

Enterprise - GL Journal Entry Export Report

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Purpose

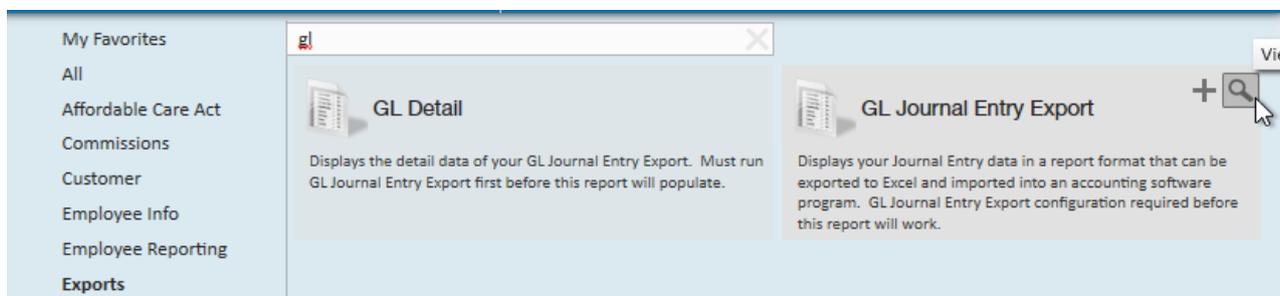
This report allows you to export key accounting information from TempWorks to be imported or hand keyed into your accounting software. TempWorks Enterprise is continually tracking each dollar that flows through it; a large reason financial information is tracked so diligently, is to allow for transfer of information into a chart of accounts in an organization's ledger accounting package.

You can have a customized GL Journal Entry Export report to more closely meet your company needs. This customized report will be named slightly differently and may have different criteria. Consult your TempWorks Project Manager or Account Manager if you have any questions.

If you are looking for more information on how to set up your Chart of Accounts or map your accounts for your GL, see [GL Journal Entry Export Setup Guide](#).

Where to Find This Report

In Enterprise, navigate to the Reports > GL Journal Entry Export report located within the Exports report group



Parameters

1. **Week Bill Dates between** - Select a date range to pull transactions for anything that falls within that Weekend Bill

- Weekend Bill is always a Sunday and denotes the week the transaction is processed (Not necessarily the week the employee actually worked or the date the check was printed)

Note This report will only allow you to export weeks that have been closed, therefore, you must wait until the processing week has been closed before you can export the data processed within that week.

