

G&P SSA Fiscal Agent Management Process Grant Payments

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This guide covers the necessary steps to assist SSA fiscal agents in processing grant reimbursement payments to members after a reimbursement request is approved.

Some of the images and examples provided in this document are for informational purposes and may not completely represent your LEA's process.

This guide assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the ASCENDER Business Overview guide.



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Prerequisites

Review the SSA Fiscal Management Setup guide.

Process Grant Payments

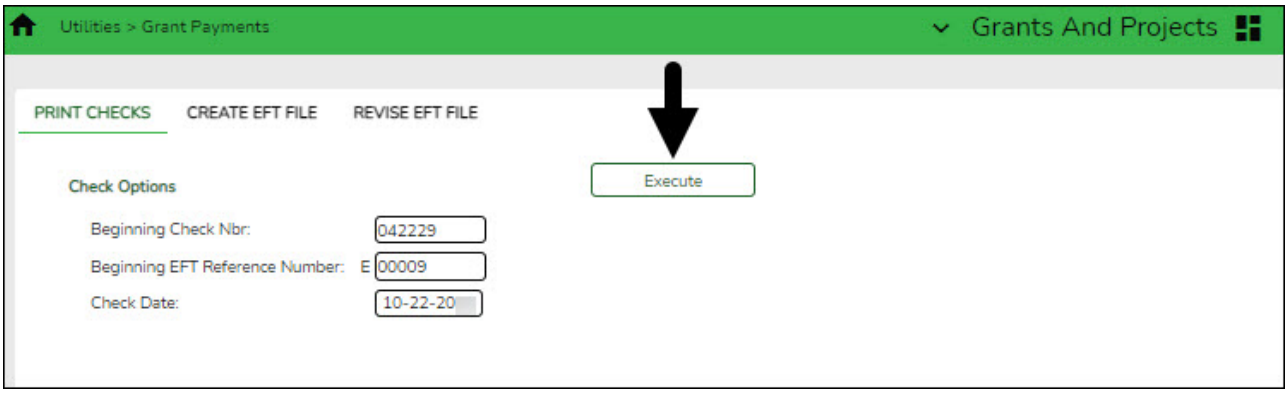
The following steps allow fiscal agents to process payments to member LEAs after a reimbursement request is approved.

1. Process grant payments.

Process grant payments

Grants and Projects > Utilities > Grant Payments > Print Checks

Process reimbursement requests to the member's vendor via check or electronic funds transfer, and then post the transactions to Finance. The payment method is determined by the member's selected payment preference (i.e., if the member has bank information set on the Grants and Projects > Tables > SSA Members > Bank Code tab or the Finance > Maintenance > Vendor Information > Vendor Miscellaneous tab (if the member uses the same account information for vendor EFT payments).

