

Initial Setup and Process to run the Export from Attaché Payroll and import into Triumph GL

(PART A: For Consultants only)

Prerequisites:

- You will need to have the Attaché Report Writer software
- The following files are required;
 - atrwlibu.pif
 - pay.hdr
 - pay.rpt
 - pay.txt

1. Firstly the General Ledger Posting details must be setup in Attaché for the following areas;

- Income Types**

- Go to Setups/Payroll/Income Types/Maintain (see Figure 1). For every Income Type Code you will need to setup the Expense/Liability Account code (see Figure 2). This GL code must be the same GL account code in Triumph. If Multiple GL Dissection is ticked you will also need to setup the Expense accounts for the cost centres (see Figure 3).

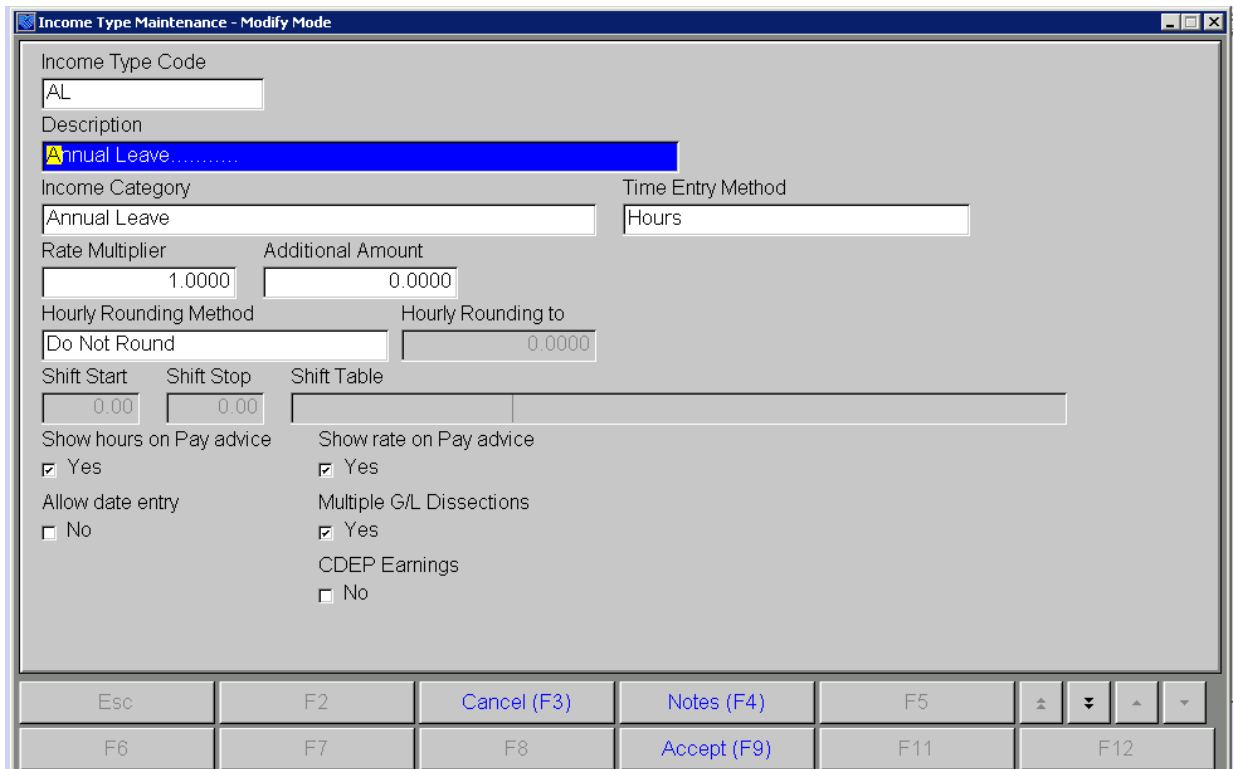


Figure 1

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Income Type Maintenance - Modify Mode

Income Type Code
AL

Description
Annual Leave

General Ledger Posting Details

Expense Account
21110

Consolidate
 Yes

Esc	Find (F2)	Cancel (F3)	Notes (F4)	F5	▲	▼	▲	▼
F6	F7	F8	Accept (F9)	F11	F12			

Figure 2

Income Type Maintenance - Modify Mode

Income Type Code
AL

Description
Annual Leave

Multiple General Ledger Postings **Add Mode**

Cost Centre
ADMIN01

Expense Account
21110.....

