

Easypay Customizer

Version 2.0

User's Guide

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Table of Contents

- Introduction3**
- Installation3**
- Import Timecard Data using an ASCII Import File.....4**
 - Requirements for the ASCII timecard import file4*
 - New version of the import file specifications4*
 - A few notes about Special Earnings5*
 - Old version of the import file specifications6*
 - Create Regular Timecards7*
 - Create Quick Timecards7*
 - Select Interface8*
- Update Employee File.....9**
 - Requirements for the ASCII employee record input file.....9*
 - Instructions.....9*
 - New version of file specifications9*
 - Old version of file specifications..... 14*
- Export Data / Custom Reports 16**
 - Select Data & Macro Files 16*
 - Edit Macro File 17*
 - Create ASCII Export File..... 18*
 - Print Custom Report..... 19*
- Click-n-Pick Report: Departmental Costing.....20**

Introduction

The Customizer Module is intended for advanced payroll applications and individuals with some computer experience. The Customizer has the following capabilities:

- Importing of timecards and employee information from other systems
- Exporting of data from Easypay into a comma delimited file for use in Excel, Crystal Reports or other database applications
- Basic reporting capabilities

Installation

Insert this CD into your CD or DVD drive. Using your mouse, click on the Windows Start button. If using Windows Vista, type D:EPCUSV2 and press the Enter Key. For all other versions of Windows select Run, and type D:EPCUSV2. To begin the installation click on the OK button or press the Enter key. If your CD drive is something other than "D:", then change the instructions to include the correct drive letter.

Follow the instructions on the screen to complete the installation process. The software will normally install the program into a folder called "Easypay". The Customizer must be installed into the folder where the Easypay programs are located.

Please note: you may get an error message with VISTA that the program may not have installed properly. Just ignore this message and continue.

Import Timecard Data using an ASCII Import File

Requirements for the ASCII timecard import file

- Fields are comma-delimited. All fields must be separated by a comma, even if the field is blank or empty.
- Alpha and alpha-numeric fields must be enclosed in double quotations ("")
- No commas allowed within a numeric field
- Each ASCII record must be on a single line and must not be split by a carriage return or line feed
- 999 timecard records per employee are allowed

New version of the import file specifications

This is a comprehensive format introduced with the Version 2 Customizer.

Header record

Field #	Type	Req'd	Description
1	A	Yes	Must contain the letters "TM2" in quotes (Timecard Import version 2)

Timecard record

Note:

- Each timecard record must contain 125 fields (delimited by a total of 124 commas).

Field #	Type	Req'd	Description
1	N	Yes	Import file timecard record number (max 5 numeric). Enter 1 for first timecard record, 2 for second record, etc.
2	A/N	Yes	Employee code (max 6 alpha-numeric)
3	A/N		Employee name (max 25 alpha-numeric)
4	A/N		Department code (max 6 alpha-numeric)
5	N		Pay period (2 numeric)
6	N	Yes	Timecard date – YYMMDD (6 numeric)
7	A/N		Pay type / frequency (HW, H2, etc.) (2 alpha-numeric)
8	N		Regular hours (max 7 numeric, 2 decimals)
9	N		Overtime hours # 1 (max 7 numeric, 2 decimals)
10	N		Overtime hours # 2 (max 7 numeric, 2 decimals)
11	N		Regular pay rate (max 9 numeric, 2 decimals)
12	N		Overtime pay rate #1 (max 9 numeric, 2 decimals)
13	N		Overtime pay rate #2 (max 9 numeric, 2 decimals)
14	N		Vacation days taken this pay period (max 6 numeric, up to 5 decimals)
15	N		Value of vacation days taken (max 9 numeric, 2 decimals)
16	A		Is vacation amount a portion of salary? ("Y" or "N") For salaried/commissioned employees only.
17	N		Sicktime units taken this pay period (max 9 numeric, up to 8 decimals)
18	N		Sicktime units earned this pay period (max 9 numeric, up to 8 decimals)
19	N		Shifts worked this pay period (max 2 numeric) For statutory holiday calculations.
20	N		Special earning #1: Dollar amount (max 9 numeric, 2 decimals) Leave blank if special earning #1 units quantity and rate code (or rate amount) entered.
21	N		Special earning #1: Units quantity (max 7 numeric, 2 decimals)
22	A		Special earning #1: Units rate code (1 alpha) Leave blank if special earning #1 units rate amount entered.

23	N		Special earning #1: Units rate amount (max 9 numeric, 2 decimals) Leave blank if special earning #1 units rate code entered.
24 - 27			Special earning #2: Same field specifications as for special earning #1
28 - 99			Repeat same field specifications for special earnings #3 to #20
100 - 119	N		Special deductions #1 to #20: Dollar amount (max 9 numeric, 2 decimals)
120	N		Banked hours taken – hours (max 7 numeric, 2 decimals)
121	A		Banked hours taken – rate code (1 alpha) Leave blank if banked hours taken rate amount entered.
122	N		Banked hours taken – rate amount (max 9 numeric, 2 to 4 decimals) Leave blank if banked hours taken rate code entered.
123	N		Banked hours earned – hours (max 7 numeric, 2 decimals)
124	A		Banked hours earned – rate code (1 alpha) Leave blank if banked hours earned rate amount entered.
125	N		Banked hours earned – rate amount (max 9 numeric, 2 to 4 decimals) Leave blank if banked hours earned rate code entered.

A few notes about Special Earnings

Easypay has 20 Special Earnings which can be defined by the Easypay user as **fixed amount** (entered as dollars) or they can be defined as a “**Units**” type. The earnings and their properties are defined in Easypay under the Edit > Company Profile > Earnings tab.

The following discussion uses Special Earning # 1 as an example:

If Special Earning # 1 is defined as a **fixed amount** in Easypay, then you would use field # 20 in the above specifications to pay an amount in Special Earning # 1. Simply enter the dollar amount in field # 20, example 500.00 to pay out \$500 in Special Earning # 1.

If Special Earning # 1 is defined as a **Units** type in Easypay, then use fields 21 to 23 to enter a value into Special Earning # 1. Field # 21 is the quantity of units, and field # 22 or field # 23 is used to specify the dollar amount per unit.

