# Splits (Payroll and ACH)

Add

With the member displayed, select one of the following:
- Folders (below suffixes) > Add> Split.
- Select the Payroll and ACH Splits folder > Add.

The Add ACH Splits window is used to add a new ACH Split for an ACH transaction. This is also used to enter any needed cross references and/or splits for ACH transactions.

For Company Payrolls, the employee first needs to be added as an employee under the Payroll Company. Select [Main Ribbon > Accounting > Payroll Deduction]. After the employee is added to the payroll, the company payroll splits must be added there. Splits can be changed under either the member (by using the Edit Splits window) or by selecting the employee record under the Payroll Company. New splits will need to be added under Payroll Deduction.

The system displays.
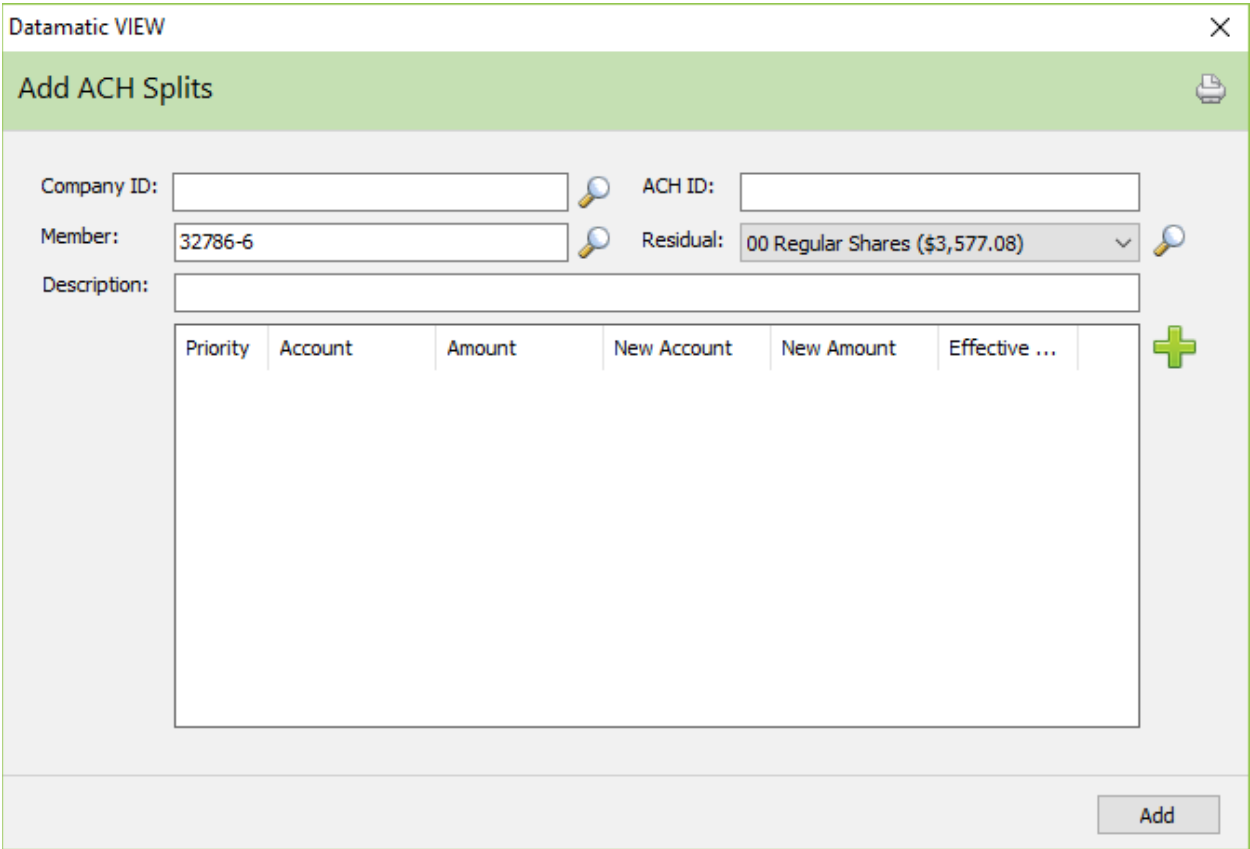
Enter the Company ID. To search for a Company ID that is already on the system, click on the magnifying glass. The system will display the Company Names and ID's that have been used in the last year or two,

etc. A list of the ACH Company ID's on the system (in alphabetical order by name) will be displayed to make a selection, if applicable.

