

TITLE: Posted Payroll Ledger Entries in Payroll Now

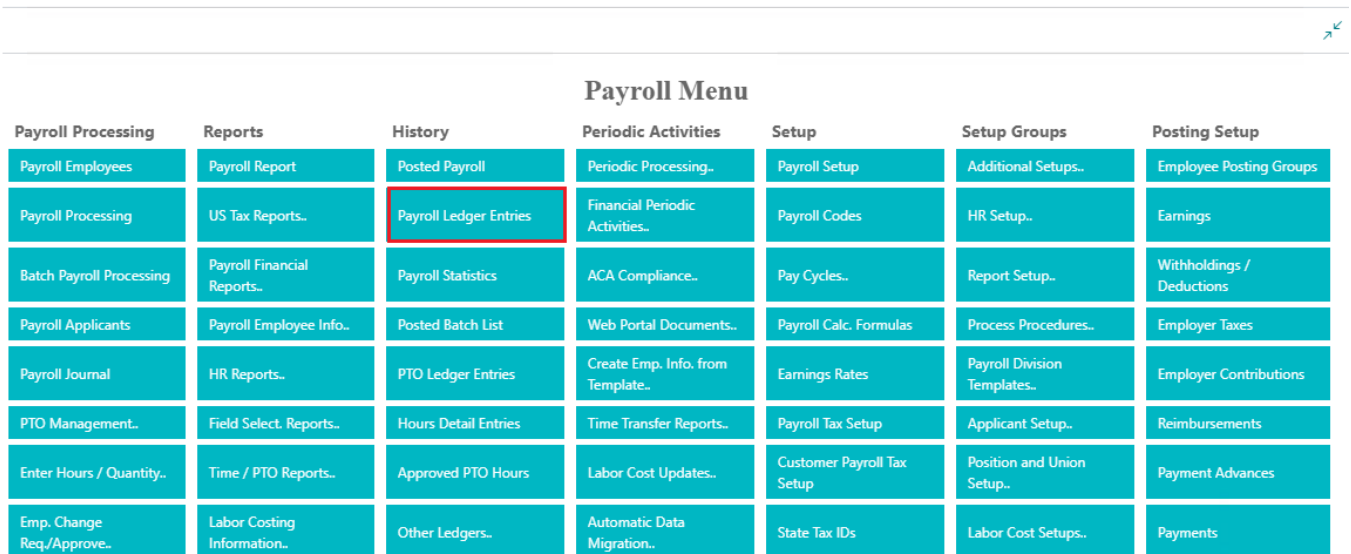
LOCATION: *HRP for BC > Payroll NOW User Guide*

SUMMARY: *Payroll Ledger Entries provides a convenient way to review all posted ledger entries associated with payroll transactions. Below are instructions on how to access and make the most of this functionality:*

STEPS & SCREENSHOTS:

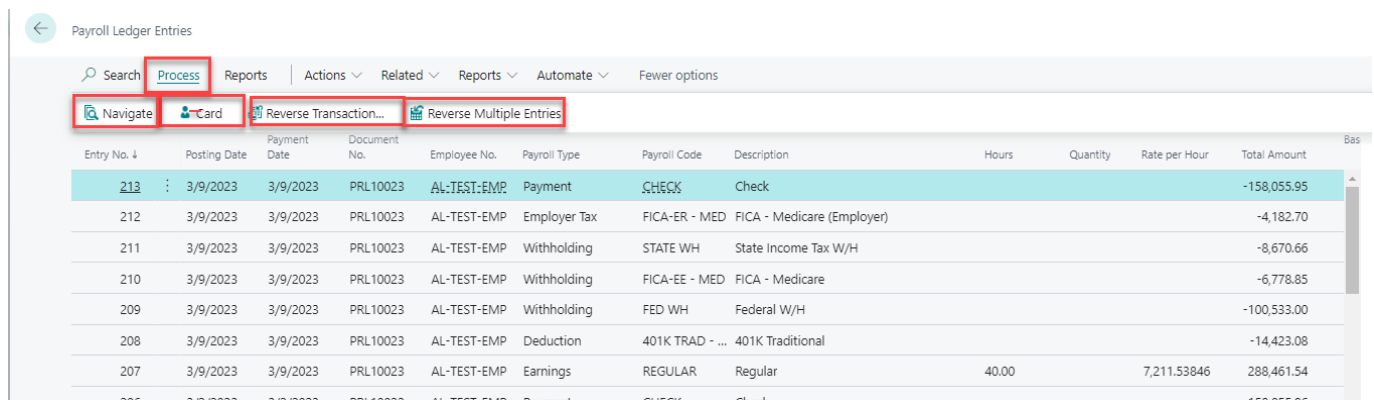
Step 1: Accessing Payroll Ledger Entries

