
OPEN SYSTEMS® Accounting Software

Direct Deposit User's Manual

2210.DD61

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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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Introduction

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The Direct Deposit System

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The Direct Deposit System

The Direct Deposit System application is an add-on to the Payroll application. It is purchased separately through your Value Added Reseller.

Use Direct Deposit to set up and maintain an automatic method of depositing employee paychecks directly into the employee's bank accounts. You can distribute the employee's pay among as many as six accounts.

This user's manual explains enhancements made to Payroll functions and new functions that were introduced because of the Direct Deposit connection with Payroll. Only the Direct Deposit system enhancements and additions to Payroll are described in this manual. If a subject is mentioned in both manuals, this manual overrides the *Payroll User's Manual*. If you cannot find information in this user's manual, refer to the *Payroll User's Manual*.

Payday Work

After you have set up Payroll and Direct Deposit using the File Maintenance functions, you can use the Payday Work functions to enter and calculate checks, produce vouchers, and process direct deposit transactions at your bank.

Periodic Processing

Use the Create Prenotification File function on the Periodic Processing menu to create the file necessary for the bank to verify account numbers and routing codes.

File Maintenance

Use the File Maintenance functions to set up and maintain direct deposit information for your employees.

Master File Lists

Use the Employee Direct Deposit Information function to print employee direct deposit information.

Direct Deposit Work Flow

Your work flow is divided into daily and periodic tasks.

Daily Tasks

Depending on the size and nature of your company and your payroll, you might process your payroll once a month or every two weeks, or you might use manual checks weekly or daily to pay employees.

See the *Payroll User's Manual* to organize your Payroll tasks.

You must do the following tasks to process direct deposit transactions:

1. Calculate checks and manual checks.
2. Print checks and vouchers for employees.
3. Generate the Direct Deposit file.
4. Send or transmit the file to your bank.
5. Produce the Paycheck Received Report.
6. Post checks.
7. Produce the Check History Register.

Calculate Checks and Manual Checks

When you have finished posting payroll transactions, use the Calculate Checks or the Manual Checks function to create check information before you print checks or vouchers. When you use the Calculate Checks function, you can have the system calculate direct deposit transactions at the same time. When you use the Manual Checks function, you can choose to create a voucher for an employee.

Print Vouchers

After you have calculated checks or created manual checks, use the Print Direct Deposit Vouchers function to produce vouchers for employees whose pay is directly deposited.

Generate and Transmit Direct Deposit File

Use the Create Direct Deposit File function to generate the ACH (Automated Clearing House) file you will send to the bank. Contact your company's bank to determine whether the file should be transmitted by modem or on a diskette. Back up this file on a diskette each time you process your payroll, and keep a copy of the ACH File Report.

Batching

You can process multiple payrolls in a pay period for transmittal to the bank on the same day. Banks refer to this process as batching. Each direct deposit file you transmit must have a unique batch number. When you process several payroll batches in a working day, the system increments the batch number. If you process one or more additional batches on different working days before sending your direct deposit transactions to the bank, the system begins numbering batches starting at 00000001 again. This may result in different batches with the same number. To edit the batch number, use the Employer Bank Information screen in the Payroll Information function.

For example, if you process batches 1, 2, and 3 on Monday and process another batch on Tuesday, you must change Tuesday's batch number to 4.

Note

Note: You can have only one batch for each ACH file.

Print Paycheck Received Report

Produce a Paycheck Received Report to see which employees are scheduled to be paid for the pay period. The report shows which employees receive vouchers and which receive checks.

Post Checks

Before posting checks, you must create the Direct Deposit file.

If Direct Deposit is interfaced with Bank Reconciliation, a direct deposit transaction is posted to the BRTRxxx (Bank Reconciliation Transactions) file, along with the disbursement entries for the regular checks.

Print Check History Register

Produce the Check History Register as a record of earnings, deductions, withholdings, cash disbursements, and amounts that have been directly deposited, along with voucher numbers.

Periodic Tasks

You must do the following tasks periodically:

1. Create the Prenotification file.
2. Print selected reports and lists.

Create Prenotification File

Use the Create Prenotification File function whenever your company needs to add or change information for employees on direct deposit. Only employee records that have been added or changed since the last time you used this function are included in the new file, unless you choose to resend all prenotifications.

You must send the prenotification file to and receive approval from the bank before you can process direct deposit transactions for employees.

Print Selected Reports and Lists

Periodically you will print selected reports and lists to review information about your payroll and direct deposit information. Use the functions on the Payday Reports and Posting submenu of the Payday Work menu, the Payroll Reports menu, the Personnel Reports menu, the Periodic Processing menu, and the Master File Lists menu.

Installation and Conversion

2

Installation
Conversion

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Installation

Before You Install Direct Deposit

Make sure your system meets these minimum requirements before you install Direct Deposit.

Direct Deposit is an add-on module to the OSAS Payroll application. You must install OSAS Payroll before you install Direct Deposit.

The Direct Deposit system needs a minimum of 2 megabytes (2Mb) of disk space to work correctly with programs, sample data, data dictionaries, system files, and graphics files (in addition to the space required by Payroll). Having more disk space available is necessary for the data files you will create and maintain.

The OSAS system requires at least one megabyte (1Mb) of main memory to run. More memory may be necessary in certain environments and operating systems.

Installing Direct Deposit

1. Use the Install Applications function in Resource Manager (see the *Resource Manager User's Manual*) to install Payroll. Install the State Tax Routines after you install Payroll.
2. Use the Install Applications function in Resource Manager to install Direct Deposit.

Setting up Direct Deposit

Once you have installed Direct Deposit on your system, you must prepare your data files for everyday use.

You can prepare files for use with Payroll and Direct Deposit in one of two ways: you can create and set up your files manually on a new system, or you can convert your old files when you upgrade from an earlier version. To create files on a new system, use the Data File Creation function on the Company Setup menu in Resource Manager (see the *Resource Manager User's Manual*). For instructions on converting your files, see the *Conversion* section later in this chapter.

If you plan to use General Ledger, Bank Reconciliation or Job Cost with Payroll and Direct Deposit, you must set up those applications before you set up Payroll and Direct Deposit.

