

Payroll Journal Entry – Export/Import

Instructions for exporting the payroll report from Paylocity and importing it into ParishSOFT ConnectNow accounting software in order to automatically post a Journal Entry.

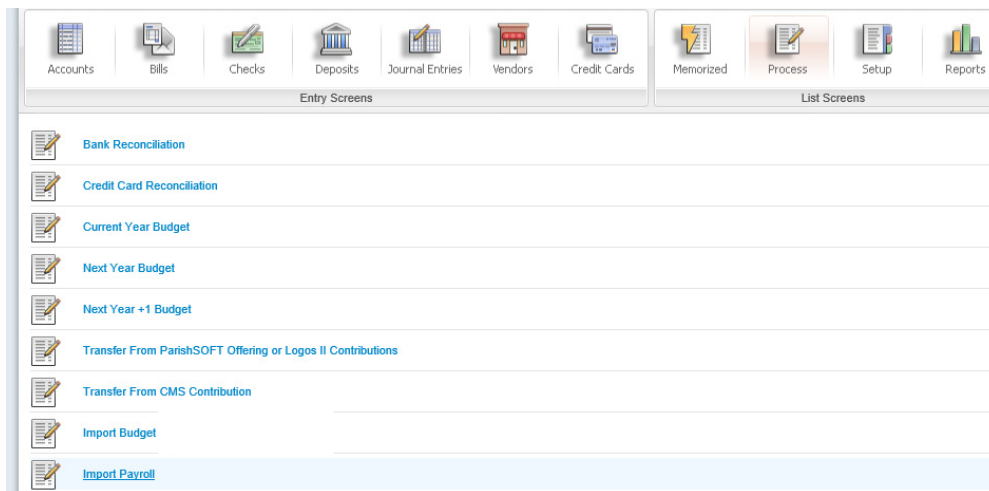
1. Paylocity Export

- a. Access the “00 GL Report” in Paylocity
- b. Save the file to your computer as a CSV file.

Helpful Hint: Save to the desktop (and delete after importing into ParishSOFT) or create a folder to save the file so it can be easily found when importing.

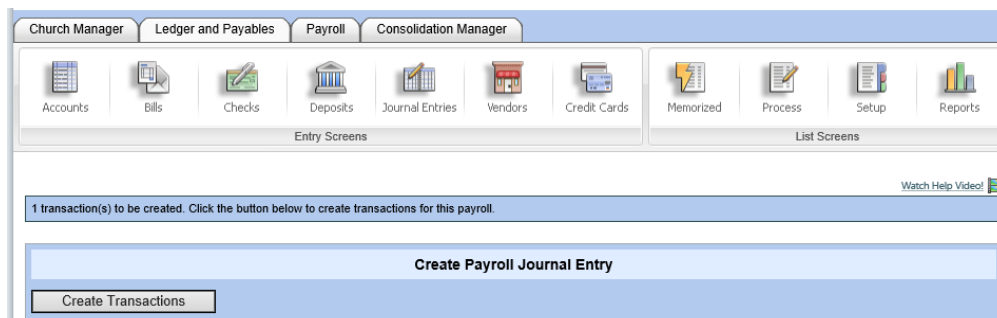
2. ParishSOFT ConnectNow Import

- a. From the Ledger and Payable main dashboard, go to Process > Import Payroll

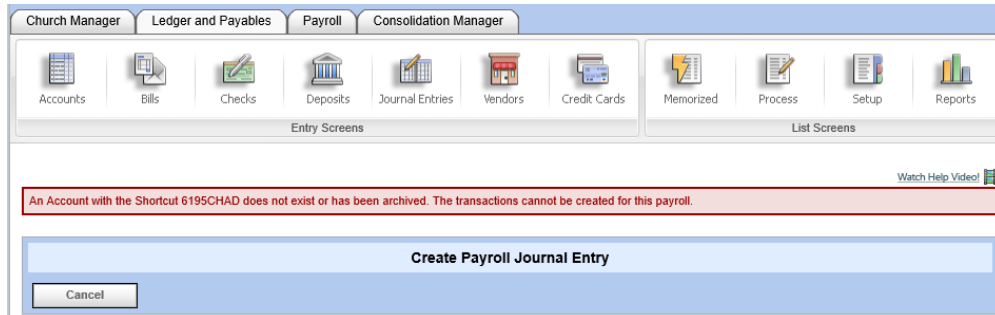


- b. Choose the Paylocity report (saved in step “1(b)” above) to import and click “Import”.

If the import is successful, a prompt to create the Journal Entry will be provided. Click the “Create Transaction” link. Review the Journal Entry by going to: Journal Entry > Find Journal Entry.



If the import is unsuccessful, a warning box will appear and provide reason(s) why the file did not import.



Suggestions to correct:

- i. Ensure all employees are set up correctly in Paylocity (Employee>Work>Dept & Position – review settings for Entity, Department and Account). If used, also check Labor Allocation (Employee> Payroll Setup>Labor Allocation).
- ii. If necessary, add the missing accounts in ParishSOFT ConnectNow.
- iii. Contact a member of the diocesan audit staff in order to request that Paylocity modify the "00 GL Report". (This should only be necessary if the parish has created sub-accounts.)