TIP: To search from the beginning of the P's, press the P key. The system will go to the first Company Name that starts with a P. To search for a name beginning with MI, type the letters MI. The system will go to the first Company Name that starts with MI. Highlight the name of the desired Company Name and press enter or double click on the Company Name when found. The Company ID will be inserted into the Company ID field.

Company ID -   This is the Originator ID from the ACH Transactions Report or FRB Transactions Report. This must be entered exactly as it appears on the report. (If the Company ID is less than the maximum of ten digits, the number being left or right justified in the field will have an effect on whether or not the splits occur. Use the spacebar ahead of the number (not zeros), if it is right justified.)

ACH ID - The account number that is being sent from the insurance, utility or payroll company, etc. The maximum length for this field is 12. 9 for the base account, 1 for the check digit and 2 for the suffix.

> When the Company ID and ACH ID match transactions that are being updated, this determines which splits will occur. If either of these is changed by the originator, the splits will not occur, unless the changes are made to the split on the system. Changes to the Company ID/ACH ID must be made before an ACH file is balanced so that the splits will happen.
>
> If the Company ID (Originator ID) needs to be changed for a specific member's split, use the [Main Ribbon > Operations > ACH/FRB Company Change Wizard].

Member: Enter the Member Number (Base and Check Digit) of the member receiving the ACH. If the member number is not known, click on the magnifying glass to the right of the Member field to search for the member number. Highlight the desired member and press enter to continue to the next window.

Residual Account - Enter a Residual Account or use the arrow keys to scroll through the suffixes for the member. If the account number is not known, click on the magnifying glass to the right of the Residual Account field to search for the account number. Highlight the desired suffix and press enter to continue to the next window.

This is where any remaining funds are deposited/applied after the split amounts have been distributed for credit items. This can be a share or loan suffix. The default is the 00 suffix (or the 01 suffix, if there is not a 00 suffix). For cross references for debit items, use this field for the account.

An IRA suffix cannot be the residual account.

Description: Enter a description for the split, if desired.

Select Save.

To add a split, click on the **green plus sign** on the right side of the window. The system displays.

Current Split: This area would be completed, if the split will be used with the next payroll posting.

Receiving Account - Enter the account number to receive funds. (An IRA suffix can be a receiving account.)

Current Amount - Enter the amount to go to the account number entered above.

New Split: Use this area, if the split will be used for a payroll posted with a future date (not with the next payroll posting).

New Account - This can be used if the account number for the split is changing in the future. The Receiving Account will be replaced with the New Account during End of Day processing the day before the date in the Effective Date field.

New Amount - This can be used if the amount for the split is changing in the future. The Current Amount will be replaced with the New Amount during End of Day processing the day before the date in the Effective Date field.

Effective Date - Enter the date that the new account and/or new amount are to be changed. The change will happen during End of Day processing the day before the date in the Effective Date field. To remove an existing split, leave the New Account and New Amount fields blank and place the date the split is to be removed. The split will be removed during End of Day processing the day before the date in the Effective Date field.

When finished entering the information for the split, select OK. Repeat the process until all the split information has been entered.

