

Accounting Software Solutions

A Division of iBrain, Inc.

For every accounting problem there is a solution:
Accounting Software Solutions

Direct Deposit

Version 6



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Initial Documentation Notes:

Throughout this text, unless clearly indicated to the contrary, the term “**Direct Deposit**” refers to **Direct Deposit v6**. Likewise, the term “Peachtree” refers to Peachtree Complete Accounting 2009, 2010 and 2011; Peachtree Premium Accounting 2009, 2010 and 2011; and Peachtree Premium Accounting 2009, 2010 and 2011 Accountant’s Edition. Also the term “QuickBooks” refers to QuickBooks Pro and higher levels of version 2007-2010 and Enterprise versions 7.0 to 10.0.

This step-by-step document guide instructs the user in the preparation of Direct Deposit payroll and prenote report files. At the end of this document, a short guide is presented outlining the steps to be performed each time a Direct Deposit report is created.

Important Information

Voided Checks (Peachtree Users Only)

Direct Deposit will filter out voided checks provided they have been voided through the Void Checks command from Peachtree. The program excludes voided checks in the following manner:

1. **Direct Deposit** looks for checks that end with a ‘V’, which is how Peachtree denotes a voided check. These checks are automatically excluded from reports.
2. **Direct Deposit** then searches its database for checks that have the same check number as the voided check but without the ‘V’ at the end. If a match is found, those checks are also excluded from reports.

Do not reuse voided check numbers.

Check Numbers (QuickBooks Users Only)

Due to the method which **Direct Deposit** retrieves payroll information from QuickBooks check numbers are not retrieved. All other information will be present.

Importing from Prior Versions

Direct Deposit can import data from versions 3, 4 and 5. For more information on importing read the section titled ***Importing information from Prior Versions of Direct Deposit.***

Program Installation

For program installation and company selection, please consult the Installation Guide. The Installation Guide describes **Direct Deposit** and accounting package requirements, installation, company selection, and program registration in detail.

Required Peachtree Information

Direct Deposit requires use of the following items in Peachtree:

- **Employees** – Used for name, address, and Social Security Number information.
- **Payroll** – Used to determine wages earned, pay rates and deductions on the reports.

Required QuickBooks Information

Direct Deposit requires use of the following items in QuickBooks:

- **Employees** – Used for name, address, and Social Security Number information.
- **Payroll** – Used to determine wages earned, pay rates and deductions on the reports.

1 Program Login

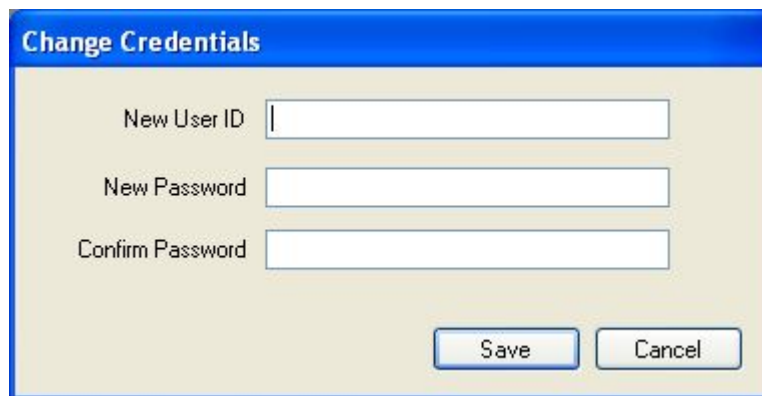
This section covers logging into **Direct Deposit**.

Logging into **Direct Deposit**

Because Direct Deposit permits access to confidential payroll and employee information outside of Peachtree and QuickBooks, a login procedure is required.

To log into **Direct Deposit** for the first time:

- 1) Enter your user name in the **User Name** field. (Figure 1)
- 2) Enter your new password in the **Password** field. The new password has the following rules:
 - a. Must be between 6 and 50 characters in length.
 - b. Leading and trailing spaces are ignored.
 - c. Acceptable characters are '-', '.', '0' through '9', 'A' through 'Z' and 'a' through 'z'.
 - d. The password is case sensitive.
- 3) Reenter your password in the **Confirm** field.
- 4) Click **OK** to save your user name and password, or **Cancel** to close **Direct Deposit**.



The image shows a dialog box titled "Change Credentials". It has a blue header bar with the title in white. Below the header, there are three text input fields stacked vertically. The first is labeled "New User ID", the second "New Password", and the third "Confirm Password". At the bottom right of the dialog, there are two buttons: "Save" and "Cancel".

Figure 1: Login Window on First Run of **Direct Deposit**

To log into **Direct Deposit** after the first time:

- 1) Enter your user name in the **User Name** field. (Figure 2)
- 2) Enter your new password in the **Password** field. The new password has the following rules:
 - a. Must be between 6 and 50 characters in length.
 - b. Leading and trailing spaces are ignored.
 - c. Acceptable characters are '-', '.', '0' through '9', 'A' through 'Z' and 'a' through 'z'.
 - d. The password is case sensitive.
- 3) Click **OK** to save your user name and password, or **Cancel** to close **Direct Deposit**.



A screenshot of a login dialog box titled "Login Attempt 1 of 3". The dialog has a blue header bar. Below the header, the text "Company Name: Brians Pole Shack" is displayed. Below that, "Company ID: brishish" is shown. There are two input fields: "User Name" and "Password", both of which are currently empty. At the bottom of the dialog, there are two buttons: "Cancel" and "Login".

