EFT

GETTING STARTED GUIDE

2012

EFT Direct for Sage Simply Accounting User Guide

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EFT Direct for Sage Simply Accounting User Guide

EFT Direct for Sage Simply Accounting lets you quickly and easily transfer data from your accounting files to a bank or other financial institution, for direct deposit and withdrawal of funds. This simple but powerful program makes it easy to use electronic funds transfer (EFT) to make payments to vendors, receive payments from customers, and pay employees by direct deposit.

Using EFT Direct does not change your Sage Simply Accounting data in any way. The program reads data from Sage Simply Accounting and uses it to create its own files for transmission to your bank, leaving your Sage Simply Accounting data intact.

This manual explains what you need to do to install and set up EFT Direct, and describes the most common tasks you will do.

Before You Start

Hardware and Software Requirements

Be sure your system includes the required hardware and software. You will need this to run EFT Direct successfully with Sage Simply Accounting.

Check the Sage Simply Accounting package to find out the system requirements for the most recent version of the program. The requirements are the same for EFT Direct for Sage Simply Accounting as for Sage Simply Accounting alone.

Make Arrangements with Your Bank

1. Contact your bank branch to let them know you plan to use a direct-deposit program.
2. Ask the bank to give your company a user number (sometimes called a user ID number, originator number, or organization or customer number). This is the number the bank uses to identify you.
3. Ask the bank for a copy of the guidelines they want you to follow for EFT transactions. This is usually a manual that describes any special formatting requirements, software compatibility, and other technical issues you may need to consider.
4. Install any hardware and software required to send data to your bank.

   You need an internet connection and a communications program. Most banks will provide you with their own communications program and a manual that explains how to use it.

Getting Help

The Manuals

This manual includes an overview of the information you need to install, set up, and run EFT Direct for Sage Simply Accounting. Read it carefully before you install the program, then refer to it as needed when you use EFT Direct.

If you need help with Sage Simply Accounting, refer to the manuals you received with that product.

Online Help

EFT Direct comes with online Help that supplements this manual. To display Help, click the Help menu or press the F1 key. Within Help, you can click the right mouse button to display a menu containing additional commands such as Print Topic.

On most screens, you can also drag the mouse pointer over a field to display a line of text that describes what is required in the field.

Installing EFT Direct

1. Double-click the Setup.exe file.

   The installation program should start automatically.

2. Follow the installation instructions on the screen.

   The program will be installed in C:\Program Files\ EFTSIMPLY, unless you choose a different location.

3. Restart your computer.

Setting Up the Program

Shut Down Sage Simply Accounting

WARNING! You must exit from Sage Simply Accounting before starting EFT Direct. If you do not, you may encounter database conflicts.

Start EFT Direct

1. In Windows, choose Start, Programs, EFT Direct.
2. If you are starting EFT Direct for the first time, the program will ask if you want to create a new company. Answer Yes, then go to the next section, “Enter Details about Your Company.”

Otherwise, a window with a list of companies that you have already set up appears. Select the company you wish to open and then click Open.

Changes in Sage Simply Accounting records

Note: If you have already set up a company, the program automatically imports any new employees, vendors, and customers that have been added to Sage Simply Accounting since the last time you opened EFT Direct.

It also checks for deleted records in Sage Simply Accounting, and asks you to confirm whether you want to delete the records from EFT Direct as well.

3. If you are opening a company created with Sage Simply Accounting version 6.0 or 7.0, EFT Direct asks for a password. The default password is ADMIN.

   If you are opening a company created with Sage Simply Accounting 8.0 or higher that has been set up with security, then you must enter the user name and password of a user that has been granted rights to use third-party software.

Enter Details about Your Company

Before you can use EFT Direct to send data to your bank, you must add details about your company so that you can link to the company data in Sage Simply Accounting.

When you start EFT Direct for the first time, the New Company window appears automatically.

Changing company information later

If you need to change any of the information later, choose Company Profile, Company Maintenance, then enter any changes.

1. In the New Company window, add or change information as needed. If you need help, press the F1 key. You can also drag the mouse pointer over a field to display a line of text that describes what is required in the field.

