

# Disbursement Report

## Michael G. Malaier

Disbursement Date: 8/8/2022

8/8/2022 11:43:33AM

### Disbursement Information

Computer User: **CB**

Check User: **ZM**

Cutoff Date: **07/29/2022**

Start Time: **10:00**

#### Step 1 Disable Users

Step Complete: **YES**

#### Step 2 Pre-Disbursement Backup

Backup Finish Time: **10:12**

Step Complete: **YES**

#### Step 3 Change Disbursement Parameters

Check Date: **07/29/2022**

EFT Effective Date: **08/03/2022**

Step Complete: **YES**

#### Step 4: Verify Starting Check Number

First Check Number: **725096**

Step Complete: **YES**

#### Step 5 Pre-Disbursement Reports

Step Complete: **YES**

#### Step 6 Check Balance Update

Step Complete: **YES**

#### Step 7 Payee Step Payment Update

Step Complete: **YES**

#### Step 8 Disbursement Calculation

Start Time: **10:12**

End Time: **10:17**

Step Complete: **YES**

#### Step 9 Post-Disbursement Backup

Backup Finish Time: **10:25**

Step Complete: **YES**

#### Step 10 - Enable Users

Step Complete: **YES**

#### Step 11 Post-Disbursement Reports

Step Complete: **YES**

#### Step 12: Disbursement Check Printing

Beginning Check Number: **725096**

Last Printed Check Number: **726035**

Next Good Check Number: **726036**

Check for Bankruptcy Court Pulled?: **YES**

Step Complete: **YES**

#### Step 13 Disbursement Check Update

Step Complete: **YES**

#### Step 14 Handbook Management Reports

Step Complete: **YES**

#### Step 15 Post Disbursement Check Printing Reports

Step Complete: **YES**

#### Step 16 Final Reports

Disbursement Check Register - Post Update: **YES**

Disbursement Check Register - Post-Update - EFT: **YES**

Outstanding Check Report - As of Date: **YES**

Step Complete: **YES**

#### Step 17 Change Check Number

Next Valid Check Number: **726036**

Step Complete: **YES**

#### Step 18 EFT Control Totals

Credit Amount: **470066.22**

Verified by: **CB & ZM**

Step Complete: **YES**

#### Step 19 Closing Date Calculation

Step Complete: **YES**

#### Step 20 - Notes / Comments

Notes / Comments: No issues during disbursement. Entire process was smooth and without issue.

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