EFT Customer Listing

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The EFT Customer Listing Report is designed to print a listing of customers setup with an ACH Bank and/or a Credit Card. This report may be generated to view Credit Cards which will be expiring in the near future so that your staff may take proactive steps to obtain a new card number or new expiration date for the card(s) on file.

This report has a branch option; if multiple branches are selected, a new group will print for each unique branch.

Once the desired options have been selected on the report options form, click the OK button to display the report in Print Preview mode.

Report Selections

Branches - The report default is to print data for all active Branches. If it is desired to print the data associated with one or multiple Branches, you may select the checkbox to the left of each branch desired.

   · *Hide Inactive Branches* - If data is not to be listed for inactive Branches, select this option.

Show Each Branch - If this option is selected, a new group will begin with each unique Branch.

Options - you may select one or multiple options.

- *Show ACH Customers* - If this option is selected, all customers setup for ACH will be listed on the report.

- *Show Credit Card Customers* - If this option is selected, all customers setup with credit card information will be listed on the report.

- *With Expiration Dates on or Before* - This option is used in conjunction with the Show Credit Card Customers option. If this option is selected the User will enter the maximum month and year for selecting credit card customers.

- *Include Cancelled Customers* - Cancelled Customers are filtered out by default.   If customers with a Cancelled status are to be included in the report, select this option.

- *Only Include for Auto-Pay* - If this option is selected, only Customers flagged for Auto-Pay on either the ACH or Credit Card setup will be included on the report.

Sort By - The report default is to sort by Customer Number. The other sorting option available is Customer Name.