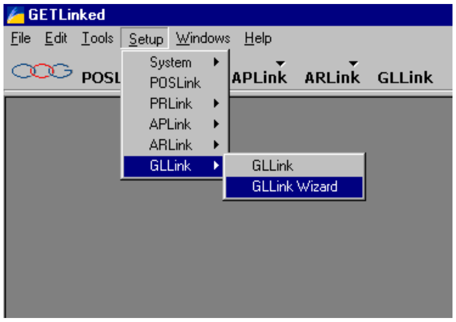
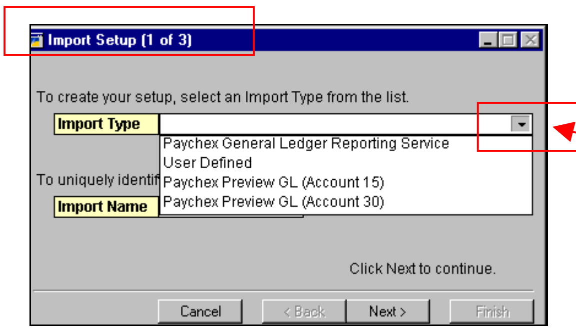


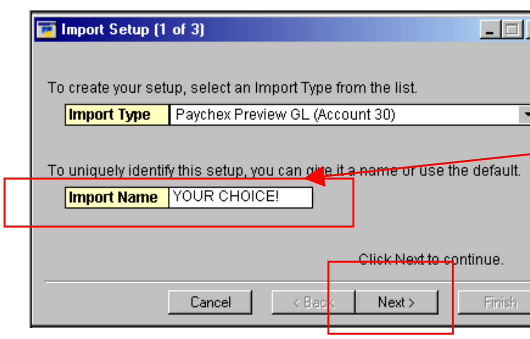
From the GETLinked program, select *Setup>>GLLink>>GLLink Wizard.*



The *Import Setup (1of 3)* window will appear.

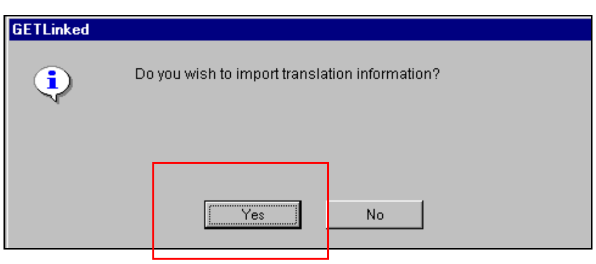
- Click on the drop-down box next to the *Import Type* field.

Note: If you are uncertain which Import Type to select, review your Paychex documentation to verify which numbering system you are using. You will then select the appropriate type of import.



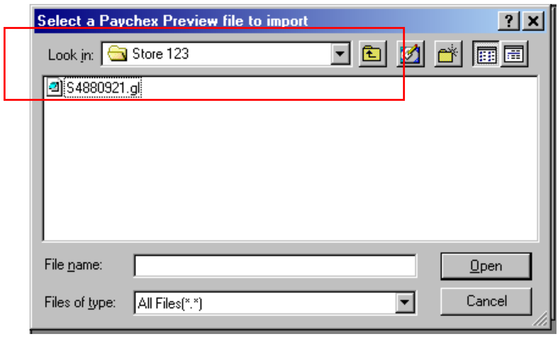
After you make your selection, the *Import Name* will automatically default in for you. You may change the default name by simply highlighting the default name and typing in your unique description!

- Click *Next.*



You will receive a GET Linked message window asking you if you want to import the information.

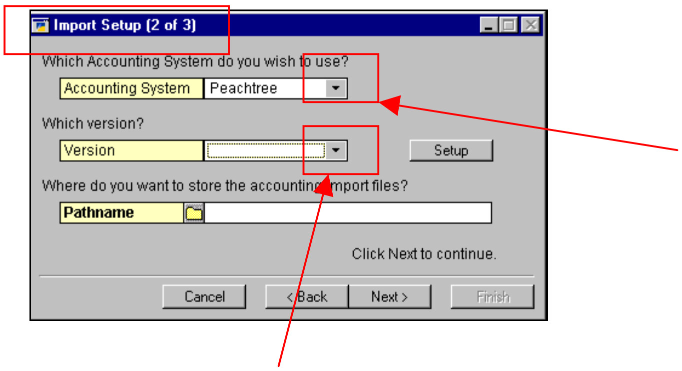
- Select *Yes*.



Next, the *Select a Paychex Preview file to import* window will be displayed.

Select the file you will be importing by browsing your system.

Once you select the file path, the *Import Setup (2 of 3)* window will be displayed.



Here, you will need to choose the system you will be transferring to.

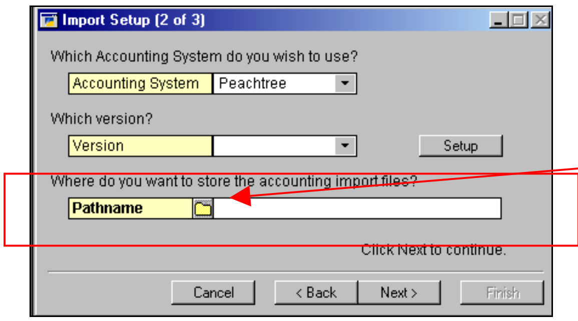
You may use the drop-down box to make your selection. *In this example, the "Peachtree" accounting system is used.*

Check to see if there is a version selection available. If the drop-down box is empty, leave this field blank.

- Press the *Setup* button next to the *Version* field. *Note: Please refer to the appendix section of this manual for the setup information related to the specific system from which the data is being imported. The Setup window specific to the system you selected may contain additional setup buttons. When these buttons are selected, the system may ask for a specific file. If it is asking for a file, the system will open a browse window stating the specific file name it is looking for at the top of the window. Once the correct file is selected, choose Open. The system may ask additional files. It is <u>critical</u> to verify the file names you are selecting.*

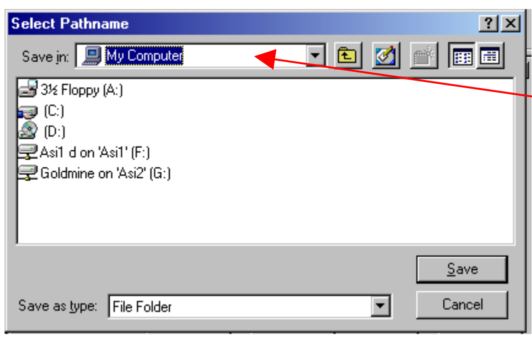
A message window will appear letting you know the files have been transferred!

- Press *OK* to acknowledge the message.

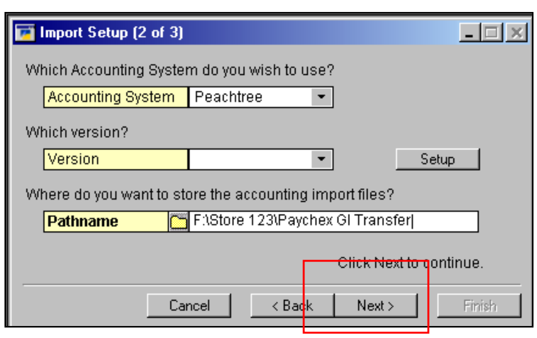


Now you will need to select the *Pathname* for the file you will be transferring to. *This field is user defined!*

- Click on the yellow folder icon button located in the *Pathname* field for quick access!

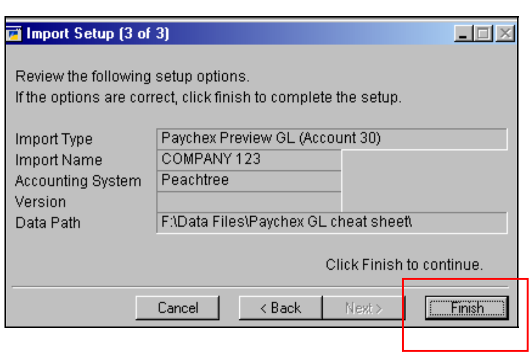


- Again, you will need to select the path by using the *Select Pathname* window.



