

AUGUST 1, 2020

BANK ACCOUNTS IN ELCA GRANTMAKER GRANTEE PORTAL

A DOCUMENT FOR THE PAYEE

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Intended audience of this document

The intended audience of this document is the organization or individual from the U.S. and around the world receiving financial support such as a grant or scholarship provided by the ELCA Churchwide Office.

General Overview

The setup and maintenance of bank account information within the ELCA GrantMaker grantee portal has been created to allow payees of ELCA grants and scholarships to submit and manage their own bank account information.

What is a Payee?

A Payee is the organization or individual receiving funding from the ELCA. Payees may be either organizations or individuals. The majority of ELCA grant or scholarship payments go to organizations. The organization may be the grantee organization listed on the grant or scholarship, or a Fiscal Agent organization which receives the funds on behalf of the grantee organization or individual.

Who sets up and maintains bank account information?

For payments to organizations bank accounts are setup and maintained by what is designated in ELCA GrantMaker as **moderators** for the organization. For payments to individuals bank accounts are setup and maintained by the **individuals themselves**.

What is the ELCA GrantMaker moderator role for an organization?

A moderator is a grantee user who has additional GrantMaker system permissions to:

1. Edit and update organization information.
2. Add and edit organization bank account details.

Who will have access to bank account information?

Confidentiality of bank account information is important. To ensure the security of your information, only ELCA Accounts Payable staff on the Finance team will have access to payee bank account details to validate within the ELCA accounting system and to process payments. The Moderator(s) for the organization will also have full access to bank account information.

Things to know before entering bank account information:

How can I determine ELCA GrantMaker moderators for organizations I am linked to?

To determine GrantMaker moderators for organizations you are linked to please get in touch with your ELCA GrantMaker Churchwide Office contact.

How can I request to become a moderator for organizations I am linked to?

To become a GrantMaker moderator for an organization you are linked to please get in touch with your ELCA GrantMaker Churchwide Office contact.

How can I determine if I am a moderator for an organization I am linked to?

On the organization record in ELCA GrantMaker you will see an “Edit” button. Having access to this Edit button indicates that you are a moderator for that organization.

