
Direct Deposit Interface

PR-1017

Overview

This Extended Solution to the standard MAS 90 MAS 200 Payroll module allows for the direct deposit entries that standard MAS 90 MAS 200 generates to be processed, formatted, and placed in files suitable for transmission to your financial institution. The files that are generated meet all NACHA (National Automated Clearing House Association) standards. This file can be transferred directly to the bank via modem or can be supplied to the bank on a floppy disk. A pre-notification file can also be generated for submission to your financial institution for approval.

Installation

Before installing this Extended Solution, please verify that the version level(s) printed on the CD label are the same as the version level(s) of the MAS 90 MAS 200 module(s) you are using. For further information, please see the Upgrades and Compatibility section below. Check your Shipping Manifest for a complete list of Extended Solutions shipped.

For detailed installation instructions, please refer to the Sage website at:

http://support.sagesoftware.com/mas/extended_solutions/main.cfm

Installing Your Extended Solutions under Windows

From a CD

If you have the *autorun* function turned on for your PC, the installation program will start up automatically. If not, find the **autorun.exe** file on your CD-ROM drive and double-click it to start the installation program. Follow the on-screen instructions.

From the Sage FTP site

When your Extended Solution is ready to be downloaded, you will receive an email from 'extendedsolutions.na@sage.com' telling you that it is ready. The email will contain the Customer Name, Cross Reference, a case-sensitive Password, a link via which you can download your Extended Solution, instructions, and a Shipping Manifest. If you have any problems with this order, please email extendedsolutions.na@sage.com and we will assist you during normal business hours.

Extended Solutions Control Center

Installing any Extended Solution will add an Extended Solutions Control Center to the MAS 90 MAS 200 Library Master Utilities menu. When you open the Control Center, the following options will be available:

- Extended Solutions Manuals
- Remove Extended Solutions
- Unlock Extended Solutions

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- Merge Installation Files
- Extended Solutions Setup options

Custom Office

You must run the Update feature in Custom Office after installing this Extended Solution and if you customize your MAS 90 MAS 200, then you must run the Update Utility *every time* you install this Extended Solution.

Setup

Once the disk is installed, you will need to access the Payroll Setup menu option screen. After the standard MAS 90 MAS 200 option screens have been displayed, a Setup screen for this Extended Solution will appear. Check the 'Enable Extended Solution' box to activate this Extended Solution (Figure 1). The manual for this Extended Solution, if it has been installed, can be viewed by clicking the 'Manual' button next to the 'Enable Extended Solution' check box. It can also be viewed via the Extended Solutions Control Center (see Installation, above).

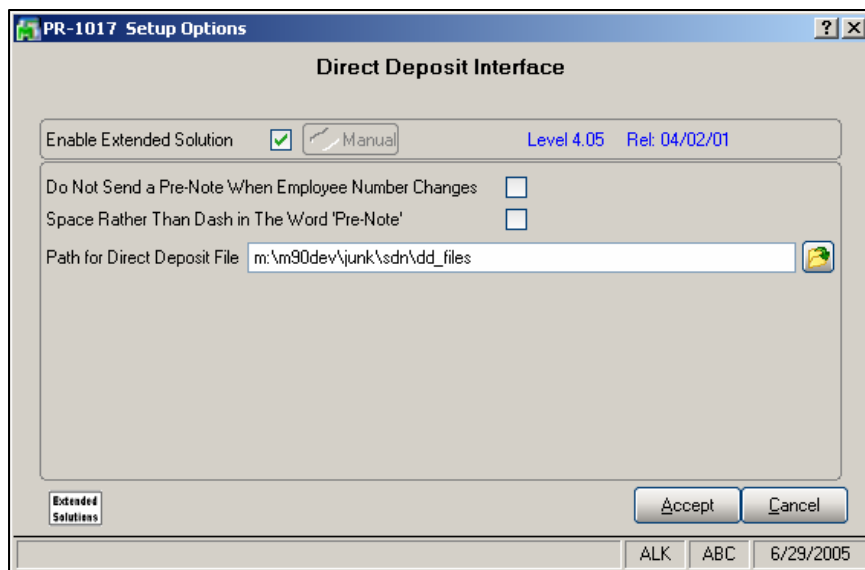


Figure 1

Answer the following prompts:

DO NOT SEND A PRE-NOTE WHEN EMPLOYEE NUMBER CHANGES: If you check this box, a Pre-Note will not be required when an Employee Number changes.

SPACE RATHER THAN DASH IN THE WORD 'PRE-NOTE': If checked, the output file will not generate a '-' in the word 'PRE NOTES' in field 7, position 54-63.

PATH FOR DIRECT DEPOSIT FILE: Enter the full path and drive letter. If you leave this blank, this Extended Solution will use the default "PR" + company code directory.

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Proceed to the Direct Deposit menu (see Figure 2) to set up the bank codes you want to use for Direct Deposit. Choose the 'Direct Deposit Interface Setup' option to do this.