Field # 22 uses one of Easypay’s ten rate codes (as defined in the employee profile) to specify the rate. Each employee profile contains ten spots for different rates of pay pertaining to that particular employee; they are designated by the letters A thru J.

If you leave field # 22 blank, you can specify the rate as a dollar value in field # 23. For example, if you enter 11.00 in field #23, that would result in \$11 being paid per unit quantity.

If any of the Units type fields (# 21 to # 23) are used for a “fixed amount” special earning, then the timecard will be rejected and an error will be generated. Similarly, if field # 20 is used for a Units type of special earning, the timecard will be rejected and an error will be generated.

Fields 20 to 99 are organized in sets of four fields for each of the Special Earnings 1 thru 20. Please note that at the present time Special Earnings 18, 19 and 20 can only be defined as **fixed amount** type earnings.

A sample import file that uses the new version of the file specifications is included in the tutorial company’s data folder: **leasydata\tutorv2**. The file is named **epimpv2a.dat**.

Old version of the import file specifications

This is an old version of import file specifications that was used in earlier versions of the Customizer. These import file specifications are still supported in the Version 2 Customizer. However, this old version is not as comprehensive as the new version.

Note:

- There is no header record.
- Each record must contain 60 fields (delimited by a total of 59 commas).

Field #	Type	Req'd	Description
1	N	Yes	Import file record number (max 5 numeric). Enter 1 for first record, 2 for second record, etc.
2	A/N	Yes	Employee code (max 6 alpha-numeric)
3	A/N		Employee name (max 25 alpha-numeric)
4	A/N		Department code (max 6 alpha-numeric)
5	N		Pay period (2 numeric)
6	N	Yes	Timecard date – YYMMDD (6 numeric)
7	A/N		Pay type / frequency (HW, H2, etc.) (2 alpha-numeric)
8	N		Regular hours (max 7 numeric, 2 decimals)
9	N		Overtime hours # 1 (max 7 numeric, 2 decimals)
10	N		Overtime hours # 2 (max 7 numeric, 2 decimals)
11	N		Regular pay rate (max 9 numeric, 2 decimals)
12	N		Overtime pay rate #1 (max 9 numeric, 2 decimals)
13	N		Overtime pay rate #2 (max 9 numeric, 2 decimals)
14	N		Vacation days taken this pay period (max 6 numeric, up to 8 decimals)
15	N		Value of vacation days taken (max 9 numeric, 2 decimals)
16	A		Is vacation amount a portion of salary? ("Y" or "N") For salaried/commissioned employees only.
17	N		Sicktime units taken this pay period (max 9 numeric, up to 8 decimals)
18	N		Sicktime units earned this pay period (max 9 numeric, up to 8 decimals)
19			Reserved for future use
20	N		Shifts worked this pay period (max 2 numeric) For statutory holiday calculations.
21 - 40	N		Special earnings #1 to #20: Dollar amount (max 9 numeric, 2 decimals)
41 - 60	N		Special deductions #1 to #20: Dollar amount (max 9 numeric, 2 decimals)

A sample import file that uses the old version of the file specifications is included in the tutorial company's data folder: **leasydata\tutorv2**. The file is named **epimpv2b.dat**.

Create Regular Timecards

Import Ascii Timecard File into Payroll

Settings for Easypay Regular Timecard File

Note: ALL records in the ASCII import file must be free of errors before the payroll timecard file is updated.

Pay Period: 09

Timecard file status: **NOT EMPTY**

Append import records to existing timecard file

Delete existing timecard records prior to importing

Import Folder/File

Folder: C:\EASYDATA\TUTORV2\

File: EPIMPORT.DAT

Records read: Timecards created:

Help File Specs OK Cancel

Before you can create regular timecards, the previous regular pay period must be closed. To create regular timecards, select: Periodic > Customizer Module > Import > Create Regular Timecards. Verify that the pay period and name for the import file are correct and click OK.

If the import process is unsuccessful, then you will be prompted to print an error report that lists the errors. Make the necessary corrections to your ASCII input file and run the import process again. The entire batch must be error free in order for timecards to be created.

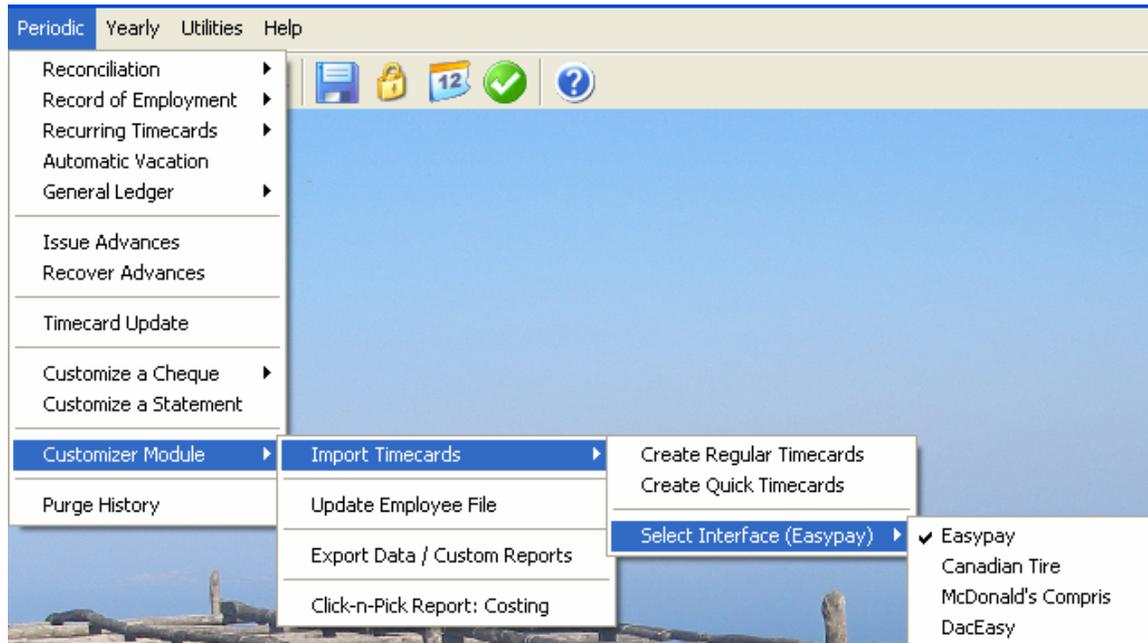
A message will let you know that the timecards have been successfully created. Once the timecards are created, you can make any changes or adjustments to the timecards by selecting: Payroll > Timecards.

