

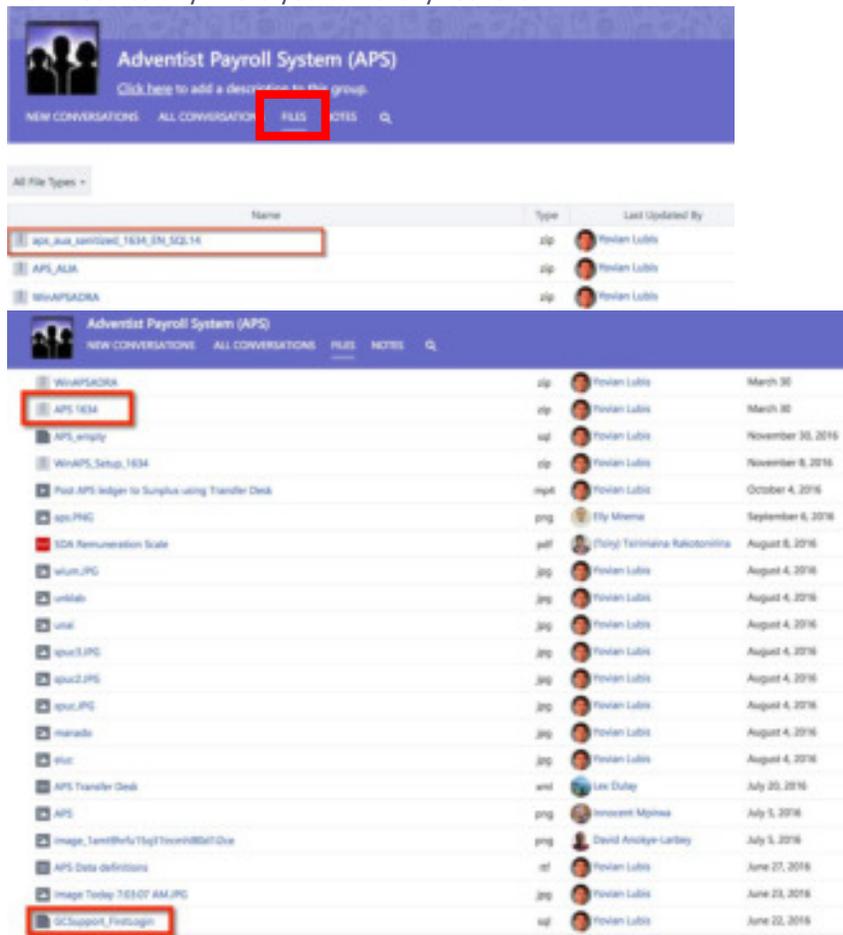
APS Installation Documentation

Sites Using APS in Conjunction with SunSystems:

SunSystems must be installed on the system so that connections with APS can be set up.

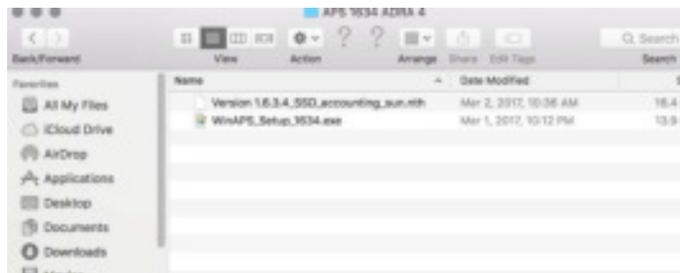
Installation Sequence

1. Go to **Adventist Payroll System (APS)** group in <https://www.yammer.com/sunplusglobalnetwork/#/files/61081969>
2. Go to **Files**
 - a. Download to anywhere you can easily retrieve:



- i. **aps_empty_1634_EN_officialSQL08**
- ii. **APS 1634** (the number in this title will change with new installer versions)
- iii. **GCSupport_FirstLogin**

3. Open the **APS 1634** zip file
 - a. The zip file will have two files:
 - i. **Version 1.6.3.4_SSD_accounting_sun.nth**
 - ii. **WinAPS_Setup_1634.exe**



4. Run the installer - **WinAPS_Setup_1634.exe**
 - a. Select **Setup Language interface** – select language you need
 - b. **APS Setup Wizard**
 - i. Click **Next**
 - ii. Accept default folder
 - iii. Click **Next**
 - iv. Select **Start Menu Folder** – accept default
 - v. Click **Next**
 - vi. Check **Create Desktop icon** checkbox
 - vii. **Ready to Install** – leave **Launch Adventist Payroll System** checkbox checked
 - viii. Click **Finish**
5. Installation process will run
 - a. APS will pop up when the installation process is finished
 - b. Don't login yet
6. Restore database **APS_businessunitname**
 - a. Select to install
 - i. APS with SunSystems or
 - ii. APS alone
 - b. Select language
 - c. Click **Restore**
7. Open **GCSupport_FirstLogin.sql**
 - a. **SQL Studio** opens
 - b. Be sure the active area is the lower right hand pane (where the SQL programming lines are displayed)
 - c. In the toolbar, select the correct database in the Database field
 - d. Click **Execute** icon (left pointing arrow)

Login to APS

8. Login to APS in login interface
 - a. **User: GCSupport** (this field is not case sensitive)

- b. **Organization:** the local entity
 - c. **Password:** **UnionSupport@1844**
 - d. Click **OK**
9. The first time you log in, you will have to provide
- a. **Server Name – sun6216**
 - b. **Database Name: APS_SSD** (APS_businessunitname)

Tip: (for name of server, right click on Command, click Run cmd Type “Whoami” and Enter)

Tip: to get the Server Name popup to display:

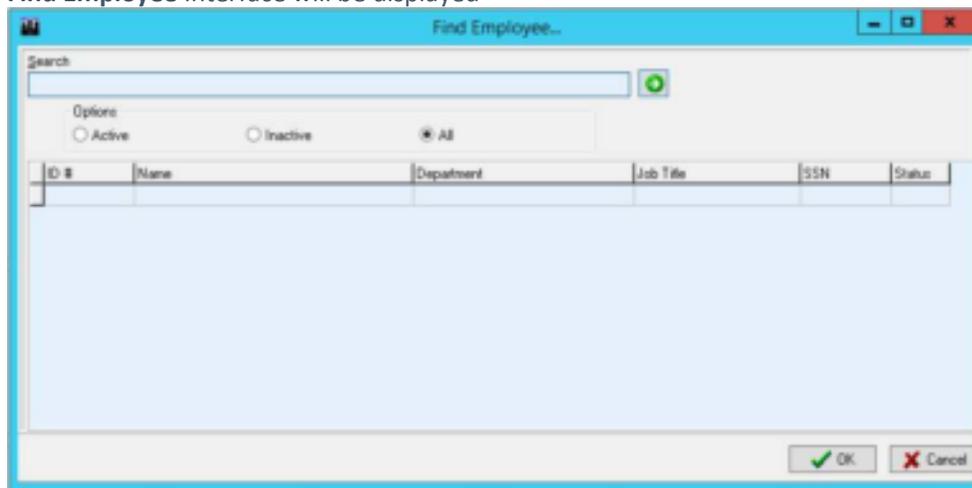
- On PC – Shift+Home
- On Mac = Shift+fn+left arrow key

Employee Creation / Maintenance

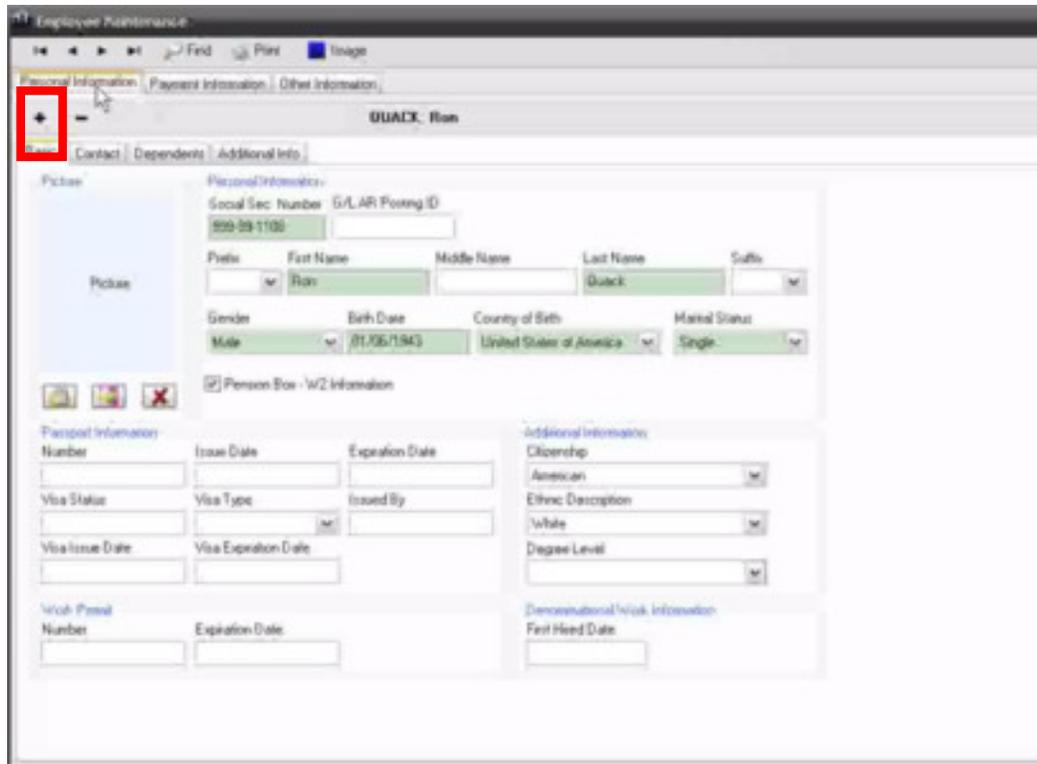
10. Create Employee
- a. Go to **Records** menu
 - b. Select **Employee**



- c. **Find Employee** Interface will be displayed



- i. Click **Cancel**
- d. Click + (Plus, or Add) icon



Employee Maintenance

Personal Information | Payment Information | Other Information

DUACK, Ron

Contact | Dependents | Additional Info

Picture

Personal Information

Social Sec Number: 999-99-1100 | GLAR Posting ID: []

Prefix: [] | First Name: Ron | Middle Name: [] | Last Name: Duack | Suffix: []

Gender: Male | Birth Date: 01/06/1943 | Country of Birth: United States of America | Marital Status: Single

Person Box - W2 Information

Passport Information

Number: [] | Issue Date: [] | Expiration Date: []

Visa Status: [] | Visa Type: [] | Issued By: []

Visa Issue Date: [] | Visa Expiration Date: []

Additional Information

Citizenship: American | Ethnic Description: White | Degree Level: []

Work Permit

Number: [] | Expiration Date: []

Denominational/Work Information

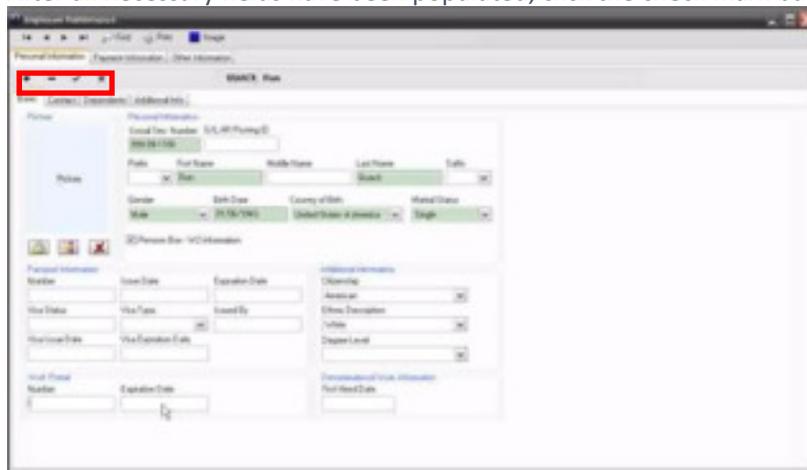
First Hire Date: []

- e. Populate fields
 - i. Required fields have greenish background color

Tip: Date and Currency formats are taken from Windows configuration

Tip: always populate every field before clicking the Save button

- f. After all necessary fields have been populated, click the check mark button (Save)



Employee Maintenance

Personal Information | Payment Information | Other Information

DUACK, Ron

Contact | Dependents | Additional Info

Picture

Personal Information

Social Sec Number: 999-99-1100 | GLAR Posting ID: []

Prefix: [] | First Name: Ron | Middle Name: [] | Last Name: Duack | Suffix: []

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Visa Issue Date: [] | Visa Expiration Date: []

Additional Information

Citizenship: American | Ethnic Description: White | Degree Level: []

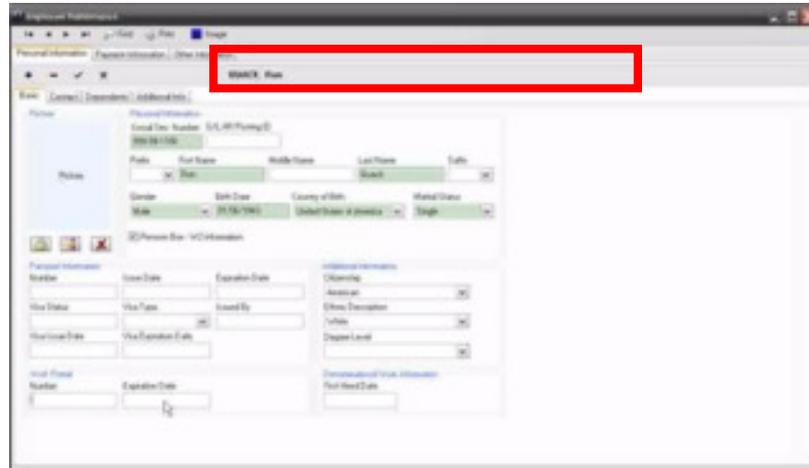
Work Permit

Number: [] | Expiration Date: []

Denominational/Work Information

First Hire Date: []

- g. You may get an **Information Message** saying
 - “APS requires to update SUN Database. This process will execute now.”
 - i. Click **OK**
- h. When you have successfully saved, the Employee’s Name will be displayed in the field next to the actions toolbar



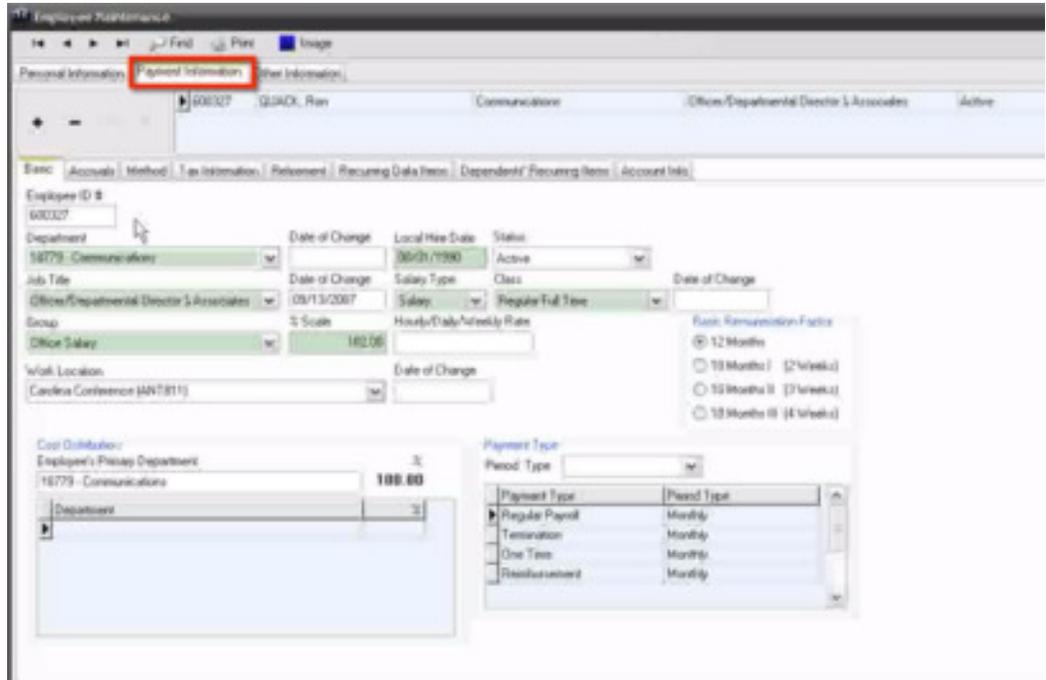
The **Personal Information Tab** fields collect all information related to employee as a person.

