Payroll Import

By Musick International, Inc.

Overview

Payroll Import will create an import file containing all of the journal entries or checks necessary to update your General Ledger and Bank Entry quickly. You'll never need to key lengthy payroll batches into your General Ledger or Bank Services again. While using Automatic Data Process (ADP), Paychex, Positive Pay or other payroll service to compute, process and print your payroll checks, you can now import these transactions directly into your Sage 300 General Ledger and/or Bank Entry using Payroll Import. Eliminate the time consuming task of keying long list of entries into Sage 300 General Ledger or Bank Services. Importing long lists of entries avoids all possible data entry errors. Sage General Ledger and/or Bank Entries are updated in a matter of minutes rather than hours. Payroll Import supports multiple file formats from ADP, Paychex and other payroll services.

Compatibility

Payroll Import is compatible with all current versions of Sage General Ledger and Bank Services. To verify compatibility to Sage 300, please check our website (www.Musick-Int.com) or email Sales@Musick-Int.com.

Requirements

Payroll Import does not require any additional programs to run. Sage 300 is not required by Payroll Import, but is necessary for importing transactions into Sage General Ledger and/or Bank Services.

Installation

Download and install the latest release of Payroll Import. Run the install program "Payroll-Import-Install69.exe". We recommend running the install using "Run as Administrator".

Overview of Conversion

1. Obtain Payroll Transactions
2. Run Payroll Import
3. Import Payroll Transactions into Sage

Obtain Payroll Transactions

1. Open your ADP, Paychex or payroll processing client software
2. From the software screen select "download", "decrypt", "print" or "export" payroll transactions
3. Save the transactions in a comma separated value (CSV) format file

Running Payroll Import

1. Launch the Payroll Import program
2. Select the file generated in the above "Obtain Payroll Transaction" step
3. Payroll Import will preprocess the file and display the "Run Date" and Debit/Credit totals. If Payroll Import is not able to read the file format, an error will be displayed. Please contact Musick International, Inc. for compatibility.
4. Select options for account formatting explained below in "Account Format Options"
5. If importing into Sage General Ledger, check the box "Create Sage GL Import File"
6. Enter or browse for the path and file name for the GL Import file
7. Select additional GL options which will be explained below in "GL Import Options"
8. If importing into Sage Bank Services, check the box "Create Bank Services Import File"
9. Enter or browse for the path and file name for the bank entry import file
10. Select additional bank options which will be explained below in "Bank Import Options"
11. Type in a "Configuration" title and click "Save" to save all of the screen options.
12. Click "Convert" to generate the G/L Journal Entry Batch and/or Bank Entry import files.
13. The status line will display the progress of the conversion.

