ADD-ON PRODUCTS

ADP Payroll Integration

To Infinity POWER General Ledger Script

(Part #5540)

(Imports ADP Payroll general ledger data distributions for each Payroll cycle into the Infinity POWER General Ledger.)

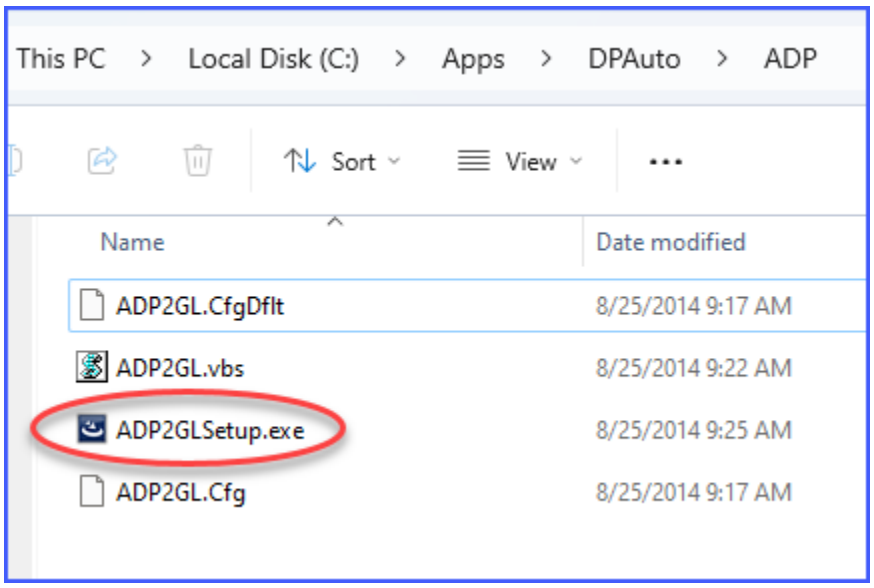
User Manual

The ***ADP Integration to General Ledger Script*** **(Part #5540)** is an **"Add-On Product"** available directly from **Data Pro Accounting Software** to be implemented through the **Infinity COMMERCE DP/AUTO** ***(Part #450)*** module which is **REQUIRED** for implementation. The use of **DP/AUTO** and this unique script creates an interface between ***Data Pro Accounting Software's*** **Infinity POWER General Ledger** module ***(Part #101)*** and the **ADP** payroll service.

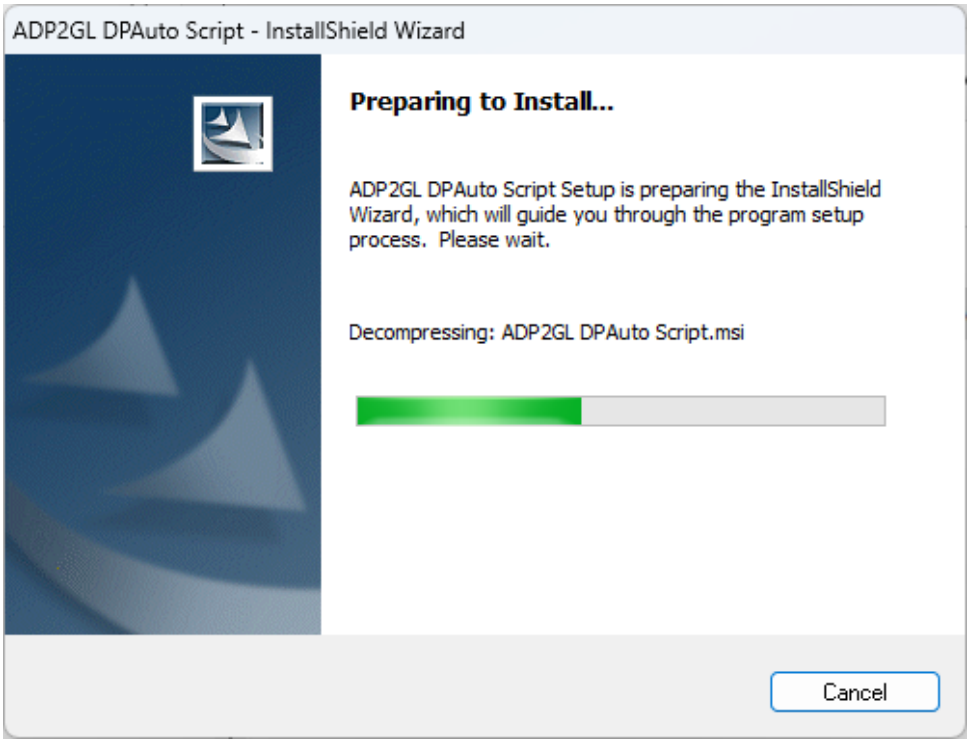
The result is a seamless interface that allows the **"importing"** of general ledger transaction activity after each payroll cycle has been processed in the **ADP** payroll service.

The **DP/AUTO** software and various scripts will normally be installed on the **"Accounting Server"** where the **Infinity POWER** accounting software products are installed. This can be the same PC or Server where the **ADP** payroll service is processed, but it does not have to be the case. If it is not, it simply must be on a PC where the **"Accounting Server"** can **"MAP"** a drive letter to gain access to the **ADP** payroll services directory.

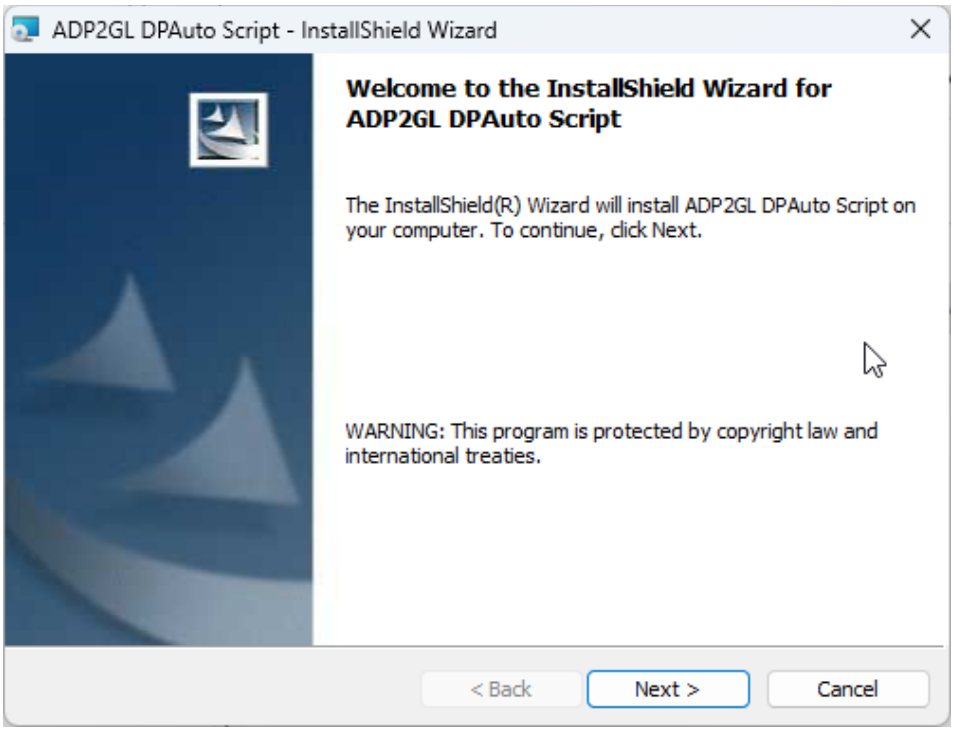
Download the **ADP Integration to General Ledger** script **(Part #5540)** from the **Data Pro Accounting Software** web site when instructed or from the link sent to you. Double click on the **"ADP2GLSetup.exe."** file from the download to start the installation process as shown on the following screen.



