signed W-9 form and completed Contact form. The forms must be sent to CPS Accounts Payable via:

- Fax - 773-553-2704
- Mail – Chicago Public Schools, Accounts Payable Department,  
P.O. Box 661, Chicago, IL 60690-0661

The new payment process for Sports Officials has been added to the Internal Accounts Management System (IAMS). Once an official has submitted the proper forms and has been verified by the IRS, the official's information will be added to IAMS and a CPS Official ID number will be assigned to the official. **No payment can be made to any official not listed in the IAMS "Sports Official" database.**

Schools must follow the new payment process for all sports officials, including those for sports not licensed by IHSA. IAMS account numbers have been designated for only sports officials' payments.

- High schools must use account number 27110
- Elementary schools must use account number 24247  
(Sports funds will need to be transferred to the new account for Elementary schools).

Sports Administration will only schedule registered officials. However, if a newly assigned official needs to register, the official must immediately submit a completed W-9 and contact information form to Accounts Payable prior to officiating.

*Note: There will be a 2-3 day turnaround time to process the registration and to add the name to the Sports Officials dropdown list IAMS.*

### Contact Information

Accounts Payable - Sports Officials Registration

Phone - 773-553-2722

Fax – 773-553-2704

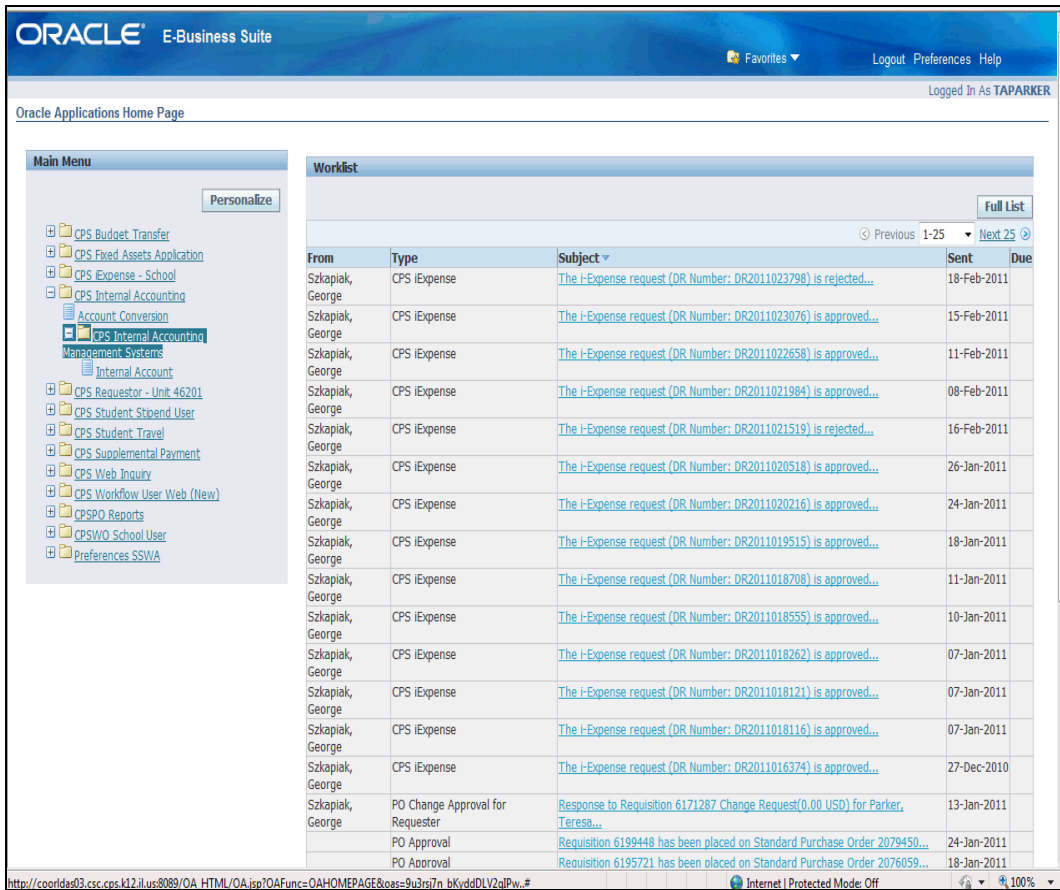
Email – [apw9form@cps.k12.il.us](mailto:apw9form@cps.k12.il.us)

IAMS Website: <http://www.quia.com/pages/internalaccounts/iams>

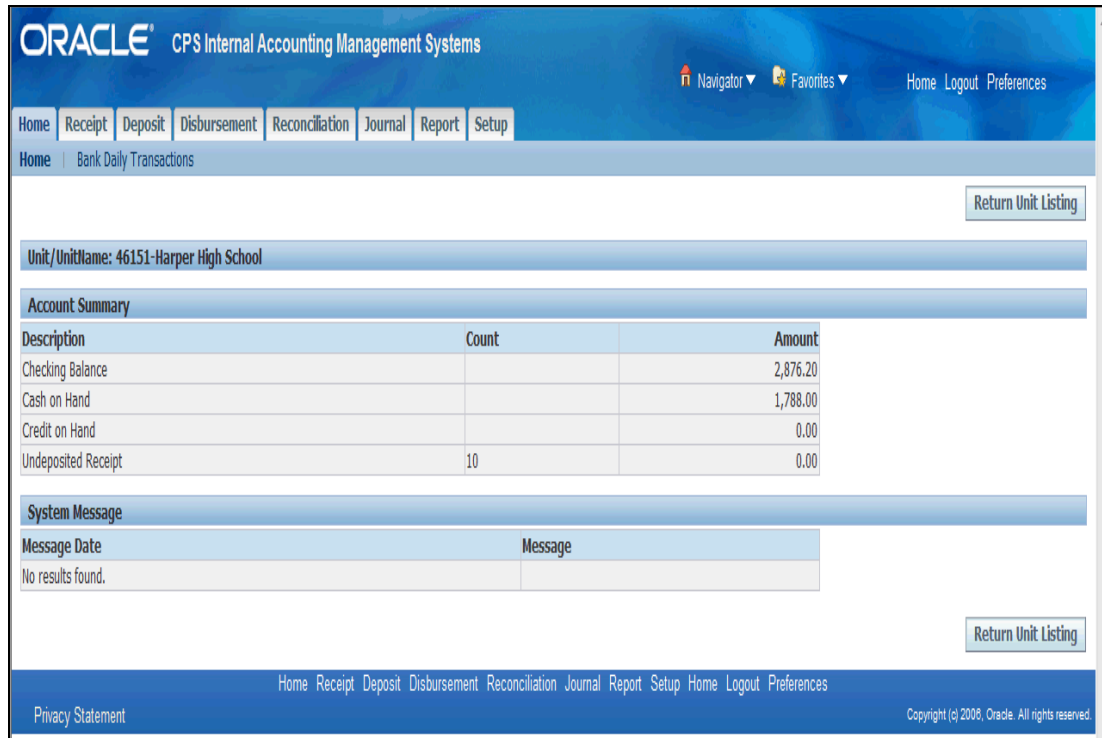
# Searching for Registered Sports Officials