Figure 2: Login Window on Subsequent Runs of **Direct Deposit**

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2 Update Data

Topics covered in this section:

- Updating Company Information

Update Company Information

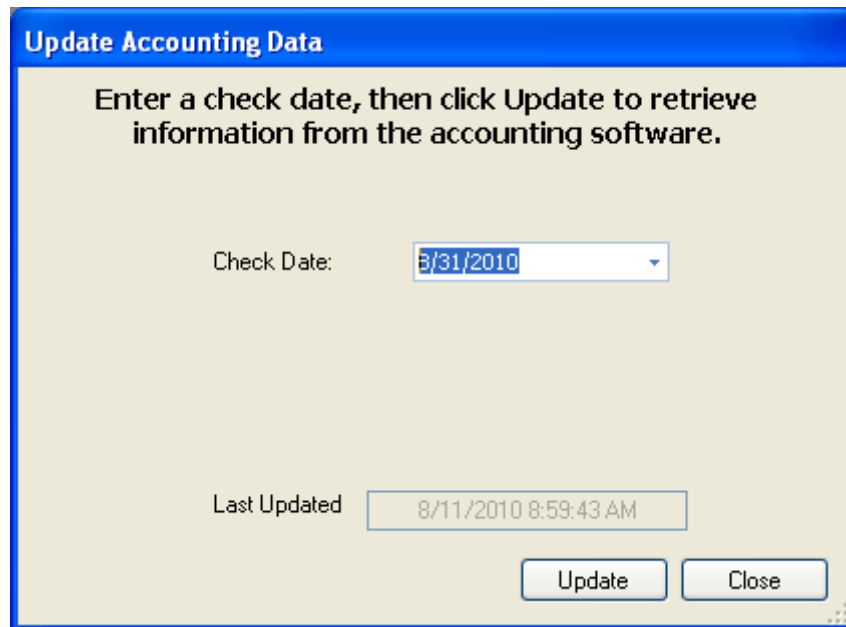


Figure 3: Update Information Window

Initially there is no company information stored in the **Direct Deposit** database. To retrieve this information:

- 1) Click on **Tasks**, then **Refresh Data From Accounting** to display the Update Information window (**Figure 3**)
- 2) Enter a date for which to retrieve payroll data.
- 3) Click **Update** to update the information from your company data.
- 4) When the update is complete a message will display stating all data was updated successfully.



Quickbooks Users Only:

In order to update information from your company, QuickBooks must be running and your company must be open.

If this is the first time that you have retrieved information in **Direct Deposit**, an **Application Certificate** window will appear in QuickBooks asking for permission to access the company data (**Figure 4**). In order to retrieve data, you must:

- 1) Check the box beside **Allow this application to access Social Security Numbers and other personal data.**
- 2) Click on the **Yes, Always** button to begin data retrieval.



Figure 4: QuickBooks Application Certificate

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3 Company Setup

This section covers setting up **Direct Deposit**.

Topics covered in this section:

- Configuration

Configuration

Figure 5: Configuration – Company Info

In **Company Information (Figure 5)**, information is entered to produce your Direct Deposit Reports. The information only needs to be completed once, but can be edited at any time.

Company Info

This information is about the company bank account information and how to set up **Prenotes** and **Security Lines**.

- i) *Company Account Number (required)* – The 9-digit number of the company bank account number.
- ii) *Company Routing Number (required)* – The 9-digit number of the company bank routing number.
- iii) *Prenote Dollar Amount (required)* – The dollar amount to be used for the **prenote file**.
- iv) *Company Identification* – The **Company FEIN**. This field is initially retrieved when a company is selected, but if it requires changing for banking purposes then do so here.
- v) *Use Employee ID instead of SSN* – If company or bank advises use of **Employee ID** rather than Social Security Number in transactions, check this box.
- vi) *My bank requires a security line* – If bank requires a **Security Line**, check this box, and provide the security line in the field provided below

File Info

This information is about Prenote and Direct Deposit files and how they are stored on the Computer when they are processed.

- i) *My bank requires a balance file* – If bank requires a **Balance File**, check this box.
- ii) *Deposit File: Reset to Defaults* – Select this if you wish to let Direct Deposit name and save processed files to the predefined Application data directory.
*Note – Default for prenote and direct deposit files are located in the same directory.
- iii) *Deposit File: File Name (required)* – The desired filename of the **Deposit File**.
- iv) *Deposit File: Default File Path (required)* – The desired directory to place the **Deposit File**.
- v) *Prenote File: Reset to Defaults* – Select this if you wish to let Direct Deposit name and save processed files to the predefined Application data directory.
*Note – Default for **Prenote** and **Deposit** files are located in the same directory.
- vi) *Prenote File: File Name (required)* – The desired filename of the **Prenote File**.
- vii) *Prenote File: Default File Path (required)* – The desired directory to place the **Prenote File**.

Configuration

Company Info

File Info

File Header

Batch Header

Settings

Balanced File

Please check with your bank to determine if this needs to be checked.

My bank requires a balanced file

Deposit File

File Name DDFile.dat

File Path C:\Documents and Settings\All ...

Reset to defaults

Prenote File

File Name PNFile.dat

File Path C:\Documents and Settings\All ...

Reset to defaults

Required fields are in bold

Save Close

Figure 6: Configuration – File Info

File Header

This is information the Direct Deposit uses for record and transaction logging.

- i) **Bank/Fed Line Reserve Name (required)** – Name of ACH or receiving point for which the file is destined.
- ii) **Company/Bank Name (required)** – Name of the ACH Operator or sending point that is sending the file.
- iii) **Reference Text** – This field is reserved for information pertinent to the sending company.
- vii) **Immediate Origin (required)** – This can be one of the following:
 - a. Company's Federal Tax ID Number (FEIN).
 - b. Bank's Routing Number
 - c. DUNS – Data Universal Numbering System.
- viii) **Immediate Destination (required)** – This normally contains the bank's routing number. You may need to consult your bank to determine what should go in this field.
- iv) **File ID Modifier (required)** – This is to permit multiple files created on the same date and between the same participants to be distinguished.
- v) **Use FEIN** – When checked, Direct Deposit will use **Company FEIN** in place of **Company Name Deposit File**.
- vi) **Use Micro Cash Transaction** – When checked, will indicate a Micro Cash Transaction in the **Deposit File**.

