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Process grant payments

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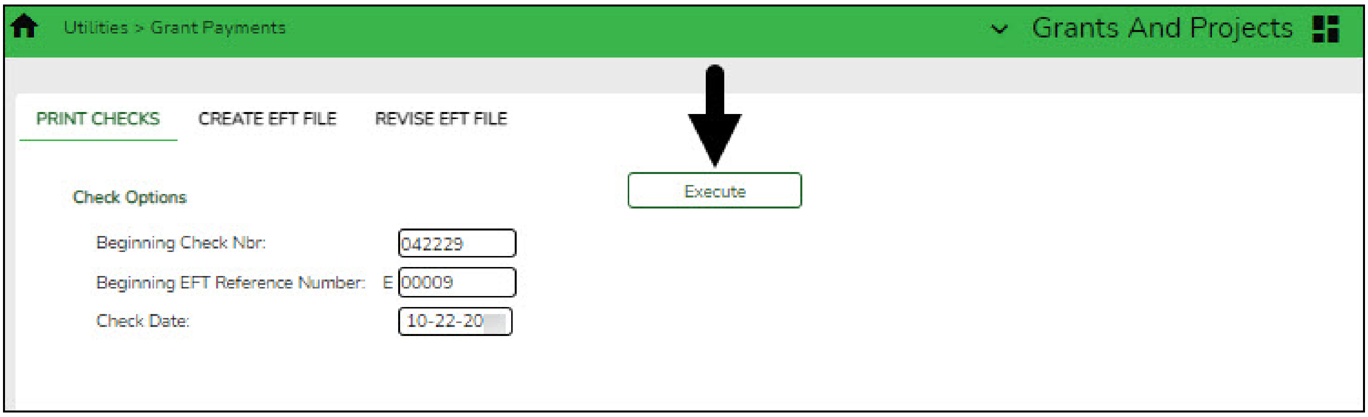
Process reimbursement requests to the member's vendor via check or electronic funds transfer, and then post the transactions to Finance. The payment method is determined by the member's selected payment preference (i.e., if the member has bank information set on the Grants and Projects > Tables > SSA 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).



Check Options

Beginning Check Nbr: 042229

Beginning EFT Reference Number: E 00009

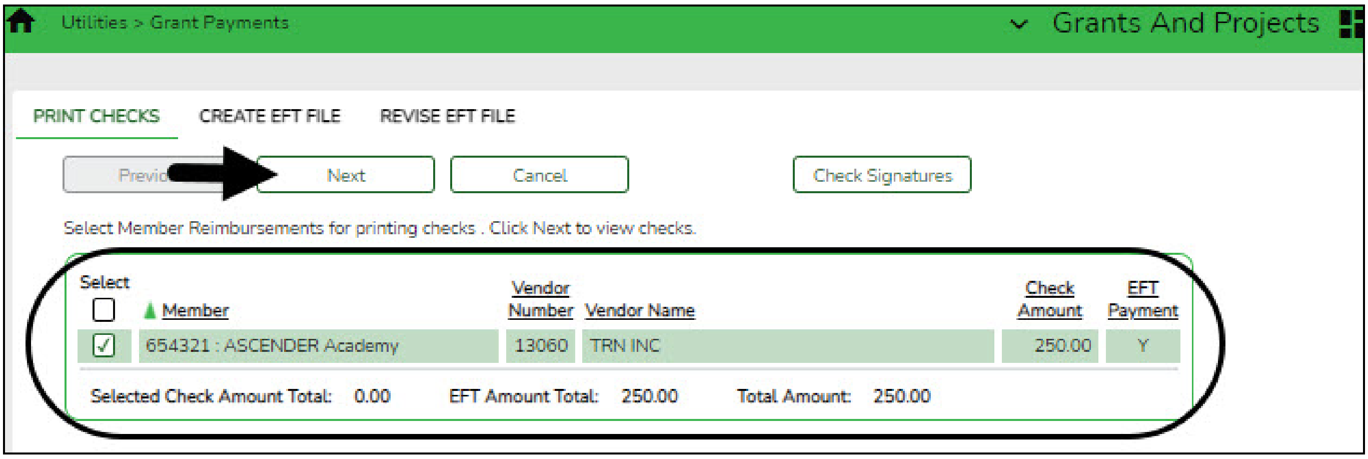
Check Date: 10-22-20

❑ 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:



Select Member Reimbursements for printing checks . Click Next to view checks.

