

# Initial Setup and Process to run the Export from Attaché Payroll and import into Triumph GL

(PART A: For Consultants only)

## Prerequisites:

- You will need to have the Attaché Report Writer software
- The following files are required;
  - atrwlibu.pif
  - pay.hdr
  - pay.rpt
  - pay.txt

## 1. Firstly the General Ledger Posting details must be setup in Attaché for the following areas;

- Income Types**

- Go to Setups/Payroll/Income Types/Maintain (see Figure 1). For every Income Type Code you will need to setup the Expense/Liability Account code (see Figure 2). This GL code must be the same GL account code in Triumph. If Multiple GL Dissection is ticked you will also need to setup the Expense accounts for the cost centres (see Figure 3).

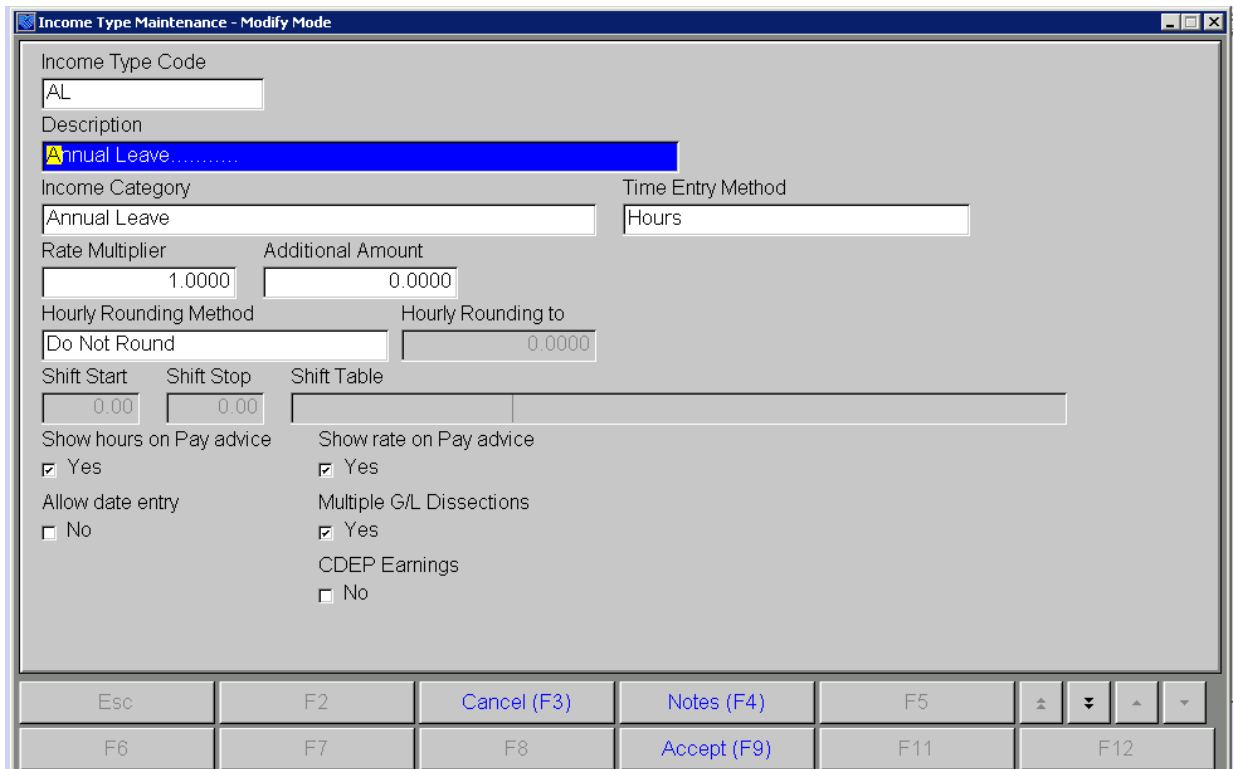


Figure 1

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Income Type Maintenance - Modify Mode

Income Type Code  
AL

Description  
Annual Leave

**General Ledger Posting Details**

Expense Account  
21110

Consolidate  
 Yes

Esc	Find (F2)	Cancel (F3)	Notes (F4)	F5	▲	▼	▲	▼
F6	F7	F8	Accept (F9)	F11	F12			

Figure 2

Income Type Maintenance - Modify Mode

Income Type Code  
AL

Description  
Annual Leave

**Multiple General Ledger Postings** **Add Mode**

Cost Centre  
ADMIN01

Expense Account  
21110.....