Consolidate
 Yes

Esc	Find (F2)	Cancel (F3)	F4	F5	▲	▼	▲	▼
F6	F7	F8	Accept (F9)	F11	F12			

Figure 3

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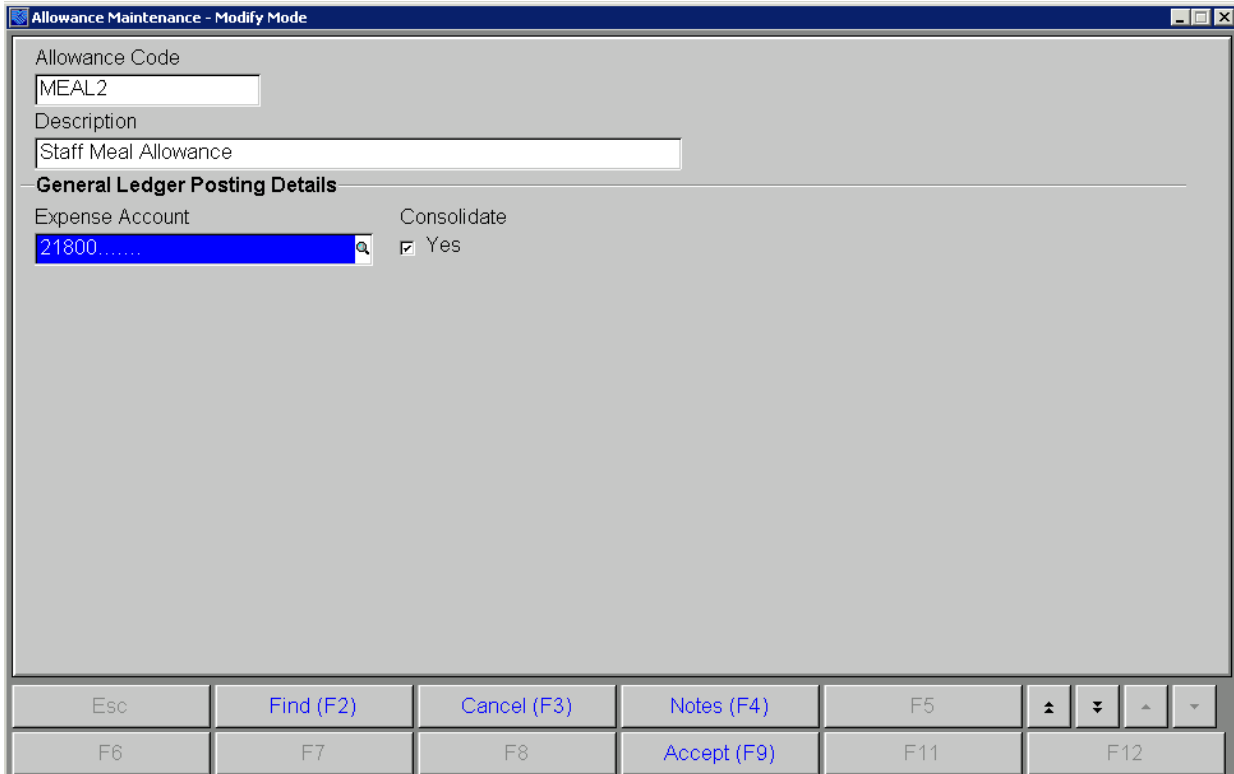


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- **Allowances**

- Go to Setups/Payroll/Allowances/Maintain. Setup Expense account (see Figure 4&5)



Allowance Maintenance - Modify Mode

Allowance Code
MEAL2

Description
Staff Meal Allowance

General Ledger Posting Details

Expense Account
21800.....

