

Accounting Integration Guide: AccountEdge

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AccountEdge Version Compatibility

We officially support integration with the current version of AccountEdge, plus the two previous versions. The current version is **AccountEdge 2015**, including all editions.

This guide will walk you through the steps to register for AccountEdge integration, and set it up so you can export your payroll data to your AccountEdge software.

Accounting Integration Process Overview

There are three basic steps to accounting software integration. These include: 1) Registration, 2) Import Chart of Accounts, and 3) Export Payroll Data. Below is a high-level overview. The remainder of this guide will offer full details on how to complete each step.

Registration

The registration process is how you sign up for accounting integration in the payroll application. This is the first step in getting your payroll data into AccountEdge.

Import Chart of Accounts

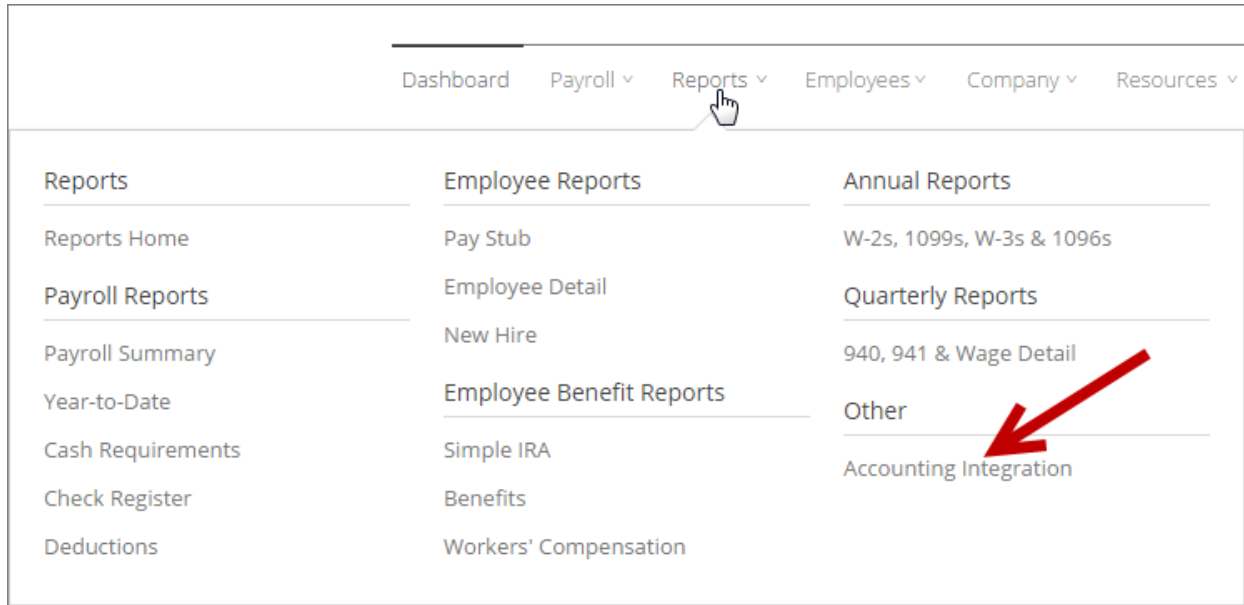
Once you've completed the initial registration, you'll need to export your Chart of Accounts from AccountEdge and import it into the payroll application. After you import your Chart of Accounts you'll map your accounts to the applicable payroll categories.