Select	Member	Vendor Number	Vendor Name	Check Amount	EFT Payment
☐					
☑	654321 : ASCENDER Academy	13060	TRN INC	250.00	Y

Selected Check Amount Total: 0.00 EFT Amount Total: 250.00 Total Amount: 250.00

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.

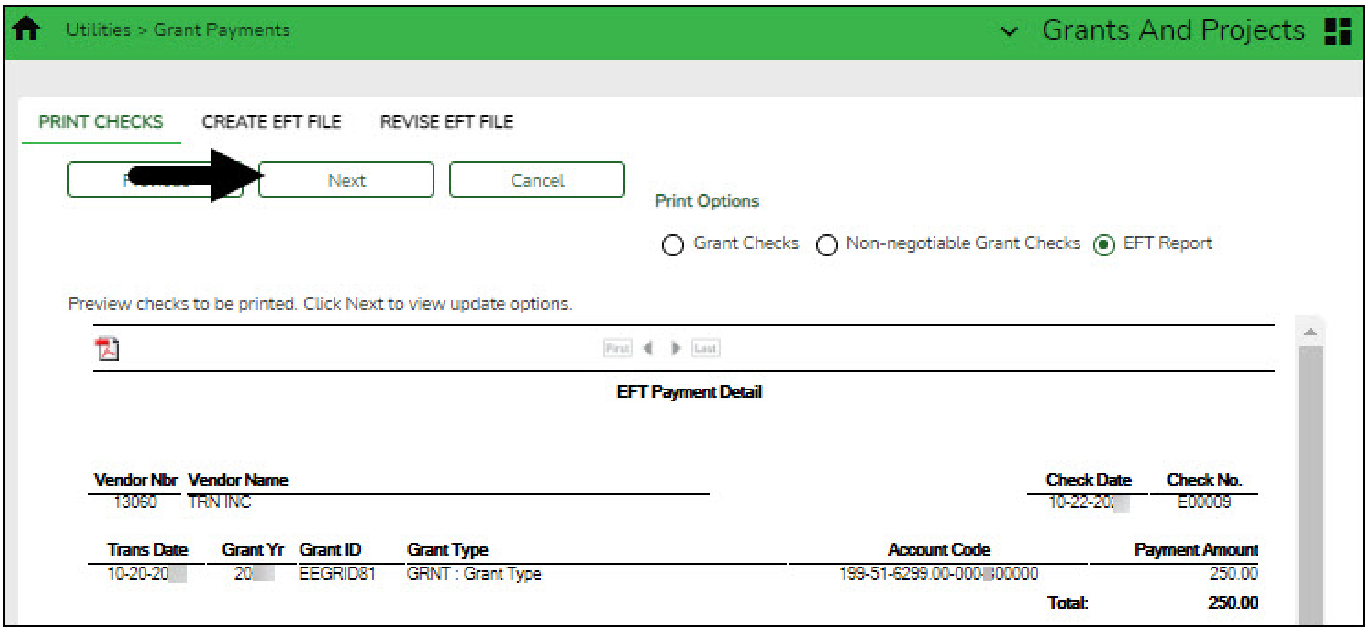
All transactions listed are selected by default for processing and included in the totals at the bottom of the grid.

❏ 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.


