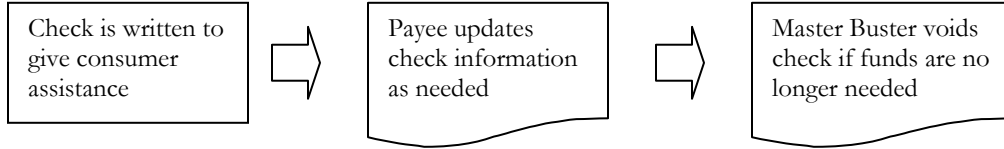


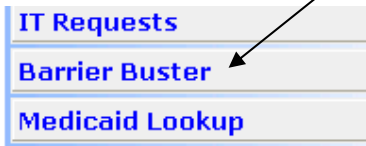
Updating Barrier Buster Requests with Check Information

How to View, Update, Void, and Print Check Information

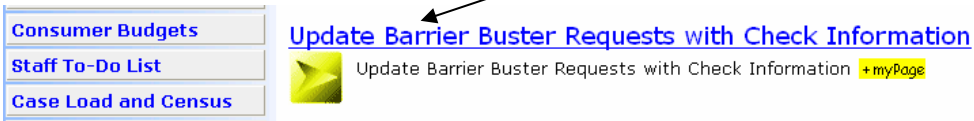


To **View** Barrier Buster Requests:

1. Click on the **Barrier Buster** link in the Main Menu.



2. Click on the [Update Barrier Buster Requests with Check Information](#) link to the right of the Main Menu.



3. A list of all the requests will be displayed. You can narrow the requests shown by entering any of the following and clicking **SEARCH**:
 - a) Provider
 - b) Request Type
 - c) Status
 - d) Consumer Last Name
 - e) Encompass ID
 - f) Request Date on or after

4. Click on the [View](#) link to the right of the record you want to see.

9 Barrier Buster Requests

Consumer	Agency	Request Date	Request Type	Ann Arbor Resident	Amount	Status	
John Doe	Community Support and Treatment Services - CSTS	06/25/2007	Utilities - Gas/Electric	No	\$650.00	Approved	View Update Check Information Print Request

To Update Check Information:

1. Follow steps 1-3 under “To View Barrier Buster Requests” on **page 1**.
2. Click on the [Update Check Information](#) link to the right record that needs updating.

9 Barrier Buster Requests

Consumer	Agency	Request Date	Request Type	Ann Arbor Resident	Amount	Status	
John Doe	Community Support and Treatment Services - CSTS	06/25/2007	Utilities - Gas/Electric	No	\$650.00	Approved	View Update Check Information Print Request

3. Fill in the following information:

Field/Section:	Instructions:
Check Date	Enter the date of the check.
Check Number	Enter the number of the check.
Check Mailed Date	Enter the date the check was mailed. Ideally this should be the same as the check date, but checks can't always be mailed out the same day.

4. Click the **SAVE** button to save the changes. To cancel the entry, click **CANCEL**.

To Void Checks:

1. Follow steps 1-3 under “To View Barrier Buster Requests” on **page 1**.
2. Click on the [Void Check](#) link to the right of the desired record.

John Doe	Community Support and Treatment Services - CSTS	06/25/2007	Utilities - Gas/Electric	No	\$650.00	Check Mailed	View Void Check Print Request
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3. Enter the date the check was voided in the “Date Check Voided” field.
4. Click **SAVE** to save the voided check. To cancel the void, click **CANCEL**.

To Print Barrier Buster Requests:

1. Follow steps 1-3 under “To View Barrier Buster Requests” on **page 1**.
2. Click on the [Print Request](#) link to the right of the record that needs to be printed.

9 Barrier Buster Requests

Consumer	Agency	Request Date	Request Type	Ann Arbor Resident	Amount	Status	
John Doe	Community Support and Treatment Services - CSTS	06/25/2007	Utilities - Gas/Electric	No	\$658.00	Approved	View Update Check Information Print Request

3. A new Adobe Acrobat window will open. Click the print icon in the upper-left side of the screen.