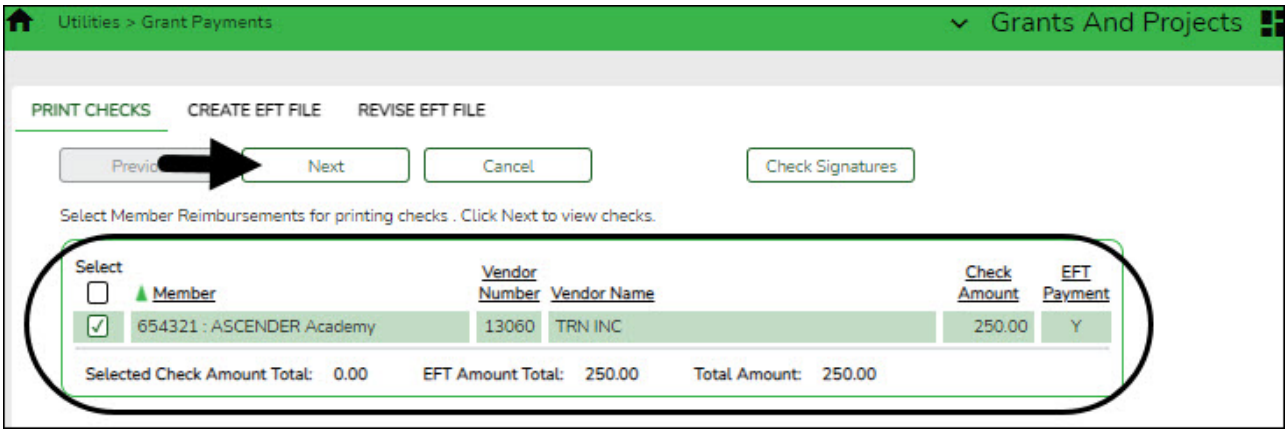


❑ Under **Check Options**:

Field	Description
Beginning Check Nbr	Populates based on the last check stock number used in the check run for the Finance payment process, but it can be modified.
Beginning EFT Reference Number	Populates based on the last EFT reference number used in the check run for the Finance payment process, but can be modified. The field displays an “E” at the beginning of the EFT reference number, which identifies the transaction as an electronic funds transfer throughout the application.
Check Date	Type the date in the MM-DD-YYYY format, or select a date from the calendar. This field represents the date of the check/EFT payment.

❑ Click **Execute**. The Member Reimbursement payment processing page is displayed with a list of all transactions to be processed. If two different members use the same vendor, there will be separate checks; one for each member payable to the same vendor.

The following transaction details are displayed:



Member	The county district number and member name are displayed.
Vendor Number	The vendor number is displayed.
Vendor Name	The vendor name is displayed.
Check Amount	The transaction amount is displayed.
EFT Payment	*Y* - Displays if either the member or member's vendor has bank information. Indicates the transaction is an EFT payment. *N* - Displays if neither the member nor member's vendor has bank information. Indicates the transaction is a check payment.

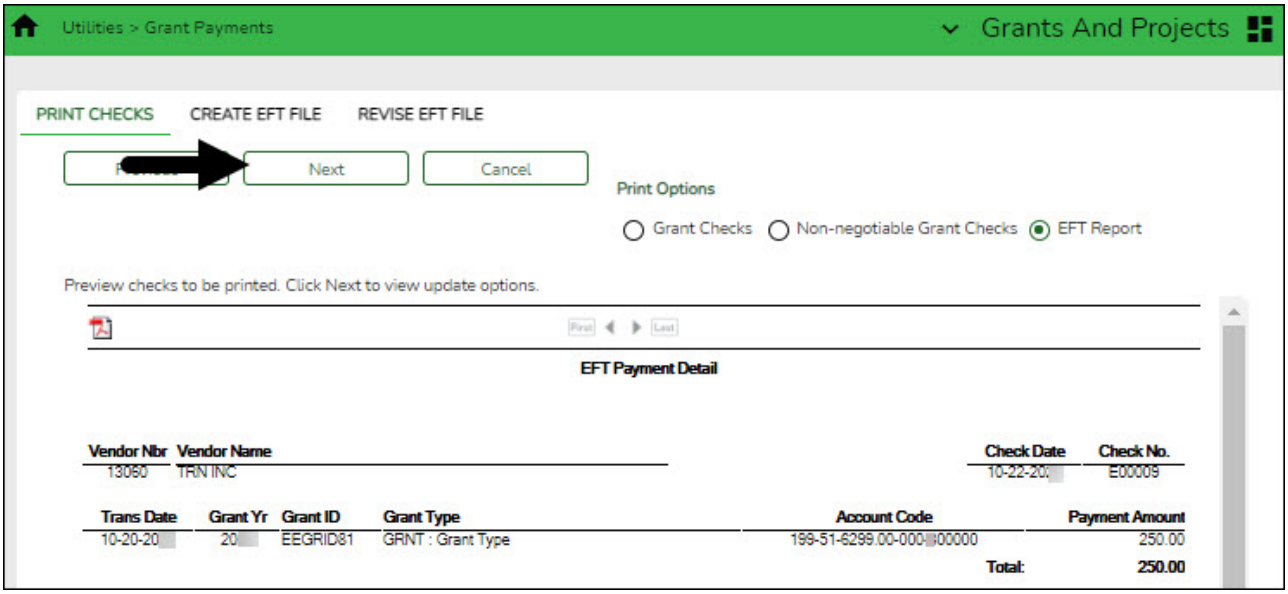
All transactions listed are selected by default for processing and included in the totals at the bottom of the grid.

