

Sage Export & Import BioTime/TotalTimeplus

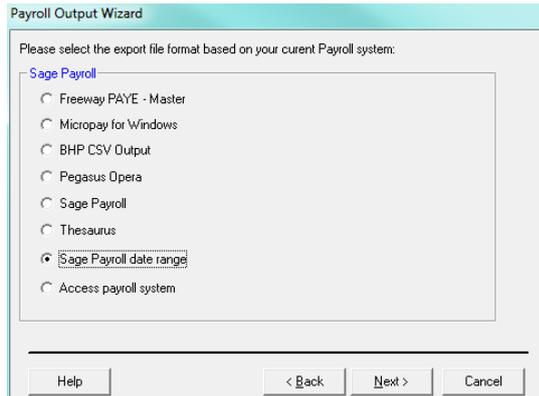
Exporting The Data

- 1> Load the Software (BioTime/TotalTimePlus)



- 2> Click 'Output to Payroll'

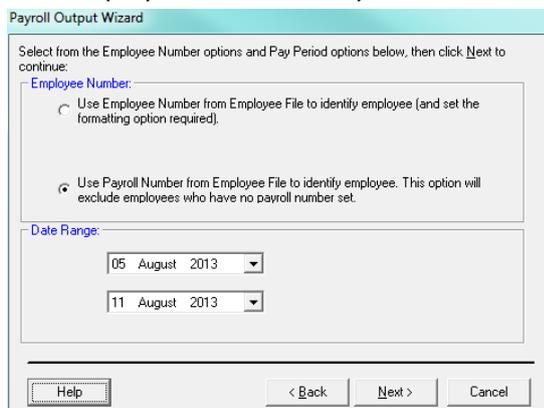
- 3> Click 'Next' then select the output type 'Sage Payroll Date Range'



- a.
- b. Click 'Next'.

- 4> Now select both the employee number option and date range

- a. Payroll Numbers – If you have entered the employee numbers for the employee when adding them to the system originally then use the top option (Employee Numbers). If you have generic numbers the payroll number will need entering for each employee under the 'Payroll' tab in the 'Employee Maintenance' screen.



- b.
- c. Click 'Next'

- 5> In The next window you will need to know the pay element reference number within Sage Payroll i.e. Basic Pay has reference 1 which is the same as 'Normal' pay in BioTime/TotalTimePlus. Enter the number to relevant field.

Payroll Output Wizard

All rates of pay will be included in the export file. Please provide any aliases (such as payroll line numbers) to be used instead of the rate codes in the output file, and then click **Next** to continue:

Code	Rate Desc	Factor	Alias
A	Normal	1	1
B	B	1.5	2

Buttons: Help, < Back, Next >, Cancel

- a.
b. Click 'Next'

- 6> Next Select the relevant staff you wish to run the export on.

Payroll Output Wizard

Select Employee(s)

Select ALL employees in system

Select one employee from full list:
1 dscs

Select employees by Company:
cs

Select employees by Department:
dsod

Select all employees in Pay Period:
weekly

Selected employees are highlighted below. To de-select, hold down the Control key and click on employee:
1 dscs

Buttons: Help, < Back, Next >, Cancel

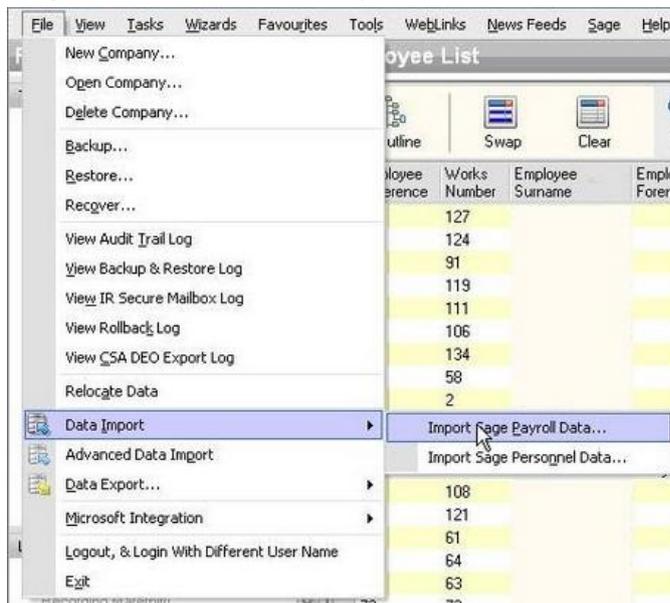
- a.
b. Click 'Next'

- 7> The next window shows where the export is saved make a note of this, and click next

- 8> Click Prepare File this will save the file in the above location.

Importing into Sage

- 1> Whilst in Sage select 'File' from the top left and 'Advanced Data Import'



a.

- 2> If in doubt do a backup at the first screen, then click 'Next'
- 3> Under 'Data Import Wizard' scroll to find 'Employee Payments (Hours & Rates)'



a.

b. Click 'Next'

- 4> Next Specify the location of the file created by BioTime/TotalTimePlus and untick the 'Import File has Header Row'

Data Import Wizard

Specify the location and name of the file you wish to Import.

Click browse to locate the correct file, or type a path and a file name into the box.

Path
C:\SagePayrollImport\2011 07 Jul 04 SAGE50PAYDETAIL.CS

Import File has header row?

- a.
- b. Click 'Next'

- 5> In the next screen enter A,B,C in the columns from top to bottom A next to 'Employee Reference etc.

Data Import Wizard

The information in the import file must be matched to the fields within Sage 50 Payroll before it can be imported.

Select the column in the import file to match each payroll field.

Required	Import Field	Payroll Field
*		Employee Reference
*		Payment Reference
		Hours
		Rate

Map File in Use: [None]

- a.
- b. Click 'Finish' this will then import there relevant times to each employee.