Notice the *Pathname* field contains data.

- Press *Next* to continue.

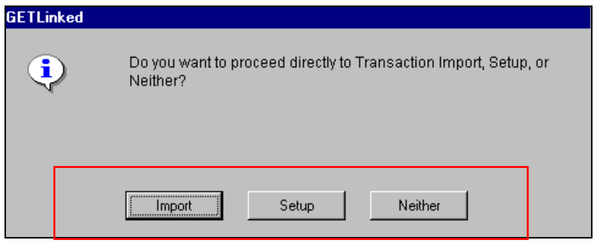


You have now completed the *Import Setup*!

Notice all the fields that had data available in the previous steps contain information.

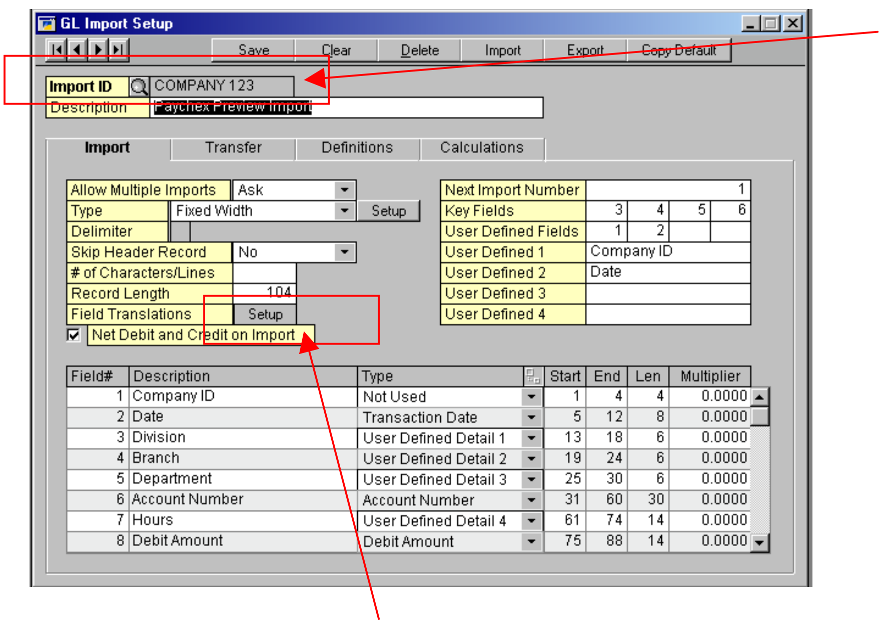
- Click *Finish*.

The message window that appears will ask if you want to Import, Setup or do Neither. The GL Transaction Import window will be presented by pressing the Import Button. Selecting the Setup button will allow the user to continue creating the Location. This choice is almost exclusively used. Depressing the Neither button will simply close all pertinent windows, allowing the user to begin a different process in the GETLinked program



In this example, *Setup* was selected.

The *GL Import Setup* window is now displayed.

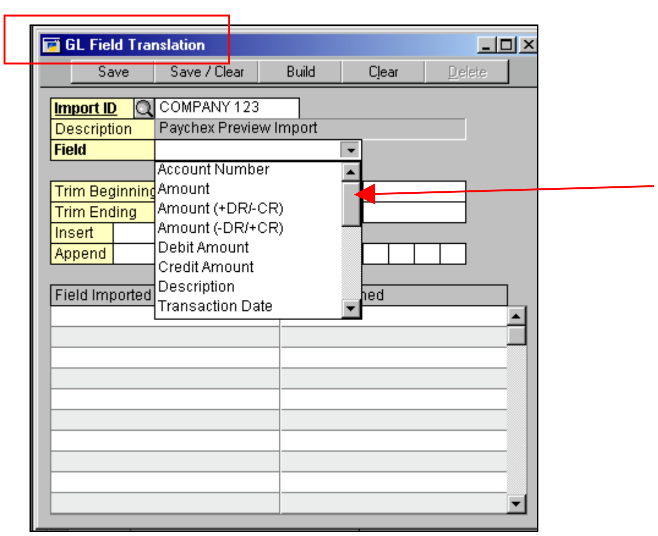


Notice the *Lookup* button next to the *Import ID* field. (*magnifying glass icon!)*

By utilizing this button, you can quickly choose which location you would like to work with.

All these fields have been automatically filled in once the location is selected.

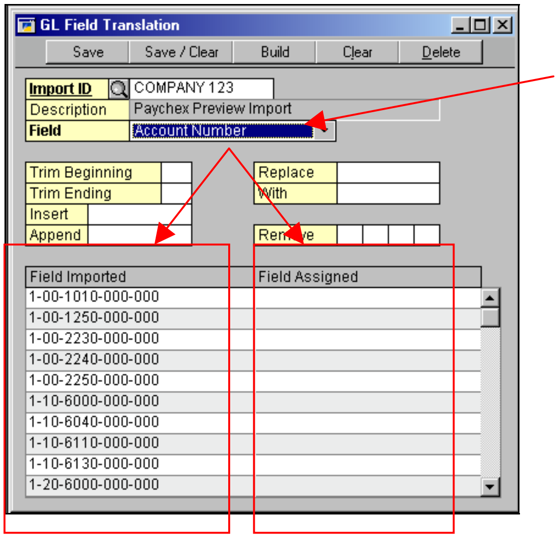
From this point, press the *Setup* button next to the *Field Transaction* field.



The *GL Field Transaction* window is now displayed.

- Select the appropriate field translation by utilizing the drop-down box in *Field* area.

Most often, *Account Number* is selected.

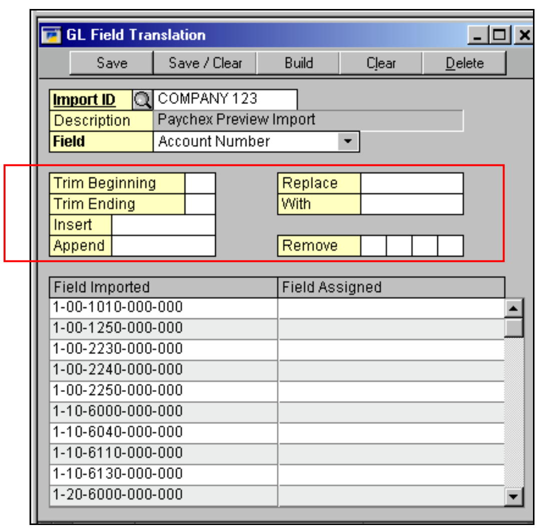


Once the *Field Translation* was selected, data was displayed automatically in the *Field Imported* and *Field Assigned* fields!

In the *Field Imported* section, the figures being displayed are account numbers brought over from Paychex.

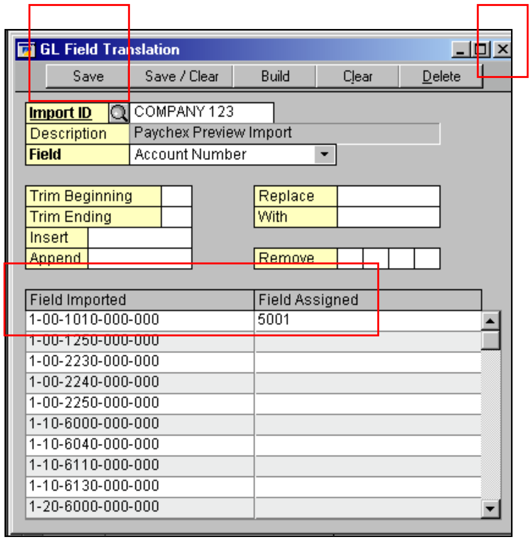
For example purposes, we'll assume that the imported Account numbers do not match the Peachtree chart of accounts. Because these numbers do not coincide, they will require translation.