Setting up Direct Deposit

Once you have installed Direct Deposit on your system, you must prepare your data files for everyday use. See chapter 3 in this manual and the *Payroll User's Manual* for setup instructions.

Conversion

If you use an earlier version of OSAS Direct Deposit, you can convert your files from the older version to the current version.

When you are ready to convert files, use the Data File Conversion function on the Company Setup menu in Resource Manager (see the *Resource Manager User's Guide*) to upgrade Payroll data files. You can upgrade from version 3.2, 4.xx, 5.xx, or 6.0x. If you want to convert to version 6.1 from a version earlier than 3.2, contact a client support representative.

Direct Deposit, the system automatically prompts you to convert Payroll as well.

Note

You must install the new version of both Payroll and Direct Deposit before you convert files. You can replace and update the programs properly only by using the Install Applications function in Resource Manager.

Before you convert an application's files, make note of the version number of the application you are converting from. The Data File Conversion function has no way of determining the information from within the function.

Before you convert an application's files, back up your data files.

Consider Your Setup

Before you try to convert from your version of Direct Deposit, consider the exact setup of your system. Since OSAS code can be customized, modifications to your system might be lost if you install a new version of a program or update a file. If you are not sure if your system is ready for conversion, consult your value-added reseller.

Converting to Version 6.1

Select **Data File Conversion** from the Company Setup menu in Resource Manager. The function screen appears.

Data File Conversion

Commands Edit Modes Other Help

OK Abandon

Select directory on which to create files.

☒ /O SAS\data/
☐ /O SAS\data2/

Enter directory that contains the files to be converted.

Do you want source files erased after conversion? ☐
Do you want conversion to pause if a problem is found? ☒

Appl	Description	Version
AR	Accounts Receivable	6.05
AP	Accounts Payable	6.05

Appl	Description	Version
------	-------------	---------

Company H 05/01/2000 Terminal T000 INS

1. The system displays all valid OSAS data paths. Select the destination directory where your new data files will reside.
2. Enter the path (drive and directory) that has the files you want to convert. You cannot enter the same path as the path you selected as the destination.
3. If you want source files to be erased after conversion, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
4. If you want the conversion process to pause if a problem occurs, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). The system considers file corruption or evidence of data not converting correctly a problem.

5. Enter **DD** in the Appl column; *Direct Deposit* appears.
6. Enter your earlier version number of Direct Deposit, and press **Enter**. (You can determine the version by looking at the copyrights screen when you start OSAS, or in most versions, by using the Application Information tool button on the menu screen in graphical mode or by pressing **Shift-F2** in text mode).

Note

If you are converting from a Payroll version before 5.10 without Direct Deposit to the current version with Direct Deposit, you'll see the message **Some source files missing for DD. Do you want a printout of them?** Select **No** (or enter **N** in text mode), and continue with the remaining steps.

7. If data files already exist for Direct Deposit in the intended destination path, the **DD data files exist. Do you want this task to erase them?** prompt appears. If you want to erase the existing files and convert the files from the version in the source path, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode). If you elect not to erase existing files, you must change your directory choices so that no conflict exists.
8. Payroll and its version number appear automatically. You must convert the Payroll data files as well in order to use Direct Deposit. If data files already exist for Payroll in the intended destination path because you already converted them, the **PA data files exist. Do you want this task to erase them?** prompt appears. If you want to erase the existing files and reconvert the files from the version in the source path, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode).

Note

Consult the *Payroll User's Manual* for more information and additional steps for converting Payroll from versions earlier than 5.10.

9. To convert, use the **Proceed (OK)** command.
10. The **Do you want a printout of error log after each application?** prompt appears. If you want the error log to be produced after files are converted for each application, select **Yes** (or enter **Y** in text mode); if you want the log to be produced after files for all applications are converted, select **No** (or enter **N** in text mode). If you are converting only Direct Deposit files, your answer to this prompt makes no difference.
11. Answer the questions that appear relating to the conversion of the employee history and last-year files.
12. If a problem occurs and you indicated that you want the system to pause when a problem occurs, a prompt alerts you. To stop the conversion process, select **Yes** (or enter **Y** in text mode). To let the conversion run its course and investigate later, select **No** (or enter **N** in text mode).
13. When the process is finished, the files are converted. Select the output device for the error log.

After conversion is finished and the error log is produced, the Main menu—with Payroll with Direct Deposit added—appears.

Setting Up

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Setting Up Direct Deposit

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Setting Up Direct Deposit

Determining Options and Interfaces

To set up each company's options and interfaces, use the Resource Manager Options and Interfaces function (see the *Resource Manager User's Manual*). **DD** is the application ID.

Interfaces

Payroll with Direct Deposit has slightly different interfaces from Payroll, but you must set up the interfaces you want to use with Direct Deposit. You must have Payroll installed in order to use Direct Deposit.

Options

Your answers to the following questions determine how the system works and how information flows through it.

1. Toggle to **YES** or **NO** to indicate whether or not you want to interface Payroll/Direct Deposit with General Ledger, Job Cost, and Bank Reconciliation.

The interface options work independently of each other. You can respond to them with any combination of YES and NO settings.

2. Toggle to **YES** or **NO** to indicate whether or not you want to save Payroll transaction history. You cannot produce the Transaction History Report unless you save transaction history.
3. Toggle to **YES** or **NO** to indicate whether or not you want to save check history. You cannot produce the Check History Register or the 941 Report unless you save check history.
4. Toggle to **YES** or **NO** to indicate whether or not you want to post voided checks to the PACHxxx (Checks) file. These checks are voided as a result of printing payroll checks, not as a result of using the Void Checks function.

