ADP Integration to General Ledger Script

The ADP Integration to General Ledger script for DP/AUTO is designed to translate an export file from ADP into an integration file which can be posted in General Ledger. The script is setup and configured within DP/AUTO and is normally scheduled to run periodically during the day checking for an Excel or text file in a specified folder. 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 General Ledger's Payroll Integration file. 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 posts the transactions to your General Ledger.

The script supports the import from either an Excel file or a comma delimited text file as shown below.

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10	ACCOUNT NO	JOURNAL	TRANSACTION DATE	TRANSACTION AMOUNT	REFERENCE	DESCRIPTION	
11	11120	PR	10/24/2008	(\$51,391.38)		Direct Deposit	
12	11120	PR	10/24/2008	(\$1,539.43)		Manual Void	
13	11120	PR	10/24/2008	(\$8,325.02)		Net Pay	
14	23200	PR	10/24/2008	(\$14,006.96)		Employee Federal Inc	
15	23100	PR	10/24/2008	(\$1,198.08)		Employee Medicare Ta	
16	23100	PR	10/24/2008	(\$2,595.65)		Employee Social Secu	
17	23100	PR	10/24/2008	(\$1,198.07)		Employer Medicare Ta	
18	23100	PR	10/24/2008	(\$2,595.64)		Employer Social Secu	
19	23450	PR	10/24/2008	(\$945.81)		MEDICAL PRETAX	
20	23900	PR	10/24/2008	(\$3.00)		GARNISHMENT	
21	23910	PR	10/24/2008	(\$45.92)		CHILD SUPPORT	
22	23900	PR	10/24/2008	(5.00)		GARNISHMENT	
23	23910	PR	10/24/2008	(\$27.69)		CHILD SUPPORT	
24	23910	PR	10/24/2008	(53.20)		CHILD SUPPORT	
25	23900	PR	10/24/2008	(5.00)		GARNISHMENT	
26	23900	PR	10/24/2008	(5.00)		GARNISHMENT	
27	23910	PR	10/24/2008	(\$129.23)		CHILD SUPPORT	
28	23450	PR	10/24/2008	(\$252.96)		DISABILITY	
29	23800	PR	10/24/2008	(\$2,891.06)		401K	
30	23500	PR	10/24/2008	(\$12.20)		FUTA Tax	
31	23600	PR	10/24/2008	(\$23.80)		Employer SUI Tax (FL	
32	23920	PR	10/24/2008	(5.00)		HEALTH SAV ACCT	
33	23920	PR	10/24/2008	(20.00)		HEALTH SAV ACCT	
34	23400	PR	10/24/2008	(10.00)		HEALTH SAV ACCT	
35	23400	PR	10/24/2008	(\$18.06)		LOAN 1	
36	23920	PR	10/24/2008	(\$20.96)		LOAN 1	
37	23920	PR	10/24/2008	(15.00)		HEALTH SAV ACCT	
38	23920	PR	10/24/2008	(20.00)		HEALTH SAV ACCT	
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"1105	","041906","PR","4	", "BANKS, LYNETTE A	","000000001","	-641.04"
"1105	","041906","PR","4	", "GOULD, FRED W	","000000002","	-536.01"
"1105	","041906","PR","4	", "GRAMLICH, WILLIAM E	","000000003","	-585.64"
"1105	","041906","PR","4	", "ISLER, JARRETT K	", "0000000004", "	-574.78"
"1105	","041906","PR","4	", "KITCHÉN, CHRISTOPHER M	", "000000005", "	-339.11"
"1105	","041906","PR","4	", "THOMPSON, GWENDOLYN A	","000000006","	-809.71"
"1105	","041906","PR","4	", "VANKIRK, MICHAEL A	","0000000007","	-134.16" =
"1105	","041906","PR","4	". "WENSYEL. DIANA L	","000000008","	-67.08"
"2002	","041906","PR","4	". "KITCHEN.CHRISTOPHER M	", "000000005", "	-247.42"
"2010	","041906","PR","4	", "BANKS, LYNETTE A	","000000001","	-120.00"
"2010	","041906","PR","4	", "GOULD, FRED W	", "000000002", "	-108.00"
"2010	","041906","PR","4	", "GRAMLICH.WILLIAM E	", "000000003", "	-118.50"
"2010	","041906","PR","4	", "ISLER, JARRETT K	", "000000004", "	-118.50"
"2010	","041906","PR","4	", "KITCHEN, CHRISTOPHER M	", "000000005", "	-108.00"
2010	","041906","PR","4	", "VANKIRK, MICHAEL A	","0000000007","	-24.00"
"2010	","041906","PR","4	", "WENSYEL, DIANA L	","000000008","	-12.00"
"2012	","041906","PR","4	", "BANKS, LÝNETTE A	","000000001","	-109.60"
"2012	","041906","PR","4	", "GOULD, FRED W	","000000002","	-98.64"
"2012	"."041906"."PR"."4	". "GRAMLICH.WILLIAM E	"."000000003"."	-108.23"
"2012	","041906","PR","4	", "ISLER, JARRETT K	"."000000004"."	-108.23"
"2012	","041906","PR","4	", "KITCHÉN, CHRISTOPHER M	", "000000005", "	-98.64"
"2012	","041906","PR","4	", "VANKIRK, MICHAEL A	", "0000000007", "	-21.92"
"2012	","041906","PR","4	", "WENSYEL, DIANA L	", "000000008", "	-10.96"
"2219	","041906","PR","4	", "BANKS, LYNETTE A	"."000000001"."	-115.31"
"2219	","041906","PR","4	", "GOULD, FRED W	", "000000002", "	-103.00"
"2219	","041906","PR","4	", "GRAMLICH.WILLIAM E	", "000000003", "	-115.15"
"2219	","041906","PR","4	", "ISLER, JARRETT K	", "000000004", "	-113.02"
"2219	","041906","PR","4	", "KITCHEN, CHRISTOPHER M	", "000000005", "	-103.00"
"2219	","041906","PR","4	", "THOMPSON, GWENDOL YN A	", "000000006", "	-147.12"
"2219	","041906","PR","4	", "VANKIRK, MICHAEL A	", "000000007", "	-22.89"
"2219	", "041906", "PR", "4	". "WENSYEL. DIANA L	", "000000008", "	-11.44"
2220	", "041906", "PR", "4	", "BANKS, LYNETTE A	", "000000001", "	-31,90"
"2220	"."041906"."PR"."4	", "GOULD, FRED W	", "000000002", "	-71.55"
"2220	"."041906"."PR"."4	", "GRAMLICH, WILLIAM F	", "000000003", "	-83.47"
2220	","041906","PR","4	", "ISLER, JARRETT K	", "000000004", "	-81.36"
"2220	","041906","PR","4	", "KITCHEN, CHRISTOPHER M	", "000000005", "	-11.17" -
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To install the script run the setup program named **ADP2GLSetup.exe** and follow the installation procedures outlined below.