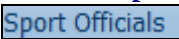


## Procedure


**Note: Any official not listed in IAMS is not registered with CPS and cannot receive payments for officiating.**

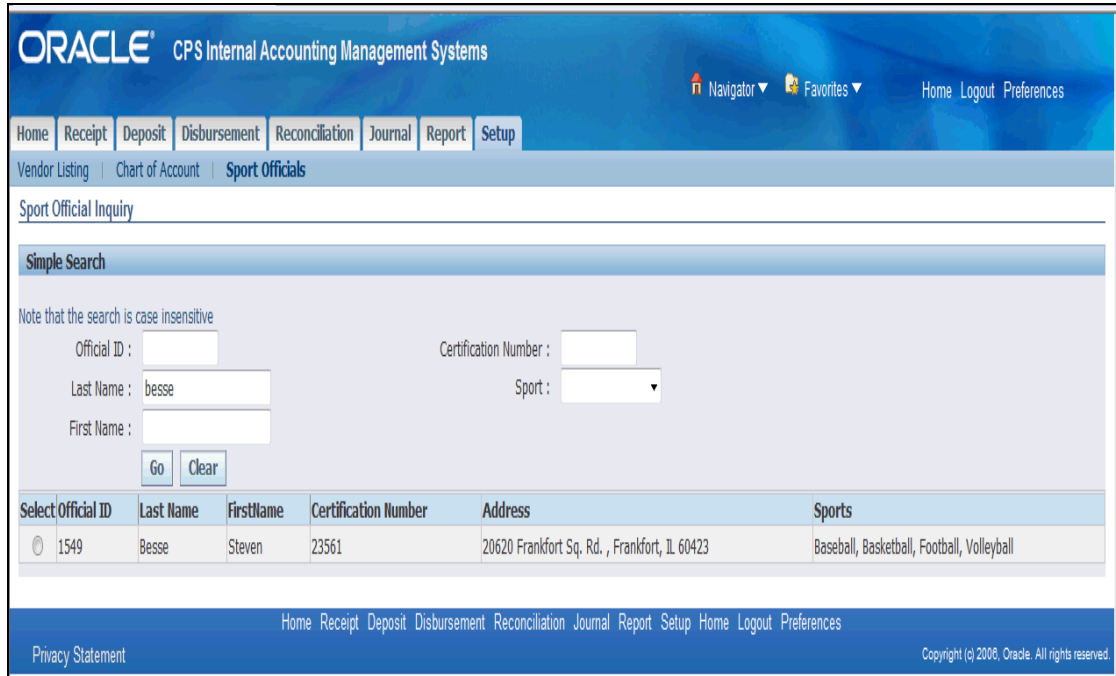



Step	Action
1.	Click the <b>Internal Account</b> link.



Step	Action
2.	Click the <b>Setup</b> tab. 
3.	Click the <b>Sport Officials</b> link. 
4.	To get a list of <b>All Sports Officials</b> registered with CPS, click the <b>Go</b> button. 
5.	The list will include the <b>Official ID</b> assigned to each official.  The <b>Official ID</b> is the main identifier for a sports official.
6.	To narrow the search, use the search fields in the <b>Simple Search</b> section.  You can search by: <ul style="list-style-type: none"> <li>- Official ID - Oracle assigned official number</li> <li>- Last Name</li> <li>- First Name</li> <li>- Certification Number - IHSA number</li> <li>- Sport - Type of sports the vendor is certified to officiate.</li> </ul> For this example, enter "1552" in the <b>Official ID</b> field.
7.	Click the <b>Go</b> button to display search results. 
8.	The system finds and displays the official.

Step	Action
9.	<b>To search by Last Name, enter the last name.</b>  For this example, enter "besse".
10.	Click the <b>Go</b> button to display search results. 






Step	Action
11.	The system finds the official and displays the vendor information. 

The system displays the following information on the official:

- **Official ID** A unique ID number assigned to each official by CPS. The Official ID should be the main identifier for officials since some officials may have the same name and address.
- **Last Name**
- **First Name**
- **Certification Number** A unique ID number assigned to each official certified by the IHSA
- **Address**
- **Sports** Type of sport the official is certified to officiate

The screenshot shows the Oracle CPS Internal Accounting Management Systems interface. At the top, there is a navigation bar with links for Home, Receipt, Deposit, Disbursement, Reconciliation, Journal, Report, and Setup. Below this, there are links for Vendor Listing, Chart of Account, and Sport Officials. The main content area is titled "Sport Official Inquiry" and contains a "Simple Search" section. A note states "Note that the search is case insensitive". The search form includes fields for Official ID, Last Name, First Name, Certification Number, and Sport (a dropdown menu). There are "Go" and "Clear" buttons. Below the search form is a table with columns: Select Official ID, Last Name, First Name, Certification Number, Address, and Sports. The table currently shows "No search conducted." At the bottom, there is a footer with a Privacy Statement link and copyright information: Copyright (c) 2006, Oracle. All rights reserved.

Step	Action
12.	To search by type of sport, click the dropdown arrow at the <b>Sport</b> field. 
13.	Click the sport you are looking for.  For this example, click the <b>Football</b> list item. 
14.	Click the <b>Go</b> button to display all officials certified for <b>Football</b> . 
15.	The system populates list of sports officials certified in the specified sport.  Notice <b>Football</b> listed for each.
16.	Congratulations! You have completed the lesson on how to enter <b>Search for registered Sports Officials in IAMS</b> . <b>End of Procedure.</b>

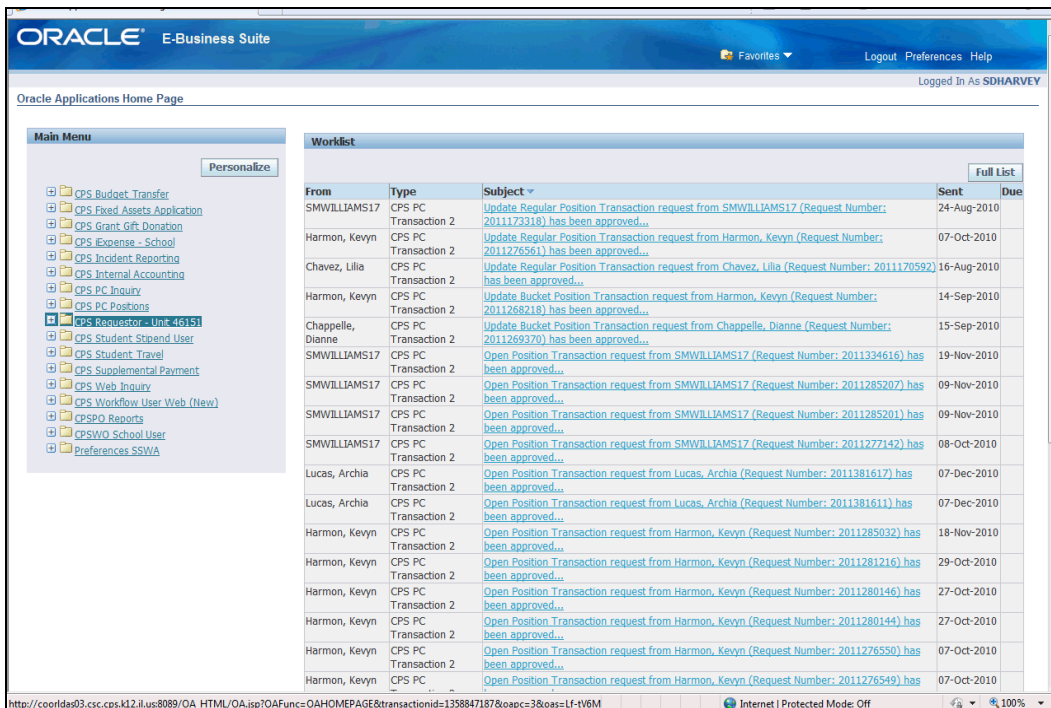
# Processing Payments to Sports Officials

## Procedure

In this tutorial, you will learn how to pay Sports Officials from the Internal Accounts Management System (IAMS).

### Note:

- Any official not listed in IAMS under the Sports Official Vendor Type is not registered with CPS and cannot receive payments for officiating.
- The only accounts used for payments to Sports Officials are 27110 and 24247 (Elementary schools).
- Initially, Officials will need to be added to the school vendor file using the “New Pay To” process.
- Reimbursements to officials require creating an “Individual” Vendor Type. Therefore, officials may have two Vendor Types: Sports Official and Individual.



Step	Action
1.	Log into Oracle.  Click the <b>CPS Internal Accounting</b> link.
2.	Click the <b>CPS Internal Accounting Management Systems</b> link.
3.	Click the <b>Internal Account</b> link.  The <b>IAMS Home</b> page opens.

