

Direct Deposit Overview



This article is for Drake Accounting 2018. To view this article for Drake Accounting 2019, click [here](#).

In a nutshell, these are the steps to using the Direct Deposit feature in Drake Accounting:

1. Establish your account with Kotapay (**formerly InterceptEFT**). See below for more information.
2. Complete the **Direct Deposit Setup** screen.
3. Identify which employees will receive their pay by direct deposit. Refer to the Direct Deposit tab information under "[Employee Setup Overview](#)" for [direct deposit set up instructions](#).
4. Enter live payroll information that includes direct deposit employees. Print check stubs if you desire. See below for more information.
5. Transmit the pay information to Kotapay.

Please see below for the **Table of Contents** to read more information.

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Before configuring Drake Accounting® for direct deposit, you must first set up an account with Kotapay.

Contact Kotapay at (866) 431-9926 for information and pricing or visit their website at www.kotapay.com

Once you've sent your request for an account to Kotapay they will send a packet of information to you regarding your account.

- All of the information required to complete the Firm > Direct Deposit Setup screen is included in that packet.



Drake has negotiated discount pricing with Kotapay for this service.

When speaking to Kotapay, you must identify yourself as a Drake client in order to take advantage of this special pricing.

See also "[Kotapay Holiday Processing Schedule for Direct Deposit](#)".

[Setup Direct Deposit](#)

1. Go to **Firm > Direct Deposit Setup**.

Row	A	B	C	D	E	F	G	H	I	J
1	0	1	0	1	0	1	0	0	1	0
2	0	0	1	0	1	0	1	1	0	1
3	0	1	0	1	0	1	0	0	1	0
4	0	0	1	0	1	0	1	1	0	1
5	0	1	0	1	0	1	0	0	1	0

Primary UserID/Password

PIN:

UserID: Retype UserID:

Password: Retype Password:

Secondary UserID/Password

PIN:

UserID: Retype UserID:


Password: Retype Password:

Processing Window

[Details](#)

Save, Reset, Clear, Exit

2. Use the drop lists to select letters and numbers or carefully type the letters and numbers to match the Authentication Card (or "Bingo Card") received from Kotapay.
- Either tab from one field to the next or use your mouse to click in a field.

 **Kotapay sends new Authentication cards periodically. Enter the new letters and numbers each time you receive a new card.**

3. Enter the **PIN**, **UserID**, and **Password** of the "Primary" Kotapay account.
- The password must be between 8 to 25 characters in length.
 - The fields display asterisks.
 - Reenter the primary **UserID** and **Password**.
4. Selecting the processing window from the **Processing Window** drop list that you have contracted with Kotapay to use
- 3, 4, or 5 days.
5. Go to **Employees > Employee Setup**.
6. The Details link presents an explanation of when Intercept must have the file based on the contracted processing window in order to avoid increased processing fees.
7. Click **Save**.

The Direct Deposit Tab

Personal Information | Payroll Wages/Rates | Payroll Options | Federal Tax | State Tax | Local Tax | Deductions | Benefits | Direct Deposit | Notes

Direct Deposit Information

Direct Deposit Payroll Checks

This is used in conjunction with the Direct Deposit Authentication Setup. Contact Kotapay to obtain information needed to complete the Direct Deposit Setup under Firm > Setup Direct Deposit.

Account Type

Checking Savings

Apply to Savings Dollars/Cents ▾

Checking Numbers

Checking Routing Number Retype Checking Routing Number

Checking Account Number Retype Checking Account Number

Use Same Routing Number

Savings Numbers

Savings Routing Number Retype Savings Routing Number

Savings Account Number Retype Savings Account Number

1. Check **Direct Deposit Payroll Checks**.
2. Select the **Account Type** the funds are supposed to go to.
 - You can choose an amount or a percentage to be applied to the Savings Account.
3. Enter the employee's banking routing and account numbers.
 - If the checking and savings account have the same routing number, select **Use Same Routing Number**.
4. Click **Save** once you are finished.

Entering Pay Records for Direct Deposit

1. Go to **Employees > Payroll > Live**.
2. Enter details or changes about the pay just as you would for any other check.
3. On the **Live Payroll** screen, enter the correct date for your Kotapay window in the **Check Date** Field.
4. Select **No Stub** (on the right) to suppress check printing when you prepare payroll for a direct deposit employee.
5. After saving the pay record, check stubs are available for printing as described below.

! When **No Stub** is selected, the check date field on the Live Payroll screen determines the direct deposit date for Kotapay. Make sure this is correct. If the check date is within your Kotapay processing window, it will result in increased processing fees.

Printing Check Stubs

1. On **Check Print** screen, select **Direct Deposit** to display the direct deposit employees and select **Stubs only** to print check stubs.
2. Enter the correct **Check Date** for your Kotapay processing window.

18 Print Checks

Type of Check Stock

Blank MICR

Preprinted

Select Print Options

Checks & Stubs

Stubs Only

MICR Bank

Code	Name
UCBI	United Community Bank
SBMC	State Bank MC

Printer: \\hardcopy.drake.ad\CWU1

Check Info

Check Date: 10/31/2017

Starting Check Number: 1001

Electronic Signature:

Type of Payment

Paper Check

Direct Deposit

Test print only

<input type="checkbox"/> Name	SSN/EIN	Pay Period Ending	Net Pay
<input checked="" type="checkbox"/> Direct Deposit	222-22-2222	10/26/2017	696.60

Buttons: Print, Check Setup, Exit

3. Click **Print** to print the check stub for the direct deposit employee.

Transmit Direct Deposit

1. Go to **Employees > Transmit Direct Deposit**.

<input type="checkbox"/> Transmitted	Code	Name	Check Date	Amount	Checking	Savings
<input type="checkbox"/> Yes	8797	Test Client	4/30/2018	525.36	524.36	1.00

2. Enter the beginning and ending check dates.
3. Select the employees to transmit.
4. Click **Transmit**.
5. When a new window from Kotapay displays, follow the prompts.

Testing Direct Deposit



Did you know you can send a test for direct deposit? See "[Testing Direct Deposit](#)" for more information.

Connect With Us!

Visit our [Drake Accounting website](#)

Visit the [Drake Software website](#)

