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Import from EasyPay Manual

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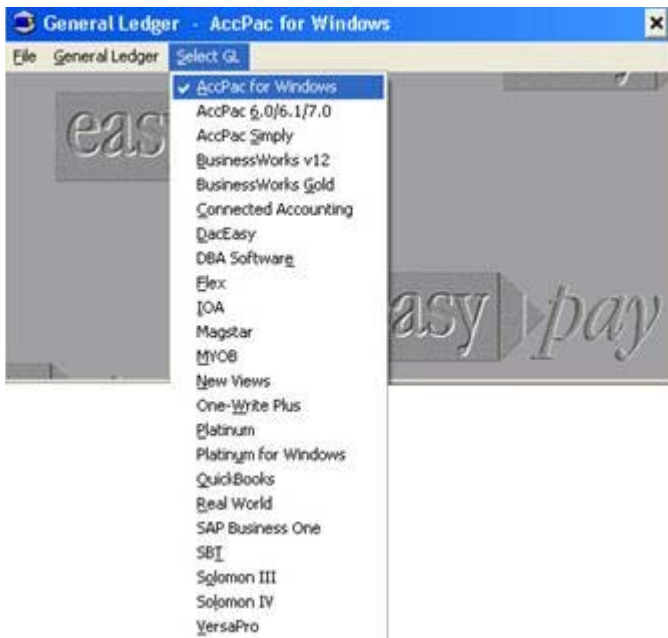
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Extracting the Information from EasyPay

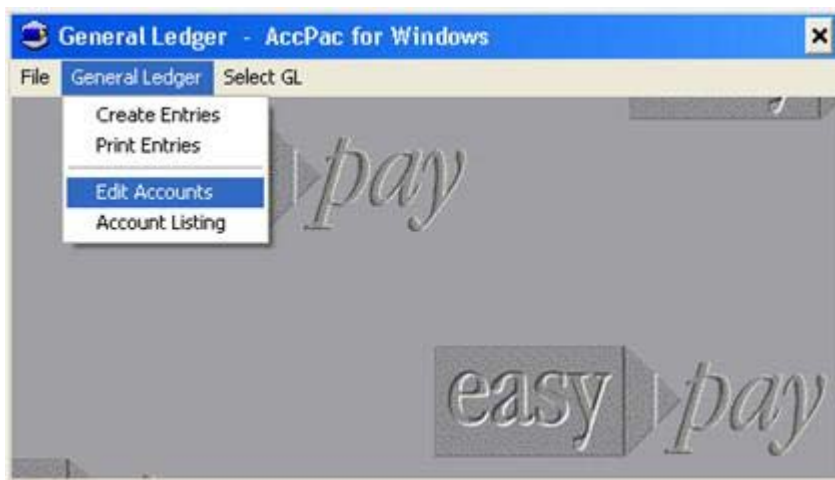
Generating the CSV File

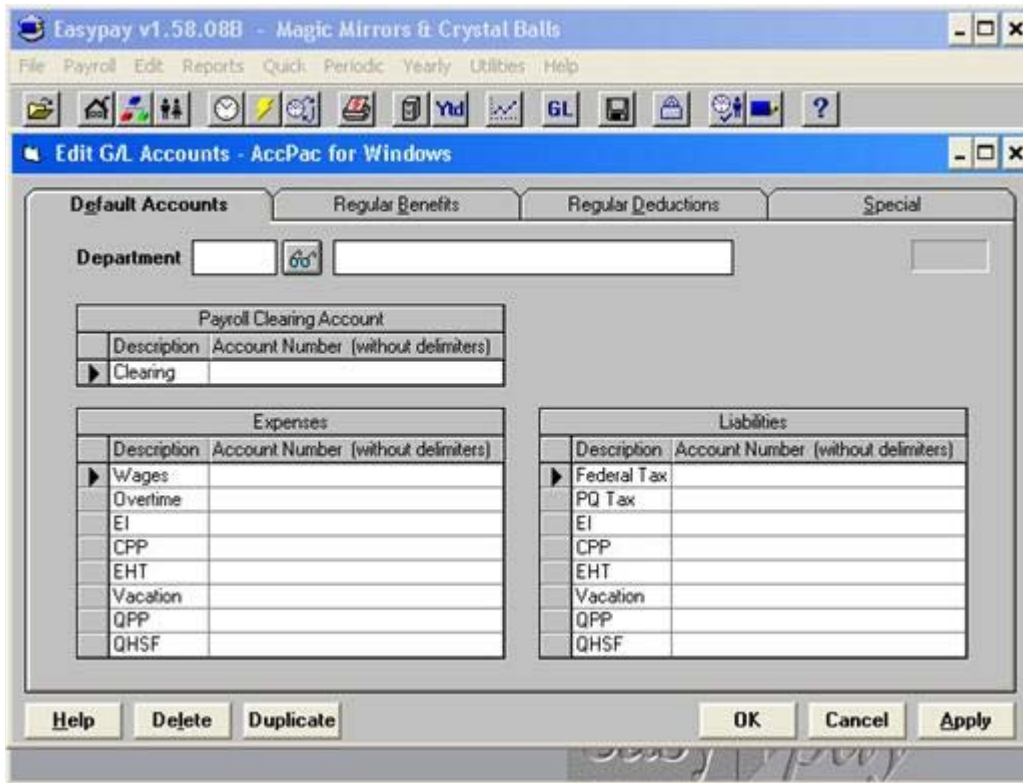
The CSV file (Comma-Separated Values) file from EasyPay is required for SIMMS to import the information.

