



ASCENDER GUIDES



Create EFT File - FIN3700

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Create EFT File - FIN3700

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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 local education agency's (LEA) 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: All fields on the [Tables > Bank Codes > EFT tab](#) must be populated. 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:

| Field | Description |
|------------------------|---|
| Finance | If selected, all EFT checks (i.e., 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 vendors with PreNote selected on the Maintenance > Vendor Information > Vendor Miscellaneous tab are included in the file. The file is sorted by vendor number. After the prenote file is generated, the PreNote field is cleared. |
| Effective Date | Type the effective date for the EFT file in the MMDDYYYY format. |
| Create EFT File | |

Other functions and features:

| | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Delete a row. |
| | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. |



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