When the installation program starts the following introduction screen is displayed. 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. To change the installation folder click the Change button and specify a new installation folder.

🛃 ADP2GL	DPAuto Script - InstallShield Wizard	x		
Destination Folder Click Next to install to this folder, or click Change to install to a different folder.				
	Install ADP2GL DPAuto Script to: c:\Program Files\Data Pro\DPAuto\ADP2GL\	2		
InstallShield -	< <u>B</u> ack <u>Next</u> Canc	:el		

Click the Install button to begin the installation process.

😸 ADP2GL DPAuto Script - InstallShield Wizard	3
Ready to Install the Program The wizard is ready to begin installation.	
Click Install to begin the installation.	
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.	
InstallShield <u>Sack</u> Cancel	

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. Launch the DP/AUTO application and double click on the DP/AUTO icon in the system tray to open the interface screen.

DPAuto								×
<u>F</u> ile								
Name	Description	Enbl	Trigger Type	Action Type	Created	Last Modified	Last Executed	^
apaging	AP Aging Report	No	Schedule	Script	08/24/2004 08:37:18AM	07/15/2008 11:12:19AM	07/15/2008 11:12:27AM	
appayables	AP Payables Report	No	Schedule	Script	08/24/2004 08:38:19AM			_
araging	AR Aging Report	No	Schedule	Script	08/24/2004 08:40:21AM			
arcalcagi	AR Calculate Aging	No	Schedule	Script	08/24/2004 08:39:30AM			=
arcollecti	AR Collections Rep	No	Schedule	Script	08/24/2004 08:46:35AM			
calendar	Calendar Alerts	No	Schedule	Script	03/23/2006 11:47:10AM			
calendar	Calendar Worksheet	No	Schedule	Script	03/23/2006 11:47:53AM			
glbalance	GL Balance Sheet	No	Schedule	Script	08/24/2004 08:43:09AM	07/15/2008 11:18:36AM	07/15/2008 11:18:37AM	
glincome	GL Income Statem	No	Schedule	Script	08/24/2004 08:43:50AM			
imreorder	IM Reorder Report	No	Schedule	Script	08/24/2004 08:41:47AM			-
			<u> </u>	<u> </u>	III.	07.00 0000 00 00 00 00		F.
		_						
			= n 1		n 1	n 1	n 1	
	<u>N</u> ew		Edit		<u>R</u> un	Remove	Rena <u>m</u> e	
			Clear L	og	<u>C</u> lose			

