*A general ledger is a history of a company's financial transactions. Mapping payroll items to general ledger accounts allows you to classify your payroll transactions for your financial statements. You need to have list of account names and associated account numbers called the Chart of Accounts that your company uses to identify its general ledger (GL) accounts.*

Starting Point:
Search field > General Ledger Home.
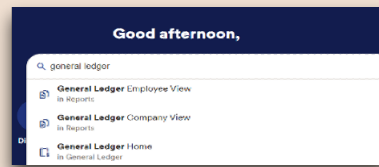
Step 1 – Choose the software and add the accounts in RUN.

SOFTWARE OPTIONS:
- QuickBooks® Desktop
- XERO™
- SAGE® 50
- Accounting CS®
- Creative Solutions Accounting
- Microsoft ® Office Accounting
- Other

*If the software that you're using is not part of the list above, please choose **Other**. Other creates a generic spreadsheet output format that MAY be used to import to your software. Importing protocols should be handled by your software support/provider.*

STEP 1.1
A selection window would show up with **How do you want to add your chart of accounts.**

> Import chart of accounts is used if you have a list of accounts in a spreadsheet format and want to use it for importing. This is useful if you have a long list of accounts to use for payroll.

> Use RUN default chart of accounts is where it would create pre-determined account names and numbers that is automatically mapped to your payroll items. This is useful if you don't have a chart of accounts yet and just need a GL report to be generated.

STEP 1.2
Create my own accounts allows us to key-in the accounts in RUN. This is beneficial if you have few accounts to add in RUN. Click **Add** to proceed.

STEP 1.3
In the Bank Accounts section, click **Add an Account.** Use the bank account that you use for your payroll.

> Accuracy is the key. It is important that your accounts here match the account in your accounting software.
> - 50 characters for numbers
> - 92 character for names

STEP 1.4
Enter a unique number and name for the new account. Make sure to follow the format to separate the main account from the subaccount and remove the number from the name. You may refer to the example below.

`6000 - Payroll Expense:6100 - Payroll Wages`

KEYS INTO RUN AS

6100	Payroll Expense:Payroll Wages

> If you're not using account numbers, you may make up your own number/s.

STEP 1.5
You may also need to set up an "ADP Clearing" account as a bank. You may no longer need this if you have the ADPCheck™ feature or you won't be processing paper checks. You may refer to image below on how it would be entered.

> ADP Clearing, as the name says, is a clearing / wash account which means that whatever amount that goes in to this account also goes out. This is specifically used in separating direct deposits and payroll checks. Direct deposits are always combined amounts while checks clear individually in the bank. This is only applicable for the software QuickBooks® Online, QuickBooks® Desktop, Sage 50.

1000	ADP Clearing

STEP 1.6
Click **Add Another** account to add your next account.

STEP 1.7
When you're done adding your Bank Accounts, click **Save**. Repeat same steps for Expense and Liability Accounts sections. When you're done adding all your accounts, click **Close** at the top of the panel and **Next** to proceed to the mapping. You may refer to the **Step 2. Map the added accounts in RUN** section of this guide .

Step 2 – Map the added accounts in RUN

Click Start to begin the mapping of the accounts.

STEP 2.1
If the **Check Register Account** is available choose the bank that is used for your payroll but make sure that the Net Pay at the Liabilities section is mapped to ADP Clearing. Choose Not Applicable if you have the ADPCheck™ feature.

Check Register Account	1003 - Bank Checking

STEP 2.2
The **Payroll Expenses** section is listed at the top of the Company Mapping page. The drop-down lists on the right include the accounts from your chart of accounts. For each payroll expense, choose the account where you want the payroll expense amount to go in your chart of accounts.

Payroll Expenses	Expense Accounts
Regular	6100 - Payroll Expenses:Payroll Wages
Overtime	6100 - Payroll Expenses:Payroll Wages
Credit card tips owed	6100 - Payroll Expenses:Payroll Wages
1099 Misc	7500 - Contract service expenses
Vacation	6100 - Payroll Expenses:Payroll Wages
Sick	6100 - Payroll Expenses:Payroll Wages

> These are earning items for your payroll and you may use the same expense account that you've added earlier. The sample mapped accounts above is considered a common and basic setup. You may refer to your accountant or bookkeeper for which best account/s to use.

Social Security (Employer)	6200 - Payroll Expenses:Payroll Taxes
Social Security (Employer Credit)	6200 - Payroll Expenses:Payroll Taxes
Medicare (Employer)	6200 - Payroll Expenses:Payroll Taxes
Federal Unemployment Tax Act	6200 - Payroll Expenses:Payroll Taxes
State Unemployment (Employer) - Georgia	6200 - Payroll Expenses:Payroll Taxes

> These are employer tax items for your payroll and you may use the same expense account that you've added earlier. The sample mapped accounts above is considered a common and basic setup. You may refer to your accountant or bookkeeper for which best account/s to use.

STEP 2.3
On the Company Mapping page, scroll down a bit to find the **Payroll Liabilities** section. The drop-down lists on the right include the accounts from your chart of accounts. For each payroll liability, choose the account where you want the payroll liability amount to go in your chart of accounts.
1. If ADP pays your taxes for you, you typically map your liabilities to a bank account.
2. If you pay your own taxes, then you map to a liability account.

Federal Income Tax	1003 - Bank Checking
Earned Income Credit	1003 - Bank Checking
Social Security	1003 - Bank Checking
Medicare	1003 - Bank Checking
Medicare - Hospital Insurance	1003 - Bank Checking

STEP 2.4
For **Net Pay**, if the Check Register Account is not an option or selected as Not Applicable, choose your Bank, but if you've selected the Bank on the Check Register Account, choose the ADP Clearing account that was instructed to be added earlier in the **Step 1. Choose the software and add the accounts in RUN** section.

Net Pay	1 - ADP Clearing

> If you're using QuickBooks® Online, in order to add the ADP Clearing account, this has to be added in QuickBooks® itself. Make sure you add it in your chart of accounts and click Import again in the General Ledger Setup page.

STEP 2.5
Make sure all payroll items are mapped, once this is done, scroll to the bottom and click **Save**. Click **Next** again and **Finish**. You may change the mapping anytime by going to this page. If you're unsure which account/s to use, please reach out to your Accountant or Bookkeeper.

> For Advanced Mappings such as Department Mapping or Employee Mapping, you may refer to our Help & Support articles. For Importing instructions for your software, you may also refer to our Help & Support guides.

Need help?
Contact us anytime

Chat with us in the RUN Powered by ADP® (RUN) platform
Start an online chat instantly with your service team by clicking the blue chat icon in the bottom right corner of your RUN dashboard.

Send an Email
to RUNGL@adp.com for your dedicated General Ledger Support team.

Call Us
866-750-7133
8:00am – 8:00 pm EST