

Vendor EFT Process Quick Checklist

Table of Contents

Vendor EFT Process Quick Checklist i
Process Vendor EFTs in Finance Quick Checklist 1

Process Vendor EFTs in Finance Quick Checklist

	Step
1.	Finance > Maintenance > Vendor Information > Vendor Name/Address Add/update vendor EFT email address.
2.	Finance > Tables > Bank Codes > Bank Codes Add/update bank codes.
3.	Finance > Tables > Bank Codes > EFT Add/update EFT information.
4.	Finance > Maintenance > Vendor Information > Vendor Miscellaneous Add/update vendor bank information.
5.	Finance > Maintenance > Postings > Check Processing - PA OR PO Post transaction(s).
6.	Finance > Maintenance > Check Processing > Print Checks Print checks.
7.	Finance > Maintenance > EFT Processing > Create EFT File Create the EFT file.

Your EFT file is ready to be emailed to your bank contact for EFTs or your LEA's preferred method of handling EFT files.



The next morning at 6:00 AM, ASCENDER sends an email to the vendor notifying them that an EFT payment (deposit) has been issued to their bank account. The system uses the vendor's EFT email address listed on the Vendor Name/Address tab.