

Champ Systems, Incorporated

P/R Direct Deposit

User Guide

For Sage 100 - Version 2017 (Level 5.40)

January 31, 2017

Table of Contents

Introduction.....	3
New in Version 2016	3
Installation and Registration	3
Scope of Documentation	3
Setup	4
Payroll Options.....	4
Champ Systems Direct Deposit Setup	4
Using the Enhancement	5
Champ Systems Dir Dep File Generation	5
Champ Systems Dir Dep File Viewer	6
Frequently Asked Questions.....	7

Introduction

The Champ Systems Direct Deposit enhancement will enable a Sage 100 user to create an industry standard ACH (also known as NACHA) file that can be uploaded or transmitted to a bank to allow direct deposit of employee paychecks. The enhancement also supports the generation of pre-notes.

The Champ Systems enhancement is fully graphical and installs on any Sage 100 system. This enhancement is integrated into the Payroll menu under the Direct Deposit menu.

New in Version 2016

New in Version 2016, the Champ Systems Direct Deposit programs are separate items on the Payroll Direct Deposit menu. They are clearly identified as “Champ Systems”. Further, in order to provide better security, the “View ACH File” button has been removed from the **Champ Systems Dir Dep Setup** program and placed as a separate item on the menu, **Champ Systems Dir Dep File Viewer**.

Installation and Registration

See the separate Installation and Registration Instructions you received with the enhancement. Please read all documentation and have a valid backup prior to installation.

Scope of Documentation

This guide assumes that the standard Sage 100 P/R module has already been installed and that the user is familiar with its operation. This guide describes only the changes associated with the Champ Systems Direct Deposit enhancement.

Setup

Payroll Options

After you have installed the Champ Systems Direct Deposit enhancement, be sure to set the standard Payroll Options on the Direct Deposit panel (#5) as noted:

Require Direct Deposit: Checked
Direct Deposit Interface: Other

Note: This enhancement must be installed and these options set before processing a pay cycle for which you need to generate an ACH file.

Champ Systems Direct Deposit Setup

This program must be run at least once to activate Champ Systems Direct Deposit for the company.

The screenshot shows a dialog box titled "Champ Systems Direct Deposit Setup" with the following fields and options:

- Bank Code: B (with a search icon) Wells Fargo
- Company Name: ABC Distr and Service Co.
- Processor Co. Name: (empty)
- Processor Routing #: 121042882
- Processor Fed. ID #: (empty)
- Line Feed:
- Fed ID Preface - File: Fed ID Preface - Batch (Default = 1) 1
- Sign On Record 1: (empty)
- Sign On Record 2: (empty)
- Write Debit Record:

Buttons: Accept, Cancel

Bank Code

The Bank Code must already exist and activated for Direct Deposit using Bank Code Maintenance on the Payroll Setup menu.

Other Entries

Use the other entries to configure the format of the ACH file. This information must be obtained from your bank.

Using the Enhancement

Champ Systems Dir Dep File Generation

This program is run after the Payroll Check Register has been printed and updated. This program generates the ACH file from the updated payroll data.

Once the ACH file has been generated, it must be uploaded or transmitted to your bank using software that is normally provided by your bank.

