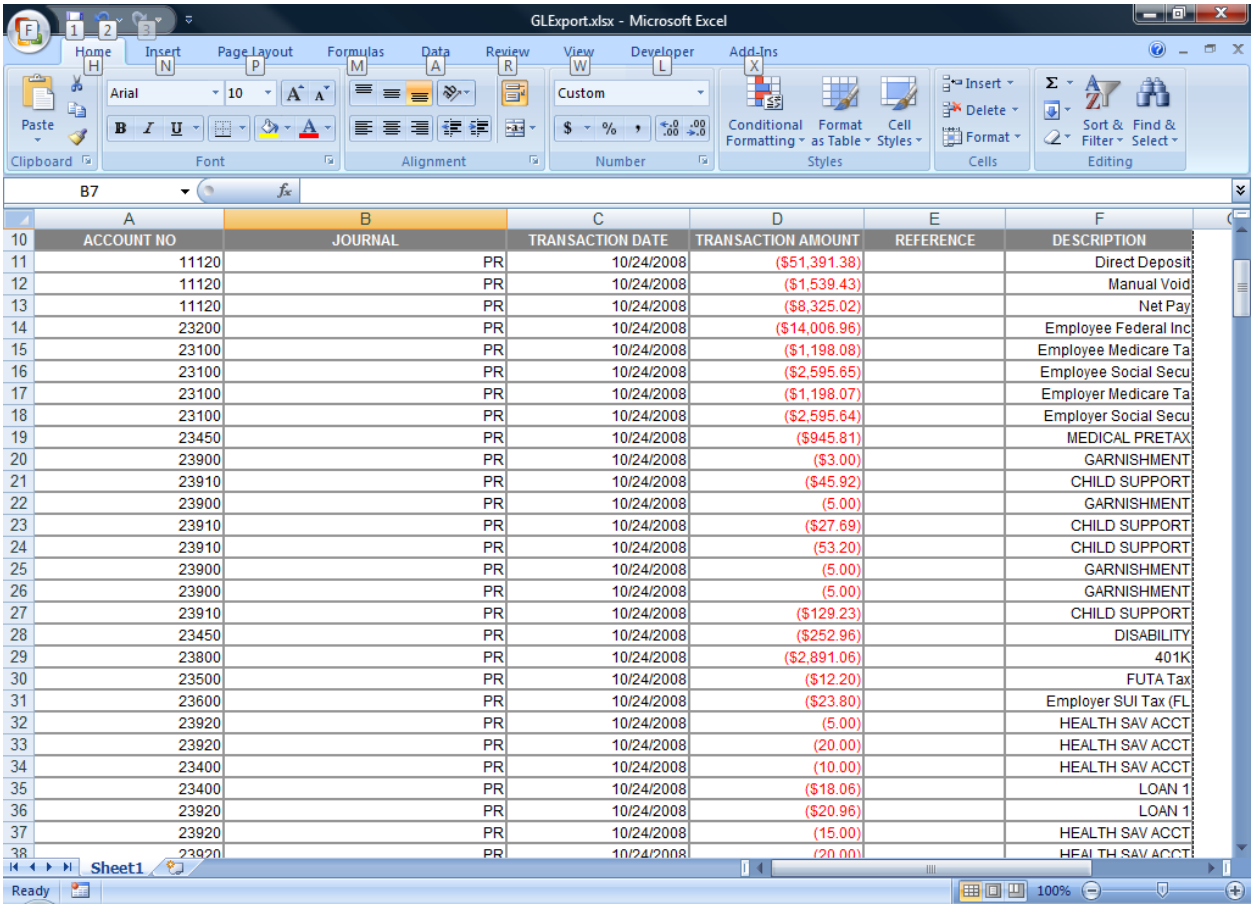
ADP Integration to General Ledger Script

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.



	A	B	C	D	E	F
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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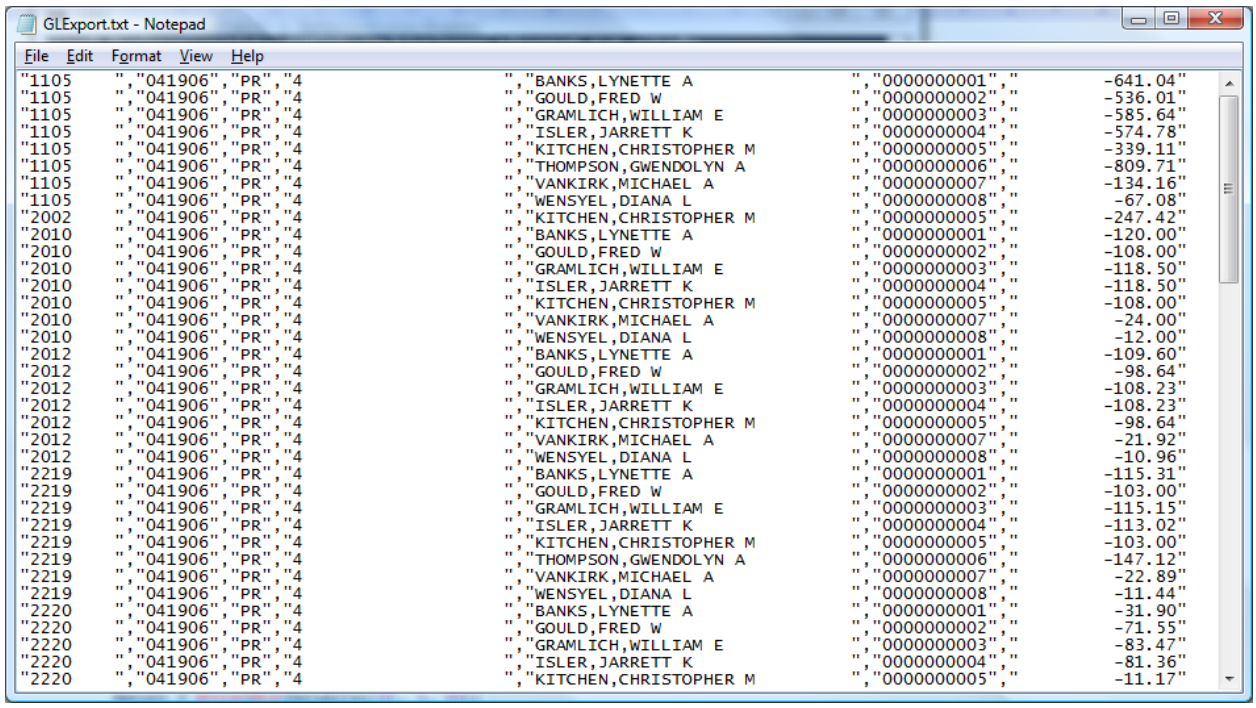

