



Revise EFT File - FIN3700

Table of Contents

Revise EFT File - FIN3700 1

Revise EFT File - FIN3700

Finance > Maintenance > EFT Processing > Revise EFT File

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

Note: Grants and Projects EFT files cannot be revised in Finance and vice versa.

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 | 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. If the vendor number is not known, click  . The Vendor Information directory is displayed. Type data in one or more of the search fields. Click Search . A list of data that matches the search criteria is displayed. Select a vendor from the list. Otherwise, click Cancel . |
| Vendor Name | 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. If the vendor name is not known, click  . The Vendors directory is displayed. Note: The vendor name represents the credit card company (e.g., Bank of America). |
| 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. |



Back Cover