

Juris® Interface to ADP® (Automatic Data Processing)

The ADP Interface to Juris utility converts payroll information from your ADP system into a data format that can be imported to Juris.

What you need to know before beginning

1. Where (on your hard drive) the GL Interface file output from ADP is located.
2. Where (on your hard drive) your ADP information is to be located once it is converted into the format Juris will use.
3. Your ADP account numbers and corresponding Juris account numbers.

Install the Juris ADP Interface

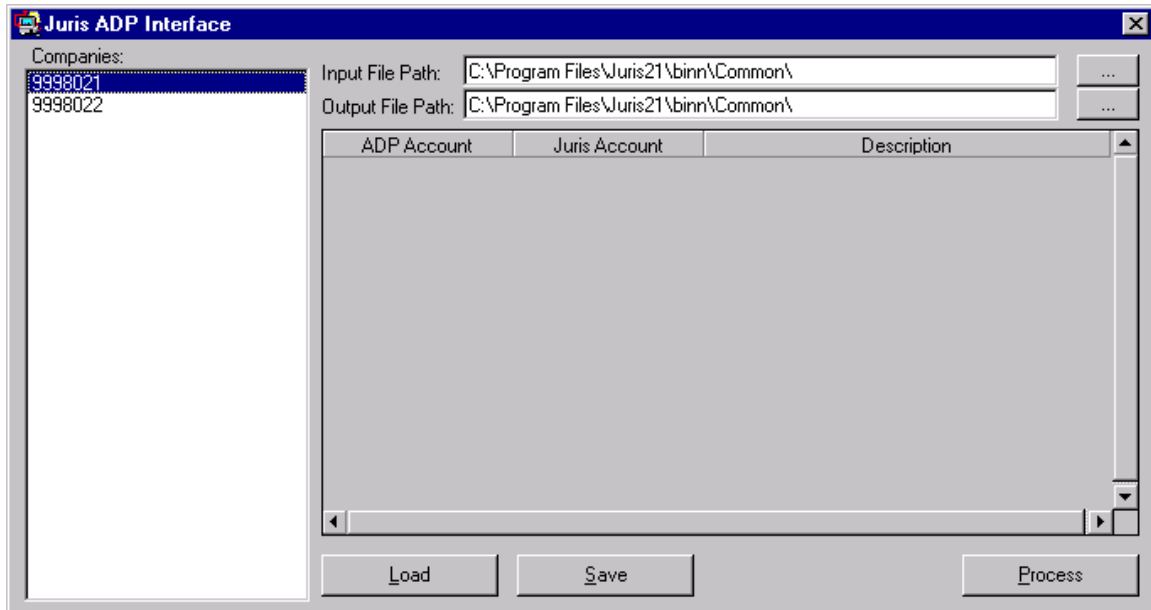
If you downloaded the utility from the Internet, you can use Windows® Explorer to locate the program on your hard drive. Double click the file called *Setup.exe*.

If using the CD to install the utility, insert the “Juris ADP” CD in the CD drive. From the Windows Start button, click Run. Click the Browse button. Locate the CD drive. Open the folder called **Disk1**. Select *Setup.exe* and click OK. Then click the Run button.

When the installation begins, simply answer the prompts. For the installation type, select the radio button called Typical.

Set up the Juris ADP Interface

From the Windows® Start button, select Programs, then Juris Apps, then Juris ADP Interface. A screen similar to the following will appear:

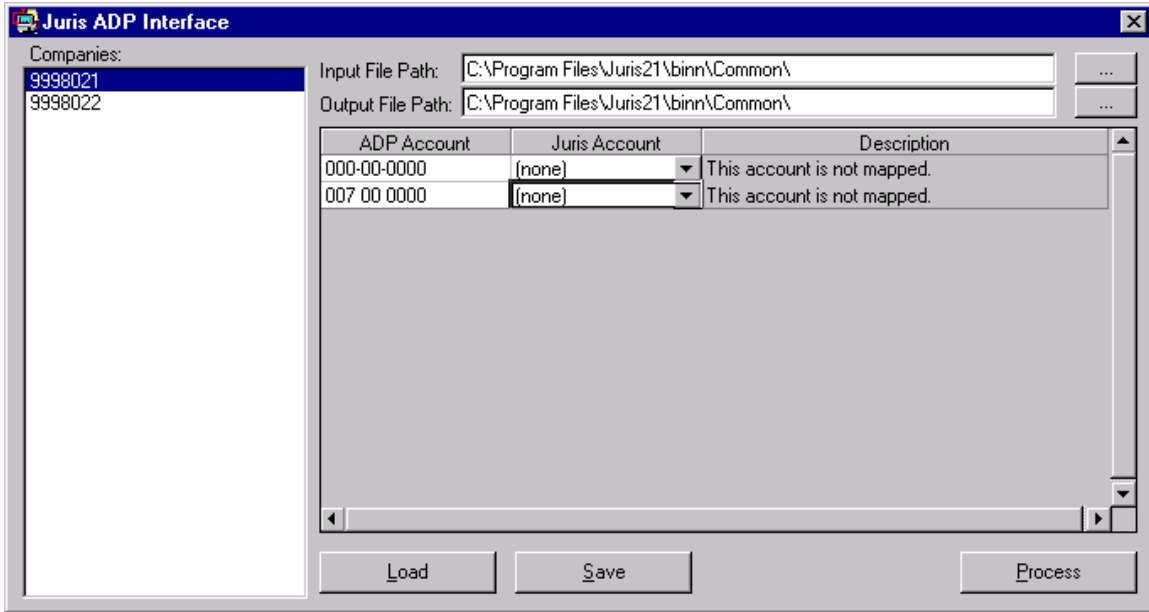


The white box to the left will list the companies that are set up. Select the company for which you are setting up the ADP payroll interface.

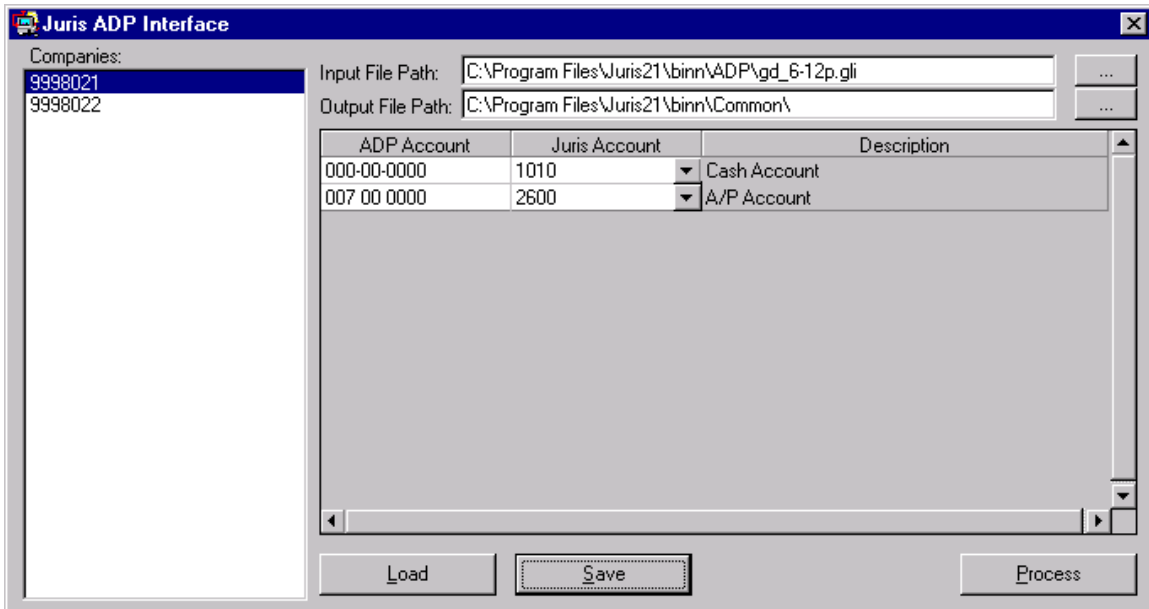
In the Input File Path field, enter the path to the file received from ADP. ADP outputs a file with the extension “gli.” This is the file the Juris ADP Interface utility will convert for use in Juris.

In the Output File Path field, enter the path to the file that holds the translated data to be used by Juris.

Click the Load button. The accounts from the ADP file will be listed in the left hand column as shown below.



All ADP accounts that have not yet been assigned a Juris account will have (none) displayed in the Juris Account column. Enter the Juris Account that corresponds to each ADP account. The Juris Account description will be displayed in the Description column as in the example below.



After all accounts have been mapped, click the Save button. This will save each mapped account so that the next time you use the utility, it will not be necessary to map the accounts again. If necessary, the Juris Account can be changed and the ADP Account mapped to another account.

When you are ready to convert the ADP file into a file than can be imported into Juris, click the Process button. The converted ADP payroll data is now ready to be imported into Juris.

Import data to Juris

Open Juris and the Transactions module. Then open Journal Entries. On the Tools pull-down menu, select Import. Locate the translated file and click OK. That's it. The journal entries from your payroll system are now in Juris ready to be edited, posted, etc.