HARMONY

SAGE INTACCT (SEAMLESS)

harmony

V.1.0

PAYMATE SOFTWARE CORPORATION
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paymate
payroll & HR made easy

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Welcome to Harmony

Thank you for selecting Harmony as part of your payroll solution. Harmony's interface was developed with the best technology in the market and will allow you to easily use the application, no matter where you are. Considering both the basic and advanced features of Harmony, we recommend you visit Paymate's knowledge base to view our comprehensive articles and watch our how-to videos to get the most out of this application. You can also email Paymate Support at support@paymatesoftware.com if you require additional help or have any specific questions.

About Harmony

Harmony is a hosted application available for the U.S. and Canada. The hosted nature of this software means all your data is stored on the cloud for easy access. You can access it with any browser, including Microsoft Edge, Mozilla Firefox, Google Chrome, Safari, and more. Harmony conveniently lets you add and access an unlimited number of companies with a single login. Due to its modular nature, Harmony works well with a single module or with all its modules, including Payroll, Time and Attendance (T&A), Human Resources (HR), and Employee Self-Service (ESS).

Harmony's payroll module simplifies your payroll processes yet provides all the functions you need, all in a single place. From helping you run payroll to creating government forms, Harmony Payroll is the perfect payroll solution for you.

About This User Guide

This user guide will help you in setting up and using the seamless integration between Harmony Payroll and Sage Intacct. Please ensure that you have fulfilled all prerequisites prior to setting up the integration. If you have any questions regarding the integration with Sage Intacct, please contact Paymate Support.

About The Integration

Harmony seamlessly integrates with Sage Intacct by using the company ID and entity of your company from Sage. All transactions can be viewed in the *Journal Entries* section of Sage and will be a draft upon import. Posting will be required to finalize the records in Sage. Please ensure that you have fully read through the pre-requisites in the next section to ensure you have completed all the required steps to use this integration.

Prerequisites

Please ensure that you have met the following prerequisites prior to setting up the seamless integration.

- Have access to Sage Intacct
    - Know your company ID
    - Know your entity (if required)
    - Have created all classes/industries (if required)
    - Have created all projects and tasks/cost codes (if required)
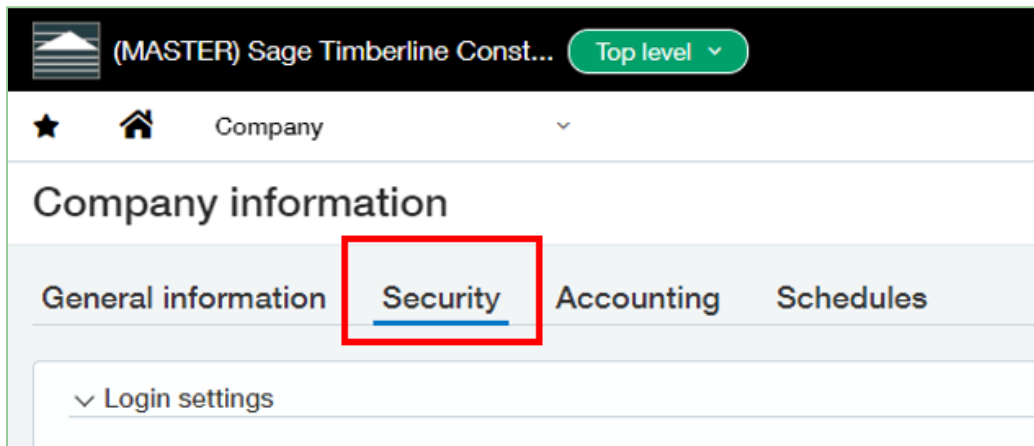- Have access to Harmony Payroll

Authorizing Web Services

Follow the steps below to authorize Harmony for web services.

1. Log into Sage Intacct.
2. In the navigation menu, navigate to Company > **'Setup'** tab > *Configuration* > Company.
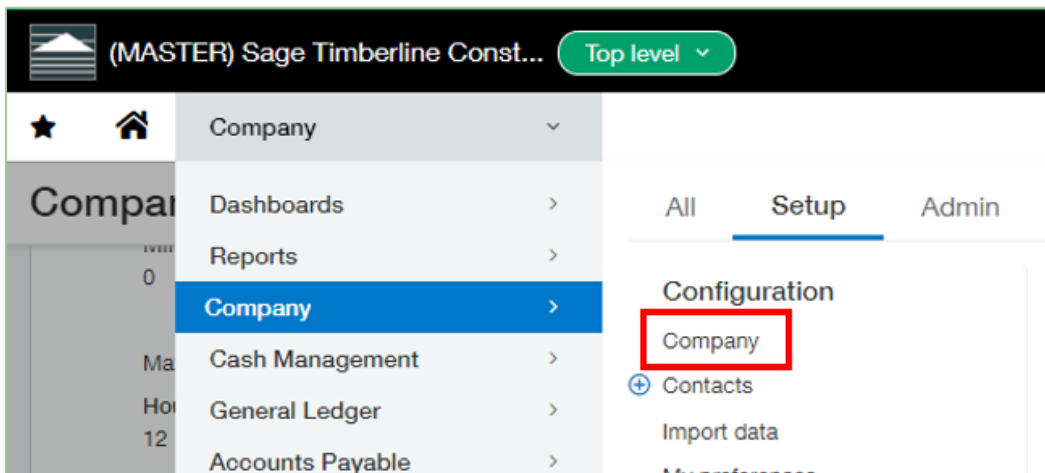
3. Navigate to the **'Security'** tab.

