CenterPoint Payroll Integrated (V 6.2.19)

The E2 Shop System (V7.2.10) has been programmed to directly interface with CenterPoint Payroll v 6.2.19, allowing the user to directly export time information from E2 into CenterPoint in the form of either Time & Attendance Tickets (preferred method) or Time Tickets. In E2, the user enters time information for the shop employees, which is then exported into CenterPoint. There, the hours can be adjusted if necessary and non-hourly employees can be processed.

Once the payroll has been completed in CenterPoint, the resulting financial transactions can then be imported back into E2 in the form of "manual" paychecks and a Journal Entry for all non-cash items such as the employer's expense for social security. This is done by creating an external posting file within CenterPoint that is then imported back into E2. It should be noted that the interface WILL NOT merge master data files from E2 to CenterPoint such as G/L accounts, shifts, departments, etc. All such information must be set up separately in CenterPoint and MUST EXACTLY MATCH how they were set up in E2 for the interface to work properly.

Specified Employee Code information from E2 can now be exported directly to CenterPoint. This function overwrites corresponding information in CenterPoint so users should be selective when using this export. Please see *Exporting Employee Information to CenterPoint* later in this document for detailed instructions.

Hardware Requirements

The CenterPoint Payroll package has its own hardware requirements. The system comes with the Silver Support package, which means CenterPoint will call back within one hour. So, questions regarding installing and running CenterPoint can be answered by their technical support department

Configuring CenterPoint Payroll for the E2 Shop System Interface

After installing the CenterPoint software, check the CenterPoint master settings in the Setup Menu and select the area you wish to change.

1. Make sure that the **Abbreviation** field for the employee in CenterPoint EXACTLY MATCHES the **Employee Number** field in E2.
   NOTE: CenterPoint allows alphanumeric values here, but you must enter a numeric value *only* in order for the interface to make a proper match. If you use three digit employee codes, there will appear to be a zero prior to the number in E2, however this number is truncated when exported. When entering the number into CenterPoint it is only necessary to enter the actual 3 digit code (is: 101 vs 0101)
2. Verify that all GL Accounts, Shifts, Earning Codes (Attendance Codes in E2) and Departments you have defined in E2 EXACTLY MATCH those set in CenterPoint.
   NOTE: The Department Code cannot exceed eight characters in E2 as this is the field size limit for CenterPoint (i,e,.: FINISHIN vs FINISHING). And all Departments and Earning Codes are case-sensitive, therefore if they are upper case in E2 they must be upper case in CenterPoint.
3. When using Direct Deposit, make sure the numbering series is set differently from the check numbers being used in Accounts Payable. When a company uses Direct Deposit, these entries will export to E2 as manual checks, so they cannot have duplicate check numbers.
4. If exporting **Time & Attendance Tickets**, there are two options available to identify earnings types. If the option to **"force regular hours to regular earnings codes"** is selected on the CenterPoint interface screen for Attendance Tickets, you will need to make sure the following earnings types have been created in CenterPoint: RegHrs and Overtime. Any time sheet records, marked as Overtime in E2SS will

be imported into the Overtime earnings type in CenterPoint. **All other records will be imported as the RegHrs earnings type.** If this option is *not* checked, all *nonovertime* hours will use their Attendance Code as the earnings type and CenterPoint will have to be configured accordingly. Overtime hours will still be imported as noted above. If exporting **Time Tickets**, the only option available will be "RegHrs" and "Overtime." Changes to the earnings type can be made in CenterPoint as desired after the file has been imported from E2.

5. If exporting Time Tickets to CenterPoint, the Department on the work center on the routed step must also be a Department in CenterPoint.

For information on setting up the master files, refer to CenterPoint's instructions. CenterPoint also provides a sample company with an exercise in the manual, which is very useful for getting started.

Selecting CenterPoint as your Interface

1. Go to **File | Company Maintenance | Defaults** and click on the **Interfaces/Documents** tab.
2. Select the **Red Wing / CenterPoint** radio button under **Interface Options**. The file paths will automatically populate, but are not needed for the integration to work.
3. Click **OK** to save CenterPoint as your payroll default and return to the main Company Maintenance screen.

Exporting Employee Time to CenterPoint

Users have the option to export either Time & Attendance Tickets (recommended method) or Time Tickets from E2SS to CenterPoint.

