

# Exporting from Paymate to Adagio Ledger

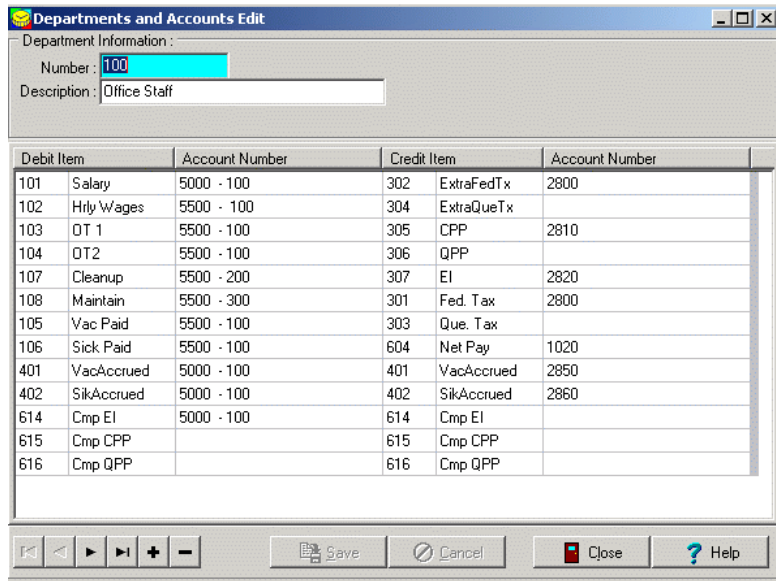
## 1. Getting Ready in Paymate

Before you can successfully export payroll data from Paymate, you must tell Paymate what General Ledger accounts to use. This is done under *Setup / Departments and Accounts*.

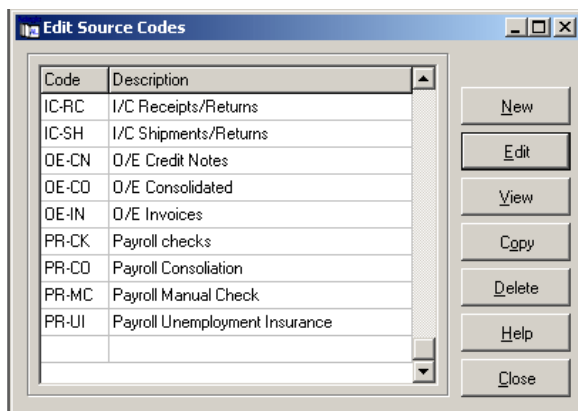
You must have a G/L account number (and department if you use departments in the G/L) for each debit and credit item in Paymate. In some cases, the same G/L account code may be used for more than one Paymate item. For example, you may use the same liability account for the credit amounts in “CPP” (the employee deduction) and “Cmp CPP” (the company expense).

The departments you set up in Paymate may or may not be the same as the departments used in the General Ledger. However, this

Departments and Accounts screen above must be filled out for every Paymate department.



## 2. Getting Ready in Adagio Ledger



In Adagio Ledger, you must have at least one Source Code for the payroll transactions. This is added under *Edit / Source Codes*.

You may have several payroll-related source codes, but only one will be used by the transactions brought in from Paymate. In the example here, that would be “PR-CK.”

### 3. Exporting from Paymate for the First Time

The first export from Paymate to Adagio should be used to, as much as possible, create defaults to make future exports easier.

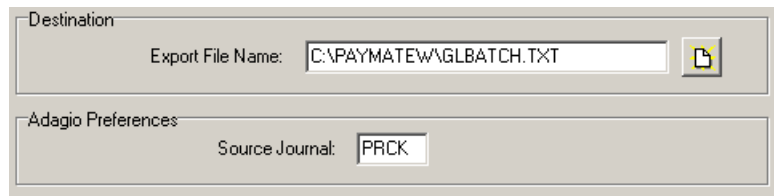
Let's start in Paymate. After completing a payroll, select *Payroll / Export Payroll*.

