

HARMONY

SAP BUSINESS ONE (B1)
(SEAMLESS)



V.1.1.1

PAYMATE SOFTWARE CORPORATION
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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 SAP Business One (SAP B1). Harmony is compatible with SAP B1 v10 using HANA or SQL. Please ensure that you have fulfilled all prerequisites prior to setting up the integration. If you have any questions regarding the integration with SAP, please contact Paymate Support. It is recommended for you to get into contact with your SAP representative to assist you.

Summary vs. Detailed

Harmony Payroll offers two types of exports to SAP B1: Summary or by detail. Summary means that the entire transaction will appear as a single general ledger (GL) account code for all employees reporting to the same code. By detail means the interface will create transactions per employee, per GL account.

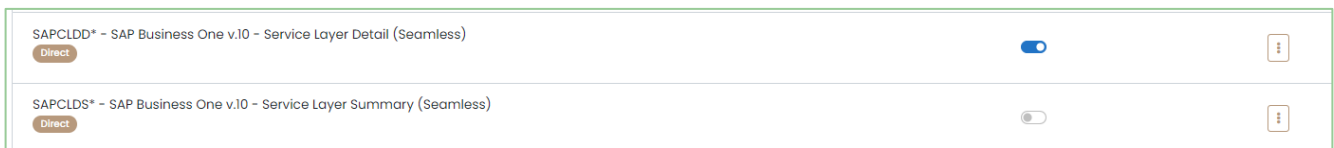
Prerequisites

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

- Have access to SAP Business One (SAP B1) and are using v.10 (HANA or SQL)
- Have access to Harmony Payroll
- Have the SAP Service Layer set up and running on the machine that you have SAP B1

Setting Up Harmony's Export Interface

1. Navigate and log into Harmony Payroll.
2. Navigate to Payroll > Admin Settings > Interfaces > GL Export Interfaces.
3. Search for "SAPCLDD* - SAP Business One v.10 – Service Layer Detail (Seamless)" or "SAPCLDS* - SAP Business One v.10 – Service Layer Summary (Seamless)".



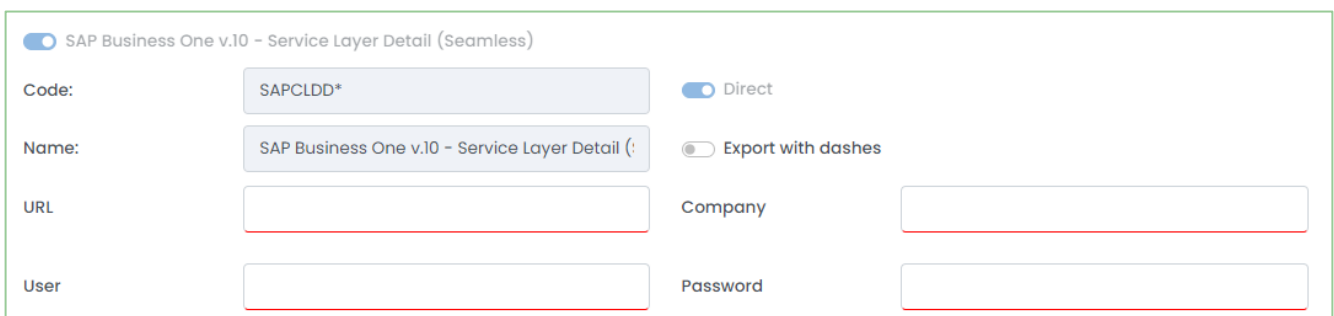
4. Activate the toggle to use this interface by default.



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



6. Enter the required information.



Field Name	Description
<u>"URL"</u>	The URL where your SAP service layer is set up.
<u>"Company"</u>	The name of your company or database in SAP that you need to connect to.
<u>"User"</u> and <u>"Password"</u>	Your credentials (username and password) that you use to log into the SAP B1 application. Ensure that the password does not include an ampersand ("&").