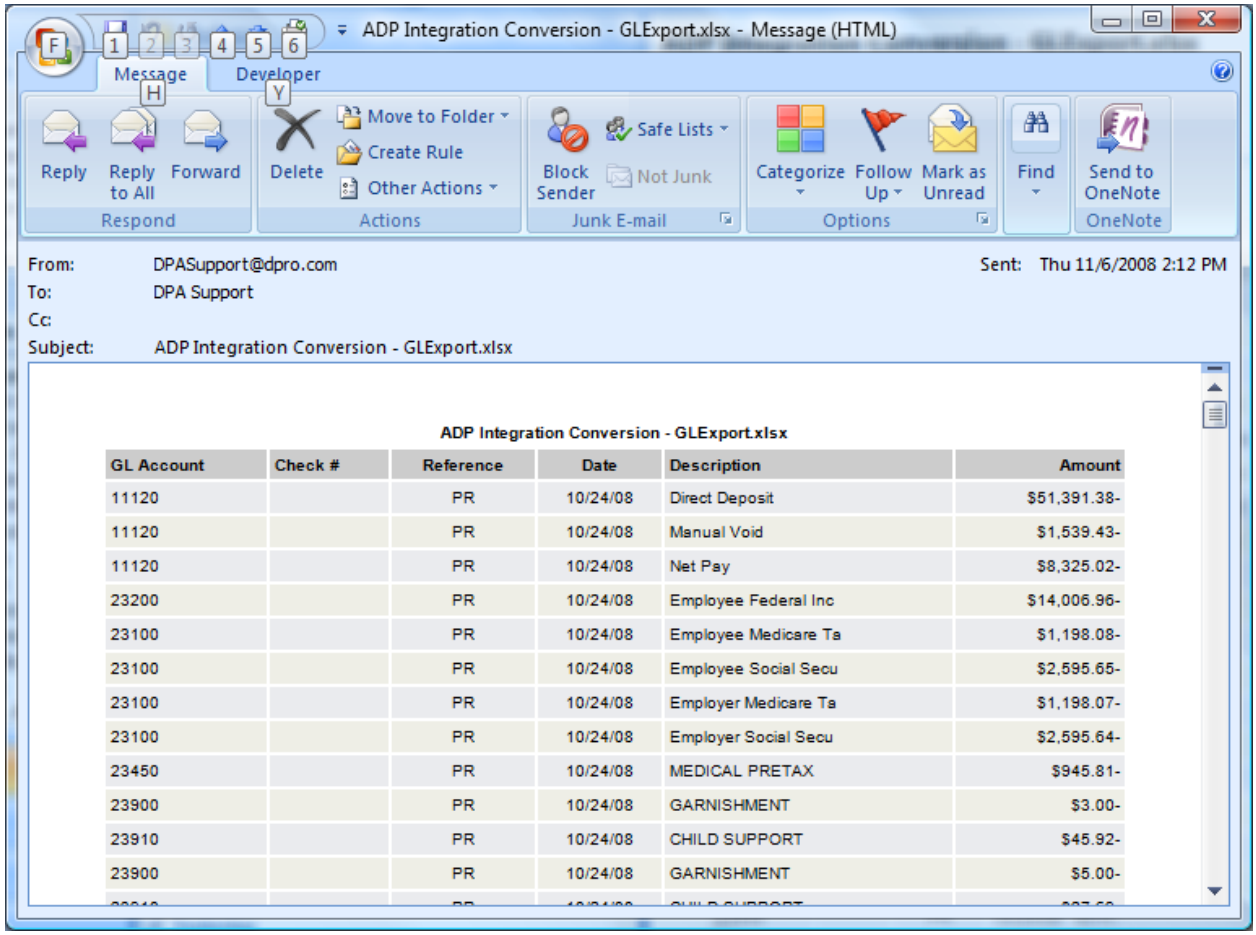

ADP Integration Conversion - GLExport.xlsx

GL Account	Check #	Reference	Date	Description	Amount
11120		PR	10/24/08	Direct Deposit	$51,391.38-
11120		PR	10/24/08	Manual Void	$1,539.43-
11120		PR	10/24/08	Net Pay	$8,325.02-
23200		PR	10/24/08	Employee Federal Inc	$14,006.96-
23100		PR	10/24/08	Employee Medicare Ta	$1,198.08-
23100		PR	10/24/08	Employee Social Secu	$2,595.65-
23100		PR	10/24/08	Employer Medicare Ta	$1,198.07-
23100		PR	10/24/08	Employer Social Secu	$2,595.64-
23450		PR	10/24/08	MEDICAL PRETAX	$945.81-
23900		PR	10/24/08	GARNISHMENT	$3.00-
23910		PR	10/24/08	CHILD SUPPORT	$45.92-
23900		PR	10/24/08	GARNISHMENT	$5.00-