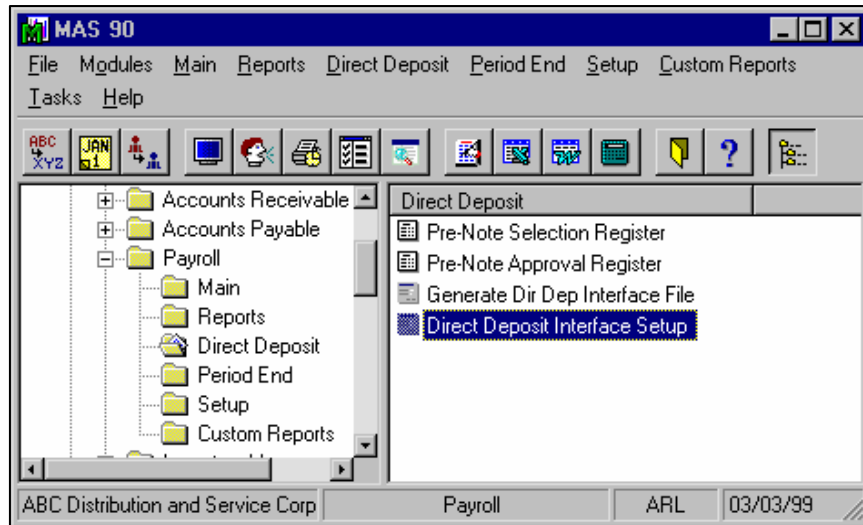


Figure 2

Direct Deposit Interface Setup

This screen is used to set up each bank code that you want to use for direct deposit. The fields that you see on Screen 1 (Figure 3) are the same as those on the Bank Code Maintenance screen available on the Setup menu.

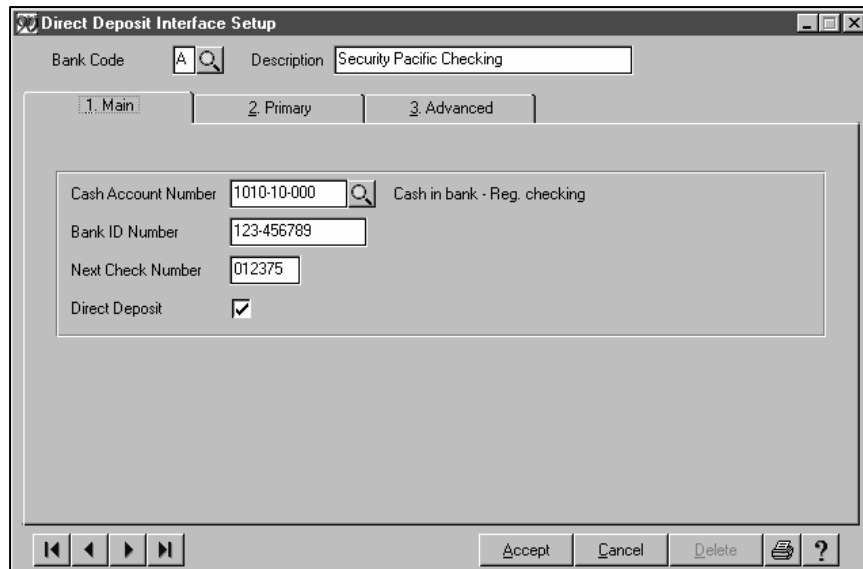


Figure 3

Figure 3a

The following prompts are on the 'Primary' screen (Figure 3a):

The answers to the following questions may not be apparent to you. They relate to NACHA operating rules. You might want to consult your financial institution for the correct values.

PRE-NOTE APPROVED: Check this box if your financial institution has approved this bank code for direct deposit.

IMMEDIATE DESTINATION/ROUTING TRANSIT NUMBER: This is the Transit/Routing Number of the ACH operator or receiving point to which the file is being sent. The 9-character field typically begins with the 4-digit transit number followed by the 4-digit ABA number and the check digit (TTTTAAAAC).

IMMEDIATE DESTINATION DESCRIPTIVE NAME: The name of the ACH or receiving point for which the file is destined.

IMMEDIATE ORIGIN/ROUTING TRANSIT NUMBER: This is the Transit/Routing Number of the ACH operator or sending point that is sending the file. The 9-character field typically begins with the 4-digit transit number followed by the 4-digit ABA number and the check digit (TTTTAAAAC).



If the Federal ID number is used in place of the Routing/Transit number for Immediate Origin, the first digit of the Federal ID number must be entered as the leading Character for Immediate Origin and the eight remaining digits and the additional 'alpha-character' needs to be entered in the 'Immediate Origin.' When you enter the Immediate Origin in this format, you will get a message that says the entry

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is invalid and you will be prompted whether or not you want to Accept it, to which you will reply 'Yes.' When you enter through and the Immediate Origin drops into the Originating DFI, the 'Alpha-Character' will drop off, but it will print in the .ACH File.

