



**Peachtree<sup>®</sup>**

# **Direct Deposit Getting Started Guide**



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Peachtree Direct Deposit Getting Started Guide

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# • Introducing Peachtree Direct Deposit •

## Overview

### Direct Deposit: The Peachtree Approach

Direct deposit makes good business sense for both your company and your employees. Direct deposit has distinct advantages over traditional paychecks and is widely preferred by both employers and employees. Among the advantages are that direct deposit

- reduces the time spent processing and reconciling traditional paychecks
- eliminates the need for check cashing services, which cost employees additional money and effort
- reduces the time employees take to cash or deposit their checks, even at conventional banks
- is flexible, because employees can choose more than one account in which funds are deposited

Funds are available on payday; the employee doesn't need to wait for the check to clear or wait in bank lines thereafter. What's more, since funds are deposited directly into employees' bank accounts, cash shows up in the account even if the employees are sick, on vacation, or traveling; and the risk of stolen or misplaced paychecks is eliminated. Finally, record keeping is improved for the employee, since the employer can issue a non-negotiable notice of direct deposit complete with an earnings statement.

Peachtree Direct Deposit was designed so that payroll is handled as it's always been: You pay direct deposit employees using the customary Payroll Entry and Select Employees to Pay windows. Setting up your company and employees for direct deposit is easy as well; the setup process is brief and uses the automated PeachSync wizard to streamline direct deposit acceptance for your company. Once your company is set up for direct deposit, the PeachSync wizard transmits your direct deposit transactions so that they can be processed by your company bank and the financial institutions of your direct deposit employees.

## What Happens Behind the Scenes

To process direct deposit for your company, Peachtree has designed a system that interfaces with both your company bank and those of your direct deposit employees. This system includes a support staff located at the Peachtree Direct Deposit Service Center. The staff is ready to answer any questions you may have about setting up and processing direct deposit; see “Customer Support” on page 26. Another important person behind the scenes is the Peachtree Direct Deposit *administrator*. The job of the administrator is to review and route direct deposit payroll transactions sent from your company through the PeachSync wizard.

For each direct deposit payroll, the administrator transmits a request to your company bank for a withdrawal of funds to cover the transactions. The company bank, in turn, makes the withdrawal, then transfers the funds to the designated bank accounts of your direct deposit employees. The Peachtree Direct Deposit administrator has other jobs as well; these are detailed in the remainder of this chapter and in following ones.

## Setting Up Direct Deposit: A Bird's Eye View

Before you can process direct deposit transactions, you must set up your company and your employees for direct deposit. This is a simple and straightforward operation with only a few steps.



For a graphic illustration of these steps, in the Peachtree Help index, look up “**direct deposit, company setup (overview)**.”

### Step 1: Create a Passport Account with Peachtree

Before you or your employees can set up direct deposit and generate direct deposit payrolls, your payroll administrator(s) will need to create a Peachtree Passport account on the Peachtree Software Web site. A Passport account provides a secure gateway and login to the direct deposit service. Once your Passport account is activated, you will be able to sync pre-notes (discussed under step 4 below) and direct deposit payroll transactions.



For more information about Passport accounts, in the Peachtree Help index look up “**Peachtree Passport**.” To create a Peachtree Passport account, point your Internet browser to [www.peachtree.com/login/newusersignup.cfm](http://www.peachtree.com/login/newusersignup.cfm).

## **Step 2: Set Up Company Account Information**

Your company signs up with Peachtree for direct deposit, and Peachtree issues you an *authorization number*. Next, using this number, you set up direct deposit account information for your company. Once you save this information, Peachtree automatically creates a company *pre-note*, a zero-sum transaction used to verify the accuracy of your company's direct deposit account information.

## **Step 3: Sync the Company Pre-Note**

Using the Direct Deposit Confirmation window of the PeachSync wizard, you sync the company pre-note. The note first goes to the Peachtree administrator, who verifies its accuracy. Then via ACH, a special electronic network that connects participating financial institutions, the administrator transmits the pre-note to your company's financial institution for approval. Based on the accuracy of the information sent, your company bank will either accept or reject the direct deposit request.

When the Peachtree administrator receives approval from your company bank, it is transmitted to your Peachtree desktop. The approval process takes *six banking business days*. Once you receive approval, you can set up your direct deposit employees.

