
# Revise EFT File - FIN3700

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# Revise EFT File - FIN3700

***Finance > Maintenance > EFT Processing > Revise EFT File***

This tab is used to edit Finance and Finance Prenote EFT files.

**IMPORTANT**: Please reference the NACHA file format at 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 **Browse** to open the Import dialog box.

- Click **Browse**, and then select the folder and file to be revised (e.g., Finance_EFT_10102017.txt or Finance_Prenote_10102017.txt).
- 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 data fields. Make changes to the data fields, as needed.

Click **+Add** to add a row.

| | |
|---|---|
| **Record Cd** | Only displays detail record code 6. |
| **Account Type** | Type the one-digit account type code. Or, select one of the following from the drop-down list.<br>• *2 - Checking account*<br>• *3 - Savings account* |
| **Run Type** | |

● In the Transit Route field, type the nine-digit routing number for the vendor's bank. The transit routing number must be a numeric value. ● In the Bank Account Nbr, type the vendor's bank account number. The account number must be a numeric value. ● In the Bank Account Amt, type the bank account amount. The bank account amount should be zero if the Run Type is 3 (i.e., Finance Prenote EFT file). The bank account amount cannot be a negative value. ● In the Vendor Nbr, type the vendor number. ● In the Vendor Name, type the vendor name. ● The Description Data field displays the description data listed in the file. ● The Addend Ind field displays the Addenda Record Indicator listed in the file. By default, the field displays a zero. ● The Orig DFI ID Cd field displays the eight-digit code used to identify the originating depository financial institution. ● The Totals field displays a running total of the EFT payments in the file. The amount is updated when changes are made to the Bank Account Amount field.

## Other functions and features:

| | |
|---|---|
| | Delete a row.<br>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. |