   Originator Number or **Identification Number:** Enter the 10-digit number your bank gave you to use for EFT transactions. They may call it a user number, ID number, or organization or customer number.

Working Directory: Enter the location of your EFT data files. This is normally C:\Program Files\EFTSimply\Data, unless you entered a different location when you installed the EFT Direct program.

Use separate folders (directories) for different companies

If you are using EFT Direct with more than one company, be sure to keep each company's data in a separate directory (folder). If you don't, you might overwrite one company's data with another's.

Sage Simply Accounting Directory: Enter the location of your Sage Simply Accounting data files.

Sage Simply Accounting file Name: Select the file that contains your Sage Simply Accounting data. If you are keeping records for more than one company, select the file you need from the list.

Payroll, A/P, A/R Generation File: Enter the name of the file that EFT Direct will create to contain the data you send to your bank. Your bank may require you to use a particular name.

Note the file name!

Make a note of the name and the directory (folder) containing the generation file — you will need this when you set up your communication software later.

2. Without closing the New Company window, go to the next section to add information about your bank.

Add Information about Your Bank

Changing bank information later

If you need to change any of this information later, choose Company Profile, Company Maintenance. Select the new bank and enter the new originator number, then fill in the EFT screen.

1. In the New Company window in EFT Direct, click the EFT button.
2. Fill in the information on the screen, including the fields below.

If you need help, press the F1 key. You can also drag the mouse pointer over a field to display a line of text that describes what is required in the field.

For Canadian companies, include these fields

Institution No. for Returns: Enter the institution number your bank gave you. For Canadian banks, the number has three segments, in the format 0-001-12345.

Account No. for Returns: If funds cannot be transferred (for example, because an employee has closed an account), the funds will be returned to the account you specify here.

Data Centre Number: Enter the number your bank gave you. Some banks do not require this number.

Reserved Fields for Organization: Enter the number your bank gave you. Some banks do not require this number.

Element Identification: This field is used only by the CPA standard. For the Alberta Treasury Branch this field must be zero filled.

Settlement Code: This field is used only by the Caisse Populaire Desjardins banking system at this time.

File Record: Some banks do not require this information.

Transaction Code (Accounts Payable and **Accounts Receivable):** Enter a standard CPA transaction code, or accept the code displayed. Most banks accept the codes displayed.

3. Click the Close button to return to the New Company screen, then click Add to save your entries. The program imports all employees, vendors, and customers from your Sage Simply Accounting data.
4. Go to the next section to add information about employees, vendors, and customers.

Add Information about Employees, Vendors, and Customers

After you add information about your bank during setup, EFT Direct automatically imports information about your employees, vendors, and customers. Before you can use this information, you must add details about the bank accounts and amounts you will use for these payments and receipts.

Adding Employee Information

1. On the Employee menu, select Employee Maintenance.
2. Select an employee and click the Modify button.
3. Fill in the information about the banks and accounts where you want to deposit each employee's paycheque.

   Enter fixed (dollar) amounts first. For example, an employee who is paid $1000 a week may want to put $50 in a savings account, and divide the rest between two chequing accounts. The total percentage of the remaining amounts must add up to 100 percent.

   Direct Deposit: Check the box to set the employee's Direct Deposit status to Active. Normally, you would check this box. However, you would uncheck it if, for example, you planned to issue a manual (printed) cheque to the employee instead of paying by direct deposit.

   Active: Check the box to include the amount on this line in the file you send to the bank. Normally, you would check this box, unless the employee does not want an amount deposited in the account for a particular pay period.

   Total Current Amount: The amount in the EFT Direct payroll file you are about to create.

   Total Last Amount: The amount in the file you created most recently.
4. Click the Save button to save your entries, then repeat steps 1 to 3 for your other employees.

Adding Vendor Information

1. On the Vendor menu, select Vendor Maintenance.
2. Select a vendor and click the Modify button.

3. Fill in the information about the banks and accounts where you want to deposit payments to the vendor.

   Enter fixed (dollar) amounts first. For example, if you are paying a vendor $1000, you can pay $150 into one account, and divide the rest equally between four other accounts. The total percentage of the remaining amounts must add up to 100 percent.

   Transaction Code: Enter the transaction code given to you by your bank.

