Payroll
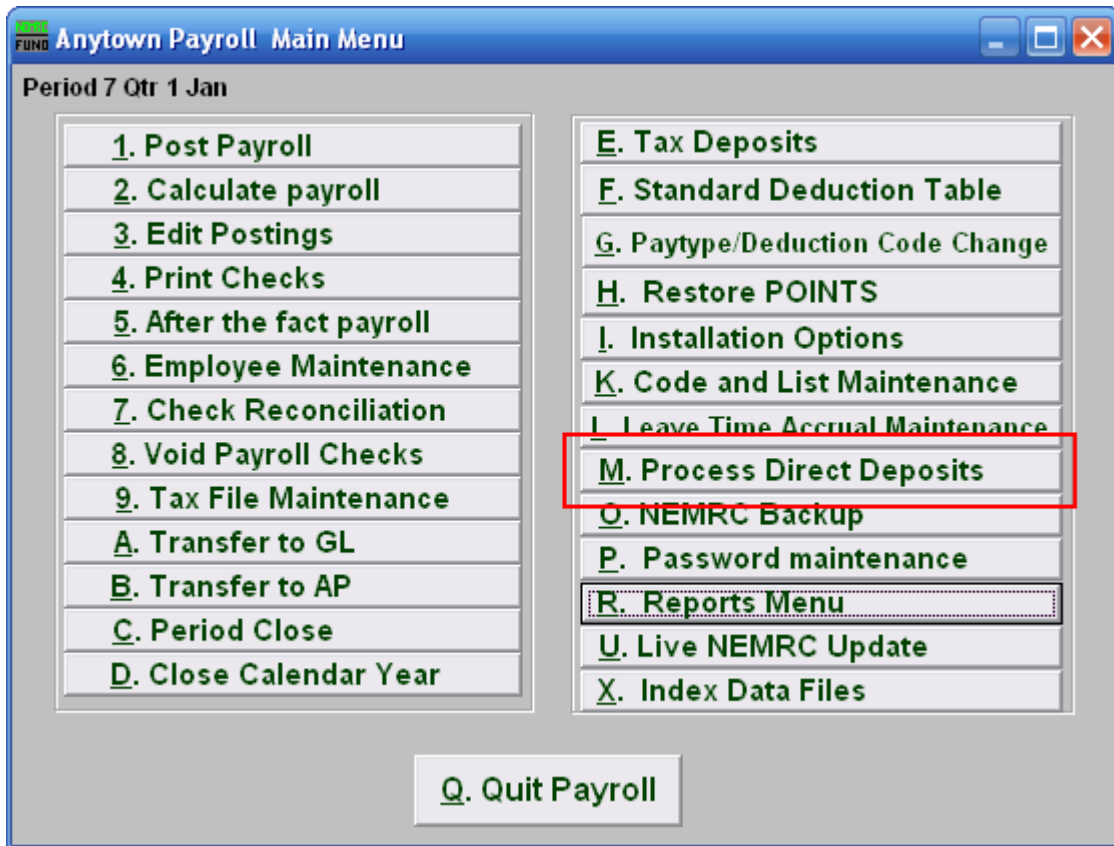
M. Process Direct Deposits

Click on "M. Process Direct Deposits" from the Main Menu and the following window will appear:

Payroll

Process Direct Deposits

Process Direct Deposits

☐ Process Prenotes   Select employees

☑ Show employees' entire bank account numbers

1 ⦿ Detailed report   **2** ◯ Summary report   **3** ◯ ACH file

Check date range 11/26/2008 to 11/26/2008

Output file name A:\bankxfer.txt   Find

Change banking and default file name info from Installation Options

Create ACH File | PreView Report | Print Report | **4** Cancel

1. **Detail Report:** If you want to create a Detailed report, click "Detailed report." Refer to the "Detailed and Summary Reports" section below.

2. **Summary Report:** If you want to create a Summary report, click "Summary report." Refer to the "Detailed and Summary Reports" section bleow.

3. **ACH File:** If you want to create an ACH file, click "ACH File." Refer to the "ACH File" section below.

4. **Cancel:** Click "Cancel" to cancel and return to the Main Menu.

Detailed and Summary Reports

1. **Process Prenotes:** Check this box if you want to Process Prenotes. The "Select employees" button will then become available.

2. **Select Employees:** Click this button to select which Employees to Process Prenotes for.

3. **Show employees' entire bank account numbers:** Check this box to have each Employee's entire bank account number appear on the Report.

4. **Check date range:** Enter the starting and ending Check dates to include in this report.

5. **PreView Report:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

6. **Print Report:** Click this button to print. Refer to GENERAL PRINTING for more information.

7. **Cancel:** Click "Cancel" to cancel and return to the Main Menu.

ACH File

Process Direct Deposits

1 ☐ Process Prenotes   2 [Select employees]

☐ Show employees' entire bank account numbers

○ Detailed report   ○ Summary report   ⦿ [ACH file]

3 Check date range [12/09/2008] to [12/09/2008]

4 Output file name [A:WILLXFER.TXT] [Find]

Change banking and default file name info from Installation Options

5   6
[Create ACH File] [PreView Report] [Print Report] [Cancel]

1. **Process Prenotes:** Check this box if you want to Process Prenotes. The "Select employees" button will then become available.

2. **Select Employees:** Click this button to select which Employees to Process Prenotes for.

3. **Check Date Range:** Enter the Check date range that you want to create an ACH file for.

4. **Output File Name:** Enter the file name to save the ACH file as.

5. **Create ACH File:** Click this button to create the ACH file with the output name as chosen in item **4**.

6. **Cancel:** Click "Cancel" to cancel and return to the Main Menu.