The **File Specs** button allows you to view or print a PDF file that contains the specifications of the ASCII record layout for the timecard import. These are the same specifications that are provided in this User's Guide. Although changes to these specifications are rare, please refer to the PDF version for the most up-to-date specifications.

Create Quick Timecards

The timecard import allows either Regular or Quick timecards to be imported. The rules are the same for either process.

Select Interface



The default interface is Easypay. Interfaces are also provided for the McDonald's Restaurants Compris System, Canadian Tire AS400 files, and DacEasy.

The Canadian Tire format has an extra step to convert the clock-in hours to the Easypay format. This will appear in the menu as an additional option if the Canadian Tire format is selected.

Update Employee File

This feature updates the employee data file from an ASCII input file.

Requirements for the ASCII employee record input file

- Fields are comma-delimited
- Each record must contain the specified number of fields, even if the field is blank or empty
- Alpha and alpha-numeric fields must be enclosed in double quotations ("")
- Each ASCII record must be on a single line and must not be split by a carriage return or line feed

Instructions

Access this utility from the Easypay Version 2 main menu by selecting Periodic > Customizer Module > Update Employee File. Enter the default values and the import file's name and location. Start the process by clicking OK.

If the employee code in an ASCII record matches one that currently exists in the employee file, the employee profile will be updated. If the employee code in an ASCII record is not found in the employee file, a new employee profile will be created using the employee code in the ASCII record. If an ASCII record contains a blank employee code, a new employee profile will be created using an automatically generated numeric employee code. Note: new employee codes can only be automatically generated if the employee code "999999" has not yet been assigned to an employee in the employee file. Generated codes will be recorded in an ASCII log file.

The default values entered on the screen are used for new employees who have a blank entry in the corresponding ASCII fields.

For an existing employee profile that is to be updated:

- Only those fields which have a non-blank entry in the ASCII import record will be updated.
- Some fields in the profile can be blanked-out by placing a single "@" character in the corresponding field in the ASCII record. This only applies to fields that have a "3" in the "Notes" column of the record table (see below).

ASCII records that do not meet the above specifications will be rejected. Rejected records will be copied to an error log file. The folder/name for this log file will be displayed when the import process is complete. You can use this log file to identify records that need to be fixed before trying to import the ASCII file again.

After all records have been successfully processed, you may edit each employee profile individually by selecting Employee > Profile from the main menu.

New version of file specifications

This is a comprehensive format introduced with the Version 2 Customizer.

Header record

The first record in the import file is the header record and must contain "EU2" (in quotations), indicating the file type and version.

Employee records

- The Profile (“P”) record is the only record type that is required for each employee profile that is to be updated; the other ten record types are optional
- If any optional records are included for a particular employee, they must follow the “P” record for that employee and precede the “P” record for the next employee
- For each record that is included in the file, all fields in that record must be included, even if the field is blank or empty

“Type” column in record specification tables

- A Alpha (must be enclosed in double quotations)
 AN Alpha-numeric (must be enclosed in double quotations)
 N Numeric

“Notes” column in record specification tables

- 1 Must-enter field for a new employee
 2 For a new employee, field will default to screen value if left blank in ASCII import record
 3 For an existing employee, field will be blanked-out if an “@” character is placed in the corresponding ASCII import field
 4 For a new employee, field will default to federal/provincial net claim amount in Edit > Company > Defaults > TD1 – Basic Personal Amounts

Header record (required)

Field #	Type	Notes	Description
1	A		Must contain the letters “EU2” in quotes (Employee Update version 2)

“P” record: Employee profile (required)

Note: Each “P” record must contain 38 fields (delimited by a total of 37 commas)

Field #	Type	Notes	Description
1	A		Must contain the letter “P” in quotes
2	AN		Employee code (max 6 characters alpha-numeric)
3	A	3	First name (First name + surname combined = max 25 alpha-numeric)
4	A	1	Surname (No commas allowed within either field)
5	AN	3	Address line #1 (max 25 alpha-numeric)
6	AN	3	Address line #2 (max 25 alpha-numeric)
7	A	3	City (max 15 alpha-numeric)
8	A	1	Province of residence (AB BC MB NB NL NS NT NU ON PE QC SK YT US ZZ OC)
9	A		Province of employment (if left blank, will default to province of residence)
10	AN	3	Postal code (7 alpha-numeric, with a space in the middle; example: “A1A 1A1”)
11	AN	3	Phone number (12 alpha-numeric, example: 905-825-8020)
12	AN	1	SIN (11 alpha-numeric, example: 123-456-789)
13	AN		Title (max 30 alpha-numeric)
14	AN	1	Department code (must be a valid department for the company set-up in Easypay)
15	AN	1	Type (example: S2, H2, HW, etc.)
16	N		Estimated earnings; only if pay type is ‘Commissioned’ (max 9 numeric, 2 decimals)
17	AN	3	Employment code (if applicable; corresponds to box 29 on T4; max 2 alpha-numeric)
18	A	1, 3	Status (A, T or L)
19	N	3	Returning pay period; only if status is “On Leave” (2 numeric, 01 to 53)
20	AN	3	Comment (max 30 alpha-numeric)
21 - 30	N	3	Pay rates A to J (max 9 numeric, 2 decimals)
31	AN	1	Date of birth (8 alpha-numeric using format DD/MM/YY, example: 21/06/70)
32	AN	1	Date of last hire (DD/MM/YY)
33	AN	1	Date of original hire (DD/MM/YY)
34	AN		Date of last raise (DD/MM/YY)
35	AN		Date of review (DD/MM/YY)