Splits

Example of two ACH splits added.
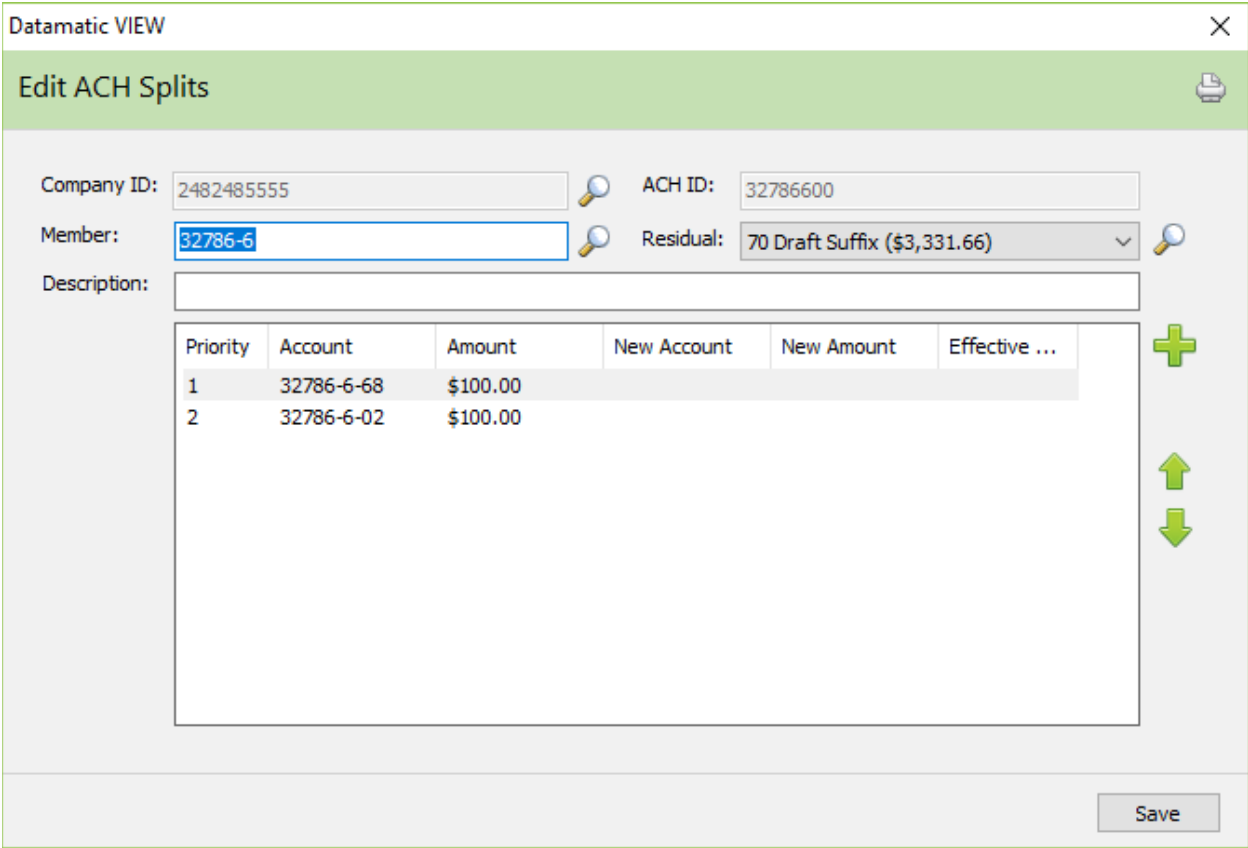
The **green up and down arrows** only display if there are two or more splits entered. These can be used to change the priority of the splits, if needed.

Select the Save button to add the ACH split record to the system.

The Payroll and ACH Splits icon now displays on the Member Summary window. Changes can be made to splits on the system by selecting the specific split. A box will display to enter the changes.

Splits

Display

From the Member Summary window, select Payroll and ACH Splits. This selection will only display, if a Company Payroll or ACH split(s) has been entered for this member.

For Exception Payrolls, the reference number (from the company payroll) displays to the right of the Payroll Company name.

This member has both Company Payroll Splits and ACH Splits set up. For Company (exception) Payroll Splits, the number in parenthesis next to the Company Name is the Reference Number from the Payroll Deduction window. For ACH Splits, (ACH) will display next to the company name. The Last Posted date, ACH Originator and ACH ID are displayed in the next columns.

New Company (exception) Payroll employees/splits are setup using [Main Ribbon > Accounting > Payroll Deduction].

The company name will display **unknown** until after the first ACH transaction is posted.

Edit and Delete

To make changes to the split record for an ACH split record, select the appropriate split.

The individual split records for Company (exception) Payrolls can viewed and edited in the same manner. These can also be viewed and changed under [Main Ribbon > Accounting > Payroll Deduction}.

> To delete an ACH split, highlight the split and press the delete key. The split will be removed. Select the Save button to save the changes.
>
> To delete a split record for a Company (exception) Payroll, this must to be done under the Company Payroll in Payroll Deduction.

Edit ACH Split

To change the priority of the splits, highlight the split to be moved and click on either the up or down arrow button on the right of the window. The split will be moved accordingly.

The **green up and down arrows** only display if there are two or more splits entered.

Press the Save button to save any changes made.

If the Company ID (Originator ID) needs to be changed for a specific member's split, use [Main Ribbon > Operations > ACH/FRB folder > Change ACH/FRB Company Wizard].

This window can also be used to add a new split. Click on the **green plus sign** to add a split. A blank Edit Splits box will be displayed to be filled in.

To make changes to the split record, select the split record to be changed and press enter. The Edit Splits box is displayed showing the existing split information that can be changed.

