



## Electronic Payment for Accounts Payable

AP-1063

### Overview

This EASY Solution™ to the standard MAS 90•MAS 200 Accounts Payable module allows for direct deposit entries to be processed, formatted, and placed in files suitable for transmission to your financial institution. The files that are generated meet all NACHA (National Automated Clearing House Association) standards. This file may be transferred directly to the bank via modem or may be supplied to the bank on a floppy disk. A Pre-notification file may also be generated for submission to your financial institution for approval.

### Installation

Before installing this EASY Solution™, please verify that the version level(s) printed on the label(s) of the disk(s) are the same as the version level(s) of the MAS 90•MAS 200 module(s) you are using. For further information, please see the Upgrades and Compatibility section below. Check your Shipping Manifest for a complete list of EASY Solutions™ shipped.

### ***Installing Your EASY Solutions™ Under Windows From a CD***

If you have the *autorun* function turned on for your PC, the installation program will start up automatically. If not, find the **autorun.exe** file on your CD-ROM drive and double-click on it to start the installation program. Follow the on-screen instructions.

### ***EASY Solutions™ Control Center***

Installing any EASY Solution™ will add an EASY Solutions™ Control Center to the MAS 90•MAS 200 Utilities menu. When you open the Control Center, the following options will be available:

- EASY Solutions Manuals
- Remove EASY Solutions
- Unlock EASY Solutions
- Merge Installation Files
- Library Master Setup options

### **Custom Office**

If you use Custom Office to customize any standard MAS 90•MAS 200 screen, you must run the Update feature in Custom Office after installing any EASY Solution™. To do this, choose the Custom Office option from the Modules Menu. From the Main Menu, choose the Customizer Utilities option. Select the Customizer Update Utility option from the pop-up box. Select which Application(s) you wish to update, or check the box for All. If you customize your MAS 90•MAS 200, then you must run the Update Utility *every time* you install an EASY Solution™.

### **Setup**

Once the disk is installed, you will need to access the Accounts Payable Setup menu option screen. After the standard MAS 90•MAS 200 option screens have been displayed, a Setup screen for this EASY Solution™ will appear. Check the 'Enable EASY Solution' box to activate this EASY Solution™ (Figure 1). Answer the following prompts:

**ALLOW PARTIAL ALLOCATION OF CHECK AMOUNT:** Check this box to allow partial allocation of check amount.

**PRINT DIRECT DEPOSIT STUBS:** Check this box to allow the Extended Direct Deposit Stubs option to appear in Check Printing.

**NEXT DIRECT DEPOSIT STUB NUMBER:** Enter the next stub number you wish to use.

You should visit this Setup screen after each upgrade or reinstallation of this EASY Solution.

### **Operations**

#### **Vendor Setup**

Click the 'Direct Deposit' button on the Vendor Maintenance Options window (Figure 2). This option is used to establish the distribution of net pay amounts for up to eight separate bank accounts for Direct Deposit participants (Figure 3). Enter information into the following fields:

**BANK ACCOUNT NUMBER:** Enter the Bank Account Number to which the Direct Deposit amount will be deposited. You may use up to 17 digits.

**ACCOUNT TYPE:** Select the account type.

**DESCRIPTION:** Enter a Description of this bank account. You can use up to 15 alphanumeric characters.

**ROUTING/TRANSIT NUMBER:** Enter the nine digit Routing/Transit Number to be used for this bank account. This is the Routing/Transit Number of the ACH operator or sending point that is sending the file. The 9-character field typically begins with the four digit transit number followed by the four digit ABA number and the check digit (TTTTAAAC).

**DISTRIBUTION METHOD:** Select one of the following: Percent of Net, Percent of Gross, or Fixed Amount.

**PERCENT/AMOUNT:** Enter the percentage or fixed amount to be distributed to this bank account. If you are entering a percentage of the Net or Gross amount due, you can use up to three digits to the left of the decimal point. If you are entering a Fixed amount, you can use up to eight digits to the left of the decimal point.

These fields will be updated as part of the Pre-Note Selection and Approval process.

**PRE-NOTE SENT?:** Select 'Yes' or 'No.' Select 'Approved' if a Pre-Note has been approved for this bank account.

**DATE:** Enter the date that the Pre-Note was sent or approved using the MMDDYY format. If the 'Pre-Note Sent' field is set to 'No,' this field will be skipped.

**DEPOSITED YTD:** Press <ENTER> to accept the amount displayed or enter the amount that has been Direct Deposited year to date for this vendor. You can use up to eight digits to the left of the decimal point. If the 'Pre-Note Sent' field is not set to 'Approved,' this field will be skipped.

Repeat the above to set up each Direct Deposit bank account for this vendor. You can enter up to eight bank accounts per vendor. The calculations to determine the amounts to be distributed to each account will be performed in the order that the accounts are entered on this screen.

If you checked the 'Allow Partial Allocation' option in Setup, any remainder of the net amount due not distributed to these accounts will be printed on a check. If you left this box blank, any remainder of the net amount due will be distributed to the last account for which a Pre-Note was approved.

Click 'Reset' to return the entry to the previously saved bank account information for the vendor. If this is a new entry, the RESET option will not be available.

To turn off Automatic Payment processing, click the 'Inactive' button. If you try to access the Direct Deposit information for this vendor, you will see the prompt 'Do You Want To Reactivate Direct Deposit For This Vendor.'

When accepted the cursor will be returned to the Vendor Maintenance Options window for a new entry.

#### *Vendor Listing*

This automatic payment setup information will print on the Vendor Listing (Figure 5).

#### **Bank Code Setup**

Next proceed to the Direct Deposit menu to set up the bank codes you wish to use for Direct Deposit. Choose the 'Direct Deposit Interface Setup' option to do this.

The Direct Deposit Interface Setup screen is used to set up each bank code which you wish to use for direct deposit . The fields you see under the 'Main' tab (Figure 6a) are the same as those on the Bank Code Maintenance screen available on the Setup menu.

The answers to the following questions under the 'Primary' tab may not be apparent to you (Figure 6b). They relate to NACHA operating rules. You may wish to consult your financial institution for the correct values.

**PRE-NOTE APPROVED?** Check this box if your financial institution has approved this bank code for direct deposit.

**IMMEDIATE DESTINATION:** This is the Transit/Routing Number of the ACH operator or receiving point to which the file is being sent. The 9-character field typically begins with the four digit transit number followed by the four digit ABA number and the check digit (TTTTAAAAC).

**IMMEDIATE DESTINATION DESCRIPTIVE NAME:** The name of the ACH or receiving point for which the file is destined.

**IMMEDIATE ORIGIN:** This is the Transit/Routing Number of the ACH operator or sending point that is sending the file. The 9-character field typically begins with the four digit transit number followed by the four digit ABA number and the check digit (TTTTAAAAC).

**IMMEDIATE ORIGIN DESCRIPTIVE NAME:** The name of the ACH operator or sending point that is sending the file.

**ORIGINATING DFI:** This is the Transit/Routing Number of the Originating DFI. The 8-character field typically begins with the four digit transit number followed by the four digit ABA number. Your financial institution may direct you to enter a different value here.

**LEADING CHARACTER FOR IMMEDIATE ORIGIN:** Some financial institutions require a leading character before the Immediate Origin Transit Routing number other than a blank. If this is true of your institution, enter that character here.

