



## **Add member bank information**



# Table of Contents

**Add member bank information** ..... i




[Grants and Projects > Tables > SSA Members > Bank Code](#)

Add and maintain member bank information for EFT payments processed in the Grants and Projects application. If the member uses the same account information for vendor EFT payments, this page does not need to be completed.

The bank information hierarchy is as follows: This page is the primary source of bank information for grant payments. If this page is blank, the bank information from the [Finance > Maintenance > Vendor Information > Vendor Miscellaneous](#) tab is used. If the Vendor Miscellaneous tab is blank, a check is issued.

☐ Under **Bank Information**:

<b>EFT E-mail</b>	Type the member's email address to send EFT payment information. The field can be a maximum of 100 characters. This field is required when adding a bank information record.
-------------------	--

<b>Bank</b>	Begin typing a bank code or name. As you type the data, a drop-down list of corresponding data is displayed. The bank information must exist on the <a href="#">Finance &gt; Tables &gt; Bank Codes</a> tab. Select a bank code. If the bank code or name is not known, click  to select a bank from the <a href="#">Banks lookup</a> or press the SPACEBAR to view a list of banks.
<b>Bank Acct Nbr</b>	Type the corresponding bank account number for the selected bank.
<b>Bank Acct Type</b>	Select the account type for the selected bank and bank account number. <ul style="list-style-type: none"><li>• 2 <i>Checking account</i></li><li>• 3 <i>Savings account</i></li></ul>
<b>PreNote</b>	Select to generate a <a href="#">prenote</a> to the bank.

☐ Click **Save**.