

Abacus Payroll Direct Deposit

We have added Payroll Direct Deposit to the payroll module within Abacus. It is only available with AbacusVer 5.50.

Overview

To accommodate the direct deposit system, you need to initialize the information provided by your bank and the banking information for the employees.

The system allows you to have employees with direct deposit and employees with checks generated by payroll. An individual employee must be one or the other, not both.

Direct Deposit Set up

To turn on the direct deposit system, go into “Util / Initialize / Control Accounts / Wages” (UICW). At the bottom of the list, you will see “Direct Payroll Deposit Avail”. Press enter and type “Y” for yes.

Configuration Description	Value
Ontario Employer Health Tax Expense	
GST Benefits Expense Account	2500
GST Benefits Liability Account	2500
NWT Payroll Tax Liability Acct	
Ontario Employer Health Tax %	
QST/PST Benefits Expense Account	
QST/PST Benefits Liability Account	
Nunavut Payroll Tax Liability Acct	
Quebec Health Insurance Plan %	2.700
Direct Payroll Deposit Avail	Y
Print SIN on Advice Slip?	Y
Quebec QPIP Payable	
Quebec NPTD Employer Portion	

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After you have entered “Y” the follow screen will appear. You will need to complete this form with the information provided by your financial institution.

Payroll Bank Set-up			
Bank Code.....	07312010	CIBC	
Client Number..	123TEST		
Owner's Name...	ANYWHERE COMPANY		
G/L Account....	10604	BANK-PAYROLL	
Bank Institution ID...	075	Bank Statement..	M
Bank Branch Number....	57237	Currency.....	CAD
Bank Account Number...	000000000000	Last Creation #.	4
Return Institution ID..	075		
Return Branch Number...	57237		
Return Account Number..	000000000000		
Export Format...	CIBC	Data Centre.	
Export Prefix...			
Export Suffix...			
Ins Mode: OVR			

Bank Code: An eight digit code to identify your financial institution. Then enter in a description of the bank.

Client Number: This number is supplied by your financial institution and is your client number. Also referred to as Originator ID.

Owner's Name: This is the name recorded by the bank as the owner of the bank account.

G/L Account: This is the G/L account within Abacus that is assigned to the bank account used for payroll direct deposit. This should be the same as the Payroll Bank Account defined in Abacus in UICW.

Bank Institution ID: This is the Institution number of your financial institution. It will be supplied to you.

Bank Branch Number: This is the branch number of your financial institution. It will be supplied to you.

Bank Account Number: This is the account number of the bank account that is being used for making payments by direct deposit.

Bank Statement: This will tell Abacus to either record the direct deposit batch as a (S)single line in the bank account for the full amount of all the direct deposits totalled together or as (M)multiple lines in the bank account, one for each person being paid.

Normally you would select Multiple. If you select Single, you may NOT void a person's payroll after it has been posted.

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Currency: The currency that the bank account distributes funds in. Either “CAD” for Canadian Dollars or “USD” for U.S. Dollars. **Currently only CAD is supported.**

Last Creation #: This is a control number that is used by the financial institution to insure that you do not submit the same file twice for processing. This number will be automatically incremented each time an export file is created.

Return Institution ID: This is the Institution number of your financial institution that will be used when a direct deposit is returned or rejected. This is usually the same as the Bank Institution ID. It will be supplied to you.

Return Branch Number: This is the branch number of your financial institution that will be used when a direct deposit is returned or rejected. This is usually the same as the Bank Branch Number. It will be supplied to you.

Return Account Number: This is the account number of the bank account that will be used when a direct deposit gets returned or rejected. This is usually the same as the Bank Account Number.

Export Format: This is the definition of the export file to be created for this financial institution. We currently support direct deposit to the following financial institutions.



The screenshot shows a window titled "Bank Formats Available" with a "Quick Lookup:" section. Below this is a table with two columns: "Format" and "Description". The table lists the following entries:

Format	Description
ATB	Alberta Treasury Branches
BMO	BMO Payroll Direct Deposit Format
BNS	Bank Of Nova Scotia
CIBC	CIBC Payroll Direct Deposit Format
CPA STD	CPA Standard Payroll
CPA STD5	CPA Standard 005 Payroll
HSBC	HSBC Bank Canada
RBC	Royal Bank Payroll Direct Deposit Format

If you would like to do payroll direct deposit to a financial institution other than the ones currently defined, contact your financial institution for the file specifications and contact Silver Mountain Software. We will review the information and let you know if we can add the file format for your financial institution.

