

Salary Import Quick Reference

The Salary Import is a separately licensed feature that allows salary to be imported from a properly formatted .csv or .txt file.

1. GL Code Conversion Table Setup

This table facilitates the conversion of the general ledger codes from your source document to the general ledger codes setup within the Pentagon 2000 system.

a. From the ribbon, left-click **Financials**, left-click **Administration**, select **GL Code Salaries Import** and left-click **GL Codes Mapping**.



b. The **GL Codes Mapping List** search window will appear. Left-click the **Add** button.

💽 GL Codes Mapping List			- 0 %
Start With :	•••		
			Max Search Result Lines : 50 🗘
Drag a column header here t	o group by that column		
Source GL Code	Pentagon GL Code	Pentagon GL Code Description	
		<no data="" display="" to=""></no>	
Add	🔍 <u>E</u> dit 🦉 Delet	e	📓 🛠 🚺 Elose



c. The Insert GL Codes Mapping window will appear.

💽 Insert GL Codes Mapping	23
Cancel OK	
Source GL Code :	
Pentagon GL Code :	

- i. **Source GL Code** field Enter the source general ledger code as it appears in plain text (be sure to include dashes, periods and spaces as necessary).
- ii. Pentagon GL Code field Select the Pentagon general ledger code.
- d. Left-click the **OK** button on the **Insert GL Codes Mapping** window toolbar to save the record.

2. Company/Division/Department Conversion Table Setup

This table facilitates the conversion of the companies and cost centers from your source document to the company/division/department designations setup within the Pentagon 2000 system.

a. From the ribbon, left-click **Financials**, left-click **Administration**, select **GL Code Salaries Import** and left-click **Company Mapping**.





b. The **Company & Divisions Mapping** window will appear. Left-click the **Add** button in the **Company Mapping** group box.

Cancel OK			
Add	Edit	Delete	
Source Company		Pentagon Co	mpany
	<	No data to display>	
Division / Department	Mapping	No data to display>	
Division / Department Add	Mapping Edit	No data to display>	
Division / Department Add	Mapping Edit Penta	No data to display>	Pentagon Department

c. The Update Company Mapping window will appear.

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Source Company :	
Pentagon Company :	

- i. **Source Company** field Enter the source company designation as it appears in plain text (be sure to include dashes, periods and spaces as necessary).
- ii. **Pentagon Company** field Select the Pentagon company to which transactions from the source company should be assigned..
- d. Left-click the **OK** button on the **Update Company Mapping** window toolbar to save the record. The record will appear in the **Company Mapping** group box grid.

줄 Company & Div	isions Mapping			23
Cancel OK				
Company Mapping				
Add	Edit	Delete		
Source Company		Pentagon C	ompany	
▶ C-100				1
Division / Departme	nt Mapping			
Division / Departme Add	nt Mapping Edit	Delete		
Division / Departme Add	nt Mapping Edit Pentag	Delete gon Division	Pentagon Department	
Division / Departm Add Cost Centre	ent Mapping Edit Pentag	Delete on Division	Pentagon Department	



- e. If the salary information is identified in your source system by division/department/cost center (not mandatory), left-click to select the company in which the division/department/cost center exists (it will be highlighted in blue) and left-click the **Add** button in the **Division / Department Mapping** group box.
- f. The Update Company Mapping window will appear.

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Source Division :	
Pentagon Division :	
Pentagon Department :	

- i. **Source Division** field Enter the source division/department/cost center designation as it appears in plain text (be sure to include dashes, periods and spaces as necessary).
- ii. **Pentagon Division** field Select the Pentagon division to which transactions from the source division/department/cost center should be assigned.
- iii. **Pentagon Division** field Select the Pentagon department to which transactions from the source division/department/cost center should be assigned (if applicable)
- g. Left-click the OK button on the Update Company Mapping window toolbar.

3. Salary Import Setup

a. From the ribbon, left-click **Financials**, left-click **Administration**, select **GL Code Salaries Import** and left-click **Import Setup**.





b. The GL Codes Mapping Import Setup window will appear.

GL Codes Mapping Import	Setup				:	23
Cancel O <u>K</u> Defaults						
GL Codes Mapping						
Company No. (Placeholder) Placeholder) Placeholder) Cost Cente (Placeholder) Cost Cente (Placeholder) Description Year Add New Column		Description	Size	Mandatory	Import	

- c. Configure the grid on the right side of the window to match the file being imported.
- d. Fields listed in the grid on the left side of the window are additional available fields for import.
- e. Available fields may be added and removed from the import list as well as the order of the fields adjusted using the blue arrows between the left and right grids.
- f. After the setup is completed (applicable fields have been added and they are in the correct order), left-click the **OK** button on the **GL Codes Mapping Import Setup** window to save the setup and close the window.

NOTE: The configuration of the import file will be saved each time the feature is utilized so that it does not have to be configured each time the utility is used.

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4. Salary Import

a. From the ribbon, left-click **Financials**, left-click **Administration** and left-click **Journal Entry Import**.



b. The Import File window will appear

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Select File To Import :	
[
The First Line is a Header	

- i. Select File To Import field Select the file to be imported.
- ii. **The First Line is a Header** flag Left-click to mark this flag as "checked" if the first line of the file being imported is a header.
- c. Left-click the **OK** button to complete the import process.

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