4. Click **"Edit"**.

5. Click **"Add"** under *Web Services Authorizations* to add a new one.

6. Enter "paymatesoftwareMPP" as the *"Sender ID"*.

> The Sender ID above is case-sensitive. Ensure that you are entering the above Sender ID without quotation marks, and in the correct letter-case (i.e. uppercase and lowercase).

7. Add a *"Description"* if required.
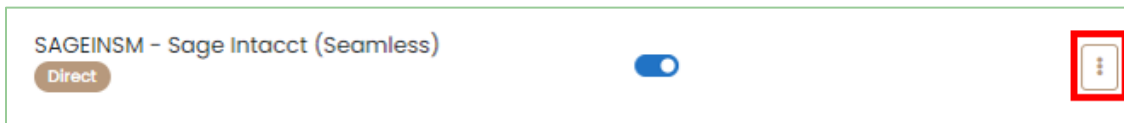8. Set the *"Status"* to **'Active'**.

9. Click **"Save"** to save your changes.

Setting Up Harmony's Export Interface

1. Open another tab or window of your browser.
2. Navigate and log into Harmony Payroll.
3. Navigate to Payroll > Admin Settings > Interfaces > GL Export Interfaces.
4. Search for "SAGEINSM – Sage Intacct (Seamless)".
5. Activate the toggle to use this interface by default.

6. Click the three (3) dots button to view the setup.

7. Enter the required information.

| Field Name	Description
"Company"	The name of your company that you use to log into Sage Intacct.
"Entity"	Identifies the entity that you are looking to post your general ledger to. If you're not sure where to find your entity name, review the *What's My Entity?* section. If you leave this empty, it will post as a draft to the top level entity, by default.
"User"	The username that you use to log into Sage Intacct.
"Password"	The password that you use to log into Sage Intacct.

