

Payroll Procedures & Reports

Overview

The focus of this class is to understand the inner workings of CDM+ Payroll to help deal with situations that you may encounter. We will look at the process of voiding a payroll, reissuing a payroll check, correcting payroll not set up correctly, validating 941 and W-2 information, and verifying balance sheet payroll liabilities. An overview of the optional ACH direct payroll deposit payroll process will be presented. If time permits we will take an in depth look at using the features in payroll to track employee sick, vacation, and comp time.

Voiding a Payroll

Once payroll has been posted to the ledger the only way to void a payroll check or checks is from the **Payroll Records**.

►Program ►Payroll ►Payroll Records

The screenshot displays the 'Payroll Records' window. At the top, there is a table with columns: Paid Date, Pay Period End, Employee ID, First Name, Last Name, Position/Title, Scheduled Date, and Total Deposit. The table lists several payroll entries, with the entry for Sep 7 2023 for Robert A Morehead highlighted. Below the table, there is a summary section for the selected payroll, including fields for Payroll Period From (Sep 1 2023), To (Sep 7 2023), Employee (Robert Morehead), Employee ID (MOREH01), and Payer (FCC Big City). The summary is divided into three main sections: Summary, Taxes, and Check Information. The Summary section shows Regular Pay (1750.00), Allowances (750.00), Gross Pay (2500.00), Taxes (0.00), Other Deductions (0.00), and Net Pay (2500.00). The Taxes section shows Federal (0.00), FICA (0.00), Medicare (0.00), State (0.00), Local 1 (0.00), Local 2 (0.00), Empr FICA (0.00), and Empr Med (0.00). The Check Information section shows Date Paid (Sep 7 2023), Check #, Auto Draw checkbox, Asset, Do not print or post checkbox, Posted, and Ledger Ref#.

Paid Date	Pay Period End	Employee ID	First Name	Last Name	Position/Title	Scheduled Date	Total Deposit
Dec 31 2022	Dec 31 2022	MOREH01	Robert	Morehead	Senior Pastor		0.00
Jul 21 2023	Jul 21 2023	123456	Mike	Disney			0.00
Aug 4 2023	Aug 4 2023	123456	Mike	Disney			0.00
Aug 18 2023	Aug 18 2023	123456	Mike	Disney			0.00
Sep 1 2023	Sep 1 2023	123456	Mike	Disney			0.00
Sep 7 2023	Sep 7 2023	MOREH01	Robert	Morehead	Senior Pastor		0.00
Sep 7 2023	Sep 7 2023	PA01	Dean	Patterson	Senior Minister		0.00
Sep 7 2023	Sep 7 2023	ST01	Butch	Stokes	Office Manager		0.00

Summary

Payroll Period From: Sep 1 2023 To: Sep 7 2023
Freq. Basis: SemiMonthly
Employee: Robert Morehead
Employee ID: MOREH01
Payer: FCC Big City

Summary	Taxes	Check Information
Regular Pay: 1750.00	Federal: 0.00	Date Paid: Sep 7 2023
Allowances: 750.00	FICA: 0.00	Check #: []
Gross Pay: 2500.00	Medicare: 0.00	<input type="checkbox"/> Auto Draw
Taxes: 0.00	State: 0.00	Asset: []
Other Deductions: 0.00	Local 1: 0.00	<input type="checkbox"/> Do not print or post
Net Pay: 2500.00	Local 2: 0.00	Posted: []
	Empr FICA: 0.00	Ledger Ref#: []
	Empr Med: 0.00	

VOID payroll checks written and posted to the Accounting Ledger in PAYROLL from the Payroll Records (see above). Voiding payroll checks from the Payroll Records will:

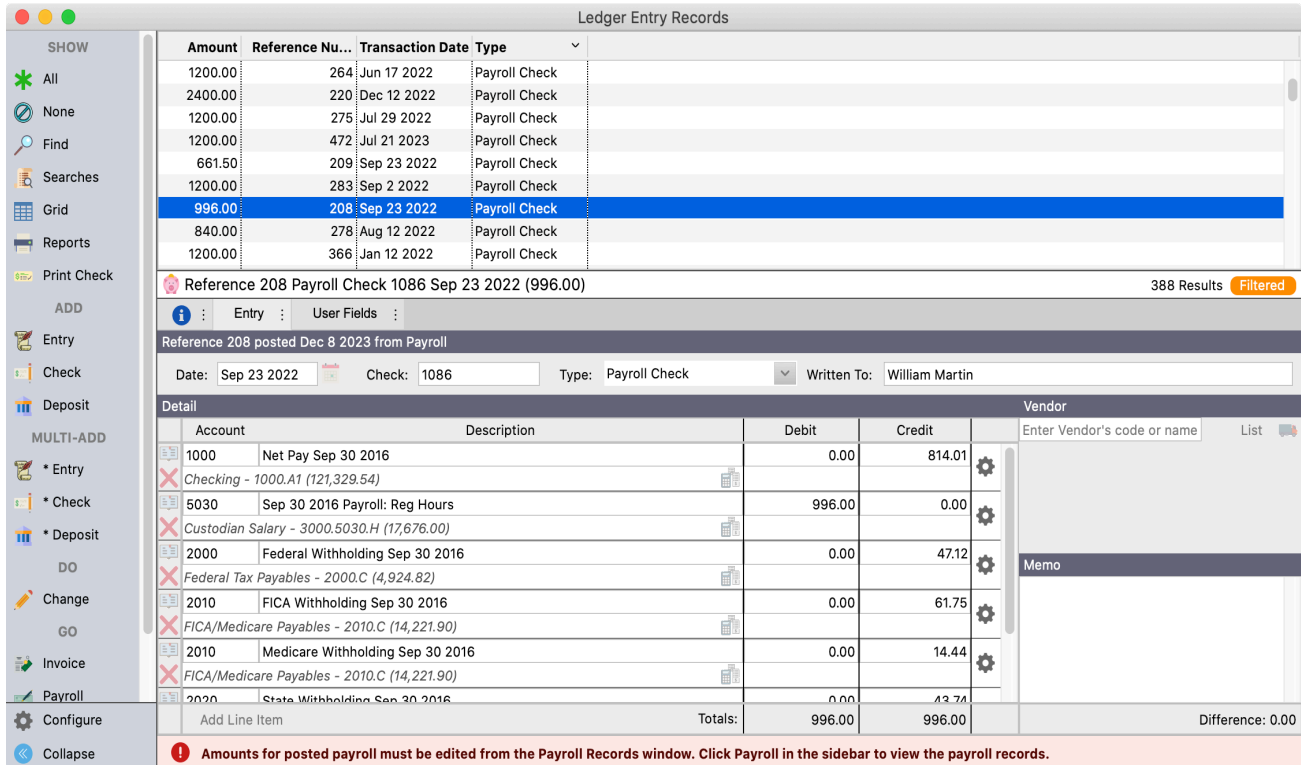
- Place a Void entry in the Ledger as an offsetting transaction
- Adjusts AP Invoices for the voided taxes, if applicable
- Remove the payroll entry(s) from Payroll

