Sage Advisor

sage

Setting Up Direct Deposit

Available in All Versions of Sage 50 Accounting
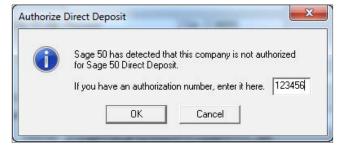
Quick Reference Guide

What is direct deposit?

It's a method of paying your employees by depositing their paychecks directly into their bank accounts. Using direct deposit reduces the time and money spent printing paper checks. It also reduces the time employees spend going to the bank to cash paychecks.

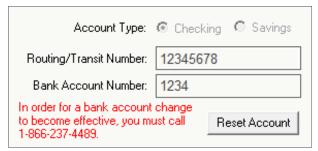### How do I get started with direct deposit?

1. Authorize Sage 50 Direct Deposit

Sign up for Sage 50 Direct Deposit by calling us at 866-257-0447. After signing up, you'll receive your authorization code. Enter this code in Sage 50. Go to the System navigation area, and click Edit Company Information Now. Click the arrow for Direct Deposit. Enter your code and click OK.
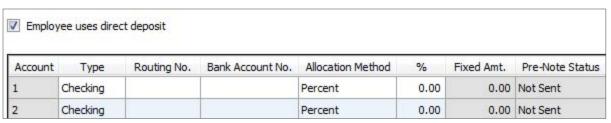

2. Enter banking information in Sage 50

Click the arrow for Direct Deposit (you'll notice the status now says Active). Enter your company banking information (routing and account number). Choose your Cash Account and Fee Expense Account that you want your fees and transactions to post to.

3. Set up employee information

Go to Employees & Payroll > Employees > View and Edit Employees > Double click the employee's name. Enter their banking information on the Direct Deposit tab.

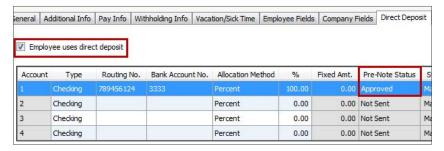| Account	Type	Routing No.	Bank Account No.	Allocation Method	%	Fixed Amt.	Pre-Note Status
1	Checking			Percent	0.00	0.00	Not Sent
2	Checking			Percent	0.00	0.00	Not Sent

4. Sync and approve pre-notes
Next, you'll need to sync all of your company and employee bank information (pre-notes) for approval. Use the WebSync Wizard to sync your pre-notes and to check for pre-note approval. Once you receive approval, you're ready to pay your employees.

To sync pre-notes:
- Select Services > WebSync Wizard.
- Enter your logon credentials for Sage 50 Direct Deposit..
- Continue to click Next through the wizard, and click Finish.

Check for pre-note approval
- Wait five (5) banking days after syncing your pre-notes.
- Open the WebSync Wizard and proceed until you get to the Finish window.
- Go to Maintain Employees & Sales Reps > Direct Deposit tab. The status in the Pre-Note column should show Approved. Also the **Employee uses direct deposit** check box is now enabled.

5. Start paying your employees.
Now you're ready to sync your first direct deposit payroll. The deposit date is determined by the check date. In order for paychecks to be deposited on time, you must submit paychecks by 3:00 p.m. ET and three (3) banking days before your company pay date. This ensures timely processing of your payroll.
If you're paying a single direct deposit employee, go to Tasks > Payroll Entry. To pay multiple employees go to Tasks > Select for Payroll Entry. Once you save and post the checks, open the WebSync Wizard to process the direct deposit transactions. Enter your logon credentials, proceed to enter your PIN, and click Finish.

Did you know?
- Remember to allow for official bank holidays when you process a direct deposit payroll. To determine the deadline date to process and transmit the direct deposit payroll, calculate three banking days prior to the pay date, and exclude all Federal banking holidays from your processing time. For a list of Federal banking holidays, visit www.federalreserve.gov/aboutthefed/k8.htm.
- If you ever need to change your company bank account information, you must first call 1- 866-237-4489.
- If you need more detailed setup instructions, go to Help in Sage 50, click the Index tab, and search for direct deposit.

For more info, visit: Sage.com
or contact us at 866-996-7243