

Welcome to the Direct Deposit Version 4.30 Manual

How To Use This Guide

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How to Use This Guide



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Indicates a jump to a topic.

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Note: This manual is best viewed using the latest version of Adobe Reader, which is available free of charge at <http://www.adobe.com/products/acrobat/readstep2.html>. For best printing results, print to a PostScript printer.

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This manual was written for Direct Deposit version 4.30. It was last updated on 2/6/09.

New Features for Direct Deposit Version 4.30

The 4.30 version of the Direct Deposit module has been customized to work with Sage MAS 90 or 200 version 4.30.

The 4.30 version of the Direct Deposit module includes:

- Updated [Direct Deposit menu](#) in the **Payroll** module (see page 49)
- New, independent [Direct Deposit](#) module (see page 51)
 - New [Setup menu](#) in the **Direct Deposit** module (see page 51)
 - New [Payroll menu](#) in the **Direct Deposit** module (see page 57)

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Introduction

HighTower is a Sage Software® Master Developer for Sage MAS 90 ERP and Sage MAS 200 ERP software with titles such as Direct Deposit, Gift Card Expansion Pack, MAStransit, MultiBin® Advanced Distribution, Point of Sale® Professional, Professional Retainer Control, ScanBlaster, Time and Billing®, Time and Billing® Professional, and Timekeeper® to our credit.

The HighTower Ideal

At HighTower, we are committed to delivering superior accounting, time management, manufacturing and distribution solutions to small and mid-sized businesses.

HighTower uses a unique **Patch Installation** system, which installs the HighTower enhancements without overwriting your original Sage Software program. Our patch installation method makes our products attractive to users installing enhancements from multiple Sage Software Master Developers.

Our promise of exceptional technical products is only exceeded by our commitment to customer service. Our success is measured in customer satisfaction.

Welcome to the Direct Deposit Module

Direct Deposit is an enhancement for the Sage MAS 90 and 200 applications developed by Sage Software. The Direct Deposit module handles all your direct depositing needs for Payroll checks. This module processes all direct deposits according to the National Automated Clearinghouse Association (NACHA) standards, the institutional model banks use for transferring direct deposits. With the Direct Deposit enhancement, you will be able to test the accuracy of deposit transactions by submitting zero amount entries for an employee 10 days before a live transaction as required by NACHA rules. Employees will also be able to deposit paychecks into multiple accounts.

Integration with Other Sage MAS 90 and 200 Modules

The Direct Deposit module is integrated with the Sage MAS 90 or 200 [Payroll](#) module. To integrate the Direct Deposit module with the Payroll module, you must set up Payroll before installing Direct Deposit.

When integrated, each module "shares" common information with any related modules.

Payroll

Sage MAS 90 or 200 Payroll module has its own Direct Deposit functionality. Five options appear on the Payroll Direct Deposit menu including Pre-Note Selection Register, Pre-Note Approval Register, Direct Deposit Processing, Direct Deposit Interface Setup, and Paperless Office Stub Viewer. These options allow you to set up and process direct deposits of payroll checks.



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Using the Direct Deposit Manual

This manual provides the information necessary for setting up and operating your Direct Deposit module. Use the Direct Deposit manual as a guide when initially setting up the module, and then as a resource for understanding features of the module. The manual contains overviews and samples of windows and menus.

Sections in this Manual

This manual is divided by the different menus available in Direct Deposit. The following table describes the chapters available in this manual.

Chapter	Description
Chapter 2: Direct Deposit Concepts	This chapter explains different concepts you need to know about using your Direct Deposit module.
Chapter 3: Installing Direct Deposit	This chapter details the installation procedures for Direct Deposit.
Chapter 4: Navigating in Direct Deposit	This chapter describes the basic features available in the Direct Deposit module.
Chapter 5: Using Direct Deposit	This chapter describes how to enter the basic information required to use the Direct Deposit module. This chapter also includes how to generate the direct deposit file for processing direct deposits.

Graphic Conventions

The following icons are used throughout this manual to indicate different types of information.

Graphic	Description
	The Note symbol is followed by additional information about a topic.
	The Helpful Hint symbol is located in the left margin and contains additional information about an option.
	The Warning symbol is followed by information to help you avoid costly mistakes.



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Text Conventions

The following table describes the text conventions used in this manual.

Text Convention	Explanation
Bold font	Indicates GUI (Graphical User Interface) objects, such as a tab name, field name, list box name, options in a list, column name, check box, or radio button. Indicates subjects/categories to emphasize.
<i>Italic font</i>	Indicates references to other manuals or chapters in this manual. Indicates words to emphasize.
<u>Sage Green</u> , Underlined font	Indicates a link to a specific topic in the manual.
<u>Blue</u> , Underlined font	Indicates a link to a specific URL (Uniform Resource Locator) - website address.
CAPITALIZED font	Indicates: Important.

Getting Additional Help

Additional online manuals, online help, and technical support are available for all our enhancements.

Getting Additional Copies of the Manual

You can view the Direct Deposit manual online or print the PDF file.

This manual is best viewed using the latest version of Adobe Reader. For best printing results, print to a PostScript printer.

Accessing the Manual

The Direct Deposit manual is accessible through the Sage MAS 90 or 200 menu bar.



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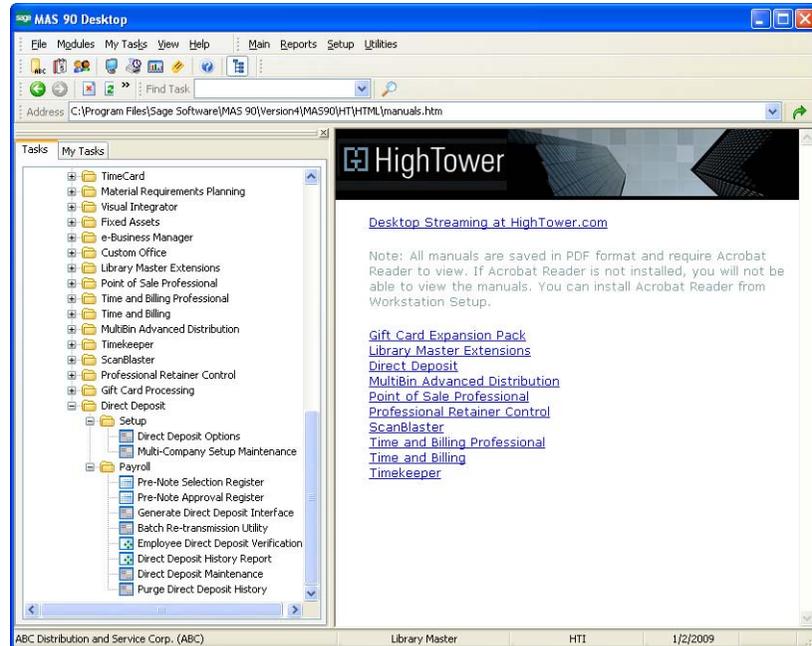


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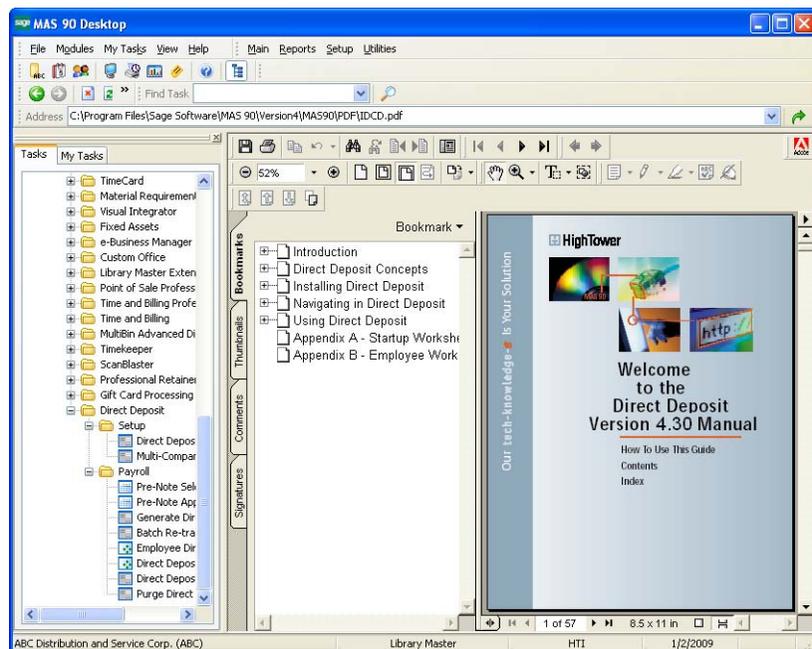
Open the Direct Deposit Online Manual

- 1 From the **Help** menu on the Sage MAS 90 and 200 menu bar, select **Enhancement Manuals**. The Manuals list appears on the right side of the screen.



Manuals List

- 2 Click the **Direct Deposit** link. This manual will appear in PDF format.



Online Manual



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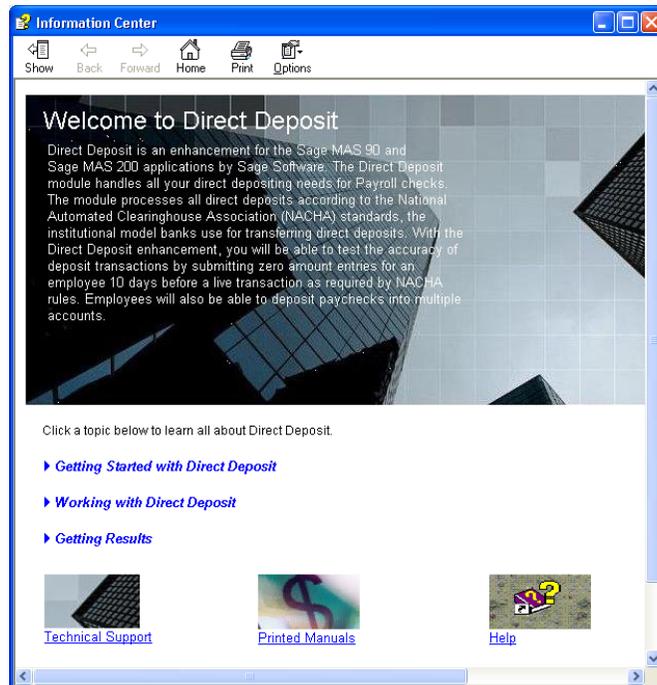


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Using the Direct Deposit Online Help

The Direct Deposit module includes an extensive online help with the standard topic online help and context-sensitive online help for fields and windows.



Online Help

Accessing the Online Help

- For field level context-sensitive help, move your cursor to the field, and press **F1**. A pop-up window appears with help for the field.
- For window level context-sensitive help, click the  button on the window. The help screen for the window appears.

Support Services

There are several methods of support for your Direct Deposit module:

- Contact your Authorized Reseller or Consultant. If you do not have an Authorized Reseller or Consultant, access the Direct Deposit website (www.deposit-direct.com).
- Refer to the Enhancements Data Definitions available in the Library Master Extensions module in the Utilities menu. This feature lists all the data fields available on each window of the module.
- Access technical bulletins and download program corrections through the Direct Deposit website (www.deposit-direct.com). Note that program corrections are available exclusively through the Internet.



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Chapter 1

For more information about fee-based customer support services, contact our Help Desk Department. Regular Help Desk hours are 9:00 A.M. to 5:00 P.M. Central Standard Time, Monday through Friday. You can reach our Help Desk Department in the following ways:

- Phone: 1.888.583.3000
- Fax: 1.847.674.0544
- E-mail: helpdesk@hightowerinc.com

This concludes *Chapter 1: Introduction* of the Direct Deposit manual.



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Direct Deposit Concepts

Chapter 2: Direct Deposit Concepts explains different concepts you need to know to use your Direct Deposit module to the fullest extent.

How a Check Is Processed

Electronic check processing means that you can convert a paper check into an electronic transfer that takes funds from the issuer's account and places them into the recipient's account. This transfer takes place via the Automated Clearing House (ACH) network, which is a highly reliable and efficient nationwide batch-oriented electronic funds transfer system.

National Automated Clearinghouse Association (NACHA)

The National Automated Clearinghouse Association (NACHA) regulates how financial institutions handle the exchange and processing of data across computer platforms. NACHA has developed a set of standards, which ensure that financial transactions are processed efficiently and accurately.

NACHA has provided a mechanism whereby financial institutions may act as clearinghouses for corporate and individual transactions. Most banks and savings and loans are receiving clearinghouses, which means they process ACH transactions that have been transmitted to them. The larger of these institutions are also originating clearinghouses, meaning they transmit ACH files into the federal banking system for distribution.

Account Transactions

To identify an account that is to be credited or debited through the ACH network, a Routing Transit Number (RTN), bank account number, and account type are required. A routing transit number is an eight digit code that specifies the bank or savings and loan office where the transaction is being sent. The routing transit number is usually accompanied by a ninth check digit used to authenticate the accuracy of the routing transit number.

The next number in the ACH file is the bank account number. The bank account number can be up to seventeen digits. This number is only used once the check has been successfully transmitted to the receiving financial institution.

The final part to the ACH file is the account type. The account type is either Checking (C) or Savings (S). The following is a sample of the six types of transactions that Direct Deposit initiates.

- (S) Savings Account Credit (32)
- (S) Savings Account Debit (37)
- (S) Savings Account Pre-notification (33)
- (C) Checking Account Credit (22)
- (C) Checking Account Debit (27)
- (C) Checking Account Pre-notification (23)

The numbers in parenthesis listed to the right of the transaction are the transaction codes used by NACHA. You will not need to enter these codes.



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Pre-Notification Transactions

Pre-notification transactions are special transactions required by NACHA whenever a new employee is being added to your Direct Deposits. Pre-notification transactions are zero amount entries that must be submitted into the NACHA network at least ten (10) business days prior to transmitting live data. These transactions verify the accuracy of the account information and alert the receiving financial institution that transmissions for this account will begin. The employee of the account will have to authorize the financial institution to accept these transactions.

Submitting Account Transactions

There are two ways that you can submit Direct Deposit Payroll transactions to a financial institution, depending on the financial institution. You can submit transactions via a modem or by a DOS formatted diskette. Direct Deposit supports both methods. For modem transfers, your bank will advise you about any special modem setup options that are necessary, as well as any specific communications software packages that are required. There will also be specific login procedures to follow, which varies from institution to institution.

Credits and Debits

The way the terms credit and debit are used in this manual may seem to be reversed from what you would expect. Credits and debits are based upon the books of the financial institution, not your business. Credits refer to deposits into an account whereas debits refer to withdrawals from an account. The following table illustrates how a Direct Deposit transaction works.

Transaction	Credit	Debit
Deposit J. Smith checking	\$400.00	
Deposit M. Jones checking	\$350.00	
Deposit M. Jones savings	\$50.00	
Withdraw Company checking		\$800.00

The financial institution marks the deposit into an employee's account as a credit, whereas the total amount removed from the company's account to cover the Payroll checks is marked as a debit.

Another feature of the Direct Deposit module is the ability to process partial paychecks. For example, an employee with a net pay of \$500.00 can elect to have \$350.00 deposited into a checking account, \$50.00 deposited into a savings account, and \$100.00 in the form of a printed check. See the *Payroll online help* by Sage Software for more information.

This concludes *Chapter 2: Direct Deposit Concepts* of the Direct Deposit manual.



Installing Direct Deposit

Chapter 3: Installing Direct Deposit provides detailed installation instructions, and contains the steps to register the Direct Deposit module.

System Requirements

Sage Software does set standard system requirements for workstations using Sage MAS 90 or 200. See the system requirements determined by Sage Software (www.sagesoftware.com).

Pre-installation Instructions

Before installing the Direct Deposit module, you must have Sage MAS 90 or 200 installed on your system.