7. Click the save button to save your changes.

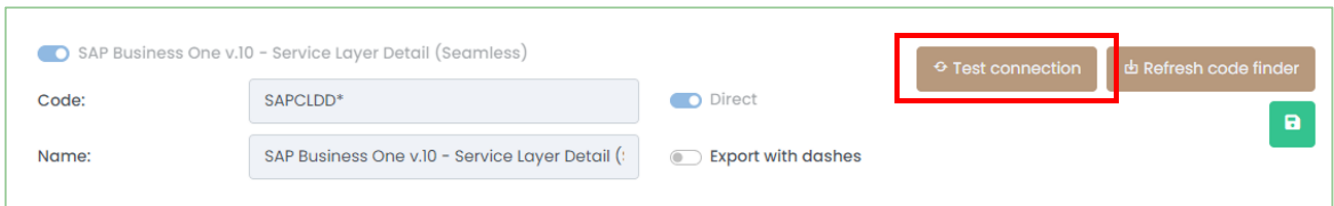
Testing Your Connection

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 "SAPCLDD* - SAP Business One v.10 – Service Layer Detail (Seamless)" or "SAPCLDS* - SAP Business One v.10 – Service Layer Summary (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 failed, review the [My connection failed. Why?](#) section below.

My connection failed. Why?

If your connection failed, there can be several reasons. Harmony will tell you the root cause with an error message. You should always double-check the URL and credentials of SAP. You can follow the steps below to try resolving it:

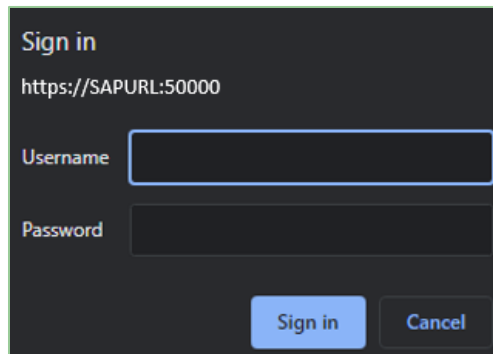
1. Double-check all fields to ensure they are correctly entered. A common mistake is entering an incorrect “URL”.
2. In a separate tab, window, or browser, go to your SAP URL link without the ending of the URL (e.g. if your URL is “https://SAPURL:50000/b1s/v1/”, then enter “https://SAPURL:50000”).
 - a. Ensure that you see the screen below.

Documentation for SAP Business One Service Layer

[User Manual](#)
How to work with SAP Business One Service Layer

[API Reference](#)
Web API reference for exposed OData entities and actions

- b. If you are, re-enter the remainder of the URL and it should prompt you to log in.



3. Ensure the SL port is included on the SAP side.
4. Request for the IP address of Harmony to be whitelisted on the SAP side.
5. Confirm that you have entered your credentials correctly into Harmony.

Note: Harmony does not support passwords that include an ampersand (“&”). If you have an ampersand in your password, please change your password and try to test the connection again.



We strongly recommend that you get into contact with your SAP B1 representative or account manager to confirm your credentials and the fields you enter into Harmony.

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 SAP B1.

Using Harmony's GL Code Finder

1. In Harmony, navigate to Payroll > Admin Settings > Payroll Preferences.
2. Tick the "Use GL Code Finder" checkbox.

The screenshot shows the 'Payroll Preferences' page in Harmony. On the left is a navigation menu with 'Admin Settings' expanded. The main content area is titled 'Payroll Preferences' and includes a 'Paymate Software Demo' header. Below this are several settings: 'Payroll country' (set to Canada), 'Decimal for rate' (2), 'Decimal for units' (2), and 'Decimal for amount' (2). At the bottom, the 'Use GL Code Finder' checkbox is checked and highlighted with a red rectangular box.

3. Click the save button to save your changes.
4. Navigate to Payroll > Admin Settings > Interfaces > GL Export Interfaces.
5. Search for "SAPCLDD* - SAP Business One v.10 – Service Layer Detail (Seamless)" or "SAPCLDS* - SAP Business One v.10 – Service Layer Summary (Seamless)".
6. Click the three (3) dots to review the setup.

The screenshot shows a configuration bar for the interface 'SAPCLDD* - SAP Business One v.10 – Service Layer Detail (Seamless)'. It includes a 'Direct' button, a toggle switch, and a three-dot menu icon on the right, which is highlighted with a red rectangular box.

