

PCGenesis Direct Deposit Setup Checklist









Revision History

Date	Version	Description	Author
10/27/2009	1.0	09.04.00 – Updated the entire checklist document.	D. Ochala

PAYROLL – DIRECT DEPOSIT SETUP CHECKLIST

PCGenesis creates the National Automated Clearinghouse Association (NACHA)-formatted Direct Deposit file. This format eliminates the need for third party software for direct deposit processing. Consult with your local payroll bank regarding the direct deposit process. Your bank must provide you with the information required for direct deposit processing and will be able to supply you with a generic direct deposit application for your employees. (You may also create your own direct deposit application.) The direct deposit application must be completed by the participating employee and should contain general information such as name, address, social security number etc. The participating employee must provide you with a voided check. The direct deposit application and the voided check will serve as the employee's authorization for participation in your direct deposit program. These two items will also help you set up the employee within PCGenesis for direct deposit. You will also need to order non-negotiable statements for distribution to your employees.

✓	STEP	ACTION
	1	<p>Define the direct deposit information in the Payroll Identification record.</p> <p>From the <i>Payroll System Master Menu</i>,</p> <p>Select 13 (F13 - Special Functions Menu).</p> <p>Select 3 (F3 – Tax/Withholding/Control Menu).</p> <p>Select 9 (F9 - Display/Update Identification Record).</p> <p>If NACHA Direct Deposit will be used:</p> <ul style="list-style-type: none"> • Check with the payroll bank for their requirements on the file for Carriage Return, Data Block Filling, Bank Offset Debit Record, Immediate Destination and Origin, and the Routing number and name field information. • Old (non-NACHA) direct deposit: Issue banks checks rather than wire xfer?: Enter N (No). • Use NACHA direct deposit? (Y/N): Enter Y (Yes). • Carriage return at the end of each record? (Y/N): Enter Y (Yes) if the payroll bank requires a carriage return and a line feed at the end of each record within the <i>NACHA</i> and <i>Prenote</i> files. Enter N (No) if the payroll bank does not require a carriage return and a line feed at the end of each record within the <i>NACHA</i> and <i>Prenote</i> files. • Last data block to be filled with 9s? (Y/N): Enter Y (Yes) if the payroll bank requires the last block of the <i>NACHA</i> and <i>Prenote</i> files to be filled with 9's or requires the record count to be a multiple of ten records. Enter N (No) if the payroll bank does not require, or has not indicated a preference for the entries in the last block of the <i>NACHA</i> and <i>Prenote</i> files. • Include bank offset debit record?: Enter Y (Yes) if the payroll bank requires a detail line item for a debit amount (<i>Transaction code 27</i>) for the total direct deposit amount.

