



TRENDS

Direct Deposit Setup



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Trends Direct Deposit

The Trends System has many locations that need to be set up to begin creating Direct Deposit files for your bank. This document has been formatted to follow step by step procedures to best set up the system for direct deposit, however some steps can be temporarily skipped if the information is unavailable to you at the current time. All steps in this document will need to be performed before your system is ready to produce Direct Deposit files.

As always, if you have any issues with any sections of this document, feel free to call our office and we will be glad to assist you.

Trends System Setup

There are two locations in Trends System Setup related to Direct Deposit.

Accounts Payable Options

This step is required before all other steps, as it enables all the other options within the Trends system.

To enable the Direct Deposit switch in your system, navigate to **Utilities**, click **System Setup**, then **Trends System Setup**. Once in this screen, select the tab along the top labeled *Accounts Payable Options*. Click **Edit** at the bottom of the screen, then check the *Direct Deposit School* checkbox.

The screenshot shows the 'Trends System Setup' window with the 'Accounts Payable Options' tab selected. The 'Direct Deposit School' checkbox is highlighted with a red circle. Other options include 'Hide Budget Balance in Requisitions', 'Hide Individual Budget Balance in Requisitions', 'Hide Budget on Requisition Reviewer Screen', 'Transmit Treasury Files', 'Allow Users to Exceed Budget', 'Use Blank Checks', 'Mask SSN on PR-Reports', 'Use MICR Encoding', and 'MICR True Type E-13B'. A 'Ship To Information' button is also visible.

Option	Status
Hide Budget Balance in Requisitions	<input type="checkbox"/>
Hide Individual Budget Balance in Requisitions	<input type="checkbox"/>
Hide Budget on Requisition Reviewer Screen	<input type="checkbox"/>
Direct Deposit School	<input type="checkbox"/>
Transmit Treasury Files	<input checked="" type="checkbox"/>
Allow Users to Exceed Budget	<input checked="" type="checkbox"/>
Use Blank Checks	<input type="checkbox"/>
Mask SSN on PR-Reports	<input checked="" type="checkbox"/>
Use MICR Encoding	<input checked="" type="checkbox"/>
MICR True Type E-13B	<input checked="" type="checkbox"/>

Shared Budget Code Options

Option	Status
Use Shared Budget Codes	<input type="checkbox"/>
Allow Users to see Budget Balance	<input type="checkbox"/>
Allow Users to Move Budget Amounts	<input type="checkbox"/>
Allow Users to Exceed Budget Balance	<input type="checkbox"/>

Buttons: School Logo, Signatures, Edit, Exit, Ship To Information

Figure 1 Direct Deposit Switch

Treasury Output Configuration

The new Direct Deposit function of your system will create an ACH or Direct Deposit file to be provided to your bank. In this step, we will determine where this file will be created.

To select the location for your Direct Deposit file, navigate to **Utilities**, click **System Setup**, then **Trends System Setup**. Once in this screen, select the tab along the top labeled *General*. Click **Treasury Output Configuration** in the top-right corner of this screen.

The screenshot shows the 'Trends System Setup' window with the 'General' tab selected. The 'Treasury Output Configuration' section is highlighted with a red box. The window contains the following fields and controls:

- School Information:** School Number (text box), Fiscal Year (dropdown menu set to 2021).
- EIN:** EIN (text box), Other EIN (text box with '0 -' prefix).
- Employer Id Num:** Employer Id Num (text box with '0 -' prefix), State Id Num (text box).
- Computer Descr:** Computer Descr (text box with 'ADPC'), Non-Kickback Amt: (text box with '\$25,000.00').
- Treasury School Type:** Checks (radio button), Warrants (radio button, selected).
- Treasury Output Configuration:** (Section header, highlighted with a red box).
- W2 Contact Name:** (text box).
- W2 Contact UserID (SSA-Assigned):** (text box).
- W2 Contact Phone:** (text box), Ext. (text box with '1').
- W2 Contact Email (New for 2012):** (text box).
- Buttons:** School Logo, Signatures, Edit, Exit.

Figure 2 Output Configuration

In this screen, you should see two boxes. One for your Warrant files, and one now for your Direct Deposit files. Click **Change Path** and select your desired path. The location you select should be easily accessible but clear of other unnecessary files. It is recommended that you create a new folder on your Desktop or in your Documents folder that will only have your Direct Deposit files in it.