   Direct Deposit: Check the box to set the vendor's Direct Deposit status to Active. Normally, you would check this box. However, you would uncheck it if, for example, you planned to issue a manual (printed) cheque to the vendor instead of paying by direct deposit.

   Active: Check the box to include the amount on this line in the file you send to the bank. Normally, you would check this box, unless the vendor does not want an amount deposited in the account for some reason.

   Total Current Amount: The amount in the EFT Direct payables (payments) file you are about to create.

   Total Last Amount: The amount in the file you created most recently.

4. Click the Save button to save your entries, then repeat steps 1 to 3 for your other vendors.

Adding Customer Information

1. On the Customer menu, select Customer Maintenance.
2. Select a customer and click the Modify button.
3. Fill in the information about the banks and accounts from which you want to receive the payments deposited by each customer.

   Enter fixed (dollar) amounts first. For example, if your customer is paying you $2000, you can deposit $800 in one account, and divide the rest equally between four other accounts. The total percentage of the remaining amounts must add up to 100 percent.

Transaction Code: Enter the transaction code given to you by your bank.

Pre-authorized Debit: Check the box to set the Pre-authorized Debit status for this customer to Active. Normally, you would check this box. However, you would uncheck it if, for example, you received a manual (printed) cheque from the customer instead of a payment by direct deposit.

Active: Check the box to include the amount on this line in the file you send to the bank. Normally, you would check this box, unless the customer does not want an amount removed from the account for some reason.

Total Current Amount: The amount in the EFT Direct receivables (receipts) file you are about to create.

Total Last Amount: The amount in the file you created most recently.

4. Click the Save button to save your entries, then repeat steps 1 to 3 for your other customers.

Set Up Communication Software and Hardware

To be able to send information to your bank, you will need an internet connection, and a communications program. Most banks will provide you with their own communications program and a manual that explains how to use it.

Send a Test File to Your Bank

After you finish setting up, do a “dry run.” Follow the steps in the next section, “Using EFT Direct,” to create a file to send to the bank, then ask the bank to verify that it was received correctly. Check the bank’s record of what they received against your record of what you sent.

Using EFT Direct

WARNING! You must exit from Sage Simply Accounting before starting EFT Direct. If you do not, you may encounter database conflicts.

After you have set up EFT Direct to work with Sage Simply Accounting, you complete the following steps to transfer information to your bank. These steps are described in detail later in this section and in the EFT Direct online Help.

1. In Sage Simply Accounting, prepare transactions to be transmitted by direct deposit.
2. In EFT Direct, create a file that contains the payroll, payables, or receivables information extracted from Sage Simply Accounting.
3. Transmit the files to your bank.

Prepare Transactions in Sage Simply Accounting

Before creating a file to send to your bank, be sure your Sage Simply Accounting records are up to date. Enter any paycheques, payments, and receipts you want to include in the file you send to the bank.

Create a File that Contains the Information You Want to Send to Your Bank

After you have used Sage Simply Accounting to enter the transactions you want to send to your bank, you use the EFT Direct program to create a file that contains the payroll, payables, or receivables information extracted from Sage Simply Accounting. This file must be in the format your bank requires.

Creating a Payroll File

1. On the File Generation menu, choose EFT Direct Payroll Generation.

2. Fill in information about the pay periods and dates.

   Period End Date Equal To: Be sure to use the same period-end date you used in Sage Simply Accounting. If the date does not match, EFT Direct cannot find the paycheques to include in the file.

   Creation Number: Normally, you would not need to change this number. The EFT Direct program automatically increases this number each time you create a file. You would change it only if you are re-creating a previous file.

   Creation Date: The program fills in this date. Normally, you would not change it, unless your bank requires a specific date.

   Use Employee Cheque Date: Select this option to use the paycheque date you entered in Sage Simply Accounting. The bank will deposit funds in the employees' accounts on that date.

   Use Default Funds Available Date: Select this option to specify the date on which the bank will process the file, that is, the date you want the bank to deposit funds in your employees' accounts. You would use this option if your employees are due to be paid on a date in the future.

3. Click Continue to begin extracting payroll information from Sage Simply Accounting and open the Payroll Selection screen in EFT Direct.