When the installation program starts, the following introduction screen is displayed.

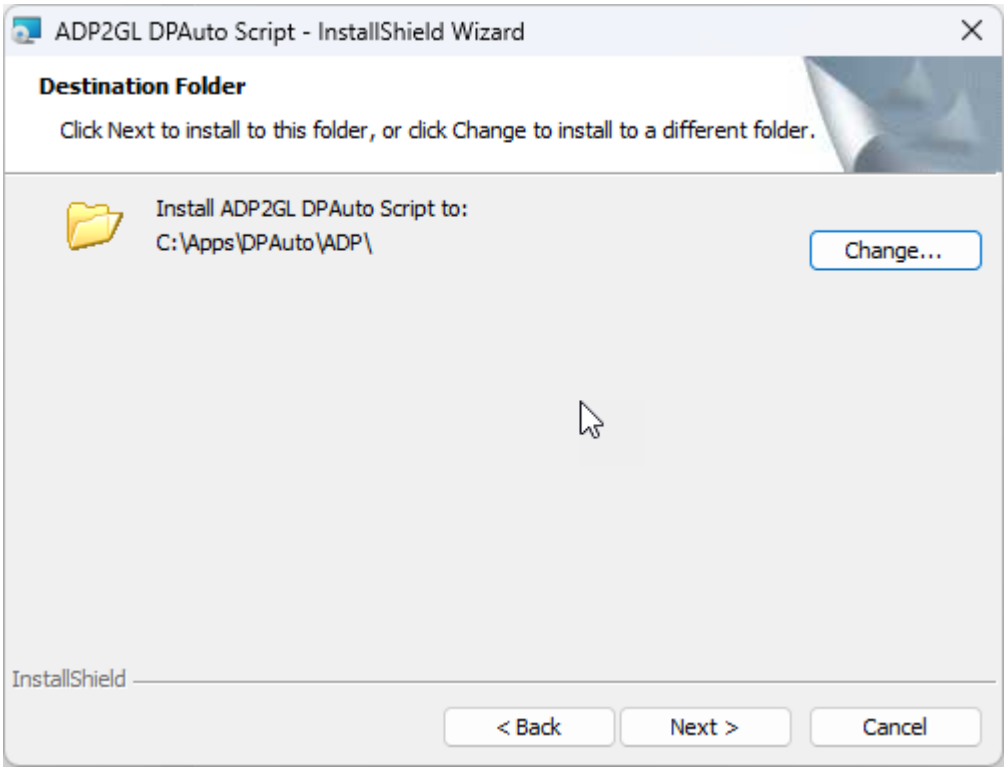


When it's ready to begin, the opening screen will appear:

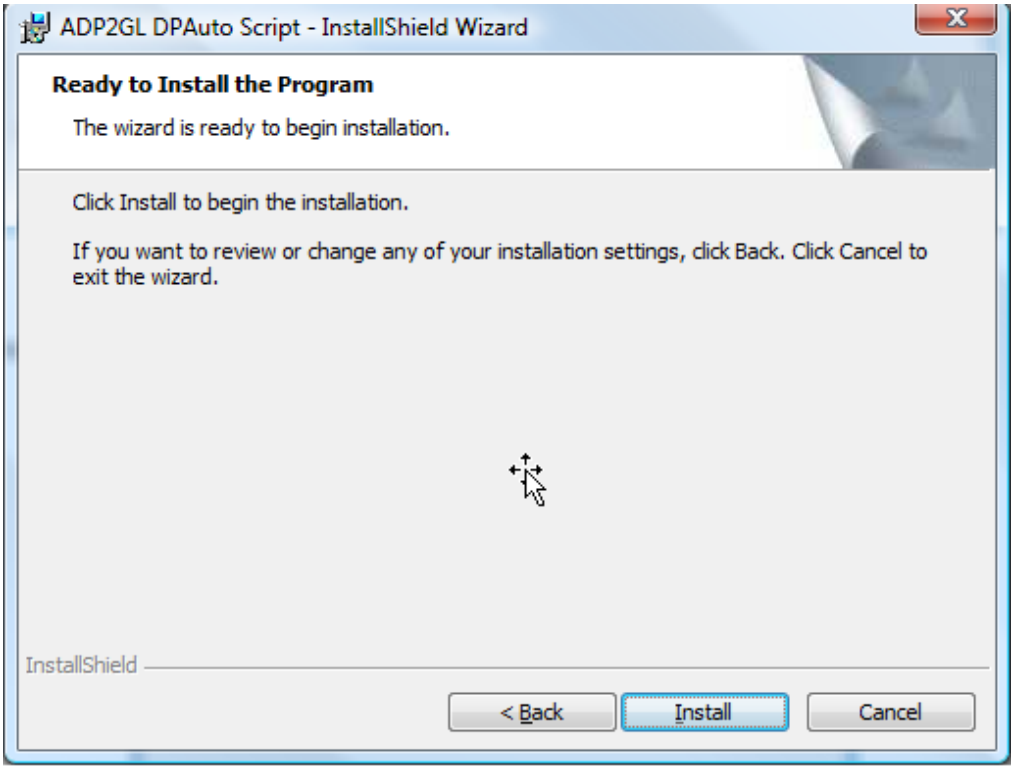


Click the **Next** button to begin the installation. The next screen displays the default installation folder for the script. To accept the default folder, click the **Next** button. Or, click the **"Change"** button to enter the correct path where the programs have been installed.