The first tab is "Parameters." You will fill out this screen each time you export. Select the dates and other groups that you want to export. Under fiscal period, fill in the period to which you want the transactions posted in the General Ledger.

Now, click on the "Setup" tab. Make sure you have selected "Adagio - Single Currency." This may have already been set when you originally set up Paymate, and so will appear here. If not, use the drop-down list to select it.

Then click on the "Preferences" tab.

Under Adagio Preferences, fill in the Source Code you created in Adagio Ledger. (The name Source Journal here is misleading. It means the Source Code in the Ledger.



Destination

Export File Name: C:\PAYMATEW\GLBATCH.TXT

Adagio Preferences

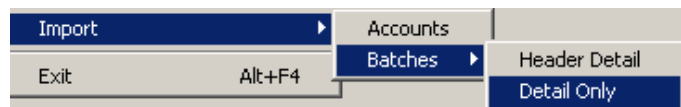
Source Journal: PRCK

*Important: do not put the dash in the Source Journal box, just run all four of the Source Code characters together. If the second segment of the source code is only one character, it is considered to be right aligned. That means, if the Ledger source code were "PR- 2" you would type these characters here: P, R, space, 2.*

Next, to make our import setup in Adagio Ledger easier, use your mouse to highlight the Export File Name and press CTRL-C. This copies the text to the Windows clipboard.

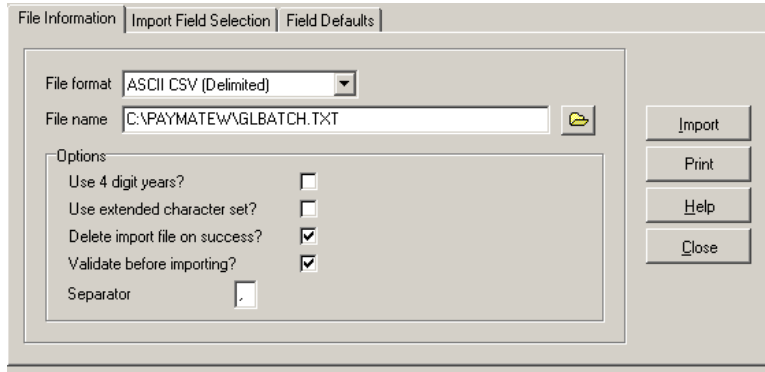
### 4. Importing into Adagio Ledger for the First Time

From the file menu, select like this:



Since you selected the correct data export format in Paymate, there is little that needs to be changed on this screen. (See next page)

Highlight the File name and press CTRL-V. This will paste in the text we copied to the clipboard in the last step.



Make sure the first two boxes, “Use 4 digit years” and “Use extended character set” are **not** checked.

Check the box “Validate before importing” to make sure that all the account codes are valid in your imported batch.

You may also wish to check the “Delete import file on success” box.

This makes the import process more like the subledger retrieval process in that it removes the file to prevent importing it again.

*Important: this does not prevent you from accidentally exporting the same data from Paymate and importing it into the Ledger again. You must carefully keep track of this yourself.*

Now, to make future imports simpler, we’ll save these settings. Click on the “New” button. Enter the name “Paymate” and click on “OK.”

Finally, click on the “Import” button.

When the import is done, a message will be displayed showing one transaction imported. This transaction becomes a regular Ledger batch ready to be printed and posted. If your settings in the Company Profile permit, you may also edit the batch to, for example, redistribute expenses.

### **5. Regular Export / Import Process.**

After saving all the settings in the previous steps, the regular payroll data transfer becomes very easy.

In Paymate, select *Payroll / Export Payroll*. Fill in the dates and fiscal period. Click on “Export.”

In Adagio Ledger, select *File / Import / Batches / Detail only*. If “Paymate” is not displayed in the “Template” field, select it from the drop-down list. Click on “Import.”

Edit the batch if desired. Print and Post.