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

🖳 DPAuto - New Task	X
Name: Image: Constraint of the second sec	Action Type:
Directory Monitoring Details Directory: File:	Script Details Script File: Browse Configure
Save	Cancel

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.

🖳 DPAuto - I	New Task	and the second se	
<u>N</u> ame:	adp2gl		
Description:	ADP Integration to General Ledger		
Enabled:			
Trigger Type:	Schedule DirMon Schedule	Action Type: Script	
	Directory Monitoring Details	Script Details	
Directory:	Browse	Script File:	
File:		Configure	Browse
	<u>S</u> ave	Cancel	

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.

🖳 DPAuto -	New Task	×
<u>N</u> ame:	adp2gl	
Description:	ADP Integration to General Ledger	
Enabled:		
<u>T</u> rigger Type:	Schedule	Action Type: Script
	Schedule Details	
Start Time:	01/01/2008 12:00 AM 🔽 Immediate	Script Details
End Time:	01/01/2008 12:00 AM 💌 🔽 Forever	Script File:
 Daily 	Daily: 1 🕂 day intervals.	Browse
C Week Days	© Time	
C Month Days	Range New Edit Delete	
	Save	Cancel

These time settings would normally be set for the time period of the normal working day and the frequency can be set for how every frequent you wish the script to check for the ADP import file.

🖳 DPAuto - Edit Time Range
Start Time: 05:00 AM 🛨 End Time: 05:00 PM 🛨
Every 30 🕂 C seconds 💿 minutes C hours
<u>Save</u> Cancel

Once the time has been set click on the Browse button to find the path to the script file that was installed.

🖳 DPAuto - I	New Task	×
<u>N</u> ame:	adp2gl	
Description:	ADP Integration to General Ledger	
Enabled:		
Trigger Type:	Schedule	Action Type: Script
	Schedule Details	
Start Time:	01/01/2008 12:00 AM 🔽 Immediate	Script Details
End Time:	01/01/2008 12:00 AM 💌 🔽 Forever	Script File:
Daily Daily	Daily: 1 🕂 day intervals.	Browse
C Week Days	C Time	
C Month Days	Range New Edit Delete	
	Save	Cancel

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

🖳 Select Script File		X
🔾 🗢 📕 « Data Pro	► DPAuto ► ADP2GL	٩
🌗 Organize 👻 🏭 Views	👻 📑 New Folder	0
Favorite Links	Name Date modified Type Size	
Desktop		
Music		
Searches		
ublic 🕌		
Folders ^		
File <u>n</u> ame:	ADP2GL.vbs Script	Files (*.vbs;*.vbe)

DP/AUTO ADP Integration to General Ledger Script

🖳 DPAuto - N	New Task	X
<u>N</u> ame:	adp2gl	
Description:	ADP Integration to General Ledger	
Enabled:		
<u>T</u> rigger Type:	Schedule	Action Type: Script
	Schedule Details	
Start Time: End Time:	01/01/2008 12:00 AM ▼ Immediate	Script Details Script File:
Daily	Daily: 1 day intervals.	C:\Program Files\Data Pro\DPAuto\ADP2GL\ADP2
⊖ Week Days	© Time	
C Month Days	Range New Edit Delete	
	Save	Cancel

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 below.

🖳 DPAuto - Configure Script ADP20	GL.vbs	X
Configuration Settings:		
···· PortNumber=9500		A
CompanyID=ins		
⊡. <notification></notification>		
Email To=to@localhost		
EmailFrom=from@localho	ost	
⊡. <settings></settings>		
ADDDownland Date and		
Starting Pow=11	aap	=
AccountCell=A		
RefNumberCell=R		
TransDateCell=C		
TransAmountCell=D		
CheckNumberCell=		
JournalNumberCell=		-
· · · · · · · · · · · · · · · · · · ·		
	Change	Close

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.

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

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

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

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 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 using Excel files and specifies the column letter which contains the General Ledger account numbers.

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

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

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

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

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

JournalNumberCell – This field is required only if 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 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.