Consolidate  
 Yes

Esc	Find (F2)	Cancel (F3)	F4	F5	▲	▼	▲	▼
F6	F7	F8	Accept (F9)	F11	F12			

Figure 3

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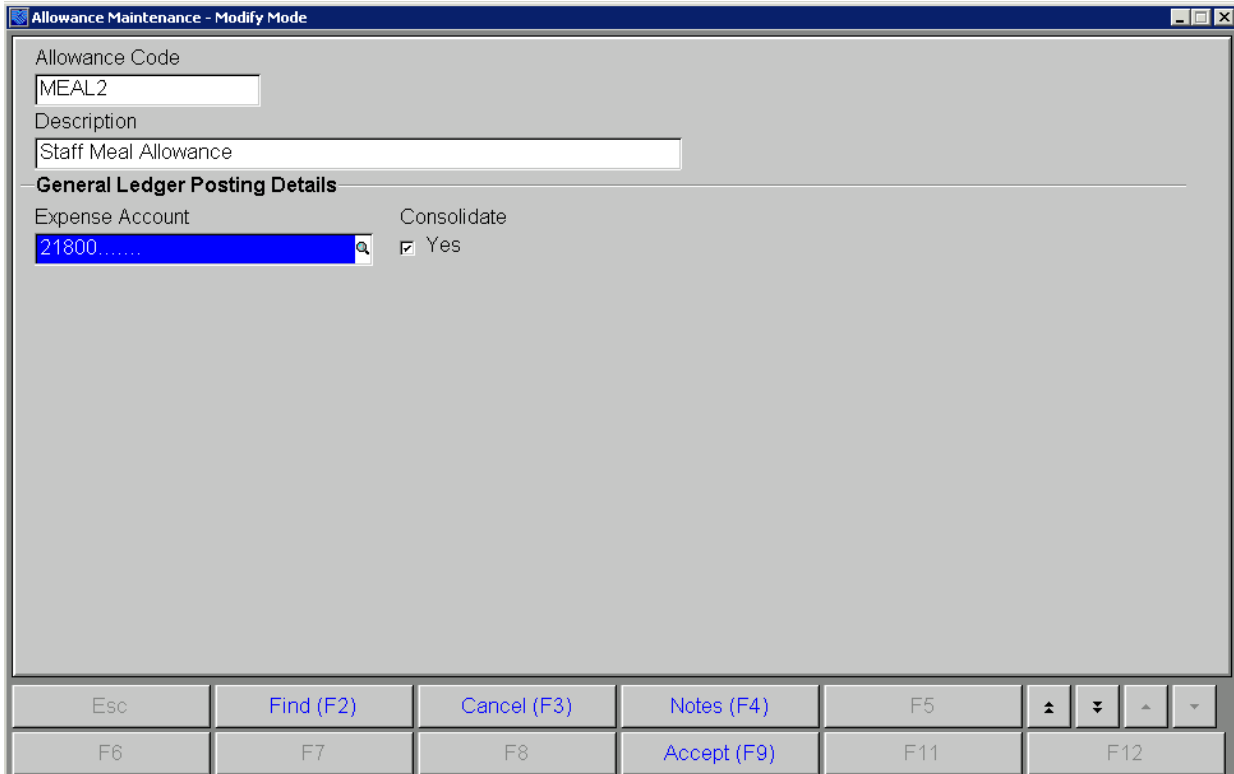


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- **Allowances**

- Go to Setups/Payroll/Allowances/Maintain. Setup Expense account (see Figure 4&5)



Allowance Maintenance - Modify Mode

Allowance Code  
MEAL2

Description  
Staff Meal Allowance

**General Ledger Posting Details**

Expense Account  
21800.....