The GL Field Translation window is used to translate data. You may make changes to the Division, Branch and Departments from this window. This window will allow this sort of conversion.



The *Trim Beginning* field will remove the number of specified characters from the beginning of the imported field. For an account number such as 1-00-1010, enter "5" in the *Trim Beginning* field, and the first 5 characters "1-00-" will be removed, leaving "1010" as the imported account number. *Remember, the changes you make will not affect the import file, your actual account numbers, or your general ledger. These are simply features for your convenience, allowing you to extract only the data you need!* The *Trim Ending* field works in the same manner as the *Trim Beginning*, except this utility will hide the ending number(s) that you select.

The *Insert* field will allow you to do precisely that. If you would like to insert a number or perhaps a dash, this field will allow this sort of modification. Below the *Insert* field is the *Append* field. Here, you will be able to add numbers. You may decide you would like all the account numbers to be followed by the company identifier, or perhaps the department. Simply enter the additional numbers in the *Append* field. The *Replace* field and *With* field are used in unison. If you chose to *Replace* "1" *With* "100", make use of these features by entering the selected numbers accordingly. Finally, the *Remove* fields are used to eliminate certain identifiers. If you would like the "-" dash removed, simply enter the dash, comma or another sort of item or number, in the *Remove* fields. Press *Save* when you have completed your entries.



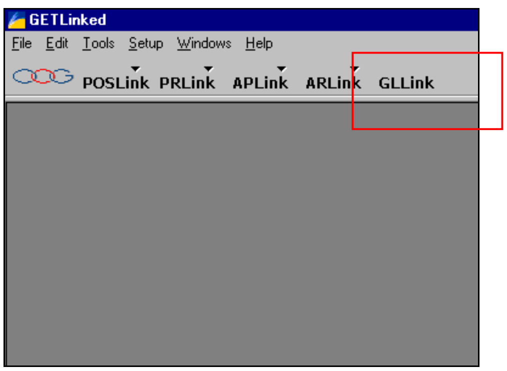
In the *Field Assigned* section, account 5001 means exactly the same as 1-00-1010-000-0000 only in "Peachtree" language.

- Press *Save* and close the window.

Follow these steps to complete the entire list of accounts.

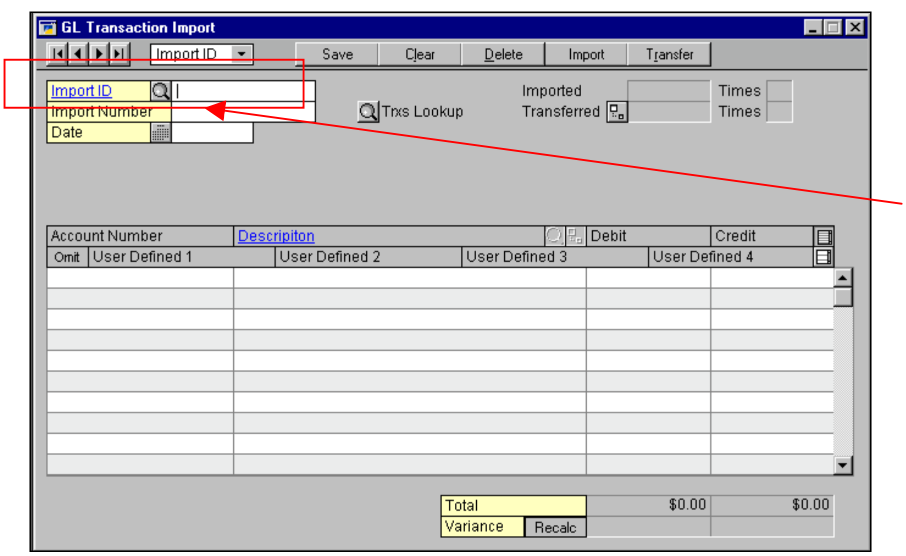
You may press *Save* once all the accounts have been entered.

After all the accounts in the *Field Imported* segment contain corresponding data in the *Field Assigned* portion, proceed to the *GL Transaction Import* window.



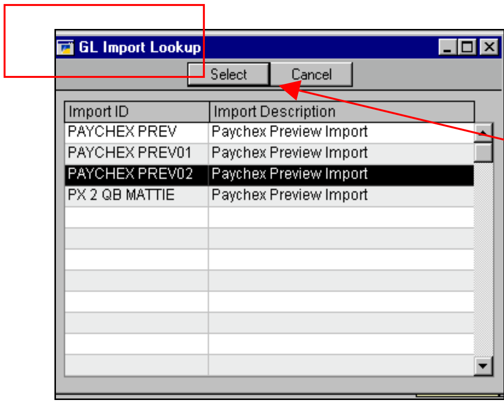
First, click on the *GLLink* button located on the GETLinked menu bar.

Once pressed, the *GL Traction Import* window will be displayed.

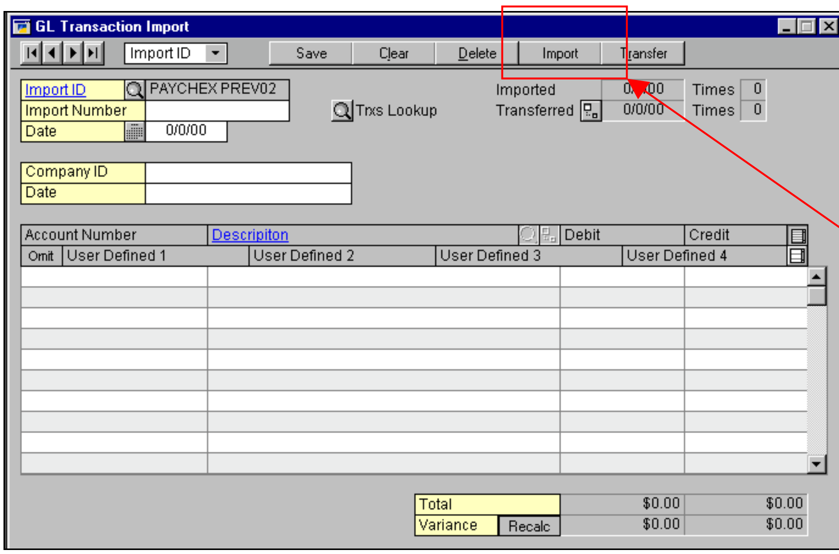


You will be working in the *GL Transaction Import* window.

Click the Import ID lookup button to choose the location you would like to work with.



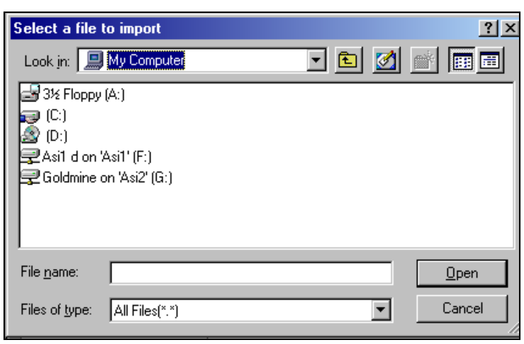
You will see the *GL Import Lookup* window. Here, either double-click on your choice or highlight the selection and press *Select*.



At this point, the *Import ID* field will be populated.

It will not be necessary to enter a Date.

- Simply press the *Import* button.

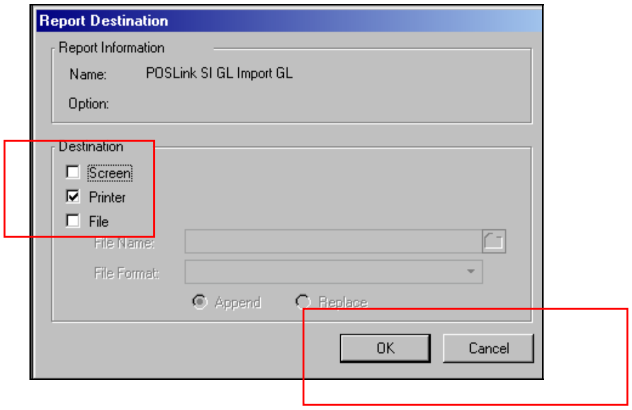


After pressing the *Import* button, you will again need to select the *Pathname* you will be importing.

