

Add/Update Bank Codes

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Finance > Tables > Bank Codes > Bank Codes

Verify the appropriate bank codes exist. If not, add the applicable codes. A bank code is required for each bank 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.

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.

Note: Multiple vendors may use the same bank.

Tables > Bank Codes				2	 Finance 	ŝ.		
Save								
BANK CODES EFT								
Starting Bank Code: Retrieve Print								
Delete Bank Code Bank Name	Boute Number	Street.Nbr	Street Name	SEX	State	ZR	Ze.4	Contact
123 Test Bank	111000222	53	Street	Alamo City	TX Texas	78208		Marty Rogers
🗊 555 Big Bank	315888888	1	Drive	Alamo City	TX Texas	75555		Sunny Bell
First 4 1 ¥ /1 1 Last								Add Add

□ 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 \checkmark 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.



TIP: If you are creating a vendor record for an employee who is also participating in EFT



payments in Payroll, you can use the **Copy from Payroll** functionality on the Vendor Miscellaneous tab and complete the vendor's bank information.

It is recommended that you print your bank details from the Payroll > Tables > Bank Codes > EFT tab and use it as a reference when adding your LEA's bank details on the EFT tab in Step 3. Use caution when typing your **Route** number to ensure accuracy.