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## **Revise EFT File - HRS5100**



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# 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](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\_10102009.txt or prenote\_10102009.txt) to be revised on your computer or network. The file name is displayed next to **Choose File**.
- Click Submit.
- 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.](#)



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