**INCLUDE ONLY VENDOR RECORDS:** Leave this blank for normal operation. Checking this box will produce an ACH file with no File and Batch Header or Control records.

**PUT CR/LF AFTER EACH RECORD:** Choose 'Yes' to add a carriage return/line feed combination after each record in the ACH file. This will produce 96 byte records. Answer 'Line Feed' to include just a line feed, 'Carriage Return' to include just a carriage return, 'Both' to add a line feed/carriage return, or 'No' to add nothing (i.e., produce exact 94 byte records).

**PAD FILE TO BLOCK SIZE OF 10:** Some institutions require that the file be submitted in complete physical blocks of 10 records each. If you answer 'Yes,' the file will be padded as necessary with '9' to fill the block. If you answer '9' here, the file will be padded the same with option 'Yes' and will additionally fill positions 56 through 94 in the File Control Record with nines. ***Only use this option when directed by your institution to do so.***

**INCLUDE A CTRL-Z AT END-OF-FILE:** Some institutions require that the file include a Control Z at the end. Check this box if so.

**VALID FILE ID MODIFIERS:** This range will default to '0 - Z' and need only be changed if your institution directs you to. While your cursor is in the beginning value field the prompt will display the next File ID Modifier to be used. Each time the check register is printed and the export file is created, this value will increment within the range specified.

**DATE FOR FILE CREATION:** Select the 'Run Date,' 'System Date,' or 'Effective Date' you entered when printing checks.

**DATE FOR DESCRIPTIVE DATE:** Select 'Run Date,' 'System Date,' or 'Effective Date.'

**SERVICE CLASS CODE:** This is the service class code for record types 5 and 8. The default value is 200. Leave at the default value unless your financial institution directs you differently.

**ZERO FILL SETTLEMENT DATE:** This controls whether the three character settlement date field for record type 5 is 000 or blank. Check this box to make the settlement date field

000. Leave it blank to leave the settlement date field blank. The default is Yes. Leave at the default value unless your financial institution directs you differently.

**STANDARD ENTRY CLASS CODE:** This is the standard entry class code for record type 5. The default value is 'PPD'. Leave at the default value unless your financial institution directs you differently.

The following prompts are under the 'Advanced' tab (Figure 6c):

**INCLUDE BANK INTERNAL ID?** If you check this box, you will be prompted to enter a string of up to 40 characters. These characters will be written as the first record in the ACH file and should contain something which is meaningful to your financial institution. **Use this option only if your financial institution directs you to do so.** The record will be of standard construction; i.e., it will be 94 bytes long (entered through two prompts, one for the first 40 and one for the last 54) and terminated according to the answer to the previous Setup question. This record will not be considered when calculating the number of blocks in the file. If you checked this box, after you enter the first 40 characters, a pop-up window will appear prompting you for the last 54 Bank Internal ID characters.

**USE 80 BYTE TEXT AS 1ST RECORD:** Check this box if you wish to use 80 bytes of text as the first record in the ACH file. The program will add 14 spaces at the end of the record to expand the length to 94 bytes. **Use this option only if your financial institution directs you to do so.**

**INCLUDE DEBIT RECORD:** If your financial institution requires you to include a debit record for your company (usually when you are submitting the file to a third party institution for processing), then check this box. An entry detail record will be created in the file after all the Vendor records have been processed. The record will be constructed from the following four Setup values; the total amount of the Accounts Payable will be put in the 'amount' field and the Vendor name will be used as the 'individual name.'

**TRANSACTION CODE:** Enter the transaction code to be used for the debit record (usually 27 for checking accounts and 37 for savings accounts. This prompt will not appear if you did not check the 'Include Debit Record' box.

**RECEIVING DFI IDENTIFICATION:** Enter the transit/routing number to be used for the debit record (refer to the section titled '**Immediate Destination Transit/Routing Number**' above for more details). This prompt will not appear if you did not check the 'Include Debit Record' box.

**DFI ACCOUNT NUMBER:** Enter the account number to be used for the debit record. This prompt will not appear if you did not check the 'Include Debit Record' box.

**INDIVIDUAL ID NUMBER:** Enter the individual ID number to be used for the debit record. This is usually an optional field. This prompt will not appear if you did not check the 'Include Debit Record' box.

**FIRST HAWAIIAN BANK:** Check this box if you are using this EASY Solution™ with First Hawaiian Bank. If you do check this box, an additional record is appended to the ACH file created by this EASY Solution™ that meets First Hawaiian Bank standards. If you use this option, the only file name possible will be 'EFF230.' If multiple files are generated, only the last one will be retained--the file named EFF230 is overwritten each time. There is no provision for multiple file names. Please refer to the 'First Hawaiian Bank Record Layout' at the end of this manual for a layout of the appended record.

**CHARACTER TO PRECEDE COMPANY ID:** The character entered here will become the first character in the Company ID field. If no value is filled in here, the NACHA standard value of '1' will be sent.

#### *Pre-note Selection Register*

This register lists which Vendor bank accounts require a Pre-Note to be sent (i.e., the vendor's bank account has 'No' in the Pre-Note Sent field) and creates a file to transmit to your financial institution. Select the Pre-Note Selection Register option from the Accounts Payable Direct Deposit Menu. Enter the date on which the Pre-Notes will be sent using the MMDDYY format. When prompted to update the register, answer 'Yes' to update or 'No' to return to the Accounts Payable Direct Deposit Menu (Figure 7). Updating changes the Pre-Note Sent field to 'Yes.' An example of the Pre-Note Selection Register is shown in Figure 8.

#### *Pre-note Approval Register*

This register shows which vendor bank accounts have been approved and are ready to begin automatic payments by changing the 'Pre-Note Sent?' field to 'A' and updates the date that the Pre-Note was approved.

To print and update the Pre-Note Approval Register, select the Pre-Note Approval Register option from the Accounts Payable Direct Deposit Menu. Enter information into the following fields:

**PRE-NOTES SENT AS OF:** Enter the date on which the Pre-Notes were sent, using the MMDDYY format. Vendor bank accounts with a Pre-Note Sent date prior to and including the date entered here will be included on this register.

**INCLUDE PRE-NOTES SENT AFTER AS OF DATE:** Check this box to include Pre-Notes sent after the date entered in the 'Pre-Notes Sent As Of' field; a \*NOT APPROVED\* status for these Pre-Notes will be printed on the register, and these accounts will not be updated. You may leave this blank if you do not wish to include Pre-Notes sent after this date.

**PRE-NOTE APPROVAL DATE:** Press <ENTER> to accept an Approval Date ten business days after the 'As Of' date, or enter the date as of which Pre-Notes were approved for vendor bank accounts in the current batch, using the MMDDYY format. You may need to change this date to accommodate bank holidays. Press <F3> to recalculate ten business days after the 'As Of' date.

If the date entered is not at least ten business days after the date entered at the 'Pre-notes Sent As Of' field, the following message will be displayed: **WARNING! AS OF DATE SHOULD BE 10 BUSINESS DAYS PRIOR TO APPROVAL DATE.** Answer 'Accept' to accept the Pre-Note Approval Date entered. Answer 'No' to change the date entered. Select END to exit the program and return to the Direct Deposit Menu.