- Install the correct version of Sage MAS 90 or 200 that works with the version of Direct Deposit. You may be required to upgrade your Sage MAS 90 or 200 system before installing Direct Deposit. See the installation documentation provided by Sage Software for installation instructions.
- If the Sage MAS 90 or 200 program or any upgrades have just been installed, enter the Sage MAS 90 or 200 system to finish the installation procedures.
- Be sure the Sage MAS 90 or 200 Payroll module is completely installed and configured. See the Payroll online documentation provided by Sage Software for full instructions.
- Be sure that all of the following entry files have been updated or cleared BEFORE installing Direct Deposit to avoid any data corruption.
 - Payroll Data Entry
 - Payroll Check Printing
 - Payroll Check Register/Update
 - Daily Transaction Register
- If you are upgrading from a previous version of Direct Deposit, make sure all Direct Deposit entry files have been updated or cleared BEFORE installing the latest version.
- All users should exit from Sage MAS 90 or 200 before beginning the Direct Deposit installation.

Installing the Direct Deposit Module

The installation process is made easy through the Setup Wizard, which guides you through the installation steps. Follow the wizard's on-screen prompts to install your module.



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Direct Deposit Installation Wizard

The Direct Deposit Installation Wizard is designed to ease the initial configuration of the system. It can be started after all necessary pre-installation steps are completed.

Navigating in the Installation Wizard

The installation wizard does not store or modify any data before the final step, thus, it can be safely restarted. The **Next** button takes you to the subsequent step, the **Back** button can be used to jump back to previous steps in order to modify settings. You can click **Cancel** at any time to stop the wizard.

Complete the Direct Deposit Install

Perform the following steps to install the Direct Deposit module.

- 1 Close all programs.
- 2 Launch your Direct Deposit installation program. The Welcome window appears.



Installation Wizard - Welcome Window



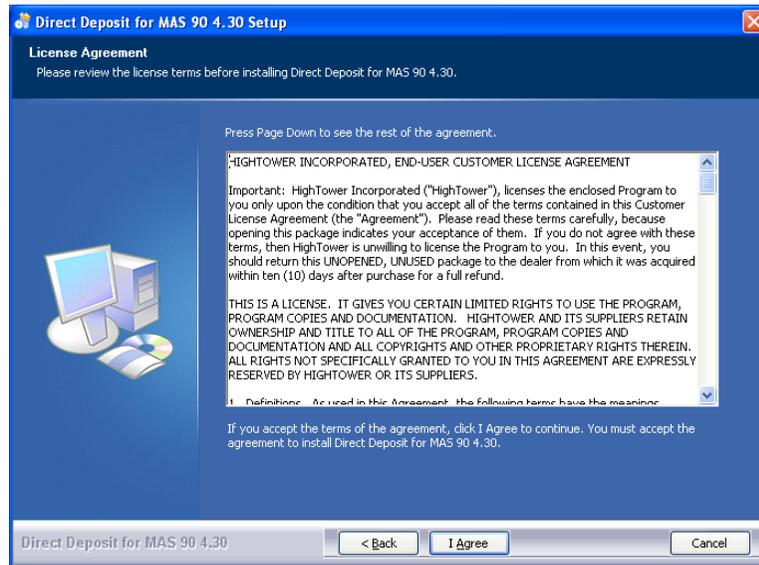
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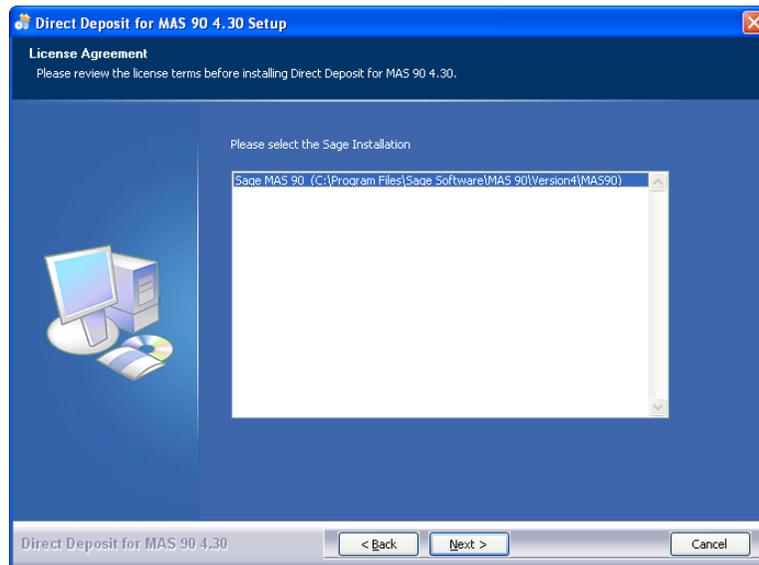
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- Click **Next** to begin the installation. The License Agreement window appears.



Installation Wizard - License Agreement Window

- Click **I Agree** to accept the agreement. The destination location window appears.



Installation Wizard - Destination Location Window

- Select the Sage Installation, and click **Next**.



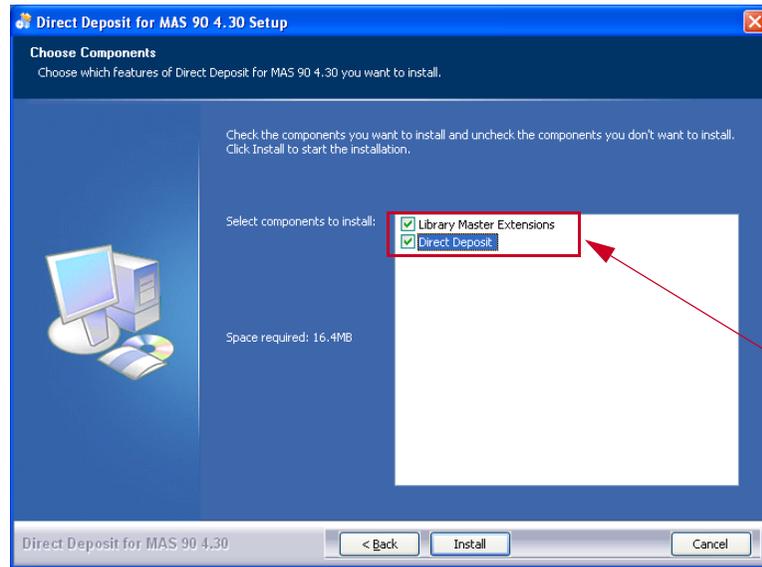
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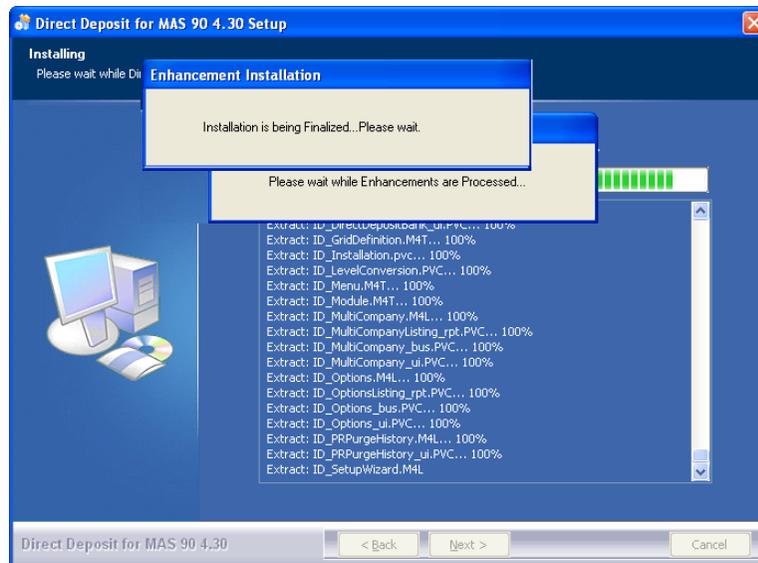
The Choose Components window appears.



Installation Wizard - Enhancement Selection Window

- 6 Select the **Library Master Extensions** and **Direct Deposit** options from the list of applications, and click **Install**. This may take a few minutes.

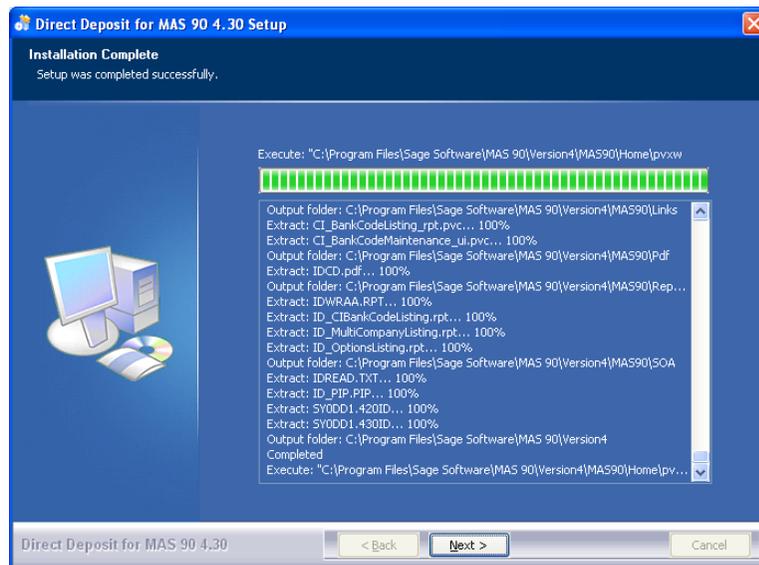
While installing the enhancements, the system displays the following messages.



Installation Wizard - Enhancement Installation Messages

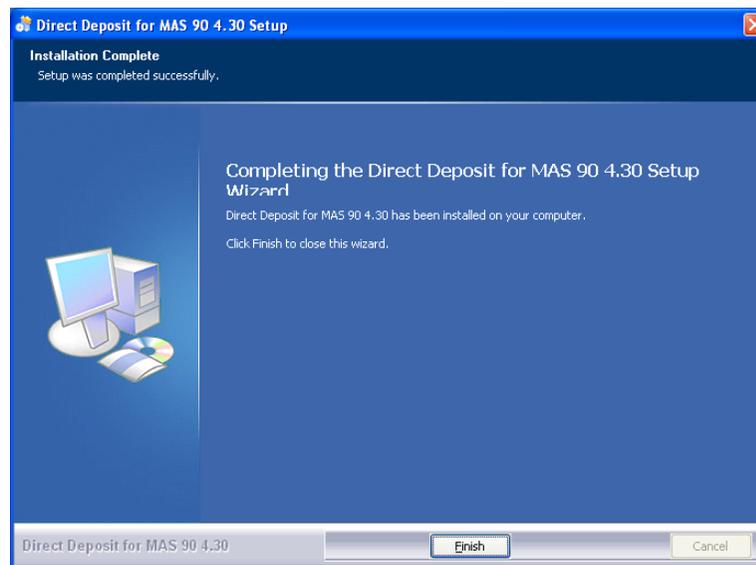


When the installation is finalized, the Installation Complete window appears.



Installation Wizard - Installation Complete Window

7 Click **Next** to continue. The final installation window appears.



Installation Wizard - Finish Installation Window

8 Click **Finish** to complete the installation.

System Startup

System Startup is an automatic procedure that must be performed once per company. This procedure is initiated the first time you access Direct Deposit for a specific company. During System Startup, you will advance automatically through a complete sequence of activities in which you enter options to tailor Direct Deposit to your company's specific requirements.



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The information entered in System Startup can be modified at any time from the Setup menu.

Setting Up the Direct Deposit Module in Role Maintenance

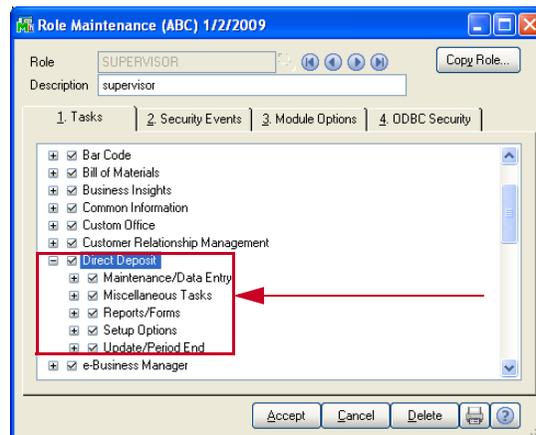
Prior to accessing the Direct Deposit module, you must ensure you select the module in the Role Maintenance feature of the Sage MAS 90 or 200 Library Master module.

Using Role Maintenance

Use Role Maintenance to define and maintain functional roles and access to modules, tasks, data tables, and fields. Additionally, some module options, such as allowing batches to be merged can be allowed or restricted.

Select the Direct Deposit Module in Role Maintenance

- 1 From the **Main** menu of the Sage MAS 90 or 200 **Library Master** module, select **Role Maintenance**. The Role Maintenance window appears.

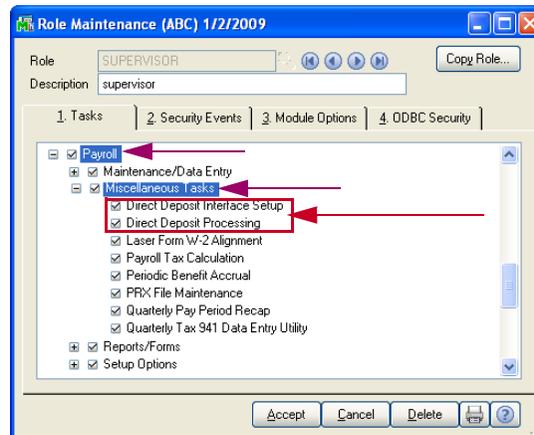


Role Maintenance Window

- 2 Select your user role defined for your Sage MAS 90 system. See your *Sage MAS 90 or 200 Library Master online help* for more information.
- 3 Select the **Direct Deposit** option.



- The Direct Deposit enhancement is installed both as an individual module and as a part of the Payroll module. Make sure the Direct Deposit features are selected in the **Miscellaneous Tasks** of the **Payroll** module.



Role Maintenance Window

- Click **Accept** to save the settings.

Direct Deposit Enhancement Registration

When you try to open the Direct Deposit module for the first time, you will need to register the enhancement. You can install enhancements for a 45-access trial period. When you purchase an enhancement, you will receive a registration ID and key from your Direct Deposit representative, or you can access the key through the Internet. You register the Direct Deposit enhancement through the Library Master Extensions module.

Using Library Master Extensions

The Library Master Extensions module (formerly called HighTower Library Master) is required by every HighTower module for the Sage MAS 90 and Sage MAS 200 system. The Enhancement Registration feature registers enhancements that you install. All enhancements require registration for complete access to all software features.



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Register the Direct Deposit Module

- 1 From the **Main** menu of the **Library Master Extensions** module, select **Enhancement Registration**. The Enhancement Registration window appears.

Enhancement	Registered?	Expiration Date
Direct Deposit	Yes	
Gift Card Expansion Pack	No	1/2/2009
Library Master Extensions	No	1/2/2009
Multi-bin Advanced Distribution	No	1/2/2009
Point of Sale Professional	No	1/2/2009
Professional Retainer Control	No	1/2/2009
ScanBlaster	No	1/2/2009
Time and Billing	No	1/2/2009
Time and Billing Professional	No	1/2/2009
Timekeeper	No	
Remote Licenses = 1		
Register Licenses = 1		

Enhancement Registration Window

- 2 Enter the registration key in the **Registration Key** field. You can also click **Via Internet** to automatically populate the registration and product keys.
- 3 Enter the unlocking key in the **Product Key** field.
- 4 Click **Accept**. The system will register the purchased enhancements.

See the *Library Master Extensions Manual* by HighTower for more information.

Defining the Direct Deposit Module

The System Startup occurs when you try to access the Direct Deposit module for the first time. Before the application runs, you have to define all required data files.

Starting the Application

First, you have to run company maintenance. Then, you need to activate your module. Finally, when all data files are defined, you automatically advance to options in the **Setup** menu. See the [Using the Setup Menu](#) section (see page 51) for more information about the options in the Setup menu.