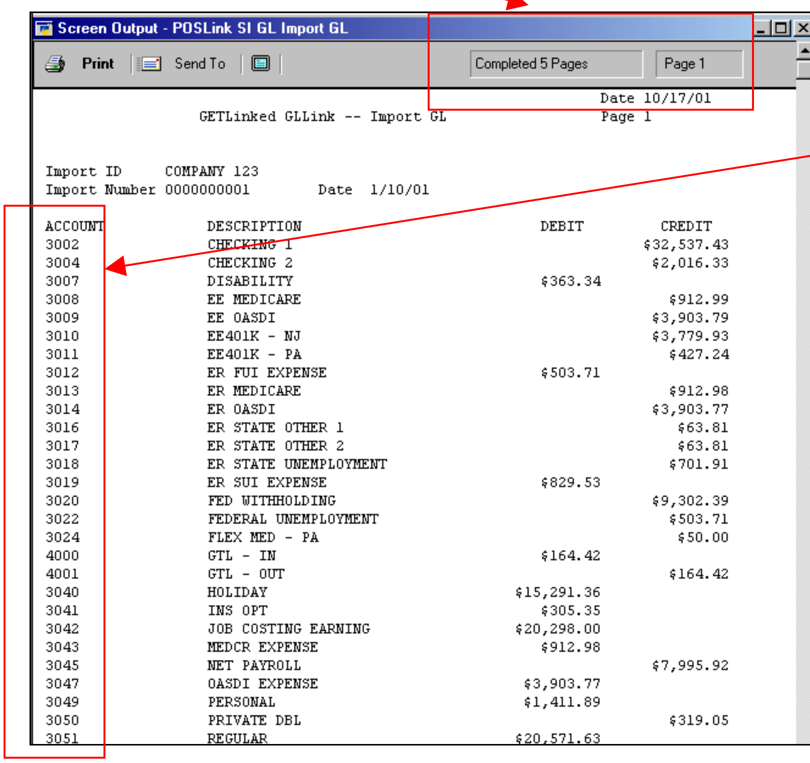
The *Select a File to import* window will be presented to make your selection.

Once the path is selected, the *GL Transaction Import* window will populate with data.

At the same time, the *Report Destination* window will appear. You may either choose to view the report from the *Screen, Printer* or save the report to a *File*. *You can simply click Cancel if you choose not to view it at all!*



Notice the top of the report lists the total number of pages as well as displaying the current page being viewed.



Date 10/17/01
GETLinked GLLink -- Import GL Page 1

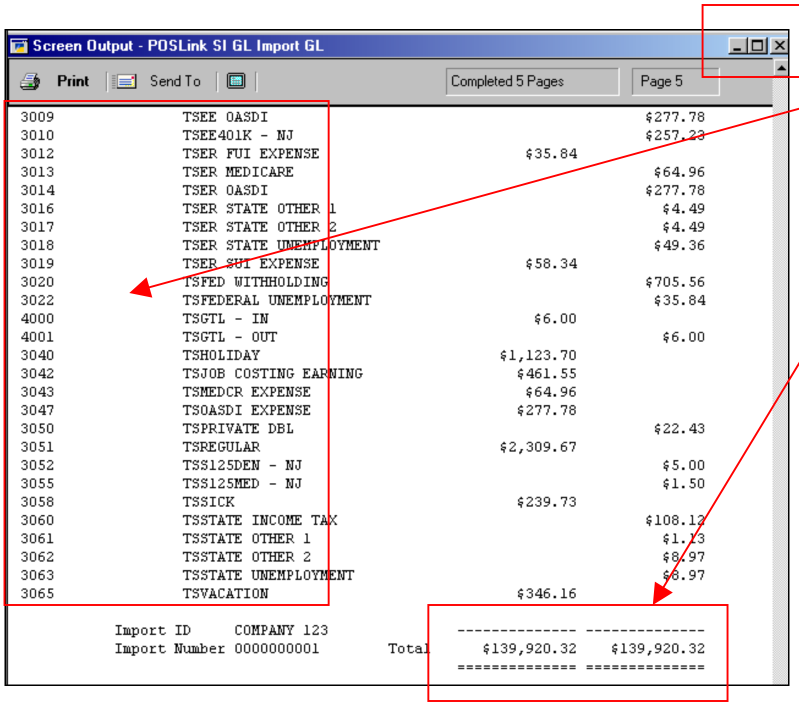
Import ID COMPANY 123
Import Number 0000000001 Date 1/10/01

ACCOUNT	DESCRIPTION	DEBIT	CREDIT
3002	CHECKING 1		$32,537.43
3004	CHECKING 2		$2,016.33
3007	DISABILITY	$363.34	
3008	EE MEDICARE		$912.99
3009	EE OASDI		$3,903.79
3010	EE401K - NJ		$3,779.93
3011	EE401K - PA		$427.24
3012	ER FUI EXPENSE	$503.71	
3013	ER MEDICARE		$912.98
3014	ER OASDI		$3,903.77
3016	ER STATE OTHER 1		$63.81
3017	ER STATE OTHER 2		$63.81
3018	ER STATE UNEMPLOYMENT		$701.91
3019	ER SUI EXPENSE	$829.53	
3020	FED WITHHOLDING		$9,302.39
3022	FEDERAL UNEMPLOYMENT		$503.71
3024	FLEX MED - PA		$50.00
4000	GTL - IN	$164.42	
4001	GTL - OUT		$164.42
3040	HOLIDAY	$15,291.36	
3041	INS OPT	$305.35	
3042	JOB COSTING EARNING	$20,298.00	
3043	MEDCR EXPENSE	$912.98	
3045	NET PAYROLL		$7,995.92
3047	OASDI EXPENSE	$3,903.77	
3049	PERSONAL	$1,411.89	
3050	PRIVATE DBL		$319.05
3051	REGULAR	$20,571.63	

For this example, *Screen* was selected.

Notice the account numbers that were set up during the *GL Field Transaction* setup process are being displayed.

For this example, the first and last pages will be displayed.



Screen Output - POSLink SI GL Import GL

Print | Send To | Completed 5 Pages | Page 5

3009	TSEE OASDI		$277.78
3010	TSEE401K - NJ		$257.23
3012	TSER FUI EXPENSE	$35.84	
3013	TSER MEDICARE		$64.96
3014	TSER OASDI		$277.78
3016	TSER STATE OTHER 1		$4.49
3017	TSER STATE OTHER 2		$4.49
3018	TSER STATE UNEMPLOYMENT		$49.36
3019	TSER SUI EXPENSE	$58.34	
3020	TSFED WITHHOLDING		$705.56
3022	TSFEDERAL UNEMPLOYMENT		$35.84
4000	TSGTL - IN	$6.00	
4001	TSGTL - OUT		$6.00
3040	TSHOLIDAY	$1,123.70	
3042	TSJOB COSTING EARNING	$461.55	
3043	TSMEDCR EXPENSE	$64.96	
3047	TSOASDI EXPENSE	$277.78	
3050	TSPRIVATE DBL		$22.43
3051	TSREGULAR	$2,309.67	
3052	TSS125DEN - NJ		$5.00
3055	TSS125MED - NJ		$1.50
3058	TSSICK	$239.73	
3060	TSSTATE INCOME TAX		$108.12
3061	TSSTATE OTHER 1		$1.13
3062	TSSTATE OTHER 2		$8.97
3063	TSSTATE UNEMPLOYMENT		$8.97
3065	TSVACATION	$346.16	

Import ID COMPANY 123
Import Number 0000000001 Total $139,920.32 $139,920.32

Review the report to confirm the data. Be sure there are no account numbers or descriptions that have been imported incorrectly or missing.

