


# Bank Code - GRT2150

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# Bank Code

***Grants and Projects > Tables > SSA Members > Bank Code***

This tab is used to enter and maintain information about banks participating in direct deposit. In order for a member to receive a direct deposit, you must add specific bank information for the member. You can add or edit information in the bank table at any time.

## View a record:

| Field | Description |
|---|---|
| **Member** | Begin typing the member name or six-digit county-district number. As you type the data, a drop-down list of corresponding data is displayed. Or press the Spacebar to view a list of members. Select a member and click **Retrieve**. The member record is displayed.<br><br>If the member name or county-district number is not known, click Directory to perform a search of all active members. |

## Add a bank record:

❑ Under **Bank Information**:

| | |
|---|---|
| **EFT E-mail** | Type the member's email address to send EFT payment information. The field can be a maximum of 45 characters. This is a required field. |
| **Bank** | 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 Finance > Tables > Bank Codes tab. Select a bank code. If the bank code or name is not known, click ⋮ to select a bank from the Banks lookup or press the SPACEBAR to view a list of banks. |
| **Bank Acct Nbr** | Type the corresponding bank account number for the selected bank. |
| **Bank Acct Type** | Select the account type for the selected bank and bank account number.<br><br>*2 Checking account*<br>*3 Savings account* |
| **PreNote** | Select to generate a prenote to the bank. |

❑ Click **Save**.

## Other functions and features:

| | |
|---|---|
| **Retrieve** | The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost. |
| 🗑 | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. |
| **Add** | Click to add a new member record. |