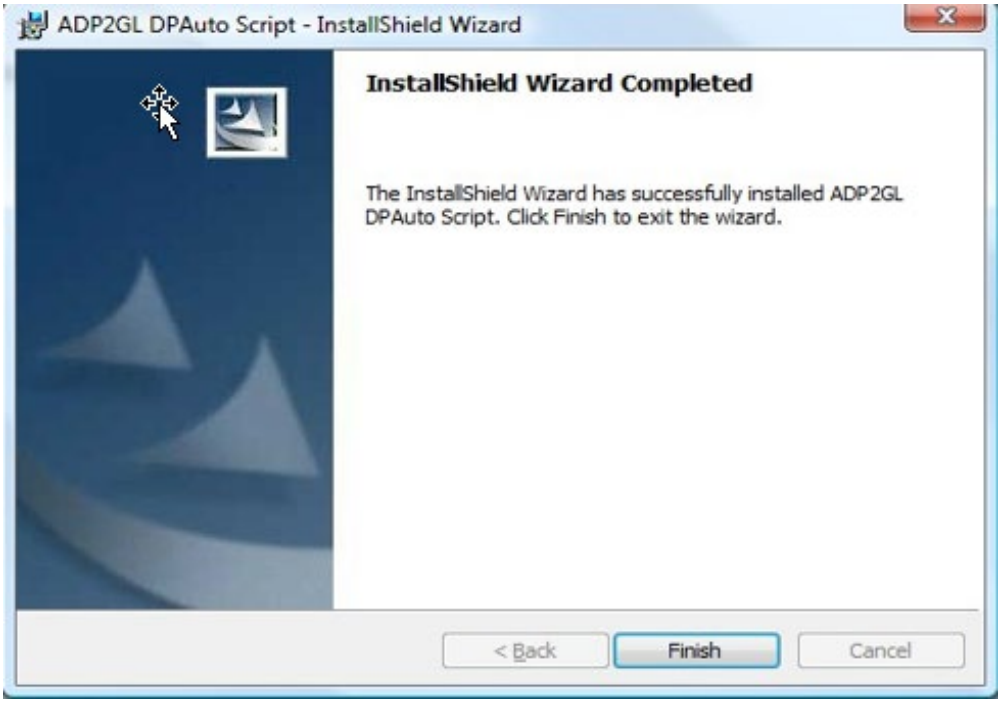
Then, click **Next** to continue.



Click the **Install** button to begin the installation process.

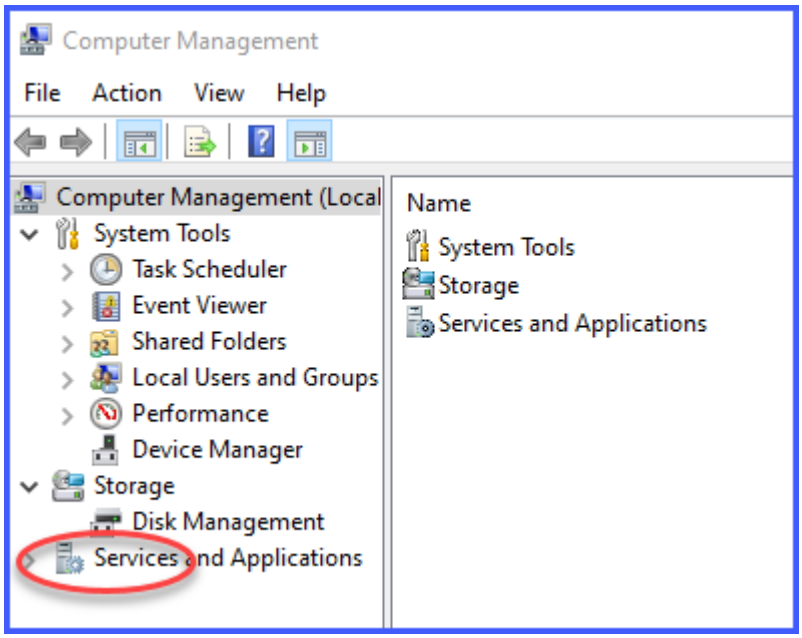


Once the installation has completed, click the **Finish** button to close the setup program.

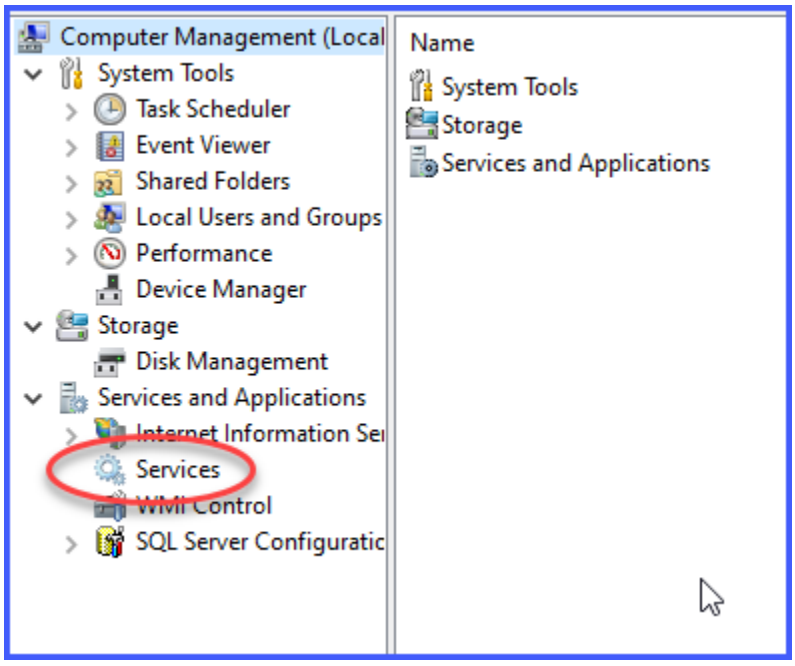


After the **ADP2GL** script has been installed you must setup and configure the script within the **DP/AUTO** utility. If **DP/AUTO** has already been setup to run as a **Windows Service**, you will have to **"Stop"** the service first to be able to run the **DP/AUTO** program manually.

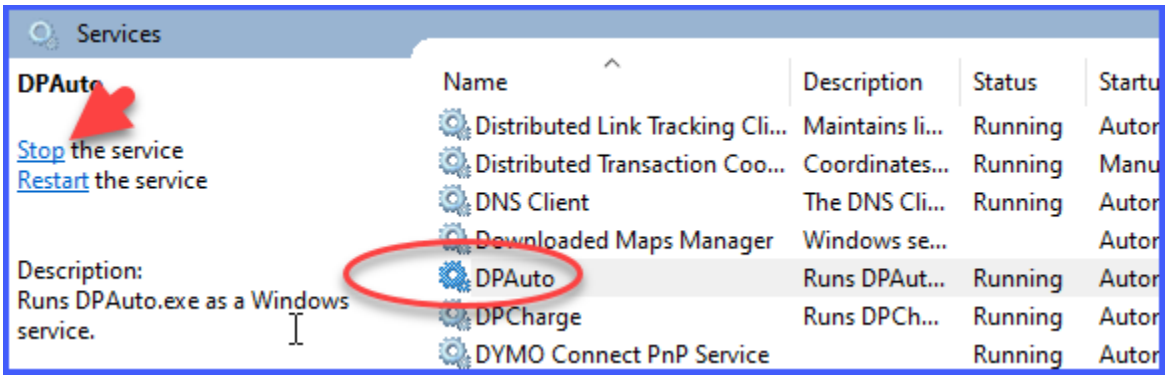
Open a **File Explorer Window** and then click on **"This PC."** Right click on the option **"Manage."** The following screen will appear:



