



File Formats for Standard Integration to 1Staff Back Office and Microsoft Dynamics™ GP

**XML Import Service version 16.1+
Compatible with 1Staff version 12.144+, 14.41+
Updated 01Feb2016**

Customer Master - XML
Temporary Placement - XML
Timesheet Batch – Text
Direct Hire - XML
United States Payroll Employee - XML
Canadian Payroll Employee - XML
Vendor Master – XML
Advanced Purchase Orders – XML
Timesheets - csv

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Purpose

The purpose of this document is to provide import definitions for use in populating defined fields in the 1Staff Back Office module and in Microsoft Dynamics™ GP. The file formats found in this document are standard and therefore supported as part of an annual enhancement program as it relates to upgrades and support.

Overview

This specification serves as the definition of data that the 1Staff XML Import service can import from an external system. It covers the importing of jobs and timesheets into 1Staff Back Office, customer master records and employee master records into Microsoft Dynamics™ GP. This specification is designed for integration with Microsoft Dynamics™ GP and 1Staff Back Office versions 11 (2010), and 12 (2013)..

The Customer, Employee, Direct Hire and Temporary Placement files are .xml file formats and utilize an Import Service so no manual intervention is required to get the data into Microsoft Dynamics™ GP/1Staff. Error logs are created if records do not pass validation upon import. Timesheets are imported via a manual import routine are in a text file.

The field names in capitals letters will need to be imported in upper case. For those fields that are not maintained in a front office solution a blank value will need to be inserted into the export file. Each string or character field in the timesheet text file should be enclosed in double quotes so that any commas appearing in the fields being exported do not affect the integration. Likewise amount fields should not have thousand separators.

ALL ELEMENTS WITHIN ANY NODE USED ARE REQUIRED IN THE XML FILE

For those fields not being exported an empty value must be included in the file.

If the field is numeric, a 0 should be exported. If the field is a date, then 01/01/1900 should be exported. If the field is a string, then a blank should be exported.

5 separate files are required, as follows:

- Temporary placement details (which includes temporary and consultant details) – If there is more than one Microsoft Dynamics™ GP company database, separate files will need to be created for each one.
- Customer details - If there is more than one Microsoft Dynamics™ GP company database, separate files will need to be created for each one.
- Direct Hire details (which includes consultant details) – If there is more than one Microsoft Dynamics™ GP company database, separate files will need to be created for each one.
- Employee master details – If there is more than one Microsoft Dynamics™ GP company database, separate files will need to be created for each one.
- Timesheet details - If there is more than one Microsoft Dynamics™ GP company database, separate files will need to be created for each one.

Customer Master

Customer details will be exported from the source system to an xml file. This file utilizes a real-time, seamless integration process so no intervention is needed. The owner of the source system will ensure that the export file matches the file format found in the table below.

The Customer ID field uniquely identifies each Customer in Microsoft Dynamics™ GP. For each Customer record there can be any number of Address records, each identified by an Address ID field. Once an engagement is completed for a customer it will be exported to the identified folder.

Each time a change is made to an assignment both the assignment and customer records will be exported.

The workflow is as follows:

- The details in the source system are exported in the required file format and saved to a network folder.
- The XML Import service will monitor the folders and complete the import process once a file is detected.
- If the XML Import service is not turned on, the files should be named in such a way so that they queue up in order (i.e. time and date stamp in file name).
- If the XML Import service is restarted it will process any files found in order file name.
- The import routine validates each record in the file and creates new Customer, Address, and 1Staff Invoice Options records in Microsoft Dynamics™ GP, unless the Customer address already exists and then it would update the record.
- If a change is made to the record the entire record will be exported to the file.
- Any records in the import file that do not pass validation are rejected to a reject file, which is a text file in the same file format as the import file.
- Any customers that come in with a hold status will be assigned the default hold code that has been configured in the system.
- Blank fields will overwrite the value on the customer master record with a blank if the field is updatable (Update = Y in the above table.)
- Any changes made in the back office will be overwritten if the data is sent from the front office with different values.

Fields

The XML file will contain the following fields in the format shown following the table. **For those fields not being exported a blank value must be included in the file. Those Field Names in Caps must be Upper Case.**

Field Name	Data Type	Max. Length	Req.	Update Yes or No	Comments	Front office field and comments
CUSTOMER ID	Alpha Upper Case	15	Y	N	Must be unique	
Hold	Numeric	1	N	Y	0 = not on hold, 1 = on hold: Default in 0	
Status	Numeric	1	N	Y	0 = active, 1 = inactive	
Name	Alpha	64	Y	Y		
CLASS ID	Alpha Upper Case	15	N	Y	Must be an existing Customer Class in Microsoft Dynamics™ GP. Will not roll down associated settings after initial import.	
Short Name	Alpha	15	N	Y		
Statement Name	Alpha	64	N	Y		
PAM Default Invoice Frequency	Numeric	4	N	Y	Must be an existing Invoice Frequency Id in 1Staff. Ids are numeric and assigned in 1Staff as they are created.	
PAM DEFAULT INVOICE FORMAT	Alpha Upper Case	15	N	Y	Must be an existing Invoice Format Id in 1Staff.	
ON COST ID	Alpha Upper Case	15	N	Y	Must exist in 1Staff	
PA STATE MARGIN RATE	Numeric	5	N	Y		
Calculate Discount	Numeric	5	N	Y	1 = calculate discount, 0 = do not calculate discount. Updates to Customer record do not affect current Placement settings.	
Discount ID	Alpha Upper Case	10	N	Y	Must exist in GP	
Percent Discount	%	5	N	Y	Rate for discount calculation. Updates to Customer record do not affect current Placement settings.	
SHIPPING METHOD	Alpha Upper Case	15	N	Y	Must exist in GP	

TAX SCHEDULE ID	Alpha Upper Case	15	N	Y	Must exist in GP	
SHIP TO	Alpha Upper Case	15	N	Y		
BILL TO	Alpha Upper Case	15	N	Y		
STATEMENT TO	Alpha Upper Case	15	N	Y		
SALESPERSON ID	Alpha Upper Case	15	N	N	Must exist in GP	
TERRITORY ID	Alpha Upper Case	15	N	Y	Must exist in GP	
User Defined 1	Alpha	20	N	Y		
User Defined 2	Alpha	20	N	Y		
Comment 1	Alpha	30	N	Y		
Comment 2	Alpha	30	N	Y		
Trade Discount	%	5	N	N		
Payment Terms	Alpha Upper Case	20	N	Y	Needs to be a valid terms ID in Microsoft Dynamics™ GP	
Disc Grace Period			N	N	Will default from Class ID if left blank on the initial import.	
Due Date Grace Period			N	N	Will default from Class ID if left blank on the initial import.	
PRICE LEVEL	Alpha Upper Case	10	N	N	Will default from Class ID if left blank on the initial import.	
CREDIT CARD ID	Alpha	16	N	N		
CREDIT CARD NUMBER	Alpha	22	N	N		
EXP DATE	Alpha	4	N	N		
BANK NAME	Alpha	32	N	N		
BANK BRANCH	Alpha	22	N	N		
TAX EXEMPT 1	Alpha	26	N	N	Not on class	
TAX EXEMPT 2	Alpha	26	N	N	Not on class	
TAX REGISTRATION	Alpha	25	N	N		
CURRENCY ID	Alpha Upper Case	15	N	Y	Must exist in GP Company must have access to the currency	
RATE TYPE ID	Alpha Upper Case	15	N	Y	Will default from Class ID if left blank on the initial import.	
Balance Type			N	N	Will default from Class ID if left blank on the initial import.	

Finance Chg	%		N	N	Will default from Class ID – not used, pass in 0 (zero)	
Minimum Pymt	\$		N	N	Will default from Class ID – not used, pass in 0 (zero)	
Credit Limit	\$		N	Y	Will default from Class ID – not used, pass in 0 (zero)	
Writeoff			N	N	Will default from Class ID – not used, pass in 0 (zero)	
Statement Cycle			N	Y	Will default from Class ID if left blank on the initial import. 1 = No Statement 2 = Weekly 3 = Monthly 4 = BiWeekly 5 = SemiMonthly 6 = Monthly 7 = Quarterly	
PARENT ID	Alpha Upper Case	15	N	N	Customer ID from Parent Master File- if the Customer is a child then the Parent ID is needed and if the customer is the Parent then its own ID is needed – Highest level Parent	
<ADDRESS> NODE					Required Node	
CUSTOMER ID	Alpha Upper Case	15	Y	N	Must match customer ID for which the record is to be attached.	
ADDRESS ID	Alpha Upper Case	15	Y	N	Unique within a Customer record	
Address Contact	Alpha	30	N	Y		
Address Line 1	Alpha	60	N	Y		
Address Line 2	Alpha	60	N	Y		
Address Line 3	Alpha	60	N	Y		
City	Alpha	35	N	Y		
State	Alpha	29	N	Y		
Postcode	Alpha	10	N	Y		
Country	Alpha	20	N	Y		
Phone 1	Alpha	14	N	Y	No dashes (7012352363)	
Phone 2	Alpha	14	N	Y	No dashes (7012352363)	
Fax	Alpha	14	N	Y	No dashes (7012352363)	
Email Address	Alpha	200	N	Y		
User Defined 1	Alpha	20	N	Y		
User Defined 2	Alpha	20	N	Y		
Email1	Alpha	200	N	Y	SY01200.EmailToAddress	
Email 2	Alpha	200	N	Y	SY01200.EmailCcAddress	
Email 3	Alpha	200	N	Y	SY01200.EmailBccAddress	
<CUSTDIV> NODE					Optional Node	
CUSTOMER ID	Alpha Upper Case	15	Y	N		

DIVISION ID	Alpha Upper Case	15	Y	N		
Division Name	Alpha	30	N	Y		
Division Contact	Alpha	30	N	Y		
Position	Alpha	30	N	Y		
Phone 1	Alpha	14	N	Y	No dashes (7012352363)	
Fax	Alpha	14	N	Y	No dashes (7012352391)	
Email Address	Alpha	255	N	Y		
User Defined 1	Alpha	30	N	Y		
User Defined 2	Alpha	30	N	Y		
User Defined Date 1	Date	10	N	Y	Required format = MM/DD/YYYY	
User ID	Alpha	65	N	Y	User ID must be unique throughout all Divisions. If blank will default 1 st 9 characters if Customer ID (-) and 1 st 5 characters of Division ID Ex. XXXXXXXXX-XXXXX	
Password	Alpha	15	N	N	If blank will default to USER ID	NOT USED
Enable WBTS Approval	Numeric	1	Y	Y	1 = enabled 0 = Not enabled	
Alternate Approver ID	Alpha	15	N	Y	Must belong to the same customer	
<CUSTOPTION> NODE					Optional Node	
CUSTOMER ID	Alpha Upper Case	15	Y	N		
Enable Shifts	Numeric	1	Y	Y	1 = enabled 0 = Not enabled	
Rounding of Hours	Numeric	1	Y	Y	1=.1, 2=.25, 3=Standard	
OT Bill Rule	Numeric	1	N	Y	1=OT bill as OT, 2=OT bill as regular, 3=OT bill as half	
PAY TYPE FOR REG PAY	Alpha Upper Case	10	Y/N	Y	Required if "OT Bill Rule" = 2 or 3	
DT Bill Rule	Numeric	1	N	Y	1=DT bill as DT, 2=DT bill as regular, 3=DT bill as half	
PAY TYPE FOR REG PAY	Alpha Upper Case	10	Y/N	Y	Required if "DT Bill Rule" = 2 or 3	
PAM_Email_Group_By	Integer	1	N	Y	1=Multiple emails with single attachment 2=Single email with multiple attachment 3=Single email with single attachment	
PAM_SPLocation	Alpha	255	N	Y	Location of sharepoint library to store invoices to	
<CUSTADDL> NODE						
CUSTOMER ID	Alpha	15	Y	N		

	Upper Case					
CustWkendDay	Numeric	1	Y	Y	Sunday = 0 Monday = 1 Tuesday = 2 Wednesday = 3 Thursday = 4 Friday = 5 Saturday = 6	
Email Invoices	Numeric	1	Y	Y	0 = unchecked, 1 = checked	
Print Images	Numeric	1	Y	Y	0 = unchecked, 1 = checked	
UCSurcharge	ALPHA	1	Y	Y	Y/N	
ACASurcharge	ALPHA	1	Y	Y	Y/N	

Note:

There are three valid xml formats for the Customer Address.

- The first format is 14 fields and ends with Email Address.
- The second format is 16 fields and ends with User Defined 2.
- The third format is 19 fields and ends with Email3.

There are three valid xml formats for the Customer Additional node.

- The first format is 4 fields and ends with PrintImages.
- The second format is 5 fields and ends with UCSurcharge.
- The third format is 6 fields and ends with ACASurcharge.

There are two valid xml formats for the Customer Division node.

- The first format is 14 fields and ends with Enable WBTS Approval.
- The second format is 15 fields and ends with Alternate Approver ID.