7. Click **"Refresh Code Finder"**. This will enable Harmony to use your SAP B1 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.

The screenshot shows the 'GL Account Setup' table. It has columns for 'Payroll category', 'Debit account', and 'Credit account'. The 'Payroll category' column is expanded to show a list of categories: '101 Salary', '102 Hourly wages', '103 Overtime 1.5', '104 Overtime 2', '105 Vacation paid', and '106 Sick paid'. The 'Debit account' column contains the value '123' for each row. The 'Credit account' column is empty. A red rectangular box highlights the three-dot menu icon next to the '101 Salary' row.

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.



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.

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.

GL Account Setup

Payroll category | Department | Dimension 1 | Employee | Custom | Overwrite

Payroll category ▼	Debit account	Credit account
101 Salary	<input type="text" value="123"/>	<input type="text"/>
102 Hourly wages	<input type="text" value="123"/>	<input type="text"/>
103 Overtime 1.5	<input type="text" value="123"/>	<input type="text"/>
104 Overtime 2	<input type="text" value="123"/>	<input type="text"/>
105 Vacation paid	<input type="text" value="123"/>	<input type="text"/>
106 Sick paid	<input type="text" value="123"/>	<input type="text"/>

3. If you split your accounts in 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. 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.



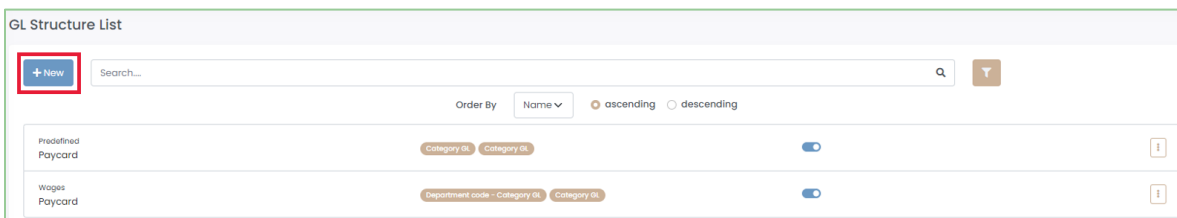
If you do not see your dimensions in separate tabs, confirm that you have purchased and activated the labor module for Harmony Payroll. Please contact Paymate Support for more information.

5. Click the save button to save your changes.

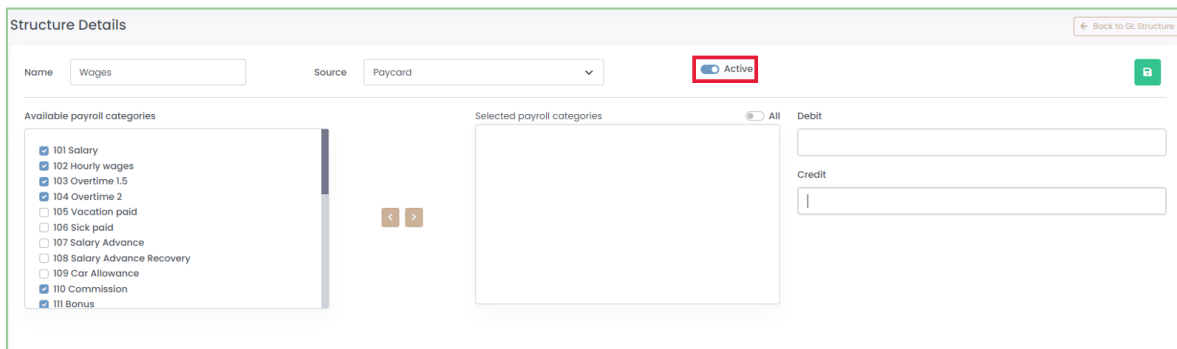
Setting Up Your General Ledger Structure

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.