When you have completed the above entries, you may print the Pre-Note Approval Register. Once the register has been printed, you will be prompted to update the register. If you answer 'YES' to update, the message **UPDATE IN PROGRESS** will be displayed.

**DO NOT**, under any circumstances, interrupt the update process.

An example of the Pre-Note Approval Register is shown in Figure 10.

### **Processing Automatic Payments**

#### *Invoice Payment Selection*

A new 'Direct Deposit' box has been added to the selection screen (Figure 12). Check this box if you wish to select direct deposit entries, or leave it blank if you do not wish to select direct deposit entries.

### *Check Maintenance*

If a Vendor has been set up as a direct deposit participant, the direct deposit flag on the screen will be set to 'Yes.' You may change the flag to 'No' if you wish to print a check instead of making an electronic payment. If a Vendor is not set up as a direct deposit participant, the flag will be set to 'No' and cannot be changed to 'Yes' (Figure 13).

### *Check Printing*

The Effective Date has been added to the Check Printing screen (Figure 14). This is the date that funds should be available in your company account for transfer to the vendor accounts (i.e., the date that Direct Deposit will take place). The date may need to be adjusted to allow for weekends and holidays, as your bank instructs. Note that if there are no Direct Deposit participants in the batch you are printing, this field will not be displayed. Effective Date Direct Deposit information can also be printed on checks.

### *Deposit Stub FORMs Maintenance*

If you checked the Setup option to 'Print Direct Deposit Stub' and direct deposit entries exist, you will see the 'Ext/Direct Deposit Stubs' option (Figure 14).

### **Non-Crystal FORMs**

Click the 'Form...' button and select 'AP-1063 Direct Deposit' from the options menu. You can maintain this form in the same manner as other forms (Figure 15).

Click the 'Ext/Direct Deposit Stub' button to go to the Extended Stub Report Selection screen (Figure 16). Enter the Direct Deposit Effective Date and the First Stub Number. Click the 'Print' button if everything is correct. Click the 'Form...' button and select AP-1063: Direct Deposit FORM from the Form Maintenance Options menu (Figure 17) maintain the Direct Deposit Stub in the same manner as other forms (Figure 18). See Figure 19 for a sample of the Extended Stub Report.

### **Crystal FORMs**

#### ***Crystal Reports Check Printing***

This EASY Solution™ now ships a Crystal Report sample APWFJAA\_AP1063.RPT. The sample can be used or the existing check form can be modified using the following steps:

- 1) Verify Database
- 2) Right-click on the subreport
- 3) Select 'Edit Subreport'
- 4) Select 'Format Section'
- 5) Select 'Details a' and click the red button (next to 'Suppress')
- 6) Change {AP\_21CrystalCheckLine.LineType}="2" to {AP\_21CrystalCheckLine.LineType}<>"1"  
(because now there is a line type 'D')
- 7) Save
- 8) Select 'Details b' and click the red button
- 9) Change {AP\_21CrystalCheckLine.LineType}="1" to {AP\_21CrystalCheckLine.LineType}<>"2"
- 10) Save
- 11) Insert 'Details c'
- 12) Click the button next to 'Suppress'
- 13) Add formula: if {@Ext Stub}>{@NoDetailLines} or {AP\_21CrystalcheckLine.LineTYpe}<>"D"  
then true
- 14) Save
- 15) click 'OK' to exit Section Export
- 16) Insert Direct Deposit related fields to 'Details c'
- 17) Repeat step 2 thru 16 for each subreport

### **Crystal Reports Extended Stub Printing**

This EASY Solution™ now ships a Crystal Report sample APWFPAAP1063.RPT. The sample can be used or the existing extended stub form can be modified using the following steps:

- 1) Change 'details a' and 'details b' and add 'details c' (similar to what is described in Crystal Check Printing, above except that the formula in 'details c' should read:  
if {AP\_21CrystalCheckLine.LineType} <> "D" then true)
- 2) Replace the DiscountAmount field and PaymentAmount fields in 'details a' with formulas:  
@DiscountAmount:  
if {AP\_21CrystalCheckLine.LineType}="1" then {AP\_21CrystalCheckLine.DiscountAmount} else 0  
  
@PaymentAmount:  
if {AP\_21CrystalCheckLine.LineType}="1" then {AP\_21CrystalCheckLine.PaymentAmount} else 0
- 3) Change formula @Invoice Total to:  
if {AP\_21CrystalCheckLine.LineType}="1" then {AP\_21CrystalCheckLine.PaymentAmount}+  
{AP\_21CrystalcheckLine.DiscountAmount} else 0
- 4) Replace sum of DiscountAmount and sum of PaymentAmount in Group footer #2 with sum of @DiscountAmount and sum of @PaymentAmount

### **Check Register And Direct Deposit Register**

The direct deposit total will print on the Check Register. After the Check Register has been printed (Figure 21), a screen will be displayed with the prompt 'Direct Deposit Comment.' Enter the comment you wish to print on the header of the Direct Deposit Register (Figure 20). See Figure 21a for an example of the report.

To print the Direct Deposit Register follow the steps outlined below:

- 1) Click 'OK' to accept the information displayed and print the Direct Deposit Register. Proceed to Step 4
- 2) In the Direct Deposit Comment field enter a comment describing this Direct Deposit batch using up to ten alphanumeric characters. This comment will appear on vendor bank statements
- 3) Click 'OK' to accept the information displayed, and print the Direct Deposit Register. You will be prompted to update the check register
- 4) Review the Direct Deposit Register (Figure 21) and Check Register (Figure 21a) for accuracy. If correct, proceed with the update

### **Generate Direct Deposit Interface File**

Use this option to generate the file or files in the NACHA format for your financial institution (Figure 22).

**BANK CODE TO USE FOR PRE-NOTE ENTRIES:** If you have any Prenotification entries in the direct deposit file which have not already been processed, be sure to enter the bank code you wish to use for these entries. For all 'live' entries, the bank code used will be the bank code whose account number and transit routing number match those number used when the batch was generated (during the Check Register Update or the PreNote Approval Register Update).

**FILE CODE TO USE THIS RUN:** This code is used to construct the filename used for the ACH file or files that may be created during processing. It will default to the current run month and day; you may change it if necessary. Refer to Helpful Hints for more explanation on how the ACH files are named.

**BATCHES TO INCLUDE IN TRANSMISSION:** Normally you should answer this question 'Only Batches Never Transmitted.' Only if you wish to reprocess entries that have previously been placed in an ACH file should you answer 'Include All' or 'Only Batches Previously Transmitted.' If you answer 'Include All' or 'Only Batches Previously Transmitted,' you will be prompted to enter the transmission date range to include. If you answer 'Include All,' all batches that have not been transmitted or that have transmission dates in this range will be processed. If you answer 'Only Batches Previously Transmitted,' only batches that have been transmitted and have transmission dates within this range will be processed. Note that the transmission date is the run date on which the file was generated and should not be confused with the 'File Creation Date,' 'Descriptive Date,' or 'Effective Date.'

**EFFECTIVE DATE:** Enter the Beginning and Ending Effective Dates, or check 'All.'

**TRANSMISSION DATE:** Batches within the date range entered here will be included in the file for transmission. This prompt will default to all dates. You may click the 'Printer Setup' button to choose the printer that will receive the register generated during processing. If you click the 'List File' button, you may view a list the ACH files that were previously generated and that still reside in the Accounts Payable data directory. Once you are satisfied that the screen options are correct, click 'Accept' to begin processing. The selected batches will be processed and placed in ACH files corresponding to the Bank Code used. Refer to Helpful Hints for more information on this processing sequence.