Click on **"Services and Applications."** Expand the option for **"Services."**

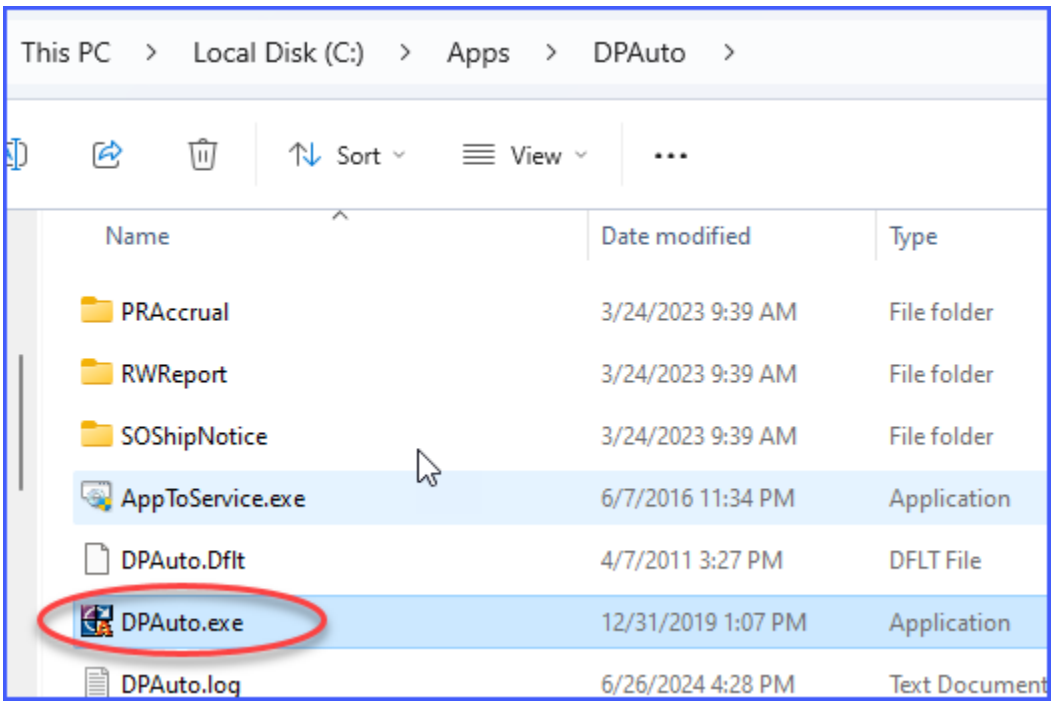


Click to **"Stop"** the **DPAuto** service so that you will be able to run the **DP/AUTO** program manually.

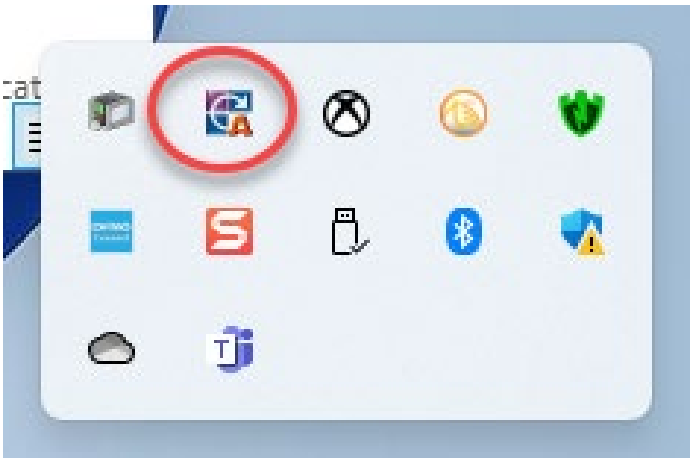


When you have completed the manual setup of this **DP/AUTO** script, you will come back to this same place and click on **"Restart"** to have the **Windows Service** run all of the time in the background.

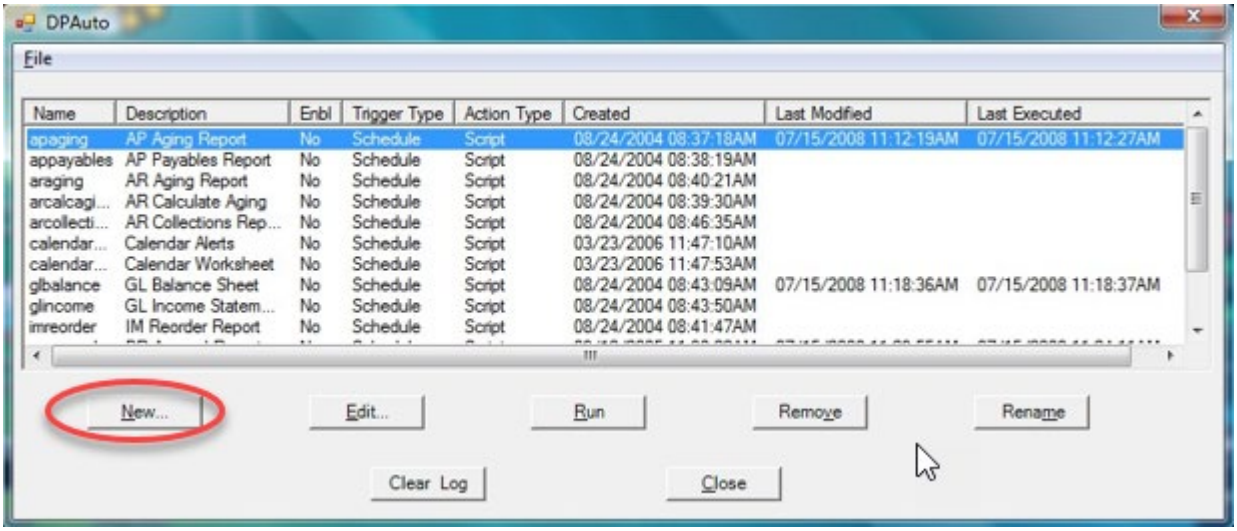
Next, you will go to the **C:\APPS\DPAUTO** folder to click on the **DPAUTO.EXE** program to manually **"Start"** the application.



To launch the **DP/AUTO** application, go to the lower right of your screen to find you system tray. Double click on the **DP/AUTO** icon in the system tray to launch the **DP/AUTO** application manually.

