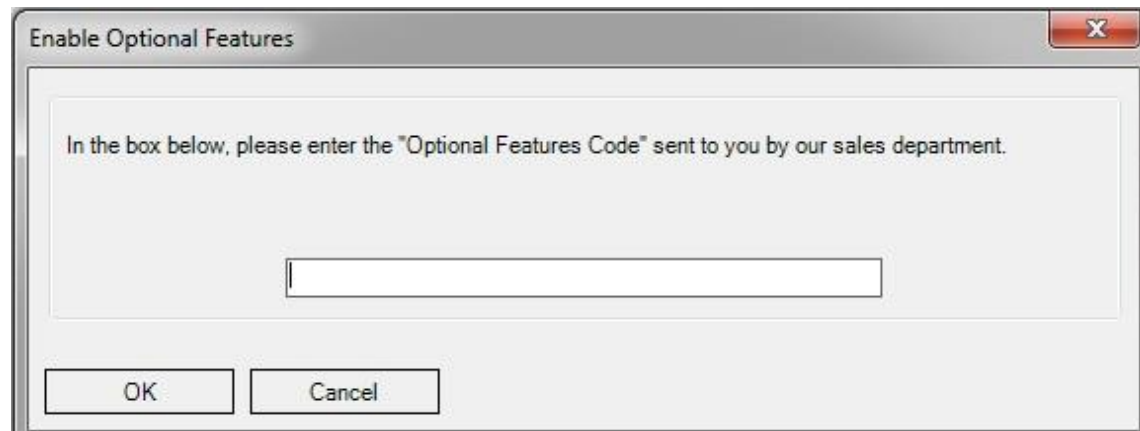
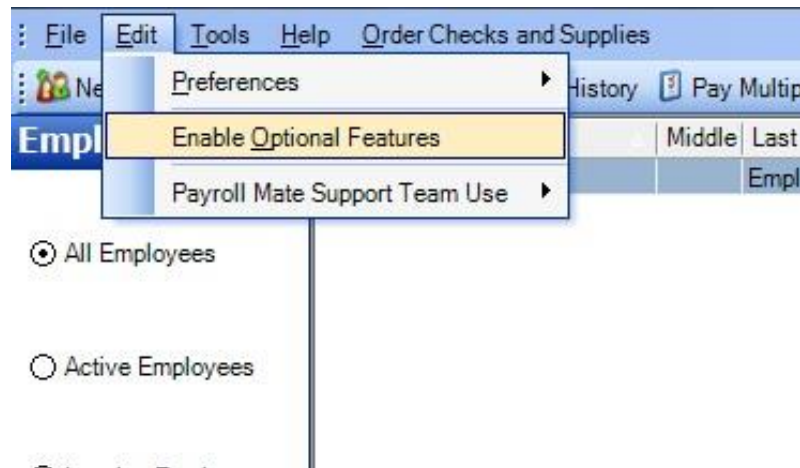


How to Setup and Create a Direct Deposit File using Payroll Mate®

Start by opening your company in Payroll Mate

Important Reminders:

- Our customers have two options for processing the direct deposit file.
 1. Payroll Mate will generate the direct deposit file. You can upload this file directly to your bank and the bank will process the direct deposit file. Keep in mind you will need to first check with your bank to make sure they will accept and process a NACHA file which is the direct deposit file that Payroll Mate generates.
 2. You can also choose to process the direct deposit through a third party service that will process an ACH file. One example of this type of service would be NatPay. There will be an initial sign-up fee directly through NatPay and also a per check processing fee. For more information on these fees you will need to contact the third party service directly.
- Please make sure that you have purchased and enabled the direct deposit feature code (Payroll Mate option #2) in the Payroll Mate software. If you have not done so already, please enter the code into the program by going to Edit-Enable Optional Features.



First you will need to complete the direct deposit options in each applicable employee's wizard that will be included in direct deposit.

If you have done so already, proceed to step 9.

The screenshot shows the 'Sample Company 2020 - Payroll Mate (2020)' application. The interface includes a menu bar with 'File', 'Edit', 'Tools', and 'Help'. Below the menu bar is a toolbar with icons for 'New', 'Edit', 'Delete', 'Pay', 'Check History', 'Pay Multiple Employees', 'Import Employees', and 'Import Timesheet Data'. The main window is titled 'Employees' and contains a table with the following data:

First Name	Middle	Last Name	SSNumber	Phone Number	Address1
Sample		Employee	123-45-6788		123 West Pine Street

Three numbered steps are overlaid on the screenshot, each with a red arrow pointing to a specific UI element:

- 1. Select "Employees" from the bottom left corner**: An arrow points to the 'Employees' button in the bottom-left corner of the window.
- 2. Select an employee from the list**: An arrow points to the 'Sample' employee entry in the table.
- 3. Select "Edit"**: An arrow points to the 'Edit' button in the toolbar.

A large blue oval with the text '2020' is positioned in the center of the window.