ORACLE CPS Internal Accounting Management Systems

Home | Bank Daily Transactions

Unit/UnitName: 46151-Harper High School

Account Summary


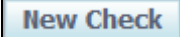
Description	Count	Amount
Checking Balance		2,931.20
Cash on Hand		1,788.00
Credit on Hand		0.00
Undeposited Receipt	10	0.00


System Message

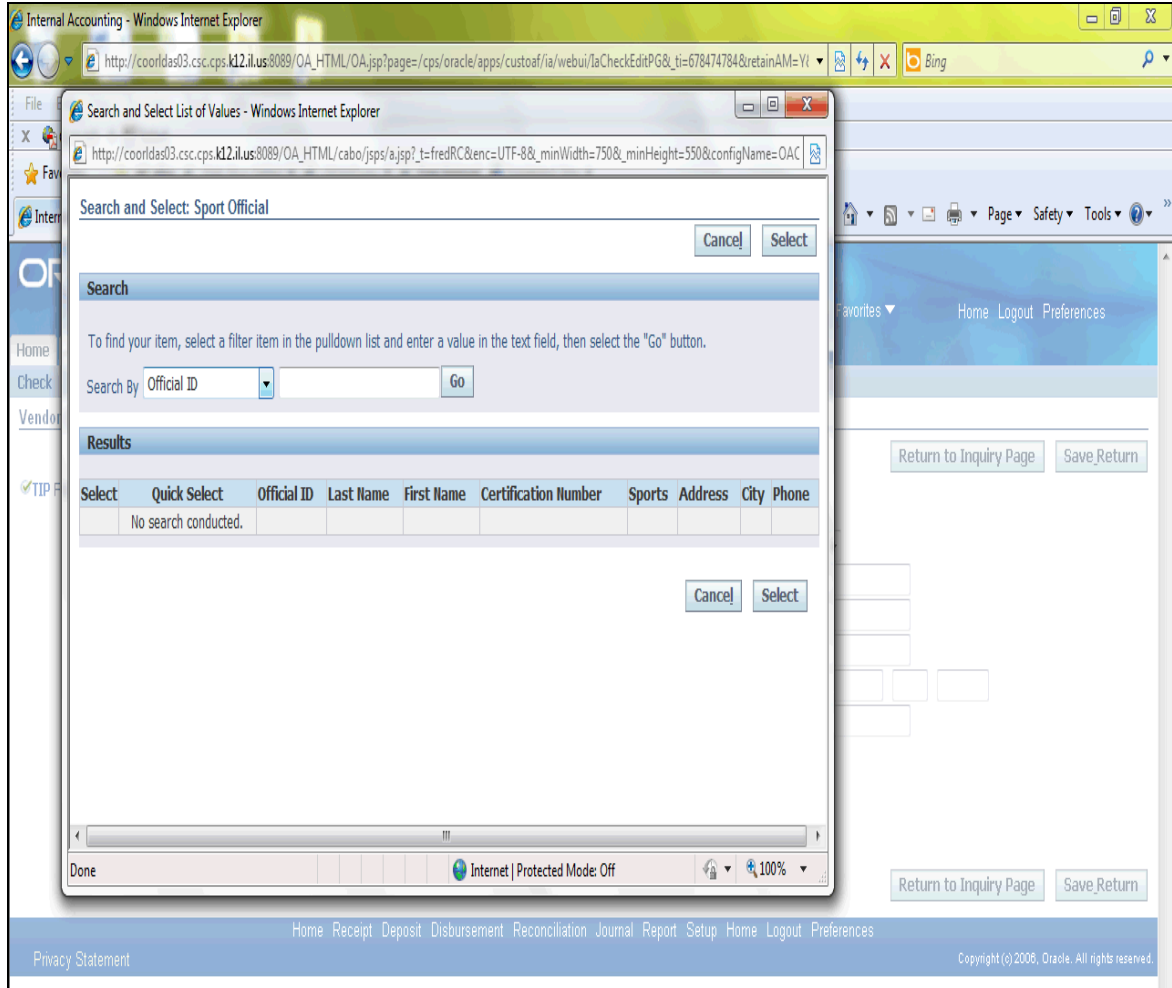
Message Date	Message
No results found.	



Home | Receipt | Deposit | Disbursement | Reconciliation | Journal | Report | Setup | Home | Logout | Preferences

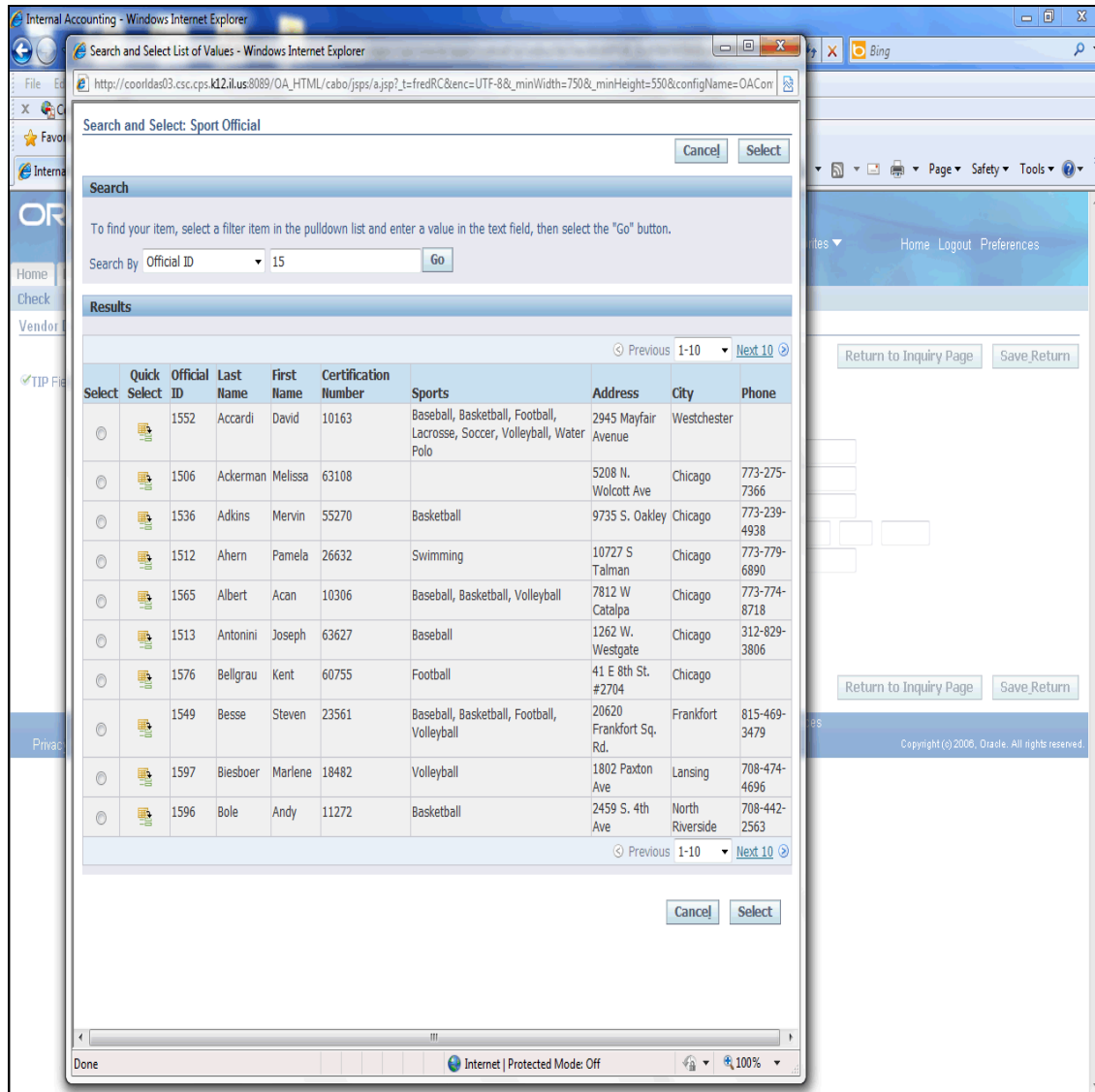
Privacy Statement Copyright (c) 2006, Oracle. All rights reserved.


Step	Action
4.	Click the <b>Disbursement</b> tab to get to enter a check. 
5.	Click the <b>New Check</b> button.  The <b>Check Detail</b> page opens. 