- i. This is referred to throughout APS as the **Natural Person**.
- ii. There can only be one **Natural Person** record for each person registered in APS

The **Payment Information Tab** fields relate to the person's position

- iii. This is referred to throughout APS as the **Enrollment**
- iv. A Natural Person (Employee) can have multiple Enrollments
 1. So an Employee can have multiple job positions, each of which may have a different
 - a. Payment Rate
 - b. Departments
 - c. Job Titles
 - d. Scale %
 - e. Etc.

- i. Go to the **Payment Information** tab



The screenshot shows the 'Payment Information' tab in the SunPlus Employee Information system. The Employee ID is 60327. The Department is 18779 - Communications. The Local Hire Date is 08/21/1990. The Salary Type is Salary and the Class is Regular Full Time. The Basic Remuneration Factor is 12 Months. The Payment Type is Regular Payroll and the Period Type is Monthly. The Cost Distribution shows 100.00 for Department.

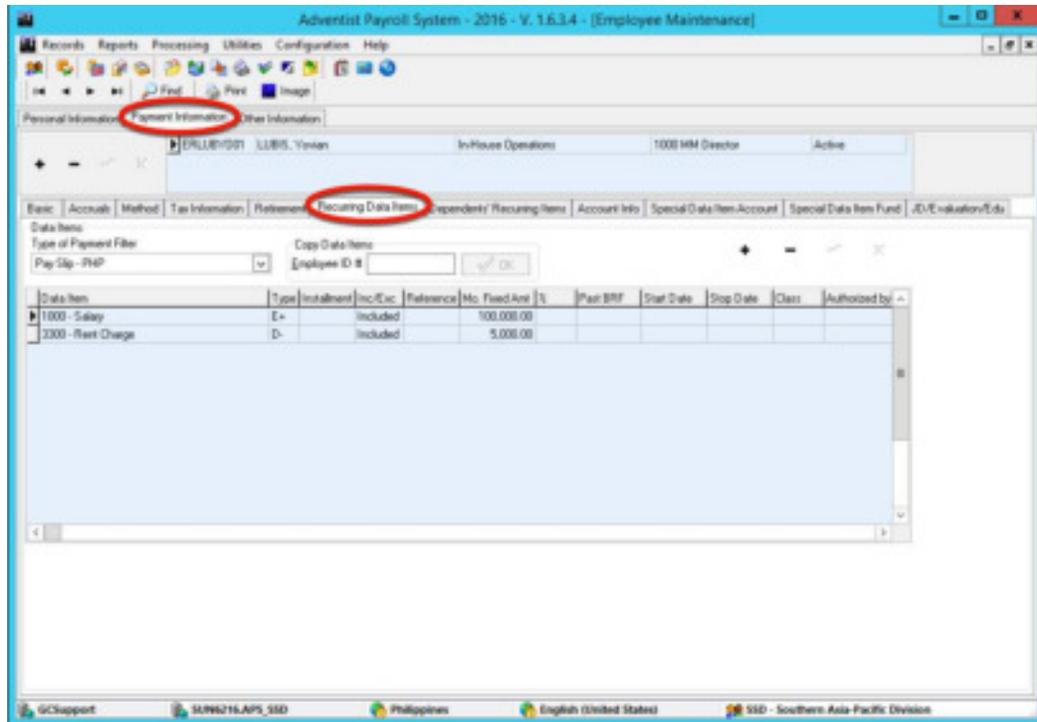
- j. Click the **+** (**Add**) icon to add a new payment enrollment
 - i. **Employee ID #** - Very important: this value must match the employee's SunPlus ER code (WHO Code)
 - ii. Fields with colored backgrounds are required
 - iii. **Local Hire Date** – when the employee starts working at that particular organization
 - iv. **Basic Remuneration Factor** – also required
 - v. **Type of Payment** – **Payment Type** is required
 1. Click in the field
 2. Click the dropdown arrow at the right side of the field
 3. Select from dropdown list
 - vi. **Period Type** is required
- k. Click **Save** when you have populated the fields
- l. The update Information Message will be displayed again

“APS requires to update SUN Database. This process will execute now.” Is displayed again

 - i. Click **OK**

Tip: for sites not using SunPlus, this Information message will not be displayed.

- m. Go to **Recurring Data Items** tab



- n. Use arrow keys to move between cells
- o. Click in **Data Item** field
 - i. Before adding Data Items to Employee Enrollments, you must know what Data Items you need
 - ii. To find the Data Item you want,
 - 1. type in a portion of the Data Item name, for instance, SAL for Salary
 - 2. use the %sal as a wildcard
 - 3. type in Data Item Number
 - iii. Select appropriate option from the dropdown list
 - iv. The chosen option will be automatically saved
- p. Click in **Data Item** field to enter the next item
 - i. Set up the details for the employee

Data Item	Type	Inclusion	Reference	Amount
1000 Salary	E+	Included		
1000 Cost of Living (CLO)	E+	Included		
1000 Reg. Travel Budget, Taxable	E+	Included		1,025.00
1000 Telephone Allowance, Taxable	E+	Included		60.00
1100 Interest Payable, Non-Fin.	E+	Included		25.00
2000 FICA	T-	Included		
2000 FICA Medicare	T-	Included		
3000 EC Non-Employee	D-	Included		400.00
3100 Flexible Spending - Pre-tax	D-	Included		70.00
3200 Medical Premium - Pre-tax	D-	Included		40.00
3300 Housing Fund	D-	Included		200.00
3400 401-K After Tax	D-	Included		2.70
3404 Life Insurance	D-	Included		14.00
3408 Professional Fee	D-	Included		27.50
3700 CDT - Cardiac Breakthrough	D-	Included		180.00
4000 Senior Life Insurance	E+	Included		
4100 DC Non-Fin.	E+	Included		100,000.00
4104 DC Non-Fin. Total	E+	Included		

- q. Select all the **Data Items** you need to attach to this employee
 - i. Code
 1. E+ – earnings
 2. T- – tax-related
 3. D- – typical deductions
 4. O+ - other
- r. Click Save at the end of each line
 - i. This moves your next item below the item you just selected and set up

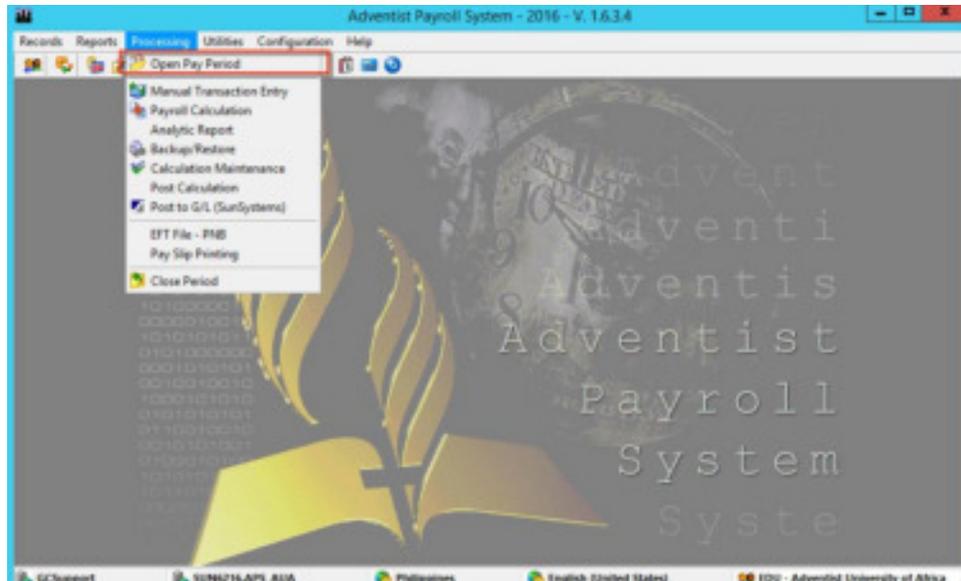
Tip: The + - checkmark x at the top of the screen, left side, affects the enrollment
 The + - checkmark x at the right side of the tab affects the Data Item you are working on

Data Item	Type	Inclusion	Reference	Amount
1000 Salary	E+	Included		100,000.00
1100 Tony's Salary	E+	Included		100.00
2000 Rent Charge	D-	Included		5,000.00

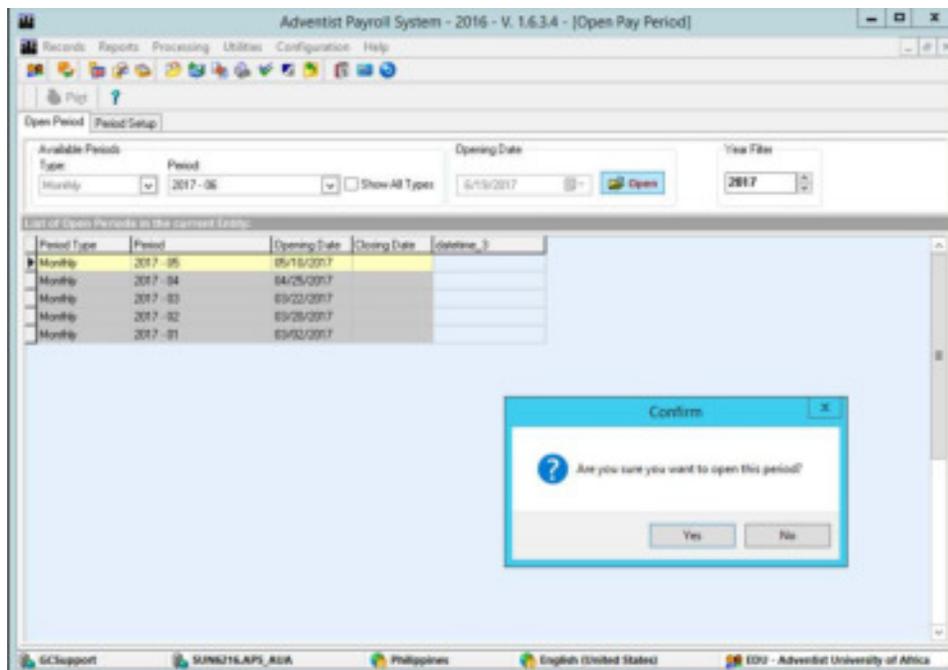
Hitting Save resorts the Data Items automatically, to move Earnings to top, etc.

