



Always Designing
for People™

RUN Powered by ADP®

General Ledger & QuickBooks® Online



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Pre-mapping instructions

DO THIS ONLY ONCE AND ONLY IF YOU HAVE CASH PAYROLLS OR EMPLOYEE CHECKS THAT ARE DRAWN INDIVIDUALLY ON YOUR BANK ACCOUNT.

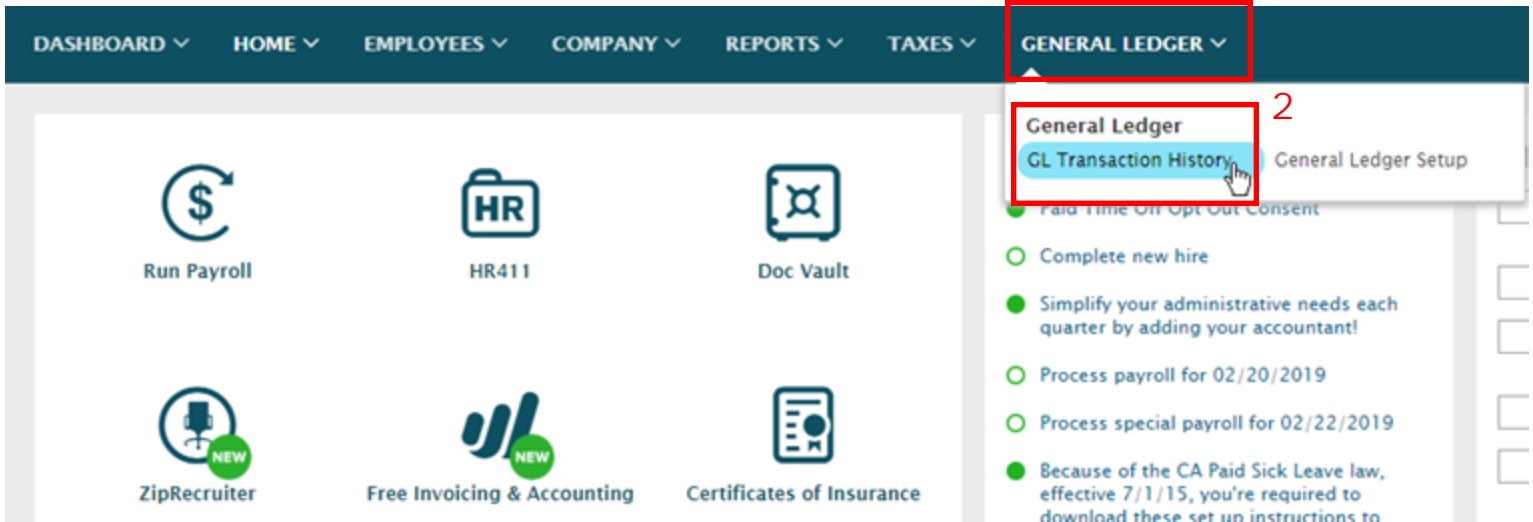
1. Sign in to QB Online
2. Click the Gear Icon  located on the upper right hand side.
 - a. Select Chart of Accounts.
3. In the upper right hand side of the screen, click on New.
 - a. Choose Bank in the Category Type.
 - b. Choose Cash on Hand in the Detail Type.
 - c. In the Name field, type in ADP Clearing.
 - d. Leave the Balance blank and then click Save and Close.

