

## Z-Pay Payroll Import

Trams Back Office (TBO) offers an import routine for customers using the Z-Pay PayWindow Payroll application. Users perform the payroll functions to calculate payroll information in PayWindow, then, by way of the export routine within PayWindow, can export the information to a text delimited file.

Upon importing that file into TBO, the import routine creates a payment made with the corresponding journal entries for each payroll check for the applicable pay period that was entered in PayWindow. Check numbers can be generated in PayWindow and shipped via the export file to populate the check number in the TBO check number field, or check numbers can be assigned by TBO after the import routine is completed by issuing the check from within TBO.

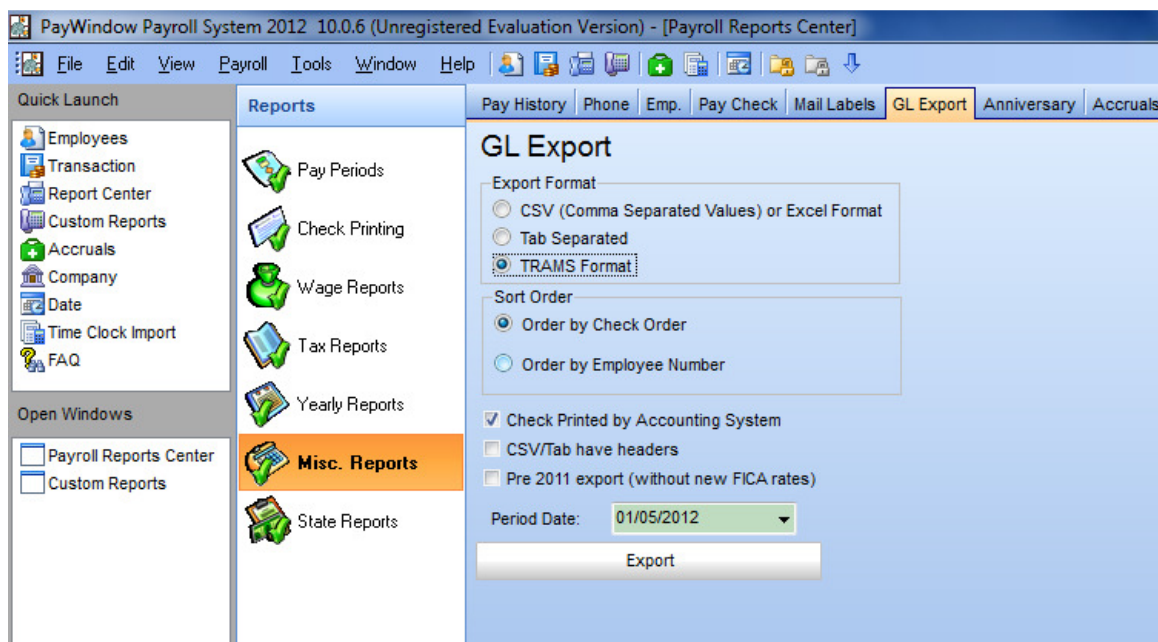
ACH direct deposit payroll payments can also be imported into TBO however, no check numbers apply so the check number field will be blank.

Either Agent or Other profiles must exist in TBO with an Interface ID that matches the Employee ID in PayWindow. The file will not import if an Employee ID exists in the export file where no match in an Agent or Other interface ID field can be found during the import routine in TBO. The Employee ID field in PayWindow is alpha numeric and accepts up to 10 characters. **Suggestion when setting up is to make the Employee ID match the Interface ID in TBO.**

Questions regarding exporting from PayWindow should be directed to Z-Pay ([support@zpay.com](mailto:support@zpay.com)).

### **To Export the Trams file from PayWindow:**

1. Go to Payroll/Report Center/Misc. Reports/GL Export Tab.



2. Select "Trams Format"

3. Check the box for “Check Printed by Accounting System” if you want to print the checks from Trams Back Office. Leave the box ‘unchecked’ if you printed the checks from PayWindow.

