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CREATE ACH BANK FILE

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DIRECT DEPOSIT OF PAYROLL

In order to improve customer service and reduce the customer and banking costs inherent in paper transaction processing, the banking industry has developed an electronic means of transferring funds, the central component of which is the Automated Clearing House (ACH). The ACH is a computer facility, usually operated by a Federal Reserve Bank, which facilitates the paperless exchange of financial transactions between participating financial institutions. These ACHs interconnect, making possible the national interchange of electronic transactions.

Every participating ACH financial institution is assigned a unique number that can be found on the bottom left of a personal check or deposit slip (for checking or savings accounts). This number is the Transit-Routing (TR) number, which identifies the bank where that account is maintained. Direct Deposit is the automatic credit of a recurring payment (such as net pay) into an individual's account at a participating financial institution. Instead of distributing checks, the disbursing organization sends a magnetic tape (or in some cases, a diskette) or transmits payment data via modem to the bank, where the transactions are electronically processed and forwarded to the ACHs for distribution to the receiving depository institutions. Some of the advantages of using Direct Deposit are:

- No trips to the bank or waiting in lines;
- No lost or stolen checks;
- Deposits are made even if the employee is sick or away; and
- Savings in postage and time.

Direct Deposit cannot, nor was it intended to, debit an individual's bank account. In other words, no negative net amounts can be processed through Direct Deposit (net amounts being the total of all regular, bonus, and adjusting payroll edit records' net pay for an individual).

This topic includes general requirements for using Direct Deposit, a step-by-step procedure for initializing and using Direct Deposit, and the record layouts of the bank transmission file.

Data Transmission

To improve the speed associated with submitting payroll data, a method of communicating at high speed via computers using ordinary telephone lines, called data transmission, is available at most participating banks. Some of the advantages of data transmission are:

- Elimination of courier delays and expense in tape/diskette delivery;
- Savings in clerical expense;
- More timely availability of data; and
- Improved internal control.

Requirements

There are several requirements you must meet in order to use the Direct Deposit feature:

1. Your bank must participate in the ACH system. We recommend that you establish contact with your bank 90 days before you plan to implement Direct Deposit in order to complete the necessary arrangements, such as the required legal paperwork.
2. For data transmission by telephone line, a modem, communications software, and telephone line that can receive and initiate calls may be required. Data transmission is discussed in more detail later in this topic.
3. The bank requires two days lead time to process the Direct Deposits. A payroll that normally is distributed on Friday, for example, must be received by the bank on Wednesday morning. This means that timesheets must be processed by this time, which may be difficult for some users to do, especially if they are sending a diskette to the bank rather than using data transmission, or if there is a short lag time between the pay period ending date and the paycheck date.

Summary of Required Steps

The following steps are broken into two main groups: initialization and periodic procedures. Initialization steps are normally done once, and then performed as needed, whereas periodic procedures take place each time payroll data is sent to the bank.

Initialization Steps:

1. Contact your bank. If you are not already using direct deposit with another software package, you must perform prenotification steps or other procedures to set up your employees in their direct deposit

program. If you are already using direct deposit with another software package, you still may need to perform prenotification steps or other procedures to test the Costpoint Direct Deposit transmission file.

2. Enter the IDs (ACH transit-routing numbers) and names of all banks at which participating employees maintain their accounts on the Configure Bank Routings screen. You must also enter your company's bank here.
3. Enter the bank IDs and account numbers of all participating employees and the initial prenotification **ACH Trans Code (Checking Prenote** for checking and **Savings Prenote** for savings) on to the Pending Bank Accounts subtask of the Manage Employee Bank Information screen.
4. Initialize the Configure Direct Deposits screen. Please call Costpoint General Support for assistance. Have your bank name and ABA number available at that time.
5. Select the forms you use in the **Advice Format** drop-down list on the Posting/Advice Information tab of the Configure Direct Deposits screen.

Periodic Procedures:

1. Enter timesheets and Post Timesheets, Compute Leave Accruals, and Post Payroll Journal and Compute Payroll.
2. Run the Activate Pending Employee Bank Information utility, which deletes the employee's active bank accounts and replaces them with the pending bank account setup if the employee's **Direct Deposit File Created** check box is selected in the **Pending Bank Accounts** group box on the Manage Employee Bank Information screen. This utility loads the Active Bank Accounts table (Manage Employee Bank Information) with the bank accounts that are used to allocate an employee's net pay. You may prefer to execute this step as the final step of the pay period, or as the first step of the next pay period.