8. Click the save button to save your changes.
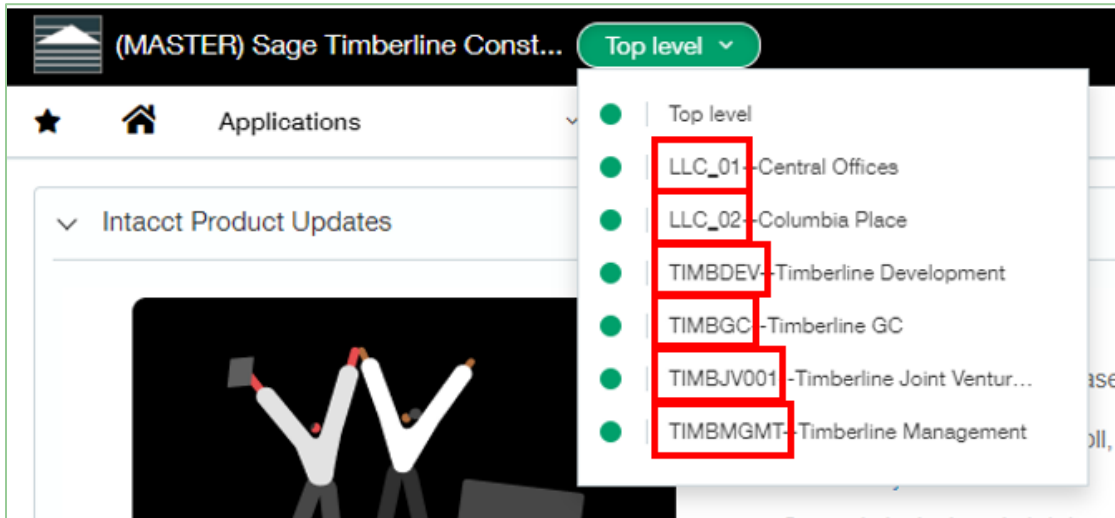
What's My Entity?

1. In Sage Intacct, click the 'Top Level' or green dropdown next to your company's name.
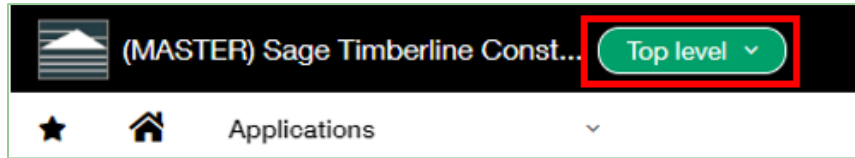
2. Your entities are listed in this dropdown field.
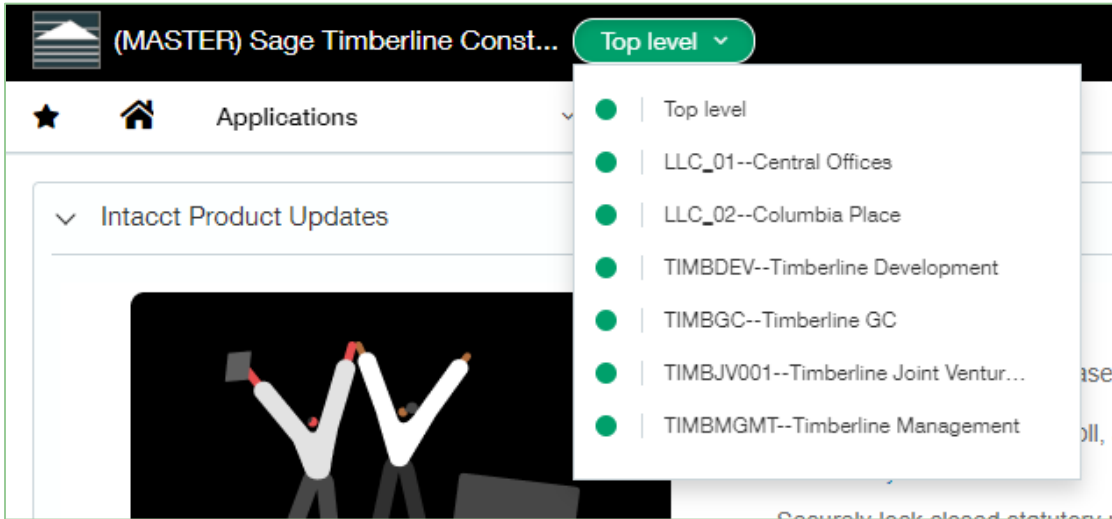
3. Enter the short name of the entity into the _"Entity"_ field in Harmony.


The _"Entity"_ field in Harmony is an optional field. If you leave this field blank, then your general ledger records will be transferred to the 'top level' entity by default. You will also have the option to change this before completing the export process to Sage Intacct.
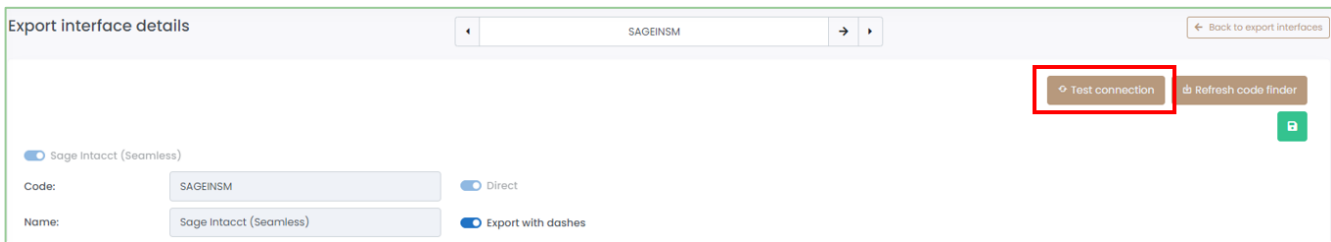
Testing Your Connection

Once you've entered your export interface, you must test your connection to ensure you've entered it correctly.

1.   In Harmony, navigate to Admin Settings > Interfaces > GL Export Interfaces.
2.   Search for "SAGEINSM – Sage Intacct (Seamless)".
3.   Click the three (3) dots to review the setup.
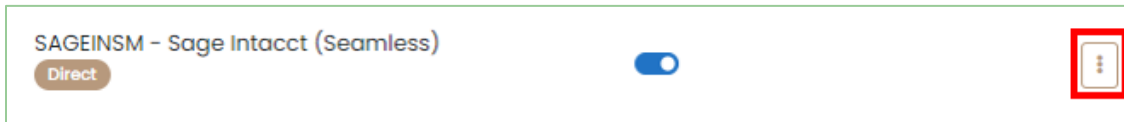
4.   Click **"Test Connection"**. You will see a confirmation message if the test connection was successful or unsuccessful. If your connection was unsuccessful, view the *My connection failed. Why?* section for more information.

My connection failed. Why?

If your connection failed, there can be several reasons. Examples of the error messages can be found below.

Error Message	Explanation
Response control status failure – GW-0011 Invalid Request	The name of your company is incorrect. This should be the company ID that you use to log into Sage Intacct.
Response authentication status failure – XL0XL03000006 Sign-in information is incorrect	The username is incorrect. This should be the username that you use to log into Sage Intacct.
Response authentication status failure - XL03000006 IA.SIGN_IN_INFORMATION_IS_INCORRECT	The password or entity is incorrect. This should be the password that you use to log into Sage Intacct. Review the *What's My Entity?* section for more information about the entity.
Response authentication status failure – XL03000006 Invalid web services authorization. The sender ID 'paymatesoftwareMPP' is not authorized to make Web Services requests to company ID '(YOUR COMPANY NAME)'. Contact the company administrator to grant Web Services authorization to this sender ID.	Harmony was not authorized to make the connection. Review the *Authorizing Web Services* section for more information.

Setting Up Your General Ledger Accounts

There are two (2) ways for you to enter your general ledger account codes in Harmony with the seamless integration with Sage Intacct:

1. Using Harmony's GL Code Finder: This method allows you to use the connection information to your Sage Intacct account to pull the accounts from Sage and select it accordingly for each payroll category in Harmony.
2. Entering Your GL Accounts Manually: This method requires you to enter the GL accounts for each payroll category in Harmony manually.

Once you have completed entering your GL accounts, you may need to update the structure of your GL accounts. The two parts of GLs (accounts & structure) work together to finalize the GL account that will be used when exporting to Sage Intacct.

