

Payroll Import Suite Overview

The Payroll Import Suite consists of the following bespoke utilities:

❖ **Bank Details Import Utility**

Allows the user to import new payroll bank details into Opera. The utility will only create new bank details records but not update existing bank details.

❖ **Employee Details Import Utility**

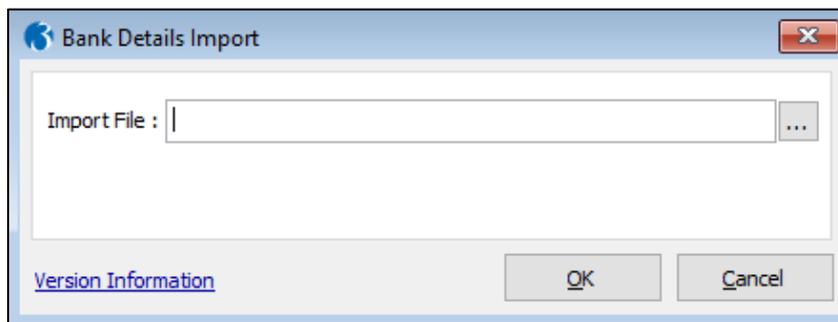
Allows the user to import new employee details into Opera. The utility will only create new employee details records but not update existing employee details.

➤ **Bank Details Import Utility**

A new menu option will be added to the Payroll - Utilities menus entitled "Bank Details Import". Selecting this option will invoke the "Bank Details Import" form.

The utility will only create new bank details records but not update existing bank details.

A further option will allow the user to specify the location of the CSV file to import.



No limitations will be placed on the name or location of the CSV file other than it must be in the format as pre-defined

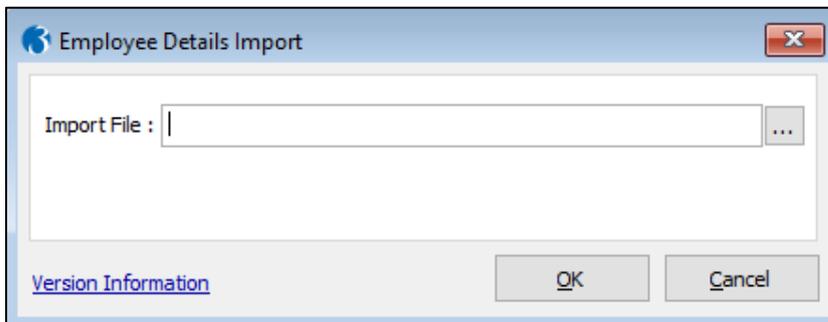
The new Bank Details will only be created if all records pass the validation test. Any validation errors will be logged and reported on an exceptions report. A successful import run will be accompanied by an Import Audit report.

➤ **Employee Details Utility**

A new menu option will be added to the Payroll - Utilities menus entitled "Employee Details Import". Selecting this option will invoke the "Employee Details Import" form.

The utility will only create new employee details records but not update existing employee details.

A further option will allow the user to specify the location of the CSV file to import.



No limitations will be placed on the name or location of the CSV file other than it must be in the format pre-defined format

The new employee data will only be created if all records pass the validation test. Any validation errors will be logged and reported on an exceptions report. A successful import run will be accompanied by an Import Audit report.

Payroll Import Utility - £450.00

Annual Maintenance and Support - £95.00