Note: Voiding a payroll check in a quarter/year after 941s and W-2s have been reported to the IRS may require you to file a replacement 941 or corrected W-2s. There are ledger options to re-print lost or destroyed payroll checks without voiding them.

Reissuing a Payroll Check

There are two ways to reissue a payroll check. First, you can void the check, recalculate the payroll, and print a new check as usual. The second way, find the check in Ledger Entries. In the Entry Memo window, make a note of the check number you changed. Then, change the check number, select Print Check on the left sidebar, and reprint the check.

►Program ►Ledger ►Ledger Entry Records



Ledger Entry Records

Amount	Reference Nu...	Transaction Date	Type
1200.00	264	Jun 17 2022	Payroll Check
2400.00	220	Dec 12 2022	Payroll Check
1200.00	275	Jul 29 2022	Payroll Check
1200.00	472	Jul 21 2023	Payroll Check
661.50	209	Sep 23 2022	Payroll Check
1200.00	283	Sep 2 2022	Payroll Check
996.00	208	Sep 23 2022	Payroll Check
840.00	278	Aug 12 2022	Payroll Check
1200.00	366	Jan 12 2022	Payroll Check

Reference 208 Payroll Check 1086 Sep 23 2022 (996.00) 388 Results Filtered

Entry : User Fields :

Reference 208 posted Dec 8 2023 from Payroll

Date: Sep 23 2022 Check: 1086 Type: Payroll Check Written To: William Martin

Account	Description	Debit	Credit
1000	Net Pay Sep 30 2016	0.00	814.01
	Checking - 1000.A1 (121,329.54)		
5030	Sep 30 2016 Payroll: Reg Hours	996.00	0.00
	Custodian Salary - 3000.5030.H (17,676.00)		
2000	Federal Withholding Sep 30 2016	0.00	47.12
	Federal Tax Payables - 2000.C (4,924.82)		
2010	FICA Withholding Sep 30 2016	0.00	61.75
	FICA/Medicare Payables - 2010.C (14,221.90)		
2010	Medicare Withholding Sep 30 2016	0.00	14.44
	FICA/Medicare Payables - 2010.C (14,221.90)		
2020	State Withholding Sep 30 2016	0.00	13.74
Totals:		996.00	996.00

Difference: 0.00

! Amounts for posted payroll must be edited from the Payroll Records window. Click Payroll in the sidebar to view the payroll records.

Correcting Taxable or W-2 Information Not Set Up Correctly

Once a payroll is posted, the amounts on the payroll cannot be changed. On the detail tab, the W2 information can be changed. For example, a Minister's Housing was not marked as being exempt from Box 1 of the W2. This can be changed on the payroll record.

►Program ►Payroll ►Payroll Records

The screenshot shows the 'Payroll Records' application interface. At the top, there is a table listing payroll records with columns for Paid Date, Pay Period End, Employee ID, First Name, Last Name, Position/Title, Scheduled Date, and Total Deposit. The record for Robert A. Morehead on Sep 7 2023 is highlighted. Below the table, the 'Detail' tab is active, showing 'Pay Items' (Pastor's Salary, Housing) and 'Taxable/W2 Income' details. The 'Taxable/W2 Income' section includes fields for Federal, FICA, Medicare, State, Local 1, and Local 2, with checkboxes for 'Exempt' and 'Exclude From W2'.

Another option is to enter in a payroll record to adjust the W-2 totals. If an adjusting record is entered in, the Date Paid must be filled in and the Do not print or post checkbox would be checked on.

This screenshot shows an adjusting payroll record for Robert A. Morehead on Sep 7 2023. The 'Check Information' dialog box is open, showing 'Date Paid: Sep 7 2023', 'Check #:', 'Asset:', and a checked 'Do not print or post' checkbox. The background shows the payroll record details, including a summary of pay items (Regular Pay: 1750.00, Allowances: 750.00, Gross Pay: 2500.00, Taxes: 0.00, Net Pay: 2500.00) and tax details (Federal, FICA, Medicare, State, Local 1, Local 2, Empr FICA, Empr Med).

