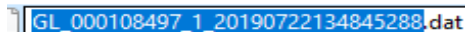
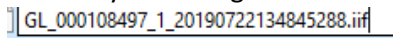


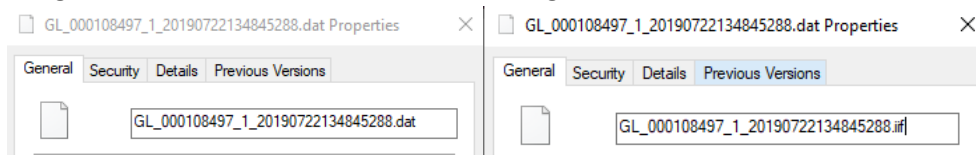
Importing G/L Import to QuickBooks:

- 1) The G/L Import can be obtained from the following section in Paycor.
 - a. **Reporting (On Top) → Access to Online Reports → File Downloads (Left Side)**
 - b. Once selected a list will appear and you will download the file indicated as GL Import File for your most recent payroll.
- 2) You will need to locate the file within your computer downloads.
- 3) The download will come as a zip folder; you can take either of the following to extract the necessary file.
 - a. You can open the file where you will see something similar to the following:
(GL_000108497_1_20190722134845288.dat) **Right click → Copy** from here you will **Right click → Paste** to a location you can access or are familiar with. Find the file and jump to #3
 - b. If you do not do the above:
 - i. You can **right click** on the Zipped folder and select **Extract All...**
 - ii. A window will appear where you can Select a destination to save the folder as a non-zipped folder.
 - iii. **Select Browse** and go to a location you are familiar with and hit **Select Folder.**
 - iv. A new folder will be created in that location which will not be zipped.
 - v. Open the folder and follow the steps in #3.
- 4) Once located we need to change the medium as to how the data is held, and you have two options to do so. (.iif formats are an acceptable medium for QuickBooks)
 - a. Click on the name of the file two times slowly and the following will appear.



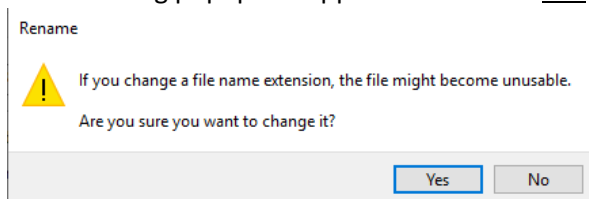
Once here you can click with your mouse or the keyboard to get to the end where the .dat is located and alter it to appear as a .iif as shown below. 

- b. Otherwise, right click on the file and go to properties to modify the name. The change will be made in the general tab. Which looks like the following:



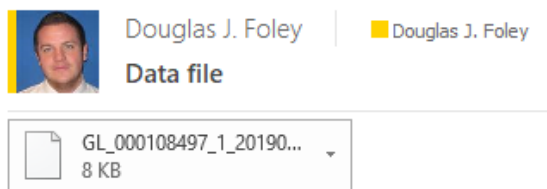
Like the 2nd photo you will delete the dat and replace it with iif. Then you will select ok.

- c. The following popup will appear. You will hit **YES**

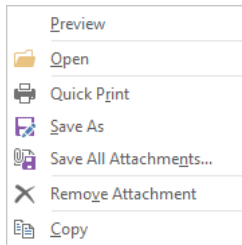


- d. The file is now formatted correctly for QuickBooks

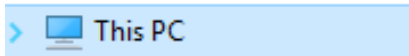
- 5) In order to get it to the CITRIX Environment you will need to email it to your archomaha email. Once you receive it, it will look like the following:



- 6) From here you will right click on the file or click the  on the right. A dropdown will appear like the following:

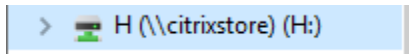


- 7) You will select **Save As**. From here we will be navigating to your location file so you can access it within QuickBooks.
- 8) On the left side of the window that appears you will select the ➔ next to My PC or This PC

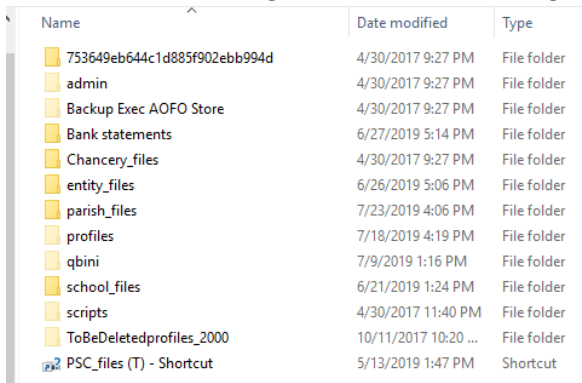


If you click on it, it is ok you will just navigate from larger icons.

