

# Enterprise - GL Journal Entry Export Setup Guide

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Within TempWorks users will have the ability to setup journal entry exports by charting accounts, mapping bank accounts, running reports and more. This will guide you through a step by step process to setup a Journal Entry export.

In order to export your GL journal entries, you must first setup your accounts and map the correct items, as applicable.

**Use the following steps to setup or update your GL Journal Entry Export:**

1. [Create Your Chart of Accounts File](#)
2. [Import Your Chart of Accounts](#)
3. [Run the GL Journal Entry Report](#)
4. [Locate & Update GL Account Mappings](#)
5. [Export the finalized GL Journal Export Report](#)

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## Step 1: Create Your Chart of Accounts File

To properly import your accounts, a consolidated chart of accounts will need to be created utilizing the template linked below.

**\*Note\*** If you have multiple entities and require different mappings for each, please fill out one template for each entity.

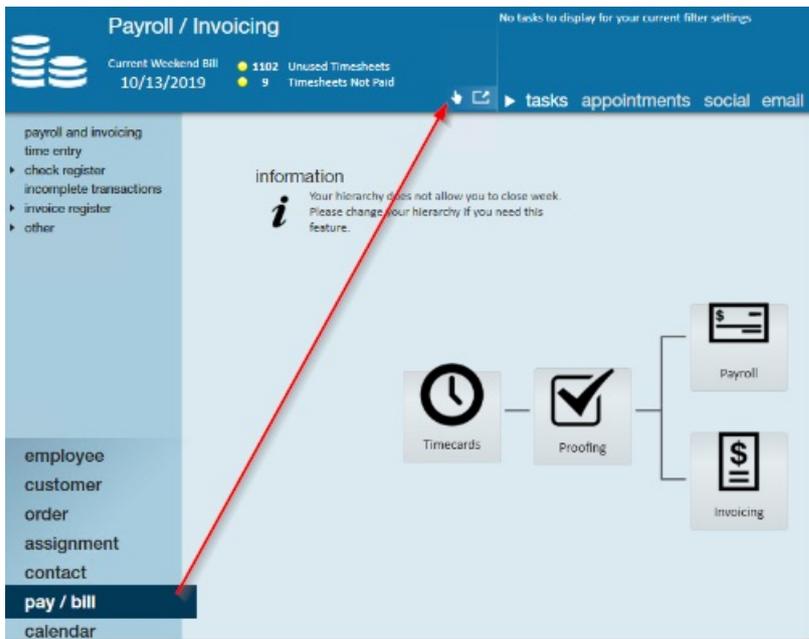
**\*Note\*** For the template, please open the following: [COA TEMPLATE.xlsx](#) .

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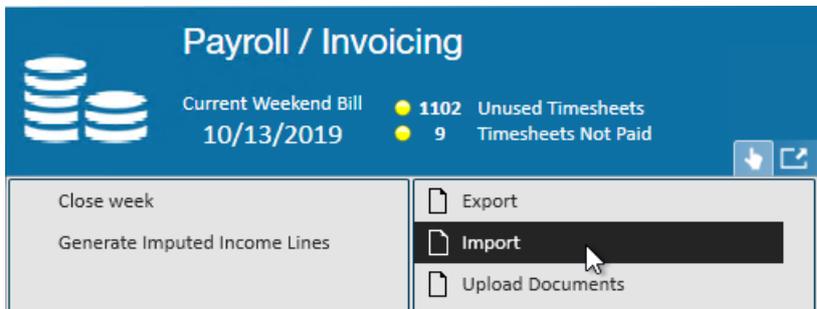
## Step 2: Import Your Chart of Accounts

Once a consolidated chart of accounts has been created, these accounts will then need to be imported into Enterprise.