Export Class List

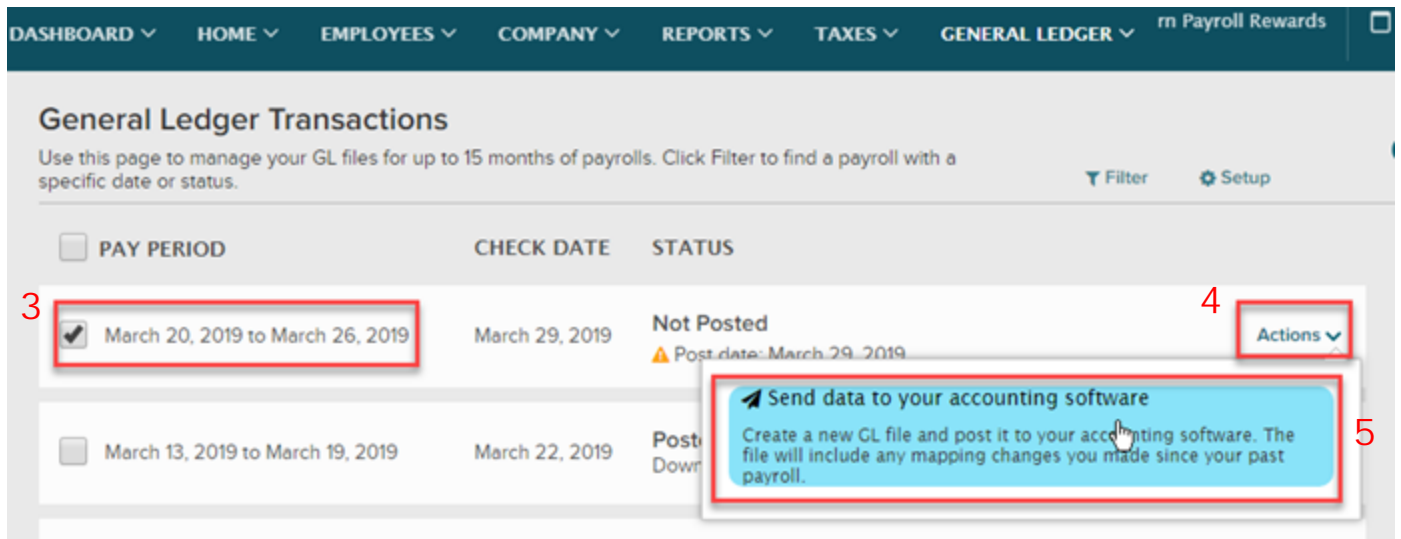
1. Open QuickBooks Online.
2. Click on Reports > Select All Reports.
3. Choose Class List > Click OK.
4. Click on Export > Excel (XLS).
5. Save to desktop > name - your company name – Class List.
6. Email your Class List to rungl@adp.com and include your company IID in the subject line.

How do I send data to QuickBooks Online?