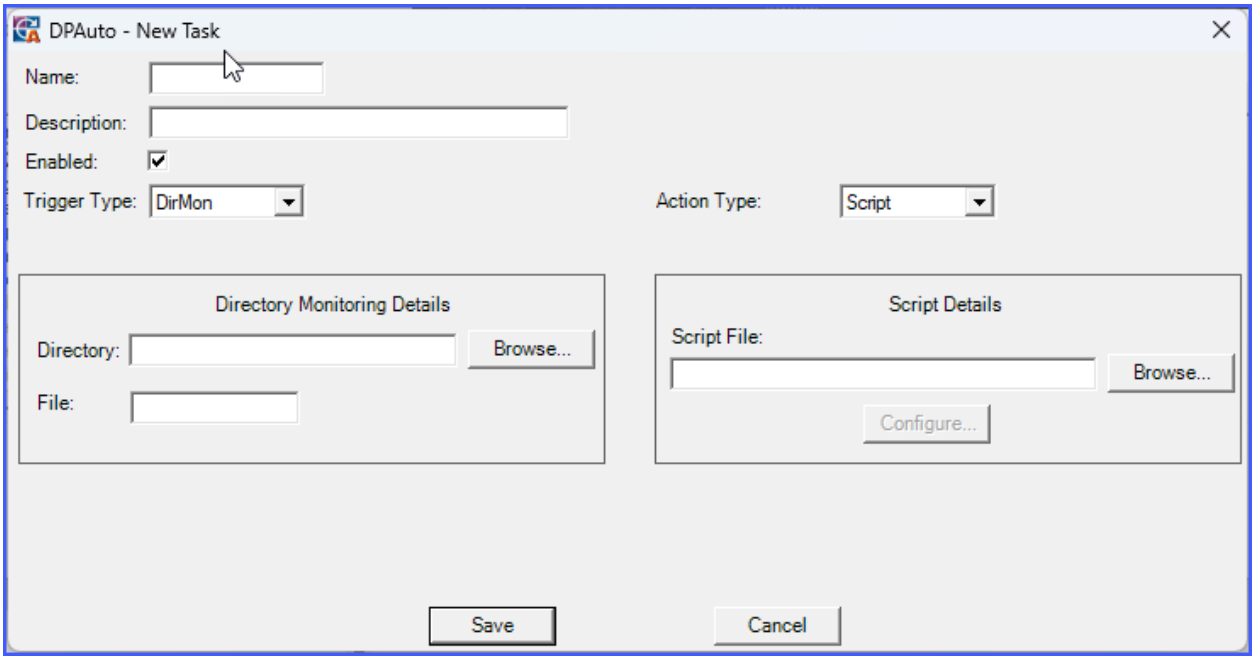


The screen will appear as shown below:

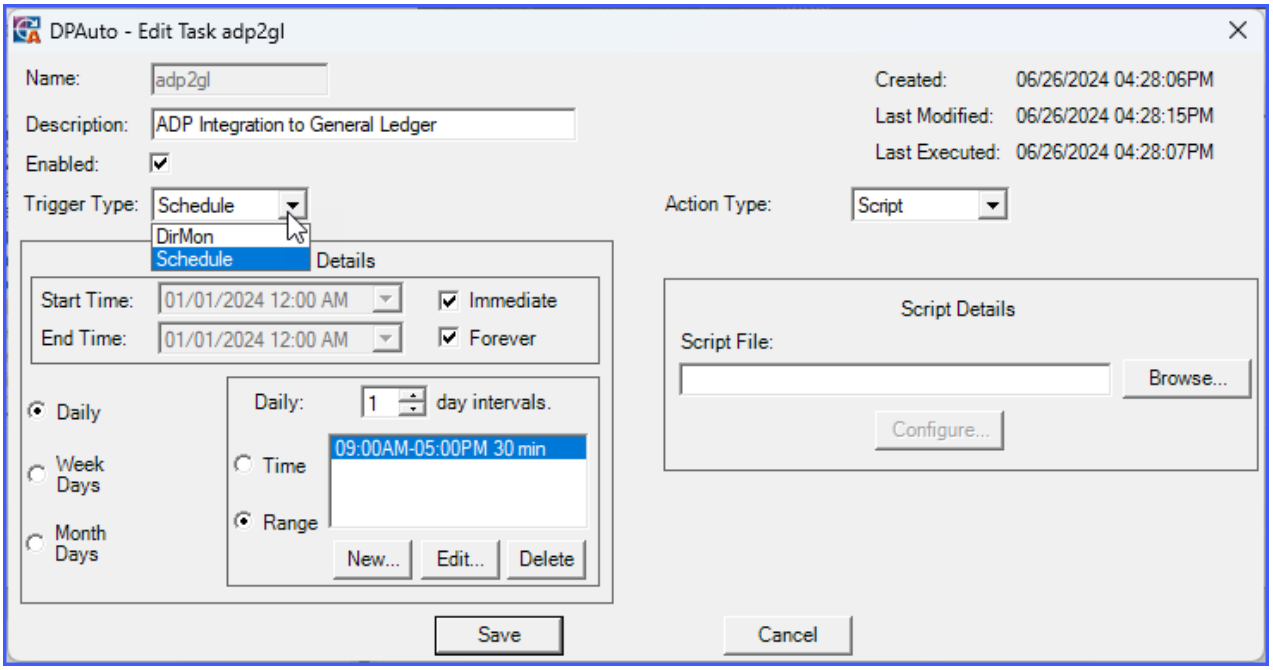


The current **DP/AUTO** system with all of the currently installed **DP/AUTO** scripts will appear. This will include the default scripts that come with the software that may or may not have been previously installed.

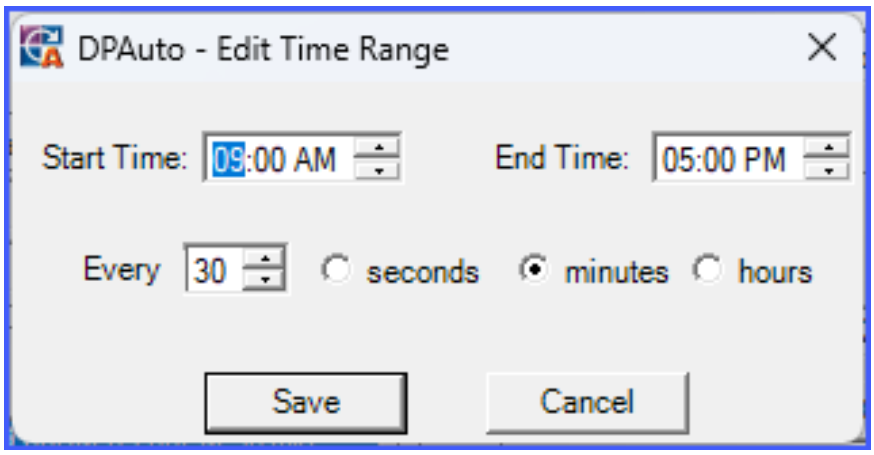
Click on the **New** button to open the **New Task** dialog as shown below.