We strongly recommend that you fully understand your general ledger account codes and structure prior to setting up your general ledger accounts in Harmony. Please contact Paymate Support if you require additional information.

Using Harmony's GL Code Finder

1. In Harmony, navigate to Payroll > Admin Settings > Payroll Preferences.
2. Tick the *"Use GL Code Finder"* checkbox.
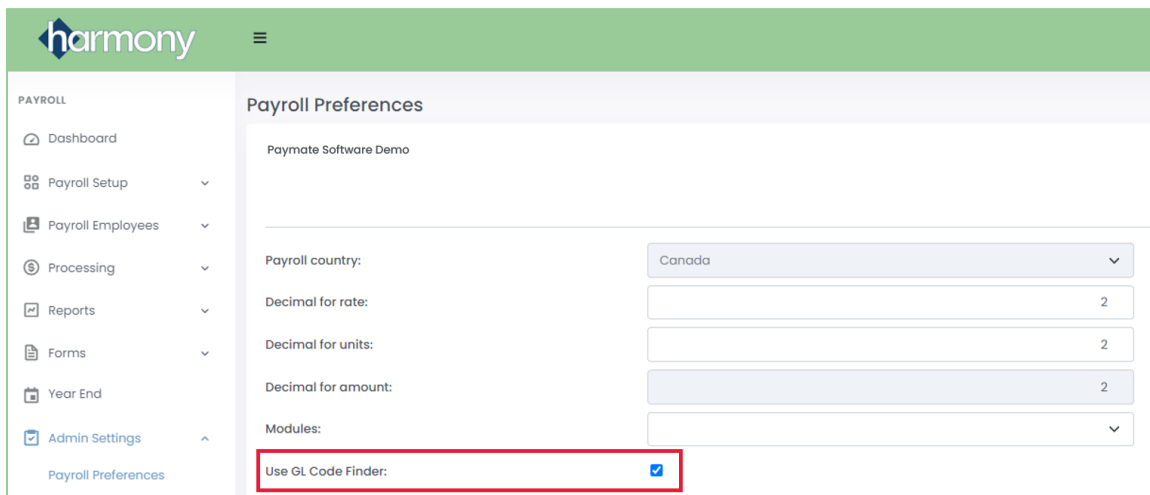
3. Click the save button to save your changes.
4. Navigate to Payroll > Admin Settings > Interfaces > GL Export Interfaces.
5. Search for "SAGEINSM – Sage Intacct (Seamless)".
6. Click the three (3) dots to review the setup.
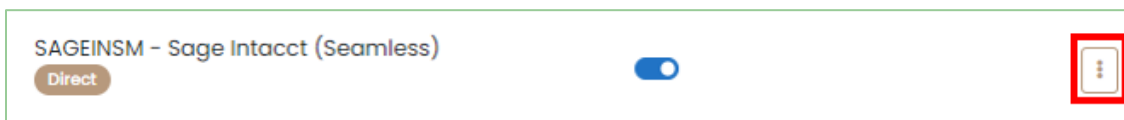
7. Click **"Refresh Code Finder"**. This will enable Harmony to use your Sage Intacct account to provide you with a list of codes to input into Harmony.
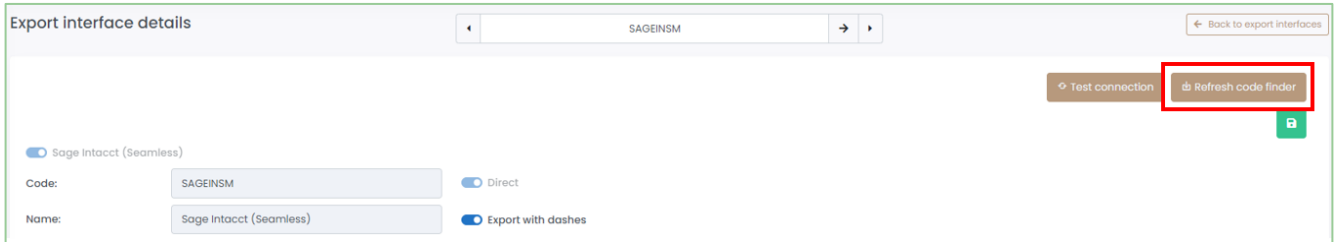
8. Navigate to Payroll > Payroll Setup > General Ledger Setup > Account Setup.
9. Click the three (3) dots next to each payroll category. A pop-up window will appear with a list of all your account codes.
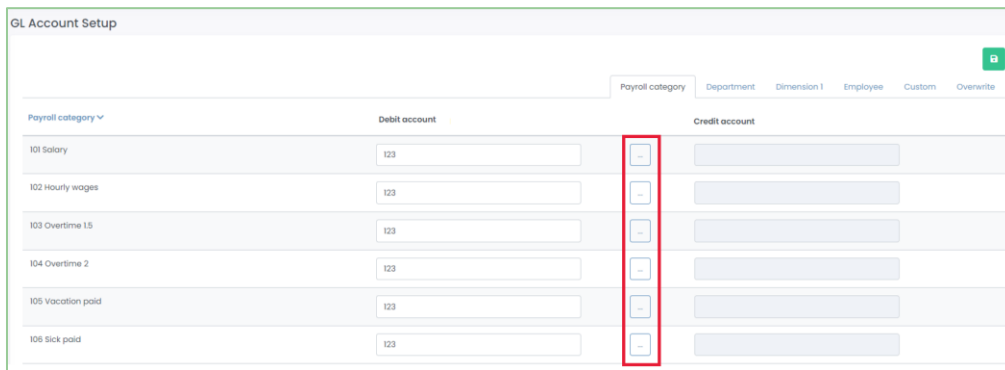
10. You can either select the entire account code, or if you have a more complex structure, identify the string of characters to input. Click **"Select"** next to the payroll category to insert the account code into Harmony. If you're not sure which option to use, please contact Paymate Support.
11. Repeat steps 9 through 10 for each payroll category.
12. Click the save button to save your changes.
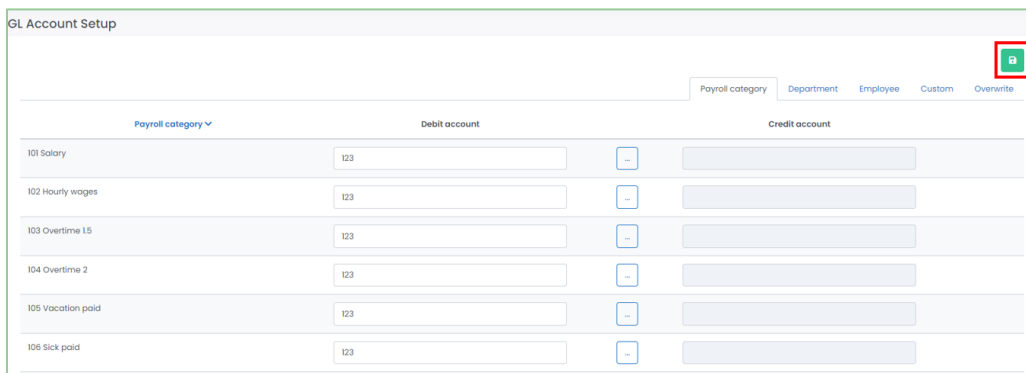
Entering Your General Ledger Accounts Manually