1. Click on General Ledger menu 2. Select GL Transaction History.

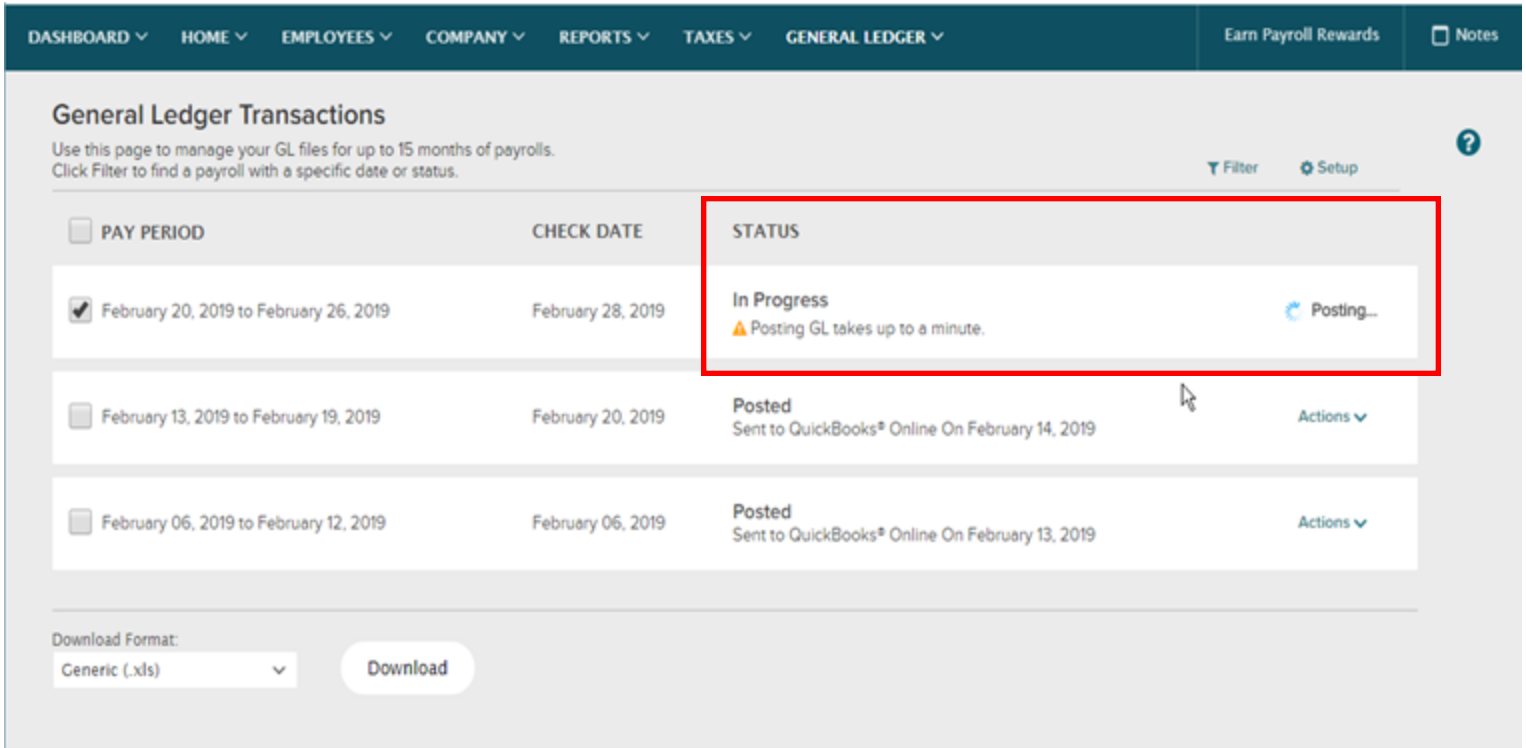


3. Select the payroll date you want to import. Choose only one payroll at a time.
4. Click on ACTIONS.
5. Click on Send data to your accounting software.



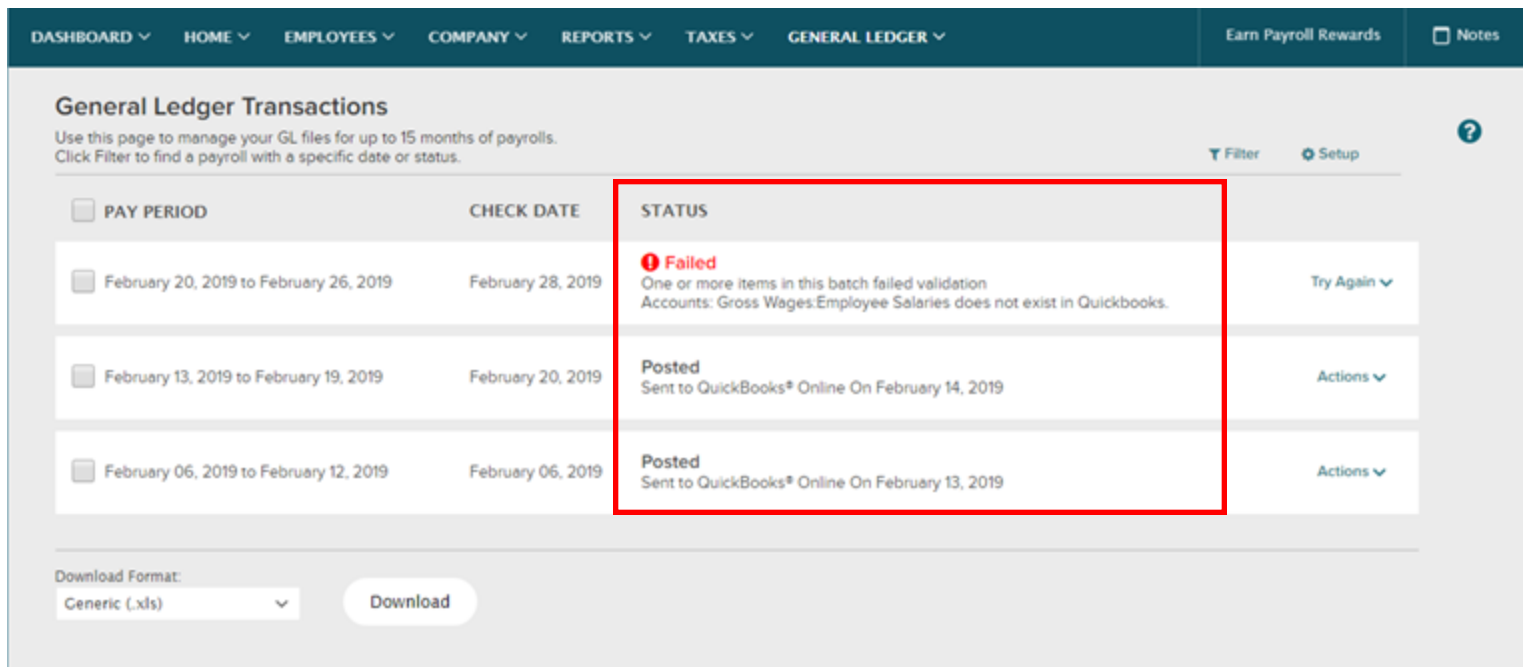
Was my export successful?