Disk File Output Configuration

Warrant Disk File Path (Treasury Files)

☒ Use New Warrant File Filenames (Treasury)

☒ Use Auto Clear Direct Deposits (Treasury)

Direct Deposit File Path

Please Make Sure You Know What You are Changing on this Screen
Call ADPC at (800) 747-2372 for Assistance if Necessary

Figure 3 Direct Deposit File Path

Accounts Payable Setup

Banking information must be added to a few places in Trends for Direct Deposit. The first location is within the Accounts Payable Setup Screen.

To navigate to the needed screen, navigate to **Utilities**, click **System Setup**, then **Accounts Payable Setup**. In this screen you should see a button on the right-hand side labeled **Bank Info**. Click this button to enter the information screen.

The screenshot shows the 'Account Codes' window. At the top, there are dropdowns for 'Year' (2021) and 'Fund' (11). A search bar contains the text '11100010001101001013210105'. Below the search bar is a table with columns: Account Description, Year, Fund, Pri, Func, Obj, Prog, Subj, Job, and Site. The table lists several 'REG SALARIES-CP' entries with varying object codes. To the right of the table are buttons: 'Add', 'Edit', 'Delete', 'Bank Info' (highlighted with a red box), 'Dimensions', and 'Exit'. At the bottom, there is a section for 'Account Transaction Name' (REG SALARIES-CP) and a 'Code Report' button. Below that, there are 'Code Listing Options' with checkboxes for 'Omit No-Code', 'Omit 100 Object Codes', 'Omit 200 Object Codes', 'Omit Clearing Account Codes', 'Omit Accounts Payable Codes', and 'Omit **Appropriated Only Codes'. The 'Budget Balance' is shown as 45,425.68.

Account Description	Year	Fund	Pri	Func	Obj	Prog	Subj	Job	Site
REG SALARIES-CP	1	11	000	1000	110	100	1013	210	105
REG SALARIES-CP	1	11	000	1000	110	100	1024	210	105
REG SALARIES-CP	1	11	000	1000	110	100	1050	210	105
REG SALARIES-CP	1	11	000	1000	110	100	1110	207	105
REG SALARIES-CP	1	11	000	1000	110	100	1110	210	105
REG SALARIES-CP	1	11	000	1000	110	100	1164	210	105
REG SALARIES-CP	1	11	000	1000	110	100	1330	210	105
REG SALARIES-CP	1	11	000	1000	110	100	1360	210	105
REG SALARIES-CP	1	11	000	1000	110	100	1450	210	105
REG SALARIES-CP	1	11	000	1000	110	100	2200	210	105

Figure 4 Accounts Payable Setup

In the Bank Information screen, you will need to add at least the bank name and routing number that will be used by the school. To do this, click **Add**, and type in the information in the corresponding information fields.



Note: Adding this information will require an ADPC Override code. To obtain this code, you will need to speak with one of our employees. Call us at **(580) 762-6376**.

Bank Information

General Information

Bank Name:

Routing Number:

Add

Edit

Exit

Street Address:

Street Address:

City:

State:

Zip Code:

Point of Contact:

Phone Number:

Account Number(s)

Add

Edit

Delete

Figure 5 Bank Information

Payroll Setup

The second location is within the Payroll Setup screen. To navigate to this screen, navigate to **Utilities**, click **System Setup**, then **Payroll Setup**. Click the tab along the top of the window called **Payroll Bank Information**. In this window, you will need to verify some information as well as enter some additional information.

Payroll Setup

Payroll Groups | Payroll Payees | **Payroll Bank Information** | Tax Tables | Workmans Comp | State Credit/Frac Days

School Bank Information

Bank Name: **BANK OF BANKING**

Street Address:

Street Address:

City: State: Zip Code:

Point of Contact: Phone Number:

NOTE: School Bank Information can be edited on the Banking Information Screen found under the Accounts Payable Setup Screen.

Direct Deposit Information

Federal Clearing House: **FEDERAL FRB KC** Routing Num: **101000048**

Originating Bank Name: Routing Num: **000000000**

☐ No Debit Entry (offsetting entry created)
☐ Do Not Use SSN in DDeposit Files

Edit Save Exit

Figure 6 Payroll Setup

On the left-hand side of the window, you should see your bank name as entered in the Accounts Payable Setup screen. Click **Edit** and enter the relevant address information in the boxes below the bank name.



