National Payment Corporation (NatPay) Direct Deposit Services Setup and Processes

Document #:	3468	Product:	CenterPoint® Payroll

Streamline payroll processing with NatPay Direct Deposit Services, accessible as an add-on to CenterPoint Payroll. NatPay expands direct deposit options for payroll processing, which can help streamline your payroll. Together, NatPay and Red Wing Software are committed to delivering innovative, reliable, and secure solutions that simplify workflow, automate payment processing, and enhance financial accuracy. NatPay offers fast, secure direct deposits with multiple levels of security and compliance to ensure the highest level of protection.

Companies that are unable to process direct deposit with their bank, or are simply looking for an alternative to processing direct deposit with their bank, can use NatPay to process payroll direct deposit files quickly and easily.

Payroll service providers can use NatPay to distribute direct deposit payments directly from CenterPoint, saving them significant time. The user interface makes it easy to keep track of payments, along with their status.

Step 1: Set Up CenterPoint Payroll Direct Deposit

Step 2: Set Up NatPay Direct Deposit Credentials

Step 3: Upload CenterPoint Payroll Direct Deposit Files to NatPay and Confirm Status

Prerequisite: To use NatPay Direct Deposit Services, you must have Direct Deposit set up in CenterPoint Payroll and have an account with NatPay for direct deposit processing. For more information, please contact the Red Wing Software sales department at 800-732-9464 or click here.

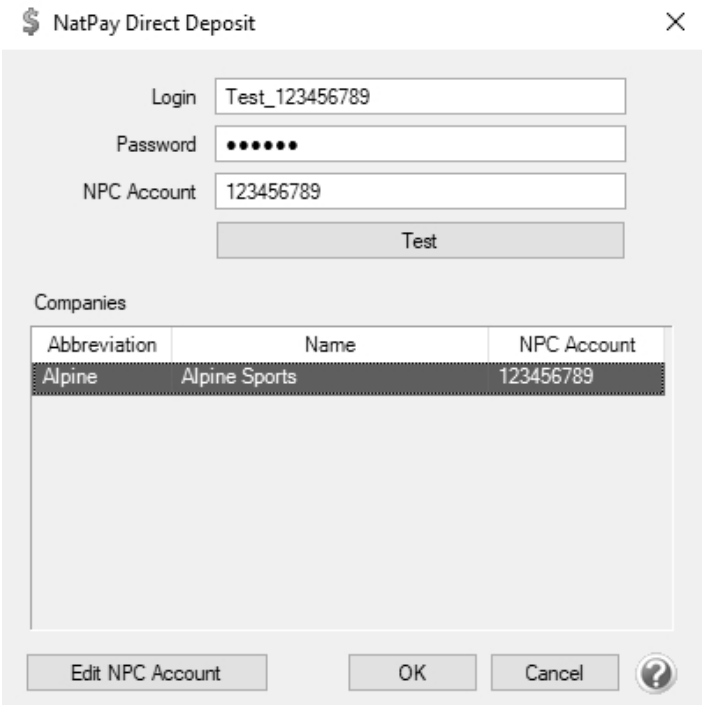
Step 1: Set Up CenterPoint Payroll Direct Deposit

If you are not currently using the Direct Deposit feature in CenterPoint Payroll, complete Steps A-C in the Direct Deposit: Setup & Processing document and then continue with Step 2 in this document.

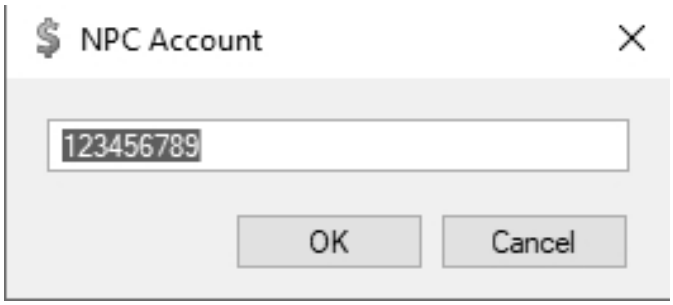
If you are currently using the Direct Deposit feature in CenterPoint Payroll, continue with Step 2 in this document.

Step 2: Set Up NatPay Direct Deposit Credentials

1. In CenterPoint Payroll, select **Setup** > **Payroll Details > NatPay Direct Deposit**.



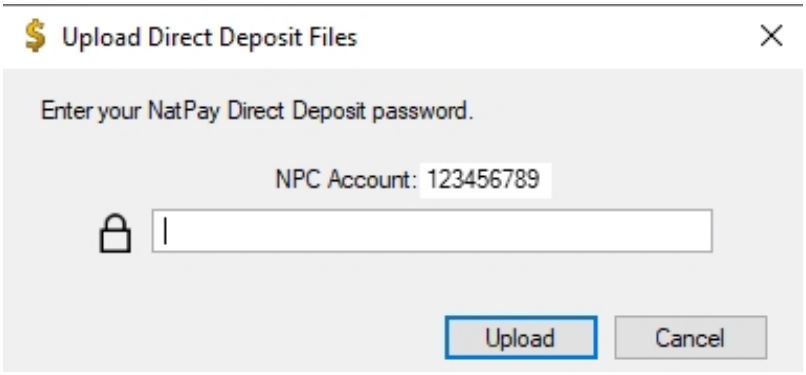
2. In the **Login** box, enter your NatPay service login.
3. In the **Password** box, enter your NatPay service password.
4. In the **NPC Account**, enter your NatPay processor NPC Account.
5. Under Companies, select each company listed, click **Edit NPC Account**, and enter the NPC Account associated with the client for whom the direct deposit file is being uploaded (owner of the funding accounts). For most customers, this would be the same as NPC Account entered in Step 4, but would be different for Service Bureau clients.