Step	Action
6.	<p>The system will automatically enter the current date and next check number.</p> <p><b>Note:</b> Be sure to change date and check number if necessary.</p> <div data-bbox="344 401 732 501" style="border: 1px solid black; padding: 5px;"> <p>* Check Date : 30-Mar-2011</p> <p>Check Number : 22990</p> </div>
7.	<p>Click the <b>New Pay To</b> button to add the <b>Sports Official</b> to the school vendor file.</p> <p><b>Note:</b> Sports Officials will only need to be added to the school vendor file once.</p> <p>The <b>Vendor Detail</b> page opens.</p> <div data-bbox="344 684 534 730" style="border: 1px solid black; padding: 2px; display: inline-block;"> <b>New Pay To</b> </div>
8.	<p>The system will automatically assign a school vendor number.</p> <div data-bbox="344 779 548 825" style="border: 1px solid black; padding: 2px; display: inline-block;"> 146449 </div>
9.	<p>The <b>Vendor Type</b> will default to <b>Company</b>.</p> <p>Click the <b>Vendor Type</b> dropdown arrow to change the vendor type.</p> <div data-bbox="344 942 548 989" style="border: 1px solid black; padding: 2px; display: inline-block;"> Company ▼ </div>
10.	<p>Select the <b>Sport Official</b> vendor type.</p> <div data-bbox="344 1037 548 1083" style="border: 1px solid black; padding: 2px; display: inline-block;"> Sport Official </div>
11.	<p>Search and find the <b>Sports Official</b>.</p> <p>Click in the <b>Sport Official</b> field.</p> <div data-bbox="344 1184 518 1230" style="border: 1px solid black; padding: 2px; display: inline-block;"> <input type="text"/> </div>
12.	<p>Click the <b>Magnifying glass to begin search</b>.</p> <p>The <b>Search and Select Sport Official</b> page opens.</p> <div data-bbox="344 1346 396 1392" style="border: 1px solid black; padding: 2px; display: inline-block;">  </div>

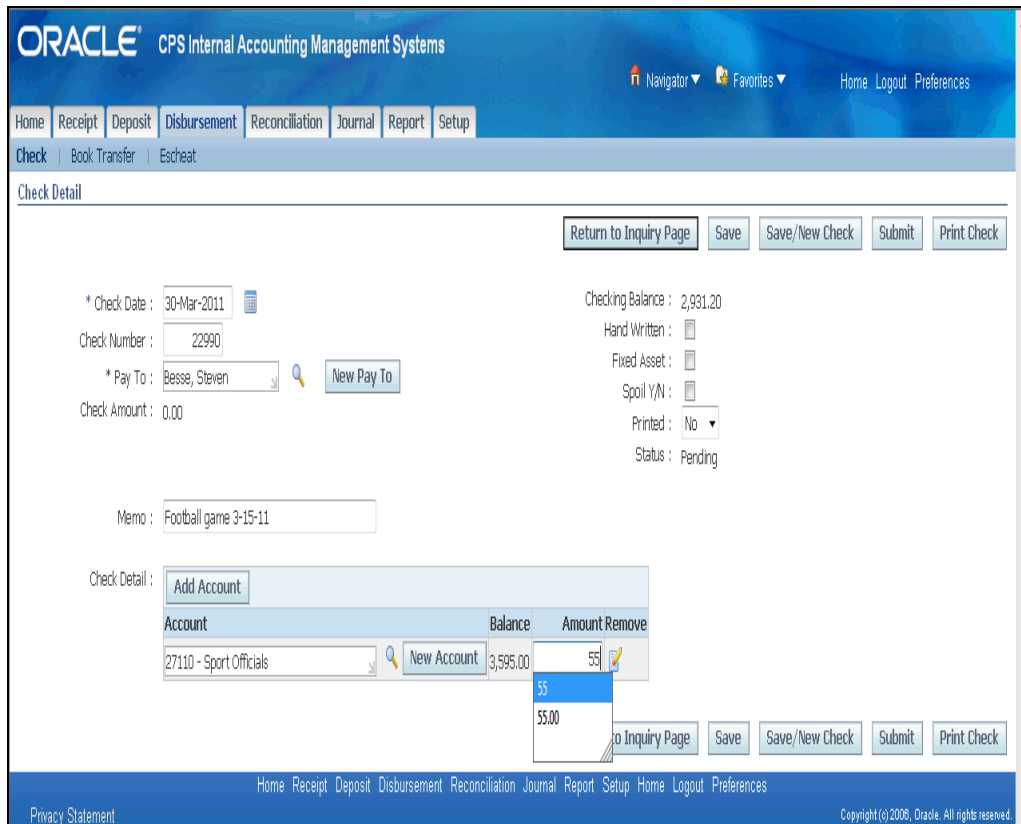


Step	Action
13.	Click the <b>Search By</b> dropdown arrow to view search options. 
14.	The <b>Search By</b> dropdown includes: <ul style="list-style-type: none"> <li>- Official ID - Assigned by Oracle</li> <li>- Last Name</li> <li>- First Name</li> <li>- Certification Number - IHSA ID - Number</li> <li>- Address</li> <li>- City</li> <li>- Phone</li> </ul> <p>Click on <b>Official ID</b> to select the item.</p> 



Step	Action
15.	<p>The best search is by <b>Official ID</b> since some officials may have the same name.</p> <p>If you know the <b>Official ID</b>, enter the number and click the <b>Go</b> button.</p> <p>For this example, enter the first two numbers <b>15</b> and click the <b>Go</b> button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">15</div>
16.	<p>The system will display the search results.</p> <p>Once the official is identified, select the official by clicking the <b>Quick Select</b> icon.</p> <p>The system will populate the official's information into the check detail.</p> 

Step	Action
17.	Save the official selection by clicking the <b>Save Return</b> button. 
18.	Enter the sport type and date of the event in <b>Memo</b> field. For this example, enter, <b>"Football game 3-15-11"</b> .
19.	Find and select the <b>IAMS Account Number</b> assigned to pay the official. For this example, enter a <b>2</b> to find the revenue account.
20.	Click the <b>Magnifying glass</b> to find the account. 
21.	The <b>Search and Select Account</b> page opens.  <b>Notice there are only two (2) accounts to use for payments to sports officials.</b>  <b>27110 - Assigned to all High Schools to deposit funds received from Sports Administration and to track payments to officials.</b>  <b>24247 - Assigned to Elementary Schools to track all payments</b>  Select the account by clicking the <b>Quick Select</b> icon.



ORACLE CPS Internal Accounting Management Systems

Home Receipt Deposit Disbursement Reconciliation Journal Report Setup

Check Book Transfer Escheat

Check Detail

Return to Inquiry Page Save Save/New Check Submit Print Check

\* Check Date : 30-Mar-2011  
 Check Number : 22990  
 \* Pay To : Besse, Steven  
 Check Amount : 0.00

Checking Balance : 2,931.20  
 Hand Written :   
 Fixed Asset :   
 Spoil Y/N :   
 Printed : No  
 Status : Pending

Memo : Football game 3-15-11


Check Detail : Add Account

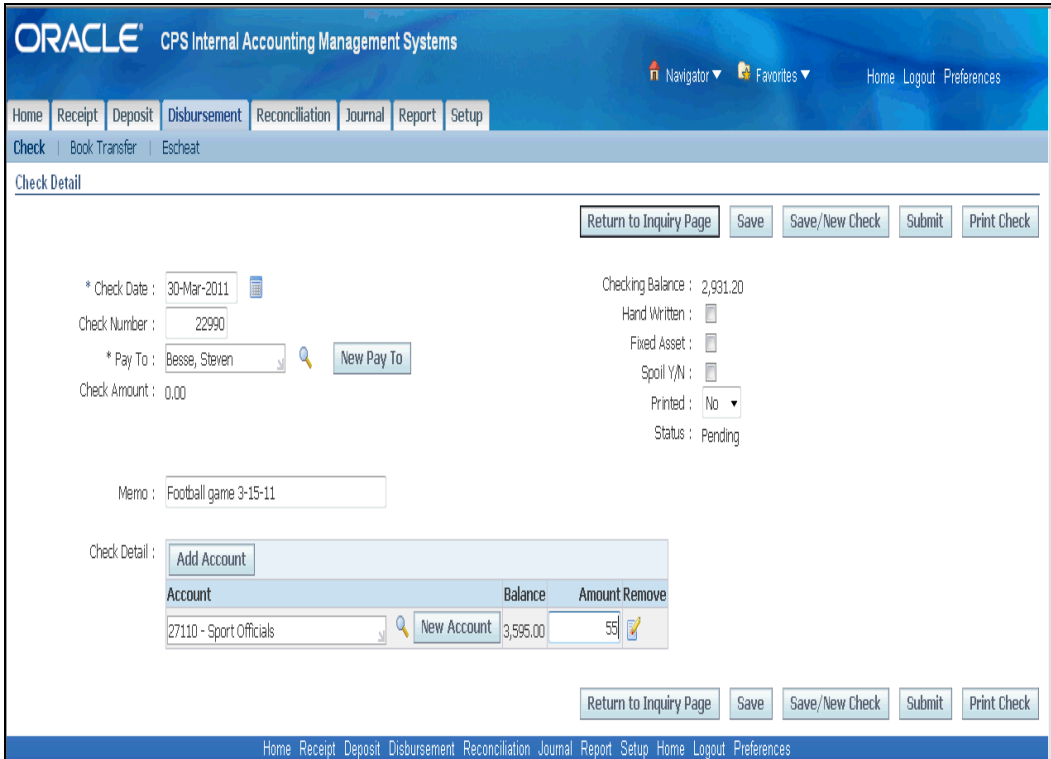
Account	Balance	Amount Remove
27110 - Sport Officials	3,595.00	55.00

