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## Revise EFT File - HRS5100



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## **Payroll > Payroll Processing > EFT Processing > Revise EFT File**

This tab is used to edit both pay run and prenote EFT files.

**Important:** Please reference the NACHA file format at [www.NACHA.org](http://www.NACHA.org) before modifying the EFT file.

### **Revise the EFT file:**

The following warning is displayed at the top of the tab: **WARNING: Ensure that you are entering the correct information. Any information entered will be processed.**

- Click **Browse**. A pop-window is displayed.
- Click **Choose File**. Locate and select the file (e.g., payeft\_CCCDDD\_MMDDYYYY.txt or prenote\_CCCDDD\_MMDDYYYY.txt) to be revised on your computer or network. Click **Open** to select the file, or click **Cancel** to close the dialog box without processing.
- Click **Submit** to accept the file name and return to the Create EFT page.
  - The selected EFT file is displayed in the table fields.
  - Make changes to the employee data fields, as needed.
- Click **Process File** when all changes have been entered. The File Maintenance WARNING page is displayed with the following message: **WARNING: Ensure that you are entering the correct information. Any information entered will be processed.**
  - Click **OK** to continue processing the EFT revision. The EFT Report is displayed. [Review the report](#). A message is displayed indicating that the EFT file was created successfully. Click **OK**.
  - Click **Cancel** to return to the Revise EFT File tab without making changes.



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