#### *Direct Deposit Interface Register*

A Direct Deposit Interface Register is generated as the batches are processed. It will indicate the files created, the batches within each file, and the debit, credit, and entry count totals for each batch and each file, with a grand total for the run. A summary section at the end will indicate the number of batches processed, how many were not included in ACH files due to being transmitted earlier, how many invalid or missing bank codes were encountered, how many ACH files were created, and how many batches were written to the ACH files. See Figure 11 for an example of the report.

#### *Purge Utility*

A Purge utility is available to purge batches transmitted between specified dates. The utility is selected from a submenu after you choose the 'Generate Direct Deposit Interface File' option (Figure 23). Enter the date range from which you wish to purge transmitted batches or check 'All' (Figure 24).

#### *Check History Report*

The words 'DIR DEP' will print next to the check amount, indicating that the amount, or a portion of it, was a direct deposit (Figure 25).

#### *Vendor Inquiry*

In Check History Detail Inquiry, an '\*' to the right of the check amount indicates that this amount, or a portion of it, is a direct deposit. Another way to determine a direct deposit is by looking at the check number: a direct deposit should have a check number beginning with a 'D' (Figure 4).



Note: For a split payment between Direct Deposit and check, the check number will be referenced.

#### *Reversing A Direct Deposit Check*

Occasionally it may be necessary to reverse a direct deposit or check that has been processed with Direct Deposit. To reverse the entry, use the Manual Check Entry process in A/P Data Entry. When making this reversing entry, set the 'PRINT CK' field to 'No' so that

no check is printed. At the 'CHECK NO' field, enter the Check Number or Direct Deposit Stub Number that is being reversed. Complete the remaining fields as you normally would when voiding a check.

After you have entered all the required information, you will be prompted to enter an 'Adjustment To Direct Deposit.' Enter the adjustment amount as a negative number to 'back it out.' This process does not create a transmission to the vendor's account. It merely performs the General Ledger and Bank reconciliation entries necessary to adjust the Direct Deposit amount.

Once the check or stub is voided, you will need to adjust the Deposited Year-to-Date amount in Vendor Direct Deposit Maintenance for those accounts affected by the reversal. The reversal is reflected on the Check Register and is included in the Direct Deposit total. An individual reversal transaction will not appear on the Direct Deposit Register.

If the funds have already been transferred to the vendor's account, you need to contact the financial institution to reverse the actual funds deposited to the account.

## Helpful Hints

- The ACH file is created in the Accounts Payable Data Directory for the company code you are processing. You may copy this file to a tape or floppy disk and send it to your bank or you may use communications software and a modem to directly transmit the file. Your bank can advise you on which method they prefer and may even be able to supply you with appropriate software and hardware. Your dealer will also be of assistance in making this determination.
- The ACH filename is constructed as follows: the Bank Code + the File Code + Sequence Number + '.ACH'. The sequence number is a three-digit number, begins at zero, and automatically increments if a file with the same name is encountered.
- The 'Direct Deposit Transaction File' (AP\_B3) is processed to generate the ACH interface files. This file is processed in batch number order (the batch number comes from the top of the Check Register or, in the case of Pre-Notes, it is the letter 'P' followed by a 3 digit sequence number). The Direct Deposit information from the Bank Code used during the update is used to generate the ACH file. For Pre-Note batches, the bank code specified on the startup screen is used. If no match is found, the batch is not processed. The 'Invalid Batches Due To Missing Bank Code' statistic in the Summary section of the Direct Deposit Interface Register will tell you if this occurred. Each time a new bank code is encountered, a new ACH file is created. This may result in one or many ACH files being created in a single processing session. The Register will indicate how many files are created and what their name and contents are. If the Pre-Note entries are in the same bank code as the last 'live' batch processed, it will be included in that ACH file. As each batch is processed, it is updated with the fact that it was 'Transmitted' and the transmission date (the current run date).
- The 'Trace Number' in the Entry Detail Records is constructed from the 'Origin DFI' plus a counter indicating the entry number in that batch.
- This EASY Solution is not in effect for Manual Check Entry.

## System Messages

Whenever the computer system encounters a 'special' condition requiring your attention, a System Message will be displayed on screen.

## CHECK PRINTING

### **BANK CODE 'A' IS NOT APPROVED FOR DIRECT DEPOSIT PROCESSING:**

You are attempting to print checks for a bank code that has not been approved for Direct Deposit processing. A Pre-Note must be sent and approved for a Direct Deposit bank code before checks can be printed using that bank code.

## CHECK REGISTER

### **UNABLE TO UPDATE THE DIRECT DEPOSIT REGISTER.**

#### **BATCH NUMBER XXXX ALREADY EXISTS IN THE DIRECT DEPOSIT TRANSACTION FILE:**

You are attempting to update the Direct Deposit Register when the current Batch Number already exists in the Direct Deposit Transaction File. To update the register, you must first purge the Direct Deposit Transaction File according to your purge utility. Return to the Check Register/Update program to access and update the Direct Deposit Register after you have completed the purge.

## PRE-NOTE SELECTION REGISTER

### **UNABLE TO UPDATE THE PRE-NOTE SELECTION REGISTER. AN INVALID ROUTING/TRANSIT NUMBER HAS BEEN ENCOUNTERED:**

You are attempting to update the Pre-Note Selection Register when an invalid Routing/Transit Number was entered in Bank Code Maintenance or Vendor Direct Deposit Maintenance. To update the 'PRE-NOTE SENT?' Field to 'Yes' and update the date the Pre-Note was sent, you must enter a valid Routing/Transit Number to update the register.

## **Report Master/Import Master**

The files listed below have been added, or changed, in the Data Dictionary by this EASY Solution™ for Report Master/Import Master purposes. Any additions or changes to the Data Dictionary will be incorporated into your system after you set up the EASY Solution™ or when you use the Star Part (\*PART) option from a menu.

<i>File:</i>	<i>Fields:</i>
AP.VENDOR2	DIRECT_DEPOSIT?
AP.CHECKS	#DIRECT_DEP_AMT
AP.CHKENT	DIRECT_DEP_AMT
	DIRECT_DEPOSIT?
AP.DIRDEPE	All Fields
AP.DIRDEPV	All Fields
AP.DIRDPB2	All Fields
AP.DIRDPTH	All Fields

The Data Dictionary may contain other files and data fields which will be unavailable without their corresponding EASY Solutions™ installed.

*Note: The Report Master module is not supported in MAS 200 SQL.*

## **Crystal Reports and the ODBC Dictionary**

The files listed below have been added, or changed, in the ODBC Dictionaries by this EASY Solution™ for Crystal Reports purposes.

<i>File:</i>	<i>Description</i>	<i>Fields:</i>
AP9	Check Data Entry Header	DirectDeposit? DirectDepositAmt
APB	Check History	DirectDepositAmt
AP_A1	Vendor Masterfile 2	Division

AP_B1	Vendor Direct Deposit File	VendorNumber
AP_B2	Direct Deposit Entry File	DirectDeposit?
AP_B3	Direct Deposit Trans File	All Fields
AP_B4	Direct Deposit Bank Code	All Fields
AP_20	Crystal Check Header	All Fields
		DirectDepositAmount
		EffectiveDate
AP_21	Crystal Check Line	BankAccountNumber
		AccountDescription
		AccountType
		RoutingTransitNumber
		DirDepAmountCurrent
		DirDepAmountYTD

Be aware that the ODBC Dictionaries may contain other files and data fields that will be unavailable without their corresponding EASY Solutions™ installed.

