

# Disbursement Worksheet 2022

## Summary:

I am converting our paper format disbursement into a digital format. This format will allow for better data retention and more efficient processing of disbursement. I have added all necessary options directly into the worksheet to make it as easy as possible to perform cutoff.

## Features:

- Each blue background item can be clicked on to run that specific item, instead of clicking around various TNG screens to find the right item to click.
- I've added the ability to email staff in each appropriate step with the click of a button.
- A report will be generated and saved in Archived Reports for historical record keeping
- As each section is complete, checking the box will turn that section green indicating it's done
- Updated Cutoff computer to allow EFT to be done from cutoff computer with a button to open the site in the worksheet.

Disbursement Worksheet 2022

Cutoff Info

|  |   |
|--|---|
| Computer User Initials:<br><input type="text" value="CB"/> | Check User Initials:<br><input type="text" value="ZM"/> |
| Cutoff Date:<br><input type="text" value="08/02/2022"/>    | Start Time:<br><input type="text" value="04:53 PM"/>    |
| <input type="button" value="Refresh"/>                     | <input type="button" value="Reset Worksheet"/>          |

Step 1 - Disable Users

- Email Staff to get out of TNG and provide Inquiry Password by clicking
- Disable Users
  1. Click **Temporary Disable All Users**
  2. Click Set Temporary Disable on All Other Users
  3. Click OK
  4. Close that window
- Enable Inquiry User
  1. Click **Maintain Users**
  2. Click List Active Users
  3. Click Inquiry
  4. Uncheck Temporary Disable
  5. Click Submit
  6. Close that window

Mark Complete: ☒

Step 2 - Pre-Disbursement Backup

- Open Microsoft SQL Server Management Studio on Desktop
  1. Click **Connect**
  2. On the left, locate and expand **Management**
  3. Locate and Expand **Maintenance Plans**
  4. Right-Click **Disbursement Backup**
  5. Click **Execute**
  6. When complete it will say Success, Click **Close**
  7. Return to TNG

Mark Complete: ☒

### Step 3 - Change Disbursement Parameters

1. Click [Disbursement Calculation Inputs](#)
2. Click on Disbursement ID 1 (Note: There should only be one item to click on)
3. Check the box for **Initialize Disbursement Tables**
4. Check the box for **Update Disbursement**
5. Enter the Cutoff date in **Disbursement Date**
6. Uncheck the box for **Lock Disbursement Tables**
7. Enter the Cutoff date in **Check Date**
8. Enter EFT date in **Effective EFT Date**
9. Click Submit
10. Close that window

Mark Complete: ☒

### Step 4 - Verify Starting Check Number

1. First Check in Printer:
2. First Check number in TNG - **725060**
3. Verify that the first check numbers match  
**Stop If Mismatch**
4. Click **OK**

Mark Complete: ☒

### Step 5 - Pre-Disbursement Reports

1. Click **Report Autorun Program**
2. [Report Autorun Program](#)
3. Select Report Group **Pre-Disbursement Reports**
4. Click **Run Reports**
5. Click **Home**
6. Click **Balance On Hand Report**
7. [Balance On Hand Report](#)
8. Check the box for **Open Cases**
9. Check the box for **Closed Cases**
10. Check the box for **Unconfirmed Cases**
11. Check the box for **Confirmed Cases**
12. Select **Create Export File**
13. Select **MS Excel**
14. Click **OK**

Mark Complete: ☐

## Step 6 - Check Balance Update

1. Click **Home**
2. Click **Check Balance Update**
3. [Check Balance Update](#)
4. Wait for this to finish
5. Click [Check Balance Display](#)
6. No cases should be listed
7. Click **OK**
8. Clear the tickels created by the check balance update

Mark Complete: ☒

## Step 7 - Payee Step Payment Update

1. Click **Payee Step Payment Update**
2. [Payee Step Payment Update](#)
3. Click **OK**
4. Run Through Date should default to **Cutoff Date**
5. Click **OK**
6. Clear the tickles created by the payee step payment update program

Mark Complete: ☒

## Step 8 - Disbursement Calculation

1. Click **Disbursement Calculation**
2. [Disbursement Calculation](#)
3. Verify that all items have been completed by checking each box at the bottom
4. Click **Update**
5. This process can take anywhere from 5-20 minutes to complete
6. Start Time
7. End Time

