View EFT Reports

BDIC Sponsors can review their Electronic Fund Transfers (EFT) they have submitted to the Department for each driver who has completed their course. This report could be used when reconciling transactions the sponsors performed. However, this report will not show transactions that were done that day. The EFT payments made that day post the following morning, so this report will be a day behind.

1. Select the **View EFT Reports** hyperlink.

2. Enter the date to be reported on.

3. Select the **Get EFT Recap** button.

4. The EFT recap for the specified date displays.
   a. The Payments table displays the payment made, payment confirmation number, and the payment amount.
   b. The Transactions table displays the transactions done on that specified day. In this table we can see the transaction ID, DLN the transaction was performed on, the date and time the transaction was submitted, and transaction total.
   c. Sponsors can export either list to Excel by selecting the **Export to Excel** hyperlink.

Transactions   Export to Excel

Filter

Transaction ID	DLN	Date and Time Submitted		Total
421459	d 900 000 300 379	05-Mar-2021 09:30:09		17.00
421459	F 900 000 293 355	05-Mar-2021 09:30:09		17.00
				34.00