Open Period

11. Go to **Processing** menu



- a. Select **Open Pay Period**

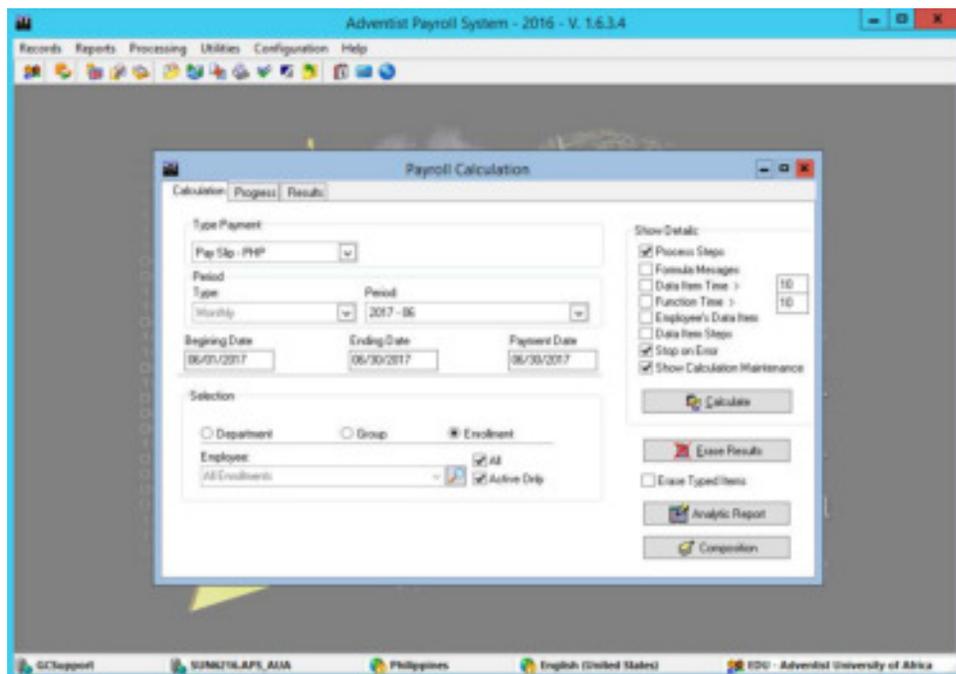
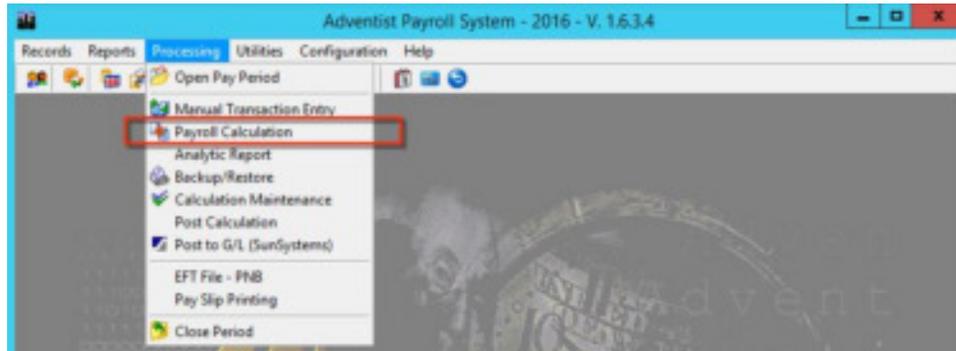


- b. Select an **Open Period**
 - i. If a period does not show a **Closing Date**, it is still open
- c. To open a Period, select the Period from the dropdown list in the **Period** field
- d. Click the **Open** button

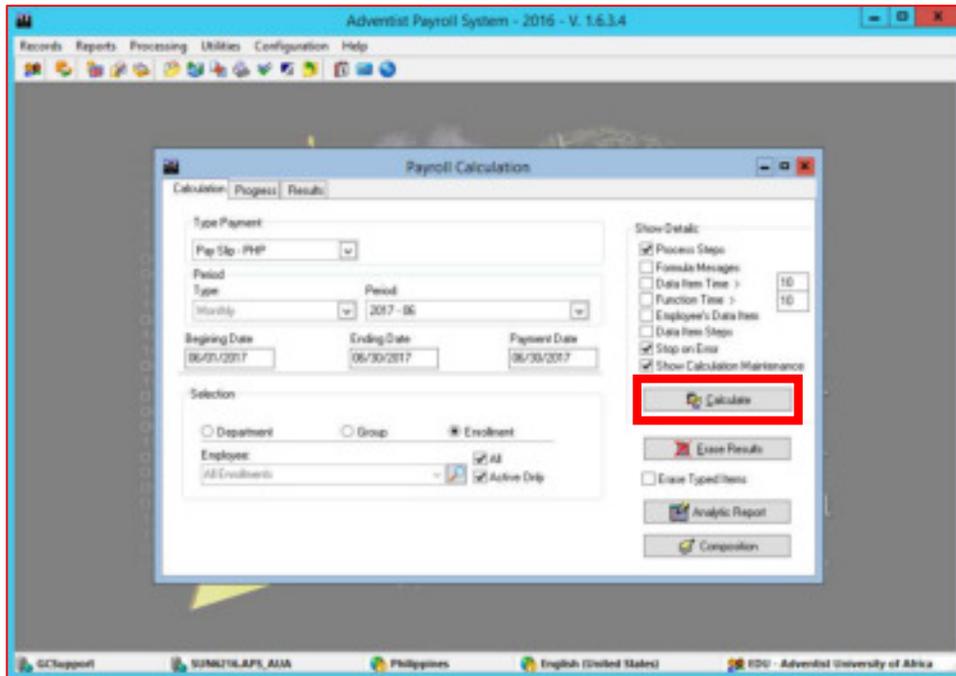
Calculate Payroll

12. Go to **Processing** menu

13. Select Payroll Calculation



- a. Select **Payment** Type – i.e., Pay Slip - PHP
- b. Select the **Period**
- c. Selection click **Enrollment**
 - i. Check **All** to calculate payroll for all employees
 - ii. Check **Department** to calculate payroll by Department
 - iii. Check **Group** to calculate payroll by Group
 - iv. To calculate payroll for one employee, enter the employee name in the **Employee** field
- d. Click **Calculate**



Tip: If you get Error Message “No Employees found selected” change the hire date

Tip: If you get Error Message “Unable to Connect Account Database – Server does not exist or access denied” – SunSystems has not been connected or APS has been installed on a system without SunSystems.

If you want to use APS without SunSystems:

- i. **Configuration** menu
- ii. **Entity**
- iii. Go to **Accounting Connection** tab
- iv. Click **No Server**
- v. **Save**

e. Calculation – you should see **Calculation Maintenance** screen

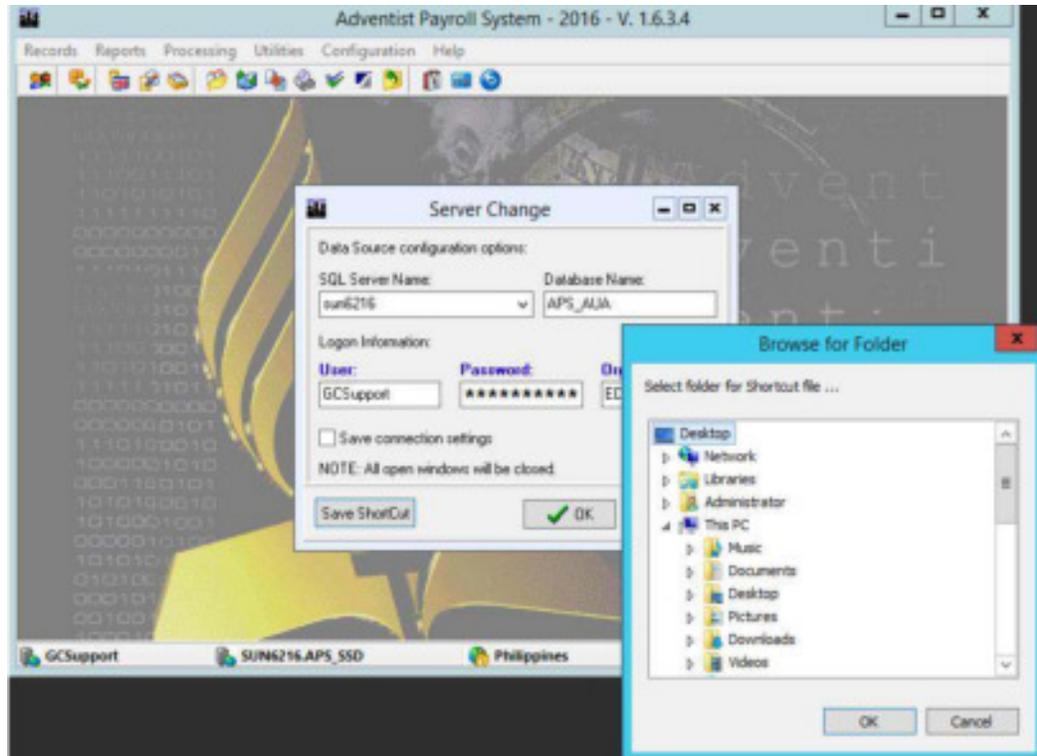
Add APS Shortcut to Desktop

14. You can have several APS shortcuts on your Desktop for separate databases
 - a. To create a second shortcut for a second database on the same machine
 - b. Log into the existing APS database on your computer
 - c. Double click the icon for the new database on the Status bar
 - d. You will get a **Server Change** interface
 - i. This lets you change the server or the database
 - ii. This lets you create a shortcut that remembers where you will log in next time



TIP: You can also go to the **Configuration** menu and select **Server Change**

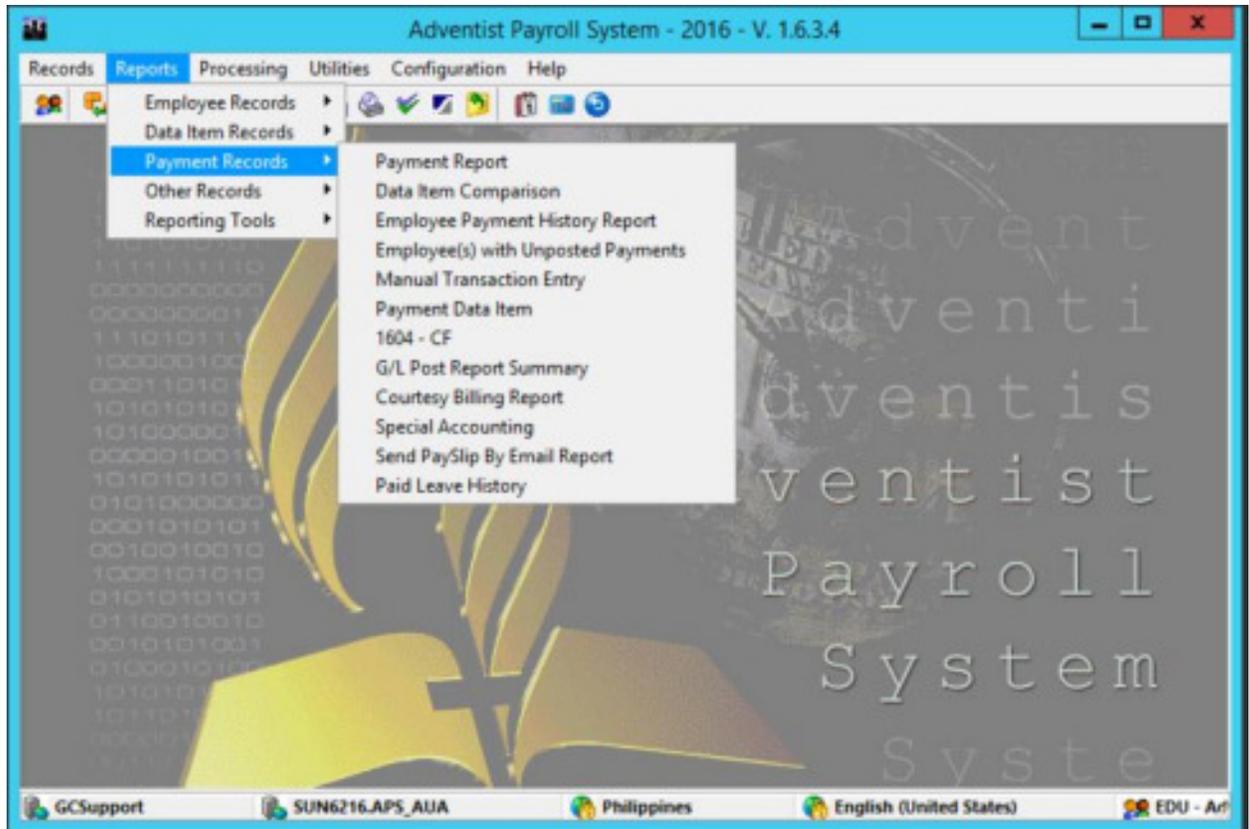
- iii. Enter your **Server Name** – should be the same one we are using
- iv. Change the **Database Name** – **APS_AUA**
- v. Change the **Organization** code to **EDU**
- vi. Click **Save Shortcut** button



- vii. Click **OK**
 - viii. Browse to the **Desktop** folder
 - ix. Select **Desktop**
 - x. Click **OK** on **Browse for Folder** interface
 - xi. Click **OK** on the **Server Change** interface
- e. There will be a shortcut (or multiple shortcuts) on your Desktop

Extract Data From APS

- 15. Go to **Reports** menu



Everything in the Report menu is exactly what it claims to be

- i. Standard reports are available in APS
- ii. All reports can be run against APS at any time

- b. Reports can be saved in any of several different Report Type options
- c. Reports can be encrypted to require use of Password to view

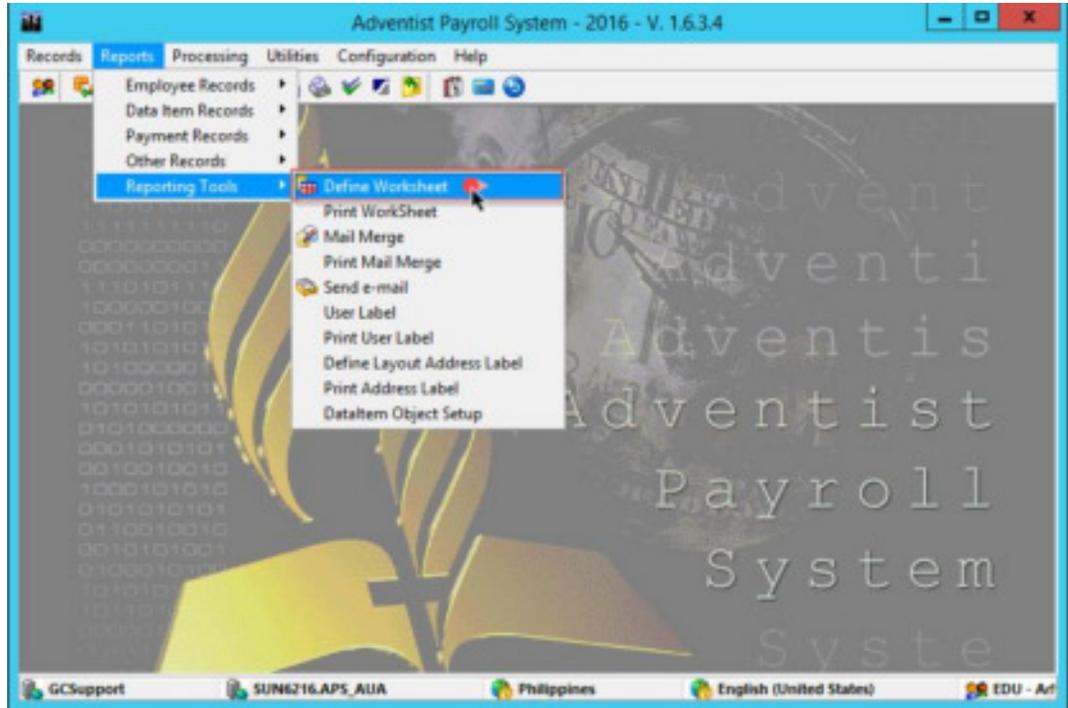
16. You will notice at times an icon will precede an item name in the menu listing

- a. Items preceded by an icon are the most frequently used items
- b. Any item presented with the frequently used items icon will also be presented as a button (icon) on the toolbar to direct and easy access