4. Fill in the Payroll Selection screen. Double-click in the Select field to select the employees you want to include in the file you send to the bank, or check the Select All box to include them all.

Check for reversed paycheques in Sage Simply Accounting

Note that if you have reversed a payroll cheque, Sage Simply Accounting stores the original transaction, the reversed cheque, and the corrected transaction. When you create a payroll file in EFT Direct, the file contains the corrected transaction.

Direct Deposit status must be set to Yes

Direct Deposit: This field is set to Yes if you turned on the Direct Deposit option for the employee, on the Employee

Maintenance screen. Any employees set to No will not be included in the file.

5. Click the Generation button to create the direct-deposit file and print the Direct Deposit report.
6. Check the Direct Deposit report. If the information is correct, click Yes to confirm that you want to create a payroll file. The program creates the file and displays the name and location of the file.

   If the report contains errors, click No to cancel. Correct the errors, then repeat steps 1 through 6.

Creating a File to Make Payments to Vendors

WARNING! Be sure that vendors who will be paid by direct deposit do ***not*** have the option "Clear Invoices When Paid" checked in Sage Simply Accounting.
If the option is checked, invoices are removed from Sage Simply Accounting as soon as you record full payment, and there will be no transactions to create the EFT file.

1. On the File Generation menu, choose EFT Direct A/P Generation.
2. Select options and fill in the related fields.

   Creation Number: Normally, you would not need to change this number. The EFT Direct program automatically increases this number each time you create a file. You would change it only if you are re-creating a previous file.

   Creation Date: The program fills in this date. Normally, you would not change it, unless your bank requires a specific date.

   Use Vendor Cheque Date: Select this option to use the payment cheque date you entered in Sage Simply Accounting. The bank will deposit funds in the vendors' accounts on that date.

   Use Default Funds Available Date: Select this option to specify the date on which the bank will process the file, that is, the date you want the bank to deposit funds in your vendors' accounts. You would use this option if your vendors are due to be paid on a date in the future.

3. Click Continue to begin extracting payables (payments) information from Sage Simply Accounting and open the Payables Selection screen in EFT Direct.
4. Fill in the Payables Selection screen. Double-click in the Select field to select the vendors you want to include in the file you send to the bank, or check the Select All box to include them all.

Direct Deposit status must be set to Yes

Direct Deposit: This field is set to Yes if you turned on the Direct Deposit option for the vendor, on the Vendor Maintenance screen. Any vendors set to No will not be included in the file.

5. Click the Generation button to create the direct-deposit file and print the Direct Deposit report.
6. Check the Direct Deposit report. If the information is correct, click Yes to confirm that you want to create a file. The program creates the file and displays the name and location.

   If the report contains errors, click No to cancel. Correct the errors, then repeat steps 1 through 6.

Creating a File to Receive Payments from Customers

WARNING!

Be sure that customers who will make payments by direct deposit do ***not*** have the option "Clear Invoices When Paid" checked in Sage Simply Accounting.
If the option is checked, invoices are removed from Sage Simply Accounting as soon you record full payment, and there will be no transactions to create the EFT file.

1. On the File Generation menu, choose EFT Direct A/R Generation.
2. Select options and fill in the related fields.

   Creation Number: Normally, you would not need to change this number. The EFT Direct program automatically increase this number each time you create a file. You would change it only if you are re-creating a previous file.

Creation Date: The program fills in this date. Normally, you would not change it, unless your bank requires a specific date.

Use Customer Receipt Date: Select this option to use the receipt date you entered in Sage Simply Accounting. The bank will deposit funds in your accounts on that date.

Use Default Funds Available Date: Select this option to specify the date on which the bank will process the file, that is, the date you want the bank to deposit funds in your accounts. You would use this option if your customers plan to pay you on a date in the future.

3. Click Continue to begin extracting receivables (receipts) information from Sage Simply Accounting and open the Receivables Selection screen in EFT Direct.
4. Fill in the Receivables Selection screen. Double-click in the Select field to select the customers you want to include in the file you send to the bank, or check the Select All box to include them all.