If this is the first time you are performing the director deposit procedures, skip this step.

3. Process the direct deposit on the Create ACH Bank File screen. This creates the file, with a user-defined path and name, that is transmitted to the bank. We recommend that you name each file differently so that you can retransmit if necessary. You must perform this step before printing payment advice forms for direct deposit employees and before posting the Payroll Journal. The process, which generates the Direct Deposit File, accepts only Payroll Table records that do not have check numbers or check dates in them. You can print regular payroll checks before generating the Transmission File because the Print Paychecks program does not place check numbers or check dates on employees who are in the Manage Employee Bank Information records.
4. Print and review the contents of the ACH File on the Print Bank ACH File Report screen.
5. Transmit the bank file to the bank using a modem, or send a diskette (or tape) containing this file to your bank with any necessary forms.
6. Print the payment advice forms on the Print Payment Advices screen, using the form your company has chosen.

Data Transmission

To implement data transmission, you must have a modem, communications software, and a phone line through which outgoing calls can be made. The transmission of data is a separate process from Costpoint Payroll. In other words, after Costpoint has written the Transmission File, usually to a disk using the user-defined path, the Costpoint job ends. Use the communications software to transmit the data after you log out of Costpoint.

Your bank can provide technical information outlining the communication protocol requirements. Check with the cash management representative at your bank to see if they support data transmission.

Most banks that receive data transmissions have a dial-up feature that allows you to initiate the transmission by calling the bank's host computer within a certain time period on the day of the transmission. The host computer answers and waits for the transmission to begin, or, in some cases, hangs up and returns the call automatically to your modem. This procedure verifies the source of the transmission. In other cases, voice contact is made with the modem operator at the host who then switches the modem into data mode. You then initiate the transmission using the communications software send function. Another method involves the use of a third-party intermediate that receives and converts asynchronous transmissions to tape, which they send to the bank.

The receiving bank may require the file to be named per their specifications.

Special Hints

Pay Frequency — The Transmission File contains pay data from the Payroll Table file for only one pay frequency. The employee's pay frequency at the time payroll is created determines in which Payroll Table file the record is

CREATE ACH BANK FILE

stored. Therefore, be aware that if an employee's frequency code is changed on the Manage Employee Taxes screen after payroll is created, the employee's potential paycheck record is not moved to the new pay frequency file.

One Cent Credits — Some banks require a one-cent credit to be transmitted as part of initializing each employee in the Direct Deposit program. Do this by entering an "X" record on the Manage Payroll Records screen after posting all the regular payroll. Set up a deduction on the Manage Deductions screen and a G/L account specifically for this purpose. On the Manage Payroll Records screen, enter a negative one-cent amount into this deduction field; a net pay of one cent is generated. In the next pay period, enter a positive one cent into the same deduction so that they will "wash" when you post the second payroll.

Following is a general description of the ACH file structure/record formats for facilitating the direct deposit of payroll.

Entry Detail Record Format

Entry Detail Records contain information that connects the entry to the individual; for example, bank account number, identification number, name, and the amount of the deposit. The contents of the Company/Batch Header Record are combined with Entry Detail Record to fully describe each entry and all participants to the transaction.

Field	Position	Size	Contents	Data Element Name
1	01 - 01	1	"6"	Record Type Code
2	02 - 03	2	Numeric	Transfer Code 22 = Checking Credit 23 = Checking Prenote 32 = Savings Credit 33 = Savings Prenote
3	04 - 11	8	Numeric	Employee's Bank Transit/Routing Number
4	12 - 12	1	Numeric	Transit/Routing Check Digit (of employee's bank number)
5	13 - 29	17	Alphanumeric	Employee Bank Account No. left justified unused fields leave blank
6	30 - 39	10	\$\$\$\$\$\$\$	Amount - right justified left zero fill
7	40 - 54	15	Alphanumeric	Individual ID Number (Employee ID Number)
8	55 - 76	22	Alphanumeric	Individual Name (Employee Name)
9	77 - 78	2	Alphanumeric	Discretionary Data - blank
10	79 - 79	1	"0"	Addenda Record Indicator Value
11	80 - 94	15	Numeric	Trace Number (sequential number)

Company/Batch Header Record Format

The Company/Batch Header Record identifies the originating company and briefly describes the prearranged credit; for example, **REG SALARY** indicates the reason for the transactions originated by your organization. In addition, this record can indicate the intended effective date of all transactions within the batch.