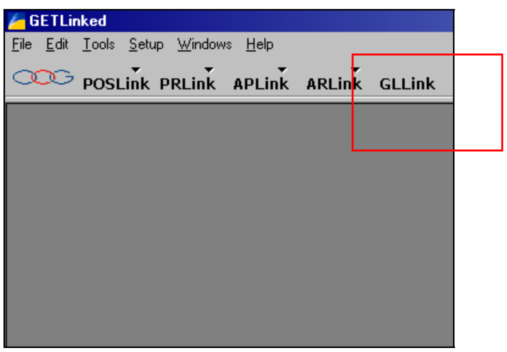
Notice the total balance.

This figure for the example is quite high. This is due to ALL the accounts being imported, thus resulting in DOUBLE POSTING.

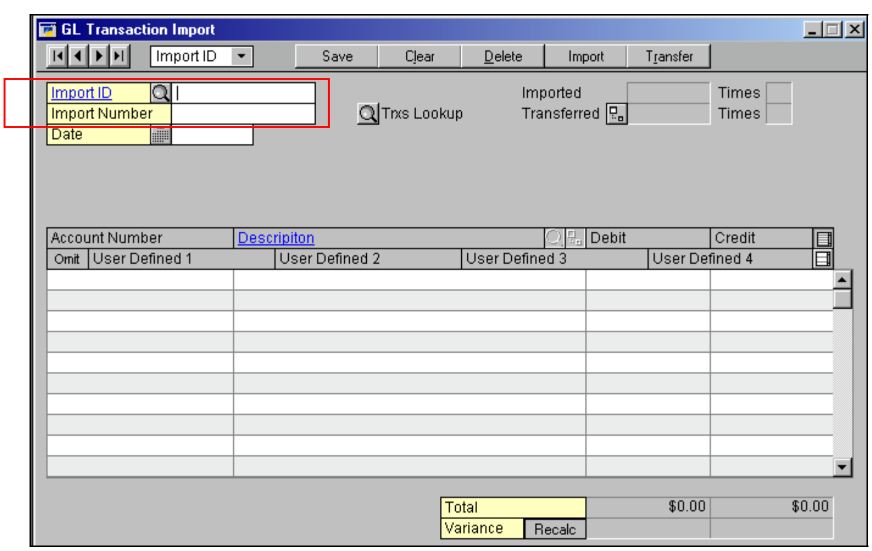
You will need to determine if you would like to view data either by the total or by detail.

You may close this report window when you have completed the assessment.

Once you have determined how you would like to view your data, you will now manage each account accordingly.

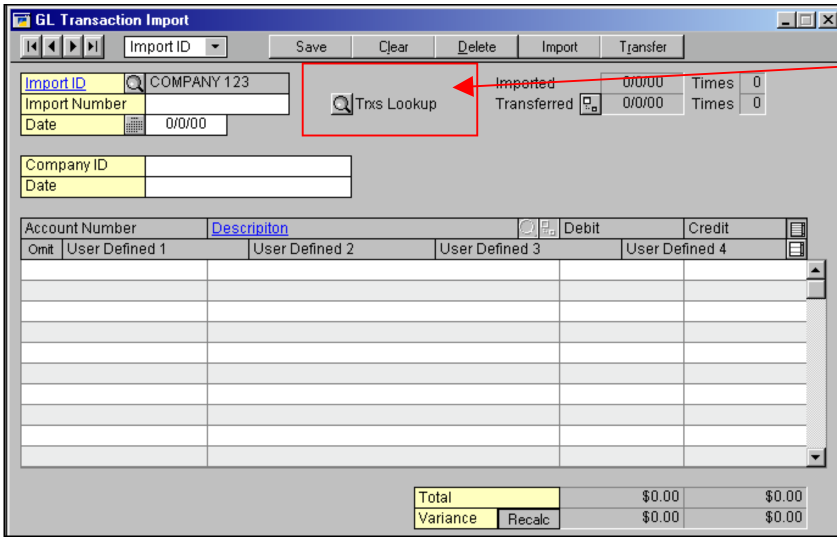


From the GETLinked program, select the *GLLink* button.



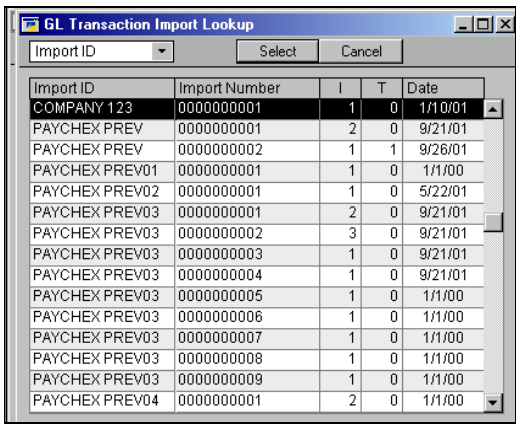
Again, you will be presented with the *GL Transaction Import* window.

- Select your location by utilizing the *Lookup* button *(magnifying glass icon!)* located within the Import ID field.



Once you select your location, press the *Transfer Lookup* button.

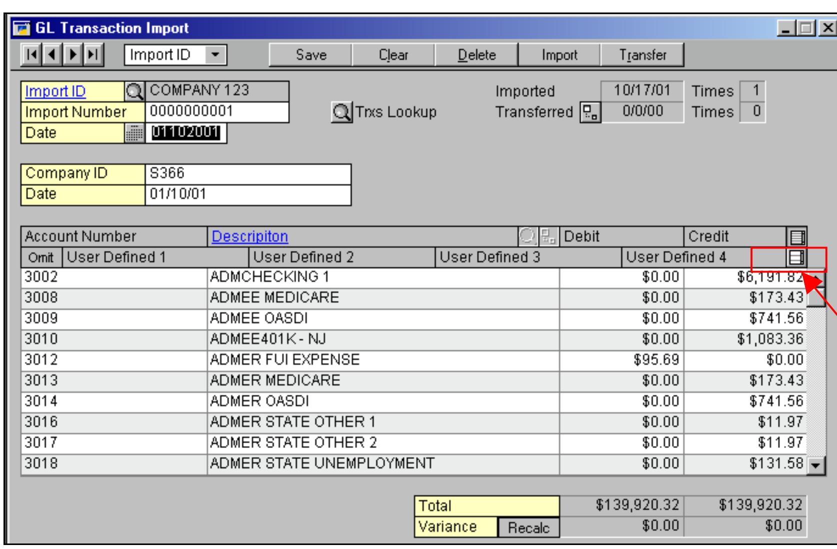
This feature allows you to access all the imports previously completed.



From the *GL Transaction Import Lookup* window, simply choose the date you were working with.

You may do this by both highlighting the date and pressing *Select*, or you may simply double-click on your choice!

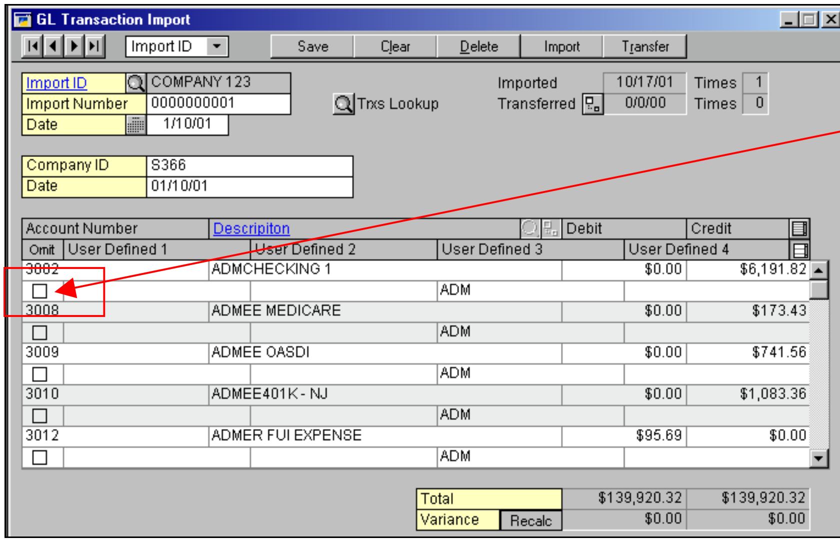
Immediately following your selection, you will again be presented with the *GL Transaction Import* window.