Pre-authorized Debit status must be set to Yes

Pre-authorized Debit: This field is set to Yes if you turned on the Pre-authorized Debit option for the customer, on the Customer Maintenance screen. Any customers set to No will not be included in the file.

5. Click the Generation button to create the pre-authorized debit file and print the Pre-authorized Debit report.
6. Check the Pre-authorized Debit report. If the information is correct, click Yes to confirm that you want to create a file. The program creates the file and displays the name and location.

If the report contains errors, click No to cancel. Correct the errors, then repeat steps 1 through 6.

Transmit the Files to the Bank

To be able to send information to your bank, you will need an internet connection, and a communications program. Most banks will provide you with their own communications program and a manual that explains how to use it. Check with your bank for instructions.

We strongly recommend that you do ***not*** send files to the bank on a diskette, unless the bank requires it for testing purposes.

Where to find the files

The files to transmit are usually in the folder \EFTSimply\Data, unless you specified a different folder (directory) in the Working Directory field on the Company Maintenance screen.

File names

The files are usually named PRDIRECT.DAT for payroll, APDIRECT.DAT for payments to vendors, and ARDIRECT.DAT for payments from customers. The file names may be different, if you changed them in the Generation File fields on the Company Maintenance screen.

Verify that the Bank Received the File Correctly

After sending the file, we recommend that you allow three to five business days, then check that the file was received and processed correctly, before sending any other files. Check that the bank's record of what they received is the same as your own record of what you sent.

If the file is not transmitted properly (for example, because of a power failure), you can send the same file again until you succeed.

If there were errors in the file, make any adjustments required, then create and send a corrected file.

Maintenance

Changing Your Originator Number or Identification Number

1. On the Company Profile menu, select Company Maintenance.

2. In the Bank field, select any bank other than one whose originator number you want to change.
3. In the Bank field, select the original bank.
4. In the Originator Number or Identification Number field, type the new number.
5. Click Save to save the changes.

Changing an Employee, Vendor, or Customer

1. On the Employee, Vendor, or Customer menu, select Employee, Vendor, or Customer Maintenance.
2. Select an employee, vendor, or customer and click the Modify button.
3. Make any changes you need.

   If you need help, press the F1 key, or drag the mouse pointer over a field to display a line of text that describes what is required in the field.

   You may also want to refer to “Add Information about Employees, Vendors, and Customers,” earlier in this manual, for information about individual fields.

Deleting a Company

WARNING! Be sure to make a backup of your EFT Direct files before deleting a company.

1. On the File menu, select Delete Company.
2. Select the company, and then click Delete.

Changing a Password

If you are using Sage Simply Accounting version 6.0 or 7.0 data and need to change your password, start EFT Direct, then choose Password Maintenance from the Security menu and enter a new password. If you are using data from Sage Simply Accounting version 8.0 or later, then you can only change a user's password from within Sage Simply Accounting.

Printing Reports

You can print a list of all or selected employees, vendors, or customers and their direct-deposit transactions. The report lists the institution, accounts, and amounts for each deposit.

1. On the Employee, Vendor, or Customer menu, select Employee List, Vendor List, or Customer List.
2. In the From and To fields, select the first and last entries you want to include.
3. Select All to include all employees, vendors, or customers, or select Active Direct Deposit or Active Pre-authorized Debit to select only those whose Direct Deposit or Pre-authorized Debit status is set to Active.
4. Click Preview to display the report on the screen, or click Print to print the report. If you do not have a printer set up, choose Print Setup from the File menu and set up a printer.

File Names and Backups

File names

The EFT DIRECT files you create are usually named PRDIRECT.DAT for payroll, APDIRECT.DAT for payments to vendors, and ARDIRECT. DAT for payments from customers. The file names may be different, if you changed them in the Generation File fields on the Company Maintenance screen.

The program automatically makes a history file (backup) for each file it creates. The history file takes the first four characters of the file name and adds a four-digit number based on the creation number in the Generation screen.

For example, if you create a Payroll file using creation number 12, the program creates a history file named PRDI0012.DAT, an exact copy of the PRDIRECT.DAT file that used creation number 12. If you changed the generation file name on the Company

Maintenance screen, the history file name will use the first four characters of the new name.

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