Validating 941 and W-2 Information

Use the Taxable Income Summary report, with the Date Paid option, to validate information on 941 and W-2 forms. This report may be printed in a Detail format displaying each payroll check, or as a composite of all payroll checks that were created for the date range specified, for example, for the month, quarter, or year. Taxable income amounts and the figures that constitute salaries included on 941 and W-2 forms are generated from the detail lines.

► Reports ► Payroll Reports ► Summaries ► Taxable Income Summary

Taxable Income Summary

First Church
123 Main Street
Big City, KY 40123
606/555-1234

ID	Employee	Gross	Allowances	Total Gross	Federal			FICA			Medicare		
					Taxable	W2	Withheld	Taxable	W2	Withheld	Taxable	W2	Withheld
123456	Mike Disney	1,905.00	0.00	1,905.00	1,905.00	1,905.00	163.22	1,905.00	1,905.00	118.11	1,905.00	1,905.00	27.62
Total Employees: 1 Total:		1,905.00	0.00	1,905.00	1,905.00	1,905.00	163.22	1,905.00	1,905.00	118.11	1,905.00	1,905.00	27.62
Employer Total:										118.11			27.62
FICA/Med Total:										236.22			55.24
Total Federal Liability:		454.68											

The total of all four quarterly 941 forms for a year should equal the amounts on the W-3 form.

	Taxable Wages	Withheld	FICA/MED Wages	Fica Calculation
1st Quarter	178,186.87	13,838.31	182,514.70	22,631.82
2nd Quarter	179,323.13	14,006.24	183,683.90	22,776.80
3rd Quarter	170,109.99	12,861.78	173,716.69	21,540.87
4th Quarter	165,988.31	12,415.53	169,566.85	21,026.29
	693,608.30	53,121.86	709,482.14	87,975.78
			1/2 of FICA/MED	43,987.89
W-3	693,608.30	53,121.86	709,482.14	43,989.69
Differences	0.00	0.00	0.00	-1.80

Verifying Balance Sheet Payroll Liabilities

Payroll is done on an accrual basis of accounting. What this means is that at the time payroll is calculated, the GROSS amount of pay is expensed, but the reduction in cash only reflects the NET amount of the pay. The total amount of all withholding items is held in a liability account. When taxes and other withholding items are paid, then the liability account is debited and cash is credited.

►Reports ►Ledger Reports ►Activity ►Trial Balance

Trial Balance
 First Church
 123 Main Street
 Big City, KY 40123
 606/555-1234

Transaction Type: All Types

Transaction Date	Debits	Credits
Sep 1 2023	1,291.80	1,291.80
Sep 15 2023	758.93	758.93
Total All Dates	2,050.73	2,050.73

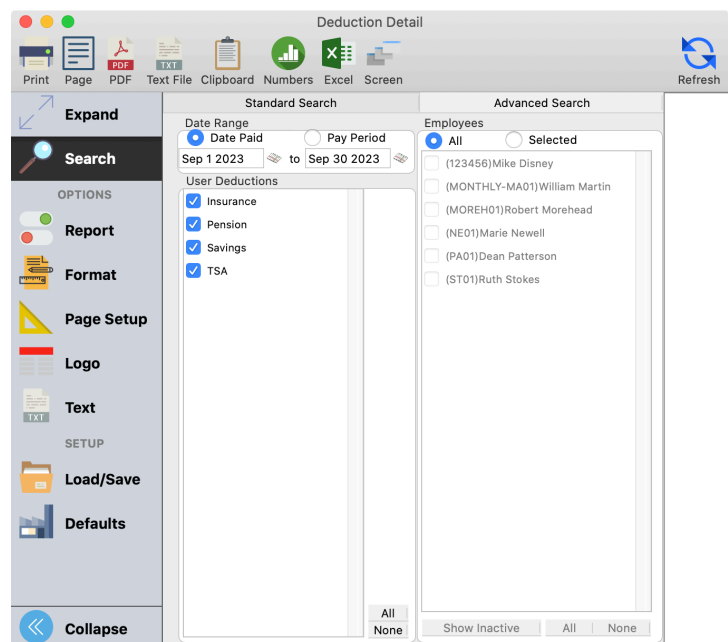
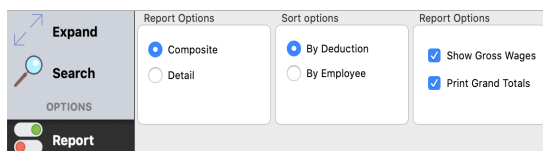
The balance sheet should always reflect the actual amount of taxes and withholding that is outstanding. If all of the taxes are paid up-to-date, the liabilities on the balance sheet should be zero. If this is not the case, do the following:

1. Check that the beginning balance of the liability account was entered correctly.
2. Run the Ledger by Accounts report for the liability account to see where the mistake occurs.

User Deductions

►Reports ►Payroll Reports ►Details ►Deduction Detail

The Deduction Detail report can summarize user deductions in a variety of ways. They can be summarized by deduction or by employee. This report is helpful to check the accounts payable and/or liabilities section of the balance sheet.



Aatrix and Payroll Tax Forms

CDM+ partners with a third party provider, Aatrix, to produce all state and Federal Forms. Information from CDM+ payroll is passed onto the Aatrix form viewer. Corrections to tax forms can be done through the Aatrix form viewer, but it is highly recommended that all corrections be made in CDM+.

Tax Forms Payer Information

►Program ►Payroll ►Payer Records

Prior to using the tax forms report, you must enter the required tax payer information on the Payroll Records window.