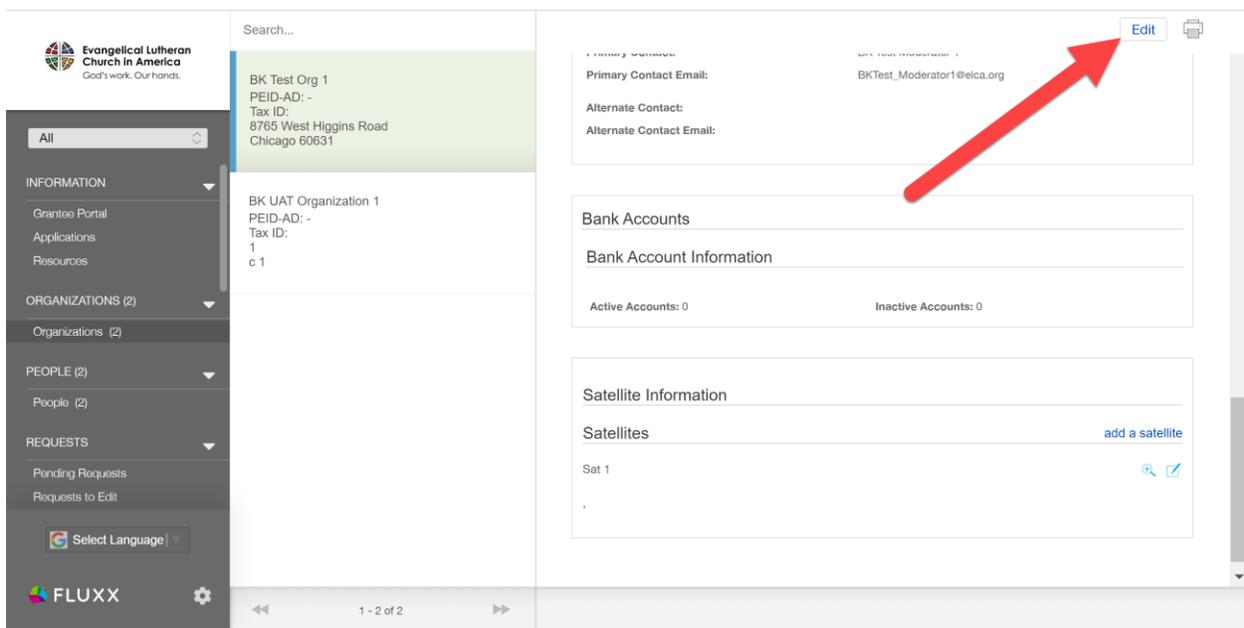


Figure 1: Edit Button

Where is bank account information found in ELCA GrantMaker?

Bank account information is found on the Organization or People record in ELCA GrantMaker. Simply navigate to the record and scroll down to the Bank Accounts area. Input bank account information on the organization record if the organization will receive payment. Input bank account information on the people card only if the individual will be paid directly.