Navigate to the 'Full Payroll Menu' and locate the 'History' column. Click on 'Payroll Ledger Entries' to access the ledger.



Payroll Menu						
Payroll Processing	Reports	History	Periodic Activities	Setup	Setup Groups	Posting Setup
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing..	Payroll Setup	Additional Setups..	Employee Posting Groups
Payroll Processing	US Tax Reports..	Payroll Ledger Entries	Financial Periodic Activities..	Payroll Codes	HR Setup..	Earnings
Batch Payroll Processing	Payroll Financial Reports..	Payroll Statistics	ACA Compliance..	Pay Cycles..	Report Setup..	Withholdings / Deductions
Payroll Applicants	Payroll Employee Info..	Posted Batch List	Web Portal Documents..	Payroll Calc. Formulas	Process Procedures..	Employer Taxes
Payroll Journal	HR Reports..	PTO Ledger Entries	Create Emp. Info. from Template..	Earnings Rates	Payroll Division Templates..	Employer Contributions
PTO Management..	Field Select. Reports..	Hours Detail Entries	Time Transfer Reports..	Payroll Tax Setup	Applicant Setup..	Reimbursements
Enter Hours / Quantity..	Time / PTO Reports..	Approved PTO Hours	Labor Cost Updates..	Customer Payroll Tax Setup	Position and Union Setup..	Payment Advances
Emp. Change Req./Approve..	Labor Costing Information..	Other Ledgers..	Automatic Data Migration..	State Tax IDs	Labor Cost Setups..	Payments

You can see available actions. Here is a description of their functions.



Entry No. ↓	Posting Date	Payment Date	Document No.	Employee No.	Payroll Type	Payroll Code	Description	Hours	Quantity	Rate per Hour	Total Amount
213	3/9/2023	3/9/2023	PRL10023	AL-TEST-EMP	Payment	CHECK	Check				-158,055.95
212	3/9/2023	3/9/2023	PRL10023	AL-TEST-EMP	Employer Tax	FICA-ER - MED	FICA - Medicare (Employer)				-4,182.70
211	3/9/2023	3/9/2023	PRL10023	AL-TEST-EMP	Withholding	STATE WH	State Income Tax W/H				-8,670.66
210	3/9/2023	3/9/2023	PRL10023	AL-TEST-EMP	Withholding	FICA-EE - MED	FICA - Medicare				-6,778.85
209	3/9/2023	3/9/2023	PRL10023	AL-TEST-EMP	Withholding	FED WH	Federal W/H				-100,533.00
208	3/9/2023	3/9/2023	PRL10023	AL-TEST-EMP	Deduction	401K TRAD - ...	401K Traditional				-14,423.08
207	3/9/2023	3/9/2023	PRL10023	AL-TEST-EMP	Earnings	REGULAR	Regular	40.00		7,211.53846	288,461.54

NAVIGATE:



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This action enables you to find all entries and documents associated with a specific document number and posting date selected in the entry.

CARD:

This action will direct you to the employee card linked with the chosen payroll document, providing further details.

REVERSE TRANSACTION ENTRIES:

This action guides you to the 'Reverse Transaction Entries' table. Here, you can select the entries you wish to reverse, proceed to process, and then execute the reversal. Corresponding journal entries will be automatically posted to the ledger.

REVERSE MULTIPLE ENTRIES:

This feature allows you to apply a filter to select and reverse multiple entries simultaneously. Once selected, the chosen entries will undergo reversal along with the generation of corresponding journal entries.