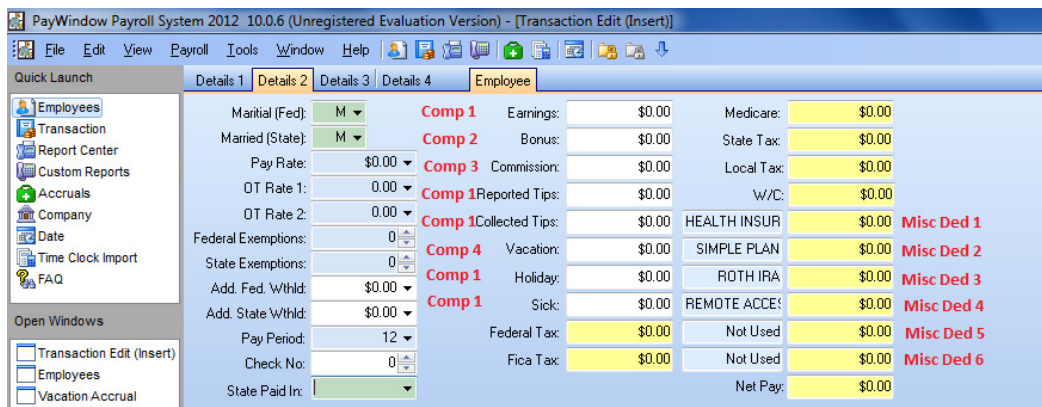
4. Select the payroll “Period Date” The date you paid the employees..

5. Click on the “Export” Button

**Note:** On saving the file, PayWindow will create a short filename using tx for Trams eXport and the pay date with a .txt file extension. Example – tx031506.txt . You can select the location to save your file in this File Save Window so you know where it is for the import into Trams.

**To Import the PayWindow Export file into TBO:**

1. Map the TBO general ledger account to the file.
  - a. Add any general ledger accounts in TBO necessary to accommodate all of the payroll details being populated in PayWindow (federal taxes, state taxes, salaries, etc.), under General Ledger/Accounts.
  - b. In TBO, go to Payments/Payroll Import/Import Z-Pay Payroll to map the general ledger accounts to the appropriate fields in the mapping grid. Ensure that any fields in the grid not being utilized are mapped to an error account (generally account 6666). No fields should be blank. (See example mapping screens in step c).
  - c. **Example Mapping Configuration:**  
 Within PayWindow (see notations in red) – note the Comp 1-4 and misc. deductions 1-6 line up with the mapping screen in TBO Comp1 G/L – Comp4 G/W and Misc Deduct 1 G/L – 6 G/L



- Next to the Payroll File Name field, click the browse button to locate the PayWindow export file and select the file.

The screenshot shows the 'Z-Pay Payroll Import' dialog box. The 'Payroll Filename' field is set to 'C:\TEMP\tx011312.txt'. The 'Profile Type' is set to 'Agent'. The 'Bank Account' is set to '1 Bank Acct No. 1'. The 'G/L Branch' field is empty. The 'G/L' accounts are as follows:

Bank G/L	1000 Cash in Bank - Checki	Compensation 1 G/L	6005 Salaries - Officers
Fed Tax G/L	2100 Federal Withholding	Compensation 2 G/L	6000 Salaries - Employees
State Tax G/L	2115 State Withholding Pay	Compensation 3 G/L	6010 Agent Commissions
FICA G/L	2105 FICA Payable - Social	Compensation 4 G/L	6017 Subcontract
Medicare G/L	2110 FICA Payable - Medica	Misc Deduct 1 G/L	6050 Employer's SUTA
Local Tax G/L	2130 Tax Liability	Misc Deduct 2 G/L	6055 Other Payroll Taxes
SDI Tax G/L	6666 Error Account	Misc Deduct 3 G/L	6666 Error Account
Employer FICA G/L	6045 Employer's FICA	Misc Deduct 4 G/L	6666 Error Account
Employer Medicare G/L	6046 Employers Medicare	Misc Deduct 5 G/L	6666 Error Account
		Misc Deduct 6 G/L	6666 Error Account

- Select the appropriate Profile Type (Agent or Other as it relates to how the profiles were setup). Note: The Agent Code in the Employee Record in PayWindow must match to the code in the Interface ID field in the TBO profile or the file will not import properly.
- Select the appropriate Bank Account as it relates to payroll entries.
- Enter a G/L Branch *only* if the option to Force Branch on Journal Entry option has been enabled (Utilities/Setup/Global Defaults/Prompt Tab). If that option is not enabled, the field may be left blank.

Note: SUTA, FUTA and SDI information is not exported from PayWindow. This information can be obtained from Z-Pay reports and manually entered into TBO at the time payment is being made with the corresponding journal entries to update the general ledger. The reports in PayWindow are found under Report Center/Pay Periods/Employer Totals Tab.

To accrue SUTA or FUTA liabilities, enter an Operating Payable in TBO. At the time a payment is made to pay the expense, the journal entry will reduce the liability.