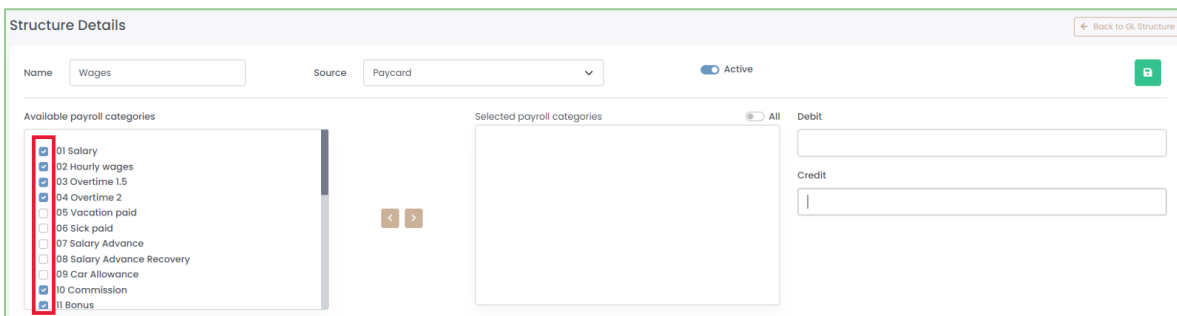
1. In Harmony, navigate to Payroll > Payroll Setup > General Ledger Setup > Structure. The default structure uses the 'Category GL' (payroll category GL account). This means that only the account codes you put into the '**Payroll Category**' tab will be valid.
2. To create a new structure, click **" + New "**.



- a. Enter a "Name" for your structure.
- b. In "Source", select **'Paycard'**.
- 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.

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.

Using The Seamless Integration

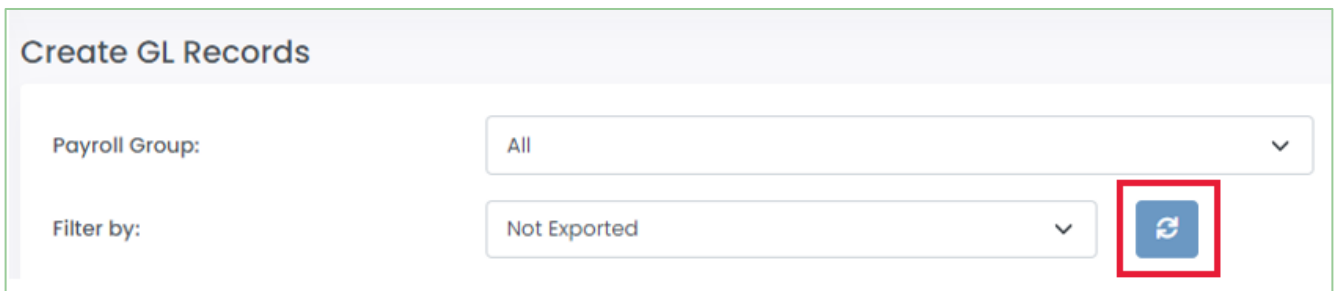
Now that the integration with SAP B1 is set up, you can begin using the integration!

Prerequisites

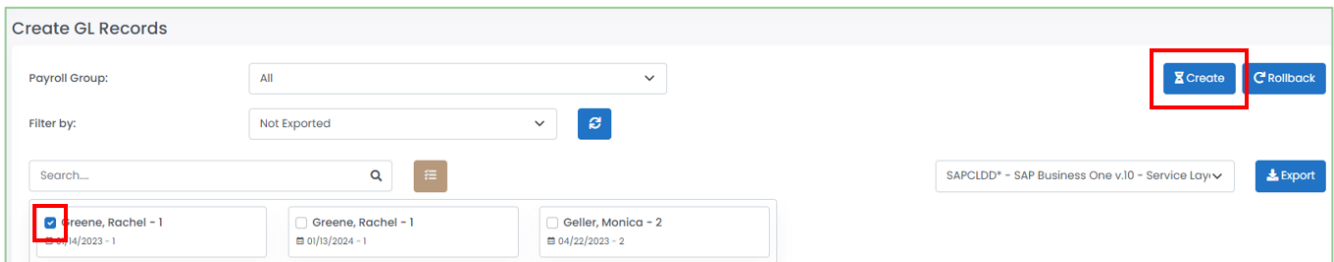
- Have processed and posted your payroll for the correct pay period
- Have set up your GL accounts and structure correctly
- Have tested the connection to SAP B1 successfully

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. You can also click the brown button next to the search bar to ‘select all’.



