

# Downloading GL Files

From *IOIPay*<sup>®</sup>

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## Downloading a General Ledger File

To download a General Ledger file, do the following:

1. Open Internet Explorer from within Right Networks.
2. Log in to IOIPay (www.ioipay.com).
3. At the Main Menu, select **Archived Reports** from the Quick Links section at the bottom (**Figure 1**).

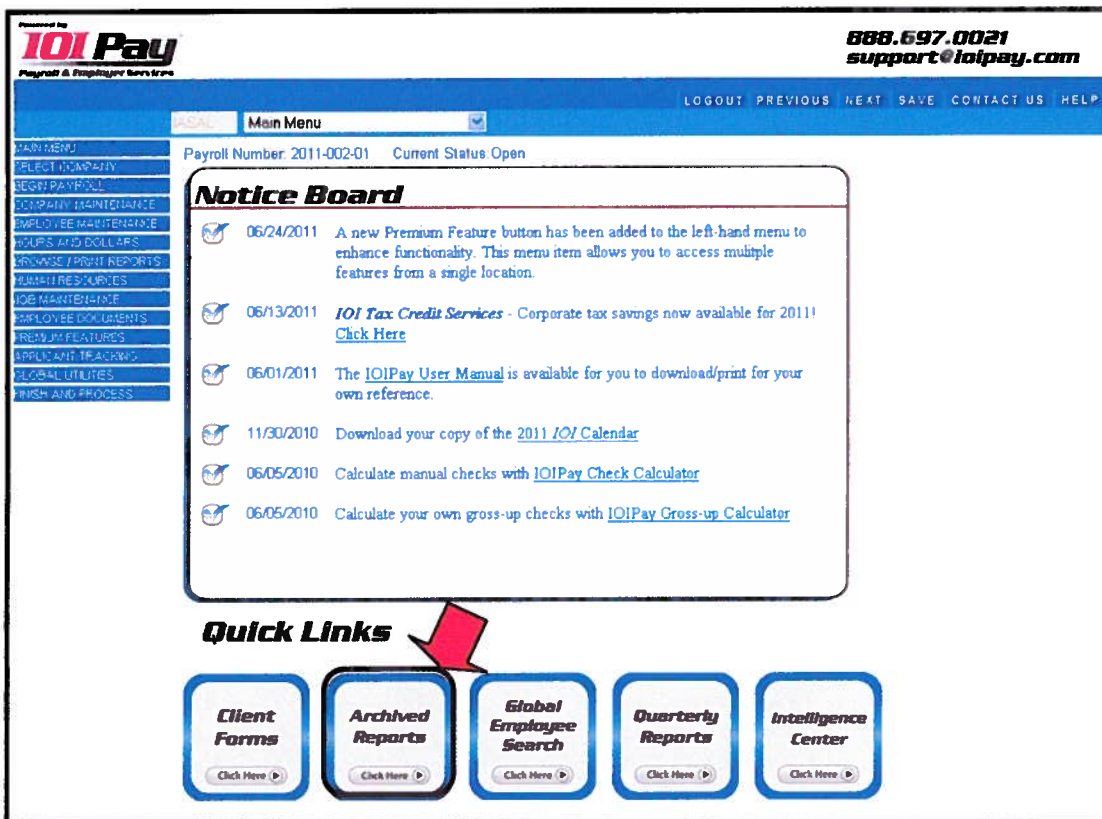


Figure 1 – IOIPay main screen

## Saving a General Ledger File

4. Select the payroll run from the drop down list (**Figure 2**).

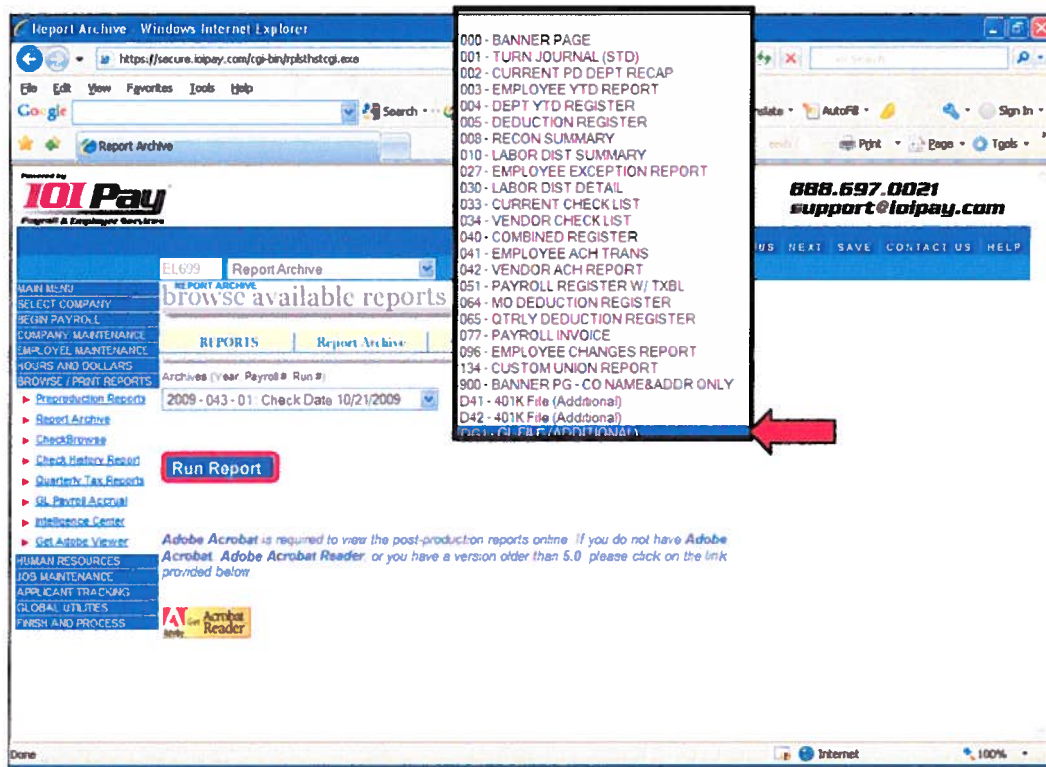
The screenshot shows the IOI Pay web interface. At the top left is the IOI Pay logo with the tagline "Payroll & Employer Services". At the top right is the contact information: "888.697.0021" and "support@ioipay.com". Below this is a navigation bar with links: "LOGOUT", "PREVIOUS", "NEXT", "SAVE", "CONTACT US", and "HELP". The main content area has a header "REPORT ARCHIVE" and a sub-header "browse available reports". There