Payroll Journal

Modified on: Thu, 23 Dec, 2021 at 2:40 PM

Synopsis: This manual walks through how to access and utilize the ‘Payroll Journal’. With the Payroll Journal you can make small adjustments to payroll documents. If you have to adjust something in history, you will use the payroll journal. You can also use the Payroll Journal to move a withholding from one payroll code to another or from one deduction to another.
NOTE: If you intend to use the Payroll Journal for moving amounts from one payroll code to another, then there is an additional setup step at the end of this manual

1. ACCESS THE ‘PAYROLL JOURNAL’

- you can access the Payroll Journal from the Full Payroll Menu in the ‘Payroll Processing’ column.

Full 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

PAYROLL JOURNAL | WORK DATE: 10/10/2019 ✓SAVED

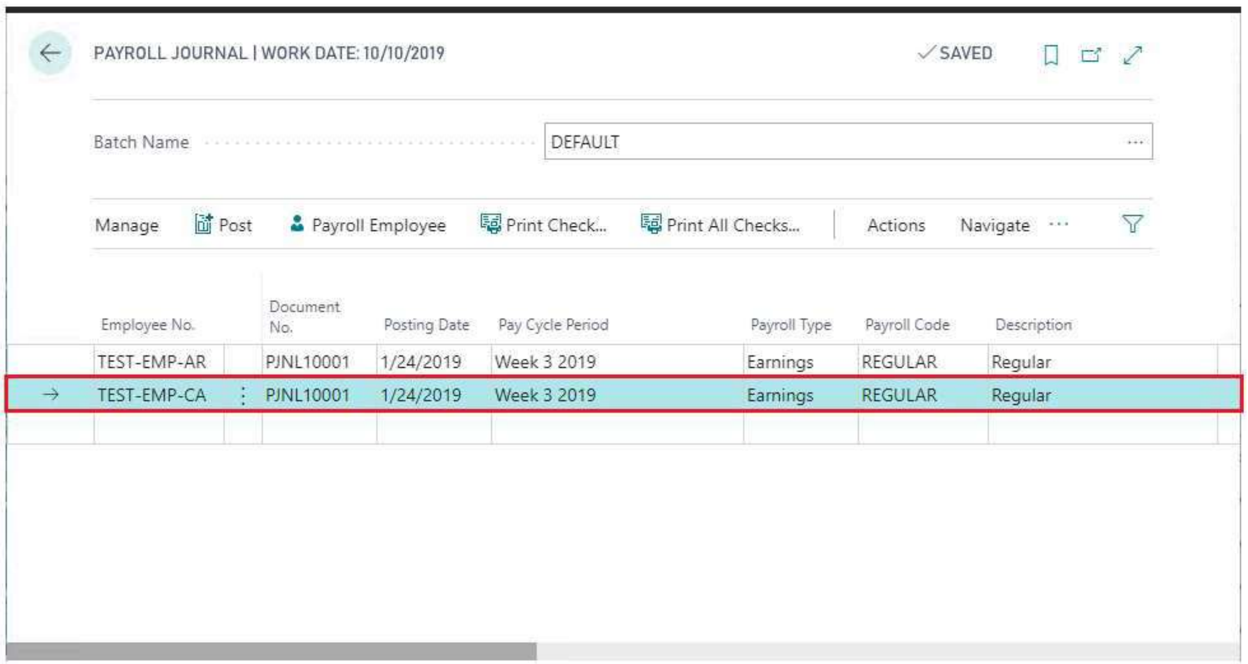
Batch Name DEFAULT

Manage Post Payroll Employee Print Check... Print All Checks... Actions Navigate ···

Employee No.	Document No.	Posting Date	Pay Cycle Period	Payroll Type	Payroll Code	Description
TEST-EMP-AR	PJNL10001	1/24/2019	Week 3 2019	Earnings	REGULAR	Regular