IMMEDIATE ORIGIN NAME: The name of the ACH operator or sending point that is sending the file.

IMMEDIATE DFI/ROUTING TRANSIT NUMBER: This is the Transit/Routing Number of the Originating DFI. The 8-character field typically begins with the 4-digit transit number followed by the 4-digit ABA number. Your financial institution may direct you to enter a different value here.

LEADING CHARACTER FOR IMMEDIATE ORIGIN: Some financial institutions require a leading character before the Immediate Origin Transit Routing number other than a blank. If this is true of your institution, enter that character here.

Put CR/LF After Each Record: Answer 'Yes' to add a carriage return/line feed combination after each record in the ACH file. This will produce 96-byte records. Answer 'Line' to include just a line feed, 'CR' to include just a carriage return, 'LF/CR' to add a line feed/carriage return, and 'No' to add nothing (i.e., produce exact 94-byte records).

PUT CONTROL-Z AT THE END OF FILE: Some institutions require that the file include a Control Z at the end. Check this box here if so.

DATE FOR 'FILE CREATION'/'DESCRIPTIVE DATE': Answer 'Run date,' 'System date,' or 'Effective date' you entered when printing checks.

SERVICE CLASS CODE: This is the service class code for record types 5 and 8. The default value is 200. Leave at the default value unless your financial institution directs you differently.

INCLUDE ONLY EMPLOYEE RECORDS: Leave this blank for normal operation. Checking this box will produce an ACH file with no File and Batch Header or Control records.

PAD FILE TO BLOCK SIZE OF 10: Some institutions require that the file be submitted in complete physical blocks of 10 records each. If you check this box, the file will be padded as necessary with '9' to fill the block. If you answer '9' here, the file will be padded the same as above and will additionally fill positions 56 through 94 in the File Control Record with nines (use this option only when directed by your institution to do so).

VALID FILE ID MODIFIERS: This range will default to '0-Z' and need be changed only if your institution directs you to. While your cursor is in the beginning value field, the prompt will display the next File ID Modifier to be used. Each time the check register is printed and the export file is created, this value will increment within the range specified.

ZERO FILL SETTLEMENT DATE: This controls whether the 3-character settlement date field for record type 5 is 000 or blank. The default is checked, which will make the settlement date

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field 000. Leaving this blank will leave the settlement date field blank. Leave at the default value unless your financial institution directs you differently.

The screenshot shows the 'Direct Deposit Interface Setup' dialog box with the 'Advanced' tab selected. The 'Bank Code' is 'A' and the 'Description' is 'Security Pacific Checking'. The 'Advanced' tab contains several sections of options:

- Include Internal Bank ID:** A checkbox that is currently unchecked, followed by two empty text input fields.
- Use 80 Byte Text As 1st Record:** A checkbox that is currently unchecked, followed by two empty text input fields.
- Include Debit Record:** A checkbox that is currently unchecked, followed by a 'Transaction Code' text field.
- Receiving DFI Identification:** A text input field.
- DFI Account Number:** A text input field.
- Individual ID Number:** A text input field.
- First Hawaiian Bank:** A checkbox that is currently unchecked.
- Character To Precede Company ID:** A text input field.
- Alternate Employer ID Number:** A text input field.
- Alternate Company Name:** A text input field.
- Company Discretionary Data:** A text input field.
- Company Entry Description:** A text input field.

At the bottom of the dialog, there are navigation buttons (back, forward, etc.), 'Accept', 'Cancel', and 'Delete' buttons, and a status bar showing 'NDC' and the date '08/26/2003'.

Figure 3b

The following prompts are on the 'Advanced' screen (Figure 3b):

INCLUDE INTERNAL BANK ID: If you check this box, you will be prompted to enter a string of up to 40 characters. These characters will be written as the first record in the ACH file and should contain something that is meaningful to your financial institution. **Check this box only if your financial institution directs you to do so.** The record will be of standard construction; i.e., it will be 94 bytes long (entered through two fields, one for the first 40 and one for the last 54) and terminated according to the answer to the previous Setup question. This record will not be considered when calculating the number of blocks in the file.

USE 80 BYTE TEXT AS 1ST RECORD: Check this box if you want to use 80-byte of text as the first record in the ACH file. The program will add 14 spaces at the end of the record to expand the length to 94 bytes (use this option only when directed by your institution to do so).

INCLUDE A DEBIT RECORD: If your financial institution requires you to include a debit record for your company (usually when you are submitting the file to a third-party institution for processing), then check this box. An entry-detail record will be created in the file after all the employee records have been processed. The record will be constructed from four Setup values that follow; the total amount of the payroll will be put in the 'amount' field and the company name will be used as the 'individual name.'

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TRANSACTION CODE: Enter the transaction code to be used for the debit record (usually 27 for checking accounts and 37 for savings accounts.) This prompt will not appear if you did not check the 'Include Debit Record' option.

