



**createeftfile**



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# Create EFT File - GRT8020

## Grants and Projects > Utilities > Grant Payments > Create EFT File

This page is used to create an EFT file for the bank to process EFT payments for grant reimbursement requests.

Electronic fund transfer (EFT) is a method of electronically transferring funds to a vendor for payment. The transfer is accomplished by creating an EFT file during a payment run. The file is then given to the fiscal agent's bank to be transmitted to an automated clearing house (ACH). The ACH is a centralized, federal reserve bank that transmits the necessary data for electronically transferring funds to the vendor's participating depository financial institution (DFI).

**Note:** The member's bank information must be completed on the [Grants and Projects > Tables > SSA Members > Bank Code](#) tab. Otherwise, the create EFT file process cannot be performed.

### Modify a record:

#### Select a student

The following receiving options selected on the Options > Purchasing Options page in District Administration determine how information is displayed as well as if certain requisition items can be received on this page.


- If **Use Blind Receiving** is selected, order quantities are not shown on this page.
- If **Allow Partial Receiving** is not selected, only complete requisition items can be received.
- If **Allow Receiving Overage** is not selected, only the original item quantity ordered or less can be received.

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

**\*\*NOTE:**

### Other functions and features:

	<a href="#">Delete a row.</a> Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
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