| Account | Memo | Transaction Date | Debit Amount | Credit Amount | Debit (+) or Credit(-) | RefNumber |
|--------------------------------------|-------------------------------------|------------------|--------------|---------------|------------------------|-----------|
| Default - Sales | Txns Sales: Reg | 9/13/2015 | \$0.00 | \$8,770.00 | (\$8,770.00) | 150913 |
| Default - Sales | Txns Sales: Reg - Hold off TXNS | 9/13/2015 | \$0.00 | \$5,384.00 | (\$5,384.00) | 150913 |
| Default - Payroll tax payable | Payroll: Taxes :XKYB121930 | 9/13/2015 | \$0.00 | \$12.00 | (\$12.00) | 150913 |
| Default - Payroll tax payable | Payroll: Taxes :ZINM11032 | 9/13/2015 | \$0.00 | \$7.00 | (\$7.00) | 150913 |
| Default - Payroll tax payable | Payroll: Taxes :ZKYC01285 | 9/13/2015 | \$0.00 | \$7.50 | (\$7.50) | 150913 |
| Default - Cost of goods sold | Payroll: Adjustments : ACAEmployr | 9/13/2015 | \$1.70 | \$0.00 | \$1.70 | 150913 |
| Default - Cost of goods sold | Payroll: Adjustments : ACATest | 9/13/2015 | \$49.00 | \$0.00 | \$49.00 | 150913 |
| Default - Cost of goods sold | Txns Pay: Reg | 9/13/2015 | \$9,345.00 | \$0.00 | \$9,345.00 | 150913 |
| Default - Discounts | Invoice Adjustments: ACA Excise Tax | 9/13/2015 | \$0.00 | \$289.25 | (\$289.25) | 150913 |
| Default - Discounts | Invoice Adjustments: Discount | 9/13/2015 | \$103.40 | \$0.00 | \$103.40 | 150913 |
| Default - WC Expense | WC from txns:QA1 | 9/13/2015 | \$0.20 | \$0.00 | \$0.20 | 150913 |
| Default - WC Payable | WC from txns:QA1 | 9/13/2015 | \$0.00 | \$0.20 | (\$0.20) | 150913 |
| Default - Payroll Adjustment Payable | Payroll: Adjustments : ACAEmployr | 9/13/2015 | \$0.00 | \$1.70 | (\$1.70) | 150913 |
| Default - Payroll Adjustment Payable | Payroll: Adjustments : ACATest | 9/13/2015 | \$0.00 | \$49.00 | (\$49.00) | 150913 |
| Checking | Payroll: Net pay :w2 | 9/13/2015 | \$0.00 | \$6,785.52 | (\$6,785.52) | 150913 |
| Accounts receivable | ArInvoice | 9/13/2015 | \$9,700.85 | \$0.00 | \$9,700.85 | 150913 |
| Accounts receivable | Txns Sales: Reg - Hold off TXNS | 9/13/2015 | \$5,384.00 | \$0.00 | \$5,384.00 | 150913 |
| Employee taxes payable | Payroll: Taxes :CFica | 9/13/2015 | \$0.00 | \$579.33 | (\$579.33) | 150913 |
| Employee taxes payable | Payroll: Taxes :CMed | 9/13/2015 | \$0.00 | \$135.50 | (\$135.50) | 150913 |
| Employee taxes payable | Payroll: Taxes :EFica | 9/13/2015 | \$0.00 | \$579.33 | (\$579.33) | 150913 |
| Employee taxes payable | Payroll: Taxes :EMed | 9/13/2015 | \$0.00 | \$135.50 | (\$135.50) | 150913 |

Note If there were any new pay codes, new adjustment codes, or new tax jurisdictions processed since the last time you ran the export, you will see a message at the top of the report letting you know what those items are and what account they have been mapped to by default by TempWorks Enterprise. See [GL Journal Entry](#)

Export Setup Guide for more information on mapping.

Report Viewer - GL Export

Weekend Bill dates between 3/2/2015 and 3/22/2015

View Report

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Gross Pay - Pay Code: ELDELI
 Credit Account: Clearing - Payroll summary
 Credit Account Name: Clearing - Payroll summary
 Debit Account: Default - Cost of goods sold
 Debit Account Name: Default - Cost of goods sold

Gross Pay - Pay Code: ELTRAI
 Credit Account: Clearing - Payroll summary
 Credit Account Name: Clearing - Payroll summary
 Debit Account: Default - Cost of goods sold
 Debit Account Name: Default - Cost of goods sold

| | | | | | | |
|-------------------------------|----------------------------|----------|------------|------------|--------------|--------|
| Default - Sales | Txns Sales: Reg | 3/8/2015 | \$640.00 | \$2,880.00 | (\$2,240.00) | 150308 |
| Default - Payroll tax payable | Payroll: Taxes :XPAH522038 | 3/8/2015 | \$0.00 | \$25.00 | (\$25.00) | 150308 |
| Default - Payroll tax payable | Payroll: Taxes :YPABA34033 | 3/8/2015 | \$0.00 | \$20.00 | (\$20.00) | 150308 |
| Default - Cost of goods sold | Txns Pay: Reg | 3/8/2015 | \$2,000.00 | \$0.00 | \$2,000.00 | 150308 |

Once you have run the report, check the bottom of the report to ensure that there is not a difference in amounts (these amounts will be displayed in red) between the debit and credit columns.