		<p>Enter N (No) if the payroll bank (<i>Transaction code 27</i>) requests the selection of the offset debit record. <i>PCGenesis defaults to N (No) from the NACHA file.</i></p> <ul style="list-style-type: none"> Enter the routing number and name in the Immed Dest: Routing num (Immediate Destination: Routing number) and Immed Dest: Name (Immediate Destination: Name) fields. Enter the appropriate routing number and name in the Immed Orig: Routing num (Immediate Origin: Routing number) or the Immed Orig: Name (Immediate Origin: Name) routing number fields. <p>Verify your entries are correct and press Enter. <i>If the information is incorrect, make the appropriate corrections.</i></p>
	2	<p>Set up your banks for direct deposit processing.</p> <p>From the <i>Payroll System Master Menu</i>,</p> <p>Select  (F9 - Update/Display Description/Deduction/Annuity Menu).</p> <p>Select  (F2 – Maintain Alpha Description Records).</p> <ul style="list-style-type: none"> Enter DDBK (Direct Deposit Bank) in the Record Type field, and the corresponding code in the Record Code field. <p><i>‘DDBK’ records require the entry of two-character alphanumeric bank code. For example, if your system uses ten direct deposit banks, you may decide to begin with the number ‘01’ for “Bank #1”, the number ‘02’ for “Bank #2”, etc. Alphabetic characters are acceptable as well. For example, a bank code of ‘AD’ is also valid.</i></p> <p>Select  (F13 – Create New Description Record).</p> <ul style="list-style-type: none"> Enter the record’s description up to fifty (50) characters in the Record Description field. Enter the bank routing number up to nine (9) digits in the Routing number field. Verify “Record Validated Successfully – F8 to Save” displays, and select  (F8 – Save Changes). <p>To print the Description file: From the <u>record selection</u> screen in <i>Maintain Alpha Description Records</i>, select  (F3 – Print this Data). Access the PCGenesis Uqueue Print Manager to print the report. This report will assist you in verifying that you have entered all direct deposit banks correctly.</p>
	3	<p>Set up your direct deposit employees.</p> <p>From the <i>Payroll System Master Menu</i>,</p> <p>Select  (F2 - Payroll Update Menu).</p> <p>Select  (F5 - Update/Display Withholding Data).</p> <p>Enter the employee’s number or name in the appropriate field and press Enter. On the <i>Payroll Direct Deposit Update</i> screen, in the lower portion of the screen, enter the bank code, account number, account type, method, amount/percent fields as described below.</p> <p>For a Single Bank/Bank Account Distribution:</p> <ul style="list-style-type: none"> Select the Drop-down selection icon  within the DD #1 – Bank field to choose the


bank's information.

PCGenesis defaults the bank's name in the "Name" field after this field's selection.

- Enter the bank account information, up to eighteen (18) alphanumeric characters, in the **DD #1 - Account** field.
- Enter **C** (Checking) or **S** (Savings) in the **DD #1 - Type** field to identify the account in which the funds will be deposited.
- Enter **P** (Percentage) in the **DD #1 - Method** field.
- Enter **1.0000** (1.0000 = 100%) in the **DD #1 - Amt/%** (Amount/Percentage) field.
- Enter **Y** (Include in Prenote File) in the **DD #1 - Prenote**.







For Multiple Bank/Bank Account Distributions – Flat Dollar Amount:

PCGenesis requires entries in the DD# - Bank, Account, Type, Method, and Amt/% fields for each Direct Deposit # line entered.

- Select the Drop-down selection icon  within the **DD #1 – Bank** field to choose the bank's information.
PCGenesis defaults the bank's name in the "Name" field after this field's selection.
- Enter the bank account information, up to eighteen (18) alphanumeric characters, in the **DD #1 – Account** field.
- Enter **C** (Checking) or **S** (Savings) in the **DD #1 – Type** field.
- Enter **D** (Flat Dollar Amount) or **R** (Remainder – Primary Account) in the **DD #1 – Method** field, where appropriate.

Reserve one Direct Deposit # line for the 'R' (Remainder – Primary Account). When selecting 'D', there must be an 'R' - Direct Deposit # line entered. Note that the 'R' (Remainder – Primary Account) is the employee's primary account. For 'D' entries, PCGenesis determines if the employee has adequate pay to cover the total distribution amount. When there is not enough pay to cover the requested dollar distribution amount, the distribution for the account specified will be skipped, and the funds applied to the R' (Remainder – Primary Account). PCGenesis users should verify these entries via the Calculate and Display an Employee's Pay feature from the Payroll System – Payroll Update Menu, and the Calculate Payroll and Print Exceptions feature from the Payroll System – Check and Direct Deposit Menu to ensure the employee will have pay deposited into the accounts specified.

- Enter the dollar amount in the **Amt/%** (Amount/Percentage) field.
For 'D' (Flat Dollar Amount) entries, the entry must be greater than 1.0000. For 'R' (Remainder – Primary Account) entries, the Amount/Percentage entry must equal 0.0000.
- Enter **Y** (Include in Prenote File).
- Repeat the instructions for the **DD # – Bank, Account, Type, and Method** field entries for successive Direct Deposit # line entries, where appropriate.

