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SELECT VENDORS SET UP FOR EFT

When entering an invoice, you can search for a vendor by clicking the asterisk (*) next to the **Vendor #** field. When the vendor lookup is displayed, you can check if a vendor has been set up to receive EFT payments from the State, or to see if a vendor with multiple accounts or addresses has a specific set up for EFT payment.

Use the scroll bar at the bottom of the vendor lookup dialog box in order to see the Prenote Indicator field. The Prenote Indicator of 'Y' means that this vendor receives EFT payments from the State for this particular account and ABA combination.

Figure 1 - Prenote Indicator

Vendor #	ne	Address	City	ST	1099	Prenote
Select 82	CE	PO BOX 1238	TWIN FALLS	ID	N	
Select 82	CE	2001 S WOODRUFF STE 12A	IDAHO FALLS	ID	Y	
Select 04	E SYSTEMS	2050 1ST ST	IDAHO FALLS	ID	N	
Select 82	ERVICES OFFICE	700 W JEFFERSON W114	BOISE	ID	N	
Select 82	S OFFICE	1000 W GARDEN AVE	COEUR D ALENE	ID	N	Y
Select 34		75 REMITTANCE DR #2698	CHICAGO	IL	N	

Electronic Funds Transfer (EFT) allows a payment to be electronically deposited in a vendor's checking or savings account. If your agency wants to send payments by EFT, your agency must send the required vendor forms to the State Controller's Office (SCO):

- Combined Substitute W9/EFT Direct Deposit form.
- A voided check (not a deposit slip) or financial institution verification for a checking account.

The payment method is then set up in the STARS Vendor Edit Table (S021). Once the vendor's account information and Prenote Indicator are entered, the STARS nightly batch processing will create a zero dollar EFT transaction (called a Prenote) and automatically change the Prenote Indicator on the Vendor Edit Table (S021) from 'P' (Data Entry Prenote) to 'S' (Prenote Sent to the Financial institution). The Prenote process takes three days. Until the Prenote process is complete, all payments to the vendor are sent by paper warrant.

After the three-day period, the Prenote Indicator will automatically change from 'S' (Prenote Sent to Financial institution) to 'Y' (EFT in Place). The Prenote Indicator of 'Y' means that this vendor receives EFT payments from the State for this particular account and ABA combination.