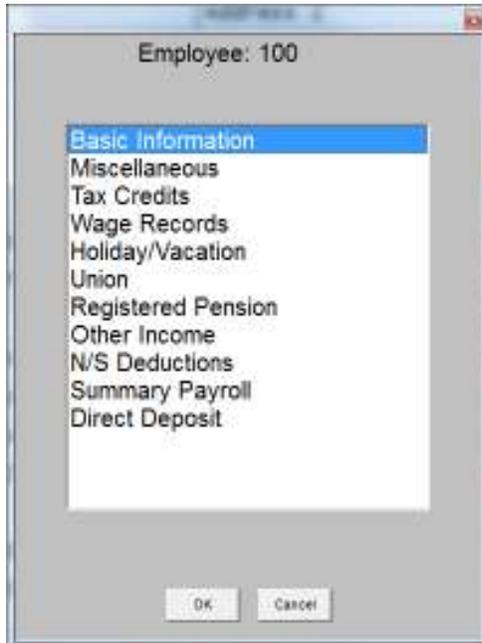
Export Prefix: This information is supplied by your financial institution. Most do not require it.

Export Suffix: This information is supplied by your financial institution. Most do not require it.

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Setting Up Employees

In “Wages / Canadian Payroll / Employee Edit” (WCE), you can set up the direct deposit information for each employee.



After selecting Direct Deposit, the following screen will appear.



Payment Type: How is this employee being paid, ‘C’-Check or ‘D’-Direct Deposit.

Bank Id: This is the bank institution Id for the employee’s bank account.

Branch No: This is the bank branch number for the employee’s bank account.

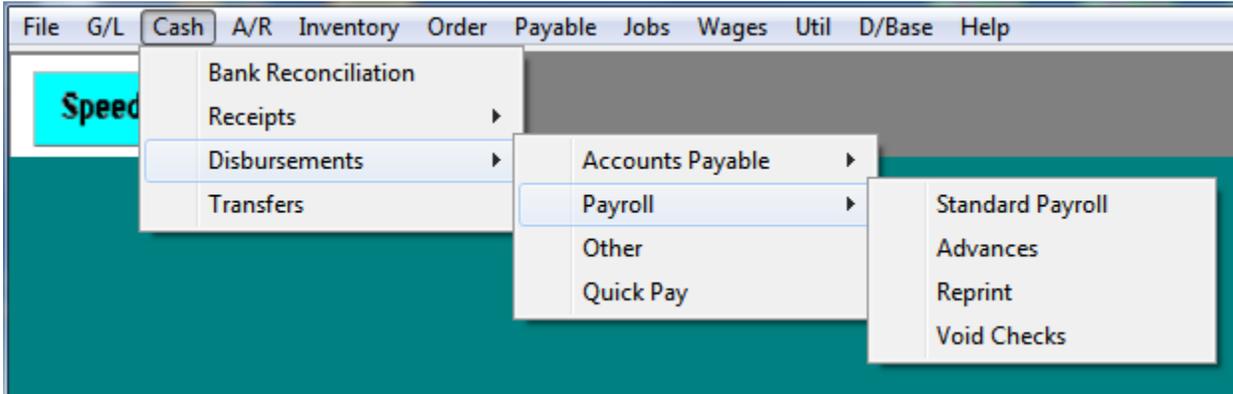
Bank Acct No: This is the bank account number for the employee’s bank account.

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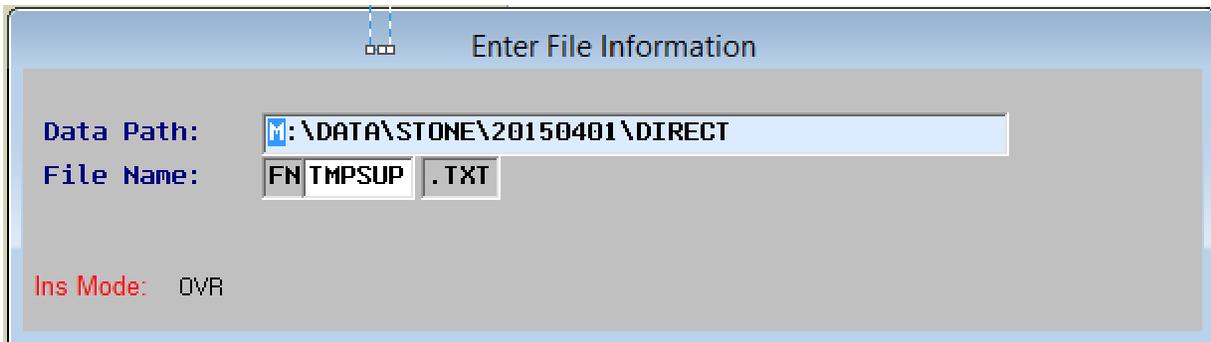
Performing Payroll

You create the payroll batches as you normally would do.

