



## **Add/Update Bank Codes**



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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.

☐ Click **+Add** to add a new row.

<b>Bank Code</b>	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.
<b>Bank Name</b>	Type the bank name.
<b>Route Number</b>	Type the nine-digit routing number to use for the electronic funds transfer.
<b>Street Nbr</b>	Type the street address number if used.
<b>Street Name</b>	Type the street name.
<b>City</b>	Type the name of the city where the bank is located.
<b>State</b>	Click ▼ to select the two-character code of the state where the bank is located.
<b>Zip</b>	Type the five-digit zip code for the bank's location.
<b>Zip 4</b>	Type the four-digit zip code if used.
<b>Contact</b>	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.