36	AN		Date of promotion (DD/MM/YY)
37	AN		Date of termination (DD/MM/YY)
38	A		Include employee in Easystub? (Y or N)

“T” record: Tax (optional)

Note: Each “T” record must contain 20 fields (delimited by a total of 19 commas)

Field #	Type	Notes	Description
1	A		Must contain the letter “T” in quotes
2	A	4	Federal net claim amount (max 9 numeric, 2 decimals)
3	N		Northern tax credit amount (max 8 numeric, 2 decimals)
4	N		Additional tax deducted (max 8 numeric, 2 decimals)
5	N		Special tax reduction amount (max 8 numeric, 2 decimals)
6	N	4	Provincial net claim amount (max 8 numeric, 2 decimals)
7	N		Default EI hours per pay period (max 7 numeric, 2 decimals)
8	A	2	Tax exemption? (Yes or No: “Y” or “N”)
9	A	2	EI exemption? (Y or N)
10	A	2	CPP/QPP exemption? (Y or N)
11	A	2	EHT exemption? (Y or N)
12	A	2	QPIP exemption? (Y or N)
13	A	2	QHSF exemption? (Y or N)
14	N		Quebec additional tax withheld (max 8 numeric, 2 decimals)
15	N		Quebec employee: QC provincial flat tax percentage (max 6 numeric, 2 decimals)
16	N		Quebec employee: Federal flat tax percentage (max 6 numeric, 2 decimals)
17	N		Flat tax percentage (Federal/Provincial) (max 6 numeric, 2 decimals)
18	A	2	Print T4As for this employee? (Y or N)
19	AN	3	Employee’s business number (15 alpha-numeric, example: 123456789RP0001)
20	A		Status Indian? (Y or N)

“VM” record: Vacation and miscellaneous (optional)

Note: Each “VM” record must contain 10 fields (delimited by a total of 9 commas)

Field #	Type	Notes	Description
1	A		Must contain the letters “VM” in quotes
2	N	3	Vacation rate (max 8 numeric)
3	N	3	Vacation days entitled (max 6 numeric)
4	N	3	Vacation days taken (max 6 numeric)
5	A	2	Vacation accrual on overtime pay? (Y or N)
6	A	2	Vacation accrual paid each pay period? (Y or N)
7	N	3	Sick time units earned per period (max 9 numeric, 2 decimals)
8	N		Advances default amount (max 9 numeric, 2 decimals)
9	N		Advances balance (max 9 numeric, 2 decimals)
10	N		Earning #19 (% of gross pay) (max 6 numeric)

“RB” record: Regular benefits #1 to #20 (optional)

Note: Each “RB” record must contain 101 fields (delimited by a total of 100 commas)

Field #	Type	Notes	Description
1	A		Must contain the letters “RB” in quotes
2	A		Regular benefit #1: Include in payroll calculation? (Y or N)
3	N	3	Regular benefit #1: Amount / percentage (maximum 8 numeric)
4	N	3	Regular benefit #1: Pay period maximum (maximum 8 numeric)
5	N	3	Regular benefit #1: Annual maximum (maximum 9 numeric)
6	AN	3	Regular benefit #1: Calculation code (1 alpha-numeric)
7 - 11			Regular benefit #2: Same field specifications as for regular benefit #1
12 - 101			Repeat same field specifications for regular benefits #3 to #20

“RD” record: Regular deductions #1 to #20 (optional)

Note: Each “RD” record must contain 101 fields (delimited by a total of 100 commas)

Field #	Type	Notes	Description
1	A		Must contain the letters “RD” in quotes
2	A		Regular deduction #1: Include in payroll calculation? (Y or N)
3	N	3	Regular deduction #1: Amount / percentage (maximum 8 numeric)
4	N	3	Regular deduction #1: Pay period maximum (maximum 8 numeric)
5	N	3	Regular deduction #1: Annual maximum (maximum 9 numeric)
6	AN	3	Regular deduction #1: Calculation code (1 alpha-numeric)
7 - 11			Regular deduction #2: Same field specifications as for regular benefit #1
12 - 101			Repeat same field specifications for regular deductions #3 to #20

“DD” record: Direct deposit (optional)

Note: Each “DD” record must contain 24 fields (delimited by a total of 23 commas)

Field #	Type	Notes	Description
1	A		Must contain the letters “DD” in quotes
2	A		Pay employee by direct deposit? (Y or N)
3	A	3	Split direct deposit by: Percentage (“P”), Fixed amount (“F”), or no split (leave field blank)
4	N	3	Bank account #1: Institution number (4 numeric, pad with leading zeros)
5	N	3	Bank account #1: Transit / branch number (5 numeric, pad with leading zeros)
6	AN	3	Bank account #1: Account number (max 12 alpha-numeric, omit hyphens)
7	N	3	Bank account #1: Percentage of deposit (max 6 numeric, 2 decimals)
8	N	3	Bank account #1: Fixed amount (max 9 numeric, 2 decimals)
9	A	3	Bank account #1: Remaining funds to this account? (Y or N)
10	AN	3	Bank account #1: Description (max 10 alpha-numeric)
11 - 17			Bank account #2: Same specifications as for bank account #1 in fields 4 to 10
18 - 24			Bank account #3: Same specifications as for bank account #1 in fields 4 to 10

“YM” record: Year-to-date miscellaneous (optional)

Note:

- This record type is only for new employees. It will be ignored for existing employees.
- Each “YM” record must contain 28 fields (delimited by a total of 27 commas)