## **Step 4: Set Up Direct Deposit Employee Account Information**

For all company employees who want direct deposit, you collect information about the bank account(s) into which their payroll funds will be deposited. This information is entered on the Employee Authorization Agreement, which is provided in your Direct Deposit Enrollment Kit. If you are unable to locate it, you may get a replacement from the Service Center. (See the Contact List found in your Enrollment Kit.)

On the **Direct Deposit** tab of the Maintain Employees/Sales Reps window, you enter the appropriate account information for each direct deposit employee. When you save this information for an employee, Peachtree automatically creates a pre-note for approval by the employee's designated direct deposit financial institution.

## **Step 5: Sync the Employee Pre-Notes**

In the same fashion described under step 3 above, you sync the employee pre-notes. The Peachtree Direct Deposit administrator reviews and transmits the notes to your employees' financial institutions. Once the administrator receives pre-note approvals and transmits them to your Peachtree desktop, you're ready to make account distributions for your direct deposit employees. Again, approval takes six banking business days.

## **Step 6: Set Up Account Allocations for Direct Deposit Employees**

The Employee Authorization Agreement tells you the percentage of payroll funds that your employees want distributed to each of the direct deposit accounts they designate. After your employee pre-notes have been approved by the employees' financial institutions, you return to the **Direct Deposit** tab of the Maintain Employees/Sales Reps window and allocate the appropriate percentages to each of the employees' direct deposit accounts. This is the last step in the setup process.

### **What's Next?**

**Chapter 2** provides in-depth instructions on setting your company up for direct deposit. In **Chapter 3**, you'll learn how to pay your direct deposit employees and then synchronize those transactions so they can be processed by your company's and employees' financial institutions. **Chapter 4** covers additional useful information, such as how to order forms and contact Peachtree Direct Deposit support.

# **1** *Introducing Peachtree Direct Deposit* *Direct Deposit Getting Started Guide*

# Setting Up Direct Deposit

# 2

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# • Setting Up Direct Deposit •

Chapter 1 provided a bird’s eye view of the direct deposit setup process. In this chapter we’ll look more closely at what you have to do to get ready for direct deposit payroll transactions.

## Company Setup

There are two parts to the setup process: setting up your company and setting up your direct deposit employees. First we’ll discuss company setup.

## Direct Deposit Authorization

To all companies that sign up for Peachtree direct deposit, Peachtree Software issues an authorization number. You will use this to activate your company for direct deposit setup. Follow these steps:

- 1 From the **Maintain** menu, select **Company**.

The Maintain Company Information window appears.

The screenshot shows a software window titled "Maintain Company Information". It contains various input fields for company details. The "Direct Deposit" dropdown menu is highlighted with a red circle, showing the word "Inactive".

Note that the word “Inactive” appears after the **Direct Deposit** arrow button, indicating your company is not yet an active direct deposit company. Once you have entered and saved your company direct deposit account information, however, this word will be replaced by “Active.”

- 2 Click the **Direct Deposit** arrow button.

The Authorize Direct Deposit window appears.



- 3 Enter your authorization number in the box and select **OK**.

Next, the Direct Deposit window appears.

## Entering Company Account Information and Generating the Pre-Note

In the Direct Deposit window, you enter information about the account you will be using to fund direct deposit payroll transactions. When you save this information, Peachtree automatically generates a company pre-note, which is a zero-dollar transaction used to test the accuracy of the account information you have entered. Later, you will send this pre-note to your company's financial institution via the PeachSync wizard.

The **Pre-Note Status** field will contain the message **Not Sent** until your pre-note is sent for approval, at which time the message will change to **Pending**, meaning "pending approval." Once the pre-note is approved and the approval is received by running a synchronization process, the field will contain the message **Approved**.

To enter and save company direct deposit account information, follow these steps:

## 2 Setting Up Direct Deposit

Direct Deposit Getting Started Guide

- 1 Make sure the **Active** check box has a check in it.
- 2 In the **Account Type** field, choose whether the company account used for direct deposit will be a checking or savings account.
- 3 In the **Bank Account Number** and **Routing/Transit Number** boxes, enter these two numbers. Refer to the following illustration to find these numbers on your company check.

The illustration shows a green check with the following fields and markings:

- Top left: "Sample Check Name", "1234 Peachtree Place", "Anytown, GA. 12345"
- Top right: "Date" followed by a line and the number "123"
- Middle left: "Pay to the Order of" followed by a line and a small box.
- Middle right: "Dollars" followed by a line.
- Bottom left: "Memo" followed by a line.
- Bottom center: MICR line with numbers "123456789 101234567 0123".

