



## Using PowerChurch with Paymate Payroll system (importing data)

### Importing Accounting Transactions

The Fund Accounting module has an option that imports standard G/L entries from the Paymate Payroll system. It could also be used to import transactions from other accounting programs, as long as they are in the file format described below.

The file format should be in an ASCII format (comma separated or tab delimited). When exporting payroll data from Paymate, simply choose the Standard Checks Interface under the setup tab. This is the required format and shouldn't require any further changes. The first line is the header record. The header record should contain the names of the fields in the order they appear in the following layout:

- Journal Number 8 digits
- Batch Date Format: mm/dd/yyyy
- Memo Transaction description, 25 characters maximum
- Account number 12 digits
- Debit amount Format: #####9.99
- Credit amount Format: #####9.99

To import accounting transactions:

1. From the Accounting menu, choose Fund Accounting then Import Accounting Transactions.  
You see the Import Accounting Transactions dialog box.
2. Specify the filename of the file you are importing. Click the Browse button. Using the controls in the Open dialog box, find the location of the file you want to import. Once you've found the location, click the file you want in the list of files or enter its name in the File Name field. Then click OK.
3. Enter the month you want to import to. The value in this field identifies a particular accounting month in the Fund Accounting system. By default, the field shows the current Fund Accounting month. You can enter a new value if needed.
4. Enter the journal code to import to. This 2-letter code represents the financial journal. By default, the code is PR which stands for the Payroll journal. You can enter a new code if needed.
5. Select which file format you will be importing. You can choose from either a comma separated or tab delimited file format.
6. Click Finish to proceed with the import.

PowerChurch Plus imports the data into the Unposted Fund Accounting file. You can view this data on the Modify Unposted Transactions screen.

### Paymate Payroll

PowerChurch Software has formed an alliance with Paymate Software in order to offer a quality payroll solution to our Canadian customers. Paymate is a leading supplier of payroll software in Canada and has been developing payroll software for over 15 years.

Paymate Simple meets the special payroll requirements of Canadian churches and is ideal for churches with up to 20 employees. Paymate also has software for larger churches.

A new feature was added in PowerChurch Plus version 8.5 to allow you to import a journal entry from Paymate. This eliminates the need to key in G/L entries for payroll.

This integration between Paymate and PowerChurch Plus will save you time and eliminate data entry errors.

For more information about exporting the data from PayMate, [Click Here](#).

For more information about Paymate products, and the special offer to PowerChurch Plus Canadian users, please contact Patrick Neil at (905) 771-1155 or visit [www.akmicro.com](http://www.akmicro.com). A downloadable 60-day trial software is available from the web site.

If you need further assistance, please contact us at **(800) 486-1800** or email us at [support@powerchurch.com](mailto:support@powerchurch.com).

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