Anthology Payroll for Microsoft Dynamics
365 for Finance and Operations

Import Earnings Guide

Date: May 2024

www.anthology.com

Table of Contents

Introduction

This document describes the file format that Anthology Payroll for Microsoft Dynamics 365 for Finance and Operations requires to import earnings and the procedure to import the file.

File Format

Anthology Payroll can import earning records 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

Most of the rows in the file describe one earnings record for one worker. If a worker has two earnings with different earnings codes, then there will be two rows in the file for that worker.

Usually, the first row in the file contains column headings. Those column headings must be the field names, and listed exactly as they are in the *Columns* section below. They identify which fields you are importing into Anthology Payroll and the order that they are imported.

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 earnings in separate files.

Columns

The following tables list the earning information that you can import, the column number for this data, which you will refer to if you are creating a file without a header row, and validation rules. Columns that are optional can be empty. If your file contains a header row, those column headings must use the exact field names listed in the tables below.

At minimum, your file must include:

- Worker identification, such as a worker number
- Date of earning record

- Earnings code
- Amount of earning

Worker Identification

There must be at least one piece of information that identifies the worker associated with the record being created. There are six columns that can identify a worker. If there is no data in any of these columns, an exception is logged. The worker record must be active on the date that you are importing earnings 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 included, its effective date range must include the date of the associated earning record. You can view a worker's position's effective date in the **Worker positions** form (**Anthology Payroll** > **Common** > **Anthology Payroll workers** > *worker* > **Anthology Payroll Profile** tab > **Positions**).

Field Name	Description	Validation
Position	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 date specified.

Field Name	Description	Validation
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** is specified.
Position title	position occupation or type of work	Alphanumeric, max 50 characters. If specified, must match a valid position code in Anthology Payroll and be associated to one of the positions assigned to the worker indicated. Ignored if **Position** is specified.
Position filter	position filter on the worker's position, usually identifying locality	Alphanumeric, max 20 characters. If specified, must match a valid position filter code in Anthology Payroll and be associated to one of the positions assigned to the worker indicated. Ignored if **Position** is specified.

Date

There must be at least one piece of information that identifies the date for the earning records being imported. There are four fields that can identify the date. If there is no data in any of these columns, an exception is logged.

Note: The date must fall within the current pay period or be less than the current pay period. Dates that fall into future pay periods are ignored and not processed.

Field Name	Description	Validation
Date	date of the earning record	Alphanumeric, max 10 characters. Must be in *MM/DD/YYYY* or *MMDDYYYY* format. If entered without the year component (i.e.: *MM/DD*), the current year is assumed.
Year	year component of the date of the earning record	Numeric, integers only, max 4 characters. Must be between *2000* and *2099*. Ignored if **Date** is specified.
Month	month component of the date of the earning record	Numeric, integers only, max 2 characters. Must be between *1* and *12*. Ignored if **Date** is specified.
Day	day component of the date of the earning record	Numeric, integers only, max 2 characters. Must be between *1* and *31* and valid for the month and year combination. Ignored if **Date** is specified.

Start Time

Start time information is ignored if hours or units are included in the import file. If neither are included for an earning record that is based on a time record, start time information is required.

Field Name	Description	Validation
Start Time	time that the worker started the shift	Alphanumeric, maximum 5 characters. Must be in *HH:MM* or *HHMM* format, where *HH* is the hours and *MM* is the minutes value. The hours value must be between *0* and 23 where *0*=midnight and *23*=11 pm. The minutes value must be between *0* and *59*.
Start Hour	hours value of the start time	Numeric, integers only, max 2 characters. Must be between *0* and 23 where *0*=midnight and *23*=11 pm. Ignored if **Start Time** is specified.
Start Minute	minutes value of the start time	Numeric, integers only, max 2 characters. Must be between *0* and *59*. Ignored if **Start Time** is specified.

End Time

End time information is ignored if hours or units are included in the import file. If neither are included for an earning record that is based on a time record, end time information is required.

Field Name	Description	Validation
End Time	time that the worker finished the shift	Alphanumeric, maximum 5 characters. Must be in *HH:MM* or *HHMM* format, where *HH* is the hours and *MM* is the minutes value. The hours value must be between *0* and 23 where *0*=midnight and *23*=11 pm. The minutes value must be between *0* and *59*.
End Hour	hours value of the end time	Numeric, integers only, max 2 characters. Must be between *0* and 23 where *0*=midnight and *23*=11 pm. Ignored if **End Time** is specified.
End Minute	minutes value of the end time	Numeric, integers only, max 2 characters. Must be between *0* and *59*. Ignored if **End Time** is specified.

