

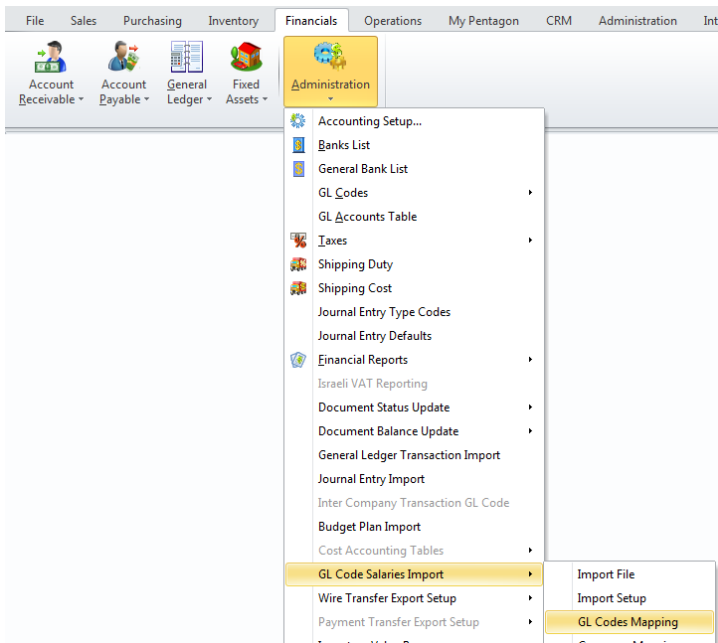
Salary Import Quick Reference

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

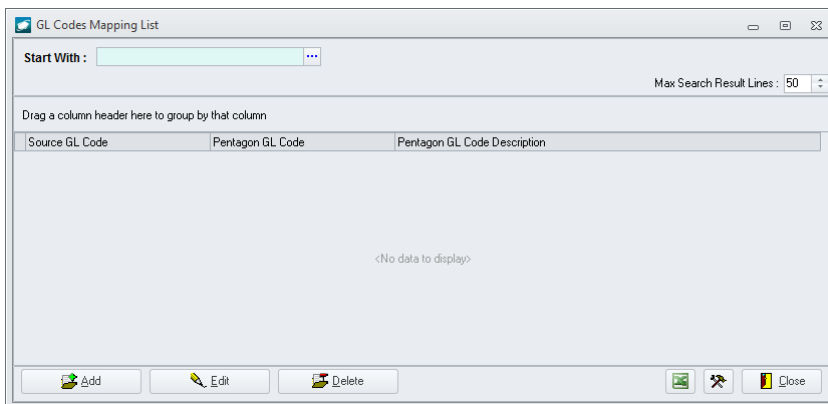
1. GL Code Conversion Table Setup

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.

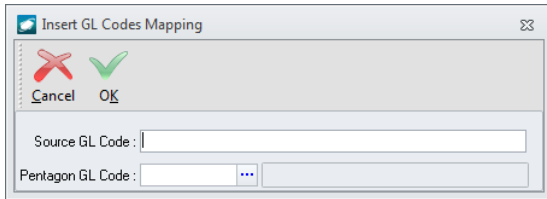
- a. From the ribbon, left-click **Financials**, left-click **Administration**, select **GL Code Salaries Import** and left-click **GL Codes Mapping**.



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



c. The **Insert GL Codes Mapping** window will appear.



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).