Edit Splits

Current Split: This area would be completed, if the split will be used with the next payroll posting.

> **Receiving Account -** Enter the account number to receive funds. (An IRA suffix can be a receiving account.)

> **Current Amount -** Enter the amount to go to the account number entered above.

New Split: Use this area, if the split will be used for a payroll posted with a future date (not with the next payroll posting).

> **New Account -** This can be used if the account number for the split is changing in the future. The Receiving Account will be replaced with the New Account during End of Day processing the day before the date in the Effective Date field.

New Amount - This can be used if the amount for the split is changing in the future. The Current Amount will be replaced with the New Amount during End of Day processing the day before the date in the Effective Date field.

Effective Date - Enter the date that the new account and/or new amount is to be changed. The change will happen during End of Day processing the day before the date in the Effective Date field. To remove an existing split, leave the New Account and New Amount fields blank and place the date the split is to be removed. The split will be removed during End of Day processing the day before the date in the Effective Date field.

ACH Warehouse Inquiry

Make one of the following selections:
- [Main Ribbon > Member Ribbon > Inquiry > ACH Warehouse].
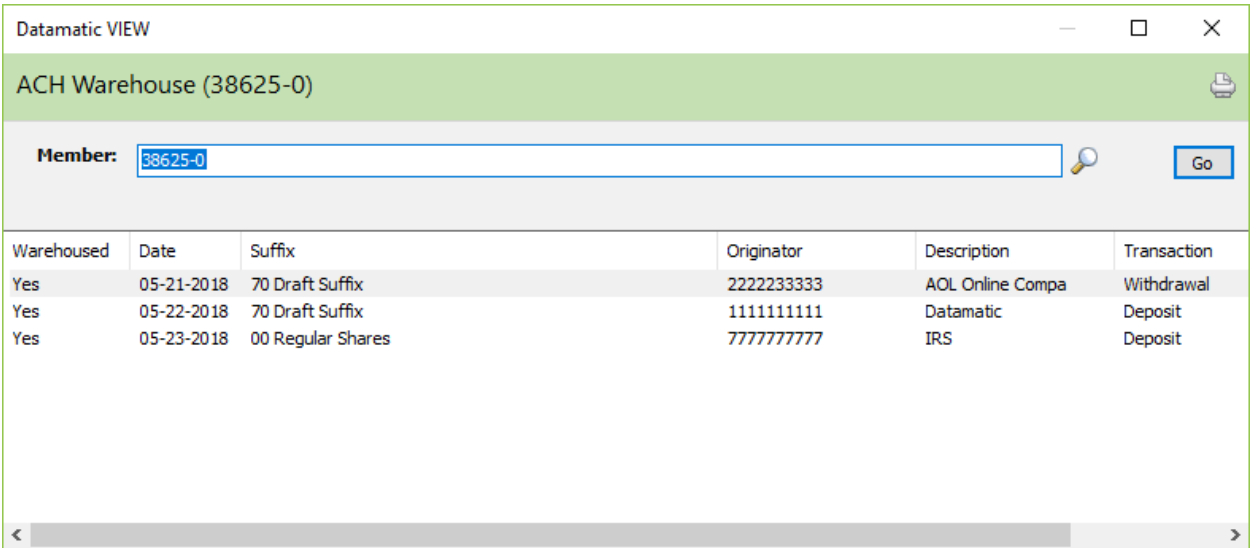
- Alt + I > ACH Warehouse.

The ACH Warehouse Inquiry option is used to view warehoused ACH transactions (received but not posted) for a specific member.

Enter the member number for the inquiry.

If the member number is not known, click on the magnifying glass to the right of the Member field to search for the member number. Also, if the member summary window is displayed first and then the ACH Warehouse Inquiry is selected, the Account Base and Check Digit for the member will be carried forward to the Member field. It will not be necessary to enter the Account Base and Check Digit in this circumstance.

Next press enter or click on Go. The system displays any warehoused ACH items, if any, for the member.

Warehoused	Date	Suffix	Originator	Description	Transaction
Yes	05-21-2018	70 Draft Suffix	2222233333	AOL Online Compa	Withdrawal
Yes	05-22-2018	70 Draft Suffix	1111111111	Datamatic	Deposit
Yes	05-23-2018	00 Regular Shares	7777777777	IRS	Deposit

Datamatic VIEW — ACH Warehouse (38625-0) — Member: 38625-0 — Go

Payroll and ACH Audit

Make one of the following selections:
- [Main Ribbon or Member Ribbon > Inquiry > Audit > Payroll and ACH].

