

Accounts Payable - Direct Deposit Notes

Pre-requisites:

a. Bank Routing Numbers are attached to appropriate Vendors

When you request to write cheques (CDS.610) AND you say direct deposit 'Y' for the cheque run, the system will produce direct deposit for any supplier that has routing information entered.

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Session A - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help
PrtScrn Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipbrd Support Index

6/18/01 FY 0 DEMONSTRATION SCHOOL DISTRICT 13:26:00 QPADEV0002
FMS Maintain Vendor Records Ref: PUR.301.12
Vendor Number: 104 A & A SANITATION
Short Vendor Name: A & A SNT
T4A Vendor Name: A & A SANITATION CO

Comments: FAX CONTACT: DEB

Internet ID/Web: taketwo@icenter.net
Added MDY: 090187 Used: 012901 Route/Acct: 001056789 10096713A
EMS Employee#: 910140

Category Codes:
FAX
HOTEL

Mode: Change F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N
MA a 04/021
    
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Format: BBBBRRRRR XXXXXXXXX

First 4 digits = bank number (0004 = TD Bank)

Next 5 digits = branch number

Second field of X's = Account Number

Suggestion: Send a letter to suppliers collecting this information and asking whether supplier wants to participate.

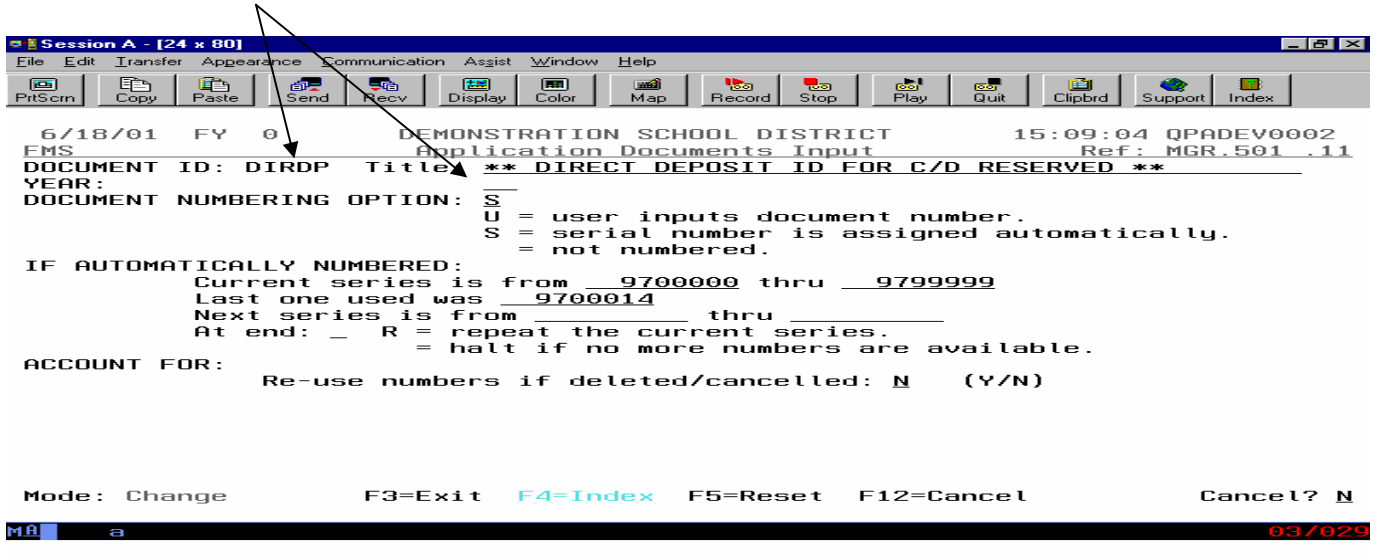
Special Note: In order to avoid having to manually track account number changes for employees that are active for direct deposit in EMS (Payroll), your Vendor Supplier number should match your EMS Employee number. If this is true, you can run CDS.684 before each cheque run to ensure the routing information for employees is up-to-date in Finance.