Configuration

File Header Information

Bank/Fed Line Reserve Name

Company/Bank Name

Reference Text

Immediate Origin

Immediate Destination

File ID Modifier

Use Micro Cash Transaction

Use FEIN for Immediate Origin

Required fields are in bold

Save Close

Figure 7: Configuration - File Header

Batch Header

This is information the Direct Deposit uses for record and transaction logging.

- i) *Company Descriptive Date* – Establishes the date to be displayed to the Receiver for descriptive purposes. This is for record keeping purposes only, and has no effect on processing.
- ii) *Effective Entry Date (required)* – Sets the date at which the company intends a batch of entries to be settled. For credit entries, the **Effective Entry Date** shall be either one or two banking days following the banking day of processing; for debit entries, it shall be one day.
- iii) *Batch Number (required)* – The number in the sequence of **Deposit Files** being sent.
- iv) *Use Micro Cash Transaction* – When checked, will indicate a Micro Cash Transaction in the **Deposit File**.

Configuration

Batch Header Information

Company Descriptive Date 3/4/2010

Effective Entry Date 3/4/2010

Batch Number 1

Use Micro Cash Transaction

Required fields are in bold

Save Close

Figure 8: Configuration - Batch Header

Settings

This is for settings specific to the operation of Direct Deposit.

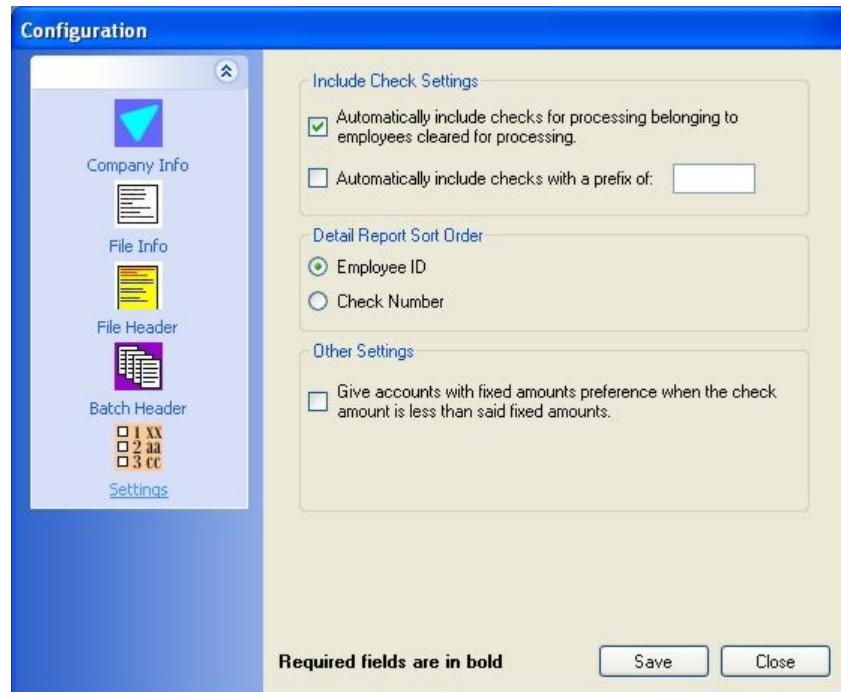


Figure 9: Configuration – Settings

- *Automatically include checks for processing belonging to employees cleared for processing:* When this checkbox is selected, checks will be automatically included for processing for employees are set to Include in Processing and have had a prenote made.
- *Automatically include checks with a prefix of:* When this checkbox is selected, only checks starting with the specified prefix will be selected. An example of a prefix would be DD. In this case any check that was for an employee cleared for processing with a check number starting with DD would automatically be selected.
- *Detail Report Sort Order:* This section allows you to specify the order of the information on the detail report. Options are Employee ID and Check Number.
- *Give accounts with fixed amounts preference when the check amount is less than said fixed amounts:* When this is checked the check amount will be assigned to an account with a set amount if the check amount is smaller than the amount assigned to the account. An example:
 - The check amount is \$400.00.
 - The employee has two accounts:
 - Savings account set to a fixed amount of \$600.00.
 - Checking account is set to use 100% of the remainder.
 - If the checkbox is checked, the savings account is assigned \$400.00 and nothing is assigned to the checking account.
 - If the checkbox is not checked, the savings account is skipped since the check amount is smaller than the savings account's amount and it is assigned to the checking account.

When you are ready save or update your company bank information, click **Save**.

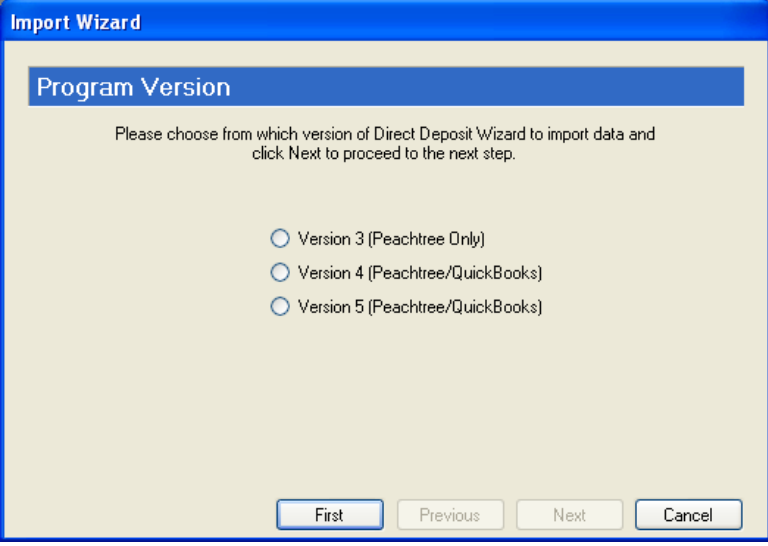
4 Employee Accounts

Topics covered in this section:

