



## Revise EFT File - FIN3700



# Table of Contents

<b>Revise EFT File - FIN3700</b> .....	<b>i</b>
<b>Revise EFT File - FIN3700</b> .....	<b>1</b>



# Revise EFT File - FIN3700

## Finance > Maintenance > EFT Processing > Revise EFT File

This tab is used to edit Finance and Finance Prenote EFT files. The EFT process is completed in the logged-on file ID.

**Note:** Grants and Projects EFT files cannot be revised in Finance and vice versa.

**Important:** Reference the NACHA file format at [www.NACHA.org](http://www.NACHA.org) before modifying the EFT file.

The following warning is displayed at the top of the tab:

**WARNING:** Ensure that you are entering correct information. Any information entered will be processed.

### Revise the EFT file:

Click **Choose File**.

- Locate and select the file (e.g., Finance\_EFT\_CCCDDD\_MMDDYYYY.txt or Finance\_Prenote\_CCCDDD\_MMDDYYYY.txt) to be revised.
- Click **Open** to select the file, or click **Cancel** to close the dialog box without processing.

Click **Retrieve File**.

- The selected EFT file is displayed in the table fields.
- Make changes to the employee data fields, as needed.

<b>Record Cd</b>	Only displays detail record code 6.
<b>Account Type</b>	Type the one-digit account type code. Or, select one of the following from the drop-down list. <ul style="list-style-type: none"> <li>• 2 - <i>Checking account</i></li> <li>• 3 - <i>Savings account</i></li> </ul>
<b>Run Type</b>	Type the one-digit run type code. Or, select one of the following from the drop-down list. <ul style="list-style-type: none"> <li>• 2 - <i>Finance EFT file</i></li> <li>• 3 - <i>Finance Prenote EFT file</i></li> </ul>
<b>Transit Route</b>	Type the nine-digit routing number for the vendor's bank. The transit routing number must be a numeric value.
<b>Bank Account Nbr</b>	Type the vendor's bank account number. The account number must be a numeric value.
<b>Bank Account Amt</b>	Type the bank account amount. The bank account amount should be zero if the <b>Run Type</b> is 3 (i.e., Finance Prenote EFT file). The bank account amount cannot be a negative value.

<b>Vendor Nbr</b>	Type an active vendor number, if known. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor number. The vendor number must exist on the Maintenance > Vendor Information page. The <b>Vendor Name</b> field is automatically populated with the vendor name. If the vendor number is not known, click  . The Vendor Information directory is displayed. Type data in one or more of the search fields.  Click <b>Search</b> . A list of data that matches the search criteria is displayed.  Select a vendor from the list. Otherwise, click <b>Cancel</b> .
<b>Vendor Name</b>	Type the vendor name, if known. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor name. Only existing active vendors are displayed in the drop-down list. The <b>Vendor Number</b> field is automatically populated with the vendor number. If the vendor name is not known, click  . The <a href="#">Vendors directory</a> is displayed. <b>Note:</b> The vendor name represents the credit card company (e.g., Bank of America).
<b>Description Data</b>	The description data listed in the file is displayed.
<b>Addend Ind</b>	The Addenda Record Indicator listed in the file is displayed. By default, the field displays a zero.
<b>Orig DFI ID Cd</b>	The eight-digit code used to identify the originating depository financial institution is displayed.
<b>Totals</b>	A running total of the EFT payments in the file is displayed. The amount is updated when changes are made to the <b>Bank Account Amount</b> field.

Click **Process File** when all changes have been entered.

- The preview report is displayed. [Review the report](#).
- Click **Process** to process the data. Or, click **Cancel** to return to the Revise EFT File tab without making changes.

The revised .txt file is generated and a message is displayed indicating that the EFT file was created successfully. Click **OK**.

**Other functions and features:**

<b>+Add</b>	Click to add a new row.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.