are three tabs: "REPORTS", "Report Archive", and "Check Browse". A dropdown menu is open, showing a list of payroll runs with columns for "Archives (Year, Payroll #, Run #)" and "Reports". The list includes entries from 2011 down to 2006, each with a check date. A note on the right side of the screen reads: "Production reports online. If you do not have Adobe a version older than 5.0, please click on the link".

Archives (Year, Payroll #, Run #)	Reports
2011 - 001 - 01 : Check Date 04/08/2011	
2011 - 001 - 01 : Check Date 04/08/2011	
2010 - 004 - 01 : Check Date 10/11/2010	
2010 - 003 - 01 : Check Date 06/30/2010	
2010 - 002 - 01 : Check Date 03/18/2010	
2010 - 001 - 01 : Check Date 02/25/2010	
2009 - 003 - 01 : Check Date 11/04/2009	
2009 - 002 - 01 : Check Date 07/22/2009	
2009 - 001 - 01 : Check Date 11/15/2009	
2008 - 002 - 01	
2008 - 001 - 01	
2007 - 005 - 01	
2007 - 004 - 01	
2007 - 003 - 01	
2007 - 002 - 01	
2007 - 001 - 01	
2006 - 020 - 01	
2006 - 006 - 01	
2006 - 005 - 01	
2006 - 004 - 01	
2006 - 003 - 01	