-
5. Toggle to **YES** or **NO** to indicate whether or not you want to post voided checks to Bank Reconciliation. These checks have been voided as a result of printing payroll checks, not as a result of using the Void Checks function.
 6. Toggle to **YES** or **NO** to indicate whether or not you want employees to accrue vacation and sick time automatically.
 7. Toggle to **YES** or **NO** to indicate whether or not you want to use vacation and sick hours for accrual calculations.
 8. Toggle to **FIRST** or **LAST** to indicate whether you want to print the first names of employees first on checks and in reports, or whether you want to print last names first.
 9. Toggle to **YES** or **NO** to indicate whether or not you want to print the company name on checks.
 10. Toggle to **PREPRINTED**, **BLANK**, or **LASER** to indicate whether you want to print checks on preprinted forms, blank check stubs, or laser forms. If you use preprinted checks, the stub is printed first; if you use blank check stubs, the check is printed first.
 11. Toggle to **YES** or **NO** to indicate whether or not you want to print the company name on direct deposit vouchers.
 12. Toggle to **BLANK**, **LASER FORM**, or **PREPRINTED** to indicate whether you want to print vouchers on blank paper or preprinted forms.
 13. Toggle to **BLANK** or **PREPRINTED** to indicate whether you want to use preprinted vouchers with blank stubs or preprinted stubs. If you use preprinted stubs, the stub is printed first; if you use blank stubs, the voucher is printed first. If you use laser vouchers, toggle to **BLANK**.
 14. Toggle to **YES** or **NO** to indicate whether or not you want to use the time card calculator during entry of time tickets for hourly employees.

-
15. Toggle to **HOME** or **WORKED** to indicate whether you want to post employer-paid taxes and deductions to the employees' home department from the PAEGxxx (Employee General Information) file or the department(s) they worked in during the pay period.

Preparing Your Data

Follow these steps to prepare your data:

- Gather your bank information—routing codes, account numbers, and security codes for file transfers.
- Gather account information for your employees, such as account numbers and amounts/percentages to be allocated to various accounts.

Entering Your Data

When you set up Direct Deposit, gather and enter the information in the order below. As you complete the setup steps, use the Master File Lists functions to print the information you entered in each step; use the lists as references throughout the setup process.

1. Set up the Direct Deposit tables.
2. Set up employer bank information.
3. Enter direct deposit information for each employee who has direct deposit in the Direct Deposit function.
4. Create the prenotification file.
5. Send the prenotification file to your bank for approval. When you receive approval from the bank, use the Create Prenotification File function or the Direct Deposit function to mark direct deposit employees approved.
6. Set up access codes.

Direct Deposit Tables

Set up the DDTB file before you set up anything else. All companies use the DDTB file. You can set up company-specific tables in the DDTB file. You can find descriptions of the tables in the *Payroll User's Manual*.

If you have already set up Payroll, and you do not want to set up all the tables again in Direct Deposit, use your operating system to copy the PATB file to DDTB.

Employer Bank Information

Use the Employer Bank Information option in the Payroll Information function to enter the bank information necessary to process direct deposit transactions.

Direct Deposit

Use the Direct Deposit function on the File Maintenance menu to set up and maintain direct deposit transactions for employees. Have your bank routing codes and employee bank account numbers at hand for this step.

Prenotification File

Use the Create Prenotification File function on the Periodic Processing menu to set up a file to use as a trial run before you begin processing direct deposit transactions. Whenever an employee changes direct deposit information, you must process a new prenotification. You cannot produce a direct deposit voucher for an employee until a prenotification file has been sent to and received from your bank. Back up your data files before using this function.

Access Codes

To restrict access to data files, menus, and functions that provide confidential information or are sensitive to change, use the Resource Manager Access Codes function to set up access codes on your system.

Access codes are company-specific. When you set up an access code for a user, the code is assigned to the company you are in. After you set up your access codes, print a list of the codes and store it in a safe place.

Creating a Backup Schedule

Back up your Direct Deposit data files whenever they change and before you run these functions:

- Create Direct Deposit File
- Post Checks

Back up your programs once a month as insurance against media damage or deterioration.

Use the Backup function on the Resource Manager Data File Maintenance menu to back up files.

Note

You must back up all the files in the data path for a particular list of companies at once to ensure that you have up-to-date copies of the system files. Do not try to use operating system commands to back up only a few files that have been changed; if you do, your system may not work after you restore them. The Backup function backs up all the data files for a specified company in a data path at one time.

Payday Work

4

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Post Checks	4-21

Calculate Checks

Features

Use the Calculate Checks function on the Payday Work menu to calculate direct deposit transactions at the same time you calculate checks.

Reports

A sample log is on page 4-6.

Screen Use

Screen	Description
Calculate Checks	Use the Calculate Checks screen to select the information for building the PACHxxx (Checks) file in preparation for check printing and direct deposit processing.

Calculate Checks Screen

Gp	Period Beg	Pd Code	Gp	Period Beg	Pd Code
1	01/01/1999	1	2	02/01/1999	1
3	03/01/1999	1	4	04/01/1999	1

Field Definitions

Field Name	Description
Payroll Number	The payroll number from the Payroll Control table is displayed.
Quarter	The quarter from the Payroll Control table is displayed.
Group Code	Enter the codes for the groups of employees for which you want to calculate checks and prepare direct deposit processing.
Period End	Enter the date the payroll period ends.
Date on Checks	Enter the date you want printed on the checks and vouchers.
GL Period	Accept the displayed period to post the checks and vouchers to, or enter a different period.

Field Name	Description
Grp	The group codes you entered above are displayed.
Period Beg	For each group code you entered above, accept the displayed date, or enter a different date for the start of the pay period.
Pd Code	For each group code you entered above, enter the period code (1–5), which indicates when and how each scheduled deduction is taken, or enter 6 to skip deductions.
Calculate direct deposit?	Check the box (or enter Y in text mode) to include direct deposit transactions in the checks calculations. Uncheck the box (or enter N in text mode) to exclude direct deposit transactions and to produce checks for all employees. If you exclude them, paychecks will be produced for employees whose paychecks are normally directly deposited.
Include salary wages?	If you want to include salary wages in the calculation for the group codes entered, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
Calculate vacation/sick accruals?	If you want the system to calculate vacation and sick accruals, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Saving and Exiting

Select the output device to begin the process.

After the log is produced, the Payday Work menu appears.

