

How to Import Origin Employee Taxes to i21 Payroll



Note: before performing task of importing employee taxes from origin, Origin employees and tax types should be imported first.

1. From System Manager, click **Imports and Conversions**
2. Click **Payroll**

The screenshot shows the 'Imports and Conversions' window. On the left is a sidebar with a 'Details' tab and a list of system modules: System Manager, General Ledger, Financial Report Designer, Cash Management, Inventory, Purchasing, Sales, Payroll (highlighted in blue), Ticket Management, Contract Management, Manufacturing, Tank Management, Card Fueling, Transports, and Patronage. The main area is titled 'Import Origin' and contains three buttons: 'Import Employees', 'Import Tax Types', and 'Import Employee Taxes'. To the right of these buttons are instructions: 'Import All Employees. Exclude Employees terminated before : 01/01/2018' for the first button, 'Import Basic Taxes (FIT, FICA, MED, FUI and SUI). State and Local Taxes must be configured manually after successful import.' for the second, and 'Import Taxes designated for each Employee. Only taxes that already exist in i21 would be included.' for the third.

3. Click **Import Employee Taxes** button

This screenshot is identical to the previous one, but a green rectangular box highlights the 'Import Employee Taxes' button in the 'Import Origin' section.

4. Click OK