Create Simple Report

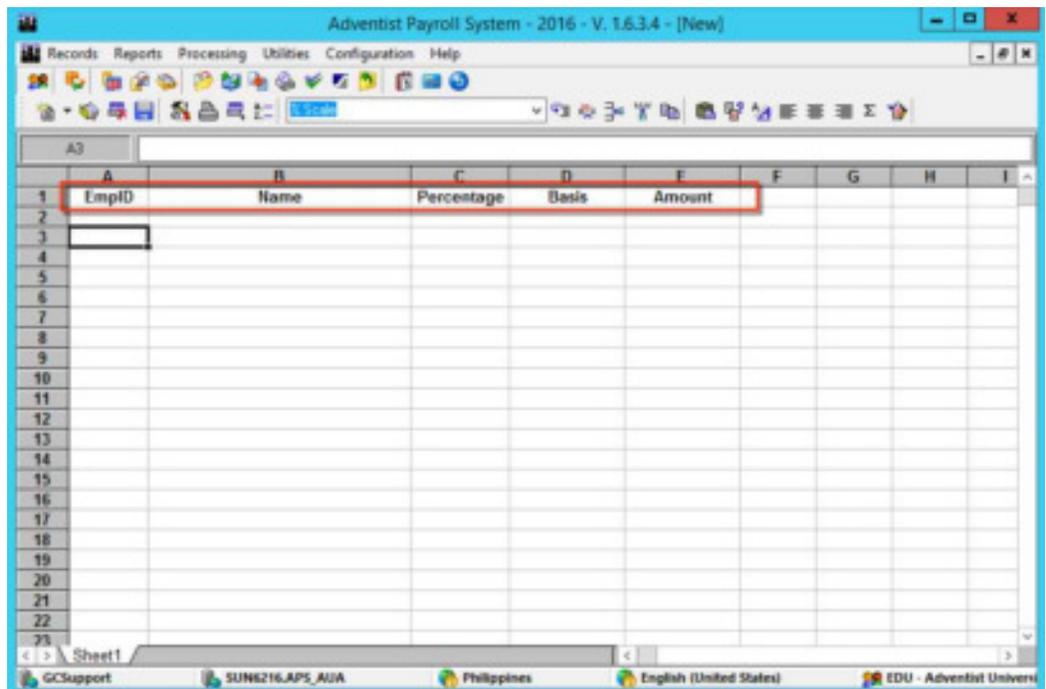
17. Go to the **Reports** menu

- a. Select **Reporting Tools**
 - i. Select **Define Worksheet**

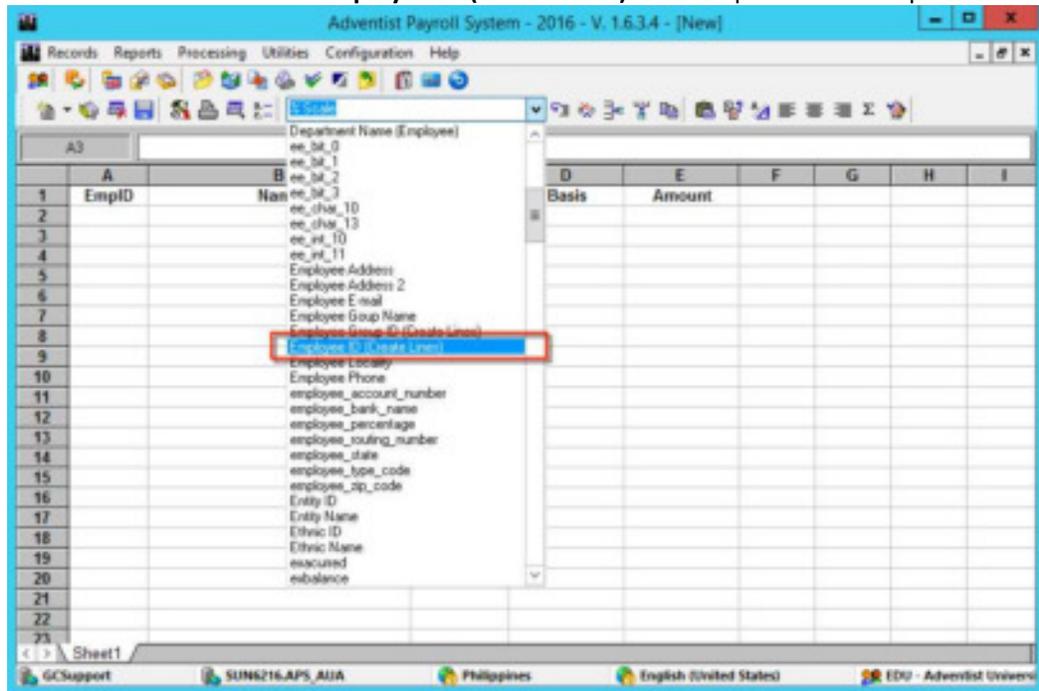


ii. **New** document is shown

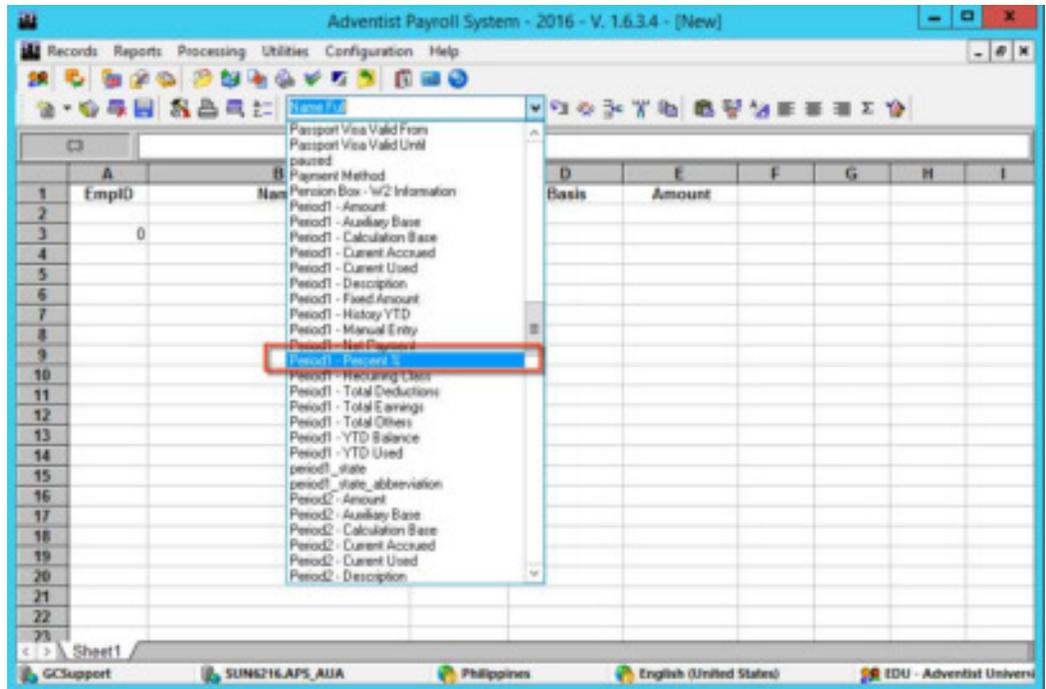
1. Type in the items you want as headers in the report:
 - a. Employee ID
 - b. Name
 - c. Percentage
 - d. Basis
 - e. Amount



2. Click in A3 (Employee ID)
 - a. This will be the first cell of extracted data
3. Go to the Search field in the toolbar
4. Select the **Employee ID (Create Lines)** from drop down list of options



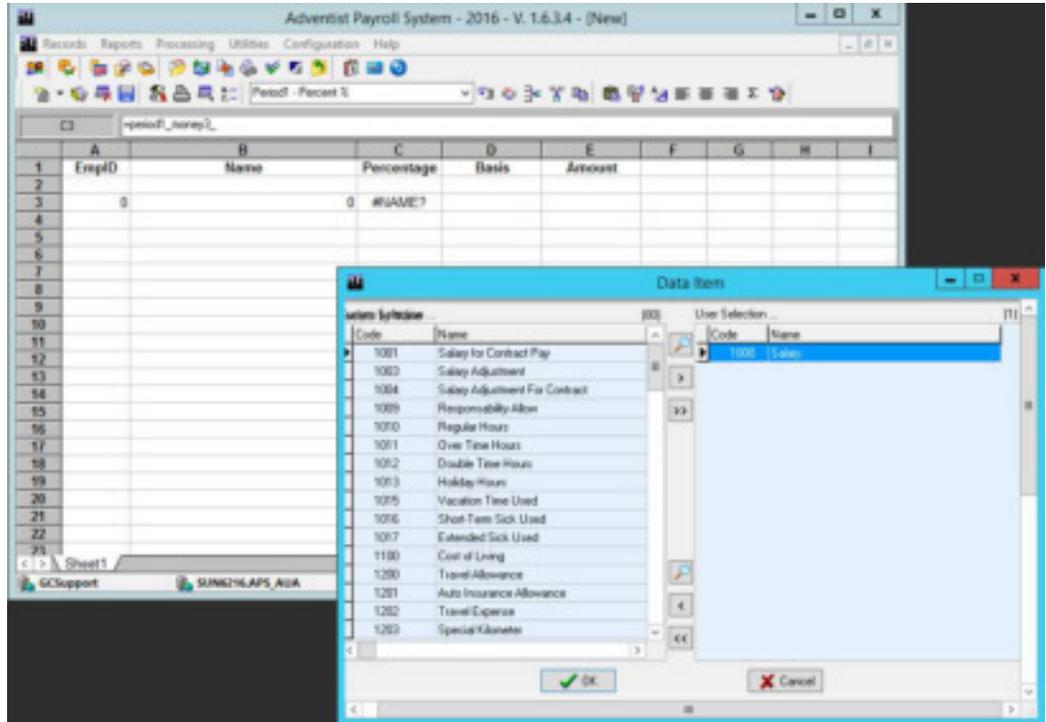
5. Click **Insert** button (immediately to the right of the Search field)
 
6. Go to B3
7. Go to **Search** field
8. Select **Name Full** from the dropdown list
9. Click **Insert**
10. Go to **C3**
11. Go to **Search** field
12. Select **Period1 – Percent %**



13. Click **Insert**

14. **Data Item** interface will be displayed

15. Select **Salary** from the **Custom Selection** pane and drag it into the **User Selection** pane



16. Click **OK**

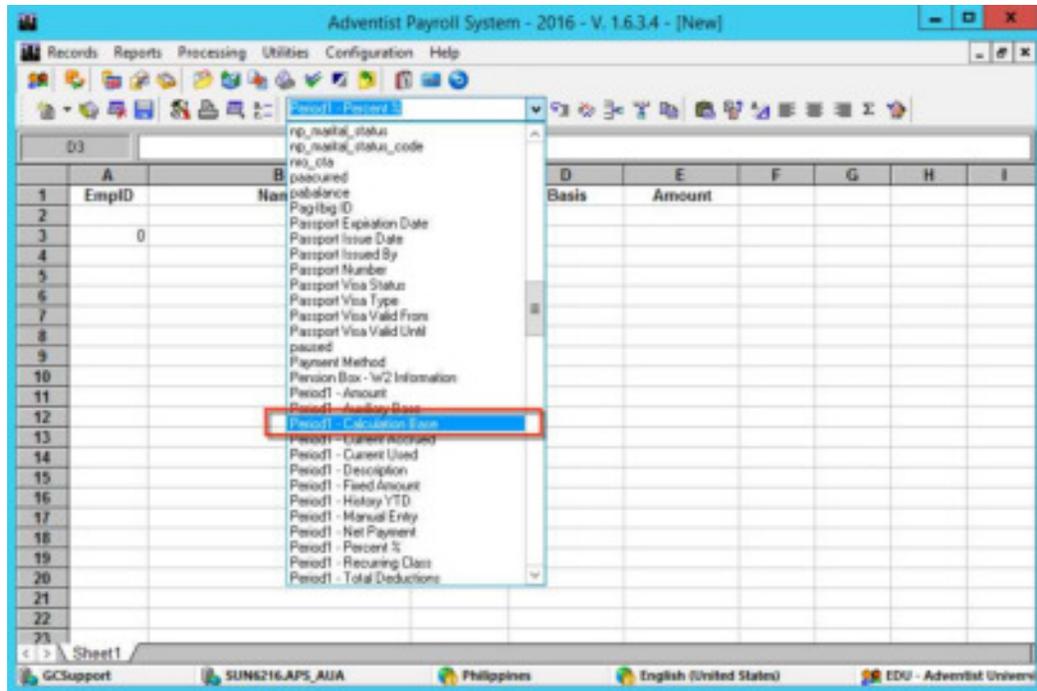
a. Notice that a formula is associated with the **Percentage** cell

=period1_money3_

17. Click in **D3**

18. Go to the **Search** field

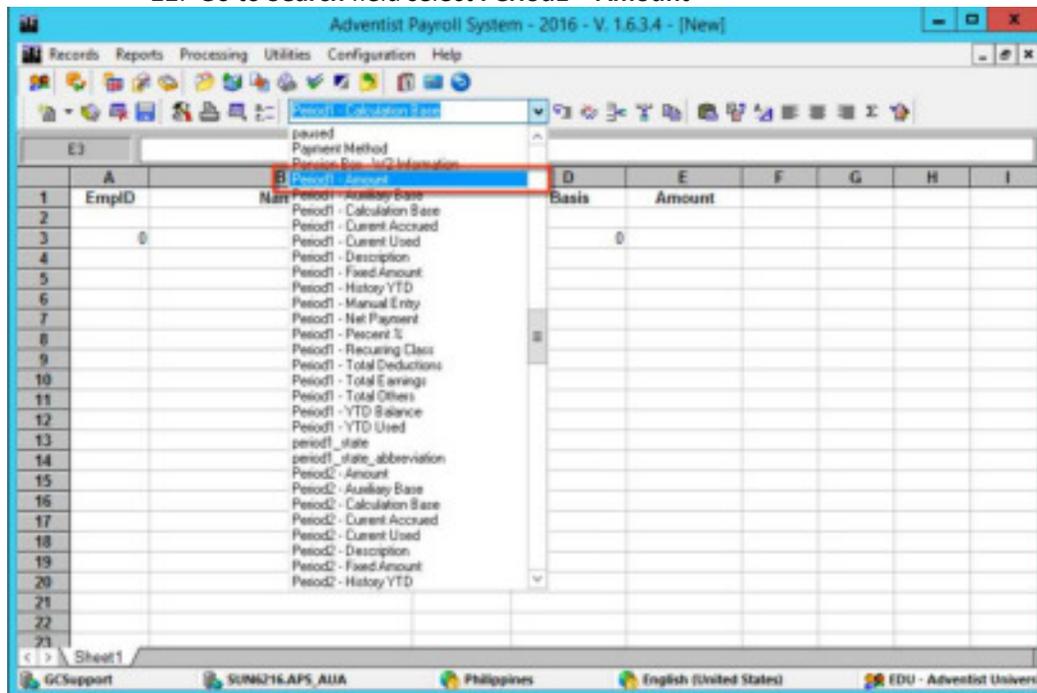
19. Select **Period1 – Calculation Base**