### What's New

*With the 6-13-01 release:*

- Added an option to Direct Deposit Interface Setup for 'Standard Entry Class Code.'

*With the 5-16-01 release:*

- Added direct deposit to Crystal Check and Extended Stub Printing.
- Added fields DirectDepositAmount and EffectiveDate to the Crystal Check Header
- now ships 2 Crystal report samples: APWFJAA\_AP1063.RPT (check) and APWFPAA\_AP1063.RPT (extended stub).

### Upgrades and Compatibility

The installation disks are labeled with the version of the MAS 90•MAS 200 module for which this EASY Solution™ was prepared. This EASY Solution™ will check its compatibility with the appropriate MAS 90•MAS 200 modules and will be disabled if an incompatibility is found. If you upgrade your MAS 90•MAS 200 modules, this EASY Solution™ must be upgraded as well. Your MAS 90•MAS 200 dealer can supply this upgrade.

### Documentation

Operations not documented in this manual are standard procedures of MAS 90•MAS 200 processing. Standard MAS 90•MAS 200 processes, data entry screens, inquiry screens, reports, updates, etc., have not been changed unless addressed in this document.

Parts of this document may refer to the *Specific Purpose Rule*. When referenced, the described feature was developed for a specific client to their specifications and may not conform to generally accepted MAS 90•MAS 200 standards and procedures. These features may or may not benefit you in your application of MAS 90•MAS 200.

### Acknowledgments

Best Software, MAS 90•MAS 200, MAS 90•MAS 200 For Windows, and 90W are the registered trademarks of Best Software, Inc.

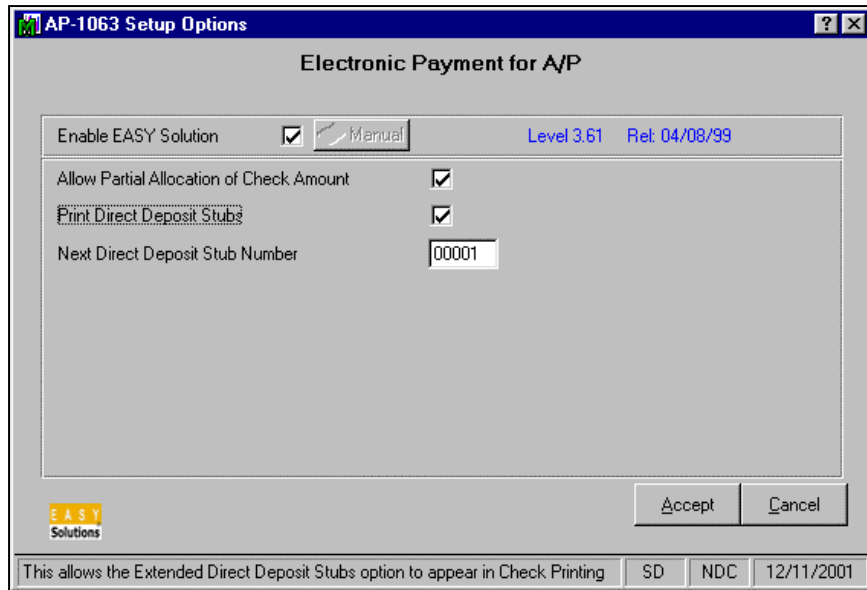


Figure 1

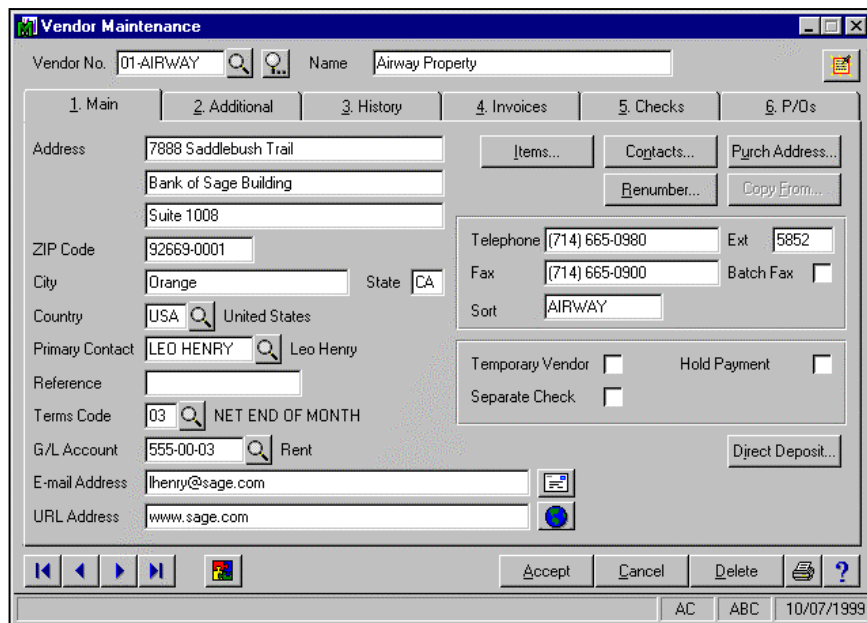


Figure 2

Vendor Maintenance

Vendor No. 00-0000001 Name Cargill International

1. Main 2. Additional 3. History 4. Invoices 5. Checks 6. P/O's

Direct Deposits

Bank Account No. Acct Type Description Routing/Transit No. OK

Distribution Method Percent Pre-Note Sent Date Deposited YTD Undo

Percent of Net Wages .00% No

Line	Bank Account No.	Acct Type	Description	Routing/Transit No	Dist Meth	Percent/Amount
1	122345546445	Check	MAIN ACCOUNT	012345678	Net	22.00%

Ins Del Move Up Move Down Reset Inactive

Accept ?

MJF MJF 08/12/1998

Figure 3

Vendor Inquiry

Vendor No. 00-0000001 Name Cargill International

1. Main 2. Additional 3. History 4. Invoices 5. Checks 6. P/O's

Bank Code	Check Number	Check Date	Check Type	Payee Name	Source	Check Amount
A	000001	02/07/97	MAN	Cargill International	AP	2,001.00 *
A	000002	02/07/97	MAN	Cargill International	AP	1.00
A	000003	02/07/97	MAN	Cargill International	AP	10.00
A	000004	02/07/97	MAN	Cargill International	AP	10.00
A	000005	02/07/97	MAN	Cargill International	AP	10.00
A	000006	02/07/97	MAN	Cargill International	AP	1.00
A	000010	05/05/97	MAN	Cargill International	AP	.98
A	000011	05/05/97	MAN	Cargill International	AP	98.00
A	000014	08/19/97	AUTO	Cargill International	CD	1.00
A	000022	01/27/98	MAN	Cargill International	AP	1.00
A	000023	01/27/98	MAN	Cargill International	AP	1.00
A	000026	07/20/98	AUTO	Cargill International	CD	1,115.52

OK ?