Consolidate
 Yes

Esc Find (F2) Cancel (F3) Notes (F4) F5

F6 F7 F8 Accept (F9) F11 F12

Figure 4

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Allowance Maintenance - Modify Mode

Allowance Code
MEAL2

Description
Staff Meal Allowance

Multiple General Ledger Postings Add Mode

Cost Centre
ADMIN02

Expense Account Consolidate
21800..... Yes

Esc Find (F2) Cancel (F3) F4 F5 ↑ ↓ ← →

F6 F7 F8 Accept (F9) F11 F12

Figure 5

- **Deductions**
 - Go to Setups/Payroll/Deductions/Maintain. Setup the Liability Account (see Figure 6 & 7)

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Deduction Maintenance - Modify Mode

Deduction Code
CHILD

Description
Child Support

General Ledger Posting Details

Liability Account
48680.....

Consolidate
 Yes

Esc Find (F2) Cancel (F3) Notes (F4) F5

F6 F7 F8 Accept (F9) F11 F12

Figure 6

Deduction Maintenance - Modify Mode

Deduction Code
CHILD

Description
Child Support

Multiple General Ledger Postings Add Mode

Cost Centre
ADMIN02

Liability Account
48680.....

Consolidate
 Yes

Esc Find (F2) Cancel (F3) F4 F5

F6 F7 F8 Accept (F9) F11 F12

Figure 7

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- **Employer Contribution**
 - Go to Setups/Payroll/Employer Contribution/Maintain. Setup the Expense and Liability Account (see Figure 8)