Export Payroll Data

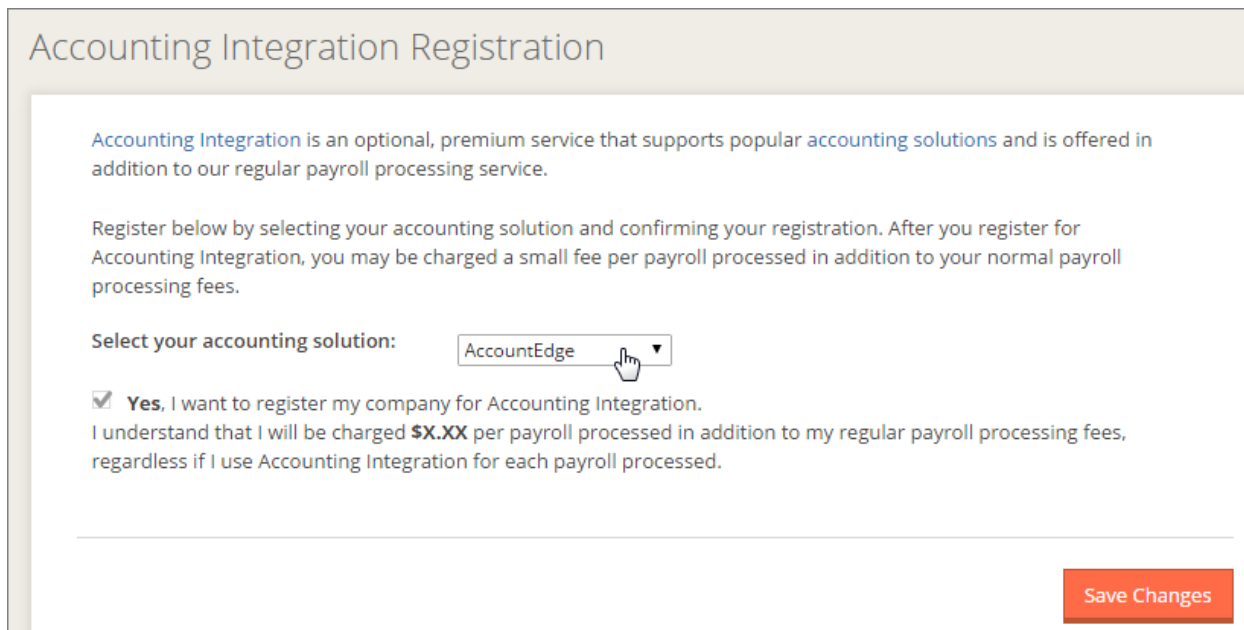
Once you've imported your Chart of Accounts and mapped the accounts to your payroll categories, you're ready to export your payroll data to AccountEdge. Once setup is complete, you'll be able to export after running your next payroll.

