

Print Checks - GRT8020

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This tab allows fiscal agents to process a member's reimbursement request 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, they have selected to receive payments via EFT).

Process a payment:

❑ Under **Check Options**:

Field	Description
Beginning Check Nbr	Populates based on the last check stock number used in the check run for the grant 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 grant 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.

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	Displays *Y* to indicate the transaction is an EFT payment. Otherwise, displays *N* to indicate that the transaction is a check payment.

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

❑ Select the top-level check box to select/unselect all listed transactions. Or, select individual check boxes 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 print 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.

❑ 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. The selected reports are generated in a separate window. Review the report.

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 occur 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.