b. Bank Info and direct deposit process is "in place" with Bank

c. AS/400 setup complete for Bank Line, controller, and description

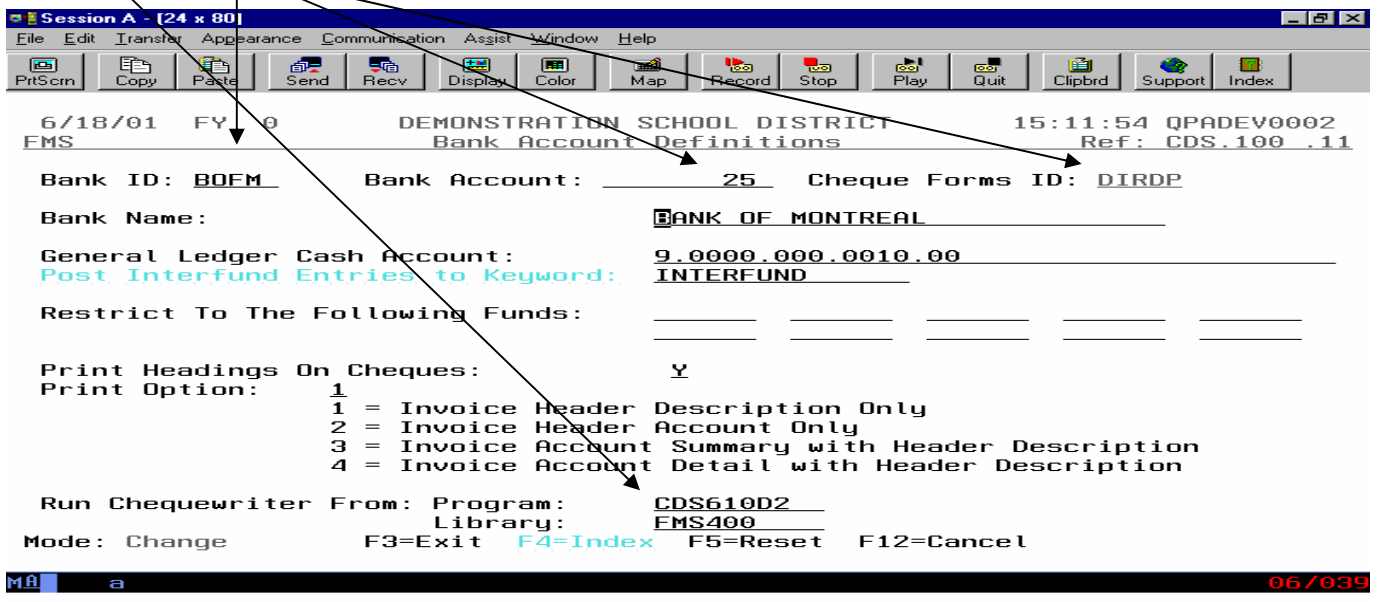
Special Note: If you are already using direct deposit with the bank for payroll, then all necessary hardware setup is in place. The bank should be notified that you will be transmitting data more frequently than just the prescribed payroll runs.

c. Ensure that DIRDP forms ID exists (MGR.501)



d. Ensure banking information exists for Bank + DIRCK info (CDS.100)

e. Ensure that appropriate program is in place from Take Two to print or fax or email Direct Deposit notifications.



Notes:

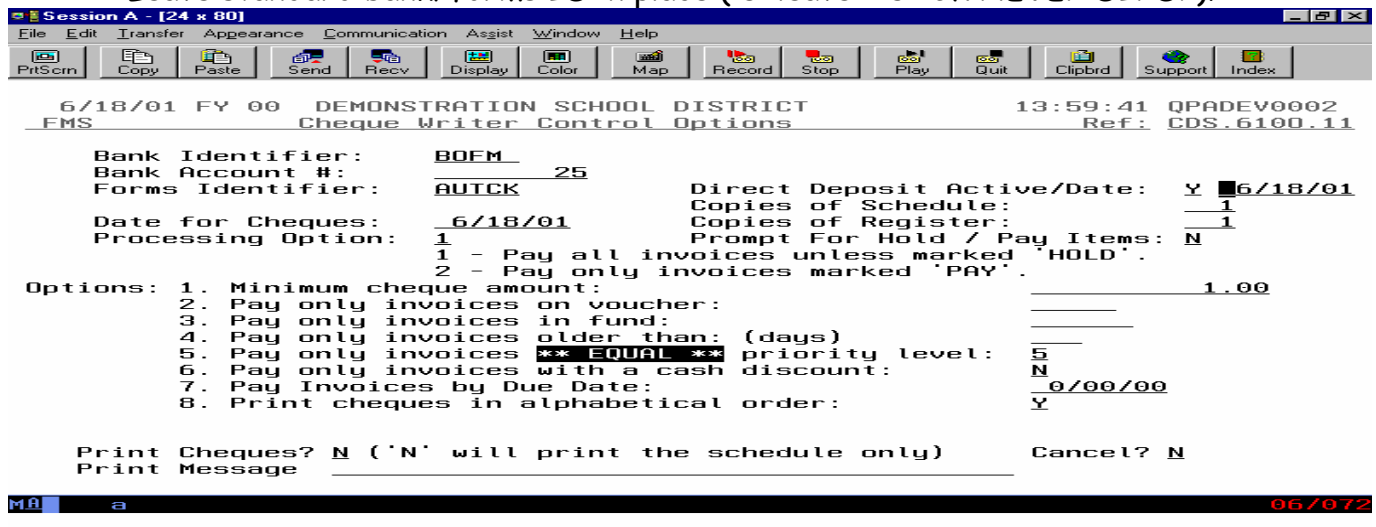
- a. There is no change to the way a cheque-run is processed to accommodate direct deposit. The cheque date specified in processing is used by the bank in processing your request for the right date(s).
- b. Multiple cheque runs may be joined together (singles, multiples, forgotten people etc) before transmission