If you will not be using Harmony's GL code finder, you can enter your account codes manually.

1. In Harmony, navigate to Payroll > Payroll Setup > General Ledger Setup > Account Setup.
2. In the **'Payroll Category'** tab, enter all general ledger account codes for the payroll category.

3. If you split your accounts into different departments, navigate to the **'Department'** tab and enter the general ledger account codes that correspond to your departments. You can modify the structure later.
4. Repeat step 3 for each dimension or employee as required. If there are some GL account codes that do not follow the structure, or can be treated as an exception, you may enter it in the **'Overwrite'** tab.
5. If you split your accounts in different dimensions, navigate to the corresponding dimension tab and enter the general ledger account codes that correspond to your dimensions. You can modify the structure later.

> ⛔ If you do not see your dimensions in separate tabs, please confirm that you have purchased and activated the labor module for Harmony Payroll. Please contact Paymate Support for more information.

6. Click the save button to save your changes.

Setting Up Your General Ledger Structure

We strongly recommend that you fully understand your general ledger account codes and structure prior to setting up your general ledger accounts in Harmony. Please contact Paymate Support if you require additional information.

Once your account codes are set up, you must set up your GL structure if it is different from the default. The default structure takes only your payroll category GLs into account. If you split your GLs into departments, locations, or other dimensions, you will need to create a new structure or edit the existing structure. Contact Paymate Support for more information. An example is provided at the end of this section to illustrate the impact of the structure you create in Harmony.

1. In Harmony, navigate to Payroll > Payroll Setup > General Ledger Setup > Structure. The default structure uses the 'Category GL' (payroll category GL account). This means that only the account codes you put into the **'Payroll Category'** tab will be valid and used.

2. To create a new structure, click **"+ New"**.

a. Enter a *"Name"* for your structure.

b. In *"Source"*, select **'Paycard'** if you are not using Harmony's labor sub-module. Select **'Labor'** if you are using Harmony's labor sub-module.

c. Enable the *"Active"* toggle.

d. In the *Available Payroll Categories* section, use the checkboxes to identify which payroll categories will follow this structure.