Calculate Checks Log

12/21/2001	Builders Supply	Page
1		
2:43 PM	Calculate Checks	
Group Code	1	
Period End	12/31/2001	
Date on Checks	12/31/2001	
GL Period	12	
Grp	Period Beg	Pd Code
1	01/01/1996	1
Calculate Checks Totals		
SAL	Salaried Wage	23050.00
Gross Pay		23050.00
Net Pay - Checks		15473.41
Number of Employees		4
Number of Checks		2
Number of Vouchers		3
End of Report		

Manual Checks

Features

Use the Manual Checks function on the Payday Work menu to prepare manual checks and vouchers for direct deposit.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Manuals Checks	Use the Manual Checks screen to select the information for building the PACHxxx (Checks) file in preparation for check printing and direct deposit processing.
Manual Checks Screen One	Use Manual Checks Screen One to enter and edit earning codes for manual checks, to change or delete unposted manual checks, or to create or clear a direct deposit voucher.

Manual Checks Screen

The screenshot shows a window titled "Manual Checks" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar. The main area contains the following fields:

- Payroll Number: 000054
- Quarter: 4
- Group Code: 1 2 3 4
- Period End: 01/01/2000
- Date on Checks: 12/01/2000
- GL Period: 12

Below these fields is a table with three columns: Gp, Period Beg, and Pd Code. The table contains four rows of data:

Gp	Period Beg	Pd Code
1	01/01/1999	1
2	02/01/1999	1
3	03/01/1999	1
4	04/01/1999	1

At the bottom of the window, there is a status bar with the text: Company: H 06/09/2006 Terminal: T900 OVR

If no checks are currently on file, the cursor is in the Group Code field. If checks are already on file, you are presented with several options.

- Select **Add New Checks** to enter manual checks to be included with the checks that are already on file.
- Select **Change Manual Checks** to edit a manual check that you have already entered in this batch of checks.
- Select **Change Calculated Checks** to edit a check that was prepared automatically by the Calculate Checks function.
- Select **Start Over** to erase the Checks file and begin again with these manual checks.

Field Definitions

Field Name	Description
Payroll Number	The payroll number is displayed from the PACTLxxx table.
Quarter	The current payroll quarter is displayed from the PACTLxxx table.
Group Code	Enter the codes for the groups of employees you want to calculate checks and prepare direct deposit processing for.
Period End	Enter the date the payroll period ends.
Date on Checks	Enter the date you want printed on the checks.
GL Period	Accept the displayed period to post the entries to, or enter a different period.
Grp	The group codes you entered above are displayed.
Period Beg	For each group code you entered above, accept the displayed date, or enter a different date for the start of the pay period.
Pd Code	For each group code you entered above, enter the period code (1–5), which indicates when and how each scheduled deduction is taken, or enter 6 to skip taking deductions.

Use the **Proceed (OK)** command to save your selections and continue to Manual Checks Screen One.

Manual Checks Screen One

The screenshot shows the 'Manual Checks' window with the following details:

- Employee:** Bousse, Linda C
- Gross Pay:** 7500.00
- Sequence:** (empty)
- Pieces:** (empty)
- Check No:** 1232134
- Voucher on file:** (checked)
- Weeks Worked:** 32.00

Earn Code	Description	Dept	Job	Phase	Tax Group	Class	Hours	Rate	Amount
SAL	Salaries/wage				MN	Pr	173.300		7500.00
								.000	

Earning: 001 of 001

Gross Pay Total: 7500.00

Buttons at the bottom: Enter = edit, Append, Calculate Checks, Next page, Header, F7, Delete check.

Footer: Company H 06/08/2008 Terminal T900 OVR

Field Definitions

	Field Name	Description
Inquiry	Employee	Enter the ID of the employee the check or voucher is for.
Maint		
Inquiry	Sequence	If you entered more than one check for the employee, enter the sequence number of the check you want to work with.
	Gross Pay	The employee's gross pay for the check is displayed.
	Pieces	If applicable, enter the number of pieces the employee is being paid for.

Field Name	Description
Check No	If you are entering the check after it was issued, enter the number of the check you issued to the employee. If you do not enter a check number, check numbers are assigned automatically when you print checks.
Create voucher?	This prompt appears if you are entering a check for an employee with direct deposit. If you want to create a voucher for direct deposit, check the box (or enter Y in text mode). If you want to issue a check for the entire amount of the transaction, uncheck the box (or enter N in text mode).
Clear voucher?	This prompt appears if you are editing a voucher. If you want to issue a check for the entire amount of the transaction, check the box (or enter Y in text mode). If you want to create a direct deposit voucher, uncheck the box (or enter N in text mode).
Weeks Worked	Enter the number of weeks the employee worked.

Command Bar Definitions

Command	Description
Enter = edit	Press Enter to edit an earning code.
Append	Press A to append an earning code.
Calculate check	Press C to calculate a check.
Next page	Press N to go to the next page of line items.
Header	Press H to go to the header for the transaction.
Delete check	Press D to delete the check.

Saving and Exiting

To save your work and proceed to the next page of line items, press **N**. To exit to the Payday Work menu, use the **Exit (F7)** command. See the Payroll User's Manual for a description of the remaining Manual Checks fields.

Print Direct Deposit Vouchers

Features

Use the Print Direct Deposit Vouchers function on the Payday Work menu to print the direct deposit pay vouchers you created in the Calculate Checks and the Manual Checks functions.

Reports

A sample voucher is on page 4-16.

Screen Use

Screen	Description
Print Direct Deposit Vouchers	Use the Print Direct Deposit Vouchers screen to specify how you want the vouchers to be printed.

Print Direct Deposit Vouchers Screen

Print Direct Deposit Vouchers

Commands Edit Modes Other Help

Payroll Number 000054
 Quarter 4
 Group Code 1 2 3 4
 Period End 01/01/2000
 Date on Checks 12/01/2000
 GL Period 12

First Voucher Number 1
 If Restart, Last Good Form Number 234
 Voucher Printing Order? Employee ID
 Print Remaining Leave? Vacation

Vacation, Sick, Both, None Company H 05/09/2000 Terminal T000 OVR

Field Definitions

Field Name	Description
Payroll Number	The payroll number from the PACTLxxx table is displayed.
Quarter	The quarter from the PACTLxxx table is displayed.
Group Code	The group code you entered in the Calculate Checks or the Manual Checks function is displayed.
Period End	The period ending date you entered in the Calculate Checks or the Manual Checks function is displayed.
Date on Checks	The date you printed on the checks in the Calculate Checks or the Manual Checks function is displayed.
GL Period	The general ledger period the checks are posted to from the Calculate Checks or the Manual Checks function is displayed.

