createeftfile

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Create EFT File - HRS5100

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Electronic fund transfer (EFT) is a method for direct deposit of employee payroll checks to their financial institutions. The transfer is accomplished by creating an EFT file during a payroll run. The file is then given to the employer's financial institution to be transmitted to an automated clearing house (ACH). The ACH is normally a centralized, federal reserve bank that transmits necessary data for direct depositing to the employee's participating depository financial institution (DFI). The difference between EFT direct deposit and the normal direct depositing option is that EFT depositing requires the employer to deliver the file to the financial institution.

Note: All fields on the Bank Codes > EFT tab must be populated. 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:

 Delete a row.
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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