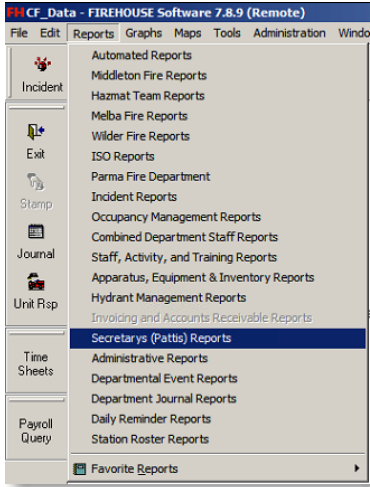


Exporting a Payroll Data File

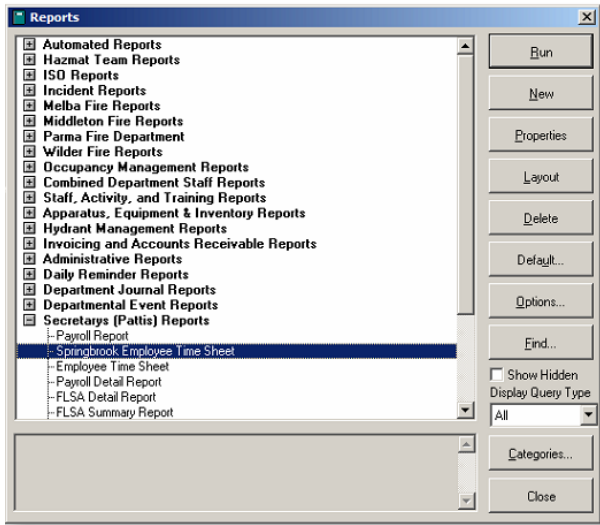
The following instructions detail how to export payroll information from Firehouse and save the results as an ASCII text file that can then be imported into the Springbrook payroll system.

Payroll Q&A Using the Springbrook Employee Time Sheet

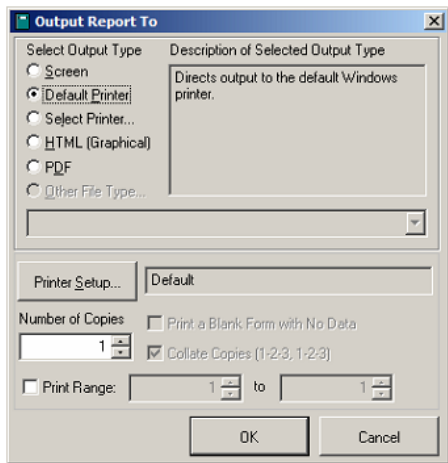


To locate the **Springbrook Employee Time Sheet**, go to **Reports** in the upper left hand screen and click on it.

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



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.

FIREHOUSE USER MANUAL

Parameter	Not	Criteria	Value	Ignore Case	Logical
Pay Period Dates	<input type="checkbox"/>	Between		<input type="checkbox"/>	And
Staff ID	<input type="checkbox"/>	=		<input type="checkbox"/>	And
Activity Code	<input type="checkbox"/>	=		<input type="checkbox"/>	And
Shift	<input type="checkbox"/>	=		<input type="checkbox"/>	And
Rank	<input checked="" type="checkbox"/>	=	"CHF "	<input type="checkbox"/>	And
Hide	<input type="checkbox"/>	=	F.	<input type="checkbox"/>	And
Group	<input type="checkbox"/>	=	"FIRE"	<input type="checkbox"/>	Or
Group	<input type="checkbox"/>	==	"HAZ MAT"	<input type="checkbox"/>	Or
Group	<input type="checkbox"/>	=	"MEDICAL"	<input type="checkbox"/>	Or
Group	<input type="checkbox"/>	==	"VOL"	<input type="checkbox"/>	Or
Group	<input type="checkbox"/>	=	"DUTY / PAYROLL"	<input type="checkbox"/>	Or
Group	<input type="checkbox"/>	=	"HM PAY"	<input type="checkbox"/>	Or
Group	<input type="checkbox"/>	=	"POC"	<input type="checkbox"/>	And
FDID	<input type="checkbox"/>	In	"27211";"27246"	<input type="checkbox"/>	

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.