There are three valid xml formats for the Customer Options node.

- The first format is 7 fields and ends with PayTypeRegPayDT,
- The second format is 8 fields and ends with PAM_Email_Group_By.
- The third format is 8 fields and ends with PAM_SPLocation.

Prerequisites

The following are prerequisites prior to importing, and form part of the validation of the records:
(If a value is passed in for these fields)

- The Class ID must already exist in Microsoft Dynamics™ GP.
- The Parent ID must be an existing Customer ID in Microsoft Dynamics™ GP.
- The Payment Terms ID must exist.
- The Tax Schedule ID must exist.
- The Salesperson ID must exist.
- The Territory ID must exist.
- The 1Staff Default Invoice Format ID must exist.
- The 1Staff Default Invoice Frequency must exist.
- The On cost ID must exist.
- The Discount ID must exist.
- The Currency ID must exist and the company must have access to it.

Business Rules

1. The file must have all nodes.
2. The import process will validate values in the import file prior to attempting to import the records.
3. If a change is made to the customer in the front office solution then all the information for all the fields found in the record must be exported. 1Staff will clear all entries and recreate with import data.
4. The Class ID must be used to populate fields noted as 'Default from Class ID'. However, if the import file contains data in those fields, the information from the import file will overwrite the default.

ALL ELEMENTS WITHIN ANY NODE USED ARE REQUIRED IN THE XML FILE
For those fields not being exported a blank value must be included in the file.

```
<PAMCustomer xmlns="http://tempuri.org/PAMCustomer.xsd">
  <CUSTOMER>
    <CustomerID></CustomerID>
    <Hold></Hold>
    <Status></Status>
    <Name></Name>
    <ClassID></ClassID>
    <ShortName></ShortName>
    <StatementName></StatementName>
    <PAMInvFrequency></PAMInvFrequency>
    <PAMInvFormat></PAMInvFormat>
    <OnCostID></OnCostID>
    <PAStateMarginRate></PAStateMarginRate>
    <CalculateDiscount></CalculateDiscount>
    <DiscountType></DiscountType>
    <DiscountRate></DiscountRate>
    <ShippingMethod></ShippingMethod>
    <TaxSchedID></TaxSchedID>
    <ShipTo></ShipTo>
    <BillTo></BillTo>
    <StatementTo></StatementTo>
    <SalespersonID></SalespersonID>
    <TerrID></TerrID>
    <UserDef1></UserDef1>
    <UserDef2></UserDef2>
    <Comment1></Comment1>
    <Comment2></Comment2>
    <TradeDiscount></TradeDiscount>
    <PaymentTerms></PaymentTerms>
    <DiscGracePeriod></DiscGracePeriod>
    <DueDateGracePeriod></DueDateGracePeriod>
    <PriceLevel></PriceLevel>
    <CreditCardID></CreditCardID>
    <CreditCardNumber></CreditCardNumber>
    <ExpDate></ExpDate>
    <BankName></BankName>
    <BankBranch></BankBranch>
    <TaxExempt1></TaxExempt1>
    <TaxExempt2></TaxExempt2>
    <TaxRegistration></TaxRegistration>
    <CurrencyID></CurrencyID>
    <RateTypeID></RateTypeID>
    <BalanceType></BalanceType>
    <FinanceCharge></FinanceCharge>
    <MinPayment></MinPayment>
    <CreditLimit></CreditLimit>
    <WriteOff></WriteOff>
    <StatementCycle></StatementCycle>
    <ParentID></ParentID>
  </CUSTOMER>
  <Address>
```

```
<CustomerID></CustomerID>
<AddressID></AddressID>
<AddressContact></AddressContact>
<AddressLine1></AddressLine1>
<AddressLine2></AddressLine2>
<AddressLine3></AddressLine3>
<City></City>
<State></State>
<Postcode></Postcode>
<Country></Country>
<Phone1></Phone1>
<Phone2></Phone2>
<Fax></Fax>
<EmailAddress></EmailAddress>
<UserDefined1></UserDefined1>
<UserDefined2></UserDefined2>
<Email1></Email1>
<Email2></Email2>
<Email3></Email3>

</Address>
<CustDiv>
  <CustomerID></CustomerID>
  <DivisionID></DivisionID>
  <DivisionName></DivisionName>
  <DivisionContact></DivisionContact>
  <Position></Position>
  <Phone1></Phone1>
  <Fax></Fax>
  <EmailAddress></EmailAddress>
  <UserDefined1></UserDefined1>
  <UserDefined2></UserDefined2>
  <UserDefinedDate1></UserDefinedDate1>
  <UserID></UserID>
  <Password></Password>
  <EnableWBTSApprover></EnableWBTSApprover>
  <AltApproverID></AltApproverID>
</CustDiv>
<CustOption>
  <CustomerID></CustomerID>
  <EnableShifts></EnableShifts>
  <RoundingofHours></RoundingofHours>
  <OTBillRule></OTBillRule>
  <PayTypeRegPayOT></PayTypeRegPayOT>
  <DTBillRule></DTBillRule>
  <PayTypeRegPayDT></PayTypeRegPayDT>
  <PAM_Email_Group_By></ PAM_Email_Group_By >
  <PAM_SPLocation></ PAM_SPLocation >
</CustOption>
<CustAddl>
  <CustomerID></CustomerID>
  <CustWkendDay></CustWkendDay>
  <EmailInv></EmailInv>
  <PrintImage></PrintImage>
```

```
<UCSurcharge></ UCSurcharge >  
<ACASurcharge></ ACASurcharge >  
  </CustAddl>  
</PAMCustomer>
```

Temporary Placements

Temporary job details will be exported from the source system to an xml file. This file utilizes a real-time, seamless integration process so no intervention is needed. The owner of the source system will ensure that the export file matches the file format found in the table below.

The workflow is as follows:

1. The details in the source system are exported in the required file format and saved to network folder.
2. The XML Import service will monitor that folder and complete the import process once a file is detected.
3. If the 1Staff Import service is not turned on the files should be named in such a way so that they queue up in order (i.e. time and date stamp in file name).
4. If the 1Staff Import service is restarted it will process any files found in order file name.
5. The import routine validates each record in the file and creates new 1Staff Temporary Master records and Temporary Job unless the job number already exists. If the Position and/or Consultant are not found new ones are created.
6. If a change is made to the record the entire record will be exported in the file.
7. Any records in the import file that do not pass validation are rejected to a reject file, which is a text file in the same file format as the import file. This file will be located in the same folder as the original file was.
8. Blank fields will overwrite the value in the placement file with a blank if the field is updatable (Update = Y in the above table.)
9. Any changes made in the back office will be overwritten if the data is sent from the front office with different values.

Fields

The XML file will contain the following fields in the format shown following the table. **For those fields not being exported a blank value must be included in the file**

Temporary Placement Entry window/Temporary Placement Consultant Entry window/Temporary Placement Per Diem window/Exception Rates Entry/Temporary Entry window/Temporary Placement On Cost window/Temporary Placement User-Defined Entry window in 1Staff Back Office.

Field Name	Data Type	Max. Length	Req.	Update Yes or No	Comments
<PLACEMENT> NODE					
JOB NUMBER	Alpha Upper Case	17	Y	N	Must be unique
Description	Alpha	30	N	Y	
Contractor Contract Rec.	Check box (Int 0/1)	1	Y	N	Default in a 1
Customer Contract Rec.	Check box (Int 0/1)	1	Y	N	Default in a 1
CUSTOMER ID	Alpha Upper Case	15	Y	N	Must be an existing Customer in Microsoft Dynamics™ GP.
INVOICE ADDRESS ID	Alpha Upper Case	15	Y	Y	Customer Address record to be used for the invoice. Record must already exist in GP – billing contact for the engagement
Invoice Frequency	Int.		Y/N See Comments	Y	Will default from the Customer but can be replaced if there is an entry in the file. Must exist in 1Staff.
INVOICE FORMAT ID	Alpha Upper case	15	Y/N See Comments	Y	Will default from the Customer but can be replaced if there is an entry in the file. Must exist in 1Staff.
TAX SCHEDULE ID	Alpha Upper Case	15	N	Y	Must exist in GP
PO Number	Alpha	20	N	Y	
PO Date	Date	10	N	Y	Format is MM/DD/YYYY
PO Amount	Numeric	10	N	Y	\$30.00 = 30.00
PO Hours	Numeric	9	N	Y	125.00 = 12500
Start Date	Date	10	N	Y	Format is MM/DD/YYYY
Expected End Date	Date	10	N	Y	Format is MM/DD/YYYY
Actual End Date	Date	10	N	Y	Format is MM/DD/YYYY
ACCOUNT SET ID	Alpha Upper case	10	Y	Y	Must exist in 1Staff
ACCOUNT MGR	Alpha Upper Case	15	N	Y	Must exist in 1Staff
Hours per week	Int.	6	N	Y	40 = 40.00
Days per week	Int.	6	N	Y	5 = 5.00
STATE WORKED	Alpha	2	N	Y	

	Upper Case				
LOCAL TAX	Upper Case	6	N	Y	If using GP Payroll then must exist in GP
WORKERS COMP CODE	Alpha	6	N	Y	If using GP Payroll then must exist in GP
User Defined String 1	Alpha	64	N	Y	
User Defined String 2	Alpha	64	N	Y	
User Defined String 3	Alpha	64	N	Y	
User Defined String 4	Alpha	64	N	Y	
User Defined String 5	Alpha	64	N	Y	
User Defined String 6	Alpha	64	N	Y	
User Defined String 7	Alpha	64	N	Y	
User Defined String 8	Alpha	64	N	Y	
User Defined String 9	Alpha	64	N	Y	
User Defined String 10	Alpha	64	N	Y	
User Defined 1	Alpha	20	N	Y	
User Defined 2	Alpha	20	N	Y	
User Defined 3	Alpha	20	N	Y	
User Defined 4	Alpha	20	N	Y	
User Def. Date 1	Date	10	N	Y	Format is MM/DD/YYYY
User Def. Date 2	Date	10	N	Y	Format is MM/DD/YYYY
User Def. Date 3	Date	10	N	Y	Format is MM/DD/YYYY
User Def. Date 4	Date	10	N	Y	Format is MM/DD/YYYY
User Def. Amount 1	Numeric	11	N	Y	\$30.00 = 3000
User Def. Amount 2	Numeric	11	N	Y	\$30.00 = 3000
User Def. Amount 3	Numeric	11	N	Y	\$30.00 = 3000
User Def. Amount 4	Numeric	11	N	Y	\$30.00 = 3000
Calculate Discount	Numeric	5	Y	Y	1 = Calculate Discount, 0 – Do not Calculate Discount
DISCOUNT ID	Alpha Upper Case	15	Y /N See Comments	Y	Must populate if Calculate discount = 1 ID must exist in 1Staff
Discount Rate	%	5	Y/N See Comments	Y	Must populate if Calculate discount = 1
BILL CURRENCY ID	Alpha	15	N	Y	Must exist in GP Company must have access to the currency
PAM TIMESHEET FORMAT	Integer	1	N	Y	1=None, 2= In/Out/Lunch, 3=In/Out/In/Out
FO JOB NUMBER	Alpha	30	N	N	Front Office Job Number
ADDL EMAILADDRESS	Alpha	255	N	N	Additional Invoice Email
<CONSULTANT> NODE					
JOB NUMBER	Alpha Upper Case	17	Y	N	Link to Job information found in Placement node
CONSULTANT ID	Alpha Upper Case	15	Y	Y	
Consultant Type	Numeric	1	Y	Y	Types of placements: 1 = Direct Hire, 2 = Temporary, 3 = Direct Hire and Temp Recommend default of '3'
Consultant Last Name	Alpha	20	Y	Y	
OFFICE	Alpha Upper Case	15	Y	Y	Must exist in 1Staff