Report Viewer - GL Export

Weekend Bill dates between 9/7/2015 and 9/27/2015

View Report

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| | | | | | | |
|----------------------------------------------|-------------------------------------------------|-----------|---------------------|--------------------|--------------------|----------------------------|
| Accrued compensation | Payroll: Adjustments : Dental +1 | 9/27/2015 | \$0.00 | \$30.00 | (\$30.00) | 150927 |
| Accrued insurance | WC from txns:8810 | 9/27/2015 | \$0.00 | \$111.52 | (\$111.52) | 150927 |
| Accrued insurance | WC from txns:Tx8742 | 9/27/2015 | \$0.00 | \$15.36 | (\$15.36) | 150927 |
| Sales Tax Payable | Txns Sales Tax: County of Dakota - MN Sales Tax | 9/27/2015 | \$0.00 | \$61.45 | (\$61.45) | 150927 Tempworks Sales Tax |
| Sales | Txns Sales Contractor: Reg | 9/27/2015 | \$0.00 | \$880.00 | (\$880.00) | 150927 |
| Salaries and wages | Txns ContractorCost: Reg | 9/27/2015 | \$600.00 | \$708.00 | (\$108.00) | 150927 |
| Workers Compensation | WC from txns:8810 | 9/27/2015 | \$111.52 | \$0.00 | \$111.52 | 150927 |
| Workers Compensation | WC from txns:Tx8742 | 9/27/2015 | \$15.36 | \$0.00 | \$15.36 | 150927 |
| Taxes - State income | Payroll: Taxes :CFica | 9/27/2015 | \$965.28 | \$0.00 | \$965.28 | 150927 |
| Taxes - State income | Payroll: Taxes :CMed | 9/27/2015 | \$254.75 | \$0.00 | \$254.75 | 150927 |
| Taxes - State income | Payroll: Taxes :FUTA | 9/27/2015 | \$79.02 | \$0.00 | \$79.02 | 150927 |
| Taxes - State income | Payroll: Taxes :KY SUTA | 9/27/2015 | \$118.80 | \$0.00 | \$118.80 | 150927 |
| Taxes - State income | Payroll: Taxes :MISUTA | 9/27/2015 | \$21.60 | \$0.00 | \$21.60 | 150927 |
| Taxes - State income | Payroll: Taxes :MNSUTA | 9/27/2015 | \$264.00 | \$0.00 | \$264.00 | 150927 |
| Taxes - State income | Payroll: Taxes :NMSUTA | 9/27/2015 | \$4.00 | \$0.00 | \$4.00 | 150927 |
| Taxes - State income | Payroll: Taxes :NYDisabC | 9/27/2015 | \$0.58 | \$0.00 | \$0.58 | 150927 |
| Taxes - State income | Payroll: Taxes :KYFUTA | 9/27/2015 | \$92.40 | \$0.00 | \$92.40 | 150927 |
| | Payroll: Adjustments : SubPush | 9/27/2015 | \$555.00 | \$500.00 | \$55.00 | 150927 |
| Ref Number: 150927 is out of balance. | | | \$106,852.42 | \$57,407.56 | \$49,444.86 | Difference |
| Export Total: | | | \$132,587.42 | \$83,152.56 | \$49,434.86 | Difference |

If there is no difference between the debit and credit amounts then you can export this report to excel by clicking on the report export button and selecting the format to which the report needs to be in for pulling into your accounting package:

Report Viewer - GL Export

Weekend Bill dates between 9/7/2015 and 9/27/2015 View Report

1 of 2 ? 100% Find | Next

| Account | Memo | Debit Amount | Credit Amount | Debit (+) or Credit(-) | RefNumber |
|-------------------------------|--------------|--------------|---------------|------------------------|-----------|
| Default - Sales | Txns Sales | \$0.00 | \$8,770.00 | (\$8,770.00) | 150913 |
| Default - Sales | Txns Sales | \$0.00 | \$5,384.00 | (\$5,384.00) | 150913 |
| Default - Payroll tax payable | Payroll: Tax | \$0.00 | \$12.00 | (\$12.00) | 150913 |
| Default - Payroll tax payable | Payroll: Tax | \$0.00 | \$7.00 | (\$7.00) | 150913 |
| Default - Payroll tax payable | Payroll: Tax | \$0.00 | \$7.50 | (\$7.50) | 150913 |
| Default - Cost of goods sold | Payroll: Adj | \$1.70 | \$0.00 | \$1.70 | 150913 |
| Default - Cost of goods sold | Payroll: Adj | \$49.00 | \$0.00 | \$49.00 | 150913 |

Save this report to a location that you will be able to retrieve it from later when importing to your accounting package into your accounting software.

Related Articles