**How to Post a Payroll**

**SYNOPSIS: Paycor is the Payroll Software Provider for Lincoln University. Datatel is the GL software provider for the university. Since they are on different systems, every time a Payroll is run, it has to be manually uploaded into Datatel. If this is not done then none of the financials associated with Payroll will post to their respective accounts. This procedure will identify all of the steps needed to complete this process.**

**STAKEHOLDERS**:

Lincoln University Employees

Payroll

Lincoln University HR

State and Local Taxing Authorities

**EQUIPMENT NEEDED:**

Microsoft Excel

MS Access for Oracle

Adobe Reader

**PROCESS STEPS:**

1. Log into Paycor
2. Reporting – Online Reporting – File Downloads – GL Exports – Download
3. Save As \\FS2\departments\Payroll\GL Post\BW mmddyy - 83264-09302016083305-paycor-reports.zip
4. Extract zip file – will create a new folder
5. Copy the .DAT file to \\FS2\departments\Payroll\GL Post\GL\_mmddyy – pre edit.txt
6. Copy the .DAT file to [\\FS2\departments\Payroll\GL Post\GL\_000083264.txt](file:///\\FS2\departments\Payroll\GL%20Post\GL_000083264.txt)
7. Run the Employee Detail Report-Make sure the payroll date is updated to pull in the correct information.
8. Run Report
9. Save as \\FS2\departments\Payroll\GL Post\General Ledger - EMPLOYEE DETAIL .xlsx
10. Save as \\FS2\departments\Payroll\GL Post\ General Ledger – BW mmddyy pre edit.xlsx
11. Open Delta\_invoice.xlsx and delete the rows down to the 1st Enrollee Header record and rename sheet to invoice.
12. Open Det Reg Sum Compare Accdb using 
13. Run Macro 1
14. If errors : Open the General Ledger Employee detail and find the record(s) – get employee name
15. Select all records for employee – identify correction
16. Correct in Paycor Organizations
17. Correct in General Ledger – EMPLOYEE DETAIL.XLSX
18. Correct in GL\_000083264.txt
19. Once all errors have been corrected, Re-run Macro 1 again
20. Copy \\FS2\departments\Payroll\GL Post\GL\_000083264.txt to \\FS2\departments\Payroll\GL Post\GL\_BW\_MMDDYY.txt
21. Run Macro 2 – creates gl detail.xlsx and gl summary.xlsx
22. Insert Pivot table to gl detail.xlsx
    1. Rows = Det\_obj & GL Account Name
    2. Values = Debit amount & Credit Amount (sum)
    3. Design – totals at bottom
    4. Display – classic
    5. Field settings – no subtotals
    6. Save
23. Insert Pivot table to gl summary.xlsx
    1. Rows = sum\_obj & Field5
    2. Values = Debit & Credit (sum)
    3. Design – totals at bottom
    4. Display – classic
    5. Field settings – no subtotals
    6. Save
24. Save gl summary.xlsx (with pivot) as \\FS2\departments\Payroll\GL Post\GL\_mmddyy.xlsx
25. Move copy of payroll register to \\FS2\departments\Payroll\GL Post
26. Print total pages (include total pages for manual/voids also)
27. Scan and email the total pages, to yourself
28. Save as \\FS2\departments\Payroll\GL Post\pay\_register\_summary\_BW-mm-dd-yy.pdf
29. Compare totals from pay register to totals in gl summary.xlsx and gl detail.xlsx
30. Copy \\FS2\departments\Payroll\GL Post\General Ledger - EMPLOYEE DETAIL .xlsx to \\FS2\departments\Payroll\GL Post\General Ledger mmddyy.xlsx
31. Copy [\\FS2\departments\Payroll\GL Post\GL\_000083264.txt](file:///\\FS2\departments\Payroll\GL%20Post\GL_000083264.txt) to [\\FS2\departments\Payroll\GL Post\](file:///\\FS2\departments\Payroll\GL%20Post\)gl\_mmddyy.txt
32. Copy all text, csv, pdf and dat files to \\FS2\departments\Payroll\date specific folder
33. Post To “Completed” folder under date specific folder
34. Cut and paste the General ledger mmddyy.xlsx, gl\_mmddyy.txt, gl\_mmddyy.xlsx and the pay register pdf to the ‘To Post’ folder.
35. Post the files to Datatell.