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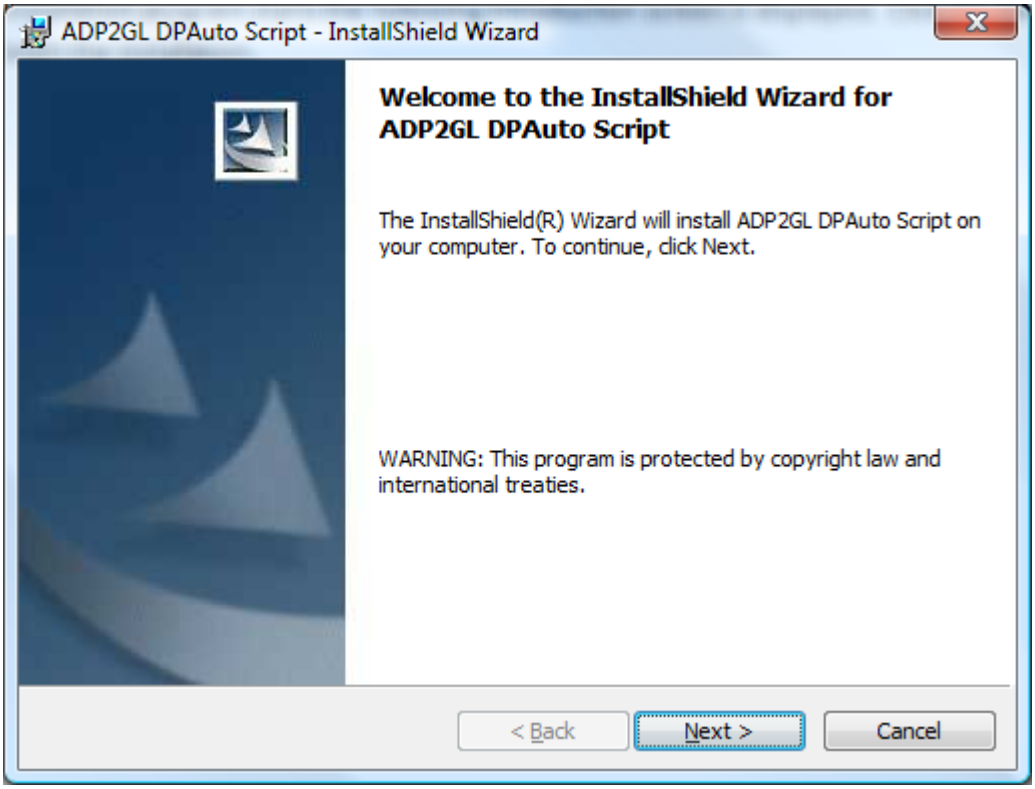
To install the script run the setup program named **ADP2GLSetup.exe** and follow the installation procedures outlined below.

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.

