

## Instructions for Downloading Payroll Data into Intacct

### **Option 2: Upload the payroll entry using D4G – GL File**

If you upload your D4G file, you **DO NOT** have to post the journal entry noted in option 1. If you do both option 1 and 2, you'll be duplicating the transaction.

#### 1. Run the D4G – GL file

##### Report Archive

Year	2019	Address (Year, Payroll #, Run #)	2019 - 025 - 01 : Check Date 06/23/2019
Reports	D4G - GL File (Additional)		

Run Report

2. A text file will pop up
3. Right click and save as "PRdate.csv" – i.e PR082319.csv
  - a. Ensure the .csv is at the end of the file name
  - b. Ensure the Save as type is "All files"
  - c. The new D4G file will be formatted for Intacct upload

File name:	PR082319.csv
Save as type:	All Files

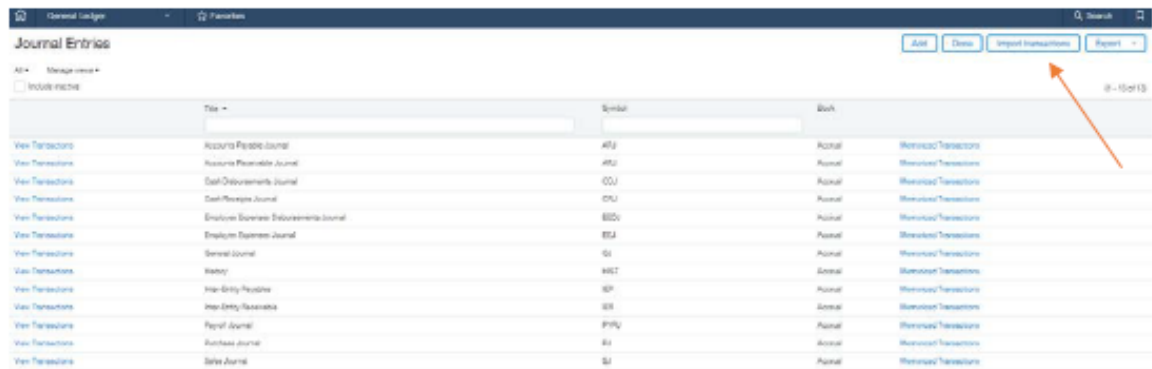
If you are having issues saving this file as a CSV it may have to do with the internet browser you are using. It should work if you're using Chrome.

#### 4. Import the csv file into Intacct

- a. From your Intacct home page, click on Applications, General Ledger, Journal Entry

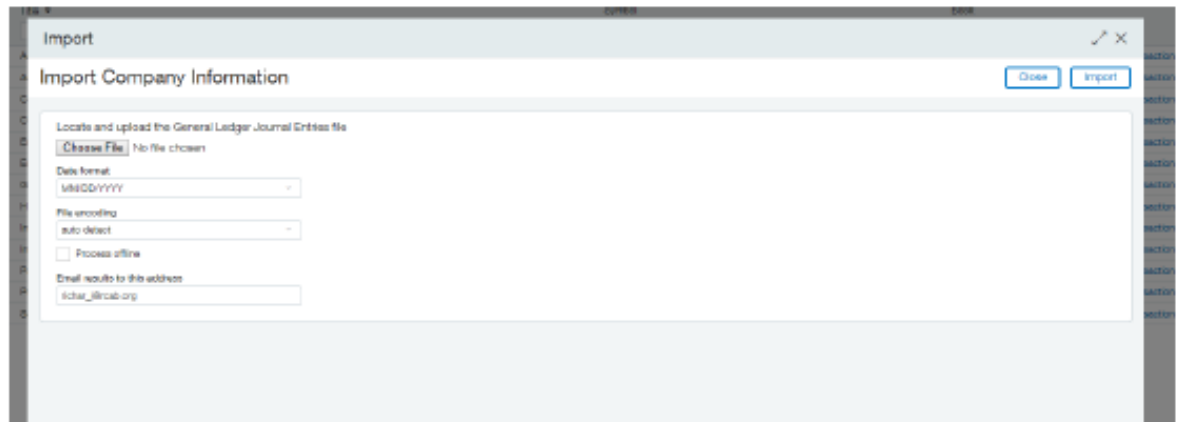
The screenshot shows the Intacct Applications menu. The 'Applications' dropdown is open, showing a list of categories: Dashboards, Cash Management, General Ledger, Accounts Payable, Platform Services, Accounts Receivable, Order Entry, User Defined Dimensions, Purchasing, Reports, and Company. The 'General Ledger' category is selected, and its sub-menu is displayed. The sub-menu includes: Accounts, Statistical accounts, Journal entry, Adjusting, Recurring, Approve journal entries, Stat journal entry, Recurring statistical, Statistical adjusting, and Books. The 'Journal entry' option is highlighted with an orange arrow. The 'Adjusting' option is also highlighted with an orange arrow. The 'Approve journal entries' option is also highlighted with an orange arrow. The 'Stat journal entry' option is also highlighted with an orange arrow. The 'Recurring statistical' option is also highlighted with an orange arrow. The 'Statistical adjusting' option is also highlighted with an orange arrow. The 'Books' option is also highlighted with an orange arrow.

b. This will take you to Journal Entries screen. Click on Import transactions

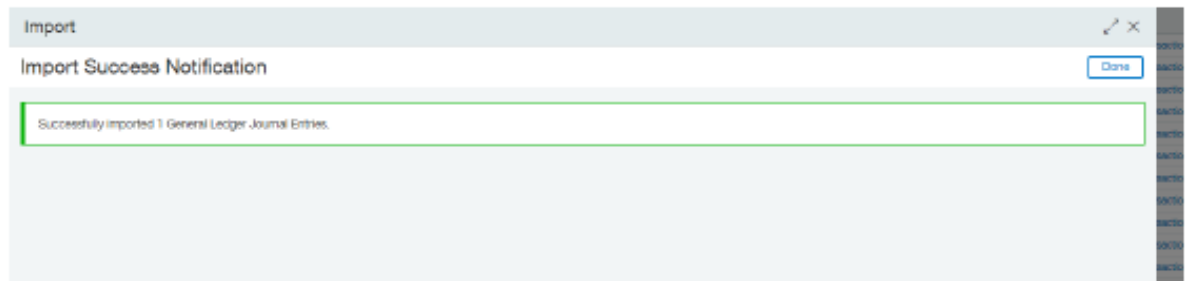


c. The import pop up appears. Click on Choose File and select the .csv file.

d. Click on Import



e. A message will appear – Import successful or errors. You will receive an email with the details of the errors.



f. If successful, the journal entry has been submitted

Note: For collaboratives with shared payroll expenses, review **PR2 – Payroll – Splitting Shared Payroll Expense** for instructions on how to utilize PrimePay to split shared payroll expense automatically.