Notice all the fields are populated.

From this window, you will omit the accounts that you do not wish to process in future imports.

To begin, press the *expansion* button in the *User Defined 4* field.



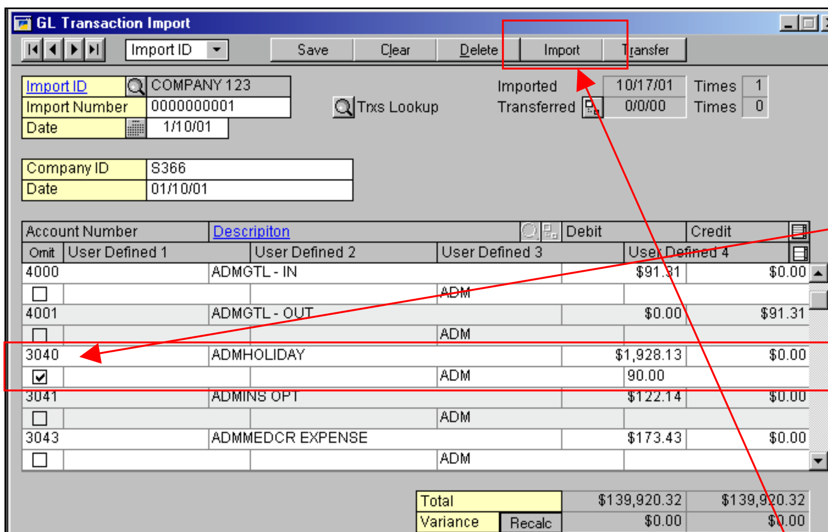
You have essentially "expanded" into the window.

Notice the checkboxes that have become available for omission.

By scrolling through the accounts, simply place a check in the *Omit* checkbox.

*Note: **This attribute is permanent**. It is imperative that the user be completely sure the accounts selected will not be needed in the future.*

For our example, we will view the total of each account, and omit the detail accounts.

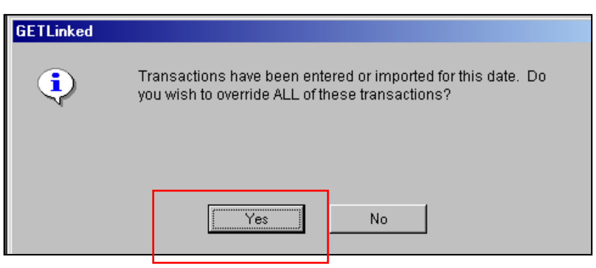


After utilizing the scroll bar, all the detail accounts were selected for omission.

Notice the check placed in the *Omit* checkbox.

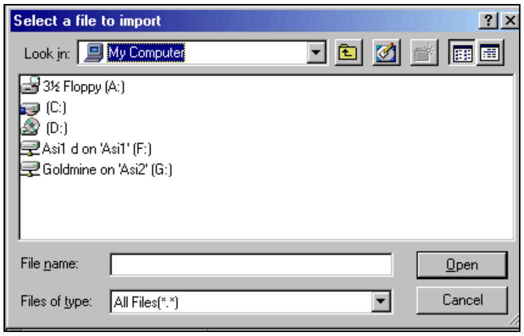
In the following steps, all the detail accounts for the various departments will be omitted.

Once all the selected accounts have been omitted, press the *Import* button to update the file.

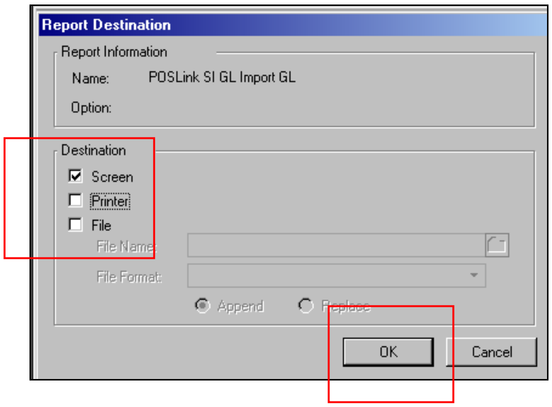


This GETLinked message box will appear asking if you would like to override the previous import.

- Select *Yes* to proceed.

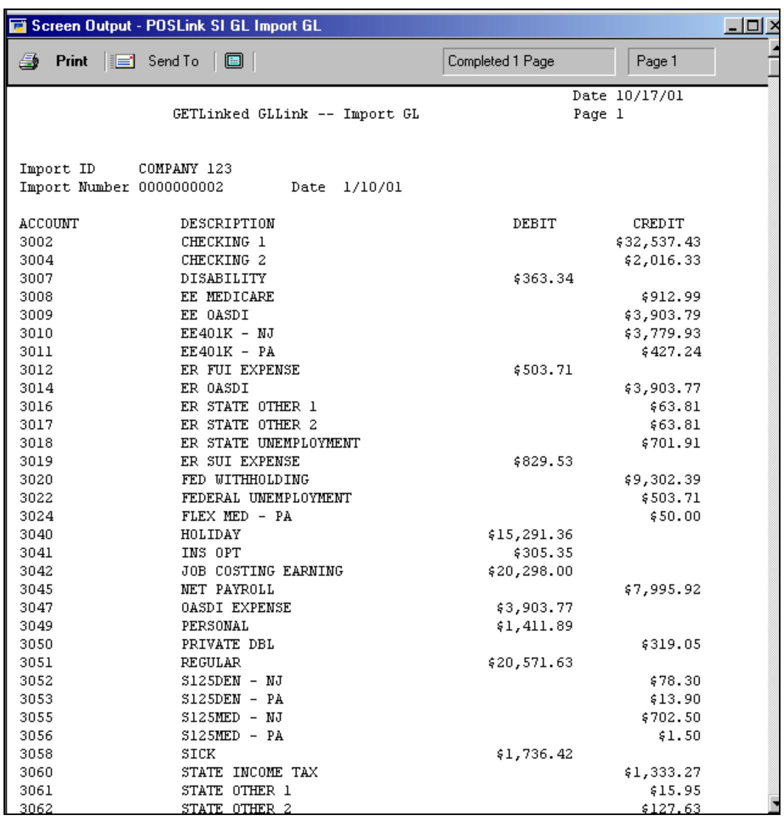


Again, you will be prompted to select a file.



Select *Screen* when the *Report Destination* window is displayed.

Press *OK*.



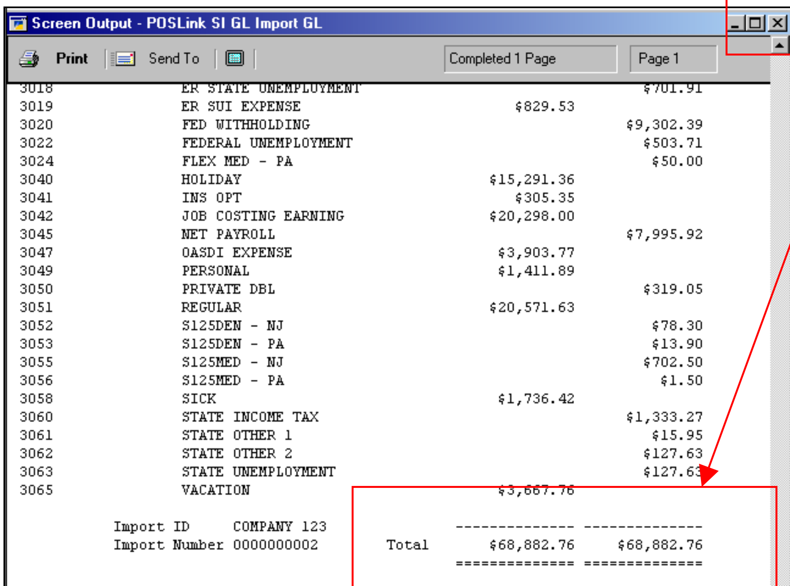
Date 10/17/01
GETLinked GLLink -- Import GL
Page 1