		<p>For Multiple Bank/Bank Account Distributions – Percentage of Net Pay:</p> <p><i>PCGenesis requires entries in the DD# - Bank, Account, Type, Method, and Amt/% fields for <u>each</u> Direct Deposit # line entered.</i></p> <ul style="list-style-type: none"> Select the Drop-down selection icon  within the DD #1 – Bank field to choose the bank's information. <i>PCGenesis defaults the bank's name in the "Name" field after this field's selection.</i> Enter the bank account information, up to eighteen (18) alphanumeric characters, in the DD #1 – Account field. Enter C (Checking) or S (Savings) in the DD #1 – Type field. Enter P (Percentage of Net Pay) in the DD #1 – Method field. <i>When selecting 'P', all subsequent "Method" field entries must contain a 'P' as well, and the Amt/% must add up to 100.0%.</i> Enter the percentage in the Amt/% (Amount/Percentage) field. <i>For example, $0.5000 * 100 = 50\%$.</i> Enter Y (Include in Prenote File). <u>Repeat the instructions for the DD # – Bank, Account, Type, and Method field entries for successive <i>Direct Deposit # line</i> entries, where appropriate.</u> <p>Verify "Validations passed. Save your changes." displays, and select  (F8 – Save Changes).</p>
	4	<p>Print a direct deposit listing by Name or by Bank.</p> <p>From the <i>Payroll System Master Menu</i>, Select  (F8 -Employee Reports/Labels Menu). Select  (F13 – Employee Direct Deposit Employee Listing).</p> <ul style="list-style-type: none"> For all banks: Leave the Select Bank Code:___(B/L) field blank. For an individual bank: Enter the bank code in the Select Bank Code: ___(B/L) field. Enter B (Bank) or L (Location) in the Select Sort Sequence field to define the sort order of the report. Enter Y (Yes) or N (No) in the Include Employee Address? field to include, or to exclude the employee address information from the report's results. <p>Verify your entries are correct and press Enter. If the information is incorrect, the appropriate corrections may be made through the Update/Display Withholding Data procedure. Access the PCGenesis Uqueue Print Manager to print the report.</p>
	5	<p>Create a Prenote file.</p> <p>From the <i>Payroll System Master Menu</i>, Select  (F1 - Payroll Setup Menu). Select  (F11 - Create PRENOTE file (test NACHA)).</p> <p><i>The Prenote file allows the bank to process a trial run to verify your direct deposit</i></p>

