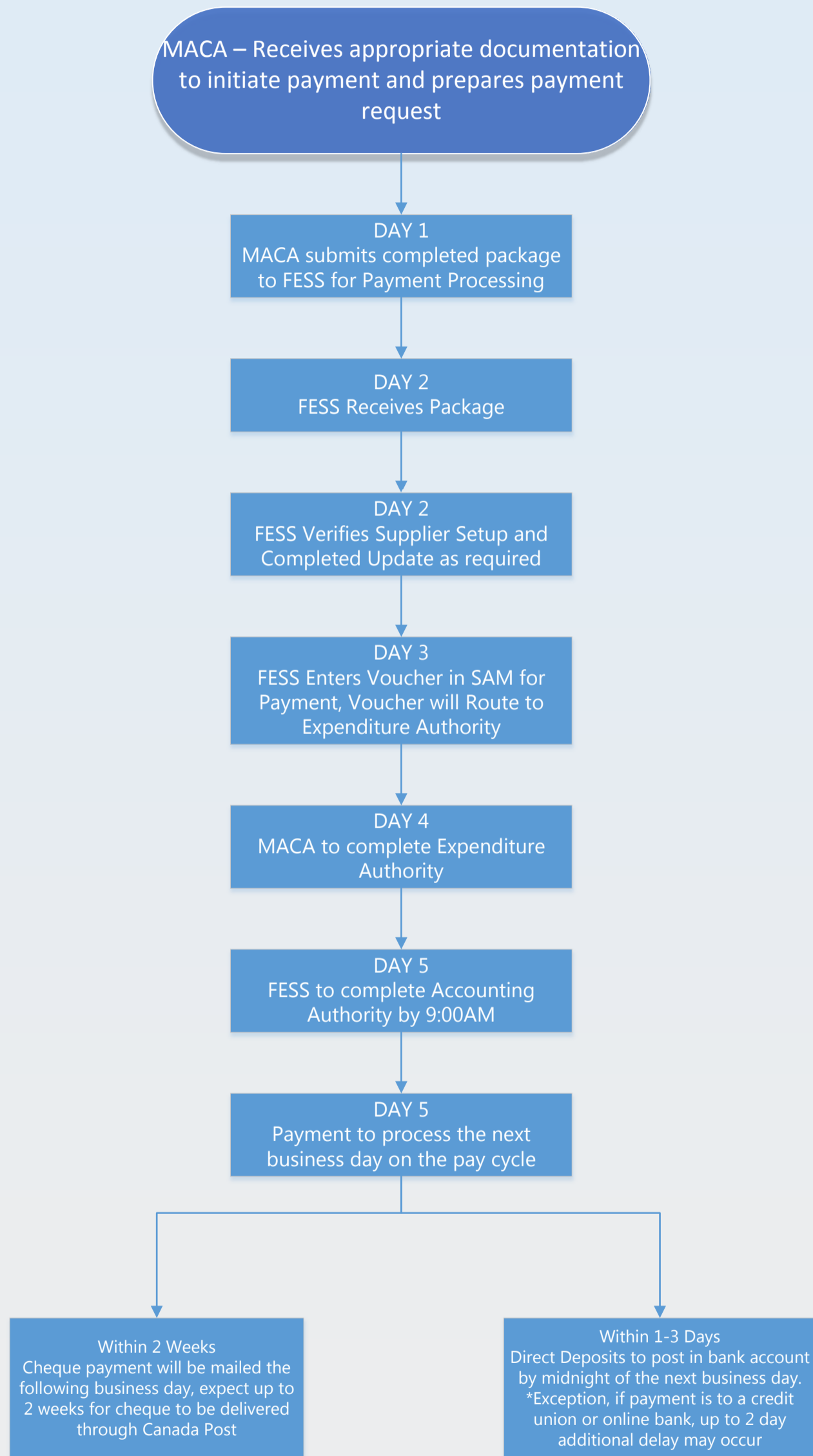


MACA Flood Support – Payment Processing Flowchart



MACA Flood Support – Payment Processing Flowchart

- MACA receives all appropriate documentation to initiate payment
- MACA prepares payment package request which must include:
 - Supplier Information:
 - Payee
 - Address
 - Phone Number
 - Proof of Identification
 - Optional: Direct Deposit Form
 - Voucher Request form (template provided by FESS)
 - Application Form
- MACA submits completed package to Financial_SharedServices@gov.nt.ca using subject line “URGENT - MAC01 – Flood Support – Resident NAME”
- FESS checks supplier information, updates or creates supplier as required
- FESS enters voucher in SAM for process, entry and peer review to be completed within 1 business day. Payments will be entered as DUE NOW.
- MACA completes expenditure authority to approve, MACA to check daily for any approvals
- FESS completes accounting authority at 9:00am each day, FESS will ensure a Manager is monitoring approvals daily to complete all approvals. FESS will also monitor any outstanding MACA approvals and will follow up if not completed within 1 day.
- FESS completes paycycle to process payment.
 - Direct Deposit will post by midnight the next business day, exception for credit unions or online banks, additional 2 day delay may occur
 - Cheque will be mailed the next business day, may take up to 2 weeks to be delivered