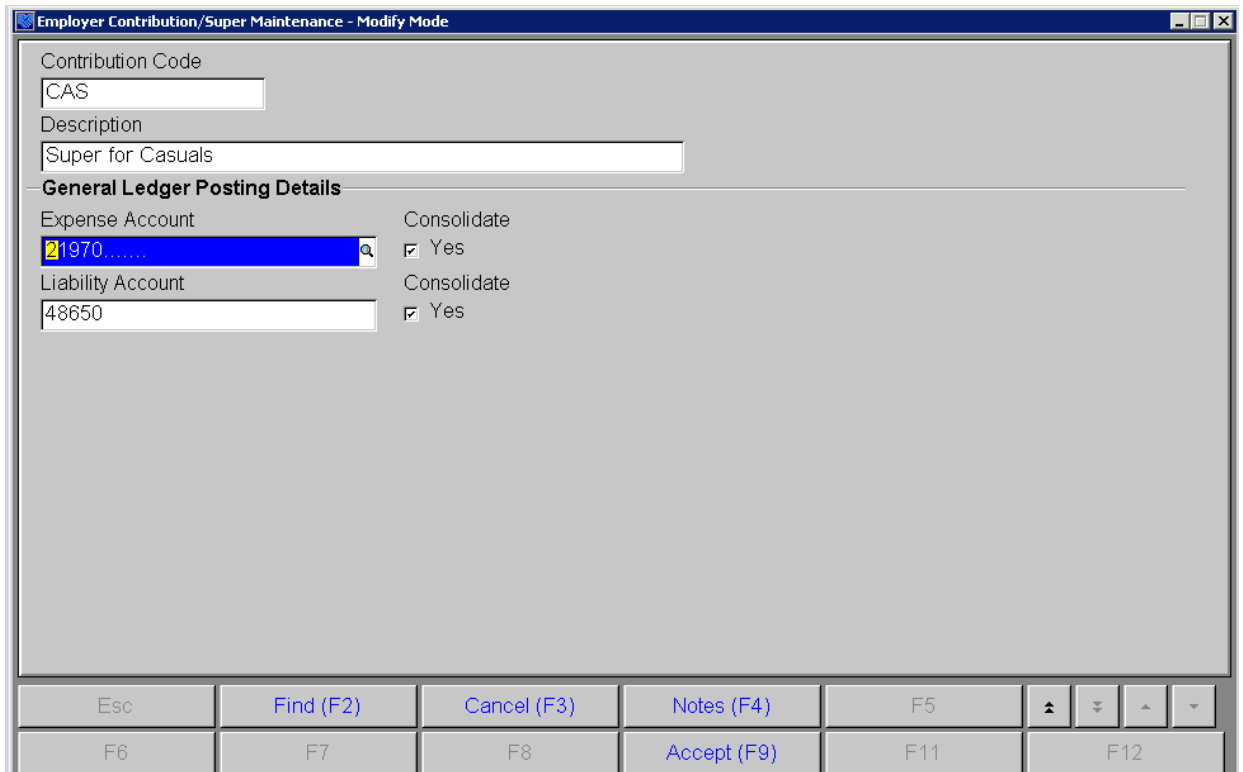
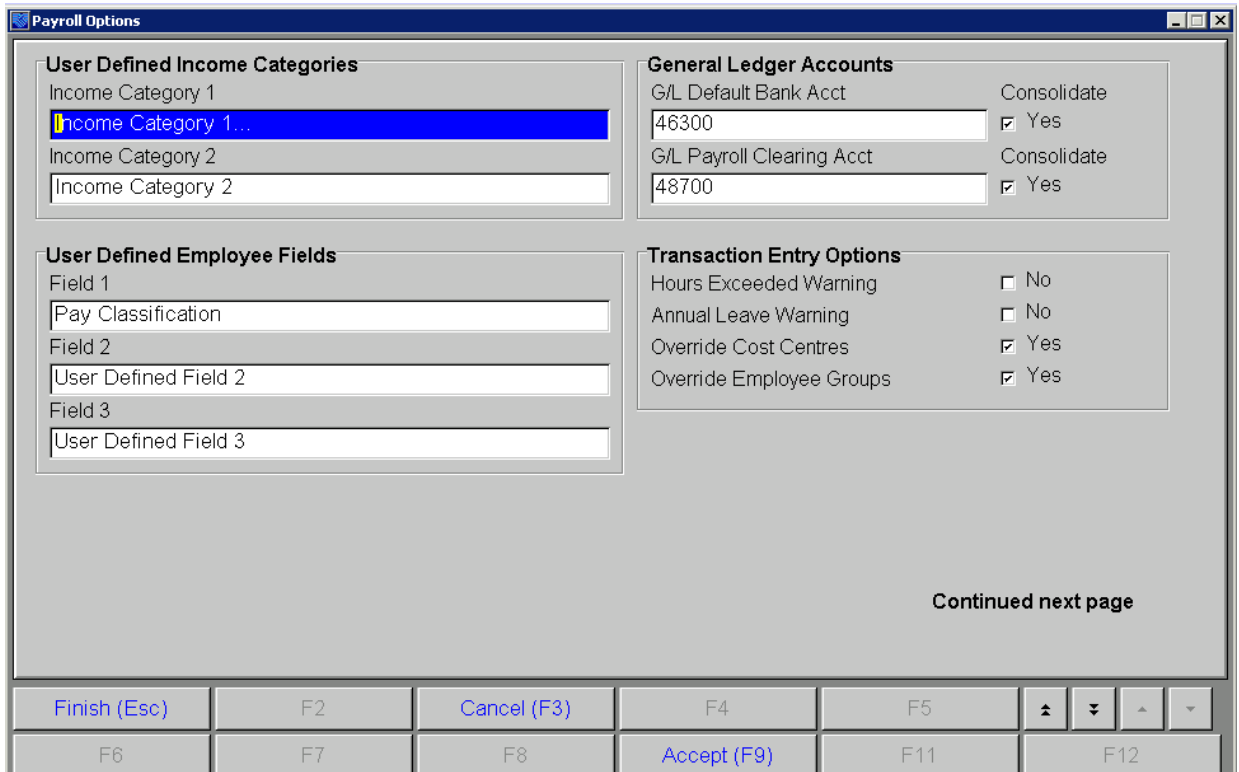


Figure 8

- **Payroll options**
 - Go to Setups/Payroll/Options/Payroll Options. Setup the GL Default Bank account and the Payroll Clearing Account (see Figure 9)



Payroll Options

User Defined Income Categories

Income Category 1
Income Category 1...
Income Category 2
Income Category 2

User Defined Employee Fields

Field 1
Pay Classification
Field 2
User Defined Field 2
Field 3
User Defined Field 3

General Ledger Accounts

G/L Default Bank Acct Consolidate
46300 Yes
G/L Payroll Clearing Acct Consolidate
48700 Yes