20. Click **Insert**

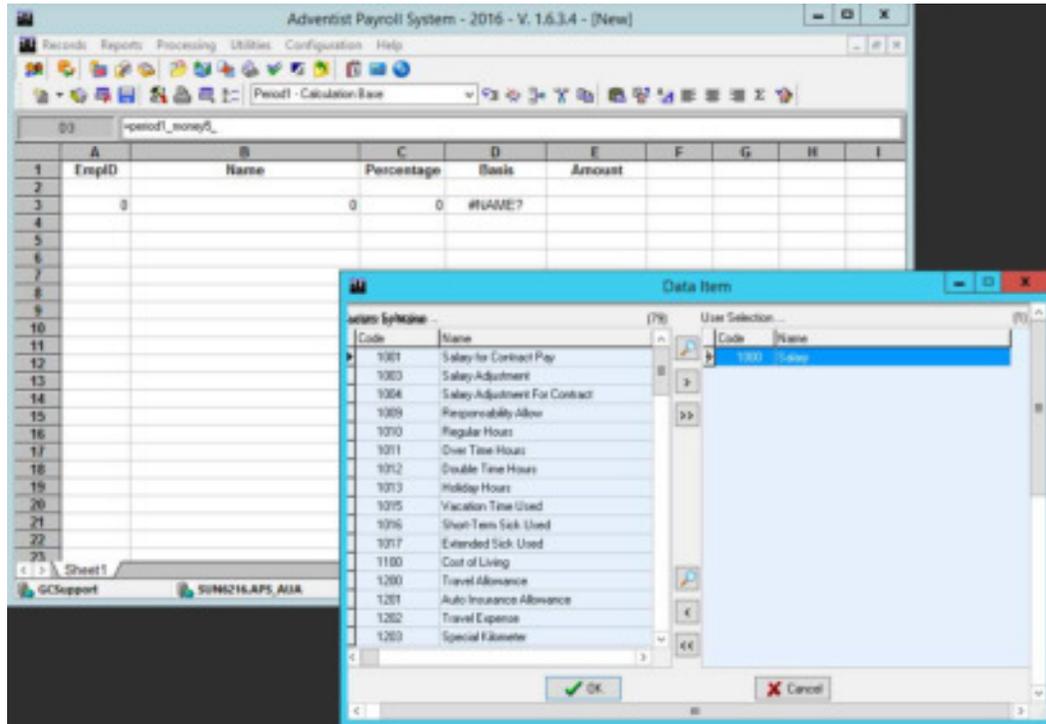
21. Click in **E3**

22. Go to **Search** field select **Period1 – Amount**



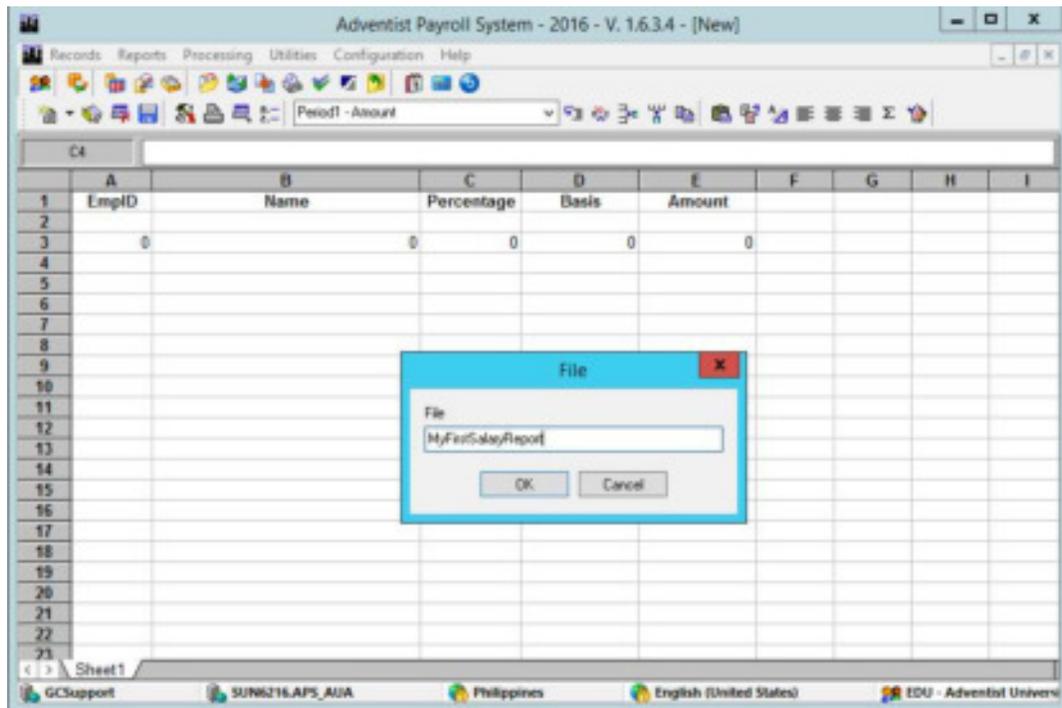
23. Click **Insert**

24. Choose Salary



25. Click OK

26. Give the report a Name – My First Salary Report

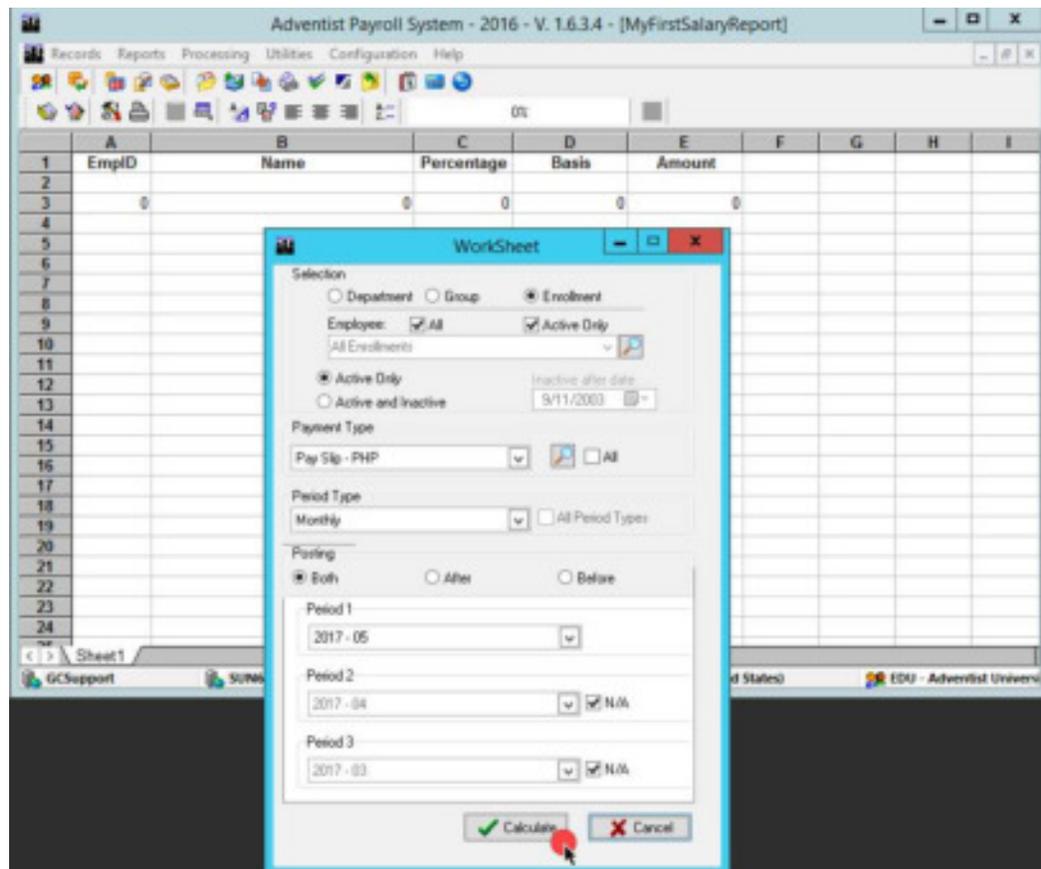


27. Click **OK**

28. **Save** the report in the worksheet

Run Your Report

18. Click **Calculate** button on the worksheet toolbar
 - a. **Employee** – check **All** to calculate payroll for all employees
 - i. Check **Department** to run for one department
 - ii. Check **Group** for a single group
 - iii. Enter **Employee Name** to run for one Employee
 - b. Select **Monthly Period Type**
 - c. Insert the **Period** you need
 - d. Click **Calculate** button in WorkSheet interface



TIP: If you want to expand worksheet columns, move columns around within your report, make your changes before clicking Save and clicking Calculate. Once you have Saved and Calculated, you cannot make changes to the worksheet setup.

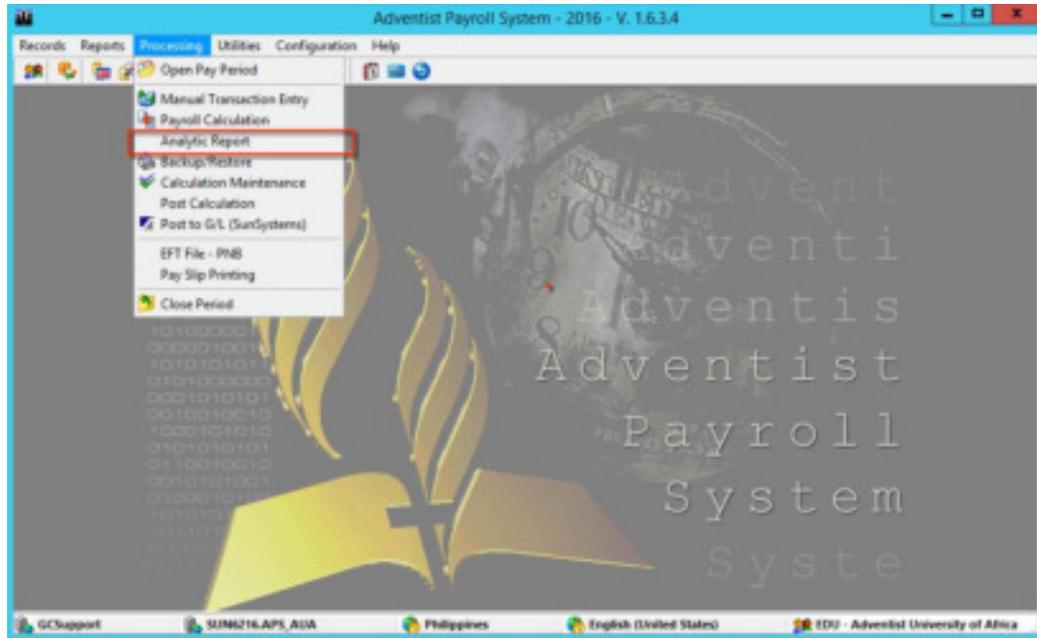
19. If you'd like you can add a **Sum Check** column to the end of your report
 - a. Set up formula

$$=C3*D3/100$$

- i. this will check the amount pulled into E3

Run Analytic Report

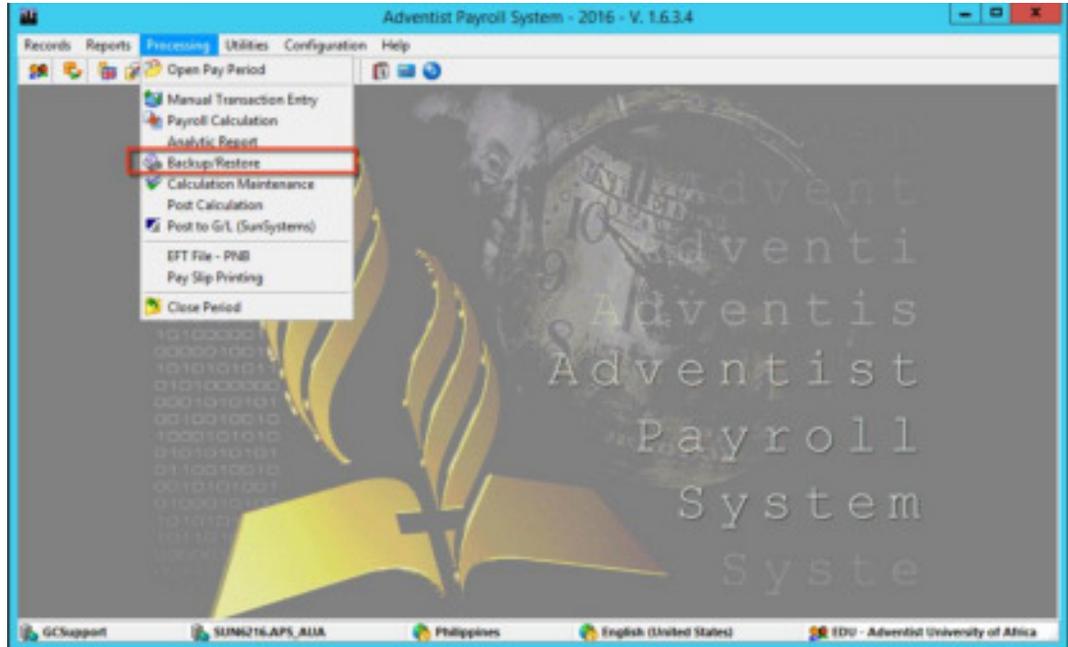
20. After calculating Payroll, it is best practice to run the **Analytic Report**



21. Go over the details in the **Analytic Report** very carefully to ensure accuracy
22. Do not Post until you are sure everything is perfect
 - a. Once you have posted, there is no going back

Backup / Restore

23. Before posting the Payroll to the system, it is best to create a **Backup**
24. Go to the **Processing** menu
25. Select **Backup / Restore**



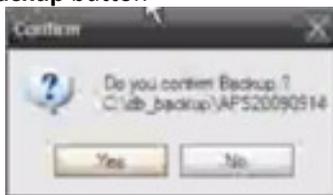
- a. Best practice is to backup and restore the entire APS database
- b. If a Backup path has not been set up, you can create a backup path to any location existing in the server, though it should be the SQL path with proper permission setup

