ADP PAYROLL GUIDE

We need to gather some information from the customer before we can do a proper export

- Company Code

- Company Group (optional)

- The file name format they use: can either start with a PR, EPI or be a custom one they create
  We also need to get the ID number of each tech from the ADP Payroll system.

Tech ID

The technician ID needs to be entered into the employee setup in Rome.

Go to Setup --> Payroll --> Employees. Highlight the technician and hit the Change button
Go to the Staff Info tab

Put the ADP Payroll ID for this tech in the ADP Payroll Technician field. The correct ID must be in here for the payroll process to work. Once you have all of these entered you can attempt to create the export file
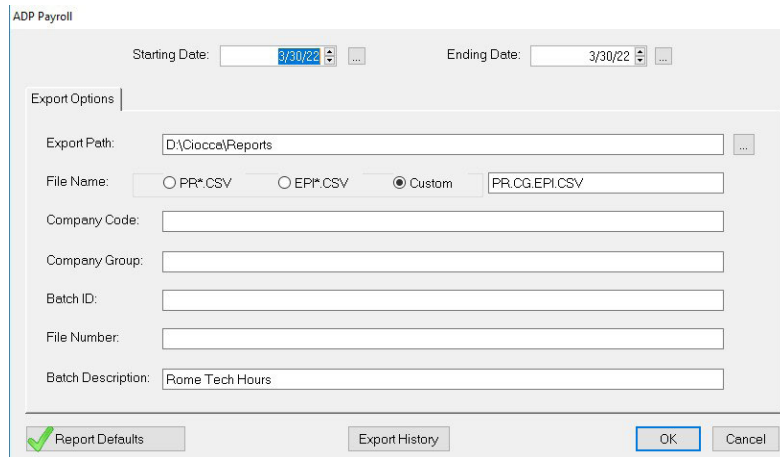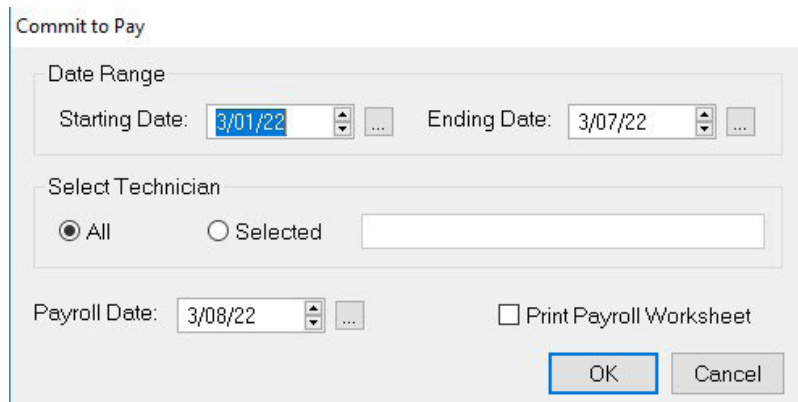
Creating the export file

You can only export committed labor so after you have committed the labor for the current pay period you can then create the export file. Go to the Accounting Menu then down to ADP Payroll Export. This will bring up the Export option screen

The starting and Ending Date should both be the Payroll date you used when you committed the payroll. So, if you committed the payroll period from the 1st to the 7th and made the Payroll Date the 8th you would set the 8th as the starting and ending date as the 8th. Here is an example of the Commit Payments screen for the above example:

The Export path field is where the file will be saved. It needs to be _\\tsclient\c\folder_ if you are going to save it in a folder on the C drive of the customer's machine

File name is where you select the format of the file name the ADP Payroll system is expecting. It can start with "PR", start with "EPI" or be a custom file name they are using.

The Company code and Company group come from the ADP Payroll system.

Batch ID can be anything. If the customer does not have one, they use then I would just use the current date or the payroll date without slashes

File number is the default tech ID to use. You can leave it blank or pick a bogus number. When the export file is generated, a technician that has hours but no Tech ID set in Rome will use this number.

Batch Description this can be anything the customer wants it to say

Report Defaults will save the changes you made to the fields so the next time you run the report it will put them in for you.

Export history button is where go to see what was exported previously and you can clear the flags so you can export transactions to a file again.

When you have all the fields the way you want them Hit OK and a CSV file will be generated and sent to the folder.

You would then open the file and make any adjustments you need to make it work with you system and import it in.

ROME

Re-exporting previous payroll

Rome will automatically prevent payroll from being exported twice. If you need to re-export a payroll you need to go into the Payroll history button to make it available to export again.

Hit the Payroll History button, It will ask you for a date range. You want to put in the Payroll Date of the transactions you want to re-export:

This will display all the transactions for that payroll that have been exported to an export file previously

Check off the transactions that you want to be able to re-export, if you want to do then all select the Tag All button to select all the displayed transactions. Once all the transactions are selected hit the Change button and it will remove the export flags and those transactions will be available again to be exported to a file.

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