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Anthology Payroll R2 for Microsoft Dynamics

Importing Benefit/deduction Amounts to Anthology Payroll

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Introduction

This document describes the file format that Anthology Payroll R2 for Microsoft Dynamics requires to import benefit/deduction amounts and the procedure to import the file.

File Format

Anthology Payroll can import benefit/deduction amounts from comma-delimited text files. The import file must follow these specifications:

- File type: ASCII text

- Valid file name extensions: .csv, .txt, or .dat

- Field separator: Comma (,)

- Record separator: Return

- Surround character: double quotes ("); alphanumeric data that includes a comma, such as *Leave, unpaid* must be surrounded by straight, double quotation marks ("Leave, unpaid"), not curly quotes or single quotes.

You can generate a file of the appropriate format by saving a Microsoft Excel spreadsheet as a *.csv* file. Field separators, record separators, and surround characters are added automatically.

Rows

Each row in the import file describes one benefit/deduction amount record for one worker. If a worker has multiple benefit/deduction amounts with different codes, you must use two or more rows in the import file to represent those amounts.

The first row in the import file typically contains column headings. Column headings, if specified, must match existing field names in the proper order. Field names are specified below. If you do not include a row of column headings, then the file must include all of the columns listed below, in the order that they are listed.

> *Note*: All of the rows in a file must belong to a single pay group. If you have multiple pay groups, import their benefit/deduction amounts in separate files.

Columns

The following table lists the benefit/deduction amount fields that can be imported and the order of the columns. Optional fields can be empty. If your import file contains a header row, the column headings must match exactly to the specifications.

Anthology Inc. provides a blank template import file for use with benefit/deduction amount imports.

At minimum, the import file must include:

- worker identification

- benefit/deduction code

- benefit/deduction amount

Worker Identification

There must be at least one piece of information that identifies the worker associated with the imported record. If there is none, an exception is logged. The worker record must be active on the date that you are importing benefit/deduction amounts for.

Field Name	Description	Validation
Worker ID	worker's identification	Alphanumeric, max 20 characters. Must match a corresponding record in Anthology Payroll.
External Worker ID	worker's identification in external system, if applicable	Alphanumeric, max 10 characters. Ignored if **Worker ID** is specified.
Last Name	worker's name	Alphanumeric, max 50 characters. Ignored if **Worker ID** is specified.
First Name		Alphanumeric, max 50 characters. Ignored if **Worker ID** is specified.
Middle Name		Alphanumeric, max 50 characters. Ignored if **Worker ID** is specified.
National ID	worker's government-issued identification (e.g.: SIN, SSN, NINO, etc.) *	Alphanumeric, max 30 characters. If specified, must match the National ID on a worker or worker position in Anthology Payroll. Ignored if **Worker ID** is specified.

Position Identification

Position information is optional. If the position is imported, Anthology Payroll attempts to map the benefit/deduction code to a benefit/deduction assigned to the worker at the position level.

Field Name	Description	Validation
Position Position ID	worker's position identifier	Numeric, integers only. Must match a corresponding record in Anthology Payroll and be assigned to the worker indicated and active for the pay period.
Position description	long description of position	Alphanumeric, max 50 characters. If specified, must match position description for one of the positions assigned to the worker indicated. Ignored if **Position ID** is specified.
Position title	position occupation or type of work	Alphanumeric, max 50 characters. If specified, must match a valid occupation code in Anthology Payroll and be associated to one of the positions assigned to the worker indicated. Ignored if **Position ID** is specified.

Benefit/deduction

Benefit/deduction codes in the import file must correspond with an existing benefit/deduction code in Anthology Payroll. The code in Anthology Payroll must have an effective date range that includes the pay period dates for the pay period in which the file is imported.

Field Name	Description	Validation
Benefit/deduction	benefit/deduction code in Anthology Payroll for the imported amount	Alphanumeric, max 20 characters. Must match a corresponding record in Anthology Payroll.
Benefit/deduction Description	long description of the benefit/deduction code	Alphanumeric, max 50 characters. If specified, must match benefit/deduction description for a benefit/deduction code in Anthology Payroll. Ignored if **Benefit/deduction** is specified.

Benefit/deduction Amount

Benefit/deduction amount information is required. The amount can be specified numeric amounts or calculation codes. The currency is assumed to be the default currency of the pay group.

Field Name	Description	Validation
Worker Amount	benefit/deduction amount paid by or deducted from the worker	Numeric, max 12 characters and up to 2 decimal places.
Worker Amount Sign	negative or positive indicator of the worker amount	Character only, max 1 character. Must be blank, minus sign (-) or positive sign (+). Blank is interpreted as positive.
Employer Amount	benefit/deduction amount paid by the employer on the worker's behalf	Numeric, max 12 characters and up to 2 decimal places.
Employer Amount Sign	negative or positive indicator of the employer amount	Character only, max 1 character. Must be blank, minus sign (-) or positive sign (+). Blank is interpreted as positive.
Worker Calculation	calculated amount that the worker pays for this benefit or deduction	Alphanumeric, max 20 characters. Must match a corresponding record in Anthology Payroll.
Worker Calculation Description	long description of the specified worker calculation	Alphanumeric, max 50 characters. If specified, must match calculation description for a calculation code in Anthology Payroll. Ignored if **Worker Calculation** is specified.
Employer Calculation	calculated amount that the employer pays on the worker's behalf for this benefit or deduction	Alphanumeric, max 20 characters. Must match a corresponding record in Anthology Payroll.
Employer Calculation Description	long description of the specified employer calculation	Alphanumeric, max 50 characters. If specified, must match calculation description for a calculation code in Anthology Payroll. Ignored if **Employer Calculation** is specified.

Field Name	Description	Validation
Payment Type	type of payment on which the benefit/deduction can appear	Alphanumeric, max 20 characters. Must match a corresponding record in Anthology Payroll.
Payment Type Description	long description of the payment type	Alphanumeric, max 50 characters. If specified, must match payment type description for a payment type code in Anthology Payroll. Ignored if **Payment Type** is specified.

Import Benefit/deduction Amounts

To import benefit/deduction amounts from an import file:

1. In the Anthology Payroll navigation pane, click **Periodic** > **Pay period** > **Import benefit/deduction amounts** to open the **Import worker benefit/deduction amounts** dialogpane.

2. Specify the **Pay group** you are importing for. Verify the **Pay period dates** are correct for the current pay period.

3. Browse and select the **File name** of the import file.

4. **Browse** and select the import file to upload.

5. Select or deselect any processing options:

   - **Column heading**: deselect if the first row in the import file is not column headings
   - **Check only**: select to verify the import file only. No benefit/deduction records are imported.

6. Click **OK** to import the file. An Infolog popupalert message appears with a summary of the import process.

After importing benefit/deduction amounts, you must commit benefit/deduction records before processing into payments.