1. Log into **EasyPay**.
2. From the *Periodic* menu, select *General Ledger*.
3. Select the **GL** button from the *Easy Pay Main* form.
4. From the Main menu, click **Select GL** then click **AccPac for Windows**.



5. From the *General Ledger* menu, select *Edit Accounts*.





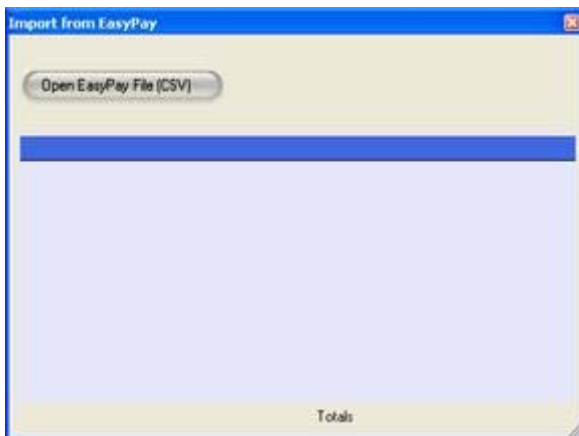
6. For each department and each tab from the *Edit GL Accounts* form you must fill all account number columns with SIMMS GL accounts and then click the **Apply** button. In such case where you have the same information for two or more departments, you can use the *Duplicate* option.

7. From GL main menu, go to *Create Entry* screen, fill the information and click the **OK** button to generate the CSV file, which is necessary to import the data into SIMMS.

NOTE: In case you wish to verify the setting(s), access the General Ledger/Print Entry screen

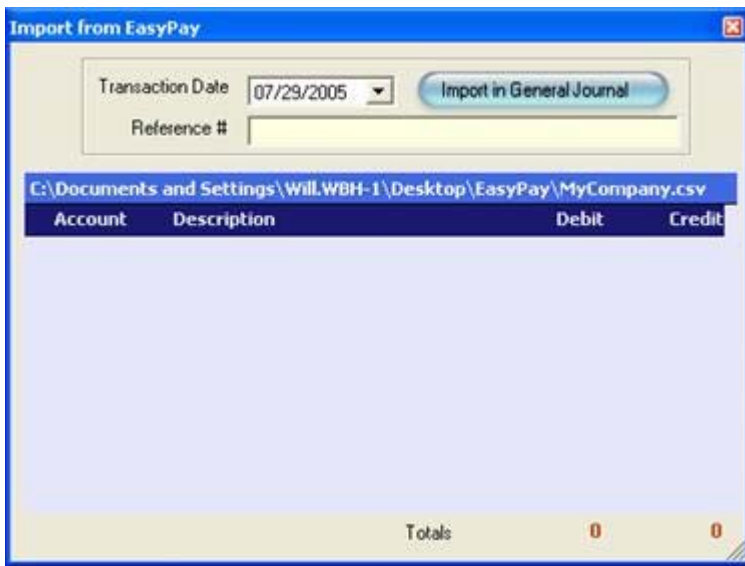
Import CSV data into the SIMMS General Ledger

1. From the SIMMS main screen, select the **Modules menu>General Ledger>Tools>Import from EasyPay.**





2. Click the **Open EasyPay File (CSV)** button and select the CSV file just generated from EasyPay, then click the **Open** button.



3. Once you are satisfied with the accuracy of the process, then click the **Import in General Journal** button.

NOTE: In the instance that there are blank GL accounts or Easy Pay GL accounts that do not have correspondents in SIMMS, a message will display and the import will be halted.

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