Registration Process

1. From any screen, use the top navigation menu to go to Reports > Accounting Integration.



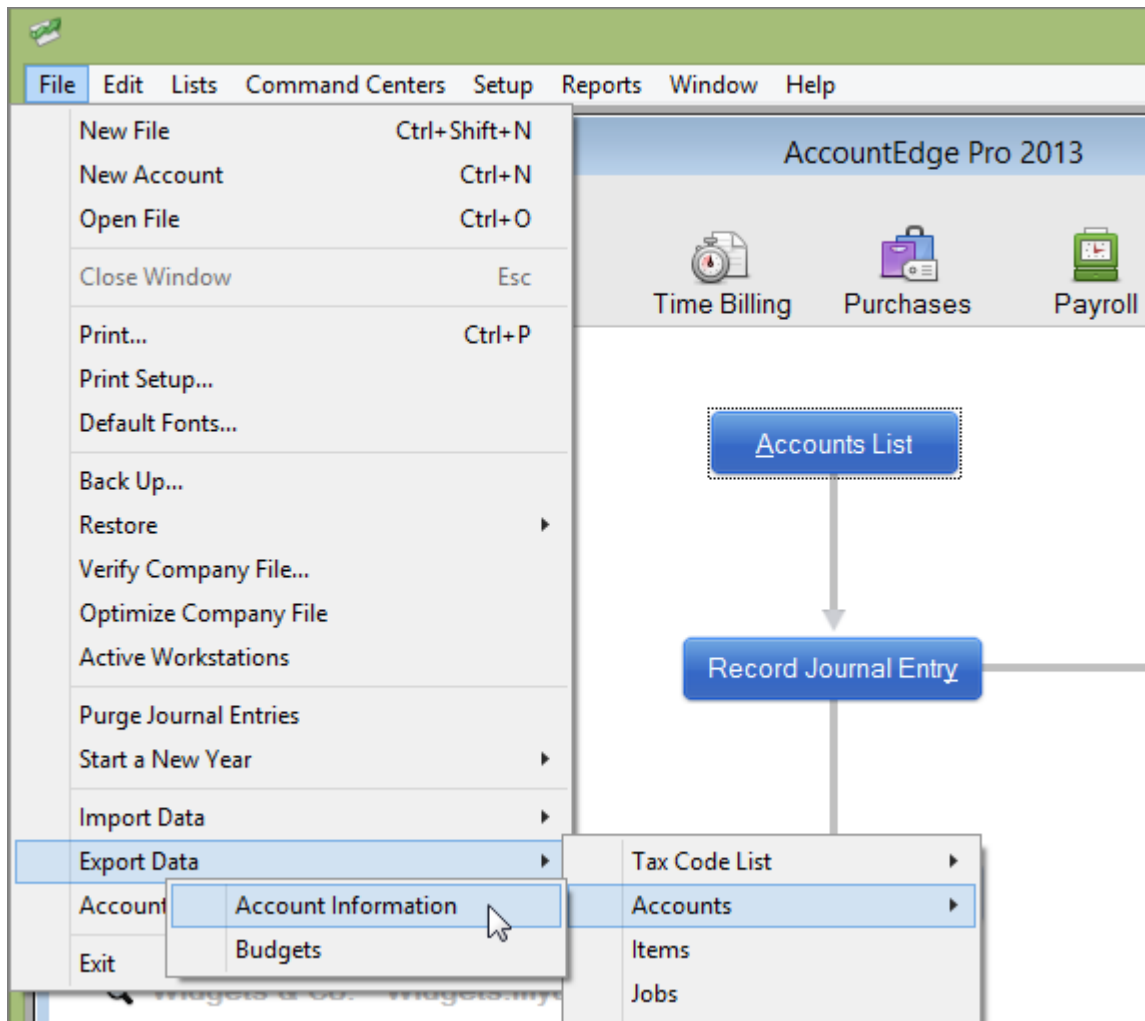
2. Click the **Register** button.
3. Select AccountEdge from the dropdown and click the checkbox to accept the fee, if applicable. Then click the **Save Changes** button.
Consult your fee schedule for details on any fees that apply.

A screenshot of the 'Accounting Integration Registration' form. The title is 'Accounting Integration Registration'. Below the title, there is a paragraph explaining that Accounting Integration is an optional, premium service. Another paragraph instructs the user to register by selecting an accounting solution and confirming registration, noting that a fee may be charged. The form includes a dropdown menu for 'Select your accounting solution:' with 'AccountEdge' selected. Below this is a checked checkbox with the text 'Yes, I want to register my company for Accounting Integration. I understand that I will be charged \$X.XX per payroll processed in addition to my regular payroll processing fees, regardless if I use Accounting Integration for each payroll processed.' At the bottom right, there is a red 'Save Changes' button.

