



**Bank Code - GRT2150**



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# Bank Code

## Grants and Projects > Tables > SSA Members > Bank Code


This tab is used to enter and maintain information about banks participating in direct deposit. In order for a member to receive a direct deposit, you must add specific bank information for the member. You can add or edit information in the bank table at any time.

### View a record:

| Field         | Description  |
|---------------|--|
| <b>Member</b> | <p>Begin typing the member name or six-digit county-district number. As you type the data, a drop-down list of corresponding data is displayed. Or press the Spacebar to view a list of members. Select a member and click <b>Retrieve</b>. The member record is displayed.</p> <p>If the member name or county-district number is not known, click <a href="#">Directory</a> to perform a search of all active members.</p> |


### Add a bank record:

Under **Bank Information**:

|                       |   |
|-----------------------|---|
| <b>EFT E-mail</b>     | Type the member's email address to send EFT payment information. The field can be a maximum of 45 characters. This field is required when adding a new bank information record.   |
| <b>Bank</b>           | 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 <a href="#">Finance &gt; Tables &gt; Bank Codes</a> tab. Select a bank code. If the bank code or name is not known, click  to select a bank from the <a href="#">Banks lookup</a> or press the SPACEBAR to view a list of banks. |
| <b>Bank Acct Nbr</b>  | Type the corresponding bank account number for the selected bank.   |
| <b>Bank Acct Type</b> | <p>Select the account type for the selected bank and bank account number.</p> <p>2 <i>Checking account</i></p> <p>3 <i>Savings account</i></p>  |
| <b>PreNote</b>        | Select to generate a <a href="#">prenote</a> to the bank.   |

Click **Save**.

### Other functions and features:

|   |  |
|---|--|
| <b>Retrieve</b>   | The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost. |
|  | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.                                       |
| <b>Add</b>  | Click to add a new member record.  |



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