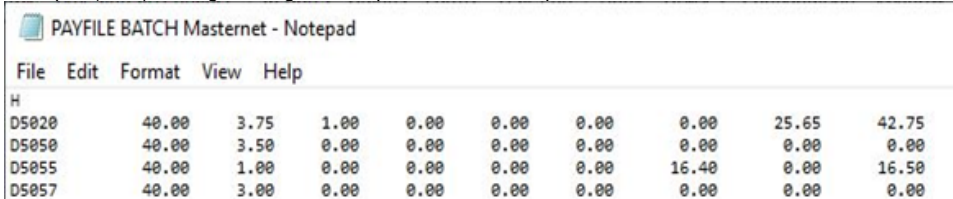# Clarity - How to setup Import Paycard for tab-delimited file

How to setup Import Paycard for tab-delimited file

A tab-delimited text file is a file containing tabs that separate information with one record per line. A tab delimited file is often used to upload data to a system. The most common program used to create these files is Notepad (.TXT)
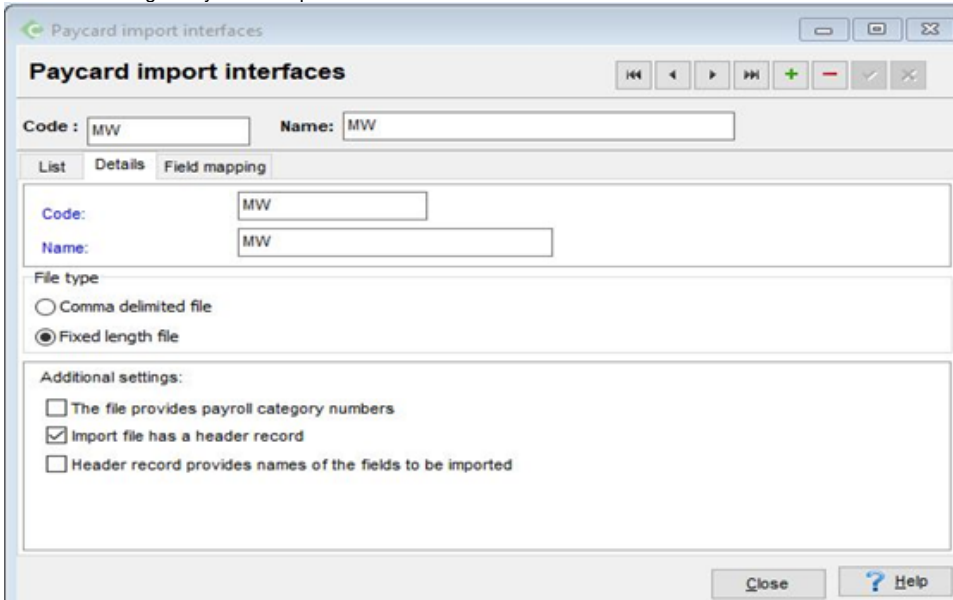
Steps:

1. Open your Layout by Notepad and check the structure of this layout.
   Example: (.TXT) file might change. It is depends on software provider.

PAYFILE BATCH Masternet - Notepad									
File Edit Format View Help									
H									
D5020	40.00	3.75	1.00	0.00	0.00	0.00	0.00	25.65	42.75
D5050	40.00	3.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D5055	40.00	1.00	0.00	0.00	0.00	0.00	16.40	0.00	16.50
D5057	40.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

2. Go to Configuration > Interfaces > Paycard import interfaces / Then click on (+) sign to create a new layout
3. On Detaills tab add Code, Name of the new layout
   File Type= Fixed length file
   Additional settings: only check Import file has a header record

   Paycard import interfaces

   Code : MW   Name: MW

   List   Details   Field mapping

   Code: MW
   Name: MW

   File type
   ○ Comma delimited file
   ● Fixed length file

   Additional settings:
   ☐ The file provides payroll category numbers
   ☑ Import file has a header record
   ☐ Header record provides names of the fields to be imported

   Close   ? Help

4. Click on tab "Filed mapping".
   This is an Example base of the (.TXT) file in **step 1.**
5. Click Add button to add the line. Click on the Source field cell to activate the drop down list. Select the datasource, enter the Start and End position.

Employee Number: Base on (.TXT) file **Step 1** Employee number start in the position tab number 2 and stop in number 14.

6. Repeat the steps for each source field, and click on save button (check-mark symbol).
7. Go to Payroll > Process Paycards > Batch Payroll.
8. Make the selection > click Next.

