




traveladdbankinfo

Table of Contents

[Finance > Maintenance > Vendor Information > Vendor Miscellaneous](#)

Add bank information for the vendor/employee.

Under **Bank Information**:

Bank	Begin typing a bank code or name. As you type the data, a drop-down list of corresponding data is displayed. The bank information must exist on the Finance > Tables > Bank Codes tab. Select a bank code. If the bank code or name is not known, click  to select a bank from the Banks lookup or press the SPACEBAR to view a list of banks.
Bank Acct Nbr	Type the corresponding bank account number for the selected bank.
Bank Acct Type	Select the account type for the selected bank and bank account number. 2 <i>Checking account</i> 3 <i>Savings account</i>
PreNote	Select to generate a prenote to the bank.

Click **Copy from Payroll** to copy the employee's bank information from the [Payroll > Maintenance > Staff Job/Pay Data > Pay Info](#) tab.

- The vendor must have an **EFT Email** listed on the Vendor Name/Address tab to save the record.
- The bank information must have a zero **Bank Acct Amt**.
- This button only displays if the vendor and employee SSN records match. On the [Finance > Maintenance > Vendor Information > Vendor Name/ Address](#) tab, under **EIN/SSN**, the **Type** must be *SSN* and the **Number** must match the employee's **SSN** on the [Personnel > Maintenance > Staff Demo > Demographic Information](#) tab.

Click **Save**.



Back Cover