Note: Adding this information will require an ADPC Override code. To obtain this code, you will need to speak with one of our employees. Call us at **(580) 762-6376**.

On the right-hand side of the window, you will need to enter your banks name, as well as your Routing number. You should also see “Federal FRB KC” in the box labeled *Federal Clearing House*, as well as a routing number. More than likely this information will already be correct, but you should check with your bank to make sure they do not use a different clearing house.

There are also two checkboxes here than can be used.

- The *No Debit Entry* option is used to create an offsetting entry for direct deposits. This is not used by all banks and should be verified before being enabled.
- The *Do Not Use SNN* option masks social security numbers in the ACH file that is produced by Trends for security purposes. The ACH files you upload to your bank are text files and can be easily opened and read.

Employee Banking Information

For every employee you wish to add to Direct Deposit, you will need to add banking information.

Employee Information

File Tools

ALLAN, JOANNE

ALLAN, JOANNE
ALLAN, MARIA
ALLAN, NATHAN
ALSOP, HANNAH K
ALSOP, LILLIAN
ANDERSON, MICHELLE
ANDERSON, NATHAN E
ANDERSON, TREVOR
ARNOLD, ANNA
ARNOLD, CAROLINE
ARNOLD, CONNOR
ARNOLD, ELIZABETH
ARNOLD, KAREN
ARNOLD, MADELEINE
ARNOLD, PETER
ARNOLD, YVONNE
AVERY, BERNADETTE
AVERY, BORIS K
AVERY, JULIA
BAILEY, AMANDA
BAILEY, JAMES F
BAILEY, JOANNE
BAILEY, NATHAN
BAILEY, STEWART
BAILEY, WENDY
BAKER, SAMANTHA
BALL, ABIGAIL
BALL, DUTCH

General Information | Personal Information | **Banking Information** | Cert. Info

Direct Deposit Bank Information

Primary Bank

Routing: 026013673 **Account:** 290150390

Bank Name: BANK OF BANKING

Account Type
☒ Checking ☐ Savings ☐ Add Second Bank

Clear
Edit
Exit

Employee {181}

Figure 7 Employee Banking Information

You will need to enter their bank name, account number, and routing number. We recommend that you collect this information with either a voided personal check or signed form.



Note: We recommend that you do not accept bank information through email as email accounts can be compromised and fraudulent emails are all too common.

Creating a Pre-Note

Before creating your first Direct Deposit file, you should create a Pre-Note file to make sure everything has been set up correctly.