Utilities > Grant Payments
Grants And Projects
PRINT CHECKS
CREATE EFT FILE
REVISE EFT FILE
Previous
Next
Cancel
First
Last

Print Options

○ Grant Checks ○ Non-negotiable Grant Checks ● EFT Report

Preview checks to be printed. Click Next to view update options.

EFT Payment Detail

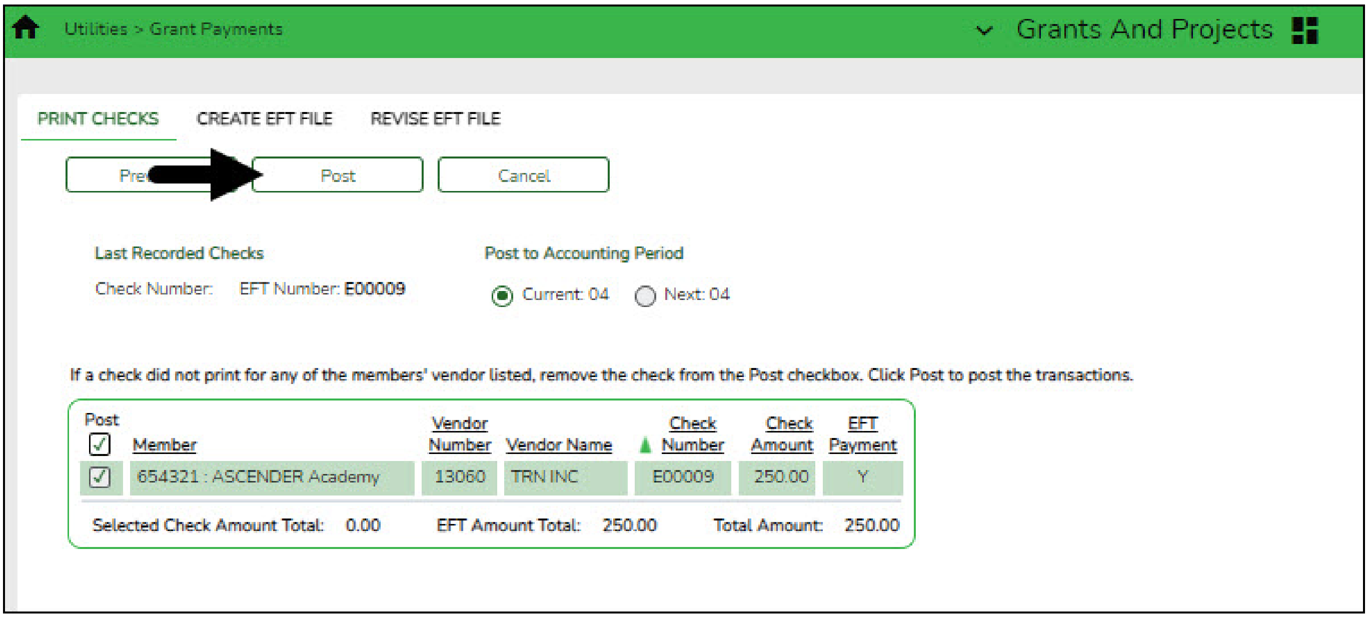
Vendor Nbr	Vendor Name	Check Date	Check No.
13060	TRN INC	10-22-20[redacted]	E00009

Trans Date	Grant Yr	Grant ID	Grant Type	Account Code	Payment Amount
10-20-20[redacted]	20[redacted]	EEGRID81	GRNT : Grant Type	199-51-6299.00-000-[redacted]00000	250.00
				Total:	250.00

❑ 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.


Utilities > Grant Payments
Grants And Projects
PRINT CHECKS
CREATE EFT FILE
REVISE EFT FILE
Previous
Post
Cancel

Last Recorded Checks

Check Number: EFT Number: **E00009**

Post to Accounting Period

● Current: 04 ○ Next: 04

If a check did not print for any of the members' vendor listed, remove the check from the Post checkbox. Click Post to post the transactions.