When the payroll is ready to post, you post as you normally would under “Cash / Disbursements / Payroll” and then Standard Payroll or Advances.



If there are cheques to be printed, they will be printed first. After the cheques have completed printing, the system will generate the export file to be sent to the financial Institution.

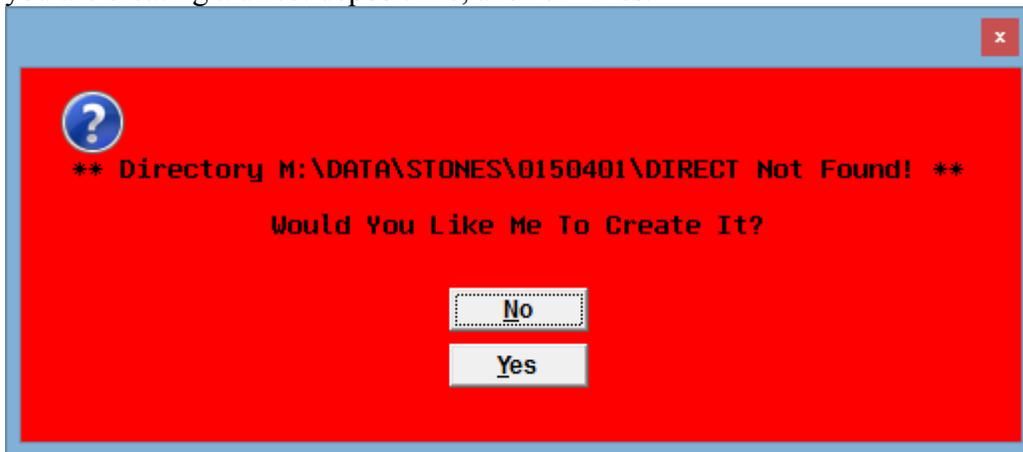


You will be asked where to place the export file and what name to call it. The above screen appears.

Data Path: This is the location where the file will be saved. It will default to the “DIRECT” directory under the data location.

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If the Data Path entered does not exist, the following message will appear. If this is the first time you are creating a direct deposit file, answer ‘Y’es.



File Name: This is the name that will be given to the file. It will always start with “FN” (for File Name) followed by 6 characters that you enter. It will have an extension of “TXT”.

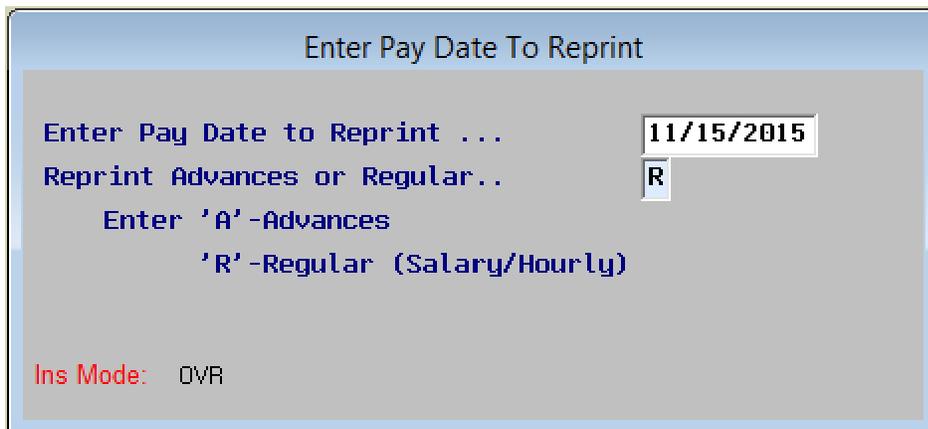
If the file name entered already exists, you will be asked if you want to Overwrite the file.



After the file has been created, refer to the instructions from your financial institution on uploading the file to their system for processing.

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To regenerate a payroll export file, you would do this under “Cash / Disbursements / Payroll / Reprint” (CDPR).



Enter Pay Date To Reprint

Enter Pay Date to Reprint ... 11/15/2015

Reprint Advances or Regular.. R

Enter 'A'-Advances
'R'-Regular (Salary/Hourly)

Ins Mode: OVR

Date to Reprint: This is the Payroll date that you want to redo.

Reprint Advances or Regular: Redo either Regular payroll or Advances.

Special Notes:

When processing payroll, prepare all the batches for a pay date before posting. If you post each batch separately, the process will create multiple files that need to be uploaded.

Standard Payroll and Advances will ALWAYS generate separate files for uploading.

When files are created, they will contain a creation counter (much like a batch number).

When the check numbers are assigned to each employee, the check number will be in a format as “DXXXZZ”.

The XXX will be the last three digits of the creation number and the ZZ will be a unique number for each employee. Example D0231 D02302, D02304