



## Sage HRMS Learning Series

### Processing Payroll 101 - Part 3: Calculating Payroll Through Creating an EFT



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## Contact

Sage Software, Inc.  
271 17th Street NW  
Atlanta, GA 30363  
Phone: 470 - 447 - 4000      [www.sage.com](http://www.sage.com)

Visit our Web site at [www.SageU.com](http://www.SageU.com) or call (866) 888-6062 to learn about training classes that are added throughout the year.

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## **Sage HRMS Training Classes**

### **Sage HRMS Learning Series**

This learning session uses concepts contained in the following training class on Sage University:

### **HRMS - Sage HRMS – Breezing Through Sage HRMS Payroll**

Building on the foundation of HR management with Sage HRMS, during this virtual, instructor-led course we will explore flexible payroll processing with Sage HRMS Payroll. Topics will include system navigation, the payroll detail pages, and the steps required to setup and run payroll. You will learn to assign earnings and deduction codes, create and assign selection lists, update earnings and deductions and taxes, create timecards, calculate payroll, print and post checks, create the EFT file to send to the bank, and void checks. We will also review standard reports and the many other reporting options available with Sage HRMS Payroll. This training includes hands-on exercises so you can practice what you have learned in a demo environment.

After completing this course you will be able to:

- Indicate the detail pages dealing with payroll and their purpose
- Assign Earning and Deductions to employees
- Create and assign Selection Lists to be used during the running of payroll or reports
- Update Earning and Deductions on employees who already have the code assigned to them
- Indicate the types of tasks that must be performed prior to running a payroll
- Process a payroll in Sage HRMS from start to finish
- Run a standard report in Sage HRMS Payroll

### **Who Should Attend:**

Sage HRMS Payroll users in both the US and in Canada, who are responsible for setting up and running payrolls using Sage HRMS.

### **Recommended prior training:**

Managing Your Employees With Sage HRMS (Virtual Class)

## HRMS - Sage HRMS – Breezing Through Sage HRMS Payroll

<b>OCT</b>	<b>Session Details</b>
<b>26</b>	Mon, Oct 26, 2020, 9:30 AM - Tue, Oct 27, 2020, 5:30 PM EDT <b>Register by Fri, Oct 23, 2020, 9:30 AM EDT</b> Sage HRMS Virtual Classroom, Sage HRMS Online Scheduled Events, Sage North America - Sage HRMS, Sage North America  <a href="#">English (US)</a>
<b>NOV</b>	<b>Session Details</b>
<b>12</b>	Thu, Nov 12, 2020, 9:30 AM - Fri, Nov 13, 2020, 5:30 PM EST <b>Register by Mon, Nov 9, 2020, 9:30 AM EST</b> Sage HRMS Virtual Classroom, Sage HRMS Online Scheduled Events, Sage North America - Sage HRMS, Sage North America  <a href="#">English (US)</a>
<b>DEC</b>	<b>Session Details</b>
<b>22</b>	Tue, Dec 22, 2020, 9:30 AM - Wed, Dec 23, 2020, 5:30 PM EST <b>Register by Sat, Dec 19, 2020, 9:30 AM EST</b> Sage HRMS Virtual Classroom, Sage HRMS Online Scheduled Events, Sage North America - Sage HRMS, Sage North America  <a href="#">English (US)</a>

### Sage University

To find training and register for training courses, visit [Sage University](https://www.sageu.com) at [www.sageu.com](https://www.sageu.com). If you have Gold Support, you are entitled to 50% off Sage HRMS instructor-led training and Sage HRMS Any-time learning (ATLs) are free. If you register for an instructor-led training class, use code HRMSResource to receive 10% off. If you have Gold Support, this is in addition to the 50% discount.

To enroll in a course, go to <https://sageu/hrms> and log on. If you do not have a log on, you will need to [create one](#). For registration assistance call Sage University Help Desk at 1-855-724-3864 or email [SageUniversity@sage.com](mailto:SageUniversity@sage.com).

