



**Bank Code - GRT2150**



# Table of Contents

**Bank Code - GRT2150** ..... 1



# Bank Code - GRT2150

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

This tab is used to add and maintain member bank information for EFT payments processed in the Grants and Projects application. If the member uses the same account information for vendor EFT payments, this page does not need to be completed. The bank information hierarchy is as follows: This page will serve as the primary source of bank information for grant payments. If this page is blank, then the system will reference the Finance > Maintenance > Vendor Information > Vendor Miscellaneous tab. If the Vendor Miscellaneous tab is blank, then a check is issued.


### View a record:

Field	Description
<b>Member</b>	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.  If the member name or county-district number is not known, click <a href="#">Directory</a> to perform a search of all active members.

### 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 100 characters. This field is required when adding a 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>	Select the account type for the selected bank and bank account number.  <ul style="list-style-type: none"> <li>• 2 <i>Checking account</i></li> <li>• 3 <i>Savings account</i></li> </ul>
<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.



## Back Cover