❑ Select the top-level checkbox to select/unselect the list of transactions. Or, select individual checkboxes to only select specific transactions.

The **Selected Check Amount Total**, **EFT Amount Total**, and **Total Amount** of transactions are displayed at the bottom of the grid and are automatically updated as you select/unselect transactions.

❑ Click the Check Signatures button to select the signature(s) to be printed on the check(s).

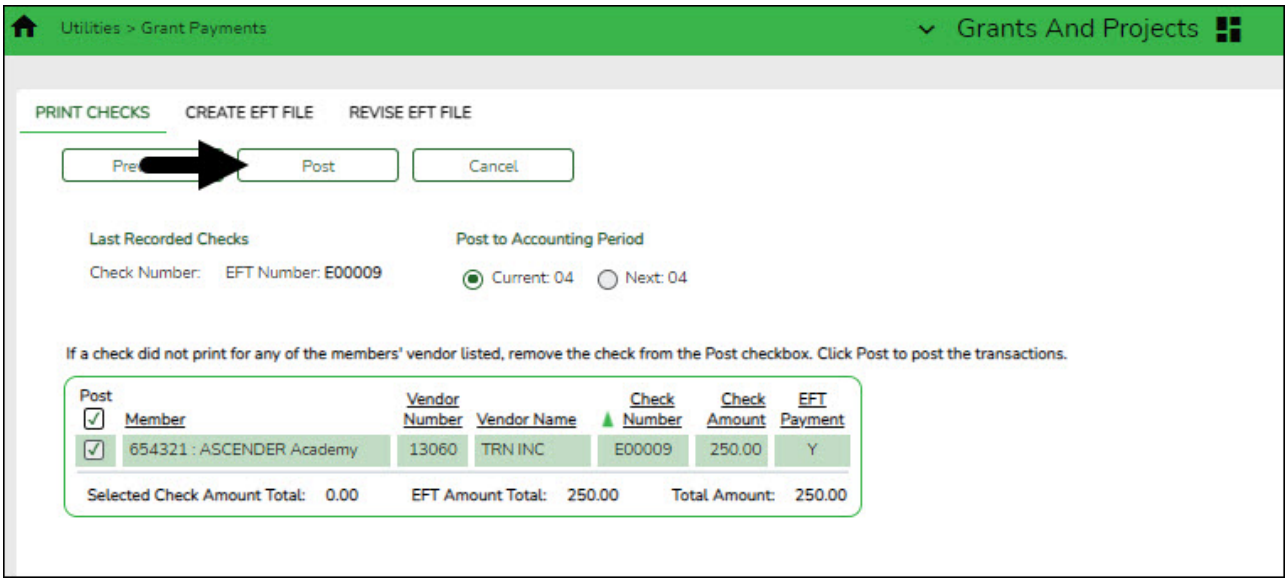
❑ Click **Next**. A preview of the checks to be printed is displayed. Use the scroll bars to view the check details. If only EFT transactions are included, then the EFT Payment Detail report is displayed.



❑ Under **Print Options**, select one of the following:

- **Grant Checks** - Selected by default and displays the grant checks to be printed.
- **Non-Negotiable Grant Checks** - Select to display the non-negotiable check pages for each transaction, which can be printed for internal use.
- **EFT Report** - Select to view the EFT Payment Detail report.

❑ Click **Next**. A list of the transactions to be processed is displayed.