Import ID COMPANY 123
Import Number 0000000002 Date 1/10/01

ACCOUNT	DESCRIPTION	DEBIT	CREDIT
3002	CHECKING 1		$32,537.43
3004	CHECKING 2		$2,016.33
3007	DISABILITY	$363.34	
3008	EE MEDICARE		$912.99
3009	EE OASDI		$3,903.79
3010	EE401K - NJ		$3,779.93
3011	EE401K - PA		$427.24
3012	ER FUI EXPENSE	$503.71	
3014	ER OASDI		$3,903.77
3016	ER STATE OTHER 1		$63.81
3017	ER STATE OTHER 2		$63.81
3018	ER STATE UNEMPLOYMENT		$701.91
3019	ER SUI EXPENSE	$829.53	
3020	FED WITHHOLDING		$9,302.39
3022	FEDERAL UNEMPLOYMENT		$503.71
3024	FLEX MED - PA		$50.00
3040	HOLIDAY	$15,291.36	
3041	INS OPT	$305.35	
3042	JOB COSTING EARNING	$20,298.00	
3045	NET PAYROLL		$7,995.92
3047	OASDI EXPENSE	$3,903.77	
3049	PERSONAL	$1,411.89	
3050	PRIVATE DBL		$319.05
3051	REGULAR	$20,571.63	
3052	S125DEN - NJ		$78.30
3053	S125DEN - PA		$13.90
3055	S125MED - NJ		$702.50
3056	S125MED - PA		$1.50
3058	SICK	$1,736.42	
3060	STATE INCOME TAX		$1,333.27
3061	STATE OTHER 1		$15.95
3062	STATE OTHER 2		$127.63

The final report!

Notice all the detail accounts have been omitted.



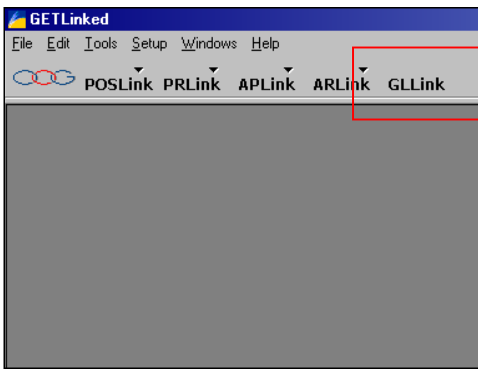
3018	ER STATE UNEMPLOYMENT		$701.91
3019	ER SUI EXPENSE	$829.53	
3020	FED WITHHOLDING		$9,302.39
3022	FEDERAL UNEMPLOYMENT		$503.71
3024	FLEX MED - PA		$50.00
3040	HOLIDAY	$15,291.36	
3041	INS OPT	$305.35	
3042	JOB COSTING EARNING	$20,298.00	
3045	NET PAYROLL		$7,995.92
3047	OASDI EXPENSE	$3,903.77	
3049	PERSONAL	$1,411.89	
3050	PRIVATE DBL		$319.05
3051	REGULAR	$20,571.63	
3052	S125DEN - NJ		$78.30
3053	S125DEN - PA		$13.90
3055	S125MED - NJ		$702.50
3056	S125MED - PA		$1.50
3058	SICK	$1,736.42	
3060	STATE INCOME TAX		$1,333.27
3061	STATE OTHER 1		$15.95
3062	STATE OTHER 2		$127.63
3063	STATE UNEMPLOYMENT		$127.63
3065	VACATION	$3,667.76	

Import ID COMPANY 123
Import Number 0000000002 Total $68,882.76 $68,882.76

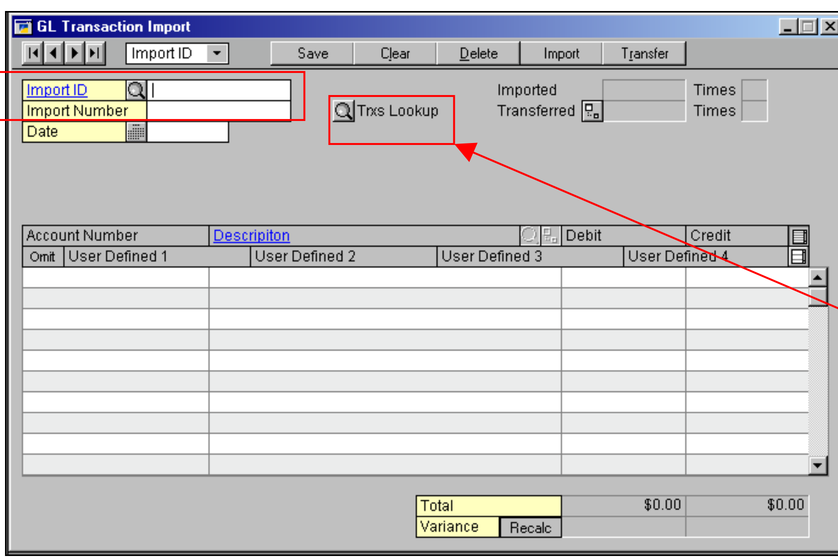
The total of the report is now reflecting an accurate balance.

You may simply close the window after reviewing the data.

You are now prepared to transfer accurate data to your accounting system.

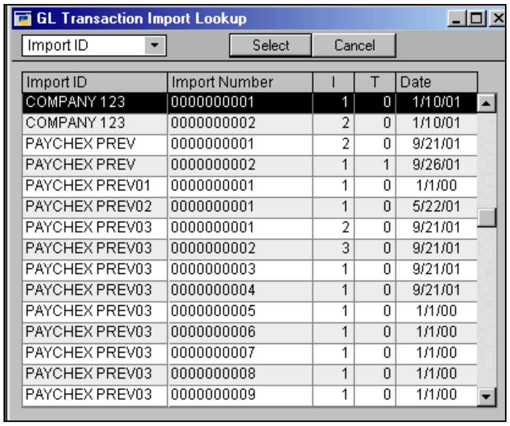


Again, press the *GLLink* button on the menu bar.

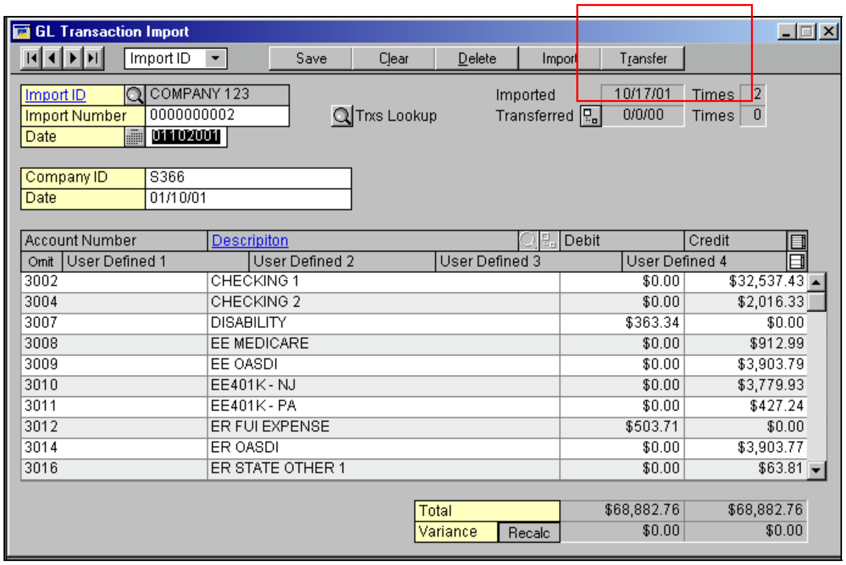


Select the Import ID. You may do this by either utilizing the Lookup button *(magnifying glass icon!)* or pressing Import ID to search for the location.