**Figure 2 – Browse Available Reports screen**

## Saving a General Ledger File

5. Select **DG1-GL File** additional from the drop down list on the right (**Figure 3**).



**Figure 3 – Report drop down list**

6. Click **Run Report**.

## Saving a General Ledger File

**Result:** The report/file appears in a new Internet Browser window (**Figure 4**).

```
!TRNS, TRNSTYPE, DATE, DOCNUM, ACCNT, CLASS, AMOUNT, MEMO
!SPL, TRNSTYPE, DATE, DOCNUM, ACCNT, CLASS, AMOUNT, MEMO
TRNS, GENERAL JOURNAL, 10/21/2009, P200904301, 1120 CHECKING BOA, , -19292.75, Net Payroll
SPL, GENERAL JOURNAL, 10/21/2009, P200904301, 2250 401K W/H, , -761.39, Employee Deduction Withholding
SPL, GENERAL JOURNAL, 10/21/2009, P200904301, 2255 401K MATCH LIABILITY, , -81.00, Memo Deduction Liab:
SPL, GENERAL JOURNAL, 10/21/2009, P200904301, 2270 DUES 292, , -237.84, Employee Deduction Withholding
SPL, GENERAL JOURNAL, 10/21/2009, P200904301, 2290 CS, , -558.40, Employee Deduction Withholding
SPL, GENERAL JOURNAL, 10/21/2009, P200904301, 5205 SHOP LABOR, M-MISH, 15356.56, Wage Expense
SPL, GENERAL JOURNAL, 10/21/2009, P200904301, 5222 SS/MED EMPLOYER, M-MISH, 1174.77, Employer Tax Expen:
SPL, GENERAL JOURNAL, 10/21/2009, P200904301, 5224 401K MATCH, M-MISH, 81.00, Memo Deduction Expense
SPL, GENERAL JOURNAL, 10/21/2009, P200904301, 5822 GROUP INS, , -24.62, Employee Deduction Withholding
SPL, GENERAL JOURNAL, 10/21/2009, P200904301, 5836 UNIFORMS, , -16.40, Employee Deduction Withholding
SPL, GENERAL JOURNAL, 10/21/2009, P200904301, 6001 OFFICE, M-MISH, 6914.96, Wage Expense
SPL, GENERAL JOURNAL, 10/21/2009, P200904301, 6002 OFFICERS, M-MISH, 2754.40, Wage Expense
SPL, GENERAL JOURNAL, 10/21/2009, P200904301, 6002 OFFICERS, , 1872.00, Employee Deduction Withholding
SPL, GENERAL JOURNAL, 10/21/2009, P200904301, 6710 SS/MED EMPLOYER, M-MISH, 741.05, Employer Tax Expen:
ENDTRNS, , , , , , , ,
TRNS, GENERAL JOURNAL, 10/21/2009, L200904301, 1120 CHECKING BOA, , -7922.34, Payment of Tax Liability
ENDTRNS, , , , , , , ,
TRNS, GENERAL JOURNAL, 10/21/2009, V200904301, 2290 CS, , 558.40, Vendor Check Payment
SPL, GENERAL JOURNAL, 10/21/2009, V200904301, 2290 CS, , -558.40, Vendor Checks
ENDTRNS, , , , , , , ,
```

**Figure 4 – Browser screen displaying a report in ASCII Format**

## Saving a General Ledger File

To save the General Ledger file you just downloaded, do the following:

1. Click the **File** menu and select **Save As (Figure 5)**.

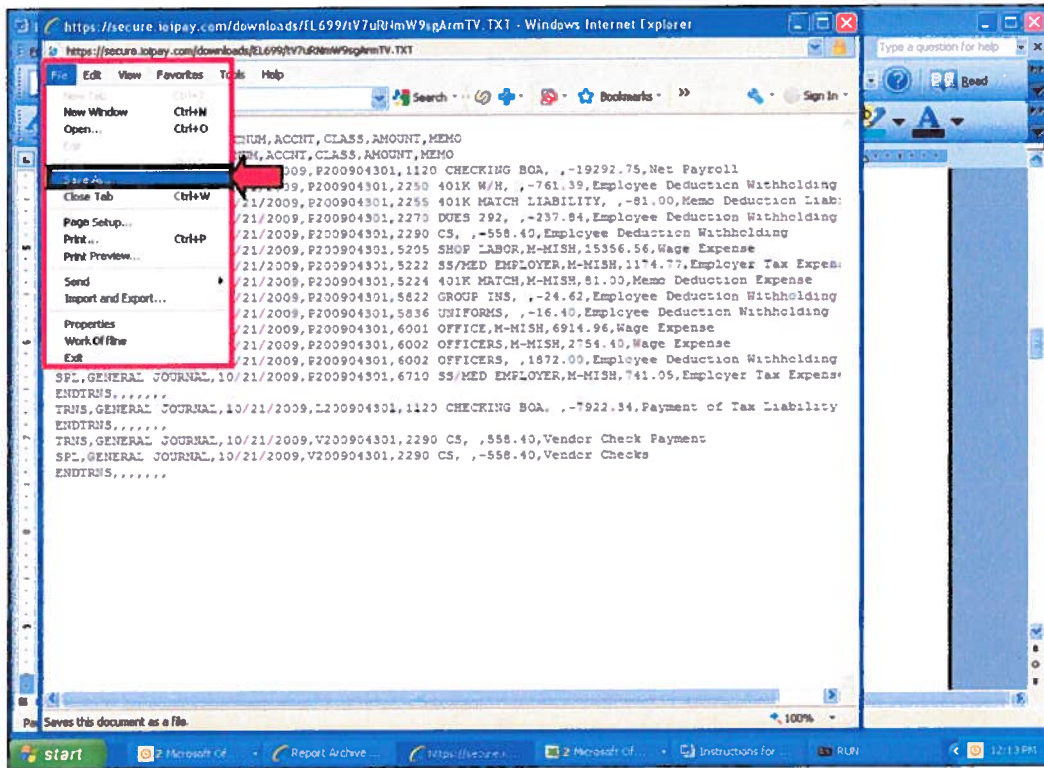
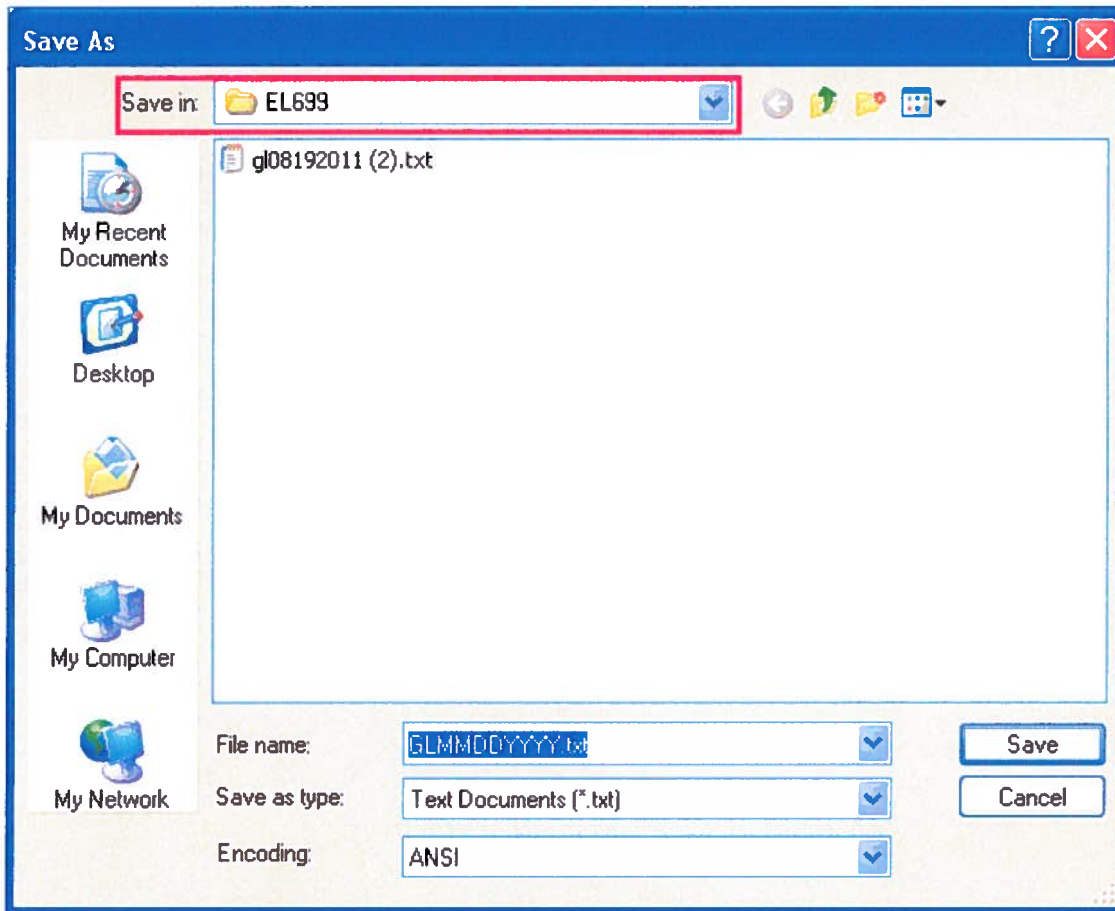


Figure 5 – File Menu – Save As



**Result:** The Save Webpage screen opens (**Figure 6**).



**Figure 6 – Save Webpage screen**

2. Set the location for the file you are saving using the **Save In** drop down list. The RCAB recommends saving your Quick Books export to your Right Networks **PARISH** folder. You may want to create a subfolder called "IOI GL Files".
3. Enter the filename in the **File name** field.
  - For example, enter "08-19-2011 Parish.txt." Giving the file the same name as the payroll pay date and specific entity will make it easier for you to find and easier for you to delete when you are finished.
4. Select Text Documents (\*.txt) in the **Save as type** field.
5. Click **Save**.