SBU	Alpha Upper Case	4	Y	Y	Must exist in 1Staff
Split %	Numeric	5	Y	Y	>= 0, <= 100.
MAIN	Numeric	1	N	Y	Defines main consultant for the placement: 1= Yes, 0= No. Only one Consultant per job can be identified as Main.
FIRST NAME	Alpha	15	N	Y	First Name
UD1	Alpha	20	N	Y	User Defined 1
UD2	Alpha	20	N	Y	User Defined 2
UD3	Alpha	20	N	Y	User Defined 3
UD4	Alpha	20	N	Y	User Defined 4
UD5	Alpha	20	N	Y	User Defined 5
<TEMPORARY> NODE					
JOB NUMBER	Alpha Upper Case	17	Y	N	
TEMP ID	Alpha Upper Case	15	Y	Y	
Active Status	Numeric	1	Y	Y	0 = Active, 1 = Inactive
Primary Assignment	Numeric	1	Y	Y	0 = No, 1 = Yes: default to 1
Temp Last Name	Alpha	20	Y	Y	
Temp First Name	Alpha	15	N	Y	
Temp Middle Name	Alpha	15	N	Y	
Temp Address 1	Alpha	60	N	Y	
Temp Address 2	Alpha	60	N	Y	
Temp City	Alpha	60	N	Y	
Temp State	Alpha	29	N	Y	
Temp Post Code	Alpha	10	N	Y	
Temp Phone Number	Alpha	14	N	Y	No dashes (7012352363)
Temp Date Of Birth	Date	10	N	Y	Format is MM/DD/YYYY
Temp Gender	Numeric	1	N	Y	1 = Male, 2 = Female
User Defined 1	Alpha	64	N	Y	
User Defined 2	Alpha	64	N	Y	
User Defined 3	Alpha	64	N	Y	
User Defined 4	Alpha	64	N	Y	
User Defined 5	Alpha	64	N	Y	
User Defined 6	Alpha	64	N	Y	
User Defined 7	Alpha	64	N	Y	
User Defined 8	Alpha	64	N	Y	
User Defined 9	Alpha	64	N	Y	
User Defined 10	Alpha	64	N	Y	
Temp Employee Type	Numeric	1	Y	Y	1 = PAYG (Emp), 2 = Vendor (Contractor), 3 = Internal Staff
EMPLOYEE ID	Alpha Upper Case	15	Y/N	Y	Required if using US Payroll integration and Temp. Type = 1. Leave blank if Temp type = 2.
TEMP VENDOR ID	Alpha Upper Case	15	Y/N	Y	Leave blank if Employee Type = 1. Required if Employee Type = 2.
POSITION ID	Alpha Upper Case	15	Y	Y	Can be setup during import if it does not exist in 1Staff
Position Description	Alpha	30	N	Y	
Start Date	Date	10	Y	Y	Format is MM/DD/YYYY

End Date	Date	10	Y	Y	Format is MM/DD/YYYY
Temp Time Unit	Alpha	8	Y	Y	Must be setup in GP
Temp Rate	Currency	14	Y	Y	\$30.00 = 3000, \$12.50 = 1250
Client Time Unit	Alpha	8	Y	Y	Must be setup in GP
Client Rate	Currency	14	Y	Y	\$30.00 = 3000, \$12.50 = 1250
Recruiter	Alpha Upper Case	15	N	Y	If recruiter is set then next 4 fields must be in file. (Type, name, office and SBU)
Consultant Type	Numeric	1	Y	Y	Types of placements: 1 = Direct Hire, 2 = Temporary, 3 = Direct Hire and Temp
Consultant Last Name	Alpha	20	Y	Y	Last name of recruiter
OFFICE	Alpha Upper Case	15	Y	Y	Must exist in 1Staff
SBU	Alpha Upper Case	4	Y	Y	Must exist in 1Staff
Forecast Hours	Numeric	4	N	Y	Format is 4000 = 40.00
Temp Currency ID	Alpha	15	N	N	Must exist in GP
TENote	Alpha	1000	N	Y	Assignment Note
VendorCost	Currency	4	N	Y	Vendor Cost
UD11	Alpha	30	N	Y	User Defined string 11
UD12	Alpha	30	N	Y	User Defined string 12
UD13	Alpha	60	N	Y	User Defined string 13
UD14	Alpha	60	N	Y	User Defined string 14
UD15	Alpha	60	N	Y	User Defined string 15
UD16	Alpha	60	N	Y	User Defined string 16
UD17	Alpha	60	N	Y	User Defined string 17
UD18	Alpha	60	N	Y	User Defined string 18
UD19	Alpha	60	N	Y	User Defined string 19
UD20	Alpha	60	N	Y	User Defined string 20
UD21	Alpha	60	N	Y	User Defined string 21
UD22	Alpha	60	N	Y	User Defined string 22
UD23	Alpha	60	N	Y	User Defined string 23
UD24	Alpha	60	N	Y	User Defined string 24
UD25	Alpha	60	N	Y	User Defined string 25
UD26	Alpha	60	N	Y	User Defined string 26
UD27	Alpha	60	N	Y	User Defined string 27
UD28	Alpha	60	N	Y	User Defined string 28
UD29	Alpha	60	N	Y	User Defined string 29
UD30	Alpha	60	N	Y	User Defined string 30
UD31	Alpha	60	N	Y	User Defined string 31
UD32	Alpha	60	N	Y	User Defined string 32
ExtPayrollID	Alpha	15	N	Y	External Payroll ID
CdnContractorType	Smallint		N	Y	Canadian Contractor Type 1=Registered 2=Supplier Associate 3=Incorporated
PAM_Latitude	Numeric	14,4	N	Y	-180 to 180
PAM_Longitude	Numeric	14,4	N	Y	-90 to 90
<TempOption> Node					Optional Node

Job Number	Alpha Upper Case	17	Y	N	
Temp ID	Alpha Upper Case	15	Y	N	
Allow web Timesheets	Numeric	1	Y	Y	1 = enabled 0 = Not enabled
User ID	Alpha	65	N	Y	If blank will default to Temp ID
Password	Alpha	15	N	N	NOT USED
Email Address	Alpha	255	N	Y	
Temp OT Status	Numeric	1	N	Y	1=Salaried, 2=Pay>40 at Regular rate, 3=Pay>40 at OT rate
PTOHours	Integer	4	N	Y	PTO Contract Hours
HireDate	Date	10	N	Y	Temp Start Date
ACA Employee Type	Integer	1	N	Y	1= Full Time 2=Seasonal 3= Variable 4= Part Time 5= Other
<Rates> Node					Optional Node
JOB NUMBER	Alpha Upper Case	17	Y	N	
TEMPORARY ID	Alpha Upper Case	15	Y	N	
POSITION ID	Alpha Upper Case	15	Y	N	
PAY TYPE ID	Alpha Upper Case	10	Y	N	Must exist in 1Staff
Start Date	Date	10	Y	N	Format is MM/DD/YYYY
End Date	Date	10	Y	Y	Format is MM/DD/YYYY
Temp time Unit	Alpha	8	Y	Y	Must exist in 1Staff
Temp Rate	Currency	14	Y	Y	\$30.00 = 3000
Client Time Unit	Alpha	8	Y	Y	Must exist in 1Staff
Client Rate	Currency	14	Y	Y	\$30.00 = 3000
<Per Diem> Node					Optional Node
JOB NUMBER	Alpha Upper Case	17	Y	N	
TEMPORARY ID	Alpha Upper Case	15	Y	N	
PER DIEM PAY TYPE ID	Alpha Upper Case	10	Y	N	Must exist in 1Staff
Per Diem Start Date	Date	10	Y	Y	Format is MM/DD/YYYY
Pay Qty	Numeric	4	Y	Y	Format is 100=1.00
Temp Time Unit	Alpha	10	Y	Y	Must exist in 1Staff
Temp Rate	Currency	14	Y	Y	\$30.00 = 3000
Bill Qty	Numeric	4	Y	Y	Format is 100=1.00
Client Time Unit	Alpha	10	Y	Y	Must exist in PAM1Staff
Client Rate	Currency	14	Y	Y	\$30.00 = 3000
<ON COST> NODE					Optional Node
JOB NUMBER	Alpha	17	Y	N	

	Upper Case				
ON COST ID	Alpha Upper Case	15	Y	Y	Must exist in 1Staff
<PAY TYPES> NODE					Optional Node
JOB NUMBER	Alpha Upper Case	17	Y	N	
TEMPORARY ID	Alpha Upper Case	15	Y	N	
PAY TYPE ID	Alpha Upper Case	10	Y	Y	Must exist in 1Staff
<JOB OPTION> NODE					Optional Node
Job Number	Alpha Upper Case	17	Y	N	
WebTS Job Enabled	Numeric	1	Y	Y	1 = enabled 0 = Not enabled
Division ID	Alpha Upper Case	15	Y	Y	Required if WBT is enabled.
Rule ID	Alpha Upper Case	15	Y/N	Y	Required if config set for Rules Must exist in 1Staff
Enable Federal Rule	Numeric	1	Y	Y	1 = enabled 0 = Not enabled
OT Bill Rule	Numeric	1	Y	Y	0 = No entry, 1=OT bill as OT, 2=OT bill as regular, 3=OT bill as half
Pay Type for Reg Pay	Alpha	8	Y/N	Y	Required if "OT Bill Rule" = 2 or 3
DT Bill Rule	Numeric	1	Y	Y	0 = No entry, 1=DT bill as DT, 2=DT bill as regular, 3=DT bill as half
Pay Type for Reg Pay	Alpha	8	Y/N	Y	Required if "DT Bill Rule" = 2 or 3
<NOTE> NODE					Optional Node
JOB NUMBER	Alpha- Upper Case	17	Y	N	
Note Text	Text	32,000	N	N	
<FRB> NODE					Optional Node
Job Number	Alpha Upper Case	17	Y	N	
FRB_CB	Numeric	1	Y	Y	1=checked, 0 = unchecked
FRBAmount	Currency.	14	Y	Y	\$30.00 = 3000
<JOBSITE> NODE					Optional Node
JOB NUMBER	Alpha Upper Case	17	Y	N	
Address 1	Alpha	60	N	Y	
Address 2	Alpha	60	N	Y	
Address 3	Alpha	60	N	Y	
City	Alpha	35	N	Y	
STATE	Alpha Upper	2	N	Y	

	Case				
Zip	Alpha	10	N	Y	
AddressName	Alpha	60	N	Y	
Latitude	Numeric	14,4	N	Y	
Longitude	Numeric	14,4	N	Y	
<PAYSETTINGS> NODE					Optional Node
Job Number	Alpha Upper Case	17	Y	N	
Temporary ID	Alpha Upper Case	15	Y	N	
Position ID	Alpha Upper Case	15	Y	N	
Start Date	Date	10	Y	N	Format is MM/DD/YYYY
LOCAL TAX ID	Alpha Upper Case	6	N	Y	If using GP Payroll then must exist in GP
STATE WORKED	Alpha Upper Case	2	N	Y	
WORKERS COMP	Alpha Upper Case	6	N	Y	If using GP Payroll then must exist in GP
SUTA STATE	Alpha Upper Case	2	N	Y	
VENDOR TAX ID	Alpha Upper Case	15	N	Y	Must exist in GP (PM)
RECIPROCITY	Tinyint		N	Y	0=No, 1= Yes
<UDFields> Node					Optional Node
JOB NUMBER	Alpha Upper Case	17	Y	N	
UD1	Alpha	60	N	Y	
UD 2	Alpha	60	N	Y	
UD 3	Alpha	60	N	Y	
UD 4	Alpha	60	N	Y	
UD 5	Alpha	60	N	Y	
UD 6	Alpha	60	N	Y	
UD 7	Alpha	60	N	Y	
UD 8	Alpha	60	N	Y	
UD 9	Alpha	60	N	Y	
UD 10	Alpha	60	N	Y	
UserDef Text	Alpha	4000	N	Y	
<RptDetails> Node					Optional Node
Job Number	Alpha Upper Case	17	Y	N	
Customer ID	Alpha Upper Case	15	Y	N	Must match customer in main node
Temp ID	Alpha Upper	15	Y	N	Temp must be on this job

	Case				
Consultant ID	Alpha Upper Case	15	Y	N	
Office	Alpha Upper Case	15	Y	Y	
SBU	Alpha Upper Case	4	Y	Y	
Start Date	Date	10	Y	Y	Format MM/DD/YYYY
End Date	Date	10	Y^	Y	Format MM/DD/YYYY
Split	Num.	5 (3.2)	Y	Y	100 = 100
User Defined String 1	Alpha	20	N	Y	
User Defined String 2	Alpha	20	N	Y	
User Defined String 3	Alpha	20	N	Y	
User Defined String 4	Alpha	20	N	Y	
User Defined Date 1	Date	10	N	Y	
User Defined Date 2	Date	10	N	Y	
User Defined Amount 1	Numeric	11	N	Y	
User Defined Amount 2	Numeric	11	N	Y	
User Defined Amount 3	Numeric	11	N	Y	
User Defined Amount 4	Numeric	11	N	Y	
RDUserDefdate3	Date	10	N	Y	Format is MM/DD/YYYY
RDUserDefdate4	Date	10	N	Y	Format is MM/DD/YYYY
RDUserDefdate5	Date	10	N	Y	Format is MM/DD/YYYY
RDUserDefdate6	Date	10	N	Y	Format is MM/DD/YYYY
RDUserDefdate7	Date	10	N	Y	Format is MM/DD/YYYY
RDUserDefdate8	Date	10	N	Y	Format is MM/DD/YYYY
RDUserDefdate9	Date	10	N	Y	Format is MM/DD/YYYY
RDUserDefdate10	Date	10	N	Y	Format is MM/DD/YYYY
RDUserDef5	Alpha	20	N	Y	
RDUserDef6	Alpha	20	N	Y	
RDUserDef7	Alpha	20	N	Y	
RDUserDef8	Alpha	20	N	Y	
RDUserDef9	Alpha	20	N	Y	
RDUserDef10	Alpha	20	N	Y	
RDUserDefAmt5	Numeric	11	N	Y	
RDUserDefAmt6	Numeric	11	N	Y	
RDUserDefAmt7	Numeric	11	N	Y	
RDUserDefAmt8	Numeric	11	N	Y	
RDUserDefAmt9	Numeric	11	N	Y	
RDUserDefAmt10	Numeric	11	N	Y	
CommissionType	Smallint		N	Y	1= Salesperson, 2=Recruiter
<<CNTCID> Node					Optional Node
JOB NUMBER	Alpha Upper Case	17	Y	N	
CustomerID	Alpha Upper Case	15	Y	N	
ContactID	Alpha Upper	17	Y		

	Case				
ContactName	Alpha	60			
Position	Alpha	60			
Phone	Alpha	14			
Fax	Alpha	14			
Email	Alpha	255			
Mobile	Alpha	14			
ContType	tinyint				0 = Address ID, 1 = Contact
ContStatus	tinyint				0 = Active, 1 = Inactive

Notes:

There are five valid xml formats for the **Temporary Placement**.