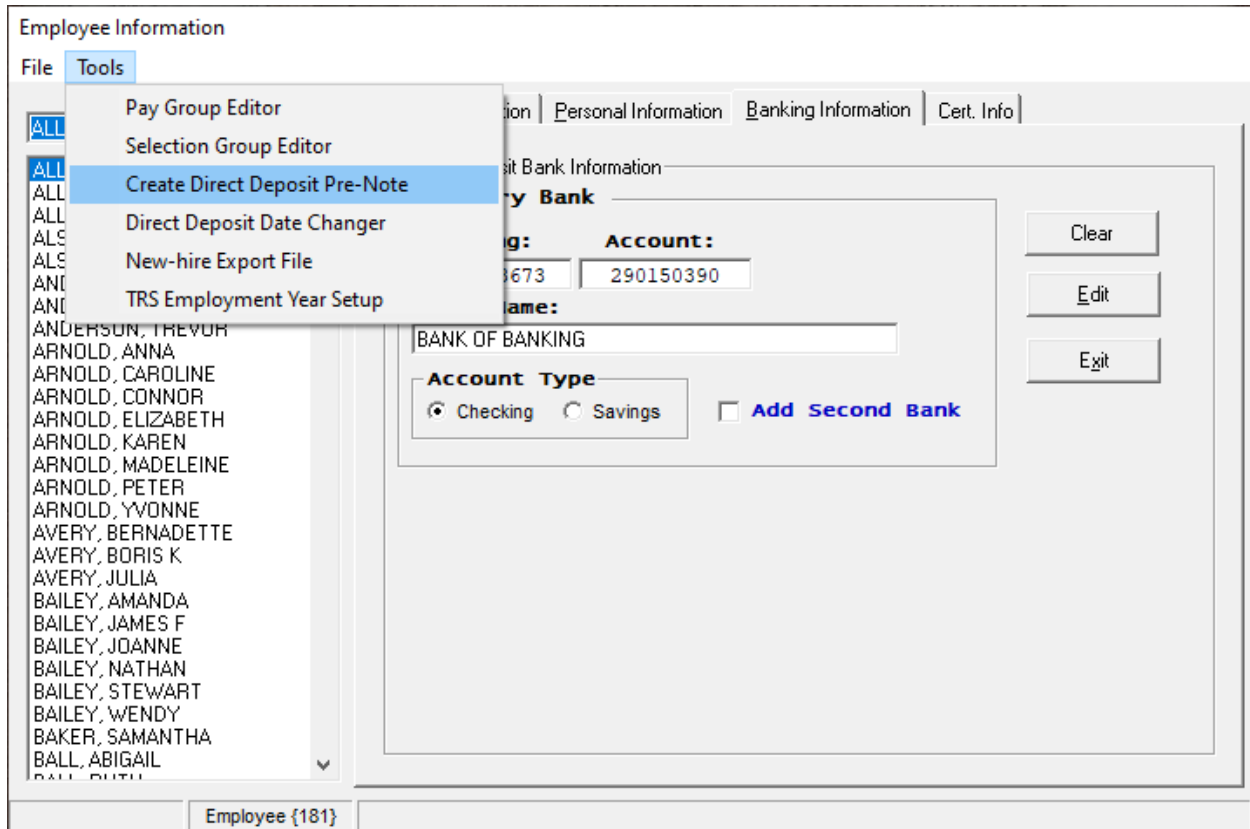


Figure 8 Pre-Note

To create the Pre-Note file, click **Tools** in the **Employee Information** screen. Then click **Create Direct Deposit Pre-Note**.

In the screen shown in *Figure 9*, you will need to select at least one employee to create a pre-note. It is best to select all the employees that show up in this screen, as you will be testing the information you entered for each employee as well as the settings you entered for your bank account information.

After selecting your desired employees, click **Create Disk**. In the following screens, click **Yes** and then **Copy** to create your file. The file will be placed in the same directory you set up to store your Direct Deposit files.

☒ Select Employee(s) For Direct Deposit Prenotification

Fast Search Last Name:

+/-	Employee Name
<input checked="" type="checkbox"/>	ALLAN, JOANNE
<input type="checkbox"/>	ALLAN, MARIA
<input type="checkbox"/>	ALLAN, NATHAN
<input type="checkbox"/>	ALSOP, HANNAH K
<input type="checkbox"/>	ALSOP, LILLIAN
<input type="checkbox"/>	ANDERSON, MICHELLE
<input type="checkbox"/>	ANDERSON, NATHAN E
<input type="checkbox"/>	ANDERSON, TREVOR
<input type="checkbox"/>	ARNOLD, CAROLINE
<input type="checkbox"/>	ARNOLD, CONNOR
<input type="checkbox"/>	ARNOLD, ELIZABETH
<input type="checkbox"/>	ARNOLD, KAREN
<input type="checkbox"/>	ARNOLD, MADELEINE
<input type="checkbox"/>	ARNOLD, PETER
<input type="checkbox"/>	ARNOLD, JACQUELINE

Jun - 12 - 2021
Effective Date

Create Disk

Select Options

Select All Reverse Clear All Exit

508 Employees Returned

Figure 9 Select Employees for Direct Deposit Pre-Note

Once you have created your pre-note file, navigate to the directory you set up in the Direct Deposit File Path. There should now be a file called "PREMMDDY.###". The MMDDY field is in reference to the date the file was create and the ### field is your ADPC assigned school number.

You will upload this file to your bank through whatever means they provide before preforming your first Direct Deposit-enabled payroll.

Payroll Groups

The final step of setting up Direct Deposits in Trends to enable Direct Deposit for your Payroll Groups. The Payroll Group settings are located by clicking **Utilities**, then **System Setup**, then **Payroll Setup**. Along the top of the screen, click **Payroll Groups**.

The screenshot shows the 'Payroll Setup' window with the 'Payroll Groups' tab selected. The 'Payroll Group' list contains 'CHRISTMAS BONUS' with sub-items 'Group #1 9mo Employees' and 'Group #2 12mo Employees'. The 'Occur Code' section has 'Monthly' selected. The 'Tax Calculation' section has 'By Person' selected. The 'Direct Deposit' checkbox is highlighted with a red box. Other options include 'Fiscal Year: 2021', 'Fiscal Year Visible at Lower Levels', 'Default' (FICA and Medicare, Medicare Only, No FICA and No Medicare), 'Use Selection Groups', 'Check Termination at Pre-Balance', 'Show as options on Pre-Balance', 'Show Special Payroll Option', and 'Show 22% Federal Supplemental'.