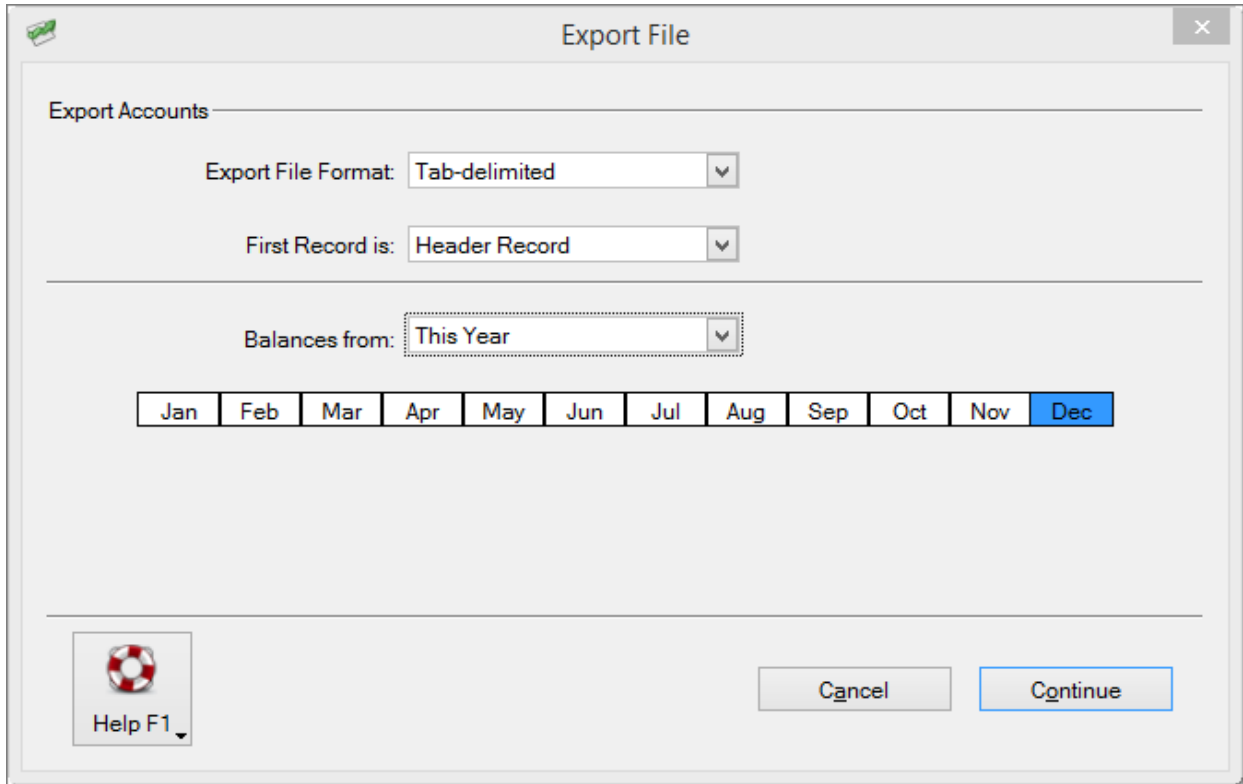
4. On the next screen, click the **Begin Setup Process** button.

Export Chart of Accounts from AccountEdge

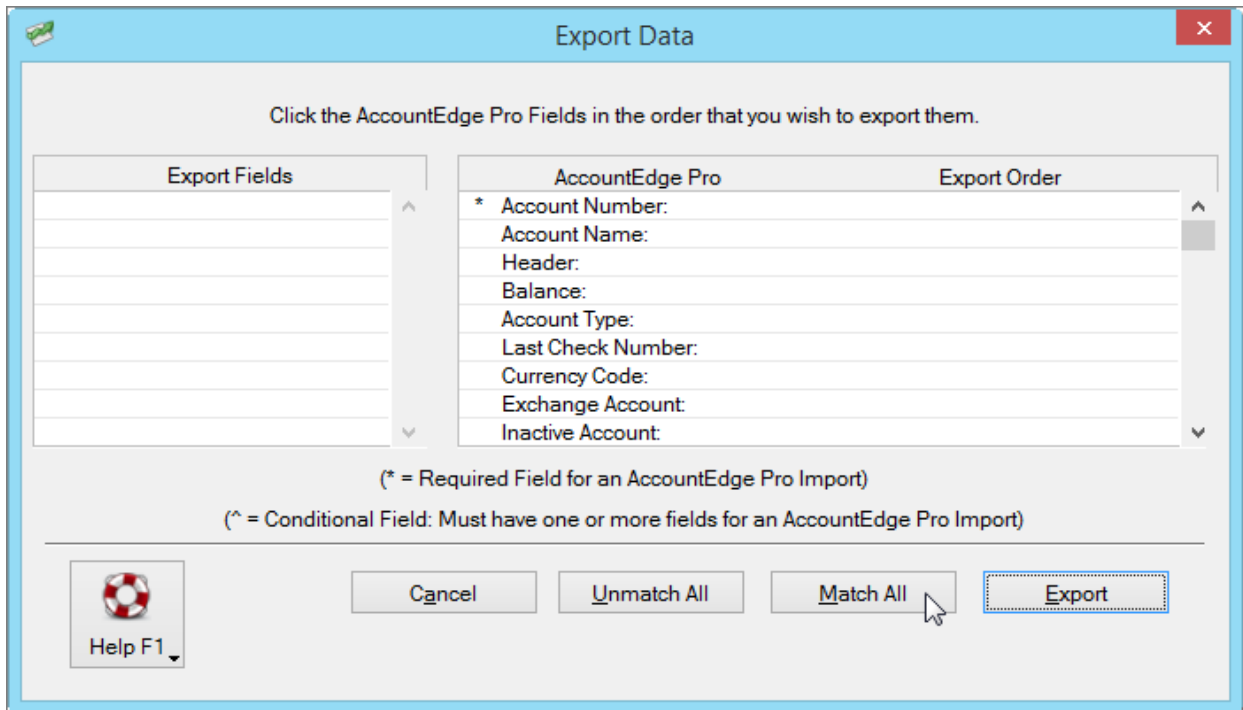
1. Open your AccountEdge software.
2. Click File > Export Data > Accounts > Account Information

