Import Pensoft Payroll File

Last Modified on 01/27/2023 6:32 pm EST

To import a previously created Pensoft export data file into SedonaOffice, follow the instructions below.

1. Navigate to the Payroll Interface module from the SedonaOffice Main Application Menu and select the Import menu option.

2. The Import Payroll form will be displayed. At the lower right of the form in the Type field, select Pensoft from the drop-down list then click the execute button to the right of the field.

3. The Windows File Explorer will be displayed. At the bottom of the form locate the saved Pensoft export file. Do not change the file type to the right of the file name. The file type selected must be Pen Soft Data. Once the file has been selected, click the Open button.



The Import Payroll form will be displayed. This form consists of two tabs; Raw Data and Posting Entry forms. These forms will automatically be populated with the data from the Pensoft file selected.

5. Select the Posting Entry form.

GL Acct	Date	Debit	Credit	Description	Check #	Name	
0005	09/11/2009	600.00		Direct Labor	4000	Bailey Barr	
0020	09/11/2009	4.30		PR/ER-Federal Unemployment Tax	4000	Bailey Barr	
0021	09/11/2009	30.36		PR/ER-State Unemployment Tax	4000	Bailey Barr	
0022	09/11/2009	0.36		PR/ER-State Workers Comp.	4000	Bailey Barr	
0024	09/11/2009	33.31		PR/ER-Social Security	4000	Bailey Barr	
0023	09/11/2009	7,79		PR/ER-Medicare Tax	4000	Bailey Barr	
0010	09/11/2009		399.73	Net Pay	4000	Bailey Barr	
4001	09/11/2009		4.30	PR-Federal Unemployment	4000	Balley Barr	
4002	09/11/2009		30.36	PR-State Unemployment	4000	Balley Barr	
4003	09/11/2009		0.36	PR-Workers Compensation	4000	Balley Barr	
4004	09/11/2009		33.31	PR-Social Security-Employee	4000	Balley Barr	
4006	09/11/2009		7.79	PR-Medicare-Employee	4000	Balley Barr	
4008	09/11/2009		18.00	PR-State Withholding	4000	Bailey Barr	
4009	09/11/2009		29.00	PR-Federal Withholding	4000	Bailey Barr	
4100	09/11/2009		60.00	401K Employee Contribution	4000	Bailey Barr	
4004	09/11/2009		33.31	PR-Social Security-Employee	4000	Bailey Barr	
4006	09/11/2009		7.79	PR-Medicare-Employee	4000	Bailey Barr	
0025	09/11/2009		52.17	PR/EE-Health Insurance	4000	Bailey Barr	
			ш				
			Type	Pensoft 💌 💌			

6. At the bottom of the Posting Entry form, select the Branch from the drop-down list, then click the Post button located at the lower right of the form.

GL Acct	Depit	Credit	Memo	Employee	Date	Check #	Categor
60005	600.00		Chk # 4000 - Direct Labor	352 - Bailey Barr - Installation	09/11/2009	4000	Installat
50020	4.30		Chk # 4000 - PR/ER-Federal Unemployment Tax	352 - Bailey Barr - Installation	09/11/2009	4000	Installa
50021	30.36		Chk # 4000 - PR/ER-State Unemployment Tax	352 - Bailey Barr - Installation	09/11/2009	4000	Installa
50022	0.36		Chk # 4000 - PR/ER-State Workers Comp.	352 - Bailey Barr - Installation	09/11/2009	4000	Installa
50024	33.31		Chk # 4000 - PR/ER-Social Security	352 - Bailey Barr - Installation	09/11/2009	4000	Installa
50023	7.79		Chk # 4000 - PR/ER-Medicare Tax	352 - Bailey Barr - Installation	09/11/2009	4000	Installa
10010	3	199.73 Chk # 4000 - Net Pay		352 - Bailey Barr - Installation	09/11/2009	4000	Installa
24001		4.30	Chk # 4000 - PR-Federal Unemployment	352 - Bailey Barr - Installation	09/11/2009	4000	Installa
24002		30.36	Chk # 4000 - PR-State Unemployment	352 - Bailey Barr - Installation	09/11/2009	4000	Installa
24003		0.36 Chk # 4000 - PR-Workers Compensation		352 - Bailey Barr - Installation	09/11/2009	4000	Installa
24004		33.31	Chk # 4000 - PR-Social Security-Employee	352 - Balley Barr - Installation	09/11/2009	4000	Installa
24005		7.79	Chk # 4000 - PR-Medicare-Employee	352 - Balley Barr - Installation	09/11/2009	4000	Installa
24008		18.00	Chk # 4000 - PR-State Withholding	352 - Bailey Barr - Installation	09/11/2009	4000	Installa
24009		29.00	Chk # 4000 - PR-Federal Withholding	352 - Bailey Barr - Installation	09/11/2009	4000	Installa
24100		60.00	Chk # 4000 - 401K Employee Contribution	352 - Bailey Barr - Installation	09/11/2009	4000	Installa
24004		33.31	Chk # 4000 - PR-Social Security-Employee	352 - Bailey Barr - Installation	09/11/2009	4000	Installa
24006		7.79	Chk # 4000 - PR-Medicare-Employee	352 - Bailey Barr - Installation	09/11/2009	4000	Installa
50025		52.17	Chk # 4000 - PR/EE-Health Insurance	352 - Bailey Barr - Installation	09/11/2009	4000	Installa
anch C	:A	•				¢	Post
			Ivpe Pen	oft 🔹 🗣			

Once the posting process has been completed, a confirmation message will be displayed; click OK on the message box.