This screen displays the status of your transmission to QuickBooks Online.



The screenshot shows the 'General Ledger Transactions' page in QuickBooks Online. The page has a dark teal navigation bar with menu items: DASHBOARD, HOME, EMPLOYEES, COMPANY, REPORTS, TAXES, GENERAL LEDGER, Earn Payroll Rewards, and Notes. Below the navigation bar, the page title is 'General Ledger Transactions' with a subtitle: 'Use this page to manage your GL files for up to 15 months of payrolls. Click Filter to find a payroll with a specific date or status.' There are 'Filter' and 'Setup' buttons on the right. The main content is a table with three columns: 'PAY PERIOD', 'CHECK DATE', and 'STATUS'. The first row is highlighted with a red box and shows a status of 'In Progress' with a warning icon and the text 'Posting GL takes up to a minute.' and a 'Posting...' button. The second and third rows show a status of 'Posted' with the text 'Sent to QuickBooks® Online On February 14, 2019' and 'Actions' buttons. At the bottom, there is a 'Download Format' dropdown set to 'Generic (.xls)' and a 'Download' button.

PAY PERIOD	CHECK DATE	STATUS
<input checked="" type="checkbox"/> February 20, 2019 to February 26, 2019	February 28, 2019	In Progress ⚠ Posting GL takes up to a minute. Posting...
<input type="checkbox"/> February 13, 2019 to February 19, 2019	February 20, 2019	Posted Sent to QuickBooks® Online On February 14, 2019 Actions
<input type="checkbox"/> February 06, 2019 to February 12, 2019	February 06, 2019	Posted Sent to QuickBooks® Online On February 13, 2019 Actions



The screenshot shows the 'General Ledger Transactions' page in QuickBooks Online, similar to the first screenshot. The table shows a status of 'Failed' for the first row, highlighted with a red box. The status is 'Failed' with a red error icon and the text: 'One or more items in this batch failed validation Accounts: Gross Wages;Employee Salaries does not exist in Quickbooks.' and a 'Try Again' button. The second and third rows show a status of 'Posted' with the text 'Sent to QuickBooks® Online On February 14, 2019' and 'Actions' buttons. At the bottom, there is a 'Download Format' dropdown set to 'Generic (.xls)' and a 'Download' button.

PAY PERIOD	CHECK DATE	STATUS
<input type="checkbox"/> February 20, 2019 to February 26, 2019	February 28, 2019	Failed ❌ One or more items in this batch failed validation Accounts: Gross Wages;Employee Salaries does not exist in Quickbooks. Try Again
<input type="checkbox"/> February 13, 2019 to February 19, 2019	February 20, 2019	Posted Sent to QuickBooks® Online On February 14, 2019 Actions
<input type="checkbox"/> February 06, 2019 to February 12, 2019	February 06, 2019	Posted Sent to QuickBooks® Online On February 13, 2019 Actions

Description of transmissions from RUN to QuickBooks Online.

- Not Posted
 - GL data is not yet posted to the accounting software.
- In Progress
 - In the process of being transmitted. No status detail until transmission has been completed. To refresh the page, go back to General Ledger menu > GL Transaction History.
- Posted
 - Transmission was completed. Status Detail tells you the date when the data was sent to QuickBooks Online.
- Failed
 - Transmission failed – Call RUN General Ledger Support 866-750-7133 and select option #1

To access online help

1. Sign in to RUN – <https://runpayroll.adp.com>
2. Click on the General Ledger menu.
3. Click on the question mark in the upper right hand corner of that page.

