

Accounting Systems

The following accounting programs can import General Ledger and payment transaction data from TelPay for Business™

- ACCPAC Advantage
- ACCPAC Plus for DOS
- Adagio
- Jonas Software
- Microsoft Money
- MYOB version 11
- QuickBooks (1999 and higher)
- Quicken
- Peachtree Accounting
- Simply Accounting 8.5
- *Momentum MHIS
- *Syspro

*Contact TelPay for import instructions. (TelPay will assist in creating links to other accounting systems.)

ACCPAC Advantage

1. Start AccPac Advantage. Click "General Ledger", double-click "G/L Transactions" then double click "Journal Entry".
2. In the "Batch" entry area, click the "New" icon (piece of paper picture). Enter a "Batch Description".
3. Click the "File" menu, then click "Import". From the "Type" drop down box, choose "Single CSV File".
4. Click the "Browse" button to select the file that TelPay for Business™ created. By default, this file will be located in your "c:\billpay\telpay\{your access number}\tglexp" folder. The transaction report that TelPay for Business™ creates will list the full path to the file.
5. Click the "OK" button. Click the "Close" button.
6. The file is imported into AccPac Advantage. Click the "Close" button.
7. Post the transaction.

Accpac Plus Version 6 for DOS

Before importing, please make the following additions to your Accpac Plus GL module:

1. Add Source Code "IMTP" with the suggested description of "Import from TelPay Bill Pymt". This is added via the Housekeeping Menu, Source Journal Maintenance Menu, Add/modify/delete source codes
2. Optionally, add a Source Journal with the suggested name "Import from Third Party". This is added via the Housekeeping Menu, Source Journal Maintenance Menu, Add/modify/delete source journals

Once the Source Code has been added to your GL module and you have made a bill payment using TelPay for Business™, you are ready to import a transactional file to your GL. The procedure is as follows:

1. Go to the Transaction Processing menu and select Batch Processing and then select Import Batches
2. At the bottom of the screen on the Import Batches sub menu, you have three choices. Highlight "Select File"
3. From the next screen, select the file that TelPay for Business™ created. The transaction report that TelPay for Business™ creates will list the full path to the file
4. Once you have made this selection, press "Enter". From the "Import Formats" menu, select "Comma Separated Values (Delimited)" and press "Enter". This imports the file
5. Print and post the batch

Adagio

Note: Adagio General Ledger Accounts should be entered into TelPay for Business™ using the following format: General Ledger Account|Department|Source Code. For example, 5600|101|APBP. The character separating the fields is the "|" ("pipe" character), which usually appears above the "\" ("backslash") key on the keyboard.

TelPay for Business™ General Ledger File Import Instructions for Adagio:

1. Start Adagio
2. Backup your data
3. Select the File menu, then Import, Batches, Detail Only
4. Under the file information tab, change the file name to the import file shown on the TelPay for Business™ report
5. Import and then exit
6. Select the batch button
7. Verify the fiscal period by editing the batch
8. Post the batch

Jonas Software

Note: Jonas general ledger accounts should be entered into TelPay for Business™ using the following format: Company Code|Account|Department. For example, 1|5600|1. The character separating the fields is the "|" ("pipe" character), which usually appears above the "\" ("backslash") key on the keyboard.

1. Start Jonas.
2. Select the "General Ledger" menu, then "Miscellaneous" then "Upload G/L Transactions".
3. Select the file that TelPay for Business™ created. By default, this file will be located in your "c:\billpay\telpay\{your access number}\tpglexp" folder. The transaction report that TelPay for Business™ creates will list the full path to the file.

Microsoft Money

1. Start Money.
2. Select the "File" menu then select "Import" and then select "Download Statement...".
3. Select the file that TelPay for Business™ created. By default, this file will be located in your "c:\billpay\telpay\{your access number}\tglexp" folder. The transaction report that TelPay for Business™ creates will list the full path to the file.
4. Click the "Import" button.

