

Manual Entry of Payroll into QuickBooks

In order to repeat the processes of this instruction manual, you must have the following report or information from them in similar facets. If you have not completed the mapping these instructions will not work you will need to enter your payroll using the payroll journal and cash requirements report. The finance office would advise you to map your payroll as it will save you time.

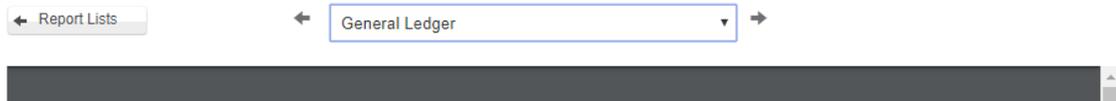


General Ledger Report

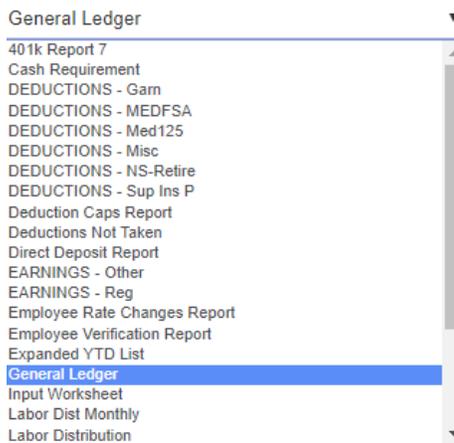
*These PDF examples will be used throughout you can click on the page for them to appear double click to open the document it is imbedded in this document. *

Payroll will be entered with a journal entry from henceforth now that you are on a payroll service. The general ledger report will be custom to your location based on how you mapped your location initially or through your own modifications to the mapping on Paycor.

- 1) This report can be obtained from Paycor by following the following path Reporting → Access Online Reports → Selecting Current Payroll → Open next to Payroll Reports
- 2) A screen will open with a dropdown list and a picture and look similar to the following including your client ID and name at Paycor



- 3) You will then need to select the dropdown and select the General Ledger report indicated above and below in the pictures.



- 4) Once your QuickBooks is open you will select **Company** → **Make General Journal Entry**
- 5) The first modification will be that of the date it should match the date Paycor will draw the funds on the cash requirements otherwise we will need to use your check date.
- 6) From here you will follow the report generated from Paycor focusing on the last four columns, but primarily the last 3
- 7) Starting the general journal entry

