

# online express

# **IMS Online Express**

# Importing Leave Payments into IMS Payroll

# **Administrator Guide**





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### **Before you Start**



Make sure that all Leave Requests have been entered into IMS Online for the pay period date range before importing payments into IMS Payroll.

IMS Online Express creates payment transactions for IMS Payroll for the Leave Requests that are in the system for the pay period date range.

Note that if a Leave Request spans the pay period date range, payment transactions will only be included for dates within the current pay period (remaining days will be paid in the next pay period run).

Ensure that the following tasks have been completed before importing transactions into IMS Payroll from IMS Online:

- Open the pay period in IMS Payroll (or at least determine the period date to be opened)
- Ensure all employees have entered Leave Requests into IMS Online for the period
- Check that Leave Requests have been approved



Note that all Leave Request transactions within the specified date range will be transferred to IMS Payroll. This includes Leave Requests that have not yet been submitted; not yet approved; and approved.

• Ensure IMS Online has been updated from IMS Payroll to ensure leave balances etc are up to date.

## Log into the IMS Online Synchronisation Tool

Log into the IMS Online Synchronisation Tool via the IMS Online menu item on the Tools toolbar within IMS Payroll:

000				ample	e Company	/ Limited - IMS Payroll Partn
<u>File E</u> dit <u>V</u> iew	Tools Help					_
	Tax Reckoner New Company	Ctrl+T E	nployee	🗊 P	rocessing	Sundry Reports
ASHTON, Colin	Backup Restore	e,	<b>8</b>		₿ 🙆 🛛	
Emp# 1002 Standard Payme	Annual Leave Entitlement Update	✓ Is	✓ ✓ History	<b>*</b>	<ul> <li>✓</li> <li>✓</li> </ul>	<ul> <li>✓</li> </ul>
Personal First Names:	IRD Reporting End Of Tax Year	▶ 1	Ashto	n		
Address:	Files Export Files Import	Na	me:		1	
	IMS Online	e	🔘 Fem	ale	Emp #:	1002
		Birth Date:	07/12/19	46 👻	Age:	63
E-mail:	jo.smith@timefiler.com	Phone #1:	778 2245		# 2:	021 785 185
Job						
Occupation:	General Manager	Start Date:	10/03/19	97 💌		entice?
Pay Point:	Management 💌	Finish Date:	1	•	[	
Costing Code:	1000 💌	Due Back:		•	I	
ACC Class Unit:		Review Date	: 31/01/201	1	I	
Contract:	Individual 💌					

You will be presented with the following screen:

IMS Online Synchronisation Tool.	IMS online			
Update IMS Online Create Import File Color Log into IMS Online New Document Color Documents Color Details Color Details Color Reset Passwords	Welcome to the IMS Online synchronisation tool. For support, please e-mail payroll@ims.support.co.nz or contact IMS on 06 876 8959.			
Exit	POWERED BY TimeFiler www.timefiler.com			



### **Create Import File**

On the IMS Online Synchronisation Tool home screen, click **Create Import File**. The following screen will be displayed:



Click Create Import File. A dropdown box will be displayed:

🐯 Create Import File 🔽 🗸

Valid timesheet date ranges will be displayed:



You may only export period data once, so you will not see periods that have already been exported.



If you have created an import file for a period but changes need to be made; please refer to the Troubleshooting section in this document for instructions to recreate the file.

If you follow the Troubleshooting section, and you're still not seeing the correct date, please contact IMS Payroll on 06 876 8959 for further information.



Double click the timesheet period range; you will be presented with the following confirmation box:

Confirm	×
Are you sure you want to create the import file "Weekly, 11/10/2010 - 17/10/2010, Open" ?	
<u>Tes</u> Cancel	

Click **Yes** to continue.

At the end of the process, a confirmation box will appear:

Confirm	n 🔀	
IMS Online import file was created. Do you want to view the import file repo		
	<u>Yes</u> <u>N</u> o	

Click **Yes** to view the import file report.

Two pages are displayed on the report; transactions and validation messages:



Please check both pages of the import file report.

#### Import file log: transactions

The first page of the Import File Log displays the transactions that have been created ready for import into IMS Payroll:

000			IMS Online Sync v	2.43	
	3				
Employee	Employee Description	DataEntryCode	Units UnitRate(code)	Date1	Date2
1002	ASHTON, Colin (1002)	SALARY	-5.00 PDR	09/08/2010	13/08/2010
1002	ASHTON, Colin (1002)	ANNUAL LEA	5.00	09/08/2010	13/08/2010
1012	BLOXHAM, Peter (1012)	ANNUAL LEA	5.00	09/08/2010	13/08/2010
1015	CLARK, Andrea (1015)	ANNUAL LEA	1.00	09/08/2010	09/08/2010
1008	HAMILTON, Jenny (1008)	ANNUAL LEA	0.50	12/08/2010	12/08/2010
1014	HAYES, John (1014)	ANNUAL LEA	5.00	09/08/2010	13/08/2010
ransaction	s Validation Messages				

You can click on the red Print button to print the results to your local printer.

Now click on the **Validation Messages** tab at the bottom of the Import File log.