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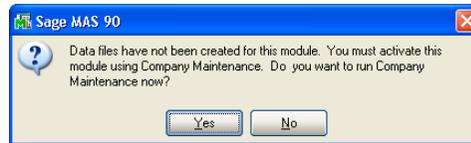


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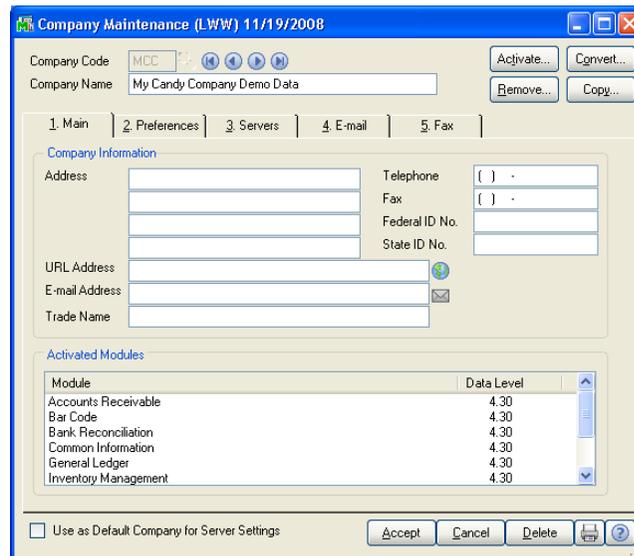
Activate the Direct Deposit Module

- 1 Select an option from the **Direct Deposit** module available in the **Payroll** menu. If the application has not been activated, the following dialog box displays.



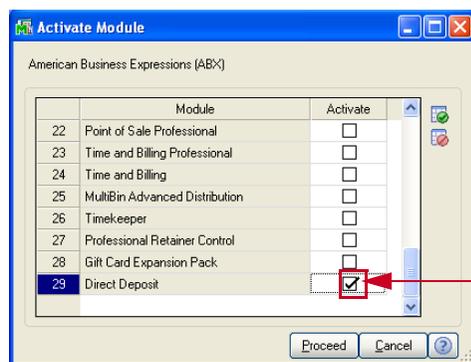
Sage MAS 90 Dialog Box

- 2 Click **Yes**. The Company Maintenance window appears.



Company Maintenance Window

- 3 Click **Activate**. The Activate Application window appears.



Activate Application Window

 **NOTE:** For more information about activating modules, see the *Library Master Online Help* by Sage Software.

- 4 Select the **Direct Deposit** check box, and click **Proceed**.



- From the **Direct Deposit** menus, click any option. The system displays the Change Date window.



MAS 90 Change Accounting Date Window

- You can change the **Date**, but the application defaults to the current accounting date.
- Click **OK**. The following dialog box appears.



Sage MAS 90 Dialog Box

- Click **Yes** to begin defining files to start Direct Deposit.

When all data files are defined, you automatically advance to options in the Direct Deposit **Setup** menu. See the [Using the Setup Menu](#) section (see page 51) for more information about the options in the Setup menu.

Sage MAS 200 or Sage MAS 200 for SQL Installations

After the installation or upgrade is completed on the Sage MAS 200 server, you must run the a Client Server Workstation Install on each workstation for each enhancement that has been installed or upgraded.

Client/Server Workstation Install

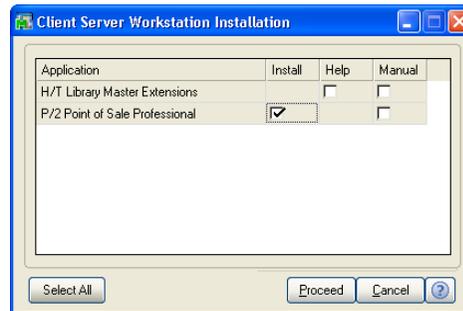
The Client/Server Workstation Install feature allows your company to install client/server versions of enhancements on your company's server, as well as your local workstation. Local workstation installations provide only the necessary program files required by the computer to interact with the shared server. Program-specific bitmap images, help files, and user manuals are only installed on your company's server, but can be copied to your local workstation through the Client Server Workstation Install utility.

Install an Enhancement on a Workstation

- To run the Client Server Workstation Install, click the **Main** menu of **Library Master Extensions** module.



- 2 Select the **Client Server Workstation Install** menu option to display the Client Server Workstation Installation window.



Client Server Workstation Installation Window

- 3 For each enhancement, there are three options that may be selected. Select **Install** (the optional **Help** and **Manual** options are not required).
- 4 After the options have been selected, click **Proceed** to install the selected options to the workstation.

See the *Library Master Extensions Manual* for more information.

This concludes *Chapter 3: Installing Direct Deposit* of the Direct Deposit manual.



Navigating in Direct Deposit

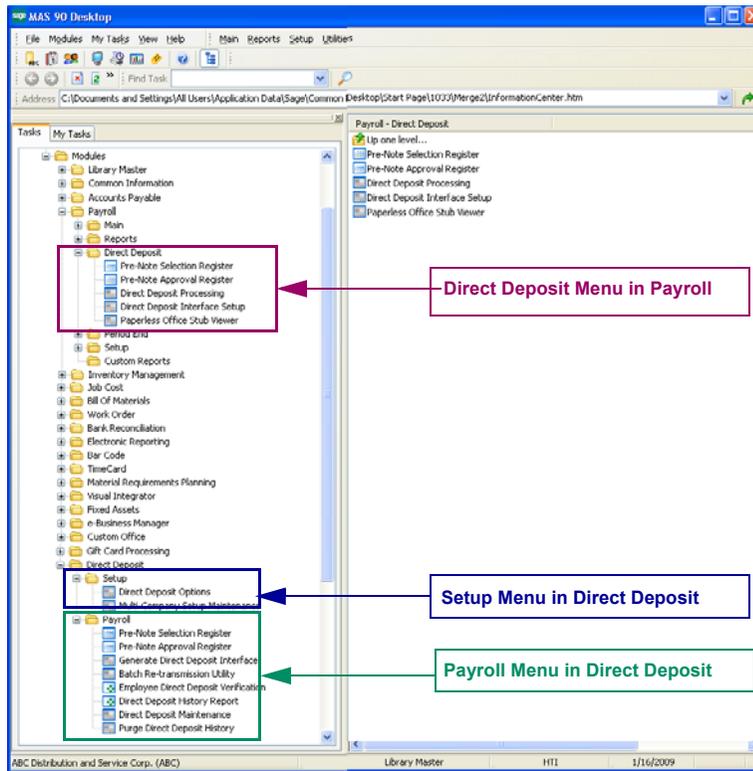
Chapter 4: Navigating in Direct Deposit contains instructions on how to access specific features of the Direct Deposit module. This chapter describes how to access windows in Direct Deposit, use the menu bar, and use different button fields available in the module.

Accessing the Direct Deposit Menus

Unlike most Sage MAS 90 or 200 enhancements that have a separate menu, Direct Deposit is deeply integrated with the Sage MAS 90 or 200 Payroll module and has features available both in the Direct Deposit module and the Payroll module.



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Sage MAS 90 Window

Direct Deposit Menus

When you install Direct Deposit, the following menu options are available in the Payroll and Direct Deposit modules

Payroll Module

The **Direct Deposit** menu of the Payroll module includes:

- **Pre-Note Selection Register**
- **Pre-Note Approval Register**
- **Direct Deposit Processing**
- **Direct Deposit Interface Setup**
- **Paperless Office Stub Viewer**

Direct Deposit Module

The **Setup** menu of the Direct Deposit module includes:

- **Direct Deposit Options**
- **Multi-Company Setup Maintenance**

The **Payroll** menu of the Direct deposit module includes:

- **Pre-Note Selection Register**
- **Pre-Note Approval Register**
- **Generate Direct Deposit Interface**
- **Batch Re-transmission Utility**
- **Employee Direct Deposit Verification**
- **Direct Deposit History Report**
- **Direct Deposit Maintenance**
- **Purge Direct Deposit History**

Using the Modules Tree

The Direct Deposit module displays the menu options on the Sage MAS 90 or 200 Tasks tab, which contains the "tree-like" view.



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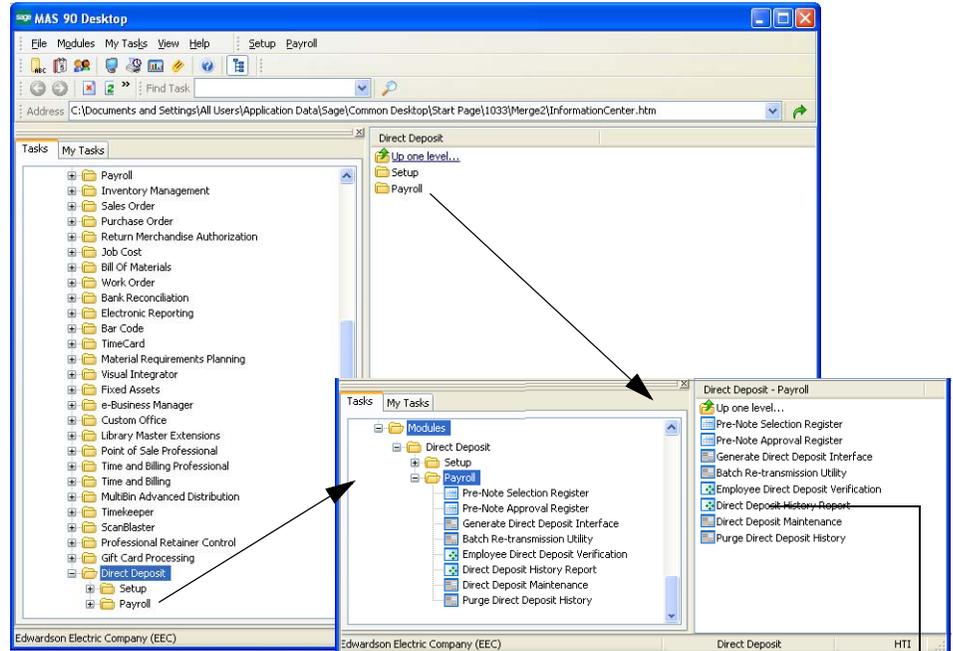


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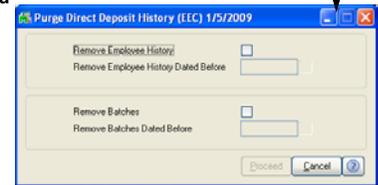
Direct Deposit Tree View

You can access a window in the Direct Deposit module through the tree-like view.



Sage MAS 90 Window

Windows Available in a Menu



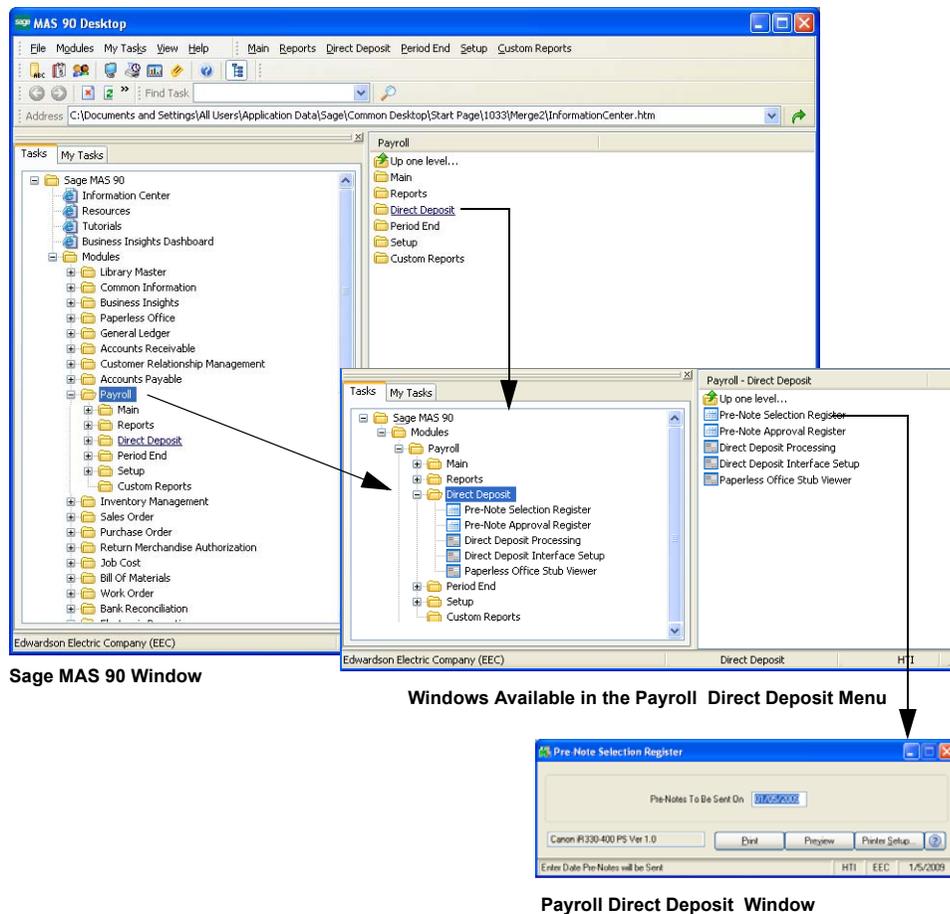
Direct Deposit Window

Opening a Direct Deposit Window through the Modules Tree

- a Expand the **Modules** folder on the **Tasks** tab of the Sage MAS 90 or 200 Desktop, and then click **Direct Deposit**. The module folder expands to display all the menu options available in the Direct Deposit module.
- b Click the menu option you want to access. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.
- c Click the name of the window to open. The system displays the selected window.

Payroll Tree View

You can access a window in the Direct Deposit options through the Payroll module's tree-like view.



Opening a Direct Deposit Window through the Modules Tree

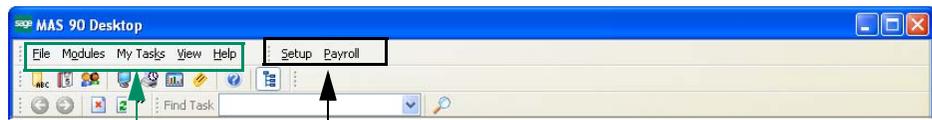
- a Expand the **Modules** folder on the **Tasks** tab of the Sage MAS 90 or 200 Desktop, and then click **Payroll**. The module folder expands to display all the menu options available in the Payroll module.
- a Expand the **Direct Deposit** folder, and then click the menu option you want to access. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.
- b Click the name of the window to open. The system displays the selected window.

Using the Menu Bar

The Direct Deposit menu bar is available through the Sage MAS 90 or 200 menu bar.

Direct Deposit Menu Bar

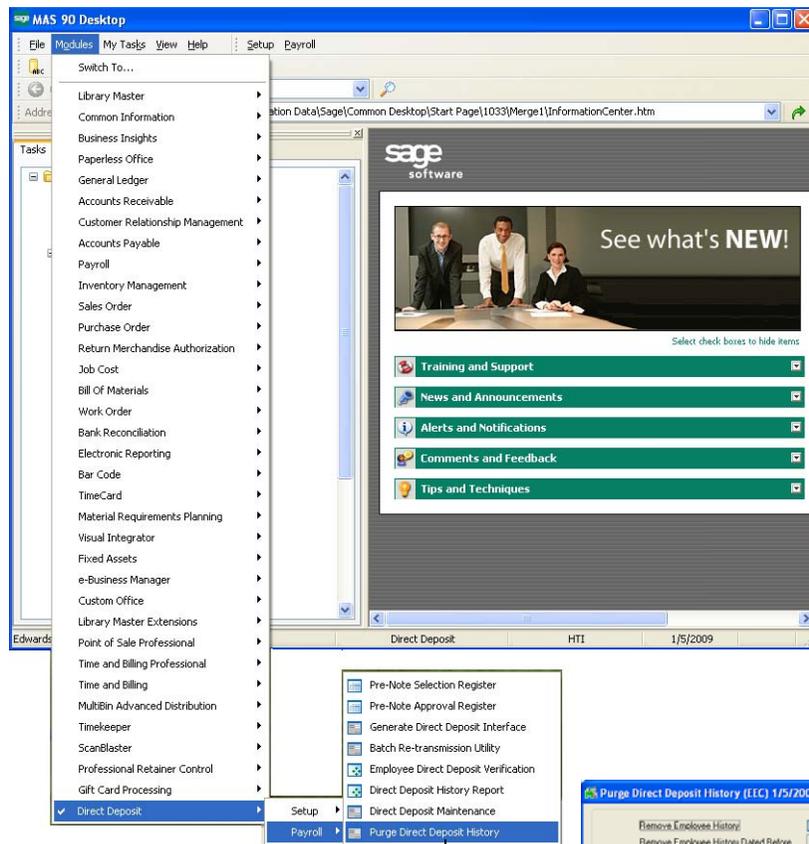
You can access the windows in the Direct Deposit module through the menu bar.