Organizations

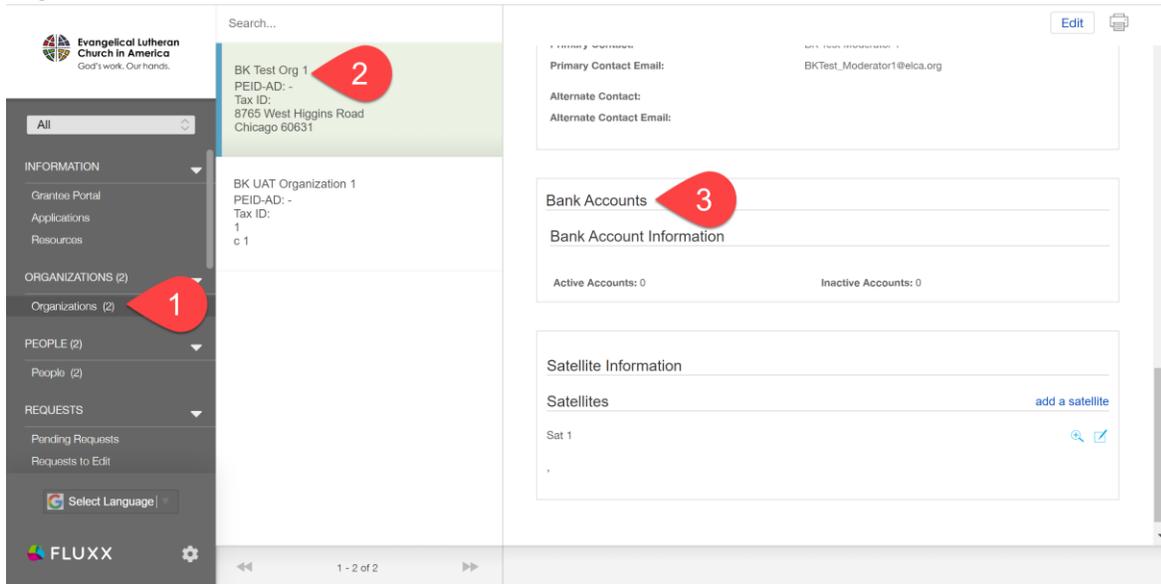


Figure 2: Locating Bank Account Area on Organization Record

People

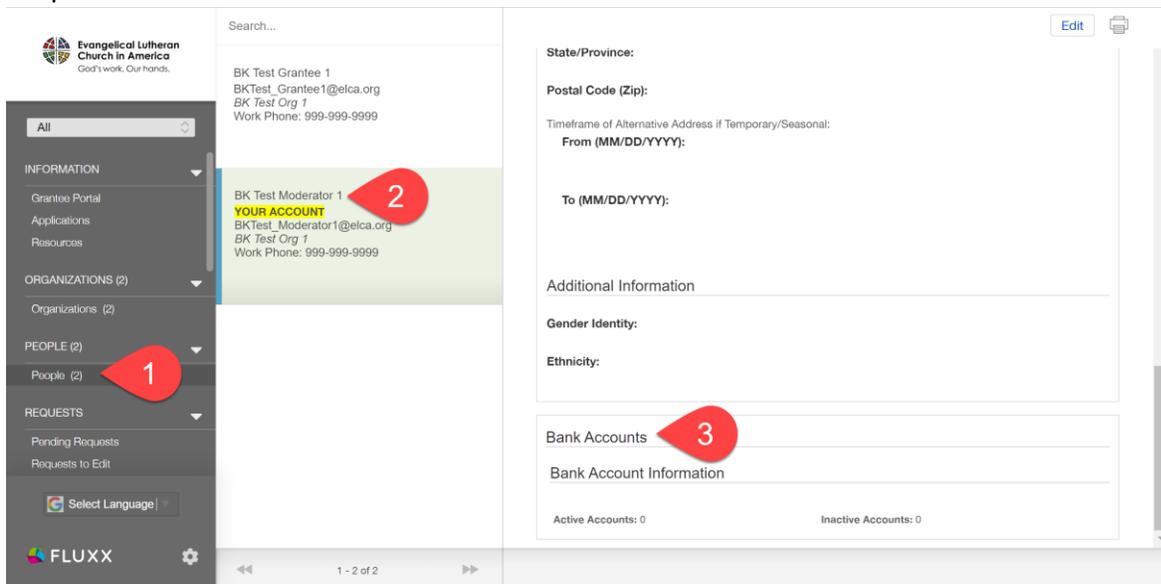


Figure 3: Locating Bank Account Area on People Record

How can I view the organization bank account information if I am not an organization moderator?

Users connected to an organization, who are not a moderator, are able to see limited details in the bank account section but will not be able to edit or see full details.

What do I need before I set up a bank account?

To set up bank account information you will need:

- Bank name
- Bank account number
- Email address to receive payment notification
- Country and state or province of bank location
- Supporting documentation for the bank account such as a voided check, bank account statement, or letter from bank with account and routing numbers. This is called the bank source document in the GrantMaker system. You will need an electronic version of this document such as PDF, or JPEG ready to upload.

- **United States based banks:**
 - Bank ID, commonly referred to as the bank routing transit number

- **International banks (Non – United States based):**
 - BIC/SWIFT code
 - Based on the country and state or province of bank location, required fields may vary dependent on each country's banking requirements and regulations.
 - Address fields and city where bank is located

How can I set up bank account information in ELCA GrantMaker?

Please note:

- For an organization, setup can only be completed by the GrantMaker moderator of the organization.
- For an individual, this can only be completed by the individual themselves.
- An organization or individual can have only one active bank account within ELCA GrantMaker.

Steps

1. Navigate to the Organization or Person record for whom you wish to setup bank account information.
See steps 1 and 2 of Figure 2: Locating Bank Account Area on Organization Record or Figure 3: Locating Bank Account Area on People Record, above.

2. Click on the Edit button.
See Figure 1: Edit Button above.

3. Scroll down to the Bank Accounts area.
See step 3 of Figure 2: Locating Bank Account Area on Organization Record or Figure 3: Locating Bank Account Area on People Record, above.
4. Review the steps in the Add, Update, or Inactivate a Bank Account section.