- Importing Information From Prior Versions
- Including/Excluding an employee for processing
- Adding an account
- Updating an account
- Editing Account Properties
- Removing an account

Importing information from Prior Versions of Direct Deposit

Direct Deposit v6 imports employee bank account information from versions 3, 4 and 5 and company bank information from versions 4 and 5. To begin click **Tasks, Administrative Tasks**, then **Import Data from Prior Versions**. The Import Wizard will appear.



The screenshot shows the 'Import Wizard' dialog box with the 'Program Version' step selected. The title bar reads 'Import Wizard'. Below the title bar is a blue header with the text 'Program Version'. The main area contains the instruction: 'Please choose from which version of Direct Deposit Wizard to import data and click Next to proceed to the next step.' There are three radio button options: 'Version 3 (Peachtree Only)', 'Version 4 (Peachtree/QuickBooks)', and 'Version 5 (Peachtree/QuickBooks)'. At the bottom, there are four buttons: 'First', 'Previous', 'Next', and 'Cancel'.

Figure 10: Import Wizard, Step 1

The first step is to select which version from which to import. Select either version 3, 4 or 5 and click Next to proceed. **NOTE: QuickBooks users can only select versions 4 or 5.**



The screenshot shows the 'Import Wizard' dialog box with the 'Company Selection' step selected. The title bar reads 'Import Wizard'. Below the title bar is a blue header with the text 'Company Selection'. The main area contains the instruction: 'Please select a company from the drop-down list below to import data from and click Next to continue.' There is a drop-down menu with the text '[No Company Selected]' and a downward arrow. At the bottom, there are four buttons: 'First', 'Previous', 'Next', and 'Cancel'.

Figure 11: Import Wizard, Step 2

If the program can find the database for the specified version of the program, you will be presented with a dropdown containing the companies found in the database. If the database is not be found you will be prompted to specify the location of the database file in order to populate the company list.

To select a company, drop down the list and select a company. Once that is done click Next to proceed.



Figure 12: Import Wizard, Step 3

On the Items to Import step, select what information you would like to import and click **Import Data** to import the selected items.

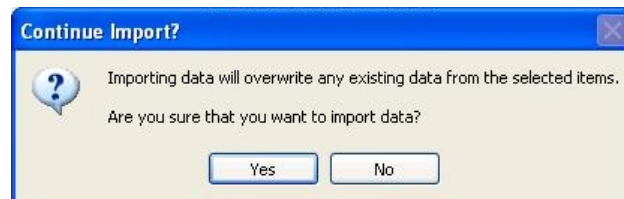


Figure 13: Continue Import

Once the import process is started you will be asked if you want to continue importing. Importing replaces any existing data that is in the database with data from the old version of Direct Deposit if the data exists in both places.

As an example, if employee information is imported and an employee is in the old and current version of the program their account information is replaced with the account information from the older database. If an employee is only in the current version of the program their account information is not replaced.

If you continue the import, the program will then check for existing data for the selected items. If there is data is present you will be asked to confirm overwriting the data.



Figure 14: Confirm Overwrite

If you answer **Yes** the import will continue. Once the import has finished you will be presented with the results of the import.



Figure 15: Import Results

After clicking **OK** to close the result dialog click **Cancel** to close the Import Wizard.

NOTES:

- **When importing any account information already entered into the program will be replaced with data from the previous version of Direct Deposit.**
- **Any employees that did not have accounts in the previous version of Direct Deposit will be excluded from processing.**

Employee Info Window

The Employee Info window displays a list of employees with the background color indicating the status of each employee. To display the window, click on **Setup** then on **Employee Information**.

If an employee needs a prenote the background color of the employee will be red. If an employee has been excluded from processing the background color of the employee will be light blue.

The screenshot shows the 'Employee Info' window with the following components:

- Show All Employees** button at the top left.
- List Color Key** section with a red box indicating 'Not Included in Processing Requires Prenote'.
- Employee Information** section with fields for ID, Employee, and SSN, and an 'Include In Processing' checkbox.
- Account Information** section with a 'Select Account' dropdown, 'Bank Name', 'Account Number', and 'Routing Number' text boxes, and 'Add Account' and 'Cancel' buttons.
- Allocation** section with a table for tracking allocations and a 'Remove Selected' button.
- Total** summary showing 0% allocation and \$0.00 allocated amount.
- Save** and **Close** buttons at the bottom right.

Employee ID	Employee Name
JDDE	John C. Doe
WBF	Warren B. Futrell
BJK	Brian Kline

Account	Account Type	Allocation	Allocated Amount

Total: (0%) (\$0.00)

Figure 16: Employee Info Window

Including/Excluding an employee for Processing

To include an employee for processing, select the employee from the list of employees on the left and check the Include In Processing checkbox on the upper right of the window.

To exclude an employee for processing, select the employee from the list of employees on the left and uncheck the Include In Processing checkbox on the upper right of the window.

When employees are retrieved from your company data they are automatically marked as Include in Processing.

Adding an Account

To add an account for an employee:

- i) Select the employee from the list of employees.
- ii) Click the **Select Account** dropdown and select **New...**
- iii) Enter the following information:
 - a. Bank Name – the name of the bank for which the employee account belongs.
 - b. Account Number – the 9-digit account number for this account.
 - c. Routing Number – the bank's 9-digit routing number for this account.
- iv) Once the above items are entered, click **Add Account** to add the account to the list of employee accounts.