		<p><i>employees' information is correct and allows employees to receive "credit" in their individual bank accounts for direct deposit transactions. Funds are not transmitted when the Prenote file is created.</i></p> <p>Enter X in the appropriate field to select ONE of the following options:</p> <ul style="list-style-type: none"> • Employees with a 'Y' PRENOTE flag. (This will be only employees flagged for PRENOTE since the last FINAL PRENOTE report was generated.) • Employees with a 'Y' or 'P' PRENOTE flag. (This will be all employees flagged for PRENOTE since the last payroll setup.) <p>Select Enter (Continue).</p> <p><i>The Prenote File will be created in K:\SECOND\PAYDATA\PRENOTE.</i></p> <p><i>Correct the error(s) where appropriate and repeat the steps in this procedure. For some errors, the "Prenote file was not processed. Correct errors and rerun." message displays. When there are description file errors, the "Bank Record not in Description file for Bank ## Employee #####" message displays. In these instances, correct these errors before proceeding. When there are no additional errors, the Payroll System - Setup Menu redisplay.</i></p>
	6	<p>Print the TRIAL Prenote Register (ACH) report.</p> <p>From the <i>Payroll System Master Menu</i>, Select 1 (F1 - Payroll Setup Menu). Select 12 (F12 - Print PRENOTE file (TRIAL)).</p> <p><i>The ACH Report is a detail of the contents of the Prenote File.</i></p> <p>Access the PCGenesis Uqueue Print Manager to print the report. Verify the report carefully, ensuring there are no errors. You must also maintain a copy of the ACH Report with your payroll reports.</p>
	7	<p>Print the FINAL Prenote Register (ACH Summary) report.</p> <p>From the <i>Payroll System Master Menu</i>, Select 1 (F1 - Payroll Setup Menu). Select 13 (F13 - Print PRENOTE File (Final)).</p> <p><i>The ACH Summary Report is a summary of the contents of the Prenote File. Verify that the information on the FINAL Prenote Automated Clearing House (ACH) Summary Report is correct.</i></p> <p><i>Where applicable, make the appropriate corrections, and repeat the steps outlined in this procedure.</i></p>
	8	<p>Copy the Prenote file to a blank, formatted diskette.</p> <ul style="list-style-type: none"> • Insert a blank formatted diskette into the A:\ drive. From <i>Windows® Explorer</i>, access K:\SECOND\GOSEND\PRENOTE. • Right-click on PRENOTE and select Send To 3 1/2 Floppy (A). The <i>Copying</i> window will be displayed with the "PRENOTE from GOSEND to A:\ " message. When the file has been successfully copied, remove the diskette from the A:\ drive and label the diskette accordingly.

	9	<p>Process your payroll checks and direct deposit statements as usual.</p> <p>Follow normal Payroll Check and Direct Deposit Statement processing procedures. When check printing is complete, the “<i>Enter the Direct Deposit Statements</i>” message will be displayed. The Direct Deposit Statement printing procedure works just like check printing and the screens are similar. Once your Direct Deposit Statements have finished printing, you will be prompted to remove the forms and to press Enter. <i>You may now continue payroll processing as usual.</i></p>
	10	<p>Print the Deduction Registers and Create the NACHA Direct Deposit File.</p> <p>From the <i>Payroll Check and Direct Deposit Menu</i>, Select 8 (F8 -Print Deduction Registers and Create Direct Deposit Export File).</p> <p><i>The Deduction Registers and the Direct Deposit (NACHA) file will be created. The NACHA file and the final PRENOTE file will now be produced in the GOSEND directory. Prenote files will continue to be archived in the PRENOTE directory.</i></p> <p>If a <i>NACHA</i> file is present in the GOSEND directory when the next payroll setup is run, the setup process will rename the existing <i>NACHA</i> file to <i>NACHA01</i>. Likewise, <i>NACHA01</i> will be renamed to <i>NACHA02</i>, etc. up to <i>NACHA09</i>. This added feature will prevent you from losing the <i>NACHA</i> file when more than one payroll is run on the same day, and the existing <i>NACHA</i> file has not been used before the next payroll.</p>
	11	<p>Copy the NACHA file to a blank, formatted diskette.</p> <ul style="list-style-type: none"> • Insert a blank, formatted diskette into the A:\drive. • From Windows® Explorer, access K:\SECOND\GOSEND \ NACHAXX. Right click on NACHAXX and select Send to 3 ½ Floppy (A). The <i>Copying</i> window will be displayed with the “<i>PRENOTE from GOSEND to A:\</i>” message. • When you have successfully copied the file to a diskette, remove the diskette from the A:\ drive, and label the diskette with your system’s name and the current date. <i>Verify the diskette labeling requirements with your bank first. The bank may want the diskettes labeled differently.</i>

PCGENESIS DIRECT DEPOSIT SETUP CHECKLIST

The Georgia Department of Education (GaDOE) recommends the PCGenesis System Administrator and Financial Director, and/or other responsible financial personnel sign the *Checklist* acknowledging that all procedures are complete, and that the school district or system stores the *Checklist* in the central office’s files.

_____/_____
PCGenesis System Administrator/Date

_____/_____
Payroll Director/Bookkeeper(s)/Date