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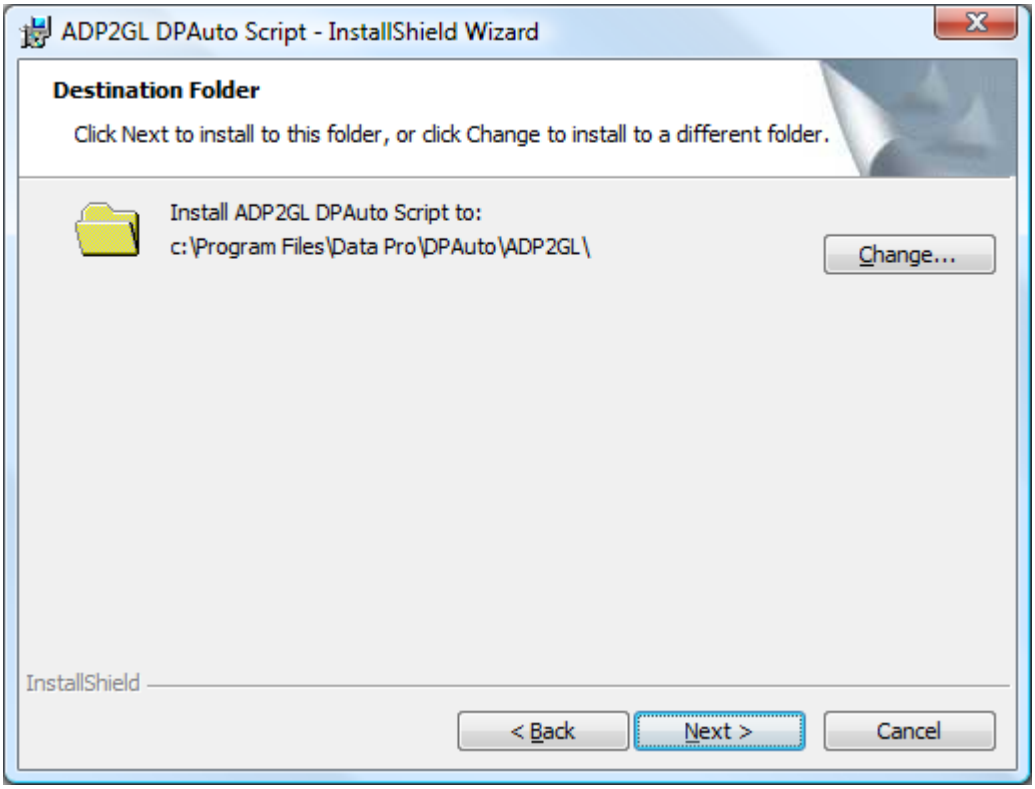
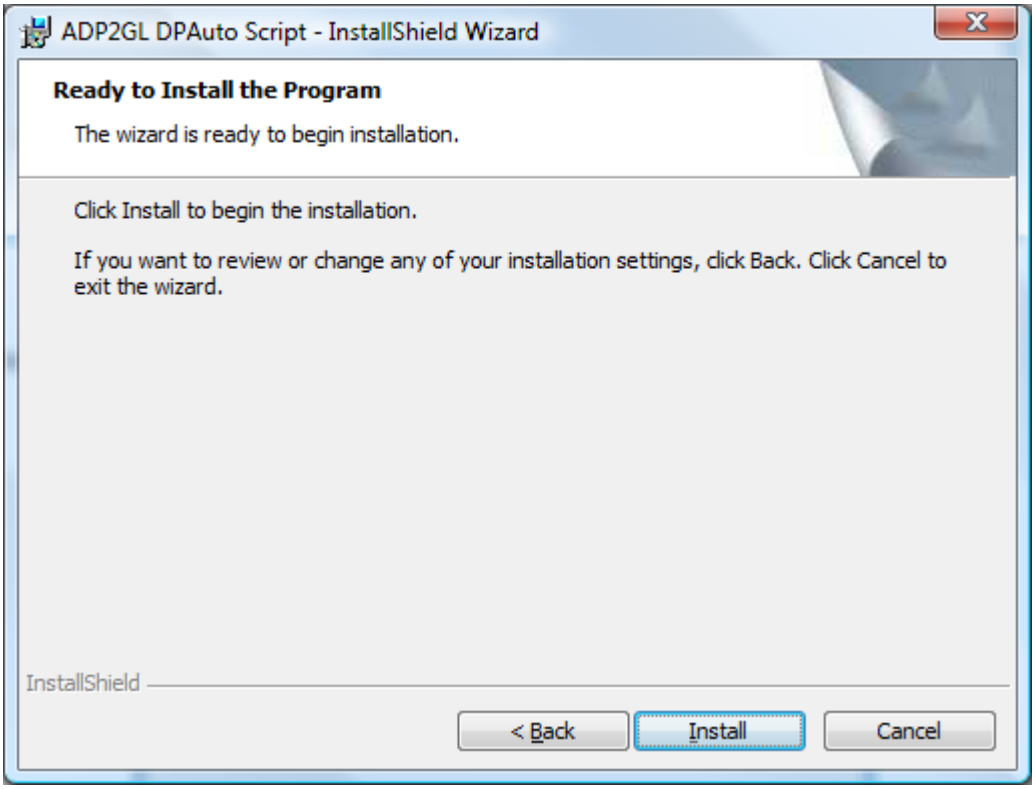


Click the Install button to begin the installation process.