Field Name	Description
First Voucher Number	Accept the displayed voucher number, or enter a different voucher number.
If Restart, Last Good Form Number	If you are reprinting vouchers, enter the number of the last voucher that was printed correctly.
Voucher printing order?	Select E to print vouchers by employee ID, C to print by check location, or D to print by department.
Print remaining leave?	Select V to print remaining vacation leave on the vouchers, S to print remaining sick leave, B to print both, or N to print neither.
Print alignment form?	If you want to print an alignment form, select Yes (or enter Y in text mode); if not, select No (or enter N in text mode).

Saving and Exiting

Select the output device for the vouchers.

After the vouchers and the log are printed, the Payday Work menu appears.

Direct Deposit User's Manual

Builders Supply
6477 City West Parkway
Eden Prairie, MN 55344

Direct Deposit Account Distribution 12/31/00

Chk Acct 234989834982934	150.25	Sav Acct 983997577485875	200.00
--------------------------	--------	--------------------------	--------

Linda C Bourne	Paycheck	7149.75
501 N Hamilton Ave		
Edina, MN 55435		

Builders Supply						
EMP NO/DEPT	EMPLOYEE NAME	SSN	PER BEG	PER END	VC NO.	
BOU001 500	Bourne, Linda C	459-30-1099	12/15/00	12/31/00	1407	
Earnings	HRS/UNITS	Curr Amt	YTD	Deductions	Curr Amt	YTD
Salaried Wag	173.330	7500.00	7500.00	Federal WH	.00	5624.45
Bonus	.000	.00	750.00	Emplye Medic	.00	447.82
Cash Value	.000	.00	133.82	Emplye OASDI	.00	1914.80
Regular Pay	.000	.00	29738.00	MN W/H	.00	2043.61
Vacation Pay	.000	.00	262.00	Medical Ins	.00	42.24
				Dental Ins	.00	14.08
				United Way	.00	308.84
				Credit Union	.00	200.00
				401K	.00	1389.77
				Stock Plan	.00	525.00
Vac Remaining	119.500					
Sick Remaining	96.000					
Pay Rate	Curr Earn	Curr Ded	Net Pay	YTD Earn	YTD Ded	YTD Net Pay
	7500.00	.00	7500.00	38383.82	12510.61	25771.94
	TOTAL GROSS		7500.00			
	TOTAL NET-VOUCHERS		350.25			
	NO. OF VOUCHERS		1			

End of Report

Create Direct Deposit File

Features

Use the Create Direct Deposit File function on the Payday Reports and Posting submenu of the Payday Work menu to create an ACH (Automated Clearing House) file. The ACH file contains all the direct deposit transaction information for your employees. After you have created the ACH file, send it to your company's bank.

You cannot create this file if you are using last-year data, or if employer bank information has not been set up.

Reports

A sample ACH File Creation Report is on page 4-20.

Screen Use

Screen	Description
Create Direct Deposit File	Use the Create Direct Deposit File screen to enter the ACH output filename.

Create Direct Deposit File Screen



Payroll Number 000054
Quarter 4
Group Code 1 2 3 4
Period End 01/01/2000
Date on Checks 12/01/2000
GL Period 12
ACH Output Filename DDDEPOSIT

Field Definitions

Field Name	Description
Payroll Number	The payroll number from the PACTLxxx table is displayed.
Quarter	The quarter from the PACTLxxx table is displayed.
Group Code	The group code you entered in the Calculate Checks or the Manual checks function is displayed.
Period End	The period ending date you entered in the Calculate Checks or the Manual Checks function is displayed.
Date on Checks	The date you printed on the checks in the Calculate Checks or the Manual Checks function is displayed.
GL Period	The general ledger period the checks are posted to from the Calculate Checks or the Manual Checks function is displayed.

Field Name	Description
ACH Output Filename	Enter the output filename. The system appends your company ID to the filename. The path for the ACH file is displayed.
Warning File Exists— Overwrite?	If you want to overwrite the existing direct deposit file, select Yes (or enter Y in text mode); if not, select No (or enter N in text mode).

Saving and Exiting

Select the output device for the report.

After the report is produced, the Payday Reports and Posting submenu appears.

ACH File Creation Report

01/04/2001 10:20 AM		Builders Supply ACH File Creation Report File C:/OSAS51/sample/ Batch: 0000001 Pay Date 12/31/2001			PAGE 1
Empl ID	Employee Name	Type	Account Number	Routing Code	Amount
BOU001	Bourne, Linda	Checking	234989834982934	000133333	150.25
		Savings	983997577485875	000133333	200.00
					350.25
GER001	Gerard, Timothy	Checking	54353355345335333	000000013	413.92
		Savings	53453353453535353	000000013	413.92
		Savings	54353434535345333	000000013	413.92
		Savings	53453353535343353	055000165	413.92
		Checking	53535345353533334	055000165	413.92
		Checking	54353535353345333	055000165	2069.57
					4139.17
LUK001	Lukas, George	Savings	569885623	000000026	1654.91
		Checking	232134641	000000026	551.63
					2206.54
BOU001	Bourne, Linda	Checking	234989834982934	000133333	150.25
		Savings	983997577485875	000133333	200.00
					350.25
Total Amount Debited to Company Bank Account:			192839182939128	000133333	7046.21
Total Number of Transactions 12					
*** End of Report ***					

Post Checks

Features

Use the Post Checks function on the Payday Reports and Posting submenu of the Payday Work menu to post checks and clear and update files. You must use the Create Direct Deposit File function before you can post.

Reports

A sample posting log is on page 4-24.

Screen Use

Screen	Description
Post Checks	Use the Post Checks screen to select the year and month to which you want to post, and to verify that necessary tasks have been completed before you post.