MYOB

1. Start MYOB
2. Click the File menu, then Import Data and choose "General Journal Entries"
3. From the "Import File Format" drop down box, choose "Comma-separated"
4. From the "First Record is" drop down box, choose "Header Record"
5. Click the "Continue" button
6. Select the file that TelPay for Business™ created. By default, this file will be located in your "c:\billpay\telpay\{your access number}\tglexp" folder. The transaction report that TelPay for Business™ creates will list the full path to the file.
7. Click the "Open" button
8. Click the "Match All" button
9. Click the "Import" button
10. The file will be imported into MYOB

QuickBooks

1. Start QuickBooks
2. Click the File menu, then Utilities, then Import and choose "Import IIF Files"
3. From the "Files of type" drop down box, choose "All Files"
4. Select the file that TelPay for Business™ created. By default, this file will be located in your "c:\billpay\telpay\{your access number}\tglexp" folder. The transaction report that TelPay for Business™ creates will list the full path to the file.
5. Click the "Open" button
6. The file will be imported into QuickBooks

Quicken

1. Start Quicken
2. Click the File menu, then Import and choose "QIF File"
3. Click the "Browse..." button
4. Select the file that TelPay for Business™ created. By default, this file will be located in your "c:\billpay\telipay\{your access number}\qasif" folder. The transaction report that TelPay for Business™ creates will list the full path to the file.
5. Select the "Quicken Account to Import into"
6. Click the "OK" button
7. The file will be imported into Quicken

Peachtree Accounting

1. Start Peachtree Accounting.
2. Select the "File" menu then select "Import/Export...".
3. Select "General Ledger" on the left-hand side and then "General Journal" on the right-hand side.
4. Click the "Import" button.
5. Select the "Options" tab and then click the arrow under "Import/Export File".
6. Select the file that TelPay for Business™ created. By default, this file will be located in your "c:\billpay\telipay\{your access number}\tglexp" folder. The transaction report that TelPay for Business™ creates will list the full path to the file.
7. Click the "OK" button.

Simply Accounting

1. Start Simply Accounting
2. Enter the session date when prompted
3. Click the File menu, then Import/Export and choose "Import Miscellaneous Transactions"
 - a. When prompted to back up your data, click Yes, then OK and follow the on-screen instructions
 - b. Select the file that TelPay for Business™ created. By default, this file will be located in your "c:\billpay\telipay\{your access number}\tglexp" folder. The transaction report that TelPay for Business™ creates will list the full path to the file.
 - c. Once you have selected the file, click Open
4. The file will be imported into Simply Accounting

Exceptions

- The session date should be, at least, the latest date within the import file
- If you are using "Accounting Terminology" in Simply Accounting, the Import/Export menu item will read "Import General Journal Entries"
- If you are using Simply Accounting on more than one computer, you must switch to Single-user mode before importing
 - All other users must exit their copies of Simply Accounting

- Click the File menu and choose "Switch to Single-user Mode"
- Click Yes
- Simply Accounting reloads in Single-user mode

Errors During Import

- Simply Accounting does not allow imports to "linked accounts". Linked accounts are used to link subsidiary modules to a corresponding account in the General Ledger. When a transaction is entered in a subsidiary module, all relevant linked accounts are updated automatically
 - To avoid this import error, you should create a "TelPay for Business™ Payables" account instead of using the Accounts Payable subsidiary account. Once you have setup this account in Simply Accounting, assign this account number as the General Ledger account for Accounts Payable in TelPay for Business™
- Simply Accounting will not import files that cross fiscal year boundaries
 - Please ensure that the batches of payments you make in TelPay for Business™ apply to the current fiscal period

Payroll Systems

Direct deposit files can be accepted from the following payroll systems:

- CanPay <http://www.canpay.com/>
- EasyPay <http://www.easypay.ca/>
- E-net Payroll <http://www.enetpayroll.ca/>
- ORANGE Digital Systems <http://www.orangedigital.com/>
- PayDirt Payroll <http://www qlabsystems.com/>
- Paymate <http://www.akmicro.com/>
- QuickBooks http://www.telpayforbusiness.ca/downloads/pdf/QBPayroll_Guide.pdf

For payroll systems that can export a direct deposit file in bank format, you should choose the CIBC form which can be imported directly into TelPay for Business™. TelPay for Business™ checks most bank account numbers for format. You are advised of accounts that do not pass so that you may recheck or correct items.

For payroll systems that do not export a CIBC formatted direct deposit file, contact TelPay for an instruction sheet for that particular payroll.