NOTE:

* required information

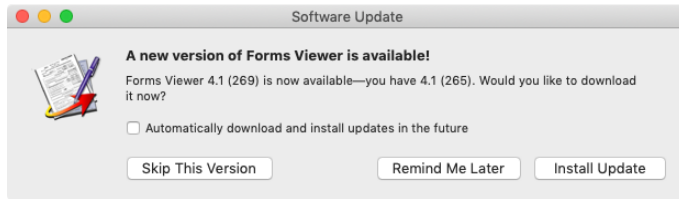
Using Aatrix Tax Forms

►Reports ►Payroll Reports ►Payroll Tax Forms

The first time you produce your form in CDM+, you will be prompted to follow the on-screen steps to install the Aatrix Form Viewer. Next, select the report desired from the Tax Forms window. For example, to produce the 2nd quarter 2023 Form 941, choose 2023 941/Schedule B/941-V Report in the list, enter 2023, and select Quarter 2.

Continuous Updates

Aatrix will automatically check for updates to your existing forms. Click Internet Update. Updates are not available any other way.



If there are new forms to install for faster updating, check only Federal and your State in the list of Forms Packages that appears.

941 Form

CDM+ payroll will load your quarterly information directly into the 941 form. However, additional information may be required and those areas will be color coded. A blue highlight will indicate where additional information may be needed. A red highlight will indicate missing "required" information, and you will not be able to proceed without entering this information.

Form **941 for 2023: Employer's QUARTERLY Federal Tax Return** 950122
 (Rev. March 2023) Department of the Treasury Internal Revenue Service OMB No. 1545-0029

Employer identification number (EIN) **61-7495739**

Name (not your trade name) **FIRST COMMUNITY CHURCH**

Trade name (if any)

Address **123 MAIN ST**
 Number Street Suite or room number
BIG CITY KY 40123 -
 City State ZIP code

Foreign country name Foreign province/county Foreign postal code

Report for this Quarter of 2023
 (Check one.)
 1: January, February, March
 2: April, May, June
 3: July, August, September
 4: October, November, December
 Go to www.irs.gov/Form941 for instructions and the latest information.

Foreign Country

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1 Answer these questions for this quarter.

1	Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2) Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4)	1	0
2	Wages, tips, and other compensation	2	32615.50
3	Federal income tax withheld from wages, tips, and other compensation	3	1164.18
4	If no wages, tips, and other compensation are subject to social security or Medicare tax	<input type="checkbox"/> Check and go to line 6.	
Taxable social security wages reported on regular pay 24615.50 Column 2			
5a	Taxable social security wages*	x 0.124	3052.32
5a (i)	Qualified sick leave wages*	x 0.062	0.00
5a (ii)	Qualified family leave wages*	x 0.062	0.00
5b	Taxable social security tips	x 0.124	0.00
5c	Taxable Medicare wages & tips	x 0.029	713.85
5d	Taxable wages & tips subject to Additional Medicare Tax withholding	x 0.009	0.00
5e	Total social security and Medicare taxes. Add Column 2 from lines 5a, 5a(i), 5a(ii), 5b, 5c, and 5d	5e	3766.17
5f	Section 3121(q) Notice and Demand Tax due on unreported tips (see instructions)	5f	0.00
6	Total taxes before adjustments. Add lines 3, 5e, and 5f	6	4930.35
7	Current quarter's adjustment for fractions of cents <small>The amount in line 7 is calculated based on LIABILITY amounts in either Line 16 if monthly or Schedule B if semiweekly. To adjust these amounts enter the correct LIABILITY AMOUNT in either Line 16 or the Schedule B.</small>	7	-1878.03
8	Current quarter's adjustment for sick pay (enter as a negative number)	8	0.00
9	Current quarter's adjustments for tips and group-term life insurance	9	0.00
10	Total taxes after adjustments. Combine lines 6 through 9	10	4930.35
11a	Qualified small business payroll tax credit for increasing research activities (attach Form 8974)	11a	-
11b	Nonrefundable portion of credit for qualified sick and family leave wages for leave taken before April 1, 2021	11b	-
11c	Reserved for future use	11c	-

*Include taxable qualified sick and family leave wages paid in this quarter of 2023 for leave taken after March 31, 2021, and before October 1, 2021, on line 5a. Use lines 5a(i) and 5a(ii) only for taxable qualified sick and family leave wages paid in this quarter of 2023 for leave taken after March 31, 2021.

Qualified sick leave wages for leave taken 3/31/21 - 10/1/21 **0.00**
 Qualified family leave wages for leave taken 3/31/21 - 10/1/21 **0.00**

W-2/W-3 Forms

Correcting W-2 errors is easier than ever with Aatrix. Simply make the changes directly on the W-2 form (Mac) or information grid (Windows). If you submit a W-2 and subsequently discover an error, you can complete a replacement W-2 form in CDM+ using Aatrix.

Please note that Aatrix on macOS cannot produce a corrected W-2 form (W-2C). If you have access to a Windows-based computer, please consider generating W-2s from that computer as Aatrix on Windows can produce a W-2C.

