



ASCENDER GUIDES



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## 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](http://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.

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

<b>Vendor Nbr</b>	<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 &gt; Vendor Information page. The <b>Vendor Name</b> 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 <b>Search</b>. A list of data that matches the search criteria is displayed.</p> <p>Select a vendor from the list. Otherwise, click <b>Cancel</b>.</p>
<b>Vendor Name</b>	<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 <b>Vendor Number</b> field is automatically populated with the vendor number.</p> <p>If the vendor name is not known, click . The <a href="#">Vendors directory</a> is displayed.</p> <p><b>Note:</b> The vendor name represents the credit card company (e.g., Bank of America).</p>
<b>Description Data</b>	<p>The description data listed in the file is displayed.</p>
<b>Addend Ind</b>	<p>The Addenda Record Indicator listed in the file is displayed. By default, the field displays a zero.</p>
<b>Orig DFI ID Cd</b>	<p>The eight-digit code used to identify the originating depository financial institution is displayed.</p>
<b>Totals</b>	<p>A running total of the EFT payments in the file is displayed. The amount is updated when changes are made to the <b>Bank Account Amount</b> field.</p>

**Other functions and features:**

<b>+Add</b>	<p><a href="#">Add a row.</a> Click to add a new row.</p>
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