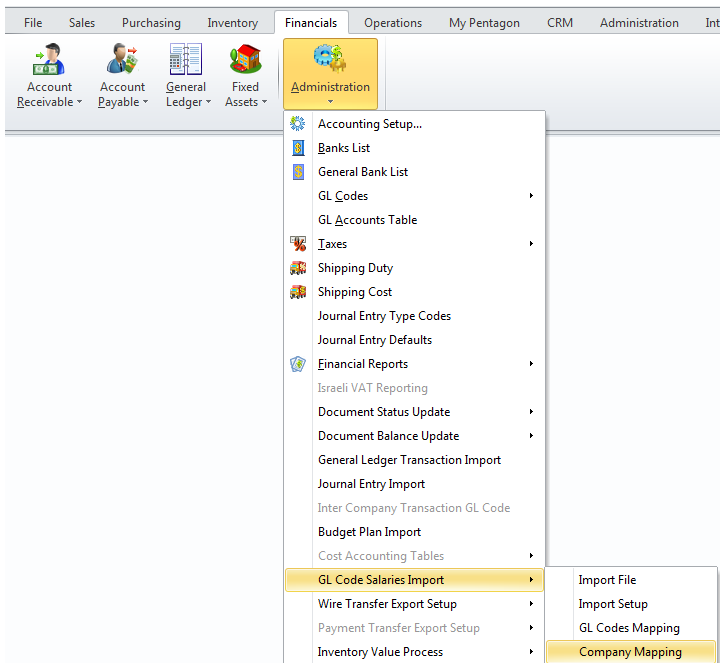
ii. **Pentagon GL Code** field – Select the Pentagon general ledger code.

d. Left-click the **OK** button on the **Insert GL Codes Mapping** window toolbar to save the record.

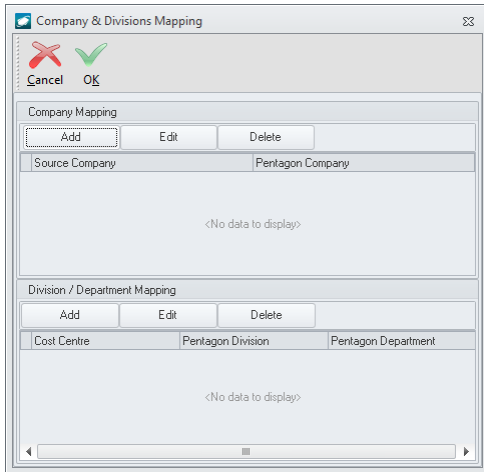
2. Company/Division/Department Conversion Table Setup

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.

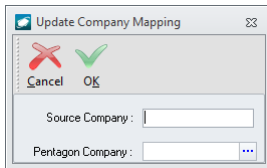
a. From the ribbon, left-click **Financials**, left-click **Administration**, select **GL Code Salaries Import** and left-click **Company Mapping**.



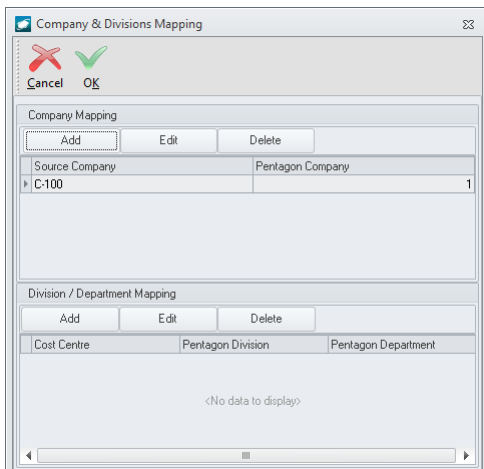
- b. The **Company & Divisions Mapping** window will appear. Left-click the **Add** button in the **Company Mapping** group box.



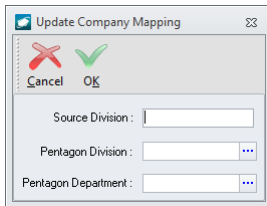
- c. The **Update Company Mapping** window will appear.



- 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.



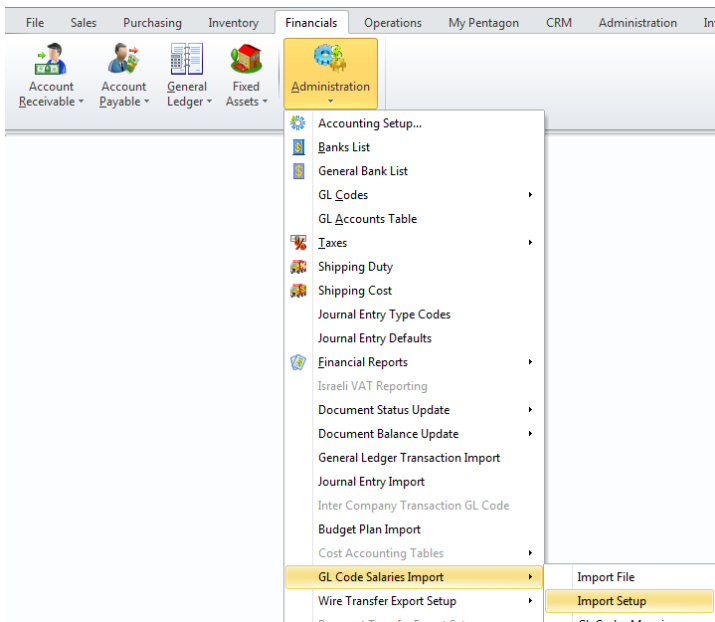
- e. If the salary information is identified in your source system by division/department/cost center (not mandatory), left-click to select the company in which the division/department/cost center exists (it will be highlighted in blue) and left-click the **Add** button in the **Division / Department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