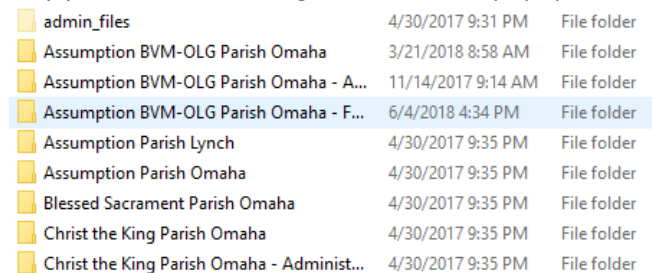
- 9) You will then scroll through on the left (or larger icons) until you see the H drive or \\Citrixstore



- 10) Once you have clicked on this the remainder of the navigation to your file will be in the center of your window. You will see something similar to the following.



- 11) You will select the file pertinent to your location.
 - a. A school > School Files
 - b. A Parish > Parish Files
 - c. JPPI & Catholic Cemeteries > Entity Files
- 12) From here you will need to Navigate to your location (this example a parish) You can not access other locations, only your own, and doing so will cause a popup to occur.



If you have 3 folders like some in the above, you will be selecting the one without the – **additions** (Should you have difficulties finding or identifying your folder contact the finance office)

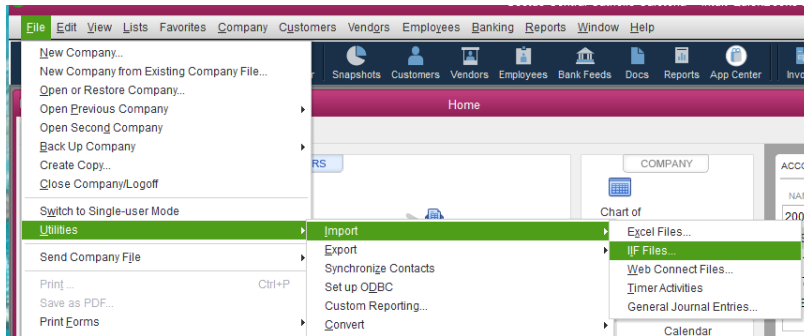
- 13) Once you have entered your file it will contain 3 folders
 - a. Financial Files (Contains your QuickBooks application and data)
 - b. Office Files (All users at your location share)
 - c. User Files (Contain all users past and present and documents that may have been saved)

For this we will select the Office files since we want all users to have access who can enter your location.

- 14) You or your location may be using this for other things as well so we would suggest adding a folder called **Paycor Imports** once this has been created enter this folder. Finally, you can hit **Save**
- 15) With the file saved into the Citrix environment you can now obtain it through QuickBooks.

16) Once QuickBooks is opened. Select **File** → **Utilities** → **Import** → **IIF Files**

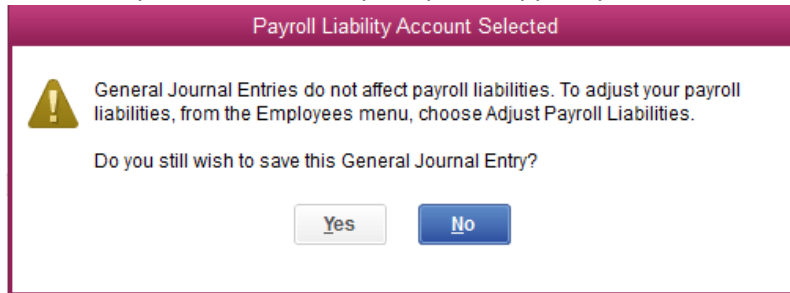
(If you are not in Single User you will be asked to enter that mode under **File** → **Switch to single user**)



17) Upon hitting IIF, a window will appear in which you will need to navigate back to the location you saved the file.

Repeat Steps 7-13 except the save piece instead select the file and hit open.

18) Once the open button is hit a prompt will appear you will select **YES**



19) Your payroll has been successfully loaded, should you wish to verify you can select **Company** then from the dropdown **Make General Journal Entry** and select the back ← on the top left side. It will bring you to the payroll entry.