The Company/Batch Header Record also contains the transit-routing number (that is, a nine-digit number, including check digit) that uniquely identifies each depository financial institution. The information contained in this record applies uniformly to all subsequent Entry Detail Records in the batch.

Field	Position	Size	Contents	Data Element Name
1	01 - 01	1	"5"	Record Type Code
2	02 - 04	3	Numeric	Service Class Code
3	05 - 20	16	Alphanumeric	Company Name
4	21 - 40	20	Alphanumeric	Company Discretionary Data (optional)
5	41 - 50	10	1NNNNNNNNN	Company Identification
6	51 - 53	3	Alphanumeric	Standard Entry Class (PPD)
7	54 - 63	10	Alphanumeric	Company Entry Descriptive
8	64 - 69	6	Alphanumeric	Company Descriptive Date (031800 or Mar. 18)
9	70 - 75	6	YYYYMMDD	Effective Entry Date (paydate in YYYYMMDD order)
10	76 - 78	3	Blank	Reserved
11	79 - 79	1	Alphanumeric	Originator Status Code
12	80 - 87	8	TTTTAAAA	Originating DFI Identification
13	88 - 94	7	Numeric	Batch Number - sequential number beginning 0000001

File Header Record Format

The File Header Record designates physical file characteristics and identifies the immediate destination (for example, bank name) of the entries contained within the file or within the transmitted batched data. In addition, this record includes date, time, and file identification fields that can be uniquely used to identify the file.

Field	Position	Size	Contents	Data Element Name
1	01 - 01	1	"1"	Record Type Code
2	02 - 03	2	Numeric	Priority Code
3	04 - 13	10	bTTTTAAAAC	ACH or Receiving Point Identification Number
4	14 - 23	10	bTTTTAAAAC	Sending Point or ACH Identification Number
5	24 - 29	6	YYYYMMDD	File Creation Date (for example, 19970318)
6	30 - 33	4	HHMM	File Creation Time (for example, 1215)
7	34 - 34	1	Alphanumeric	File ID Modifier
8	35 - 37	3	"094"	Record Size
9	38 - 39	2	Numeric	Blocking Factor

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10	40 - 40	1	Numeric	Format Code
11	41 - 63	23	Alphanumeric	Receiving Point Name
12	64 - 86	23	Alphanumeric	Sending Point Name
13	87 - 94	8	Alphanumeric	Reference Code

Company/Batch Control Record Format

The Company/Batch Control Record contains the counts, sub- (or "hash") totals, and total dollar amounts for the preceding Detail Entries within the batch.

Field	Position	Size	Contents	Data Element Name
1	01 - 01	1	"8"	Record Type Code
2	02 - 04	3	"200"	Service Class Code
3	05 - 10	6	Numeric	Entry Count (total number of detail entries in batch)
4	11 - 20	10	Numeric	Entry Hash (total of field #3 in Detail Records)
5	21 - 32	12	\$\$\$\$\$\$\$	Total Debit Entry Dollar Amount - zero fill
6	33 - 44	12	\$\$\$\$\$\$\$	Total Credit Entry Dollar Amount (total amount in batch)
7	45 - 54	10	1NNNNNNNNNN	Company ID (1 followed by Tax ID Number)
8	55 - 73	19	Blanks	Reserved
9	74 - 79	6	Blanks	Reserved
10	80 - 87	8	Numeric	Originating Bank ID Number
11	88 - 94	7	Numeric	Batch Number (sequential number beginning 0000001)

File Control Record Format

The File Control Record contains dollar, entry, and sub- (or "hash") total accumulations from the Company/Batch Control Records in the file. This record also contains counts of the number of blocks and the number of batches within the file or batched data being transmitted.