● Alt + I > Audit > Payroll and ACH.

The Payroll and ACH audit option is used to view the file maintenance activity for a specific donor account (exception payroll) or specific originator ID (ACH).

Enter a valid account number then press enter or click on Go. If the account number is not known, click on the magnifying glass to the right of the Account field to search for the account number.

The system displays.

Date	Time	Teller	Description	Old Value	New Value
01-10-2017	10:16 AM	Jon A. Employee (4)	Payroll Amount Comp 3 Ref 60	885.45	624.59
02-06-2017	03:32 PM	Mary P. Teller (3)	Payroll Amount Comp 3 Ref 60	624.59	324.00
05-21-2018	04:33 PM	Mary P. Teller (3)	Payroll Amount Comp 3 Ref 60	324.00	430.00
05-21-2018	04:33 PM	Mary P. Teller (3)	New PRS Account Comp 3 Ref 60		6119-2-50
05-21-2018	04:33 PM	Mary P. Teller (3)	New PRS Amount Comp 3 Ref 60		50.00

(Window title: Datamatic VIEW — Audit Payroll and ACH (6119-2))

The purging of file maintenance is done with year end processing. After the file maintenance is purged from the system, the information will no longer be displayed on the audit inquiry windows. **Examples:** On 12-31-13, file maintenance history before 1-1-13, which includes audit information, was purged from the system. On 12-31-12, file maintenance history before 1-1-12 was purged from the system.

Audit Descriptions - Payroll Companies

❖ **Add New Payroll Split – Payroll -** New Payroll Comp (PR#) Ref#
❖ **Add New Payroll Split – Member -** CANNOT ADD NEW FROM MEMBER

❖ **Add Additional Allocation Split Member** - New PRS Account Comp PR# Ref#
                                       - New PRS Amount Comp PR# Ref #

❖ **Add Additional Allocation Split Payroll** - New PRS Account Comp PR# Ref#
                                       - New PRS Amount Comp PR# Ref#

❖ **Change Split Amount – Member** - PRS Amount Comp PR# Ref#
❖ **Change Split Amount – Payroll** - PRS Amount Comp PR# Ref#

❖ **Change Split Allocation Account – Member** - Remove PRS Account Comp PR# Ref#
                                       - Remove PRS Amount Comp PR# Ref#
                                       - New PRS Account Comp PR# Ref#
                                       - New PRS Amount Comp PR# Ref#

❖ **Change Split Allocation Account – Payroll** - Remove PRS Account Comp (PR#) Ref#
                                       - Remove PRS Amount Comp (PR#) Ref#
                                       - New PRS Account Comp (PR#) Ref#
                                       - New PRS Amount Comp (PR#) Ref#

❖ **Change Priority – Member** - No Audit
❖ **Change Priority – Payroll** - No Audit

❖ **Edit Change Total Amount – Payroll** - Payroll Amount Comp PR# Ref#
❖ **Edit All Employees – Payroll -** No Audit

❖ **Remove Individual Split – Member** - Remove PRS Account Comp PR# Ref#
                                       - Remove PRS Amount Comp PR# Ref#
❖ **Remove Individual Split – Payroll** - Remove PRS Account Comp PR# Ref#
                                       - Remove PRS Amount Comp PR# Ref#

❖ **Remove Complete Payroll Split – Member** - CANNOT REMOVE FROM MEMBER
❖ **Remove Complete Payroll Split – Payroll** - Remove Payroll Comp PR# Ref#

❖ **Use New Account, Amount, Date – Member** - No Audit
❖ **Use New Account, Amount, Date – Payroll** - No Audit

Comp means Company
PRS means Payroll Split

Audit Descriptions - ACH

❖ **Add New ACH Split** - New ACH Originator # ACH ID#

❖ **Add New Allocation Split** - New ACH Acct (Originator #) (Account #)
                                 - New ACH Amt (Originator #) (Account #)

❖ **Change Allocation Split Account Number** - New ACH Acct (Originator #) (Account #)
                                           - New ACH Amt (Originator #) (Account #)
                                           - Remove ACH Acct (Originator #) (Account #)
                                           - Remove ACH Amt (Originator #) (Account #)

❖ **Change ACH Residual Account** - ACH Residual (Originator #)

❖ **Remove ACH Split** - Remove ACH (Originator #) (Account #)

❖ **Use New Account, Amount, Date - Member** - No Audit
❖ **Use New Account, Amount, Date - Payroll** - No Audit

Payroll and ACH Inquiry

Make one of the following selections:
- [Main Ribbon or Member Ribbon > Inquiry > Payroll and ACH].
- Alt + I > Payroll and ACH.