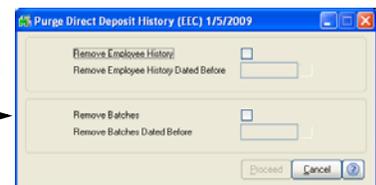
Sage MAS 90 Menu Bar Direct Deposit Menu Bar

Opening a Direct Deposit Window through the Direct Deposit Menu Bar

- a From the **Modules** menu of the Sage MAS 90 or 200 Desktop, select **Direct Deposit**.



Direct Deposit Menu



Direct Deposit Window

- b Select the desired menu option, and then select the name of the window. The system displays the window.



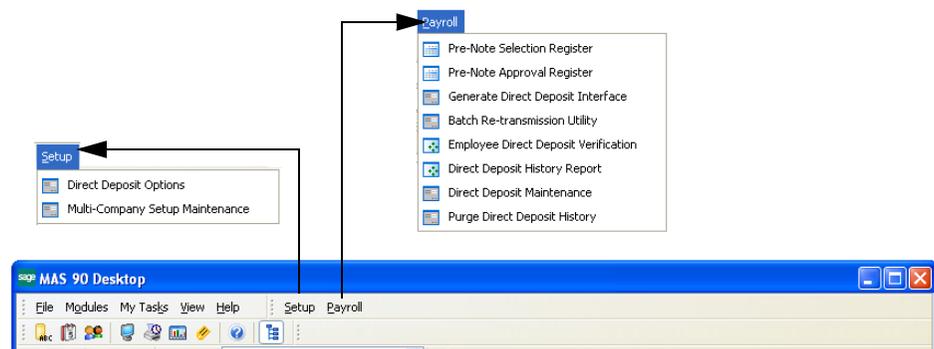
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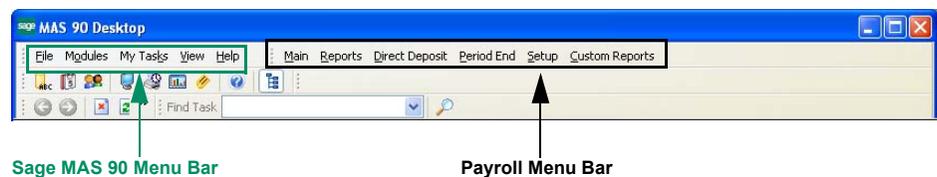
After opening the Direct Deposit module, the Direct Deposit menu appears on the right side of the menu bar. You can access additional Direct Deposit windows using this menu bar.



Open Window from Direct Deposit Menu Bar

Payroll Menu Bar

You can access the Direct Deposit windows in the Payroll module through the menu bar.



Sage MAS 90 Menu Bar

Payroll Menu Bar



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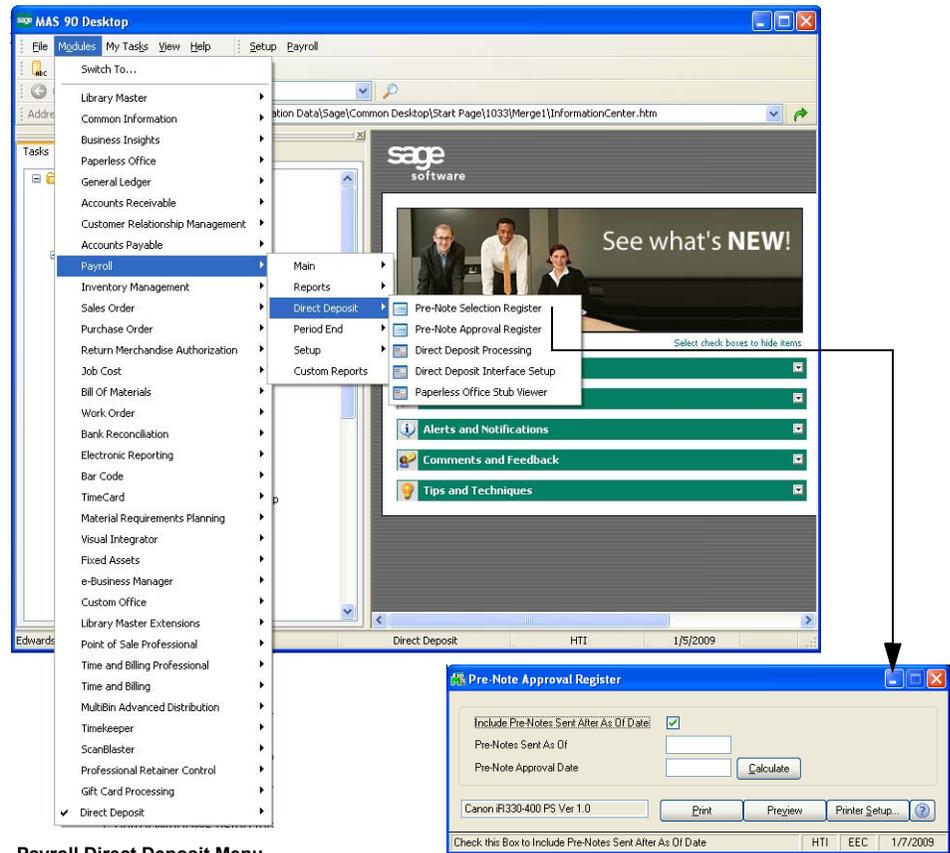


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Opening a Direct Deposit Window through the Payroll Menu Bar

a From the **Modules** menu of the Sage MAS 90 or 200 Desktop, select **Payroll**.

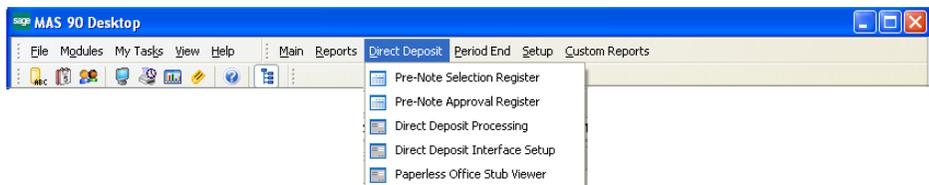


Payroll Direct Deposit Menu

Payroll Direct Deposit Window

b Select the Direct Deposit menu option, and then select the name of the window. The system displays the window.

After opening the Payroll module, the Payroll menu appears on the right side of the menu bar. You can access additional Direct Deposit windows using this menu bar.



Open Direct Deposit Window from the Payroll Menu Bar

Using Command Buttons and Keyboard Commands in Direct Deposit

The Direct Deposit module uses the standard Sage MAS 90 or 200 button fields that you use to perform a specific activity. You can also use the keyboard to perform many of the same functions.

Direct Deposit Buttons/Keyboard Commands Table

The following table describes each button and provides the keyboard variation of the button when applicable.

Button	Keyboard	Description
	TAB	Advances you to the next field on a window. In a grid, pressing the TAB key moves focus from cell to cell. At the end of the row, pressing TAB moves the key to the next row.
	ENTER	Advances you to the next required field on a window and allows you to save changes.
	SPACEBAR	You can use the spacebar to clear or select a check box or radio button field.
	BACKSPACE	Deletes the information in a field.
	ESC	Closes the current window. In a grid, pressing the ESC key cancels a cell entry.
	DELETE	Deletes information from a field.
	HOME	Highlights the first item in a list box or Lookup window. In a grid, pressing the HOME key moves focus to the first cell of a row.
	END	Highlights the last item in a list box or Lookup window. In a grid, pressing the END key moves focus to the last cell of a row.
	PAGE UP	Highlights an item in the previous page of a list box or Lookup window.
	PAGE DOWN	Highlights an item in the next page of a list box or Lookup window.
	CTRL+HOME	In a grid, moves focus to the first row in the same cell position.
	CTRL+END	In a grid, moves focus to the last row in the same cell position.
	CTRL+ENTER	In a grid, adds line feeds to comments.
	CTRL+INSERT	Inserts a line.
	CTRL+DELETE	Deletes the current line.
	ARROW	In a grid, pressing the ARROW keys moves focus from cell to cell.
	F1 in a Field	Displays the pop-up help for the current field.
	F1 on a Window	Displays the help for the entire window.
	F2	Displays the Lookup window for the current field. Select an item from the Lookup window and click Select. The item appears in the field.





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Button	Keyboard	Description
	F3 or ALT+L	Displays an alternate Lookup window for the current field. This window is usually more tailored for the current field than the general Lookup window. Select an item from the Lookup window and click Select. The item appears in the field.
	F4	Allows you to print the information available on a window. This option may display an options window, where you can select the type of data to include in a printout.
	F5	In a grid, allows you to toggle between the primary and secondary grids.
		Opens a window for you to perform a special task associated to the field or window. Usually allows you to display/enter lot/serial items.
	CTRL+F5	Many windows display Browse buttons to help you browse through existing records. This button displays the first record available.
	CTRL+F6	Many windows display Browse buttons to help you browse through existing records. This button displays the previous record available.
	CTRL+F7	Many windows display Browse buttons to help you browse through existing records. This button displays the next record available.
	CTRL+F8	Many windows display Browse buttons to help you browse through existing records. This button displays the last record available.
	ALT+A	Saves the information you added or changed on a window.
	ALT+C	Discards any changes you entered on a window.
	ALT+D	Removes the currently selected record from the Sage MAS 90 or 200 system.
	ALT+P	Click this button to print a report, journal, or listing.
	ALT+V	Click this button to preview a report, journal, or listing before printing it.
	ALT+S	Click this button to change the printing configurations for the report, journal, or listing.
	SHIFT+F1	Displays Help text for the window.
	ALT+O	Click OK for dialog boxes and line entries.

Button	Keyboard	Description
	ALT+U	Undoes line changes.
	ALT+N	Inserts a line.
	ALT+E	Deletes a line.
	ALT+1, 2, 3 . . .	On a data entry window, selects the first tab, second tab, third tab . . .
	ALT+B	Opens a Batch window where you can start a multiple data entry session.
		Sends an e-mail to the address entered in the E-mail Address field.
		Displays a text window to enter or view additional information about an item.
	ALT+M	Opens the Memo Maintenance window where you can write a memo.
	ALT+Q	Launches the MapQuest website for directions to a location.
	ALT+S	Shows the image specified at the adjacent field.
	ALT+S	Searches through a list or Lookup window to limit the number of items that match a specified search criteria.
	ALT+U	Launches a website based on the URL entered at the URL Address field.
	ALT+N	Displays the next number for a record. Click this button to add a new item.
		Changes the size of the window to the expanded view.
		Changes the size of the window to the standard view.
	ALT+Z	Displays the details of an item.
		Calculates the net balance.
	F2	Opens the calculator.
	F2	Opens the calendar.
		Displays options for changing budget amounts.



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Button	Keyboard	Description
	ALT+U	De-selects all rows in a grid.
	ALT+S	Selects all rows in a grid.
		Selects a column in a grid.
		Selects a row in a grid.
	ALT+N	Inserts a row in a grid.
	ALT+W	Moves a row down in a grid.
	ALT+U	Moves a row up in a grid.
		This button prints a report from a grid.
	ALT+E	Deletes a row in a grid.
	ALT+R	Resets a row in a grid.
		Saves changes.
		Switches between displaying the New Balance view and the Debits and Credits view.
		Lists files in a directory.
		Opens a Text Maintenance window where you can write an extended description.
		On a Lookup window, use to enter additional filters. The button text appears in red if filters already exist.
		This button is available on a Lookup window. Click Custom to create a unique lookup view by adding, removing, and/or modifying columns and filters.
		This button is available on a Lookup window. Click Find to activate the search.
		Click Select to select a record, or double-click the current line.

This concludes *Chapter 4: Navigating in Direct Deposit* of the Direct Deposit manual.

Configuring Direct Deposit in Payroll

Chapter 5: Configuring Direct Deposit in Payroll teaches you how to set up options for your company in the Payroll module and how to create the direct deposit banks and employees. This chapter describes each option so you can configure your Payroll system for Direct Deposit quickly and accurately.

Setting Up Payroll for Direct Deposit

Before you can access features in the [Payroll menu](#) of the Direct Deposit module (see page 57) and in the [Direct Deposit menu](#) (see page 49) of the Payroll module, you must set up your Sage MAS 90 or 200 Payroll module to integrate with Direct Deposit. This section details how to set up Direct Deposit on the Payroll Options window, the Bank Code Maintenance window, and the Employee Maintenance window.

Integrating Direct Deposit with Payroll

The first step to using Direct Deposit is to set up the direct deposit feature on the Payroll Options window. When you have Direct Deposit installed and you set the Payroll Options window to use Direct Deposit, the Payroll module automatically integrates with the Direct Deposit module.

Setting Up Direct Deposit in Payroll Options

The following steps detail how to set up Direct Deposit in Payroll. For more information about the fields available on the Payroll Options window, see the *Payroll online help* by Sage Software.

Set Up Direct Deposit on the Direct Deposit Tab

- 1 From the **Setup** menu of the **Payroll** module, select **Payroll Options**. The Payroll Options window appears.
- 2 Click the **Direct Deposit** tab to access the features required for the Direct Deposit setup.

Payroll Options Window - Direct Deposit Tab



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- 3 Select the **Require Direct Deposit** check box to use the Direct Deposit module.

The **Allow Partial Allocation of Check Amount** and **Print Direct Deposit Stubs** fields become available.

- 4 Keep the default selection of **None** in the **Direct Deposit Interface** field.
- 5 Select the **Allow Partial Allocation of Check Amount** check box to allow a portion of net pay to be printed on checks. This field is available only if the **Require Direct Deposit** check box is selected.

Do NOT select this option if you want to deposit the entire net pay amount through Direct Deposit.

- 6 Select the **Print Direct Deposit Stubs** check box to print direct deposit stubs for direct deposit participants. The direct deposit stub form is customizable to fit your own specific needs. This field is available only if the **Require Direct Deposit** field is selected.

Do NOT select this option to use your normal check stock and print voided checks for direct deposit participants.

If you select this check box, the **Next Direct Deposit Stub Number** field becomes available.

- 7 Enter the next direct deposit stub number to be assigned in the **Next Direct Deposit Stub Number** field. This field is available only if the **Print Direct Deposit Stubs** field is selected.
- 8 Click **Accept** to save the changes.

Configuring Direct Deposit in Bank Maintenance

The Payroll module has the Bank Maintenance feature, which allows you to create banks used in the payroll process. When you integrate Payroll with Direct Deposit module, the Direct Deposit Information window in Bank Maintenance contains the **More** button, which displays the Direct Deposit Bank Maintenance window.



Using Direct Deposit Bank Maintenance

The Direct Deposit Bank Maintenance feature allows you to enter the extended bank code information necessary to create the National Automated Clearinghouse Association (NACHA) files for direct deposits.

 **NOTE:** Before entering data into the Direct Deposit Bank Maintenance window, you will need some information about the file format from the financial institution that will be your originating clearinghouse (for example, your bank). Use the **Startup Worksheet** available in [Appendix A](#) (see page 77) while consulting your clearinghouse representative to ensure you enter the correct file type, Routing Transit Number (RTI), account numbers, and any other additional information.

The following steps detail how to set up Direct Deposit in Bank Code Maintenance. For more information about the fields available on the Payroll Bank Code Maintenance window, see the *Payroll online help* by Sage Software.