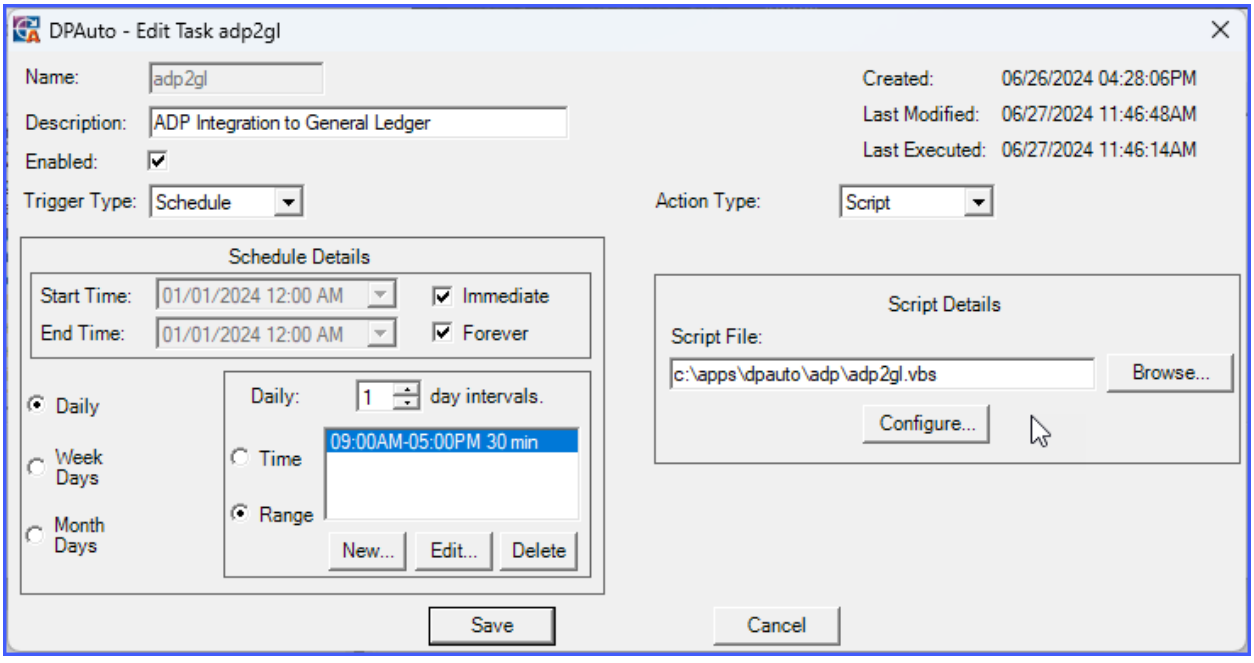
Enter a name for the script **(adp2gl)** and then enter a description. Make sure the **Enabled** checkbox is checked and then select **Schedule** for the **Trigger Type**.



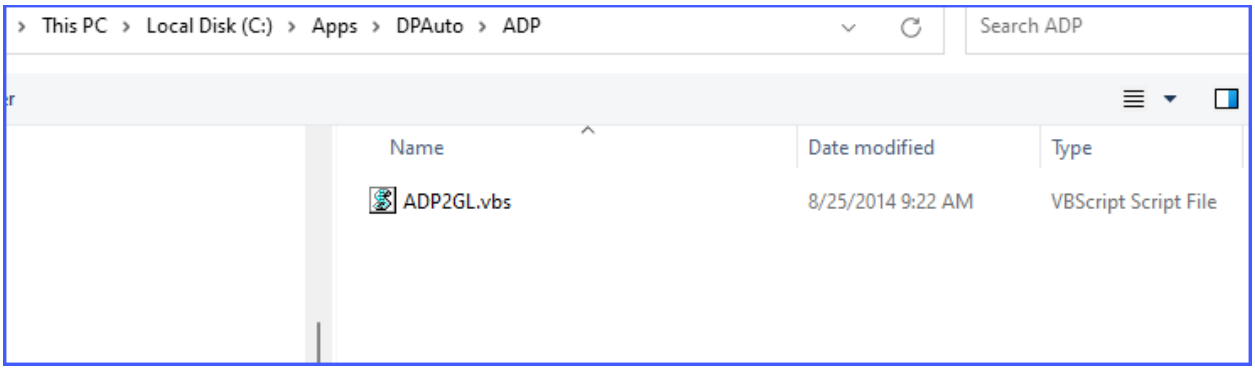
Click on the **Range** selection and then click **Edit** to specify the starting and ending time and also the frequency that the script should run. These time settings would normally be set for the time period of the normal working day and the frequency can be set for how frequently you wish the script to check for the **ADP** import file.



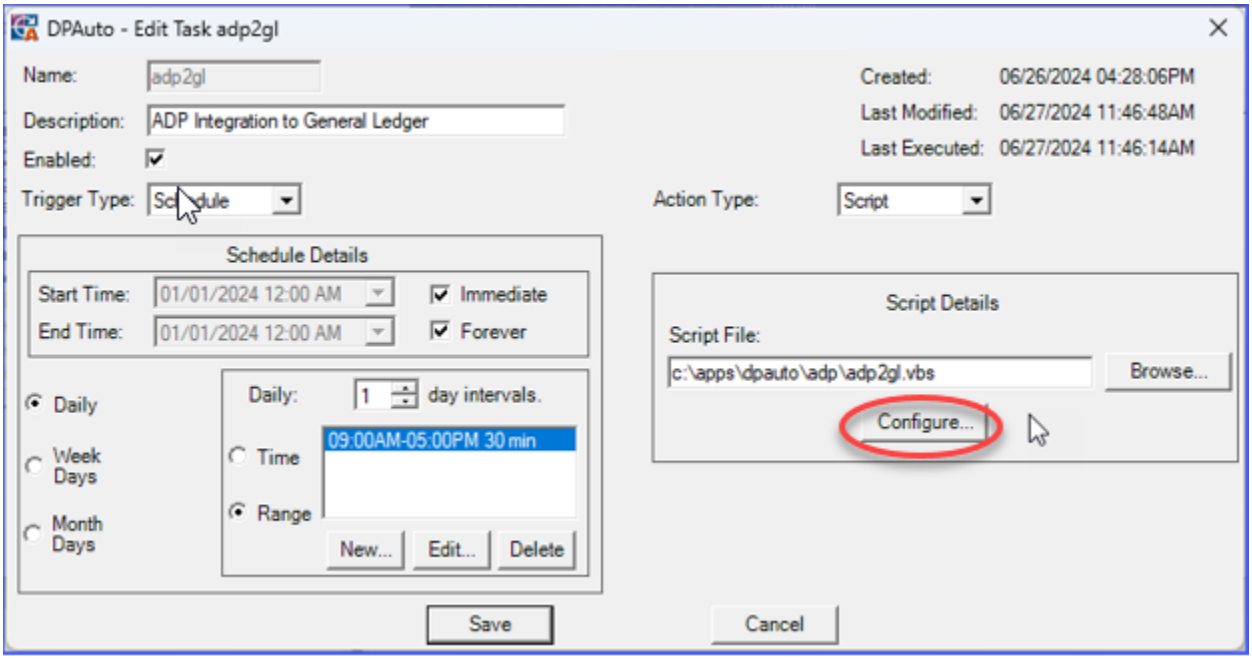
Once the time has been set, click into the **"Script Details"** section on the right side of the screen and then click on the **Browse** button to find the path to the script file that was installed.



