POSTING PAYROLL PROCEDURES

1. Everything should be saved in the payroll date file. Henceforth when I say save it, I am referring to this file. The path is as follows:

Business Office Drive

Payroll

Pay Cor

1-1-17 – 6-30-17 Payrolls

Individual Pay Date folders example 05-05-2017

1. Jay will send out the email to us for each particular payroll. It will contain several files.
2. First, open the PAY Cor payroll summary, SAVE it in the pay date file, and print it.
3. Then, open the Excel GL Summary, format and print it, then SAVE it in the pay date file. Check the GL summary to see that it balances. Then spot check for accuracy comparing several numbers with the Pay Cor summary. If all looks good, proceed. If not, go back to Jay.
4. Now open the GL text file that Jay included in his email. This should open in Notepad. Control-End and backspace. SAVE the text file in the pay date file.
5. Now go to Datatel and type WFTP in the Quick Access box. A box will pop up.
   1. Transfer Direction…Receive
   2. PC File Name…click on the search button and find the CORRECT text file and select it.
   3. Host Directory…GL.INTERFACES.
   4. Host File Name…PAY05052017.TXT for example.
   5. Hit enter and pull the text file into Datatel.
   6. If you get an error message when you try to bring the file into Datatel, SAVE the error message and send it to Jay. He will have to correct it. If the error means that Jay will have to change the file in some way, you will have to go back and re-print and re-SAVE anything that changed and then bring it into DATATEL again.
6. After all is well with file (no errors) type GLIM in the Quick Access box. Type … and choose JEIMPORT. Enter. It will bring a file in but ignore that file. Take that file out of the box and bring in the CORRECT file by typing in PAY0505… and it will bring up your file. Choose it.
7. Choose R in the Import Mode then Y to run the report.
8. This creates a report called GL Import Validation Report. SAVE it in the payroll date file. Print it. Compare it to the GL file to make sure the totals match. (You will have to add Interfund Transfers to get the correct totals. If all looks good, run GLIM again, this time choosing U to update and Y to proceed. Print the Post report. Run PGLT or have someone else run it. You have now posted Payroll for that particular payroll date. Congratulations, now do it all again for the next payroll date.