Sage HRMS
Sage 100 ERP G/L Link
User Guide

February 2015

Contents

Introduction

The Sage 100 Advanced ERP G/L Link is an add-on module for Sage HRMS Payroll. It permits Sage 100 ERP users to import general ledger information that is a result of payrolls processed with Sage HRMS Payroll. This includes:

- Running a pre-distribution report on the detail or summary export file.
- Creating a detail or summary export file for each employer.
- Creating the export file as many times as necessary, providing the G/L postings have not been deleted.

Checklist for Using the Sage 100 Advanced ERP G/L Link

1. Install Sage HRMS and make sure that Payroll is installed with Sage HRMS.
2. Install the Sage 100 Advanced ERP G/L Link.
3. In Sage HRMS (both HR and Payroll), make sure setup is complete for Enterprise, Companies, Security, General Ledger, and Rules.

Note: For each employer in Sage HRMS Payroll, you must have at least one component selected for your G/L Account Report Setup.

From the navigation pane, select **Setup > Payroll > Payroll G/L Integration**. Select an employer and click the **G/L Account Report Setup** tab. Select the appropriate components.

Installing the Interface

To install the interface follow the steps in the [Sage 100 ERP Payroll Link for Sage HRMS](). After installation, you can configure and use the interface.

Starting the Sage 100 Advanced ERP G/L Link

Access the Sage 100 Advanced ERP G/L Link from the Quick Launch toolbar in Sage HRMS. To Access the Sage 100 Advanced ERP G/L Link:

1. Click the Links button on the Quick Launch toolbar.
2. Click the Sage 100 Advanced ERP G/L Link icon. The interface opens.

You can now use the interface to export G/L data, import G/L data, and review reports.

Importing/Exporting G/L Data

The transfer of general ledger information from Sage HRMS Payroll to Sage 100 ERP is accomplished through an ASCII file export and import process. Sage HRMS Payroll creates an ASCII file that matches the layout of the ASCII file imported into Sage 100 ERP.

From the Sage 100 Advanced ERP G/L Link, you can:

- Export general ledger data from Sage HRMS Payroll.
- Import general ledger data into Sage 100 ERP.

Before You Begin

Consider the following before you create export files:

- You must have at least one G/L component selected in **Setup > Payroll > Payroll G/L Integration**.
- If account numbers for the main account or the account segments (division, department, job, location, project) are of varying lengths, the export process automatically zero fills and right-justifies the numbers so they are all of one length. The adjusted numbers will appear only on the Detail, Summary and Exception reports.

Tip: We recommend that G/L equivalents contain the same number of characters (up to 6). For example, all items in org level 1 might contain 3 characters; all items in org level 2 might contain 4 characters; all job codes might contain 2 characters.

- Each export file you create is for one employer only. If your enterprise has multiple employers, repeat the export file procedure for each employer.

- The Sage 100 Advanced ERP G/L Link provides multi-user capability. This means that all users who are logged on to Sage HRMS can simultaneously use the interface to create export files.
- You can export the same general ledger information as many times as necessary. However, if you create an export file with the same name as the one you have already created, the system prompts you to overwrite the original file.

Exporting General Ledger Data

1. From the Payroll menu, click **Export G/L Batch File** and export the batch to send to Sage 100 Advanced ERP. Export as a **Single CSV File** and save to a secure folder with an easily identifiable filename.

Note: If your Sage HRMS **System > Payroll G/L Integration** is set to create G/L batches only 'On Request Using G/L Batch Icon' in then the batch must be generated before you can export the batch file.

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2. From the Quick Launch toolbar, click the **Links** button, then select **Sage 100 Advanced ERP G/L Link**.

3. From the Sage 100 Advanced ERP G/L Link window, select the employer in Sage HRMS from which you want to export general ledger information.

4. Next to File Type, choose **Summary** or **Detail** to define the type of file you want to export.

6. Select the Source File, the .csv (comma delimited) file from your exported data created in step 1.

7. Select **Convert** to generate the Sage 100 ERP import file. Select the location where you want to save the file. The file will be saved either as XXXSummary.txt or XXXDetail.txt where XXX is the code for the selected employer.

Note: The path in the **Destination** field defaults to the folder where the file will be saved on the client machine. To save the file on the server machine, click the folder icon and select the directory that is displayed. This is the folder on the server where the file will be created.

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8. Click **Create File** to save the file to the destination folder.