1. Navigate to Enterprise > Pay/Bill.
2. Select the "Actions Menu" at the top of the page:



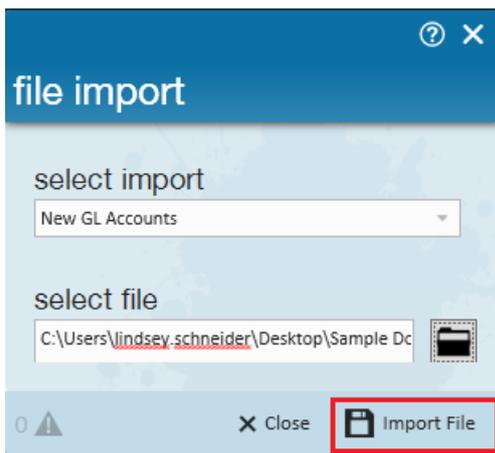
3. Select "Import":



4. Select the "New GL Accounts" option from the "Select Import" drop down menu.

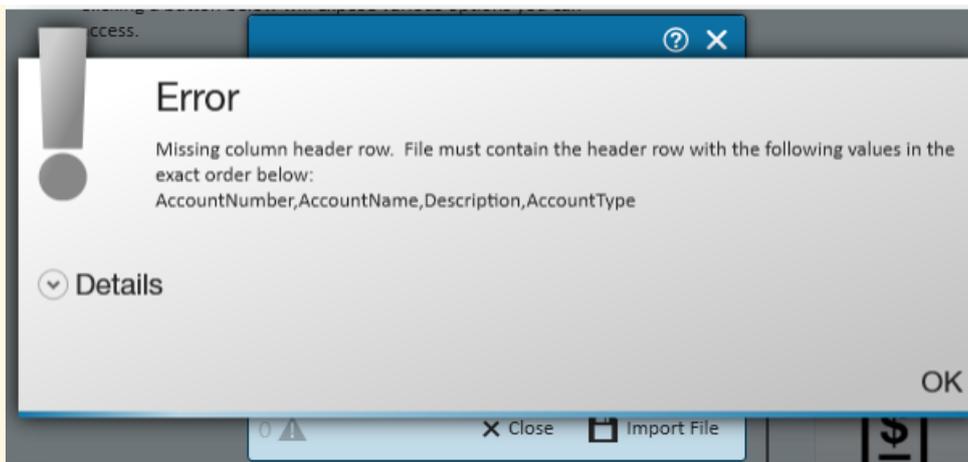
5. Select the  under "Select File" to choose the CSV file you created and saved from Step 1.

6. Once selected, choose the "Import File" option:



**\*Note\*** If an error window populates, something is incorrect within the COA list you are trying to import.

Please read the error message and make the corrections to the file as directed.



If no error message has populated, this indicates that the COA list imported successfully.

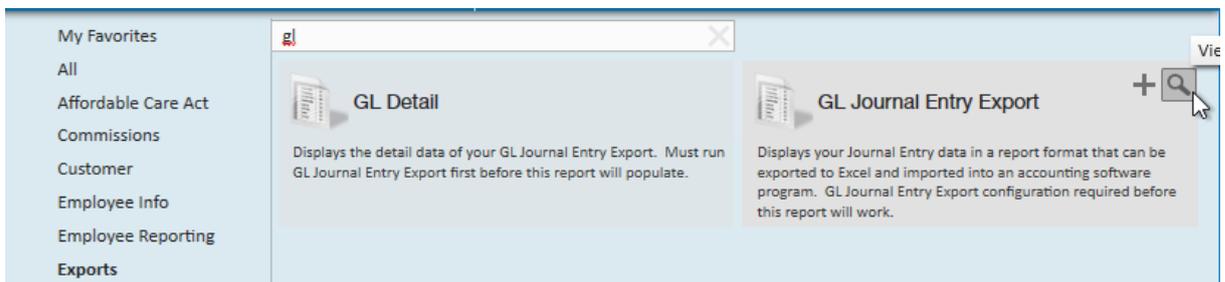
If you need to add additional GL accounts at a later time, you can use this same import to create those in Enterprise.

### Step 3: Run GL Journal Entry Export Report

This report will be what is exported out of Enterprise and into your accounting software. When this report is executed, it will generate mappings for any new taxes, adjustments, paycodes, worker comp codes, etc that were used within the date range used to run the export. At this time, please disregard the results as these will not be automatically mapped to your accounts. The mapping correction will be handled in the next step.

**\*Note\*** Running this report is required before you are able to map your accounts in Enterprise.

1. Navigate to the Reports > GL Journal Entry Export report located within the Exports report group.



2. Click "View Report". This will cause the report to open up on a new window.
3. Enter the weekend bill date for a closed week:

Weekend Bill dates between  and

4. Select View Report.

**\*Note\*** The system will only setup mapping for an item that has been processed. This means that the system will not create a a GL account mapping for a payroll tax or a worker comp code that is setup in the system but has never been used.

