

# DIRECT DEPOSIT PAYROLL INSTRUCTIONS USING CENTRALNET BUSINESS

## **Step 1: Log on to CentralNET Business**

## **Step 2: Edit Your Database**

1. Click on ACH Payments in the menu on the left of your screen
2. Select ACH Database List in menu at top of screen
3. Click on the word Payroll (or blue link of the database name)
4. Click on "All"
5. Enter net dollar amounts of pay in the "Amount" field for each employee
6. Click the grey "Save" button at the bottom of the screen

## **Step 3: Create a Batch and Batch Report**

1. Click on ACH Payments in the menu to the left
2. Click on ACH Database List in menu at top of screen
3. Place a check in the box to the left of the Payroll Database
4. Click on the grey "Create Batch" button at the bottom of the screen
5. Enter Effective Date (the date the transactions will settle)
6. Leave transaction options set to "All" and click OK
7. Click on the Refresh button in your web browser or hit F5 on your keyboard to refresh the screen
8. The top of the screen should say: Create Batch was successful for the database: Payroll
9. To print a report: Place a check in the box to the left of your database
10. Click the "Batch Report" button at the bottom of the screen
11. Print Batch Report

## **Step 4: Release the Batch**

1. Click on ACH Batch List in the menu at the top of screen (status should be 'entered')
2. Place a check in the box to the left of the batch you want to release
3. Click the grey "Release Batch" button at the bottom of the screen
4. Input six-digit token ID presented on token
5. Click ok
6. Click on the Refresh button in your web browser or hit F5 on your keyboard to refresh the screen
7. A confirmation that your payroll has been sent will appear at the top of the screen



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