## Session Objectives

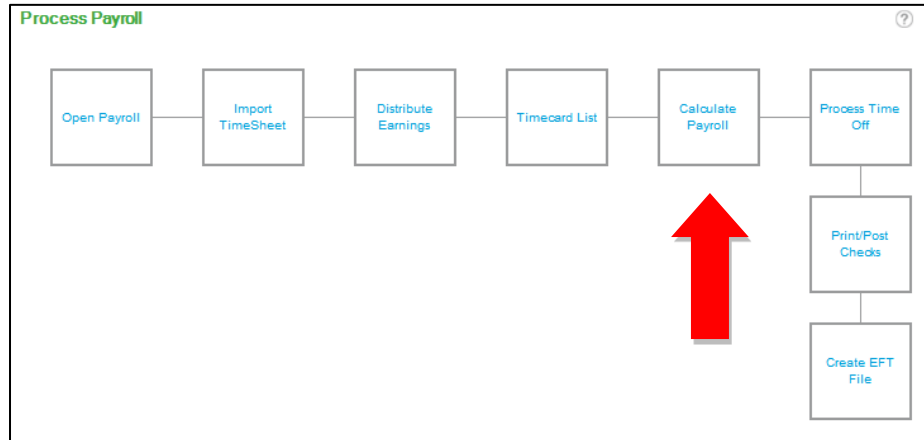
In this session the instructor will:

- Process payroll for one employee or a group of employees
- Filter on which earnings/deductions will be processed
- Associate the setup of earning/deduction frequencies with Calculate Payroll
- Discuss negative checks
- Process Time Off and what it does
- Print/Post Checks
- Create an EFT File
- Generate General Ledger batch file

## Calculate Payroll

### Introduction

Calculate payroll is where all the details from the employee's setups and timecards are used to produce payroll checks. This process can be run as many times as needed until all information is correct. Because this is a payroll process, we do recommend you backup your data before you start. In addition, if you make any changes between running the calculate payroll processes, we recommend backing up the data again.



The Calculate Payroll window lets you:


- Enter information that pertains to the payroll run, such as the payroll run date and the pay period end date covered by the calculations.
- Enter an optional (user-defined) pay period number for your records.
- Produce paycheck data for EFT direct deposit to employees' banks.

Before you start:

- Complete all timecards that you intend to use.
- Back up your data.

1. From the **Navigation Pane**, select **Payroll** (Canadian Payroll) > (Tasks) **Process Payroll** > **Calculate Payroll** icon.

- To clear all existing previously calculated, unposted payroll activity, click the **Delete All** button. This button will only appear if the calculate payroll has been previously run and the transactions have not been printed and posted.



**NOTE:** If you are running multiple calculate payroll processes for subsets of employees and intend to print them all at one time (Merge), do not click this button as you will delete the other payrolls that have been run.

- Complete the top portion of the window to setup for the calculate payroll process.

**Payroll Run Date:** The payroll run date is the date you run this function. The system defaults to today's date.

**Pay Period End Date:** The system defaults to today's date; be sure to enter the correct pay period end date. When you calculate payroll, the system processes **ONLY** those timecards that have the same pay period end date as the date you enter here plus all the reusable timecards.

Payroll calculation uses the pay period end date to determine:

- If an employee's hire date falls after the pay period end date, payroll will not be calculated for the employee.
- If an employee's termination or inactive date falls before the pay period end date, payroll will not be calculated for the employee.
- If an employee earning/deduction's start date is later than the pay period end date, the earning/deduction will not be calculated for this employee.
- If an employee earning/deduction's end date is earlier than the pay period end date, the earning/deduction will not be calculated for this employee.



- If an employee accrual's carry-over date is earlier than or the same as the pay period end date, the system carries over to the next year the accrual hours or dollar amount, up to the maximum carry-over or maximum accrual that's specified on the Earnings and Deductions window.

**Check Date:** Enter the check date you want to print on the checks and be used in the EFT file for this payroll run.

**Selection List:** You can designate employees for payroll calculation by choosing a selection list.


- Even if an employee is on the Selection list, they must meet the criteria set in the Calculate Payroll window. This means criteria such as pay frequency, classes, or any ranges set there.

**Pay Period:** This field is optional. If you keep track of payroll periods, enter the pay period number here. This is a reference number only, so you could also use this field for customized printed forms or reports, such as customized check stubs.

**Generate EFT Checks:** Select this box if you want your Direct Deposit employees to receive a direct deposit rather than an actual check. If you do not check this box, all your employees will receive an actual check.

**Process (drop-down menu):** In the Process field of the Calculate Payroll window, choose the type of checks to process:

- **All Checks:** Processes all payroll timecards and applicable earnings that are setup on the employees pay tab
- **Advances Only:** Processes any Advances that have been setup on the employee's pay tab. This will not process Advances that are in timecards.