## Changing the Extension of the General Ledger File

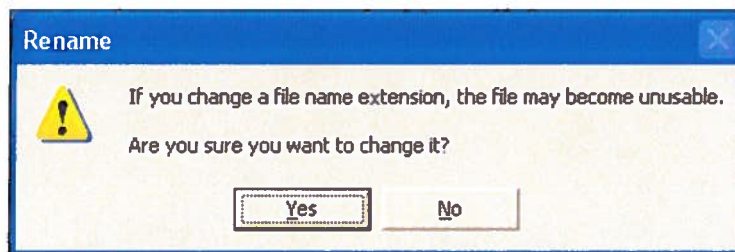
1. Open the **PARISH** folder within Right Networks and open the **IOI GL Files** subfolder.
2. Select the .txt file that you just saved. Click **File** and select **Rename**.
3. Change the extension on the file from .txt to **.iif**.

**Note:** If you cannot see the “.txt” at the end of the file name, you will need to do the following steps **prior** to changing the file extension to .iif

- Click **Tools**, then **Folder Options**, then the **View** tab
- Uncheck the box next to “hide extensions for known file types”
- Click **OK**.

4. Hit **Enter** to save your changes.

**Result:** A popup screen opens, prompting you to verify your changes.



**Figure 7 – Rename popup screen**

- Click **Yes**.

**Result:** The file is renamed and ready for importing into Quick Books.

## Importing a GL File into QuickBooks

1. Log into the Quickbooks company file for which you are going to upload the payroll information.
2. Confirm you are in (or switch to) single user-mode.
3. Click **File** and go to **Utilities**.
4. Go to **Import** and then to **IIF Files** (see **Figure 8**)