#### Import file log: validation messages

The second page of the Import File Log displays the system warnings that have been generated in the system for the Timesheets in the period date range:

000			IM5 Online Sync v2.43
	3		
Employee	Employee Description	Date	Comment
1008	HAMILTON, Jenny (1008)	09/08/2010	You have exhausted your available Company Leave, some (or all) will not be paid
1008	HAMILTON, Jenny (1008)	10/08/2010	You have exhausted your available Company Leave, some (or all) will not be paid
1008	HAMILTON, Jenny (1008)	11/08/2010	You have exhausted your available Company Leave, some (or all) will not be paid
1008	HAMILTON, Jenny (1008)	12/08/2010	This partial day equates to 0.5 days Annual Leave
Transaction	e Validation Mossages		
mansacuon	s Validation Messages		

If you are not happy with the Transactions and/or Validation Messages, and need to go back into IMS Online to make changes, you will need to **Undo the Export** process (as detailed in the Troubleshooting section of this document).



Leave Requests for the period date range have now been locked; data in IMS Online may not be changed without undoing the export process just completed.

Click the green arrow to go back to the main screen.



#### Import into IMS Payroll

Click Import into IMS Payroll. A dropdown box will be displayed:

Import into IMS Payroll	*

Valid timesheet date ranges will be displayed:

Import into IMS Payroll	 _	Home	IMS	PAR
Import into IMS Payroll  Troubleshooting  Show Last Import Ru Un-do Export Proces		Creater 12/16/		rted

Double click the timesheet period range; you will be presented with the following confirmation box:

ĺ	Confirm	ı 🔀
	?	Please confirm you are ready to import the file "Weekly, 11/10/2010 - 17/10/2010, Open" into the following IMS pays/period ending dates :
I		- Weekly - 10/17/2010
		Cancel



You must have the Time Import Module installed to complete this step. You must also have the pay period open in IMS Payroll.

Click **Yes** to continue. The Time Import window will display:



These settings should not be changed.

#### Click Next to continue.

IMS Time Import version 2.52					
	Timesheet transactions from the interface file will be added into the current pay period. Select the filename and path for the interface file: C:\Database Files\TF.csv				
	Browse To delete previously imported transactions before importing this file, click "Next" then click the button "Delete Previously Imported Transactions". If the button is disabled there are no imported transactions to delete.				
	< Back Next > Cancel				

Click Next to continue.

IMS Time Import vers	ion 2.52
	To delete previously imported timesheet data select from the options below Delete Transactions All Pay Point Delete Previously Imported Transactions Delete Previously Imported Transactions That's all the information required for the Time Import. Press Finish to import the Timesheet transactions, or Cancel to abandon without importing.
	< <u>B</u> ack Finish Cancel

Click **Finish** to continue.

The IMS Online timesheet transactions will now be imported into the open IMS Payroll period.



### Troubleshooting

The Troubleshooting area allows you to:

• View the last Import File Log (in case you forgot to print it out, or need to take another look at it).



It is not possible to view historical Import File Logs beyond the previous one.

 Undo the Export process (allows Leave Request data to be adjusted, and then recreated ready for import into IMS Payroll).

#### Show Last Import Results

Click **Show Last Import Results**. Import File Logs will be displayed for the last period range:

Troubleshooting			
Show Last Import Results	~		
	Description	Created	Imported
Un-do Export Process	Weekly, 11/10/2010 - 17/10/2010, Open	12/16/2010 9:39:26 PM	
	Weekly, 11/10/2010 - 17/10/2010, Open	12/16/2010 9:28:52 PM	

Double click the timesheet period range to view the Import File log.



All attempts at creating the import file are displayed for selection. A tickbox indicates which file was imported into IMS Payroll.

Note that information is displayed on the Transactions tab as well as the Validation Messages tab.

#### **Un-do Export Process**

If you discover that the Leave Requests you have just created an import file for are not correct, or you have created the import file in error, it is possible to "un-do" the process so that it can be recreated again in the future.



Remember to make any changes in IMS Online if necessary before recreating the import file.

It is only possible to un-do the export process for the previous imported period.

Click **Un-do Export Process**. A period range drop down box will be displayed:

Import into IMS Payroll			
Select Period Range		Home	
Create Import File			
Import into IMS Payroll			
Troubleshooting			
Show Last Import Resul	s		Sel
Un-do Export Process		<b>÷</b>	rang
	Description  Veekly, 9/08/2010 - 15/08/2010, 1	Closed	Δ.

Make sure this is the period range you are planning to un-do the export process for, then click on the period date range.

You will then be asked to confirm whether you want to un-do the export for the selected period range:

0		Confirm		
?	Are you sure you want to un-do the export for the period range Weekly, 9/08/2010 - 15/08/2010, Closed?			
	Yes	Cancel		

Click **Yes** to undo; otherwise press **Cancel**. If you clicked **Yes**, then IMS Online Sync will proceed to un-do the export process:



$\bigcirc$	Information	
į	IMS Online export was undone.	
	OK	

You may now run through the **Create Import File** process again after making any necessary changes that may be required in IMS Online.