## **Exporting a Payroll Data File**

The following instructions detail how to export payroll information from Firehouse and save the results as an ASCII text file that can then be imported into the Springbrook payroll system.

## Payroll Q&A Using the Springbrook Employee Time Sheet



To locate the **Springbrook Employee Time Sheet**, go to **Reports** in the upper left hand screen and click on it.

Next double click on Secretary (Patti's) Reports to open the report group.



Output Report To	×
Select Output Type Screen Default Printer Select Printer HTML (Graphical) PDF Other File Type	Description of Selected Dutput Type Directs output to the default Windows printer.
Printer <u>S</u> etup	
Number of Copies	Print a Blank Form with No Data Collate Copies (1-2-3, 1-2-3)
Print Range:	1 📩 to 1 📩
	OK Cancel

After Secretary (Patti's) Reports opens, double click on the Springbrook Employee Time Sheet or highlight Springbrook Employee Time Sheet and click on the Run button to start using the report.

After selecting the needed Springbrook Employee Time Sheet report, the **Output Report To** screen will open up.

Select the **Default Printer** option and then select the **OK** button to print the report.

	Parameter	N	ot	Criteria	Value	?	Ignore Case	Logical 🔶
	Pay Period Dates		Г	Between				And
Þ	Staff ID			-				And
	Activity Code			=				And
	Shift			=				And
	Bank		~	=	"CHF "			And
	Hide			=	.F.			And
(	Group			=	"FIRE"			Or
	Group			==	"HAZ MAT"			Or
	Group			=	"MEDICAL"			Or
	Group			==	"VOL"			Or
	Group			=	"DUTY / PAYROLL"			Or
	Group		Г	=	"HM PAY"		Г	10
	Group		Г	=	"POC"			And
	FDID		Г	ln	"27211","27246"		Г	-
* Indi	cates Required Parame	eter			<u>↓</u>		Add	<u>R</u> emove

After clicking on the **OK** button, the query parameters screen will open up. It is required that a date range be entered in the **Pay Period Dates** filter.

To enter the payroll period date click on the 3-dot box to the right of the green box.

	м	ау			2012			Selected Dat	
Gun	Mon	Tue	Wed	Thu	Fri	Sat	>	Sun May 6, 2012 Sat May 19, 2012	
		1	2	з	4	5	<		
6	7	8	9	10	11	12			
13	14	15	16	17	18	19			
20	21	22	23	24	25	26			
27	28	29	30	31					

After clicking on the 3-dot box, the calendar screen will open. Double click on the dates you wish to enter into the **Selected Dates** field.

An alternative method is click on the dates you want and then use the > arrow button between the calendar and the selected dates field to move the dates over.

Once the two dates have been selected, click on the **OK** button to return to the query parameter screen.

Once you return to the query parameter screen, select the **Run Query** button. The report will now be sent to the printer that is set as your specified default printer.

When you are satisfied that payroll information for the pay period is correct, proceed to Step 2 to continue exporting payroll information out of Firehouse. If you encounter problems with any payroll information, go to the appropriate staff activity record and correct the problem before creating the export file.

## **Creating the Payroll File**



Find the **Payroll Query** button located in along the left side of the screen and select it with the left mouse button.

The query is designed to automatically calculate a two week payroll period, based from the date the query is run. It is important that the query be ran on a payroll Monday otherwise the query results will be incorrect.

## FIREHOUSE USER MANUAL

🕆 Query - Employe	ee Time Sheet (A)				_ <b>_ _ _</b>
Select a Query	-1 (4)			N	
Employee time she	er (A)			<u>N</u> ew Query	Query Properties
Employee Number	Task Code	Payroll Code	Hrs Paid Rate Code	Task	Code Type
01160227		10	36.00		
01160227		11	24.00		
01160227		11	24.00		
01160227	CallBack-FireOTxx	65	9.00	Wage	es
01160227		68	4.00 Step Up		
01160227		68	4.00 Step Up		
01160227		68	4.00 Step Up		
01160457		10	132.00		
01160457		11	24.00		
01160457		11	24.00		
01160457		13	7.00		
01160457		49	9.00		
01160479		10	84.00		
01160479		51	24.00		-
•					Þ
All Applicable Recor	rds		16	60 Records	M @ & \ B
			<u></u>		Close