The Process:

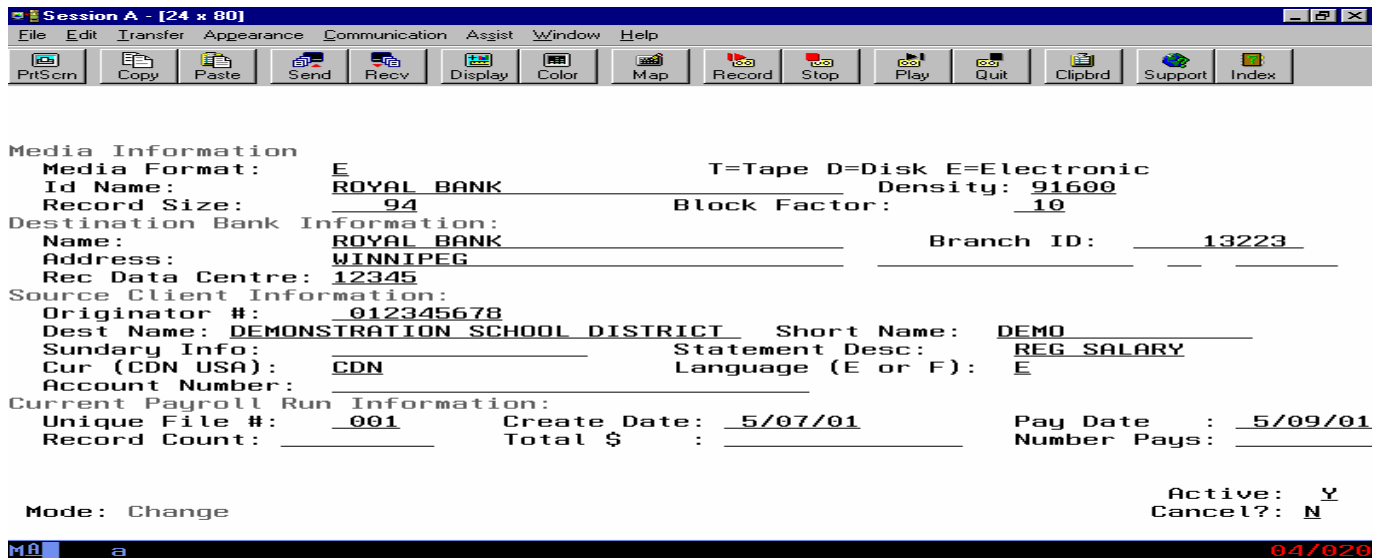
(Assuming that all banking information is correct/in place and pre-requisites are all OK):

- 1. Use CDS.684 to auto-update routing information for Employees (into Supplier file) from EMS (Payroll system)

- 2. Use CDS.610 to do a cheque run.
- Leave standard bank/forms ID in place (ie: leave AUTCK NEVER DIRDP!)