Field	Position	Size	Contents	Data Element Name
1	01 - 01	1	"9"	Record Type Code
2	02 - 07	6	Numeric	Batch Count (number of batches in file)
3	08 - 13	6	Numeric	Block Count (number of blocks in file)
4	14 - 21	8	Numeric	Entry Count (total number of detail entries on tape)

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5	22 - 31	10	Numeric	Entry Hash (total of field #4 in Batch Control Records)
6	32 - 43	12	\$\$\$\$\$\$\$	Total Debit Entry Dollar Amount in File (zero fill)
7	44 - 55	12	\$\$\$\$\$\$\$	Total Credit Entry Dollar Amount in File (total of field #6 in Batch Control Records)
8	56 - 94	39	Blank	Reserved

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Use this screen to create the direct deposit file (ACH File). The ACH File is a single text file that you can submit to employees' banks via diskette or modem. Costpoint creates a record for each of the employees' accounts when an unpaid paycheck exists in the Employee Payroll table (Payroll Edit table) and the employee has been set up on the Manage Employee Bank Information screen. The presence of either a check number or a check date prevents a record being created. When this file is sent to your bank, the bank then debits the employer's account and credit amounts to employees' accounts that use the same bank and sends payments to other banks for the remaining employees. Therefore, only one file is written; the records are easily distinguishable by the bank ID that is embedded in each record.

The Direct Deposit of Payroll topic discusses the direct deposit feature in detail.

After you have created payroll and reviewed the Payroll Edit Report, Costpoint can generate the ACH File that contains the payment data to be transmitted to the bank. You must create this file before printing payment advices. Note that once the Payroll Journal is posted, the data required for creating the ACH file is no longer available.

When you run the Activate Pending Employee Bank Information utility and the employee's direct deposit file exists, the employee's Employee Bank Pending Line (EMPL_BANK_PEND_LN) records replace the employee's Employee Bank Line records.

There are two ways to work with export files in Costpoint:

- You can save the file to an Alternate File Location.
- You can save the file to the Costpoint database.

If you decide to use the first option, click  in the **File Location** field to select the alternate file location to which you want to save the file. If you choose the second option, leave the **File Location** field blank when you export the file.

You will not be able to access this screen if there are records in the old EMPL_BANK_HDR, EMPL_BANK_LN, and EMPL_BANK_PEND_LN tables. To address this, run the Restore Employee Bank Information toolkit.

Location

- People
- Payroll
- Payroll Processing
- Direct Deposits

Identification

Use the fields in this block to create a new parameter ID or to retrieve a previously saved parameter ID. A parameter ID represents a set of screen selection parameters. After you have saved a parameter ID and its related parameters, you can retrieve them using Query.

You can use the retrieved parameters to produce reports and run processes more efficiently and with greater consistency. Many users save a unique set of parameters for each different way they run a report or process. When you select a previously saved parameter ID or parameter description, the associated saved screen selection parameters automatically display as selection defaults. You can change any of the associated selection defaults as necessary.

Parameter ID

Enter, or click  to select, a parameter ID of up to 15 alphanumeric characters. Choose characters for your parameter ID that help identify the type of selections you made in the screen, such as PERIOD or QUARTERLY.

When you save your record, all the selections made in the screen are stored with the parameter ID. Later, you can retrieve the parameter using Query.

You can use the parameter to produce reports and run processes more efficiently because you can select the parameter ID with its previously defined screen selections. After the default selections display in the screen, you can override the defaults.

Description

Enter, or click  to select, a parameter description of up to 30 alphanumeric characters.

Selection Ranges

Taxable Entity

Use this group box to enter taxable entity ID for which you are creating the direct deposit file. You establish taxable entity information on the Configure Company Information screen.

Option

This field always displays **One**.

Start

Enter, or click  to select, the taxable entity for which you are creating the direct deposit file.

Pay Cycle

Use this group box to enter the pay cycle for which you want to create the ACH File (you can create only one pay cycle at a time). If you have a default pay cycle selected, that pay cycle defaults into this field.

Option

This field always displays **One**.

Start

Enter, or click  to select, the pay cycle for which you want to update deductions.

Tax ID

The employer tax ID associated with the selected taxable entity ID displays in this field.

Start

This field displays the start ID.

Sort By

1st Sort

This field displays the first sort criteria for the direct deposit file. Currently, **Employee ID** is the only sort.