RECEIVING DFI IDENTIFICATION: Enter the transit/routing number to be used for the debit record (see the section titled '**Immediate Destination/Routing Transit Number**' above for more details). This prompt will not appear if you did not check the 'Include Debit Record' option.

DFI ACCOUNT NUMBER: Enter the account number to be used for the debit record. This prompt will not appear if you did not check the 'Include Debit Record' option.

INDIVIDUAL ID NUMBER: Enter the individual ID number to be used for the debit record. This usually is an optional field. This prompt will not appear if you did not check the 'Include Debit Record' option.

FIRST HAWAIIAN BANK?: Check this box if you are using this Extended Solution with First Hawaiian Bank. If you select this option, an additional record is appended to the file created by this Extended Solution that meets First Hawaiian Bank standards. If you use this option, the only file name possible will be 'EFF230.' If multiple files are generated, only the last one will be retained; the file named EFF230 is overwritten each time. There is no provision for multiple file names. As with other files generated, this is not an .ACH file type; therefore, it will not appear in the List File option in Direct Deposit File generation. Please refer to the 'First Hawaiian Bank Record Layout' at the end of this manual for a layout of the appended record.

CHARACTER TO PRECEDE COMPANY ID: The character entered here will become the first character in the Company ID field or this value can be blanked out and a BLANK will be placed in from the Company ID.

ALTERNATE EMPLOYER ID NUMBER: The value entered here will be used in the export file as the Employer ID. If this field is blank, the MAS 90 MAS 200 Company Code specified Employer ID Number (Federal ID in Company Maintenance) will be used.

ALTERNATE COMPANY NAME: The value entered here will be used in the export file as the Company Name. If this is left blank, the Company Name from Company Maintenance will be used.

COMPANY DISCRETIONARY DATA: This value will be used in the field of the same name in Record 5. If this is not defined, it will be left blank.

COMPANY ENTRY DESCRIPTION: This value will be used in the field of the same name in Record 5. If this is not blank, it will overwrite the std MAS 90 MAS 200 Direct Deposit Comment field during ACH file generation.

You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

Operation

No operational changes are necessary until your payroll has been completed, checks (if any are required) have been printed and the check register has been updated. Now you are ready to generate the ACH file. Choose the 'GENERATE DIR DEP INTERFACE FILE' from the Direct Deposit Menu (Figure 4) and choose 'Proceed' from the Direct Deposit Processing Options screen (Figure 4a).

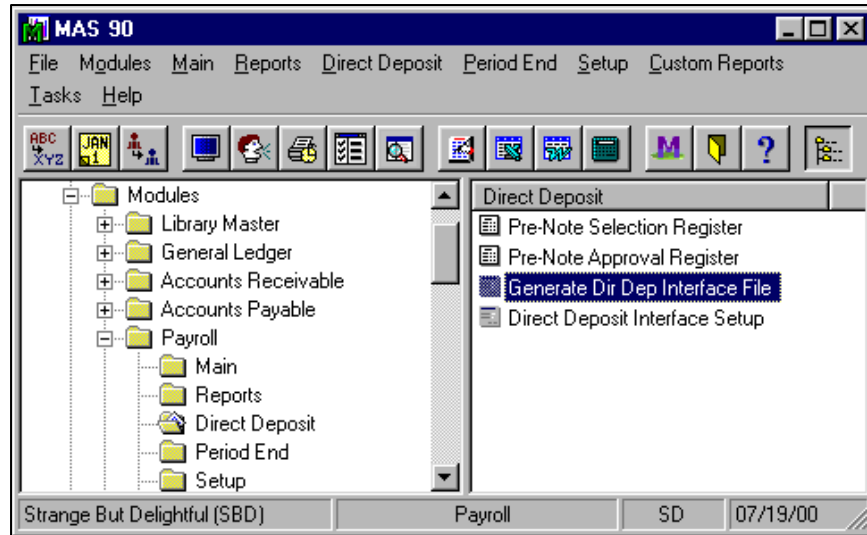


Figure 4

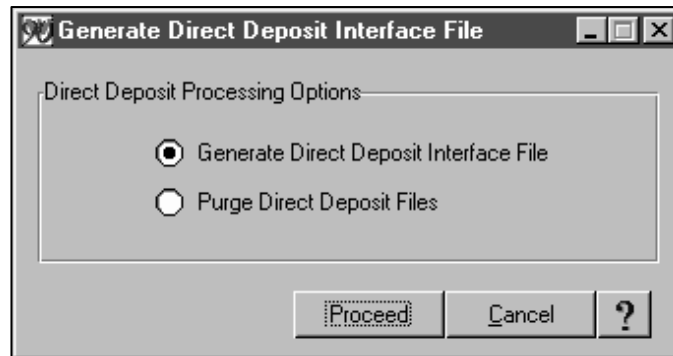


Figure 4a

Bank Reconciliation

If you have Bank Reconciliation integrated with Payroll, the Direct Deposit transactions are posted to the Bank Reconciliation module as a lump sum Adjustment referenced by the Direct Deposit Comment entered during Direct Deposit Check Register printing.

