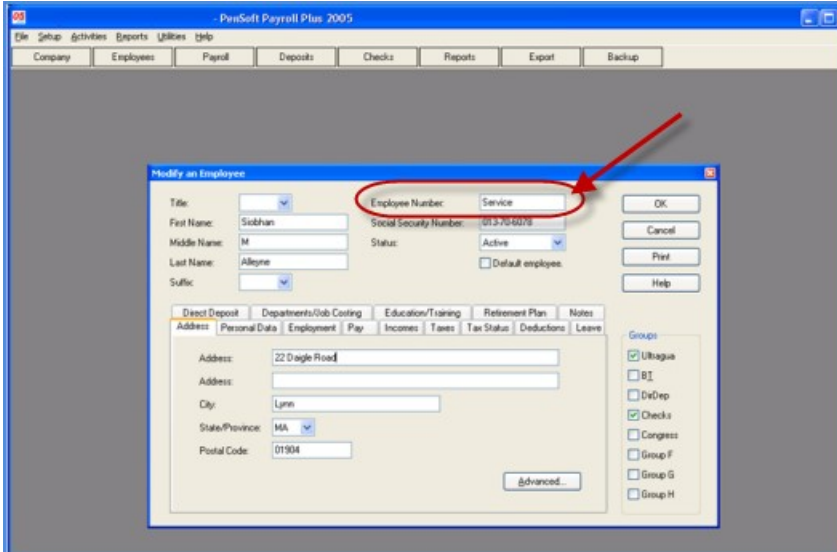


# Pensoft setup

Last Modified on 01/27/2023 6:28 pm EST

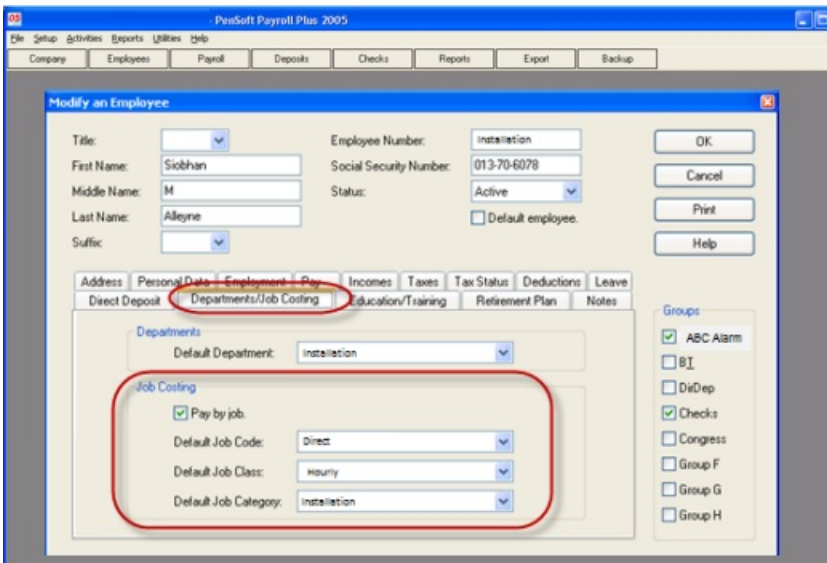
## Employee Setup

When setting up Employee records, the *Employee Number* field must be set to a valid *Category Code* from SedonaOffice.



The creation of the payroll export file is performed from the Pensoft application. All setup within Pensoft must be completed prior to the creation of the export file. Refer to the topic [Pensoft Setup](#) for detailed instructions.

On the Department/Job Costing tab of the Employee record is a Job Costing section. There are three Job related code fields that may be setup for the purpose of being able to create and run Pensoft User Defined reports. These fields are not required or used in the SedonaOffice Payroll Import, however will be useful in reporting out of Pensoft.



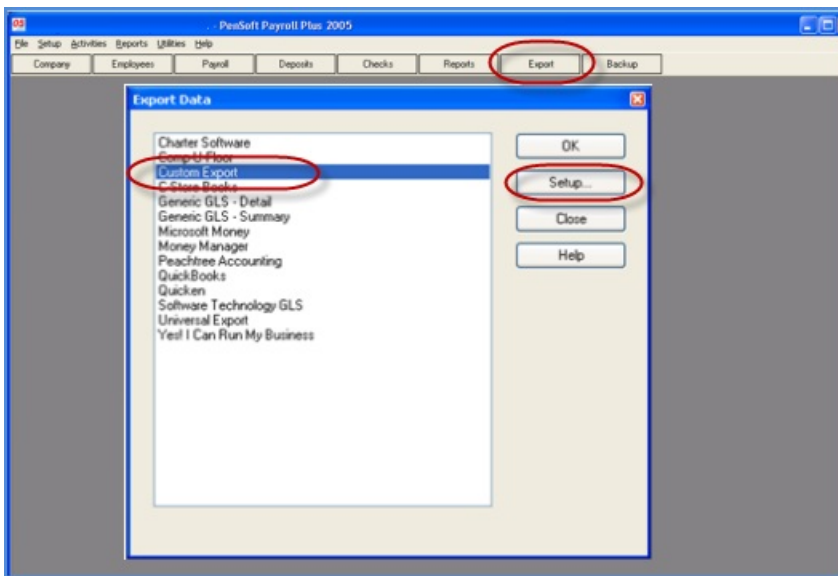
## Export Setup

Follow the instructions below to create the export file.

Setting up the Export is the most important element of setup. This is where General Ledger Account Numbers are setup for the export files. The G/L Account numbers entered in this setup of Pensoft must be valid G/L Account Numbers in SedonaOffice.

There are three separate G/L setup sections within Pensoft; Payroll Data, Tax Deposit Data and Deduction Payment Data. Once the Payroll Data G/L Accounts have been entered and saved, the User will use the same process for the Tax Deposit and Deduction Payment Data areas.

1. Click the Export button from the Pensoft option buttons.
2. The Export Data form will be displayed. Select the Custom Export option from the list then click the Setup button to the right.



3. The Export to Custom Export Setup form will be displayed. Click the Setup Accounts button to the right of the Include payroll data in the export option.

4. On the Export to Custom Export Setup form, enter the SedonaOffice G/L Account Number for each Payroll Data type listed. Once all account numbers have been entered, click the OK button to save. If there is a Payroll Data type not used by your company, enter 0000 in the Account field.

Perform the same steps for the Tax Deposit and Deduction Payment Data setup.

Payroll Data	Type	Account
Administration	Debit	6146
Administration Overtime	Debit	6146
Advanced Commission	Debit	5400
Auto Reimbursement	Debit	6120
Bonus	Debit	6141
Central Station	Debit	5200
Central Station OT	Debit	5200
Commission	Debit	5400
Double Time Hourly Wages	Debit	0000
Emergency Service	Debit	5322
Emergency Service On Call	Debit	5322
Fringe Benefits	Debit	0000
Holiday	Debit	0000
Installation Indirect	Debit	6312
Installation Labor	Debit	5311
Installation Overtime	Debit	5312
Installation Prevailing Wage	Debit	5310
Life Ins Over \$50,000	Debit	0000
Meals Furnished	Debit	6132
Non-Taxed Reimbursements	Debit	6121
Overtime Hourly Wages	Debit	0000
Personal Pay	Debit	0000
Personal Pay	Debit	0000
Piece Work	Debit	0000
Regular Hourly Wages	Debit	0000
Salary	Debit	6143
Salary Direct	Debit	5311