

Payroll accruals import

When creating a new payroll, the user can use an importation function – selects an appropriate file format and uploads accruals. The next formats of import file are available in the system:

- XLS(X)
- CSV
- XML

Description and general information for each format are provided below.

Excel file format

- Extension – xls,xlsx
- The first row contains column names and doesn't process by the system
- Column names must match the names described below, column order is arbitrary

Fields description

No	Field name	Format	Mandatory	Description
1	TIN	Textual	Yes	Identification code (RNRCT or passport)
2	Card account number	Textual	Yes	Employee card account
3	Sum	Textual	Yes	Decimal separator «.»
4	Currency	Textual	Yes	Numeric or alphabetic code (ISO 4217)
5	EDRPOU	Textual	Yes	EDRPOU code of the salary project
6	Name	Textual	No	Beneficiary name (employee)

Example

TIN	Card account number	Sum	Currency	EDRPOU	Name
3233124590	UA493006140000026201234567890	15000	980	12345678	
AA123456	UA213006140000026200987654321	5700.45	UAH	12345678	

CSV file format

- Extension – csv
- Character set – WIN1251
- Column order is mandatory
- Field separator «,»

Fields description

No	Field name	Format	Mandatory	Description
1	TIN	NUMBER(10)	Yes	Identification code (RNRCT or passport)
2	Account number	VARCHAR(34)	Yes	Employee card account
3	Amount	NUMBER (20)	Yes	Decimal separator «.»
4	Currency	NUMBER (3)	Yes	Numeric or alphabetic code (ISO 4217)
5	EDRPOU	VARCHAR (10)	Yes	EDRPOU code of the salary project
6	Name	VARCHAR (250)	No	Beneficiary name (employee)

Example

3233124590,UA493006140000026201234567890,15000,980,12345678,Іванов І.П.
AA123456,UA213006140000026200987654321,5700.45,UAH,12345678,Петрова С.І.

XML file format

- Extension – xml
- Data should be present under root node records, one node record for each accrual
- Column (tag) names must match the names described below

Fields description

№	Field name	Format	Mandatory	Description
1	TIN	NUMBER(10)	Yes	Identification code (RNRCT or passport)
2	ACCOUNTNUMBER	VARCHAR(34)	Yes	Employee card account
3	AMOUNT	NUMBER (20)	Yes	Decimal separator «.»
4	CURRENCY	NUMBER (3)	Yes	Numeric or alphabetic code (ISO 4217)
5	EDRPOU	VARCHAR (10)	Yes	EDRPOU code of the salary project
6	NAME	VARCHAR (250)	No	Beneficiary name (employee)

Example

```
<?xml version="1.0" encoding="UTF-16"?>
<records>
  <record index="1">
    <TIN>3233124590</TIN>
    <ACCOUNTNUMBER> UA493006140000026201234567890</ACCOUNTNUMBER>
    <AMOUNT>15000</AMOUNT>
    <CURRENCY>980</CURRENCY>
    <EDRPOU>12345678</EDRPOU>
    <NAME>Іванов І.П.</NAME>
  </record>
  <record index="2">
    <TIN> AA123456</TIN>
    <ACCOUNTNUMBER>UA213006140000026200987654321</ACCOUNTNUMBER>
    <AMOUNT>5700.45</AMOUNT>
    <CURRENCY>UAH</CURRENCY>
    <EDRPOU>12345678</EDRPOU>
    <NAME>Петрова С.І.</NAME>
  </record>
</records>
```