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Anthology Payroll R3 for Microsoft
Dynamics

Anthology Payroll United States
Localization Import Guide for Local
Tax Adjustments

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Introduction

This document describes the file format that Anthology Payroll R3 for Microsoft Dynamics requires to import local tax adjustment amounts and the procedure to import the file.

File Format

Anthology Payroll can import local tax adjustment amounts from Microsoft Excel spreadsheets. The import file must follow these specifications:

- File type: MS Excel spreadsheet
- Valid file name extensions: *.xls* or *.xlsx*
- Numeric value columns must be formatted as **Text** cells
- Worksheet tab name: *Worker Payment Local Tax Adjs*

Anthology Inc. can provide a blank template import file for use with local tax adjustment imports.

Rows

Each row in the import file describes one local tax adjustment record for one worker. If a worker has multiple local taxes and multiple adjustments, each one must be a new row.

The first row in the import file contains column headings. Column headings, must match existing field names in the specified order.

Columns

The following table lists the local tax adjustment 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 local tax adjustment imports.

At minimum, the import file must include:

- worker identification
- worker's pay group
- local tax code
- adjustment amount
- note text

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.

Field Name	Description	Validation	Required?
Worker id	worker's identification	Alphanumeric, max 25 characters. Must match a corresponding record in Anthology Payroll.	Yes
Position id	worker's position identifier	Alphanumeric, max 25 characters. Must match a corresponding record in Anthology Payroll and be assigned to the worker indicated and active for the date specified.	No
Pay group	worker's pay group	Alphanumeric, max 20 characters. Must match a corresponding record in Anthology Payroll and be assigned to the worker indicated and active for the date specified. Worker must have at least one payment in the pay group.	Yes

Payment Details

There must be some payment details specified to identify the payment to which the worker's local tax adjustment applies.

Field Name	Description	Validation	Required?
Payment period code	pay group's payment period	Alphanumeric, max 20 characters. Must match a corresponding period code record in Anthology Payroll. Optional if Reporting date is specified. Otherwise, it is required.	See validation
Payment period year	pay group's payment year	Numeric, integers only. Required if Payment period code is specified.	See validation
Payment period number	pay group's payment period number in the year	Numeric, integers only. Required if Payment period code is specified.	See validation
Payment period sequence number	worker's payment sequence within the pay period	Numeric, integers only. Must match a payment for the worker in the pay group and pay period. Required if Payment period code is specified	See validation
Reporting date	worker's payment's reporting date	Date, MM/DD/YYYY format. Must be no older than five years from current date and no greater than one year into the future. Optional if Payment period code is specified. Otherwise, it is required.	See validation

Local Tax Information

Local tax information is required. At minimum, the local tax code, the amount of the adjustment, and a reason for the adjustment are required.

Field Name	Description	Validation	Required?
Local tax code	local tax to be adjusted	Alphanumeric, max 20 characters. Must match a corresponding period code record in Anthology Payroll.	Yes
Taxable income amount	amount of taxable income to be adjusted	Numeric, 2 decimal places. Must be an amount between 999,999.99 and -999,999.99.	No
Deduction amount	amount of the local tax deduction to be adjusted	Numeric, 2 decimal places. Must be an amount between 9,999.99 and -9,999.99.	No
Note text	reason for the local tax adjustment	Memo.	Yes

Pennsylvania-specific Information

Local tax codes in Pennsylvania require additional information about the worker's address. These fields are ignored for any local taxes outside of Pennsylvania.

Field Name	Description	Validation	Required?
Home zip	zip code for worker's home address at time of taxation	Alphanumeric, max 10 characters. Must be valid zip code. If omitted, zip code is derived from the worker's address in the Human resources module.	No
Home street	street address for worker's home address at time of taxation	Alphanumeric, max 121 characters. If omitted, street address is derived from the worker's address in the Human resources module.	No
Home city	city of worker's home address at time of taxation	Alphanumeric, max 60 characters. Must be valid city name. If omitted, city is derived from the worker's address in the Human resources module.	No
Home state	worker's home state at time of taxation	Alphanumeric, must be 2-digit state identifier. If omitted, state is derived from the worker's address in the Human resources module.	No
Home PSD	political sub-division code for worker's home address at time of taxation	Must be a 6-digit PSD code or code <i>880000</i> for out of Pennsylvania addresses. If omitted, PSD is derived using the worker's address in the Human resources module and the Symmetry tax engine.	No
Work zip	zip code for worker's work address at time of taxation	Alphanumeric, max 10 characters. Must be valid zip code in Pennsylvania.	Yes
Work street	street address for worker's work address at time of taxation	Alphanumeric, max 121 characters.	Yes

Field Name	Description	Validation	Required?
Work city	city of worker's work address at time of taxation	Alphanumeric, max 60 characters. Must be valid city name. If omitted, city is derived from the Work zip .	No
Work state	worker's work state at time of taxation	Alphanumeric, must be 2-digit state identifier. If omitted, state is derived from the Work zip .	No
Work PSD	political sub-division code for worker's work address at time of taxation	Must be a 6-digit PSD code or code <i>880000</i> for out of Pennsylvania addresses.	Yes

Import Local Tax Adjustment Amounts

To import local tax adjustments from an import file:

1. In the Anthology Payroll navigation pane, click **Journals > Local tax adjustments** to open the **Worker payment local tax adjustments** journal.
2. Click the Import button to open the Import local tax adjustments from an excel spreadsheet file dialog.
3. Browse and select the **File name** of the import file.
4. Select or set any processing options:
 - **Active date** and **Expiry date**: used to determine active records when looking up data on other Anthology Payroll forms for validation of import records. These fields are optional and if left blank, the import process uses the current date.
 - **Import type**: select *Import new only* to only import records that do not exist on the form. Select *Import new and updates* to import new records and update existing records on the form. Select *Validate only (no import)* to only validate the import file is in the correct format and import no records to the form.
 - **Import invalid data**: *No* to skip over any records in the import file that generate exception messages. *Yes* to import all records regardless of exceptions.
5. Click **OK** to import the file. An Infolog popup appears with a summary of the import process.

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