

Payroll Ledger Entries

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Synopsis:

From the 'Payroll Ledger Entries' you can review all posted ledger entries.

You can access the 'Payroll Ledger Entries' by clicking 'Payroll Ledger Entries' in the 'History' column of the 'Full Payroll Menu'

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

Once you have opened the 'Payroll Ledger Entries' table you can click 'Process' to access the available actions. They are defined below:

Payroll Ledger Entries

Search **Process** Reports Actions Related Reports Automate Fewer options

Navigate **Card** **Reverse Transaction...** **Reverse Multiple Entries**

Entry No.	Posting Date	Payment Date	Document No.	Employee No.	Payroll Type	Payroll Code	Description	Hours	Quantity	Rate per Hour	Total Amount	Bas
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	
206	3/9/2023	3/9/2023	PRL10023	AL-TEST-EMP	Payment	CHECK	Check				-158,055.95	

NAVIGATE:

Find all entries and documents that exist for the document number and posting date on the selected entry.

CARD:

This will take you to the employee card associated with the selected payroll document.

REVERSE TRANSACTION ENTRIES:

This navigates the user to the 'Reverse Transaction Entries' table. From here, you can select the entries you wish to reverse, then click 'Process' and then 'Reverse' at which point corresponding journal entries will be posted to the ledger.

REVERSE MULTIPLE ENTRIES:

Allows you to utilize a filter to select multiple entries which will then be reversed with corresponding journal entries.