- The first format is 48 fields and ends with Discount Rate.
- The second format is 49 fields and ends with Currency ID.
- The third format is 50 fields and ends with Timesheet Format.
- The fourth format is 51 fields and ends with FO Job Number.
- The fifth format is 52 fields and ends with Addl Email Addr.

There are three valid xml formats for the **Report Detail**.

- The first format is 19 fields and ends with User Def Amt4.
- The second format is 39 fields and ends with RDUserDefAmt10.
- The third format is 40 fields and ends with CommissionType.

There are three valid xml formats for the **Temp Option** Node.

- The first format is 7 fields and ends with Temp OT Status.
- The second format is 9 fields and ends with Hire Date.
- The third format is 10 fields and ends with ACA Employee Type.

There are seven valid xml formats for the **Temporary** Node.

- The first format is 42 fields and ends with Forecast hours.
- The second format is 43 fields and ends with Currency ID.
- The third format is 45 fields and ends with Vendor Cost.
- The third format is 47 fields and ends with UD12.
- The fifth format is 67 fields and ends with UD32.
- The sixth format is 68 fields and ends with ExtPayrollID.
- The seventh format is 69 fields and ends with CdnContractorType.
- The eighth format is 71 fields and ends with PAM_Longitude.

There are two valid xml formats for the **Consultant** Node.

- The first format is 8 fields and ends with Main Consultant.
- The second format is 13 fields and ends with User Defined 5.

There are two valid xml formats for the **PaySettings** Node.

- The first format is 9 fields and ends with Vendor Tax Id.
- The second format is 10 fields and ends with Reciprocity.

There are three valid xml formats for the **Worksite** Node.

- The first format is 7 fields and ends with Zip.
- The second format is 9 fields and ends with Address Name.
- The third format is 11 fields and ends with Longitude.

There are two valid xml formats for the **Consultant** Node.

- The first format is 8 fields and ends with Main.
- The second format is 14 fields and ends with UD5.

1. If the temporary ID cannot be found the temporary information will be used to create a new temporary id.
2. If the position id cannot be found the position id and description will be used to create a new position id.
3. If the consultant id cannot be found the consultant id, consultant's last name, office, SBU, first name, UD1, UD2, UD3, UD4, and UD5 will be used to create a new consultant id (the fields associated with the consultant must be included in the consultant nodes even if the consultant ID already exists).
4. Validation check will be created to look for overlaps on dates for same temporary person in same position on same date. If both do not match the old record will remain and a new one will be

created. If both the temp id and position id match but the rates differ then on the old record make end date = 1 day< transaction date and create new record for all fields.

5. The import will allow for multiple entries (rows) on the Rates and Temporary windows.

Prerequisites

The following are prerequisites prior to importing, and form part of the validation of the records:

- Customer Number must already exist in Receivables Management in Microsoft Dynamics™ GP.
- Address ID's must already exist for the Customers in Receivables Management in Microsoft Dynamics™ GP.
- Tax Schedule ID must already exist in Microsoft Dynamics™ GP.
- Currency ID must already exist in Microsoft Dynamics™ GP and the company must have access to it.
- Vendor ID, if included, must already exist in Payables Management in Microsoft Dynamics™ GP.
- There can be any number of consultants on the job as long as the split percent adds up to 100%. Only one per Job can be identified as Main.
- Office ID's must already exist in 1Staff.
- SBU ID's must already exist in 1Staff.
- Rule ID must already exist in 1Staff.
- Pay Type ID must already exist in 1Staff.
- Invoice Frequency must already exist in 1Staff.
- Invoice Format ID must already exist in 1Staff.
- Account Set ID must already exist in 1Staff.
- Account Manager must already exist in 1Staff.
- State Worked, Local Tax Code, Workers Comp Code and SUTA State must already exist in GP if using GP Payroll.
- Discount ID must already exist in 1Staff.
- Division ID must already exist in 1Staff (part of Customer master record).
- Vendor Tax ID must already exist in 1Staff.
- Employee ID, if included, must already exist in Dynamics GP US Payroll if using US Payroll to pay through 1Staff, or if using Canadian Payroll, the Employee must exist in Dynamics GP Canadian Payroll.

Business Rules

1. The file must have all nodes.
2. If a change is made to a job in the front office solution then all the information for all the fields found in the record must be exported. The XML Import service will clear all entries and recreate with import data.
3. The consultant information must be pulled for the job and is limited to one set of consultants per job.
4. The sum of Consultant Split percentages must add up to 100.

ALL ELEMENTS WITHIN ANY NODE USED ARE REQUIRED IN THE XML FILE
For those fields not being exported a blank value must be included in the file.

```
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```

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    <RDUserDefdate6>01/06/2009</RDUserDefdate6>
    <RDUserDefdate7>01/07/2009</RDUserDefdate7>
    <RDUserDefdate8>01/08/2009</RDUserDefdate8>
    <RDUserDefdate9>01/09/2009</RDUserDefdate9>
    <RDUserDefdate10>01/10/2009</RDUserDefdate10>
    <RDUserDef5>string 5</RDUserDef5>
    <RDUserDef6></RDUserDef6>
    <RDUserDef7></RDUserDef7>
    <RDUserDef8>string 8</RDUserDef8>
    <RDUserDef9></RDUserDef9>
    <RDUserDef10></RDUserDef10>
    <RDUserDefAmt5>1</RDUserDefAmt5>
    <RDUserDefAmt6>2</RDUserDefAmt6>
    <RDUserDefAmt7>3</RDUserDefAmt7>
    <RDUserDefAmt8>4</RDUserDefAmt8>
    <RDUserDefAmt9>5</RDUserDefAmt9>
    <RDUserDefAmt10>6</RDUserDefAmt10>
    <CommissionType>1</CommissionType>
```

```
</ReportDetail>
<CNTCID>
  <JobNumber></JobNumber>
  <CustomerID></CustomerID>
  <ContactID> </ContactID>
  <CnctName> </CnctName>
  <Position> </Position>
  <Phone></Phone>
  <Fax></Fax>
  <EmailAddress> </EmailAddress>
  <Mobile></Mobile>
  <ContType></ContType>
  <ContStatus></contStatus>
</CNTCID>
</TEMPPLACEMENT>
```

Timesheet Entry

Each line in the import file is a timesheet line. It is for one person and one job only. Each line may contain up to 5 different pay types.

The workflow is as follows:

1. The details in the source system are exported in the required file format and saved to hard disk.
 - a. The required format is the format listed below. There are several valid formats that include the first 39 fields, the first 40 fields, 42 fields, 43 fields, 88 fields and all of the fields (5 pay types).
 - b. The format to use for the real-time import in the 43 filed format.
2. A screen is provided in Microsoft Dynamics™ GP (1Staff Back Office) to allow the selection of the text file and importing of the details.
3. The import routine validates each record in the file and creates new timesheet lines from the valid records.
4. Any records in the import file that do not pass validation are rejected to a reject file, which is a text file in the same file format as the import file. An error listing will be printed detailing the errors. All valid records in the file will be imported.
5. Each Batch ID may only be used once.

The text file will contain the following fields. These fields will be mapped to fields in 1Staff as indicated.

For those fields not being exported a blank value must be included in the file

.

File Pos	Field Name	Data Type	Max. Length	Req.	Comments	Front office field and comments
1	Line Number	Integer	14	Y	Timesheet line number must be unique within the import file. A different line must exist for a change in Job #, Temp ID, Position ID, Pay Type, or Time Unit.	
2	JOB NUMBER	Alpha Upper case	17	Y	Must be unique and must already be setup in 1Staff	
3	TEMP ID	Alpha Upper case	15	Y	ID of the temporary worker or contractor, must be defined in 1Staff, and must also be listed as working on the Job on the timesheet date.	
4	POSITION ID	Alpha Upper case	15	Y	Temp must be assigned to the Position during date of entry.	
5	Date	Date	8	Y	The date the work was performed. Format is YYMMDD.	
6	CUSTOMER ID	Alpha Upper case	15		Customer ID from the job	
7	PO Number	Alpha	17		Purchase Order Number	
8	State Worked	Alpha	4		*Will default during import	
9	PAY TYPE ID	Alpha Upper case	10	Y	The hours or expense type. Must already be defined in 1Staff.	
10	Time Unit-Temp	Alpha	8	Y		
11	Time Worked	Numeric	4.2	Y	Time worked or the	

					number of units. Time is in decimal format with maximum 2 decimal places.	
12	Pay Rate	Numeric	12.2	Y		
13	Days Worked	Numeric	5		The number of days worked by the Temp at the job site. Used for calculation of Victorian Payroll Tax.	
14	Pay Amount	Numeric	16.2	Y	Amount paid or to be paid to Temp	
15	Time unit-Client	Alpha	8	Y		
16	Time Billed	Numeric	4.2	Y	Time billed or the number of units. Time is in decimal format with maximum 2 decimal places.	
17	Bill Rate	Numeric	16.2	Y		
18	Bill Amount	Numeric	16.2	Y	Amount to charge client, before tax.	
19	Description	Alpha	255	N	Optional textual description for the timesheet line that can be printed on the invoice. Stored as a record note in the SY03900 table	
20	User Def 1	Alpha	20	N	Optional – Contractors Invoice Number	
21	Shift ID	Alpha	6	N	Additional hourly rate the temp is eligible for- only populated if eligible for shift diff.	
22	Shift premium	Currency.	6	N	ID associated with a shift differential- only populated if eligible for shift diff.	

23	User Def 2	Alpha	20	N		
24	User Def 3	Alpha	20	N		
25	User Defined 1	Alpha	64	N		
26	User Defined 2	Alpha	64	N		
27	User Defined 3	Alpha	64	N		
28	User Defined 4	Alpha	64	N		
29	User Defined 5	Alpha	64	N		
30	User Defined 6	Alpha	64	N		
31	User Defined 7	Alpha	64	N		
32	User Defined 8	Alpha	64	N		
33	User Defined 9	Alpha	64	N		
34	User Defined 10	Alpha	64	N		
35	User Defined 11	Alpha	30	N		
36	User Defined 12	Alpha	30	N		
37	Hold Code ID	Alpha	15	N		
38	CURRENCY ID	Alpha	15	N	Currency of timesheet data i.e. USD	
39	Exchange Rate	Currency.	10	N	Multiplier rate	
40	Note index	integer	5	N		
41	Timesheet Num	string	15	N		
42	Image Path	Alpha	255	N		
43	Batch ID	Alpha uppercase	15	N		USED ONLY FOR REALTIME IMPORT
44	State ID	Alpha uppercase	15	N	State to be sent to payroll if option is set	USED ONLY FOR REALTIME IMPORT

Note:

There are three valid xml formats for the Timesheet Lines.

- The first format is 42 fields and ends with Image Path.
- The second format is 43fields and ends with Batch ID.
- The third format is 44 fields and ends with State id.

The import file would look like this:

```
1,1001,BARB0001,DOC,060202,ADAMPARK0001,,,RP,H,7.25,,,H,8.0,,,,,,,,,,,,,,,,,,,,BATCH_REG,ND
1,1001,BARB0001,DOC,060203,ADAMPARK0001,,,RP,H,8.00,,,H,8.0,,,,,,,,,,,,,,,,,,,,BATCH_REG,ND
1,1001,BARB0001,DOC,060204,ADAMPARK0001,,,RP,H,7.25,,,H,8.0,,,,,,,,,,,,,,,,,,,,BATCH_REG,ND
```


Prerequisites

The following are prerequisites prior to importing, and form part of the validation of the records:

- Job Number must already exist in the 1Staff Back Office.
- Pay Type ID must already exist in the 1Staff Back Office.
- Position ID must already exist in the 1Staff Back Office.
- Temp ID must already exist in the 1Staff Back Office and be listed as working on the Job in the assigned Position on the date of the timesheet entry.
- Time unit must already exist in the 1Staff Back Office and be assigned to the temp or client.