	<p><b>NOTE:</b> If you select <b>Advance Only</b>, the system:</p> <ul style="list-style-type: none"><li>• Ignores timecards and all other employee pay information and calculates only cash advances.</li><li>• Does not calculate Non-cash advances and taxes on the cash advances.</li></ul> <p>If you do not select this, you must enter timecards to process employee advances under the All Checks process.</p>
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- **Ignore Zero and Negative Checks.** Select this to skip employees whose checks have zero or negative amounts.
- **Ignore Negative Checks.** Select this to skip employees whose checks have negative amounts.



**NOTE:** The Payroll Exception Report will still show a warning message for any employees with Negative or Zero checks. This is so you can validate who has this condition. This is only a warning and will not prohibit you from moving forward.

### Frequency Tab

4. Complete the Frequency tab fields.

Frequency		Selection	Start Dates	Optional Fields						
Pay Employees In these Frequencies		Pay?	Include Earnings/Deductions with these Frequencies							
Daily	<input type="checkbox"/>	Daily	Wkly	Bwkly	SMon	22PerY	13PerY	Mon	10PerY	Qtrly
Weekly	<input type="checkbox"/>									
Biweekly	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Semimonthly	<input type="checkbox"/>									
22 Per Year	<input type="checkbox"/>									
13 Per Year	<input type="checkbox"/>									
Monthly	<input type="checkbox"/>									
10 Per Year	<input type="checkbox"/>									
Quarterly	<input type="checkbox"/>									

Pay Employees in These Frequencies	Include Earnings/Deductions with these Frequencies
<p>Select the Paycheck box for each employee pay frequency you want to process. The system processes all eligible employees in each pay frequency you select.</p> <p>Keep in mind that the system processes timecards for employees in the selected pay frequencies only if the timecard's period end date coincides with the payroll calculation period end date.</p>	<p>As soon as you select a pay frequency, the system automatically selects the corresponding earning/deduction frequency for you. Select any additional earning/deduction frequencies you want to include in the calculation. This frequency is determined from the earnings/deduction setup. Select the check boxes to include or tab to them, then press the Spacebar to select them.</p>

As you make your selections on the subsequent tabs on this page, be aware that these are ways to further filter the employee selections made here. For example, if you have opted to use a Selection List and only pay weekly employees, all subsequent options will be applied to only the employees in that selection list that are weekly.

## Selection Tab

- Complete the Selection tab fields.

The screenshot shows the 'Selection' tab of the payroll software. It features two input fields for 'Include Employees' labeled 'From' and 'To'. Below these is a table for selecting classes:

Class	From	To
Class 1		////
Class 2		////
Class 3		////
Class 4		////

**Include Employees From/To:** Use this to select a subset of employees or one employee to be processed in the calculate payroll.

### Single Check Run

You can run a single check by entering one employee ID number in both the **From** and **To** fields of **Include Employees** field. This is the recommended process because through this method the system will do all the calculations for you (For example, taxes).

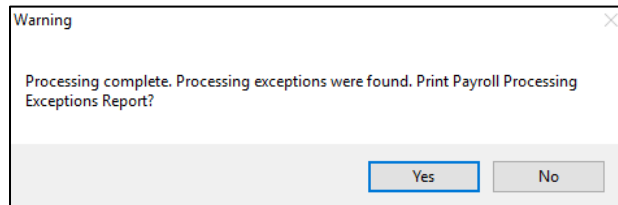
**Classes:** Use this to select only specific classes or a range of classes to be processed in the calculate payroll.


- After you have made all your selections, click **Process**.

The screenshot shows the 'Calculate Payroll' dialog box. At the bottom, a red arrow points to the 'Process' button. The dialog includes fields for 'Payroll Run Date', 'Pay Period End Date', and 'Check Date', all set to 10/16/2020. It also has a 'Selection List' field, a 'Pay Period' field set to 0, and a checked 'Generate EFT Checks' option. The 'Process' dropdown is set to 'All Checks' and the 'Tax Version' is 'US PR Tax Update September 30, 2020'. The main area contains a table for selecting frequencies to pay employees:

Frequency	Pay?	Daily	Wkly	Bwly	SMon	22PerY	13PerY	Mon	10PerY	Qty
Daily	<input type="checkbox"/>									
Weekly	<input type="checkbox"/>									
Biweekly	<input type="checkbox"/>									
Seminmonthly	<input type="checkbox"/>									
22 Per Year	<input type="checkbox"/>									
13 Per Year	<input type="checkbox"/>									
Monthly	<input type="checkbox"/>									
10 Per Year	<input type="checkbox"/>									
Quarterly	<input type="checkbox"/>									

- If the process encounters error conditions or exceptions, a dialog box will give you the option of printing the Payroll Exceptions report.