Selected Dates

- Sun May 6, 2012
- Sat May 19, 2012

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.

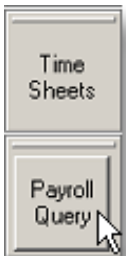
An alternative method is click on the dates you want and then use the > arrow button between the calendar and the selected dates field to move the dates over.

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.

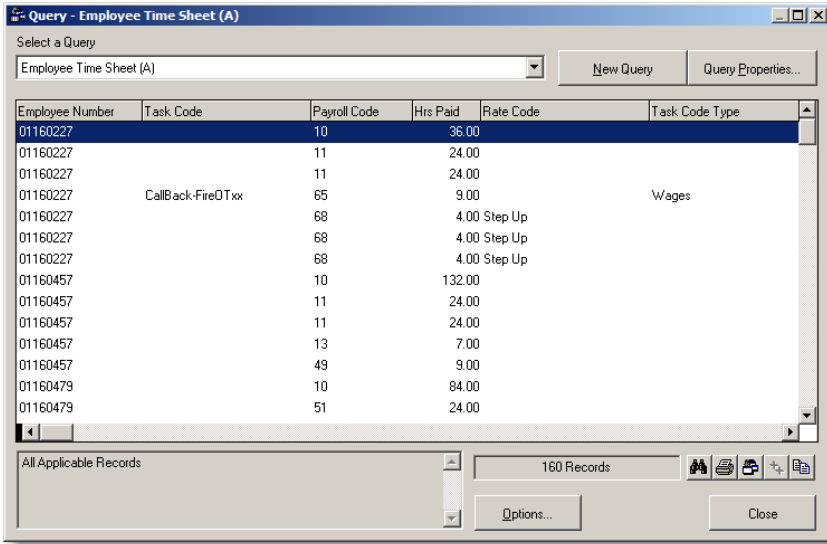
Creating the Payroll File



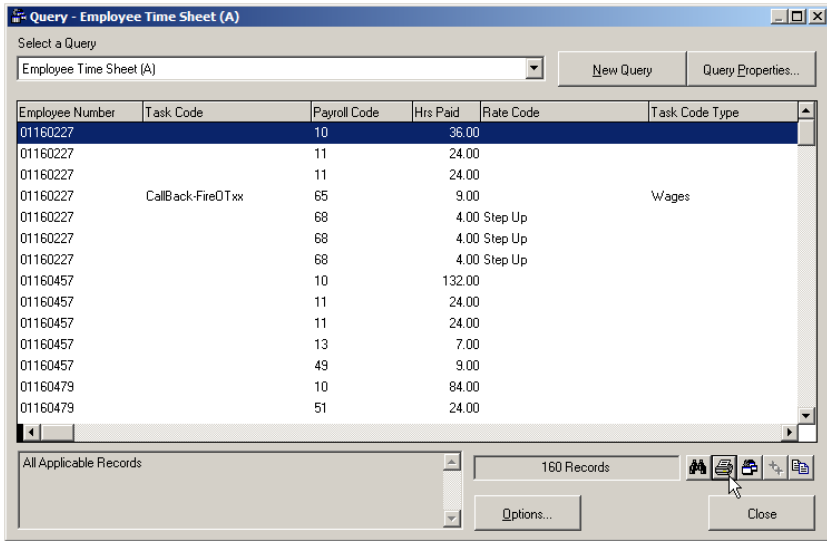
Find the **Payroll Query** button located in along the left side of the screen and select it with the left mouse button.