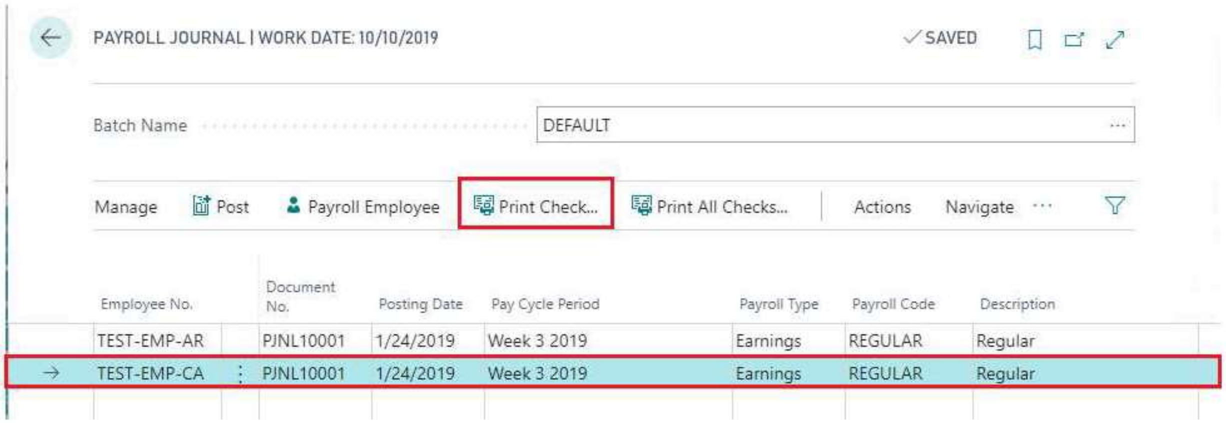
2. ENTER DATA INTO 'PAYROLL JOURNAL'

- elect or Enter 'Employee No.'
- 'Document No.' will auto-populate
- Select a 'Posting Date'
- Select a 'Pay Cycle Period'
- Select a 'Payroll Type'
- Select a 'Payroll Code'
- The 'Description' auto populates
- Enter 'Hours'
- Enter 'Rate per Hour'
- 'Total Amount' will auto calculate
- 'First Name' and 'Last Name' will auto populate
- Enter additional details as needed (dependent on setups, dimension codes etc.)