26. Select **Backup/Restore** (best practice – entire APS database)

- a. If you are setting up system and you don't have **Backup to: C:\APSSHARE** (you can change the backup path, you just need a location existing in server (should be the SQL path with proper permission setup))



27. Click **Backup** button

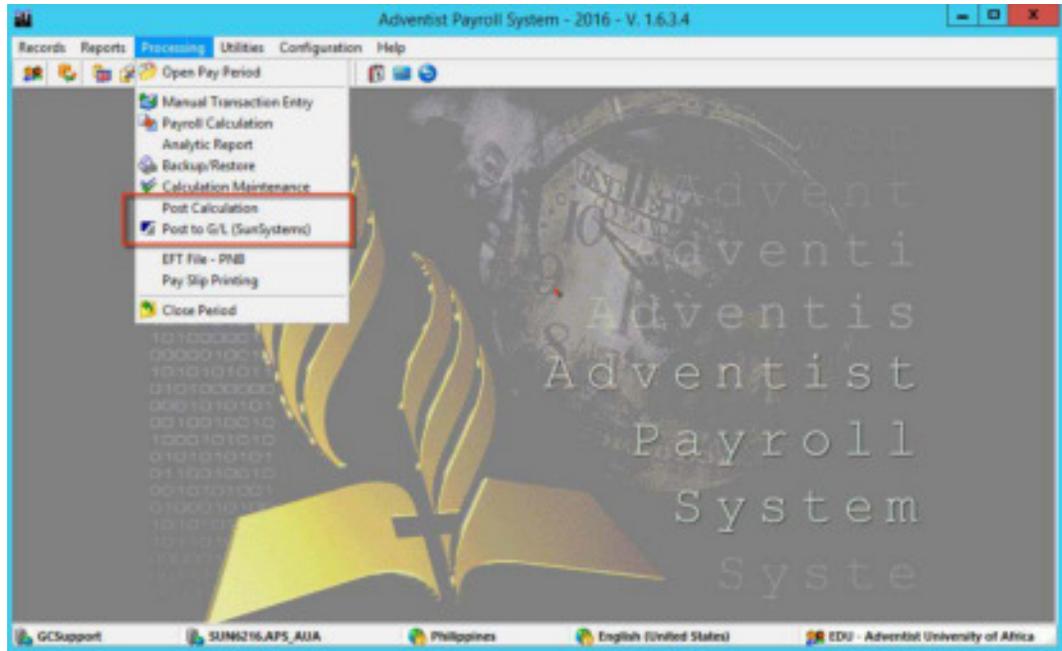


28. Click **Yes** to **Confirm**

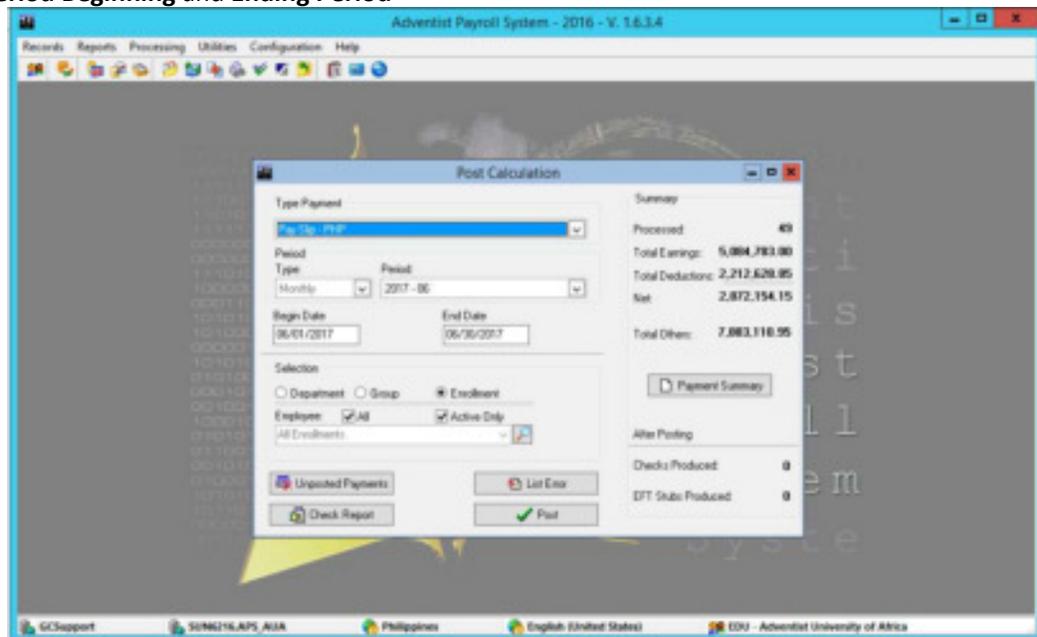
29. Click **Cancel** when the backup is complete

GL Posting

30. Select **Processing** menu
31. Select **Open Period**
 - a. Click **Create** button
 - b. **Period Setup**
 - c. Click **Create Period**
 - d. **Confirm**
 - e. **Confirm – copy information**
32. **Payroll Calculation**



33. Enter **Period Beginning** and **Ending Period**



34. Enter **Payment Date**

- a. Be sure you are covering the transaction periods correctly
- b. All possible dates should be included
- c. Make sure your payment date is the date on which the bank will make the transfer to the employee account

35. Select **Payment Type**

TIP: To change the Payment Date for PaySlip Payment Type, you must go to the Create Period interface

To change the Payment Date for all other Payment Types, simply make the change at runtime in the Calculate screen

36. To Post Payroll for **All Employees** click the **All** radio button

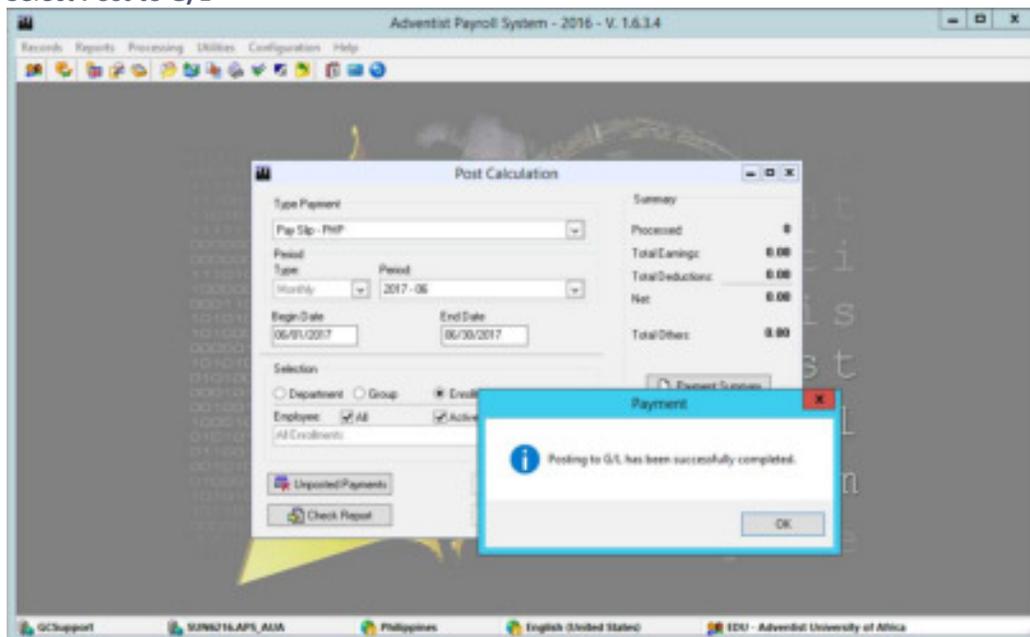
37. Click **Post**

- a. This posting is not to SunPlus – this is posting in the APS database
- b. We need to create an xml file

Create xml File for Import into GL

38. To post directly into SunSystems, go to the **Processing** menu

39. Select **Post to G/L**



- a. Make the necessary Post selections, as detailed above
- b. SS Connect will do the work

40. Click **Save to File**



41. **Confirm**
42. When the xml file is created, go to your **Documents** directory, select that file
43. Go to **Transfer Desk** instructions below

Make Changes to Date (If Necessary)

When posting into SunSystems, you will get errors if the import data is not consistent with the data in SunSystems. Transfer Desk runs validation to ensure the data matches.

44. In **Save As** screen, accept the system-issued **File Name**
45. Save in **Documents** to the location of your choice
46. Click **OK**
47. Go to **Documents**
48. Open the .xml file you just made
49. Scroll to **Income & Expense** section
 - c. All Income & Expense entries into SunSystems 6.2 require **Resource** Dimension Analysis Code
 - d. **AnalysisCode1** must be populated with an Analysis Code
 - e. Also check the **Accounting Periods** – SunSystems will not accept numeric values beginning with 0's
50. Open the file a second time (you will have two instances of the same file opened)
 - f. Save as file
 - g. Use source task pane (second instance) (Source Task Pane)
51. Go to the first sheet you opened (XML Table)
 - h. On Account Code, you need Resource in Income and Expense
 - i. Filter by Income & Expense accounts only
 - j. Go to **Resource** column
 - i. For non-tithe organizations, all transactions need the **UFNT** Resource Analysis Code
 - ii. Populate all income & expense accounts with **UFNT**
 - k. Go to **Accounting Period**
 - i. Change the Accounting Periods for all transaction lines to '062017 (add the text symbol at the front)
52. Go to the second open spreadsheet - **Source Task Pane**, you need the exact items on the lines
 - l. Pick line in XML Source
 - m. Drag to A1 – give you everything for that line – automatically brings in all headers
53. Go back to first spreadsheet - **XML Table**
 - n. Pick the important sections
 - i. Accounting Code, Accounting Period , etc.



- ii. Copy from **Account Code to Transaction Reference**
- iii. Paste in second worksheet headers, to
- iv. Copy all the transactions for all of the lines from the first sheet
 1. Be sure you have everything
- v. Go to row 2 on the second sheet and Paste
- vi. Save the file as an **xml data file** – give it a different name from the file you took out of APS

54. Close both Excel sheets

55. Open the new xml file

56. Open the original file from APS

57. Copy the line details from the first item to the last item in the New xml file

58. Paste into the original file from APS

59. Select the lines, from first to last

60. Paste

61. Save the file

62. Close the file

63. Close the New xml file

Transfer Desk

64. Go into **SunSystems**

65. Open **Transfer Desk**

66. Select the **APS Upload Profile**

- a. Select the original, modified APS import file

67. Run **Transfer**

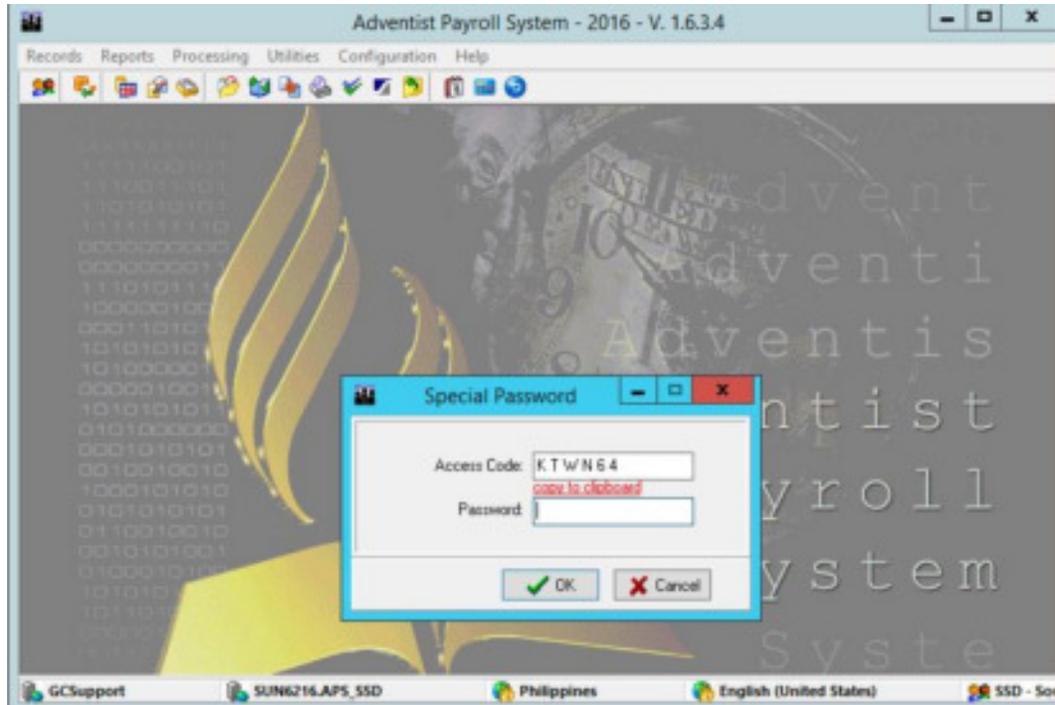
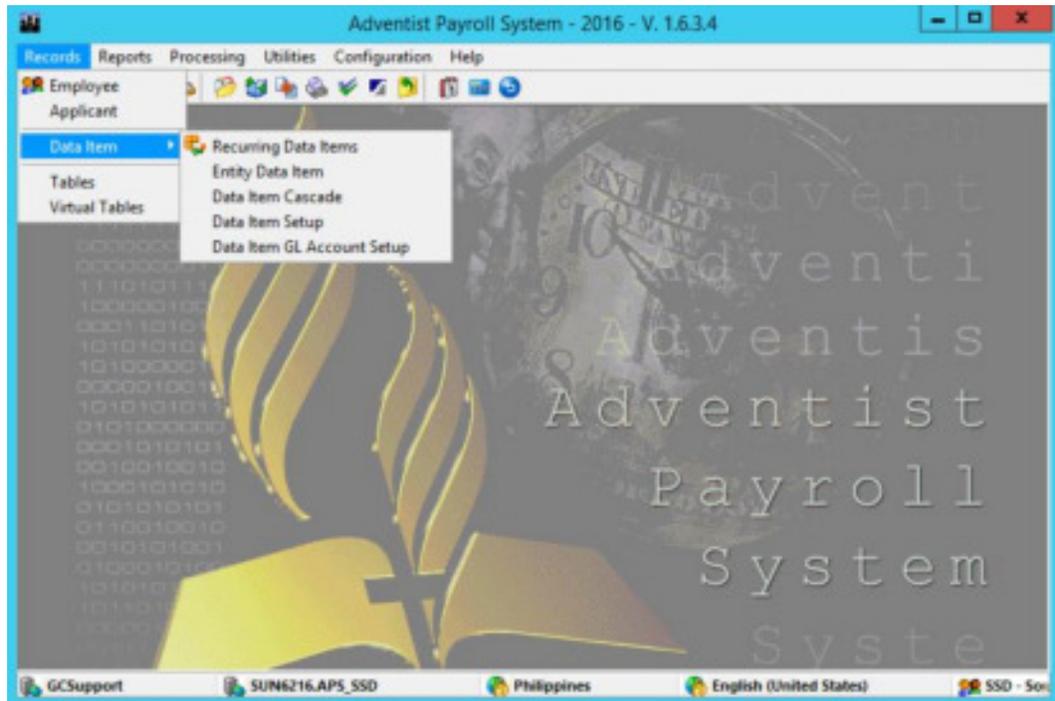
- a. Note the **Journal Number** in **Transfer Results** screen, because the Journal Listing does not automatically pop up