↑ Bank Routing Number    ↑ Your Account Number

- 4 In the **Cash Account** field, enter or select the company cash account you want to debit to fund direct deposit payroll transactions.
- 5 Each Peachtree direct deposit payroll transaction incurs a processing fee. So in the **Fee Expense** field, enter or select the company account you want to debit to cover this fee. Note that payment of this fee is reflected in a company general journal entry.
- 6 When finished, select **Save**. A message appears telling you that a pre-note will be created for approval of direct deposit for your company. Click **OK** to dismiss the message.

## Employee Setup, Part 1

Now you are ready to set up each individual employee who has registered for direct deposit.



Note

*Important:* Before you can generate employee pre-notes, a valid (approved) company pre-note must have been received. That is, the **Pre-Note Status** field in the Direct Deposit window (page 9) must read "Approved."

Pre-Note Status:

Status Date:

## Entering Employee Account Information and Generating the Pre-Note

Follow these steps:

- 1 From the **Maintain** menu, select **Employees/Sales Reps**.
- 2 In the Maintain Employees/Sales Reps window, use the **Employee ID** field to enter or select the ID of the employee you want to set up.
- 3 Select the **Direct Deposit** tab.

The screenshot shows the 'Maintain Employees/Sales Reps' window with the 'Direct Deposit' tab selected. The window title is 'Maintain Employees/Sales Reps'. The menu bar includes Close, Save, Delete, New, Event, Log, and Help. The Employee ID is 'ACHRISTY-01'. The Name is 'Amenda W Chrisy'. The Employee type is 'Employee'. The Pre-Note Status is 'Not Sent' and the Status Date is 'Mar 15, 2003'. The Direct Deposit tab contains the following fields: Account (Account 1), Account Type (Checking selected, Savings unselected), Bank Account Number (1245365975), Routing/Transit Number (833538662), Percent to Distribute (0.00%), and Total Percent Distributed (0.00%). A note states: 'The status of the pre-note is Not Sent. Peachtree will change this status to Approved after a successful pre-note is synchronized with Peachtree Web Services.'

- 4 The **Account** drop-down box at the top of the tab allows you to choose as many as four different accounts to which direct deposit funds for this employee will be distributed. You set up Account 1 first.
- 5 Enter the bank account number and routing/transit number as supplied by the employee on the Employee Authorization Agreement.
- 6 If you want to set up additional accounts, use the **Account** drop-down list to select each one in turn. Then repeat step 5 for each additional account you set up.
- 7 When finished, select **Save**. A message appears telling you that a pre-note will be created for approval of direct deposit for this employee. Click **OK** to dismiss the message.
- 8 Repeat steps 2 through 7 for each additional employee you want to set up.

## Syncing Company and Employee Pre-Notes

Once you have set up your company for direct deposit, you need to sync the company pre-note for approval by your company's financial institution. The approval process takes *six* business banking days.

After approval of the company pre-note is transmitted to your desktop by the Peachtree Direct Deposit administrator, you are ready to sync the employee pre-notes. *Remember, you will not be able to sync employee pre-notes until your company pre-note has been approved.* The employee pre-note approval process also takes a total of six business banking days. So be sure to factor the time needed for approval into the projected time it will take to create and pay out your first direct deposit payroll.

Before you sync the notes, however, you should always print a copy of the Direct Deposit Pre-Sync report, which lists all direct deposit pre-notes and paychecks that are ready for syncing. If you find any of the information in the report to be in error, you can correct the problem before syncing. For more information on the Pre-Sync report, in the Peachtree Help index, look up “**direct deposit, Direct Deposit Pre-Sync Report.**”

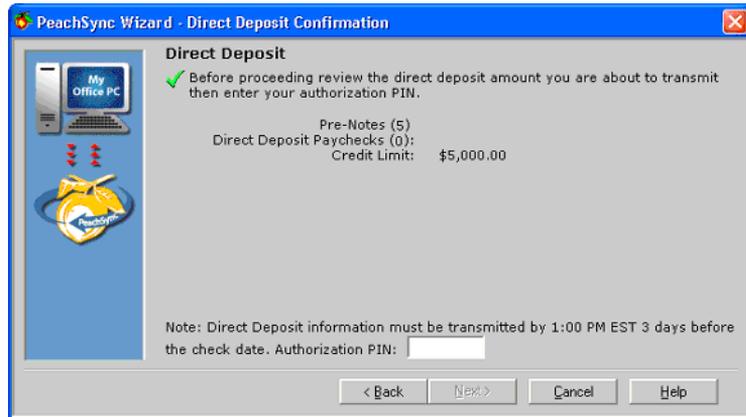


## Syncing the Pre-Notes

Syncing, or transmitting, the pre-notes is done through the PeachSync wizard. Follow these steps:

- 1 From the **Services** menu, select **PeachSync Wizard**.
- 2 In the PeachSync Wizard - Introduction window, enter your e-mail address and password; then select **Next**.
- 3 In the PeachSync Wizard - Select Services window, select **Peachtree Direct Deposit** and then **Next**.

The wizard checks for existing direct deposit information (which includes the pre-notes you've created), and then the PeachSync Wizard - Direct Deposit Confirmation window appears.



This window displays the number of pre-notes ready for syncing and asks for your PIN, which is the personal identification number you chose for your company when you signed up for Peachtree Direct Deposit.

- 4 View the pre-note information, and make sure everything is correct.
- 5 Enter your PIN and select **Next**.
- 6 The wizard processes the request, which takes a few moments. A pair of progress meters indicates the progress of the transmission. Once the pre-notes have been successfully sent, the wizard displays a message to that effect.
- 7 You can now close the wizard.

## Checking for Pre-Note Approval

When your company's and your direct deposit employees' financial institutions have approved the pre-notes you sent, the approvals will be transmitted through the Peachtree Direct Deposit administrator to your Peachtree desktop via the PeachSync wizard. To check on the receipt of pre-note approval, you use the PeachSync wizard pretty much as you did to send the pre-notes.

- 1 From the **Services** menu, select **PeachSync Wizard**.
- 2 In the PeachSync Wizard - Introduction window, enter your e-mail address and password; then select **Next**.
- 3 In the PeachSync Wizard - Select Services window, select **Peachtree Direct Deposit** and then **Next**.

The wizard checks for existing direct deposit information, following which the PeachSync Wizard - Direct Deposit Confirmation window appears. This window displays the approved pre-notes. At the same time, the Peachtree Web Transaction Center window appears, further confirming acceptance.

Once the pre-notes are approved, if you return to the Direct Deposit window, you will see that the **Pre-Note Status** box contains the word “Approved.” If you select one of the approved direct deposit employees in the Maintain Employees/Sales Rep window and then select the **Direct Deposit** tab, you will see that the **Pre-Note Status** box also contains the word “Approved.”

## Employee Setup, Part 2

After both your company and your employee’s pre-notes have been approved and synced to your Peachtree desktop, there is one last step to complete before you can create your first direct deposit payroll. This is to set up account allocations for each of your enrolled direct deposit employees.

## Setting Up Employee Account Allocations

On the Employee Authorization Agreement, each of your employees can designate not only the bank accounts to which direct deposits will be made but also the percentages of each direct deposit paycheck that should be distributed to chosen accounts. So now you should return to the Maintain Employees/Sales Reps window and make these account allocations. Do the following:

- 1 From the **Maintain** menu, select **Employees/Sales Reps**.
- 2 In the Maintain Employees/Sales Reps window, use the **Employee ID** field to enter or select the ID of the employee you want to set up.
- 3 Select the **Direct Deposit** tab.

The screenshot shows a software window titled "Maintain Employees/Sales Reps". The "Direct Deposit" tab is active. The form contains the following fields and values:

- Employee ID: ACHRISTY-01
- Name: Amanda W Chrisy
- Account Type: Checking (selected), Savings
- Bank Account Number: 1245365975
- Routing/Transit Number: 833538662
- Percent to Distribute: 100.00 %
- Pre-Note Status: Approved
- Status Date: Mar 23, 2003
- Total Percent Distributed: 100.00 %

A note on the right side of the window points to the "Pre-Note Status" field, stating: "Note that since the pre-note for this employee has been previously approved, **Pre-Note Status** field contains the message **Approved**."

