

Vendor EFT Process Quick Checklist

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	Step
1.	Finance > Maintenance > Vendor Information > Vendor Name/Address Add/update vendor EFT email address.
2.	Finance > Tables > Bank Codes > Bank Codes Add/update bank codes.
3.	Finance > Tables > Bank Codes > EFT Add/update EFT information.
4.	Finance > Maintenance > Vendor Information > Vendor Miscellaneous Add/update vendor bank information.
5.	Finance > Maintenance > Postings > Check Processing - PA OR PO Post transaction(s).
6.	Finance > Maintenance > Check Processing > Print Checks Print checks.
7.	Finance > Maintenance > EFT Processing > Create EFT File Create the EFT file.

Your EFT file is ready to be sent to your bank contact for EFTs using your LEA's preferred method of sending EFT files.



The following morning at 6:00 AM, ASCENDER will generate and send an email to the vendor's EFT email (on the Vendor Name/Address tab) notifying them that an EFT payment (deposit) has been issued to their bank account.


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