

Post Amount Accrual to GL

Modified on: Mon, 27 Dec, 2021 at 10:46 AM

Turn on the PTO accrual to GL account (usually a balance sheet account) in the Additional Payroll Setup table (page action in the ribbon of the payroll setup table)

Additional Payroll Setup

Actions

Allow Same Emp. Multiple Open Docs.

Max Rounding Tolerance %

Do Not Set Local Tax from Location Code

Hide Batch Factboxes

Hide Batch Totals

Custom Earnings

Custom Earnings 1

Custom Earnings 2

Custom Earnings 3

Custom Earnings 4

Custom Earnings 5

Advanced PTO Setup

Post PTO Amount to G/L

PTO Accrual G/L Account No.

Payroll code card setup – turn on Post PTO Accrual Amount to G/L in the PTO setup section

Payroll Code Setup Card

Earnings: VACATION PAY

Remove Uneditable Lookup Codes

Process Procedure Code: Blocked: ☐

W2 Classification:

Earnings Setup

Earnings Sub Type: Vacation Pay

Use Earnings Rate Table: ☐

Pay Matrix Code:

Generate Error if Pay Matrix Rate is Not Found: ☐

Copy Job Dimensions: ☐

Auto-Deduct Code:

Auto-Approve Earnings Code: ☐

Use as Blended OT/DT Rate Calc: ☐

Allow Negative Hours: ☐

Work Type Code:

Exclude from Exp. Allocation Template: ☐

Exclude From Auto-Sync Expense Allocation: ☐

Tip Earnings: ☐

Tip Direct to Employee: ☐

Qualified Sick Leave: ☐

Qualified Family Leave: ☐

PTO Setup

Available as PTO Earnings Code: ☒

Pay Balance Upon Termination: ☐

Available as a Web PTO Code: ☐

Available on Web Portal Hours Entry: ☐

Use Hours Based PTO Accrual: ☐

Use Amount Based PTO Accrual: ☐

Post PTO Accrual Amount to GL: ☒

Auto Top-up Amount: ☐