After the query runs, the screen on the left will appear with two weeks' worth of payroll data.

elect a Query - Employ	ee fime Sneet (A)	_	_	
Employee Time She	et (A)		•	New Query Query Properties
Employee Number	Task Code	Payroll Code	Hrs Paid Rate Code	Task Code Type
01160227		10	36.00	
01160227		11	24.00	
01160227		11	24.00	
01160227	CallBack-FireOTxx	65	9.00	Wages
01160227		68	4.00 Step Up	
01160227		68	4.00 Step Up	
01160227		68	4.00 Step Up	
01160457		10	132.00	
01160457		11	24.00	
01160457		11	24.00	
01160457		13	7.00	
01160457		49	9.00	
01160479		10	84.00	
01160479		51	24.00	
				F
All Applicable Reco	rds		- 16	60 Records 🙀 🖨 🍬 🖻
			Dptions	. Close

After the query finishes searching for all matching records, the next step in the process is to save these results in an ASCII file so they can be imported into Springbrook.

To do this, start by clicking on the **Printer** icon located in the bottom right hand corner of the query screen.



After clicking on the printer icon, the **Output Query To** screen will open up. Select the **Other File Type** button and leave the file output as **ASCII File (Comma-Delimited)**.

To save the file in the proper location, select the **File** button.

\_

Save As			×	
😋 🕞 🗟 🔹 Computer 🔹 Fire (\\Ma	in-Storage2) (I:) 👻 👻	Search Fire (\\Main-S	torage2) 😰	
Organize 👻 New folder				
		[		
Documents     Music	Name ^	Date modified	Type _	
E Pictures	A Shift	8/14/2012 4:29 PM	File folder	
🗉 🔣 Videos	Apparatus Manuals	8/14/2012 4:29 PM	File folder	
_	B Shift	8/14/2012 4:29 PM	File folder	
Computer	Business Card Proofs	8/14/2012 4:29 PM	File folder	After the Save As screen opens up, in the left
E Solo (C:)	📙 C Shift	2/22/2013 8:05 PM	File folder	screen window select the + hutton next to
Ere (\Main-Storage2) (I:)	Canyon County EOP 1-20	8/14/2012 4:30 PM	File folder	Fire (1) Main Stevens 2) (1) drive up don the
Elity Shared (\Main-Storage2) (J:)	Center for Public Safety Excellence's	6/3/2013 10:57 PM	File folder	Fire (\\Iviain-Storage2) (I:) drive under the
🛨 🚍 Truck Inventory Sheets (\\Main-Sto	CFD Firehouse	7/25/2013 10:58 PM	File folder	Computer section.
	CFD Forms	7/9/2013 5:13 PM	File folder	
🙀 Network	CFD Original Documents	3/5/2013 7:40 AM	File folder	
	<u>- (</u>			
File name:			•	
Save as type: All Files (*.*)			•	
Hide Folders		Save	Cancel	
			//	
Save As			×	
→ 🕞 - Computer - Fire (\\Ma	iin-Storage2) (I:) ▼ PayrollQueries ▼	Search PayrollQuerie	s 😰	
hanning on Marin Folder				
rganize   New rolder	-1			
🖅 🏙 Images	Name ^	Date modified	Туре	
Incident Narratives	No items match	vour search.		
T Local 1821		,		
MDT Update Files				
MMImage				
NFPA-1962 FOR HOSE	_			
🗉 퉬 Officer Meeting				Locate and double click on the <b>Payroll Querie</b>
🛨 퉬 Old Forms				folder on the Fire (\\Main-Storage2) (I:) drive
Operational Guidelines				
Payroliquenes	•			
Policies Committee				
-				
File name:				
Save as type: All Files (*.*)				
A Hide Folders		Save	Cancel	
			//.	
Save As			×	
) 🐌 🔸 Computer 👻 Fire (\\Ma	iin-Storage2) (I:) → PayrollQueries →	Search PayrollQuerie	s 🔎	
		,		
Organize 🔻 New folder			···· • 🕐 📗	
퉬 Hydrant Lists	Name ^	Date modified	Туре	
퉲 Images				
Incident Narratives	No items match	your search.		
JPR's				Type the file name <b>Current-Payroll</b> in the <b>File</b>
Local 1821				Type the me name <b>current-rayion</b> in the <b>rne</b>
MDT Update Files				Name: line and then select the Save button."
NFPA-1962 FOR HOSE			I	
Officer Meeting			I	*If you have providually experted a newrall file
Old Forms			I	ij you nuve previousiy exportea a payroli file
Operational Guidelines			I	the <b>Save As</b> screen may open in the correct
Outlook			I	folder.
PayrollQueries			I	,
Peer Fitness Files	▼ <u>↓</u>		Þ	
File name: Current-Payrol				
Save as type: All Files (* *)				
🔿 Hide Folders		Save X	Cancel	
			1	