Bank Code: B Wells Fargo

Beginning Effective Date: 05/25/2020

Ending Effective Date: 05/25/2020

Output Filename: B200525

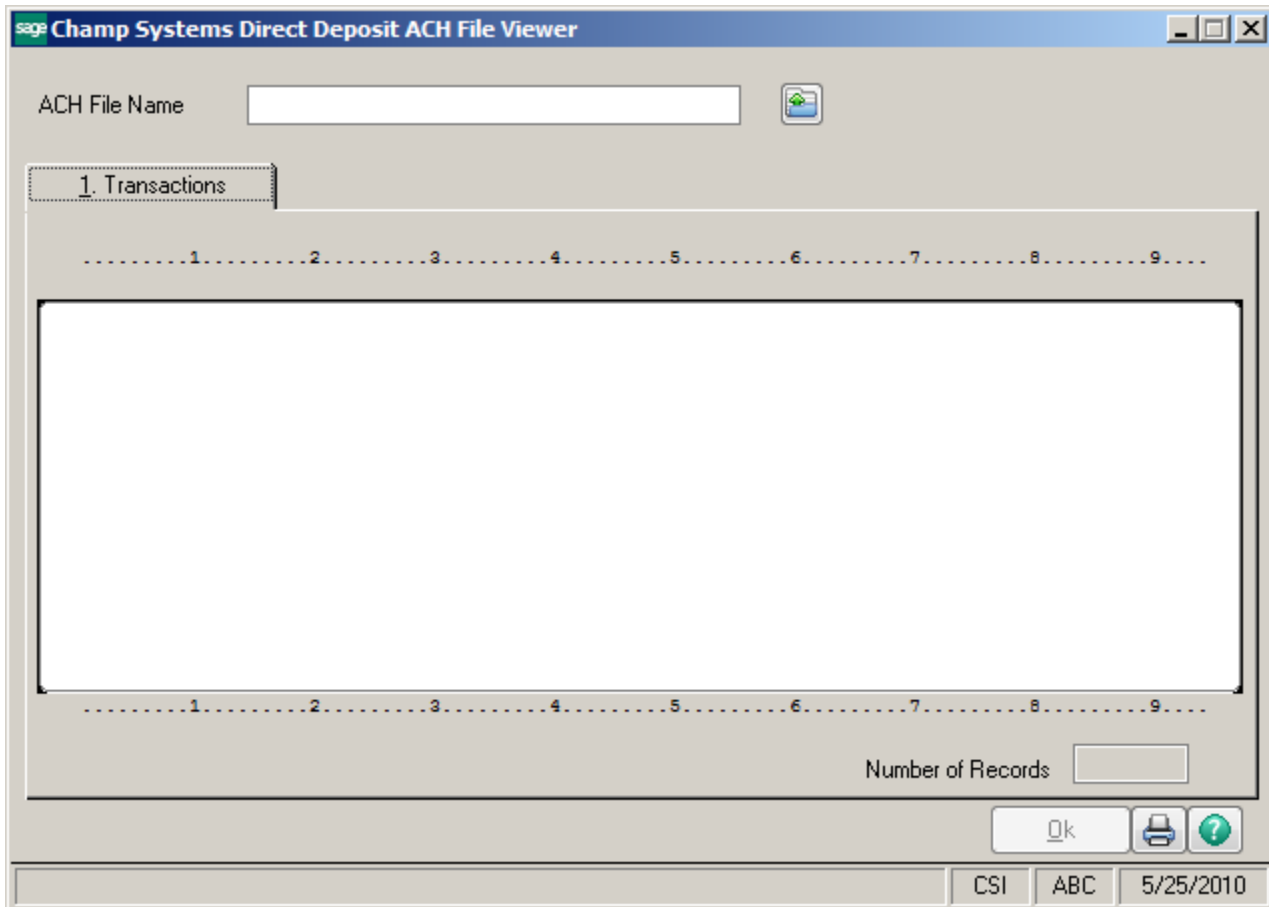
Re-Transmit Batches already Sent:

Proceed Cancel ?

CSI ABC 5/25/2020

Champ Systems Dir Dep File Viewer

Use this program to view a previously generated ACH file. A hard copy listing is available by clicking on the printer icon.



Frequently Asked Questions

I just installed this enhancement for the first time after the pay cycle was complete. When I try to generate the ACH file, nothing is selected.

Standard Sage 100 only retains the extra Direct Deposit data required for the file generation if the Direct Deposit options are set correctly before the Payroll Check Register is updated.

How do I know what options to choose in the Champ Systems Direct Deposit Setup program?

This information must be obtained from your bank. Although the format of the ACH file is standardized, there are certain variations. The setup program was written to allow for these. If you cannot format the ACH file as required by your bank, contact Champ Systems, Inc.

Where is the documentation on setting up individual employees for Direct Deposit and processing a pay cycle with Direct Deposit?

Standard Sage 100 allows the user to setup up the individual employees for Direct Deposit. The standard programs also handle such things as printing a direct deposit stub for an employee instead of a check and generating the pre-note approvals. This items can be found in the Sage 100 help system. This enhancement reads the standard Sage 100 data and generates the ACH file from that.

How do I send my ACH file to my bank?

Generally the ACH files is either uploaded to your bank's website/portal, or transmitted to your bank using software provided by your bank. You must obtain this information and/or software from your bank. This enhancement does provide any upload or transmission capabilities.