

Direct Deposit Overview (2019)



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

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

1. Establish your account with Kotapay (**formerly known as 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** 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 details.
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.

- Included in this packet is all of the information required to complete the Firm > Direct Deposit Setup screen.



Drake has negotiated discount pricing with Kotapay for this service.

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

Setup Direct Deposit

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

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Authentication Card

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

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. Using 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. From the **Processing Window** drop list, select the option stating 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 Kotapay must have the file based on the contracted processing window 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
<p>Direct Deposit Information</p> <p><input checked="" type="checkbox"/> Direct Deposit Payroll Checks</p> <p>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.</p> <p>Account Type</p> <p><input checked="" type="checkbox"/> Checking <input checked="" type="checkbox"/> Savings Apply to Savings: <input type="text" value="1.00"/> Dollars/Cents ▾</p> <p>Checking Numbers</p> <p>Checking Routing Number: <input type="text" value="*****"/> Retype Checking Routing Number: <input type="text" value="*****"/></p> <p>Checking Account Number: <input type="text" value="*****"/> Retype Checking Account Number: <input type="text" value="*****"/></p> <p><input type="checkbox"/> Use Same Routing Number</p> <p>Savings Numbers</p> <p>Savings Routing Number: <input type="text" value="*****"/> Retype Savings Routing Number: <input type="text" value="*****"/></p> <p>Savings Account Number: <input type="text" value="*****"/> Retype Savings Account Number: <input type="text" value="*****"/></p>									

1. Check **Direct Deposit Payroll Checks**.
2. Select the **Account Type** to which the funds are supposed to go.
 - You can choose an amount, or 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 choose **Stubs only** to print check stubs.
2. Enter the correct **Check Date** for your Kotapay processing window.
3. Click **Print** to print the check stub for the direct deposit employee.

Transmit Direct Deposit

 For detailed instructions on transmitting to Kotapay, see "[Direct Deposit Changes](#)".

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

