



Revise EFT File - FIN3700

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Finance > Maintenance > EFT Processing > Revise EFT File

This tab is used to edit Finance and Finance Prenote EFT files.

IMPORTANT: Please reference the NACHA file format at www.NACHA.org before modifying the EFT file.

The following warning is displayed at the top of the tab:

WARNING: Ensure that you are entering correct information. Any information entered will be processed.

Revise the EFT file:



Click **Browse** to open the Import dialog box.

- Click **Browse**, and then select the folder and file to be revised (e.g., Finance_EFT_10102017.txt or Finance_Prenote_10102017.txt).
- Click **Open** to select the file, or click **Cancel** to close the dialog box without processing.


Click **Retrieve File**. The selected EFT file is displayed in the data fields. Make changes to the data fields, as needed.

Click **+Add** to add a row.

Record Cd	Only displays detail record code 6.
Account Type	Type the one-digit account type code. Or, select one of the following from the drop-down list. <ul style="list-style-type: none"> • 2 - <i>Checking account</i> • 3 - <i>Savings account</i>
Run Type	Type the one-digit run type code. Or, select one of the following from the drop-down list. <ul style="list-style-type: none"> • 2 - <i>Finance EFT file</i> • 3 - <i>Finance Prenote EFT file</i>
Transit Route	Type the nine-digit routing number for the vendor's bank. The transit routing number must be a numeric value.
Bank Account Nbr	
Bank Account Amt	Type the bank account amount. The bank account amount should be zero if the Run Type is 3 (i.e., Finance Prenote EFT file). The bank account amount cannot be a negative value.

Vendor Nbr	<p>Type an active vendor number, if known. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor number. The vendor number must exist on the Maintenance > Vendor Information page. The Vendor Name field is automatically populated with the vendor name.</p> <p>If the vendor number is not known, click . The Vendor Information directory is displayed.</p> <p>Type data in one or more of the search fields.</p> <p>Click Search. A list of data that matches the search criteria is displayed.</p> <p>Select a vendor from the list. Otherwise, click Cancel.</p>
Vendor Name	<p>Type the vendor name, if known. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor name. Only existing active vendors are displayed in the drop-down list. The Vendor Number field is automatically populated with the vendor number.</p> <p>If the vendor name is not known, click . The Vendors directory is displayed.</p> <p>Note: The vendor name represents the credit card company (e.g., Bank of America).</p>
Description Data	<p>The description data listed in the file is displayed.</p>
Addend Ind	<p>The Addenda Record Indicator listed in the file is displayed. By default, the field displays a zero.</p>
Orig DFI ID Cd	<p>The eight-digit code used to identify the originating depository financial institution is displayed.</p>
Totals	<p>A running total of the EFT payments in the file is displayed. The amount is updated when changes are made to the Bank Account Amount field.</p>

Other functions and features:

	<p>Delete a row.</p> <p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p>
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