

SmoothPay

ACE Pays Cross Grade Import Utility

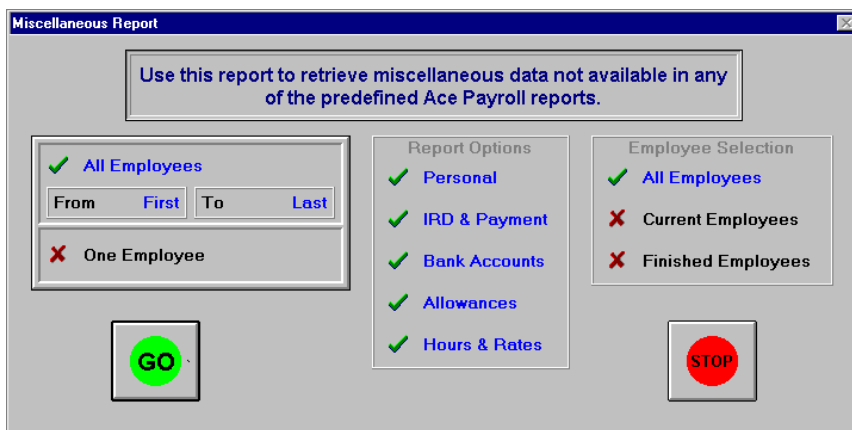
This utility is embedded in SmoothPay, but is intended for use by Procomp Systems Ltd (as it may require customisation).

The employee details, salary, default pay rate, bank account number will be imported and new employees generated (if they have not already been imported), and default pays generated using zero hours, default pay rate, and net pay bank account (if available and valid).

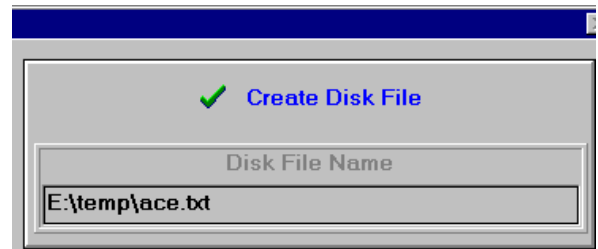
An audit trail can be produced, showing the accepted/rejected employee records, IRD numbers and validation message, Bank Account numbers and validation message. Rejected employees only occur if the exact ACEID and name already exist in SmoothPay.

Generating the Import File

The file to be imported is generated from within ACE Pays using the Reports/Miscellaneous and select the options as shown:

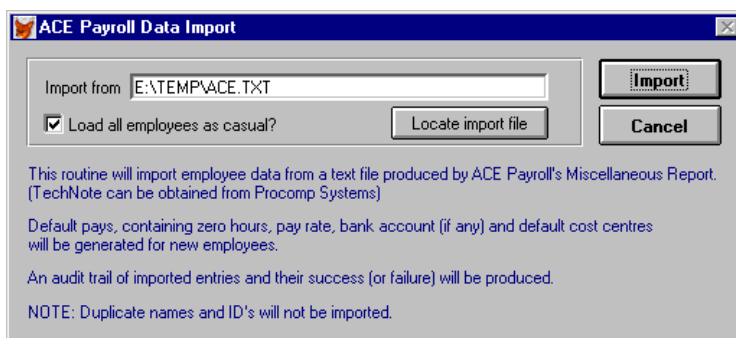


Then, select printer output to a filename:



Importing the Data

From within the SmoothPay Command Window, **do impace.spr**



* END *