


# Print Checks - GRT8020

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***Grants and Projects > Utilities > Grant Payments > Print Checks***

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 or the Finance > Maintenance > Vendor Information > Vendor Miscellaneous tab (if the member uses the same account information for vendor EFT payments).

**Note**: Grant and Projects payments cannot be processed in Finance and vice versa.

## 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 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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