Set Up the Direct Deposit Bank Codes

- 1 From the **Setup** menu of the **Payroll** module, select **Bank Code Maintenance**. The Bank Code Maintenance window appears.

Bank Code Maintenance Window

- 2 After entering the standard Payroll bank code information (see the *Payroll online help* by Sage Software), click the  button. The Direct Deposit Information window appears.

Direct Deposit Information Window



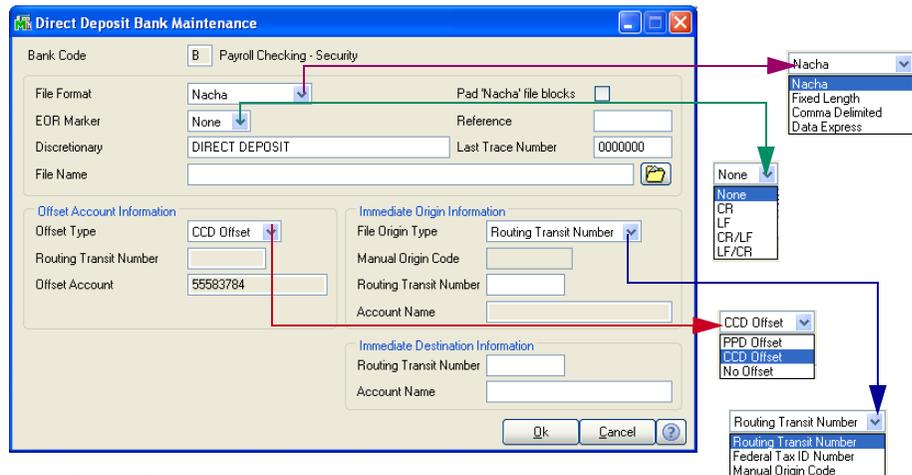
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- 3 Enter the name of the bank to be used for direct deposit processing in the **Bank Name** field.
- 4 The **Bank Account Number** field displays the bank account number entered on the Bank Code Maintenance window.
- 5 Select the type of account from the **Account Type** field.
 - Select **Checking** for a checking-type account.
 - Select **Savings** for a savings-type account.
- 6 Enter the routing/transit number, found on the bottom of your checks, for this bank account in the **Routing Transit Number** field.
- 7 Select the **Pre-Note Approved** check box if a pre-notification has been approved for this bank account.
- 8 Click the **More...** button to access the Direct Deposit Bank Maintenance window.



Direct Deposit Bank Maintenance Window

Use the Direct Deposit Bank Maintenance window to enter the direct deposit information for the bank.

- 9 Select the type of file format accepted by the bank from the **File Format** field. The following table describes each option.

Format	Details
Nacha	Select the NACHA format unless you are specifically requested to do otherwise by your financial institution.
Fixed Length	Use the Fixed Length ASCII format if requested by the financial institution receiving the file, or if you are importing data into another program that communicates with the financial institution. You may create your own file format through the ASCII File Creation Program.



Format	Details
Comma Delimited	Use the Comma Delimited ASCII format if requested by the financial institution receiving the file. You may create your own file format through the ASCII File Creation Program.
DataExpress	The DataExpress format is the same as the NACHA format except for the header record which is required if your financial institution is using DataExpress software for receiving NACHA files.

10 Select how to end records in the ACH (Automated Clearing House) file from the **EOR** (End of Record) **Marker** field. The Direct Deposit Payroll system offers flexibility with regard to how the records in the ACH file are to be ended. The following table describes each option.

Option	Description
None	None is the recommended option, and is the format accepted by NACHA. No end of record character will be used, which will create one long stream of data. Records are a fixed 90 characters in length with no delimiters.
CR	With the CR (Carriage Return) option, a carriage return delimiter (0Dh) will be placed after each record. Select this option only when directed by your financial institution. The CR option does not conform to the NACHA standards.
LF	With the LF (Line Feed) option, a line feed delimiter (0Ah) will be placed after each record. Select this option only when directed by your financial institution. The LF option does not conform to the NACHA standards.
CR/LF	With the CR/LF option, a carriage return/line feed delimiter (0D0Ah) will be placed after each record. Select this option only when directed by your financial institution. The CR/LF option does not conform to the NACHA standards.
LF/CR	With the LF/CR option, a line feed delimiter/carriage return (0A0Dh) will be placed after each record. Select this option only when directed by your financial institution. The LF/CR option does not conform to the NACHA standards.

11 Enter a description for the direct deposit entry in the **Discretionary** field. You may optionally enter a 20-character description for the file.

12 Enter the location where Direct Deposit will create the ACH file in the **File Name** field. The name of the ACH file can be up to 50 characters, and the file will be created and placed in the correct path location entered.

When the Bank Code File is updated, this field will default to the data directory for a given company. The file name defaults to DIRDEP.BK + (Bank Code).

Make sure the name and path designation will not cause ACH files to be overwritten.



- If Payroll data is not set up for this company in an alternate directory, the field will use the relative path from the \SOA subdirectory.
- If Payroll data is set up in an alternate directory, that path will be used.

 **WARNING:** Be careful to ensure that if you use the *default path* to the company's Payroll data subdirectory, you remember to change this field if you select a new *alternate directory* for that data. Be aware that whenever an ACH file is created, it will *overwrite* any existing file by the same name. Make sure that you transmit that file or rename it before creating another ACH file.

- 13** Select the **Pad 'Nacha' file blocks** check box to "pad" NACHA data blocks in the file.

Some financial institutions may require the NACHA file to have complete data blocks in the file. To have complete data blocks, a partial data block will be padded with records containing nines (9).

 **NOTE:** Select this option **ONLY** if directed to do so by your financial institution.

- 14** Enter a reference code in the **Reference** field. The eight-digit reference code is optional and will be placed in the ACH file for information pertinent to the originating institution.
- You do **NOT** enter data in the **Last Trace Number** field. This field automatically increments every time a Direct Deposit data entry is created. The transaction number along with the Immediate Origin Routing Transit Number forms the trace number. The trace number uniquely identifies a transaction through the system and will follow the transaction until it is completed.

Enter the appropriate information in the **Offset Account Information** section.

- 15** Select how the bank will process the offsetting debit to the account from the **Offset Type** field.

Direct deposit transactions may be placed in one of two batch areas of the ACH file.

- One area is the PPD (Prearranged Payment and Deposit) batch, used primarily for non-corporate "consumer" accounts.
- CCD (Cash Concentration and Disbursement) batches are used by organizations primarily for the consolidation of funds between organizations or branches of the same organization.



The following table describes each **Offset Type** option. Consult your bank if you have any questions as to which option is appropriate for this institution.

Option	Description
PPD Offset	The offsetting entry will be placed with the same PPD batch as the credits/debits to your employee's bank accounts.
CCD Offset	The CCD Offset option is the default. The offsetting entry will be placed in a separate CCD batch by itself. The employee credit/debits will remain in the PPD batch. Both batches will be in the same ACH file. This option follows NACHA rules.
No Offset	No offsetting entry will be made in the file, resulting in an "out of balance" file. This method is only to be used if the clearinghouse will generate its own offsetting transaction based on the employee transactions submitted in the PPD batch.

- ▶ The **Routing Transit Number** field contains the offset routing transit number. This field is view-only on the Direct Deposit Bank Maintenance window, but can be changed on the Payroll Bank Code Maintenance window. This field contains the eight-digit routing transit number for your checking account that will be debited for payroll. The ninth check digit will be automatically calculated and displayed.
- ▶ The **Offset Account** field contains the offsetting checking account number. This field is view-only on the Direct Deposit Bank Maintenance window, but can be changed on the Payroll Bank Code Maintenance window. The field contains 17 digits for the checking account number of the account that is debited during payroll.

Enter the appropriate information in the **Immediate Origin Information** section:

- 16** Select the type of file to produce from the **File Origin Type** field. The following table describes each option.

Option	Description
Routing Transit Number	Select the Routing Transit Number option to produce NACHA formatted files. This option will insert a blank space followed by the Immediate Origin Routing Transit number in the fourth field of the NACHA file header record.
Federal Tax ID Number	Select the Federal Tax ID Number option if your bank requires the fourth field of the file header record to contain a 1 followed by the Federal Tax ID Number. The Federal Tax ID Number is retrieved from the Company Setup File in the Sage Software Library Master module.
Manual Origin Code	If your bank requires some other value in the fourth field of the file header record, select the Manual Origin Code option for manual entry. This option will allow you to enter any value desired.



- 17** If you selected **Manual Origin Code** from the **File Origin Type** field, enter the origin code in the **Manual Origin Code** field.

Enter any ten characters in this field as directed by your financial institution. If the field contains a routing transit number, the first character of this field should be a space, and you must type the check digit manually.

- 18** Enter the routing transit number of the sending point of the ACH file in the **Routing Transit Number** field. The routing transit number is eight digits, and the ninth check digit will automatically be calculated and displayed.

The routing transit number may be different than your offset transit number due to the fact that many financial institutions consolidate ACH transactions at other locations.

- The **Account Name** field contains the account name of the institution transmitting the ACH file. This field is view-only in the Direct Deposit Bank Maintenance window, but can be changed in the Payroll Bank Code Maintenance window. This field contains the 23-character Immediate Origin Name of the ACH transmitting institution.

Enter the information your company requires in the **Immediate Destination Information** section:

- 19** Enter the routing transit number of the receiving institution of the ACH file in the **Routing Transit Number** field. The routing transit number is eight digits, and the ninth check digit will automatically be calculated and displayed.

The routing transit number may be different than your offset transit number due to the fact that many financial institutions consolidate ACH transactions at other locations.

- 20** Enter the account name of the institution receiving the ACH file in the **Account Name** field. You may enter up to 23 characters.

This field contains the Immediate Destination Name of the ACH receiving institution.

- 21** Click **OK** on the Direct Deposit Bank Maintenance window when finished.

- 22** Click **Accept** on the Payroll Bank Code Maintenance window to save the changes.

Configuring Direct Deposits in Employee Maintenance

After you have set up the Direct Deposit in Payroll Options and Bank Maintenance, you set up the employees that will participate in direct deposits of payroll checks. The Employee Maintenance contains the **Direct Deposit** button, which displays the Direct Deposits window.



Setting Up Direct Deposit Participants in Payroll

Use the Direct Deposits window to establish the distribution of net pay amounts for direct deposit participants. The distribution can be made as a fixed amount, as a percentage of net pay, or as a percentage of gross pay.

The following steps detail how to set up Direct Deposit in Employee Maintenance. For more information about the fields available on the P/R Employee Maintenance window, see the *Payroll online help* by Sage Software.

Set Up the Direct Deposit Employees

- 1 From the **Main** menu of the **Payroll** module, select **Employee Maintenance**. The P/R Employee Maintenance window appears.

P/R Employee Maintenance Window

- 2 After entering the standard Payroll employee information (see the *Payroll online help* by Sage Software), select the **Direct Deposit** check box to enable the employee for direct depositing. The **Direct Deposit** button becomes available.

- 3 Click the **Direct Deposit...** button to access the Direct Deposits window.

Direct Deposits Window



- 4 Enter the bank account number the direct deposit amount will be deposited to in the **Bank Account No.** field.
- 5 Select the type of account from the **Acct Type** field.
 - Select **Checking** to deposit to a checking-type account.
 - Select **Savings** to deposit to a savings-type account.
- 6 Enter a description of the bank account in the **Description** field.

For example, *Credit Union* or *Personal Checking* are descriptions for bank accounts.

- 7 Enter the routing/transit number to be used for the bank account in the **Routing/Transit No.** field. This number can be found on the bottom of employee checks.
- 8 Select how to distribute the paycheck from the **Distribution Method** field.
 - Select **Percent of Net Wages** to distribute the net pay using a percentage of the net wages. Percentage of Net Wages is calculated as gross wages less taxes less voluntary deductions.
 - Select **Percent of Gross** to distribute the net pay using a percentage of the gross wages.
 - Select **Fixed Amount** to distribute the net pay using a fixed amount.
- 9 Enter the percentage or fixed amount to be distributed to the bank account in the **Percent/Amount** field.
- 10 Select whether or not a pre-notification was sent from the **Pre-Note Sent** field.
 - Select **Yes** if a pre-note was sent to this bank account for this employee.
 - Select **No** if a pre-note was not sent.
 - Select **Approved** if a pre-note was approved.
- 11 Enter the date that the pre-note was sent or approved in the **Date** field. This field is available only if **Yes** or **Approved** is selected in the **Pre-Note Sent** field.
- 12 Accept the amount displayed in the **Deposited YTD** field.

OR

Enter the amount that has been direct deposited for the year to date for the current employee.

This field is available only if **Approved** is selected at the **Pre-Note Sent** field.

- 13 Click **OK** to add the information.



- 14 Repeat steps 4 -13 for each of the employee's bank accounts that will receive direct deposits.
- 15 Click **Accept** on the Direct Deposits window to save the account information.
- 16 Click **Accept** on the Employee Maintenance window to save all changes.

Using the Direct Deposit Menu in Payroll

The Direct Deposit menu options are available through the Payroll **Direct Deposit** menu.

- The first four menu items – **Pre-Note Selection Register**, **Pre-Note Approval Register**, **Direct Deposit Processing**, and **Direct Deposit Interface Setup** exist even before you install the Direct Deposit module. They are not a part of the Direct Deposit module - they are a part of the standard Payroll module.

For more information about the Payroll Direct Deposit features, see the *Payroll online help* by Sage Software.

- The last, **Paperless Office Stub Viewer**, menu item is a part of the Paperless Office module.

For more information about the Paperless Office features, see the *Paperless Office online help* by Sage Software.

How to Use the Direct Deposit Menu Options

The options available in the Payroll Direct Deposit menu allow your company to set up company-wide standards and generate the NACHA or ASCII file.

Implementing the Direct Deposit Menu Options

You might not need to use every feature available in the menu. Select only the options your company requires.



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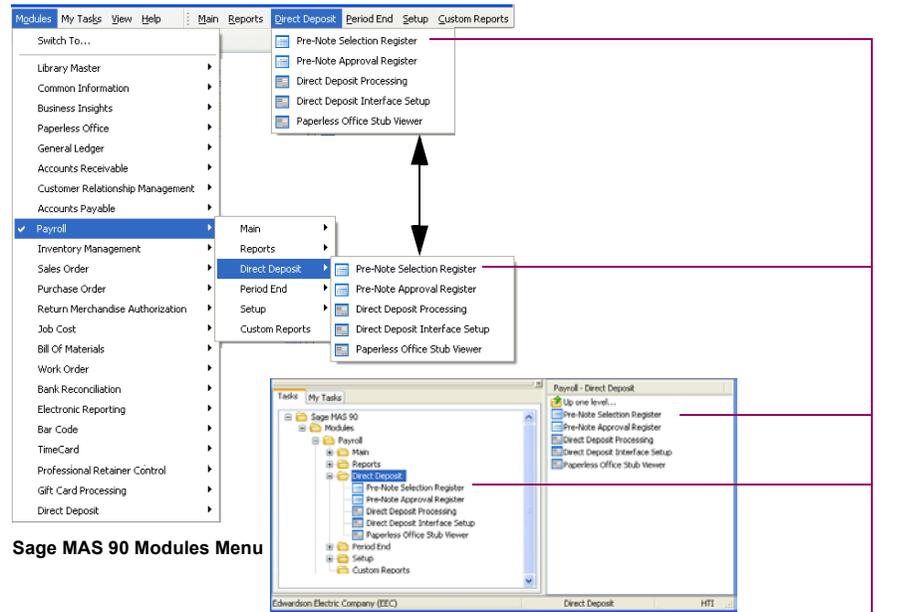
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Open a Window from the Direct Deposit Menu

- 1 Click the **Payroll** module from the Sage MAS 90 or 200 **Modules** menu or **Tasks** tab. The module expands to display all the menu options available in Payroll.
- 2 Click the **Direct Deposit** menu. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.

