

IMPORTING PAYMATE PAYROLL POSTINGS



Instead of including a payroll module, agrē focuses on what it does best (ag-retail) and has left payroll to the payroll experts. But you won't have to double-enter - agrē can import payroll postings from Paymate Acclaim so that you don't have to type them twice.

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Paymate Acclaim Overview

Where can I find out about Paymate Acclaim?

Paymates' website www.paymatesoftware.com has all the information you need, including the ability to download a trial version of their Paymate Acclaim payroll package. If you decide to purchase Paymate Acclaim, any information you enter in a trial version is retained so you don't have to start over.

How does Paymate Acclaim work with agrē?

Paymate Acclaim has the ability to export payroll transactions to a file and agrē has the ability to import payroll export files into the General Ledger.

agrē will recognize two formats from Paymate.

1. The **Standard General Ledger** format is a summary journal entry of your payroll (within the given range of dates exported).
2. The *Standard Cheques* format is a more detailed account of postings per employee.

We recommend the '**Standard General Ledger**' format as more detailed information about your payroll is maintained within the Paymate package rather than in agrē.

Is there anything special to do when setting up Paymate?

Set up the system according to the recommendations from Paymate (follow the setup instructions found in their online manual).

The **agrē related setup pertains to the GL codes** that will be associated to the earn codes, deduction codes, etc. These GL codes must match up with the corresponding GL codes in your agrē system. If the GL codes are invalid, you will receive error messages at the time of importing the transactions into agrē. See further in this document for more details on setting up GL codes.

Who do I call when I have payroll questions?

Paymate's annual maintenance fee includes support for questions about their software.

How do I import the transactions into agrē?

First you will export payroll transactions from Paymate. A file is created based on ranges of dates that you choose, format of the export, etc. This file is saved to a place of your choosing. This file is then imported from within agrē using the 'Import Payroll Transactions' option. If there are problems with this file, warnings will be displayed.

Who do I call when I have questions about importing payroll transactions into agrē?

For all agrē procedural questions, please contact Tronia Systems.

GL Mapping in Paymate (one-time task)

The GL Accounts must be specified within Paymate for the import into agrē to work properly.

Note In Paymate, GL Accounts are specified per 'department'.

You have the option of setting up multiple departments within Paymate, or you can run with one department for your entire company (see the Paymate help for more details about departments within Paymate). For each department within Paymate, you can and must specify the GL Accounts that will be used for the various earnings, deductions, accruals, etc.

Found in **Setup > Departments & Accounts**, the following screen shot represents a subset of accounts set up for a company-wide department. The example accounts shown are typical for the various expenses, accruals, and payables involved in running a payroll.

Department Information:
 Number: -999
 Description: Company Total

Debit Item	Account Number	Credit Item	Account Number
101 Salary	61000 Wages Expense	302 ExtraInCTx	22300 Federal Tax Payable
102 Hrly Wages	61000 Wages Expense	304 ExtraQueTx	
103 OT 1	61100 Overtime Expense-Regular	305 CPP	22320 CPP Payable
104 OT2	61110 Overtime Expense-Special	306 QPP	
105 Vac Paid	61120 Vacation Expense	307 EI	22330 EI Payable
106 Sick Paid	61130 Sick Time Expense	301 Inc. Tax	22300 Federal Tax Payable
		303 Que. Tax	
		604 Net Pay	23000 Wages Payable
401 VacAccrued	61140 Vacation Expense-Accrual	401 VacAccrued	61140 Vacation Expense-Accrual
402 SikAccrued	61150 Sicktime Expense-Accrual	402 SikAccrued	61150 Sicktime Expense-Accrual
614 Cmp EI	61160 EI Expense	614 Cmp EI	22330 EI Expense
615 Cmp CPP	61170 CPP Expense	615 Cmp CPP	22320 CPP Expense
616 Cmp QPP		616 Cmp QPP	

Buttons: Save, Cancel, Close, Help

Setup > Departments & Accounts

Note **Vacation and sick accruals are optional** and may not be used by your company (as well as additional OT accounts).

This example shows the accruals in use but in effect the vacation and sick expense are recorded at the time that they are used (because the accrual codes are pointing at the same account for both debits and credits – the accrual postings net to zero). You may have additional earnings and deductions specific to your company. This is just an example.

Branches/Departments

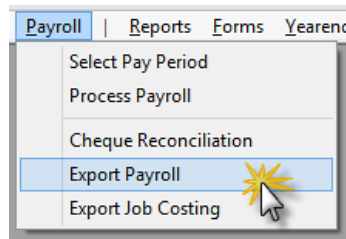
If your company has multiple branches and you have created separate departments in Paymate for each branch, you can indicate a branch on the Paymate side by including the branch# in with the GL account specified under that department in Paymate. For example, 61170-1 would be used in Paymate to indicate that the posting would go to 61170 agrē GL Location 1 and 61170-2 would be used in Paymate to indicate that the posting would go to 61170 agrē GL Location 2, etc. The branch code is only applicable for those GL accounts that are reported on a Profit & Loss/Income statement (accounts starting with 4, 5 or 6).

Please contact Tronia for location numbers if you would like to map your GLs this way.

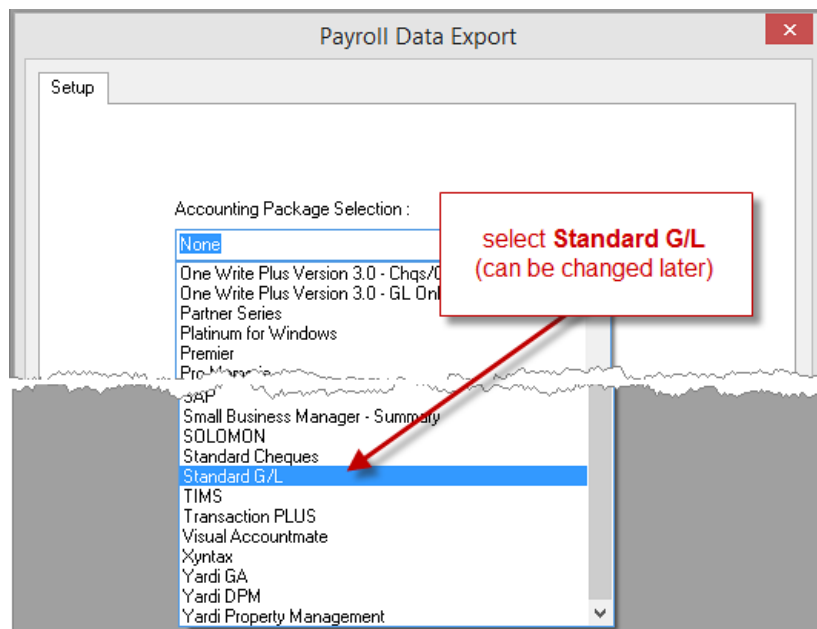
Exporting Payroll Transactions from Paymate

Postings need to be exported from Paymate before agrē can import them into agrē.

In Paymate, navigate to **Payroll > Export Payroll**.



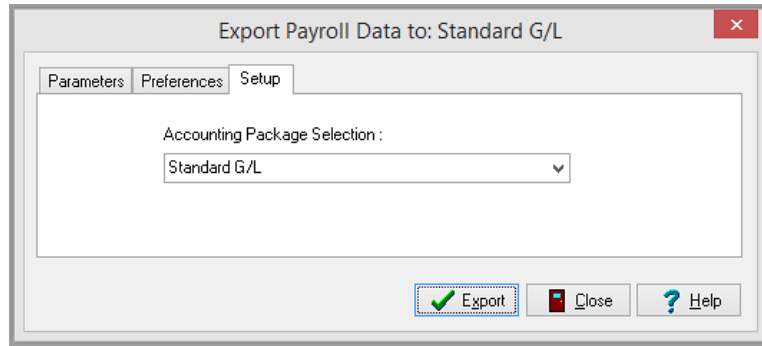
Choose **Standard G/L** as your accounting package selection (agrē isn't listed as one of the choices – we haven't quite got the customer base of AccPac or Quick Books – at least not yet ☺). Standard GL is our recommendation but you could also choose Standard Cheques.



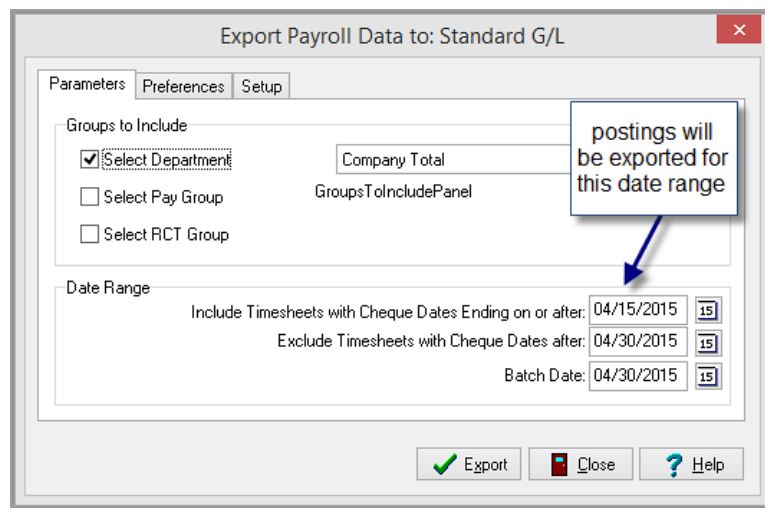
Standard G/L will give you a summarized journal entry.

Standard Cheques will give employee details built into the journal entry.

If you change your mind, you can select a different one on the **Setup Tab** in the next step.

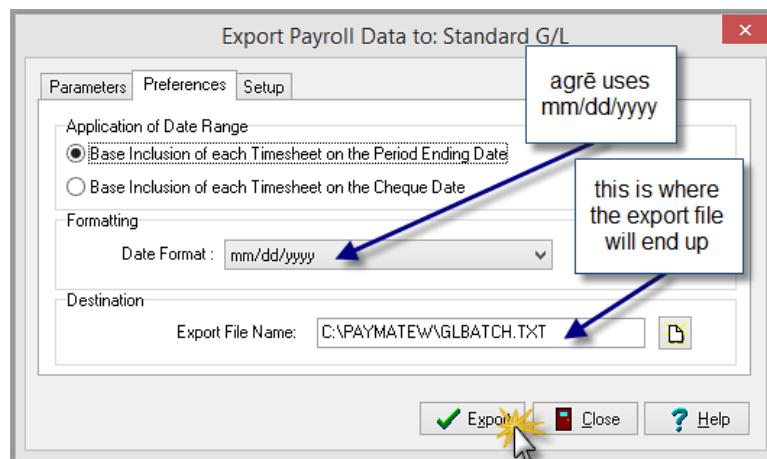


Next, specify the **Parameters** of the export. This can include choosing only certain departments, etc. but **most important are the dates**.



Note Care should be taken when choosing the ranges of dates as the system will not be able to tell if you have 'doubled up' on ranges of dates.

On the **Preferences Tab** select the Application of Date Range, the Date Format (agrē uses mm/dd/yyyy) and where the export file will be saved.



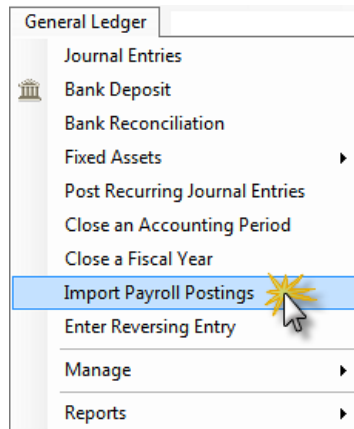
Make note of where the export file is going and what it is called. You'll need to know in order to import it into agrē.

Click on **Export** and the file will be generated.

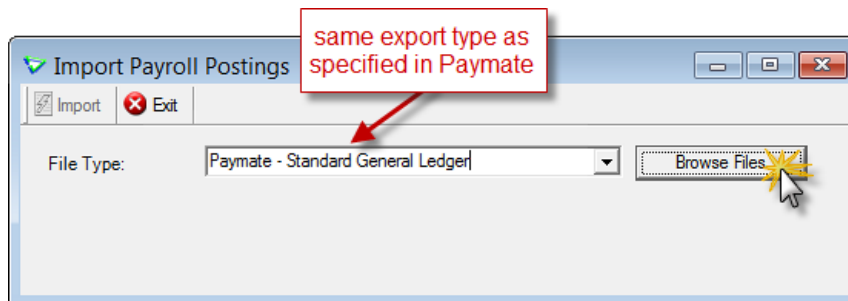
Importing Payroll Postings into agrē

Now that you've got an export file containing the payroll postings, you can import them into agrē.

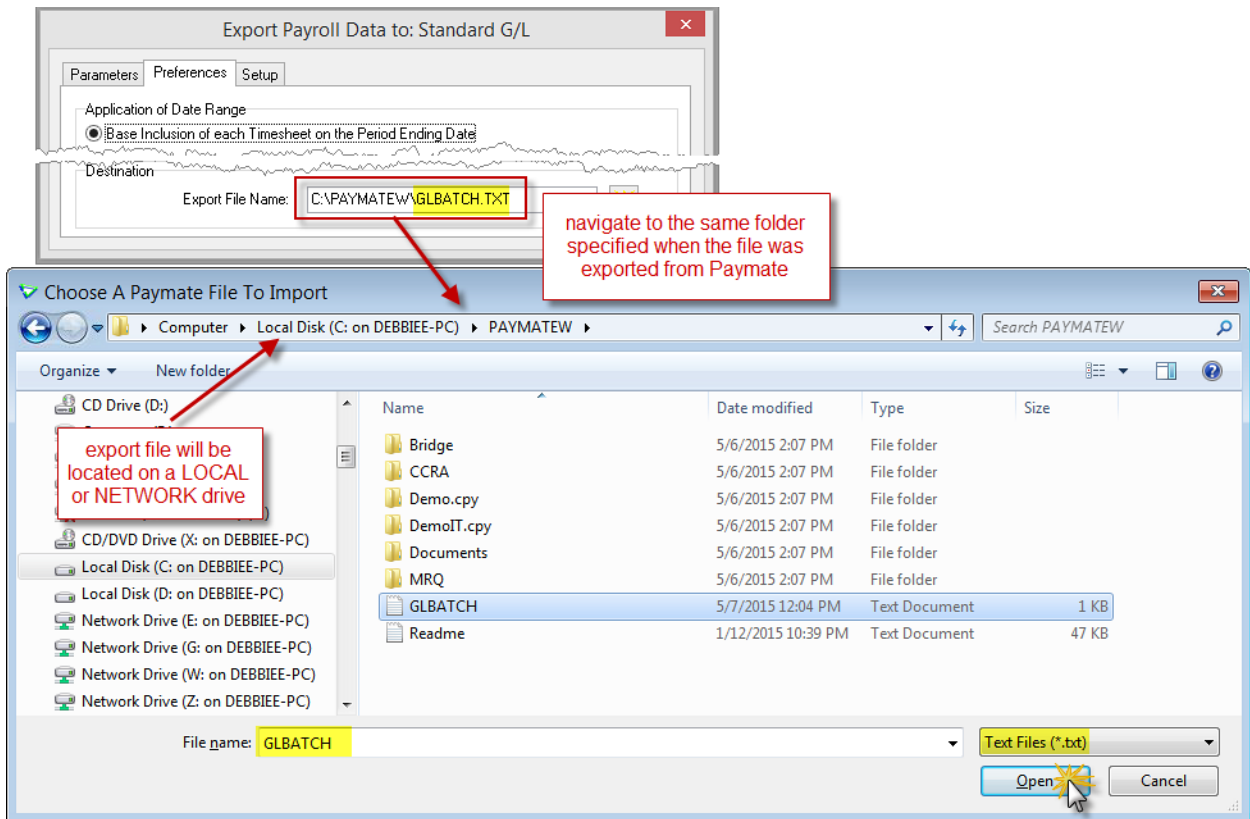
Navigate to *General Ledger > Import Payroll Postings*.



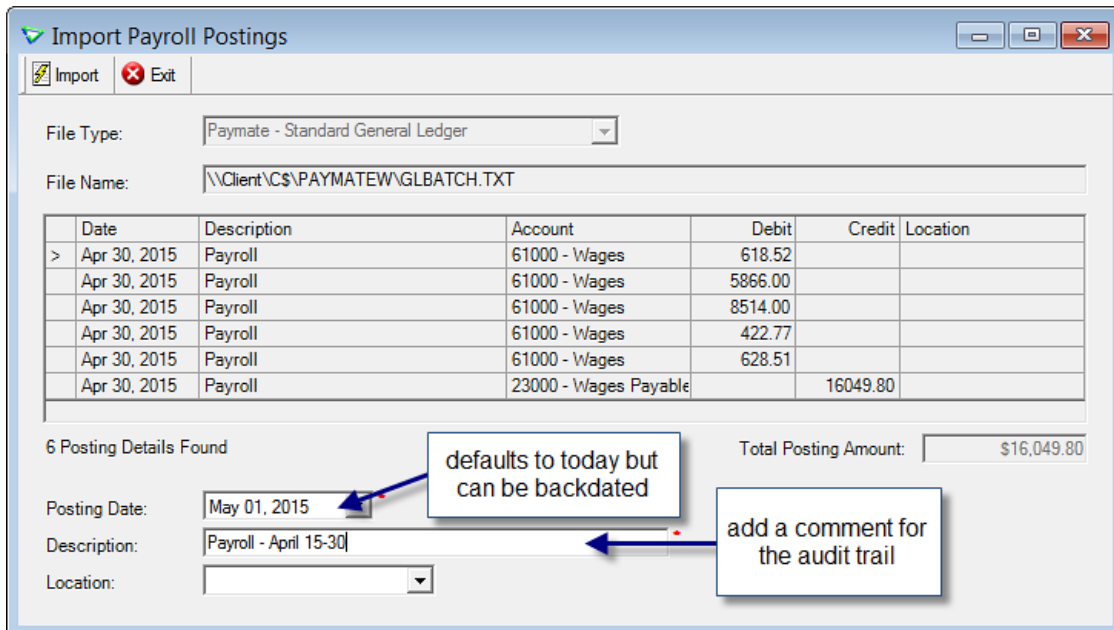
On the Import Payroll Postings window, select the **File Type** of the export (it'll be the same file type you selected when you exported the postings from Paymate). Click **Browse** to select the export file.



From the *Choose A Paymate File to Import* window, navigate to where Paymate exported the file, select it, and click *Open*.



Once the file is opened, it will be validated. agrē will ensure that it matches the chosen file type and that there are valid transactions within the file, and will also make sure that this file hasn't already been processed (a successfully imported file is flagged as processed so that it can't accidentally be imported again).



Posting Date

The **Posting Date** may or may not match with the batch date on the imported file. This date cannot be in the future. The payroll postings generated in agrē will have this date.

Description

This is the general **Description** of the Journal Entry that will show in reports. There could also be line by line descriptions in the Journal Entry that come directly from the imported file (like Employee Name if using a detailed layout).

Location

The **Location** (optional) specifies where to post the Location postings and is only applicable if you have multiple locations in agrē.

If **Location** is left blank, what will happen depends on how Paymate is configured.

- If Paymate is set up to separate different branches into different payroll groups, and GL account numbers in Paymate include location codes (see [GL Mapping in Paymate](#)) then the system will allocate the expenses (and revenues if applicable) to each agrē location accordingly.
- If Paymate is set up to separate different branches into different payroll groups but GL account numbers in Paymate do NOT include location code (see [GL Mapping in Paymate](#)) then the expenses (and revenues if applicable) will be posted as unallocated.
- If you choose not to attach location codes to your GL accounts in Paymate, you still have the option of exporting each branch's payroll separately. So long as you have each branch set up as a separate department in Paymate, you can create separate import files (one for each department) and import each file individually specifying the applicable location code in this field.

Getting the Money Out of the Bank

If you've [mapped](#) Paymate's Net Pay field to a Wages Payable agrē GL (instead of directly to a bank account), once the payroll postings have been imported, Wages Payable needs to translate into actual funds coming out of the bank.

One way to do this is with a direct deposit transaction invoice with your bank as the supplier, and postings going to wages payable. Then the payment to CIBC happens with the posting going to the bank account related to the payment type selected.

You could also create a Journal Entry to manually move the funds where you want them to go.