



Revise EFT File - HRS5100

Table of Contents

Revise EFT File - HRS5100 1

Revise EFT File - HRS5100

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 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_mmddyyyy.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