Business Rules

1. The file must have the above fields, and they must be in the order listed. Required fields must not be blank.
2. Timesheet lines are not updated, only inserted. If re-importing an entire file, the timesheet batch must be deleted in 1Staff and then imported again.
3. The import process will validate values in the import file prior to attempting to import the records.
4. The date fields must all be valid dates.
5. The Shift ID and Shift Premium fields will be populated for those records that have a shift differential. For those records that don't have shift differential a blank value should be inserted in those positions.

Direct Hires

Direct Hire details will be exported from the source system to an xml file. This file utilizes a real-time, seamless integration process so no intervention is needed. The owner of the source system will ensure that the export file matches the file format found in the table below. Each Microsoft Dynamics™ GP company database will have a separate folder into which the export file is sent.

The workflow is as follows:

1. The details in the source system are exported in the required file format and saved to network folder.
2. The 1Staff Import service will monitor that folder and complete the import process once a file is detected.
3. If the 1Staff Import service is not turned on the files should be named in such a way so that they queue up in order (i.e. time and date stamp in file name).
4. If the 1Staff Import service is restarted it will process any files found in order file name.
5. The import routine validates each record in the file and creates new Direct Hire record unless the job number already exists. If the job exists and it has a status of posted or invoiced the record will error out. You will need to manually reverse it in 1Staff prior to changing it in the front office and creating the export file.
6. If a change is made to the record the entire record will be exported in the file.
7. Any records in the import file that do not pass validation are rejected to a reject file, which is a text file. This file will be located in the same folder as the original file was.
8. Blank fields will overwrite the value in the placement file with a blank if the field is updatable (Update = Y in the above table.)
9. The front office solution will be the source system so all changes will need to be made there. Any changes made in the back office will be overwritten if the data is sent from the front office with different values.

Fields

The XML file will contain the following fields in the format shown following the table. **For those fields not being exported an empty value must be included in the file.**

Numeric empty value = 0

Date empty value = 01/01/1900

1Staff Field Name	Data Type	Max. Length	Req.	Update Yes or No	Comments	Front office field and comments
JOB NUMBER	Alpha Upper Case	17	Y	N	Must be unique	
Job Type	Int	2	Y	N	Relates to Direct Hire Job Types setup in 1Staff, Perm = 1	
Description	Alpha	30	N	Y		
Document Date	Date	8	Y	Y	MM/DD/ YYYY	
CUSTOMER ID	Alpha Upper Case	15	Y	N	Must be an existing Customer in Microsoft Dynamics™ GP.	
Contact Person	Alpha	60	N	Y	If empty will default from Address ID	
INVOICE ADDRESS ID	Alpha Upper Case	15	Y	N	Customer Address record to be used for the invoice. Record must already exist	
INVOICE FORMAT ID	Alpha Upper case	15	Y	Y	Must exist in 1Staff	
ACCOUNT SET ID	Alpha Upper case	10	Y	Y	Must exist in 1Staff	
Last name	Alpha	20	N	Y		
First name	Alpha	15	N	Y		
Start date	Date	8	Y	Y	Format is DD/MM/YYYY	
POSITION ID	Alpha	15	N	Y	Can be setup during import if it does not	

	Upper Case				exist in 1Staff	
Position Description	Alpha	30	N	Y		
Base Salary	Numeric	18	N	Y	Base Salary amount	
Package	Numeric	18	N	Y	Total package amount	
Fee %	Numeric	5	N	Y	>= 0	
Discount %	Numeric	5	N	Y	>= 0, <= 100	
Total Fee	Numeric	18	Y	Y	This is the amount to be invoiced.	
TAX SCHEDULE ID	Alpha	15	N	N	Must exist in MGP, defaults to customer tax schedule if empty in file	
User Defined 1	Alpha	64	N	Y		
User Defined 2	Alpha	64	N	Y		
User Defined 3	Alpha	64	N	Y		
User Defined 4	Alpha	64	N	Y		
User Defined 5	Alpha	64	N	Y		
User Defined 6	Alpha	64	N	Y		
User Defined 7	Alpha	64	N	Y		
User Defined 8	Alpha	64	N	Y		
User Defined 9	Alpha	64	N	Y		
User Defined 10	Alpha	64	N	Y		
User Defined 11	Alpha	20	N	Y		
User Defined 12	Alpha	20	N	Y		
User Defined 13	Alpha	20	N	Y		
User Defined 14	Alpha	20	N	Y		
User Def. Date1	Date	10	N	Y	Format is MM/DD/YYYY	
User Def. Date 2	Date	10	N	Y	Format is MM/DD/YYYY	
User Def. Date 3	Date	10	N	Y	Format is MM/DD/YYYY	
User Def. Date 4	Date	10	N	Y	Format is MM/DD/YYYY	
User Def. Amount 1	Numeric	11	N	Y		
User Def. Amount 2	Numeric	11	N	Y		
User Def. Amount 3	Numeric	11	N	Y		
User Def. Amount 4	Numeric	11	N	Y		
RETAINER JOB NUMBER	Alpha Upper Case	15	N	Y	Must already exist in 1Staff	
PO Number	Alpha	17	N	Y		
PAYMENT TERMS	Alpha	20	N	Y	Must already exist in GP	
CURRENCY ID	Alpha	15	N	N	Must already exist in GP and the company	

					must access to the currency.	
VENDORID	Alpha	15	N	Y	Vendor ID must already exist in GP and the company must access to the currency.	
STATE	Alpha	20	N	Y		
PROJECTID	Alpha	15	N	Y	Project ID must already exist in GP and the company must access to the currency.	
ACCOUNT_MANAGER	Alpha	15	N	Y	Consultant ID must already exist in GP and the company must access to the currency.	
COST	Numeric	19	N	Y	The cost of the placement. May be posted to Payables Management if configured to in 1Staff back Office.	
UD TEXT	Alpha	500	N	Y	Direct Hire User Defined Text value	
ADDEMAILADDR	Alpha	255	N	Y	Additional Invoice Email Address	
<CONSULTANT> NODE						
JOB NUMBER	Alpha Upper Case	17	Y	N		
CONSULTANT ID	Alpha Upper Case	15	Y	Y		
Consultant Type	Numeric	1	Y	Y	Types of placements: 1 = Direct Hire, 2 = Temporary, 3 = Direct Hire and Temp	
Consultant Last Name	Alpha	20	Y	Y		
OFFICE	Alpha Upper Case	15	Y	Y	Must exist in 1Staff	
SBU	Alpha Upper Case	4	Y	Y	Must exist in 1Staff	
Split %	Numeric	5	Y	Y	>= 0, <= 100	
MAIN	Numeric	1	N	Y	Defines main consultant for the placement: 1= Yes, 0= No	
< PermReportDetail > NODE						
JOB NUMBER	Alpha Upper Case	17	Y	N		
CustomerID	Alpha Upper Case	15	Y	N	Must exist in 1Staff	

CONSULTANT ID	Alpha Upper Case	15	Y	Y	Must exist in 1Staff	
OFFICE	Alpha Upper Case	15	Y	Y	Must exist in 1Staff	
SBU	Alpha Upper Case	4	Y	Y	Must exist in 1Staff	
StartDate	Date		Y	N		
EndDate	Date		N	Y		
Split %	Numeric	5	N	N	>= 0, <= 100	
TempRDUSD1	Alpha	30	N	N		
TempRDUSD2	Alpha	30	N	N		
TempRDUSD3	Alpha	30	N	N		
TempRDUSD4	Alpha	30	N	N		
RDUserDefDT1	date		N	N		
RDUserDefDT2	date		N	N		
RDUserDefAmt1	Numeric	19,5	N	N		
RDUserDefAmt2	Numeric	19,5	N	N		
RDUserDefAmt3	Numeric	19,5	N	N		
RDUserDefAmt4	Numeric	19,5	N	N		

Note:

There are five valid xml formats for the Direct Hires.

- The first format is 44 fields and ends with PO Number.
- The second format is 46 fields and ends with Currency ID.
- The third format is 51 fields and ends with Cost.
- The fourth format is 52 fields and ends with UD Text.
- The fifth format is 53 fields and ends with Additional Email Address.

1. If the position id cannot be found the position id and description will be used to create a new position id.
2. If the consultant id cannot be found the consultant id, consultant type, consultant's last name, office, and SBU will be used to create a new consultant id (the fields associated with the consultant must be included in the consultant nodes even if the consultant ID already exists).

Prerequisites

The following are prerequisites prior to importing, and form part of the validation of the records:

- Customer Number must already exist in Receivables Management in Microsoft Dynamics™ GP.
- Address ID must already exist for the Customers in Receivables Management in Microsoft Dynamics™ GP.
- There is a no limit on the number of consultants per placement but the total percent within the same file must equal 100%. Only one consultant per placement can be marked as Main.
- Job Type must already exist in 1Staff.
- Office ID's must already exist in 1Staff.
- SBU ID's must already exist in 1Staff.
- Account Set ID must already exist in 1Staff.
- Invoice Format ID must already exist in 1Staff.
- Currency ID must already exist in GP and the company must have access to it.
- Retainer job number must already exist in 1Staff.

Business Rules

1. The file must have all of the above fields, and they must be in the order listed.
2. If the job has already been posted in 1Staff then no update will be allowed. If an update is needed the job must be reversed in 1Staff and then updated.
3. If a change is made to the job in the front office solution then all information for the job must be exported.
4. The import process will validate values in the import file prior to attempting to import the records.
5. The date fields must all be valid dates.

ALL ELEMENTS WITHIN ANY NODE USED ARE REQUIRED IN THE XML FILE
For those fields not being exported a blank value must be included in the file.

```
<PERMPLACEMENT xmlns="http://tempuri.org/temp_placement.xsd">
  <Perm >
    <JobNumber></JobNumber>
    <JobType></JobType>
    <Description></Description>
    <DocumentDate></DocumentDate>
    <Customer></Customer>
    <Contact></Contact>
    <AddressID></AddressID>
    <FormatID></FormatID>
    <AccountSet></AccountSet>
    <LastName></LastName>
    <FirstName></FirstName>
    <StartDate></StartDate>
    <PositionID></PositionID>
    <PositionDesc></PositionDesc>
    <Base></Base>
    <Package></Package>
    <FeePercent></FeePercent>
    <DiscPercent></DiscPercent>
    <TotalFee></TotalFee>
    <TaxSched></TaxSched>
    <UD1></UD1>
    <UD2></UD2>
    <UD3></UD3>
    <UD4></UD4>
    <UD5></UD5>
    <UD6></UD6>
    <UD7></UD7>
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    <UDAMT1></UDAMT1>
    <UDAMT2></UDAMT2>
    <UDAMT3></UDAMT3>
    <UDAMT4></UDAMT4>
    <Retainer></Retainer>
    <PONumber></PONumber>
    <PaymentTerms><PaymentTerms>
    <CurrencyID></CurrencyID>
    <VENDORID ></ VENDORID>
    <STATE></STATE>
    <ProjectID></ ProjectID>
    <AccountManager></ AccountManager>
```

```
<Cost></Cost>
<UDText></UDText>
<AddlEmailAddr></ AddlEmailAddr >
</Perm >
<Consultant>
  <JobNumber></JobNumber>
  <ConsultantID></ConsultantID>
  <ConsultantType></ConsultantType>
  <ConsultantLastName></ConsultantLastName>
  <Office></Office>
  <SBU></SBU>
  <Split></Split>
  <Main></Main>
</Consultant>
<PermReportDetail>
  <JobNumber></JobNumber>
  <CustomerID></CustomerID>
  <ConsultantID></ConsultantID>
  <Office></Office>
  <SBU></SBU>
  <StartDate></StartDate>
  <EndDate></EndDate>
  <SplitPercent></SplitPercent>
  <TempRDUSD1></TempRDUSD1>
  <TempRDUSD2></TempRDUSD2>
  <TempRDUSD3></TempRDUSD3>
  <TempRDUSD4></TempRDUSD4>
  <RDUserDefDT1></RDUserDefDT1>
  <RDUserDefDT2></RDUserDefDT2>
  <RDUserDefAmt1></RDUserDefAmt1>
  <RDUserDefAmt2></RDUserDefAmt2>
  <RDUserDefAmt3></RDUserDefAmt3>
  <RDUserDefAmt4></RDUserDefAmt4>
</PermReportDetail>
</PERMPLACEMENT>
```

UPR Employee Master

Employee master details will be exported from the source system to an xml file. This file utilizes a real-time, seamless integration process so no intervention is needed. The owner of the source system will ensure that the export file matches the file format found in the table below. Each Microsoft Dynamics™ GP company database will have a separate folder into which the export file is sent.

