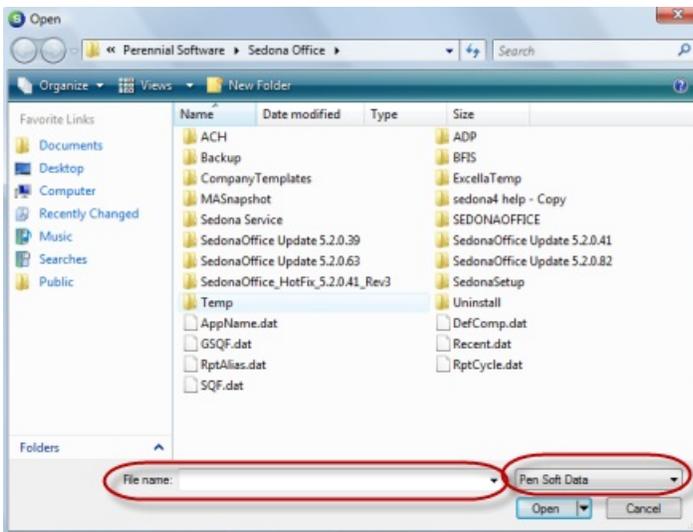


Import Pensoft Payroll File

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

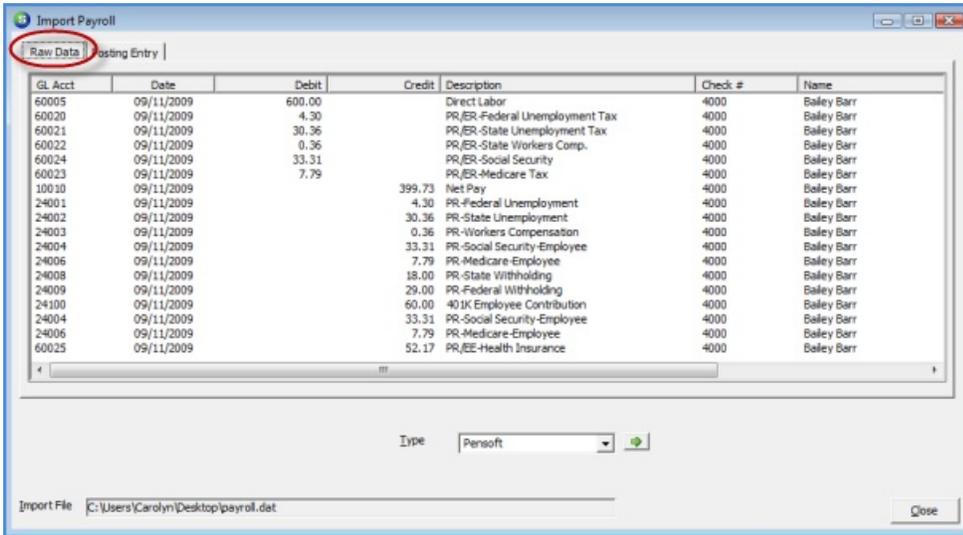
To import a previously created Pensoft export data file into SedonaOffice, follow the instructions below.

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.

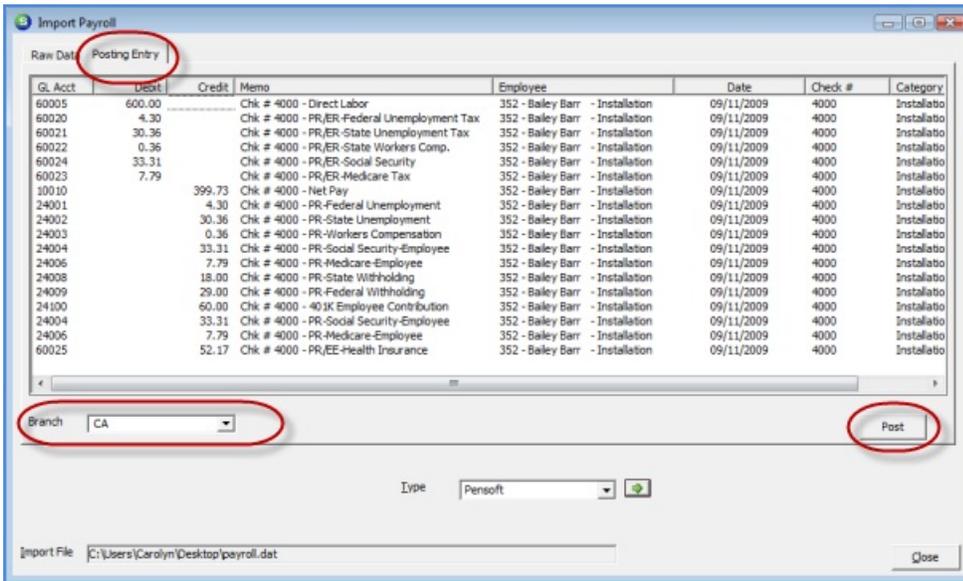


The Import Payroll form will be displayed. This form consists of two tabs; Raw Data and Posting Entry forms. These forms will automatically be populated with the data from the Pensoft file selected.

5. Select the Posting Entry form.



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.



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