Post Checks Screen

Post Checks

Commands Edit Modes Other Help

Payroll Number 000054
 Quarter 4
 Group Code 1 2 3 4
 Period End 01/01/2000
 Date on Checks 12/01/2000
 GL Period 12

Bank Account

Be sure that you have backed up your data files before posting.

Post To
☒ Current Fiscal Year
☐ Last Fiscal Year

Post to Payroll Tax Month 6 June

Post Manual checks to Time Ticket History? ☒

Company H 05/09/2000 Terminal T000 OVR

Field Definitions

Field Name	Description
Payroll Number	The payroll number from the PACTLxxx table is displayed.
Quarter	The quarter from the PACTLxxx table is displayed.
Group Code	The group code you entered in the Calculate Checks or the Manual Checks function is displayed.
Period End	The period ending date you entered in the Calculate Checks or the Manual Checks function is displayed.
Date on Checks	The date you printed on the checks in the Calculate Checks or the Manual Checks function is displayed.
GL Period	The general ledger period the checks are posted to from the Calculate Checks or the Manual Checks function is displayed.

	Field Name	Description
Inquiry	Bank Account	If Direct Deposit is interfaced with Bank Reconciliation, accept the displayed bank account to credit, or enter a different account.
	Post To	If Direct Deposit is interfaced with General Ledger and the system detects general ledger last-year files, select the fiscal year to which you want to post.
	Post to Payroll Tax Month	Accept the displayed month, or enter a different month to post to.
	Post Manual Checks to Time Ticket History?	If you want to post manual checks to time ticket history, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode)
	Have you created the direct deposit file?	If you have created the direct deposit file, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Saving and Exiting

Select the output device for the log to begin the post.

After the log is produced, the Payday Reports and Posting submenu appears.

Post Checks

Payday Work

Posting Log

01/04/2001	Builders Supply	PAGE	1
10:22 AM	Post Checks		
Description	GL Account	Debit	Credit

Medical Ins	535000		42.24
Dental Ins	535000		14.09
United Way	204000		175.00
Credit Union	999900		50.00
401K	205000		487.50
Parking	801000		5.00
Stock Plan	205000		100.00
Emplr Medicare	203200		334.23
Emplr OASDI	203200		1,429.10
Federal WH	203000		3,586.03
Emplie Medicare	203200		334.23
Emplie OASDI	203200		1,429.10
MN Unemp Ins	203700		3,526.80
MN W/H	203400		1,353.40
Net Cash Entry	100000		22,973.41
Hold. Acct Salaried Wage	202000	30,550.00	
Emplr Medicare	530000	334.23	
Emplr OASDI	530000	1,429.10	
MN Unemp Ins	530000	3,526.80	

GL Balance - Period 12		35,840.13	35,840.13
Posted to Bank Account FNB001			22,973.41
End of Report			

Periodic Processing

5

Create Prenotification File

5-3

Create Prenotification File

Features

Use the Create Prenotification File function on the Periodic Processing menu to create the file necessary for your bank to verify account numbers and routing codes in a trial run. You cannot produce vouchers until you receive approval from your bank.

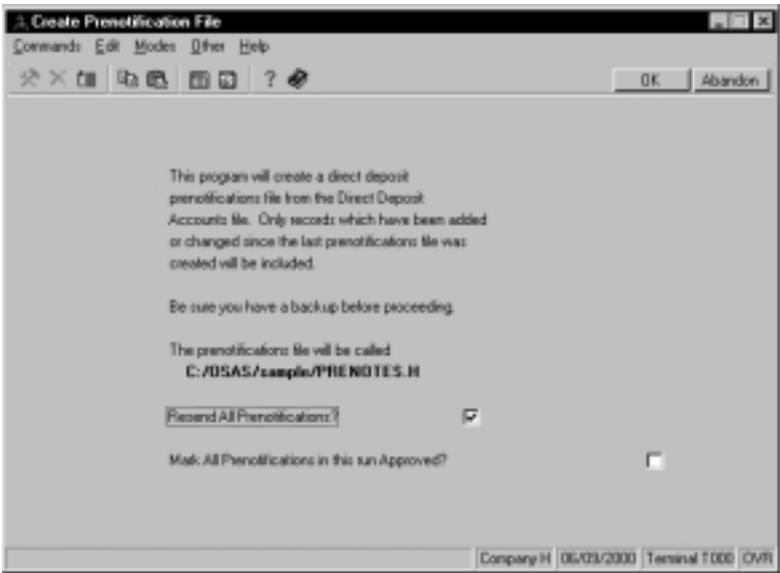
Reports

No report is associated with this function.

Screen Use

Screen	Description
Create Prenotification File	Use the Create Prenotification File screen to select and approve prenotifications.

Create Prenotification File Screen



Field Definitions

Field Name	Description
The prenotification file will be called	The path for the prenotification file is displayed. The system appends your company ID to the filename.
Resend All Prenotifications?	If you are sending the prenotification file for employees who have been added or changed, uncheck the box (or enter N in text mode). If you want to resend the prenotification file for all employees, check the box (or enter Y in text mode).

Field Name	Description
Mark all prenotifications in this run approved?	<p>To mark all employees in the prenotification run approved, check the box (or enter Y in text mode). The system then sets the Prenote In field in the File Maintenance Direct Deposit function to <i>YES</i>. Marking all employees approved here saves you from having to update employees individually in the Direct Deposit function.</p> <p>If you do not want to mark all employees in the run approved until you receive a reply from the bank and then update the information through the File Maintenance Direct Deposit function, uncheck the box (or enter N in text mode).</p>

Saving and Exiting

To create the prenotification file, use the **Proceed (OK)** command. After the file is created, the Periodic Processing menu appears.

File Maintenance

6

Direct Deposit	6-3
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Direct Deposit

Features

Use the Direct Deposit function on the File Maintenance menu to set up and maintain direct deposit transactions for employees who want their net pay to be directly deposited into their bank accounts.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Direct Deposit	Use the Direct Deposit screen to enter account numbers, routing codes, and amounts for direct deposit employees.