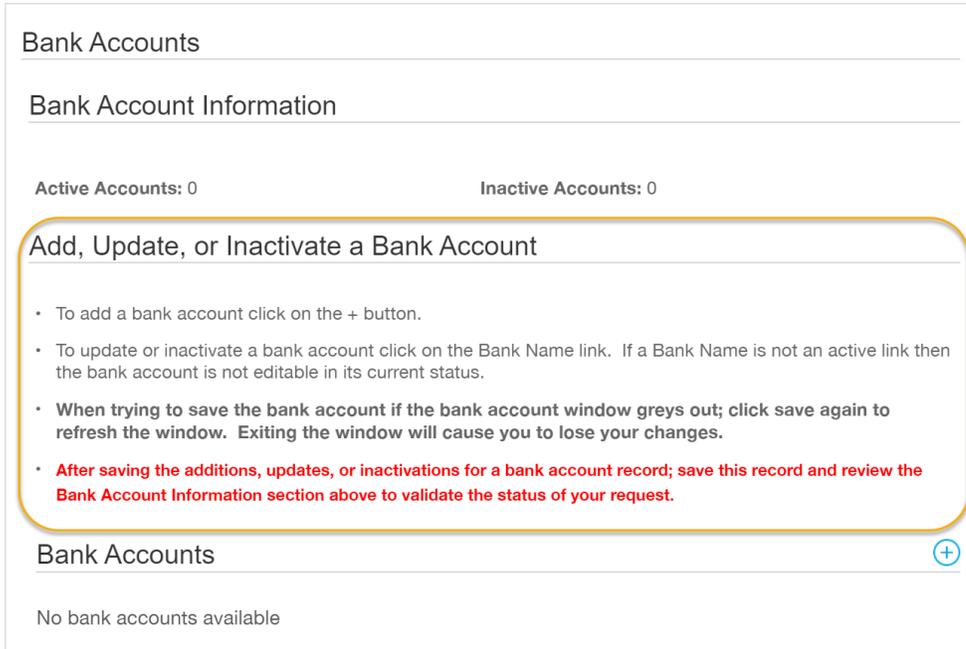


Figure 4: Bank Account section on organization record.

5. Click on the + symbol next to the Bank Accounts.

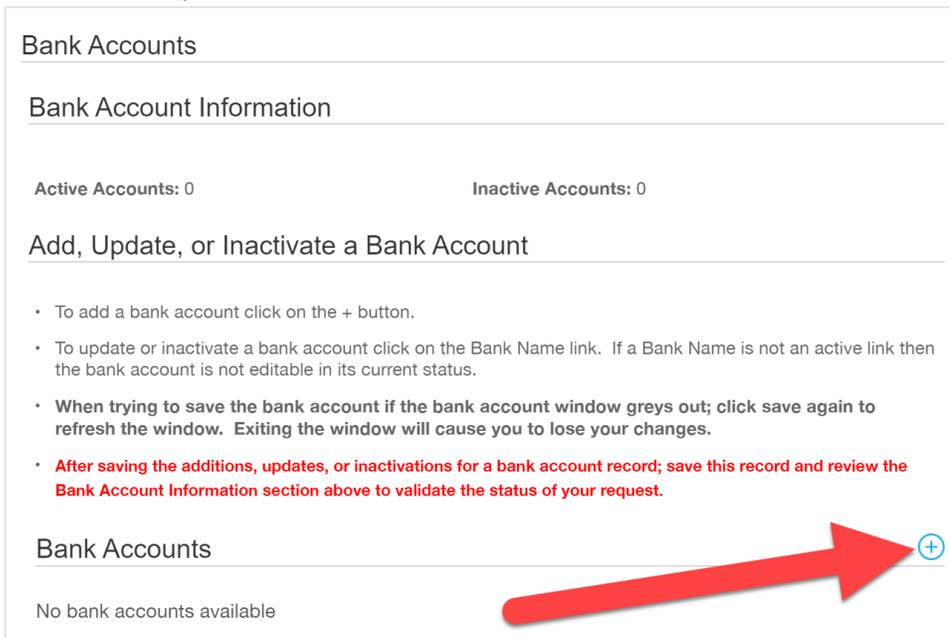


Figure 5: Locating + symbol on Bank Account section on organization record

6. Complete the Preliminary Information Step which is Step 1 of 2 for adding a Bank Account.

Important notes for completing Step 1 Preliminary Information:

- The bank account must be a checking account.
- Add an email where notifications related to payments should be sent. If setting up a bank account for an organization, preferably list a shared or general email address of the organization. If not applicable, we suggest a treasurer, president, bishop, officer, or other person in leadership.
- It is important to carefully enter state and country in Step 1. This information cannot be updated after this step. The information entered in Step 1 is used to validate fields to appear in Step 2.
- You will need:
 - Bank account number
 - Bank name
 - Email address for payment notification
 - Country and state/providence where bank is located