Field #	Type	Notes	Description
1	A		Must contain the letters “YM” in quotes
2	N		Regular hours (max 9 numeric, 2 decimals)
3	N		Overtime hours (max 9 numeric, 2 decimals)
4	N		Accumulated hours (max 9 numeric, 2 decimals)
5	N		Federal tax (max 11 numeric, 2 decimals)
6	N		Quebec tax (max 9 numeric, 2 decimals)
7	N		Gross pay (max 11 numeric, 2 decimals)
8	N		Net pay (max 9 numeric, 2 decimals)
9	N		EI employee amount (max 9 numeric, 2 decimals)
10	N		EI insurable earnings (max 9 numeric, 2 decimals)
11	N		QHSF amount (max 9 numeric, 2 decimals)
12	N		QPP amount (max 9 numeric, 2 decimals)
13	N		CPP amount (max 9 numeric, 2 decimals)
14	N		CPP pensionable earnings (max 9 numeric, 2 decimals) A non-zero CPP pensionable earnings amount will only be considered valid if the employee turned 18 years old during the current year and prior to or during the current month.
15	N		Vacation days entitled (max 6 numeric)
16	N		Vacation days taken (max 6 numeric)
17	N		Vacation as of Jan. 1 (max 9 numeric, 2 decimals)
18	N		Vacation amount earned (max 9 numeric, 2 decimals)
19	N		Vacation amount taken (max 9 numeric, 2 decimals)
20	N		Vacation amount owed (max 9 numeric, 2 decimals)
21	N		Sicktime units taken (max 9 numeric)

22	N		Sicktime units owed (max 9 numeric)
23	N		Banked hours earned (hours) (max 9 numeric, 2 decimals)
24	N		Banked hours taken (hours) (max 9 numeric, 2 decimals)
25	N		Banked hours owed (hours) (max 9 numeric, 2 decimals)
26	N		Banked hours earned (dollars) (max 9 numeric, 2 decimals)
27	N		Banked hours taken (dollars) (max 9 numeric, 2 decimals)
28	N		Banked hours owed (dollars) (max 9 numeric, 2 decimals)

“YRB” record: Year-to-date regular benefits #1 to #20 (optional)

Note:

- This record type is only for new employees. It will be ignored for existing employees.
- Each “YRB” record must contain 21 fields (delimited by a total of 20 commas)

Field #	Type	Notes	Description
1	A		Must contain the letters “YRB” in quotes
2 - 21	N		YTD amounts #1 to #20 (max 9 numeric, 2 decimals)

“YRD” record: Year-to-date regular deductions #1 to #20 (optional)

Note:

- This record type is only for new employees. It will be ignored for existing employees.
- Each “YRD” record must contain 21 fields (delimited by a total of 20 commas)

Field #	Type	Notes	Description
1	A		Must contain the letters “YRD” in quotes
2 - 21	N		YTD amounts #1 to #20 (max 9 numeric, 2 decimals)

“YSE” record: Year-to-date special earnings #1 to #20 (optional)

Note:

- This record type is only for new employees. It will be ignored for existing employees.
- Each “YSE” record must contain 21 fields (delimited by a total of 20 commas)

Field #	Type	Notes	Description
1	A		Must contain the letters “YSE” in quotes
2 - 21	N		YTD amounts #1 to #20 (max 9 numeric, 2 decimals)

“YSD” record: Year-to-date special deductions #1 to #20 (optional)

Note:

- This record type is only for new employees. It will be ignored for existing employees.
- Each “YSD” record must contain 21 fields (delimited by a total of 20 commas)

Field #	Type	Notes	Description
1	A		Must contain the letters “YSD” in quotes
2 - 21	N		YTD amounts #1 to #20 (max 9 numeric, 2 decimals)

Sample File

A sample import file that uses the new version of the file specifications is included in the tutorial company’s data folder: **leasydata\tutorv2**. The file is named **epempv2a.dat**.

Old version of file specifications

This is an old version of import file specifications that was used in earlier versions of the Customizer. These import file specifications are still supported in the Version 2 Customizer. However, this old version is not as comprehensive as the new version.

Note: There is no header record in this version of the import file.

Legend for file specifications:

- a Denotes an alpha-numeric field (must be enclosed in double quotations)
- n Denotes must-enter field for a new employee.
- d Denotes field which will default to screen value if left blank in an ASCII record for a new employee.
- x Field will be blanked-out if an "@" character is placed in the corresponding ASCII field
- t For a new employee, field will default to federal/provincial net claim amount in Edit > Company > Defaults > TD1 – Basic Personal Amounts

There are a total of 80 fields per record, which are defined as follows:

- a 1. Employee code (max 6 characters alpha-numeric)
- a x 2. First name } First name + surname combined = max 25 alpha-numeric
- a n 3. Surname } No commas allowed within either field
- a x 4. Address line #1 (max 25 alpha-numeric)
- a x 5. Address line #2 (max 25 alpha-numeric)
- a x 6. City (max 15 alpha-numeric)
- a n 7. Province of residence (AB BC MB NB NF NS NT ON PE PQ SK YT OC)
- a 8. Province of employment (default = province of residence)
- a x 9. Postal code (7 alpha-numeric)
- a x 10. Phone number (12 alpha-numeric, example: 905-825-8020)
- a n 11. SIN (11 alpha-numeric, example: 123-456-789)
- a n 12. Status (A, T or L)
- a n 13. Type (example: S2, H2, HW, etc.)
- a n 14. Department code (must be a valid department)
- a x 15. Title (max 30 alpha-numeric)
- a x 16. Bank account # 1 (max 25 alpha-numeric)
Example: *1234*12345*Account
The asterisk (*) in the first position signals to Easy pay that this employee is a direct deposit employee and thus will not receive a printed cheque.
"1234" is the Institution number. If this number is less than four characters in length, pad it with leading zeros.
"12345" is the Transit (Branch) number. This number must be five characters in length. If the number is less than five characters in length, pad it with leading zeros.
"Account" is the employee's account number. This field has no restrictions other than being the correct account number for the employee. This can be up to 12 characters long. Leave out any hyphens (-).
An asterisk (*) must separate each group of digits in the bank account number.
Another example: *0002*20376*0462271
0002 = Bank of Nova Scotia
20376 = Transit/Branch number
0462271 = Employee's account number
- x 17. Rate A amount (max 9 numeric, 2 decimals)
- x 18. Rate B amount (max 9 numeric, 2 decimals)
- x 19. Rate C amount (max 9 numeric, 2 decimals)
- a n 20. Birthdate (DD/MM/YY example: 21/06/55)
- a n 21. Hire date (DD/MM/YY example: 18/09/79)
- x 22. Vacation percentage (max 8 numeric)
- a d 23. Vacation accrual on overtime pay? (Y or N)
- a d 24. Vacation accrual paid each pay period? (Y or N)

- x 25. Sick time units earned per period (max 9 numeric, 2 decimals)
- a d 26. Tax exemption for this employee? (Y or N)
- a d 27. EI exemption for this employee? (Y or N)
- a d 28. CPP/QPP exemption for this employee? (Y or N)
- a d 29. EHT exemption for this employee? (Y or N)
- a d 30. QHSF exemption for this employee? (Y or N)
- 31. Reserved for future use.
- a d 32. Print T4As for this employee? (Y or N)
- 33. TD1 net claim amount (max 9 numeric, 2 decimals)
- 34. Provincial basic claim amount OR Quebec TPD-1V basic tax exemption amount (max 8 numeric, 2 decimals)
- 35. Reserved for future use.