MJF MJF 08/12/1998

Figure 4

```

RUN DATE: 08/12/96          ABC Company--GEN2          PAGE: 1
SYS DATE: 06/27/96         VENDOR LISTING        TIME: 11:30 AM
                             ALL VENDOR TYPES

VENDOR NO: 01-AIRWAY      NAME: AIRWAY PROPERTY
-----
ADDRESS: 7888 SADDLEBUSH TRAIL          SORT FIELD: AIRWAY

CITY: ORANGE                      TEMPORARY?: N
STATE: CA                          ZIP CODE: 92669-0001  HOLD PAYMENTS?: N
PHONE NO: (714) 665-0980  EXT:          SEPARATE CHECK?: N
TELEX:                               1099 VENDOR TYPE: N
CONTACT:
VENDOR REF:

TERMS CODE: 03 NET END OF MONTH
G/L ACCOUNT: 555-000-3  Rent
COMMENT:
-----
BANK ACCT #      TYP DESCRIPTION      ROUTING #  DIST  % / AMNT  PRE-NOTES
-----
98765432109876543 CK  SeaFirst Checkn 123123123 % GRS      75.00% APR 06/30/95
12345678901234567 SV  Safeway Savings 123123123 % NET      10.00% APR 06/30/95
-----
BALANCE DUE:          52.50                      LAST PURCHASE DATE: 07/05/96
AVG DAYS PAY/OVRDUE: 197 / 192                  LAST PAYMENT DATE: 06/30/96
                                                LAST CHECK NUMBER: 001790
                                                LAST CHECK AMOUNT: 1,600.00
-----
PERIOD: 1      PERIOD TO DATE      YEAR TO DATE      LAST YEAR
-----
PURCHASES:          63,729.45          74,229.45          45,500.00
PAYMENTS:           39,700.00          43,200.00          53,235.00
DISCOUNTS TAKEN:          .00          .00          .00
DISCOUNTS LOST:         .00          .00          .00
-----

```

Figure 5

The screenshot shows a software window titled "Direct Deposit Interface Setup". At the top, there is a "Bank Code" field with a magnifying glass icon and a "Description" field containing "MAIN BANK ACCOUNT". Below this are three tabs: "1. Main" (selected), "2. Primary", and "3. Advanced". The main area contains several input fields: "Cash Account Number" with value "002-007-000" and a magnifying glass icon, "Bank ID Number" with value "1001", "Next Check Number" with value "000035", and a "Direct Deposit" checkbox which is checked. At the bottom right of the main area, the text "A/R SEVEN" is visible. The window has a standard Windows-style title bar with minimize, maximize, and close buttons. At the bottom of the window, there are navigation arrows and buttons for "Accept", "Cancel", "Delete", a printer icon, and a help icon. The status bar at the very bottom shows "MJF MJF 08/12/1998".

Figure 6a

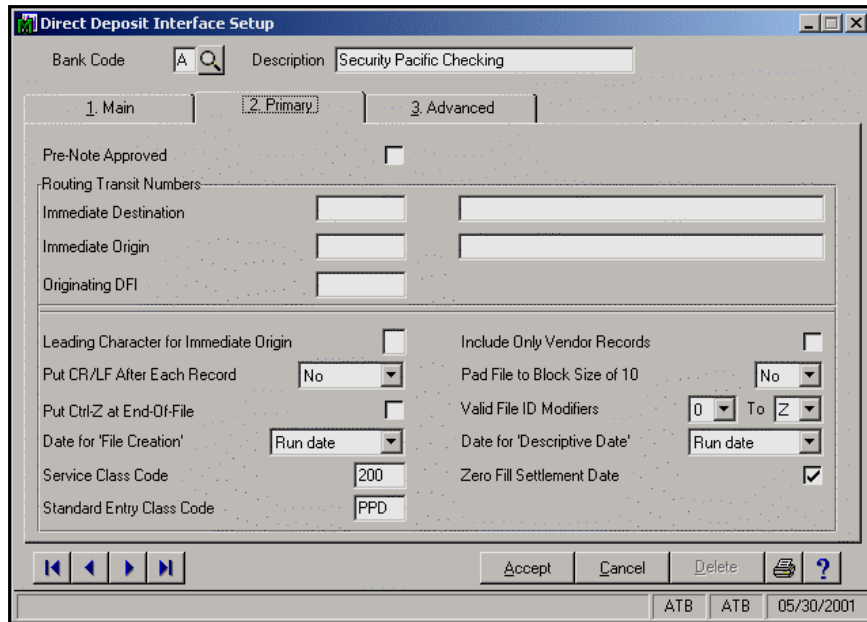


Figure 6b

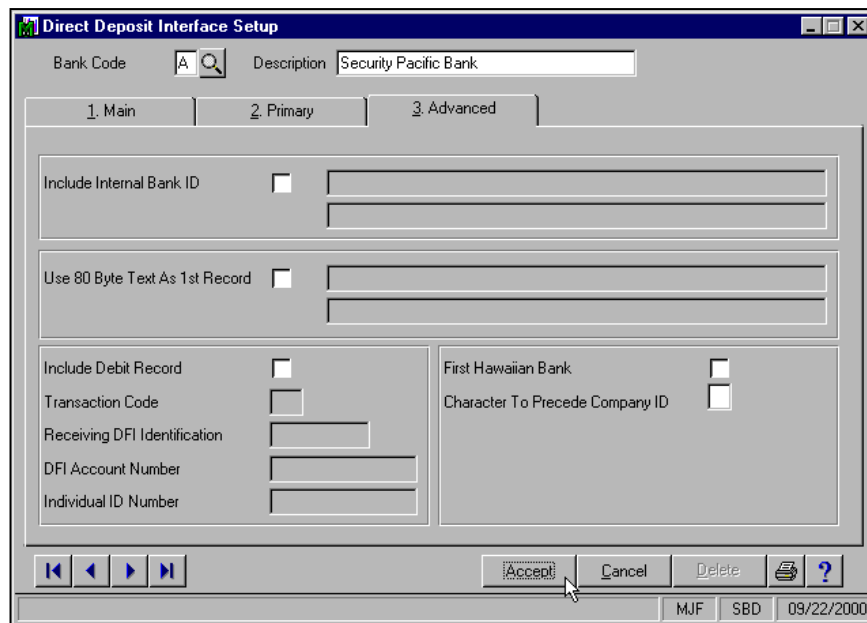


Figure 6c

Pre-Notes to be sent on 08/12/98

TECH\_4000

Print Preview Printer Setup...

MJF MJF 08/12/1998

**Figure 7**

RUN DATE: 08/12/96  
 SYS DATE: 06/27/96

ABC Company--GEN2  
 A/P PRE-NOTE SELECTION REGISTER  
 BATCH NO: P001  
 DATE SENT: 06/27/96

PAGE: 1  
 TIME: 02:02 PM

VENDOR NUMBER	NAME	BANK ACCOUNT NUMBER	ACCT TYPE	DESCRIPTION	ROUTING/TRANSIT NUMBER
00-0000001	Vendor for AP-1027	588300107	C	Checking	325081966
		588300107	S	Savings	325081966

TOTAL TRANSACTIONS: 2

**Figure 8**

Pre-Notes sent as of 08/01/98

Include Pre-Notes Sent After As of Date

Pre-Note Approval Date 08/17/98

TECH\_4000

Print Preview Printer Setup...