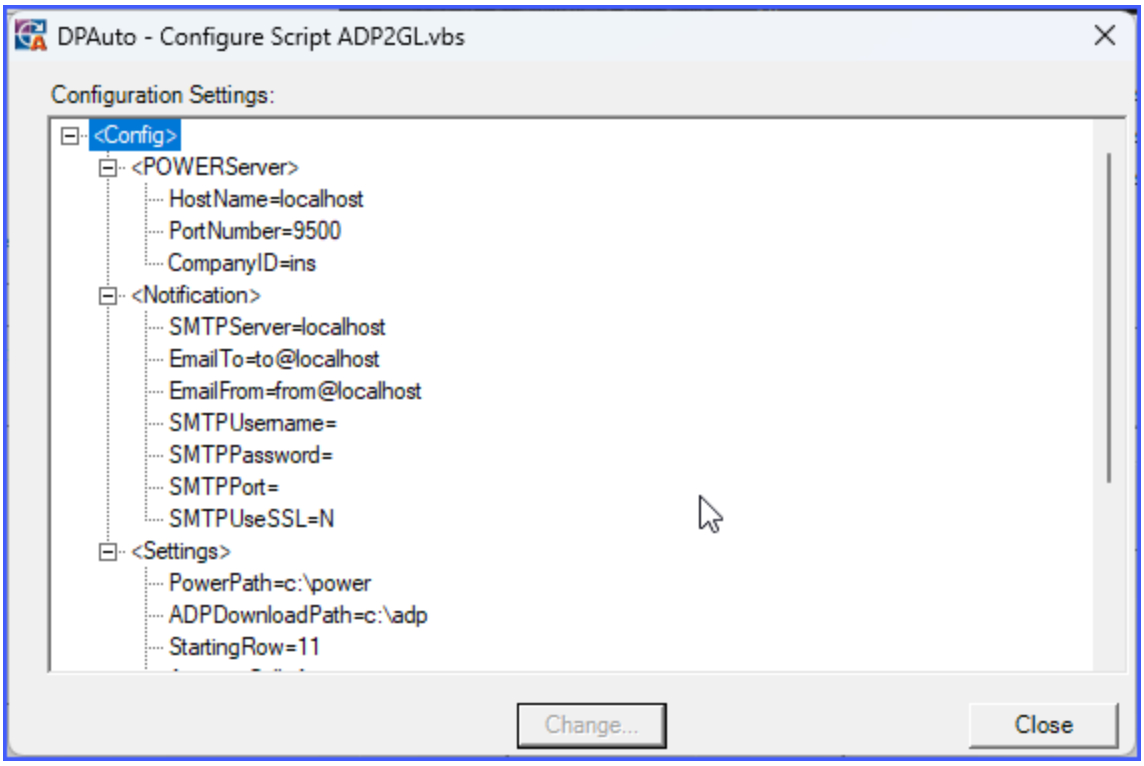
Browse to the installation folder of the **ADP2GL** script. The default installation folder is **c:\APPS\DPAUTO\ADP.** Select the **ADP2GL.vbs** filename and then click the **Open** button.

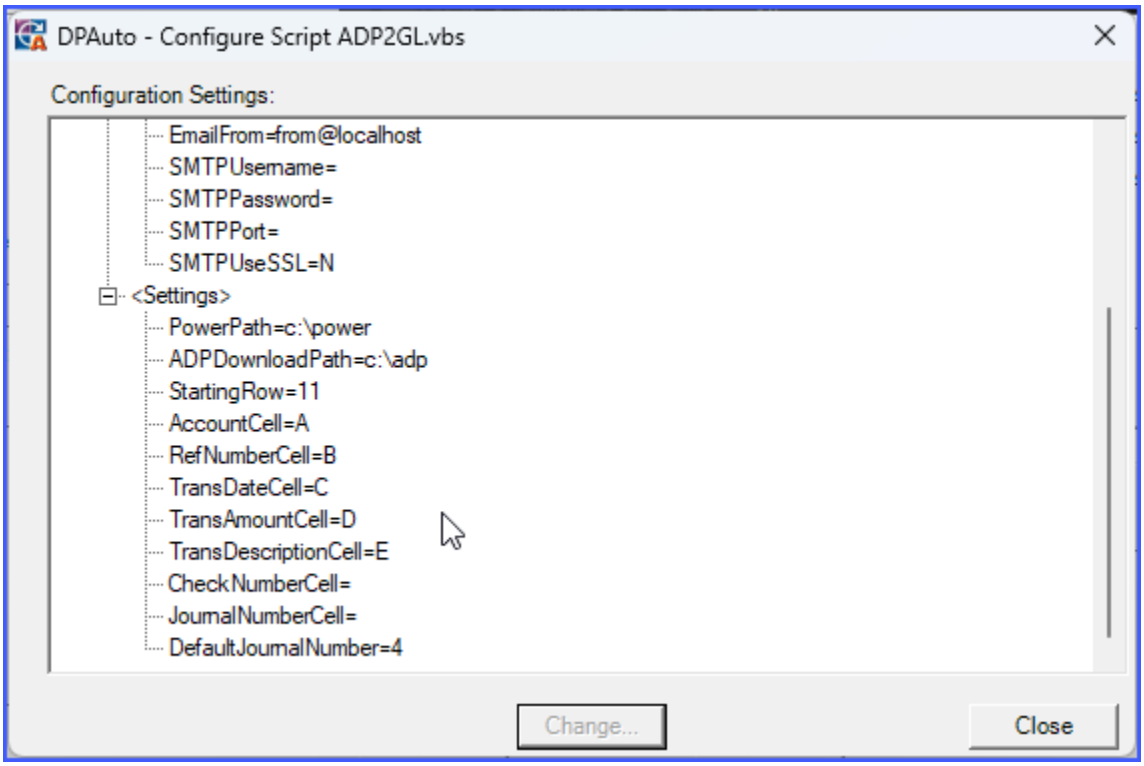


Once the **Script File** has been specified, click on the **Configure** button to launch the **Configuration** dialog.



Change all of the configuration settings to the proper values for your network and environment setup. An explanation of each of the settings is listed on the following two screens.





<POWERSERVER>

HostName – This is the computer name or IP address of the server where the **Data Pro Accounting Software** is installed and where the **POWERServer** process is running.

PortNumber – This is the TCP/IP port number that the **POWERServer** process is configured with.

CompanyID – This is the **Company ID** associated with the accounting data you wish the script to access.

<NOTIFICATION>

In the first line under Notification, the system will prompt you for **SMTPServer**. This is asking for the actual name of the mail server your company is using to send and receive e-mail. This could be a server that is configured in house or a server that is used by an outside Internet Service Provider **(ISP)** such as Comcast, Spectrum or Verizon. Check your current e-mail configuration and setup to find this information if you are not sure. It will start with **"smtp."**

SMTPServer – This is the domain name or IP address of your Email server.

The next line defines who you want to send the result of this script to. This can be a single individual, a group, or multiple individuals separated by a semi colon. A group would be set up and defined within your e-mail server so that multiple users can be sent information at once without having to identify them individually each time.

Enter the **e-mail addresses** of the recipients of the results of the script which could be a simple report, multiple pieces of data, one line of information or more. It could be a simple notification that the script has run successfully and nothing more.

EmailTo – This is the Email address that you wish the audit report to be sent to.

The next line defines the **EmailFrom** address which notifies the e-mail recipients who these e-mails are coming from. This could be a server e-mail address, an administrator, or the President of the company.

This way when you receive e-mails into your **"inbox"** you have some idea who is sending them to you which allows you to define them cleanly and prevent your filter programs from classifying them as junk mail.