Return to Inquiry Page Save Save/New Check Submit Print Check

Home Receipt Deposit Disbursement Reconciliation Journal Report Setup Home Logout Preferences

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Step	Action
22.	<p>Enter the <b>Amount</b> of payment in the Amount field.</p> <p>For this example, enter <b>55</b> and tab out of the field.</p> 



ORACLE CPS Internal Accounting Management Systems

Home Receipt Deposit Disbursement Reconciliation Journal Report Setup

Check Book Transfer Escheat

Check Detail

Return to Inquiry Page Save Save/New Check Submit Print Check

\* Check Date : 30-Mar-2011  
 Check Number : 22990  
 \* Pay To : Besse, Steven  
 Check Amount : 0.00

Checking Balance : 2,931.20  
 Hand Written :   
 Fixed Asset :   
 Spoil Y/N :   
 Printed : No  
 Status : Pending


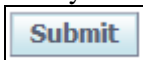
Memo : Football game 3-15-11



Check Detail : Add Account

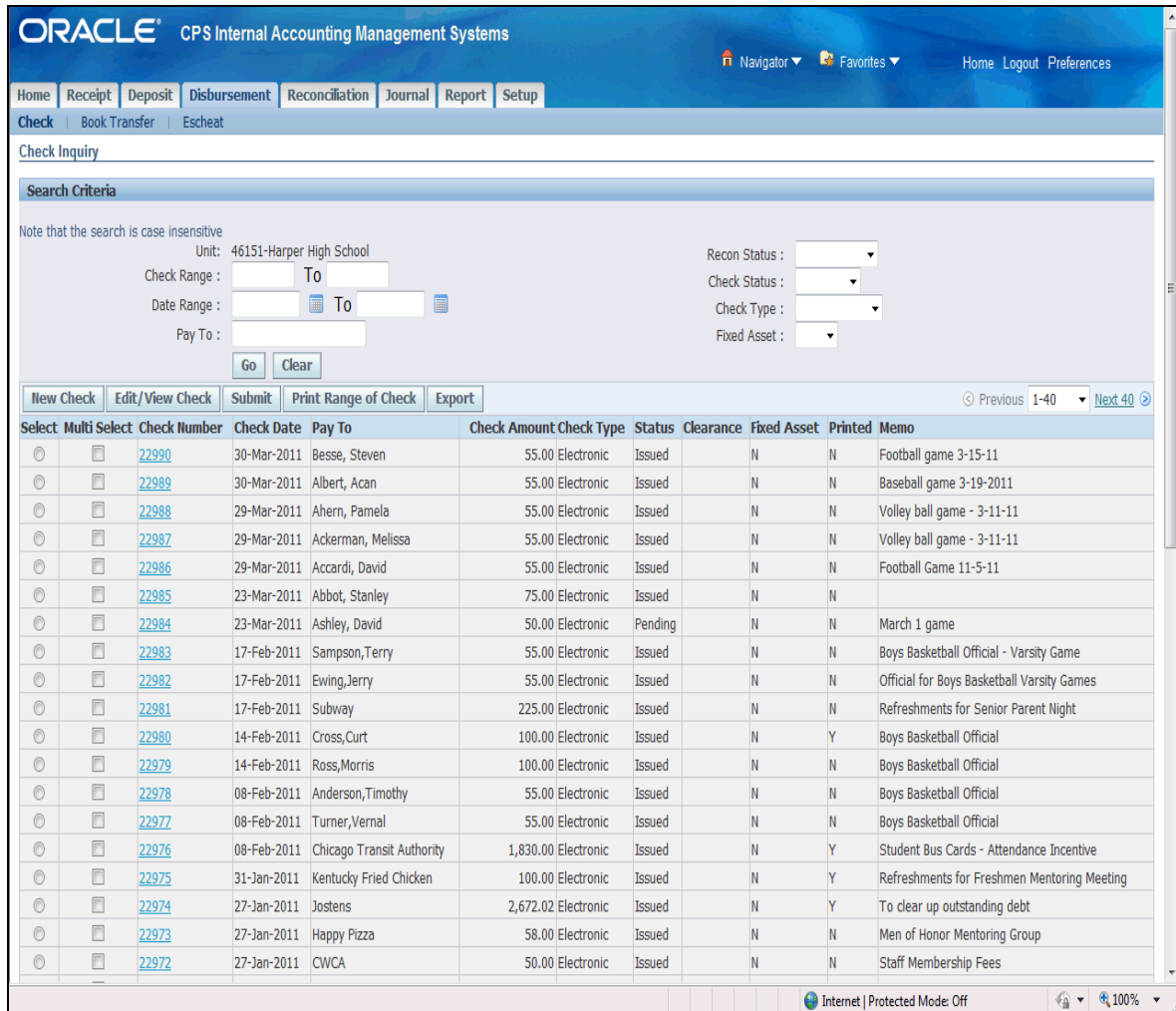
Account	Balance	Amount Remove
27110 - Sport Officials	3,595.00	55

Return to Inquiry Page Save Save/New Check Submit Print Check

Home Receipt Deposit Disbursement Reconciliation Journal Report Setup Home Logout Preferences

Step	Action
23.	<p>Review the information.</p> <p>Click the <b>Save</b> button to save the information entered.</p> <p>The system will display a confirmation that the work was saved successfully.</p> 
24.	<p>Click the <b>Submit</b> button to submit the check.</p> <p><b>Note:</b> You can also submit the check from the Inquiry page.</p> <p>The system will display a confirmation that the work was saved successfully.</p> 

Step	Action
25.	Click the <b>Return to Inquiry Page</b> button to return to the Inquiry page. 
26.	To view the check, click the <b>Go</b> button. 



**ORACLE** CPS Internal Accounting Management Systems

Home | Receipt | Deposit | Disbursement | Reconciliation | Journal | Report | Setup

Check | Book Transfer | Escheat

Check Inquiry

**Search Criteria**

Note that the search is case insensitive

Unit: 46151-Harper High School

Check Range :  To

Date Range :  To

Pay To :

Recon Status :

Check Status :

Check Type :

Fixed Asset :