General Ledger Help & Troubleshooting

ADP Invoice Fee and Workers' Comp

How to record Journal Entry for Invoice Fee and Workers' Comp.

This entry will need to be manually entered or added from your bank feeds.

1. Make your Entry:
 - a. First row: Credit your bank account with the Fee/Workers' Comp amount
 - b. Second row: Debit the expense account with the Fee/Workers' Comp amount
2. Click on Save and Close.

ADP Clearing Account

The ADP Clearing account is a pass through account that allows the RUN GL file to import each net check number and net check amount, as well as the lump sum Direct Deposit amount, into your checking account register. This account should always have a zero balance. You should not use this account in your day-to-day activities, it should only be used for the RUN GL import. If it does not have a zero balance after your import, please contact General Ledger Support at 866-750-7133 and choose option 1.

Classes

Complete the following steps to setup different classes in the RUN application:

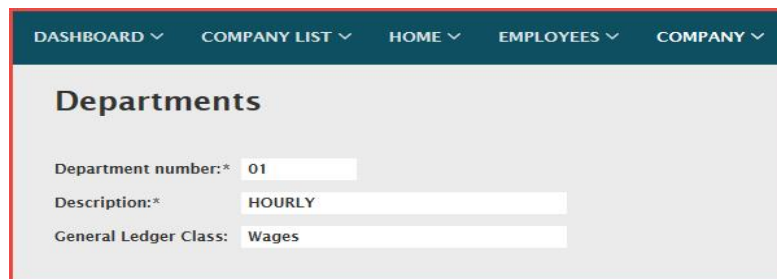
1. Select Company menu > Departments.
2. If the department is already set up you can click on Edit to add the GL Class.
 - o If not go to step 3.

Departments Info			
Department Number	Description	Status	
01	HOURLY	Active	Edit
10	Salaries & Wages - Elevator	Active	Edit



Note: *The GL Class needs to mirror the same way it is set up in your Accounting Software*

3. If the department isn't set up in RUN then click the Add button on the Department Info page.
4. Set up a Department number, Description and GL Class as it appears in your accounting software and Click Save.



Note: *We can only class the Gross wages, employer taxes and Retirement Match*

FUTA Tax Credit Reduction

The FUTA (Federal Unemployment Tax Act) Credit Reduction is available to employers in specific states who will be responsible for paying an increased FUTA tax during a particular tax year. These tax payments are due by Jan. 31 of the following year, for example tax payments owed for 2017 will be due by Jan. 31, 2018.

- If you are a teledata client, the advice of debit invoice will be mailed to the business.
- If you are a PC client, the advice of debit will be available on the Reports tab under Misc.
 - There will also be a message listed in the Message area of the Payroll Home page.

This entry will need to be manually entered or added from your bank downloads.

Manual Checks

RUN General Ledger treats the manual check as if it were a payroll check. It will be imported as a check or as part of the net lump sum journal entry. What we withdraw from your bank does not include the manual check amount. This causes reconciliation issues and duplicate check issues.

There are two different ways to fix the above manual check issues. First we need to determine how your general ledger is set up in RUN.

Sign in to RUN > General Ledger > General Ledger Setup > Click NEXT > Review Map Chart of Accounts for Company > Net Pay.

Which one do you see?

Net Pay 1003 - ADP Clearing

Go to the ADP Clearing Section below

Or

Net Pay 1004 - Your Bank

Go to the Bank Account Section below

ADP Clearing

Did you record the manual check in your accounting software?

- A. Yes – Our export will see the check already exists and send back a Duplicate check batch failure which means it won't import the manual check since you have it already in your check register. You will need to make sure the manual check is offset to the ADP Clearing account.
- B. No – Our import will record that manual check for you.

Bank Account

Look at the payroll summary report to see manual check number and amount.

1. Open the check register in your accounting software.
2. Look for our Journal Entry on the payroll check date > Edit the Journal Entry.
3. Reduce net amount (credit to the bank acct).
4. On an empty row for the account name column, use the same general ledger account that was used for the manual check (expense acct).
5. Credit Column fill in the amt of the manual check.
6. Click Save and Close.