Consolidate  
 Yes

Esc Find (F2) Cancel (F3) Notes (F4) F5

F6 F7 F8 Accept (F9) F11 F12

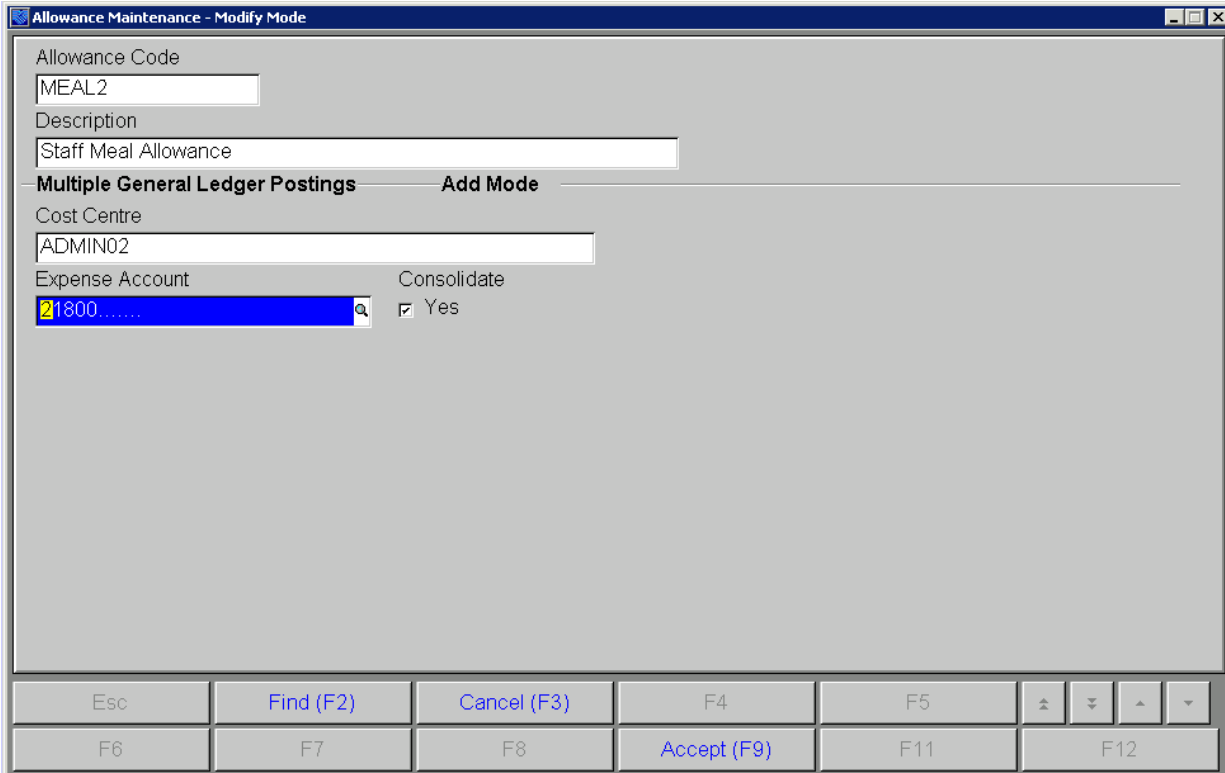
Figure 4

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Allowance Maintenance - Modify Mode

Allowance Code  
MEAL2

Description  
Staff Meal Allowance

Multiple General Ledger Postings      Add Mode

Cost Centre  
ADMIN02

Expense Account      Consolidate  
21800.....       Yes

Esc      Find (F2)      Cancel (F3)      F4      F5      ↑      ↓      ←      →

F6      F7      F8      Accept (F9)      F11      F12

Figure 5

- **Deductions**
  - Go to Setups/Payroll/Deductions/Maintain. Setup the Liability Account (see Figure 6 & 7)

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**Deduction Maintenance - Modify Mode**

Deduction Code  
CHILD

Description  
Child Support

**General Ledger Posting Details**

Liability Account  
48680.....

Consolidate  
 Yes

Esc Find (F2) Cancel (F3) Notes (F4) F5  
F6 F7 F8 Accept (F9) F11 F12

Figure 6

**Deduction Maintenance - Modify Mode**

Deduction Code  
CHILD

Description  
Child Support

**Multiple General Ledger Postings Add Mode**

Cost Centre  
ADMIN02

Liability Account  
48680.....