1. To export the time information from E2 to CenterPoint, go to **Shop Control | Time & Attendance Tickets** or **Time Tickets**.
2. Click the **Export** button to open the Interface screen. Time & Attendance Tickets and Time Tickets both have 4 fields on the Export API tab : Database Name (which is supplied by CenterPoint), Company Abbreviation, Regular Earnings Code (always set to RegHrs) and Overtime Earnings Codes (always set to Overtime). These will need to be set for the export to work.
3. For Time & Attendance Tickets ONLY, there are options to *Set Non-Overtime Hours to the Short Name from the Attendance Code*. If you choose this option the Short Name of the Attendance Code on the Time & Attendance Ticket must be set up as an Earnings Code in CenterPoint. The other option is *Set Non-Overtime Hours To Regular Earnings Code Above*. This will force all hours to be RegHrs. **NOTE**: Only Attendance Tickets apply rounding rules as specified in company defaults. Holiday information is also only available in Time & Attendance Tickets.


Exporting Time & Attendance

4. Enter the date range to gather time information to be sent to CenterPoint. Only those tickets falling in this range will be exported. Right click on either the Begin or End Date textboxes to use the popup calendar or type your date range.
5. Click the **Export** button. When the process bar reads: *Red Wing API Exported Successfully*, click the Close button.
6. If there are any errors detected during the export process, an error log will list them in detail. Review this log and make the appropriate corrections before exporting again. If no errors are found, the export process is complete and the user can run payroll in CenterPoint.
7. The resulting time tickets can be edited in CenterPoint under the Time Entry menu.

Exporting Employee Information to CenterPoint

Now users can also export Employee Code information to CenterPoint. Users MUST be aware that information set in the E2 Shop System will overwrite those corresponding fields in CenterPoint so caution should be used with this utility. Only Employees marked as active with a unique Social Security Number in the Shop System will be exported. All others will be skipped in the export process.

The Social Security Number, First Name, Last Name, Address Line 1, Address Line 2, City, State, Zip Code, and Phone Number export out to CenterPoint. If an Employee is not found in CenterPoint, it will be added with this information.
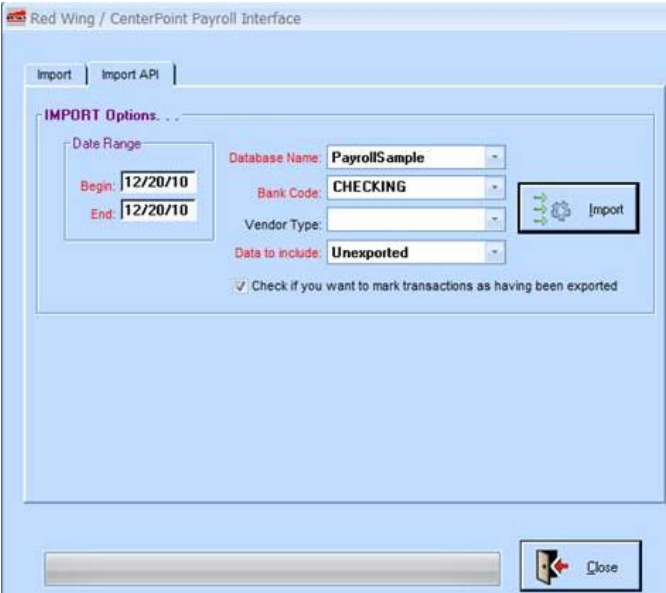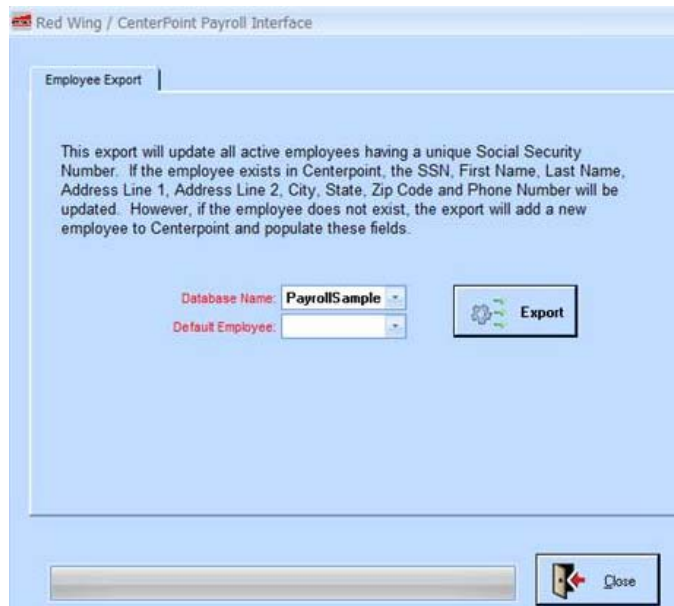