Direct Deposit Screen

Direct Deposit

Commands Edit Modes Other Help

OK

Abandon

Employee ID

000001

Last Name

Bourne

First Name

Linda

Middle Initial

C

Direct Deposit Employee

☒

Split by

Amount

Type	Percent In	Account Number	Routing Code	Amount/Percent
Checking	<input checked="" type="checkbox"/>	234567890123456789	0001 11111	150.25
Savings	<input checked="" type="checkbox"/>	987654321098765432	0001 11111	200.00
PAYCHECK	<input type="checkbox"/>			99999.99
	<input type="checkbox"/>			.00
	<input type="checkbox"/>			.00
	<input type="checkbox"/>			.00

Total100350.24

Checking, Savings, Paycheck or Blank for None

Company H06/03/2000Terminal T 000OVR

Field Definitions

	Field Name	Description
Inquiry	Employee ID	Enter the ID of the employee whose direct deposit transaction record you want to add or change.
	Last Name/First Name/ Middle Initial	The employee's name is displayed.
	Direct Deposit Employee	If you want to set up the employee for direct deposit transactions, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
	Split By	Select A if the employee's net pay is to be divided by monetary amounts. Select P if the employee's net pay is to be divided by percentages.

Field Name	Description
Type	Select C if the account type is a checking account, S if the account type is a savings account, or P if the account type is a paycheck.
Prenote In	If the bank has notified you that the prenotification file was successfully received for the employee, check the box (or enter Y in text mode); the employee's record is ready for direct deposit transactions. If the bank has not notified you about a successful prenotification file transfer or if you have not yet sent the prenotification file for the employee, uncheck the box (or enter N in text mode); a live voucher will not be created for the employee.
Account Number	Enter the employee's bank account number. If you change this field in an existing direct deposit record, the Prenote In field changes to <i>No</i> (unchecked). A new prenotification file must be processed before direct deposit transactions can be processed for the employee. You can enter six accounts for each employee.
Routing Code	Enter the employee's bank routing code. If you change this field in an existing direct deposit record, the Prenote In field changes to <i>No</i> (unchecked). A new prenotification file must be processed before direct deposit transactions can be processed for the employee.
Amount/Percent	<p>If the employee's direct deposit transaction is divided by amount, enter the net amount of the employee's pay that will be directly deposited into each of the specified bank accounts. If any net pay remains after having been distributed to the employee's accounts, the system applies the remaining pay to the last authorized account.</p> <p>If the employee wants a fixed amount deposited and a balance remains (as a result of working overtime, for example), enter 999999.99 in the Amount/Percent field on the Paycheck line. The system then generates a check for the employee for the balance not directly deposited.</p>

Field Name**Description**

If the employee's direct deposit transaction is divided by percentages, enter the percentage of the employee's pay that will be directly deposited into each of the specified bank accounts. The sum of the percentages you enter must be 100.

Saving and Exiting

To save your entries, use the **Proceed (OK)** command. To exit to the File Maintenance menu, use the **Exit (F7)** command.

Payroll Information

Features

Use the Employer Bank Information option in the Payroll Information function on the File Maintenance menu to identify your company’s bank name, routing code, account number, and ACH security code for file transfers.

Note

The settings in the Bank Information screen control the way in which your direct deposit media is created for your bank. Check with your bank for the proper settings before you set up this screen.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Employer Bank Information	Use the Employer Bank Information option screen to enter the bank information necessary for direct deposit transactions.

Employer Bank Information Screen

Field Definitions

Field Name	Description
Company Bank Name	Enter the name of the bank to which you will transmit your ACH file.
Company Routing Code	Enter the routing code for your company's bank.
Company Account Number	Enter your company's bank account number.
Next Check #	Enter the next check sequence number you want to use. This field is updated when checks are printed.
Next Voucher #	Enter the next direct deposit voucher number you want to use. This field is updated when vouchers are printed.

Field Name	Description
Print Field on ACH File	Select F to include your company's federal tax ID number in the ACH file, R to include your company's routing code, or B to include the federal reserve bank routing code.
Federal Reserve Routing Code	If your bank is a federal reserve bank, enter the federal reserve routing code.
Last Direct Deposit Run was Posted on	The last direct deposit posting date is displayed. This field is updated when you post checks and vouchers.
Last Batch Used	Accept the displayed batch number. If you are transferring several batches posted on different days, enter the number of the first batch you want to transfer to the bank.
Company Identifier Type/Number	Enter the identifying code your bank requires for direct deposit records: 1 your federal tax employer identification number 3 your DUNS number 9 a different number of the bank's choosing Then enter the corresponding number.
Include 627 Record on All DD Files?	If your bank requires the 627 to be included in your direct deposit media files, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
Security Code for File Transfer	If your bank expects your ACH file to begin with a security code, enter the code. If your bank does not require a security code, leave this field blank.
Pad Security Code to a Length of	Enter the required length of the security code for your bank. If your code is shorter than required, the system appends the required number of characters to your security code. The maximum length you can enter is 94.

Saving and Exiting

To save your entries and exit to the Payroll Information menu, use the **Proceed (OK)** command. Then use the **Exit (F7)** command to exit to the File Maintenance menu.

Tables

Features

Use the Tables function on the File Maintenance menu to set up and maintain the Direct Deposit tables. You must set up all the Payroll tables in the Direct Deposit Tables file (see the *Payroll User's Manual* for more information about these tables). If you do not want to set up all the Payroll tables, use your operating system to copy the PATB file to the DDTB file.

Tables store information about the system, data, options, and default settings for other applications.

Reports

To produce a list of the information entered for each table, use the Table List function on the Master File Lists menu.

Screen Use

Screen	Description
Tables	Use the Tables screen to maintain system tables.

Tables Screen

The screenshot shows a window titled "0018" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar. The main area has input fields for "Table ID", "Description", "Number of Cols", "Column Length", and "Type". There are "OK" and "Abandon" buttons at the top right. The status bar at the bottom displays "Company H", "06/08/2008", "Terminal T000", and "DVR".

Field Definitions

	Field Name	Description
Inquiry	Table ID	Enter or change the table ID. To set up a company-specific table, enter the table ID plus the one- to three-character company ID. To set up a terminal-specific table, enter the table ID plus the four-character terminal ID.
Inquiry	Copy From	This field appears if you entered a new table ID. To copy a company-specific or a terminal-specific table, enter the table ID plus the company and terminal ID.
	Description	Enter or change the description of the table.
	Number of Cols	The number of columns in the table is displayed.
	Column Length	The length of the columns in the table is displayed.