Using Reports to Review Records to Export

1. Use the reports to review the records that will be exported before you actually create the file.

   a. Click **Preview** to open a report. Based on the type of file you are exporting, the system displays either the Summary or Detail Report. The Summary Report shows total debit and credit amounts for each G/L account number. The Detail Report shows debit and credit amounts for each G/L transaction by check date.

   Note: If the system does not recognize an account number (such as a deduction that does not have an appropriate G/L code) or if an Out of Balance condition occurs, a suspense account entry is created on the file and an Exception Report is generated. The Exception Report is generated for preview, print and create file options.

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   b. To print the report, click the **Print** icon on the Print Preview toolbar. Or, return to the Sage 100 Advanced ERP G/L Link window and click **Print**.

   c. Correct all unrecognized entries in the suspense account before the next payroll, in order to avoid the system generating an Exception Report when a new file is created.

2. To export the file, click **Create File**. The system informs you that the file was created successfully.

> **Tip:** If you receive a message that you must select at least one component in the payroll setup for the selected employer, from the Navigation Pane, go to **Setup > Payroll > Payroll Setup**. Select an employer and click the **G/L Account Report Setup** tab. Make sure you have at least one component selected for each employer. All selected components must have valid general ledger equivalents established.

3. Click **OK** to return to the Sage 100 Advanced ERP G/L Link window.

Importing General Ledger Data

After you have created an export file, you can now import the file into Sage 100 ERP.

1. Using Sage 100 ERP, open the General Ledger Exchange Settings Wizard. As you move through the wizard enter the following information and click **Next**.

2. On the **Create New Exchange Settings** dialog box, select **Import Data**.

3. On the **Create New Exchange Import Settings** dialog box, select **Transactions**.

4. On the **Specify an Exchange Name** dialog box, enter a name for this exchange setting.

5. If this is the first time you are importing a file or if you have not created an AB Source Journal, select **Create Journals as Needed** from the **Define Exchange Options for Transaction Import** dialog box.

6. On the **Define Account Creation Options** dialog box select, **Create Main Accounts as Needed** and **Create Sub Accounts as Needed**.

7. Accept the defaults on the **Select Transactions to Exchange** dialog box.

8. On the **Define Exchange File Type and Name** dialog box, select **ASCII** as the file type. In the **Exchange File Name** field, enter the path and name of the file you are importing. You can also select **Browse** to find the file name.

9. On the **Select Exchange File Format**, select **Standard File Format**.

10. On the **Completing the G/L Exchange Setting Wizard** dialog box, select **Execute the exchange when clicking Finish**. Click **Finish**.

11. A message box asks if you want to test the exchange setting prior to importing. Click **Yes**.

12. A message box asks if you want to continue the import. Click **Yes**.

File and Record Layouts

The following is the Sage 100 ERP file layout for the ASCII file to be exported from Sage HRMS Payroll to Sage 100 ERP, via the Sage 100 Advanced ERP G/L Link.

Transaction Record Format - This record is created for each detail or summary transaction posted to the general ledger.

Name	Description	Type	Start	Length	Sage HRMS Equivalent
ACCT_NO	Account Number	String	001	41	PRGLPOST.ACCTNUMBER + segments as defined in Sage HRMS including any formatting characters that are part of the account number
ACCT_DESC	Account Description	String	042	50	spaces
POST_DATE	Transaction Date (yyyy-mm-dd)	Date	092	10	Check End Date **Note**: On the Link window, the date ranges are in the format yyyy-mm-dd.
SRC_JRNL	Source Journal	String	102	02	AB
JRNL_NO	Batch Number	Number	104	06	PRGLPOST.PAYNUMBER
SEQ_NO	Sequence Number	Number	110	14	zeroes
	Source Model		124	02	AB
POST_AMT_N	Posting Amount	Number	126	16	PRGLPOST.CREDIT; PRGLPOST.DEBIT formatted with minus sign to show as negative **Note**: All amounts are rounded to 2 decimal places. This may cause an out of balance that is accounted for with an entry in the Suspense Account.
POST_CMNT	Posting Comment	String	142	22	Sage HRMS Payroll Interface

Reports

The following reports are available for the G/L Link:

- **Summary Report**. Shows total debit and credit amounts for each G/L account number.
- **Detail Report**. Shows debit and credit amounts for each G/L transaction by check date.
- **Exception Report**. Shows all unrecognized entries in the suspense account. The system automatically creates a zero G/L account number for the suspense account. You can print the Exception Report and compare it with the suspense account to assist with journal entries.