

HOW TO EXPORT A GENERAL LEDGER REPORT

Question

PLEASE REFER TO THE STEPS BELOW:

Answer

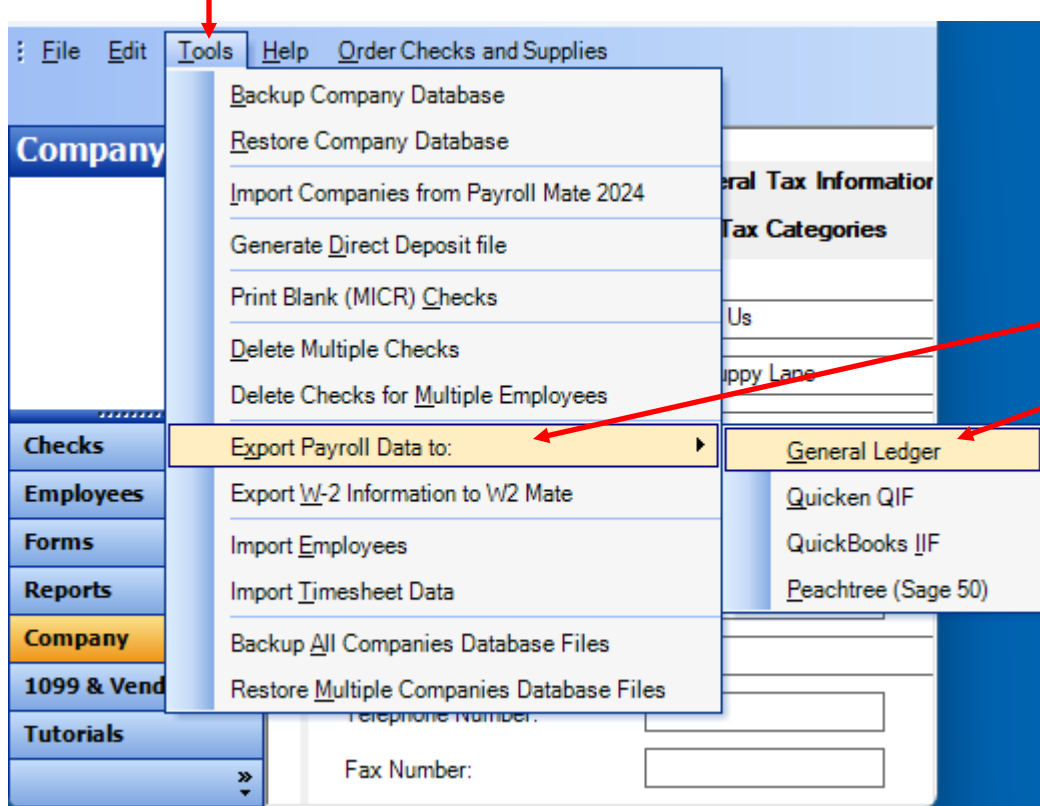
Payroll Mate has the ability to export payroll data to general ledger format. To do this please see the steps listed below.