Options

File Name

Enter the file name to be used for the creation of the file on the disk. Every time you create the ACH File, a new file is written.

To keep previous copies of the ACH File, we recommend that you use user-defined characters to identify each separate file. For example, use the month and day of the effective deposit date (BANK0731.DAT). If you have more than one pay cycle, include the pay cycle identifier in your numbering scheme if the month and day alone do not create a unique identifier, for example, **BANKB42.DAT**, where **B** represents bi-weekly, **4** represents **April**, and **2** represents the second bi-weekly payroll in April.

You can create the ACH File as many times as necessary before transmitting it. Each time this selection is made, the old ACH File is overwritten by the new one. Any recreation of the ACH file must take place before you post the Payroll Journal.

CREATE ACH BANK FILE

W records without a check number and check date on the Employee Payroll table (Payroll Edit table) are included in the ACH file for employees that have an **Active** status for direct deposit.

File Location

Enter the location of the file you are creating. There are two ways to do this:

- In the **File Location** field, enter, or click  to select, the alternate file location where you want to store the export file. Alternate file locations are set up on the Manage Alternate File Locations screen.
- or
- Leave the **File Location** field blank. When you execute this application, the export file is saved to the Costpoint database. Use the Export Files application to retrieve it and save it to a location on the network.

Overwrite File

Select this check box to overwrite an existing file saved to the **File Location**, if it has the same file name.

File Data

Tax ID Qualifier

This number precedes the tax ID for the selected taxable entity. This field defaults to **1**, but you can modify it if instructed to do so by your financial institution.

Effective Date

Use this field to assign the effective date of the ACH File, which is also the date of the direct deposit of the payroll.

Enter, or click  to select, the date on which the bank must credit the employees' bank accounts with the paychecks. If paychecks are normally distributed on Friday, for example, enter Friday's date. It is very important that this date be the correct pay date.

Process

Click  to create the ACH file.

▶ [Table Information](#)

Report Sources/Table Information

Direct Deposit Setup — DIR_DEP_SETTINGS

Employee Bank Header — EMPL_BANK_HDR

Employee Bank Line (Active Bank Accounts) — EMPL_BANK_LN

Employee Bank Line (Pending Bank Accounts) — EMPL_BANK_PEND_LN

Maintain Payroll Edit Table — EMPL_PAYROLL

PRINT BANK ACH FILE REPORT

Use this screen to print the contents of the direct deposit ACH file.

Print this report after you create the direct deposit ACH file.

Location

- People
- Payroll
- Payroll Processing
- Direct Deposits

Identification

Use the fields in this block to create a new parameter ID or to retrieve a previously saved parameter ID. A parameter ID represents a set of screen selection parameters. After you have saved a parameter ID and its related parameters, you can retrieve them using Query.

You can use the retrieved parameters to produce reports and run processes more efficiently and with greater consistency. Many users save a unique set of parameters for each different way they run a report or process. When you select a previously saved parameter ID or parameter description, the associated saved screen selection parameters automatically display as selection defaults. You can change any of the associated selection defaults as necessary.

Parameter ID

Enter, or click  to select, a parameter ID of up to 15 alphanumeric characters. Choose characters for your parameter ID that help identify the type of selections you made in the screen, such as PERIOD or QUARTERLY.

When you save your record, all the selections made in the screen are stored with the parameter ID. Later, you can retrieve the parameter using Query.

You can use the parameter to produce reports and run processes more efficiently because you can select the parameter ID with its previously defined screen selections. After the default selections display in the screen, you can override the defaults.

Description

Enter, or click  to select, a parameter description of up to 30 alphanumeric characters.

Selection Ranges

Pay Cycle

Options

This field always displays **One**.

Start

Enter, or click  to select, the pay cycle applicable for the Direct Deposit Edit report.

Generate

File Location

Enter, or click  to select, the location of the ACH file you want to print on the report.

File Name

Enter, or click  to select, the name of the ACH file you want to print on the report.

CREATE ACH BANK FILE

- [Table Information](#)

This screens prints information from the following tables:

- Direct Deposit Setup — DIR_DEP_SETTINGS
- Employee Bank Header — EMPL_BANK_HDR
- Employee Bank Line — EMPL_BANK_LN
- Maintain Payroll Edit Table — EMPL_PAYROLL
- ACH File — User-Defined