

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:

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- 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

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- 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

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i. Click Cancel

d. Click + (Plus, or Add) icon



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- 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)

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- 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



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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



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- 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
- I. 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



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- 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



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- 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



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

Open Period

11. Go to **Processing** menu



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- 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

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- 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



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- 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



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- **Tip**: Local Hire Date must precede the period for which payroll is being calculated.
- **Tip**: You can set up future employees; if the hire date is not in effect during the payroll calculation period.



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

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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



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- 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 Chan**ge 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

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- 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

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- 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 %



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- 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



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- 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



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20. Click Insert

21. Click in **E3**

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22. Go to Search field select Period1 - Amount

23. Click Insert



24. Choose Salary

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25. Click **OK**

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

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- 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

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- **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)

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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

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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

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- 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
 - I. 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 sheet1. 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

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5. Expand the directories in the Data Item List



Data Nem List
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- C 1000 : Salary
- 1901 : Salary for Contract Pay
1003 Salary Adjustment
- 1904 : Salary Adjustment For Contract
- C 1009 : Responsability Allow
- C 1010 : Regular Hours
- C 1011 : Over Time Hours
- 1012 : Double Time Hours
- C1 1013 Holiday Hours
- C 1015 : Vacation Time Used
1016 : Short-Term Sick Used
- C 1017 : Extended Sick Used
1100 : Cost of Living
- 1200 : Travel Allowance
1201 Auto Insurance Allowance
- 1202 : Travel Expense
1203 Special Kilometer
- 1204 : Auto Depreciation Allowance
1205 Special Travel Per Diem
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1501 Home Rent Subsity
- 1502 : Continuing Education
1503 : Professional Allowance
C 1504 : Medical
- 1905 : Dental Care Assistance
- C 1506 : Optical Care Assistance
- 1508 : Utilities Allowance
- C 1509 : Homeowner Assistance
1950 : Miscellaneous Allowance
- C 1500 : ER Account Credit
1705 13th Month Pay
1705 : Bonus/Farewell Gift
1901 Housing Allowance Subsidy
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Functions and Statements

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



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	Mandatory Yes / Ng 	Payment	v	Last modified by

- 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



Formula Accumulator Cascade Description	
Period Tape: Period	
Monthly 2016 - 02	v
Parent Of	<u>Child 01</u>
Data Item	Data Item

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

Formula	Accumulator	Cascade	Description					
Payment				Period Type:			Period	
Level	Threshold	Value2	Value3	Value4	Percent	Class	Description	Last Modified
Þ								
4								>

12. Configure

- o Level 1
- Threshold 1
- o Value2 10.000.00
- Class IDR
- o Level 2
- Threshold 1
- o Value2 5.000.00
- Class PHP



	Data item 5	Setup		
+ - + - × e Pind @1	HE SA E C V D # 85 & Acc	unitis 10 18 1 15	44 001	
H 4 1: Earlings (5-)	Code Abbreviation Name [1020] [15] [Torp's Sat	larg		
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1012 Double Time Hours 1012 Double Time Hours 1013 Holday Hours 1015 Vacabon Time Used 1015 Double Time Tok Used 1017 Entended Data Dael	Pamate Accumulator Cancade Desception Demont Pay Sign PHP	Period Type Investig	Pariod v 2016-102	v
Pay Sig - PeP	Level Therebold Value2 Value3 1 1.00 10.000.00 10 2 1.00 5.000.00 10	Valued Percent	Class Descepton IDR PHP	Last Hindlind to A
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1205 Regular Car Bental 1205 Special Car Rental 1205 Special Car Rental 1215 Special Tarvel 1211 Education Allowance 80% 1211 Education Allowance Expat 1212 Education Allowance				
C 1302 Moving Aduat Expense 1400 Integration Expense C III >	The command() completed successfully.			
	LA J. Col 1	Cap	sLock	Parts Competed

- \circ Level must be unique
- \circ \quad Value will be different remuneration factor for different currencies
- o 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)</pre>
```

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.

Formula Accumulator Cascade	Description	
■ ± ± ± ↔ B ↓	🛿 🖍 Select Eant 🧮 Add Picture	
1		



- 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
 - Drop the item anywhere in that pane





24. Click **OK**



25. Click Yes

26. You will be taken back to Data Item Setup



2	Data Item S	etup		
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Davis Norm Livel Devis Norm Livel Norm Livel Devis Norm Livel Norm Livel Devis Norm Livel D	Code Abbreviation Name [1620] [15] [Torp's Sala	η.		
1003 Salary Adjustment 1014 Salary Adjustment 1014 Salary Adjustment For Centre 1019 Responsability Adjust 1010 Resputer Hours 1010 Resputer Hours	Type Allowance Elawings (+) (1)	Beginen B Gongelance O Gash	Is Part of Salay	
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C III Control Allowance Capel C 1200 Moving Allowance C 1200 Inving Allowance C 1800 Inving A	The command(s) completed successfully.			
Parelium and Delements	Ln 3, Cal 1	Cap	slack	Parce Completed

27. Go to Employee Maintenance screen

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Personal	viornation Pagesent Information	n Other Information				
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			Find Employee.		- 0 X	16
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	Options O Active	O Inactive	8.4			
	0.8 Name		Department	Job 1 Re	SSN Status	
						-
					V OX X Eacod	-
					Carol	-

- 28. Find the Employee who needs this new Data Item
- 29. Go to the **Payment Information** tab
- 30. Go to Recurring Data Items tab



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

	Find in Pair		Inage	Emple	oyee Ma	intenance							- 0
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Pay Slip - PHP		¥	Employee ID	=		10° CK				•			· ^
Data Iten		11	ce Instalment	line/Esc	Reference	Mo Fielder	12	Part ERF	Start Date	Stop Date	[Case	k	utopedb
1000 - Salay		E.		Included		100,000,00					1		
1020 - Tony's Salary		5		Included			105.00	1			2	v	
3300 - Rent Charge		D-		Included		5,000.00					IDR-		



- 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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