Please note the difference in the grids between the Mac and Windows operating systems:

Using Windows:

Totals: Employees (7)																	
Box a	Box e	Box e	Box e	Box e	Box f	Box f	Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Box 7	Box 12E			
SSN	Last Name	First Name	Middle Name	Name Suffix	Address Line 1	Address Line 2	Fed Wages	Fed Withheld	SS Wages	SS Withheld	Medicare Wages	Medicare Withheld	SS Tips	W2 Box 12 - Code E - Elect			
1009	Jenkins	Paul					53999.00	12921.15	14399.00	892.73	14399.00	208.79					\$190840.10
1010	Jones	Ron					8389.50	526.63	8389.50	520.15	8389.50	121.65					\$25626.34
111-22	Lougdriger	Johnny					8000.00	226.40	8000.00	496.00	8000.00	116.90					\$106666.90
287-87	Martin	Bill			901 Woodson C		22305.20	1294.38	23484.00	1456.01	23484.00	340.52					\$6622.45
265-98	Newell	Marie			3879 Houston C		21222.00	2128.48	23580.00	1461.96	23580.00	341.92					\$106666.90
267-78	Patterson	Dean			287 Keeling Lan		50990.00	6300.00									\$1550.48
385-89	Stokes	Ruth			3985 Normandy		25934.40	2229.30	28814.40	1795.60	28814.40	421.60					\$12848

Using a Macintosh:

22222		Void <input type="checkbox"/>	a Employee's social security number 267-87-1435		For Official Use Only OMB No. 1545-0008
b Employer identification number (EIN) 61-7495739			1 Wages, tips, other compensation 14316.00	2 Federal income tax withheld 542.13	
c Employer's name, address, and ZIP code FIRST COMMUNITY CHURCH 123 MAIN ST BIG CITY KY 40123 -			3 Social security wages 14316.00	4 Social security tax withheld 887.59	
			5 Medicare wages and tips 14316.00	6 Medicare tax withheld 207.58	
			7 Social security tips 0.00	8 Allocated tips	
d Control number MONTHLY-MA01			9	10 Dependent care benefits	
e Employee's first name and initial WILLIAM A		Last name MARTIN	Suff.	11 Nonqualified plans	12a See instructions for box 12
f Employee's address and ZIP code 901 WOODSON CT BIG CITY KY 40123 -			13 Statutory Employee Retirement Third-party pay	12b	
			14 Other	12c	
				12d	
15 State KY	16 State wages, tips, etc. 245678	17 State income tax 14316.00	18 Local wages, tips, etc. 605.17	19 Local income tax 14316.00	20 Locality name 214.74 LEXING

Wage & Tax
Form **W-2** Statement
Copy A For Social Security Administration - Send this entire page with Form W-3 to the Social Security Administration; photocopies are not acceptable.

2022
0 0 0 / 1048

Department of the Treasury - Internal Revenue Service
For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

Do Not Cut, Fold, or Staple Forms on This Page

State Forms

The Fed/State drop list on the Tax Forms window will allow you to choose the state(s) you selected in the Tax Forms Payer Info window. Then select the form from the list on the left.

The screenshot shows a window titled "Payroll Tax Forms". At the top, there are dropdown menus for "Payer" (set to "FCC Big City") and "State" (set to "KY"). Below this is a list of forms with their descriptions:

Form	Description
KY 42A806 Transmittal	Kentucky Employer's Return of Income Tax Withheld. Use this form to report for all periods excluding the final reporting period of the year. *THIS REPORT MUST BE FILED ELECTRONICALLY*
KY K-1 Report	
KY K-3 Report	
KY K-4 Report	
KY K-5 Report	
KY New Hire Report	
KY UI-3 Report	

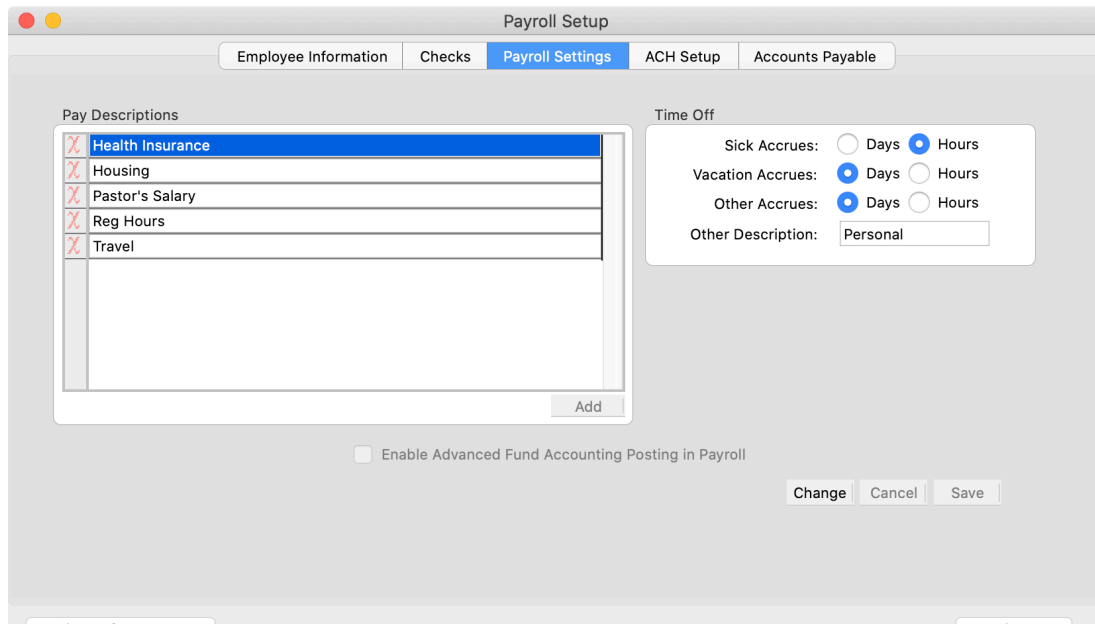
At the bottom of the list, there is a "Date" section with two date pickers: "From" (set to Jul 1 2023) and "To" (set to Sep 30 2023). At the very bottom of the window are buttons for "History", "Cancel", and "Show Form".