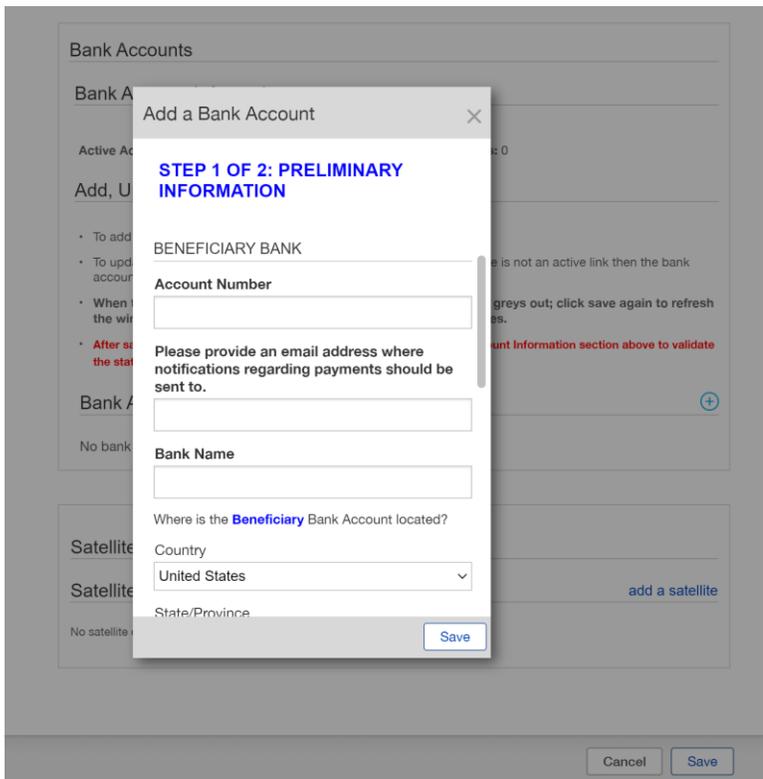


Figure 6: Step 1 of 2 to add new bank account.

7. Click “save”

- 8. Locate the bank account section. You should see the bank name and last digits of the bank account number entered in Step 1.

Figure 7: Bank name linked in bank account section after Step 1.

- 9. Click directly on the bank name link, not on the blue + symbol that was used previously.
- 10. A box with Step 2 of 2: Bank Account Details will open.

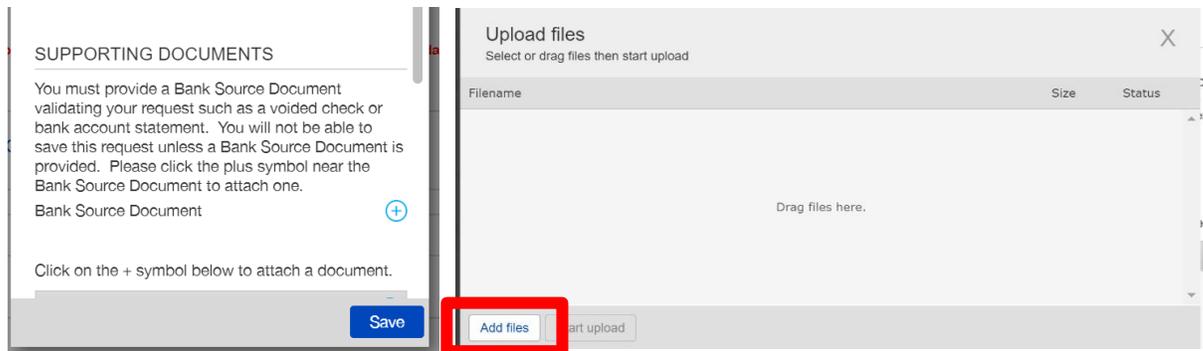
Figure 8: Step 2 of 2 bank account details dialog box.