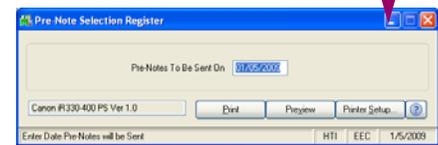
You can also select **Direct Deposit** from the **Payroll** menu bar to display the list of available windows.

- 3 Click the name of the window to open. The system displays the selected window.



Sage MAS 90 Modules Menu

Windows Available in the Payroll Direct Deposit Menu



Payroll Direct Deposit Window

This concludes *Chapter 5: Configuring Direct Deposit in Payroll* of the Direct Deposit manual.



Using Direct Deposit

Chapter 6: Using Direct Deposit teaches you how to set up options for your company. This chapter describes each option so you can set up your Direct Deposit system quickly and start using the module. The options available in the Direct Deposit menus allow your company to set up company-wide standards and to generate the NACHA or ASCII file.

Using the Setup Menu

The Direct Deposit Setup menu contains the features used to build and maintain the files required for the operation of the Direct Deposit module.

How to Use the Setup Menu Options

Detailed instructions about changing information, deleting information, and printing from the Setup windows are available in the online help. The following instructions provide a quick overview of how to complete these procedures.

Implementing the Setup Menu Options

The **Setup** menu of the Direct Deposit module includes the **Direct Deposit Options** and **Multi-Company Setup Maintenance** features, and they are fully detailed in this section.

Open a Window from the Setup Menu

- 1 Click the **Direct Deposit** module from the Sage MAS 90 or 200 **Modules** menu or **Tasks** tab. The module expands to display all the menu options available in Direct Deposit.
- 2 Click the **Setup** menu. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.

You can also select **Setup** from the Direct Deposit menu bar to display the list of available windows.



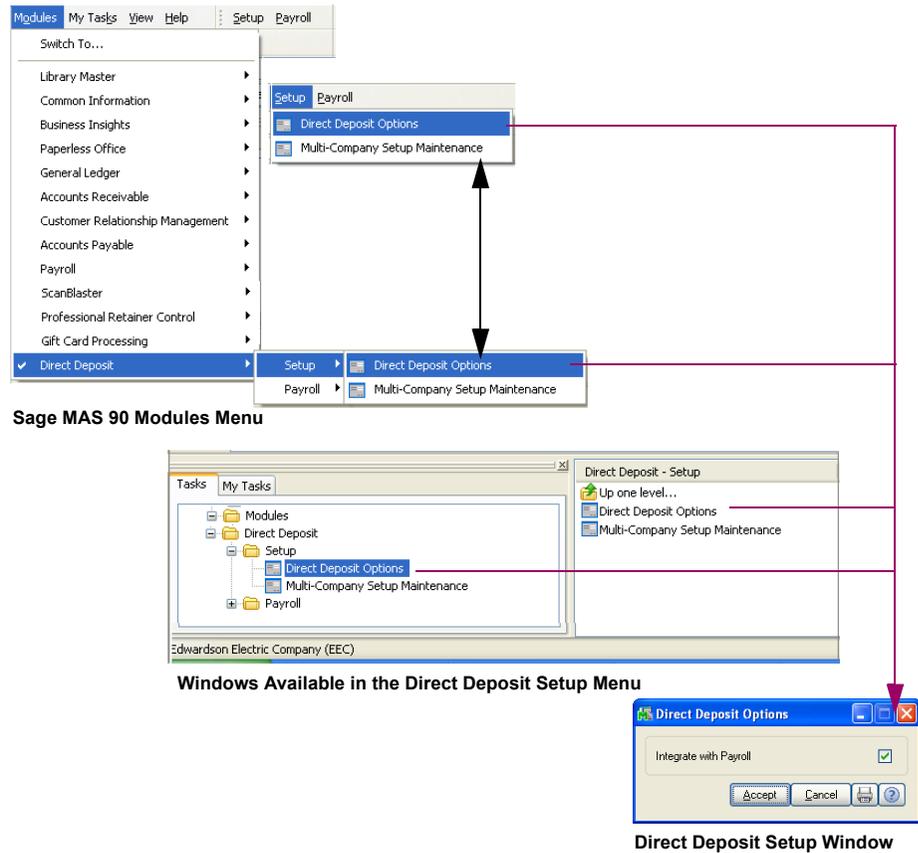
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- 3 Click the name of the window to open. The system displays the selected window.



Select an Item from a Lookup List

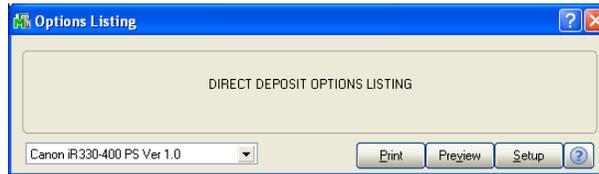
Many fields on the Direct Deposit windows feature a Lookup list. These lists allow you to select data for the field.

Click the  button (or the alternate  button) in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

Print a Setup Listing

You can print information from any of the windows available in the Setup menu. These windows provide a listing of the options set or the records available. For many of the windows, you can select the type of information to include in the listing. For detailed information about each type of listing, see the *Direct Deposit online help*.

- 1 Click the  button on the window. A Listing window similar to the following appears.



Multi-Company Setup Listing Window

- 2 Click **Print** to print the report, or click **Preview** to print preview the report.



Setting Up Direct Deposit

After installing the Direct Deposit module, you need to define the configuration settings. You can set up the module right after installation and update the configuration whenever required by your business.

Direct Deposit Setup Wizard

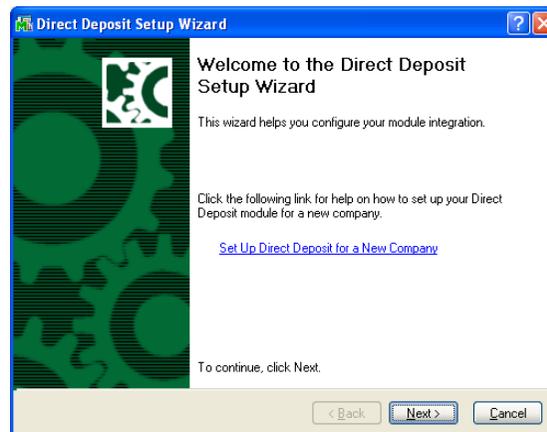
The Direct Deposit Setup Wizard is designed to ease the application install. This wizard helps you configure the module quickly and accurately. The setup wizard will automatically launch the first time the module is accessed. Follow the on-screen prompts to complete the setup process.

Navigating in the Direct Deposit Setup Wizard

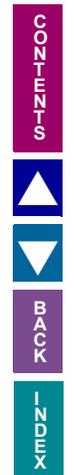
The wizard does not store or modify any data before the final step; thus, it can be safely restarted. The **Next** button takes you to the subsequent step, the **Back** button can be used to jump back to previous steps in order to modify settings. You can click **Cancel** at any time to stop the wizard.

Configure Direct Deposit for the First Time

The first time you start the Direct Deposit Options feature, the Direct Deposit Setup Wizard appears.



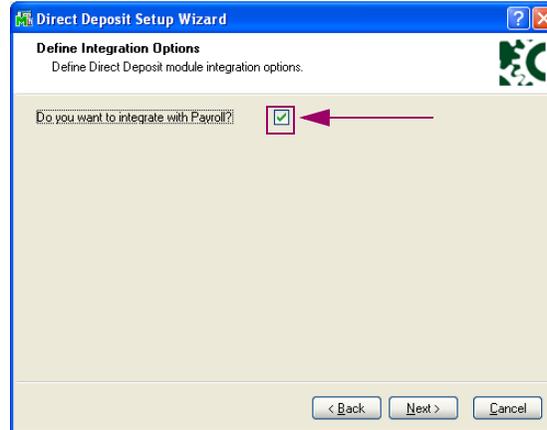
Direct Deposit Setup Wizard Welcome Window



- 1 From the Welcome window, click **Next** to start selecting options for Direct Deposit.

 **NOTE:** For detailed instructions for setting up Direct Deposit, click the **Set Up Direct Deposit for a New Company** help option.

Upon clicking Next, the following window appears.



Direct Deposit Setup Wizard - Module Integrations

- 2 Select the **Do you want to integrate with Payroll** check box if you want to integrate your Direct Deposit module with Payroll.
- 3 Click **Next** to continue. The following window appears. This window allows you to finish the setup.



Direct Deposit Setup Wizard - Completing Setup

- 4 Click **Finish**.
- If the **Access Direct Deposit Options to change the default settings after clicking Finish** option is selected (this check box is selected by default), the Direct Deposit Options window appears automatically.



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- If the **Access Direct Deposit Options to change the default settings after clicking Finish** check box is cleared, you can select any feature from any menu in Direct Deposit.

Direct Deposit Options

Use Direct Deposit Options to define whether you want to integrate your Direct Deposit with Payroll.

Integrating with Payroll

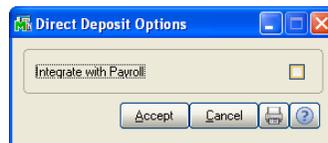
When integrated, each module "shares" common information with any related modules. When you integrate Direct Deposit with Payroll, the options available in the Payroll menu allow your company to set up company-wide standards and to generate the NACHA or ASCII file.

Accessing the Direct Deposit Payroll Menu Options

If you decide to not to integrate Direct Deposit with Payroll, the [Payroll menu options](#) (see page 57) of the Direct Deposit module will not be available.

Set Up Direct Deposit Options

- 1 From the **Setup** menu of the Direct Deposit module, select **Direct Deposit Options**. The Direct Deposit Options window appears.



Direct Deposit Options Window

- 2 Select the **Integrate with Payroll** check box if you want to integrate your Direct Deposit module with the Sage MAS 90 or 200 Payroll module.

If this option is NOT selected, the features of the Payroll menu in the Direct Deposit module will not be accessible.

- 3 Click **Accept** to save the changes.

Multi-Company Setup Maintenance

Use the Multi-Company Setup Maintenance window to select the companies that will send their data through the same NACHA file.

Implementing Multi-Company Setup Maintenance

This feature allows different Sage MAS 90 or 200 companies to send their direct deposit data to the same financial institution for processing. By using the Multi-Company Setup Maintenance feature of Direct Deposit, you can avoid sending multiple files to the same financial institution.



Setting Up Companies

To set up the companies correctly, the user creating the NACHA file must be in the particular company that creates the file. The user will then set up all other companies whose direct deposit data will be included in this file.

Updating Check Registers

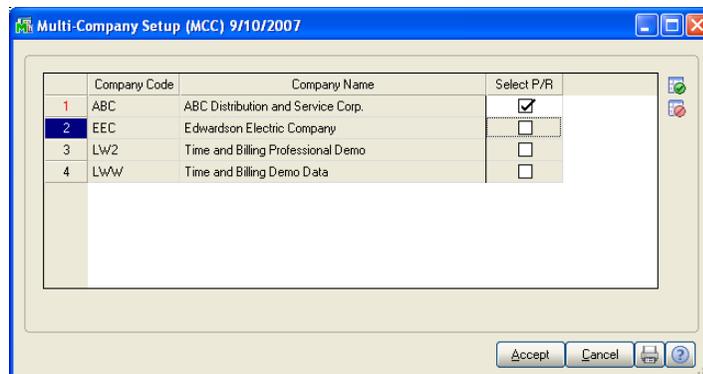
All Check Registers for each company listed in Multi-Company Setup Maintenance must be updated before using the [Generate Direct Deposit Interface](#) (see page 59) feature. If no data is found for a given company, the program will skip to the next company on the list.

Multi-Company Setup Window

Use Multi-Company Setup Maintenance if you want to combine the data from several direct deposit holding files in other companies into one NACHA file.

Set Up a Multi-Company NACHA File

- 1 From the **Setup** menu of the Direct Deposit module, select **Multi-Company Setup Maintenance**. The Multi-Company Setup window appears.



Multi-Company Setup Maintenance Window

- 2 Select the check boxes for the companies to include in the NACHA file from the **Select P/R** column. This list will include all the companies that have the Direct Deposit module activated and integrated with the Payroll module.



NOTE: The current company will not appear in this list – this company will automatically be processed.

- 3 Use the following buttons available on the window to manipulate the selection.
 - Click the Select All () button to include all pertinent companies.
 - Click the Unselect All () button to clear the selection (not include any of the companies).
- 4 Click **Accept** to save the changes.



Using the Payroll Menu

Before you can access features in the Direct Deposit module for Payroll and the [Direct Deposit menu](#) (see page 49) of the Payroll module, you must [set up your Sage MAS 90 or 200 Payroll module to integrate with Direct Deposit](#) (see page 39).

How to Use the Payroll Menu Options

The options available in the Payroll menu allow your company to set up company-wide standards and to generate the NACHA or ASCII file. You might not need to use every feature available in the menu. Select only the options your company requires.

The **Payroll** menu of the Direct Deposit module includes the following options:

- The first two menu items – Pre-Note Selection Register and Pre-Note Approval Register – exist in both Payroll and Direct Deposit modules. However, the **Pre-Note Selection Register** and **Pre-Note Approval Register** are NOT a part of the Direct Deposit module – they are a part of the standard Payroll module. For more information about the Payroll Direct Deposit features, see the *Payroll online help* by Sage Software.
- The **Generate Direct Deposit Interface** menu item IS a part of the Direct Deposit module, fully detailed in this section.
- The **Batch Retransmission Utility**, **Employee Direct Deposit Verification**, **Direct Deposit History Report**, **Direct Deposit Maintenance**, and **Purge Direct Deposit History** menu items ARE features of the Direct Deposit module and are fully detailed in this section.

Implementing the Payroll Menu Options

This chapter does not describe every procedure that can be completed on a Direct Deposit window. This chapter describes each option so you can set up your Direct Deposit system quickly and start using the module. Detailed instructions about changing information and printing from the Direct Deposit windows are available in the online help. The following instructions provide a quick overview of how to complete these procedures.

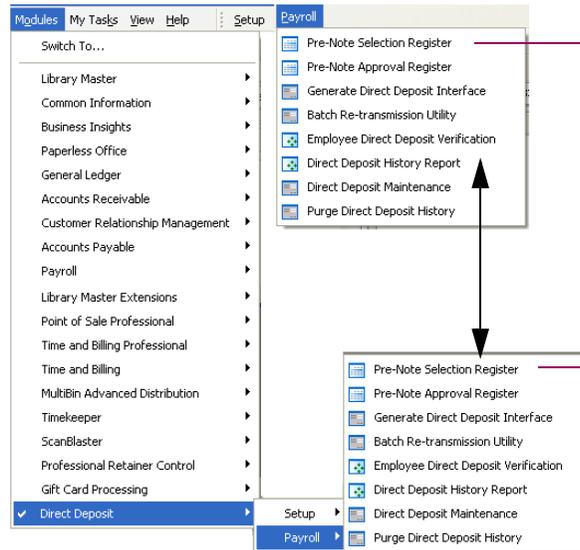
Open a Window from the Payroll Menu

- 1 Click the **Direct Deposit** module from the Sage MAS 90 or 200 **Modules** menu or **Tasks** tab. The module expands to display all the menu options available in Direct Deposit.
- 2 Click the **Payroll** menu. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.

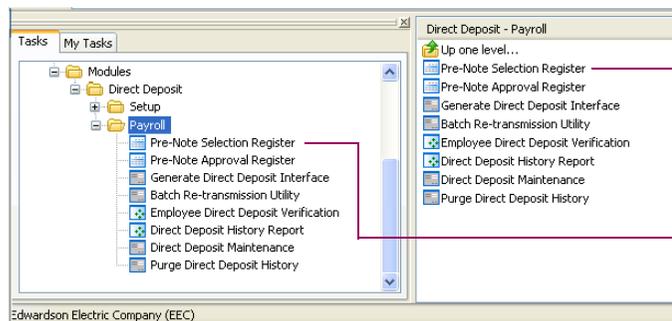
You can also select **Payroll** from the Direct Deposit menu bar to display the list of available windows.