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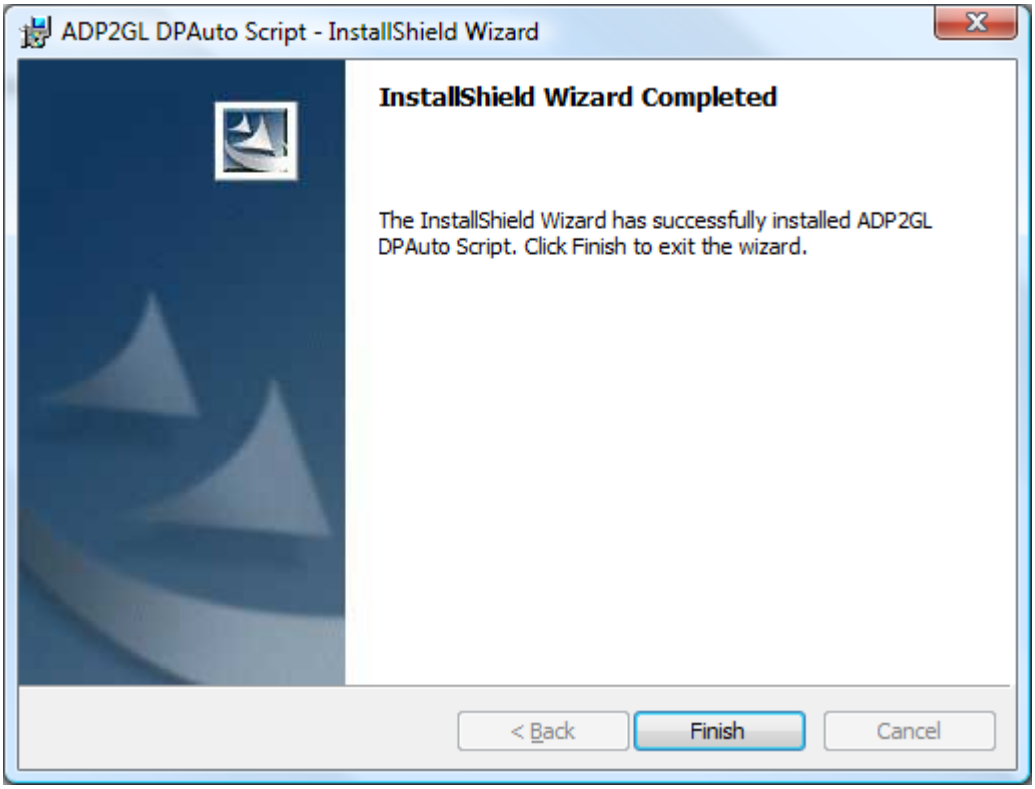
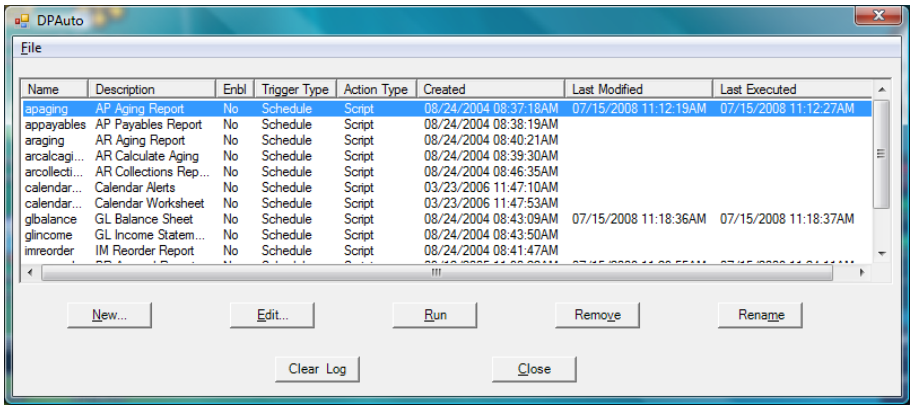
Once the installation has completed click the Finish button to close the setup program.



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.



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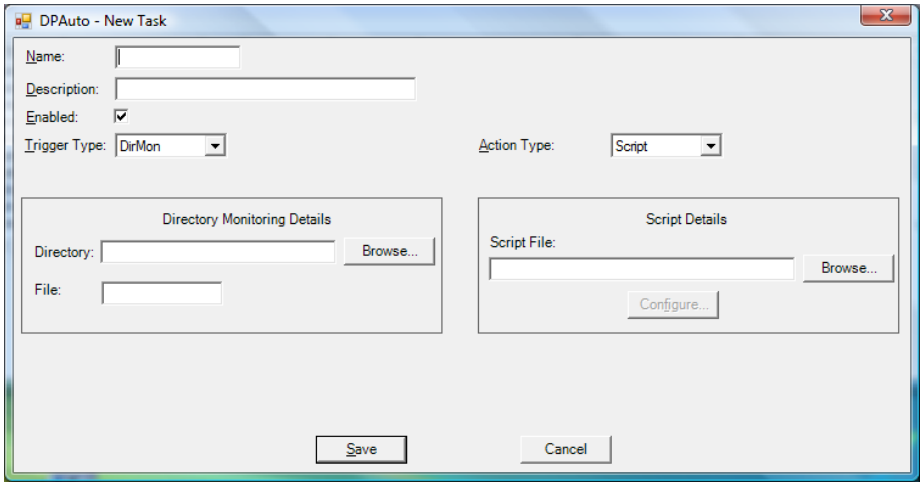
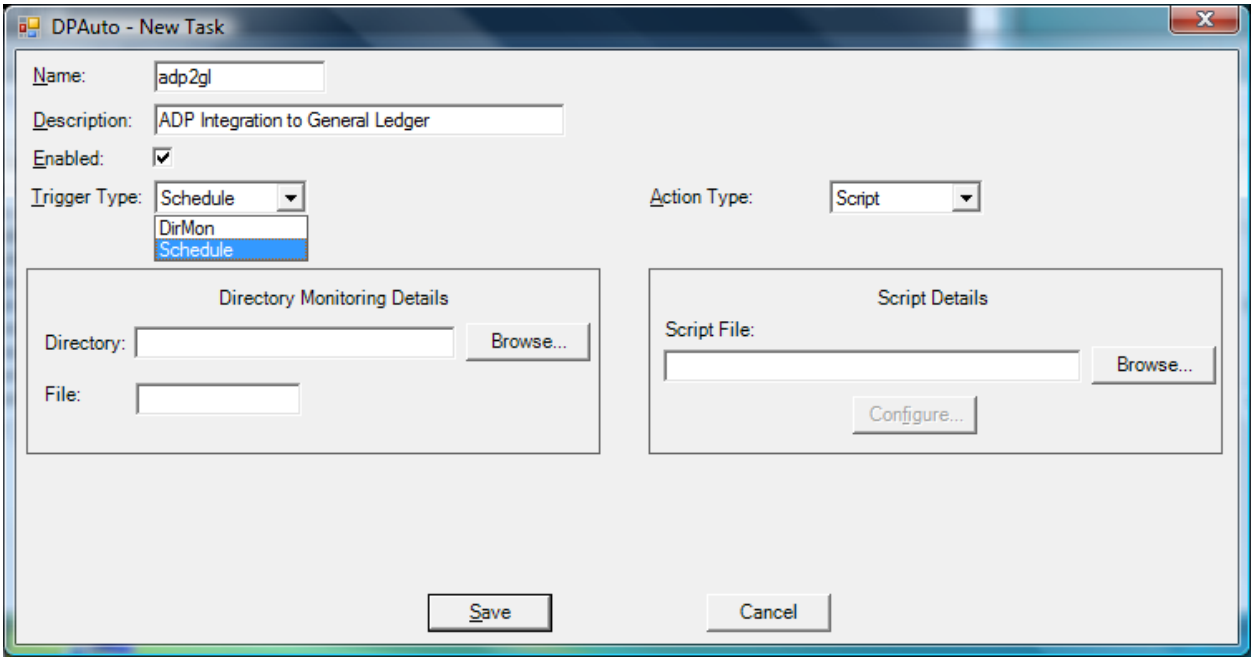
Click on the New button to open the New Task dialog as shown below.



