



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).

☐ 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:

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PRINT CHECKS CREATE EFT FILE REVISE EFT FILE

Previous Next Cancel Check Signatures

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

Select	Member	Vendor Number	Vendor Name	Check Amount	EFT Payment
<input type="checkbox"/>	Member				
<input checked="" type="checkbox"/>	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	<p>Y - Displays if either the member or member's vendor has bank information. Indicates the transaction is an EFT payment.</p> <p>N - Displays if neither the member nor member's vendor has bank information. Indicates the transaction is a check payment.</p>

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.