



A Division of Harris Computer Systems

PAYROLL: DIRECT DEPOSIT AND ACH SETUP

1. Employee File Updates
2. Payroll Processing
3. Calendar End Of Year
4. Fiscal End Of Year
5. Printing
6. Table and File Setups
M. File Maintenance
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Setting Up Direct Deposit

1. From the **Payroll** main menu, select **M. File Maintenance > 7. Direct Deposit Banks**.
2. Once there, select *File > Add Bank*.
3. This will add a line for a new direct deposit bank. Fill in all the information on the line and press **F12** to save the screen. Repeat this process for all of the banks that need to be set up in the system. **Note** – Checking off the Electronic Funds Transfer (EFT) or Automated Clearing House (ACH) box makes it so that a voided bank check will print with either EFT or ACH printed in several places.
4. After the banks are entered, go to **X. Return to Main > 1. Employee File Updates > Employee Add / Update** and select the employee to set up for Direct Deposit.
5. In order for the system to generate a Direct Deposit check, the *Check* field on the left hand side of the third section of this screen needs to be set to *Direct Deposit*. Do that and press **F12** to save this screen.
6. Select **8. Direct Deposit Breakdown**. On this screen, select *File > New*.
7. Fill in the line that appears, including *Bank Name*, *Account Number*, *Amount*, *Amount Type*, and *Account Type*. The *Bank Name* field is a dropdown box with all of the bank names that were set up in steps 2 and 3. The *Account Number* field is the employee's bank account number. The *Amount* is the amount of the

check that will be sent to the bank and can either be a dollar or percentage value, so if all of the employee's check is going to the bank it can be setup either as 9999 dollars or 100 percent – either will work. *Dollars* or *Percent* is set in the *Amount Type* field. Lastly, choose the *Account Type*, either *Checking* or *Savings*.

8. Once all of the lines are set up, press **F12** to save this screen. Do this for all employees that wish to do Direct Deposit.

Employee 742 - Homer Simpson					
Bank	Account	Amount	Amt.Type	Prenote	Acct.Type
Bank of America	123456789	50.00	Dollars	<input checked="" type="checkbox"/>	Savings
Bank of America	123456789	100.00	Percent	<input checked="" type="checkbox"/>	Checking

Setting Up For ACH

If a bank has agreed to act as an Automated Clearing House (ACH) for the payroll, it is possible to set up TRIO to create a file that can be sent to the ACH bank.

1. Once employees are set up for Direct Deposit, go to **B. Payroll > M. File Maintenance > 7. Direct Deposit Banks**
2. If the ACH bank is already set up here, find that bank and check off the *ACH Bank* box. If the bank is not set up yet, follow steps 2 and 3 from the previous section first, and then check off the *ACH Bank* box. Once this is done, press **F12** to save this screen.

Payroll: Direct Deposit and ACH Setup *CONTINUED*

3. From there, go to **1. Customize** and check off the *Automated Clearing House (ACH)* box. This will cause two other fields to appear.
4. If the ACH bank wants a balanced ACH file, check off the *Balanced ACH File* box. The balanced file includes an offsetting entry for the amount being deducted from the town's account, whereas the regular ACH file does not.
5. Select the appropriate *Employer ID Prefix* and press **F12** to save this screen.
6. ACH files are now ready to be created and sent to the bank. The file will generate during the *Direct Deposit Report*, either when running the full set of reports or when running that report individually.

Location does NOT use MSRS	<input type="checkbox"/>	Skip pages between deductions	<input type="checkbox"/>
Weekly P/R with Bi-Weekly	<input type="checkbox"/>	Automated Clearing House (ACH)	<input checked="" type="checkbox"/>
MMA Unemployment	<input type="checkbox"/>	Balanced ACH File	<input checked="" type="checkbox"/>
Electronic 941/C1	<input type="checkbox"/>	Employer ID Prefix	1 ▾
Use Electronic Signature	<input type="checkbox"/>	<input type="button" value="Print ACH Prenote file"/>	
Check for Neg Pay Cat Balances	<input type="checkbox"/>		

File Maintenance > Customize Screen

Creating a Prenote File

Generally before sending a live ACH file to the bank, it will be necessary to send them a Prenote file. This file is used by the ACH institution to verify employee information before ACH is used for a live payroll. The Prenote is exactly the same as the live ACH file, except that it has no dollar amounts in it. TRIO can create these files two different ways: by using all Direct Deposit records or with just those flagged as Prenote records.

1. To create the Prenote file with only the records flagged as Prenote records, go to **B. Payroll > 1. Employee File Updates > 8. Direct Deposit Breakdown**. If creating the file for all Direct Deposit records skip to step 3.
2. Check off the *Prenote* box for any records that should be included in the Prenote file and press **F12** to save. Repeat this for each employee that needs to be included in the Prenote file.
3. From the Payroll main menu, select **M. File Maintenance > 1. Customize**.
4. Click on the **Print ACH Prenote file** button under the *Employer ID Prefix*. On the screen that follows fill in all of the fields and / or verify all of the information that appears and press **F12**.
5. On the next screen select either *Only DD entries marked Prenote* or *All DD entries* and click on **Create Prenote File**. This creates a file in the data directory named *TWACHEXP.TXT*, unless otherwise named during the file creation process.