Modify Employee

Welcome to the "Modify Employee" Wizard!

This wizard will guide you through the process of modifying an existing employee.

4. The "Modify Employee Wizard" will appear

To continue, please click "Next".

Cancel < Back Next > Finish

5. Press "Next" until the Direct Deposit screen

6. Enter a checkmark in the "Include in Direct Deposit Process"

Select the Account Type and enter the Routing and Account Number

Modify Employee

Direct Deposit

☒ Include in Direct Deposit Process

Banking Information

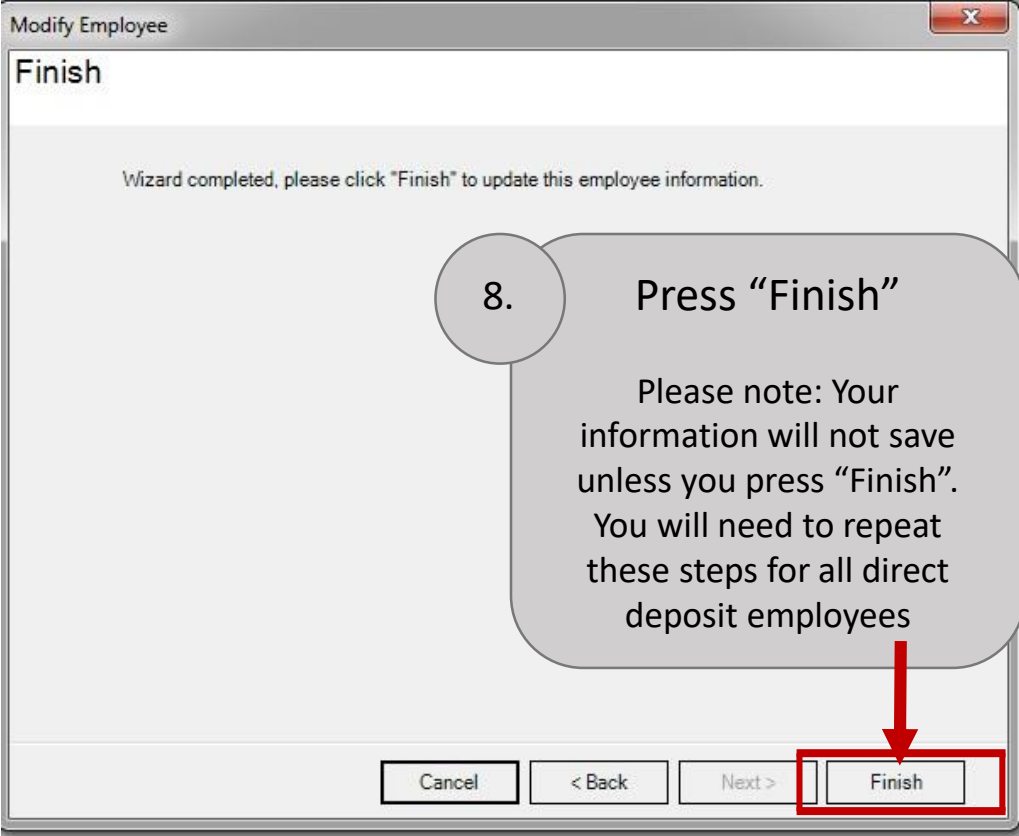
Account Type: Checking

Bank Routing Number: 123456789

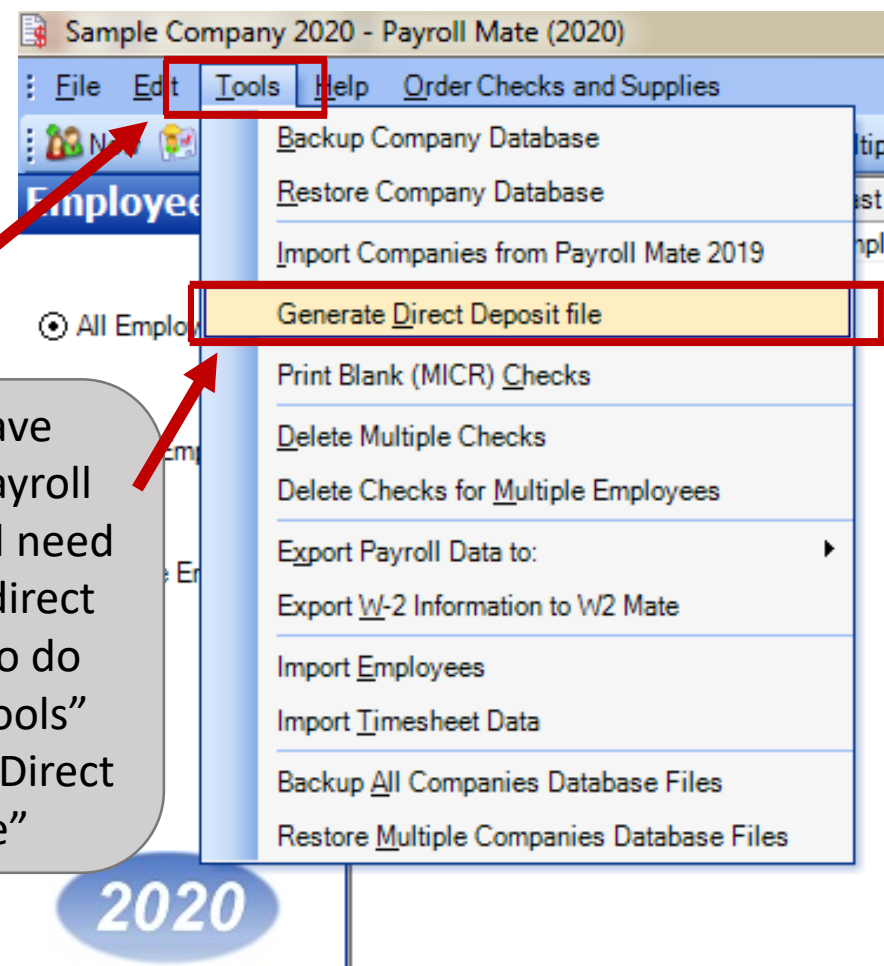
Account Number: 987654321

7. Press "Next"

Cancel < Back Next > Finish



10. Once you have created the payroll checks, you will need to create the direct deposit file. To do this, select "Tools" and "Generate Direct Deposit file"



9. Next, you will need to create payroll checks for your employees. If you have already created checks for your employees, skip this step.

For help creating payroll checks, see the following tutorial:
<http://www.payrolltutorials.com/2015/04/02/how-to-create-a-check/>

11. Select PAY DATES of the checks to be included in the direct deposit file

12. Complete the Company Banking Information:

Please Note: The following fields may vary depending on your bank's requirements.

Originating Bank Routing Number: Bank Routing Number

Origin Name: Bank Name

Immediate Origin: Space and Routing Number

Company Identification: Federal Tax ID #

Company Entry Description: Payroll

Destination Bank Routing Number: Routing number of Clearing Bank or Federal Reserve (contact bank)

Destination Name: Name of Clearing Bank or Federal Reserve (contact bank)

Company Bank Account Type: Type of Account- Checking or Saving

Company Bank Account Number: Account Number of employer's bank account

Company Bank Routing Number: Routing number of employer's bank account

Direct Deposit Options

Items included in the Direct Deposit file:

Include checks that have a pay date in the range

From: November 14, 2018

To: November 14, 2018

☐ Exclude checks that have been processed before (exclude checks that have been included in a Direct Deposit file before)

☐ Exclude company information (Check this box if you want to create Un-balanced file, otherwise if you want to create a Balanced file then keep this box Unchecked)

Company Banking Information

