



Revise EFT File - FIN3700

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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 **Choose File**.

- Locate and select the file (e.g., Finance_EFT_10102020.txt or Finance_Prenote_10102020.txt) to be revised.
- 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 table fields.
- Make changes to the employee data fields, as needed.

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	Type the vendor's bank account number. The account number must be a numeric value.
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	The description data listed in the file is displayed.
Addend Ind	The Addenda Record Indicator listed in the file is displayed. By default, the field displays a zero.
Orig DFI ID Cd	The eight-digit code used to identify the originating depository financial institution is displayed.
Totals	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.

☐ Click **Process File** when all changes have been entered.

- The preview report is displayed. [Review the report](#).
- Click **Process** to process the data. Or, click **Cancel** to return to the Revise EFT File tab without making changes.

The revised txt.file is generated and a message is displayed indicating that the EFT file was created successfully. Click **OK**.

Other functions and features:

+Add	Click to add a new 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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