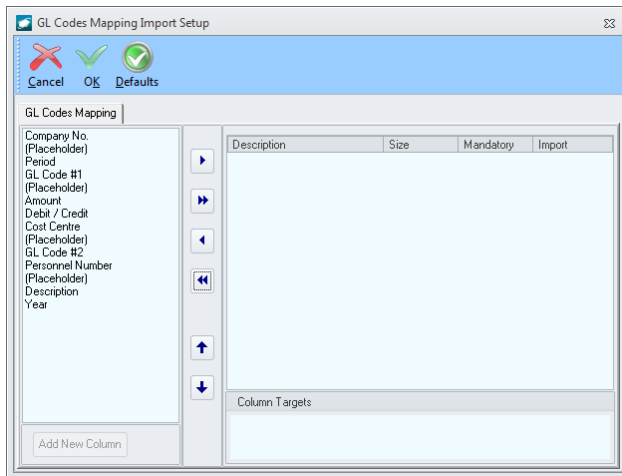
- i. **Source Division** field – Enter the source division/department/cost center designation as it appears in plain text (be sure to include dashes, periods and spaces as necessary).
 - ii. **Pentagon Division** field – Select the Pentagon division to which transactions from the source division/department/cost center should be assigned.
 - iii. **Pentagon Department** 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.



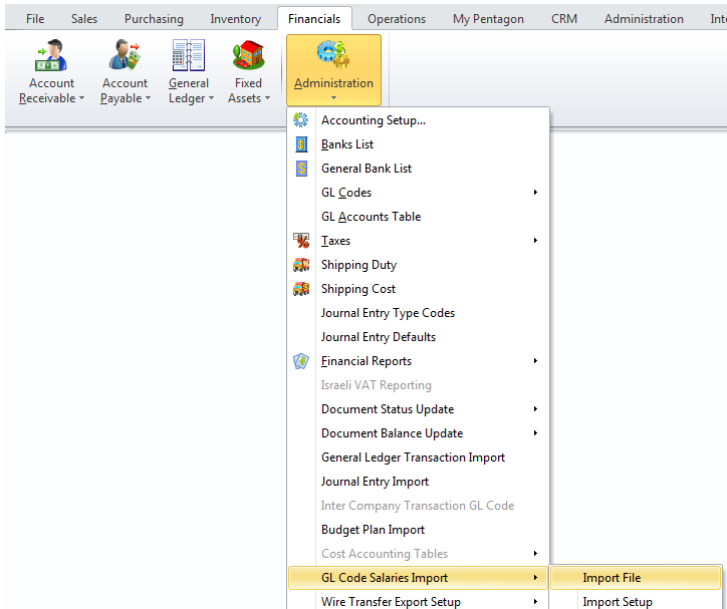
- c. Configure the grid on the right side of the window to match the file being imported.
- d. Fields listed in the grid on the left side of the window are additional available fields for import.
- e. Available fields may be added and removed from the import list as well as the order of the fields adjusted 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.

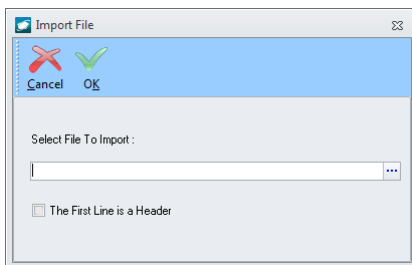
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4. Salary Import

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



- b. The **Import File** window will appear



- 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.

END OF DOCUMENT