Hours

For earnings derived from hours-based records, hours information is required unless start and end times are included. For earnings derived from piece-based records, hours are not required.

Field Name	Description	Validation
Hours	number of hours worked in the shift	Numeric, max 13 characters, including up to 10 decimal places. Must be between *0.0000000001* and *24*.
Whole Hours	whole number of hours, entered in conjunction with **Whole Minutes**	Numeric, integers only, max 2 characters. Must be between *0* and *24*. Ignored if **Hours** is specified.
Whole Minutes	whole number of minutes, entered in conjunction with **Whole Hours**	Numeric, integers only, max 2 characters. Must be between *0* and *59*. Ignored if **Hours** is specified.
Hours Sign	indicator of whether hours are accumulated or reversed.	One character only. Must be blank, a minus sign (-) or a positive sign (+). Blank is interpreted as positive. Negative time is valid only for earnings imports.

Units

For earnings derived from piece-based records, unit information is required. For earnings derived from hours-based records, unit information must be left blank. Only one of hours or units information can be specified for a given earning record.

Field Name	Description	Validation
Units	number of units worked in a shift	Numeric, max 20 characters, including up to 10 decimal places. Must be between *0.0000000001* and *999999999.9999999999*. Values cannot be negative.
Whole Units	whole number of units	Numeric, integers only, max 9 characters. Must be between *1* and *999999999*. Ignored if **Units** is specified.
Units Sign	indicator of whether units are accumulated or reversed.	One character only. Must be blank, a minus sign (-) or a positive sign (+). Blank is interpreted as positive. Negative units are valid only for earnings imports.

Earnings

Earnings information is required. The earning code must be active on the earning date specified. You can view effective dates for earning codes in the **Earnings** form (**Anthology Payroll** > **Setup** > **Earnings** > **Earnings**).

Field Name	Description	Validation
Earning	earning code that the worker's earning is charged to	Alphanumeric, max 20 characters. Must match a corresponding record in Anthology Payroll.
Earning Description	description of the earning code	Alphanumeric, max 50 characters. If specified, must match earning description for the earning code. Ignored if **Earning** is specified.

Amount

Amount information is required. The currency is assumed to be the currency of the worker's pay group.

Field Name	Description	Validation
Amount	earning amount to be paid to the worker	Numeric, max 12 characters, including 2 decimal places.
Amount Sign	indicator of whether the amount is accumulated or reversed	One character only. Must be blank, a minus sign (-) or a positive sign (+). Blank is interpreted as positive.
Rate	earning rate associated with the earning hours or units	Numeric, max 20 characters, including 10 decimal places. Ignored if **Amount** is specified.

Salary

Salary information is optional. If a salary grid is included, its effective date range must include the date of the associated earning record. You can view effective dates for earning codes in the **Salary grids** form (**Anthology Payroll** > **Setup** > **Salary** > **Salary grids**).

Field Name	Description	Validation
Salary Grid	salary grid code used to derive an hourly rate	Alphanumeric, max 20 characters. Must match a corresponding record in Anthology Payroll.
Salary Grid Description	description of the salary grid	Alphanumeric, max 50 characters. If specified, must match salary grid description for a salary grid code. Ignored if **Salary Grid** is specified.
Salary Step Number	salary step number within the salary grid used to derive the hourly rate	Numeric, no decimal places. This field is required if the **Salary Grid** or **Salary Grid Description** is specified.

Organization/Organisation Units

Organization (or *Organisation* for UK locales) unit information is optional. An organization unit may have General ledger dimensions associated with it. Please note that when importing into UK-based environments, *Organisation* must be spelled with an "s" in the headers.

Field Name	Description	Validation
Organization/Organisation Unit	organization unit code that the time is charged to	Alphanumeric, max 20 characters. Must match a corresponding record in the Organization administration module. Must be spelled as *Organisation* for UK locales.
Organization/Organisation Description	description of the organization unit	Alphanumeric, max 50 characters. If specified, must match organization description for the organization unit. Ignored if **Organization/Organisation Unit** is specified. Must be spelled as *Organisation* for UK locales.

Ledger

Ledger information is optional. If a ledger is included, it must exist in the General ledger module.

Field Name	Description	Validation
Ledger Account	ledger account that the earning is charged to	Alphanumeric, max 10 characters. Must match a corresponding record in the General ledger.
Ledger Description	description of the ledger account	Alphanumeric, max 60 characters. If specified, must match ledger description for a ledger account. Ignored if **Ledger Account** is specified.