Generate Direct Deposit Interface File

Use this option to generate the file or files in the NACHA format for your financial institution (Figure 4b).

Selection	All	Starting	Ending
Effective Date	<input checked="" type="checkbox"/>		12/31/99
Transmission Date	<input checked="" type="checkbox"/>		12/31/99

Figure 4b

BANK CODE TO USE FOR PRE-NOTE ENTRIES: If you have any pre-notification entries in the direct deposit file that have not already been processed, be sure to enter the bank code you want to use for these entries. For all 'live' entries, the bank code used will be the bank code whose account number and transit routing number match those numbers used when the batch was generated (during the Check Register Update or the Pre-Note Approval Register Update).

FILE CODE TO USE THIS RUN: This code is used to construct the filename used for the ACH file or files that may be created during processing. It will default to the current run month and day; you can change it if necessary (see Helpful Hints below for more explanation on how the ACH files are named).

BATCHES TO INCLUDE IN TRANSMISSION: Normally you should answer this question 'Only Batches Never Transmitted.' Answer 'Include All' or 'Only Batches Previously Transmitted' if you want to reprocess entries that have previously been placed in an ACH file. If you answer 'Include All' or 'Only Batches Previously Transmitted,' you will be prompted to enter the transmission date range to include. If you answer 'Include All,' all batches that have not been transmitted or that have transmission dates in this range will be processed. If you answer 'Only Batches Previously Transmitted,' only batches that have been transmitted and have transmission dates within this range will be processed.

Note: The transmission date is the run date on which the file was generated and should *not* be confused with the 'File Creation Date,' 'Descriptive Date,' or 'Effective Date.'

EFFECTIVE DATE: Enter the Beginning and Ending Effective Dates, or check 'All.'

TRANSMISSION DATE: Batches within the date range entered here will be included in the file for transmission. This prompt will default to all dates.

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You can click the 'Printer Setup' button to choose the printer that will receive the register generated during processing. If you click the 'List File' button, you can view a list the ACH files that were previously generated and that still reside in the payroll data directory (see Figure 5).

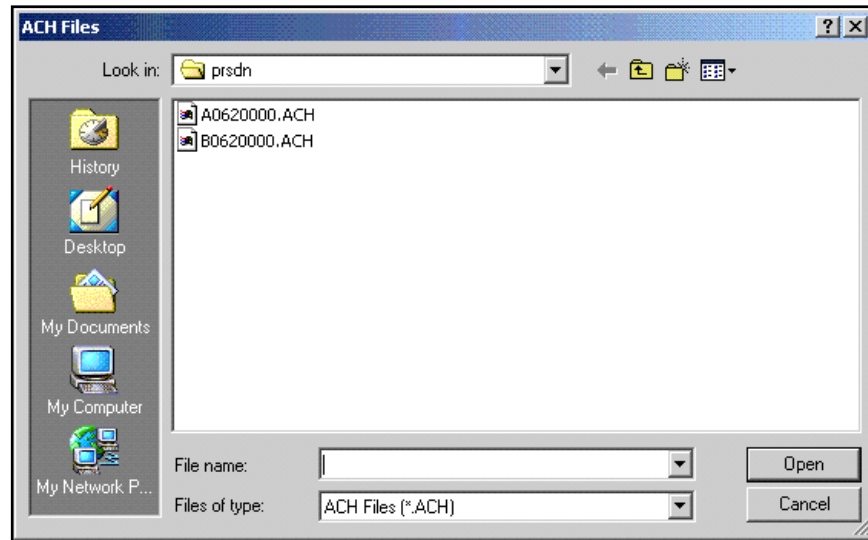


Figure 5

Note: If you are using MAS200 For SQL, the ACH file is put into the HOME directory, not the payroll data directory. Once you are satisfied that the screen options are correct, click 'Accept' to begin processing. The selected batches will be processed and placed in ACH files corresponding to the Bank Code used (see Helpful Hints for more information on this processing sequence).

A Direct Deposit Interface Register is generated as the batches are processed. It will indicate the files created, the batches within each file, and the debit, credit, and entry count totals for each batch, each file and a grand total for the run. A summary section at the end will indicate the number of batches processed, how many were not included in ACH files due to being transmitted earlier, how many invalid or missing bank codes were encountered, how many ACH files were created, and how many batches were written to the ACH files. Figure 6 is an example of the report.