The workflow is as follows:

1. The details in the source system are exported in the required file format and saved to network folder.
2. The 1Staff Import service will monitor that folder and complete the import process once a file is detected.
3. If the 1Staff Import service is not turned on the files should be named in such a way so that they queue up in order (i.e. time and date stamp in file name).
4. If the 1Staff Import service is restarted it will process any files found in order file name.
5. The import routine validates each record in the file.
6. If a change is made to the record the entire record will be exported in the file.
7. Any records in the import file that do not pass validation are rejected to a reject file, which is a text file. This file will be located in the same folder as the original file was.
8. Blank fields will overwrite the value in the placement file with a blank if the field is updatable (Update = Y in the below table.)

Fields

The XML file will contain the following fields in the format shown following the table. **For those fields not being exported an empty value must be included in the file.**

Field Name	Data Type	Max. Length	Req.	Update Y/ N	Comments	Front office field and comments
EMPLOYEE ID	Alpha UC	15	Y	N	Must be unique	
Inactive	Int	2	N	Y	0 = Active, 1 = Inactive	
Last Name	Alpha	20	Y	Y		
First Name	Alpha	15	Y	Y		
Middle	Alpha	15	N	Y		
Address Code	Alpha	15	N	Y		
Social Security Number	Alpha	15	Y	Y	Format is XXXXXXXXXX	
Hire Date	Date	10	N	Y	Format is MM/DD/YYYY	
Adjusted Hire Date	Date	10	N	Y	Format is MM/DD/YYYY	
Last Day of Work	Date	10	N	Y	Format is MM/DD/YYYY	
Date Inactivated	Date	10	N	Y	Format is MM/DD/YYYY	
Reason	Alpha	30	N	Y		
SUTA State	Alpha	2	N	Y	Will default from Class ID if left blank on the initial import.	
Workers Comp	Alpha	6	N	Y	Will default from Class ID if left blank on the initial import.	
Employment Type	Int	1	Y	Y	1 = Full Time Regular, 2 = Full Time Temp, 3 = Part Time Regular, 4 = Part Time Temp, 5 = Intern, 6 = Other	
Class ID	Alpha	15	N	Y	Must exist in GP. Will not roll down associated settings after initial import.	
Department	Alpha	6	Y	Y	Will default from Class ID if left blank on the initial import.	
Position	Alpha	6	Y	Y	Will default from Class ID if left blank on the initial import.	
Birth Date	Date	10	N	Y	Format is MM/DD/YYYY	
Nickname	Alpha	20	N	Y		
Gender	Int	1	Y	Y	1 = Male, 2 = Female, 3 = N/A	
Ethnic Origin	Int	1	Y	Y	1 = White, 2 = American Indian or Alaskan Native 3 = Black or African American, 4 = Asian, 5 =	

					Hispanic or Latino, 6 = Two or more races Other, 7 = N/A, 8 = Native Hawaiian or Pacific Islander	
User Defined 1	Alpha	20	N	Y		
User Defined 2	Alpha	20	N	Y		
Marital Status	Int	1	Y	Y	1 = Married, 2 = Single, 3 = N/A	
Spouse Name	Alpha	15	N	Y		
Spouse SSN	Alpha	15	N	Y		
Minimum Net Pay	Currency	14	Y	Y	Need any number (0 is fine)	
Hours Worked per Year	Int	4	Y	Y	Default is 2080	
Last Review Date	Date	10	N	Y	This is not viewable in GP v.10 window but is in table.	
Location	Alpha	15	N	Y	Location ID must exists in GP	
Supervisor	Alpha	15	N	Y		
Alternate Name	Alpha	20	N	Y		
FACILITY ID	Alpha	15	N	Y	Only used if integrating with Binary Stream Multi-Entity management	
<ADDRESS MASTER> NODE					Optional Node	
EMPLOYEE ID	Alpha	15	Y	N		
Address ID	Alpha	15	Y	N		
Address 1	Alpha	60	N	Y		
Address 2	Alpha	60	N	Y		
Address 3	Alpha	60	N	Y		
City	Alpha	35	N	Y		
State	Alpha	29	N	Y		
Zip Code	Alpha	10	N	Y		
County	Alpha	20	N	Y		
Country	Alpha	20	N	Y		
Phone 1	Alpha	14	N	Y	No dashes (7012352363)	
Phone 2	Alpha	14	N	Y	No dashes (7012352363)	
Phone 3	Alpha	14	N	Y	No dashes (7012352363)	
Fax	Alpha	14	N	Y	No dashes (7012352363)	
Foreign Address	Int	1	N	Y	0 = No, 1 = Yes Don't see this in 10,0	
Foreign State	Alpha	23	N	Y	Don't see this in 10,0	
Foreign Postal Code	Alpha	15	N	Y	Don't see this in 10,0	
Code	Alpha	6	N	Y	Don't see this in 10,0	

Email	Alpha	200	N	Y		
Email1	Alpha	200	N	Y	SY01200.EmailToAddress	
Email2	Alpha	200	N	Y	SY01200.EmailCcAddress	
Email3	Alpha	200	N	Y	SY01200.EmailBccAddress	
<FEDERAL TAX> NODE					Optional Node	
EMPLOYEE ID	Alpha	15	Y	N		
Federal Filing Status	Alpha	6		Y	MAR, SINGLE, EXEMPT,NRA	
EIC Filing Status	Alpha	6			NOT EL, MAR, SINGLE	
Number of Exemptions – Fed	Alpha	2		Y		
Additional Withholding – Fed	Currency	14	Y	Y	0 = Empty	
Estimated Withholding – Fed	Currency	14	Y	Y	0 = Empty	
W-2 Check Box – Statutory Emp	Int	1		Y	0 = No, 1 = Yes	
W-2 Check Box – Deceased	Int	1		Y	0 = No, 1 = Yes	
W-2 Check Box – Pension Plan	Int	1		Y	0 = No, 1 = Yes	
W-2 Check Box – Legal Rep	Int	1		Y	0 = No, 1 = Yes	
W-2 Check Box – Deferred Comp	Int	1		Y	0 = No, 1 = Yes	
Exempt from Federal	Int	1		Y	0 = No, 1 = Yes	
Medicare Qualified Gov't Employee	Int	1		Y	0 = No, 1 = Yes	
Withholding NY State Tax Difference	Int	1		Y	0 = No, 1 = Yes	
State Code	Alpha	2		Y		
W-2 Check Box for 942 Employee	Int	1		Y	0 = No, 1 = Yes	

Local Tax	Alpha	6		Y		
<STATE TAX> NODE					Optional Node	
EMPLOYEE ID	Alpha	15	Y	N		
State	Alpha	2	Y	N		
Filing Status	Alpha	6		Y	Filing status varies depending on state selected.	
Number of Dependents	Alpha	2		Y		
Additional Allowances	Int	2		Y		
Additional State Withholding	Currency	14	Y	Y	0 = Empty	
Estimated State Withholding	Currency	14	Y	Y	0 = Empty	
Estimated Deduction Allowances	Int	5		Y		
Special Exemption Amount	Currency	14	Y	Y	0 = Empty	
Personal Exemptions Check Box – Self	Int	1		Y	0 = No, 1 = Yes	
Personal Exemptions Check Box – Spouse	Int	1		Y	0 = No, 1 = Yes	
Personal Exemptions Check Box – Blind	Int	1		Y	0 = No, 1 = Yes	
Personal Exemptions Check Box – Blind Spouse	Int	1		Y	0 = No, 1 = Yes	
Personal Exemptions Check Box – Over 65	Int	1		Y	0 = No, 1 = Yes	
Personal	Alpha	2		Y		

Exemptions Check Box – Spouse Over 65						
Personal Exemptions Check Box – Special Allowance	Int	1		Y	0 = No, 1 = Yes	
Personl Exemptions	Int	5		Y		
Inactive	Int	1		Y	1 = Active	
<LOCAL TAX> NODE					Optional Node	
EMPLOYEE ID	Alpha	15	Y	N		
Local Code	Alpha	6	Y	Y		
Automatically Calculate	Int	1		Y	0 = No, 1 = Yes	
Number of Exemptions	Alpha	2		Y		
Filing Status	Alpha	6		Y	Filing status varies depending on Local code selected	
Additional Withholding	Currency	14	Y	Y	0 = Empty	
Inactive	Int	1		Y	1 = Active	
<DIRECTDEPOSIT> NODE					Optional Node	
EMPLOYEE ID	Alpha	15	Y	N		
Inactive	Int				0 = false, 1 = true for the header	If there is more than one DD node then if any of the Inactive elements is 0, the header inactive flag will be set to 0.
DDRemainder	Int					
Index1	int					
InactiveLine	int				0 = false, 1 = true	
Prenote	int					
PrenoteCount	int					
DDPercent	int					
DDAmount	Numeric	19,5				

AcctNumber	Char	17				
BankNumber	Char	9				
CheckSavings	Char	3			22,23,32,33	

Note:

There are two valid xml formats for the Employee.

- The first format is 33 fields and ends with Alternate Name.
- The second format is 34 fields and ends with Facility ID.

There are three valid xml formats for the Employee Address.

- The first format is 18 fields and ends with Code.
- The second format is 19 fields and ends with Email Address.
- The third format is 22 fields and ends with Email3.

Prerequisites

The following are prerequisites prior to importing, and form part of the validation of the records:

- Class ID must exist
- Employment Type must be 1,2,3,4,5,6
- Gender must be 1,2,3,
- Ethnic Origin must be 1,2,3,4,5,6,7,8
- The Department, Position, Location and Supervisor must exist
- The SUTA state and Workers Comp codes must exist

Business Rules

1. The file must have all of the above fields, and they must be in the order listed. Required fields must not be left blank.
2. If a change is made to the data in the front office solution then all information for the employee must be exported.
3. The import process will validate values in the import file prior to attempting to import the records.
4. The date fields must all be valid dates.
5. The employee information record should include all fields that are to be populated on the employee master along with information to populate the additional information and federal tax windows.
6. No validation is done on the SSN.

ALL ELEMENTS WITHIN ANY NODE USED ARE REQUIRED IN THE XML FILE
For those fields not being exported an empty value must be included in the file.

```
<UPR_EMPLOYEE>
  <EMPLOYEE>
    <EMPLOYEEID></EMPLOYEEID>
    <INACTIVE></INACTIVE>
    <LASTNAME></LASTNAME>
    <FIRSTNAME></FIRSTNAME>
    <MIDNAME></MIDNAME>
    <ADRSCODE></ADRSCODE>
    <SOCSCNUM></SOCSCNUM>
    <STARTDATE></STARTDATE>
    <ADJSTARTDATE></ADJSTARTDATE>
    <LASTDAYWORKED></LASTDAYWORKED>
    <DEMPINAC></DEMPINAC>
    <REASONINACT></REASONINACT>
    <SUTASTATE></SUTASTATE>
    <WORKERSCOMP></WORKERSCOMP>
    <EMPLOYMENTTYPE></EMPLOYMENTTYPE>
    <EMPLCLASS></EMPLCLASS>
    <DEPARTMENT></DEPARTMENT>
    <POSITION></POSITION>
    <BIRTHDATE></BIRTHDATE>
    <NICKNAME></NICKNAME>
    <GENDER></GENDER>
    <ETHNICORIGIN></ETHNICORIGIN>
    <USERDEF1></USERDEF1>
    <USERDEF2></USERDEF2>
    <MARITALSTATUS></MARITALSTATUS>
    <SPOUSE></SPOUSE>
    <SPOUSESSN></SPOUSESSN>
    <MINETPAY></MINETPAY>
    <WORKHRSPERYEAR></WORKHRSPERYEAR>
    <DATEOFLASTREVIEW></DATEOFLASTREVIEW>
    <LOCATNID></LOCATNID>
    <SUPERVISORCODE></SUPERVISORCODE>
    <ALTERNATENAME></ALTERNATENAME>
    <FACILITYID></FACILITYID>
  </EMPLOYEE>
  <EMPADDRESS>
    <EMPLOYEEID></EMPLOYEEID>
    <ADRSCODE></ADRSCODE>
    <ADDRESS1></ADDRESS1>
    <ADDRESS2></ADDRESS2>
    <ADDRESS3></ADDRESS3>
    <CITY></CITY>
    <STATE></STATE>
    <ZIPCODE></ZIPCODE>
    <COUNTY></COUNTY>
    <COUNTRY></COUNTRY>
    <PHONE1></PHONE1>
    <PHONE2></PHONE2>
    <PHONE3></PHONE3>
    <FAX></FAX>
```

```
<Foreign_Address></Foreign_Address>
<Foreign_StateProvince></Foreign_StateProvince>
<Foreign_Postal_Code></Foreign_Postal_Code>
<CCode></CCode>
<Email></Email>
<Email1></Email1>
<Email2></Email2>
<Email3></Email3>
</EMPADDRESS>
<TaxInfo>
  <EMPLOYEEID></EMPLOYEEID>
  <FEDFILINGSTATUS></FEDFILINGSTATUS>
  <EICFILINGSTATUS></EICFILINGSTATUS>
  <EXFROMFEDERAL></EXFROMFEDERAL>
  <ADFDWHDG></ADFDWHDG>
  <ESTFEDERALWH></ESTFEDERALWH>
  <W2BFSTEM></W2BFSTEM>
  <W2BFDCSD></W2BFDCSD>
  <W2BFPPLN></W2BFPPLN>
  <W2BFLREP></W2BFLREP>
  <W2BFDCMP></W2BFDCMP>
  <EXMFRFED></EXMFRFED>
  <MCRQGEMP></MCRQGEMP>
  <NYTXDiff></NYTXDiff>
  <STATECODE></STATECODE>
  <W2BF942E></W2BF942E>
  <LOCALTAX></LOCALTAX>
</TaxInfo>
<StateTax>
  <EMPLOYEEID></EMPLOYEEID>
  <STATECODE></STATECODE>
  <TAXFILINGSTATUS></TAXFILINGSTATUS>
  <DEPENDANTS></DEPENDANTS>
  <ADDALLOW></ADDALLOW>
  <ADDSTATEWITHHOLD></ADDSTATEWITHHOLD>
  <ESTSTATEWITHHOLD></ESTSTATEWITHHOLD>
  <ESTDEDALLOWANCE></ESTDEDALLOWANCE>
  <EXTAMOUNT></EXTAMOUNT>
  <EXFORSELF></EXFORSELF>
  <EXFORSPOUSE></EXFORSPOUSE>
  <EXFORBLIND></EXFORBLIND>
  <EXFORBLINDSPOUSE></EXFORBLINDSPOUSE>
  <EXFOROVER65></EXFOROVER65>
  <EXFORSPOUSEOVER65></EXFORSPOUSEOVER65>
  <PERSONALEX></PERSONALEX>
  <INACTIVE></INACTIVE>
</StateTax>
<LocalTax>
  <EMPLOYEEID></EMPLOYEEID>
  <LOCALTAX></LOCALTAX>
  <AUTOLOCALTAX></AUTOLOCALTAX>
  <NUMBEROFEXM></NUMBEROFEXM>
  <LOCALFILINGSTATUS></LOCALFILINGSTATUS>
  <ADDLLOCALWITHHOLDING></ADDLLOCALWITHHOLDING>
  <INACTIVE></INACTIVE>
```

```
</LocalTax>
<DirectDeposit>
  <EmployeeID></EmployeeID>
  <Inactive></Inactive>
  <DDRRemainder></DDRRemainder >
  <Index1></Index1>
  <InactiveLine></InactiveLine>
  <Prenote></Prenote>
  <PrenoteCount></PrenoteCount>
  <DDPercent></DDPercent>
  <DDAmount></DDAmount>
  <AcctNumber></AcctNumber>
  <BankNumber></BankNumber>
  <CheckSavings></CheckSavings>
</DirectDeposit>
</UPR_EMPLOYEE>
```