11. Step 2 will require the following information to be completed:

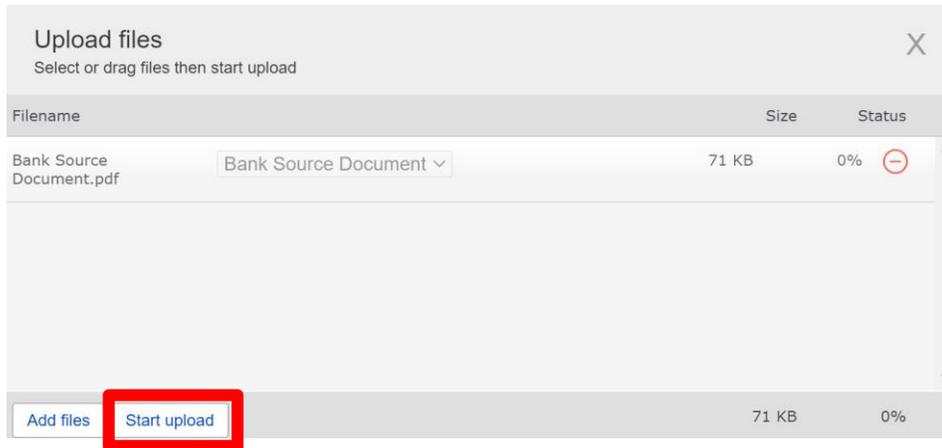
- **United States based banks:**
 - Confirm the bank account number entered in Step 1
 - Enter Bank ID, commonly referred to as the bank routing transit number
 - Supporting documentation for the bank account such as a voided check, bank account statement, or letter from bank with account and routing numbers. This is called the bank source document in the GrantMaker system. You will need an electronic version of this document such as PDF or JPEG ready to upload.
 - **Note:** You will not be able to save without attaching this document.
- **International banks (Non – United States based):**
 - Confirm bank account number entered in Step 1
 - Based on the country and state or province entered in Step 1, required fields may vary dependent on each country’s banking requirements and regulations.
 - Address fields and city where bank is located
 - BIC/SWIFT code
 - Supporting documentation for the bank account such as a bank account statement or letter from bank with bank owner name and account and routing numbers. This is called the bank source document in the GrantMaker system. You will need an electronic version of this document such as PDF or JPEG ready to upload.
 - **Note:** You will not be able to save without attaching this document.

12. Enter the required information in Step 2.

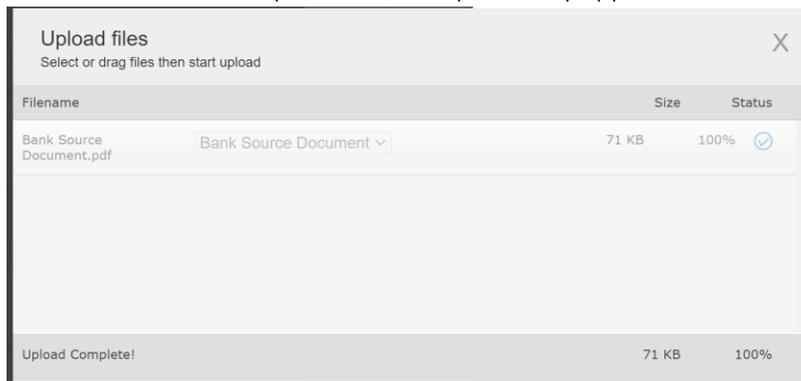
13. Click the blue + icon next to “Bank Source Document” to attach the supporting document for the bank account. The below box will appear. Click “Add files” in the bottom left corner of the box to select the intended attachment.



14. Once added, click “Start upload” to upload to the bank account record.



If successful, the message “Upload Complete!” will appear in the bottom left corner where the “add files” and “start upload” buttons previously appeared.



15. Verify the document attachment has been successfully uploaded. It will show in the “documents” box of the supporting documents section. If additional supporting documents are required, you can upload them using the blue + icon.

SUPPORTING DOCUMENTS

You must provide a Bank Source Document validating your request such as a voided check or bank account statement. You will not be able to save this request unless a Bank Source Document is provided. Please click the plus symbol near the Bank Source Document to attach one.

