



## SSA Fiscal Management Quick Checklist



## Table of Contents

<b>SSA Fiscal Management Quick Checklist</b> .....	i
<b>SSA Fiscal Management Quick Checklist</b> .....	1



# SSA Fiscal Management Quick Checklist

Step
<b>1.</b> Update roles/users in Security Administration to allow SSA Fiscal Agent Management permissions. You can add permissions to an existing role or create a new role.
<b>2.</b> Upload signatures for grant payments in District Administration.
<b>3.</b> Create member records.
<b>4.</b> Add member bank information.
<b>5.</b> Set up grant types.
<b>6.</b> (Optional) Set up grant type payment dates.
<b>7.</b> (Optional) Copy payment dates.
<b>8.</b> Create grant maintenance records.
<b>9.</b> Add object code data.
<b>10.</b> Set up approval path.
<b>11.</b> Set up alternate approvers as needed.
<b>12.</b> Enter Budget Adjustment, Reimbursement, and Revision Requests
<b>13.</b> Approve Grant Requests
<b>14.</b> Process Grant Payments
<b>15.</b> Create and submit EFT file.
<b>16.</b> (If necessary) Revise EFT file.
<b>17.</b> Review Reports

## Other Tasks

Set up & Manage MemberPortal Users