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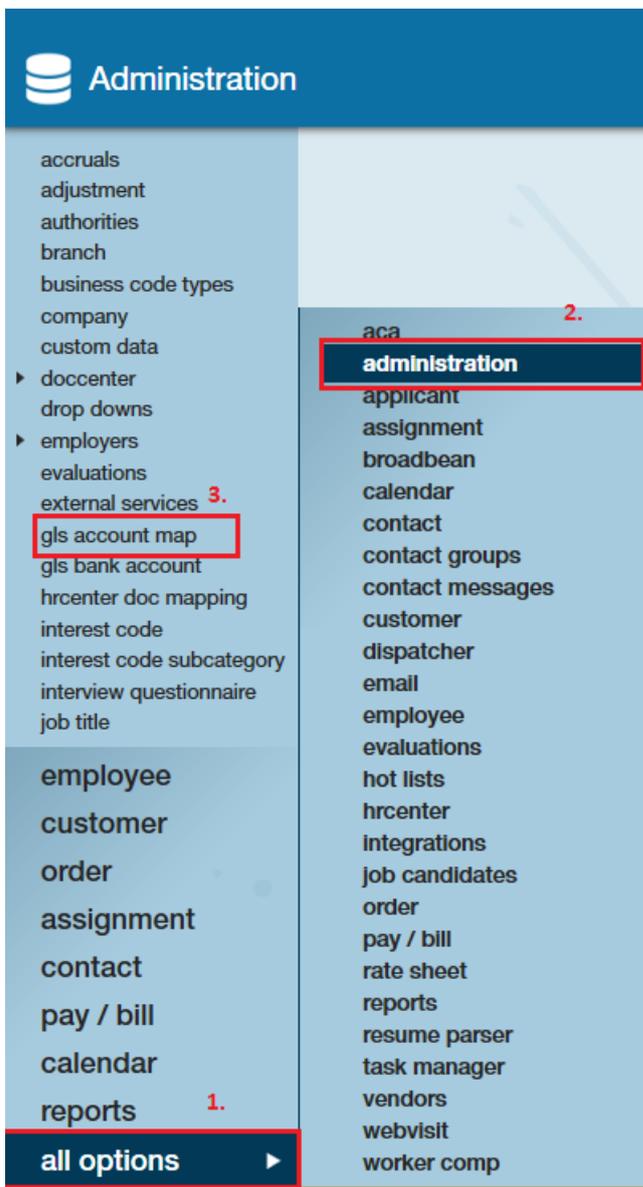
## Step 4: Locate & Update GL Account Mappings

At this point in the process, your accounts will have been successfully imported. The next step in the process is to map your accounts to the items available within Enterprise.

Please follow the below instructions on how to locate these mappings in Enterprise.

### To Locate the Chart of Accounts:

1. Navigate to Enterprise > All Options > Administration
2. Select "GLS Account Map" on the left:



## How to Map Bank Accounts

Now that you have located your accounts, you may need to update some of the account settings in Enterprise Administration.

1. Navigate to Enterprise > All Options > Administration.
2. Select "GLS Bank Account" on the left.
3. Select one of the bank accounts listed.
4. Set the "GLAccount" information at the bottom:
  - **GLAccount- Net Check:** This is the GL Account that the system will use to book all of the net check amounts to
  - **GLAccount- Invoice Payments:** This is the GL Account that the system will use to book all of your cash receipts/invoice payments that you enter into TempWorks with an action code of "Payment"
5. Select "Save".

Because each company's General Ledger is unique, we leave both options available to accommodate those that

map to separate accounts.

If you only have one account, select the same account for both "Net Checks" and "Invoice Payments".

The screenshot shows the 'Administration' interface with a sidebar on the left containing various menu items. The main content area is titled '4 items available GLS Bank Account Info' and displays details for a selected bank account. The 'GLAccount - Net Check' and 'GLAccount - Invoice Payment' fields are highlighted with a red box, both set to 'Checking'.