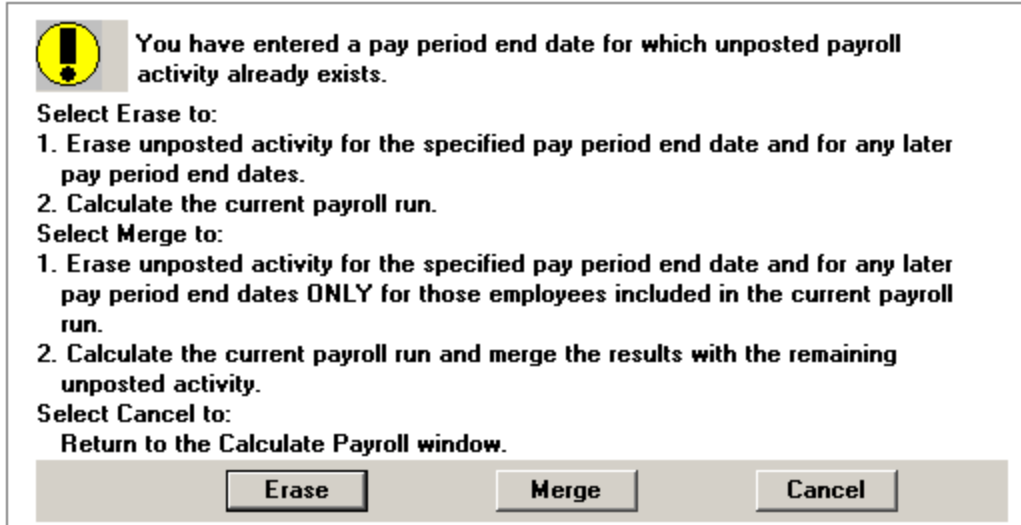


**NOTE:** You can also print the report from the Payroll Reports. Make sure you print this report immediately, as it is cleared and regenerated each time the Calculate Payroll is run.

Employee	Name	Earnings/ Deductions/ Taxes Code	Short Description	Comment
10236	Andrews, Clay	401K	401k Deduction	End date passed , entry sequence #82
10245	Ament, John			Actual amount of pay-check is less than zero . , entry sequence #89
10283	Kruze, Danielle			Actual amount of pay-check is less than zero . , entry sequence #84
10305	Hare, Michael			The employee has no defined Earnings/Deductions. , entry sequence #1
109	Bell, Veronica S	LIFE	Life Insurance	End date passed , entry sequence #169
<b>5 employees printed</b>				

Just because there is an exception report it does not mean there is a problem.

- For example, the ‘End date passed’ tells us that the end date for the 401k Deduction on the Employee’s Pay tab is less than the Pay Period End Date on the Calculate Payroll window. If the employee no longer wants 401K deducted, then turn this calculation off at the employee Pay tab. If the end date is a mistake, update it on the employee tab and rerun the Calculate Payroll process.
  - In the example where the employee has no defined earnings/deductions, this may be a new hire that has not started yet and no earnings or deductions have been added to their pay tab on the Employee Payroll page.
- If you make changes due to the exception report, you will need to re-run the Calculate Payroll process. When you go to run **Calculate Payroll**, if there is previously calculated, un-posted payroll activity you will see the following message.



When you run Calculate Payroll, the system searches un-posted payroll transactions. If there are any transactions out there, you now have the option of how you want to handle this calculate payroll with regards to the one currently un-posted.

**Erase:** Click the Erase button to completely "undo" any existing calculated payroll activity.

- Use this option to "redo" a payroll run that contains multiple errors, or that contains a single high-level error such as the wrong check date, the wrong pay period, or the wrong selection list.

**Merge:** Click the Merge button to "undo" any current and future calculated payroll activity only for employees in the run you are executing.

- Use this option if you are running payrolls for multiple groups of employees separately. This ensures only employees that are included in subsequent runs will have their payroll calculations updated.

**Cancel:** From the message window, you can choose the Cancel button to return to the Calculate Payroll window.

9. After you have calculated your payroll, you will need to validate the results of that payroll. The Pre-Check Payroll Register gives you all the details of the payroll run. To run this report, start at the **Navigation Pane**, select **Reports > (Payroll or Canadian Payroll) Transaction Reports >** and run the **Pre-Check Payroll Register**.

