

Go into Employee Setup, Employee, select employee, click on Direct Deposit option (in lower right), click the NEW button.

Enter in employee information in the field labeled below:

Bank name – enter the employee’s bank

Bank type – Checking/Saving,

Percentage Y/N - if N, then that indicates the direct deposit amount will be a flat \$ amount, NOT a percentage amount. If the amount should be a percentage amount enter Y, then enter the percentage amount.

EX: 100% would indicate that the employee’s entire check should be deposited into the employee’s specified bank account.

Bank Routing number- enter the employee’s bank routing number

Bank Account number - enter the employee’s bank account number