🔐 Output Query To	×
Select Output Type	Description of Selected Output Type
C Screen C Default Printer C Select Printer C HTML (Graphical) C PDF	Directs output to a comma-delimited ASCII file (TXT).
Other File Type     ASCII File (Comma-Deli	mited)
File	PayrollQueries\Current-Payroll.TXT
	Send File via Email 🛛 🗖 Send File via FTP
	OK Cancel

After you have clicked on the **Save** button in the previous screen, you will be returned back to the **Output Query To** screen.

Select the **OK** button to finish the process of saving the data export file.

Employee Time She	et (A)			▼ <u>N</u> ew	Query Que	ery <u>P</u> roperties
Employee Number	Task Code	Payroll Code	Hrs Paid Rate Co	de	Task Code T	ype
01160227			36.00			
01160227		11	24.00			
01160227		11	24.00			
01160227	CallBack-FireOTxx	65	9.00		Wages	
01160227	FTREHOUSE So	ftware		×		
01160227	TITEHOUSESS	itingi t		<u></u>		
01160227						
01160457	File	I: \PayrollQueries \Curr	ent-Payroll.TXT has beer	reated.		
01160457 01160457	Tile 🚺	I:\PayrollQueries\Curr	ent-Payroll.TXT has beer	n created.		
01160457 01160457 01160457	<b>Tile</b>	I: \PayrollQueries \Curr	ent-Payroll.TXT has beer	n created.		
01160457 01160457 01160457 01160457	<b>T</b> ile	I: \PayrollQueries \Curr	ent-Payroll.TXT has beer	OK		
01160457 01160457 01160457 01160457 01160457 01160457	<b>File</b>	I: \PayrollQueries \Curr	ent-Payroll.TXT has beer	OK		
01160457 01160457 01160457 01160457 01160457 01160457 01160479	File	I: \PayrollQueries \Curr	ent-Payroll.TXT has beer	OK		
01160457 01160457 01160457 01160457 01160457 01160457 01160479 01160479	<b>I</b> File	I: \PayrollQueries \Curr 10 51	ent-Payroll.TXT has beer 84.00 24.00	OK		_
01160457 01160457 01160457 01160457 01160457 01160479 01160479	Tie Pie	I: \PayrollQueries \Curr 10 51	ent-Payroll.TXT has beer 84.00 24.00	OK		•
01160457 01160457 01160457 01160457 01160457 01160479 01160479 I 4 Applicable Reco	ds	I: (PayrollQueries (Curr 10 51	ent-Payroll. TXT has beer 84.00 24.00	OK J	<i>M</i> a €	
01160457 01160457 01160457 01160457 01160457 01160479 01160479 1160479 All Applicable Reco	ds	I: (PayrollQueries (Curr 10 51	ent-Payroll. TXT has beer 84.00 24.00	ок ок k	Me	

After the file is saved, a screen will open up informing you that the file has been created.

Select the **OK** button to close this screen. Next select the **Close** button on the query screen to close out the query results screen.

You are now finished with the Firehouse export part of the payroll process.

Once you have completed exporting the payroll file, you will be ready to import the payroll records into the Springbrook system; reference Importing Firehouse Payroll Data Files into Springbrook