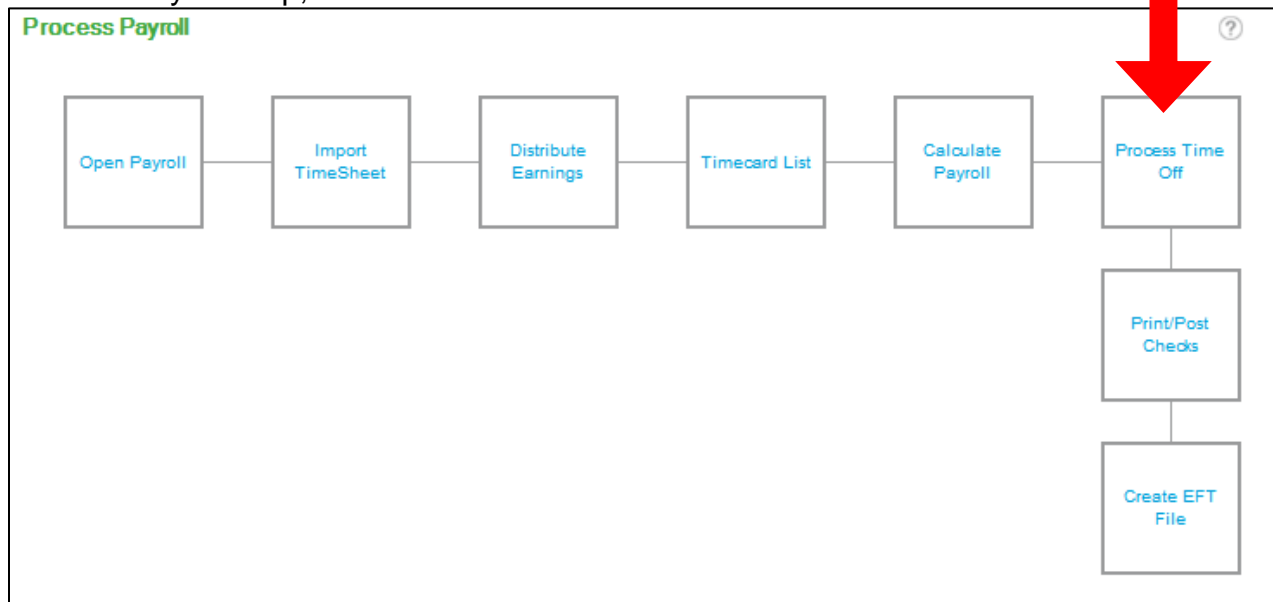
Choose the report criteria and print the report. This report can be run in Detail – gives all information by employee, or by Summary – gives gross to net information by employee.

Verify the information on the **Pre-Check Payroll Register** before printing your paychecks. If you find errors, make all corrections necessary, recalculate the payroll and run the report again. After all the information is correct, you are ready to Print and Post your checks.

## Process Time Off

### Introduction

This process step will accrue time for all your Time Off plans, post any time taken during the payroll process to your Time Off plans, and return the current Available balances to Payroll so they can be printed on the pay stub. Click the Process Time Off icon on the Process Payroll map, and



then enter the date through which you want to accrue time (this should be your Pay Period End date). Click OK. When the process is complete, you will be returned to the Payroll Process map.

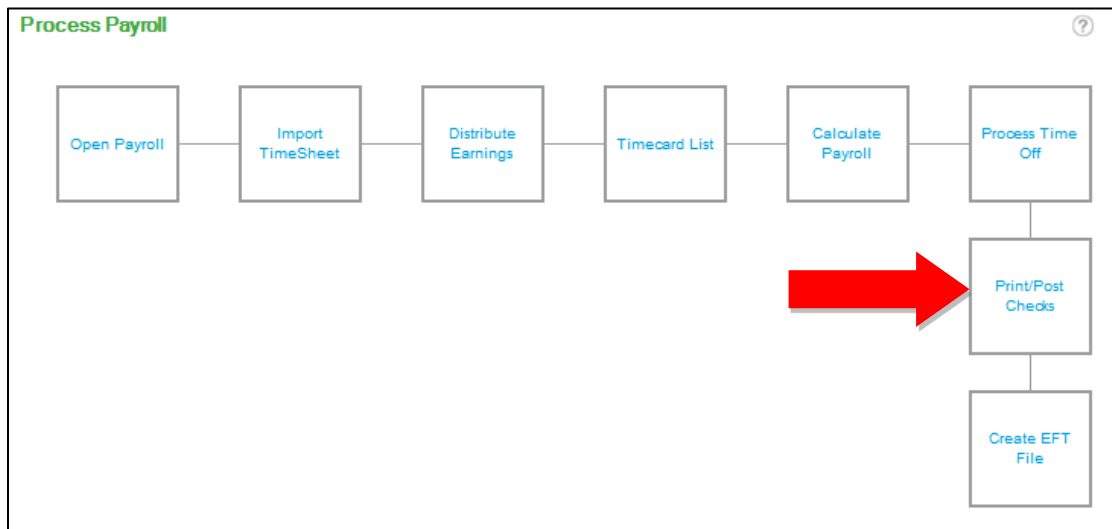
## Print/Post Checks (Cheques)