Canadian Payroll Employee Master Data

Employee payroll will be exported from the source system to an xml file. This file utilizes a real-time, seamless integration process so no intervention is needed. The owner of the source system will ensure that the export file matches the file format found in the table below.

The workflow is as follows:

1. The details in the source system are exported in the required file format and saved to network folder.
2. The 1Staff Import service will monitor that folder and complete the import process once a file is detected.
3. If the 1Staff Import service is not turned on the files should be named in such a way so that they queue up in order (i.e. time and date stamp in file name).
4. If the 1Staff Import service is restarted it will process any files found in order file name.
5. The import routine validates each record in the file.
6. If a change is made to the record the entire record will be exported in the file.
7. Any records in the import file that do not pass validation are rejected to a reject file, which is a text file. This file will be located in the same folder as the original file was.
8. Blank fields will overwrite the value in the placement file with a blank if the field is updatable (Update = Y in the below table.)

The front office solution will be the source system so all changes will need to be made there. Any changes made in the back office will be overwritten if the data is imported with different values.

Fields

The XML file will contain the following fields in the format shown following the table. **For those fields not being exported an empty value must be included in the file.**

Field Name	Data Type	Max. Length	Req.	Update Yes or No	Comments	Front office field and comments
Employee ID	String	15	Y	N		
Class ID	String	15	N	Y	Must exist in GP. Will not roll down associated settings after initial import.	
Inactive	Boolean	2	N	Y	1 = Active	
Last Name	String	20	Y	N		
Employer Number	String	10	Y	Y	Must exist in GP	
First Name	String	15	Y	N		
Middle	String	15	N	N		
SIN	Integer	9	Y	Y		
Employment Type	Integer	2	Y	Y	1 = Full Time Regular, 2 = Full Time Temp, 3 = Part Time Regular, 4 = Part Time Temp, 5 = Intern, 6 = Other	
Contractor	Boolean	2	N	Y	1 = Contractor	
Department	String	6	Y	Y	Must exist in GP	
Position	String	6	N	N	Must exist in GP	
Taxable Province	String	2	Y	Y	Must exist in GP	
Default WCB Code	String	6	N	Y	Must exist in GP	
Payment Method	Integer	1	Y	Y	, 1= Direct Deposit, 2=Cheque, 3 = Cash	
User Defined 1	String	20	N	Y		
User Defined 2	String	20	N	Y		
Address 1	String	60	N	Y		
Address 2	String	60	N	Y		
City	String	60	N	Y		
Province	String	4	N	Y		
Postal Code	String	10	N	Y		
Country	String	20	N	Y		
Phone	String	14	N	Y		

Start Date	Date		Y	Y	MM/DD/YYYY	
Birth Date	Date		Y	Y	MM/DD/YYYY	
Gender	Integer	1	N	Y	1 = Not Reported, 2 = Male, 3 = Female	
Ethnic Origin	Integer	1	N	Y	1 = Not Reported, 2 = Caucasian, 3 = Native, 4 = Black, 5 = Asian, 6 = Hispanic, 7 = Other	
Cash Account From	Integer	1	Y	Y	0 = Chequebook, 1 = Employee	
Account	Long Integer	14	Y	Y		

There can be multiple instances of these nodes in order to add multiple codes per employee.

Emppaycode node

Field Name	Data Type	Max. Length	Req.	Update Yes or No	Comments	Front office field and comments
Employee ID	String	15	Y	N		
Code	String	6	N	Y	Must exist in GP	
Description	String	30	N	Y		
Start	Date		N	Y	Format MM/DD/YYYY	
End	Date		N	Y	Format MM/DD/YYYY	
Rate	Currency	10	N	Y		
Max	Currency	10	N	Y		

Prerequisites

The following are prerequisites prior to importing, and form part of the validation of the records:

- duplicateDepartment must exist
- Job Title must exist Position?
- Taxable Province must exist
- Class ID must exist
- Income Code must exist
- Default WCB Code must exist
- Employer Number must exist
- EmploymentType must be 1,2,3,4,5,6
- PaymentMethod must be 1,2,3
- Gender must be 1,2,3
- EthnicOrigin must be 1,2,3,4,5,6,7

Defaults from Class

Default from class if empty in the import file

- Department
- Position
- Default WBC Code
- Employer Number
- Payment Method
- Pay From

ALL ELEMENTS WITHIN ANY NODE USED ARE REQUIRED IN THE XML FILE
For those fields not being exported an empty value must be included in the file.

```

<CPYEMPLOYEE>
  <EMPMSTR>
    <EmployeeID> </EmployeeID>
    <EmployeeClass> </EmployeeClass>
    <Inactive> </Inactive>
    <LastName> </LastName>
    <EmployerNumber> </EmployerNumber>
    <FirstName> </FirstName>
    <MiddleName> <MiddleName>
    <SocialInsuranceNumber> </SocialInsuranceNumber>
    <EmploymentType> </EmploymentType>
    <Contractor> </Contractor>
    <Department> </Department>
    <Position> </Position>
    <TaxableProvince> </TaxableProvince>
    <DefaultWCBCCode> </DefaultWCBCCode>
    <PaymentMethod> </PaymentMethod>
    <UserDefined1> </UserDefined1>
    <UserDefined2> </UserDefined2>
    <Address1> </Address1>
    <Address2> </Address2>
    <City> </City>
    <Province> </Province>
    <PostalCode> </PostalCode>
    <Country> </Country>
    <Phone> </Phone>
    <StartDate> </StartDate>
    <BirthDate> </BirthDate>
    <Gender> </Gender>
    <EthnicOrigin> </EthnicOrigin>
    <CashAccountFrom> </CashAccountFrom>
    <AccountIndex> </AccountIndex>
  </EMPMSTR>
  <EMPPAYCODE>
    <EmployeeID> </EmployeeID>
    <Code> </Code>
    <Description> </Description>
    <StartDate> </StartDate>
    <EndDate> </EndDate>
    <Rate> </Rate>
    <Maximum> </Maximum>
  </EMPPAYCODE>
</CPYEMPLOYEE>

```

Vendor Master

Vendor master details will be exported from the source system into an xml file. The import service utilizes a real-time, seamless integration process so no intervention is needed unless errors occur. The owner of the source system will ensure that the export file matches the file format found in the Input section of this document.

The Vendor ID field uniquely identifies each vendor in Dynamics GP. For each vendor record there can be any number of address records, each identified by an Address ID field. If a change is made to the vendor data in the front office, the entire record is exported.

The workflow is as follows:

1. The details in the source system are exported in the required file format and to the appropriate network folder.
2. The 1Staff Import service will monitor the folders and complete the import process once a file is detected.
3. If the 1Staff Import service is not turned on, the files should be named in such a way so that they queue up in order (i.e. time and date stamp in file name).
4. If the 1Staff Import service is restarted it will process any files found in order file name.
5. The import routine validates each record in the file and creates a new Vendor record in Dynamics GP, unless the Vendor already exists and then it would update the record.
6. If a change is made to the record the entire record will be exported to the folders.
7. Any records in the import file that do not pass validation are rejected to a reject file, which is a text file that can be opened and viewed.
8. The front office solution will be the source system so all changes will need to be made there. Any changes made in the back office will be overwritten if the data is imported with different values.

Fields

The XML file will contain the following fields in the format shown following the table. **For those fields not being exported an empty value must be included in the file.**

Field	Data Type	Max Length	Req	Update Yes or No	Comments	Front Office field and comments
VENDOR ID	Alpha Upper Case	15	Y	N		
Hold	Boolean	1	Y	Y	0 = Not on Hold, 1 = On Hold	
Status	Boolean	1	Y	Y	1 = Active, 2 = Inactive, 3 = Temporary	
Name	Alpha	64	Y	Y		
CLASS ID	Alpha Upper Case	10	N	Y	Must exist in GP. Will not roll down associated settings after initial import.	
Short Name	Alpha	15	N	Y		
Check Name	Alpha	64	N	Y		
UPS Zone	Alpha	3	N	Y		
Shipping Method	Alpha	15	N	Y	Must exist in GP	
Tax Schedule ID	Alpha Upper case	15	N	Y	Must exist in GP	
ADDRESS ID – PURCHASE	Alpha Upper case	15	N	Y	Must exist in GP	
ADDRESS ID – REMIT TO	Alpha Upper case	15	N	Y	Must exist in GP	
ADDRESS ID – SHIP FROM	Alpha Upper case	15	N	Y	Must exist in GP	

Field	Data Type	Max Length	Req	Update Yes or No	Comments	Front Office field and comments
ADDRESS ID – 1099	Alpha Upper case	15	N	Y	Must exist in GP	
<ADDRESS NODE>					Required Node	
VENDOR ID	Alpha Upper case	15	Y	N	Must exist in GP	
ADDRESS ID	Alpha Upper case	15	Y	N		
Contact	Alpha	60	N	Y		
Address 1	Alpha	60	N	Y		
Address 2	Alpha	60	N	Y		
Address 3	Alpha	60	N	Y		
City	Alpha	35	N	Y		
STATE	Alpha Upper case	29	N	Y		
Zip	Alpha	10	N	Y		
COUNTRY	Alpha Upper case	20	N	Y		
Phone 1	Alpha	14	N	Y	No dashes (7012352363)	
Phone 2	Alpha	14	N	Y	No dashes (7012352363)	
Phone 3	Alpha	14	N	Y	No dashes (7012352363)	
Fax	Alpha	14	N	Y	No dashes (7012352363)	
Email Address	Alpha	200	N	Y		
Email1	Alpha	200	N	Y	SY01200.EmailToAddress	
Email2	Alpha	200	N	Y	SY01200.EmailCcAddress	
Email3	Alpha	200	N	Y	SY01200.EmailBccAddress	
<VendorAddl>					Optional Node	
Vendor ID	Alpha Upper case	15	Y	N		

Field	Data Type	Max Length	Req	Update Yes or No	Comments	Front Office field and comments
Vendor Account	Alpha/Numeric	20	N	Y	Must exist in GP	
Comment 1	Alpha	30	N	Y		
Comment 2	Alpha	30	N	Y		
USD 1	Alpha	20	N	Y	Under options node	
USD 2	Alpha	20	N	Y	Under options node	
CURRENCY ID	Alpha Upper case	15	N	Y	Currency ID must exist in GP and the company must have access to the currency.	
PAYMENT TERMS	Alpha Upper case	20	N	Y	Payment Terms must exist in GP	
Tax ID	Alpha/Numeric	11	N	Y		
Tax Type	Integer	1	N	Y	1= Not 1099 2 Dividend 3= Interest 4 = Misc	

There are two valid xml formats for the Vendor Node.

