



Scarlett Payroll

- Production Release -
V1.5.0



Instructions for Bulk Import Queue

Commissions/Invoices

If you're using the **DLC** or **MCC** templates for bulk allocations, please follow the updated steps below:

- 1. Create the receivable as usual.
- 2. Click the **Allocations** icon, then go to **New Allocations > Bulk Allocation**.
- 3. In the pop-up window, select **Import Allocation**.
- 4. Choose the appropriate template format (**DLC or MCC**) and upload your Excel file.
- 5. Click **Import**.

Bulk Import For Funds Allocations

Click here to upload file

☒DLC file

☐MCC file

Upload file

No file chosen, yet.

1. Pending - File import is currently in progress.

2. Successful - File has been imported successfully.

3. Failed - Import failed due to an unsupported file type or invalid file contents. Refer to the Result Message for details.

4. Unsuccessful - File contains missing data. See the Result Message for more information.

Import

Refresh

Commissions/Invoices

Import Status

The system will display a status depending on the import process.

- Pending:** Click **Refresh** to update the status.

- Unsuccessful/Failed:** Check the result message for specific error details.
- Success:** Click on the **Batch ID** to review the import in the preview window before finalizing the allocations.

Bulk Import For Funds Allocations

Click here to upload file

DLC file

MCC file

Upload file

UAT MCCStatements Template test file for bulk import - 150 lines.xls

1. Pending - File import is currently in progress.

2. Successful - File has been imported successfully.

3. Failed - Import failed due to an unsupported file type or invalid file contents. Refer to the Result Message for details.

4. Unsuccessful - File contains missing data. See the Result Message for more information.

Import

Refresh

Document Name	Format	Requested Date	Status	Batchid	Result Message
UAT MCCStatements Template test file for bulk import - 150 lines-202508201821453367.xls	.xls	20/08/2025 10:21:45	Pending		

Bulk Import For Funds Allocations

Click here to upload file

DLC file

MCC file

Upload file

No file chosen, yet.

1. Pending - File import is currently in progress.

2. Successful - File has been imported successfully.

3. Failed - Import failed due to an unsupported file type or invalid file contents. Refer to the Result Message for details.

4. Unsuccessful - File contains missing data. See the Result Message for more information.

Import

Refresh

Document Name	Format	Requested Date	Status	Batchid	Result Message
UAT MCCStatements Template test file for bulk import - 150 lines-202508201725286853.xls	.xls	20/08/2025 09:25:29	Success	40385	Click batch ID to open Preview
UAT MCCStatements Template test file for bulk import - 150 lines-202508201724373067.xls	.xls	20/08/2025 09:24:37	Unsuccessful		Refer failed/unsuccessful message here
MCCStatements Template test file for bulk import - 150 lines-202508201721397106.xls	.xls	20/08/2025 09:21:40	Unsuccessful		

Expenses

Uploading Equifax New Portal Template

- Go to **New Expense > Bulk Allocation > New Bulk Allocation**.
- Select **File Import**.
- From the **Import Type** dropdown, choose **Equifax New Portal**, and provide the invoice date.
- Upload the Excel file and click **Import & Generate**.

Expenses - Bulk Allocations

ManualAutomaticFile Import

Bulk Allocations via File Import

Import Type

Equifax New Portal

Invoice Date

2025/08/20

Click here to upload file

Upload file

Equifax template - NP QA test file.xls

1. Pending - File import is currently in progress.

2. Successful - File has been imported successfully.

3. Failed - Import failed due to an unsupported file type or invalid file contents. Refer to the Result Message for details.

4. Unsuccessful - File contains missing data. See the Result Message for more information.

Download Template

Import & Generate

Refresh

Expenses

Import Status

- Depending on the status of the import a status will appear
- **Pending:** Click **Refresh** to update the status.
 - **Unsuccessful/Failed:** Check the result message for specific error details.
 - **Successful:** Click on the **Batch ID** to review the import in the preview window before finalizing the allocations.

Download TemplateImport & Generate

Refresh

Document Name	Format	Requested Date	Status	Batchid	Result Message
Equifax template - NP QA test file-202508201858239237.xls	.xls	20/08/2025 10:58:24	Pending		
Equifax template - NP - to test bug-202508201720145209.xls	.xls	20/08/2025 09:20:14	Success	20519	
Equifax template - NP - to test bug-202508201719555063.xls	.xls	20/08/2025 09:19:55	Success	20518	
Equifax template - NP - to test bug-202508201718489170.xls	.xls	20/08/2025 09:18:49	Unsuccessful		

10 items per page

1 - 4 of 4 items

Click Batch ID for Allocation Preview

Click here to refer to the result message

Expenses

Uploading General Expenses Using the Template:

- Go to **New Expense > Bulk Allocation > New Bulk Allocation**.
- Click **Download Template** and fill in the required expense information.
- Choose **General Expense** from the **Import Type** dropdown.
- Enter the expense number and upload the completed file.

Bulk Allocations via File Import

Import Type

General Expenses

Expense #

test expense

Click here to upload file

Upload file

Import_Expense_Template (8).xls

1. Pending - File import is currently in progress.

2. Successful - File has been imported successfully.

3. Failed - Import failed due to an unsupported file type or invalid file contents. Refer to the Result Message for details.

4. Unsuccessful - File contains missing data. See the Result Message for more information.

Download Template

Import & Generate

Refresh