### Introduction

The Print/Post Checks task is where you will physically print your checks and update your system to “complete” or posted. Approving the printed checks generates batches of payroll transactions for posting to the general ledger. Also, if you have Employer Self Service (ESS), you will be given the opportunity to enter a date for the checks to publish out to ESS. It also synchronizes the payroll history to ESS.

The Print/ Post Checks window lets you:


- Print payroll checks
- Provide certain check printing instructions, including the level of detail, print order, and bank
- Choose whether to print employees' social security numbers (SSN or SIN) on check stubs
- Allows you to enter the Publish Date for the checks on ESS
- Synchronizes the payroll history to ESS
- Post payroll transactions to your payroll records and (optionally) create a batch of General Ledger transactions resulting from payroll processing



### Posting sequence

When you post (approve) payroll checks, the system generates a posting sequence number, which is stored. All transactions posted during the same session share the same posting sequence number, which prints on the Payroll Register.


You can include posting sequence numbers in the information sent to the general ledger if you choose Posting Sequence on the Payroll G/L Integration window, which is done during the setup process.

	<b>NOTE:</b> It is important to remember that Employee Level Security restrictions are not enforced when you run this function.
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## Print/Post Checks

1. From the **Navigation Pane**, select **Payroll** (Canadian Payroll) > (Tasks) **Process Payroll** > **Print/Post Checks** (Cheques) icon.
2. In the **Print/Post Checks** window complete all the fields.

Enter the **Pay Period End Date** for the payroll you want to print. The system will print all payroll runs where the pay period end date is prior to the date entered.

	<b>NOTE:</b> If the system does not find any checks to print, you will see a pop box stating there were no checks found to print. Double check the pay period end date.
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**Print check types:** Choose whether to print all checks, EFT checks only, or non-EFT checks (regular payroll checks).

**Bank and Description:** The bank you setup as the Default bank will automatically populate when you leave the Pay Period End date. You can click on the Finder and change this bank.

**Level of Detail** (to print on Check): You can select the amount of earning/deduction detail to print on the check stub:

- **Earnings/Deductions in Full Detail.** This option prints a separate line on the check stub for each entry of an earning/deduction on a timecard during the pay period covered by the check.
- **Earnings/Deductions Summarized by Type and Rate.** This option summarizes multiple earnings/deductions entries of the same type (cash, noncash, reported tips, salary, and so forth) and at the same rate (\$10 per hour, for example) in a single line on the check stub.

**Message Lines:** You can enter two message lines of 60 characters each to print on the check stub.

**Sort by:** You can print the checks in a check run by employee number, name, class, period end date or check date. If you choose to sort by class, period end date, or check date, you can then choose an additional sort order or employee number or employee name. If you choose to sort by class, you must specify the class.



**Print SSN (SIN):** This box will default to the setting chosen in payroll setup. If you want employees' social security numbers (or SIN) to print on paychecks, choose this option; otherwise clear this option.

3. Click Print/Post.
4. The Print Checks window then appears.

Verify that the **Check Stock Code**, **Next Check Number**, and **Check/Advice Form** are correct to use for printing.

The Check Stock Code will populate the Check/Advice Form. To change this form, click Browse and select a different form.



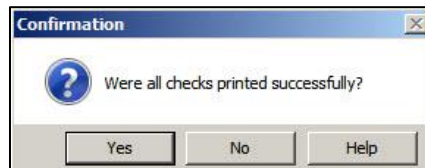
**NOTE:** In the context of Sage HRMS payroll, a check is a written order to a bank to pay the amount specified from funds on deposit; an advice is a notice of actions that a payment was made and is commonly referred to as a stub, which can be attached to a check. Direct Deposit advices, which Sage HRMS Payroll refers to as EFT checks, are usually printed on separate stock or just plain paper. Depending on your preference you may want to print twice to two different forms.

