

# Payroll Import

Version 6.5.0

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## **Main screen for Payroll Import.**

With Payroll Import you have the ability to Convert ADP's or Paychex's payroll services file into comma separated values file for importing into a General Ledger Batch. You can select what information can be entered into the batch from ADP's or Paychex payroll services file, (i.e. Description, Reference, Comment, and Source Ledger Type). After making all the changes you can save a configuration that will recall your settings.

## **Adding Payroll Import to Sage 300 ERP (Accpac)**

1. Select the menu/Windows you wish to place the Payroll Import Icon.
2. Press the Insert key or select the Object / New Menu item.
3. Select the Windows/DOS Program type then select OK.
4. Enter Payroll Import into the Description field.
5. Select the Browse button. Go to the location you installed Payroll Import to. Select the Payroll import program (PrImpWin.exe).
6. Select the OK Button. Now Payroll Import can be accessed from Accpac for Windows.

### **Steps for Conversion**

1. Open your ADP or Paychex client software and decrypt/export the file.
2. Open the Payroll Import program and select the ADP's or Paychex payroll services file. Set all options for conversion, and then convert the file.
3. Open Sage 300 ERP (Accpac), selecting the company to Import the converted file into. Create a new GL Batch, and then select the Import function from the File Menu selecting the CSV you created.

### **Converting ADP's or Paychex payroll services file to CSV file**

Select the ADP's or Paychex's payroll services file you wish to convert and the GL Import CSV filename to create. The Accounting Period and Debits/Credits totals will be displayed in blue text from your ADP's or Paychex payroll services file. Select Transpose numbers or Extract Multiple Companies as necessary. Select which fields to move into the Description, Reference, and Comment, then add a Source Ledger. Now you can save the Configuration if you wish by typing a new name in the Configuration box or selecting an existing name and pressing the Save button. Now press the Convert button, at the bottom of the window the status of the conversion will be displayed. After the conversion process is complete a Window will be displayed showing what CSV files were created. If you are extracting Multiple Companies a CSV file will be created for each company with the same filename in its own Subdirectory.

Example

GL Import CSV Path and Filename:

C:\ADP\DATA\Import99.csv

Company AFA:

C:\ADP\DATA\AFA\Import99.csv

### **Transpose Numbers**

This will allow you to change how the GL Account Numbers are extracted from your ADP's or Paychex payroll services file. By selecting the Transpose Numbers option will see the textbox under your sample account number become active. The letters in the Account Position field correspond to the Sample Account number from the ADP's or Paychex's payroll services file. Enter the corresponding letters in the Transpose Numbers field for conversion of the sample account number to the GL account number.

Account Position:     ABCDEFGHIJKL

Sample Account:     1345 4567

Transpose Numbers:  AGCF

The Transposed GL Account number written to the CSV Import file would be: 1746

### **Map GL Accounts**

This option allows you to define ADP or Paychex account numbers to correspond to specific Sage 300 ERP (Accpac) GL Account numbers. Click on the “Edit GL Account Mapping” to display a screen for entry of the related accounts.

### **Scan for Multiple Companies**

Your ADP's or Paychex payroll services file can contain payroll information for more than one company. These companies can be identified in the ADP's or Paychex payroll services file by Reference 1, 2 or 3 and then extracted into separate files for importing into that GL.

To Extract Multiple Companies, ensure the "Extract Multiple Companies" option is checked. Next you can select which field to scan for your companies: Reference 1, Reference 2 or Reference 3. After selecting the reference field to use, Payroll Import will rescan the import file extracting every Company found in that reference field and will be displayed in the "Companies Found" dropdown List box.

### **Setting Import Fields**

There are 4 Import fields that you can change the information that is placed in them: Description, Reference, Comment, and Source Ledger.

For the Description, Reference, Comment and Quantity fields the following information is available for selection.

U.S Format DP1

[None]

Description

Reference 1

Reference 2

Reference 3

Canadian DP1

[None]

Description

The Source Ledger information is any 2 characters you wish to use.

Note: You must have the Source Ledger Code defined in your General Ledger.

### **GL Source Codes**

Any Source Ledger code you enter in Payroll Import MUST be added into the General Ledger. If the Source Ledger code is not in GL you will receive an Sage 300 ERP error message as follows.

Invalid input. Source code GL-PR not defined in G/L Source Codes.

1. You must go into the General Ledger Setup icon then the Source Codes program.
2. Add the Source Ledger Code you used with GL preceding it. (ex. GL-PR)
3. Add a Description and Select the Add button.

### **Initial Setup**

Your ADP representative will need to create a G/L and set up your G/L account codes on their ADP system. Without ADP setting up a G/L, the file you receive back from ADP will not contain the account information Sage 300 ERP (Accpac) General Ledger requires. You will need to work closely with your ADP representative and explain that you need a "GL Download Data File" in PC Client or Web Client. (ADP may have additional charges for providing a G/L transfer file to you.)

For the ADP PC client the "Direct Payroll Access Download Record Layout" from ADP has "DP1" in the first position of the Header record. The file name starts with GD followed by the client company code followed by the payroll period. The extension is "GLI". Example: GDCOM10T.GLI This file needs only to be decrypted by the PC Client and Payroll Import can read the decrypted file.

The ADP Web Client will receive a file from ADP. Simply export the file to a CSV file format. Do not try and change the layout. Payroll Import will read the CSV file format.

## Generic CSV Import Format

FILE IS CSV Comma Separated Values

All fields are double quoted (Except amounts could be comma separated)

Field List - Only First 5 Fields are required

- "C9699" - Client ID - OPTIONAL may be left blank
- "1005" - General Ledger Account Number
- "PR" - Required as is "PR" for payroll
- "20070331" - Date YYYYMMDD or YYMMDD or DDMMY Only date on first record is used.
- "50.41" - Amount to assign to this GL account. Double quotes not required.
  - Negative values may have leading or trailing dash -116031.41 or 116031.41-
  - or have parentheses (460.00)
- "Reference1" - String field for Description, Reference or Comment
- "Reference2" - String field for Description, Reference or Comment
- "Reference3" - String field for Description, Reference or Comment
- "NotUsed" - This field is ignored by Payroll Import
- "02" - Some ADP Offices generate this field.

Sample CSV File Layout

```
"C9699","1005","PR","20070331",50.41,"Reference1","Reference2","Reference3","NotUsed","02"
"C9699","1005","PR","20070331",-116031.41
"C9699","1005","PR","20070331","160.00","","NET ACCOUNT","","","02"
"C9699","1390-10","PR","20070331",504.30-,"","ADVANCE DED","","","02"
"C9699","1390-20","PR","20070331","(460.00)",,"","CONTRIBUTIONS","","","02"
"C9699","1390-30","PR","20070331",-60.00,"500029","MEMBER DUES","","","02"
"C9699","1390-30","PR","20070331",-37.50,"500057","MEMBER DUES","","","02"
"C9699","1460","PR","20070331",22.70,"","ER FICA EXP","","","02"
"C9699","1500","PR","20070331",296.68,"","REGULAR EARNS","","","02"
```

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