68. Run the **Journal Listing** for the import

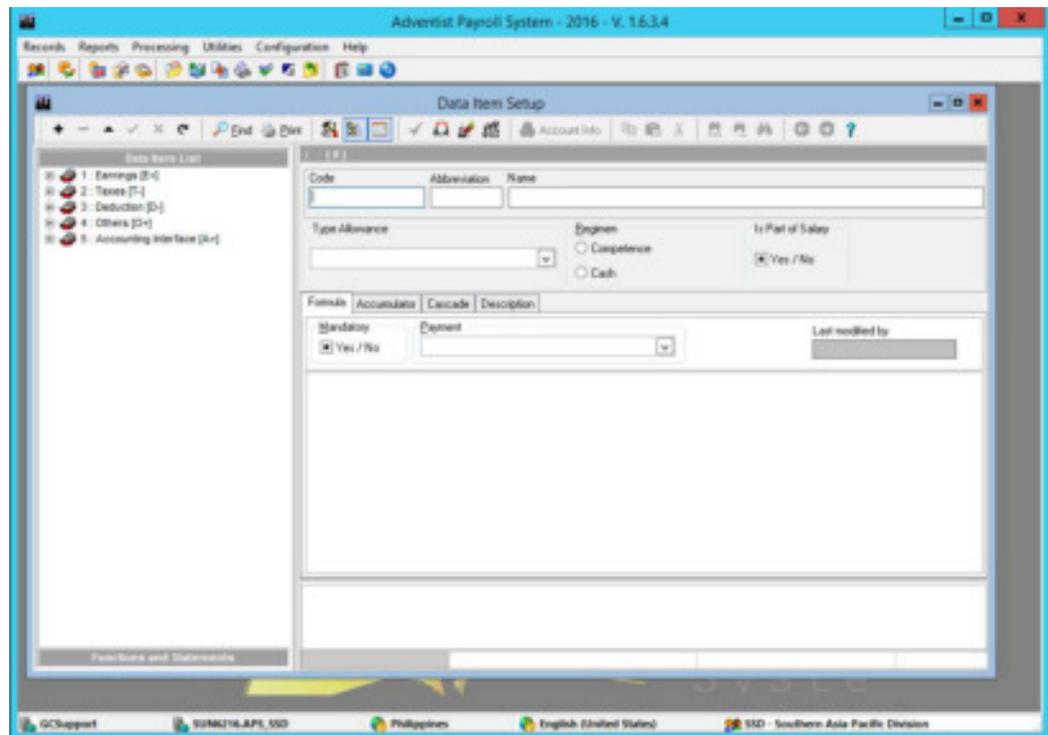
Data Item Configuration

1. Go to **Records** menu

2. Select Data Item
3. Select Data Item Setup



4. To make changes to Data Items, you must be logged in as SysAdmin
 - If you aren't a SysAdmin, you can see the screen, but the Action buttons will be missing and you cannot modify anything



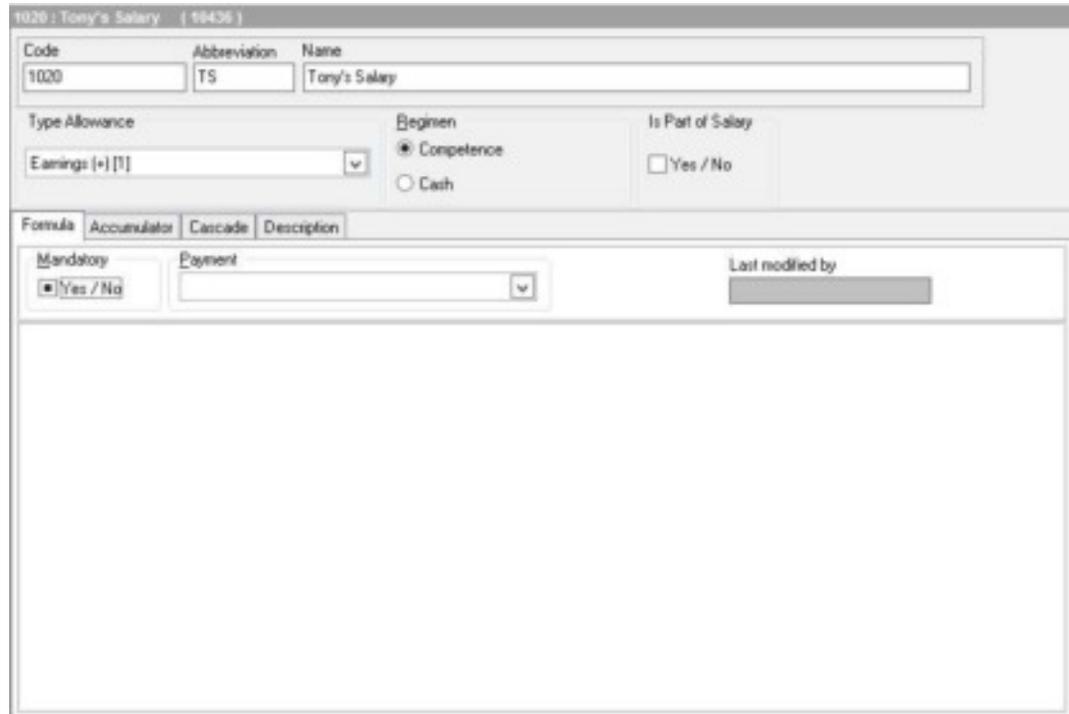
5. Expand the directories in the **Data Item List**



Create Data Item

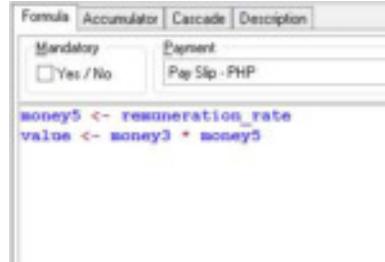
We will add a new Salary item

6. Highlight the Data Item List category where the new item fall
 - i. **Earnings +**
 - ii. **Code** field – must be unique – check the existing codes in the Data Item List to see what is available and where the code should fall
 - a. 1020
 - iii. **Name** field – Tony’s Salary
 - iv. **Abbreviation** – not required – not on Payslip
 - v. **Type Allowance** – select earnings
 - vi. **Regimen** – always use **Competence**
 - vii. **Is Part of Salary** – ignore
 - viii. **Save**



- i. Be sure to Save before working on the formula
- ii. The Data Item shell is maintained in one table, the formula is maintained in a second table

7. Enter the formula for the Data Item in the large pane across the bottom of the **Formula** tab



8. Click the red validation icon on the Data Item Setup tool bar

9. **Save**

10. The **Accumulator** tab creates Parent/Child associations between Data Items

Parent Of		Child Of	
Data Item		Data Item	

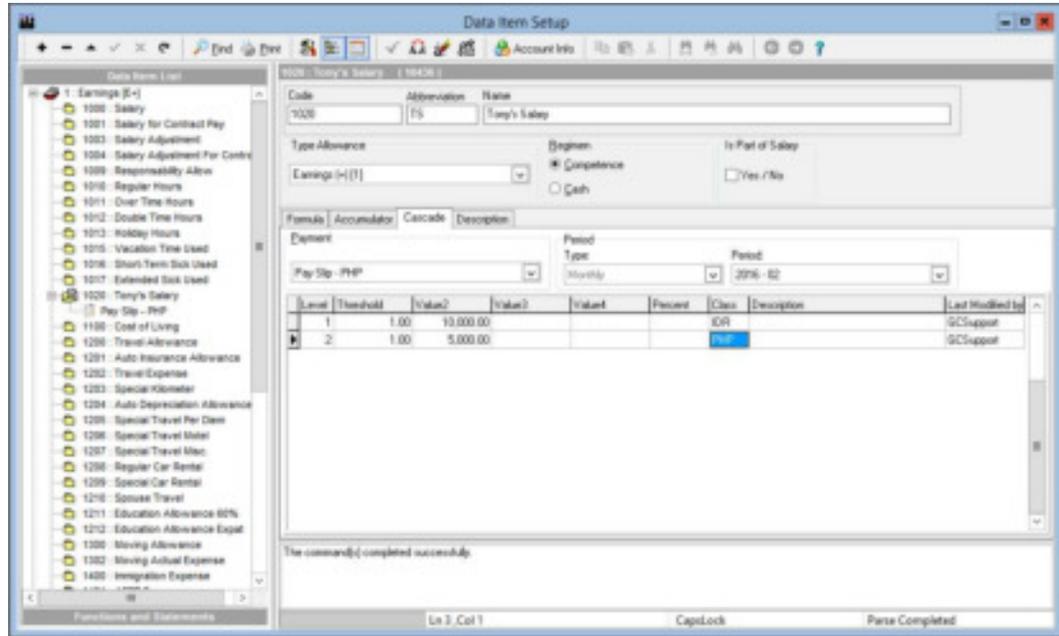
11. The **Cascade** tab is used to create cascade formulas

Level	Threshold	Value2	Value3	Value4	Percent	Class	Description	Last Modified

12. **Configure**

- Level 1
- Threshold 1
- Value2 10.000.00
- Class IDR

- Level 2
- Threshold 1
- Value2 5.000.00
- Class PHP



- Level must be unique
- Value will be different remuneration factor for different currencies
- Class is the currency code
 - The Class column can hold a variety of data – anything you need – for instance, currency code

13. Go back to the **Formula** tab

14. Change formula to
`money5 <- cascade_money2 (1)`

15. Grab from the **Cascade** table **Value2** column and grab the value based on the **Class** that you configure

16. **Save**

17. The **Description** tab allows you to get creative.



- i. You can use this in a variety of ways, it is up to you
- ii. Ideas include:
 - a. Publication information
 - b. Policy details
 - c. Full documentation of the Data Item, including the Committee Vote, relevant Policy Item, explanation of each part of the formula

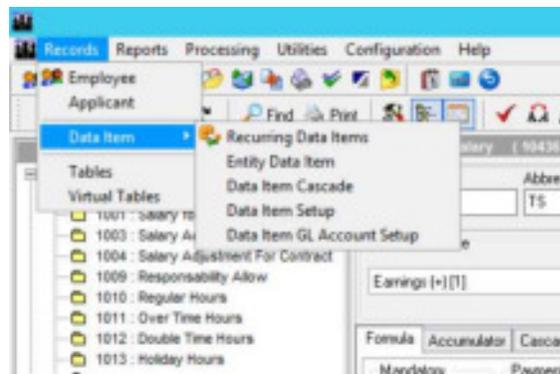
18. You can copy an existing Data Item formula, paste it into the formula cell, then modify it for the current Data Item

19. For class purposes, we will create a simple formula to get the Percentage and the Basis of the remuneration package

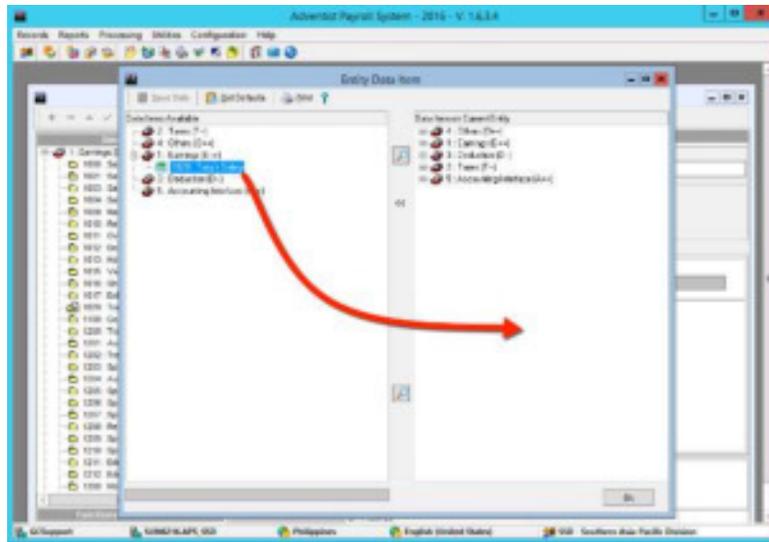
20. Go to the **Records** menu

21. Select **Data Item**

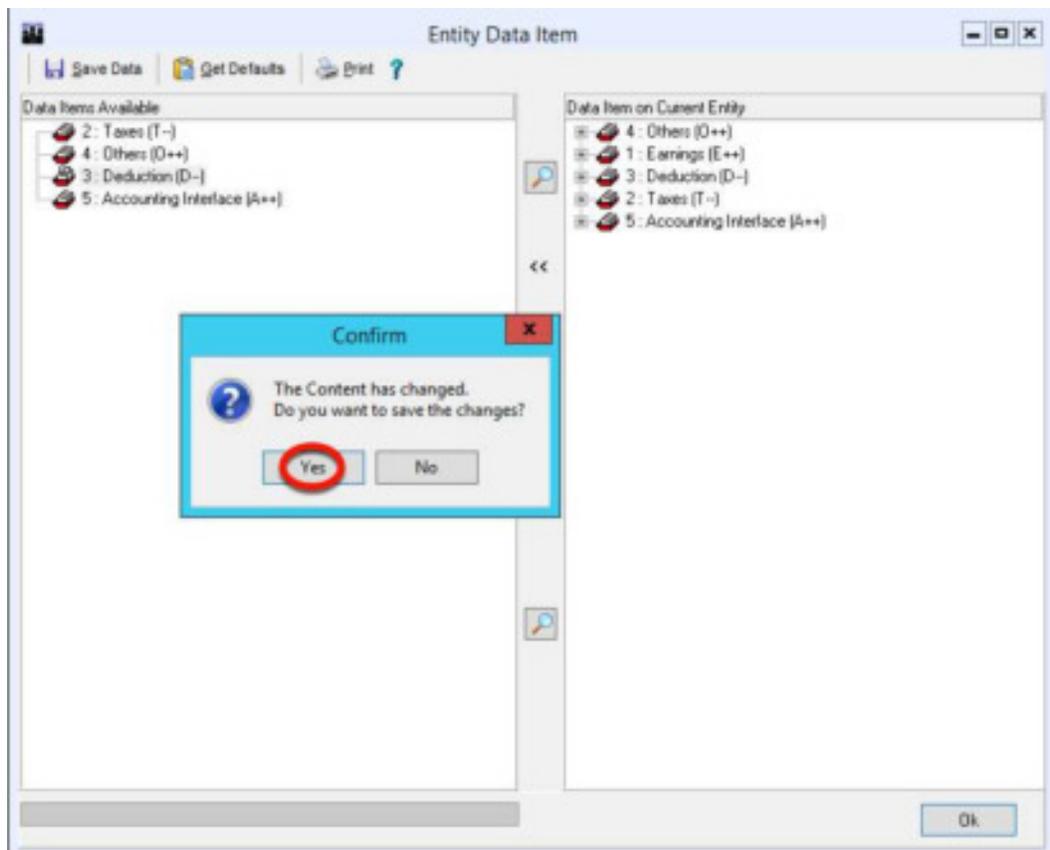
22. Select **Entity Data Item**



23. Find your newly created Data Item in the **Data Items Available** pane on the left, and drag it into the **Data Item on Current Entity** pane
- o Drop the item anywhere in that pane