Bank Source Document 

Click on the + symbol below to attach a document.

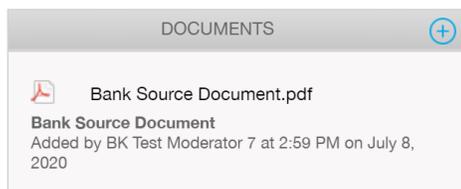


Figure 9: Supporting documents section required in Step 2 of 2.

Figure 11: Locating Bank Account Area on Organization Record

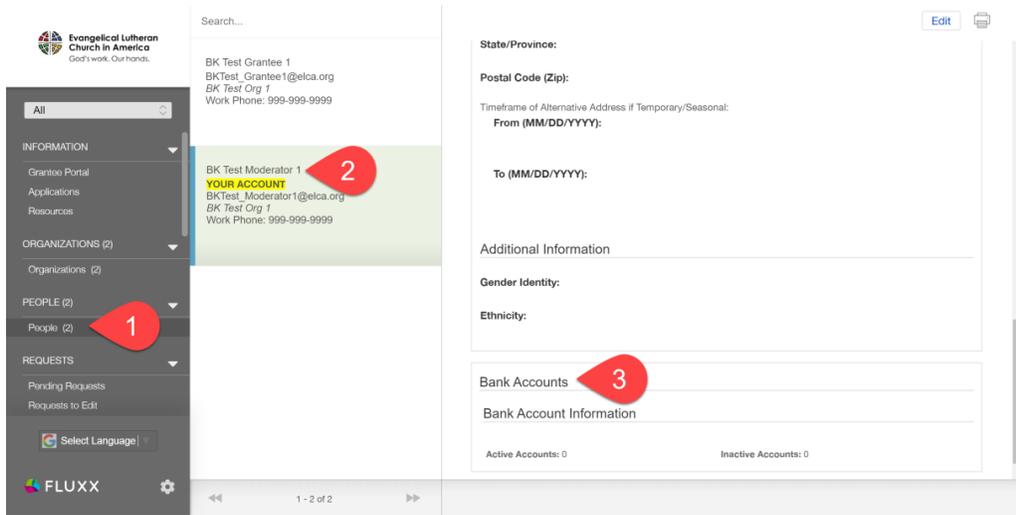


Figure 12: Locating Bank Account Area on People Record

- Find the bank account section. If the status is “approved” and selected as “active” the bank account is ready to receive payment.

Bank Account Information

Bank Name	Account Number	Account Name	Active	Status
Chase	234		Yes	Approved

Active Accounts: 1

Inactive Accounts: 0

Figure 13: Bank account information section in view mode.

How do I edit bank account information?

To update an existing bank account, navigate to the organization or people record where bank account was added. Click edit on the record, then locate the Bank Name link. Click on the Bank Name link and edit bank account detail as needed. Any changes saved for the existing bank account will be validated by the ELCA Finance team. If a Bank Name is not an active link then the bank account is not editable in its current status.

Example of active bank name link. The link will appear blue in color and open if “clicked.”

Bank Accounts

Bank Name:

[Wintrust - XXXXXXXX1111](#)

Example of inactive bank name link. If inactive the bank name will appear gray in color and will not open if “clicked.”