Updating an Account

To update an account for an employee:

- i) Select the employee from the list of employees.
- ii) Click the **Select Account** dropdown and select the account to update.
- iii) Update the following information:
 - a. Bank Name – the name of the bank for which the employee account belongs.
 - b. Account Number – the 9-digit account number for this account.
 - c. Routing Number – the bank's 9-digit routing number for this account.
- iv) Click **Update Account** to update the account information.

NOTE: If an employee has had a prenote created previously, any changes to account information will require a new prenote to be made for the employee.

Editing Account Properties

The screenshot shows a window titled "Allocation" with a table containing account information. Below the table is a "Remove Selected" button and a summary section showing "Total: 100.00%" and "\$50.00".

	Account	Account Type	Allocation	Allocated Amount
▶	234089872	Checking	Percent	100%
	231213128	Savings	Amount	\$50

Remove Selected

Total: 100.00%
\$50.00

Figure 17: Account Properties

The grid in the bottom panel (pictured above) includes all the accounts the employee has, the type of account, the method of allocation, and the amount of allocation. To edit one of these properties, simply click the appropriate cell and select/edit the value.

- a. Account Type – The type of account. This can either be Checking or Savings.
- b. Allocation – How the employee check is to be allocated. This may either be **Percent** or **Amount**;
 - i. *Percent* – A percent of the deposited check will be deposited in this account. For example, for a check for \$1,000 USD, and this value is 20% for one account, \$200 USD will be placed into this account.
**Note: If percents are used in any account allocation, all percentages must add up to 100%.*
 - ii. *Amount* – A predetermined amount will be deposited into this account. For example, for a check of \$1,000 USD, and this value is \$450 for one, then \$450 will be deposited into this account.
**Note: if the allocated amount exceeds that of the check, then the program will put up to the full amount of the check and ignore the overflow.*
- c. Amount Allocated – This indicates the value of the check to put into this account, and is dependant on the type of allocation selected, i.e. either percent or amount.
- d. Totals – This indicates the totals of both amount and percent allocations for all employee accounts.

Removing an Account

If an employee account needs to be removed, select the account row from the account grid, and click “**Remove Selected.**”

This page is intentionally blank.

5 Check Selection

Topics covered in this section:

- Selecting checks to process

Check Selection

In order for checks to be used in processing a report file, they must first be selected.

Checks

Select which checks will be included in processing by marking the Include check by each check.

Use Date Range

From To

	Employee Name	Check Date	Check Number	Amount	Check Already Processed	Include
▶	Warren B. Futrell	04/18/2008	12356666	302.40	Yes	<input checked="" type="checkbox"/>
	Warren B. Futrell	06/18/2008	fggdf3334	302.40	Yes	<input checked="" type="checkbox"/>
	Jane Smith	04/04/2008	22333	508.76	No	<input checked="" type="checkbox"/>
	Jane Smith	05/15/2008	fggdf3333	302.47	Yes	<input checked="" type="checkbox"/>

Total Check Count: 4

Figure 18: Check Selection

To begin, click **Setup**, then **View Checks**. The Check Selection window will be displayed with all checks that are in the database.

- To specify a date range to display enter a **From** date and a **To** date and click **Update**.
- To show all checks after specifying a date range click on the **Reset**.
- To include a check for processing, check the **Include** checkbox in the right column.
- To exclude a check for processing, uncheck the **Include** checkbox in the right column.
- To include all checks at once, click on **Select All**.
- To exclude all checks at once, click on **Select None**.
- To include checks for employees that are included in processing and have accounts click **Select only employees to be Processed**.

Once you have checked which checks to include for processing click the **Save** button. Direct Deposit will then save your selections.

6 Payroll Wizard

Topics covered in this section:

- Creating a Prenote file
- Creating a Payroll file
- Printed Reports



Figure 19: Payroll Wizard

Creating a Prenote File

Before a payroll file can be created, a prenote must be created for any employee who has had new accounts added or existing accounts changed. To begin:

1. Click **Tasks**, then **Payroll Wizard**.
2. Once the **Payroll Wizard** window appears, click on **Create Prenote**.
3. Select whether to show all employees or only those that have not had a prenote made for them.

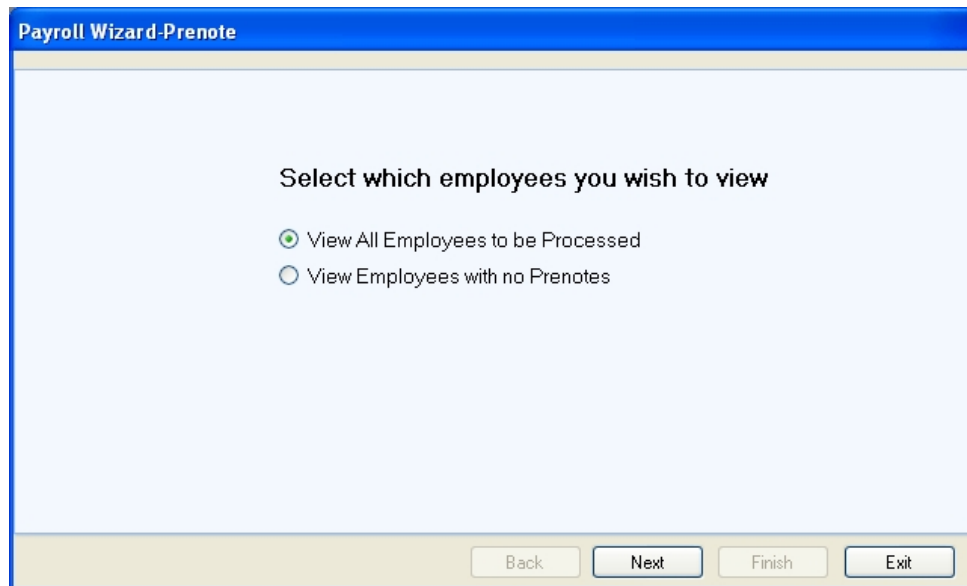


Figure 20: Prenote Employee Selection

4. A list of employees will be shown. If an employee has more than one account, each account will appear as a separate line in the list.