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

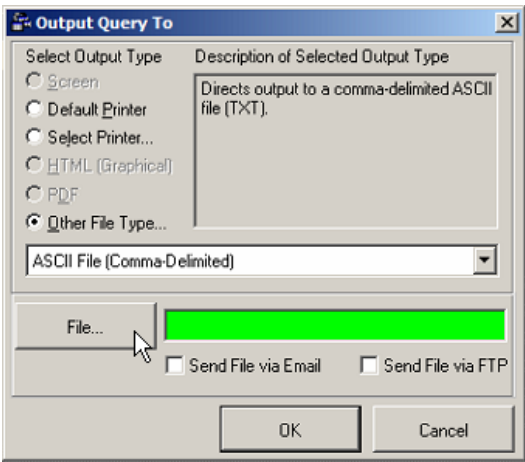


After the query runs, the screen on the left will appear with two weeks' worth of payroll data.



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.

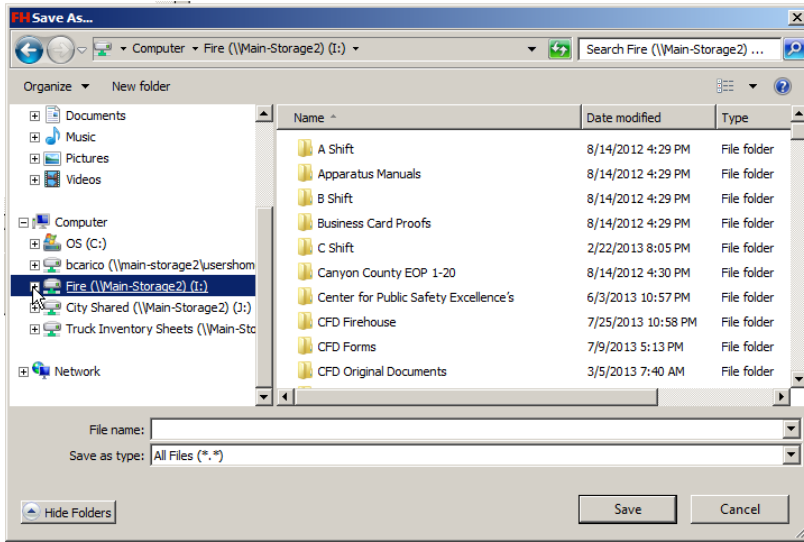
To do this, start by clicking on the **Printer** icon located in the bottom right hand corner of the query screen.



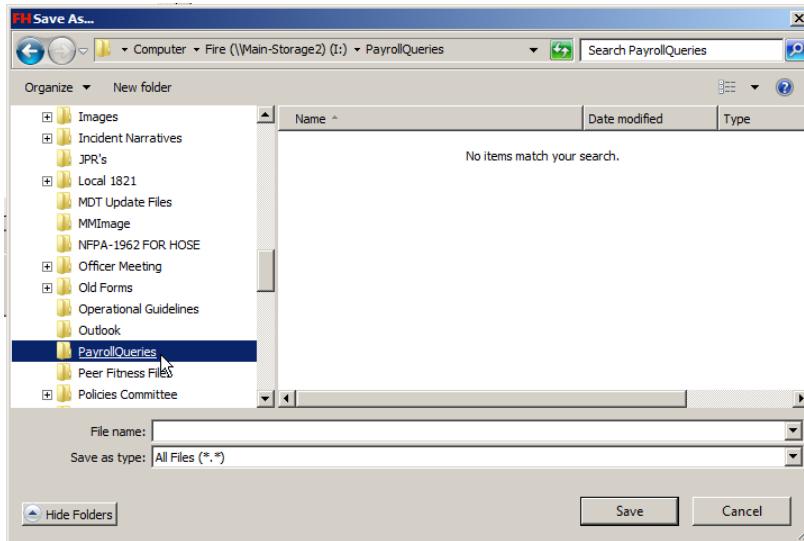
After clicking on the printer icon, the **Output Query To** screen will open up. Select the **Other File Type** button and leave the file output as **ASCII File (Comma-Delimited)**.