Go Clear

New Check | Edit/View Check | Submit | Print Range of Check | Export

Previous 1-40 Next 40

Select	Multi Select	Check Number	Check Date	Pay To	Check Amount	Check Type	Status	Clearance	Fixed Asset	Printed	Memo
<input type="radio"/>	<input type="checkbox"/>	22990	30-Mar-2011	Besse, Steven	55.00	Electronic	Issued		N	N	Football game 3-15-11
<input type="radio"/>	<input type="checkbox"/>	22989	30-Mar-2011	Albert, Acan	55.00	Electronic	Issued		N	N	Baseball game 3-19-2011
<input type="radio"/>	<input type="checkbox"/>	22988	29-Mar-2011	Ahern, Pamela	55.00	Electronic	Issued		N	N	Volley ball game - 3-11-11
<input type="radio"/>	<input type="checkbox"/>	22987	29-Mar-2011	Ackerman, Melissa	55.00	Electronic	Issued		N	N	Volley ball game - 3-11-11
<input type="radio"/>	<input type="checkbox"/>	22986	29-Mar-2011	Accardi, David	55.00	Electronic	Issued		N	N	Football Game 11-5-11
<input type="radio"/>	<input type="checkbox"/>	22985	23-Mar-2011	Abbot, Stanley	75.00	Electronic	Issued		N	N	
<input type="radio"/>	<input type="checkbox"/>	22984	23-Mar-2011	Ashley, David	50.00	Electronic	Pending		N	N	March 1 game
<input type="radio"/>	<input type="checkbox"/>	22983	17-Feb-2011	Sampson, Terry	55.00	Electronic	Issued		N	N	Boys Basketball Official - Varsity Game
<input type="radio"/>	<input type="checkbox"/>	22982	17-Feb-2011	Ewing, Jerry	55.00	Electronic	Issued		N	N	Official for Boys Basketball Varsity Games
<input type="radio"/>	<input type="checkbox"/>	22981	17-Feb-2011	Subway	225.00	Electronic	Issued		N	N	Refreshments for Senior Parent Night
<input type="radio"/>	<input type="checkbox"/>	22980	14-Feb-2011	Cross, Curt	100.00	Electronic	Issued		N	Y	Boys Basketball Official
<input type="radio"/>	<input type="checkbox"/>	22979	14-Feb-2011	Ross, Morris	100.00	Electronic	Issued		N	N	Boys Basketball Official
<input type="radio"/>	<input type="checkbox"/>	22978	08-Feb-2011	Anderson, Timothy	55.00	Electronic	Issued		N	N	Boys Basketball Official
<input type="radio"/>	<input type="checkbox"/>	22977	08-Feb-2011	Turner, Vernal	55.00	Electronic	Issued		N	N	Boys Basketball Official
<input type="radio"/>	<input type="checkbox"/>	22976	08-Feb-2011	Chicago Transit Authority	1,830.00	Electronic	Issued		N	Y	Student Bus Cards - Attendance Incentive
<input type="radio"/>	<input type="checkbox"/>	22975	31-Jan-2011	Kentucky Fried Chicken	100.00	Electronic	Issued		N	Y	Refreshments for Freshmen Mentoring Meeting
<input type="radio"/>	<input type="checkbox"/>	22974	27-Jan-2011	Jostens	2,672.02	Electronic	Issued		N	Y	To clear up outstanding debt
<input type="radio"/>	<input type="checkbox"/>	22973	27-Jan-2011	Happy Pizza	58.00	Electronic	Issued		N	N	Men of Honor Mentoring Group
<input type="radio"/>	<input type="checkbox"/>	22972	27-Jan-2011	CWCA	50.00	Electronic	Issued		N	N	Staff Membership Fees

Internet | Protected Mode: Off

Step	Action
27.	The check for the Sports Official has been entered and recorded.
28.	Congratulations! You have completed the lesson on how to enter <b>Sports Officials Payments in IAMS.</b> <b>End of Procedure.</b>

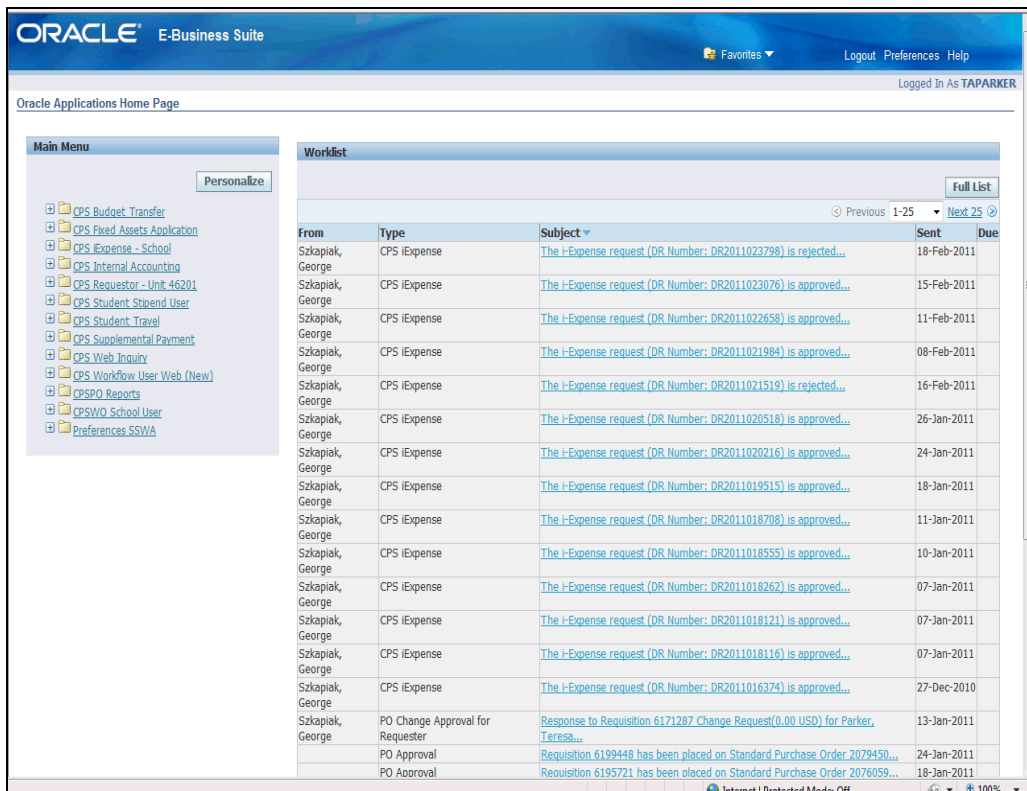
## Processing Other Payments to Sports Officials

Processing payments to Sports Officials for anything other than officiating require setting up a new vendor file for the official. The official will have a **Sport Official** and an **Individual Vendor Type**.

**Note:**

- When an official has two vendor types, be sure to select the appropriate vendor file for the reimbursement.
- If an official has an **“Individual”** Vendor Type file already created in the school’s vendor file, there is no need to create another file. However, be sure to complete the **“Individual”** vendor file by adding all current contact information listed in the **“Sports Official”** Vendor Type file.

**Procedure**



Step	Action
1.	Click the <b>CPS Internal Accounting</b> link.

Step	Action
2.	Click the <b>CPS Internal Accounting Management Systems</b> link.
3.	Click the <b>Internal Account</b> link.

ORACLE CPS Internal Accounting Management Systems

Home | Bank Daily Transactions

Unit/UnitName: 46201-John F Kennedy High School




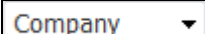
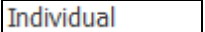
Account Summary




Description	Count	Amount
Checking Balance		116,167.38
Cash on Hand		4,243.20
Credit on Hand		0.00
Undeposited Receipt	22	4,243.20