- 4 In the **Employee ID** field, select or enter the ID of the first direct deposit employee you want to set up.
- 5 With the **Account** drop-down list, choose the first account (1 to 4) that you previously set up for this employee as a direct deposit account.
- 6 In the **Percent to Distribute** box, enter the percentage of direct deposit allocations that are to be distributed to this first account. If you are using only one account, enter 100%.
- 7 Use the **Account** drop-down list to select each of the remaining accounts in turn, and then repeat step 6 to enter a percent to distribute to each account. Note that the **Total Percent Distributed** field displays the total percent of all distributions to the accounts you have set up.
- 8 When finished, select **Save**.
- 9 Repeat steps 4 through 8 for each additional direct deposit employee you need to set up.

## **2** *Setting Up Direct Deposit* *Direct Deposit Getting Started Guide*

# Creating and Syncing Direct Deposit Paychecks

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# • Creating and Syncing Direct Deposit Paychecks •



Now that your company and registered employees are approved for direct deposit, you are ready to generate and sync your first direct deposit payroll. Once successfully synced, the payroll is processed and the funds deposited in your employees' selected accounts after three business banking days. For an overview of the direct deposit payroll process, in the Peachtree Help index, look up “**direct deposit, processing payroll transactions (overview).**”



Paychecks *must* be synced by 1 PM eastern standard time *three business banking days* before your company payday. If they are not, the paychecks cannot be processed by the Peachtree Direct Deposit system.



Remember, also, when you process a direct deposit payroll to take official bank holidays into account. If a bank holiday falls within the three days you have allowed, leaving you only two days before payday, your direct deposit payroll *will not* be met. For a table listing official bank holidays, in the Peachtree Help index, look up “**direct deposit, bank holidays listed.**”

## Creating Direct Deposit Paychecks



With Peachtree Direct Deposit, there are no extra payroll entry windows to work with; you enter payroll transactions, as always, in the Select Employees to Pay and Payroll Entry windows. For detailed instructions on working in these windows, see the “Payroll” chapter of the *Peachtree User's Guide*, or in the Peachtree Help index, look up “**Pay employees.**”

## Paying a Single Employee

Use the Payroll Entry window to pay a single direct deposit employee.

- 1 From the **Tasks** menu, select **Payroll Entry**.
- 2 In the **Employee ID** field, select or enter the ID of the employee you want to pay.

**PAYROLL**  
Bellwether Garden Supply

Employee ID: [ZMILLER-01]  
Pay to the Order of: Zack Miller, 3880 Byrn Drive, Shellyville, GA 30519, USA

Check Number: [ ] Date: [Mar 15, 2003]  
\$ [756.11] D O L L A R S  
 Direct Deposit [Allocation Percent]

Cash Account: [10300]  
Payroll Checking Account Bal: [Uncalculated]  
Pay Period End: [Mar 15, 2003]  
Weeks in Pay Period: [1]

Salary Amounts		
Salary Fields	Account	Salary
Salary	77500	880.00
Bonus	75100	0.00
Commission	75200	0.00
Gross Pay: 880.00		

Employee / Employer Fields		
Field Name	Account	Amount
Fed_Income	23400	-50.00
Soc_Sec	23400	-20.00
Medicare	23400	-6.00
State	23600	-47.89
K401	23300	0.00

3 As mentioned above, you enter payroll information as you would for any other employee. However, for employees in a direct deposit company, two additional fields appear in the window: The **Direct Deposit** check box and the **Allocation Percent** button. These fields are enabled only if the displayed employee is a direct deposit employee.



- When you choose a direct deposit employee, the **Direct Deposit** check box is checked by default. This indicates that when you click the **Save** button, Peachtree automatically creates a direct deposit payroll transaction for the employee instead of a manual paycheck. Also with the **Direct Deposit** check box checked, if you select **Print**, Peachtree prints a non-negotiable advice of direct deposit for the employee.

The *advice* is a form notifying your employee that a direct deposit has been made to the employee’s designated direct deposit account or accounts. It looks like a regular check but has the word “non-negotiable” printed on it. The form includes a pair of stubs that provide a breakdown of the designated direct deposit account(s) and the distributions made to each. You can give this form to the employee at any time you desire, but typically it is distributed on payday. You can print the advice on either your own company paycheck form or on the three-part check form **PWLP70** or **LCP97** for laser paper available from Peachtree Software Checks and Forms. For more information about the advice form, see “Payroll Direct Deposit Advice Forms” on page 26.



