Add/update Vendor Bank Information

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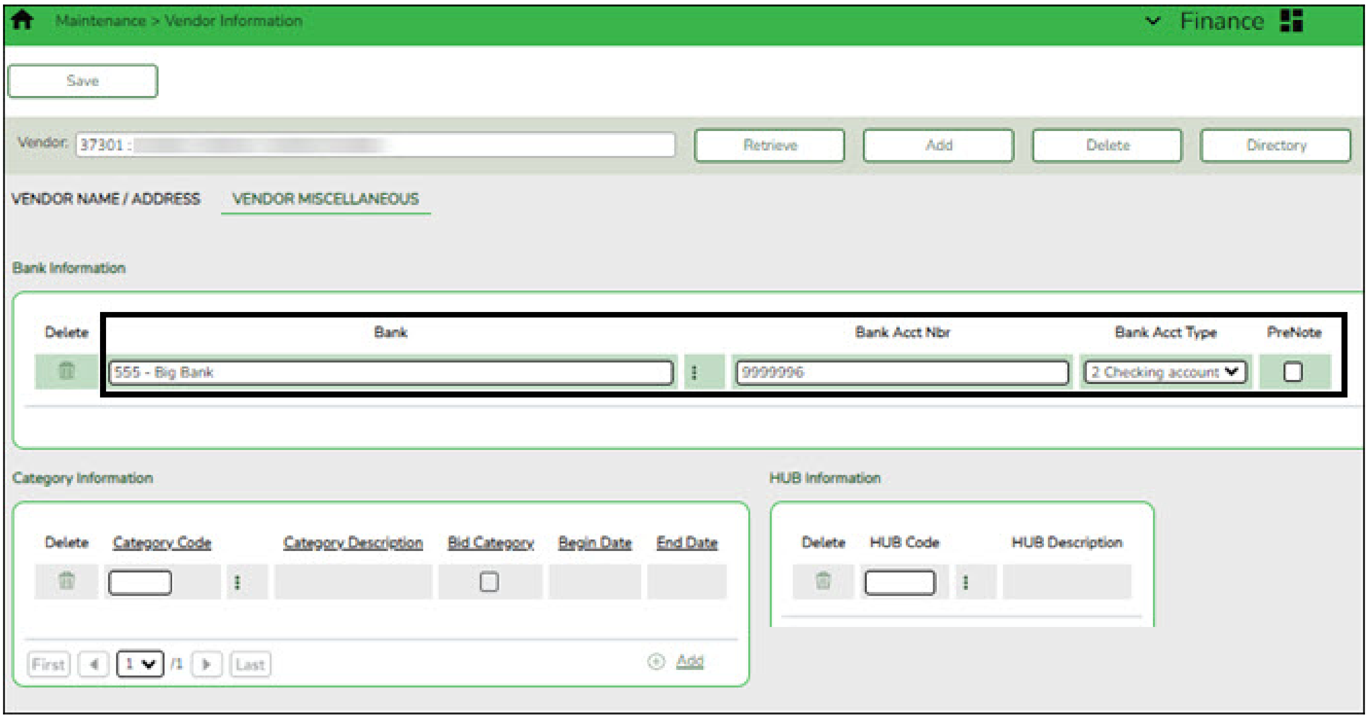
Add bank information for each vendor (or employee) doing business with the local education agency (LEA). If a vendor has bank information on file, the vendor can receive electronic payments via an electronic funds transfer (EFT). This bank information is also used for employee travel reimbursements.



❑ Under **Bank Information**, complete the bank information for each vendor record:

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 Checking account* *3 Savings account*
PreNote	Select to generate a prenote to the bank.

❑ Click **Save**.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