Employee ID	Employee Name	Check Number	Check Amount	Account Number
JDOE	John C. Doe	N/A	0	234089872
JDOE	John C. Doe	N/A	0	231213128

Figure 21: Prenote Check Selection

5. Select which employees to include by clicking on each row to highlight each one, or clicking **Select All** to select all employees/accounts at one time.
6. Once the employees have been selected, click **Next** to continue.

Figure 22: Prenote Final Step

7. On the final step check the following:
- Total Debits and Credits – This represents the total of all checks and the amount to remove from the company's bank account. For prenotes these values are normally 0.
 - Check Date – Check date shown in the prenote file.

- c. Checks to be Written – Number of detail lines to be written to the report file. Each detail line represents one account for one employee.
 - d. Use Prenote Transaction Types – Some banks require different transaction types for checking and saving accounts when creating a prenote file. If this is the case, check this box. This is ignored when writing a payroll file.
 - e. Include Date in Filename – If this is checked the date of the check is added to the name of the report file. For prenotes today's date is added to the name of the report file.
 - f. User defined date on Report – If the user wants a different date in the report file, check the box and specify a report date.
 - g. File Path – Shows the full path to where the file is to be written. This can be changed on the Company Bank Info window.
 - h. Company Discretionary Data – If you are required to enter discretionary data for your bank, enter it here.
 - i. Company Entry Description (Required) – Provide a description for the purpose of the entry to the receiving bank. The default value for this field is 'Payroll' but can be any value up to 10 characters.
 - j. Effective Entry Date – Sets the date at which the company intends a batch of entries to be settled. For credit entries, the **Effective Entry Date** shall be either one or two banking days following the banking day of processing; for debit entries, it shall be one day. This is the same value from the Batch Header tab of the Company Banking Information window.
 - k. Company Descriptive Date – Establishes the date to be displayed to the Receiver for descriptive purposes. This is for record keeping purposes only, and has no effect on processing.
8. Once the data on the final step has been verified, click Finish to create the prenote file. Depending on the number of employees requiring a prenote and the number of accounts this step may take a few minutes.

Creating a Payroll File

Once prenotes have been created for employees, payroll files can be made. To begin:

1. Click **Tasks**, then **Payroll Wizard**.
2. Once the **Payroll Wizard** window appears, click on **Create Payroll**.



Figure 23: Payroll Date Selection

3. Select whether to show all check dates or only those that have not been processed. Click Next to continue.
4. A list of employees with checks will be shown. If an employee has more than one account, each account will appear as a separate line in the list. If an employee has multiple checks on the same date each will be listed once per account.

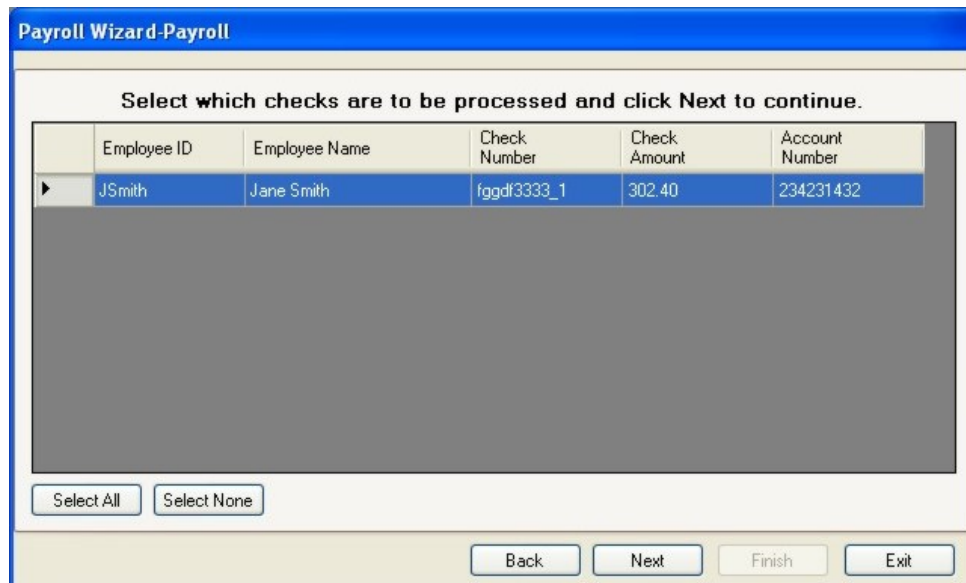


Figure 24: Payroll Check Selection

5. Select which employees to include by clicking on each row to highlight each one, or clicking **Select All** to select all employees/accounts at one time.
6. Once the employees have been selected, click **Next** to continue.

Click Finish to generate the report file and display reports.