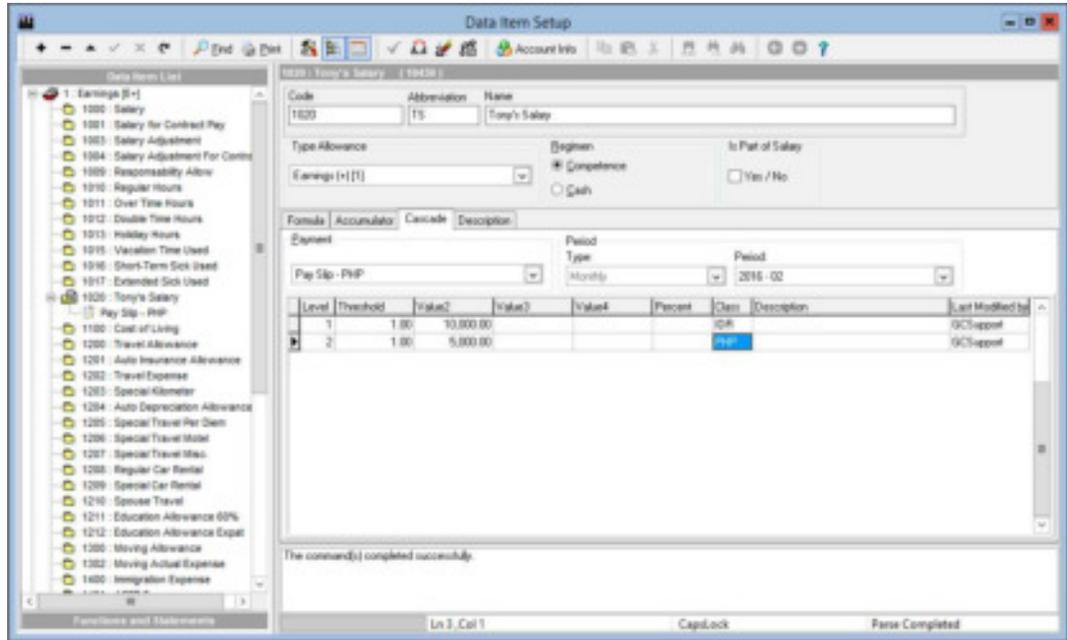


24. Click **OK**

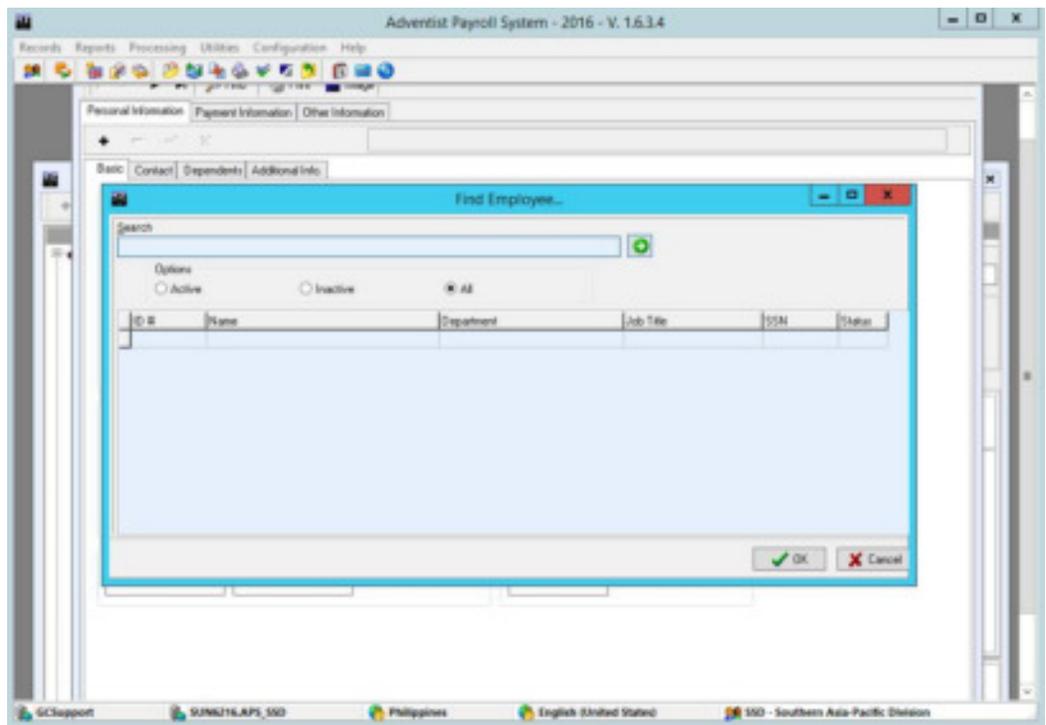


25. Click **Yes**

26. You will be taken back to **Data Item Setup**



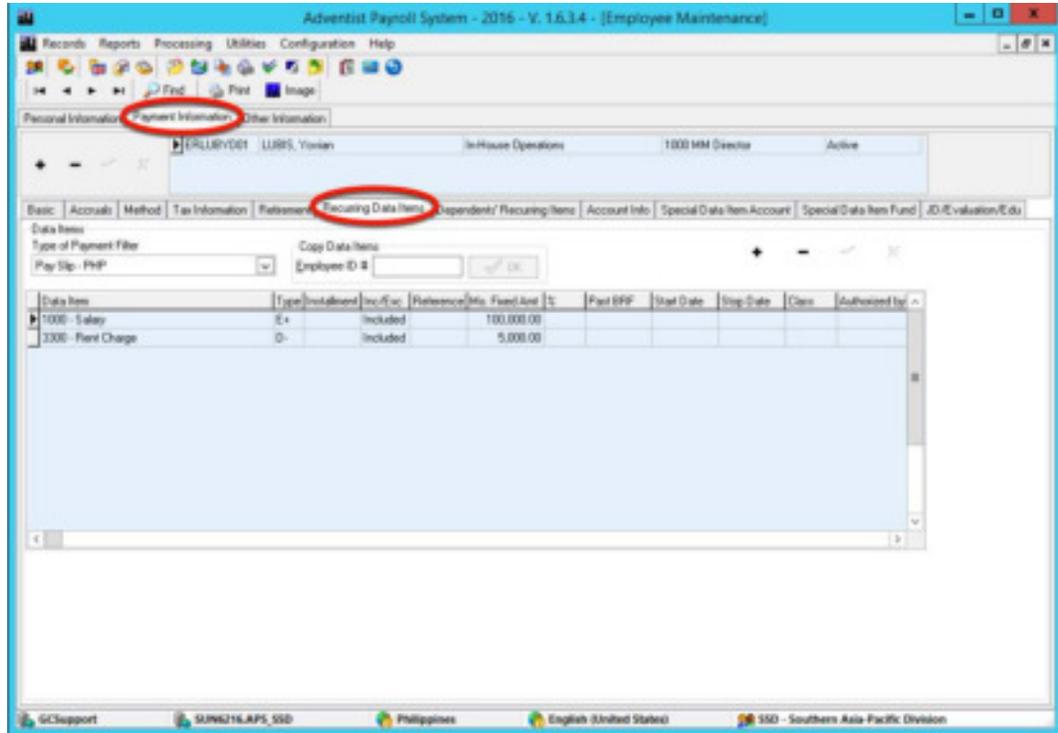
27. Go to **Employee Maintenance** screen



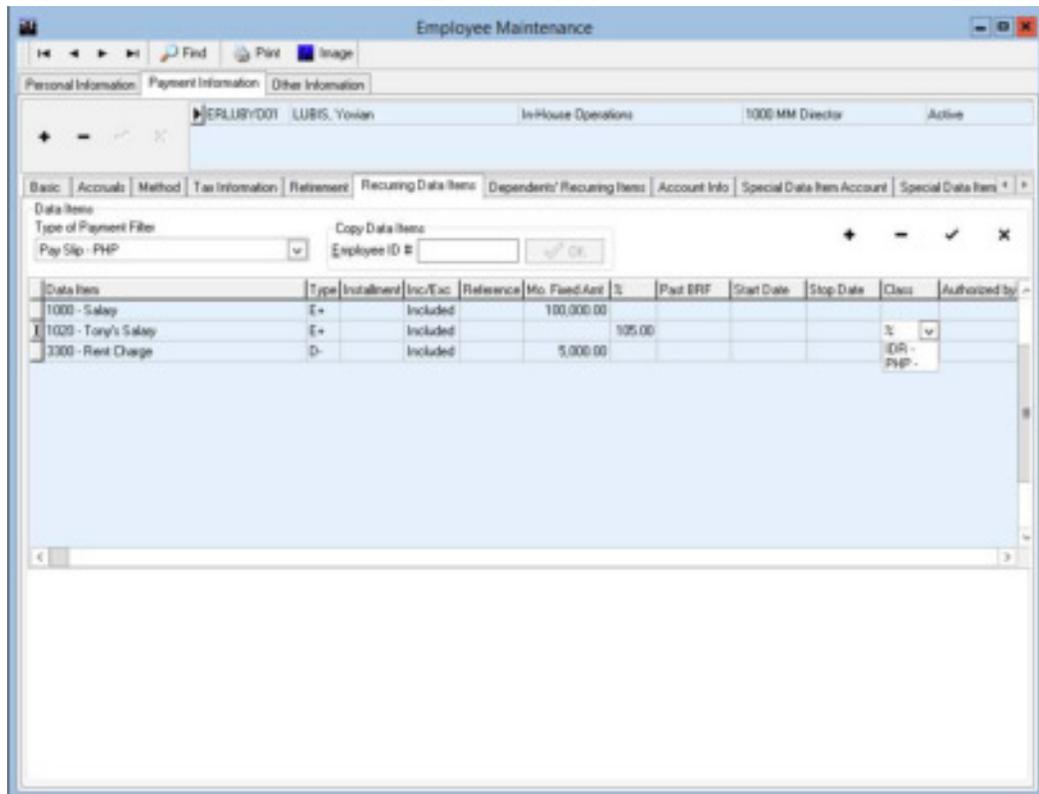
28. Find the Employee who needs this new Data Item

29. Go to the **Payment Information** tab

30. Go to **Recurring Data Items** tab



31. In the **Data Item** grid cell, select the new item – Tony’s Salary





32. Tab (use arrow keys, use mouse, or use Enter key to move between cells in the enabled row of the grid) over to the 5th column
33. Enter the % amount
34. To see what you have done so far, go to the **Processing** menu
35. Select **Payroll Calculation**
36. Hit **Calculate** for this Employee
 - The Calculation Maintenance interface will be displayed
 - The new Data Item should be displayed in the Data Item list across the bottom of the screen
 - Calculating the payment is the best way to check the accuracy of an item's setup

Data Definition Documentation

1. For Data Definition documentation, go to **Yammer**
2. Go to **Files**
3. Download **APS Data Definition.atf**
 - The most frequently used fields in the APS database are explained in this file
 - There are APS fields that are not listed in this file
 - The fields are portrayed sequentially
 - i. The order in which the fields are populated is important

Empty a Database

1. When you are working at multiples sites within a country, rather than starting with an empty database, use the latest database you worked with in that country and empty out the organization-specific data – the Payroll data, NOT the APS related data. Then use that database for the rest of the sites in that country.
2. There is a script to delete all Payroll related data
 - The empty script follows the .rtf sequence from the bottom up
3. Run the SQL script
4. Log into APS, the database will be blank – no employees, but the data items are still there
5. To Confirm, search for an employee. None should show up
6. Go to the excel file with the organization's data
 - The Payroll Journal is a good starting point because it has all of the Employee details, including Who Code, etc.
 - Data has to be in a raw data format
 - i. Typical headers include:
 1. SSN



2. Who Code
 3. Name
 4. Category
 5. Scale
 6. Salary Amounts
 7. Cost of Living
 8. Etc.
-
7. Data must be correct
 - Codes cannot have spaces
 - Codes must be unique
 8. Go to **SQL Management Studio**
 9. Select the database
 10. Right Click
 11. Select **Tasks**
 12. Select **Import**
 13. Select **Data**
 14. The **SQL Server Import and Export Wizard** will be displayed
 15. **Datasource** – Excel
 16. Specify the path to the data file
 17. Press **Enter**
 18. Modify as needed within the script
 19. **Preview**
 20. Click **Next**
 21. **Destination** – **APS_SSD**
 22. Tick **Use Windows Authentication**
 23. **Database** – **APS_SSD**
 24. Click **Next**
 25. Rename the Destination table **import**



26. Click **Next**
27. **Preview**
28. Click **Next**
29. Click **Next**
30. Click **Finish**
31. Select = **from import**
32. At this point the entire file has been imported; now we need to move the various items into specific tables
33. Go to **Yammer**
34. Download **APS import IAD** (this is a sample – the script must be modified for regional fields)
35. Run
 - alter table import add id_person int
 - alter table import add id_enrollment int



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