

ADP Payments Tutorial Series

How to Import a Batch

ADP Payments supports four types of imports: Customers, Payments, Recurring Payments and List Items. Each of these import types is outlined below.

- **Customer**

The customer import batch is used for importing a customer list, with or without payment account information, into ADP Payments without processing any transactions for the imported customers. Customer imports are comprised of two sections: information about the customer (name, company, billing address, phone, email, etc.) and the customer's payment accounts.

You can import one bank account and one credit card account for each Customer Record. These accounts will be labeled as the "default" accounts for this customer. Importing a payment account with a Customer Record is optional.

- **Payment**

Payment imports are used to process one-time payments. When the payment import file is uploaded, the system immediately creates new customers for each row without a **Customer ID**, processes a credit card or Echeck (ACH) payment for each customer in the file, and emails a receipt for that payment. There are two payment import row formats, and a single payment import file can contain a combination of both formats:

- **Existing Customer Payment Import Row**

This import row format is used if you have a **Customer ID** for the person being charged. You provide the **ADP Payments Customer ID** and the amount and type of payment. The system processes the payment using the default account for the payment type selected.

- **New Customer Payment Import Row**

This import row format is used when you want to create a new customer in ADP Payments and process a payment for that customer at the same time. Your import file must contain all required fields for a Customer Record and all required fields for a one-time payment.

- **Recurring Payment**

Recurring payment imports are used to enter and activate recurring payment schedules for both billing schedules and payment plan schedules. When the recurring payment import file is uploaded, the system immediately creates new customers for each row without a **Customer ID**, activates the schedules, sends an email to the customer confirming the schedule, and processes a transaction for any payments scheduled for the current day. It also emails a receipt. There are two recurring payment import row formats, and a single recurring payment import file can contain a combination of both import formats:

- **Existing Customer Recurring Payment Import Row**

This import row format is used if you have a **Customer ID** for the person being charged. When you provide the **Customer ID** along with the schedule details and type of payment, the system processes the scheduled payments using the default account for the payment type selected.

- **New Customer Recurring Payment Import Row**

This import row format is used when you want to create a new customer and enter a schedule for that customer at the same time. You must provide all required fields for a Customer Record and all required fields for a recurring payment schedule.

- **Items**

The Item import is designed to enable you to import a product or service catalog for use with creating ADP Payments invoices. Each item is comprised of a name, description and unit price.

How to Import a Batch

The basic steps for importing a batch file are the same for each Import type, and are outlined below. For detailed instructions on how to import each type, see the following sections:

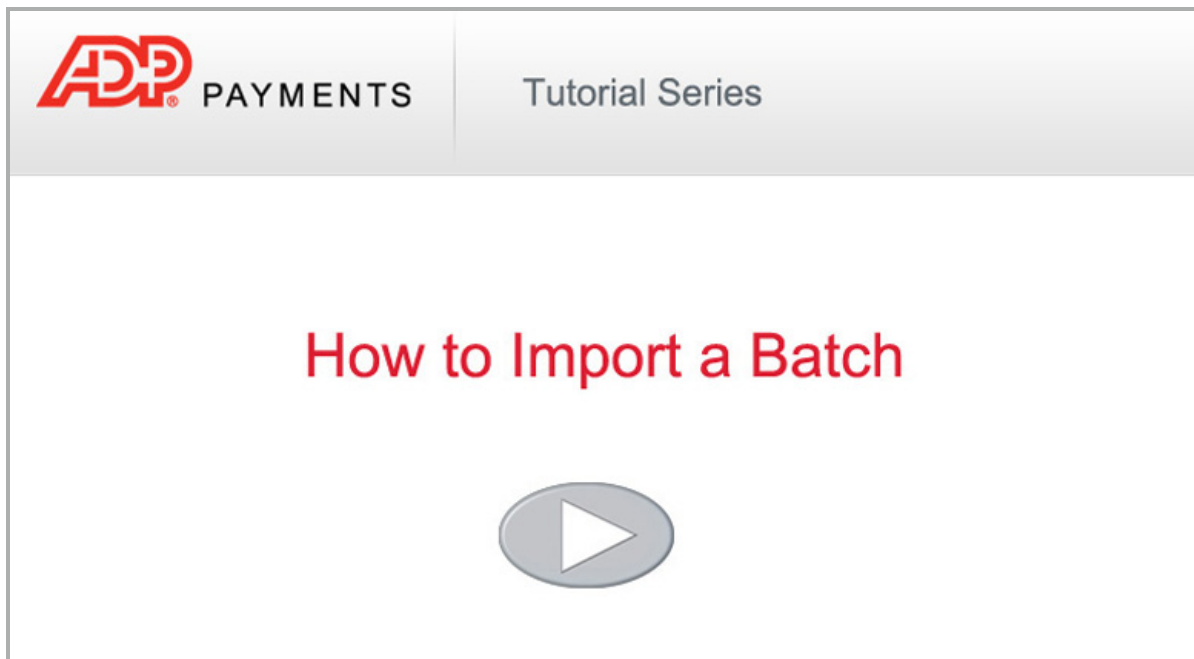
- *Importing a Customer Batch* in Chapter 6 of the *ADP Payments User Guide*.
- *Importing One-time Payments* in Chapter 4 of the *ADP Payments User Guide*.
- *Importing Recurring Payment Schedules* in Chapter 4 of the *ADP Payments User Guide*.



