



This document describes the Heritage Village Masters Association (HVMA) Electronic Funds Transfer (EFT) update process. To prevent inadvertently changing EFT Bank information, any change to EFT information must be made via a prompt.

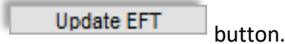
The data cannot be changed directly on the screen and is “read-only”. Use these instructions when changing an existing EFT setup on a customer record, adding an EFT to a customer who did not previously use EFT, and removing information from a customer record. To access the screen, from the menu, select:

**Misc Billing ▶ Maintenance ▶ Customer Maintenance**

Type the customer number to bring the record to the screen.

# 1 Change Existing EFT Information for a Customer

If the EFT Bank Transfer radio button is set to  Yes, and a change is needed, click the



button.



Every change is logged to the customer maintenance

field log tab to allow the user to see what it was before the change.

The screenshot shows the 'Customer Maintenance' interface. The 'EFT Bank Transfer' section is highlighted with a blue box. It contains the following information:
 

- EFT Bank Transfer:**  No  Yes
- Bank Name:** CHASE
- Routing#:** 1234-5678-0
- Account#:** 987654321
- Type:**  Checking  Savings
- Pre-Note:** 0
- Pre-Note Sent Date:** 27-Jan-2021

 The 'Update EFT' button is circled in yellow.

The system will display a prompt; enter the information into the fields on the prompt.

The prompt dialog box titled 'Update EFT Bank Information' contains the following fields:
 

- Optional: Enter Bank Name:** CHASE
- Required: Enter Bank Routing#:** 0987-6543-6
- Required: Enter Bank Account:** 123456789
- Required: Select Bank Account Type:**  Checking  Savings
- Required: Select Prenote Type:**  Send Money to Bank  Send 1 Test to Bank  Send 2 Tests to Bank

 Buttons at the bottom include 'Lookup', 'OK', 'Cancel', and 'Clear All'.

The Bank Name is optional.

The **Bank Routing #, Account, Account Type, and Prenote Type** are all required.

For details on Prenotes, see section 4.

Press  to apply the changes to the customer record.

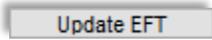
Press  to exit the prompt; no updates will be applied.



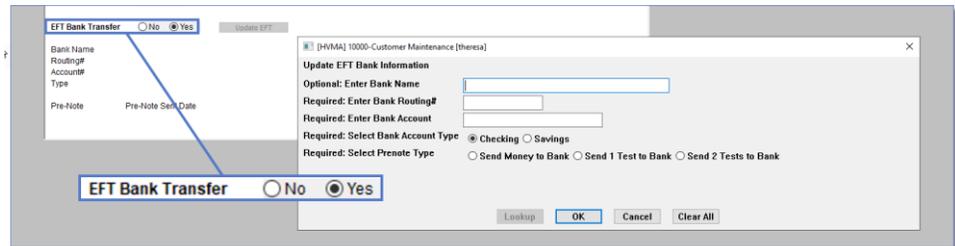
## 2 Add EFT Transfer Information to a Customer Record

If the customer has no EFT Bank Transfer information, the radio button will default to  **No** and there will be no EFT information shown; the **Update EFT** button will not be available. To add information, set the EFT Bank Transfer radio button to  **Yes**. The system will immediately prompt for the information with the same prompt that is used when [changing Existing EFT Transfer Information](#).

Setting the radio button to  **Yes** makes the



button available if changes are needed.



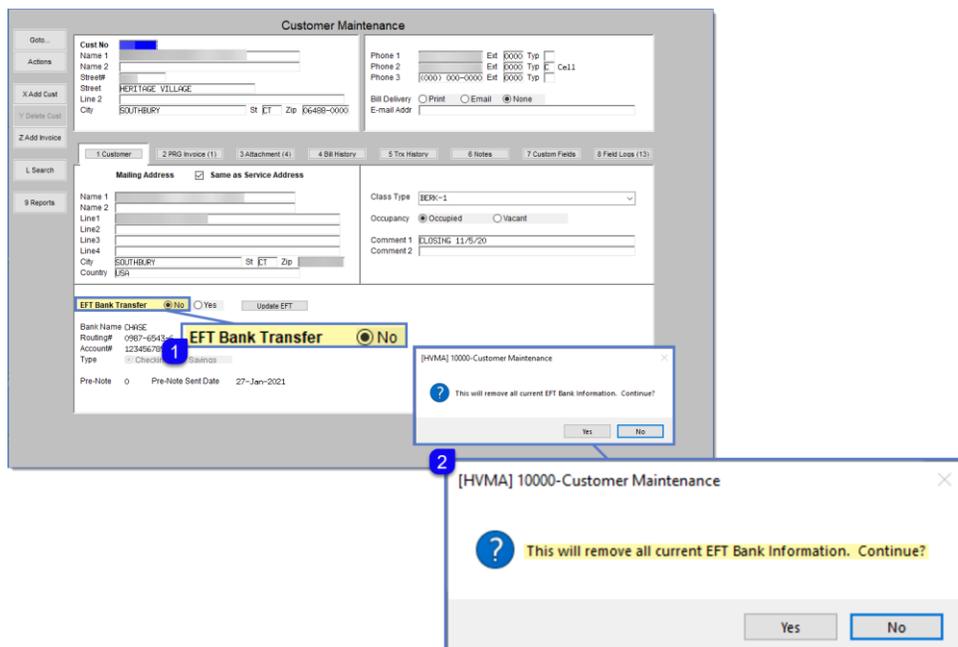
Fill in all the fields on the prompt and click on **OK** to apply the changes.

