



ADMIN GUIDE: RECONCILE PAYROLL BATCH V1.0

Reconcile Payroll Batch

Permissions/Roles Needed: Payroll Role

Payroll batches can be reconciled in DCI after the employee has been paid. This helps track which entries have been paid out. Additionally, it is necessary to reconcile dollar-based entries in a payroll batch in order to give a billable amount to the entry.

To reconcile a single Payroll batch:

1. Prepare your Reconcile file. This file must be a txt file (tab delimited) and should contain the following columns with headers exactly as listed:
 - a. PayrollEntryID - The Payroll Entry ID as listed in DCI. Create one row per payroll entry. You must include every payroll entry in the batch. **(required)**
 - b. PayrollSystemReferenceID - The ID from the payroll engine **(required)**
 - c. PayrollRefCheckId - The check number that the entry was paid out on **(optional)**
 - d. UnitAmount - The unit amount as entered on the punch entry. This must match the punch exactly. **(required)**
 - e. NetPay - The net amount paid to the employee. **(required)**
 - f. PayDate - The date the employee was paid. **(required)**
 - g. PayrollBurden - The actual payroll burden for the entry **(required for dollar based entries)**
2. Login to a profile with the appropriate role and/or permission via the DCI website
3. Select Payroll from the header
4. Use the filters to find the batch you want to reconcile
5. Click anywhere in the batch row to open the Batch Details Page
6. Click Reconcile
7. Add the Reference Reconcile ID and File Name. These can be any ID and name you wish.
8. Click Add Attachment and attach your prepared file.
9. Add Ref. Reconcile ID and File Name (these can be any that you choose)
10. Click Add Attachment and attach your prepared file
11. Click Save.
 - a. The system will start the reconciliation process.
 - b. Once complete, the user can see the results file under the Reconcile Function.
 - i. If any entry failed reconciliation, the Results file will display the Reconciliation status and the reason for failure
 - ii. If entries were successfully reconciled, the results file will list Success as the Reconciliation Status and the entry status will update to Paid.
12. If all entries were successfully reconciled, the batch status will update to Reconciled.

To reconcile entries across multiple Payroll batches:

- Prepare your Reconcile file. This file must be a txt file (tab delimited) and should contain the following columns with headers exactly as listed:
 - PayrollEntryID - The Payroll Entry ID as listed in DCI. Create one row per payroll entry. You must include every payroll entry in the batch. **(required)**
 - PayrollSystemReferenceID - The ID from the payroll engine **(required)**
 - PayrollRefCheckId - The check number that the entry was paid out on **(optional)**
 - UnitAmount - The unit amount as entered on the punch entry. This must match the punch exactly. **(required)**
 - NetPay - The net amount paid to the employee. **(required)**
 - PayDate - The date the employee was paid. **(required)**
 - PayrollBurden - The actual payroll burden for the entry **(required for dollar based entries)**
- Login to a profile with the appropriate role and/or permission via the DCI website
- Select Payroll from the header
- Select Reconcile from the side bar
- Click Actions, then Upload File
- Add the Reference Reconcile ID and File Name. These can be any ID and name you wish.
- Click Add Attachment and attach your prepared file
- Click Reconcile.
 - The system will start the reconciliation process.
 - Once complete, the user can see the results file under the Reconcile Function.
 - If any entry failed reconciliation, the Results file will display the Reconciliation status and the reason for failure
 - If entries were successfully reconciled, the results file will list Success as the Reconciliation Status and the entry status will update to Paid.

NOTE: The reconciliation process can be automated if desired. When enabled, it will automatically move punches to Paid status after the specified number of days after a batch is approved. This process simply changes the status; it does not input any data and will not update the billable amount on dollar-based punches .