Please contact your bank in order to get the values for all the fields in this section
For more details please refer to our help file

Originating Bank Routing Number: 123456789

Origin Name: Bank Name

Immediate Origin (File Header Record, Field 4): 123456789

Company Identification (Batch Header Record, Field 5): 111111111

Company Entry Description (Batch Header Record, Field 7): PAYROLL

Destination Bank Routing Number: 456123789

Destination Name: Clearing Bank

Company Bank Account Type: Checking

Company Bank Account Number: 987654321

Company Bank Routing Number: 123456789

Output File Options

File Creation Date: November 16, 2018

File ID Modifier: A

File Path: C:\Users\rb\ Desktop \Direct Deposit ACH

Browse...

OK Cancel

14. Press "OK"

13. Select "Browse" and choose a location to save the direct deposit file

Note: File ID Modifier needs to be changed only if you are creating and sending multiple direct deposit files to your bank.

15.

Review the list of checks to be included in the direct deposit file. Once reviewed, click "Proceed"

Direct Deposit Confirmation

The table below shows you a list of the checks that will be included in the Direct Deposit file, with a separate row for each check.

If you want to exclude any check from the Direct Deposit file, just UNCHECK the box in the "Include" column on the most left of the check's row.

You can click on "Proceed" button to generate the Direct Deposit file or you can click "Cancel" to abort the Direct Deposit file generation process.

Company Banking Information

	Include	Check #	Pay Date	Net Pay	Employee Name	Was Processed Before
▶	<input checked="" type="checkbox"/>	1	11/14/2018	665.99	Sample Employee	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	2	11/16/2018	615.40	Sample Employee	<input type="checkbox"/>

Payroll Mate

Direct Deposit file generation completed successfully.
2 checks were processed.
The file is saved to the path:
C:\Users\rbs\Desktop\Direct Deposit ACH

OK

Proceed Cancel

16.

Direct Deposit file generation completed successfully message will appear with a total number of checks that were processed. Click "OK"

Your direct deposit file has now been created and successfully saved to the location you chose previously in step 13. It is now your responsibility to upload the direct deposit file to your bank or third party service. If you are unsure of how to do this, you will need to contact your bank or third party service for further instruction.