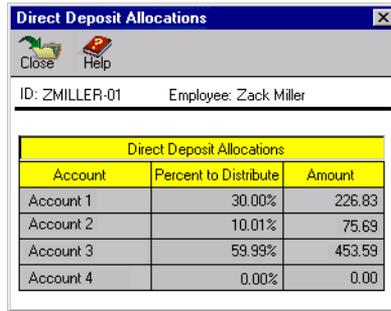
Uncheck the **Direct Deposit** check box if you want to pay the direct deposit employee in the usual, non-electronic way, with a manual paycheck.

### 3 Creating and Syncing Direct Deposit Paychecks

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- Select the **Allocation Percent** button to verify the direct deposit account distributions you set up for this employee. (Refer to “Entering Employee Account Information and Generating the Pre-Note” on page 11.) The Direct Deposit Allocations window appears.



The screenshot shows a window titled "Direct Deposit Allocations" with a close button and a help icon. It displays the ID "ZMILLER-01" and the employee name "Zack Miller". Below this is a table with the following data:

Direct Deposit Allocations		
Account	Percent to Distribute	Amount
Account 1	30.00%	226.83
Account 2	10.01%	75.69
Account 3	59.99%	453.59
Account 4	0.00%	0.00

The table at the bottom of the window lists the percent distributed to each account, as well as the total dollar amount of the distributions. The dollar amount of a distribution equals the net paycheck amount multiplied by the percent to distribute.

- 4 When all payroll information is entered as desired, select the **Print** button to print the non-negotiable direct deposit advice form for the employee.
- 5 Select **Save** to create the direct deposit payroll transaction.

## Paying Multiple Employees

Use the Payroll Entry window to pay a more than one direct deposit employee.

- 1 From the **Tasks** menu, click **Select for Payroll Entry**.
- 2 In the Select for Payment - Filter Selection window, in the usual fashion select the employees you want to pay, including your direct deposit employees.

The Select Employees to Pay window appears. Note that the window contains an extra column, **DD**. Like the **Pay** column, it has a series of check boxes that you can select. For each direct deposit employee you choose to pay, you can select the **DD** check box opposite his or her name if you want to create a direct deposit payroll transaction for the employee. For more information, see “Paying a Single Employee” on page 18, step 3.

Select Employees to Pay

Close Select Print All Detail Jobs Help

Check Date: Mar 15, 2003 Pay End Date: Mar 15, 2003 Cash Acct: 10300

These Employees have: 1) Pay Frequencies of Weekly, Bi-Weekly, Semi-Monthly, Monthly, and Annually 2) Pay Methods of Hourly or Salaried. 3) Direct Deposit Employees 4) Employee IDs Between ACHRISTY-01 to ZMILLER-01.

Employee ID	Employee Name	Check Amount	Field Names	Hours	Salary	#Weeks	Pay	DD
SPRATT-01	Samuel Pratt	1,148.62	Salary		1,583.33	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			Bonus				<input type="checkbox"/>	<input type="checkbox"/>
			Commission				<input type="checkbox"/>	<input type="checkbox"/>
TRIDDLE-01	Tyler Riddle	756.11	Regular	80.00		2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			Overtime				<input type="checkbox"/>	<input type="checkbox"/>
			Special				<input type="checkbox"/>	<input type="checkbox"/>
ZMILLER-01	Zack Miller	756.11	Regular	80.00		2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			Overtime				<input type="checkbox"/>	<input type="checkbox"/>
			Special				<input type="checkbox"/>	<input type="checkbox"/>

Accounts Receivable Balance: Uncalculated  
Total Checks: 17,913.98  
Balance After Checks: Uncalculated

Check the **DD** check boxes for all employees for whom you want to print direct deposit advice forms.

- 3 Review the payroll information displayed in the window, and select the **Pay** check boxes for all employees you want to pay in this payroll.
- 4 For each direct deposit employee for whom you want to create a direct deposit payroll transaction, select the **DD** check box. Also, if the check box is checked, when you select the **Print** button Peachtree automatically prints an advice of direct deposit form for the employee. Refer to "Paying a Single Employee" on page 18.
- 5 Select **Print** to print paychecks and advice forms for the employees as appropriate.
- 6 When finished, select **Close**.

## Syncing Direct Deposit Paychecks

Now that your first direct deposit payroll has been generated, you're ready to sync the paychecks for distribution to the employees' designated bank accounts. The process is similar to the one performed in order to sync company and employee pre-notes. See "Syncing the Pre-Notes" on page 12.



Before syncing paychecks, remember always to print the Direct Deposit Pre-Sync report, as mentioned in "Syncing Company and Employee Pre-Notes" on page 12.