Fields **36 to 44** are used for **year-to-date** values for **new employees**. Any values in these fields will be **ignored for existing employees**.

- 36. Gross pay (max 11 numeric, 2 decimals)
 - 37. Federal tax (max 11 numeric, 2 decimals)
 - 38. Quebec tax (max 9 numeric, 2 decimals)
 - 39. QHSF (max 9 numeric, 2 decimals)
 - 40. Vacation amount owed (max 9 numeric, 2 decimals)
 - 41. EI amount (max 9 numeric, 2 decimals)
 - 42. EI insurable (max 9 numeric, 2 decimals)
 - 43. CPP amount (max 9 numeric, 2 decimals)
 - 44. CPP pensionable (max 9 numeric, 2 decimals)
- CPP pensionable value will only be considered valid if employee became 18 years old during the current year, and prior to or during the current month.

Note: Currently only Easypay Payroll for DOS (Version 8) imports fields 45 to 80.

Fields **45 to 80** are **reserved for benefit and deduction information**. As with all other fields, fields 45 to 80 must be comma delimited.

- 45: "TPS" (Otherwise fields 46-80 will not be processed.)
- x 46-51: regular benefit periodic amounts (#1 to #6) (maximum 8 numeric)
- x 52-62: regular deduction periodic amounts (#1 to #11) (maximum 8 numeric)
- x 63-68: regular benefit YTD amounts (#1 to #6) (maximum 9 numeric)
- x 69-79: regular deduction YTD amounts (#1 to #11) (maximum 9 numeric)

- 80: 17 character (alpha-numeric) string (enclosed in quotation marks)
 - characters 1-6: regular benefits (#1 to #6) calculation codes
 - characters 7-17: regular deductions (#1 to #11) calculation codes

Note: if a benefit or deduction does not have a calculation code, enter a space in the string in the position where the code would otherwise have been placed.

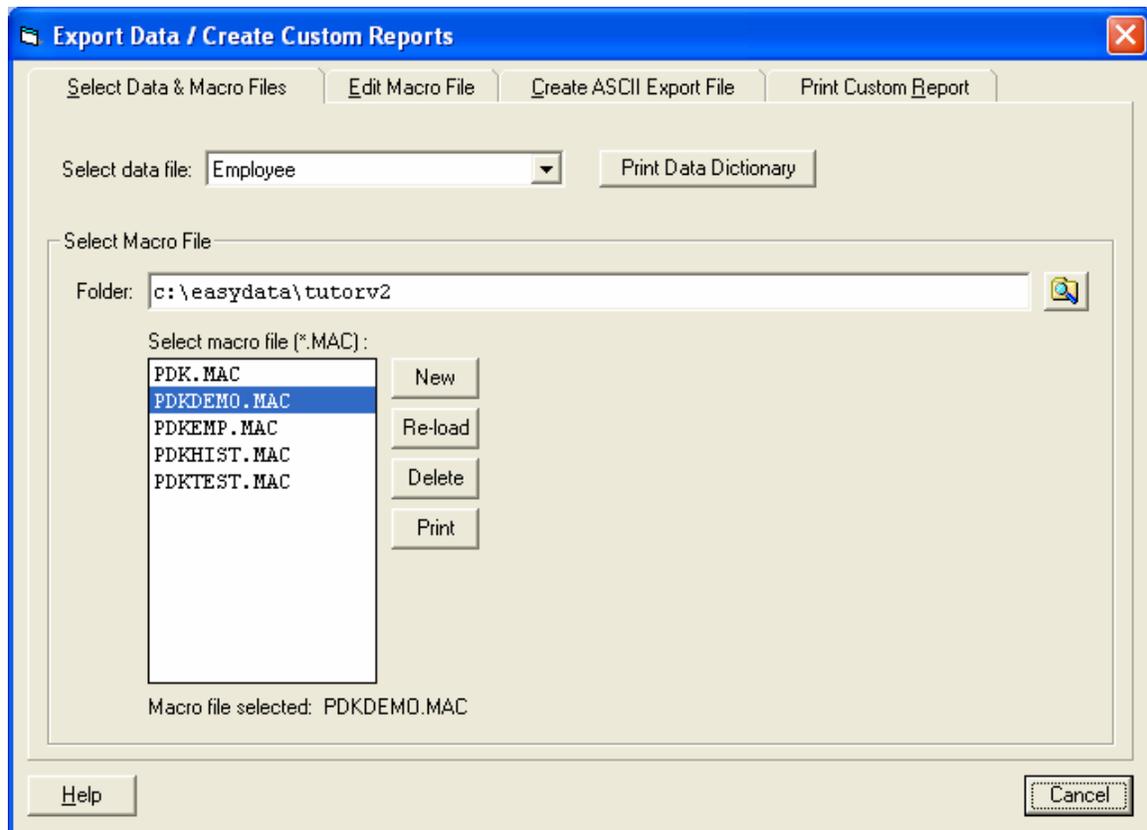
Important: In this old version of the import file, each ASCII record should contain **80 fields** (delimited by **79 commas**), regardless of whether it represents a new or existing employee.

Sample File

A sample import file that uses the old version of the file specifications is included in the tutorial company's data folder: **\\easypay\data\tutorv2**. The file is named **epempv2b.dat**.

