

Import Payroll

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Pensoft

Pensoft is a stand-alone payroll application that may be purchased through SedonaOffice. Once a Payroll has been completed in Pensoft, SedonaOffice offers the option of importing the payroll data into Journal Entries into SedonaOffice. This is an Add-On feature that your company must subscribe to in order to perform the import into SedonaOffice.

Once your company has purchased Pensoft, Pensoft Support will assist your company in setting up the application. There are some key elements that must be setup properly to be able to import payroll data files into SedonaOffice. These key elements will be described in the [Pensoft Setup](#) topic section.

Once Pensoft has been installed and setup and a Payroll file has been created in Pensoft, two process steps are required to create Journal Entries in SedonaOffice with the Pensoft data. The first step is to create the export file in Pensoft. The second step is to import the Pensoft export file into SedonaOffice. The export is performed from the Pensoft application and the Import is performed within SedonaOffice.

ADP

The process for importing a payroll file created in Ceridian or ADP into SedonaOffice is the same as the Pensoft import process with the exception of step number 2; select Ceridian or ADP as the file Type. Refer to the [Import Pensoft File](#) topic for instructions.