Transaction Entry Options

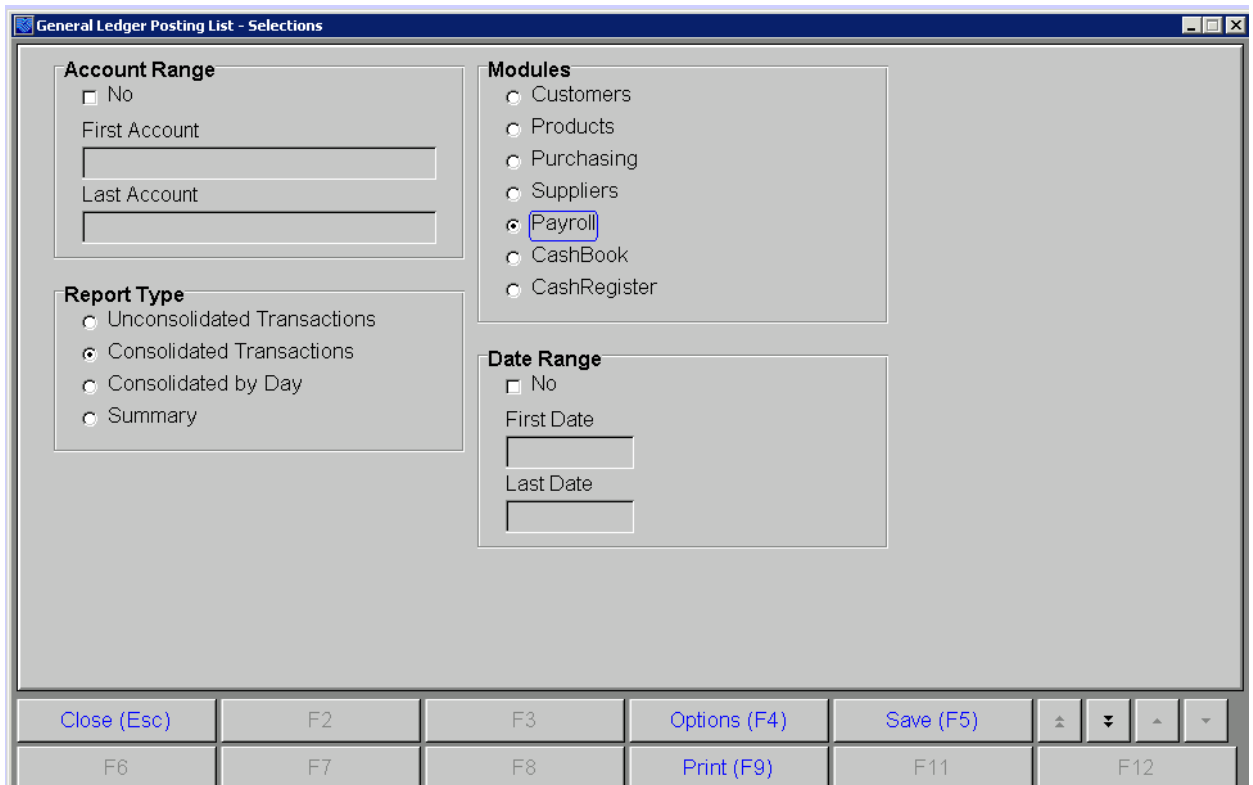
Hours Exceeded Warning No
Annual Leave Warning No
Override Cost Centres Yes
Override Employee Groups Yes

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Finish (Esc) F2 Cancel (F3) F4 F5
F6 F7 F8 Accept (F9) F11 F12

Figure 9

- Print a General Ledger Postings Report for Payroll to give you the GL journals listing.
- Go to Transactions/Process Payroll/Post Process Reports/General Ledger Postings



General Ledger Posting List - Selections

Account Range

No
First Account
Last Account

Report Type

Unconsolidated Transactions
 Consolidated Transactions
 Consolidated by Day
 Summary

Modules

Customers
 Products
 Purchasing
 Suppliers
 Payroll
 CashBook
 CashRegister

Date Range

No
First Date
Last Date

Close (Esc) F2 F3 Options (F4) Save (F5)
F6 F7 F8 Print (F9) F11 F12

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Figure 10

General Ledger Posting List

Attache 03/11/06

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GENERAL LEDGER POSTINGS (PAYROLL)
Consolidated Transactions

DATE	REFERENCE	DETAILS	DEBIT	CREDIT
21800		Consolidated	13,906.86	32.84
21800		Totals	13,906.86	32.84
21970		Consolidated	962.44	
21970		Totals	962.44	0.00
22200		Consolidated	750.00	
22200		Totals	750.00	0.00
48600		Consolidated		10.00
48600		Totals	0.00	10.00
48650		Consolidated		962.44
48650		Totals	0.00	962.44
48680		Consolidated		25.00
48680		Totals	0.00	25.00

