



Accounting ACH Payroll Payments

AC (7.307)
Rev. # 0.1

Date 10/19/2023
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Purpose:

The purpose of the SOP procedure is to process payment of employee wages by ACH remote deposit.

Procedure:

- 1) Process Payroll
 - A) Go to the payroll module.
 - i) Click on Tasks.
 - ii) Process Payroll.
 - iii) Box Pops Up. Click on Master.prm.
 - iv) Click on reprocess checks.
 - v) Click on printer setup and select print to file.
 - vi) Click start → Payroll → Process Payroll → Save.
 - B) Review Check Journal Report.
- 2) Review reports generated when entering and processing payroll.
 - A) Check of new projects and closed projects.
 - i) Labor Burden.
 - ii) ECJ Coding.
 - iii) Out of State Projects.
 - B) Compare check journal report just reprocessed to check journal report created when entering payroll.
 - C) Review Time Sheet Report.
 - i) Confirm no pennies for salaried employees.
 - ii) Confirm hours and deductions.
 - iii) Confirm WC Codes.
 - iv) Confirm GL Accounts Pay ID.
 - D) Review Job Labor JEC Report.
 - i) Confirm vacation/holiday/sick hours.
 - ii) Confirm employee regular and O/T hours charged to jobs.
- 3) Review expense vouchers.
 - A) Confirm amounts and coding.
 - B) Confirm Approval.
- 4) Generate Direct Deposits.
 - A) Go to payroll module.
 - i) Click on Tasks.
 - ii) Generate Direct Deposits.
 - iii) Click on Master. Prm.
 - iv) Box Opens.
 - 1) Bank Accounts #1040
 - 2) Check Form Defaults to PRCHECK
 - 3) The effective date should be Friday of current week.
 - 4) Direct Deposits Path is deposit.txt (all lower-case letters.)



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- v) Click on printed setup and print to file.
- vi) Click Start (2 parts) → Payroll → Generate Direct Deposits → Save.
- vii) The save payroll → Direct Deposits Register → Save.
- viii) Go to background tasks and make sure everything completed normally.
- B) Print the Direct Deposits Registers.
 - i) Go to file printouts → Payroll → Direct Deposit Register
 - ii) Print.
- 5) Upload ACH file to bank website.
 - A) Login to Pinnacle bank Website.
 - B) Go to → Other Services → ACH/Remote Deposit → Enter Security Code.
 - C) Pinnacle Bank Treasury Management website opens.
 - i) Click on file transfer → Load File → ACH File.
 - ii) Description is Crain Payroll.
 - iii) Click on Choose File.
 - 1) Go to → N Drive → Data → JEC Acct → Select deposits. Txt
 - iv) Click on “Next” at the top right of the page.
 - v) Verify amount, item count and effective date to Direct deposit register.
 - vi) Click once on “Next” at the top right of the page.
 - vii) Click once on “Continue” at the top of the right page.
 - viii) Click “review” → verify transaction → click verify all.
 - ix) Click “review” → Authorize transaction → click verify all.
 - x) Click on “report manager” to view three reports.
 - 1) File submitted report.
 - 2) Verify report.
 - 3) Authorize report.
 - xi) Log out if all 3 reports are there.
 - D) Login later Wednesday afternoon to view and print ACH collection/file pick up report.
 - i) Confirm report amounts and date.
 - ii) Print this report for your records.