

Import Payroll from Sure Payroll into Studio Designer

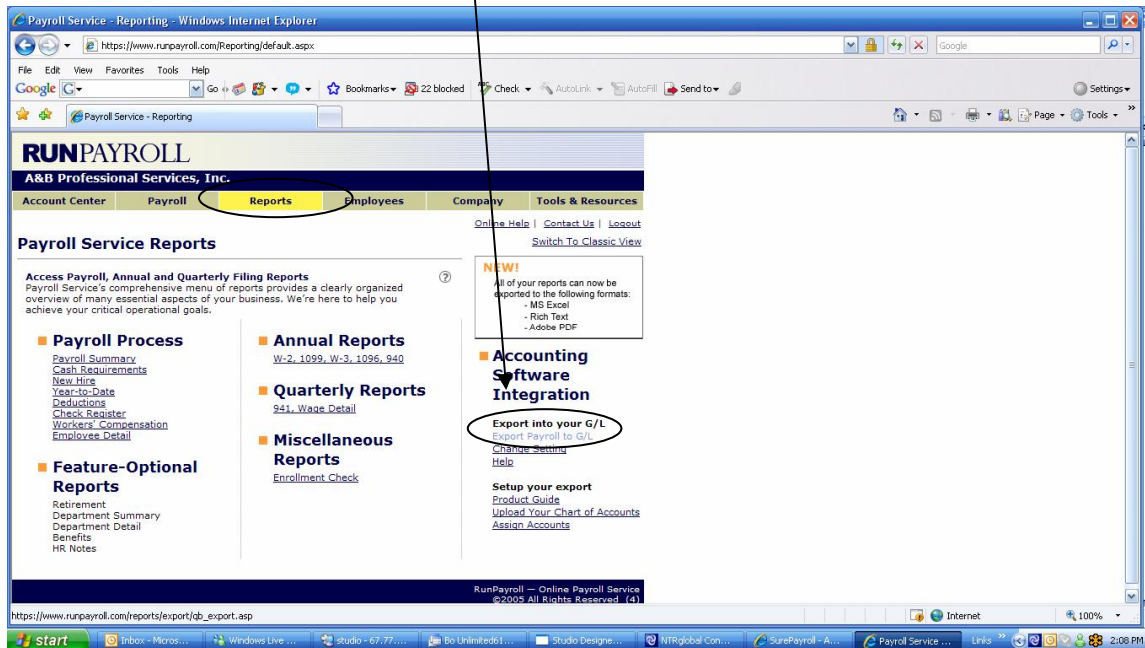
June 14, 2007

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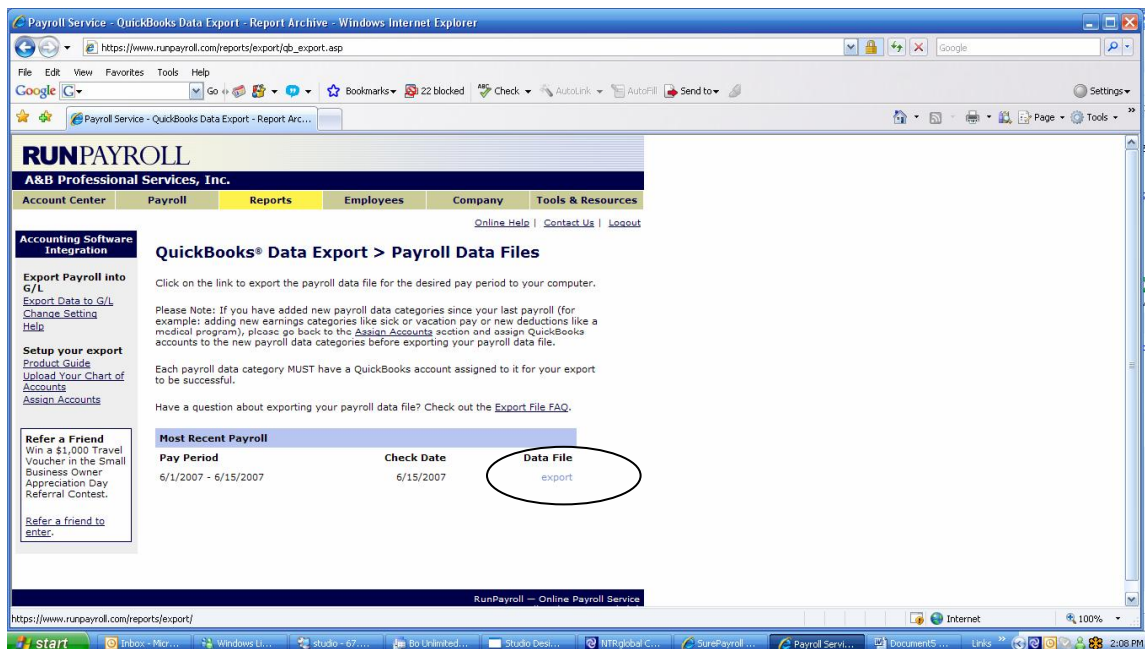
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Create the Credit