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```

RUN DATE: 06/13/93          General One, Inc.          PAGE: 1
SYS DATE: 06/30/93        DIRECT DEPOSIT INTERFACE REGISTER      TIME: 03:51 PM

File Name: D0613018.ACH  Bank Code: D <IMM DEST NAME*****>  Account Number:
Transit/Routing Number: 123456780
Batch: 0031 PE04/19/93    100.00DR          100.00CR    2 Entries
FILE TOTAL:              100.00DR          100.00CR    2 Entries

File Name: B0613011.ACH  Bank Code: B SEAFIRST BANK      Account Number:      Transit/Routing
Number:
Batch: P001 PRE-NOTES    .00DR          .00DR    2 Entries
Batch: P002 PRE-NOTES    .00DR          .00DR    1 Entries
FILE TOTAL:              .00DR          .00DR    3 Entries

GRAND TOTAL:            100.00DR          100.00CR    5 Entries

----- SUMMARY -----
TOTAL NUMBER OF BATCHES PROCESSED:          3
PREVIOUSLY TRANSMITTED BATCHES (NOT INCLUDED):  0
BATCHES DATED OUTSIDE EFFECTIVE DATE RANGE:  0
INVALID BATCHES DUE TO MISSING BANK CODE:     0
NUMBER OF INTERFACE FILES CREATED:            2
NUMBER OF BATCHES WRITTEN TO INTERFACE FILE(S):  3

```

Figure 6

Purge Utility

A Purge Utility is available to purge batches transmitted between specified dates. The utility is selected from a submenu after you select the 'Generate Direct Deposit Interface File' option (Figure 7).

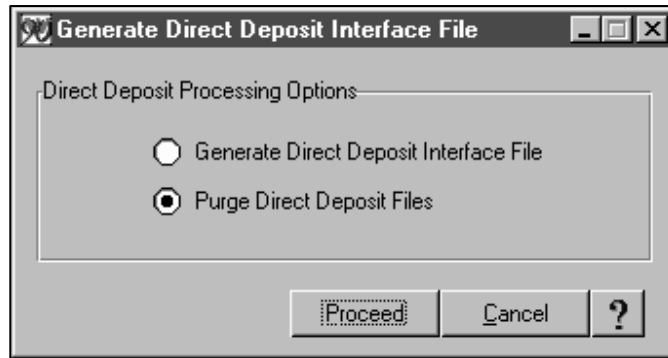


Figure 7

Enter the date range from which you want to purge transmitted batches, or check 'All' (Figure 8).

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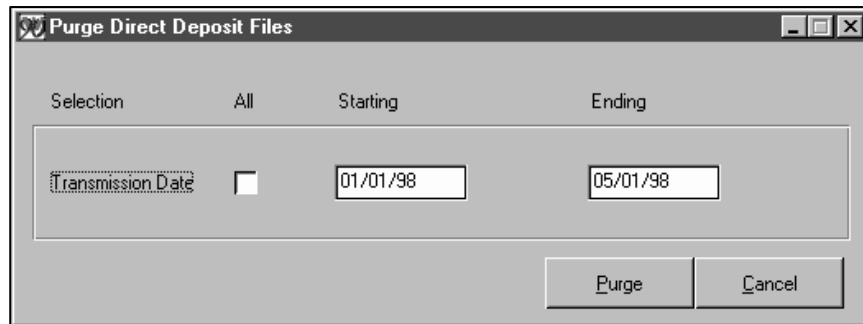


Figure 8

Report Master/Visual Integrator

The files listed below have been added or changed in the Data Dictionary by this Extended Solution for Report Master/Visual Integrator purposes.

<i>New File:</i>	<i>Field:</i>
PR.DIRDPB2	All Fields

The Data Dictionary may contain other files and data fields that are not available without their corresponding Sage Software Extended Solutions installed.

Note: The Report Master module is not supported in MAS 200 SQL.

Crystal Reports and the ODBC Dictionary

The files listed below have been added or changed in the ODBC Dictionaries by this Extended Solution for Crystal Reports purposes.

<i>File:</i>	<i>Description</i>	<i>Field:</i>
PR_B4	Direct Deposit Bank Code	All Fields

Be aware that the ODBC Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.

Helpful Hints

- When the direct deposit check box on the Bank Code Maintenance screen is unchecked, all the Direct Deposit setup for that Bank Code will be deleted.
- You must fill in the Federal ID No. field in Library Master, Company Maintenance in order to have the Company Identification field filled in within the ACH file.
- In order to use this Extended Solution, the 'Require Direct Deposit' option (located in Payroll Options, Tab 2) must be turned on.

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- The ACH file is created in the Payroll Data Directory for the company code you are processing. You can copy this file to a tape or floppy disk and send it to your bank, or you can use communications software and a modem to transmit the file directly. Your bank can advise you on which method it prefers and may even be able to supply you with appropriate software and hardware. Your dealer will also be of assistance in making this determination.
- The ACH filename is constructed as follows: the bank code + the File Code + Sequence Number + '.ACH'. The sequence number is a 3-digit number and begins at 0 and automatically increments if a file with the same name is encountered.
- The standard MAS 90 MAS 200 data file 'Direct Deposit Transaction File' (PR_03) is processed to generate the ACH interface files. This file is processed in batch number order (the batch number comes from the top of the Check Register, or in the case of Pre-Notes, it is the letter 'P' followed by a 3-digit sequence number). Each time a new batch is detected, an attempt is made to determine which bank code was used. This is done by finding a match on the Bank Account Number and Transit/Routing Number between the batch and the Direct Deposit Bank Code File. For Pre-Note batches, the bank code specified on the startup screen is used. If no match is found, the batch is not processed. The 'Invalid Batches Due To Missing Bank Code' statistic in the Summary section of the Direct Deposit Interface Register will tell you if this occurred. Each time a new bank code is encountered, a new ACH file is created. This may result in one or many ACH files being created in a single processing session. The Register will indicate how many files are created and what their name and contents are. If the Pre-Note entries are in the same bank code as the last 'live' batch processed, it will be included in that ACH file. As each batch is processed, it is updated with the fact it was 'Transmitted' and the transmission date (the current run date).
- Be sure to answer the questions regarding direct deposit on Screen 2 of the Payroll Options screen.
