

ACH Prenote

Modified on: Tue, 14 Dec, 2021 at 2:20 PM

ACH PRENOTE

- Open an Employee Card
- Go to Salary Information/ Direct Deposits
- Make sure the banking information is filled in.
- Select Manage.

PAYROLL EMPLOYEE CARD

TEST-EMP-AK · Test · Employee

New Process Report Actions Navigate Report Fewer options

Personal >

Salary Information - Linked to Salary Table

Annual Salary	41,600.00	Pay Cycle	Weekly
Hourly Rate	20.00	Hourly/Salary	Hourly
Standard Weekly Hours	40.00	Overtime Exempt	☐

Direct Deposits **Manage**

Code ↑	Account Type	Bank Account No.	Routing No.	Amount Formula	Amount / Percent	Prenote Pending
→ DEFAULT DIRECT DEP	Checking	12121212	123123123	% of Net Wages	100.00	☒

- Select 'Create ACH Prenote'

Direct Deposits **Manage**

New Line Delete Line **Create ACH Prenote**

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→ DEFAULT DIRECT DEP	Checking	12121212	123123123	% of Net Wages	100.00	☒