Consolidate  
 Yes

Esc Find (F2) Cancel (F3) F4 F5  
F6 F7 F8 Accept (F9) F11 F12

Figure 7

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- **Employer Contribution**
  - Go to Setups/Payroll/Employer Contribution/Maintain. Setup the Expense and Liability Account (see Figure 8)

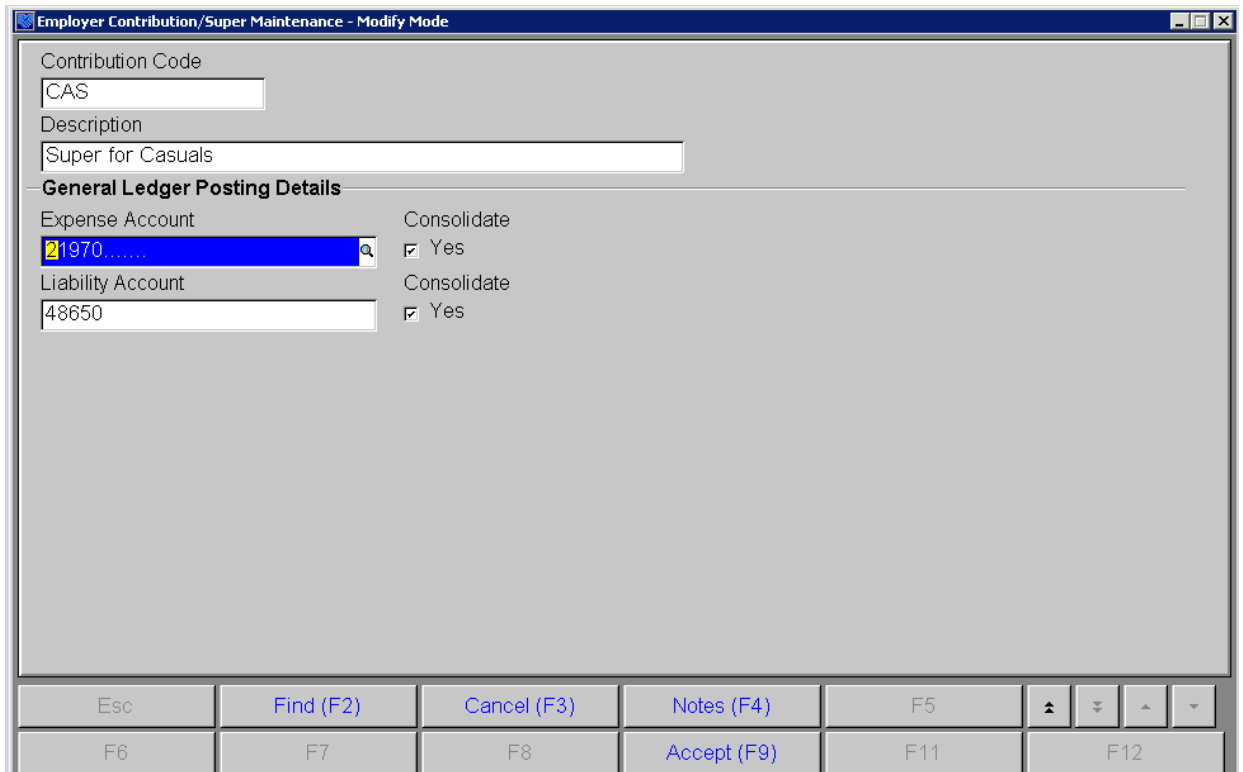
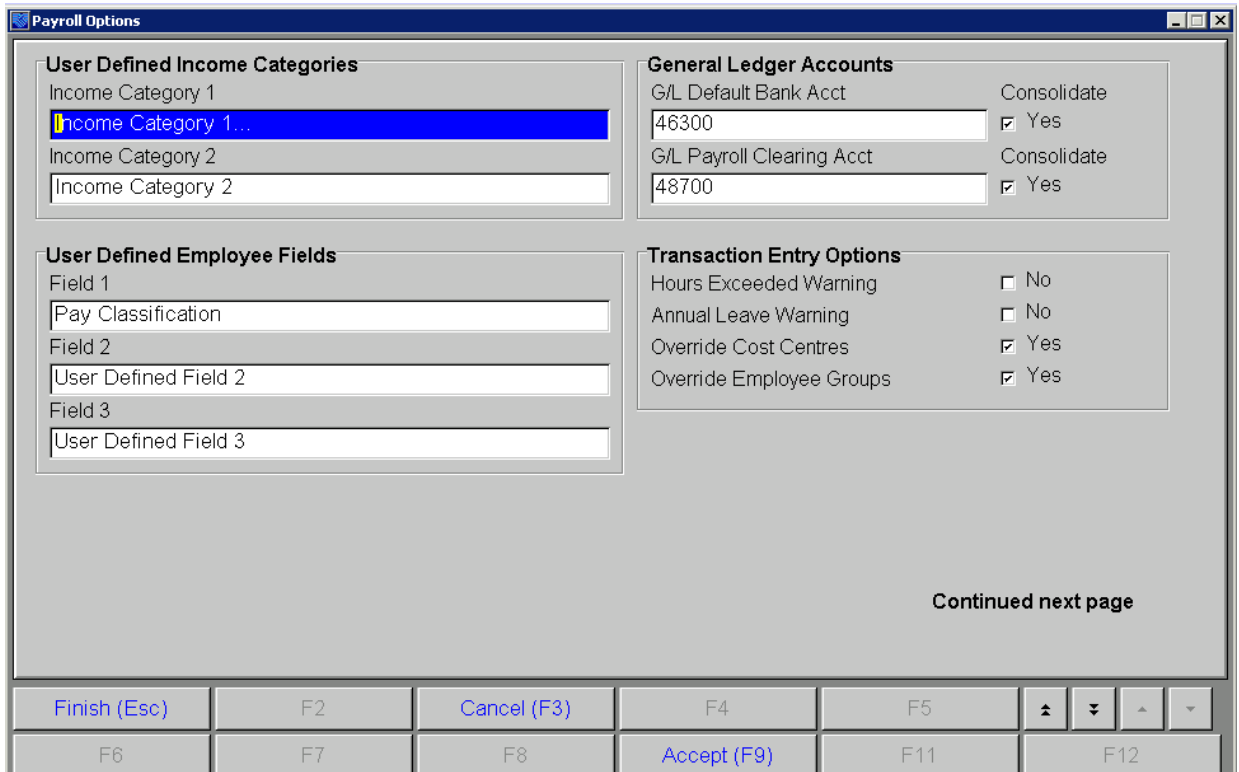