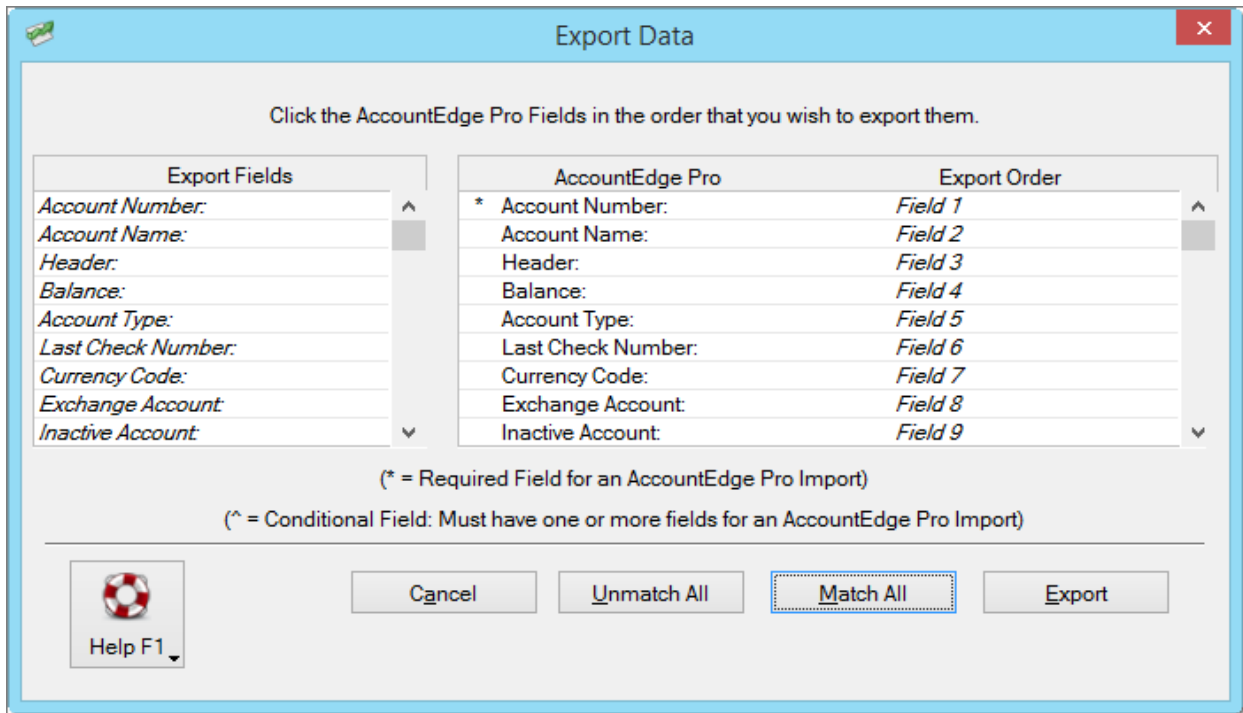


3. Make sure the settings match as shown below. The 'Balances from' field should be This Year and will show the current fiscal year. Then click the Continue button.