Be sure to prepare your import batch file properly. For detailed requirements and field parameters for import batches, see *Appendix C: Import Requirements* in the *ADP Payments User Guide*.

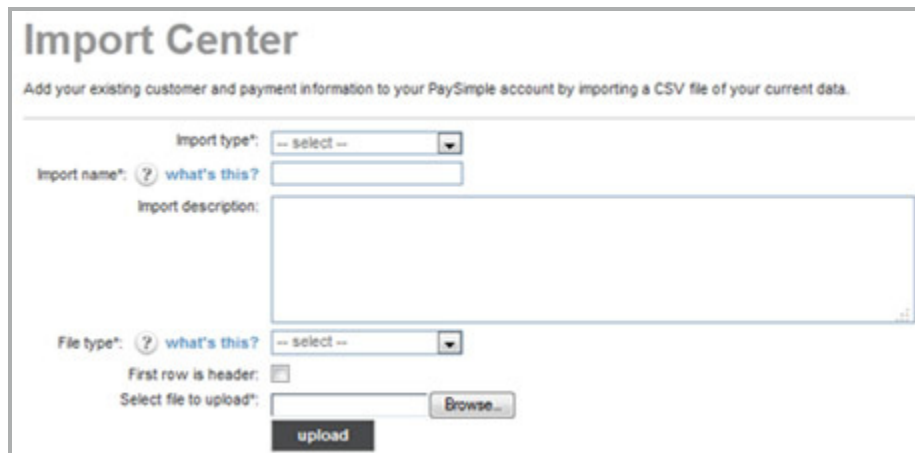
Watch this 3 minute video to see how its done. Detailed step-by-step instructions are provided below.

TIP: Use the screen magnification feature in Acrobat to enlarge the video.



Follow the steps below to import a customer, payment, recurring payment, or items batch file:

1. Click “Settings” in the top navigation bar.
2. Click the **import center** tab to open the **Import Center** dashboard.
3. From the **Import type** drop-down box select “Customer,” “Payment,” “Recurring payment” or “Line Item” to match the type of file you are importing. The file cannot combine multiple **Import types**.



The screenshot shows the 'Import Center' dashboard. At the top, it says 'Add your existing customer and payment information to your PaySimple account by importing a CSV file of your current data.' Below this, there are several input fields: 'Import type:' with a dropdown menu showing '-- select --'; 'Import name:' with a text input field and a 'what's this?' help icon; 'Import description:' with a large text area; 'File type:' with a dropdown menu showing '-- select --' and a 'what's this?' help icon; 'First row is header:' with a checkbox; and 'Select file to upload:' with a text input field, a 'Browse...' button, and an 'upload' button.

4. Enter a short descriptive name for your import in the **Import name** field. This name will be used when referencing this particular import batch in tables on the **Import Center** dashboard.
5. Enter a short description of the import in the **Import description** field. (Optional)
6. In the **File type** drop-down box, select the type of file you are importing. You can use a .csv file (recommended) or a pipe-delimited text file.
TIP: To convert an Excel file to .csv, use the “save as” command and select .csv as the file type.
7. If the file you are importing contains a header row, check the **First row is header** checkbox. If there is no header row, leave this box unchecked.
TIP: Using a header row is very helpful for the field mapping that you will perform in Step 11.
8. Click the “Browse” button to locate the import batch file on your computer.
NOTE: In the Google Chrome browser, the button will say “Choose File” and will be to the left of the field.
9. Click “upload” to begin the import process.