EmailFrom – This is the Email address that you wish the audit report to be sent from.

The next four entries are optional, but depend on the type of e-mail system and hosting service that you use. Some e-mail providers now require **"authentication"** of the user-name and password and whether or not to use **"SSL"** as part of their configuration.

If you have your own **"Microsoft Exchange Server"** or **Outlook** hosted internally, these questions may not be required.

SMTPUsername= Enter the **"SMTPUsername."**

SMTPPassword= Enter the **"SMTPPassword."**

SMTPPort= Enter the **"SMTPPort=."** This information should be provided to you by your e-mail provider.

SMTPUseSSL=N - Enter the **"SMTPUseSSL=,"** the default is **No**.

<SETTINGS>

PowerPath – This is the network path to the data folder which contains your company's accounting data.

ADPDownloadPath – This is the path to the folder in which you will be placing the **ADP** export file.

StartingRow – This field is required only if you are using Excel files and specifies the starting row number of the spreadsheet containing the actual accounting transaction data.

AccountCell – This field is required only if you are using Excel files and specifies the column letter which contains the General Ledger account numbers.

RefNumberCell – This field is required only if you are using Excel files and specifies the column letter which contains the transaction reference number.

TransDateCell – This field is required only if you are using Excel files and specifies the column letter which contains the transaction date.

TransAmountCell – This field is required only if you are using Excel files and specifies the column letter which contains the transaction amount.

TransDescriptionCell – This field is required only if you are using Excel files and specifies the column letter which contains the transaction description.

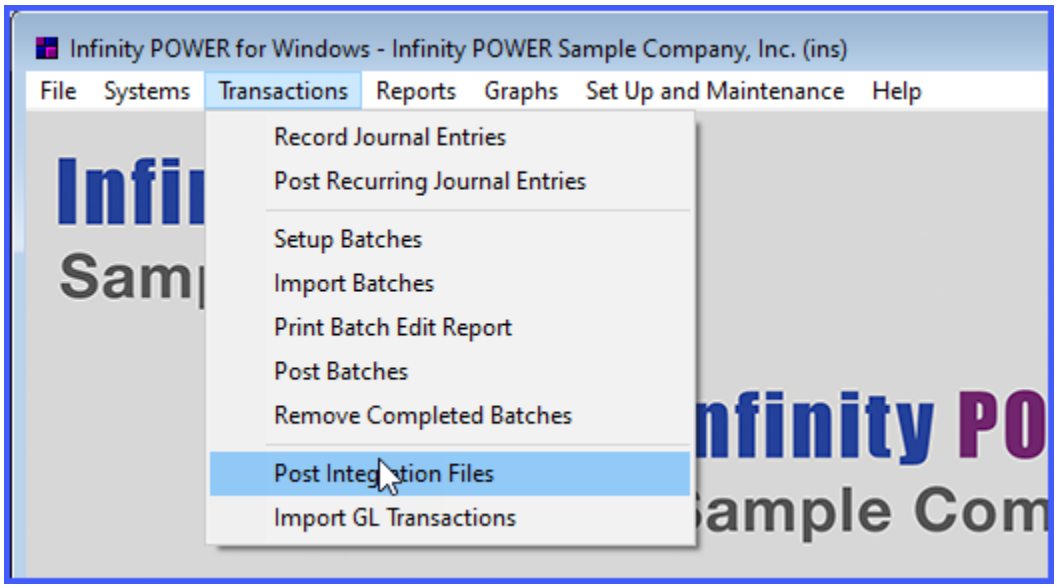
CheckNumberCell – This field is required only if you are using Excel files and optionally specifies the column letter which contains the transaction check number.

JournalNumberCell – This field is required only if you are using Excel files and specifies the column letter which contains the General Ledger Journal Number (**1 – 20**) which will be used to post the transaction.

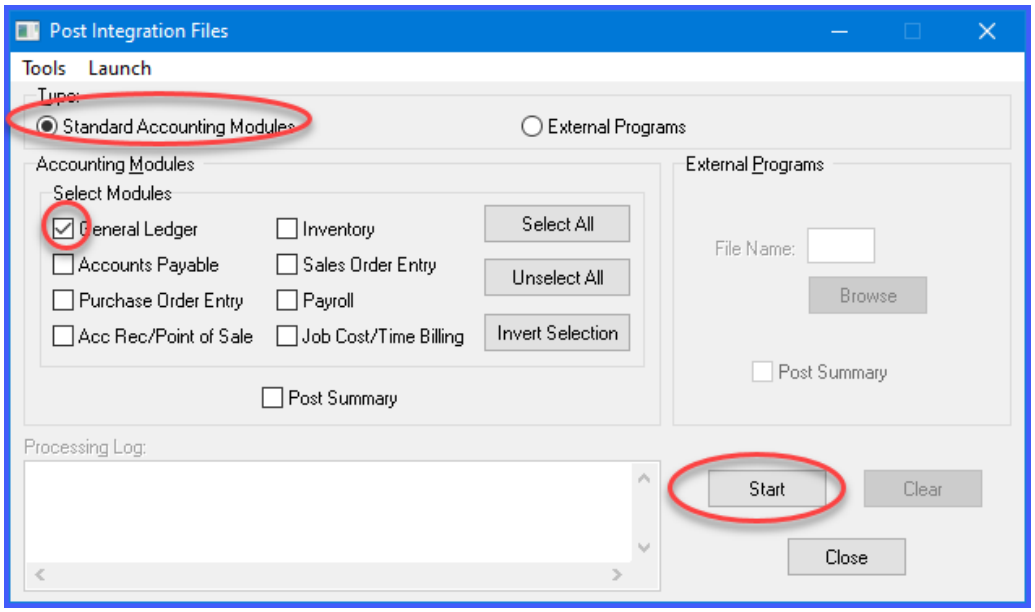
DefaultJournalNumber – This field is required only if you are using Excel files and specifies the General Ledger Journal number (**1 – 20**) which will be used to post the transaction if the **JournalNumberCell** setting is blank.

The script will also email you a detailed report of the transactions that are ready to be posted. You can then simply execute the General Ledger option **"Post Integration Files,"** which manually posts the transactions to your General Ledger.

Go to the **Infinity POWER General Ledger** module and select the **"Transactions"** menu option as shown on the following screen. Then, select the option **"Post Integration Files."**



The following menu will appear. Choose **"Standard Accounting Modules"** and select only **"General Ledger"** as the module for posting. Then, click **"Start"** to begin.



The script supports the import from either an **"Excel file"** or a **"comma delimited text file."** The **"ADP Integration to General Ledger"** script for **DP/AUTO** is designed to translate an export file from the **ADP Payroll** system into an integration file which can be posted in **Infinity POWER General Ledger** module.

The script is setup and configured within **DP/AUTO** module and is normally scheduled to run periodically during the day checking for an **Excel** or **"text"** file in a folder as specified in the script. The script will retrieve all of the **General Ledger** transactions from the **ADP** export file, reformat the transactions into the proper format, and append the transactions to the **Infinity POWER General Ledger's Payroll Integration** file. It is up to you how often the GL Integration files should be posted.