Field	Value
Active	<input checked="" type="checkbox"/>
Hier	System
Invoice Number	5553930
Bank Name	TCF Bank
Description	AP Bank Account
Check Number	9025
Bank Address	
Bank Routing Number	678992345
Bank Account Number	33332221111
Bank Transit Number	543089763
E-Pay Check Number	1720
E-Pay Routing Number	
Destination Routing	272471661
Default AP Bank ID	<input checked="" type="checkbox"/>
FIN Prefix	
GLAccount - Net Check	Checking
GLAccount - Invoice Payment	Checking

Now that you have populated your GL account mappings by running the GL Journal Entry Export, it is time to update/configure them to use your GL accounts instead of the system default accounts.

1. Navigate to Enterprise > All Options > Administration.
2. Select "GLS Account Map" on the left:

The screenshot shows the 'Administration' interface with the 'GLS account map' selected in the sidebar. The main content area displays a table with columns for 'Origin Description' and 'Map Type'. The 'Map Type' column is currently set to 'Emp Perm Ded/Adj' for all entries.

Origin Description	Map Type
401kMatch	Emp Perm Ded/Adj
zzLazyName	Emp Perm Ded/Adj
ACAEmployr	Emp Perm Ded/Adj
ACACityWok	Emp Perm Ded/Adj
ACATest	Emp Perm Ded/Adj
Dental ER	Emp Perm Ded/Adj
ERHlthBen	Emp Perm Ded/Adj

3. Optionally, use the filters on the right to narrow down the fields you are looking for:

Filter by Type

Filter by Account ID

4. For each item that pertains to your general ledger, select the correct GL debit and/or credit accounts:

Origin Description	Map Type	GL Debit Account	GL Credit Account
NYDisabC	Payroll Taxes	Default - Payroll Tax Expense	Default - Payroll tax payable
MNSUTA	Payroll Taxes	Default - Payroll Tax Expense	Default - Payroll tax payable
NYSUTA	Payroll Taxes	Default - Payroll Tax Expense	Default - Payroll tax payable

**\*Note\*** For clarification on these listed map types, please reference the following article for the [GL Map Type List](#).

### Notes on Clearing Accounts

- **For Adjust Payroll account mappings:**
  - Since some taxes/adjustments have both an expense and a liability account (employer paid taxes/adjustments) you will adjust the GL Debit Account ID to adjust the expense account and the GL Credit Account ID to adjust the liability account that the tax is going to.
  - For taxes/adjustments that do not have an expense account, only adjust the Credit account.
- **Adjust Sales account mappings:**
  - For the sales side of things, we also use a wash account just like the CLEARING - Payroll Summary account on the Payroll side.
  - The Sales wash account is "CLEARING - Uninvoiced Revenue", account number 9992. Therefore, whenever you see a mapping sent to the "CLEARING - Uninvoiced Revenue" account, you will only be able to change the account mapping on the other side.

Drag a column header here to group by that column.

Origin Description	Map Type	GL Debit Account	GL Credit Account	Branch
HumEC 2020	Emp Perm Ded/Adj	CLEARING - Payroll summary	Accounts Payable (A/P)	
HumEE ER2	Emp Perm Ded/Adj	Associates Health Insurance	Accounts Payable (A/P)	
Medical 2	Emp Perm Ded/Adj	CLEARING - Payroll summary	Associates Health Insurance	
HumEC20 2	Emp Perm Ded/Adj	CLEARING - Payroll summary	Accounts Payable (A/P)	
HumEE ER3	Emp Perm Ded/Adj	Associates Health Insurance	Accounts Payable (A/P)	
Dental	Emp Perm Ded/Adj	CLEARING - Payroll summary	Associates Health Insurance	
Mileage	Billable Sales Adj	CLEARING - Uninvoiced revenue	Payrolling Income	
Equipment	Billable Sales Adj	CLEARING - Uninvoiced revenue	Payrolling Income	
Per Diem	Billable Sales Adj	CLEARING - Uninvoiced revenue	Payrolling Income	
Addl Chrg	Billable Sales Adj	CLEARING - Uninvoiced revenue	Default - Sales	
Credit Card	Invoice Adj Type	CLEARING - Uninvoiced revenue		
ACA Excise Tax	Invoice Adj Type	CLEARING - Uninvoiced revenue		
Discount	Invoice Adj Type	CLEARING - Uninvoiced revenue		
WIMAR	Payroll Taxes	CLEARING - Payroll summary		
ILSUTA	Payroll Taxes	Unemployment Taxes		
WISUTA	Payroll Taxes	Unemployment Taxes		
USM	Payroll Taxes	CLEARING - Payroll summary		
ILFUTA	Payroll Taxes	FUTA Expense		