### Syncing the Paychecks

Follow these steps:

- 1 From the **Services** menu, select **PeachSync Wizard**.
- 2 In the PeachSync Wizard - Introduction window, enter your e-mail address and password; then select **Next**.
- 3 In the PeachSync Wizard - Select Services window, select **Peachtree Direct Deposit** and then **Next**.

The wizard checks for existing direct deposit information (which includes the paychecks you've created), and then the PeachSync Wizard - Direct Deposit Confirmation window appears.

This window displays the number of pre-notes and paychecks ready for syncing and asks for your PIN.



The warning at the bottom of the window informs you that paychecks *must* be synced by 1 PM eastern standard time three business banking days before your company payday. It is vitally important that this rule be followed. If it is not, you will receive an error message, and the paychecks *will not* be synced.

- 4 View the transaction information, and make sure everything is correct.
- 5 Enter your PIN, and select **Next**.
- 6 The wizard processes the request, which takes a few moments. A pair of progress meters indicates the progress of the transmission. Once the paychecks have been successfully sent, the wizard displays a message to that effect.

### Syncing the General Journal Entry for Direct Deposit Fee Payment

The Peachtree administrator and your company and employee financial institutions complete the direct deposit payroll process. After you sync paychecks, the only thing remaining for you to do is to sync the information about the fee that is withdrawn from your company bank account to cover direct deposit processing. Once you download this information through the PeachSync wizard, it is added to your company account data as an entry to your general journal. Afterward, you will be able to properly reconcile your company bank account.



To ensure ample time for the processing and transmission of fee-payment information to your Peachtree desktop application, you should always wait until the *next calendar day* following payday to sync the general journal entries.

- 1** From the **Services** menu, select **PeachSync Wizard**.
- 2** In the PeachSync Wizard - Introduction window, enter your e-mail address and password; then select **Next**.
- 3** In the PeachSync Wizard - Select Services window, select **Peachtree Direct Deposit** and then **Next**.

The wizard checks for the fee-payment information, following which the PeachSync Wizard - Direct Deposit Conformation window appears displaying the entry made to your company's general journal to reflect payment of the direct deposit fee.

# 3 *Creating and Syncing Direct Deposit Paychecks*

## *Direct Deposit Getting Started Guide*

# Additional Information

# 4

## **Direct Deposit Products and Services**

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# • Additional Information •

## Direct Deposit Products and Services

There are a number of dedicated professionals at the Peachtree Direct Deposit Service Center ready to offer support as you set up and process direct deposit for your company. And to help you notify your employees of direct deposits to their accounts, turn to Peachtree Checks and Forms.

## Customer Support

The Peachtree Direct Deposit Service Center is committed to providing you with superior customer service and support. Service Center representatives are ready to help you with any questions or concerns you may have regarding this service and will even guide you through the completion of your first direct deposit payroll. You will need to refer to the Contact List provided in your Peachtree Direct Deposit Enrollment Kit for a detailed list of contacts.

## Payroll Direct Deposit Advice Forms

We developed a new type of form designed specifically for use with this service called a Payroll Direct Deposit Advice Form. This form could be used instead of expensive payroll check stock and provides your direct deposit employees with a detailed record of their deposited payroll transactions.

To ensure your total satisfaction and guaranteed compatibility, we recommend the exclusive use of the Payroll Direct Deposit Advice Form from Peachtree Checks and Forms.

These forms, like all Peachtree Checks and Forms, have been thoroughly tested by Peachtree Software for 100 percent compatibility. We back this up with our 100 percent satisfaction guarantee. If for any reason you are not completely satisfied with your order, return your purchase within 30 days of receipt for a full credit or refund, including shipping and handling.

When ordering, specify product number PWLP70 for our Professional Series Direct Deposit Advice, or LCP97 for the Classic Series. Both series are available in laser only. For compatible envelopes request CE15 or CE15S for self-seal.

Call toll free at 800-61-PEACH (800-617-3224) to speak to one of our trained forms specialists, or order from our online forms catalog at [www.peachtree.com/checks](http://www.peachtree.com/checks).

## **Cancellation of Direct Deposit**

If you no longer wish to take advantage of the Peachtree Direct Deposit service, please call the Peachtree Direct Deposit Service Center to cancel. This will insure that your banking information is purged from our system. You can refer to the Contact List supplied in your Enrollment Kit for the appropriate phone number for cancellations.

# **4** *Additional Information*

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