- Be aware that this document only covers options 3: Generate Direct Deposit Interface File and 4: Direct Deposit Interface Setup on the new Direct Deposit menu. All other areas of Direct Deposit are standard procedures of MAS 90 MAS 200 and are documented in the Payroll manual.
- The 'Trace Number' in the Entry Detail Records is constructed from the 'Origin DFI' plus a counter indicating the entry number in that batch.
- There is no Security by Department during the generation of the Direct Deposit Interface file.

Frequently Asked Questions

- *Is it necessary to update the Pre-Note Selection Register and the Payroll Journal before an interface file can be generated including this information?*
Yes.
- *How do I regenerate an interface file?*
When you are in the selection screen of the Generate Direct Deposit Interface File, choose 'Include Batches Previously Transmitted.' Enter a range of Transmission Dates that includes the date of the last occasion the file containing this data was generated.
- *What files are affected by the Purge Utility?*
The Purge Utility, available as an option when 'Generate Direct Deposit Interface File' has been selected, purges the Direct Deposit Transaction File (PR_03), **not** the .ACH files in the Payroll data directory.
- *How often should I use the Purge Utility?*
This is at your discretion. It can be used once the bank has completed the Direct Deposit transaction, as the information is usually not required again. The only time it might be needed is if you needed to regenerate an interface file.

Note: There are instances when the Payroll Journal cannot be updated due to a Duplicate Batch. Purging will correct this situation if you make certain to purge through a date that is early enough.

- *Does PR-1017 include the communication software necessary to transmit the interface file to the bank?*
No. You will need to acquire this, in accordance with bank specifications.
- *Can an interface file include multiple payroll batches or combinations of Pre-Note/payroll batches?*
Yes, as long as they are from the same company code. At present, no method exists to blend payroll batches for multiple company codes.
- *Can more than one bank code be processed for a payroll cycle?*
No. Only one bank code can be processed for any payroll cycle. To have separate bank codes for regular checks and for direct deposit checks requires that different payroll cycles be processed, one for each bank code.
- *Can an interface file be created anywhere other than the Payroll data directory?*
Yes, if you specified a directory in setup.

Note: If you are using MAS200 For SQL, the ACH file is put into the HOME directory, not the payroll data directory.

What's New

With the 11-11-04 release:

- Modify 'Character to Precede Company ID'
- Increased path to 150 characters.
- Changed directory lookup to current standards.

Upgrades and Compatibility

The installation CD is labeled with the version of the MAS 90 MAS 200 module for which this Extended Solution was prepared. This Extended Solution will check its compatibility with the appropriate MAS 90 MAS 200 modules and will be disabled if an incompatibility is found. If you upgrade your MAS 90 MAS 200 modules, this Extended Solution must be upgraded as well. Your MAS 90 MAS 200 dealer can supply this upgrade.

Documentation

Only changes made by Sage Software, Inc. to the standard operation of Sage Software, Inc. MAS 90 MAS 200 have been documented in this manual. Operations not documented in this manual are standard procedures of MAS 90 MAS 200 processing. Standard MAS 90 MAS 200 processes, data entry screens, inquiry screens, reports, updates, etc., have not been changed unless addressed in this document.

Parts of this document may refer to the *Specific Purpose Rule*. When referenced, the described feature was developed for a specific client to its specifications and may not conform to generally accepted MAS 90 MAS 200 standards and procedures. These features may or may not benefit you in your application of MAS 90 MAS 200.

Acknowledgments

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First Hawaiian Bank Record Layout

If you are using the First Hawaiian Bank record layout, the appended record will appear as follows:

<i>Data Element</i>	<i>Position</i>	<i>Length</i>	<i>Remark</i>
Record Description	1-8	8	'?TRAILER'
File ID Number	9-14	6	'EFF230'
Immed. Origin	15-25	11	from file Header Record, position 14B23
Tot. Record Count	26-30	5	((Block Count * 10) + 2) Block Count from File Control Record, position 8B13.
Total Debit + Credit	31-40	10	from File Control Record, position 46B55
Filler	41-94	54	Blank

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Setting up PR-1017*Direct Deposit Interface*

Direct Deposit Interface (PR-1017) is a very popular product with Sage Software clients. In order to get your Extended Solution to work properly, it is necessary to set up the product according to your bank specifications.