9. Select import interface name and browse for the file to be imported. Click next (at the bottom).

10. Click Run Payroll.
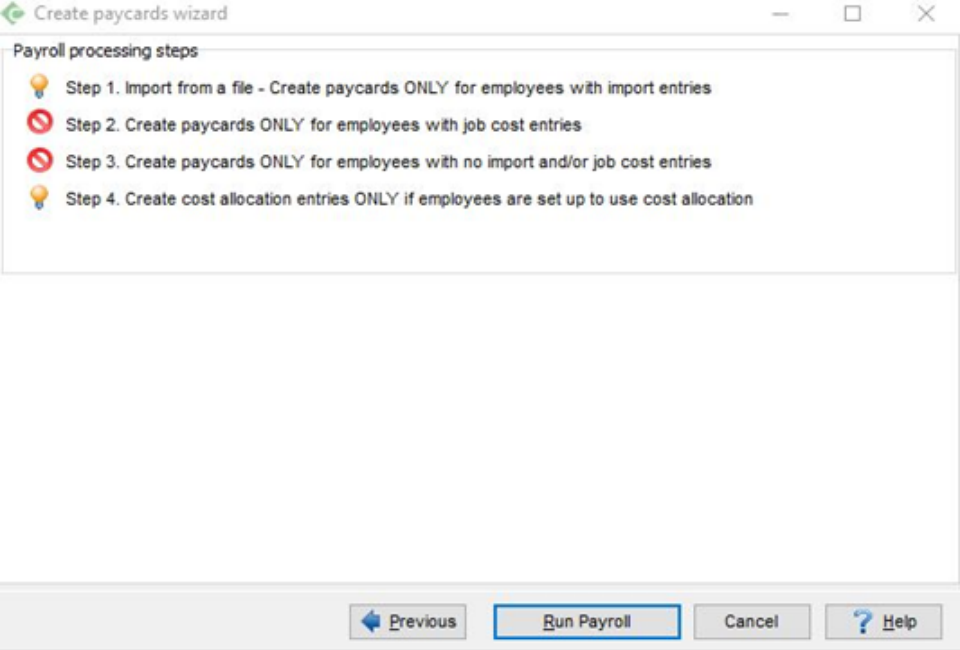
A successful import will produce the following screen
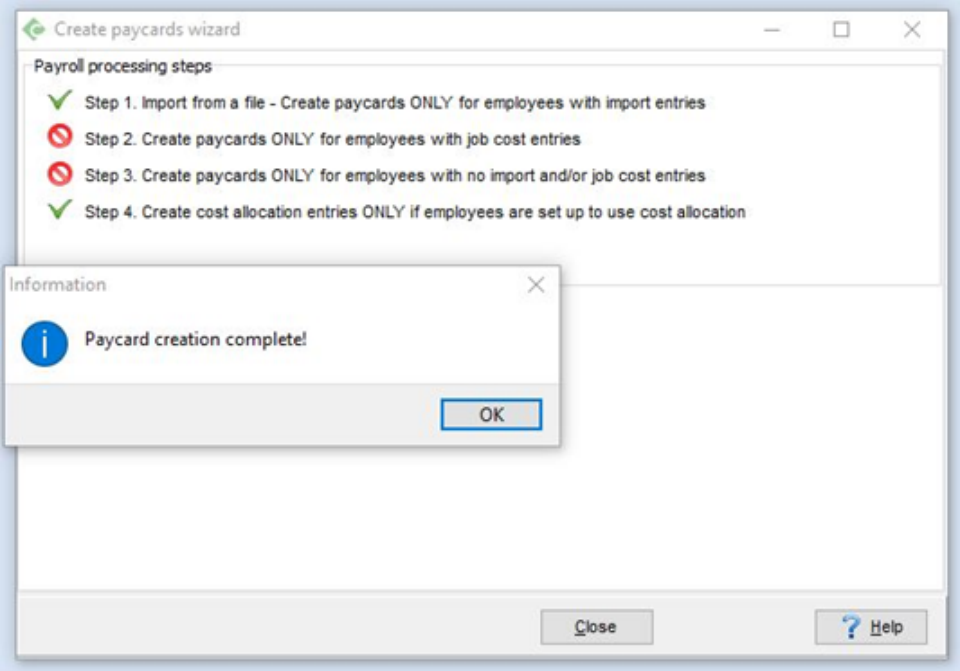
11. To check Employee paycard Go to Payroll > Process Paycards > Edit Paycards

12. Double click on your employee.

13. If the entry is not coming or is in the wrong place, review and check your (TXT) File until your fields coming in the right place. You can Overwrite on the Batch Paycard wizard as many time as you want.