❑ Under **Last Recorded Checks**:

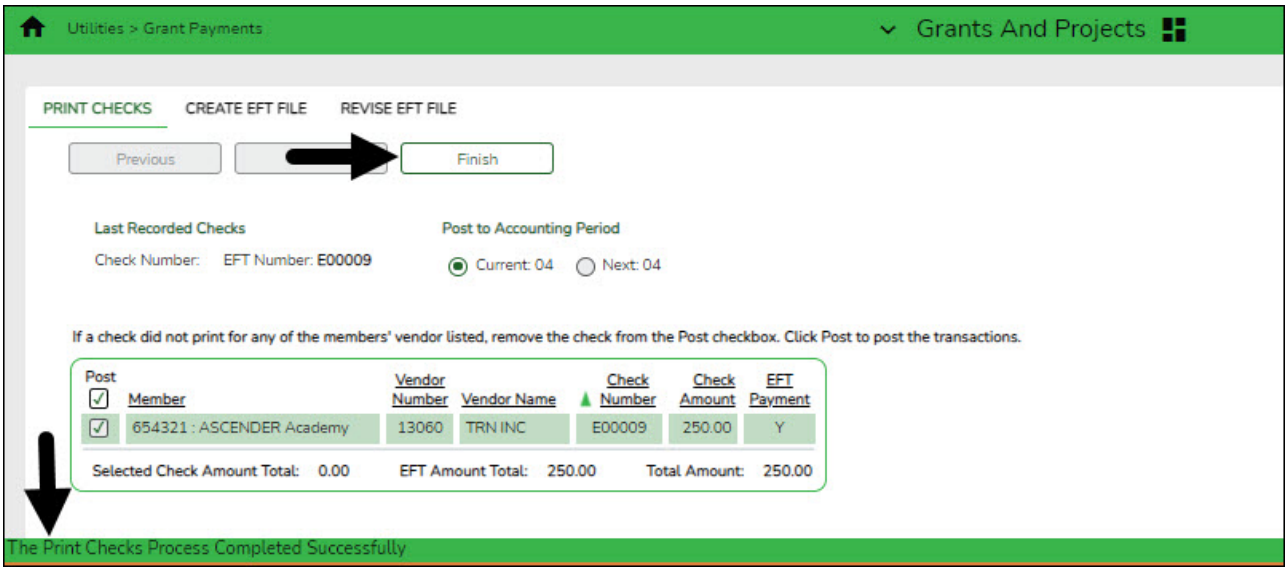
Check Number	The last recorded check number from the list of selected check transactions is displayed.
EFT Number	The last recorded EFT number from the list of selected EFT transactions is displayed.

❑ Under **Post to Accounting Period**:

Current	The current accounting period is displayed. Select to post the transactions to the current accounting period.
Next	The next accounting period is displayed. Select to post the transactions to the next accounting period.

❑ If a check did not print for any of the listed vendors, unselect the **Post** check box for the transaction.

❑ Click **Post** to post the transactions. A journal entry for each transaction that was included in the check or EFT payment for each member is posted to the general ledger in Finance.



A message is displayed indicating that the print checks process was completed successfully.

❑ Click **Finish** to return to the Print Checks tab.

If any errors occurred during the process, the **Cancel** button is displayed.