Export Data / Custom Reports

This option allows you to export data from an Easypay data file. A macro file is used to define the set of data fields that you want to include in the export file. Once defined, a macro can be used repeatedly so that you can quickly and easily extract the same set of data in the future.



Select Data & Macro Files

Select Payroll Data File

If you are creating a new macro file, select the data file that you want to extract data from.

The **Print Data Dictionary** button allows you to view or print the data fields and their definitions for the selected data file. When working with large files such as the employee file, you may find it easier to have a hard copy that lists all of the available data fields.

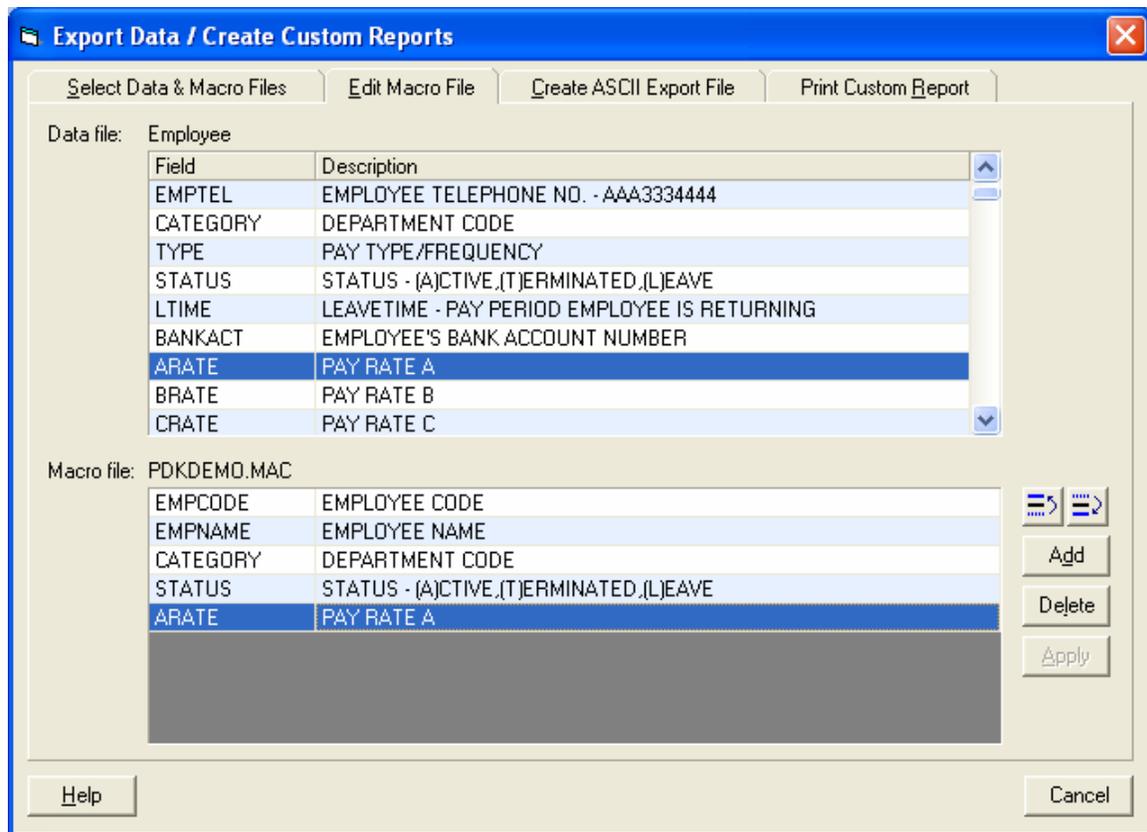
Select Macro File

To access previously defined macro files, use your mouse to select from the macro file list.

To create a new macro, click **New**. You will be prompted to enter a name for the new macro. It is recommended that you use the format **PDKxxxxx.MAC** when naming a macro, where “xxxxx” can be any combination of one to five characters. Please use standard alphanumeric characters. Examples of valid macro names are displayed in the image above. After you have entered the name of the new macro, click **Apply** to add it to the macro list.

Edit Macro File

Use the Edit Macro File tab to edit an existing macro or define a new macro.



This tab contains two grids. The top grid shows the fields available for selection from the data file you selected on the first tab. The bottom grid shows the fields have been selected for output to the macro file.

There are two ways to select a field from the top grid to be included in your macro file:

1. Double click the desired field in the top grid, or
2. Highlight the desired field in the top grid and click the **Add** button.

To delete a field from the macro file or to change the order of the macro fields, use the **Delete** and Up/Down buttons located in beside the macro grid.

Once you are satisfied with the contents of your macro, click **Apply** to save the macro.

Create ASCII Export File

The screenshot shows a Windows-style dialog box titled "Export Data / Create Custom Reports" with a close button (X) in the top right corner. The dialog has four tabs: "Select Data & Macro Files", "Edit Macro File", "Create ASCII Export File" (which is selected and highlighted with a dotted border), and "Print Custom Report".

Under the "Create ASCII Export File" tab, there are two main sections:

- Source Folder / File:** A text box for "Folder:" contains "c:\easydata\tutorv2" with a search icon to its right. Below it, "Data file:" is set to "Employee (EASYEMPL.DAT)".
- Destination Folder / File:** A text box for "Folder:" also contains "c:\easydata\tutorv2" with a search icon. Below it, "ASCII file:" is set to "PDKDEMO.DAT" and "Macro file:" is set to "PDKDEMO.MAC".

Below these sections are several options:

- Sort input by:** Three radio buttons: "Employee code" (selected), "Employee name", and "Department".
- Employee code:** Two text boxes labeled "From" and "To", each with a search icon.
- Pay periods:** Two columns of text boxes labeled "From" and "To". The first column is under the heading "Year" and the second is under "Pay Period".
- Alphanumeric output fields:** Two radio buttons: "Fixed length" and "Trimmed" (selected).
- Numeric output fields:** Two radio buttons: "Fixed length" and "Trimmed" (selected).

At the bottom of the dialog, there is a "Help" button on the left and "Create File" and "Cancel" buttons on the right.

Once you have created a new macro or selected an existing macro, you can use this tab to create an ASCII data output file.