To exit the prompt without applying any changes, click on **Cancel**.

## 3 Remove Existing Customer EFT Transfer Information

A customer record that includes bank information will have the EFT Bank Transfer radio button set to  **Yes**. Change the EFT Bank Transfer Radio Button from  **Yes** to  **No** to remove the EFT Transfer Information.

To remove any EFT information from a customer who chooses to no longer use EFT, click on the **EFT Bank Transfer  No** radio button.



Press **Yes** to apply the changes to the customer record.

Press **No** to cancel removing the EFT Bank Information.



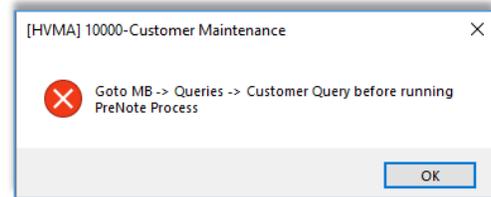
## 4 EFT Prenotes to Bank

The Prenote defaults to  **Send 1 Test to Bank** when adding or changing an EFT.  
Select  **Send Money to Bank** if no pre-note advice should be sent when adding an EFT for a customer.  
Select  **Send 2 Tests to Bank** if the issuing bank requires two tests.

Run the EFT/ACH pre note process from the menu by selecting:

**Misc Billing ▶ Maintenance ▶ Generate ACH/EFT Prenotes**

Note: the process cannot be run from the Customer Maintenance screen. The system will display a pop-up message instructing the user to move to the query screen (or another screen) before running the Prenote process.



Fill in the required bank code – this is the code for the bank receiving the money via the EFT, currently “NSB” for Newtown Savings Bank. Select a date range that will include any of the customer records changed within the specified time frame and that have either the  **Send 1 test to Bank** or  **Send 3 Tests to Bank** radio button set.

1	Cust#	Owner-Name	Primary-Address	ChangeDel	ChangeTime
8	999A	TIMOTHY L & BEVERLY A ALLEN	999A HERITAGE VILLAGE	11/30/2023	10:45:37
34	999A	TIMOTHY L & BEVERLY A ALLEN	999A HERITAGE VILLAGE	11/30/2023	10:45:26
35	999A	TIMOTHY L & BEVERLY A ALLEN	999A HERITAGE VILLAGE	11/30/2023	10:45:26
36	999A	TIMOTHY L & BEVERLY A ALLEN	999A HERITAGE VILLAGE	11/30/2023	10:45:26
37	999A	TIMOTHY L & BEVERLY A ALLEN	999A HERITAGE VILLAGE	11/30/2023	10:45:26
38	999B	RICHARD & ROBERTA E HAGSTROM	999B HERITAGE VILLAGE	11/30/2023	10:45:17
39	99A	VILL MICHEL	99A HERITAGE VILLAGE	11/30/2023	10:45:11
65	99B	CHRISTOPHER G & GAIL L RYDER	99B HERITAGE VILLAGE	11/30/2023	10:29:23
66	99B	CHRISTOPHER G & GAIL L RYDER	99B HERITAGE VILLAGE	11/30/2023	10:33:26
67	99B	CHRISTOPHER G & GAIL L RYDER	99B HERITAGE VILLAGE	11/30/2023	10:33:26
68	99B	CHRISTOPHER G & GAIL L RYDER	99B HERITAGE VILLAGE	11/30/2023	10:33:42
69	99B	CHRISTOPHER G & GAIL L RYDER	99B HERITAGE VILLAGE	11/30/2023	10:45:01
70	99B	CHRISTOPHER G & GAIL L RYDER	99B HERITAGE VILLAGE	11/30/2023	10:45:01

Select Edit List on the customer maintenance or query screen to see a list of EFT changes within a date range.

### 4.1 Field Logging of Changes



Every change is logged to the customer maintenance field log tab to allow the user to see what it was before the change.

To view changes, from the menu, select:

**Misc Billing ▶ Module Maintenance ▶**

Change Date	Time	User	Field	From/To	Where Changed
28-Nov-2023	16:07	THERESA	Bank Name	CHRS	CUSTUPD
28-Nov-2023	16:07	THERESA	Pre-Note Sent Date	27-Jan-2021	CUSTUPD
28-Nov-2023	16:07	THERESA	Prenote Flag	0	CUSTUPD
28-Nov-2023	16:07	THERESA	Bank Account Type	C	CUSTUPD
28-Nov-2023	16:07	THERESA	Bank Account	123456789	CUSTUPD