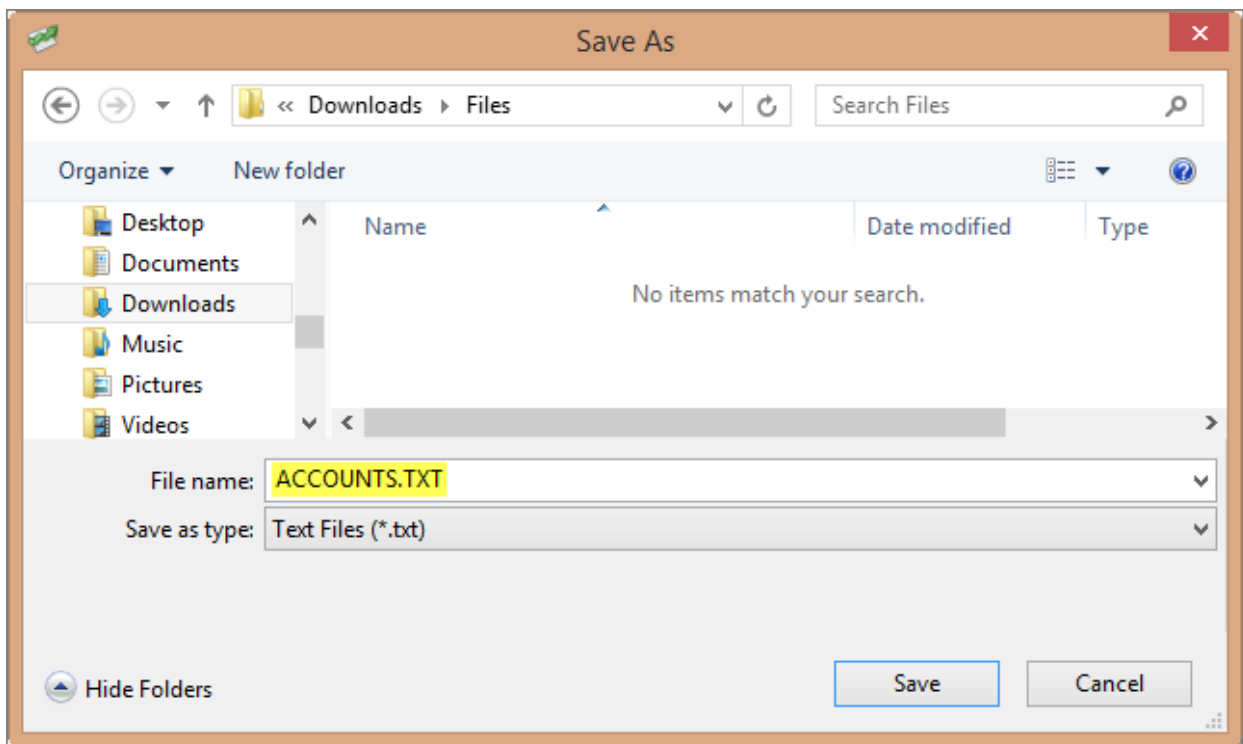


4. Click the 'Match All' button which will move all fields to the Export Fields section. Then click the 'Export' button.





5. Select a location to save the file and give it a name you'll recognize for the Upload Chart of Accounts process.



Upload Chart of Accounts

1. Back in the payroll application, click the 'Choose File' button, then select the Chart of Accounts file you saved. Click OK then click the **Upload File** button.

Accountedge Integration - Import Accounts

Please make sure you have exported your chart of accounts from your AccountEdge software before beginning the upload process.

The chart of accounts file should be saved with a "*.txt" extension (no quotes), or the process will fail. (?)

To upload your chart of accounts, follow these steps:

1. Click on "Browse" below.
2. In the "Choose File" dialog box, find the location you saved your chart of accounts file after exporting it from AccountEdge.
3. Click "Open."
4. Click on "Upload File" below.

ACCOUNTS.TXT

2. You'll be shown a full list of accounts that imported. Click the 'Assign Accounts to Payroll Categories' link.

If any accounts are missing, they didn't import due to the length of the account name. Please shorten the account name to 50 characters or less and re-export from AccountEdge.

Accountedge Integration - Import Accounts

Your chart of accounts upload was not successful. To resolve this, refer to the help button beside the records list below or Online Help for common upload errors.