The appropriate Database Name and a Default Employee (both set in CenterPoint) must be selected to enable the Export process. This Default Employee will hold the basics you want for employees in CenterPoint. The Social Security Number, First Name, Last Name, all Address information, and Phone Number will populate from the Employee Codes in the Shop System. The Pay Rate and Department will pull from the Default Employee in CenterPoint. When the employees are exported from E2 Shop System to CenterPoint, if they have a different Pay Rate or Department from the Default Employee that was selected for the export, you will need to edit the employee and change these items accordingly.

Importing Payroll from CenterPoint to the E2 Shop System

When you have finished running payroll and would like to send the paychecks from CenterPoint to E2, begin in CenterPoint.

1. In E2, go to **AP | Check Writing** and click the **Import** button.
2. On the Interface screen, there are 4 fields. Database Name (which is supplied by CenterPoint), Bank Code (bank code in E2 used for payroll), Vendor Type (Not a Required Field) and Data To Include. The **Data to Include** field has 3 options, Unexported, Exported and All. *Unexported* (recommended option) will only bring over items that are not marked as exported in CenterPoint. *Exported* will only bring over items that are marked as exported in CenterPoint. *All* will bring over both unexported and exported items.
3. We highly suggest to check to option for *Check if you want to mark transactions as having been exported*.
4. Once all these items are filled in correctly, you can select your date range for your payroll and click the **Import** button.
5. E2 will begin importing the pay information into its accounting database as manual checks. The system will also create a journal entry for any non-cash transactions such as employer matches on Social Security, Medicare, unemployment, etc.
6. To verify the data imported properly, search by the check date on the main **Check Writing** screen. All the checks written on that date will display in the search screen.
7. Edit a few checks to verify the import totals by selecting one in the list box and clicking the **Edit** button to view the actual check record. If you make any changes, click on **OK** to save them.
8. You can also print a **Check Summary** for verification. Go to **AP | Check Summary**. Select your inclusion and exclusion criteria. Enter a Begin and End Date. Indicate which reports to print and click the **Generate Reports** button.

Helpful Notes and Troubleshooting Tips

When setting up your CenterPoint Company or if you encounter a problem during interfacing with E2, check the following items.

1. Verify that all GL Codes used in both E2 and CenterPoint are set up EXACTLY the same. Of particular importance is the cash GL Code used for your payroll account. Along with verifying your GL Codes in CenterPoint under the **Setup | Accounts** area, you can also verify your cash GL and set the next check number under **Setup | General | Numbering Sequence**. Select the correct Bank Account and edit appropriately.
2. Verify that all Employee Codes match exactly between E2 and CenterPoint.
   a. Employee Names should not be entered with commas, as this will cause problems with the file created to transfer information between applications. For instance, do not enter Bob Jones, Jr.
3. Pay rates pull from E2 by default. If you want the pay rates to pull from CenterPoint instead, you must edit the Import Definition file in CenterPoint. For additional information on this, see the document *Using Pay Rates in CenterPoint* available from E2 Technical Support.
4. Verify that all Department Codes match exactly between E2 and CenterPoint. Department Codes in CenterPoint have a maximum length of 8 characters, so your Department Codes in E2 must also be limited to 8 characters. E2 allows up to 12 characters. Also, make sure your Department Codes in CenterPoint are entered in all capital letters.
5. Verify that all Attendance Codes match exactly between E2 and CenterPoint's Earnings Codes. Also, make sure your Earnings Codes in CenterPoint are entered in all capital letters.
6. As noted already, you can export either Time & Attendance Tickets or Time Tickets to CenterPoint for time information. Certain information will pull from different sources based on which option is used, as indicated below.

	Time Ticket	**Attendance Ticket**
GL Labor Account	Work Center	Attendance Code
Department Code	Work Center	Employee Table
To verify/validate Time information	Time Tracking Journal	Attendance Summary