



Bank Codes - FIN2800

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This tab is used to enter and maintain information about the banks participating in electronic funds transfer (EFT) payments. In order for a vendor to receive an EFT payment, you must indicate a specific bank for the vendor. The bank must be approved by the local education agency (LEA) and entered in the bank table before the bank code can be entered in the vendor information.

You can add or edit information in the bank table at any time. The bank name, address, telephone, and contact person information can be updated by accessing the bank code, changing the data, and saving the changes. If the bank code is incorrect, you must delete the incorrect code and then add the new code.


Retrieve a bank code:

Field	Description
Starting Bank Code	Type the starting bank code from which you want to retrieve data.

Click **Retrieve**. A list of bank codes equal to and greater than the entered starting bank code is displayed.


Add a bank code:

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

Bank Code	Type a unique user-defined bank code. If the information has already been entered for this code, it is displayed when the code is entered. The field must be three characters.
Bank Name	Type the bank name.
Route Number	Type the nine-digit routing number to use for the electronic funds transfer.
Street Nbr	Type the street address number if used.
Street Name	Type the street name.
City	Type the name of the city where the bank is located.
State	Click  to select the two-character code of the state where the bank is located.
Zip	Type the five-digit zip code for the bank's location.
Zip 4	Type the four-digit zip code if used.
Contact	Type the name of the contact person at the bank who is responsible for processing electronic funds transfers.

Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
+Add	Click to add a row to the grid or press ALT+1. Note: When using ALT+1 to add a new row to the grid, you must use the 1 key on the keyboard, not the 1 key on the numeric keypad.
Print	Click to print the report. Review the report.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You cannot delete codes that exist in the payment history or are currently assigned to vendors receiving EFT payments. Click Save . A message is displayed asking if you want to delete the row. Click OK to delete the row. Click Cancel to return to the Bank Codes tab.