Accounts that uploaded successfully are included in the chart below called "Accounts that Uploaded." Only payroll-related accounts will import into online payroll.

The next step is to assign AccountEdge accounts to each of your payroll data categories, which correspond to earnings and deductions you use in your payroll.

[Assign Accounts to Payroll Categories](#)

Accounts that Uploaded

- 10000 Assets
- 11000 Current Assets
- 11100 Cash On Hand
- 11110 Checking Account
- 11120 Payroll Checking Account

Assign Accounts to Payroll Categories

Now you need to assign the accounts you just uploaded to the payroll categories. You'll go through 3 steps to assign accounts for 1) Earnings & Expenses, 2) Deductions & Liabilities, and 3) Taxes & Expenses. Consult your tax professional if you're unsure of how to make the assignments.

1. Assign accounts for Earnings & Expenses, then click **Next**.

Accountedge Integration - Assign Accounts (Step 1 of 3)

Select an account from the dropdown box beside each payroll category below for Earnings & Expenses. Once you've assigned all of your payroll categories to an account, click on "Next."

The "code" displayed next to each payroll category corresponds to the payroll data displayed in your [Payroll Summary Report](#). You must assign an account to each payroll category displayed below.

For more integration information, click here [Assign Accounts FAQ](#).

EARNINGS & EXPENSES

PAYROLL CATEGORIES	CODE	ACCOUNTS
Payroll Checking Account		11120 Payroll Checking Account ▼
1099 Earnings	[1099\$]	65100 Wages & Salaries ▼
Bonus	[BONUS\$]	65100 Wages & Salaries ▼
Other Hours	[OTHER H]	65110 Wages ▼
Overtime Earnings	[O/TIME]	65100 Wages & Salaries ▼
Regular Earnings	[REGULAR]	65100 Wages & Salaries ▼
Salary Earnings	[SALARY]	65100 Wages & Salaries ▼
Vacation	[VACTION]	65100 Wages & Salaries ▼

Next »

2. Assign accounts for Deductions & Liabilities, then click **Next**.

Accountedge Integration - Assign Accounts (Step 2 of 3)

Select an account from the dropdown box beside each payroll category below for Deductions & Liabilities. Once you've assigned all of your payroll categories to an account, click on "Next."

The "code" displayed next to each payroll category corresponds to the payroll data displayed in your [Payroll Summary Report](#). You must assign an account to each payroll category displayed below.

For more integration information, click here [Assign Accounts FAQ](#).

DEDUCTIONS & LIABILITIES

PAYROLL CATEGORIES	CODE	ACCOUNTS
Company Match Simple IRA %	[COSMIRA]	21000 Current Liabilities ▼
DENTAL \$	[DENTAL]	21000 Current Liabilities ▼
Health Insurance \$	[HEALTH]	21000 Current Liabilities ▼
MISCELLANEOUS DEDUCTION \$	[MISC]	21000 Current Liabilities ▼
MISCELLANEOUS DEDUCTION \$	[MISC 1T]	21000 Current Liabilities ▼
SMPLIRA \$	[SMPLIRA]	21000 Current Liabilities ▼

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Next »

3. Assign accounts for Taxes & Expenses, then click **Next**.

AccountEdge Integration - Assign Accounts (Step 3 of 3)

Select an account from the dropdown box beside each payroll category below for Taxes & Expenses. Once you've assigned all of your payroll categories to an account, click on "Next."

The "code" displayed next to each payroll category corresponds to the payroll data displayed in your [Payroll Summary Report](#). You must assign an account to each payroll category displayed below.

For more integration information, click here [Assign Accounts FAQ](#).