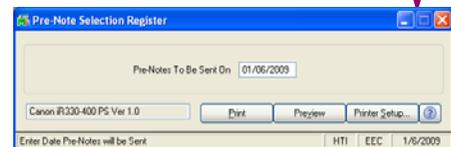
- 3 Click the name of the window to open. The system displays the selected window.



Sage MAS 90 Modules Menu



Windows Available in the Direct Deposit Payroll Menu



Direct Deposit Payroll Window

Change a Record

- 1 Click the  button (or the alternate  button) in the first field to select a record from the Lookup window. The system displays the record's information in the window.
- 2 Set the options your company requires from the fields available on the window. See the section in this chapter for detailed information about each option you can set.
- 3 Click **Accept** to save the changes.



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Select an Item from a Lookup List

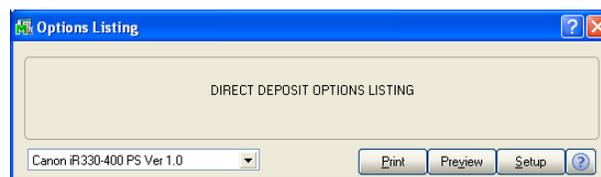
Many fields on the Direct Deposit windows feature a Lookup list. These lists allow you to select data for the field.

Click the  button (or the alternate  button) in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

Print a Payroll Listing

You can print information from any of the windows available in the Setup menu. These windows provide a listing of the options set or the records available. For many of the windows, you can select the type of information to include in the listing. For detailed information about each type of listing, see the online help.

- 1 Click the  button on the window. A Listing window similar to the following appears.



Multi-Company Setup Listing Window

- 2 Click **Print** to print the report, or click **Preview** to print preview the report.

Generate Direct Deposit Interface

The Generate Direct Deposit Interface feature creates the direct deposit NACHA or ASCII file that will be transmitted to your financial institution.

Organizing Data Flow

This file is created using data contained in a holding file. The data is created during the Payroll Check Register Update and is arranged by batches. All batches marked as not having been transmitted are included in the NACHA/ASCII file automatically.

Defining Batches for Direct Deposit

Each check cycle and each pre-notification cycle is in a separate batch. The batch has a header record which indicates the offsetting account, as well as whether the batch has been transmitted. Only those batches that are marked as not having been transmitted will be used in the Generate Direct Deposit Interface feature. If you need to retransmit a batch, the Transmitted Flag must be reset with the [Batch Re-Transmission Utility](#) (see page 64).



Create a NACHA File

- 1 From the **Payroll** menu of the Direct Deposit module, select **Generate Direct Deposit Interface**. The Generate Direct Deposit Interface File window appears.

Generate Direct Deposit Interface File Window

 **NOTE:** If the **File Format** field is set to **Nacha** or **DataExpress** in [Bank Code Maintenance](#) (see page 40), you create a NACHA file.

- 2 Enter the date that the file will be transmitted to your financial institution in the **File Transmission Date** field.

This date is not the effective date of the transactions, which is always the check date. Consult your bank as to the lead-time required.

- 3 Enter the approximate time the file will be transmitted in the **File Transmission Time** field. The time will automatically be converted to the military, 24-hour format.

This time is when the file will be transmitted to the receiving ACH.

- 4 Select the bank code to include in the file in the **Bank Code** field.

- 5 Enter a unique ID to include in a transmitted file in the **File ID Modifier** field. To distinguish transactions available in multiples files on the same day, a unique file identifier is required for each file.

The system will automatically assign an ID if you do not change the information in the **File ID Modifier** field. If your financial institution requires a specific code, enter that code in the File ID Modifier field.

This field is a one-character field in the order of A-Z, 0-9. Only those 36 characters can be used, therefore, the NACHA system only allows for 36 transmissions to any given financial institution per day.

Once you enter a manual file ID modifier, it becomes the last used modifier. If there is another transmission in that same day and system automatically generates the ID modifier, the system will use the modifier following the one that you manually entered.



- Change the file name in the **File to create** field. You can change the file name from the standard default.

When the ACH file is printing, it will search the path entered in the File to create field. If the file is on a diskette, you will be prompted to insert the diskette into the correct drive.

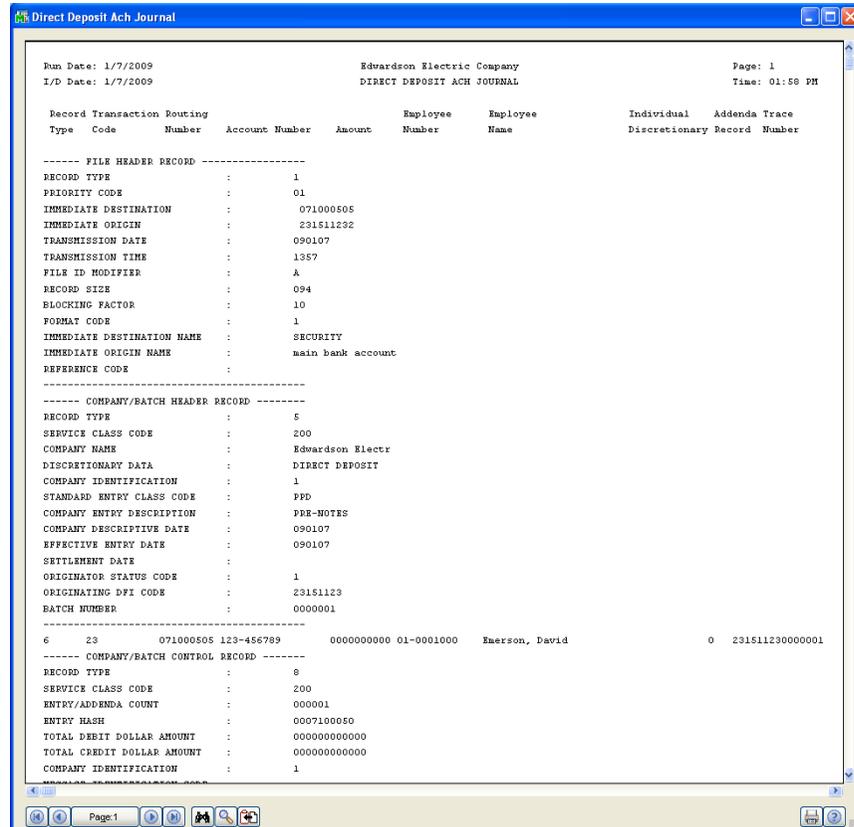
- Click **Print** to create the NACHA file. The program creates the NACHA file and prints the ACH Journal report, which is a hard copy of the contents of the NACHA file.



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ACH Journal

The ACH Journal is useful if your financial institution has any questions concerning the contents of the file. It is recommended that you keep the ACH Journals until all transactions have been successfully processed.

- If your company is configured for [Multi-Company processing](#) (see page 55), you will be prompted to process all companies' NACHA files.
 - Click **Yes** to process all companies.
 - Click **No** to process only the current company.

Create an ASCII File

- 1 From the **Direct Deposit** menu of the Payroll module, select **Generate Direct Deposit Interface**. The Generate Direct Deposit Interface File window appears.

Generate Direct Deposit Interface File Window

NOTE: If the **File Format** field is set to **Fixed Length** or **Comma Delimited** in [Direct Deposit Bank Maintenance](#) (see page 40), you create an ASCII file.

- 2 Enter the date that the file will be transmitted to your financial institution in the **File Transmission Date** field.
- 3 Enter the approximate time the file will be transmitted in the **File Transmission Time** field. The time will automatically be converted to the military, 24-hour format.

This date is not the effective date of the transactions, which is always the check date. Consult your bank as to the lead time required.

This time is when the file will be transmitted to the receiving ACH.

- 4 Select the bank code to include in the file in the **Bank Code** field.
- 5 Enter a unique ID to include in a transmitted file in the **File ID Modifier** field. To distinguish transactions available in multiples files on the same day, a unique file identifier is required for each file.

The system will automatically assign an ID if you do not change the information in the **File ID Modifier** field. If your financial institution requires a specific code, enter that code in the File ID Modifier field.

This field is a one-character field in the order of A-Z, 0-9. Only those 36 characters can be used, therefore, the NACHA system only allows for 36 transmissions to any given financial institution per day.

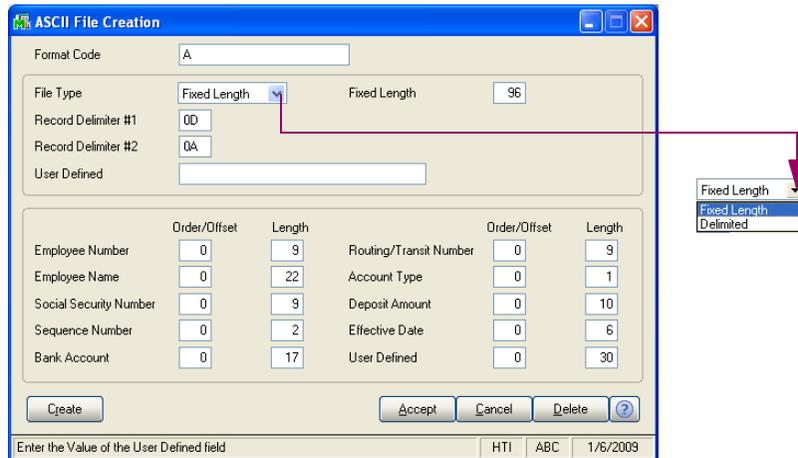
Once you enter a manual file ID modifier, it becomes the last used modifier. If there is another transmission in that same day and system automatically generates the ID modifier, the system will use the modifier following the one that you manually entered.



- Change the file name in the **File to create** field. You can change the file name from the standard default.

When the ACH file is printing, it will search the path entered in the File to create field. If the file is on a diskette, you will be prompted to insert the diskette into the correct drive.

- Click **Print**. The ASCII File Creation window appears.



ASCII File Creation Window

- Select the format of the ASCII file from the **Format Code** field. The system displays the last format used.
 - If you do not have an existing format, steps 8 -15 allow you to create a format for the ASCII file.
 - If you have already set up this file, you can click the **Create** button to create the file and skip these steps.
- Select the type of ASCII file to create in the **File Type** field. The following table describes each option.

Option	Description
Fixed Length	Select the Fixed Length option to create a Fixed Length type file where there are no record separators. Each record is determined by its position and length within that record.
Delimited	Select the Delimited option to create a Delimited type file where there is a character separating each field. Each text field is enclosed in quotation marks.

- Enter the length (number of characters) for each record in the **Fixed Length** field.

This field is only available if the **Fixed Length** option is selected in the **File Type** field.



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- 11** Enter the hexadecimal value of the character used to separate fields in the **Field Delimiter** field.

This field is only available if the **Delimited** option is selected in the **File Type** field. Two standard field delimiters are the Comma, which has a hex value of 2C, and the Tab, which has a hex value of 09.

- 12** Enter the hexadecimal value of the characters used to separate the first and second records in the **Record Delimiter #1** and **#2** fields. These fields are used to separate different records in an ASCII file.

A standard end of the record delimiter set is a carriage return/line feed with hex values of 0D (#1) and 0A (#2).

- 13** Enter any additional value in the **User Defined** field.

The remaining fields on the ASCII File Creation window contain the formatting information for each data element that can be used in an ASCII record.

- 14** Enter the sequence/position of each field in the ASCII file in the **Order/Offset** field.

- If **Delimited** is selected in the **File Type** field, use the **Order/Offset** field to indicate the sequence this field should appear in the record.

For example, a value of 3 means that this field will be third in the record.

- If **Fixed Length** is selected in the **File Type** field, use the **Order/Offset** field to indicate the starting position of this field.

For example, a value of 27 means that the field will begin at the 27th character of the record.

- If you do not want to set the sequence/position of each field, enter **Zero (0)**.

- 15** Enter the length of a field in the **Length** field. This field will define the length of the element with the record.

For example, a length of 10 and an offset of 27 means that the field will begin at the 27th character and continue for the next 10 characters (characters 27 through 36).

This field is only available if the **Fixed Length** option is selected in the **File Type** field.

- 16** Click **Create** to create the ASCII file.

Batch Re-Transmission Utility

The Batch Re-transmission Utility feature allows you to mark a batch of transactions for retransmission.



Identifying Transaction Batches

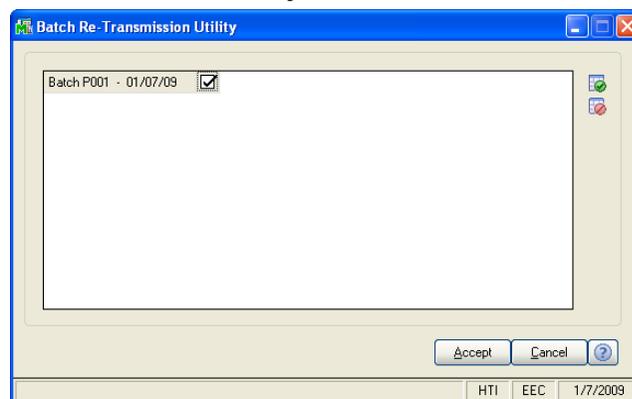
Each pre-notification and each payroll is stored in a holding file as a separate batch. These batches are flagged (marked) as transmitted when a NACHA file or an ASCII file is created.

Recreating NACHA or ASCII Files

In certain circumstances, such as initial testing with your financial institution, it may be necessary to recreate a NACHA or ASCII file.

Mark a Batch to Retransmit

- 1 From the **Payroll** menu of the Direct Deposit module, select **Batch Re-transmission Utility**. The Batch Re-Transmission Utility window appears.



Batch Re-Transmission Utility Window

The Batch Re-Transmission Utility window will only display batches that have been previously transmitted. All pre-notification batches have batch numbers that begin with **P**.

- 2 Select the check boxes for the batch numbers to retransmit.
- 3 Use the following buttons available on the window to manipulate the selection.
 - Click the Select All (📌) button to include all batches.
 - Click the Unselect All (📌) button to clear the selection (not include any of the batches).
- 4 Click **Accept** to save the changes.

The program will set the transmitted flag to **N** and will remove the batch number from the Batch Re-Transmission Utility window.

Employee Direct Deposit Verification

The Employee Direct Deposit Verification provides a document, which can be signed by employees as a means of verifying the data entered for their deposits is correct. Your Human Resources department can keep the signed report for their records.



Employee Direct Deposit Verification Report Settings

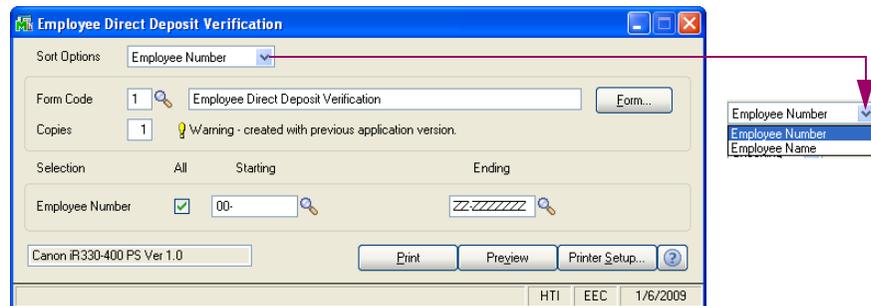
You can print a range of employees, and the report can be sorted by employee number or employee name.

Using the Employee Direct Deposit Verification Report

Print the Employee Direct Deposit Verification report whenever making a change to an employee's account information.

Print the Employee Direct Deposit Verification Report

- 1 From the **Payroll** menu of the Direct Deposit module, select **Employee Direct Deposit Verification** to access the Employee Direct Deposit Verification window.



Employee Direct Deposit Verification Window

- 2 Select how to sort the report from the **Sort Report By** field. You can sort the report by either **Employee Number** or **Employee Name**.
- 3 Select the report form to use for printing from the **Form Code** field.
- 4 Enter the number of copies to print in the **Copies** field.
- 5 Select the employees to include in the report from the **Employee Number** field.
 - Select **All** to print all employees.