e. Click the **">"** button to assign the selected payroll categories to this structure.
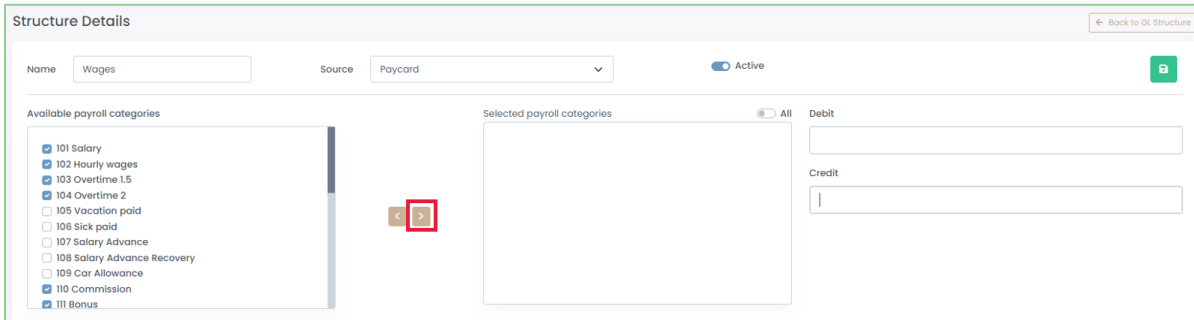
f. Enter the *"Debit"* and *"Credit"* account structures as required.
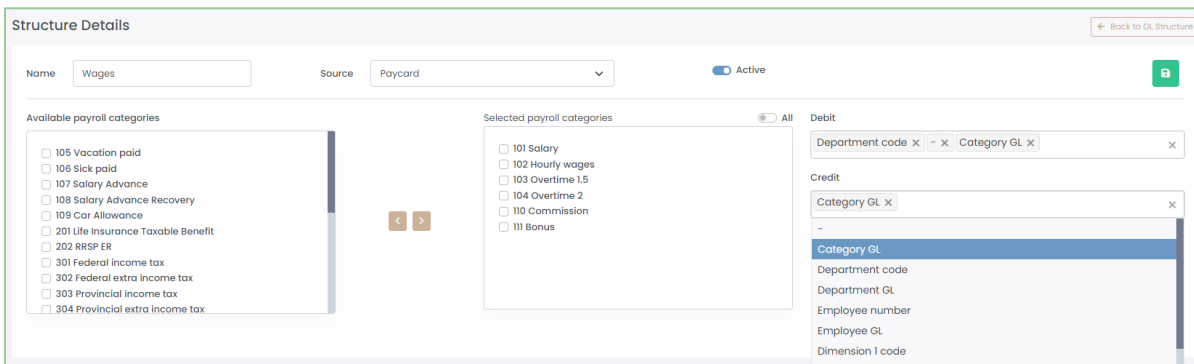
Options	Description
"Category GL"	Refers to the GL account for the payroll category under Payroll > Payroll Setup > General Ledger Setup > Account Setup > **'Payroll Category'** tab.
"Department Code"	Refers to the code for the department under Configuration > Setup > Departments.
"Department GL"	Refers to the GL account for the department under Payroll > Payroll Setup > General Ledger Setup > Account Setup > **'Department'** tab.
"Employee Number"	Refers to the employee ID, code, or number for the employee under Configuration > Employees > Employee List.
"Employee GL"	Refers to the GL account for the employee under Payroll > Payroll Setup > General Ledger Setup > Account Setup > **'Employee'** tab.
"Dimension # Code"	Refers to the code for the dimension under Payroll > Payroll Setup > Labor Setup > (Dimension Name).
"Dimension # GL"	Refers to the GL account for the dimension under Payroll > Payroll Setup > General Ledger Setup > Account Setup > **'(Dimension Name)'** tab.
"Text #"	Refers to the text name under Payroll > Payroll Setup > Labor Setup > Setup for "Text #".

g. Click the save button to save your changes.

3. To edit the existing default structure, click the three (3) dots next to the predefined structure to view the setup.

a. Modify the *"Debit"* and *"Credit"* account structures as required.

b. Click the save button to save your changes.

You should only edit the existing default structure if the structure applies to all payroll categories. It is recommended that you create a new structure if you have payroll categories that apply to different structures.

Structure Example

To illustrate how the structure of your general ledger account setup works, we've provided an example below.

Assume that we have two departments: Sales (SAL) and Development (DEV). These should be our accounts:

SAL Wages	123-01
SAL Bonus	234-01
SAL Taxes	345-01
DEV Wages	123-02
DEV Bonus	234-02
DEV Taxes	345-02

Notice that all accounts have the same first three characters across all departments for each category. The only part of the account code that is different is the last two digits, which are differentiated between the departments.

This is what we should enter in the Account Setup in Harmony (in the **'Payroll Categories'** tab):

Wages	123
Bonus	234
Taxes (such as 301 Federal Income Tax, etc.)	345

This is what we should enter in the Account Setup in Harmony (in the **'Department'** tab):

SAL	01
DEV	02

Then, in the structure setup, this is what should be entered:

Debit Account	(Category GL)(-)(Department GL)
Credit Account	(Category GL)(-)(Department GL)

This kind of structure means that it will first take the Payroll Category GL that you entered (i.e. the "123" for wages, "234" for bonus, and "345" for taxes). That is then followed by a hyphen ("-"). Then finally, the last part is the Department GL that you entered (i.e. "01" for Sales and "02" for Development). Together, this will create the account codes that we're looking for (i.e. "123-01" for Sales Wages, "123-02" for Development Wages, etc.).

> You can create different structures and apply them to different payroll categories if you have a mix of different possibilities. For example, you may have some payroll categories where the debit account is similar to the example above, but the credit account for all departments goes into the same GL account. In this case, you can change only the credit account structure from this example to simply be "(Category GL)".