Sick, Vacation, and Comp Time

CDM+ can keep track of an employee's accrued and used sick, vacation, and comp time. This information can either be manually entered for each employee as it is accrued or taken, or CDM+ can automatically calculate this information with each payroll. If CDM+ is to automatically calculate available time off with each payroll, you will need to set whether time off is based on number of days or hours worked on the Payroll setup window. By default, CDM+ keeps track of sick and vacation time. A third reporting section can be activated

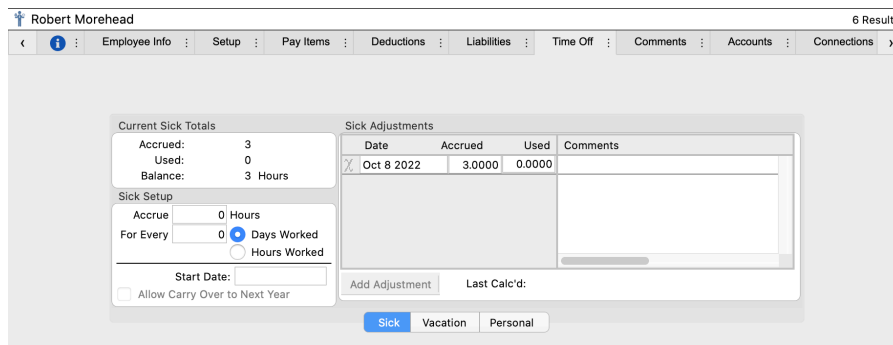
by defining it on this window.

►Program ►Payroll ►Payroll Setup



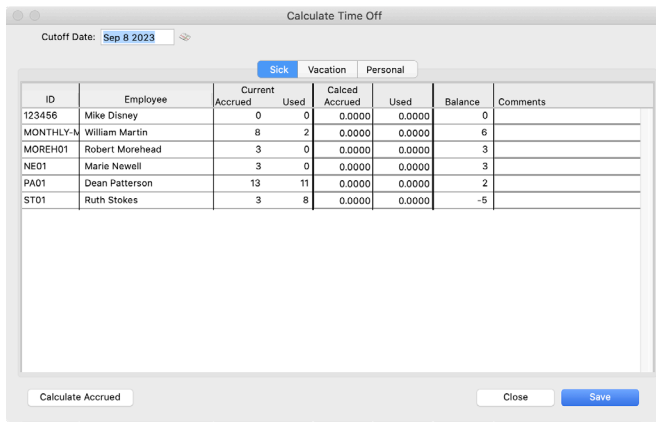
The Time Off tab on the Employee Records window is where you can manually enter this information and/or record time used. It is also the place to make any necessary adjustments to this information. This is also where the parameters of the automatic calculations are set. There are sub-windows to view SICK and Vacation time and, if it was defined on the Payroll setup window, a third type of time off, such as PTO.

►Program ►Payroll ►Employee Records ►Time Off tab

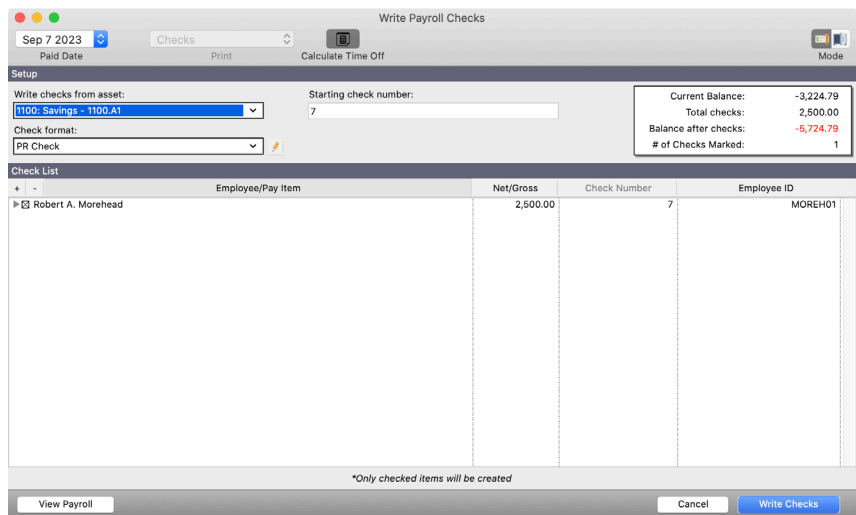


Automatic calculations of sick and vacation time can be done either at the time of payroll check writing or at any other time. Select Calculate Time Off from the Payroll menu to have CDM+ calculate this on your time schedule (e.g. once a month).

►Program ►Payroll ►Calculate Time Off



If you want CDM+ to perform this function each time you write payroll checks, select that option from the Write Payroll Checks window.



Payroll Reports

It is one thing to know the information contained on a report, but knowing how to use the reports and when to use them is more productive. The following chart is not intended to list all of the uses, only some of the more common ones.

Report Name	Common Uses
Employee Listing	Employee Record – Verification of information entered in Employee Information. Composite – List of employees with no pay information.
Payroll Period Summary	Verification of payroll information prior to posting.