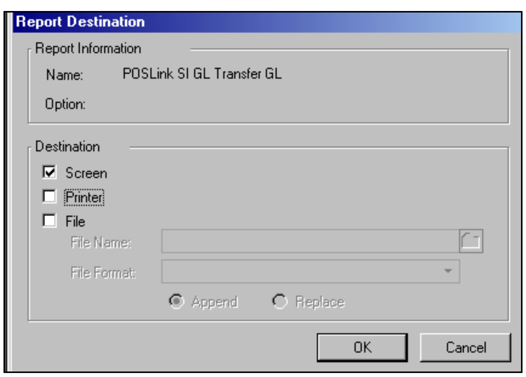
Next, select the data you are currently working with by pressing the *Trxs Lookup* expansion button.



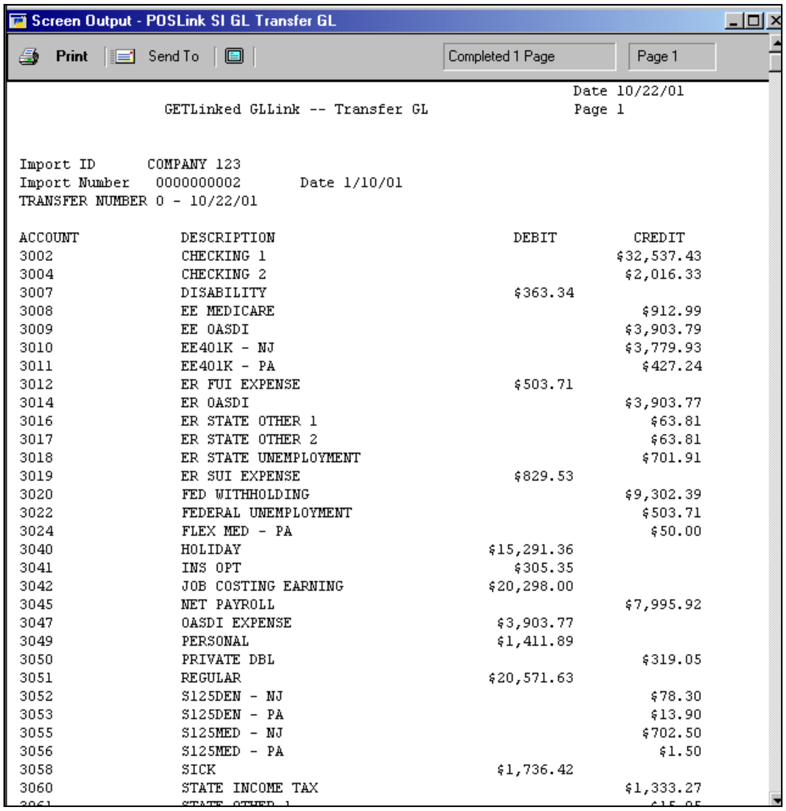
Once the *GL Transaction Import Lookup* window is displayed, simply pick the date and press *Select* or double-click on your choice!



After the date has been selected, press the *Transfer* button from the *GL Transaction Import* window.



To view the data, select *Screen* and de-select *Printer*.



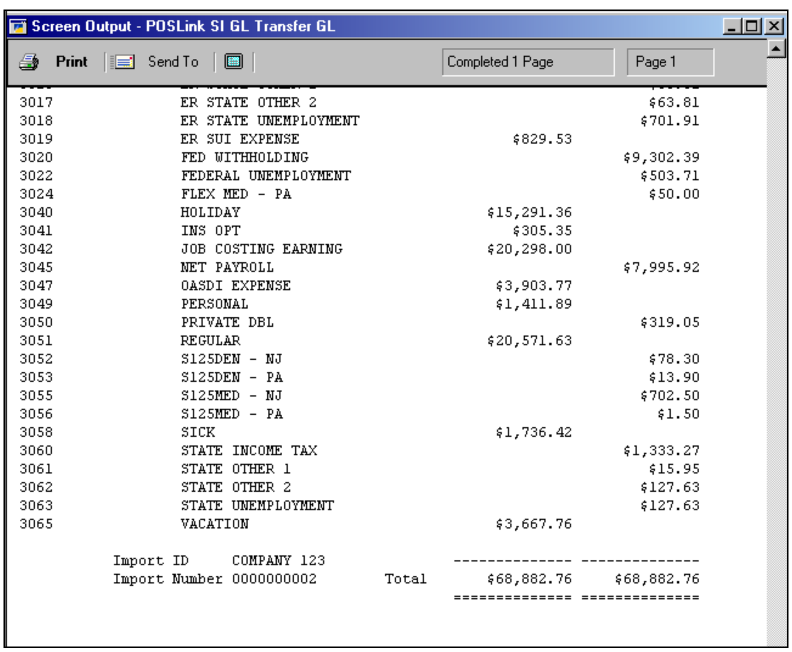
Date 10/22/01
GETLinked GLLink -- Transfer GL Page 1

Import ID COMPANY 123
Import Number 0000000002 Date 1/10/01
TRANSFER NUMBER 0 - 10/22/01

ACCOUNT	DESCRIPTION	DEBIT	CREDIT
3002	CHECKING 1		$32,537.43
3004	CHECKING 2		$2,016.33
3007	DISABILITY	$363.34	
3008	EE MEDICARE		$912.99
3009	EE OASDI		$3,903.79
3010	EE401K - NJ		$3,779.93
3011	EE401K - PA		$427.24
3012	ER FUI EXPENSE	$503.71	
3014	ER OASDI		$3,903.77
3016	ER STATE OTHER 1		$63.81
3017	ER STATE OTHER 2		$63.81
3018	ER STATE UNEMPLOYMENT		$701.91
3019	ER SUI EXPENSE	$829.53	
3020	FED WITHHOLDING		$9,302.39
3022	FEDERAL UNEMPLOYMENT		$503.71
3024	FLEX MED - PA		$50.00
3040	HOLIDAY	$15,291.36	
3041	INS OPT	$305.35	
3042	JOB COSTING EARNING	$20,298.00	
3045	NET PAYROLL		$7,995.92
3047	OASDI EXPENSE	$3,903.77	
3049	PERSONAL	$1,411.89	
3050	PRIVATE DBL		$319.05
3051	REGULAR	$20,571.63	
3052	S125DEN - NJ		$78.30
3053	S125DEN - PA		$13.90
3055	S125MED - NJ		$702.50
3056	S125MED - PA		$1.50
3058	SICK	$1,736.42	
3060	STATE INCOME TAX		$1,333.27

You will see the *GETLinked GLLink – Transfer GL* report displayed.

This report will show all the accounts that were transferred to your accounting system.



3017	ER STATE OTHER 2		$63.81
3018	ER STATE UNEMPLOYMENT		$701.91
3019	ER SUI EXPENSE	$829.53	
3020	FED WITHHOLDING		$9,302.39
3022	FEDERAL UNEMPLOYMENT		$503.71
3024	FLEX MED - PA		$50.00
3040	HOLIDAY	$15,291.36	
3041	INS OPT	$305.35	
3042	JOB COSTING EARNING	$20,298.00	
3045	NET PAYROLL		$7,995.92
3047	OASDI EXPENSE	$3,903.77	
3049	PERSONAL	$1,411.89	
3050	PRIVATE DBL		$319.05
3051	REGULAR	$20,571.63	
3052	S125DEN - NJ		$78.30
3053	S125DEN - PA		$13.90
3055	S125MED - NJ		$702.50
3056	S125MED - PA		$1.50
3058	SICK	$1,736.42	
3060	STATE INCOME TAX		$1,333.27
3061	STATE OTHER 1		$15.95
3062	STATE OTHER 2		$127.63
3063	STATE UNEMPLOYMENT		$127.63
3065	VACATION	$3,667.76	

Import ID COMPANY 123
Import Number 0000000002 Total $68,882.76 $68,882.76

The process is complete.