1. Login to your account with Run Payroll and click Reports
2. Click Export Payroll to G/L beneath Accounting Software Integration

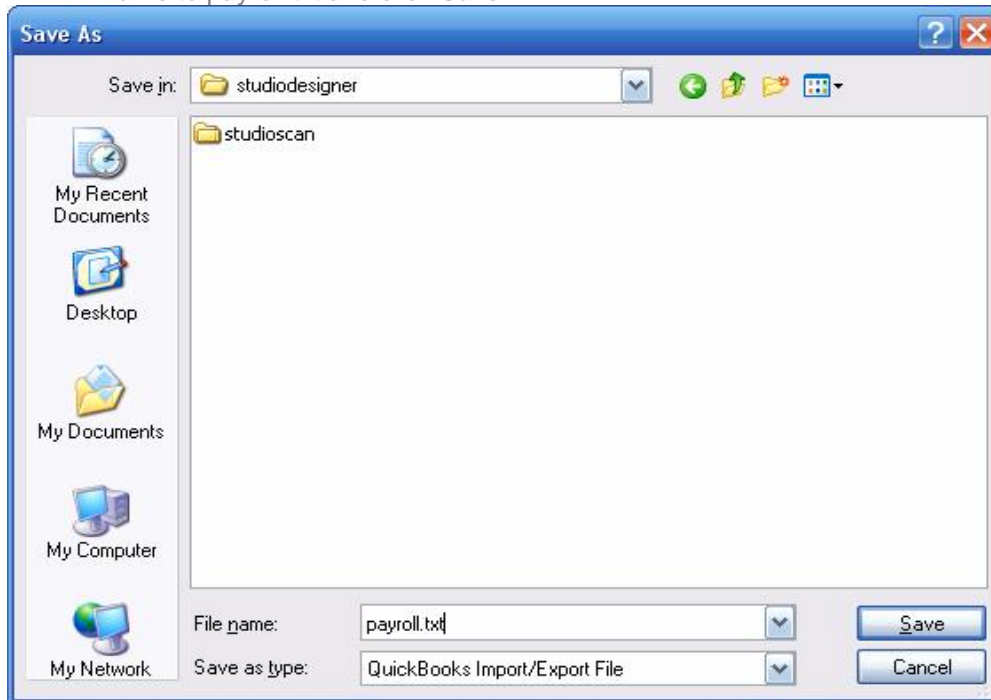


3. Click export beside the appropriate pay period

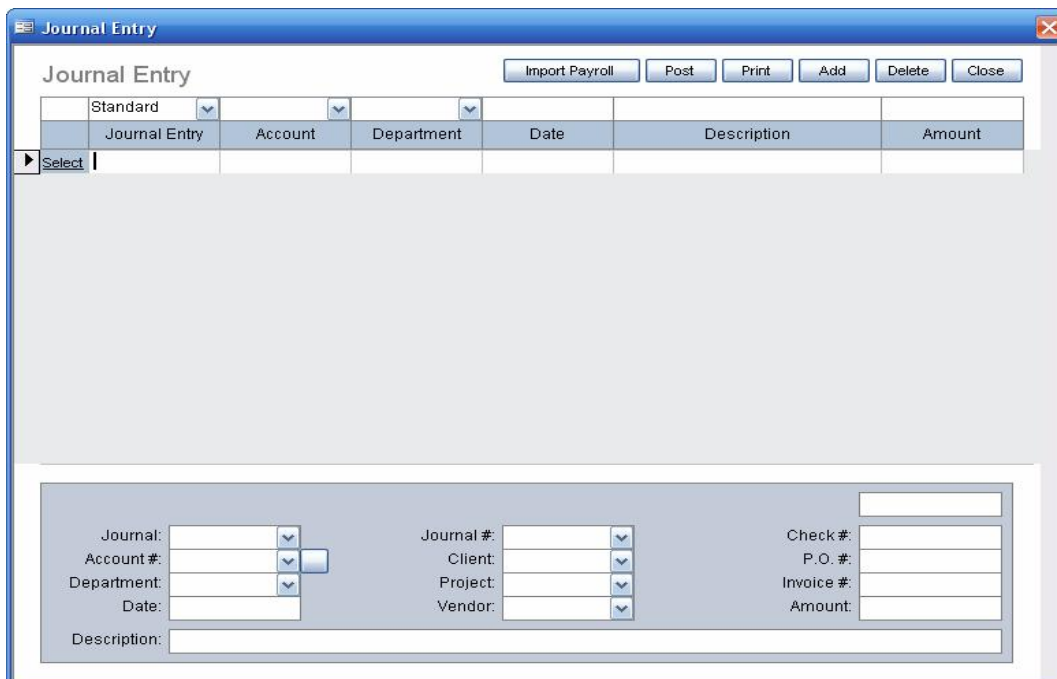


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- Click Save and browse to the Studio Designer folder on your local workstation. Change the file name to payroll.txt and click Save



- If another file already exists, click Replace
- Open Studio Designer/Showroom and click Files | Journal Entry
- At the top of the screen click Import Payroll



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- Open Studio Designer/Showroom and click Files | Journal Entry.
- Click "Yes" to the following and then click "Yes" again.



- Review the journal entries and print a copy of you choose.

The screenshot shows the "Journal Entry" window. At the top, there are buttons for "Import Payroll", "Post", "Print", "Add", "Delete", and "Close". Below these is a table with columns: "Journal Entry", "Account", "Department", "Date", "Description", and "Amount". The table contains several rows of payroll data for the date 6/15/2007. At the bottom of the window, there is a form with fields for "Journal:", "Account #:", "Department:", "Date:", "Journal #:", "Client:", "Project:", "Vendor:", "Check #:", "P.O. #:", "Invoice #:", and "Amount:". The "Amount" field is set to "\$0.00".

	Standard					
	Journal Entry	Account	Department	Date	Description	Amount
Select	Standard	1010	01	6/15/2007	Payroll period 6/1/2007 - 6/15/2007	(\$6,710.23)
Select	Standard	5580	01	6/15/2007	(REGULAR)	\$3,218.70
Select	Standard	5580	01	6/15/2007	(SALARY)	\$3,000.00
Select	Standard	5520	01	6/15/2007	(TRAIN-CA)	\$0.37
Select	Standard	5520	01	6/15/2007	(CO UNEM-CA)	\$12.49
Select	Standard	5520	01	6/15/2007	(CO FICA)	\$385.56
Select	Standard	5520	01	6/15/2007	(CO MEDC)	\$90.17
Select	Standard	5520	01	6/15/2007	(FUTA)	\$2.94
* Select						

Journal: Standard Journal #: 07 Check #: PR 6/15/2007
Account #: 1010 Client: P.O. #:
Department: 01 Project: Invoice #:
Date: 6/15/2007 Vendor: Amount: (\$6,710.23)

Description: Payroll period 6/1/2007 - 6/15/2007

- Click Post