Figure 10 Payroll Groups

By clicking **Edit** and enabling the *Direct Deposit* option checkbox, you will begin creating Direct Deposit files when running payrolls for each group you enable. This will only affect employees who have bank information entered in the *Employee Information* screen.



Note: *Direct Deposit must be enabled for each individual payroll group in the system. Typically, Bonus or Stipend groups do not use Direct Deposit.*

Trends Split-Payment Setup

Acquire Information for Additional Bank Account

To setup split payments in Trends, you will first need to acquire the details for the additional bank account each employee wishes to use. Please collect the following information from your employees in a safe and secure manner:

1. Routing Number.
2. Account Number.
3. Amount (maximum amount to deposit in this account).
4. Bank Name.
5. Account Type (checking or savings).

Update Employee Information

This information will be input on the Banking Information tab of Employee Information (shown in Figure 11). When an employee receives compensation, Trends will deposit up to Minimum amount listed for the first bank account. If the compensation exceeds the Minimum on the first account, Trends will deposit up to the Amount listed on the Secondary account. If a balance remains after fulfilling the amounts specified for both bank accounts, the remaining balance will be deposited into the first account.

The screenshot shows the 'Employee Information' window with the 'Banking Information' tab selected. On the left, a list of employees is shown, with 'SHORT, MEGAN A' selected. The main area displays 'Direct Deposit Bank Information' for this employee. It includes fields for 'Primary Bank' and 'Secondary Bank'. The 'Primary Bank' section has fields for 'Routing' (101000048), 'Account' (123456789), 'Minimum' (\$2,000.00), 'Bank Name' (BANK OF OKLAHOMA), and 'Account Type' (Checking selected). There is an 'Add Second Bank' checkbox which is checked. The 'Secondary Bank' section has fields for 'Routing' (101000048), 'Account' (987654321), 'Amount' (\$300.00), 'Bank Name' (BANK OF OKLAHOMA), and 'Account Type' (Savings selected). Buttons for 'Clear', 'Edit', and 'Exit' are on the right.

Bank Type	Routing	Account	Amount / Minimum	Bank Name	Account Type
Primary Bank	101000048	123456789	\$2,000.00	BANK OF OKLAHOMA	Checking
Secondary Bank	101000048	987654321	\$300.00	BANK OF OKLAHOMA	Savings

Figure 11 Banking Information



Request ACH Split Features to be Enabled

After adding the extra banking information, please contact us to enable the feature for your school.

Fund	Check	Amount	Date	Payee
11	16	\$4,255.00	7/31/2014	
11	17	\$3,523.32	7/31/2014	
11	18	\$3,798.35	7/31/2014	
11	19	\$1,748.77	7/31/2014	
11	20	\$4,014.41	7/31/2014	
11	21	\$3,722.06	7/31/2014	
11	22	\$1,801.37	7/31/2014	
11	23	\$4,716.51	7/31/2014	
11	24	\$3,249.61	7/31/2014	
11	25	\$2,277.21	7/31/2014	
11	26	\$2,089.06	7/31/2014	
11	27	\$4,068.68	7/31/2014	
11	28	\$2,070.42	7/31/2014	

Information
Register: 1333
Fiscal Year: 2015
Beginning Balance: \$77,676.47
Beginning Check: 16
Processed: 2014-07-21 08:32:50

ACH Detail
Total Checks: 38 Checks
Total Amount: \$126,667.75

☐ Prenote Only

Figure 12 ACH Export Screen

ACH Processing

Open ACH Export

1. Open New Payroll Processing Module and click **Reprint Register(s)**.
2. Click the **ACH** button on the Reprint Check Register screen to open ACH Export (shown in Figure 12).



Create Prenote (optional)

If this is your first time using ACH Export or if you have added new bank accounts, you should create an ACH Prenote.

1. Check the *Prenote Only* checkbox.
2. Click **Create Prenote**.
3. Browse to location you wish to save file and click **Save**.
4. Send this file to your financial institution for validation.

Create ACH File

1. Ensure the *Prenote Only* checkbox is not checked on the ACH Export screen.
2. Click **Create ACH File**.
3. Browse to location you wish to save file and click **Save**.
4. Send this file to your financial institution to process payments.