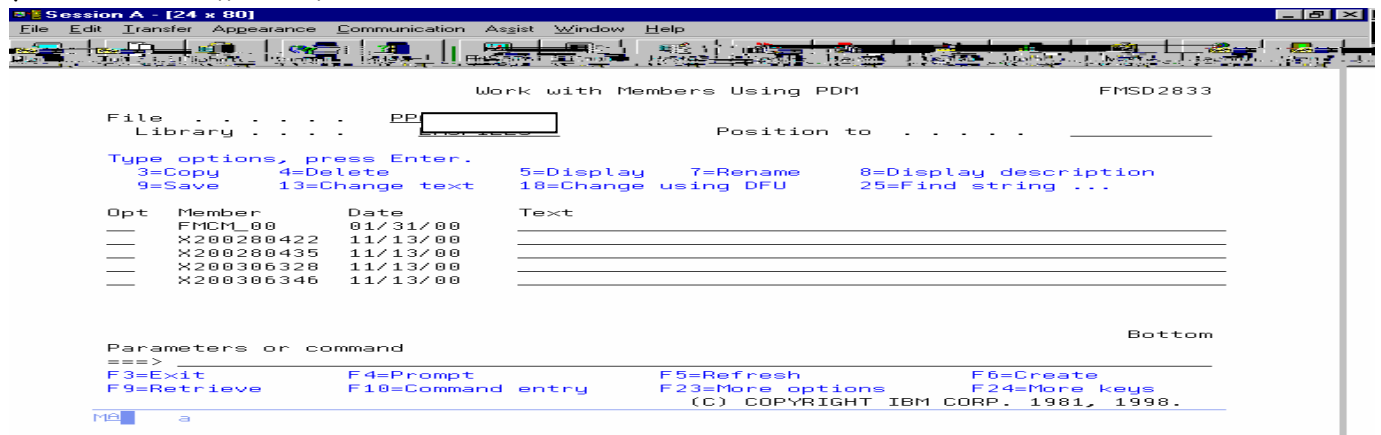
3. In order to prepare the A/P direct deposits and transmit to the bank:
 - a. ensure control options have been updated with appropriate information (CDS.140)



- unique file number has been incremented
- Create date and pay date fields are updated
- Record count, total\$, and number of pays are updated automatically by the system

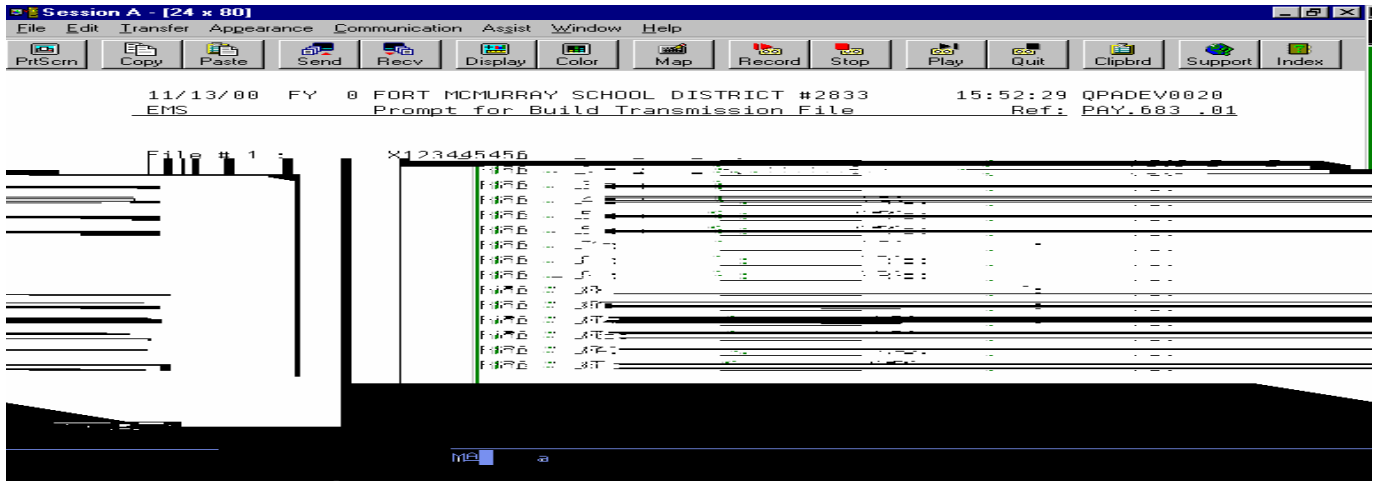
- b. Use CDS.WRKO to display a list of all direct deposit members. Dates of members are shown. Use a '5' beside a member to view who is included. You can '4' delete OLD members but ENSURE THAT they have already been processed!!!!

Write down the long & ugly file name of all of the members that you wish to combine for the transmission.