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.



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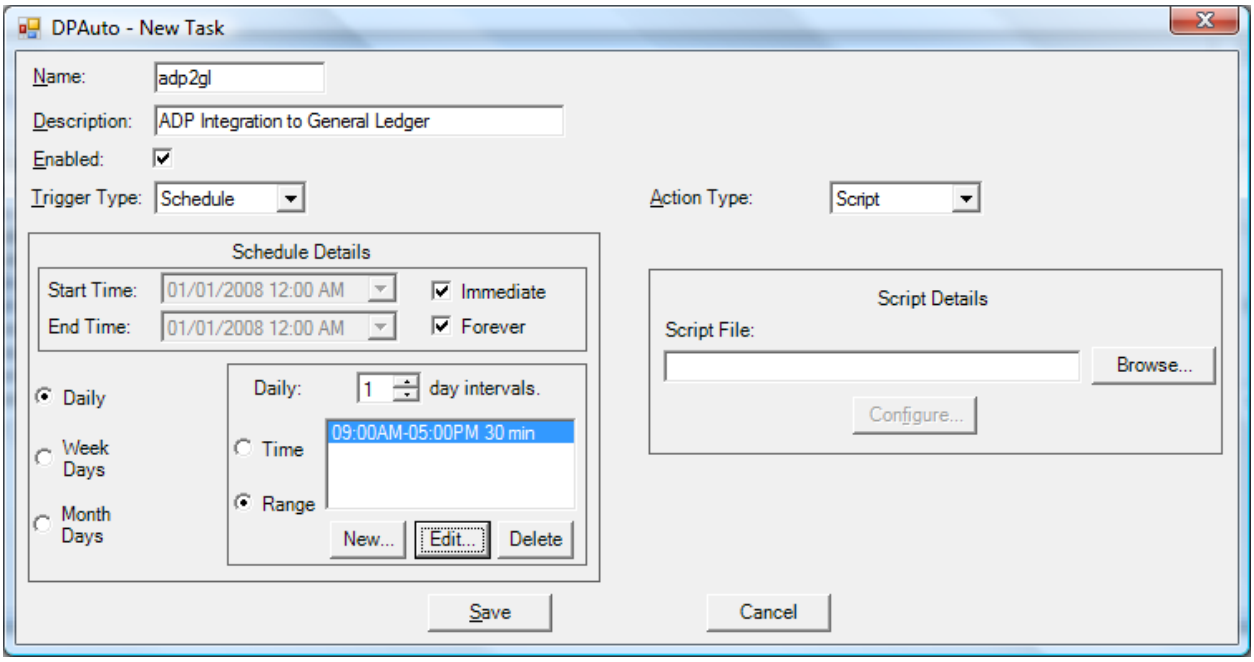
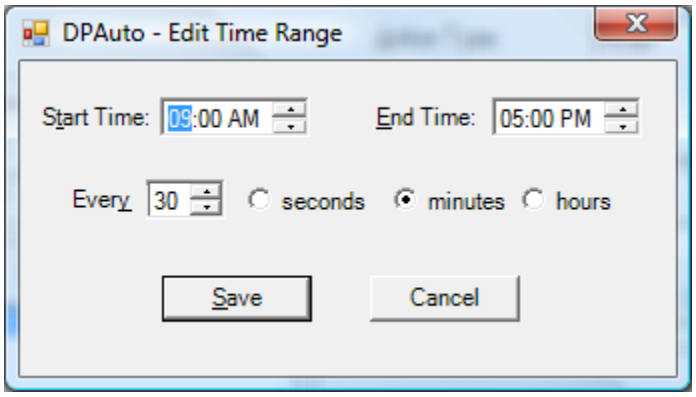
Click on the Range selection and then click Edit to specify the starting and ending time and also the frequency that the script should run.