Summary

Total Debits:	622.42	Use Prenote Transaction Types	<input type="checkbox"/>
Total Credits:	0	Include Date In Filename	<input type="checkbox"/>
Check Date:	5/22/2009	User defined date on Report	<input type="checkbox"/>
Checks to be Written:	2	Report Date:	8/11/2010

File Path: C:\Documents and Settings\All Users\Application Data\Accounting Software Solutions\Direct Deposit Wizard v6\brishish\

Open Containing Folder

Finishing Touches

Company Discretionary Data:

Company Entry Description: Payroll

Effective Entry Date: 8/11/2010 Company Descriptive Date: 8/11/2010

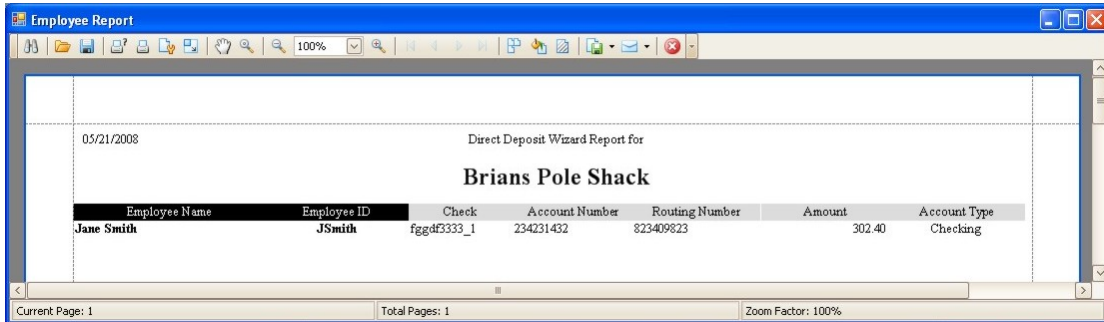
Back Next Finish Exit

Figure 25: Payroll Final Step

7. On the final step check the following:
 - a. Total Debits and Credits – This represents the total of all checks and the amount to remove from the company’s bank account. If the checkbox for requiring a balanced file is not checked the total credits will be 0.
 - b. Check Date – Check date shown in the payroll file.
 - c. User defined date on Report – If the user wants a different date in the report file, check the box and specify a report date.
 - d. File Path – Shows the full path to where the file is to be written. This can be changed on the Company Bank Info window.
 - e. Company Discretionary Data – If you are required to enter discretionary data for your bank, enter it here.
 - f. Company Entry Description (Required) – Provide a description for the purpose of the entry to the receiving bank. The default value for this field is ‘Payroll’ but can be any value up to 10 characters.
 - g. Effective Entry Date – Sets the date at which the company intends a batch of entries to be settled. For credit entries, the **Effective Entry Date** shall be either one or two banking days following the banking day of processing; for debit entries, it shall be one day. This is the same value from the Batch Header tab of the Company Banking Information window.
 - h. Company Descriptive Date – Establishes the date to be displayed to the Receiver for descriptive purposes. This is for record keeping purposes only, and has no effect on processing.
8. Once the data on the final step has been verified, click Finish to create the payroll file. Depending on the number of employees, the number of checks and the number of accounts this step may take a few minutes.

Printed Reports

Once the report file has been created for either a prenote or a payroll date, two reports will appear. The first report is for the employees that are present in the report file.



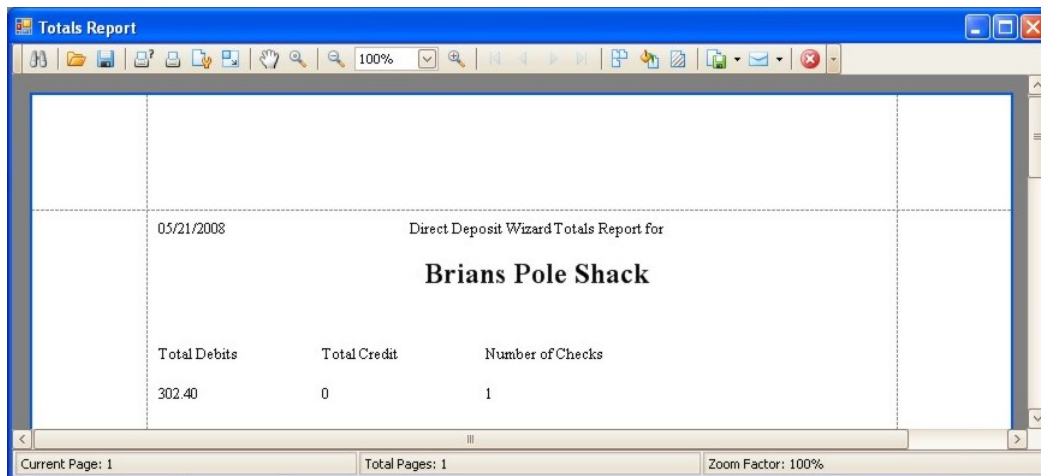
05/21/2008 Direct Deposit Wizard Report for
Brians Pole Shack

Employee Name	Employee ID	Check	Account Number	Routing Number	Amount	Account Type
Jane Smith	JSmith	fggd5333_1	234231432	823409823	302.40	Checking

Current Page: 1 Total Pages: 1 Zoom Factor: 100%

Figure 26: Employee Report

The employee report contains one detail line for each employee/check/account that is present in the file. Each line contains the name, ID, check (if the report file was for payroll), account and routing numbers, amount and account type.



05/21/2008 Direct Deposit Wizard Totals Report for
Brians Pole Shack

Total Debits	Total Credit	Number of Checks
302.40	0	1

Current Page: 1 Total Pages: 1 Zoom Factor: 100%

Figure 27: Totals Report

The Totals report shows the debit/credit totals that are in the file as well as the number of checks present. A check represents an employee's check and account number. If an employee has two accounts but one check it will appear as two checks in the report file.

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7 Miscellaneous Functions

Topics covered in this section:

- Report File Browsing
- Changing the login user ID/password
- Changing the company path
- Purging checks

Report File Browsing

When first creating files for your bank you may have need to examine the contents of the report file. To do so, click on **Tasks** and **Report Viewer**.