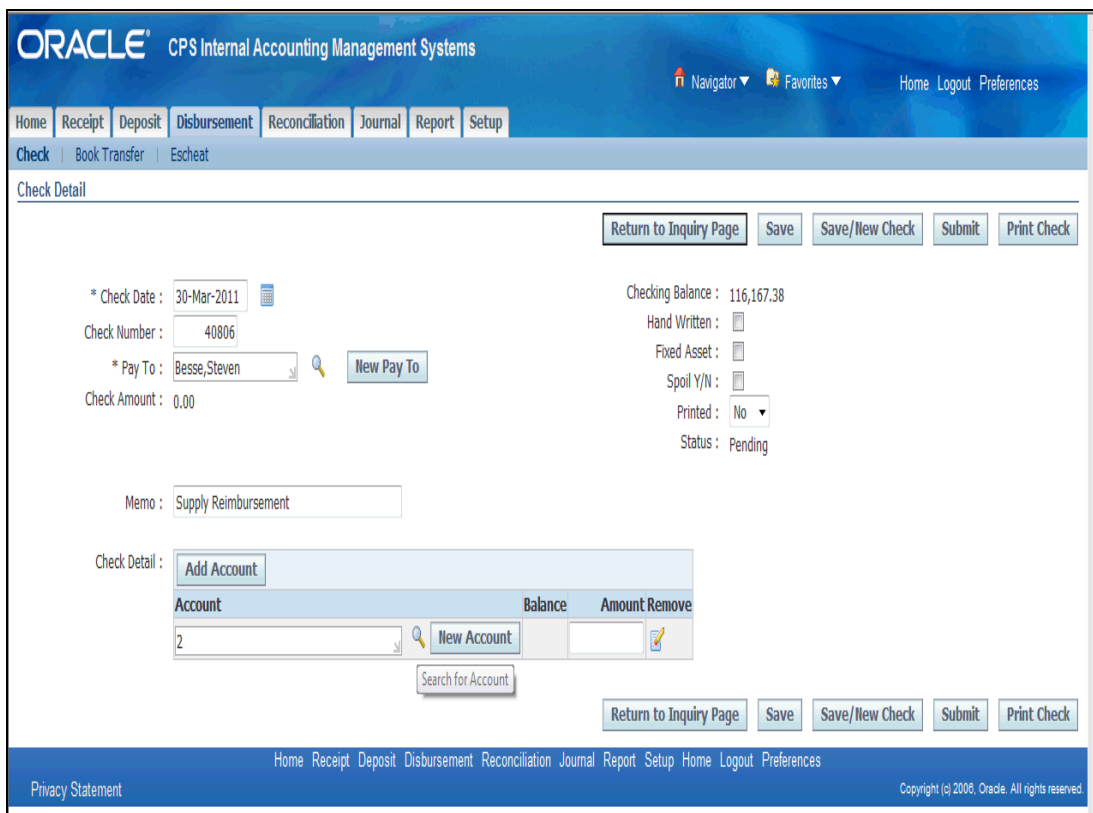
System Message

Message Date	Message
No results found.	

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Step	Action
4.	Click the <b>Disbursement</b> link. 
5.	Click the <b>New Check</b> button. 
6.	Click the <b>New Pay To</b> button. 
7.	Click the <b>Vendor Type</b> list. 
8.	Click the <b>Individual</b> list item. 
9.	Find the official you are reimbursing.  For the example, in the Sport Official field, enter " <b>15</b> " which is part of the Official ID.

Step	Action
10.	Click the <b>Magnifying glass</b> to search. 
11.	The Search and Select page opens with part of the number entered.  Select the official by clicking the <b>Quick Select</b> icon. 
12.	The system populates the vendor information.  Click the <b>Save Return</b> button. 
13.	The system populates the vendor name into the Check Detail.  In the Memo field, enter the reason for the reimbursement.  For this example, enter " <b>Supply Reimbursement</b> ".



ORACLE CPS Internal Accounting Management Systems

Home | Receipt | Deposit | Disbursement | Reconciliation | Journal | Report | Setup

Check | Book Transfer | Escheat

Check Detail

Return to Inquiry Page | Save | Save/New Check | Submit | Print Check

\* Check Date : 30-Mar-2011

Checking Balance : 116,167.38

Check Number : 40806

Hand Written :

\* Pay To : Besse, Steven

Fixed Asset :

Check Amount : 0.00

Spoil Y/N :

Printed : No

Status : Pending

Memo : Supply Reimbursement


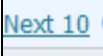
Check Detail :

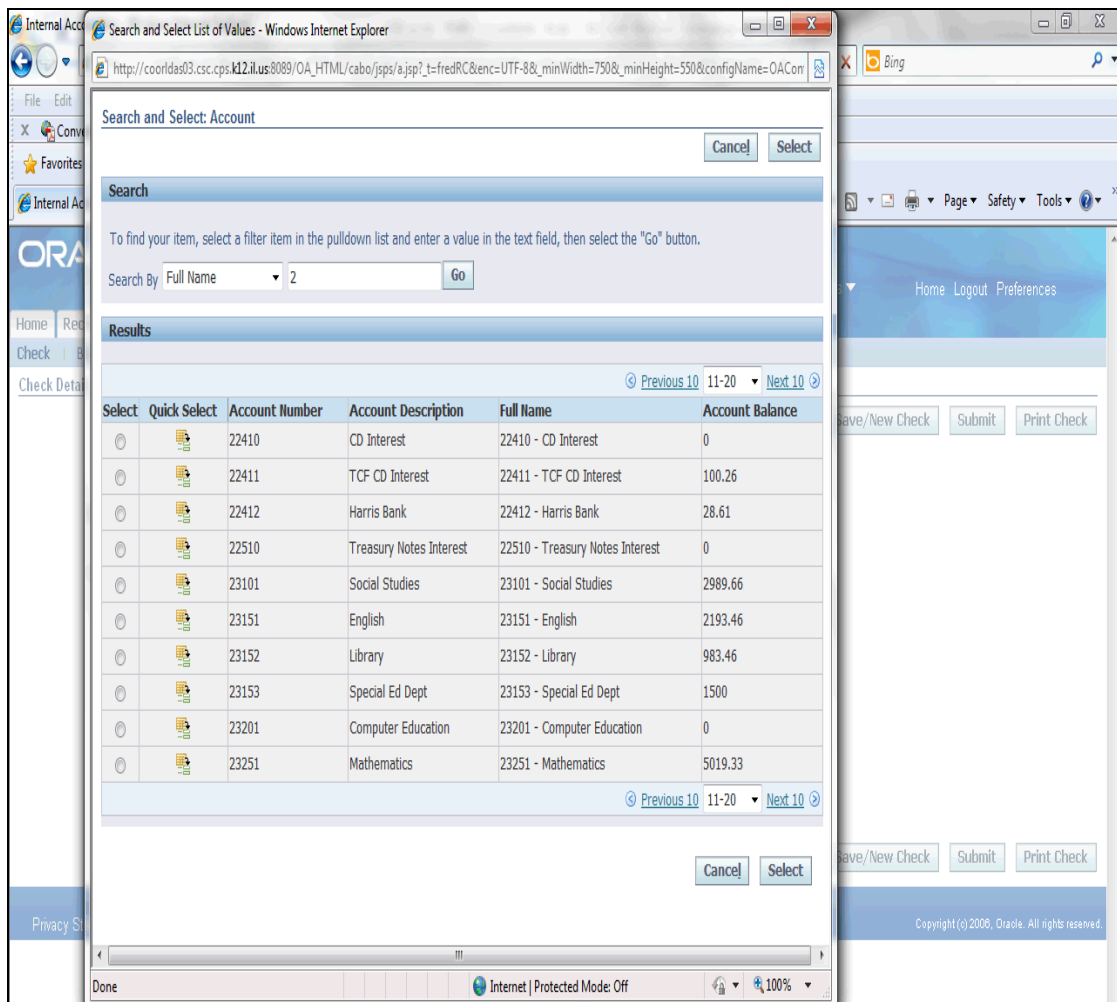
Account	Balance	Amount Remove
2		


Return to Inquiry Page | Save | Save/New Check | Submit | Print Check

Home | Receipt | Deposit | Disbursement | Reconciliation | Journal | Report | Setup | Home | Logout | Preferences

Privacy Statement | Copyright (c) 2009, Oracle. All rights reserved.

Step	Action
14.	<p>In the <b>Account</b> field, find the revenue account to withdraw funds for the reimbursement.</p> <p>For this example, enter "2" in the <b>New Account</b> field and click the <b>Magnifying glass</b> to search.</p> 
15.	<p>The <b>Search and Select</b> page opens with the list of revenue accounts.</p> <p>To view the next page, click the <b>Next 10</b> link.</p> 



Step	Action
16.	<p>Click the <b>Next 10</b> link.</p> 

Step	Action
17.	Select the desired account by clicking the <b>Quick Select</b> button.

ORACLE CPS Internal Accounting Management Systems

Home Receipt Deposit Disbursement Reconciliation Journal Report Setup

Check | Book Transfer | Escheat

Check Detail

Return to Inquiry Page Save Save/New Check Submit Print Check

\* Check Date : 30-Mar-2011  
 Check Number : 40806  
 \* Pay To : Bessa, Steven  
 Check Amount : 0.00

Checking Balance : 116,167.38  
 Hand Written :   
 Fixed Asset :   
 Spoil Y/N :   
 Printed : No  
 Status : Pending

Memo : Supply Reimbursement




Check Detail : Add Account

Account	Balance	Amount Remove
24111 - Football	0.05	15.59

Return to Inquiry Page Save Save/New Check Submit Print Check

Home Receipt Deposit Disbursement Reconciliation Journal Report Setup Home Logout Preferences


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Step	Action
18.	Enter the dollar amount of the reimbursement in the Amount field.  Tab out of the field. 
19.	Click the <b>Save</b> button to save the data.  The system will display a confirmation that work was saved successfully. 
20.	Click the <b>Submit</b> button to issue the check.  The system will display a confirmation that work was saved successfully. 


