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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).

Sincome Type Maintenance - Modify Mode			
Income Type Code			
AL			
Description			
Annual Leave			
Income Category	Time Entry Method		
Annual Leave	Hours		
Rate Multiplier Additional Amount			
Hourly Rounding Method Hourly Rounding to			
Do Not Round 0.0000			
Shift Start Shift Stop Shift Table			
0.00 0.00			
Show hours on Pay advice Show rate on Pay advice			
View dete actes			
Allow date entry Multiple G/L Dissections			
Esc F2 Cancel (F3)	Notes (F4)	F5	\$ * • •
F6 F7 F8	Accept (F9)	F11	F12

Figure 1

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🚺 Income Type Maintenan	ce - Modify Mode						_ 🗆 X
Income Type Code							
AL							
Description							
Annual Leave							
-General Ledger Po	osting Details						-
Expense Account	C	onsolidate					
21110	ب	Yes					
Esc	Find (F2)	Cancel (F3)	Notes (F4)	F5	±	¥ .	-
F6	F7	F8	Accept (F9)	F11		F12	

Figure 2

Income Type Maintenand Income Type Code AL Description Annual Leave	ce - Modify Mode		_		
-Multiple General L Cost Centre	edger Postings	Add Mode			
ADMINUT Expense Account 21110	<u>a</u> 1	Consolidate ⊽ Yes			
Esc	Find (F2)	Cancel (F3)	F4	F5	* * * *
F6	F7	F8	Accept (F9)	F11	F12

Figure 3



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• Allowances

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

Section 2 Maintenance -	- Modify Mode				
Allowance Code MEAL2 Description Staff Meal Allowan	ce osting Details				
Expense Account 21800	Q P	onsolidate 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 Allowan - Multiple General L	ce edger Postings	Add Mode			
Expense Account 21800) Q	Consolidate ⁊ 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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Seduction Maintenance ·	- Modify Mode				_
Deduction Code CHILD Description Child Support			_		
-General Ledger Po	osting Details				
Liability Account		onsolidate Yes			
Fsc	Find (E2)	Cancel (E3)	Notes (F4)	F5	
ESC			NOLES (F4)	F5	
F6	F7	F8	Accept (F9)	F11	F12

Figure 6

Deduction Maintenance	edger Postings	Add Mode Consolidate IP Yes			
Esc F6	Find (F2)	Cancel (F3)	F4 Accept (F9)	F5 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)

Employer Contribution/S	uper Maintenance - Modify N	1ode			
Contribution Code CAS Description Super for Casuals General Ledger Pr Expense Account 21970 Liability Account 48650	osting Details	Consolidate Yes Consolidate Yes			
Esc	Find (F2)	Cancel (F3)	Notes (F4)	F5	± ± ±
F6	F7	F8	Accept (F9)	F11	F12

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)

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	CA MANAGEN SERVICES PT	MENT Y LTD	TECHNOLOGY SUPPO	RT BUSIN	VORKS.COM.AU
Payroll Options					
User Defined Inco	ome Categories		General Ledger Ad	ccounts	Consolidate
Income Category	1		46300		💌 Yes
Income Category 2	2		G/L Payroll Clearing	g Acct	Consolidate
Income Category	2		48700		r Yes
User Defined Em	bloyee Fields		Transaction Entry	Options	
Field 1			Hours Exceeded W	/arning	□ No
Pay Classification	1		Annual Leave Warn	□ No	
Field 2			Override Cost Centres 🛛 🗹 Yes		
User Defined Fie	ld 2		Override Employee Groups 🔽 Yes		
Field 3					
User Defined Fie	ld 3				
				Cont	tinued next page
Finish (Esc)	F2	Cancel (F3)	F4	F5	± ¥ .
F6	F7	F8	Accept (F9)	F11	F12
		Figure 0			

2. 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 L	ist - Selections						
Account Range No First Account Last Account Report Type c Unconsolidate c Consolidate c Summary	ated Transactions id Transactions id by Day	Modules Customers Products Purchasin Suppliers Payroll CashBook CashRegis Date Range No First Date Last Date	g ster				
Close (Esc)	F2	F3	Options (F4)	Save (F5)	\$ ÷	*	-
F6	F7	F8	Print (F9)	F11	F	12	

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😻 General L	edger Posting List				_
Attache 03/11/06			teest GENERAL LEDGER POST Consolidated Tra	INGS (PAYROLL) nsactions	
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\DEM\PAY.TXT (see Figure 12)

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	A MANAGEM ERVICES PTY	IENT LTD	TECHNOLOGY SUPPORT	BUSINESS CONS	ULTING M.AU
Export Pay to Triumph GL Output Device Orinter Screen Disk File (ASCI File Name C \TRIUMP High Speed Printin Page Control First Page Number 0 Last Page Number 0 1	I Text Only) HDEM\PAYTXT g ☐ Yes Lines Per Page 66	Printer Control			
Close (Esc)	Find (F2)	F3	F4	Save (F5)	± ∓ ▲ ▼
Printer (F6)	F7	F8	Print (F9)	F11	F12

Figure 12

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

Import From Ascii	Data			
Enter the name of the file to import. Press Next to load the import data.				
Import File Name:	рау	<u></u>		
Module:	General Ledger	T		
Data Type:	Transactions	~		
File Format:	Comma delimited	V		
Description:	PAYROLL IMPORT			
Report Period:	10			
		< Back <u>N</u> ext > Cancel		

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

🗮 GL Entry Reference Report	_ 🗆 🗙
Format Selections	,
Options	
Report Period: 🔟 April	To 10 April
User:]
Transaction Type:	
Selection Type	Exception Only
Entry Reference	All Transactions
C Transaction Reference	C Entries that don't Balance
<u>R</u> eset Sel	ttings <u>Save Settings</u> Previe <u>w</u> <u>P</u> rint
Help GL period on which the report is based	

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

😻 Delete GL Posting File					_ 🗆
Modules ∩ Customers ∩ Products ∩ Purchasing ∩ Suppliers ∩ Payroll ∩ CashBook ∩ CashRegiste Date Range □ No First Date □ Last Date	er				
Close (Esc)	F2	F3	F4	F5	* * * *
F6	F7	F8	Accept (F9)	F11	F12

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

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