

## Payroll integration into Accounting V6/7/Xpress.

### How to integration into Accounting V6/7/Xpress?

#### Incident:

How do I do a payroll integration into Accounting V6/V7/Xpress?

#### Solution:

1. First you need to make a backup of your current company
2. Click to setup and select company parameters
3. In company parameters select Accounting and
4. Click the check box labelled Integrate to accounting
5. Click on the drop down to select the program and version number. For example, Pastel partner & express V6/V7/Xpress
6. In the next field you need to select a data path, remember you need to have Pastel partner installed in your machine, or accessible via a Mapped Network drive. You will now select the destination of the accounting company you wish to integrate into. E.g. C:\PastelV6/7/Xpress\\_Demo
7. Click on the Journal Entry type drop down and select Payroll Journal
8. Then select your financial period for your first processing period, basically this mean which period does March fall in line with Accounting periods. Let's say your Financial year starts in October, then the financial period of the first payroll month is Period 8.
9. Select the integration frequency, this will be the intervals in which you want the information to be integrated into your Accounting software.
10. If you use Pastel Payroll to create a [bank transfer file](#) to import into your banking software, you can check the Make cash book batch option, if you have selected this option you will have to enter your cash book number.
11. Click on the general ledger tab to set up the control account for salaries wages.
12. Then click on GL Code Setup Assistance to access the assistant where you will be able to select what you want to integrate to your income statement and Balance sheet, continue with the assistant completing all relevant details
13. Your final step will be to enter your GL debit or Credit accounts on the transactions that need to be integrated into these accounts. You will click on Setup, Transactions. Click on the Magnifying glass and search for the transaction e.g. Transaction 5000. Enter the GL Debit code and save the transaction.

Note: All the transactions that you use on the payslips need to be added to its relevant GL Debit or Credit codes.