Taxable Income Summary	Trouble shooting 941 or State Tax info by date range. Detail Report may be used in conjunction with Ledger by Accounts for problems with Tax Liability accounts.
Pay Item Summary	Verification of pay grouped by Pay Item, e.g., salary, housing allowance, auto allowance, bonus, etc.
Payroll Employee Detail	Verification of payroll information prior to posting.
Taxable Income Detail	Trouble shooting 941 or State Tax info by date range. Trouble shooting of W-2.
Deduction Detail	Trouble shooting of liability holding accounts for deductions. Verification to Employee of YTD deductions.
State Detail	Trouble shooting State Tax info by date range. Trouble shooting of W-2 for State Tax box.
Payroll Worksheet	Use to verify pay items setup by employees.
Percentage Report	Originally designed for states with a tax deduction based upon number of hours worked. That function is now supported by the program.
Time Off Remaining	Verification and updating Employee Information.
Time Off Accrued Log	Verification and updating Employee Information.
Payroll Tax Forms	Required Reporting

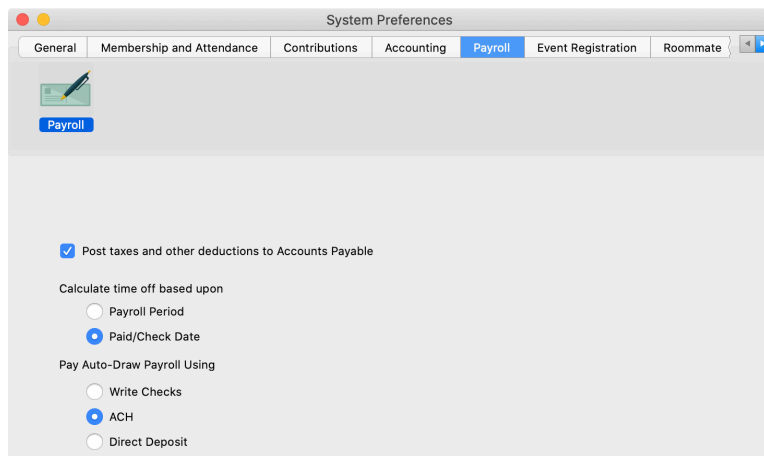
ACH Payroll Direct Deposit

The information that follows is for those users who DO NOT use the built in Direct Deposit feature of CDM+. This section is helpful for those who upload a NACHA file to their bank.

ACH Setup

NOTE: CDM+ currently allows you to use ACH with only one bank per data set.

►Program ►Payroll ►Payroll Setup ►ACH Setup tab



- 1- Using the information provided by your banking institution, complete the fields on this window. Click Save when you are finished.

General Section

Company Name - Your Church Name - 16 Character limit, so you may need to abbreviate.

Discretionary Data (not required) - 20 Character limit - Example: "Payroll"

Company ID - Unique identifier **assigned to you by your bank**

Company Entry Description 20 Character limit – Similar to Company name above

***Do Not Create Credit Line** – Normally this box is left unchecked. If your bank indicates that the file should not include a credit line at the end of the file then click this box on.

Company Routing Number - **Provided by your bank**

Company Account - The bank account number (*not the CDM+ Account number*) from which the money will be paid.

Immediate Destination/Immediate Origin

This identifies the name of the bank and the routing number is usually the same as entered under Company Routing Number. Name Example: BANKOFAMERICA, CHASE, etc.

Export File Defaults

Directory - The folder for the ACH file will be saved in this location after it has been created and prior to uploading to the bank. Consideration needs to be given to this folder location for following reasons:

Security - this file will include sensitive information, similar to the Information contained in CDM+. Therefore, this folder location must be protected where access is controlled.

Backup - you will want to maintain a backup of the ACH file prior to uploading to the bank. Once it has been uploaded and you have your confirmation of this, you may want to consider moving this ACH file to a different folder (e.g., "Processed ACH" folder) for a period of time, allowing for all employees to receive their funds.

Name Prefix - The ACH file will be created with the date automatically included in the file name. However, you may prefer to insert a "prefix" to the default file name. Examples:

Church - file name would appear as "Church06112007.txt"

Daycare - file name would appear as "Daycare06112007.txt"

Mission - file name would appear as "Mission06112007.txt"

File after writing Checks - A check in this box would automatically open a window to create the ACH file after executing "Write Payroll Checks." Without this box checked, you would have to use the Payroll menu item "Create ACH File" prior to posting the payroll to ledger. SEE CREATE ACH FILE SECTION OF THIS DOCUMENT.

*Do not put returns at the end of the line - This option, along with the option to enter a credit line shown above are determined by the bank processing your ACH file. Therefore, you will need to check with your bank if you encounter problems with the bank reading your ACH file.

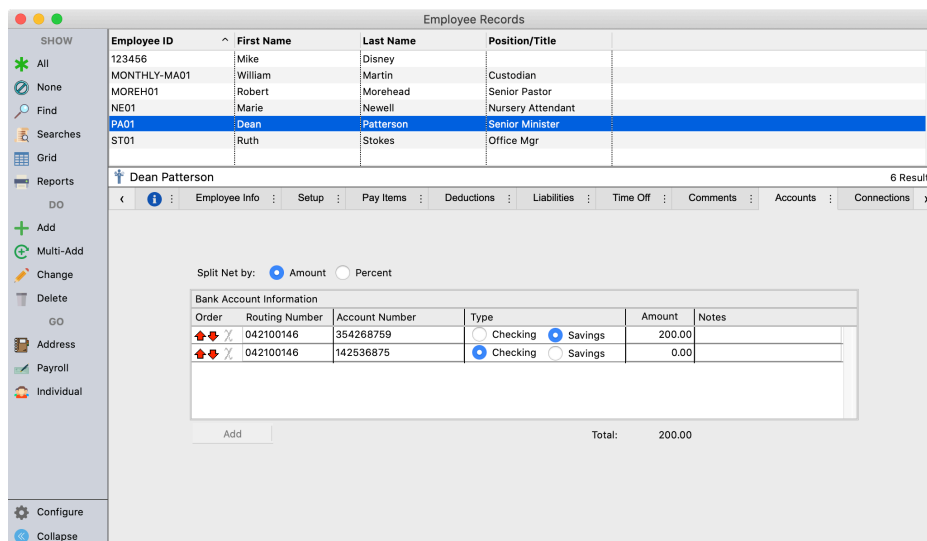
2- Click the "Create test ACH File" to generate a sample file for your banking institution.