6. Click **OK**.

Step 3: Upload CenterPoint Payroll Direct Deposit Files to NatPay and Confirm Status

1. Complete steps 1-12 of step E: Processing a Payroll with Direct Deposit Employees or complete steps 1 - 14 of the Recreate a Direct Deposit File section if a direct deposit file is damaged, there were transmission errors, it is accidentally deleted, or you need to resend a direct deposit for an employee(s).
2. **Enter your NatPay Direct Deposit password**, and then click **Upload**.

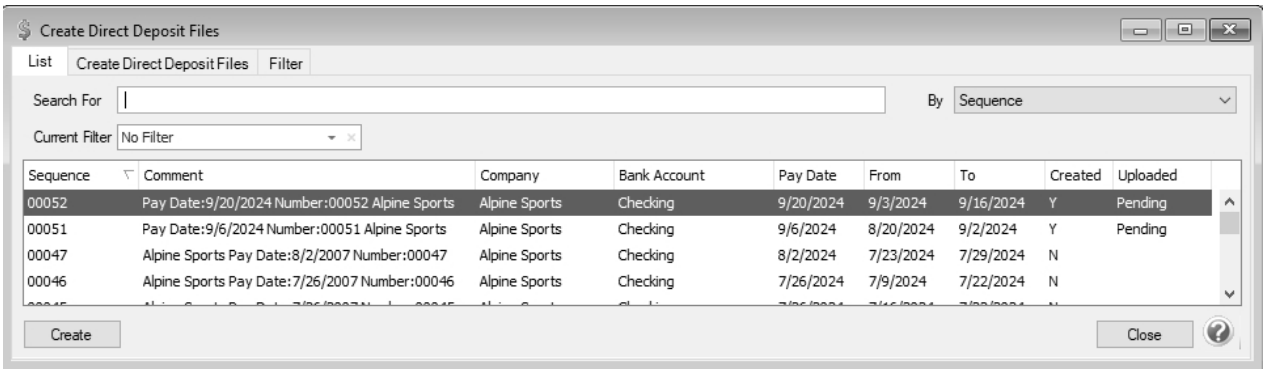


3. At the direct deposit files created successfully message, click **OK**.

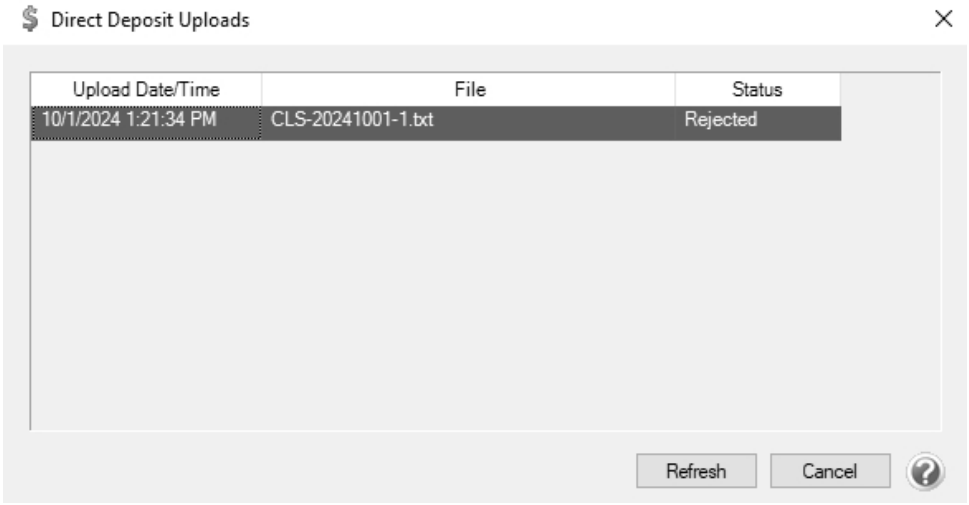
Note: If an upload is not successful, there may be a problem connecting to the NatPay Direct Deposit Service or your credentials are not authorized, the file is invalid, or there is no internet connection.

4. The last known status of the most recently uploaded file for the pay run can be viewed from the **Uploaded** column in **Processes** > **Direct Deposit** > **Create Direct Deposit Files**. For each of the company NatPay accounts, the list of uploaded files will display for the past 30 days. The status of the NatPay file upload is updated every 10 minutes.

If the Uploaded column does not display on the List tab, right-click and select **Add/Remove** columns, select the **Uploaded** column, and then click **OK** to add the column to the List tab.



5. To view the direct deposit files uploaded to NatPay for the specified pay run and their associated status, right-click on the pay run and select **Uploads...**



6. Click **Refresh** to get an updated list of uploaded files from NatPay.
7. If an upload is rejected, double-click on the entry to view the reason the file was rejected.

Note: The Direct Deposit report can be printed from Reports > Reports > Payroll Data Reports > Prepayment Reports to help reconcile direct deposit information. The report lists the direct deposit employees on the current open, processed or posted pay runs and includes their bank account numbers, routing numbers and deposit amounts.\.