



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).

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Grants And Projects

PRINT CHECKS CREATE EFT FILE REVISE EFT FILE

Check Options

Beginning Check Nbr: 042229

Beginning EFT Reference Number: E 00009

Check Date: 10-22-20

Execute

☐ 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.

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PRINT CHECKS CREATE EFT FILE REVISE EFT FILE

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 | E00009 |

| Trans Date | Grant Yr | Grant ID | Grant Type | Account Code | Payment Amount |
|------------|----------|----------|-------------------|------------------------------|----------------|
| 10-20-20 | 20 | EEGRID81 | GRNT : Grant Type | 199-51-6299.00-0000000000000 | 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.

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PRINT CHECKS CREATE EFT FILE REVISE EFT FILE

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 |
|-------------------------------------|---------------------------|---------------|-------------|--------------|--------------|-------------|
| <input checked="" type="checkbox"/> | 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.