Type the **Number of Leading Checks** to use, if any.

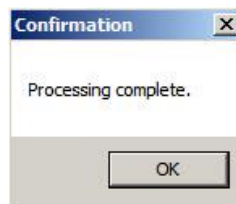
If you want to first print an alignment check, click the **Align** button.

Click **Print** to begin printing the checks in the displayed list. (See Page 64 for instructions to export the file to PDF)

5. When printing is finished, you are asked if the checks were printed correctly:



- If you choose **Yes** and you are not printing advices, the check information is immediately posted and the Print Checks dialog box closes.



After posting, you cannot edit the payment entry or reprint the check. If necessary, you can delete it, which voids the check.

- If you choose **Yes** and you are printing advices after checks, you are reminded to insert the advice stock in the printer. After printing has finished, you are asked if the advices were printed correctly. If you

choose Yes, the check information is immediately posted and the Print Checks dialog box closes.

- If you choose **No** and you want to reprint now, you can change the status of the checks (or advices) back to Not Printed in one of two ways:
  - Double-click in the **Check Status** column.
  - Click the **Select Reprint Range** button and fill in the Select Reprint Range dialog box.
- 6. When you have finished printing checks, click **Close**.
- 7. Print the reports that you require for your audit trail (for example, the Check Register).

## Create EFT File

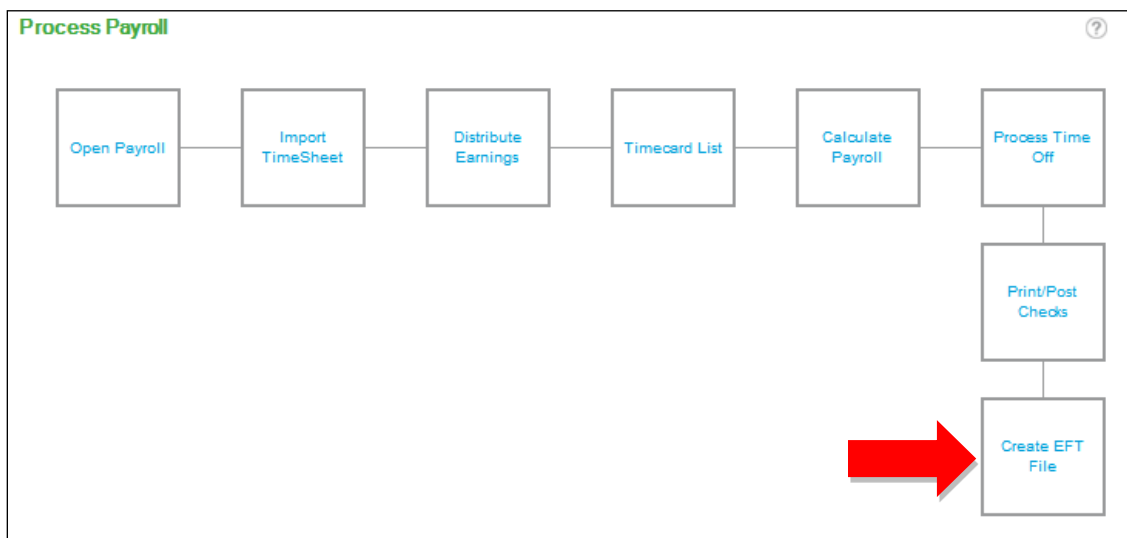
### Introduction

You can use the Generate EFT File window to:

- Generate a test or pre-note file, without having to run Calculate Payroll and Payroll Checks. You can check the test file before you generate the actual file for submission.
- Regenerate a file to replace a past file.



**NOTE:** To generate EFT data during payroll calculation, you must first select the Generate EFT Checks option on the Calculate Payroll window.



## To Generate the EFT file

1. From the **Navigation Pane**, select **Payroll (Canadian) > (Tasks) Process Payroll > Create EFT File** icon.

There are two choices in **EFT Type**: Direct Deposit and Child Support EFT. Select appropriately.

2. In the **EFT File Type** field, select from the following options:


**Original:** Choose this if generating a file for the first time for a new payroll run. Payroll automatically assigns a number to the file that it creates. This number is known as the EFT Run Sequence Number, and helps you identify the file at a later time. This number is used when you want to regenerate (replace) the file.