MJF MJF 08/12/1998

**Figure 9**

RUN DATE: 08/12/96		ABC Company--GEN2			PAGE: 1	
SYS DATE: 06/27/96		A/P PRE-NOTE APPROVAL REGISTER			TIME: 02:03	
PM		FOR PRE-NOTES SENT AS OF: 06/27/96				
		APPROVAL DATE: 07/11/96				
VENDOR NUMBER	NAME	BANK ACCOUNT NUMBER	ACCT TYPE	DESCRIPTION	ROUTING/TRANSIT NUMBER	DATE SENT
00-0000005	Vendor for AP-1027 (MJF)	123	C	Checking	325081966	10/16/95

Figure 10

RUN DATE: 06/13/93		General One, Inc.			PAGE: 1	
SYS DATE: 06/30/93		DIRECT DEPOSIT INTERFACE REGISTER			TIME: 03:51 PM	
File Name: D0613018.ACH	Bank Code: D	<IMM DEST NAME*****>	Account Number:	Transit/Routing Number: 123456780		
Batch: 0031	PE04/19/93	100.00DR	100.00CR	2 Entries		
	FILE TOTAL:	100.00DR	100.00CR	2 Entries		
File Name: B0613011.ACH	Bank Code: B	SEAFIRST BANK	Account Number:	Transit/Routing Number:		
Batch: P001	PRE-NOTES	.00DR	.00DR	2 Entries		
Batch: P002	PRE-NOTES	.00DR	.00DR	1 Entries		
	FILE TOTAL:	.00DR	.00DR	3 Entries		
GRAND TOTAL:		100.00DR	100.00CR	5 Entries		
----- SUMMARY -----						
TOTAL NUMBER OF BATCHES PROCESSED:		3				
PREVIOUSLY TRANSMITTED BATCHES (NOT INCLUDED):		0				
BATCHES DATED OUTSIDE EFFECTIVE DATE RANGE:		0				
INVALID BATCHES DUE TO MISSING BANK CODE:		0				
NUMBER OF INTERFACE FILES CREATED:		2				
NUMBER OF BATCHES WRITTEN TO INTERFACE FILE(S):		3				

Figure 11

**Invoice Payment Selection**

Select by Invoice Due Date

Invoice Due Date

Always take discounts

Discount Due Date

Select by Discount Due Date  Direct Deposit

All Starting Ending

Vendor Number

Discount Due Date

Proceed Cancel Clear

MJF MJF 08/12/1998

**Figure 12**

**Check Maintenance**

Vendor No.

Entry No.

Comment  Direct Deposit

Invoice No.	Invoice Date	Discount Due	Invoice Due	Discount Amount	Payment Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comment  Invoice Balance  Net Balance

Line	Invoice No.	Comment	Inv Date	Disc Due	Inv Due	Discount Amt	Payment Amount
1	980811		08/11/98		08/11	.00	10.00

Totals:

Accept Cancel Delete

MJF MJF 08/12/1998

**Figure 13**

Check Printing

Bank Code: A MAIN BANK ACCOUNT Ext/Direct Stub

Check Date: 08/20/98

First Check Number: 000035

Check Message: [ ]

Print checks already printed:  Effective Date: 08/12/98

Check Form Type: Standard Checks Form...

Form Code: A Description: STD CHECK FORM Options...

Selection: All Starting Ending

Vendor Number:  00- 99-  
 Check Entry No.:  001 999

Prod 4000 Print Preview Printer Setup ?

MJF MJF 08/20/1998

Figure 14

ABC Company--GEN2 (ABC) PRINTER P9 06/27/96  
 CHECK PRINTING 02:26 PM

LN	FIELD	DESCRIPTOR	PRINT?	LINE	TAB	PRINT?	DESCRIPTION	LINE	TAB
1	BANK ACCOUNT NO.	HEADING				N			
2	ACCOUNT DESC.	HEADING				Y	DIRECT DEPOSIT	001	010
3	ACCOUNT TYPE	HEADING				N			
4	TRANSIT NUMBER	HEADING				N			
5	DIR DEP AMT,	CURR HEADING				N			
6	DIR DEP AMT,	YTD HEADING				N			
7	BANK ACCOUNT	NUMBER	N			N			
8	ACCOUNT DESCRIPTION		Y	001	010	N			
9	ACCOUNT TYPE		N			N			
10	ROUTING/TRANSIT	NUMBER	N			N			
11	DIR DEP AMOUNT--	CURRENT	Y	001	044	N			
12	DIR DEP AMOUNT--	Y-T-D	N			N			
13	TOTAL DIRECT DEPOSIT	AMT	Y	021	068	Y	DIRECT DEP TOT:	021	053
14	TOTAL PAYMENT	AMOUNT	Y	019	068	Y	TOTAL PAYMENT:	019	054

ENTER LINE NUMBER TO MODIFY (1-14, HEADER, <ENTER> to end): [ ]

Figure 15

Extended Stub Report

Print stubs already printed    Effective Date: 08/12/98    First Stub Number: 10001

Form Code: A    Description: Standard Stubs    Form...    Options...

Selection	All	Starting	Ending
Vendor Number	<input checked="" type="checkbox"/>	00-	99-//////
Check Entry No.	<input type="checkbox"/>	001	999

TECH\_4000    Print    Preview    Printer Setup...    ?

MJF MJF 08/12/1998

Figure 16

Form Maintenance

**Form Name**

1. STANDARD EXTENDED STUB FORM
2. AP-1063: DIRECT DEPOSIT FORM

OK

MJF MJF 08/20/1998

Figure 17

LN	FIELD	DESCRIPTOR	PRINT?	LINE	TAB	PRINT?	DESCRIPTION	LINE	TAB
ABC Company--GEN2 (ABC) <span style="float:right">PRINTER P9</span> <span style="float:right">06/27/96</span>									
EXTENDED STUB REPORT <span style="float:right">10:22 AM</span>									
1		BANK ACCOUNT NO. HEADING				N			
2		ACCOUNT DESC. HEADING				Y	DIRECT DEPOSIT	002	010
3		ACCOUNT TYPE HEADING				N			
4		TRANSIT NUMBER HEADING				N			
5		DIR DEP AMT, CURR HEADING				N			
6		DIR DEP AMT, YTD HEADING				N			
7		BANK ACCOUNT NUMBER	N			N			
8		ACCOUNT DESCRIPTION	Y	001	010	N			
9		ACCOUNT TYPE	N			N			
10		ROUTING/TRANSIT NUMBER	N			N			
11		DIR DEP AMOUNT--CURRENT	Y	001	044	N			
12		DIR DEP AMOUNT--Y-T-D	N			N			
13		TOTAL DIRECT DEPOSIT AMT	Y	059	016	Y	DIRECT DEP TOT:	059	001
14		TOTAL CHECK AMOUNT	Y	060	016	Y	CHECK TOTAL:	060	001
15		TOTAL PAYMENT AMOUNT	Y	061	016	Y	TOTAL PAYMENT:	061	001
16		TOTAL PAYMENT AMOUNT	Y	060	068	N			
17		EFFECTIVE DATE	Y	008	071	Y	EFFECTIVE DATE:	008	055

ENTER LINE NUMBER TO MODIFY (1-17, HEADER, <ENTER> to end): [      ]