DO NOT CREATE TEST ACH FILE UNTIL YOU HAVE COMPLETED ITEM 7 IN THE "SETUP EMPLOYEE INFORMATION" SECTION, as the ACH file is created only for employees with the "Auto draw" option selected and contains required information from the "Accounts" tab.

Set Up Employee Information

►Program ►Payroll ►Employee Records

1. Select an employee who wishes to have ACH Direct Deposit Payroll set up.
2. Click on the **Accounts** tab and click the **Change** button at the bottom of the window.
3. Click the small **Add** button.



4. Enter information for each bank account to which the employee wishes to deposit funds. The red up and down arrows in the **Order** column allows you to adjust the order of priority for deposit if more than one account is specified.

If the employee wishes to have his or her pay deposited to a single bank account, click the Amount button and leave the amount as zero.

Split Net by: You may chose to split the net pay amount between 2 or more bank accounts (e.g., checking and savings) either by a flat amount or a percentage by selecting the appropriate radio button.

Amount - For flat amounts, enter the amount in column 4 that is to be deposited to the account selected. Entry order is important, as the flat amounts must be entered first. In the event the employee's pay varies from pay period to pay period, as in the case of an hourly employee with varying

hours each pay period, the flat amounts need to be entered on the first line(s). For the remaining line enter a zero, which would indicate the balance of the net pay amount. If the net pay is ever less than the flat amount(s) indicated, the net pay amount would be deposited in the accounts in order until all funds had been paid.

Percentage (%) - Enter the percentage amount in each row used, making sure the total equals 100%.

- Choose the **Setup** tab on the Employee Information window and check the **Auto Draw** checkbox under **Check Option**.

Options

- Exclude from Payroll Tax Forms
- Auto Draw
- Print Check Stub

- When finished, click the **Save** button.
- Repeat the process for all employees desiring ACH Direct Deposit Payroll.



For a quick check to verify Auto Draw has been selected for the correct employees, select "Show All" and select the Grid view from the Employee Information window.

Employee Records						
DO	Employee ID	First Name	Last Name	Position/Title	Auto Draw	
Cancel	1 ST01	Ruth	Stokes	Office Mgr	<input type="radio"/> No	<input checked="" type="radio"/> Yes
Reports	2 PA01	Dean	Patterson	Senior Minister	<input type="radio"/> No	<input checked="" type="radio"/> Yes
FIND	3 MONTHLY-MA01	William	Martin	Custodian	<input checked="" type="radio"/> No	<input type="radio"/> Yes
	4 NE01	Marie	Newell	Nursery Attendant	<input checked="" type="radio"/> No	<input type="radio"/> Yes
	5 MOREH01	Robert	Morehead	Senior Pastor	<input checked="" type="radio"/> No	<input type="radio"/> Yes

- Create ACH Test file - (See Item 3 in *ACH Setup* above.)

Employee Selection

All Employees - selecting this will create a file that can be uploaded with zero dollar amounts to the bank for testing the routing numbers and bank account numbers for all employees with the auto draw feature selected. Should one of these be incorrect, your bank should notify you.

Modified Date Range - selecting this creates the ACH file for just those employees whose Employee Information file has been changed in the date range selected and they have the auto draw feature selected.

Processing Payroll for ACH Deposit

- Calculate payroll as you would normally.
- Select **Payroll Checks** from the Payroll menu.

You will note that instead of a check number, direct deposited payroll will be marked (Auto-Draw).

Write Payroll Checks

Sep 7 2023 Auto Draw and Checks Paid Date Print Calculate Time Off Mode

Setup

Write checks from asset: 1000: Checking - 1000.A1

Check format: PR Check

Starting check number: auto

Auto-Draw Format: PR Check

Current Balance: 121,329.54
 Total checks: 5,583.37
 Balance after checks: 115,746.17
 # of Checks Marked: 3

Check List

	Employee/Pay Item	Net/Gross	Check Number	Employee ID
<input checked="" type="checkbox"/>	Robert A. Morehead	2,500.00	auto	MOREH01
<input checked="" type="checkbox"/>	Dean Patterson	2,150.00	(Auto-Draw)	PA01
<input checked="" type="checkbox"/>	Ruth Stokes	933.37	(Auto-Draw)	ST01

*Only checked items will be created

View Payroll Cancel Write Checks

- Continue with the payroll check writing as usual. You will be given the option to print "Auto-Draw Checks". These can be printed separately on plain paper.



Consider adding a new payroll check layout for auto draw using "Full Page Stub" or "Stub."

Create ACH File

►Program ►Payroll ►Create ACH File

NOTE: If you selected "File after writing Checks" in the ACH Setup, **Create ACH File** will automatically open after "Writing Checks." (See *ACH Setup, item 1 above.*)

After writing payroll checks and **BEFORE POSTING** payroll:

- Select **Create ACH File** from the Payroll menu.