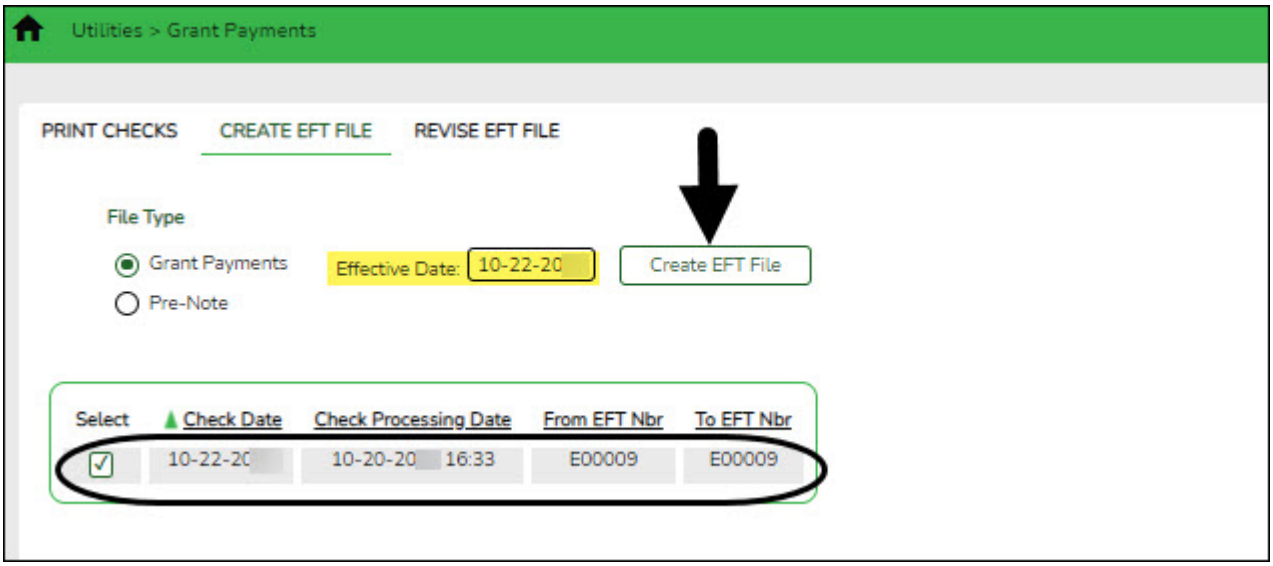
❑ Click **Cancel** to return to the Print Checks tab, correct any errors and run the process again. Otherwise, click **Previous** at any point to return to the previous page.

2. Create EFT file.

Create EFT file

Grants and Projects > Utilities > Grant Payments > Create EFT File

When applicable, create an EFT file for the bank to process EFT payments for grant reimbursement requests.



There are two types of EFT file options available on this tab.

❑ Under **File Type**:

Field	Description
Grant Payments	If selected, all EFT grant payments for the selected date time stamp(s) are included in the EFT file. If multiple date time stamp records are selected, all records will be included in the same file. A list of data from the last ten check runs is displayed in the grid.
Pre-Note	If selected, all members with **PreNote** selected on the Grants and Projects > Tables > SSA Members > Bank Code tab are included in the file. The file is sorted by member number. After the prenote file is generated, the **PreNote** field is cleared on the Bank Code tab.

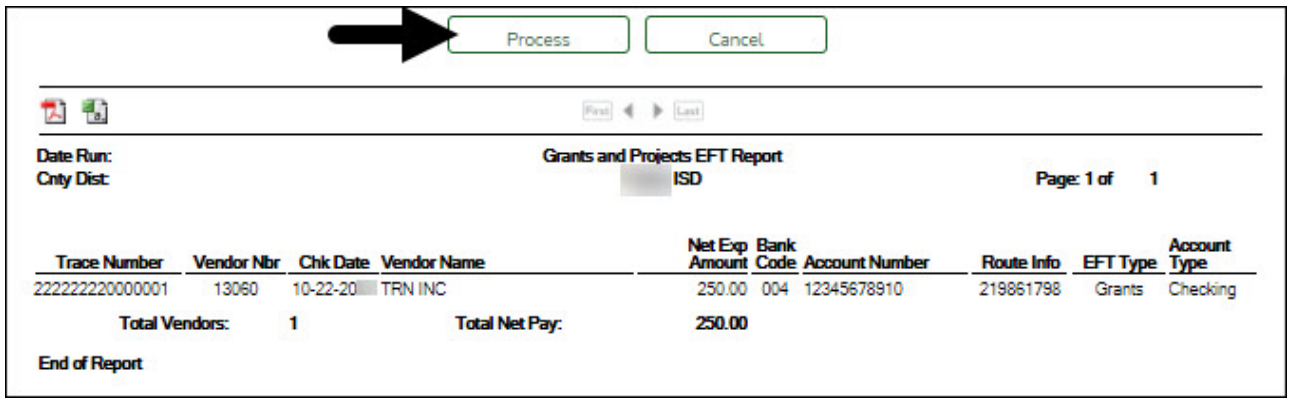
Field	Description
Effective Date	Type the effective date for the EFT file in the MM-DD-YYYY format. This is the date that the bank will transfer the funds to the vendor's bank.