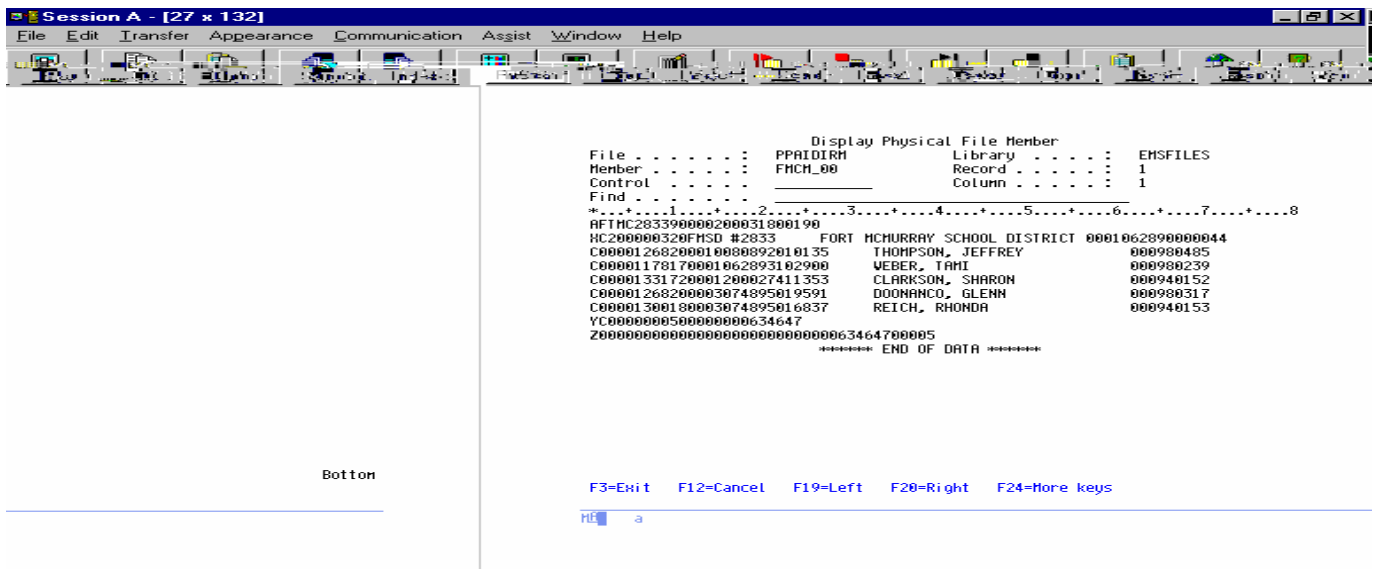
- Use '5' beside an entry to view it
- Write down this name(a) for reference (order of files is oldest to newest)

- c. Use CDS.683 to join members together for the direct deposit transmission. You have to complete this step EVEN IF there is only one member to join!



- You must list all members you wish to include in the transmission in full on this screen. If you type one member incomplete, the screen will indicate the error and not process.

- d. Use CDS.681X to create the single transmission file for the bank based on joins requested above as well as the control options described in step 1.
- e. Use CDS.DSPX to review what the file looks like. Confirm that the dates look correct and the bottom total reflects what you expect. If there are ANY errors, start back at a) to rebuild the file!



- f. Use CDS.685 to physically transfer the file from the AS/400 to the bank. What happens?
- Our Take Two line is varied off and the bank line/controller is varied on
 - The bank is dialled and modems connect
 - Send/receive go like crazy in transmitting the file.
 - When the transmission is complete, a report OCDS685M appears in your output queue. Look for it and print it as confirmation that the file was accepted for the value specified at the date/time indicated. This report will also indicate any errors that the bank finds. **DO NOT FORGET** to review and print the transmission report ... it is your **PROOF** that the bank received the file.

If the transmission fails:

- Use Shift ESC (dotted line appears at screen bottom) '6' and ENTER to answer message to 'C'ancel transmission
- Press ENTER past error messages that appear until CIMS menu re-appears
- ensure that the modem is OK, ie: turn it off and on
- Choose to reset the transmission, ie: use CDS.685C. You can run this option more than once, ie: if you don't remember whether you reset or not, choose the option again ... if an error message appears ENTER to continue (option already done)
- Choose to transmit again (CDS.685) .. there is NO need to re-build, re-join files. Everything stays intact until the next time you perform the next load.

Other Considerations:

- a. If the bank calls, faxes, emails that a routing number was incomplete, use the cheque void AND MAKE SURE TO PUT A REPLACEMENT CHEQUE# ... a cheque will automatically be produced and NO real voiding of information will occur.

Special Note: The system recognizes NO difference between payroll deposit and A/P deposit. The file structure is identical, the process is the same. Your bank may offer an alternate EDI option or offer to take care of payment notification to your suppliers. You can select this option ... we do have a different transmission method that includes all supplier and invoice information to the bank so that they can third party prepare and send payment notification.