

Payroll Posting Accounts Overview

Select Payroll Posting Accounts from Payroll to link the general ledger accounts used when posting payroll check information to the various payroll expenses and liabilities. Payroll Posting Accounts ensure that the wage, deduction, tax, and liability amounts update the employee tables so that this information can be tracked for regulatory reporting. In Client Write-Up, look for Payroll Posting Accounts on the ATF Payroll menu.

All payroll expenses and liabilities used by this client must be defined in this window. In Client Write-Up, be sure that you define the payroll distribution accounts set up as Check Entry defaults in After-the-Fact Preferences.

As a general rule, the level of detail desired by the client in their Detail General Ledger determines the level of detail on this window.

Payroll Accounts

Exp and Liability Select the payroll expense or liability category from the list. Use the scroll bar to view all categories in the list.

We recommend that you assign at least one account to every payroll expense and liability category used by the client.

As a general recommendation, assign the following categories:

- Wage Expense
- Emplr Fed Tax Exp
- Emplr Fed Tax Liab
- Emplr SUI Exp
- Emplr SUI Liab
- Emple Fed Tax Liab

If the client's state has individual state income tax, assign Emple SWT Liab.

If the client uses benefits (such as health insurance as a payroll deduction), assign Emple Ded Liab.

Assign G/L Accounts

Dept Code If your accounts are departmentalized, enter the department code for this category. You can select All. As an example, if you have 3 departments, make 3 entries on the grid (one for each department). Departments must be set up in the Departments list (from the Lists menu).

Employee Title Enter the title from the Job Titles list which corresponds to this payroll expense or liability account. You can select All. Job titles are set up in the Job Titles list

Code Available codes depend on the expense or liability account selected at the top of the window. Click the arrow and either select ALL, or narrow the category to a specific expense or liability code.

For example, for many clients, there will only be one wage account assigned to Wage Expense. All wages (regular and overtime) will be posted to that account. For other clients, Wage Expense will be broken down, with specific accounts for Regular, Overtime, and the Other Pays defined for the client.

In another example, some clients use one Employee Federal Tax Liability account. All taxes will be posted to that account. For other clients, this tax liability will be broken down, with specific accounts for Social Security, Medicare, Federal Withholding Tax, and EIC.

Exp & Liab Accts	Code
Unassigned Payroll Items	ALL
Wage Expense	ALL, Regular, OT, OP codes
Emplr Contrib Exp	ALL, Deduction codes with Emplr Contrib
Emplr Contrib Liab	ALL, Deduction codes with Emplr Contrib
Emplr Garnish Fee Income	ALL, Garnishment codes
Emplr Fed Tax Exp	ALL, SSEC, MDCR, FUI

Emplr Fed Tax Liab	ALL, SSEC, MDCR, FUI
Emplr SUI Expense	ALL, States set up
Emplr SUI Liability	ALL, States set up
Emplr SDI Expense	ALL, States set up
Emplr SDI Liability	ALL, States set up
Emplr W/C Expense	ALL, Workers Comp codes
Emplr W/C Liability	ALL, Workers Comp codes
Emple Ded Liability	ALL, Deduction codes
Emple Garnish Liab	ALL, Garnishment codes
Emple Fed Tax Liab	ALL, SSEC, MDCR, FWT, EIC
Emple SWT Liability	ALL, States set up
Emple SUI Liability	ALL, States set up
Emple SDI Liability	ALL, States set up
Emple MWT Liability	ALL, Municipalities set up
Vendor Withholding Liability	Federal, States set up

Acct Num/Acct Desc Click the arrow and select the Client Write-Up posting account for this payroll expense or liability account. If this is an expense account, the account will be available for check distributions. If this is a liability account, the account will be available for employer liability posting and tracking.

Notice that you can select accounts by either the account number or description. The selected preference displays in blue. To change to the other lookup preference, or toggle between the two, press the forward slash (/).

Summary Select this check box if you wish to mark this account for Summary printing whenever an Attendance (Payroll) batch or after-the-fact checks (Client Write-Up and Client Checkbook) are posted. When the General Ledger Distribution Report (Payroll) or Detail General Ledger (Client Write-Up and Client Checkbook) are printed only one transaction will be printed for each date (regardless of the number of checks posted). For example, if you write 50 payroll checks per posting run, you might not want to see 50 transactions for Federal Tax Withheld in your register. If you select summary, only one transaction for the total amount of Federal Tax Withheld will appear.

What the Buttons Do

Assign G/L Acct(s) Click this button to save the account assignments for the selected payroll category.

Tips

- When assigning G/L accounts, press the TAB or ENTER key at the end of the last row to add a new row to the table.
- To add a new row when assigning G/L accounts, select the row and press the Insert key.
- To delete a row when assigning G/L accounts, select the row and press the Delete key.
- Click Add Account on the menu bar if you are assigning a payroll category and need to add an account to the client's Chart of Accounts.
- Click Print on the menu bar to print a listing of payroll posting accounts.
- If you plan to use Work Departments in Payroll, make sure the payroll posting accounts are set up for departments in order for the amounts to post to the correct general ledger accounts.

Related Topics