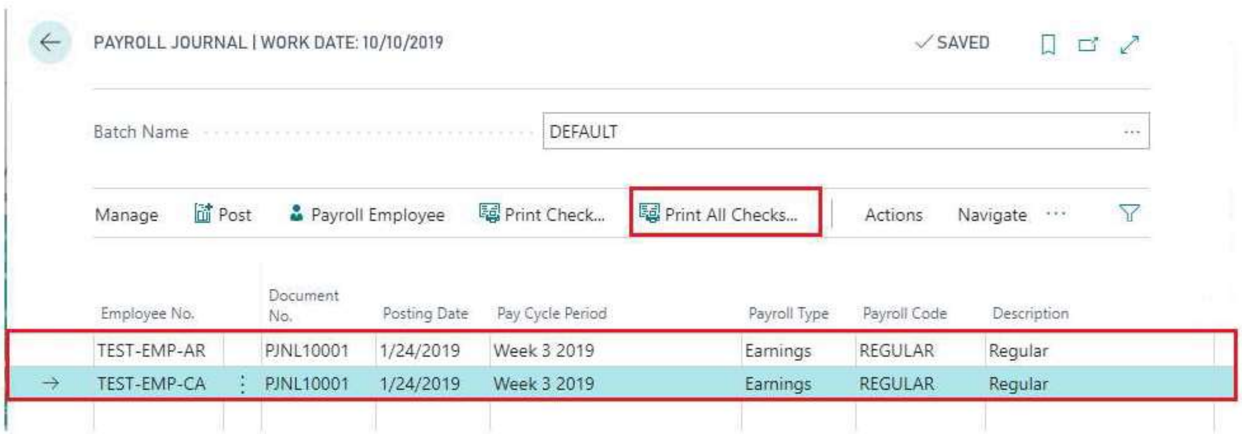


3. POST JOURNAL ENTRIES

- Select 'Print Check' to print the check for the line you have selected



- Select ‘Print All Checks’ to print checks for all lines

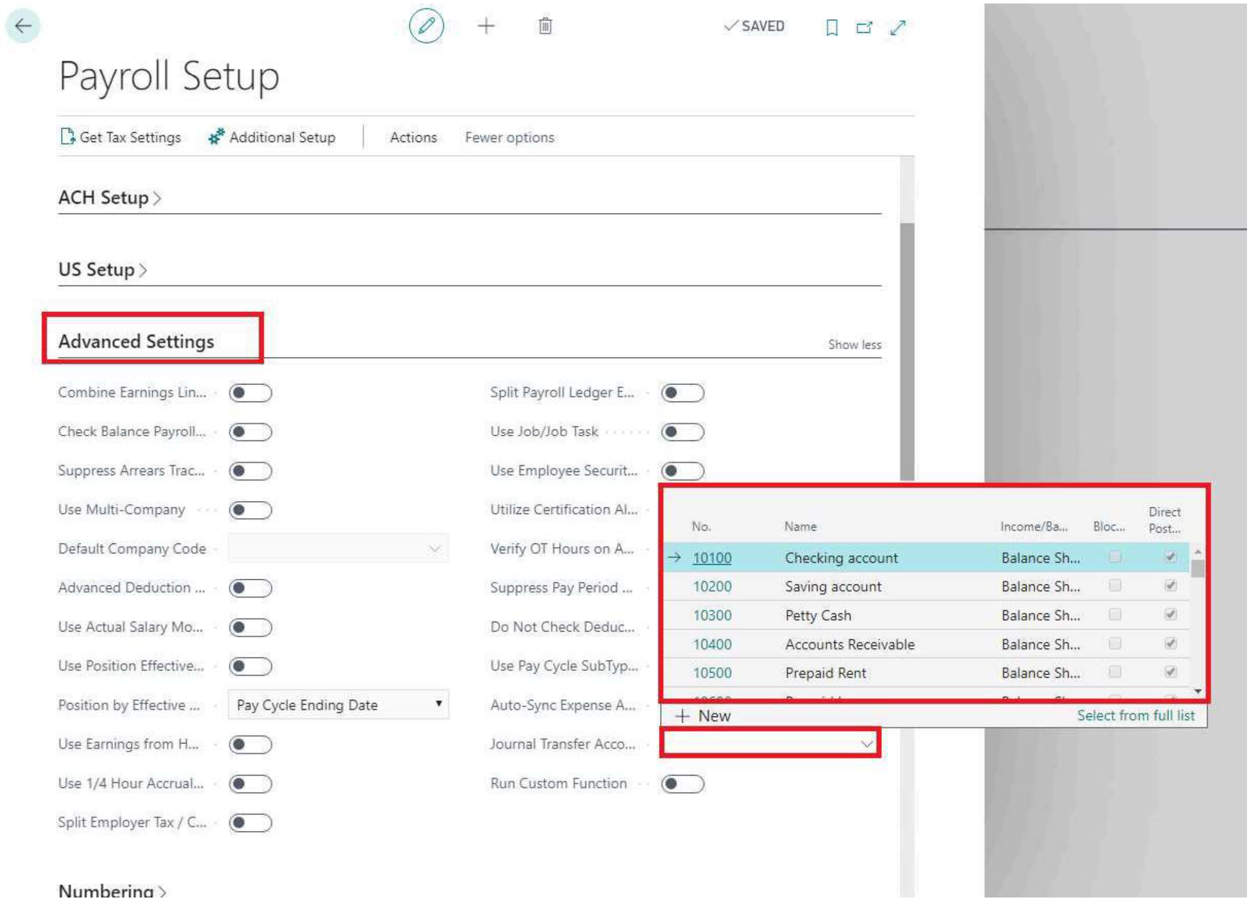


ADDITIONAL SETUP STEP

- As outlined in the Synopsis Note, if you need to use the payroll journal to move amounts from one payroll code to another then complete the following setup steps before attempting this:

1. Open ‘Payroll Setup’

2. In ‘Payroll Setup’ scroll down to ‘Advanced Settings’ and select a bank account in ‘Journal Transfer Account No.’ field.


SAVED
Payroll Setup
Get Tax Settings
Additional Setup
Actions
Fewer options
ACH Setup
US Setup
Advanced Settings
Show less
Combine Earnings Lin...
Check Balance Payroll...
Suppress Arrears Trac...
Use Multi-Company
Default Company Code
Advanced Deduction ...
Use Actual Salary Mo...
Use Position Effective...
Position by Effective ...
Pay Cycle Ending Date
Use Earnings from H...
Use 1/4 Hour Accrual...
Split Employer Tax / C...
Split Payroll Ledger E...
Use Job/Job Task
Use Employee Securit...
Utilize Certification Al...
Verify OT Hours on A...
Suppress Pay Period ...
Do Not Check Deduc...
Use Pay Cycle SubTyp...
Auto-Sync Expense A...
Journal Transfer Acco...
Run Custom Function
No.
Name
Income/Ba...
Bloc...
Direct Post...
10100 Checking account Balance Sh...
10200 Saving account Balance Sh...
10300 Petty Cash Balance Sh...
10400 Accounts Receivable Balance Sh...
10500 Prepaid Rent Balance Sh...
New
Select from full list
Numbering