❑ A list of available EFT payments or payment groups is displayed with the following details:

- **Check Date** - Displays the date on the check.
- **Check Processing Date** - Displays the date of the actual check run regardless of the **Check Date**.
- **From EFT Nbr** - Displays the beginning Finance EFT number for the check run.
- **To EFT Nbr** - Displays the ending Finance EFT number for the check run.

❑ Select the payments to be included in the EFT file. If **Pre-Note** is selected, payments cannot be selected.

❑ Click **Create EFT File** to create the EFT file. If **Pre-Note** is selected, the Grants and Projects EFT Pre-Note Report is displayed with a zero transaction. Otherwise, the Grants and Projects EFT Report is displayed with a list of transactions to be processed. Review the report.



❑ Click **Process** to proceed. A dialog box is displayed with a preset File name.

- If **Grant Payments** is selected, the GRANTS_EFT_CCCDDD_MMDDYYYY.txt file is generated with the actual EFT payments for each vendor.
- If **Pre-Note** is selected, the GRANTS_Prenote_CCCDDD_MMDDYYYY.txt file is generated for those members with **Pre-Note** selected on their bank information record.

You can type a different name for the file, and save the file on your computer or network.

❑ Click **Cancel** to close the report and return the Create EFT file tab.

3. (If necessary) Revise EFT file.

Revise EFT file

Grants and Projects > Utilities > Grant Payments > Revise EFT File

When applicable, you can edit Grant Payment and Prenote EFT files.

❑ Click **Choose File**.

- Locate and select the file (e.g., GRANTS_EFT_CCCDDD_MMDDYYYY.txt or GRANTS_Prenote_CCCDDD_MMDDYYYY.txt) to be revised.
- Click **Open** to select the file, or click **Cancel** to close the dialog box without processing.

❑ Click **Retrieve File**.

- The selected EFT file is displayed in the table fields.
- Make changes to the data fields, as needed.

Record Cd	Only displays detail record code 6.
Account Type	Type the one-digit account type code. Or, select one of the following from the drop-down list. • *2 - Checking account* • *3 - Savings account*
Run Type	Type the one-digit run type code. Or, select one of the following from the drop-down list. • *2 - Finance EFT file* • *3 - Finance Prenote EFT file*
Transit Route	Type the nine-digit routing number for the vendor's bank. The transit routing number must be a numeric value.
Bank Account Nbr	Type the vendor's bank account number. The account number must be a numeric value.
Bank Account Amt	Type the bank account amount. The bank account amount should be zero if the **Run Type** is 3 (i.e., Finance Prenote EFT file). The bank account amount cannot be a negative value.
Vendor Nbr	Type an active vendor number, if known. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor number. The vendor number must exist on the Maintenance > Vendor Information page. The **Vendor Name** field is automatically populated with the vendor name. If the vendor number is not known, click ⋮. The Vendor Information directory is displayed. Type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a vendor from the list. Otherwise, click **Cancel**.
Vendor Name	Type the vendor name, if known. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor name. Only existing active vendors are displayed in the drop-down list. The **Vendor Number** field is automatically populated with the vendor number. If the vendor name is not known, click ⋮. The Vendors directory is displayed. **Note**: The vendor name represents the credit card company (e.g., Bank of America).
Description Data	The description data listed in the file is displayed.
Addend Ind	The Addenda Record Indicator listed in the file is displayed. By default, the field displays a zero.
Orig DFI ID Cd	The eight-digit code used to identify the originating depository financial institution is displayed.
Totals	A running total of the EFT payments in the file is displayed. The amount is updated when changes are made to the **Bank Account Amount** field.

❑ Click **Process File** when all changes have been entered.

- The preview report is displayed. Review the report.
- Click **Process** to process the data. Or, click **Cancel** to return to the Revise EFT File tab without making changes.

The revised .txt file is generated and a message is displayed indicating that the EFT file was created successfully. Click **OK**.