Payline Import Preparation

These instructions explain how to create the spreadsheet necessary for TSB to import Pay Lines with the Payline Data Import tool.
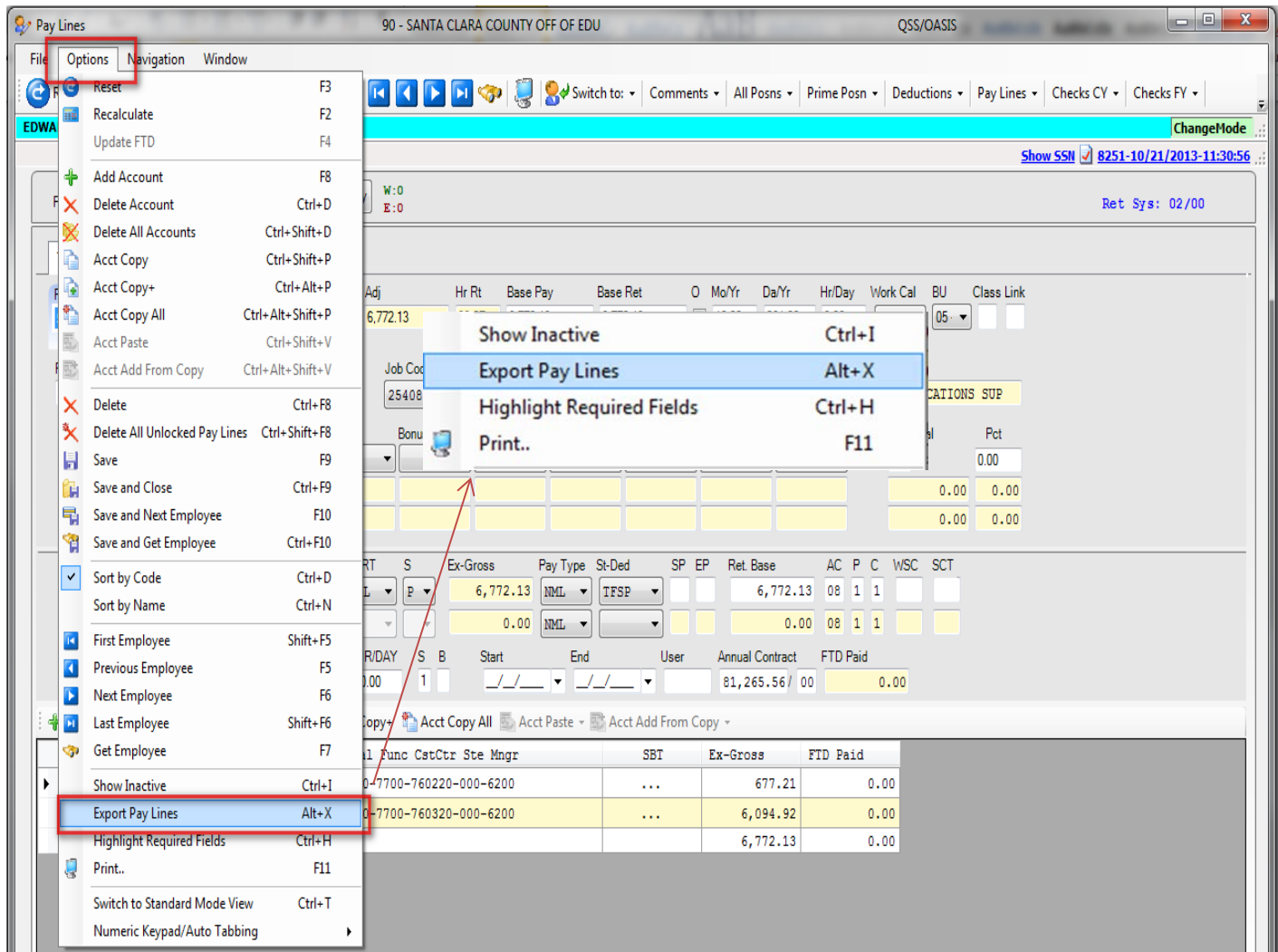
Please note:
- The columns must be in the proper order and correct format as shown below.
- This process only creates NEW pay lines, this will not update or delete existing pay lines.

Creating the spreadsheet.
An easy way to create the Payline Import spreadsheet is to export an existing Payline, then delete the data. To Export a Payline-
- Open a Pay line
- Click on Options
- Choose Export Pay Lines

- Click on Excel icon
- Place check in Include Column Headers
- Click on Continue

- Remove data from spreadsheet and save it as a template.

- You can now populate a copy of the blank template spreadsheet with data to be uploaded as new Pay lines. Save in an easy to find location such as your Desktop.