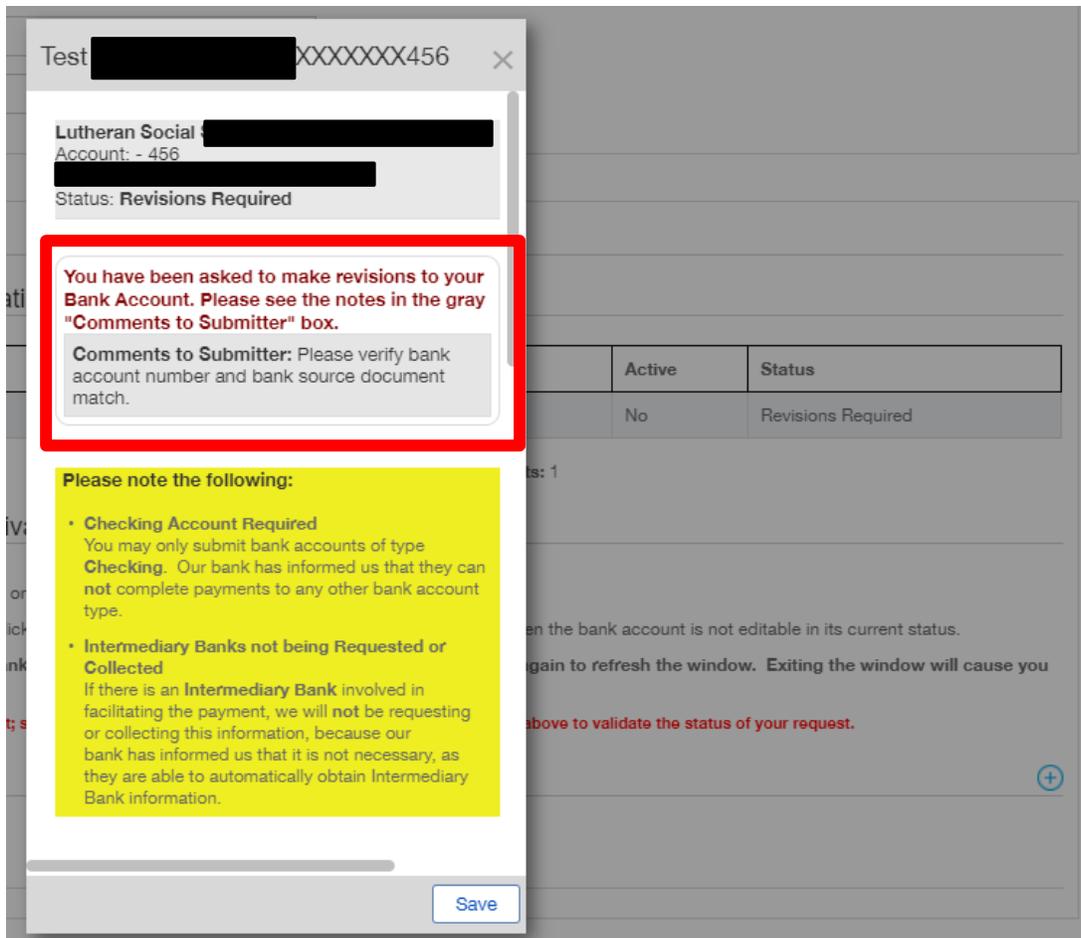
Bank Accounts

Bank Name:

Wintrust - XXXXXXXX1111

How can I view the comments for bank account information revisions required?

1. Click on the Bank Name link to open bank account details.
2. Locate the “comments to submitter” box that is gray in color. The box will include detailed comments for the field or information to update. Once completed click “save.” You may need to complete Step 1 and Step 2 of bank account details. When submitted, the status will be “Pending Confirmation.”



What are the different bank account statuses?

STATUS	ACTION
Step 2: Requires Bank Details	Moderator or individual should open bank name link to complete step 2 of 2. Fill in required fields, add bank source document, and click “save.” Once completed, the bank account status should be pending confirmation.
Pending Confirmation	Bank account information will be synced to ELCA Financial system. The bank account cannot be edited or viewed by the moderator or individual at this status.
Revisions Required	As part of the validation process there might be additional information or revisions needed. The ELCA Finance team will send the bank account information back to the moderator or individual for updates in the grantee portal. The creator of the bank account will receive an email notification. The moderator or individual should open the Bank Name link to review comments in the gray color box at the top of bank account details window. Steps 1 and 2 of bank account set up may need to be viewed and completed again. Make revisions as requested and save bank account until status is “pending confirmation.”
Approved	Bank account is active and can receive payments.

How can I inactivate or delete bank account information?

Please reach out to your ELCA staff contact to inactivate or delete bank account information. This action requires staff assistance.