The Payroll and ACH Inquiry option is used to view Payroll and ACH split information for a specific member. This allows split information to be viewed at the same time (if more than one split is setup) for a specific member without needing to select each split separately.

Enter the member number for the inquiry.

If the member number is not known, click on the magnifying glass to the right of the Member field to search for the member number.

Next press enter or click on Go. The system displays.

Datamatic VIEW

Payroll and ACH (32786-6)

Member: 32786-6

Type	Priority	Account	Amount	New Account	New Amount	New Date
Reed Insurance Company (40)						
Last Posted 06-15-2018	1	32786-6-00	$175.00			
Last Posted 06-15-2018	2	32786-6-98	$80.00			
Last Posted 06-15-2018	3	32786-6-02	$25.00			
Last Posted 06-15-2018	4	32786-6-04	$55.00			
Last Posted 06-15-2018	Residual	32786-6-70	$643.95			
Total Posted			**$643.95**			
Current	1	32786-6-00	$175.00			
Current	2	32786-6-98	$80.00			
Current	3	32786-6-02	$25.00			
Current	4	32786-6-04	$55.00			
Current	Residual	32786-6-70				
Total Current Splits			**$335.00**			
1112223334 (ACH ID# 32786600)						
Current	1	32786-6-00	$100.00			
Current	2	32786-6-98	$60.00			
Current	Residual	32786-6-70				
Total Current Splits			**$160.00**			
2482485555 (ACH ID# 32786600)						
Current	1	32786-6-68	$100.00			
Current	2	32786-6-02	$100.00			
Current	Residual	32786-6-70				
Total Current Splits			**$200.00**			

This window cannot be used to add, edit or delete splits. Use the Payroll and ACH Splits selection on the Member Summary to make any changes to a split.
For ACH splits, the ACH ID will be displayed on the Payroll and ACH Inquiry window.

Datamatic VIEW — □ ✕

Payroll and ACH (654811-9)

Member: 654811-9   🔍   [Go]

Type	Priority	Account	Amount	New Account	New Amount	New Date
Mike's Lawn Service (50)						
Last Posted 06-08-2018	1	654811-9-70	$225.00			
Last Posted 06-08-2018	Residual	654811-9-00	$586.47			
Total Posted			**$586.47**			
Current	1	654811-9-70	$225.00			
Current	Residual	654811-9-00				
Total Current Splits			**$225.00**			
State of Michiga (ACH ID# 65481197						
Current	1	654811-9-00	$300.00			
Current	2	654811-9-04	$50.00			
Current	Residual	654811-9-70				
Total Current Splits			**$350.00**			

Payroll & ACH Reference

ACH/FRB Company Change Wizard – Refer to the Operations Manual - ACH/FRB folder

ACH Cross Reference – Refer to the Reports Manual

ACH/FRB Edit Report – Refer to the Operations Manual - ACH/FRB folder

ACH Originator – Refer to the Reports Manual

ACH Payroll Institution Setup – Refer to the System Settings Manual

Balance ACH/FRB File – Refer to the Operations Manual - ACH/FRB folder

Change ACH Originator ID – Refer to the Operations - Console Only Manual

Payroll Extract – Refer to the Extracts Manual

Ford Payroll Edit – Refer to the Operations Manual (Main Console only)

Print ACH Payroll – Refer to the Operations Manual - Notices folder

Print Payroll Deduction Report – Refer to the Accounting Manual - Payroll Deduction chapter

Print Payroll Split Report – Refer to the Accounting Manual - Payroll Deduction chapter

Print Transfer Payroll Report – Refer to the Accounting Manual - Payroll Deduction chapter

Remove ACH Payroll – Refer to the Operations Manual - Notices folder

Separate Multiple ACH-ATM Institutions – Refer to the Operations Manual (Main Console only)

Transmit Payroll Extract – Refer to the Operations Manual (Main Console only)

Update ACH/FRB – Refer to the Operations Manual - ACH/FRB folder

Update Payroll Transactions – Refer to the Accounting Manual - Payroll Deduction chapter

Update Transfer Payrolls – Refer to the Accounting Manual - Payroll Deduction chapter