Make sure you have the correct company open

1. Click **Tools**
2. Click **Export Payroll Data to:**
3. Click **General Ledger**

Click Tools

1



Click Export Payroll Data to

2

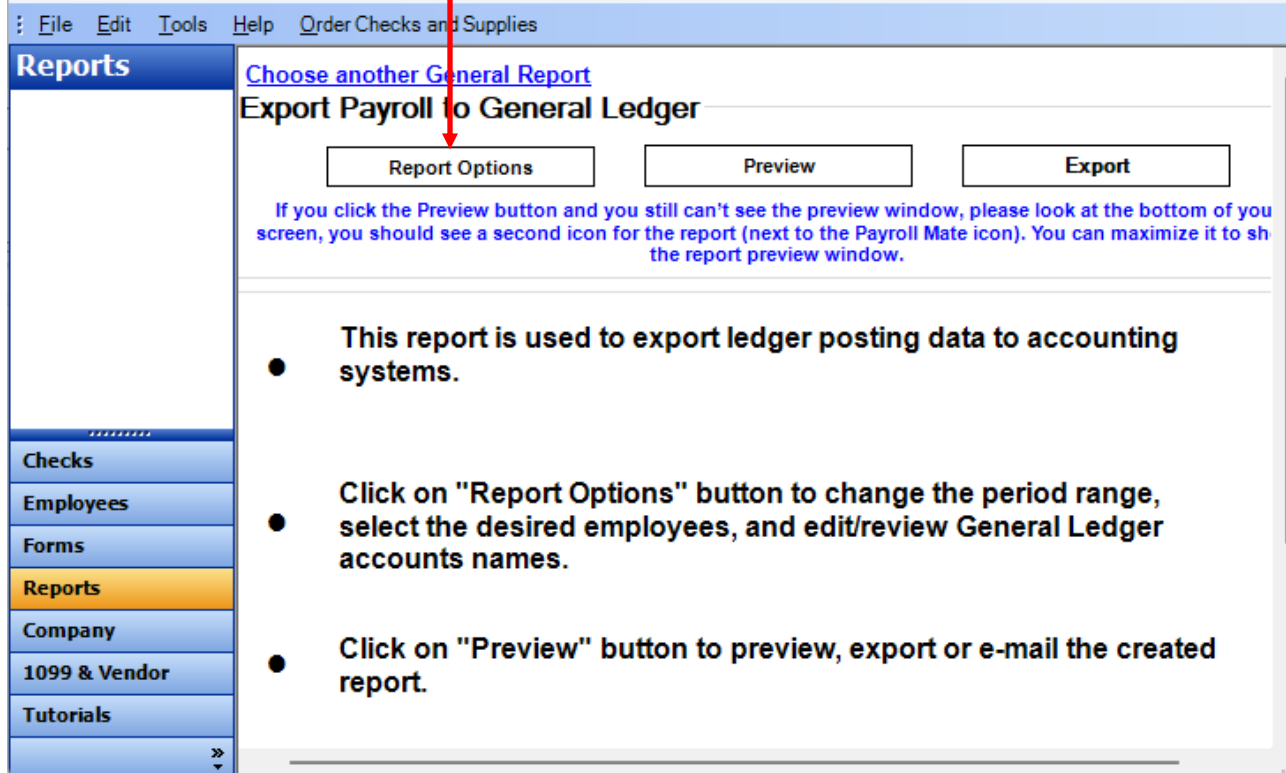
Click General Ledger

3

4. Click **Report Options**

Click Report Options

4



The screenshot shows the 'Export Payroll to General Ledger' report window. A red arrow points from the 'Click Report Options' callout to the 'Report Options' button. The window has a menu bar with 'File', 'Edit', 'Tools', 'Help', and 'Order Checks and Supplies'. On the left is a sidebar with 'Reports' selected. The main area contains three buttons: 'Report Options', 'Preview', and 'Export'. Below the buttons is a blue text instruction: 'If you click the Preview button and you still can't see the preview window, please look at the bottom of you screen, you should see a second icon for the report (next to the Payroll Mate icon). You can maximize it to sh the report preview window.' At the bottom, there are three bullet points: 'This report is used to export ledger posting data to accounting systems.', 'Click on "Report Options" button to change the period range, select the desired employees, and edit/review General Ledger accounts names.', and 'Click on "Preview" button to preview, export or e-mail the created report.'

5. **Select the Pay Date range** you need to run the report
6. **Select the employee** or employees you need
7. **Assign General Ledger account names**
8. Click **OK**

Please note: All reports are based on PAY DATE, not pay period.

Select Pay Date Range

5

Assign Account Names

7

Report Options

Step 1: Select the pay date range of the checks to be included in the report

Begin Pay Date

Month, dd, yyyy

?

End Pay Date

Month, dd, yyyy

Advanced Date Selection...

Step 2: Select the group of employees to be included in the report

Select All

Select None

Select by Department

Employees who received Payroll Checks in the specified period:

☐ Smith, Wilson

☐ Whitaker, Nelson

Step 3: Assign General Ledger account name for each payroll item

Check Net Pay General Ledger Account Name

Test A

Payroll Liability General Ledger Account Name

Test B

Income Type	General Ledger Account Name
Regular Hourly Pay	Test A
Overtime Hourly Pay	Test A
Yearly Salary	Test A
Bonus	Test A
Tips Received Directly by Employee	Test B
Tips Paid by Employer	Test B
Double-Time	Test B
Commission	Test B
Mileage	Test B
Piece Work	Test B
Fringe Benefits	Test B
Life Insurance over 50,000	

Select Employee(s)

6

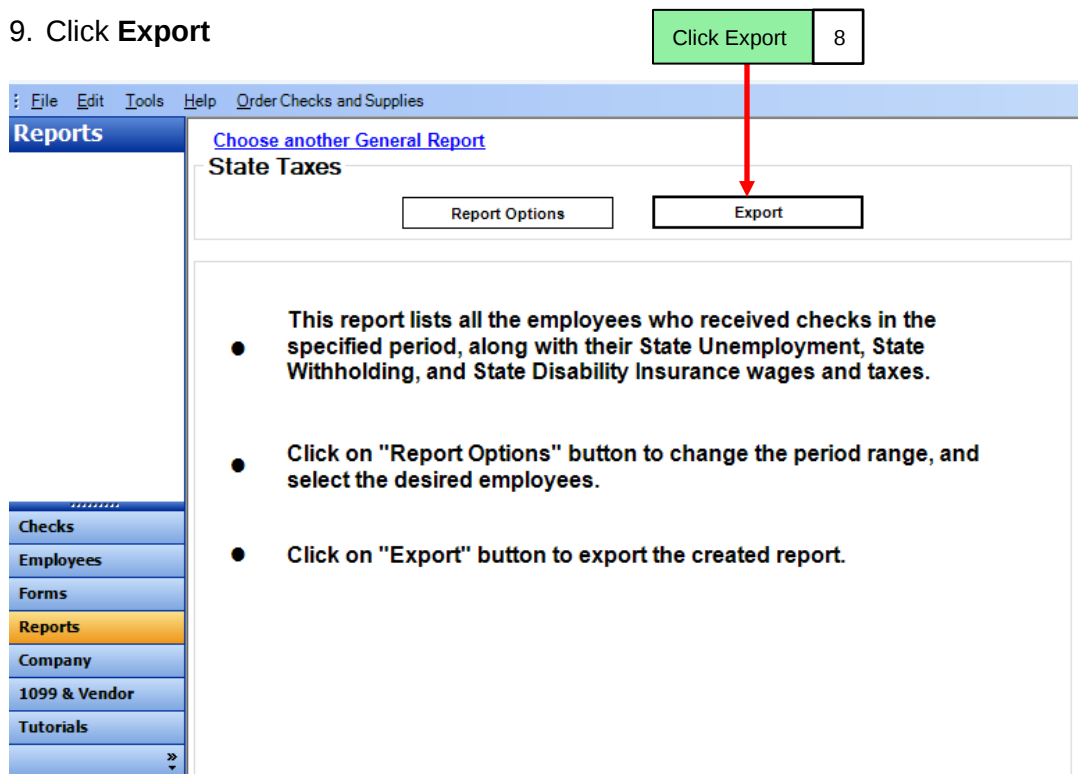
Click OK

8

OK

Cancel

9. Click **Export**



10. Browse to the location you want to save the report

11. Enter a name for your report

12. Click **Save**