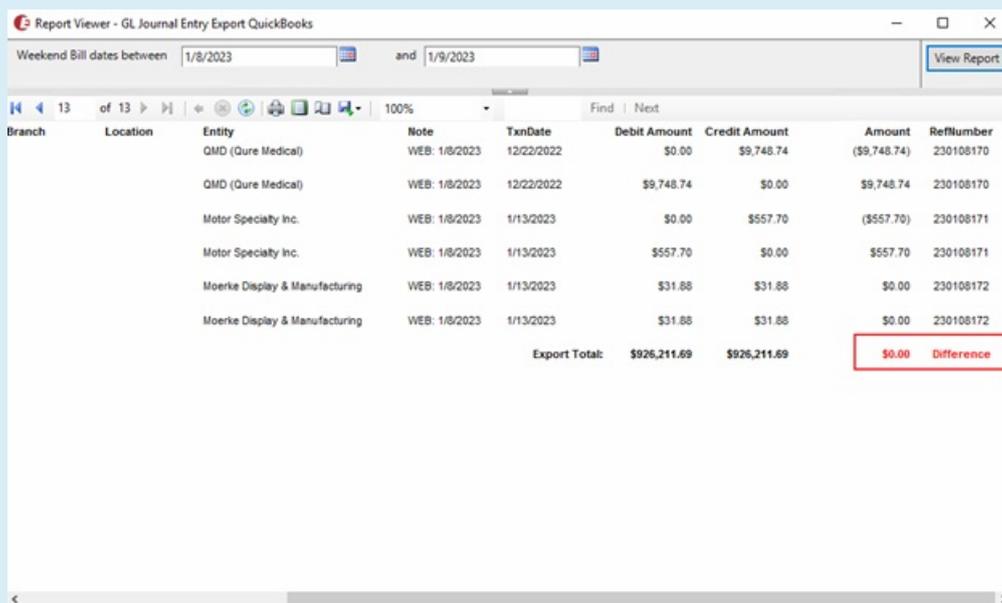
Account ID	Account Name	Ext
180	Office- Rent & Utilities	Office- Rer
181	Office- Repair & Maintenance	Office- Rep
182	State Income Taxes	State Inco
183	Uncategorized Expense	Uncategor
184	ACA Insurance Fees	ACA Insura
185	Bad Debt Recovery	Bad Debt F
186	Cash Advance Fee	Cash Adva
187	Dividend Income	Dividend I
188	Drug Screen & Background...	Drug Scee

**\*Note\*** If a mapping has a branch associated with it, that is a specific branch override mapping, meaning any items for that branch will go to the accounts specified on the branch GL account mapping record instead of using the system wide GL account mapping. If you need to setup branch specific GL account mappings, please make a note of the accounts that need to be broken out by branch so they can be discussed with TempWorks Support or TempWorks GL Technicians in a call that will occur at the beginning of Phase 3 of the GL process.

Once you believe that you have mapped all of the items in the GLS Account map section to your accounts, we recommend that you go back and re-run your GL Journal Entry Export report to confirm that all items have been mapped to your accounts.

At this point, if any items are still mapped to default accounts, you will need to go back and ensure they are mapped to your accounts.

**\*Note\*** Please validate the last page of the GL export report to confirm the accounts are completely mapped and your GL is in balance:



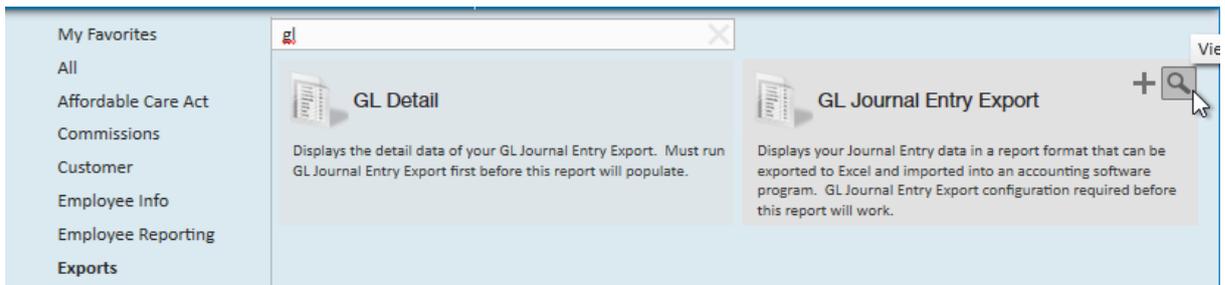
The screenshot shows a window titled "Report Viewer - GL Journal Entry Export QuickBooks". The interface includes a date range selector for "Weekend Bill dates between" from 1/8/2023 to 1/9/2023, a "View Report" button, and a table of journal entries. The table has columns for Branch, Location, Entity, Note, TxnDate, Debit Amount, Credit Amount, Amount, and RefNumber. The "Amount" column shows values like (\$9,748.74), \$9,748.74, (\$557.70), \$557.70, \$0.00, and \$0.00. At the bottom, the "Export Total" row shows a Debit Amount of \$926,211.69, a Credit Amount of \$926,211.69, and a Difference of \$0.00, which is highlighted with a red box.

Branch	Location	Entity	Note	TxnDate	Debit Amount	Credit Amount	Amount	RefNumber
		QMD (Qure Medical)	WEB: 1/8/2023	12/22/2022	\$0.00	\$9,748.74	(\$9,748.74)	230108170
		QMD (Qure Medical)	WEB: 1/8/2023	12/22/2022	\$9,748.74	\$0.00	\$9,748.74	230108170
		Motor Specialty Inc.	WEB: 1/8/2023	1/13/2023	\$0.00	\$557.70	(\$557.70)	230108171
		Motor Specialty Inc.	WEB: 1/8/2023	1/13/2023	\$557.70	\$0.00	\$557.70	230108171
		Moerke Display & Manufacturing	WEB: 1/8/2023	1/13/2023	\$31.88	\$31.88	\$0.00	230108172
		Moerke Display & Manufacturing	WEB: 1/8/2023	1/13/2023	\$31.88	\$31.88	\$0.00	230108172
Export Total:					\$926,211.69	\$926,211.69	\$0.00	Difference

## Step 5: Export the Finalized GL Journal Entry Export Report

Now that everything is mapped to the GL account(s) of your choice, it is time to export the journal entry and import/enter it into your accounting system.

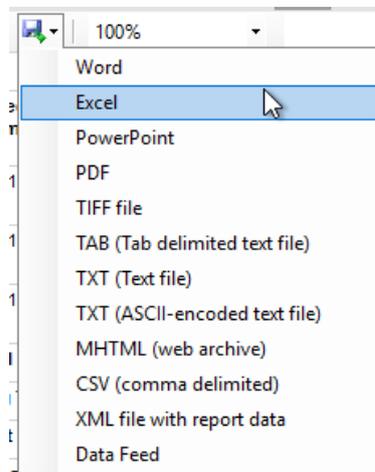
1. Navigate to Enterprise > Reports > GL Journal Entry Export report located within the "Exports" report group:



- o **\*Note\*** If you are exporting to QuickBooks or have a custom Journal Export, you will want to select that report instead.
2. Select "Run Report". The report will open in another window.
  3. Enter the weekend bill date for a closed week:



4. Select "View Report".
5. Choose the "Export" option in the report view to save as an Excel, CSV, etc:



Now that you have your file exported and saved on your computer, you can either manually key in or import the file into your accounting software.

**\*Note\*** If you are exporting to QuickBooks, please follow the link to access our online guide on how to export your report and import the information into QuickBooks using the Transaction Pro Importer [here](#).

Once you have finished mapping your GL accounts, you are ready to begin Phase 3 of the GL install process. At this point, please reach out to your TempWorks Support team or TempWorks Account Manager to begin the process of adding in customizations to your General Ledger if needed. Please come prepared with a list of accounts that you need customization added to, including but not limited to:

- Adding branch specific mappings
- Conditional mappings
- Notating sub-accounts

## Related Articles