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



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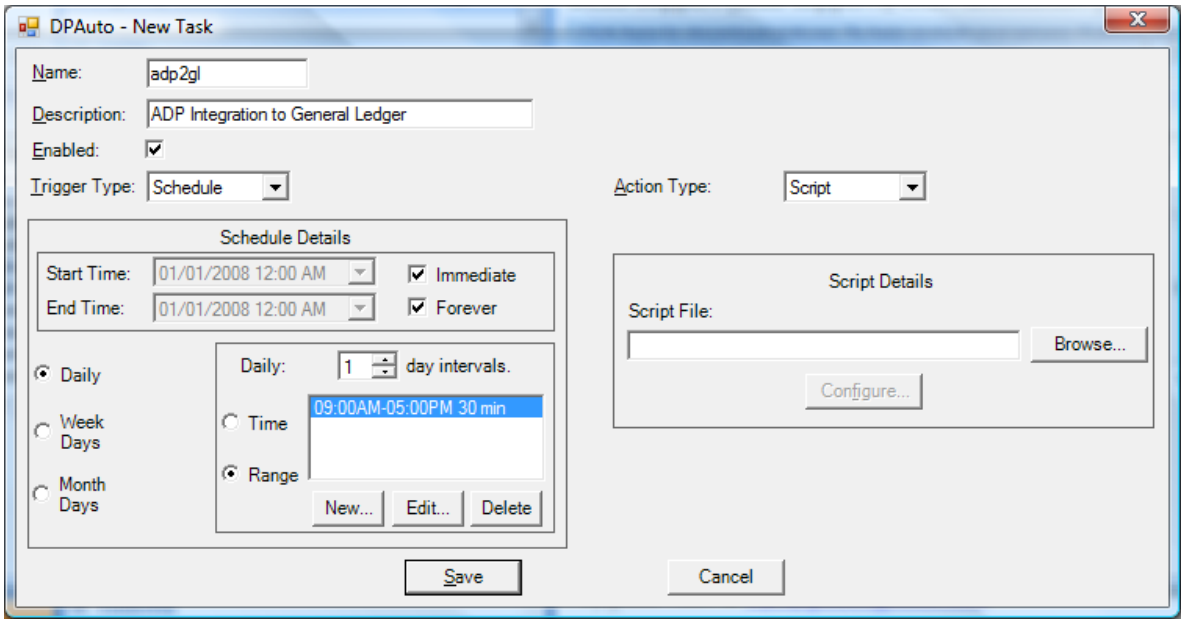
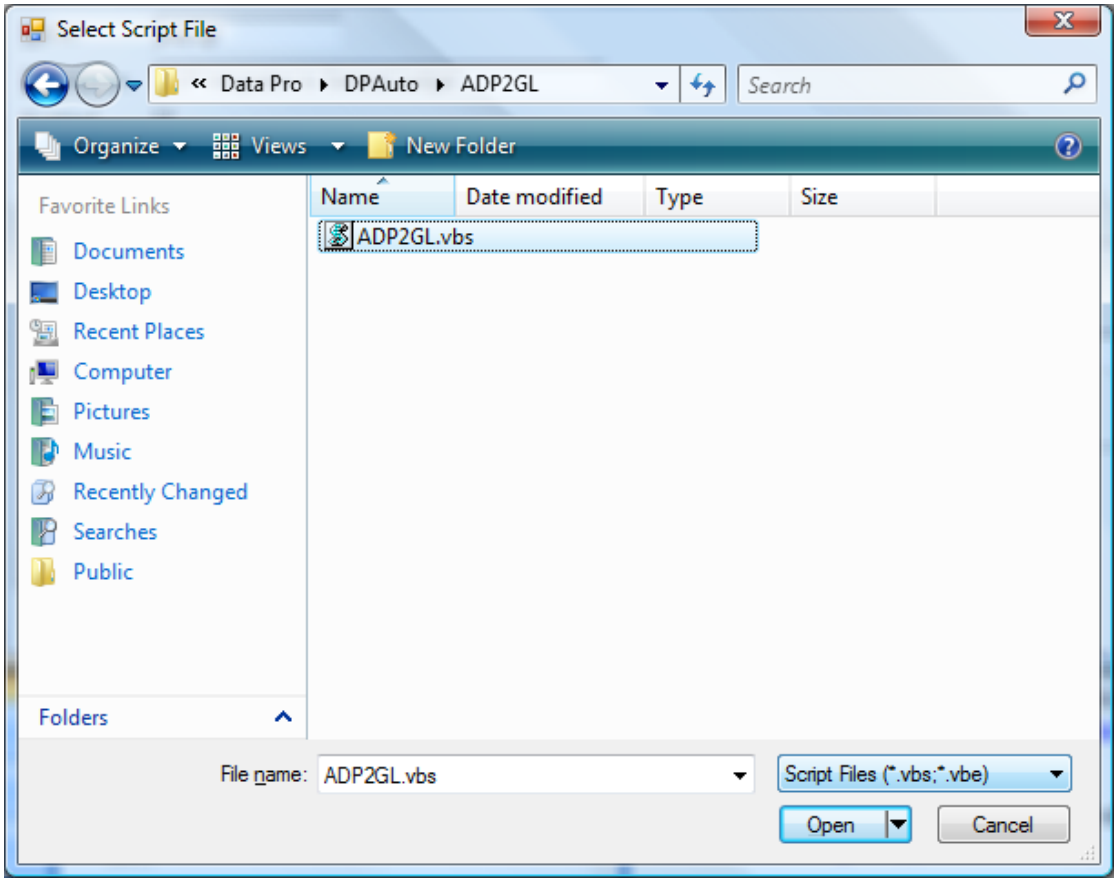
Once the time has been set click on the Browse button to find the path to the script file that was installed.