Dimension

Dimension information is optional. It is used to identify an organization unit. If the dimension parameters specified do not uniquely identify an organization unit, that record is ignored and not imported.

Dimension fields are ignored when the earning record includes organization unit information. The dimension values in your file must be associated with at least one organization unit.

Field Name	Description	Validation
Dimension 1	dimensions of the department or organization unit that the earning is charged to	Alphanumeric, max 10 characters.
Dimension 2		Alphanumeric, max 10 characters.
Dimension 3		Alphanumeric, max 10 characters.
Dimension 4		Alphanumeric, max 10 characters.
Dimension 5		Alphanumeric, max 10 characters.
Dimension 6		Alphanumeric, max 10 characters.
Dimension 7		Alphanumeric, max 10 characters.
Dimension 8		Alphanumeric, max 10 characters.
Dimension 9		Alphanumeric, max 10 characters.
Dimension 10		Alphanumeric, max 10 characters.

Occupation

Occupation information is optional. If occupation information is included, its effective date range must include the date of the associated earning record. You can view effective dates for occupations codes in the **Occupations** form (**Anthology Payroll** > **Setup** > **Tables** > **Occupations** > **Occupations**.

Field Name	Description	Validation
Occupation	occupation code that the earning is charged to	Alphanumeric, max 20 characters. Must match a corresponding record in Anthology Payroll.
Occupation Description	description of the occupation code	Alphanumeric, max 50 characters. If specified, must match occupation description for the occupation code. Ignored if **Occupation** is specified.

Job

Job information is optional. If job information is included, its effective date range must include the date of the associated earning record. You can view effective dates for job codes in the **Jobs** form (**Anthology Payroll** > **Common** > **Jobs** > *job* > **Anthology Payroll Profile** tab > **Jobs**).

Field Name	Description	Validation
Job	job code that the earning is charged to	Alphanumeric, max 20 characters. Must match a corresponding record in Anthology Payroll.

Field Name	Description	Validation
Job Description	description of the job code	Alphanumeric, max 50 characters. If specified, must match job description for the job code. Ignored if **Job** is specified.

Project

Project information is optional, but may be required for your implementation to attribute earning records to projects.

Field Name	Description	Validation
Task	project task that the earning is charged to	Alphanumeric, max 20 characters. Must match a corresponding record in Anthology Payroll.
Project	project identifier that the earning is charged to	Alphanumeric, max 10 characters. Must match a corresponding record in the Project management and accounting module.
Category	project category that the earning is charged to	Alphanumeric, max 10 characters. Must match a corresponding record in the Project management and accounting module.
Activity	project activity that the earning is charged to	Alphanumeric, max 10 characters. Must match a corresponding record in the Project management and accounting module.
Journal	standard cost accrual journal that the earning is associated to	Alphanumeric, max 10 characters. Must match a corresponding record in the Project management and accounting module.
Line	line number within the standard cost accrual journal that the earning was associated to.	Numeric, max 10 characters. Must match a corresponding line number in the journal in the Project management and accounting module.
Reversal Category	accrual reversal category that must be used to create reversals for the standard cost accrual	Alphanumeric, max 10 characters. Must match a corresponding record in the Project management and accounting module.

Reasons

Reason information is optional. If reason information is included, its effective date range must include the date of the associated earning record. You can view effective dates for reason codes in the **Reasons** form (**Anthology Payroll** > **Setup** > **Reasons** > **Reasons**).

Field Name	Description	Validation
Work Reason	work reason that the earning is charged to	Alphanumeric, max 20 characters. Must match a corresponding record in Anthology Payroll.
Work Reason Description	description of the work reason	Alphanumeric, max 50 characters. If specified, must match reason description for the work reason code. Ignored if **Work Reason** is specified.
Relief Reason	reason the worker worked a shift in relief of another worker	Alphanumeric, max 20 characters. Must match a corresponding record in Anthology Payroll.
Relief Reason Description	description of the relief reason	Alphanumeric, max 50 characters. If specified, must match reason description for the relief reason code. Ignored if **Relief Reason** is specified.

Import Earning Amounts

To import earning amounts from an import file:

1. In the Anthology Payroll navigation pane, click **Periodic** > **Pay period** > **Import earnings** to open the **Import earnings** pane.

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 import file to upload.

4. 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 earning records are imported.

5. Click **OK** to import the file. An alert message appears with a summary of the import process.

After importing earning amounts, you must commit earning records before processing into payments.