



Revise EFT File - HRS5100

Table of Contents

Revise EFT File - HRS5100 1

Revise EFT File - HRS5100

Human Resources > 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 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** to open the Import dialog box.

Click **Browse**, and select the folder and file to be revised (e.g., payeft_10102009.txt or prenote_10102009.txt).

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 close the page and continue processing the EFT revision. If the EFT file was processed successfully, a message is displayed indicating that the EFT file was created successfully and listing the file names (e.g., payeft_10102009.txt or prenote_10102009.txt). Otherwise, click **Cancel**.

If you click **OK**, an Export dialog box is displayed.

Under **Save as type**, select **Text** or **CSV**.

Click **Export** to export the file. Otherwise, click **Cancel** to cancel the creation of the file and return to the Create EFT page. If you click **Export**, the following options are available:

- Click **Open** to open the file.
- Click **Save** to save the file. A Save As dialog box is displayed.
- In the **Save in** field, click  to navigate to the appropriate folder.
- In the **File name** field, the file name is set to payeft_mmddyyyy.txt for a payrun file and

prenote_mmdyyy.txt for a prenote file. You can type a different name for the file.

- Click **Save**. Otherwise, click **Cancel** to close the Save As dialog box without saving the file.
- Click **Cancel** to not save the file and return to the Create EFT page.

If the EFT file was saved successfully, a message indicating that the EFT file was created successfully is displayed.

If errors were encountered between voided and issued check amounts, an Error Listing Report is displayed. [Review the report.](#)



Back Cover