

## Payroll Posting Account Assignments

It is important that all payroll categories and payroll items used in your payroll are assigned to a G/L account. Payroll posting account assignments ensure that the wage, deduction, tax, and liability amounts can be accurately tracked for regulatory reporting.

To assign your payroll items to a G/L account:

1. Select a Payroll Category that is used in your payroll.
2. To assign ALL payroll items for this Payroll Category to the same G/L account, tab through the Dept. Code, Employee Title and Payroll Item columns to choose ALL for each of these.  
**Optional:** Instead of assigning ALL payroll items to the same G/L account you can click the Dept Code, Employee Title and Payroll Item columns to select an individual item from the list.
3. Choose an account from the list in the G/L Account # column.  
**Optional:** If desired you can select the checkbox in the Summary column to show a single summarized line on reports instead of displaying the detailed items.
4. Once all necessary payroll items for the selected Payroll Category have been assigned to a G/L account, click Assign G/L Accounts(s) to save your selections.
5. Repeat these steps for each Payroll Category needed for your payroll.

### What the Button Do

Assign G/L Account(s)

Click to save your selections for the selected Payroll Category.

Close

Closes the window without saving your selections.