



QuickStart Guide

Direct Deposit Pre-Notification
February 2005

Direct Deposit Pre-Notification

ARKONA QuickStart Guide

Use this QuickStart Guide for help creating a pre-notification file to send to the dealership's bank.

- All employees who wish to participate in the direct deposit program must have their account and routing information validated by the dealership's bank at least 6 days before the first direct deposit payroll.
- This is accomplished by generating a pre-notification batch that includes the employee account and routing information and sending the information to the bank.

1. Install an ftp server on the local PC.

- 3CDaemon or the ARKONA Messenger Service will work.
- Call ARKONA Customer Support for assistance with this step.

2. Configure the direct deposit DCS Definition.

- Call ARKONA Customer Support for assistance with this step.

3. Activate direct deposit in your Payroll System Preferences.

- a. Take option **50=Application Environment** on the Payroll & Personnel Management menu and take option **1=Select** by Payroll System Preferences.
- b. Take option **2=Change** by General System Setup and set Use Direct Deposit Transmission = Y and press [ENTER] to save.

4. Set up each employee who wants to participate in the direct deposit program.

- a. Take option **40=Employees** from the Payroll & Personnel Management menu and take option **2=Change** by the employee name to display the Employee Demographics screen.
- b. Use function **F10=Additional Data** to display the Retirement, Bank, NADART screen.

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PY101DF                A R K O N A                2/23/05
JIM                    Payroll Master - Retirement, Bank, NADART
=====
Employee #
Marital Status

Retirement Participation                Direct Deposit Data
-----                -----
Eligible for Plan*    -                Deposit Account Type*  -
Contribution Pct      _____    Deposit Routing #*    _____
Contribution Amt      _____    Deposit Account #*   _____
                                         DD Processing Status  -

NADART Loan Codes
-----
Deduction Code
Employee Loan*    _____

F3=Exit  F12=Cancel

```

Retirement, Bank, NADART Screen

- c. Hit F4 on the Deposit Account Type* field and take option **1=Select** by Checking or Saving.
- d. Key in the Deposit Routing # of the employee's bank account.
- e. Key in the Deposit Account # of the employee's bank account.
 - Hit F4 on this field to display Multiple Direct Deposit Definitions window if the employee want the deposit to go to up to 4 different accounts.

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Multiple Direct Deposit Definitions
-----
Routing # Account # Act      Amount  %  Sts
            _____  _____  _____  _____  _____
121000248  9876543  S          100.000  N  N  Prenotify
121000248  9876543  C          100.000  Y  N  Prenotify
_____  _____  -          _____  -  -  -
_____  _____  -          _____  -  -  -

F12=Cancel

```

Multiple Direct Deposit Definitions Window

- On the Multiple Direct Deposit Definitions window you must include a routing number, account number, account type, dollar amount and/or percent, and a processing status for each account the employee wants money deposited into. For example, if the employee wants \$100.00 deposited to savings and the remainder deposited to checking, the Multiple Direct Deposit Definitions window would be set up as shown above.
 - If the percents do not add up to 100%, a physical check will be generated for the balance of the employee's net pay. This would work if the employee wanted a dollar amount automatically deposited into an account with the remainder of his pay on a physical check.
- f. Set the DD Processing Status to N for Pre-notify.
- All employees that wish to participate in the direct deposit program must have their account and routing information validated by the dealership's bank before the first direct deposit payroll.
 - The first direct deposit payroll cannot be run in less than 6 days from the date
- g. Press [ENTER] to save the employee bank account information.
- h. Repeat these steps for each employee to receive direct deposit.

5. Send the pre-notification batch.

- a. Take option **35=Report to Outside Parties** from the Payroll and Personnel Management menu and take option **1=Select** by Direct Deposit Transmission.
- b. Hit F4 on the Bank Account* field to select the correct bank, if necessary.
- c. Set the Batch Type* = N (for pre-notification) and use function **F10=Download** to display the printer selection window.
- d. Press [ENTER] to print the report and transfer the file to the local PC at the dealership.
 - Type Y when prompted, if the file transfer completed successfully.
- e. Send the file to the bank using the method required by the dealership's bank.
 - The bank will notify the dealership when the employee account and routing information is accepted.