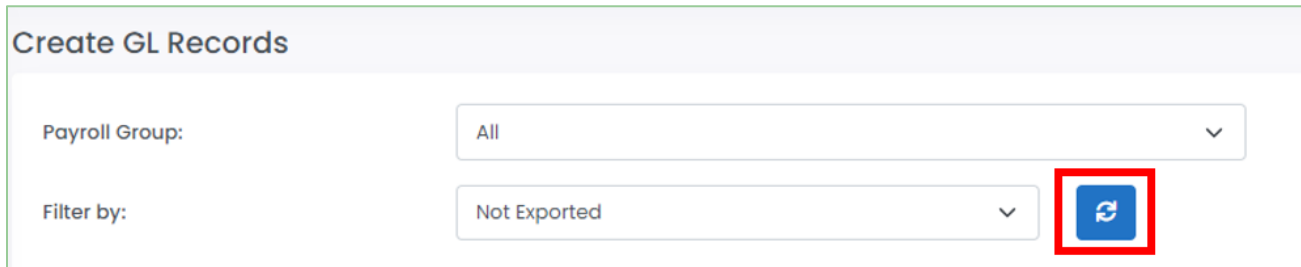# Using The Seamless Integration

Now that the integration with Sage Intacct is set up, you can begin using the integration!

Prerequisites

- Have processed and posted your payroll for the correct pay period
- Have set up your GL accounts and structure correctly

Creating GL Records

1. Navigate to Processing > Create GL Records.
2. Select the *"Payroll Group"* that you want to create GL records for.
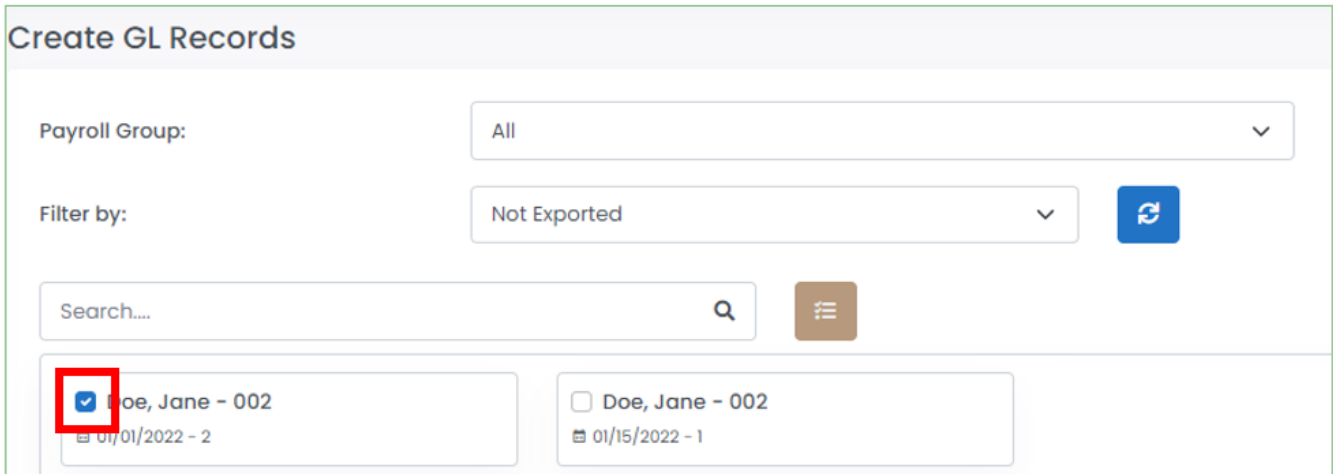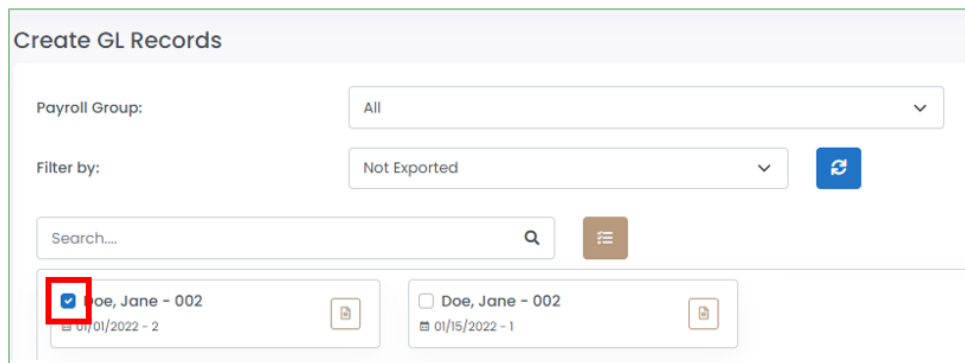3. Identify the *"Filter by"*.
4. Click the refresh button to update your selection.

