Pensoft setup

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Employee Setup

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

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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.

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ompany Employees	Payroll Dep	osits Checks Repo	orta Export B	ackup
Modify an Employ	ree			8
Title:	×	Employee Number:	Installation	OK.
First Name:	Siobhan	Social Security Number:	013-70-6078	Cancel
Middle Name:	м	Status:	Active 🖌	Carcer
Last Name:	Alleyne		Default employee.	Print
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Direct Depo	at Departments/Job Co partments Default Department: b Costing Pay by job. Default Job Code:	Installation Direct	Retirement Plan Note	Groups Groups ABC Alarm BI Di/Dep Checks Congress

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.

Include tax deposit data in the export.		Setup Accounts
Include deduction	Setup Accounts	
Export reversi	ng entries for modified/deleted/v yee's name.	oided data.
Name Format		~
Include social	security numbers.	
	yee numbers.	

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.

Pauroll Data	Type	Account	~	OK
Administration	Debit	S140		UK
Administration Overtime	Debit	6146		Cancel
Advanced Commission	Debit	5400		Lances
Auto Beimbursement	Debit	6120		Help
Bonus	Debit	6141	1	пар
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		
Holidav	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	×	