After Payroll Import has finished, this screen is displayed:
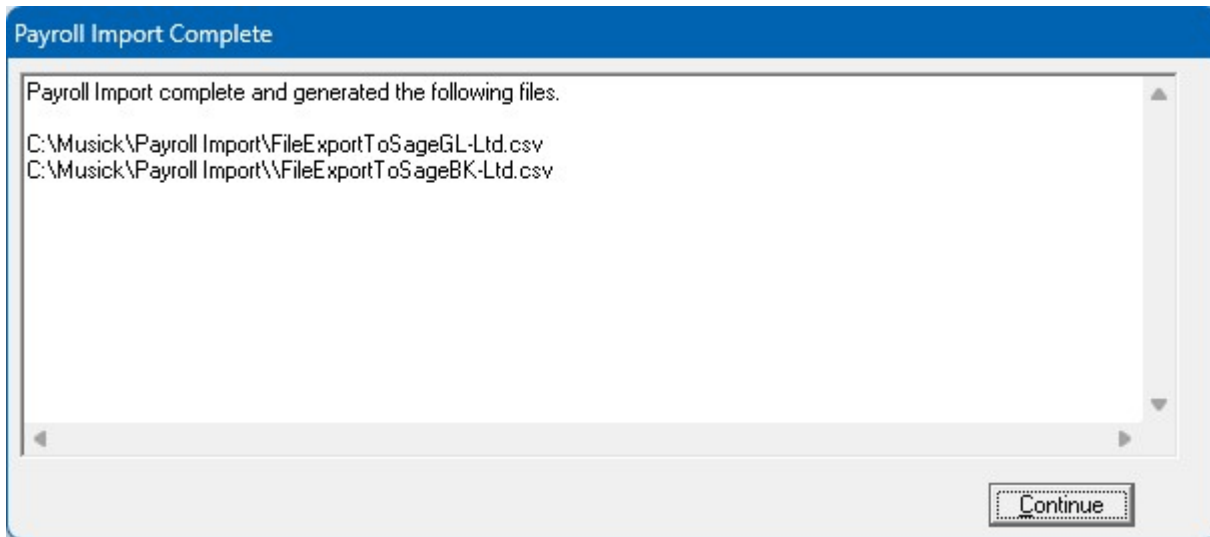
Import Payroll Transactions into Sage General Ledger
1. Launch Sage 300
2. From the General Ledger menu, select "G/L Transactions" and then "Journal Entry"
3. Create a new G/L Journal Entry Batch and enter the "Batch Description"
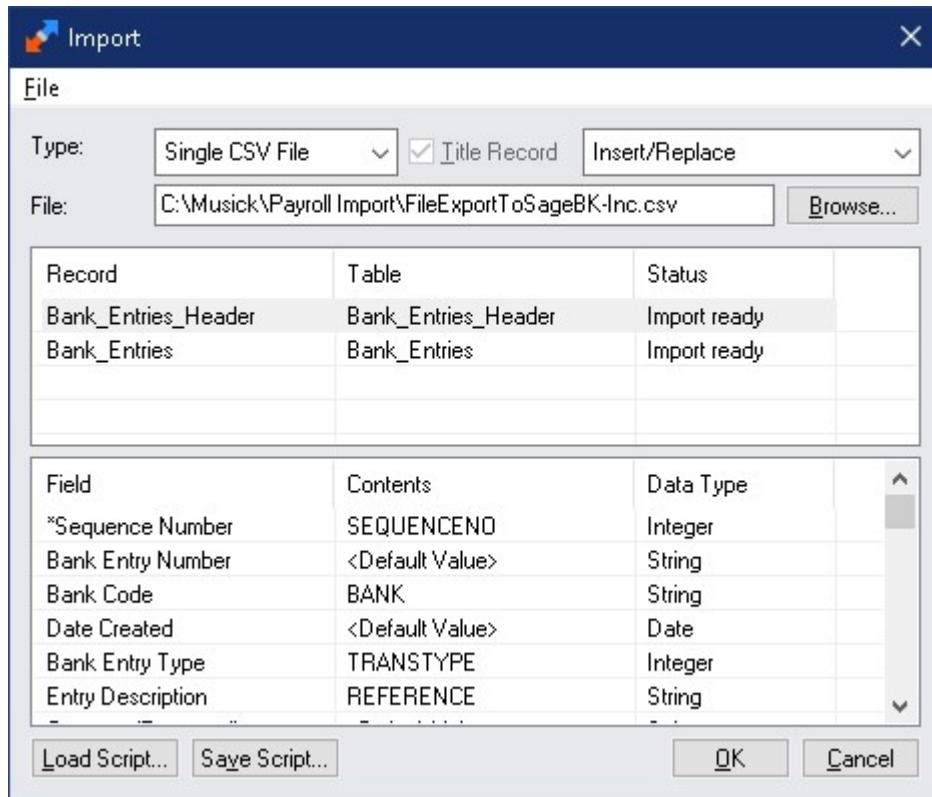4. Select "File" and "Import…" this screen will display:
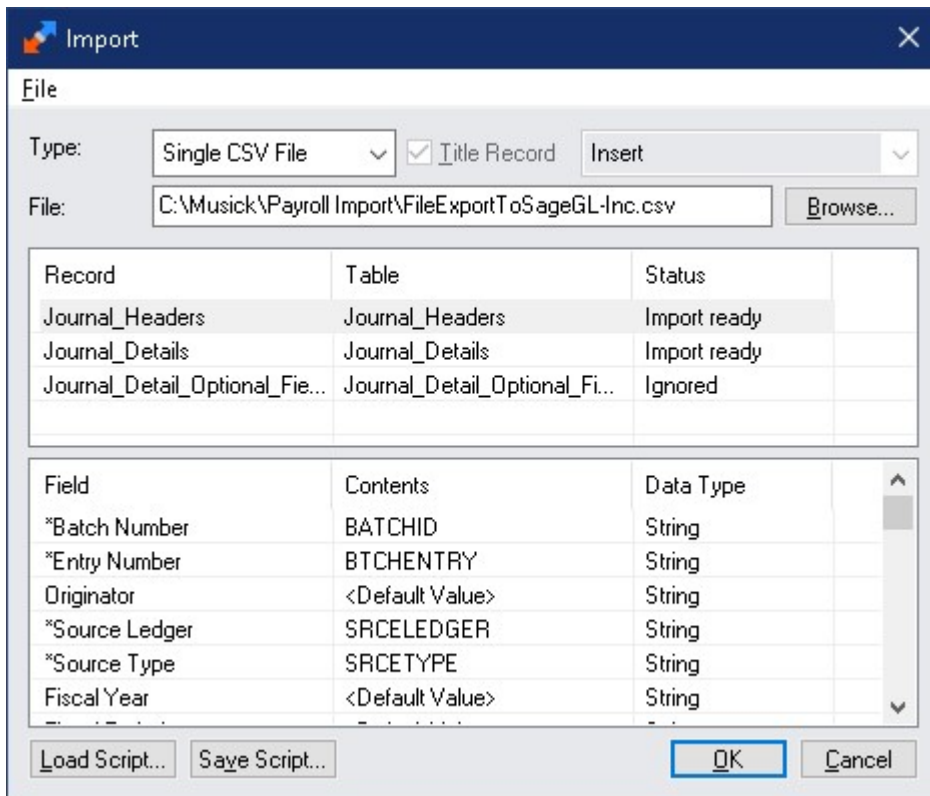
5. Select Type: is "Single CSV File"
6. Browse to the "Sage G/L Import File" generated by Payroll Import.
7. Click "Ok" to import the transactions.

If you receive the error "Invalid input. Source code GL-PR not defined in G/L Source Codes." See the "G/L Source Codes" section below.

Import Payroll Transactions into Sage Bank Services
1. Launch Sage 300
2. From the Bank Services menu, select "Bank Transactions" and then "Bank Entry"
3. Select "File" and "Import…" this screen will display:

5. Change the "Type:" to "Single CSV File"
6. Browse to the Sage Bank File generated by Payroll Import.
7. Click "Ok" to import the transactions.
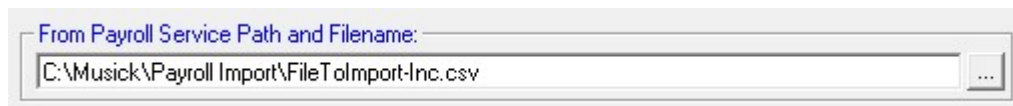
From Payroll Service Path and Filename
Select file path and name of the file for conversion to Sage General Ledger and Bank Entry import. This is the file from the payroll service.

The Payroll Import can convert most payroll service file types. Minimum fields required are account number, date and amount. Additional information may be imported. This includes (but not limited to) description, reference, quantity, hours, comments and check number. If you have a payroll service file to import into Sage and are unsure about compatibility, contact Musick International, Inc. for free analysis. If the file layout is currently not included, Musick International, Inc. will include the layout. Usually the layout can be added simply with the purchase of Payroll Import annual maintenance.

Select the information that can be entered into the batch from the CSV 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.

Converting Payroll Service File to CSV file
Select the payroll service file you wish to convert and the GL Import CSV filename to create. Select "Transpose Numbers" or "Extract Multiple Companies" as necessary. Select which fields to move into the "Description", "Reference", and "Comment", and 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 widow 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, G/L Import CSV Path and Filename:

C:\Musick\Payroll Import\DATA\Import99.csv

Company SAMINC:
        C:\Musick\Payroll Import\DATA\SAMINC\Import99.csv
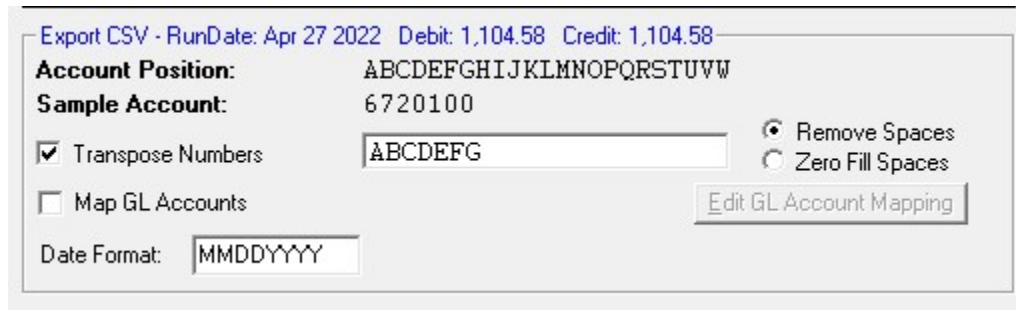
Transpose Numbers
This will allow you to change how the Sage G/L Account Numbers are extracted from your payroll service file. By selecting the "Transpose Numbers" option the textbox under your sample account number will become active. The letters in the "Account Position" field correspond to the "Sample Account" number from the payroll service file. Enter the corresponding letters in the "Transpose Numbers" field for conversion of the sample account number to the G/L account number.

Account Position: ABCDEFGHIJKL

Sample Account: 1345 4567

Transpose Numbers: AGCF

The Transposed G/L Account number written to the CSV Import file will be 1746.

Map GL Accounts
This option allows you to define the import account numbers to correspond to specific Sage G/L Account Numbers. Click on the "Edit GL Account Mapping" to display a screen for entry of the related accounts.

Date Format

Enter the format of the date that is in the file being read by Payroll Import. Use "M" to represent the location of the month. Use "D" to represent the location of the day. Use "Y" to represent the location of the year.

Examples: 2022/04/27 would be YYYY/MM/DD
             4-27-22 would be M-DD-YY

G/L Import Options

The following section describes the fields contained in the "To General Ledger Import CSV Path and Filename" section.

Create Sage GL Import File

Check this box to tell Payroll Import to generate a CSV file for importing into the Sage General Ledger.

General Ledger Import CSV Path and Filename

Enter the drive letter, path and CSV file name of the file generated by Payroll Import for importing into the Sage General Ledger. Use this same path when importing the file into the Sage G/L Journal Entry batch.

Scan for Multiple Companies

Your payroll service file can contain payroll information for more then one company. These companies can be identified in the payroll service file by "Reference 1, 2 or 3" and then extracted into separate files for importing into that G/L.

When extracting 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.

Setting Import Fields

There are 4 import fields that you can change the information that is placed in them: "Description", "Reference", "Comment" and "Quantity".

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

" [Nothing]"
"Description"
"Reference 1"
"Reference 2"
"Reference 3"

The available selections change according to the type of source file selected and the contents of the import file. Please contact Musick International, Inc. for specific information regarding the field mapping between the import file and the export file.

Source Ledger

The "Source Ledger" information may be any 2 characters you wish to use.

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

Any Source Ledger code you enter in Payroll Import MUST be added into the General Ledger. If the Source Ledger code is not in G/L you will receive a Sage 300 error message as follows:

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

1. You must go into the Sage General Ledger "Setup" menu and then "Source Codes".
2. Add the "Source Ledger Code" you used with "GL" preceding it. (ex. GL-PR)
3. Add a description and select the "Add" button.

GL Entry Description

Enter the description of the entry to be imported. This information will appear in the "Entry Description" of the GL Journal Entry batch.

Append Date

To automatically append the payroll period end date to the entry description, check this box.

Bank Import Options
The following section describes the fields contained in the "To Bank Entry Import CSV Path and Filename" section.

Create Bank Services Import File
Check this box to tell Payroll Import to create an import file for importing into Sage Bank Entry.

Bank Entry Import Path and Filename
This is the drive, path and CSV file name of the file to be imported into Sage Bank Entry.

Bank Code
Enter the Sage Bank Code in this field. All transactions imported will be assigned to this bank.

Append/Overwrite
This option allows appending the current import to a previous CSV file. If the previous file has been imported into Bank Entry, select "Overwrite" to clear the file before adding new entries.

Cash Account
This is the G/L account to match with the file being imported. Only transactions matching this G/L account will be added to the Bank Entry import file. If only importing Bank Transactions, this can be any valid G/L account. To include all transactions, enter "ALL" in the "Cash Account" field.

Pay Type
The "Pay Type" identifies the type of payment: "Check", "Credit Card", "Cash" or "Other". This correlates directly to the "Payment Type" in the Sage Bank Entry screen. If "Extracting Multiple Companies" (explained below), the "Pay Type" field options change to "Reference 1", "Reference 2" and "Reference 3". For importing multiple companies, the "Pay Type" is expected to be in the import file. This option allows defining which field in the import file contains the "Pay Type".

Separate Bank Entries
When "Separate Bank Entries" is un-checked, all of the details are placed in Sage Bank Entry distribution details grid. Only one entry header record will be created. On the Sage bank reconciliation screen, all of the details are grouped together under one entry. Checking the box for "Separate Bank Entries" will tell Payroll Import to create a new header record for each detail. This is helpful when the details need to be reconciled individually.

Extract Multiple Companies
This is exactly the same process as mentioned above for G/L. If the file being read by Payroll Import contains multiple companies (Sage Company databases), check this box to create separate Sage import files. Each company will have its own file name.

When extracting multiple companies, ensure the "Extract Multiple Companies" option is checked. Next, you can select which field will contain the company code: "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.

"Create Multiple Batches" will create a separate Sage bank entry import file for each company. If there are 5 companies represented in the import file, then 5 separate bank entry files will be created in a separate folder for each company.

Mapping Import Fields
There are 3 import fields that you can change the information that is placed in them: "Description", "Reference" and "Comment".

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

"[Nothing]"
"Description"
"Reference 1"
"Reference 2"
"Reference 3"
"Bank Entry Description"

The available selections change according to the layout of the source file selected and the contents of the import file. Please contact Musick International, Inc. for specific information regarding the field mapping between the import file and the export file.

Bank Entry Description
This description will be inserted into the "Sage Bank Entry Description" field when imported. The "Append Date" will automatically add the pay period end date to the end of the description field. Checking the box for "Append Pay Type" will add the "Pay Type" from the above selection to the end of the bank entry description.

Start of Description and Reference 1
The "Start" or "Append" description option is used in combination with next field "Reference 1". This combination allows adding a value from the import file to the start or end of the entry description. The value maybe selected from "Reference 1", "Reference 2", "Reference 3" or "Description". This option is ignored when "[Nothing]" is selected. Example: to add the check number to the start of the "Bank Entry

Description" select "Start of description". If the check number is in the "Reference 1" field in the import file, select "Reference 1". The check number becomes part of the description that will then appear in the bank reconciliation details – description column. This is helpful to properly identify each transaction when doing bank reconciliation.
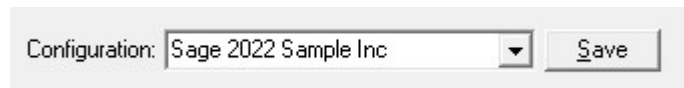
Save Screen Configuration

The "Configuration" drop down allows a simple save and recall of screen information. After changing the screen to the desired options, type a new configuration name into the "Configuration" field and click "Save". This screen configuration is now available for recall. To recall a different configuration, use the drop down list to select a different configuration. The screen will automatically populate with the new options.

Add Check Number to Bank Entry Number

To make bank reconciliation easier, add the check number to the bank entry number. To do this, add the following two fields to the configuration file saved in the previous step.

     AssignEntryNumb=TRUE
     EntryNumbField=REF1

The "AssignEntryNumb" setting tells Payroll Import to include the Bank Entry Number in the bank csv file. The "EntryNumbField" setting is the field containing the check number in the import csv file. The available values are REF1 (Reference 1), REF2 (Reference 2), REF3 (Reference 3) and DESC (Description). Contact Musick International for information on the correct value containing the check number.