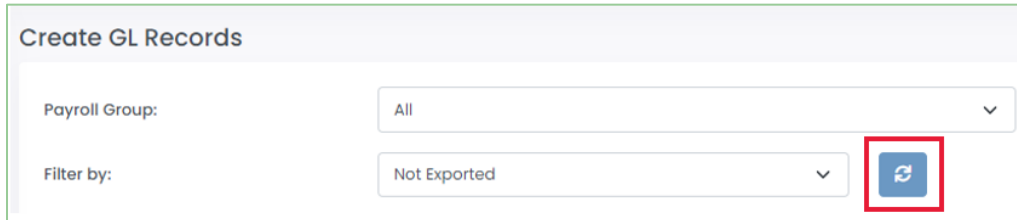
6. Click **“Create”**. You should now see the record icon next to each paycard.



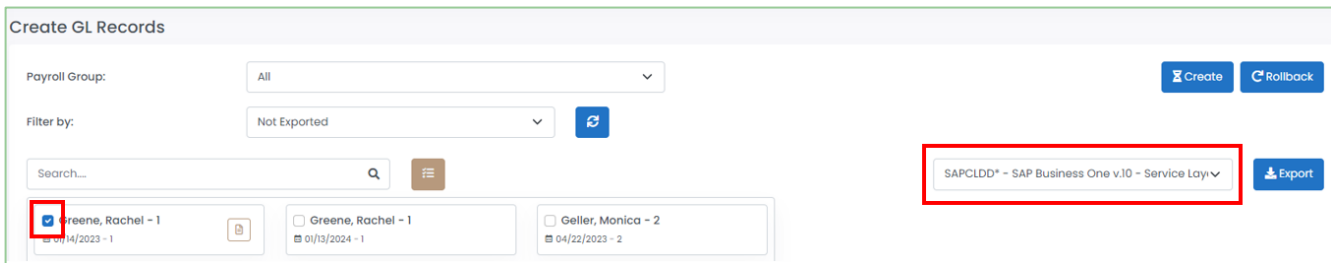
If you see a red checkmark or an error message, your GL records may not be balanced. Open the record to view the details. You will not be able to export unbalanced GL records.

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.
8. Ensure that the “SAPCLDD* - SAP Business One v.10 – Service Layer Detail (Seamless)” or “SAPCLDS* - SAP Business One v.10 – Service Layer Summary (Seamless)” interface is selected.



6. Click **“Export”**.
7. Select the correct “Batch Date”.
8. Enter additional fields as required.

Field Name	Description
<u>“Memo”</u>	Any notes that you want to make within your journal entry. This will appear in the <i>Remarks</i> section of the journal voucher.
<u>“Employee Identification”</u>	How you would like to identify the employee in your journal voucher (if using the detailed export interface).
<u>“Foreign Currency Code”</u>	Any foreign exchange rates that are required. If you use a domestic currency and do not need an exchange rate, leave this field empty. If you need to export in a foreign currency, enter the currency code here (i.e. “USD” for US Dollars). If you are using a foreign currency code, ensure that this exchange rate in SAP exists for the specified period by going to Administration > Exchange Rates and Indexes, within SAP B1.
<u>“Project Code”</u>	Allows you to export a selected dimension from Harmony into SAP as a project. In order for the Harmony dimension to be exported successfully, ensure that the project exists within SAP B1.
<u>“1st/2nd/3rd/4th/5th Dimension”</u>	Allows you to export selected dimensions from Harmony into SAP as a cost center. In order for the Harmony dimension to be exported successfully, ensure that all cost centers exist within SAP B1. You can do this by going to Financials

	> Cost Accounting > Dimensions and Financials > Cost Accounting > Cost Centers.
<u>"Branch"</u>	Similar to dimensions above.

9. Click **"Export"**. Your GL records should be exported to SAP B1 automatically.

Viewing Your Unposted Journal Entries in SAP B1

1. In SAP B1, navigate to Financials > Journal Vouchers.
2. You should see your imported records as unposted journal vouchers.

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
Call Us: 1-866-PAYMATE (1-866-729-6283) ext. 1
Visit Us: www.paymatesoftware.com