Verify that the source folder and file are correct. Normally, you will not need to change the default folder.

Verify that the destination folder is correct.

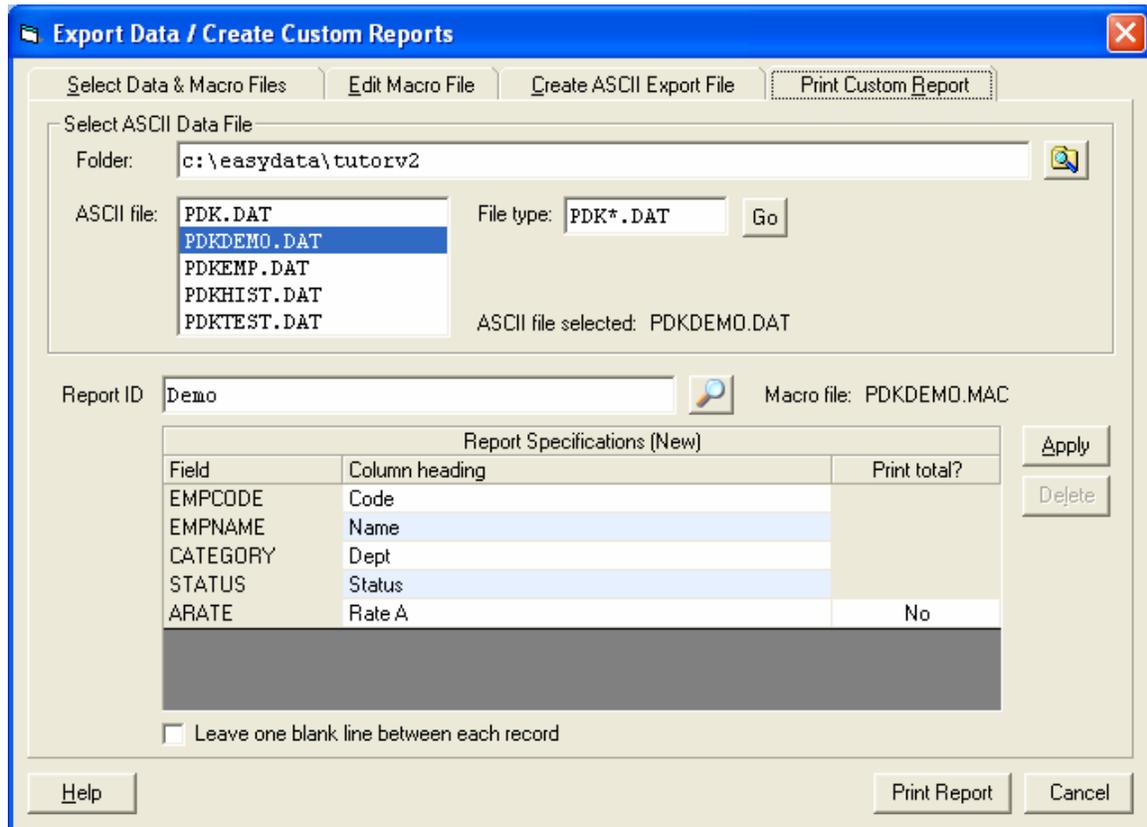
Enter a name for the ASCII file that you will be creating. It is recommended that you use the format **PDKxxxxx.dat** when naming the ASCII file, where "xxxxx" can be any combination of one to five characters. Using "PDK" as the prefix for all of your Customizer macros and ASCII files makes it easy to identify or search for a file.

If you have selected a data file that contains employee data, you will need to enter a range of employees or departments to be included. If the data file contains historical data, you will also need to enter the pay periods to be included.

Finally, indicate whether you want the output fields to be fixed length or trimmed of spaces.

To create the file, click **Create File**.

Print Custom Report



The Custom Report option allows you to print from an ASCII data file that was created using the Create ASCII Export File tab. (Note: you must select an ASCII data file; not a regular Easy pay data file.)

If you need to create a custom report from the employee, history or department costing files, we recommend that you first try using the Click-n-Pick option in the Reports menu. Click-n-Pick offers greater flexibility when designing a report. If you cannot produce the desired results using Click-n-Pick, then please use this Custom Report option instead.

To create a custom report, follow these steps:

1. Create or select a macro that defines the fields to be included in the report
2. Use the Create ASCII Data File tab to create an ASCII file
3. Select the Print Custom Report tab
4. Select the ASCII data file to be used for the report
5. Give the report a name by entering the Report ID
6. Edit the "Column heading" and "Print total?" fields in the grid as required
7. Click "Print Report" to produce the report

Once a report has been defined and saved, you may select it again in the future by clicking on the lookup button beside the Report ID field.

Click-n-Pick Report: Departmental Costing

The screenshot shows the 'Click-n-Pick Report' dialog box with the 'Settings' tab selected. The 'Departmental Costing' option is highlighted with a red circle. The dialog includes fields for Report ID, Title, and various options for report generation. The 'Report by' section is set to 'Employee code'. The 'Employees' section is checked for 'All employees'. The 'Departments' section is set to 'All' and lists five departments. The 'Pay Period Range - Costing' section shows 'From 08' and 'To 08'. The 'Options' section includes checkboxes for 'Leave one blank line between each employee' and 'Exclude employee if all historical amounts are zero'. The bottom of the dialog has buttons for Help, Setup, Delete, Clear, OK, Cancel, and Apply.

Year	Period	Year	Period
08		08	

Department
1 - DEPARTMENT ONE
2 - DEPARTMENT TWO
3 - DEPARTMENT THREE
4 - DEPARTMENT FOUR
5 - DEPARTMENT FIVE

The Customizer Module includes an enhanced version of the Click-n-Pick report that features a "Departmental Costing" option. This option allows you to create reports based on departmental costing splits entered during timecard entry. To turn this option on, select "Departmental Costing" on the Settings tab in the Click-n-Pick report. When this option is turned on, the fourth tab in the Click-n-Pick report is switched from "History" to "Departmental Costing".

For instructions on how to design your own reports using the Click-n-Pick option, please refer to your Easypay manual or the on-line Help for Click-n-Pick report.