


# createeftfile

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# Create EFT File - GRT8020

***Grants and Projects > Utilities > Grant Payments > Create EFT File***

This page is used to create an EFT file for the bank to process EFT payments for grant reimbursement requests.

Electronic fund transfer (EFT) is a method of electronically transferring funds to a vendor for payment. The transfer is accomplished by creating an EFT file during a payment run. The file is then given to the fiscal agent's bank to be transmitted to an automated clearing house (ACH). The ACH is a centralized, federal reserve bank that transmits the necessary data for electronically transferring funds to the vendor's participating depository financial institution (DFI).

**Note**: The member's bank information must be completed on the Grants and Projects > Tables > SSA Members > Bank Code tab. Otherwise, the create EFT file process cannot be performed.

## Create an EFT file:

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

Under **File Type**:

| Field | Description |
|---|---|
| **Grant Payments** | 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. |
| **Pre-Note** | If selected, all members with **PreNote** selected on the Grants and Projects > Tables > SSA Members > Bank Code tab are included in the file. The file is sorted by member number. After the prenote file is generated, the **PreNote** field is cleared on the Bank Code tab. |
| **Effective Date** | Type the effective date for the EFT file in the MM-DD-YYYY format. |

❑ Click **Create EFT File** to create the EFT file. Based on the selected EFT file option, either the Grants and Projects EFT Report or the Grants and Project EFT Report with a zero transaction is displayed. Review the report.

❑ Click **Process** to proceed. A dialog box is displayed with a preset File name.

- If **Grant Payments** is selected, the GRANTS_EFT_MMDDYYYY file is generated with the actual EFT payments for each vendor.
- If **Pre-Note** is selected, the GRANTS_Prenote_MMDDYYYY file is generated for those members with **Pre-Note** selected in their bank information record. You can type a different name for the file. Save the file on your computer or network.

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