Figure 8

- **Payroll options**
  - Go to Setups/Payroll/Options/Payroll Options. Setup the GL Default Bank account and the Payroll Clearing Account (see Figure 9)



**Payroll Options**

**User Defined Income Categories**

Income Category 1  
Income Category 1...  
Income Category 2  
Income Category 2

**User Defined Employee Fields**

Field 1  
Pay Classification  
Field 2  
User Defined Field 2  
Field 3  
User Defined Field 3

**General Ledger Accounts**

G/L Default Bank Acct Consolidate  
46300  Yes  
G/L Payroll Clearing Acct Consolidate  
48700  Yes

**Transaction Entry Options**

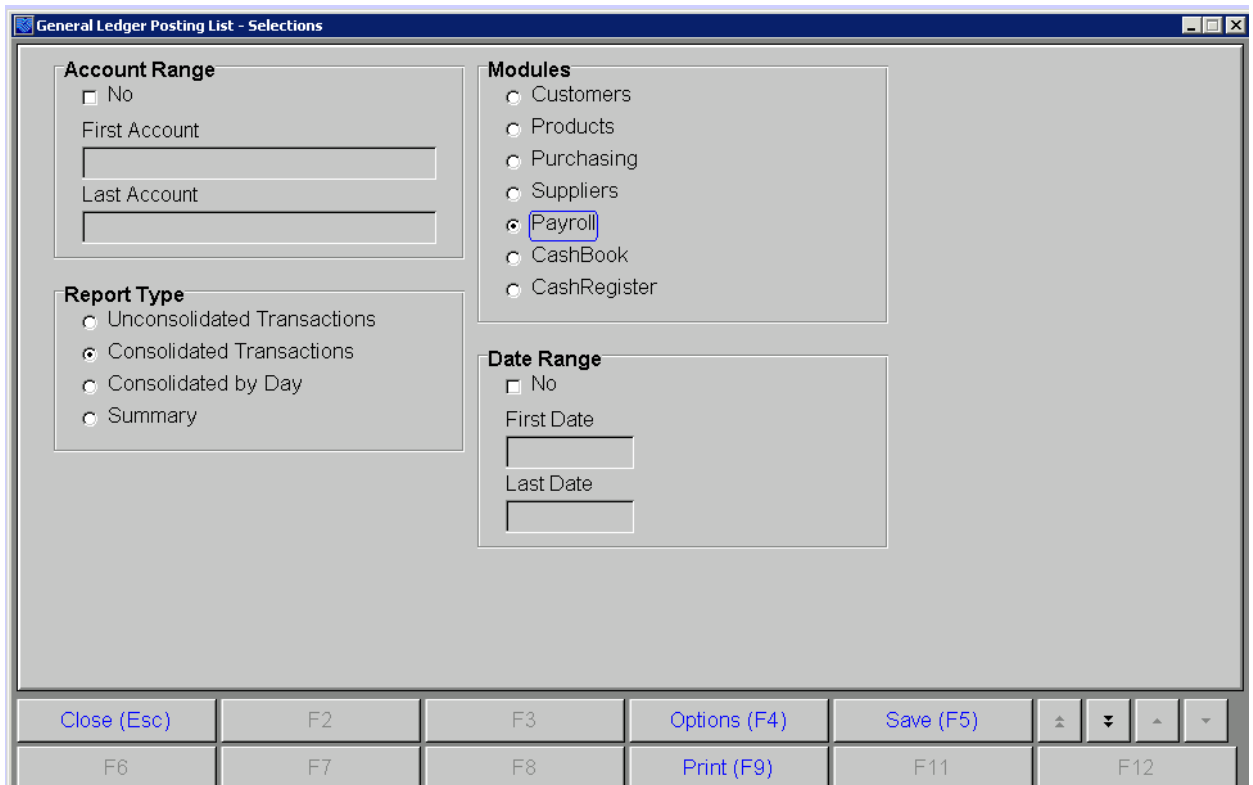
Hours Exceeded Warning  No  
Annual Leave Warning  No  
Override Cost Centres  Yes  
Override Employee Groups  Yes

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Finish (Esc) F2 Cancel (F3) F4 F5  
F6 F7 F8 Accept (F9) F11 F12

Figure 9

2. **Print a General Ledger Postings Report for Payroll to give you the GL journals listing.**  
- Go to Transactions/Process Payroll/Post Process Reports/General Ledger Postings



**General Ledger Posting List - Selections**

**Account Range**

No  
First Account  
Last Account

**Report Type**

Unconsolidated Transactions  
 Consolidated Transactions  
 Consolidated by Day  
 Summary

**Modules**

Customers  
 Products  
 Purchasing  
 Suppliers  
 Payroll  
 CashBook  
 CashRegister

**Date Range**

No  
First Date  
Last Date

Close (Esc) F2 F3 Options (F4) Save (F5)  
F6 F7 F8 Print (F9) F11 F12

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Figure 10

General Ledger Posting List

Attache 03/11/06

**teest**  
GENERAL LEDGER POSTINGS (PAYROLL)  
Consolidated Transactions

DATE	REFERENCE	DETAILS	DEBIT	CREDIT
21800		Consolidated	13,906.86	32.84
21800		Totals	13,906.86	32.84
21970		Consolidated	962.44	
21970		Totals	962.44	0.00
22200		Consolidated	750.00	
22200		Totals	750.00	0.00
48600		Consolidated		10.00
48600		Totals	0.00	10.00
48650		Consolidated		962.44
48650		Totals	0.00	962.44
48680		Consolidated		25.00
48680		Totals	0.00	25.00

