



Bank Code - GRT2150

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Grants and Projects > Tables > SSA Members > Bank Code

This tab is used to add and maintain member bank information. 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	<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 Retrieve. The member record is displayed.</p> <p>If the member name or county-district number is not known, click Directory to perform a search of all active members.</p>

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.
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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	<p>Select the account type for the selected bank and bank account number.</p> <ul style="list-style-type: none"> • 2 <i>Checking account</i> • 3 <i>Savings account</i>
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.



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