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

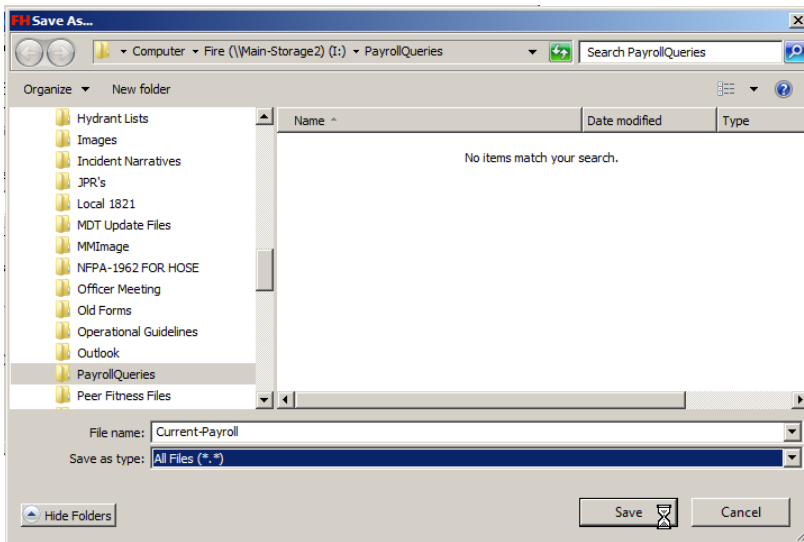
FIREHOUSE USER MANUAL



After the **Save As** screen opens up, in the left screen window, select the + button next to **Fire (\\Main-Storage2) (I:)** drive under the **Computer** section.



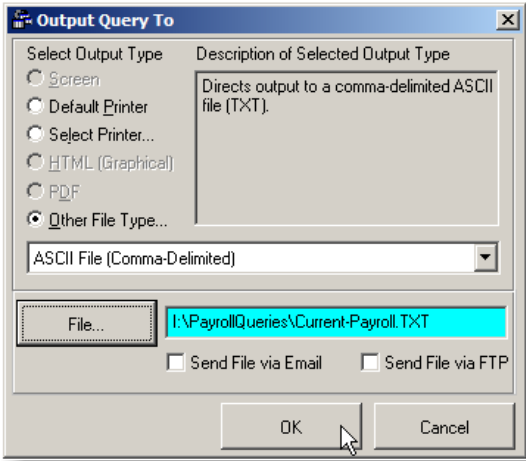
Locate and double click on the **Payroll Queries** folder on the **Fire (\\Main-Storage2) (I:)** drive.



Type the file name **Current-Payroll** in the **File Name:** line and then select the **Save** button.*

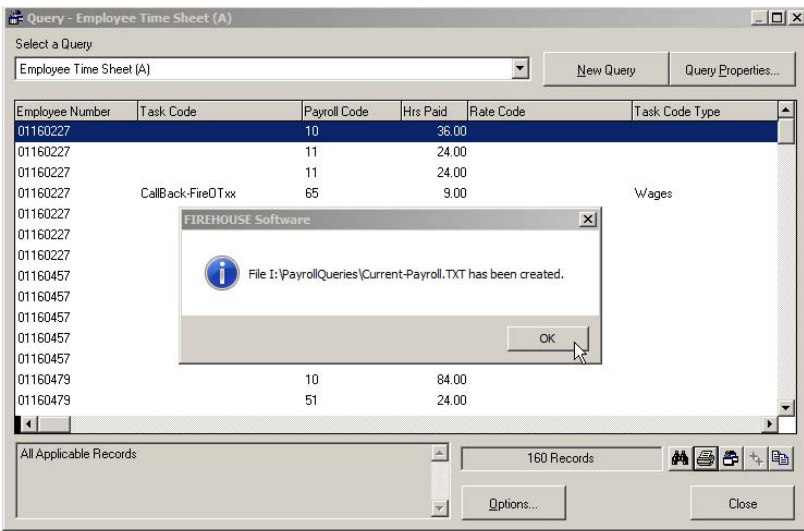
If you have previously exported a payroll file, the **Save As screen may open in the correct folder.*

FIREHOUSE USER MANUAL



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.



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](#)