The screenshot displays the Oracle CPS Internal Accounting Management Systems interface. At the top, there is a navigation bar with the Oracle logo and the text 'CPS Internal Accounting Management Systems'. Below this, there are several menu items: Home, Receipt, Deposit, Disbursement, Reconciliation, Journal, Report, and Setup. A secondary navigation bar includes 'Check', 'Book Transfer', and 'Escheat'. A confirmation message states: 'Confirmation: Your work was successfully saved to the database.' Below this, the 'Check Detail' section is visible. It includes fields for 'Check Date: 30-Mar-2011', 'Check Number: 40806', '\* Pay To: Besse, Steven', and 'Check Amount: 15.59'. To the right, there are fields for 'Checking Balance: 116,167.38', 'Hand Written: ', 'Fixed Asset: ', 'Void Y/N: ', 'Printed: No', and 'Status: Issued'. A 'Memo: Supply Reimbursement' is also present. A table under 'Check Detail:' shows the following data:

Account	Balance	Amount
24111 - Football	0.05	15.59

At the bottom of the interface, there is a footer with 'Privacy Statement' on the left and 'Copyright (c) 2008, Oracle. All rights reserved.' on the right. The interface also features several buttons: 'Return to Inquiry Page', 'Save', 'Save/New Check', and 'Print Check'.

Step	Action
21.	Click the <b>Return to Inquiry Page</b> button. 

The screenshot shows the Oracle CPS Internal Accounting Management Systems interface. At the top, there is a navigation bar with 'ORACLE' and 'CPS Internal Accounting Management Systems'. Below this, there are tabs for 'Home', 'Receipt', 'Deposit', 'Disbursement', 'Reconciliation', 'Journal', 'Report', and 'Setup'. The 'Disbursement' tab is selected. Underneath, there are sub-tabs for 'Check', 'Book Transfer', and 'Escheat'. The main content area is titled 'Check Inquiry' and contains a 'Search Criteria' section. A note states 'Note that the search is case insensitive'. The search criteria include: 'Unit: 46201-John F Kennedy High School', 'Check Range: [ ] To [ ]', 'Date Range: [ ] To [ ]', 'Pay To: [ ]', 'Recon Status: [ ]', 'Check Status: [ ]', 'Check Type: [ ]', and 'Fixed Asset: [ ]'. There are 'Go' and 'Clear' buttons. Below the search criteria, there are buttons for 'New Check', 'Edit/View Check', 'Submit', 'Print Range of Check', and 'Export'. A table header is visible with columns: 'Select', 'Multi Select', 'Check Number', 'Check Date', 'Pay To', 'Check Amount', 'Check Type', 'Status', 'Clearance', 'Fixed Asset', 'Printed', and 'Memo'. The table content shows 'No search conducted.'. At the bottom, there is a footer with 'Privacy Statement' and 'Copyright (c) 2008, Oracle. All rights reserved.'

Step	Action
22.	<p>Click the <b>Go</b> button to view list of recent checks.</p> 

**ORACLE** CPS Internal Accounting Management Systems

Home | Receipt | Deposit | Disbursement | Reconciliation | Journal | Report | Setup

Check | Book Transfer | Escheat

**Check Inquiry**

**Search Criteria**

Note that the search is case insensitive

Unit: 46201-John F Kennedy High School

Check Range :  To

Date Range :  To

Pay To :

Recon Status :

Check Status :

Check Type :

Fixed Asset :

Go Clear

New Check | Edit/View Check | Submit | Print Range of Check | Export

Previous 1-40 Next 40

Select	Multi Select	Check Number	Check Date	Pay To	Check Amount	Check Type	Status	Clearance	Fixed Asset	Printed Memo
<input type="radio"/>	<input type="checkbox"/>	40806	30-Mar-2011	Besse, Steven	15.59	Electronic	Issued	N	N	Supply Reimbursement
<input type="radio"/>	<input type="checkbox"/>	40805	30-Mar-2011	Besse, Steven	55.00	Electronic	Issued	N	N	Football Game 11-5-11
<input type="radio"/>	<input type="checkbox"/>	40804	18-Feb-2011	Pitney Bowes Global Financial Ser LLC	129.00	Handwritten	Issued	N	N	acct #5385711
<input type="radio"/>	<input type="checkbox"/>	40803	18-Feb-2011	Pitney Bowes	198.87	Handwritten	Issued	N	N	inv #317984
<input type="radio"/>	<input type="checkbox"/>	40802	18-Feb-2011	Johnson, Doris	316.25	Handwritten	Issued	N	N	nclb parent reimbursement
<input type="radio"/>	<input type="checkbox"/>	40801	18-Feb-2011	National Association of Secondary School Principals	162.00	Handwritten	Issued	N	N	membership 2010-2011, 2011-2012
<input type="radio"/>	<input type="checkbox"/>	40800	18-Feb-2011	BP	395.13	Handwritten	Issued	N	N	acct #5900026666
<input type="radio"/>	<input type="checkbox"/>	40799	18-Feb-2011	Smith, Miss Angelique Renee	110.76	Handwritten	Issued	N	N	reimbursement
<input type="radio"/>	<input type="checkbox"/>	40798	18-Feb-2011	Samuel French, Inc.	3,288.00	Electronic	Issued	N	N	performance agreement sf play #147
<input type="radio"/>	<input type="checkbox"/>	40797	16-Feb-2011	Image Market	363.60	Handwritten	Issued	N	N	inv #264264
<input type="radio"/>	<input type="checkbox"/>	40796	16-Feb-2011	Fortier, Ms. Joleen Paulette	387.25	Handwritten	Issued	N	N	reimbursement
<input type="radio"/>	<input type="checkbox"/>	40795	16-Feb-2011	Best, Mr. Jonathan Robert	47.00	Handwritten	Issued	N	N	reimbursement
<input type="radio"/>	<input type="checkbox"/>	40794	16-Feb-2011	Scarsella, Jack	550.00	Handwritten	Issued	N	N	snow removal 1/13, 2/5, 2/8/2011
<input type="radio"/>	<input type="checkbox"/>	40793	15-Feb-2011	Home Run Inn	126.01	Handwritten	Issued	N	N	pizza
<input type="radio"/>	<input type="checkbox"/>	40792	11-Feb-2011	Bluebird Lanes	1,334.00	Handwritten	Issued	N	N	boys & girls bowling season 2010-2011
<input type="radio"/>	<input type="checkbox"/>	40791	11-Feb-2011	Rodriguez, Ms. Diana	131.48	Handwritten	Issued	N	N	reimbursement
<input type="radio"/>	<input type="checkbox"/>	40790	11-Feb-2011	Suarez Del Real, Ada	49.72	Handwritten	Issued	N	N	nclb parent reimbursement
<input type="radio"/>	<input type="checkbox"/>	40789	10-Feb-2011	Southwest School Supply Co.	30.50	Handwritten	Issued	N	N	inv #3081

Step	Action
23.	The system displays the reimbursement check.
24.	Congratulations! You have completed the lesson on how to enter a <b>Reimbursement Check to Sports Officials in IAMS</b> . <b>End of Procedure.</b>



## W-9 and Contact Forms

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**Complete, sign and return the**  
**W-9 and Contact forms**  
**via Fax (73-553-2704)**  
**or Email ([apw9form@cps.k12.il.us](mailto:apw9form@cps.k12.il.us))**



## Request for Taxpayer Identification Number and Certification

**Give form to the  
 requester. Do not  
 send to the IRS.**

Print or type  
 See Specific instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	<input type="checkbox"/> Exempt payee
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



## Sports & Other Officials

# CONTACT INFORMATION SHEET

Please complete and return with your Form W-9  
via Fax (73-553-2704) or Email (apw9form@cps.k12.il.us)

<i>Name</i>			
<i>Address</i>		<i>City/State/Zip</i>	
<i>Home Phone</i>		<i>Work Phone</i>	
<i>Cell Phone</i>		<i>IHSA ID #</i>	
<i>Email</i>			
<b>Vendor Type</b>			
<b>Sports Official</b> <input type="checkbox"/>		<b>Individual</b> <input type="checkbox"/>	

*Note: There will be a 2-3 day turnaround time to process the registration and to add the name in the Sports Officials dropdown list IAMS.*