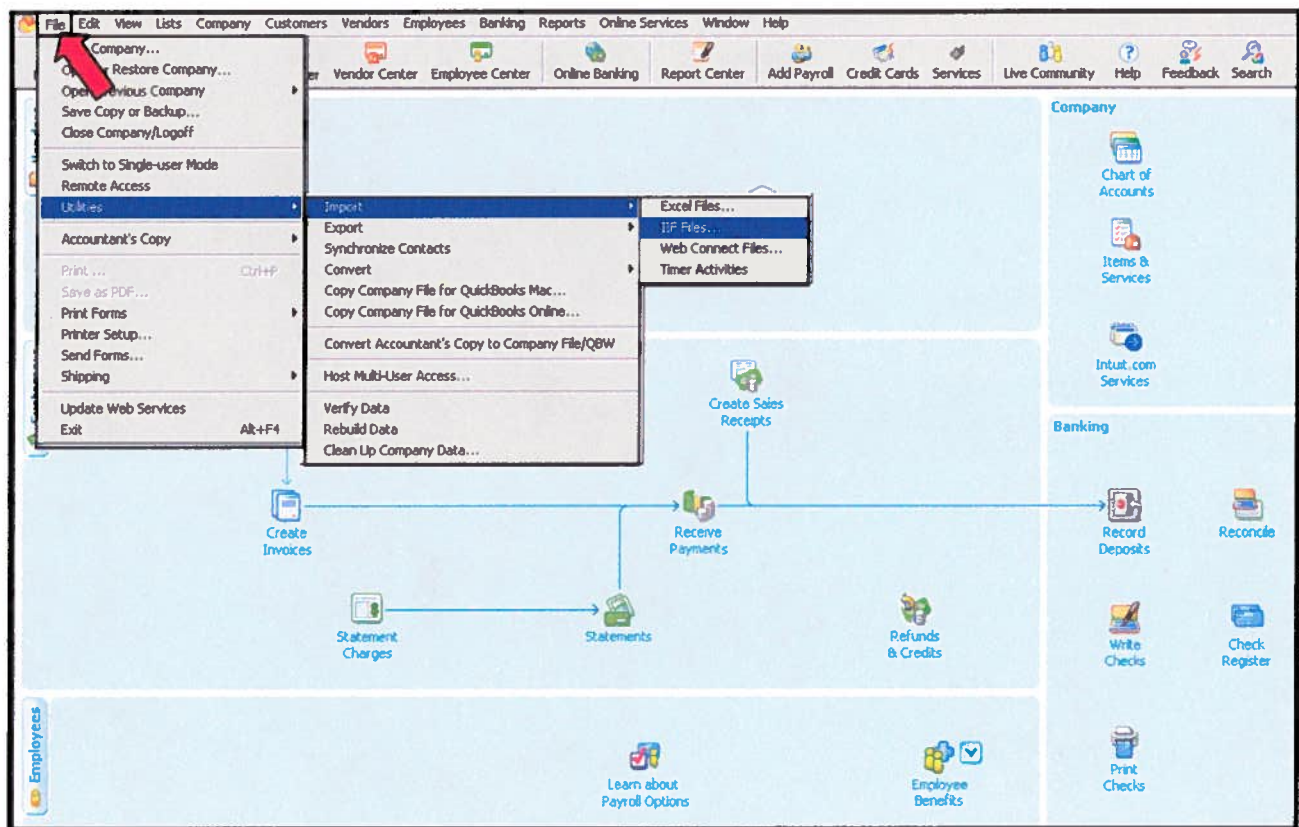
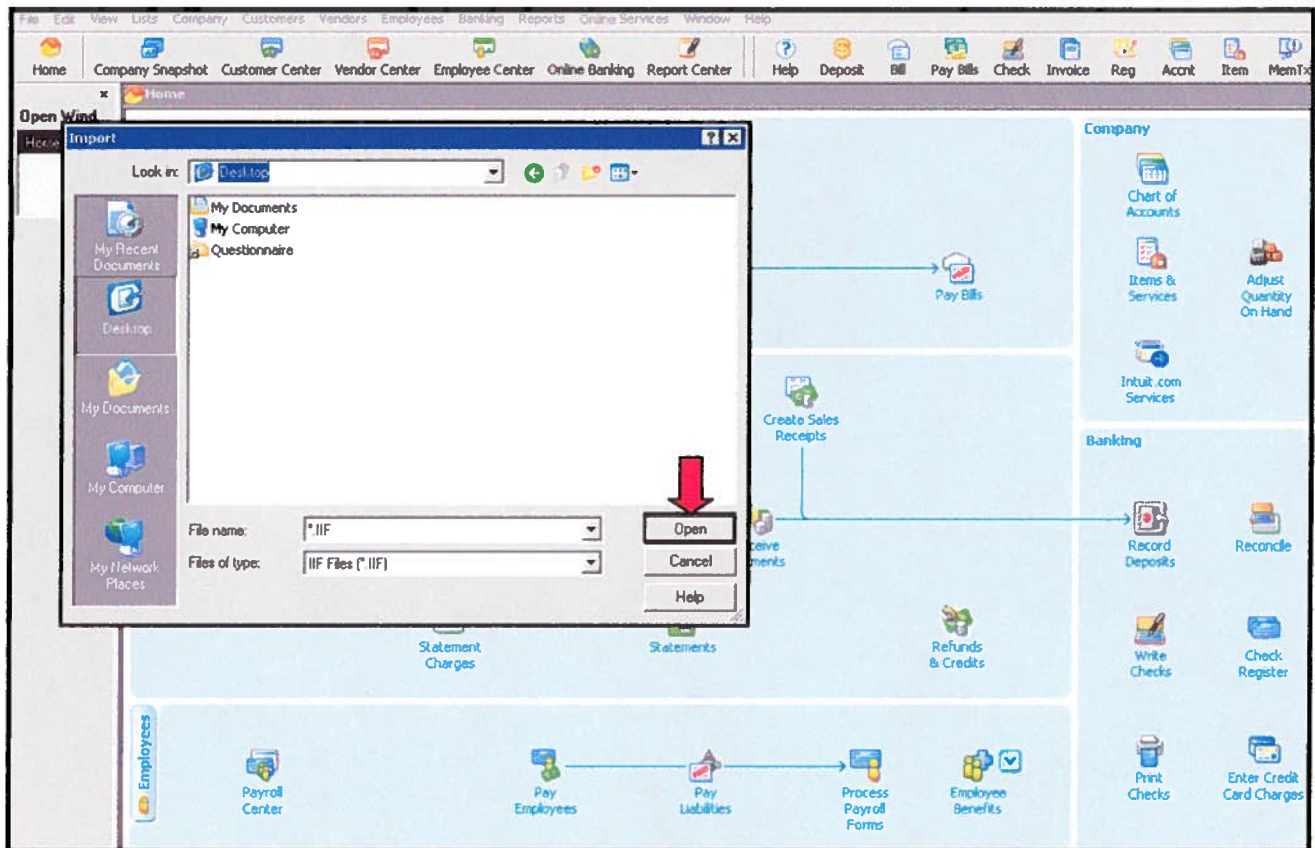


Figure 8 – File menu – Utilities > Import > IIF Files...