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



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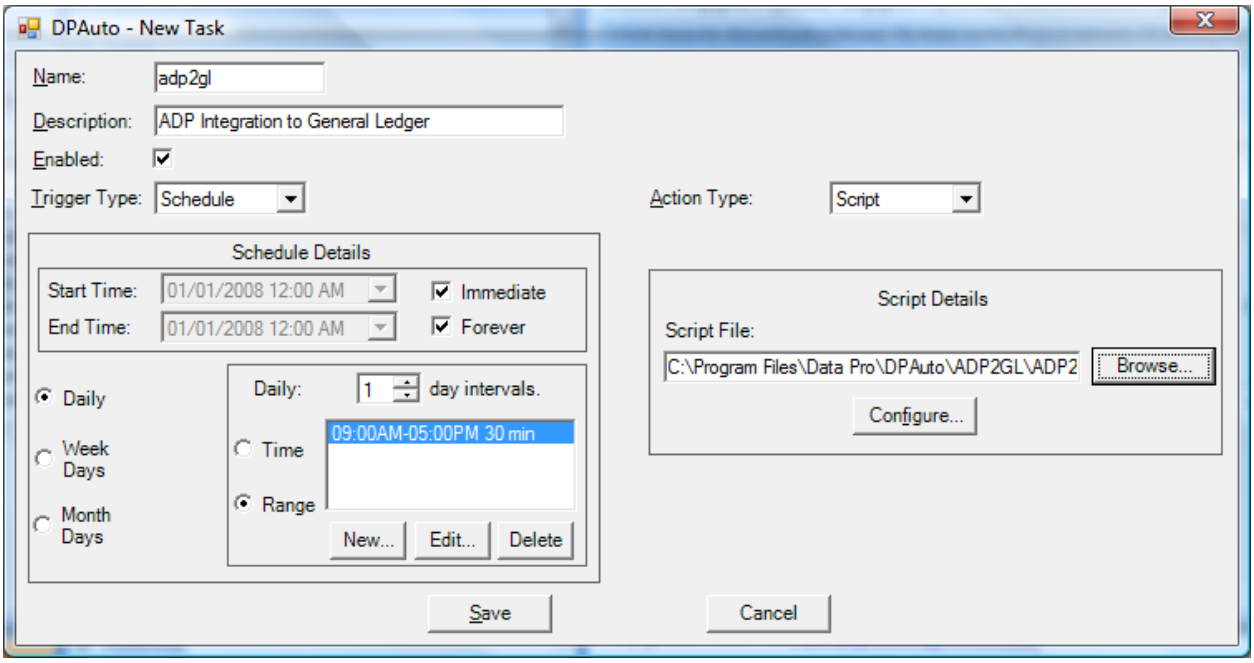
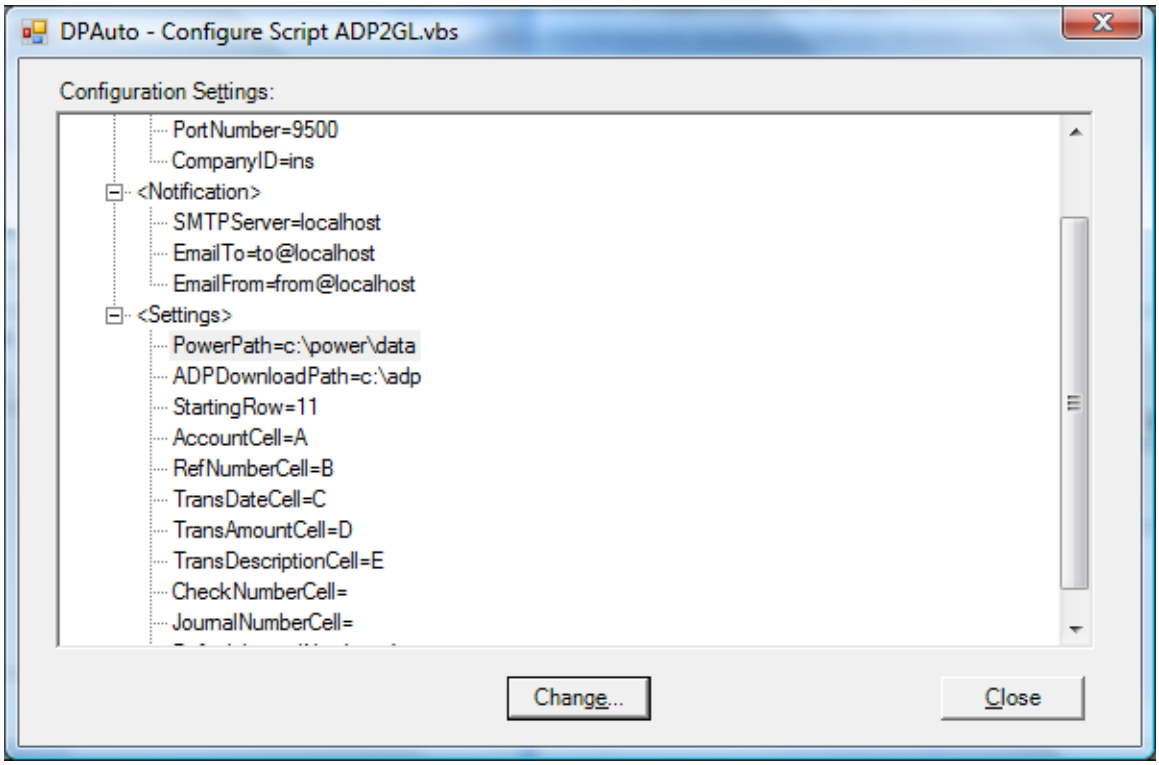
Once the Script File has been specified click on the Configure button to launch the Configuration dialog.



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.



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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.

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