Mark Complete: ☒

## Step 9 - Post-Disbursement Backup

- **Note:** If you already have SQL Server Management Studio open from previous step, skip to step 4
- Open Microsoft SQL Server Management Studio on Desktop
  1. Click **Connect**
  2. On the left, locate and expand **Management**
  3. Locate and Expand **Maintenance Plans**
  4. Right-Click **Disbursement Backup**
  5. Click **Execute**
  6. When complete it will say Success, Click **Close**
  7. Return to TNG

Mark Complete: ☒

## Step 10 - Enable Users

1. Click **Enable Users**
2. [Enable Users](#)
3. Click **Remove Temporary Disable on All other users**
4. Click **OK**
5. Email staff that it's OK for them to log back in by clicking this button

[Send Email](#)

Mark Complete: ☒

## Step 11 - Post-Disbursement Reports

1. Click **Report Autorun Program**
2. [Report Autorun Program](#)
3. Select Report Group **Post-Disbursement Reports**
4. Click **Run Reports**
5. Done: ☒

1. Click **Balance On Hand Report**
2. [Balance On Hand Report](#)
3. Check the box for **Open Cases**
4. Check the box for **Closed Cases**
5. Check the box for **Unconfirmed Cases**
6. Check the box for **Confirmed Cases**
7. Select **Create Export File**
8. Choose **MS Excel**
9. Click **OK**
10. Done: ☒

1. Click **Month Ending System Stats**
2. [Month Ending System Stats](#)
3. Enter **Cutoff Date**
4. Select **Create Export File**
5. Choose **MS Excel**
6. Click **OK**
7. Done: ☒

Mark Complete: ☒

## Step 12 - Check Printing

Info: 

1. Click **Home**
2. Click **Disbursement Check Printing**
3. Select **Michael G. Malaier**
4. Beginning Check Number:
5. Select Printer **PL\_E60165**
6. Wait for Checks to complete printing. If there is an issue with check printing, stop the printer immediately and contact Chris Benjamin
7. Last Printed Number:
8. Next Good Check Number:
9. Click **OK**

1. Checks for bankruptcy court must be pulled so Ann can process online
2. Check Pulled? ☐

Mark Complete: ☒

## Step 13 - Disbursement Check Update

1. Click **Home**
2. Click **Disbursement Check Printing**
3. Select **Michael G. Malaier**
4. Click **Update Checks**
5. Click **OK**

Mark Complete: ☒

## Step 14 - Handbook Management Reports

1. Click [Report Autorun Program](#)
2. Select Report Group **Handbook Management Reports**
3. Click **Run Reports**

Mark Complete: ☒

## Step 15 - Post-Disbursement Check Printing Reports

1. Click [Report Autorun Program](#)
2. Select Report Group **Post-Disbursement Check Printing Reports**
3. Click **Run Reports**

## Step 16 - Final Reports

1. Click [Disbursement Check Register - Post Update](#)
2. Enter the **Cutoff Date**
3. Check the box for **EFT Checks**
4. Check the box for **Paper Checks**
5. Select **Create Export File**
6. Choose **PDF**
7. Click **OK**
8. Done: ☐

1. Click [Disbursement Check Register - Post Update - EFT](#)
2. Enter the **Cutoff Date**
3. Select **Create Export File**
4. Choose **PDF**
5. Select printer **Server Room**
6. Click **OK**
7. Done: ☐

1. Click [Outstanding Check Report - As of Date](#)
2. Enter **Cutoff Date**
3. Select **Create Export File**
4. Choose **MS Excel**
5. Click **OK**
6. Done: ☐

Mark Complete: ☒

## Step 17 - Change Check Number

1. Next Valid Check Number:
2. Click **Check Setup**
3. [Check Setup](#)
4. Enter Next Good Check Number in the **Computer Checks Check Number Field**
5. Click **Exit**

Mark Complete: ☒

### Step 18 - Closing Date Calculation

1. Click: [Truist EFT Site](#)
2. Login with your **Company ID, UserID, and Password**
3. Click **Control Totals**
4. Click **Add**
5. Select Application **Choose only available option**
6. Credit amount **Enter the total from the bottom of reported printed in Step 16**
7. Debit Amount **Enter 0.00**
8. Click **Save**
9. Verified by:

&

Mark Complete: ☐

### Step 19 - Closing Date Calculation

1. Click **Home**
2. Click **Close Date Calculation**
3. Click **Begin**
4. **Wait for the percentage complete to update to at least 1%, Do Not close TNG, Do Not Log Out, LOCK computer (Win + L).**

Mark Complete: ☐

### Step 20 - Create Report

1. Click **Create Report**

Notes / Comments

Mark Complete: ☐