## Importing a GL File Into QuickBooks

5. Locate the IIF file to import.
6. Click the file to highlight it in blue.
7. Click **Open** on the bottom right corner of the open window (See **Figure 9**).
  - The import may take a couple of seconds, and you may see an hour glass display



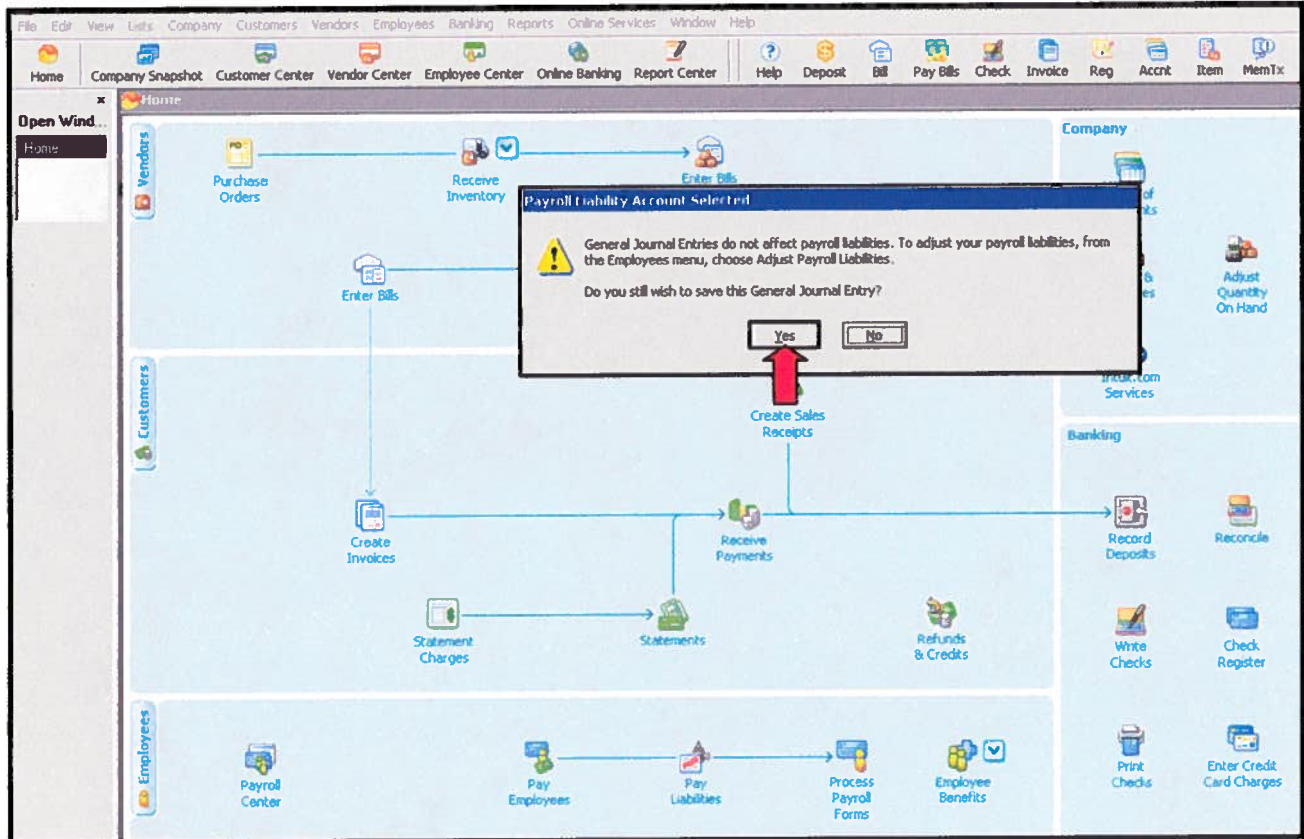
**Figure 9 – Import file**

**Note:** If you get an error message that the file is too big you will need to contact IOI. The error message is because the GL codes are not assigned properly and IOI will assist you in making the corrections and updating a new GL download file.