MO State Income Tax Rebate

The Missouri State Income Tax rebate is not included in our import files. If you have employees working in Missouri you will need to manually adjust the journal entry once it has been imported in order to reconcile the total tax debit with their bank statement.

The Journal Entry will look like this:

General Ledger Company View

Year: 2017 Payrolls: 01/30/2017 - Payroll 1
01/13/2017 - Payroll 1 Refresh

Account Number	Account Name	Debit	Credit	Date
10000	Checking Commerce Bank		1,641.21	01/30/2017
10000	Checking Commerce Bank		5,067.16	01/30/2017
10000	Checking Commerce Bank		15,880.78	01/30/2017
2200	Employee Medical		221.66	01/30/2017
6000	Salaries and Wages	20,399.11		01/30/2017
6003	Employer 401K Company Match	418.28		01/30/2017
6500	Payroll Tax Expense	1,973.42		01/30/2017
Totals		\$22,790.81	\$22,790.81	

The Bank statement will show the amount of \$5057.86 as the Payroll liability report shows.

	Medicare		292.64	292.60	585.14
	Federal Unemployment Tax Act	0.6000		121.09	121.09
	SubTotal Federal		2,588.01	1,664.72	4,252.73
State	MO State Income Tax		465.00		
	MO State Unemployment (Employer)	1.6900		308.70	
	MO State Income Tax Rebate			(9.30)	
	Subtotal MO		465.00	299.40	764.40
Local	St. Louis City LIT		40.73		
	Subtotal St. Louis City LIT		40.73		40.73
	Total Taxes		3,093.74	1,964.12	5,057.86

How to edit the Journal Entry for the MO Comp:

1. Change the \$5067.16 to the correct amount of \$5057.86.
2. Add an additional row to the bottom of the journal entry by entering in the MO State Income Tax rebate amount of \$9.30.
3. The tax rebate should credit an expense account, as it is reducing the tax for the Employer.
4. Click Save and Close.

Reports

The following reports can be found under Reports menu bar when you are logged into RUN Powered by ADP. All reports are available from the current year up to 6 years and can be printed or exported to an excel spreadsheet. A YTD or Quarterly report can be created by changing the year (if applicable), From and To dates and clicking Refresh. Beyond 6 years, the reports can no longer be retrieved.

Payroll Details Report

It can be used to compare company totals with the General Ledger.

- At the bottom of the report under company totals, it shows the total gross wages, the separation of the employee and employer taxes, the deductions and the net pay.
- It also gives employee details, by pay period or by a date range.

Payroll Summary Report

It can be used to show department totals (if applicable) and to determine which employee received a live check or direct deposit.

Payroll Liability Report

This report is available for the current year up to 2 years. It can be used to show the total amount debited by ADP for each payroll.

- It shows direct deposit totals, check total, taxes, GPS (Garnishment Payment Services), ADP Retirement and it can also be used to compare the amounts on the General Ledger.

SUI Rate Change

Periodically throughout the year, states will electronically send over SUI tax rate updates. When these updates are made in the tax system you will receive an advice of debit/credit invoice. There will also be a message listed in the Message area on your Payroll Home page.

This entry will need to be manually entered in to your accounting software

1. Make your Entry:
 - a. First row: Credit/Debit your bank account with the SUI tax amount
 - b. Second row: Debit/Credit the expense account with the SUI tax amount
2. Click on Save and Close.

QuickBooks® Online GL Guide

Update GL Mapping Task on the Home Page

1. Select the task on the Home page under To Do > Update GL Company Mapping.
2. Click on Review next to Map Chart of Accounts for Company.
3. Look for the payroll item that needs to be mapped.
4. In the drop-down menu, choose the correct account for the new payroll item.
5. Click Save.

Don't see the GL account in the drop-down menu?

1. Pick any account as a place holder then click Save.
2. Add the GL account in your chart of accounts in QuickBooks Online.
3. Reimport the chart of accounts:
 - 3.1 Click on General Ledger menu.
 - 3.2 Choose General Ledger Setup.
 - 3.3 Click on Import Again (see screen shot below).
4. Go back to the GL mapping page. The GL account should now be available under the drop-down menu.

You're connected to your accounting software

✔ QuickBooks online [Disconnect](#) | [Change Software](#)

✔ Imported chart of accounts on 02/15/2019 [Review](#) | [Import Again](#)

