ASCENDER GUIDES

Bank Code - GRT2150

Table of Contents

Bank Code - GRT2150

Grants and Projects > Tables > SSA Members > Bank Code

This tab is used to add 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
Member	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 **Retrieve**. The member record is displayed. If the member name or county-district number is not known, click Directory to perform a search of all active members.

Add a bank record:

❑ Under **Bank Information**:

EFT E-mail	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 bank information 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**.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, 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.

Add	Click to add a new member record.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover