



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.

What you'll find:

| Paymate Acclaim Overview | 2 |
|---|---|
| Where can I find out about Paymate Acclaim? | 2 |
| How does Paymate Acclaim work with agrē? | 2 |
| Is there anything special to do when setting up Paymate? | 2 |
| Who do I call when I have payroll questions? | 2 |
| How do I import the transactions into agrē? | 2 |
| Who do I call when I have questions about importing payroll transactions into agre? | 2 |
| GL Mapping in Paymate (one –time task) | 3 |
| Branches/Departments | 4 |
| Exporting Payroll Transactions from Paymate | 4 |
| Importing Payroll Postings into agrē | 6 |
| Posting Date | 8 |
| Description | 8 |
| Location | 8 |
| Getting the Money Out of the Bank | 8 |

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.

| Departments and Accounts Edit | | | | | | | | | |
|-------------------------------|---|--------------|---------------------------------------|-----------------------|--------------------------|----------------------------|--|-----|--------------|
| — Depai Nu Descri | rtment Information mber : -999 iption : Company | n : Total | enter corres number fr chart of | sponc om a acco | ting GL grē's unts | agrē ((showr do not | GL description for clarity only enter this text) | | |
| Debit | ltem | Account | lumber | Credit | Item | Accou | int Number | | |
| 101 | Salary | 61000 Wa | ages Expense | 302 | ExtraIncTx | 22300 | Federal Tax Payable | | |
| 102 | Hrly Wages | 61000 Wa | ages Expense | 304 | ExtraQueTx | | | | |
| 103 | OT 1 | 61100 Ov | ertime Expense-Regular | 305 | CPP | 22320 | CPP Payable | | |
| 104 | OT2 | 61110 Ov | ertime Expense-Special | 306 | QPP | | | | |
| 105 | Vac Paid | 61120 Va | cation Expense | 307 | EI | 22330 | El Payable | | |
| 106 | Sick Paid | 61130 Sic | k Time Expense | 301 | Inc. Tax | 22300 | Federal Tax Payable | _ | |
| | | | | 303 | Que. Tax | _ | | thi | s could also |
| | | | | 604 | Net Pay | 23000 | Wages Payable 🔫 🗕 | | be a bank |
| 401 | VacAccrued | 61140 Vac | cation Expense-Accrual | 401 | VacAccrued | 61140 | Vacation Expense-Accrual | | account |
| 402 | SikAccrued | 61150 Sid | ktime Expense-Accrual | 402 | SikAccrued | 61150 | Sicktime Expense-Accrual | | |
| 614 | Cmp EI | 61160 El | Expense | 614 | Cmp EI | 22330 | El Expense | | |
| 615 | Cmp CPP | 61170 CP | P Expense | 615 | Cmp CPP | 22320 | CPP Expense | | |
| 616 | Cmp QPP | | | 616 | Cmp QPP | | | | |
| | | | Cave | | Cancel | | | | |

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 O). Standard GL is our recommendation but you could also choose Standard Cheques.

| | Payroll Data I | Export | | × |
|--------------------------|--|----------------------------|---------------------------|---------|
| Setup | | | | |
| | | | | |
| Accou | unting Package Selection : | | | |
| None | Write Plus Version 3.0 - Chas/f | select Star (can be cha | ndard G/L Inged later) | |
| One V One V Partn | Write Plus Version 3.0 - GL Onl er Series | | ingou latory | |
| Platin Premi Pre-M | um for Windows er | | | |
| ාසP Smal | Business Manager - Summary | | | 17-14-1 |
| SOL(Stan | DMON dard Cheques | | | |
| TIM9 Tran | saction PLUS | | | |
| Visua Xynta Xardi | al Accountmate ax I GA | | | |
| Yardi Yardi | DPM Property Management | | ~ | |

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.

| | Export Payroll Data to: Standard G/L | | | | | |
|----------------|--|---------------------|--|--|--|--|
| Parameters Pre | ferences Setup | | | | | |
| | Accounting Package Selection : Standard G/L | ~ | | | | |
| | | Export Close ? Help | | | | |

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

| Export P | ayroll Data to: Standard G/ | |
|---|--|---|
| Parameters Preferences Setup | | |
| Groups to Include Groups to Include Group Group Group Group Group | Company Total GroupsToIncludePanel | postings will be exported for this date range |
| Date Barras | | |
| Include Timeshe | eets with Cheque Dates Ending on or clude Timesheets with Cheque Dates Batch [| after: 04/15/2015 15 after: 04/30/2015 15 Date: 04/30/2015 15 |
| | Export | <u>C</u> lose |

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.

| Export Payroll Data to: Standard | I G/L | | | | | |
|--|---|--|--|--|--|--|
| Parameters Preferences Setup | agrē uses mm/dd/yyyy | | | | | |
| Base Inclusion of each Timesheet on the Period Ending Date Base Inclusion of each Timesheet on the Cheque Date Formatting Date Format : mm/dd/yyyy | this is where the export file will end up | | | | | |
| Destination Export File Name: C:\PAYMATEW\GLBATCH.T | XT | | | | | |
| ✓ Export I Close ? Help | | | | | | |

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*.

| Ger | neral Ledger | | |
|-----|--------------------------------|--|--|
| | Journal Entries | | |
| 盦 | Bank Deposit | | |
| | Bank Reconciliation | | |
| | Fixed Assets | | |
| | Post Recurring Journal Entries | | |
| | Close an Accounting Period | | |
| | Close a Fiscal Year | | |
| | Import Payroll Postings 💥 | | |
| | Enter Reversing Entry | | |
| | Manage 🕨 | | |
| | Reports • | | |

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.

| V Import Payroll Postings | same export type as specified in Paymate | |
|---------------------------|--|--------------|
| File Type: Paymate - S | tandard General Ledger | Browse Files |

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

| Export Payroll D Parameters Preferences Setup Application of Date Range Base Inclusion of each Timesheet on the Destination Export File Name: C:VPAY | Period Ending Date | navigate to the same folder specified when the file was exported from Paymate | | | | X |
|--|---|---|--|----------------------|--------|---|
| Computer 🕨 Local Disk (C: c | on DEBBIEE-PC) 🕨 PAYMAT | EW 🕨 | ▼ 4 j | Search PAYMATEW | | ٩ |
| Organize 🔻 New folder | | | | | | 0 |
| 🔮 CD Drive (D:) | Name | Date modified | Туре | Size | | |
| export file will be located on a LOCAL or NETWORK drive CD/DVD Drive (X: on DEBBIEE-PC) Local Disk (C: on DEBBIEE-PC) Local Disk (D: on DEBBIEE-PC) Network Drive (E: on DEBBIEE-PC) Network Drive (G: on DEBBIEE-PC) Network Drive (X: on DEBBIEE-PC) | Bridge CCRA Demo.cpy DemoIT.cpy Documents MRQ GLBATCH Readme | 5/6/2015 2:07 PM 5/6/2015 2:07 PM 5/6/2015 2:07 PM 5/6/2015 2:07 PM 5/6/2015 2:07 PM 5/6/2015 2:07 PM 5/7/2015 12:04 PM 1/12/2015 10:39 PM | File folder File folder File folder File folder File folder File folder Text Document Text Document | <u>1</u> КВ 47 КВ | | |
| File <u>n</u> ame: GLBATCH | | | • | Text Files (*.txt) | Cancel | • |

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).

| 裙 In | nport Payrol | l Postings | | | | | - • × |
|---|--------------------|-------------------------------|------------------|-----------------------|------------------------|----------------|----------|
| 🖋 Im | port 🔞 Exit | | | | | | |
| File File | e Type: e Name: | Paymate - Standard General Le | edger ATCH.TX | T | | | |
| | Date | Description | | Account | Debit | Credit | Location |
| > | Apr 30, 2015 | Payroll | | 61000 - Wages | 618.52 | | |
| | Apr 30, 2015 | Payroll | | 61000 - Wages | 5866.00 | | |
| | Apr 30, 2015 | Payroll | | 61000 - Wages | 8514.00 | | |
| | Apr 30, 2015 | Payroll | | 61000 - Wages | 422.77 | | |
| | Apr 30, 2015 | Payroll | | 61000 - Wages | 628.51 | | |
| | Apr 30, 2015 | Payroll | | 23000 - Wages Payable | | 16049.80 | |
| 6 Posting Details Found Posting Date: May 01, 2015 Description: Payroll - April 15-30 Location: Total Posting A add a comment the audit | | | | | comment audit trail | t: \$16,049.80 | |

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 Payble 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.