Post ☑	Member	Vendor Number	Vendor Name	Check Number	Check Amount	EFT Payment
☑	654321 : ASCENDER Academy	13060	TRN INC	E00009	250.00	Y

Selected Check Amount Total: 0.00 EFT Amount Total: 250.00 Total Amount: 250.00

❑ Under **Last Recorded Checks**:

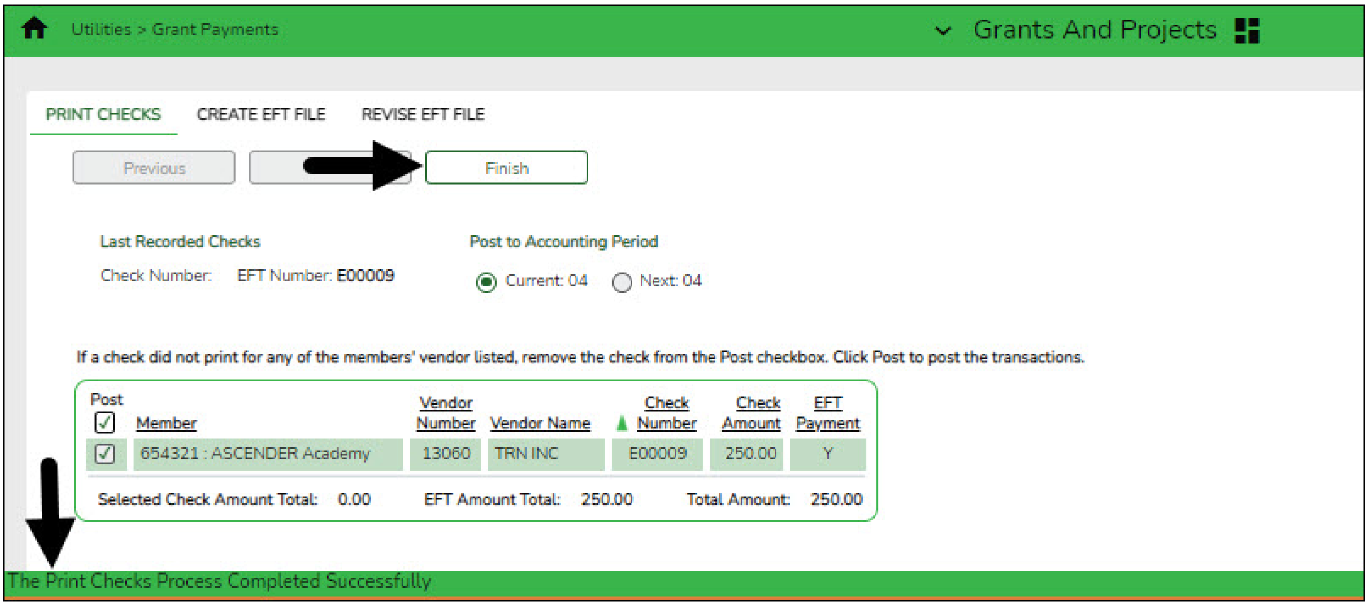
Check Number	The last recorded check number from the list of selected check transactions is displayed.
EFT Number	The last recorded EFT number from the list of selected EFT transactions is displayed.

❑ 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.



Last Recorded Checks

Check Number: EFT Number: E00009

Post to Accounting Period

● Current: 04 ○ Next: 04

If a check did not print for any of the members' vendor listed, remove the check from the Post checkbox. Click Post to post the transactions.

Post ☑	Member	Vendor Number	Vendor Name	Check Number	Check Amount	EFT Payment
☑	654321 : ASCENDER Academy	13060	TRN INC	E00009	250.00	Y

Selected Check Amount Total: 0.00 EFT Amount Total: 250.00 Total Amount: 250.00

The Print Checks Process Completed Successfully

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.