



## Create EFT file



# Table of Contents

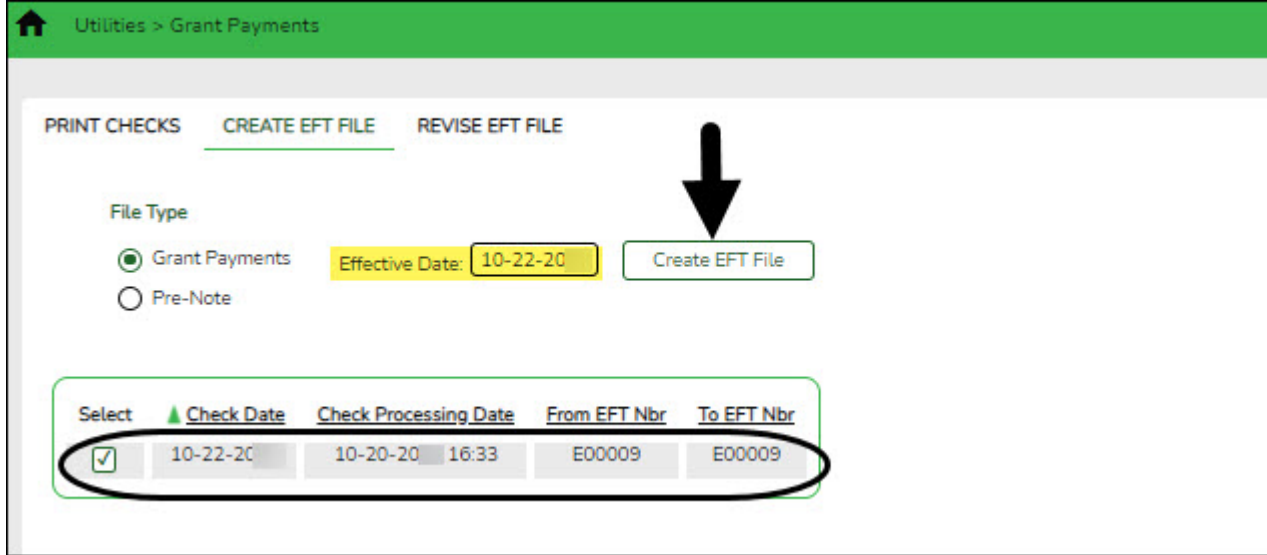
**Create EFT file** ..... i



## Create EFT file

[Grants and Projects > Utilities > Grant Payments > Create EFT File](#)

When applicable, create an EFT file for the bank to process EFT payments for grant reimbursement requests.



There are two types of EFT file options available on this tab.

Under **File Type**:

Field	Description
<b>Grant Payments</b>	If selected, all EFT grant payments for the selected date time stamp(s) are included in the EFT file. If multiple date time stamp records are selected, all records will be included in the same file. A list of data from the last ten check runs is displayed in the grid.
<b>Pre-Note</b>	If selected, all members with <b>PreNote</b> selected on the <a href="#">Grants and Projects &gt; Tables &gt; SSA Members &gt; Bank Code</a> tab are included in the file. The file is sorted by member number. After the prenote file is generated, the <b>PreNote</b> field is cleared on the Bank Code tab.
<b>Effective Date</b>	Type the effective date for the EFT file in the MM-DD-YYYY format. This is the date that the bank will transfer the funds to the vendor's bank.

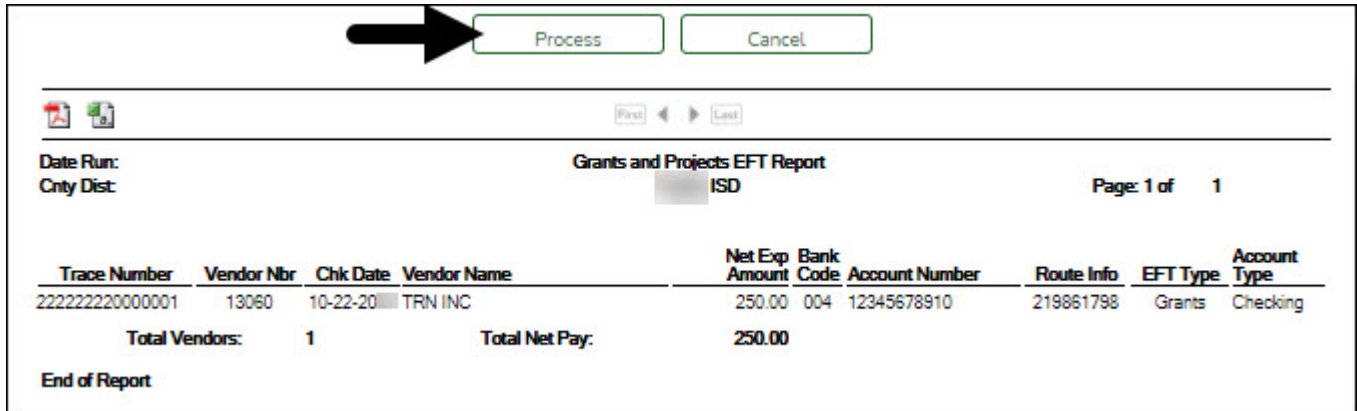
A list of available EFT payments or payment groups is displayed with the following details:

- **Check Date** - Displays the date on the check.
- **Check Processing Date** - Displays the date of the actual check run regardless of the **Check Date**.
- **From EFT Nbr** - Displays the beginning Finance EFT number for the check run.
- **To EFT Nbr** - Displays the ending Finance EFT number for the check run.

Select the payments to be included in the EFT file. If **Pre-Note** is selected, payments cannot be selected.

Click **Create EFT File** to create the EFT file. If **Pre-Note** is selected, the Grants and Projects EFT Pre-Note Report is displayed with a zero transaction. Otherwise, the Grants and Projects EFT Report is

displayed with a list of transactions to be processed. [Review the report.](#)



Trace Number	Vendor Nbr	Chk Date	Vendor Name	Net Exp Amount	Bank Code	Account Number	Route Info	EFT Type	Account Type
2222222200000001	13080	10-22-20	TRN INC	250.00	004	12345678910	219861798	Grants	Checking
<b>Total Vendors:</b>		<b>1</b>	<b>Total Net Pay:</b>		<b>250.00</b>				

End of Report

- Click **Process** to proceed. A dialog box is displayed with a preset File name.
  - If **Grant Payments** is selected, the GRANTS\_EFT\_CCCDDD\_MMDDYYYY.txt file is generated with the actual EFT payments for each vendor.
  - If **Pre-Note** is selected, the GRANTS\_Prenote\_CCCDDD\_MMDDYYYY.txt file is generated for those members with **Pre-Note** selected on their bank information record.

You can type a different name for the file, and save the file on your computer or network.

- Click **Cancel** to close the report and return the Create EFT file tab.