Figure 11

3. **Copy the ATRWLIBU.PIF file into the Attaché directory folder and copy the PAY.HDR into the Triumph company folder under the Triumph directory folder. Also make sure PAY.RPT is already in the Reports folder under Attaché folder.**
  
4. **Go to Reports/Payroll/Other Reports/Report Writer.**  
 - Save to Diskfile and enter the path to the Triumph company and the file PAY.TXT at the end eg: C:\TRIUMPH\DEMPAY.TXT (see Figure 12)



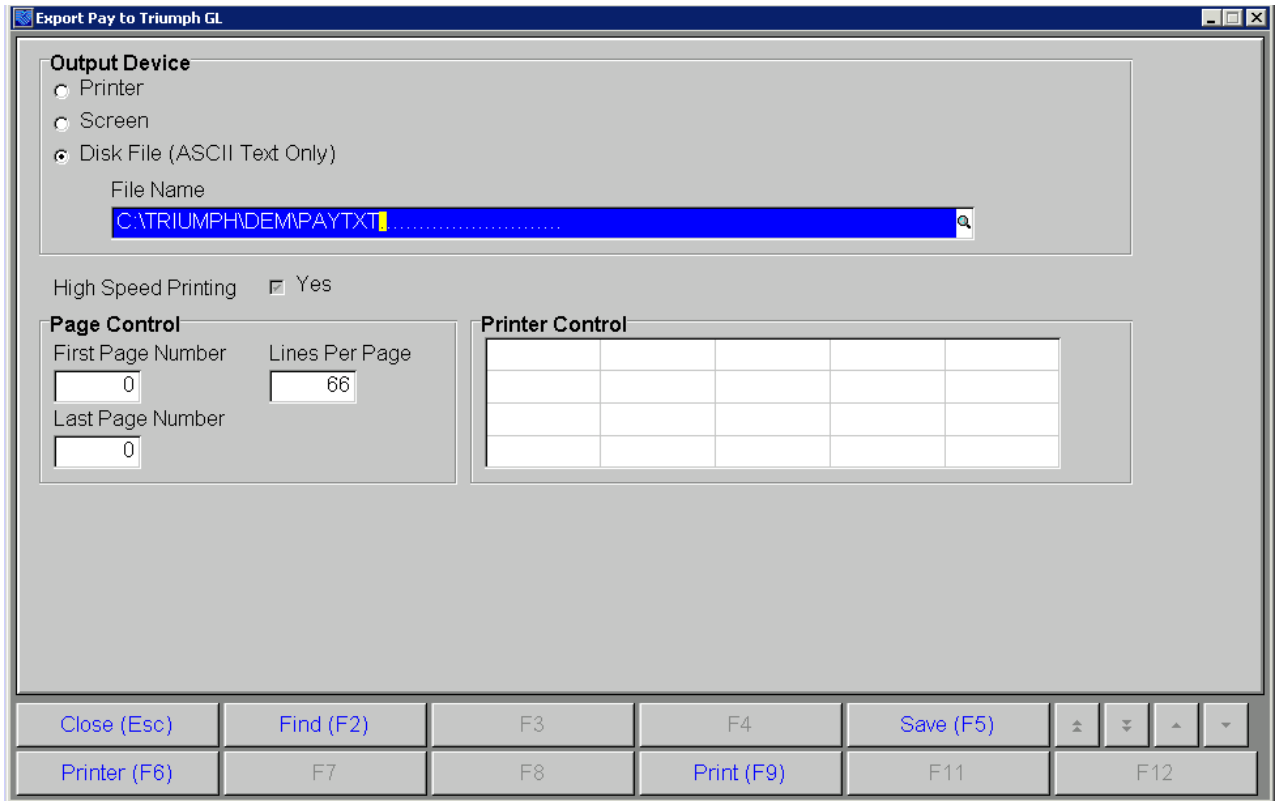
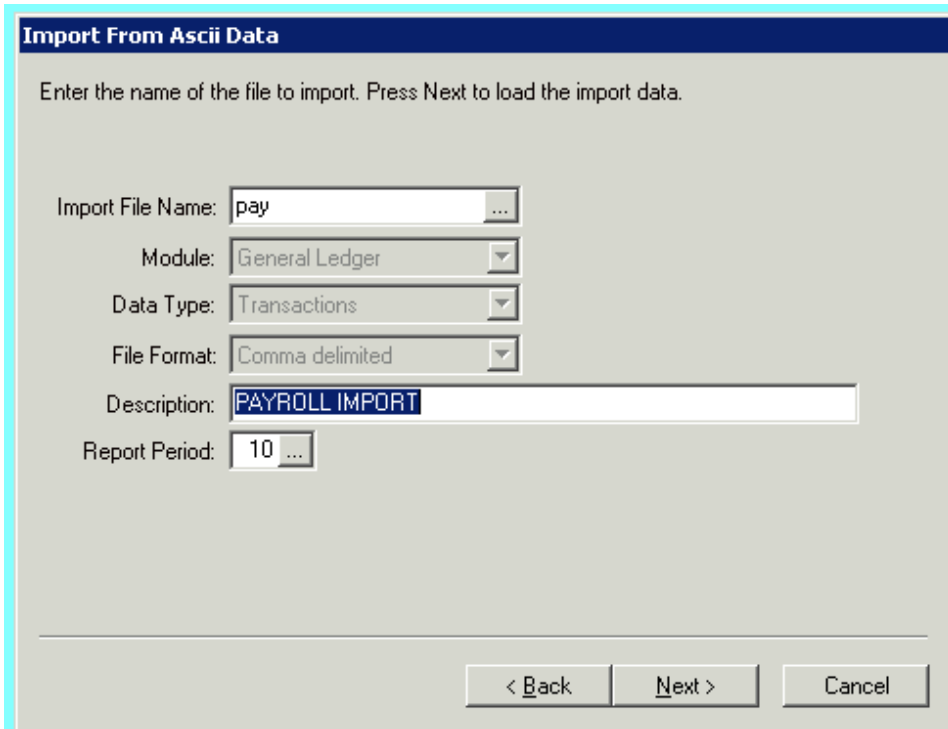
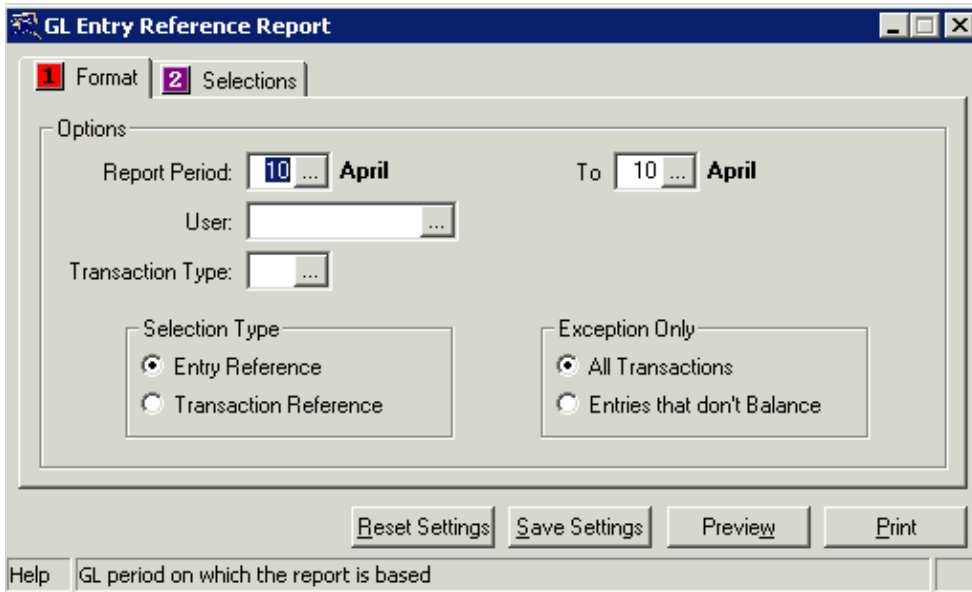


Figure 12

5. In Triumph, go to S-U-I-I to import the file (see Figure 13).



6. Go to G-R-E, to check the GL postings that have posted into Triumph.



7. After importing the pay data into Triumph, you will need to delete the GL postings in Attaché.

Go to Reports/General Ledger/Transactions/Delete Other Module Postings

