Revise EFT File - FIN3700

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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. • *2 - Checking account* • *3 - Savings account*
Run Type	Type the one-digit run type code. Or, select one of the following from the drop-down list. • *2 - Finance EFT file* • *3 - Finance Prenote EFT file*
Transit Route	Type the nine-digit routing number for the vendor's bank. The transit routing number must be a numeric value.
Bank Account Nbr	
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.

Vendor Nbr	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 **Vendor Name** 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 **Search**. A list of data that matches the search criteria is displayed. Select a vendor from the list. Otherwise, click **Cancel**.
Vendor Name	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 **Vendor Number** field is automatically populated with the vendor number. If the vendor name is not known, click . The Vendors directory is displayed. **Note**: The vendor name represents the credit card company (e.g., Bank of America).
Description Data	The description data listed in the file is displayed.
Addend Ind	The Addenda Record Indicator listed in the file is displayed. By default, the field displays a zero.
Orig DFI ID Cd	The eight-digit code used to identify the originating depository financial institution is displayed.
Totals	A running total of the EFT payments in the file is displayed. The amount is updated when changes are made to the **Bank Account Amount** field.

Other functions and features:

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