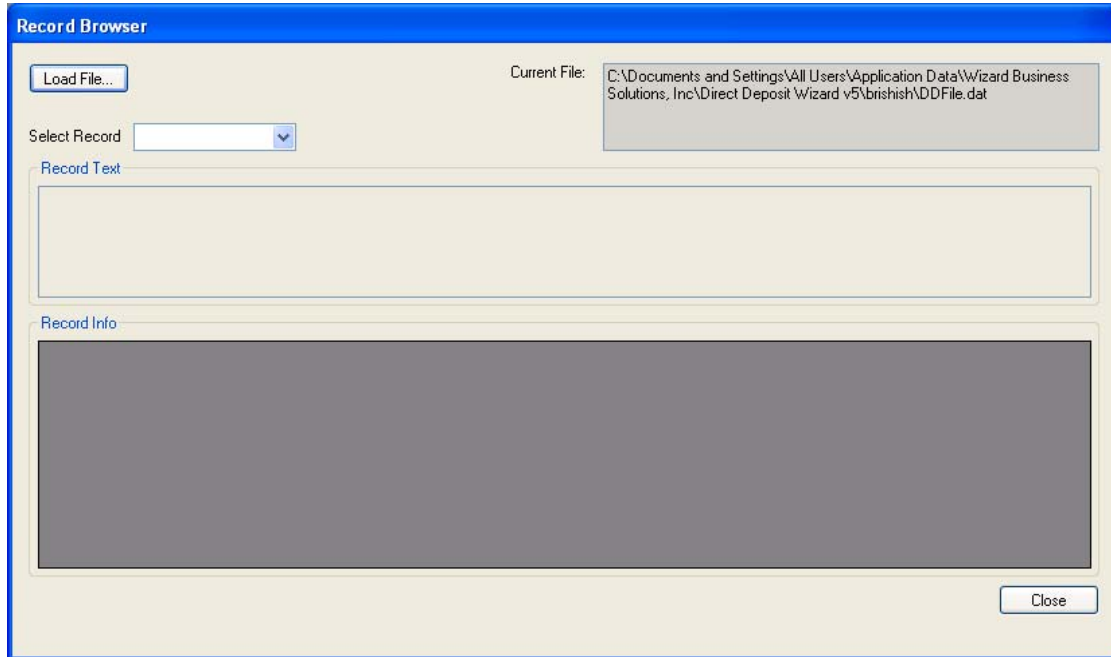


Figure 28: Record Browser

To open the report file:

1. Select whether the file to browse is a prenote or a deposit file by clicking on the appropriate file type from the **Select File** dropdown.
2. Click **Load**. The contents of the file will be loaded into memory. The location of the file is specified in the **Company Bank Information** window.
3. Select the type of record you would like to examine from the **Select Record** dropdown. Any records matching that record type will be displayed in the **Record Info** grid.

To close the **Record Browser** window, click **Close**.

Changing the Login User ID/Password

On occasion the password may need to be changed. To do so:

Figure 29: Change User Name/Password

1. Click on **Tasks, Administrative Tasks**, then **Change User ID and Password**.
2. Enter the new user name, a new password then reenter the new password.
3. Click **Save** to update the user name and password.

Changing the Company Path

When a company changes location on your computer or network Direct Deposit needs to be notified in order to be able to point to the correct location. Please consult the Wizard Installation Guide for details on how to select a company.

Purging Checks

Figure 30: Purge Checks Window

During check selection or payroll file creation all check dates that have been retrieved will appear. Purging data allows the program to remove checks from Direct Deposit that are no longer needed. Purging checks only affects the Direct Deposit database and does not affect any company accounting data. To begin:

1. Click on **Tasks, Administrative Tasks**, then on **Purge Checks**.
2. From the Purge Checks window select the ending date from which to purge checks.
3. Click **Delete**. After confirming that you really want to purge checks, they will be removed from Direct Deposit.

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8 Quick-Start Guide

This section contains a short list of steps that can be followed to generate reports once Direct Deposit has been configured.

Quick-Start Guide

Listed below are the minimum steps required in order to create a Direct Deposit report. If you need more information for a particular step, the page number is listed after the step title.

Step 1: Update Company Information

1. Click **Tasks**, then **Refresh Data from Accounting**.
2. Select the date range and click **Update**.

Step 2:

Configuration

NOTE: This only needs to be done the first time the program is used, or if information needs to be changed.

1. Click **Setup**, then **Company Banking Information**.
2. Click on each tab and set the appropriate information.
3. Click **Save** to save the information and close the window.

Step 3: Employee Accounts

NOTE: This only needs to be done the first time the program is used, or if information needs to be changed.

1. Click **Setup**, then **Employee Information**.
2. From the Employee Info window, click each employee and add the bank accounts needed for each employee.
3. Before changing each employee click **Save** to save the current employee's accounts.
4. Click **Close** to close the window.

Step 4: Check Selection

1. Click **Setup**, then **View Checks**.
2. Select which checks are to be used in processing.
3. Click **Save** to save your check selection.
4. Click **Close** to close the window.

Step 5: Creating a Prenote File

NOTE: This only needs to be done when an employee has accounts added to them or the accounts have been changed.

1. Click **Tasks**, then **Payroll Wizard**.
2. From the Payroll Wizard, click **Create Prenote**.
3. Select the employees/accounts that need a prenote created for them and click **Next**.
4. Verify the information on the final step and click Finish to create the prenote file.

Step 6:

Creating a Payroll File

1. Click **Tasks**, then **Payroll Wizard**.
2. From the Payroll Wizard, click **Process Payroll**.
3. Select whether you want to see all check dates or only those that have not been processed and click **Next**.
4. Select the employees/accounts/checks to include in the file and click **Next**.
5. Verify the information on the final step and click Finish to create the payroll file.

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Feedback

If you would like to send any comments about this program to iBrain, you can contact us at

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