5. Using the checkboxes, tick the paycards you want to create GL records for.

6. Click **"Create"**. You should now see the record icon next to each paycard.
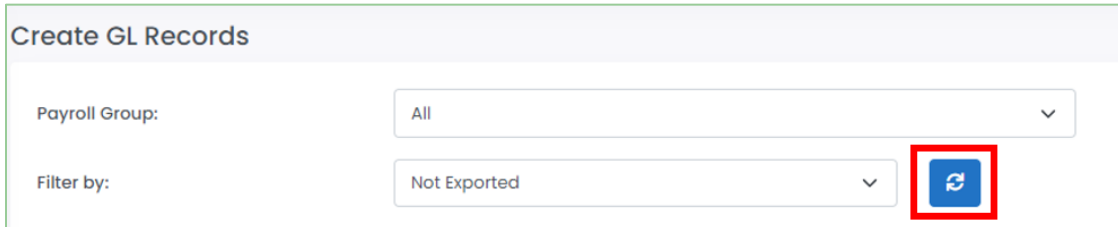
   If you see a red checkmark or an error message, your GL records may not be balanced. Open the record to view the details. You will not be able to export unbalanced GL records.
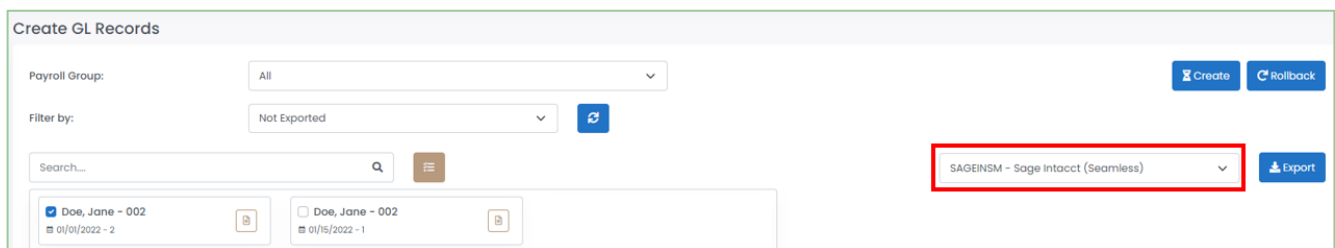
Exporting Your GL Records

1. Navigate to Processing > Create GL Records.
2. Select the *"Payroll Group"* that you want to export GL records for.
3. Identify the *"Filter by"*.
4. Click the refresh button to update your selection.

5. Using the checkboxes, tick the GL records you want to export.

9. Ensure that the "SAGEINSM – Sage Intacct (Seamless)" interface is selected.

6. Click **"Export"**.
7. Select the correct *"Batch Date"*.
8. Update your seamless integration information if required, such as updating the *"Entity"*.
9. Enter a *"Description"*.
10. Enter other fields as required.

Only the *"Description"* is a required field when exporting but double-check internally if you require other fields to be exported.

11. Click **"Export"**. Your GL records should be exported to Sage Intacct automatically.

Viewing Your General Ledger Journal

1. In Sage Intacct, navigate to General Ledger > **'All'** tab > Journals Entries.
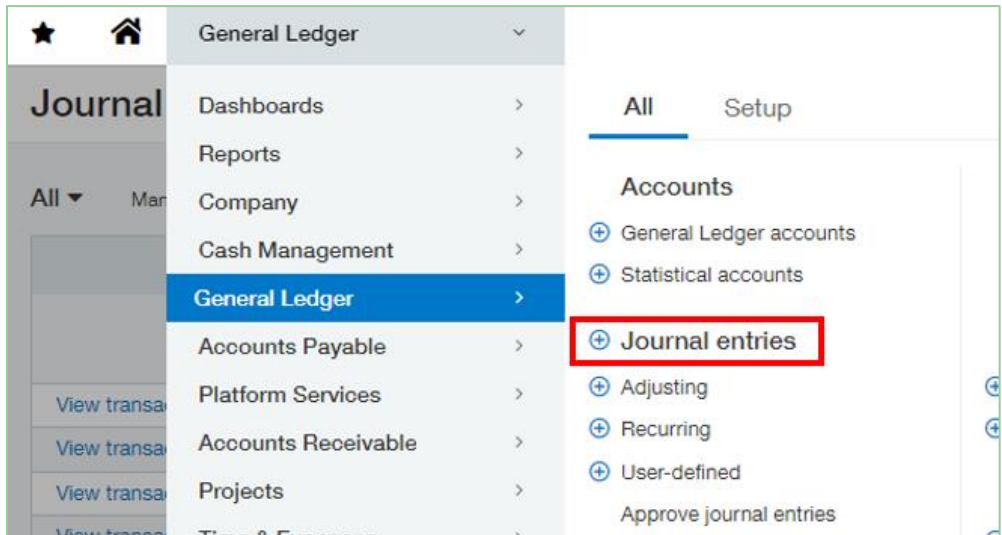
2. Click **"View Transactions"** for the *Payroll Journal.*

3. Your exported GL records will be listed here with the *"Batch Date"* and *"Description"* that you entered earlier. The state will be set to Draft, so you can post it here when needed after reviewing.

Contact Paymate Support

Before you contact the Paymate support team directly, please review our available resources.

Paymate Knowledge Base

Paymate's knowledge base contains a wide variety of help documents, guides, and how-to videos. We strongly recommend browsing or reviewing our articles to fix an issue you may have with Harmony.

You can access Paymate's knowledge base here: https://helpdesk.paymatesoftware.com/

Paymate's YouTube Channel

Paymate's YouTube channel contains several videos on a variety of topics. From software demos to step-by-step guides on how to close your year in Harmony, you can refer to these videos for a step-by-step explanation for the solution to an issue you may have.

You can access Paymate's YouTube channel here:
https://www.youtube.com/channel/UCzQF_VMF_5DiNdUtlaanMbA

If you still require additional help with Harmony, please feel free to contact the Paymate support team directly. We will be happy to help you and answer any questions you may have.

Email Us: support@paymatesoftware.com
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