Please consult with your bank regarding their .ach file requirements prior to the installation of the software. Have your PR-1017 manual opened to the Setup section and go over each question with your bank representative.

After installation, do the following to set up direct deposit:

1. Go into the Payroll Module.
2. On the Setup menu; select Payroll Options.
3. Select Tab 2 (Additional) and check the 'Require Direct Deposit' box. This is REQUIRED to use this Extended Solution. If this is not checked, your Extended Solution WILL NOT work.



If you are going to print Direct Deposit Stubs (an 8-1/2 x 11 paper stub, rather than a voided check), select the 'Print Direct Deposit Stubs' option while in this screen.

4. Click 'Accept.'
5. A 'Sage Software Extended Solution Setup' screen will pop up. Highlight the PR-1017 line and click 'OK.'*
6. On the screen 'PR-1017 Setup Options,' check the 'Enable Extended Solution' box.*



Please review product manual regarding additional options in this screen.

7. Click 'Accept' when you have completed the Setup options in this screen. This will bring you back to the 'Sage Software Extended Solution Setup' screen. Click 'OK' to exit this screen.*
8. While still on the Setup Menu, proceed to Bank Code Maintenance.
9. Select the Bank Code you will be using for Direct Deposit. Check the Direct Deposit checkbox and fill in the data elements for which you are prompted. Click 'Accept.'
10. On the Direct Deposit Menu, Select Direct Deposit Interface Setup.*
11. Select the Bank Code you just set up (in P/R Bank Code Maintenance).*
12. Fill in Tabs 1-3 as per your Bank specifications.*

*Helpful Hints*

- Make sure that your Federal ID Number is entered into Company Maintenance in Library Master. This is pulled into an .ach file in Record 5 (position 41-50) and Record 8 (position 45-54).
- On Tab 1 (Main), make sure 'Direct Deposit' is checked.
- On Tab 2 (Primary), for most banks, the 'Date for "Descriptive Date"' should be set to 'Effective Date.' This means that the money will be put into employee accounts

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- on the date entered into the Effective Date field during Check Printing.
- For banks that DO NOT want file and batch header (control) records, check the 'Include Only Employee Records' option on Tab 2 (Primary). Leave it unchecked for NORMAL operation.

13. Click 'Accept.'
14. On the Main Menu, go to P/R Employee Maintenance.
15. For each employee who plans on participating in Direct Deposit, click on the 'Direct Deposit' button and set up the employee's record.
16. Return to the Direct Deposit Menu and select 'Pre-Note Selection Register.' Confirm that the data is correct and print the register.
17. Update the Pre-Note Selection Register.
18. While still on the Direct Deposit Menu, select 'Generate Direct Deposit Interface File.'
19. Generate a file.
20. Transfer the file to the bank.
21. After 10 business days have passed and the bank has approved the file, run the Pre-Note Approval Register.
22. Update the Pre-Note Approval Register.
23. The employees on the Pre-Note Approval Register are now able to use Direct Deposit as a means of receiving payment.

Additional Notes on Direct Deposit

- The physical .ach file is located in the MAS90\PRxxx (xxx=company code) directory. This Extended Solution does not send the file to the bank for you. This Extended Solution merely puts the Payroll data into NACHA format for bank acceptance.
- Once a quarter, you should run the Purge Utility. This utility is located on the Direct Deposit Menu. Select 'Generate Direct Deposit Interface File,' then 'Purge Direct Deposit Files.' This does not purge MAS 90 MAS 200 payroll data; it purges processed batches from the direct deposit transaction file, PR_03, (which is used to create the .ach file). Also, this does not purge the .ach file from your MAS90\PRxxx directory.
- The .ach file does not include check reversals or voided checks. This information does not write out to PR_03 (per SAGE), which is from where this Extended Solution pulls the data to create the .ach file.
- Manuals for Sage Software products are located on our website at www.sagesoftware.com and on the enable screen of the Extended Solution.
- Another informative website is www.nacha.org.

Extended Solutions

PR-1017 and Sage Software Technical Support

- If the bank is rejecting your .ach file, please have them tell you what record and what position is missing information or has incorrect information in it. This will help the technician know where the problem is and will gain you a swifter resolution.
- If you are receiving the message 'Unable to update, batch number xxxx already exists in the direct deposit transaction file,' run the Purge Utility.
- Any items in this document marked * are related to Sage Software modified screens or processes. Any options not so marked are Standard MAS 90 MAS 200 processes and/or screens; therefore, if we provide technical support (which we are glad to do) it will be a billable call. You will have the option of terminating the call or being charged the rate as stated in your support agreement.