



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**. 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. 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.



Back Cover