## Importing a GL File Into QuickBooks

**Result:** A "Payroll Liability Account Selected" message appears (see **Figure 10**).

8. Click **Yes** when this message appears. It will appear twice.

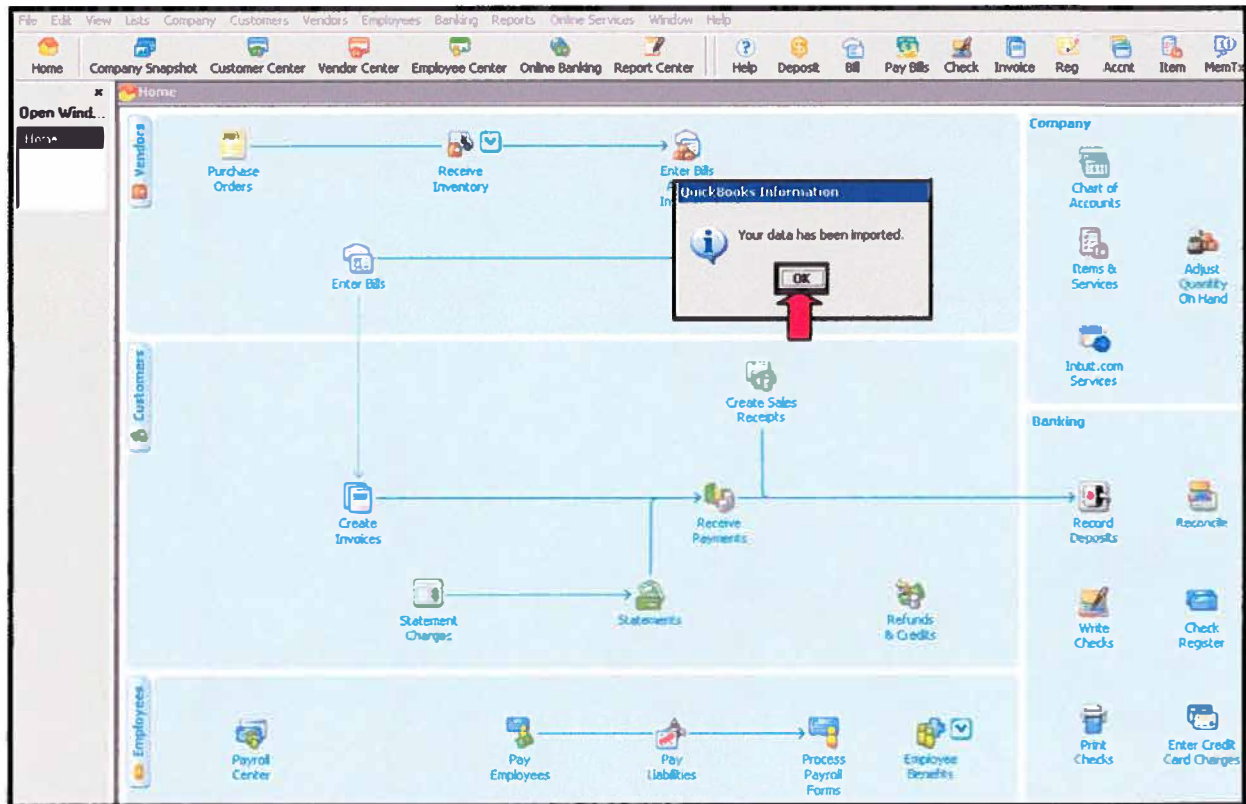


**Figure 10 – Save General Journal Entry file**

**Result:** A message appears stating your payroll data has been imported (see **Figure 11**).



## Importing a GL File Into QuickBooks



**Figure 11 – Data Imported confirmation message**

9. Click **OK**. Your payroll has now been posted.
10. Now that you have imported your IOI file into QuickBooks, go back and delete the IOI payroll file that you created in the PARISH folder. (Select the file within the PARISH folder and click on **File** and then **Delete**). You do not want to accumulate the download files in your folder.

**Note:** The downloaded GL file does not include the *IOI* payroll processing fee. To enter it into QuickBooks, do the following:

1. Run and print the invoice (077 – Payroll Invoice) from within *IOI* reports.
2. Make a separate journal entry or vendor bill / payment in QuickBooks.
3. Use account **6001-01** for this entry/payment.

**Contact:** If you have any questions about this process, please contact:

Patrick Farragher at [patrick\\_farragher@rcab.org](mailto:patrick_farragher@rcab.org) or (617) 746-5886.