**Replacement:** (Only available if Direct Deposit is chosen.) Choose this if generating a file to replace a past one. When you select it, a new field appears on the window: the **EFT Run Sequence** field. Use the Finder to choose the file you want to replace.

**Pre-notification:** Choose this if generating a pre-notification file. This file will contain all employees who are designated for direct deposit, with zero amount checks.


3. In the **Company EFT Bank** field, use the Finder to select the company's bank ID. If you don't see one listed go to **Setup > Payroll > (Payroll Setup) EFT Options** to add it.
4. Use the **Selection List** field or the **From Employee/To Employee** fields to choose the employees to include in the file.
5. Enter the **From and To Period End Dates**, which specifies the dates you want to use to generate the file.
  - For example, if you specify 10/04/2020 to 10/17/2020, then all paychecks with a Pay Period End Date within that range will be put in the file.
6. In the **Effective Entry Date** field, specify the date you want the bank to release the funds in order to pay your employees. You have two options from which to choose:

- **Use Employee Check Date:** This will release the funds on the check date in the file.
  - **Use Default Funds Available Date:** Select a date other than the check date and then enter the appropriate date in the **Default Funds Available Date** field.
7. In the **Local File Path** field, enter the location where the file will be created. Do not include the file name, because Payroll automatically names the file as UPDIRECT.

	<p><b>NOTE:</b> The UPDIRECT section of the file name can't be changed and the system will use the file extension that was designated during setup of payroll. From the Navigation Pane, select Setup &gt; (Codes) Payroll &gt; (Payroll Setup) EFT Options to change the extension used in creating the EFT file. You can change the file name in Explorer after it has been created.</p>
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8. The **File Creation Date** will default to today's date. If your bank requires a different date enter that date. Refer to the bank's specifications.
9. The system updates the **File Creation Number** and uses it for naming the history file.
10. Complete the following fields:
- File ID Modifier:** The file ID modifier allows for multiple files to be created on the same date. Only upper-case A-Z and numeric 0-9 are permitted. So, if you send more than one file—for example, one for division A and one for division B—then the characters A and B or a similar unique code would be required. Otherwise, the bank sees the second file as a duplicate and will reject the file upon receipt. Some banks will require a specific pre-defined code; therefore, you should confirm the procedure with your bank.
- Entry Description:** Enter the purpose of the entry to be displayed back to the Receiver; for example, REG.SALARY (10 characters).
11. Click **Process** to start the file generation. You will receive a pop-up report and then a box stating that the file completed. If there were any errors, they will appear in the pop-up box as well.
12. The **EFT Direct Deposit report** pops up when the file is successfully generated. You can print the report now or print it later from the Payroll subgroup of the Reports group. [From the **Navigation Pane**, select **Reports** > (Payroll) **Transaction Reports** > **EFT Direct Deposit**].

## Links and additional information

Topic	URL	Additional Information
Sage City – HRMS Forum	<a href="https://www.sagecity.com/support_communities/sage_hrms/f">https://www.sagecity.com/support_communities/sage_hrms/f</a>	Ask product questions Share tips and tricks with Sage peers, partners, and pros
Sage City Global Resources	<a href="https://www.sagecity.com/global-resources">https://www.sagecity.com/global-resources</a>	New page in Sage City for Online Support Resources. Explore Sage University, register for the free webinars, access our training forum, view documentation, read product news and alerts, chat with a support representative and more!
Questions and Answers relating to Sage HRMS Learning Series	<a href="https://www.sagecity.com/support_communities/sage_hrms/f/sage-hrms--training">https://www.sagecity.com/support_communities/sage_hrms/f/sage-hrms--training</a>	This link will take you directly to the Sage HRMS – Training forum on Sage City
Sage University	<a href="https://www.sageu.com/hrms">https://www.sageu.com/hrms</a>	Log on Training and certification View training by subject Create a Profile Test your knowledge View training schedule
Sage University Help Desk		Telephone: 1-855-724-3864 Email: SageUniversity@sage.com
Discount code	HRMSresource	10% off when registering for Sage HRMS instructor-led training
<a href="#">Register</a> or access on demand recording for Sage HRMS Learning Series	<a href="https://get.sage.com/HRMSLearningSeries">https://get.sage.com/HRMSLearningSeries</a>	
Grad Cap icon in Sage HRMS		A link to Sage University to browse for training on the related area in Sage HRMS