10. The system performs a preliminary validation of your file. If it is corrupt or unusable, you will see an error message. Otherwise, you will see the **Map Field Titles** screen, shown below:

- The first column displays the values in the first row of each column in your file. These will either be the values in your header row, or the first row of data (if your file does not contain a header row).
- The second column contains drop-down boxes used to map fields in your file to ADP Payments system fields.
- The **Choose Saved Mapping** drop-down box enables you to select a saved mapping schema.
TIP: The first time you import a file there will be no saved mapping schemas. You will be asked to save your mapping schema each time you create a new one while importing a file.
- The “reset mapping” button will clear all values in the **System Field Names** drop-down boxes so you can begin the mapping process again.
- The help box, located under the “reset mapping” button provides definitions for all of the ADP Payments system fields. Select a field name from the drop-down, and its definition will appear under the box.

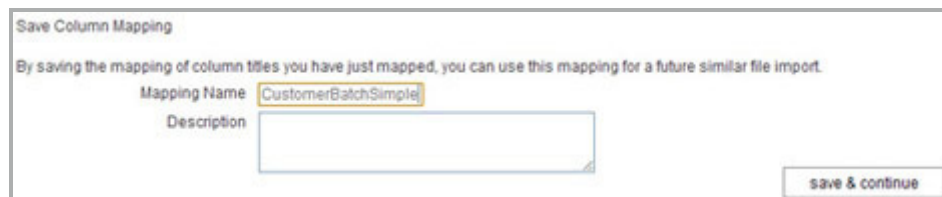
- For each column you want to map from your file, select a corresponding ADP Payments field from the associated drop-down box, as shown below. If you do not want to map a field from your file, leave the corresponding drop-down box set to “-Select Column-.” Required fields differ for each **Import type**, are marked with as asterisk (*), and appear at the top of the **System Field Names** drop-down box.

TIP: Selected fields will disappear from the list of available fields. This prevents you from accidentally creating duplicate mappings.



- When you have finished mapping fields, click the “continue” button.
- On the next screen, shown below, enter a name for the mapping you just created in the **Mapping Name** field. You can select this mapping at a later date from the **Choose Saved Mapping** drop-down box to quickly map a file using the same column structure.

TIP: You are required to save your mapping. Even if you never expect to use it again, storing it will save time if there is an error processing your file and you need to upload it again.



- Enter a **Description** for the mapping. (Optional)
- Click the “save & continue” button.

16. The **Approve File Import for Processing** screen appears, as shown below:

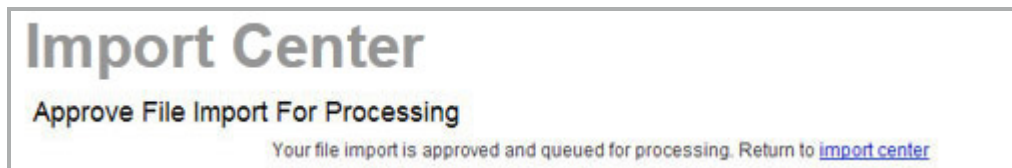


- The top line (in white) contains the ADP Payments system field names, in alphabetical order.
- The second line (in gray) appears only if your file has a header row, and contains the field names in that header row.
- The following 5 lines (in white) contain the first 5 data rows from your file. You can scroll through them in the table.

17. Double check that your mapping correctly matched fields in your file to ADP Payments system fields.

- If you see an error, click the “back to mapping” button to return to the mapping screen (*Step 11.*), correct any errors, and proceed.
- When you’re satisfied with the mapping, click the “approve batch” button.

18. When the file is successfully uploaded and queued for processing, you’ll see an on-screen success message, as shown below. (If there are errors, you’ll see an on-screen message indicating the corrections that need to be made.)



19. Click the “import center” link to return to the **Import Center** dashboard and view the status of your file.

20. You will see your file in one of the **Import Center** tables.

- **Imports Queued for Processing:** If your file is in this table, it is waiting to be processed. Check back later for a final status.
- **Imports Needing Attention:** All or part of the file has not been processed. Click the “View Errors” link to view problems.
TIP: See Troubleshooting Import Batch Errors in Chapter 8 of the ADP Payments User Guide for instructions on how to troubleshoot “Needs Attention” batches.
- **Processing Imports:** Your file is currently being processed by the system.
- **Completed Imports** (shown below): Your file has been processed by the system and all rows were successfully imported, all customers or items were added, payments were processed, and schedules were saved.