**Figure 18**

REMITTANCE ADVICE					PAGE 1
ABC Company--GEN2					
				01-AIRWAY	EFFECTIVE DATE: 06/27/96
CHECK 001799	06/27/96	AIRWAY PROPERTY			
DATE	INVOICE NO	COMMENT	AMOUNT	DISCOUNT	NET AMOUNT
07/05/96	199		50.00	.00	50.00
		DIRECT DEPOSIT			
		SeaFirst Checkn	37.50		
		Safeway Savings	5.00		
DIRECT DEP TOT:			42.50		
CHECK TOTAL:			7.50		
TOTAL PAYMENT:			50.00		
TOTALS:			50.00	.00	50.00

**Figure 19**

Direct Deposit Register

Direct Deposit Comment

Ok

MJF MJF 08/20/1998

Figure 20

RUN DATE: 08/12/96                      ABC Company--GEN2                      PAGE: 1  
 SYS DATE: 06/27/96                      ACCOUNTS PAYABLE CHECK REGISTER                      TIME: 02:33 PM  
    REGISTER NO: CD-0008  
    BANK CODE: A - Security Pacific Checking

DIVISION NO: 01 TRADE ACCOUNTS PAYABLE

CHECK NUMBER	CHECK DATE	VENDOR/ INVOICE NO	INVOICE DATE	INVOICE AMOUNT	DISCOUNT APPLIED	PAYMENT AMOUNT
001799	06/27/96	AIRWAY 199	AIRWAY PROPERTY 07/05/96	50.00		
					CHECK ENTRY NO: 001	50.00
						7.50
						42.50
						-----
				DIVISION 01 TOTAL:	50.00	50.00
				PRINTED CHECK TOTAL:		7.50
				DIRECT DEPOSIT TOTAL:		42.50

Figure 21

```

RUN DATE: 08/12/96                ABC Company--GEN2                PAGE: 1
SYS DATE: 06/27/96                DIRECT DEPOSIT REGISTER          TIME: 02:33 PM
                                   REGISTER NO: CD-0008
                                   EFFECTIVE DATE: 06/27/96 COMMENT:

BANK CODE: A <***IMM DEST NAME*****>
ACCOUNT NUMBER: 123456789          TYPE: C          ROUTING/TRANSIT NUMBER: 123123123

VENDOR # NAME          DEP/CHK BANK ACCOUNT ACCT DESCRIPTION ROUTING/TRANSIT AMOUNT
NUMBER # NAME          NUMBER NUMBER TYPE  DESCRIPTION NUMBER
01-AIRWAY 001 AIRWAY PROPERTY 001799 98765432109876543 C SeaFirst Checkn 123123123 37.50
                                   12345678901234567 S Safeway Savings 123123123 5.00
                                   DEP/CHK 001799 TOTAL: 42.50
TOTAL TRANSACTIONS: 2          REPORT TOTAL: 42.50
                                   =====

```

**Figure 21a**

**Generate Direct Deposit Interface File**

Bank Code To Use For Pre-Note Entries:

File Code To Use This Run:

Batches To Include In Transmission:

Selection	All	Starting	Ending
Effective Date	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text" value="12/31/99"/>
Transmission Date	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

TECH\_4000    Accept    Cancel    List File    Printer Setup

**Figure 22**

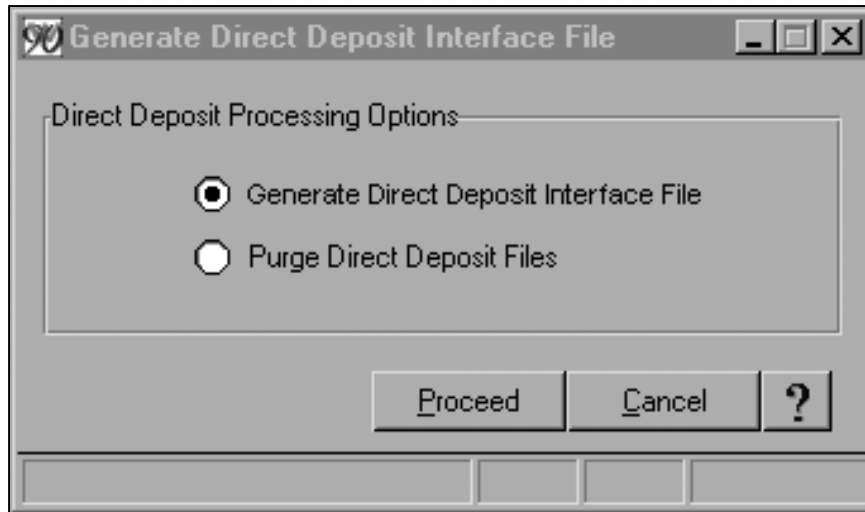


Figure 23

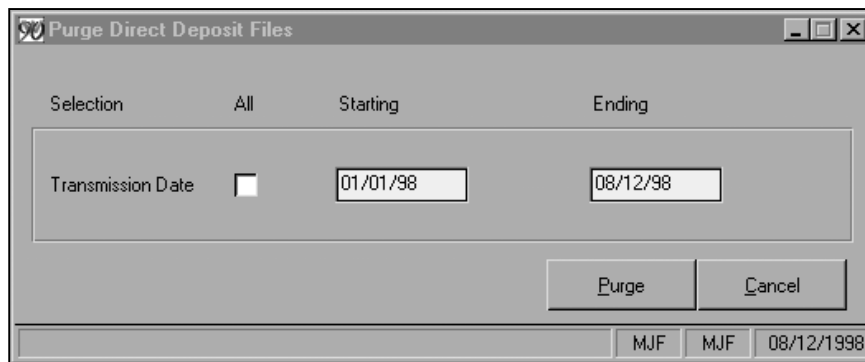


Figure 24

```

RUN DATE: 08/12/96          ABC Company--GEN2          PAGE: 1
SYS DATE: 06/27/96        CHECK HISTORY REPORT      TIME: 11:31 AM
                           AS OF: 12/31/99

BANK CODE: A Security Pacific Checking

CHECK  CHECK  VENDOR      CHECK
NUMBER DATE  NUMBER      NAME          AMOUNT
-----
001612 05/31/95 01-ALLCLIM ALLCLIMATE MAINTENANCE      75.00
001712 05/31/95 01-ALLCLIM ALLCLIMATE MAINTENANCE      75.00 (MANUAL)
001741 05/31/95 01-ALLCLIM ALLCLIMATE MAINTENANCE      10.00 (MANUAL)
D10005 06/30/96 01-ALLCLIM ALLCLIMATE MAINTENANCE      50.00 (DIR DEP)

                                     BANK A TOTAL:      210.00
                                     REPORT TOTAL:      210.00
                                     =====

```

Figure 25

### First Hawaiian Bank Record Layout

If you are using the First Hawaiian Bank record layout, the appended record will appear as follows:

<i>Data Element</i>	<i>Position</i>	<i>Length</i>	<i>Remark</i>
Record Description	1-8	8	'?TRAILER'
File ID Number	9-14	6	'EFF230'
Immed. Origin	15-25	11	from file Header Record, position 14B23
Tot. Record Count	26-30	5	((Block Count * 10) + 2) Block Count from File Control Record, position 8B13.
Total Debit + Credit	31-40	10	from File Control Record, position 46B55
Filler	41-94	54	Blank