How to Add Payroll Import to Sage 300 Menu

1. Select the menu/window where you wish to place the Payroll Import icon
2. Right click or select "Object" from the toolbar
3. Select "New" and then "Program"
4. This window will display:
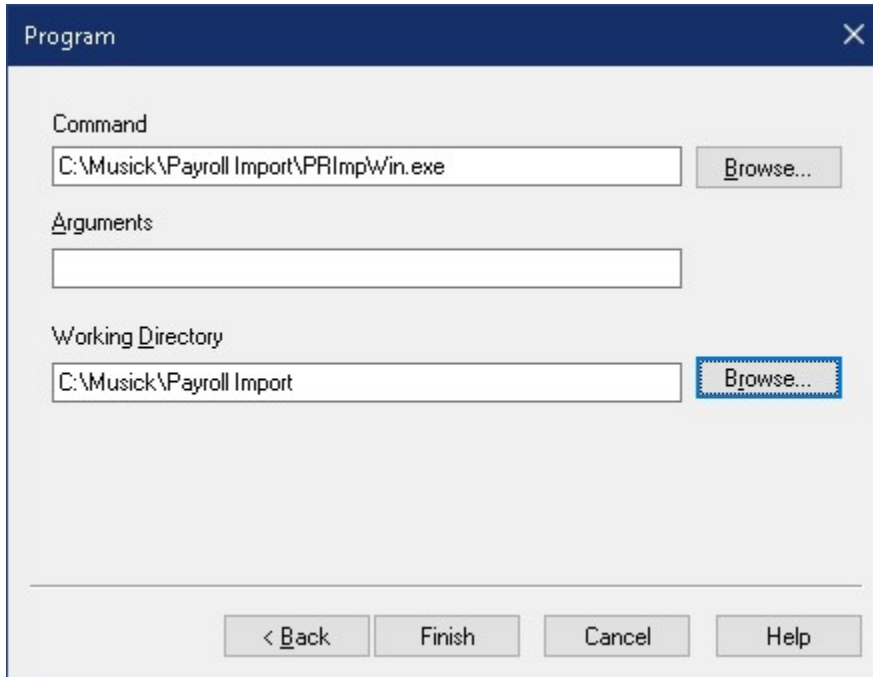
5. Enter Payroll Import into the "Title" field. Click "Next"

6. This screen will display:

7. Click "Browse", to go to the location where Payroll Import is installed. Select the Payroll Import program (PrImpWin.exe).
8. Select "Finish" for Payroll Import to be accessed from Sage 300.

Initial Setup
Your ADP representative will need to create a General Ledger and set up your General Ledger account codes on their ADP system. Without ADP setting up a General Ledger, the file you receive back from ADP will not contain the account information Sage 300 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 to be decrypted by the PC Client so 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 change the layout. Payroll Import will read the CSV file format.

Generic CSV Import Format

The import file must be Comma Separated Values (CSV). All fields are double quoted. Amount and date fields do not require double quotes. The examples below require the header record to identify the import file type. After converting the payroll import file, the resulting file may be imported into Sage Sample data.

Sample CSV File Layout with amount - FileToImport-Ltd.csv
"Account","Description","Date","Amount","Reference","Hours","Check#"
"1030","Bank account, payroll",20240426,-331.63,"100050-Haley III, John R",40.00,"390333"

Sample CSV File Layout with debit/credit - FileToImport-Inc.csv
"Account","Description","Date","Amount Debit","Amount Credit","Reference","Hours","Check#"
"1030","Bank account, payroll",04272024,0.00,310.43,"100050-Haley III, John R",40.00,"8013864"

Payroll Import is flexible and currently includes over 40 different import layouts. The minimum requirements are date, Sage G/L account and amount. The date may exist in the import file name or the detail lines. Additional fields may be assigned to "Description", "Reference 1", "Reference 2", "Reference 3" and/or "Quantity". Extra fields in the import file will be ignored. For a free review of your import file layout, send the sample file to the email address below.

Thank you for selecting Musick International, Inc.

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