

# Premier\Classic ASCII Layouts

## Normal batches



### Batches for Payroll

The use of batches in payroll can reduce manual input considerably. Batches allow the user to import the hours captured by the companies Clocking/Time recording system.

The Clocking/Time recording system, will record the relevant hours needed for payroll. The user can then export a file out of the Clocking/Time recording system, which will need to be setup according to the layout provided in this document and the hours need to be allocated in the same columns as the batch is setup in the clients payroll system. This file can be imported into the payroll system, importing the hours and updating employee's payslips with the correct payslip values.

### Example of a batch in the payroll system.

Each column represents an earning line, which can be setup to either import a financial figure on to the employees payslip screen or use the hours being import, with the use of a method loaded in the system calculated the Payslip value and load the amount onto the employees payslip screen.

	1	2	3	4	5	6
Entry	E01 Salary	E02 O/T 1.5	E03 O/T 2.0	E04 Travel	E07 Cell Ph	E14 Comm
Options	1 Days?	1 OTHrs?	1 OTHrs?			
Field to be Updated	Amount	Amount	Amount	Amount	Amount	Amount
Default Value	No Default	No Default	No Default	Not Used	Not Used	Not Used
Step-Up Value	.00	.00	.00	.00	.00	.00
Minimum Value	.00	.00	.00	.00	.00	.00
Maximum Value	.00	.00	.00	.00	.00	.00
Override or Accum	Accumulate	Accumulate	Accumulate	Override	Override	Override
Batch Totals ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

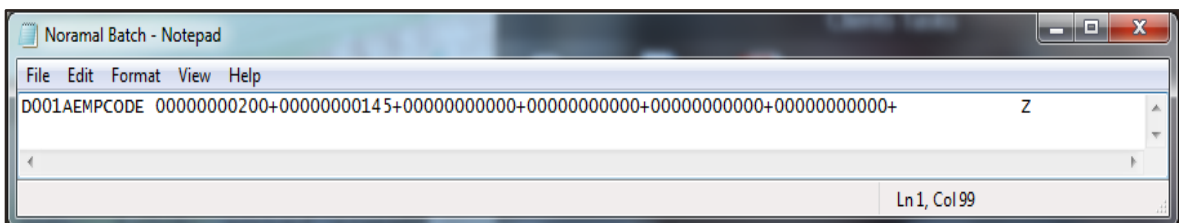
Select whether you want Batch Totals or not

Close

## ASCII Layout Required

DETAIL RECORD			
Field Description	Used for	From - To	Length
Record ID	To indicate detail <b>(Always a D)</b>	01 - 01	1
Company Code	To link to the correct company	02 - 04	3
Batch number	To link to the correct batch number	05 - 05	1
Employee code	To link to the correct employee	06 - 13	8
Value 1	Value 1	14 - 24	11
Sign 1	+/-	25 - 25	1
Value 2	Value 2	26 - 36	11
Sign 2	+/-	37 - 37	1
Value 3	Value 3	38 - 48	11
Sign 3	+/-	49 - 49	1
Value 4	Value 4	50 - 60	11
Sign 4	+/-	61 - 61	1
Value 5	Value 5	62 - 72	11
Sign 5	+/-	73 - 73	1
Value 6	Value 6	74 - 84	11
Sign 6	+/-	85 - 85	1
Record Terminator	To indicate the End <b>(Always a Z)</b>	99 - 99	1

## Example of Layout file in Note pad



## ASCII Layout Required

TRAILER RECORD			
Field Description	Used for	From - To	Length
Record ID	To indicate detail <b>(Always a T)</b>	01 - 01	1
Filler	Not used	02 - 13	12
Total 1	Total of Value 1 in detail records	14 - 24	11
Sign 1	Sign for Total 1, Negative or Positive	25 - 25	1
Total 2	Total of Value 2 in detail records	26 - 36	11
Sign 2	Sign for Total 2, Negative or Positive	37 - 37	1
Total 3	Total of Value 3 in detail records	38 - 48	11
Sign 3	Sign for Total 3, Negative or Positive	49 - 49	1
Total 4	Total of Value 4 in detail records	50 - 60	11
Sign 4	Sign for Total 4, Negative or Positive	61 - 61	1
Total 5	Total of Value 5 in detail records	62 - 72	11
Sign 5	Sign for Total 5, Negative or Positive	73 - 73	1
Total 6	Total of Value 6 in detail records	74 - 84	11
Sign 6	Sign for Total 6, Negative or Positive	85 - 85	1
Filler	Not used at present	86 - 98	13
Record Terminator	To indicate End of Record <b>(Always a Z)</b>	99 - 99	1

## Example of Layout file in Note pad