- The first format is 13 fields and ends with Ship From Address ID.
- The second format is 14 fields and ends with 1099 Address ID.

There are two valid xml formats for the Vendor Address.

- The first format is 15 fields and ends with Email Address.
- The second format is 18 fields and ends with Email3.

Prerequisites

The following are prerequisites prior to importing, and form part of the validation of the records:
(If a value is passed in for these fields)

1. The Class ID must already exist in Microsoft Dynamics™ GP.
2. The Tax Schedule ID must exist.
3. The Currency ID must exist and the company must have access to it.
4. The Payment Terms must exist.
5. The Vendor Account must exist.

Business Rules

1. The file must have all nodes.
2. The import process will validate values in the import file prior to attempting to import the records.
3. If a change is made to the vendor in the front office solution then all the information for all the fields found in the record must be exported. The XML Import service will clear all entries and recreate with import data.
4. The Class ID must be used to populate fields noted as 'Default from Class ID'. However, if the import file contains data in those fields, the information from the import file will overwrite the default.

ALL ELEMENTS WITHIN ANY NODE USED ARE REQUIRED IN THE XML FILE

For those fields not being exported an empty value must be included in the file.

```
<PAMVendor xmlns="http://tempuri.org/PAMVendor.xsd">
  <VENDOR>
    <VendorID></VendorID>
    <Hold></Hold>
    <Status></Status>
    <Name></Name>
    <ClassID></ClassID>
    <ShortName></ShortName>
    <CheckName></CheckName>
    <UPS></UPS>
    <ShippingMethod></ShippingMethod>
    <TaxSchedID></TaxSchedID>
    <Purchase></Purchase>
    <RemitTo></RemitTo>
    <ShipFrom></ShipFrom>
    <Ten99AID></Ten99AID>
  </VENDOR>
  <Address>
    <VendorID></VendorID>
    <AddressID></AddressID>
    <AddressContact></AddressContact>
    <AddressLine1></AddressLine1>
    <AddressLine2></AddressLine2>
    <AddressLine3></AddressLine3>
    <City></City>
    <State></State>
    <Zip></Zip>
```



```
<Country></Country>
<Phone1></Phone1>
<Phone2></Phone2>
<Phone3></Phone3>
<Fax></Fax>
<EmailAddress></EmailAddress>
<Email1></Email1>
<Email2></Email2>
<Email3></Email3>
</Address>
<VendorAddl>
  <VendorID></VendorID>
  <VendorAcct></VendorAcct>
  <Comment1></Comment1>
  <Comment2></Comment2>
  <USD1></USD1>
  <USD2></USD2>
  <CurrencyID></CurrencyID>
  <PaymentTerms></PaymentTerms>
  <TaxID></TaxID>
  <TaxType></TaxType>
</VendorAddl>
</PAMVendor>
```

Advanced Purchase Orders

Vendor Advanced Purchase Order details will be exported from the source system into an xml file. The import service utilizes a real-time, seamless integration process so no intervention is needed unless errors occur. The owner of the source system will ensure that the export file matches the file format found in the Input section of this document.

The Customer ID and Purchase Order Number fields uniquely identify each Purchase order in 1Staff Back Office. For each purchase order record there can be any number of purchase order line records, each identified by an Line number field. If a change is made to the purchase order data in the front office, the entire record is exported.

The workflow is as follows:

- The details in the source system are exported in the required file format and to the appropriate network folder.
- The 1Staff Import service will monitor the folders and complete the import process once a file is detected.
- If the 1Staff Import service is not turned on, the files should be named in such a way so that they queue up in order (i.e. time and date stamp in file name).
- If the 1Staff Import service is restarted it will process any files found in order file name.
- The import routine validates each record in the file and creates a new Purchase Order record in 1SBO, unless the Purchase Order already exists and then it would update the record and its details.
- If a change is made to the record the entire record will be exported to the folders.
- Any records in the import file that do not pass validation are rejected to a reject file, which is a text file that can be opened and viewed.
- The front office solution will be the source system so all changes will need to be made there. Any changes made in the back office will be overwritten if the data is imported with different values.

Fields

The XML file will contain the following fields in the format shown following the table. **For those fields not being exported an empty value must be included in the file.**

Field	Data Type	Max Length	Req	Update Yes or No	Comments	Front Office field and comments
<PURCHORDER>					Optional Node	
PO_Type_ID	Alpha Upper Case	15	Y	Y	Must exist in 1SBO	
PAM_PO_Number	Alpha Upper Case	20	Y	N	Purchase Order Number (PK)	
CUSTNMBR	Alpha Upper Case	15	Y	N	Customer Number (PK)	
PODOLLAR	Numeric	19,5	N	Y	Dollar Limit of the PO	
Effective_Date	date	10	Y	Y	Effective Date of the PO.	
Expiry_Date	date	10	Y	Y	Expiration Date of the PO.	
POHOURS	Numeric	19,5	N	Y	Hours Limit of the PO.	
PAM_PO_Status	Tinyint	1	N	Y	DEFAULT TO 0	
POHOLD	Tinyint	1	N	Y	PO Hold 0=No 1=Yes	
POVERIFY	Tinyint	1	N	Y	PO can be validated against PO Verification setup in 1SBO 0=No 1=Yes	
POCONTACT	Alpha Upper case	30	N	Y	Purchase Order contact	
STATUSDATE	Date	10	N	Y	Not Imported – Default '01-01-1900'	
MasterPONumber	Alpha Upper case	20	N	Y	The Purchase Order Master PO number	

Field	Data Type	Ma x Le ngt h	Req	Update Yes or No	Comments	Front Office field and comments
CURNCYID	Alpha Upper case	15	N	N	Currency ID of the PO.Defaults to Functional Currency if 1SBO MC is not registered. Defaults to Customers Currency ID if 1SBO MC is registered	
<PURCHORDERLINE>					Optional Node	
PAM_PO_Number	Alpha Upper Case	20	Y	N	Purchase Order Number (PK)	
CUSTNMBR	Alpha Upper Case	15	Y	N	Customer Number (PK)	
POLINENO	Integer	10	Y	N	Purchase Order Line Number (PK)	
TEMPID	Alpha Upper case	15	Y	Y	Temporary ID Must exist in 1SBO** Other valid values *MULTIPLE* = applies to multiple tempids defined in the PURCHORDERTEMP NODE. *ALL* = applies to ALL tempids	
JOBNUMBR	Alpha Upper case	17	Y	Y	Job number the PO is applied to	
PAYTYPID	Alpha Upper case	10	Y	Y	Pay Type ID Must exist in 1SBO** Other valid values *MULTIPLE* = applies to multiple Pay Type IDs defined in the PURCHORDERPT NODE. *ALL* = applies to ALL Pay Type ID	

Field	Data Type	Max Length	Req	Update Yes or No	Comments	Front Office field and comments
POSITION_ID	Alpha Upper case	15	Y	N	Position ID Must exist in 1SBO** Other valid values *MULTIPLE* = applies to multiple Positions defined in the PURCHORDERPOS NODE. *ALL* = applies to ALL Positions	
POHOURS	Numeric	19, 5	N	Y	Hours Limit of the PO.	
PAM_Bill_Rate	Numeric	19, 5	N	Y	Line Bill Rate	
PODOLLAR	Numeric	19, 5	N	Y	Dollar Limit of the PO	
TIMEID	Alpha Upper case	10	N	Y	Time ID must exists in 1SBO	
PAM_PO_Status	Tinyint	1	N	Y	DEFAULT TO 0	
POHOLD	Tinyint	1	N	Y	PO Line Hold 0=No 1=Yes	
Effective_Date	date	10	Y	Y	Effective Date of the PO Line.	
Expiry_Date	date	10	Y	Y	Expiration Date of the PO Line.	
<PURCHORDERPT>					Optional Node	
PAM_PO_Number	Alpha Upper Case	20	Y	N	Purchase Order Number (PK)	
CUSTNMBR	Alpha Upper Case	15	Y	N	Customer Number (PK)	
POLINENO	Integer	10	Y	N	Purchase Order Line Number (PK)	
PAYTYPID	Alpha Upper case	15	Y	Y	Pay Type ID (PK) Must exist in 1SBO	

Field	Data Type	Max Length	Req	Update Yes or No	Comments	Front Office field and comments
<PURCHORDERTEMP>					Optional Node	
PAM_PO_Number	Alpha Upper Case	20	Y	N	Purchase Order Number (PK)	
CUSTNMBR	Alpha Upper Case	15	Y	N	Customer Number (PK)	
POLINENO	Integer	10	Y	N	Purchase Order Line Number (PK)	
TEMPID	Alpha Upper case	15	Y	Y	Temporary ID (PK) Must exist in 1SBO	
<PURCHORDERPOS>					Optional Node	
PAM_PO_Number	Alpha Upper Case	20	Y	N	Purchase Order Number (PK)	
CUSTNMBR	Alpha Upper Case	15	Y	N	Customer Number (PK)	
POLINENO	Integer	10	Y	N	Purchase Order Line Number (PK)	
POSITION_ID	Alpha Upper case	15	Y	Y	Position ID (PK) Must exist in 1SBO	

Prerequisites

The following are prerequisites prior to importing, and form part of the validation of the records:
(If a value is passed in for these fields)

1. The Job Number must already exist in 1SBO.
2. The Temp IDs must exist.
3. The Position IDs must exist.
4. The Pay Type IDs must exist.
5. The Position IDs must exist.
6. The PO Type ID must exist.

Business Rules

1. The file must have all nodes.
2. The import process will validate values in the import file prior to attempting to import the records.
3. If a change is made to the Purchase Order in the front office solution then all the information for all the fields found in the record must be exported. The XML Import service will clear all entries and recreate with import data for the PurchOrderTemp, PurchOrderPos and PurchOrderPT nodes.

ALL ELEMENTS WITHIN ANY NODE USED ARE REQUIRED IN THE XML FILE

For those fields not being exported an empty value must be included in the file.

```
<ADVPURCHORDER xmlns="http://tempuri.org/ADVPURCHORDER.xsd">
  <PURCHORDER>
    <PO_Type_ID></PO_Type_ID>
    <PAM_PO_Number></PAM_PO_Number>
    <CUSTNMBR></CUSTNMBR>
    <PODOLLAR></PODOLLAR>
    <Effective_Date></Effective_Date>
    <Expiry_Date></Expiry_Date>
    <POHOURS></POHOURS>
    <PAM_PO_Status></PAM_PO_Status>
    <POHOLD></POHOLD>
    <POVERIFY></POVERIFY>
    <POCONTACT></POCONTACT>
    <STATUSDATE></STATUSDATE>
    <MasterPONumber></MasterPONumber>
    <CURRENCYID></CURRENCYID>
  </PURCHORDER>
  <PURCHORDERLINE>
    <PAM_PO_Number></PAM_PO_Number>
    <CUSTNMBR></CUSTNMBR>
    <POLINENO></POLINENO>
    <TEMPID></TEMPID>
    <JOBNUMBR></JOBNUMBR>
    <PAYTYPID></PAYTYPID>
    <POSITION_ID></POSITION_ID>
    <POHOURS></POHOURS>
    <PAM_Bill_Rate></PAM_Bill_Rate>
```

```
<PODOLLAR></PODOLLAR>
<TIMEID></TIMEID>
<PAM_PO_Status></PAM_PO_Status>
<POHOLD></POHOLD>
<Effective_Date></Effective_Date>
<Expiry_Date></Expiry_Date>
</PURCHORDERLINE>
<PURCHORDERMSTR>
  <MasterPONumber></MasterPONumber>
  <CUSTNMBR></CUSTNMBR>
  <PODOLLAR></PODOLLAR>
  <POHOURS></POHOURS>
  <CURNCYID></CURNCYID>
</PURCHORDERMSTR>
<PURCHORDERPOS>
  <PAM_PO_Number></PAM_PO_Number>
  <CUSTNMBR></CUSTNMBR>
  <POLINENO></POLINENO>
  <POSITION_ID></POSITION_ID>
</PURCHORDERPOS>
<PURCHORDERTEMP>
  <PAM_PO_Number></PAM_PO_Number>
  <CUSTNMBR></CUSTNMBR>
  <POLINENO></POLINENO>
  <TEMPID></TEMPID>
</PURCHORDERTEMP>
<PURCHORDERPT>
  <PAM_PO_Number></PAM_PO_Number>
  <CUSTNMBR></CUSTNMBR>
  <POLINENO></POLINENO>
  <PAYTYPID></PAYTYPID>
</PURCHORDERPT>
</ADVPURCHORDER>
```