Field Name	Description
Type	The type of characters you can enter in the table is displayed—alphanumeric (A), numeric with two decimal places (N), numeric with three decimal places (3), or numeric with four decimal places (4). Although you can change the type, you cannot enter any other type of character than the table originally specified.

Saving and Exiting

To save your entries, use the **Proceed (OK)** command. To return to the File Maintenance menu, use the **Exit (F7)** command.

Master File Lists

7

Employee Direct Deposit Information

7-3

Employee Direct Deposit Information

Features

Use the Employee Direct Deposit Information function on the Master File Lists menu to produce a list of the direct deposit transaction records. You can use the list to verify that you have entered information correctly and to check prenotification status.

Before the system will create the direct deposit file, the In column on the list must have a value of *Y* and the Out column on the list must have a value of *N*. You can change these statuses in the Create Prenotification File or Direct Deposit functions.

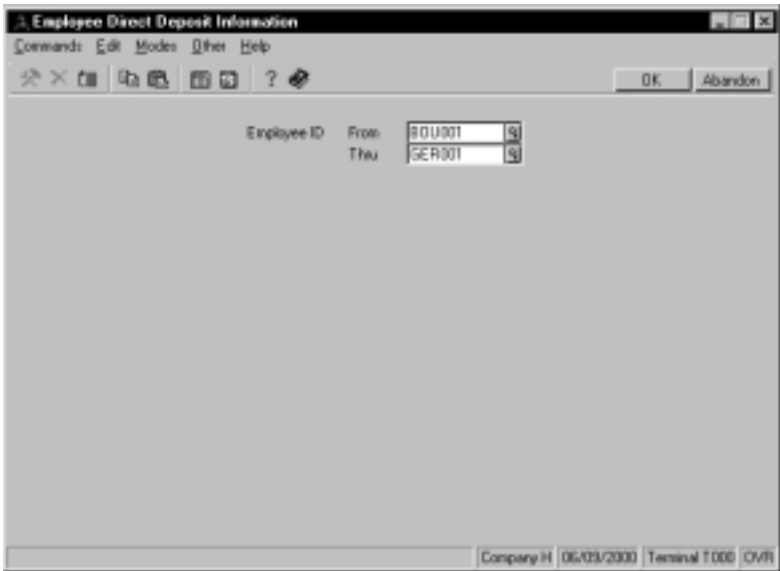
Reports

A sample Employee Direct Deposit Information List is on page 7-6.

Screen Use

Screen	Description
Employee Direct Deposit Information	Use the Employee Direct Deposit Information screen to select the employees whose direct deposit information you want in the list.

Employee Direct Deposit Information Screen



Field Definitions

Field Name	Description
Inquiry Pick Employee ID	Enter the range of employee IDs you want to include in the list.

Saving and Exiting

Select the output device for the list.

After the list is produced, the Master File Lists menu appears.

Employee Direct Deposit Information List

04/10/2001 Builders Supply Page 1
9:17 PM Employee Direct Deposit Information

Empl ID	Employee Name	Acct Type	Out In	Acct Number	Routing Code	Amount	\$ or %

BOU001	Bourne, Linda						
Checking	N	Y		234989834982934	000133333	150.25	\$
Savings	N	Y		983997577485875	000133333	200.00	\$
Paycheck						99999.99	\$
						100350.24	\$
GER001	Gerard, Timothy						
Checking	N	Y		54353355345335333	000000013	10.00	%
Savings	N	Y		53453353453535353	000000013	10.00	%
Savings	N	Y		54353434535345333	000000013	10.00	%
Savings	N	Y		53453353535343353	055000165	10.00	%
Checking	N	Y		53535345353533334	055000165	10.00	%
Checking	N	Y		54353535353345333	055000165	50.00	%
						100.00	%
JON001	Jonchim, Maria						
Savings	N	Y		0213561321	055002341	200.00	\$
						200.00	\$
LUK001	Lukas, George						
Savings	N	Y		569885623	000000026	75.00	%
Checking	N	Y		232134641	000000026	25.00	%
						100.00	%
STO001	Stockard, Albert						
Savings	N	Y		456789574	000000039	500.00	\$
						500.00	\$

*** End of Report ***

File Descriptions

A

DDDIxxx (Direct Deposit)

The DDDIxxx file stores employee information, such as names, account numbers, and bank and routing information.

DDVHxxx (Voucher History)

The DDVHxxx file stores voucher history. This file is cleared when you remove check history in the Periodic Maintenance function.

DDVKxxx (Voucher)

The DDVKxxx file stores voucher information that is used in conjunction with the PACHxxx (Checks) file.

Common Questions

B

It looks as if the system has not calculated a direct deposit voucher for one employee. Why not?

The system calculates direct deposit vouchers only for employees whose Prenote In status is *Y* (checked). The Prenote In field shows whether the bank has approved the prenotification file for this employee. You can check the status by producing the Employee Direct Deposit Information List. You can change this information in the File Maintenance Direct Deposit function. If you make changes through the Direct Deposit function, you must send the prenotification file to the bank for approval.

Can I void a voucher?

No, and you cannot void a check that was created along with the voucher. You must enter a negative manual check (see the *Payroll User's Manual*).

What is the direct deposit file called?

The default name for the direct deposit file is *DDEPOSIT.XXX* (*XXX* is the company ID). You can change the filename when you use the Create Direct Deposit File function. The system appends your company ID to the name you enter. Contact your bank to see whether it requires a special filename.

Can I use Direct Deposit for manual checks?

Yes. See page 4-7 for instructions on using the Manual Checks function.

Can I split an employee's check by percentage and amount?

You must select either the amount or the percentage you want to deposit in the account.

How do I get my direct deposit file to the bank?

Contact your bank to find out whether to transfer the file by modem or on a diskette. If the bank wants you to use a modem, you must use your communication software to transmit the file.

What standard is used to create the prenotification and direct deposit files I send to the bank?

The files are created using NACHA (National Automated Clearing House Association) standards.

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