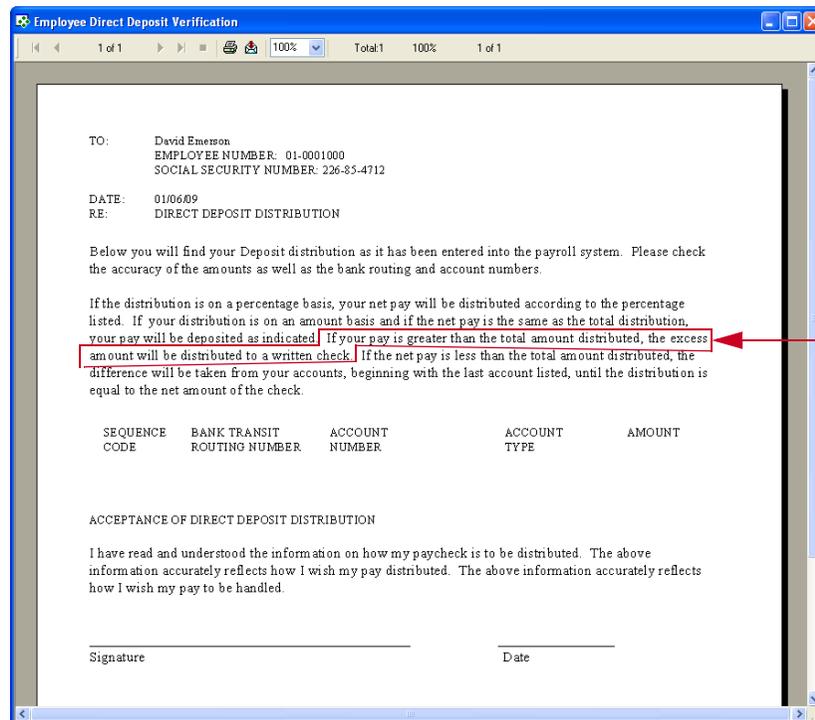
OR

 - Use the  button to select a range of employees in the **Starting** and **Ending** fields.

If you need to narrow the **Selection** to one employee, enter the same code in both **Starting** and **Ending** fields.
- 6 Click **Print** to print the report, or click **Preview** to print preview the report.



The report includes the name of the employee, the employee number, social security code, the details about the direct deposit, the necessary bank numbers, and a line where the employee can sign and date the report.



Employee Direct Deposit Verification Report



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NOTE: One sentence that is printed on the report varies depending upon the settings in Payroll Options of the Payroll module. The line, "If your net pay is greater than the total amount distributed, the excess amount will be distributed to the last account listed below," will read "If your net pay is greater than the total amount distributed, the excess amount will be distributed to a written check," if you selected the option to create partial paychecks on the Payroll Options window.

Direct Deposit History Report

The Direct Deposit History Report displays the direct deposit history for all or a range of employees sorted by either the employee number, or the employee name.



WARNING: If you use the [Purge Direct Deposit History](#) feature (see page 71), the data in the Direct Deposit History Report will be purged from history.

Direct Deposit History Report Settings

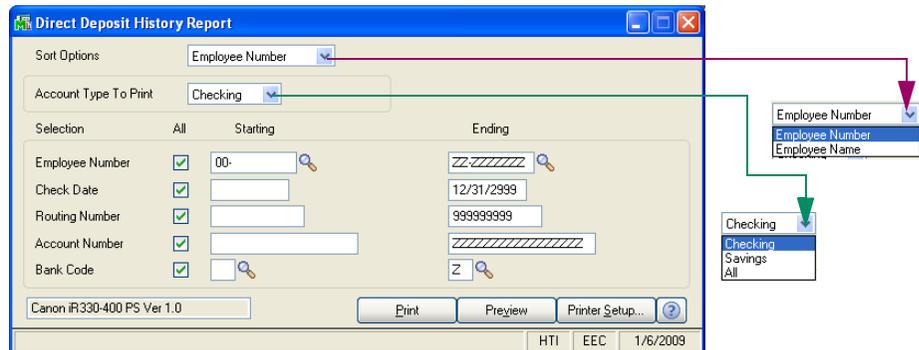
Search for direct deposit history by employee number, check date, routing transit number, account number, and/or bank code.

Using the Direct Deposit History Report

Print the Direct Deposit History Report whenever you need to access past direct deposit information.

Print the Direct Deposit History Report

- 1 From the **Payroll** menu of the Direct Deposit module, select **Direct Deposit History Report**. The Direct Deposit History Report window appears



Direct Deposit History Report Window

- 2 Select how to sort the report from the **Sort Options** field. You can sort the report by either **Employee Number** or **Employee Name**.
- 3 Select the account types to include in the report from the **Account Type To Print** field. You can select **Checking**, **Savings**, or **All**.
- 4 Select the field information to include in the report in the **Selection** section of the window.
 - a Select **All** to change the information for all items.

OR

 - b Enter a range of items to change the information for in the **Starting** and **Ending** fields.
- Select the employees to include in the report from the **Employee Number** field. Use the  button to access the Lookup windows to select a range of employees.
- Select the dates to include in the report from the **Check Date** field.
- Select the routing transit numbers to include in the report from the **Routing Number** field.
- Select the bank accounts to include in the report from the **Account Number** field.
- Select the bank codes to include in the report from the **Bank Code** field.
- 5 Click **Print** to print the report, or click **Preview** to print preview the report.



The report includes the date of the deposit, the deposit amount, bank codes, and account numbers.

Check Date	Bank Code	Routing Number	Account Number	Account Type	Trace Number	Deposit Amount
110000100: THOMAS, JERRY A.						
5/4/2010	A	231511232	123-456789	C	231511230000002	370.84
5/6/2010	A	231511232	123-456789	C	231511230000012	190.17
TOTAL FOR 5/6/2010:						561.01
6/24/201	A	071919117	071919171	C	071919110000088	143.92
TOTAL FOR 6/24/2010:						143.92
EMPLOYEE TOTAL:						704.93
550000430: LEWIS, JOHN						
5/15/201	A	071000505	5301155551	C	071919110000060	84.70
TOTAL FOR 5/15/2010:						84.70
EMPLOYEE TOTAL:						84.70
REPORT TOTAL:						789.63

Direct Deposit History Report

Direct Deposit Maintenance

The Direct Deposit Maintenance window allows you to edit direct deposit entries manually. This feature allows you to make a one-time-only change to an employee's direct deposit without changing the employee's standard deposit setup.

Using Direct Deposit Maintenance

Use the Direct Deposit Maintenance window to change a deposit entry.

Editing Direct Deposit Entries

The Direct Deposit Maintenance feature does not affect the standard Payroll Data Entry system, because you are only editing the net pay after deductions and taxes. As a result, you will not need to recalculate taxes after editing an employee's direct deposit entries.



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Manually Change a Direct Deposit Entry

- 1 From the **Payroll** menu of the Direct Deposit module, select **Direct Deposit Maintenance**. The Direct Deposit Maintenance window appears.

Direct Deposit Data Entry Window - Header Tab

- 2 Select the employee to view from the **Employee No.** field.
 - Click the button to search for a deposit by employee.
 - Click the button to search for a deposit from all deposit entries available.
- 3 Select the check to change from the **Entry No.** field. This field is normally set to 1, unless there are multiple checks for the same employee.

After selecting the check, both the **Gross Check Account** number and **Direct Deposit Amount** figure display on the **Header** tab.

- 4 Click the **Lines** tab to change the information.

Direct Deposit Maintenance Window - Lines Tab

- 5 Click the line you want to change.



- You can change the routing transit number, account number, account type, or the amount.
 - To convert the entire pay amount to a printed check, delete all the lines.
- 6** Click **OK** to save the line changes. The system will compare the current amount of the direct deposit to the original amount.
- If the current amount is less than the original amount and the Direct Deposit option, which allows printing of partial checks, has been selected, the left over amount will be converted to a check.
 - If the current amount is less than the original amount and the partial checks option has not been set, a warning will display for you to adjust the amount until the deposit amount equals the original amount.
 - If the new amount of the direct deposit is greater than the original amount and there is enough money to cover the additional distributed amount in the form of a printed check, then the check amount will be adjusted as appropriate.
 - If there is not enough money to cover the additional amount, a warning will display for you to adjust the amount until the deposit amount equals the original amount.
- 7** If the amount is the same, click **Accept** to save the changes.

Purge Direct Deposit History

The Purge Direct Deposit History feature has been designed to complete periodic maintenance of the history and direct deposit batch files.

Clearing the History File

Normally, you purge the history file at the end of the year before compiling the first payroll of the new year to ensure that the history detail agrees with the account yearly total.

 **WARNING:** Using the Purge Direct Deposit History feature will purge history from the [Direct Deposits](#) window (see page 46) available in Payroll Employee Maintenance window, and from the [Direct Deposit History Report](#) (see page 67).

Using Purge Direct Deposit History

Use the Purge Direct Deposit History window to purge files at the end of the year.

- The **Purge Employee History** option will only purge history records.
- The **Purge Batches** option will only purge transmitted batches.



WARNING: Be careful to purge **ONLY** those batches that you will not need to recreate. Once the batches are purged, the NACHA or ASCII file for those transactions **CANNOT** be recreated.

Purge the History and Batch Files

- 1 From the **Payroll** menu of the Direct Deposit module, select **Purge Direct Deposit History**. The Purge Direct Deposit History window appears.



Purge Direct Deposit History Window

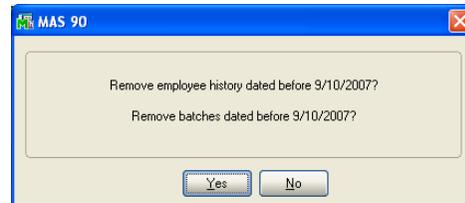
- 2 Select the **Remove Employee History** check box. The purge date field becomes available.
- 3 Enter the last date of the history files to include in the purge in the **Remove Employee History Dated Before** field. Use the  button to select from the calendar.

All the history records on or before the date will be purged.

- 4 Select the **Remove Batches** check box. The purge date field becomes available.
- 5 Enter the last date of the batches to include in the purge **Remove Batches Dated Before** field. Use the  button to select from the calendar.

All the batch records on or before the date will be purged.

- 6 Click **Proceed** to continue. The following window appears.



MAS 90 Dialog

- 7 Click **Yes** to purge the data.



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Viewing Direct Deposit History

After you have processed direct deposits with the Direct Deposit module, you can view the deposit history for each employee in the Payroll module.

Direct Deposit History Inquiry

View the year's activity for any employee and view the total deposits by bank account using the Direct Deposit History Inquiry feature available through Payroll Employee Maintenance

Obtaining Direct Deposit Historical Information for an Employee

You can view an employee's direct deposit information from the Direct Deposits window accessible through the Employee Maintenance window in the Main menu of the Payroll module.

 **WARNING:** If you use the [Purge Direct Deposit History](#) feature (see page 71), the data on the Direct Deposit History Inquiry window will be purged from history.

View an Employee's Direct Deposit History

- 1 From the **Main** menu of the **Payroll** module, select **Employee Maintenance**. The P/R Employee Maintenance window appears.

P/R Employee Maintenance Window



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- Click the **Direct Deposit...** button. This button is available only if the **Direct Deposit** check box is selected. The Direct Deposits window appears.

Direct Deposits Window

- To view the total amount deposited in each account for the year, select the line of the deposit you want to view, and click the  button. The Direct Deposit History Inquiry window appears.

Direct Deposit History Inquiry Window

 **NOTE:** The deposit totals will not appear if the distribution in the Direct Deposit Master File has been deleted. Totals are always available in the [Direct Deposit History Report](#) (see page 67) since this report accumulates the totals by line item.



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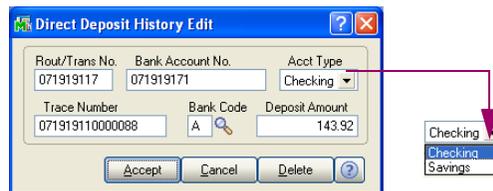
Updating Employee Direct Deposit History

If you have manager access, you can change the data for a direct deposit history file.

For example, this feature can be used if you received notification from your financial institution that a deposit has been rejected because the employee has closed the requested account.

Edit the Employee's Direct Deposit History

- 1 Select the deposit to edit from the Direct Deposit History Inquiry window, and then click the  button. The Direct Deposit History Edit window appears.

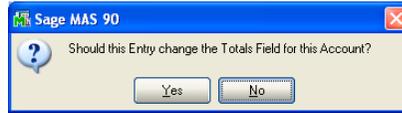


Direct Deposit History Edit Window

- 2 Change the routing transit number for the deposit in the **Rout/Trans No.** field.
- 3 Change the bank account number for the deposit in the **Bank Account No.** field.
- 4 Change the account type in the **Acct Type** field. You can select **Checking** or **Savings**.
- 5 Change the deposit trace number in the **Trace Number** field.
- 6 Select the bank code of the bank receiving the deposit in the **Bank Code** field. Click the  button to list all banks available.
- 7 Change the amount that was deposited in the **Deposit Amount** field.
- 8 Click **Accept** on the Direct Deposit History Edit window when finished.



- 9 A dialog box may appear prompting you to update the totals for the Employee Direct Deposit Master file.



MAS 90 Dialog Box

- Click **Yes** to update the totals for this account. The total will be adjusted based on how you edited this record.
- If you click **No** to not adjust the amount, then the history will not agree with the line item information. The Direct Deposit History Inquiry window reappears.

10 Click **OK** on the Deposit History Inquiry window when finished.

11 Click **Accept** on the Direct Deposits window to save the changes.

This concludes *Chapter 6: Using Direct Deposit* of the Direct Deposit manual.



Appendix A - Startup Worksheet

The following worksheet will aid you in the installation of your Direct Deposit module. Please have your financial institution fill out the following information.

File Type:	NACHA	NACHA/Data Express
	Fixed Length ASCII ^a	Delimited ASCII ^b
Supply a required file name, if any:		
Record Delimiter:	_____	
	No Delimiter (NACHA)	CR (ODH)
	LF (0Ah)	CR/LF
	LF/CR	
Pad the last file block with 9's?:	Yes	No
Offset Transaction Method:	Place offsetting transaction in PPD batch.	
	Place offsetting transaction in CCD batch.	
	No company offset is required in the file.	
Offsetting Routing Transit Number:	_____	
Offsetting Account Number:	_____	
NACHA File Header Field #4:	Blank + Immediate Origin Routing Transit Number	
	"1" + Federal Tax ID Number	
	Other: _____	
	(Consult with your financial institution for complete details.)	
Immediate Origin Routing Transit Number:	_____	
Immediate Origin Account:	_____	
Immediate Destination Routing Transit Number:	_____	
Immediate Destination Account:	_____	

- a. If the file format is Fixed Length ASCII, please provide exact file layout, including delimiters.
- b. If the file format is Delimited ASCII format, please provide exact file layout, including delimiters.

This concludes *Appendix A: Startup Worksheet* of the Direct Deposit manual.



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Appendix B - Employee Worksheet

You may enter up to eight accounts for your Direct Deposit Payroll. Please consult your bank for the correct information.

Name: _____

Employee Number: _____

#1 Routing Transit Number: _____

Account Number: _____

Account Type: Checking Savings

Amount: _____

#2 Routing Transit Number: _____

Account Number: _____

Account Type: Checking Savings

Amount: _____

#3 Routing Transit Number: _____

Account Number: _____

Account Type: Checking Savings

Amount: _____

#4 Routing Transit Number: _____

Account Number: _____

Account Type: Checking Savings

Amount: _____

#5 Routing Transit Number: _____

Account Number: _____

Account Type: Checking Savings

Amount: _____

#6 Routing Transit Number: _____



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Account Number:

Account Type: _____
Checking Savings

Amount: _____

#7 Routing Transit Number: _____

Account Number: _____

Account Type: _____
Checking Savings

Amount: _____

#8 Routing Transit Number: _____

Account Number: _____

Account Type: _____
Checking Savings

Amount: _____

This concludes *Appendix B: Employee Worksheet* of the Direct Deposit manual.

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