



# External Payroll Export for Acumatica

If you're using an external payroll system, make sure that you're exporting all the records and avoid duplicate payments

## Features

- Fully Integrated within Acumatica, available in the browser
- Simple implementation with minimal configuration and low learning curve
- Process Time or Expenses or both
- Track which records have been exported to your payroll system for processing
- Be alerted to changes in historical periods that need to be included

## How it Works

Enter Payroll and/or Expense periods

Load Time and/or Expense Records

Export TE To Payroll NOTES FILES CUSTOMIZATION TOOLS

Reference Nbr: CG-0000007 TIMECARD WEEK RANGE EXPENSE CLAIM DATE RANGE

Status: On Hold Start Week: 2022-01 (01/02 - 01/08) Start Date: 1/1/2022

\* Date: 1/15/2022 End Week: 2022-02 (01/09 - 01/15) End Date: 1/15/2022

Description: 01-15 Payroll Export

**TIME DETAIL** EXPENSE DETAIL

	Selected	Reference Number	Employee ID	Document Date	Document Description	Transaction Date	Transaction Hours	Transaction Description	Document Hours	Transaction Earning Type	Transaction Project	Transaction Project Task
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">TC001858</a>	Maxwell Baker	1/2/2022	Normal TimeCard	1/7/2022	9.00	Normalization	45.00	Regular Hours	X	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">TC001859</a>	Maxwell Baker	1/9/2022	Normal TimeCard	1/10/2022	9.00	Normalization	45.00	Regular Hours	X	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">TC001859</a>	Maxwell Baker	1/9/2022	Normal TimeCard	1/11/2022	9.00	Normalization	45.00	Regular Hours	X	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">TC001859</a>	Maxwell Baker	1/9/2022	Normal TimeCard	1/12/2022	9.00	Normalization	45.00	Regular Hours	X	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">TC001859</a>	Maxwell Baker	1/9/2022	Normal TimeCard	1/13/2022	9.00	Normalization	45.00	Regular Hours	X	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">TC001859</a>	Maxwell Baker	1/9/2022	Normal TimeCard	1/14/2022	9.00	Normalization	45.00	Regular Hours	X	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">TC001854</a>	Kachine Williams	1/2/2022	Normal TimeCard	1/3/2022	8.00	Work on 22 Project Plan	40.00	Regular Hours	INTERNAL22	010PS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">TC001854</a>	Kachine Williams	1/2/2022	Normal TimeCard	1/4/2022	8.00	Normalization	40.00	Regular Hours	X	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">TC001854</a>	Kachine Williams	1/2/2022	Normal TimeCard	1/5/2022	8.00	Normalization	40.00	Regular Hours	X	



# External Payroll Export for Acumatica

Export in your required format to your payroll system

The screenshot shows the 'Export TE To Payroll' interface. The top bar includes a title 'Export TE To Payroll' with a star icon and a toolbar with icons for save, undo, add, delete, copy, and navigation. Below the toolbar, there are input fields for 'Reference Nbr:' (CG-0000007), 'Status:' (On Hold), '\* Date:' (1/15/2022), and 'Description:' (01-15 Payroll Export). A dropdown menu is open, showing options under 'Actions' (Put On Hold, Complete, Release) and 'Load' (Load Time Detail, Load Expense Detail). Under the 'Export' section, there are three options: 'Export', 'Export Time Detail', and 'Export Expense Detail'. The interface also has tabs for 'TIME DETAIL' and 'EXPENSE DETAIL'.

Warnings if there are historical transactions you have missed

The screenshot shows the 'Export TE To Payroll' interface with a warning message. The warning is a yellow box that says 'Warning: UnExported TimeCards Exist For An Earlier Week'. The interface includes the same input fields as the previous screenshot, but with additional fields for 'TIMECARD WEEK RANGE' and 'EXPENSE CLAIM DATE RANGE'. The 'TIMECARD WEEK RANGE' has a 'Start Week' field with the value '2022-01 (01/02 - 01/08)'. The 'EXPENSE CLAIM DATE RANGE' has a 'Start Date' field with the value '1/1/2021' and an 'End Date' field with the value '1/15/2022'. The warning message is positioned over the 'Start Week' field.

## Sectors Served

- Any business utilizing Acumatica's time entry module

## System Requirements

- Time and Expense Module must be enabled
- Compatible with Acumatica 2021 R1 and above