Figure 11

3. **Copy the ATRWLIBU.PIF file into the Attaché directory folder and copy the PAY.HDR into the Triumph company folder under the Triumph directory folder. Also make sure PAY.RPT is already in the Reports folder under Attaché folder.**

4. **Go to Reports/Payroll/Other Reports/Report Writer.**
 - Save to Diskfile and enter the path to the Triumph company and the file PAY.TXT at the end eg: C:\TRIUMPH\DEMPAY.TXT (see Figure 12)

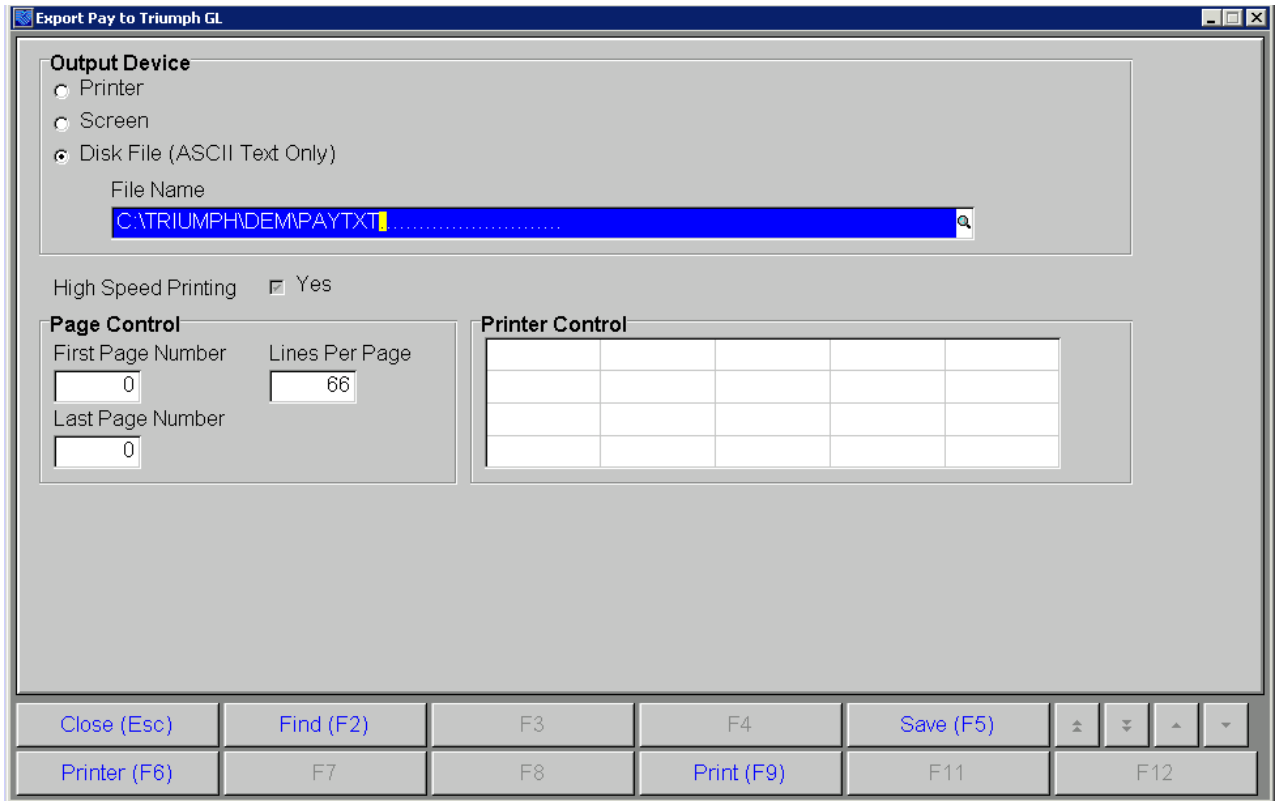
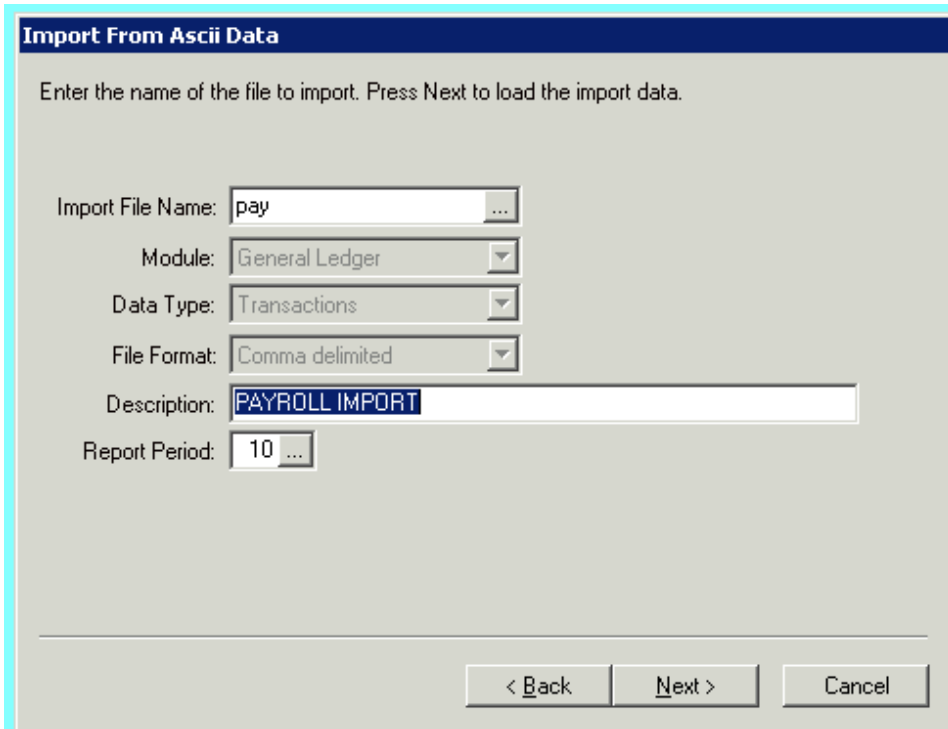
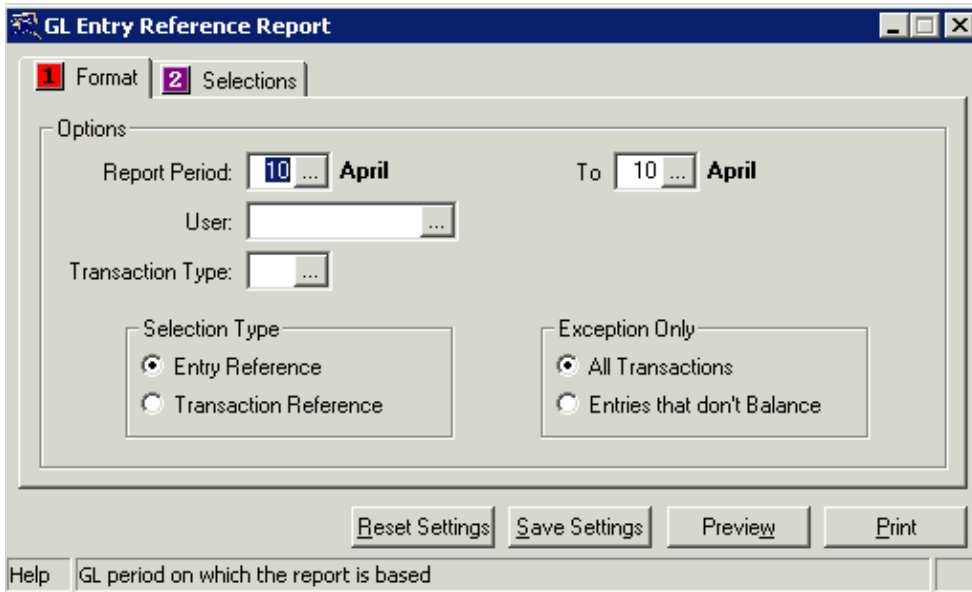


Figure 12

5. In Triumph, go to S-U-I-I to import the file (see Figure 13).



6. Go to G-R-E, to check the GL postings that have posted into Triumph.



7. After importing the pay data into Triumph, you will need to delete the GL postings in Attaché.

Go to Reports/General Ledger/Transactions/Delete Other Module Postings