TAXES & EXPENSES

PAYROLL CATEGORIES	CODE	ACCOUNTS
CO MATCH 401K	[CO 401K]	65200 Employee Benefits ▼
Unemp Tax Adjustment	[SUI ADJUST]	65130 Employer Payroll Tax Expense ▼
ADJUST TAX CHECK	[ADJUST]	65130 Employer Payroll Tax Expense ▼
CALIF TRAINING TAX	[TRAIN]	65130 Employer Payroll Tax Expense ▼
CALIF TRAINING TAX	[TRAIN]	65130 Employer Payroll Tax Expense ▼
COMPANY MEDICARE	[CO MEDC]	65130 Employer Payroll Tax Expense ▼
EMPLOYER FICA CALCULATION	[CO FICA]	65130 Employer Payroll Tax Expense ▼
EMPLOYER UNEM. CALC	[CO UNEM]	65130 Employer Payroll Tax Expense ▼
EMPLOYER UNEM. CALC	[CO UNEM]	65130 Employer Payroll Tax Expense ▼
FEDERAL UNEMPLOYMENT TAX	[FUTA]	65130 Employer Payroll Tax Expense ▼
Payroll Fees	[FEES]	61150 Miscellaneous Expenses ▼

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Once you've completed assigning accounts, you'll see a screens confirming that.

AccountEdge Integration - Accounts Assigned

Your AccountEdge accounts have been assigned to payroll categories. View your [assigned accounts list](#) now.

Some things to remember:

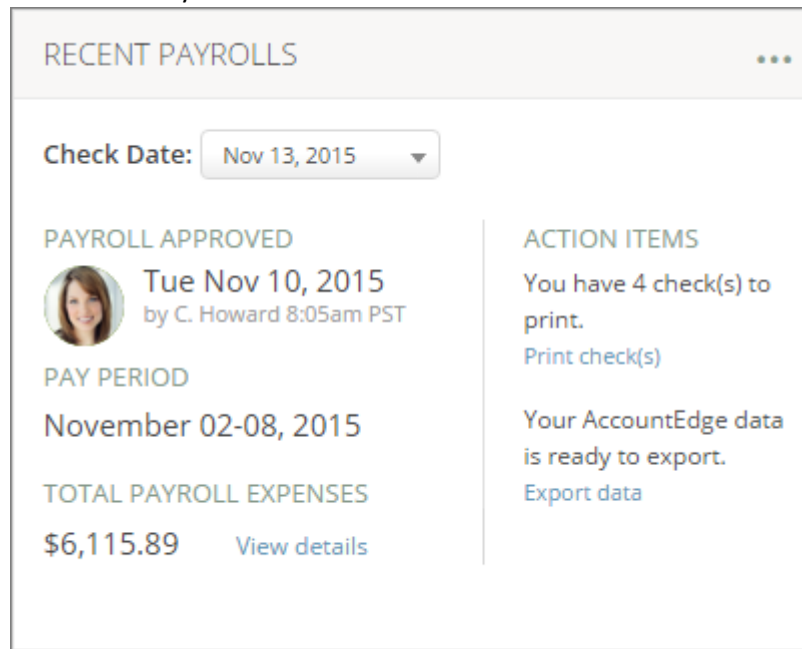
- If you've added new payroll categories when processing your payroll, you will need to assign those new categories to accounts for the payroll data file export to be successful.
- To change which accounts are assigned to your payroll data categories at any time, simply select "Assign Accounts" from the left-hand navigation and reassign your accounts.
- If you change your AccountEdge accounts, simply export a new Chart of Accounts file from your AccountEdge software, upload it into online payroll and assign the new account to the desired payroll data category.
- To access your journal entry file(s) for your previous payroll(s) at any time, click on the "Export Journal Entry File" link in the left-hand navigation.

[Go to Payroll Data File Archive](#)

Export Payroll Data to AccountEdge

After you complete the registration process and run a payroll, you can export your payroll data to your accounting software.

1. The AccountEdge File Export screen can be accessed from 2 places:
 - a. The Recent Payrolls section on the Dashboard.



- b. The Reports menu from the top navigation.



2. After clicking Export File, you'll see the Export File screen. Click Export to download the file to your computer. The file will download to the default downloads folder specified in your browser settings.

Accountedge Integration - Export File

Click on the export link below to download a payroll's journal entry file. You may save this file to your desktop or a designated folder and import it into your accounting software's general ledger.

Note: If you added new earnings or deductions since your last payroll, you will need to go to the [Assign Accounts](#) section and assign each new payroll category to an account before exporting the payroll's journal entry.

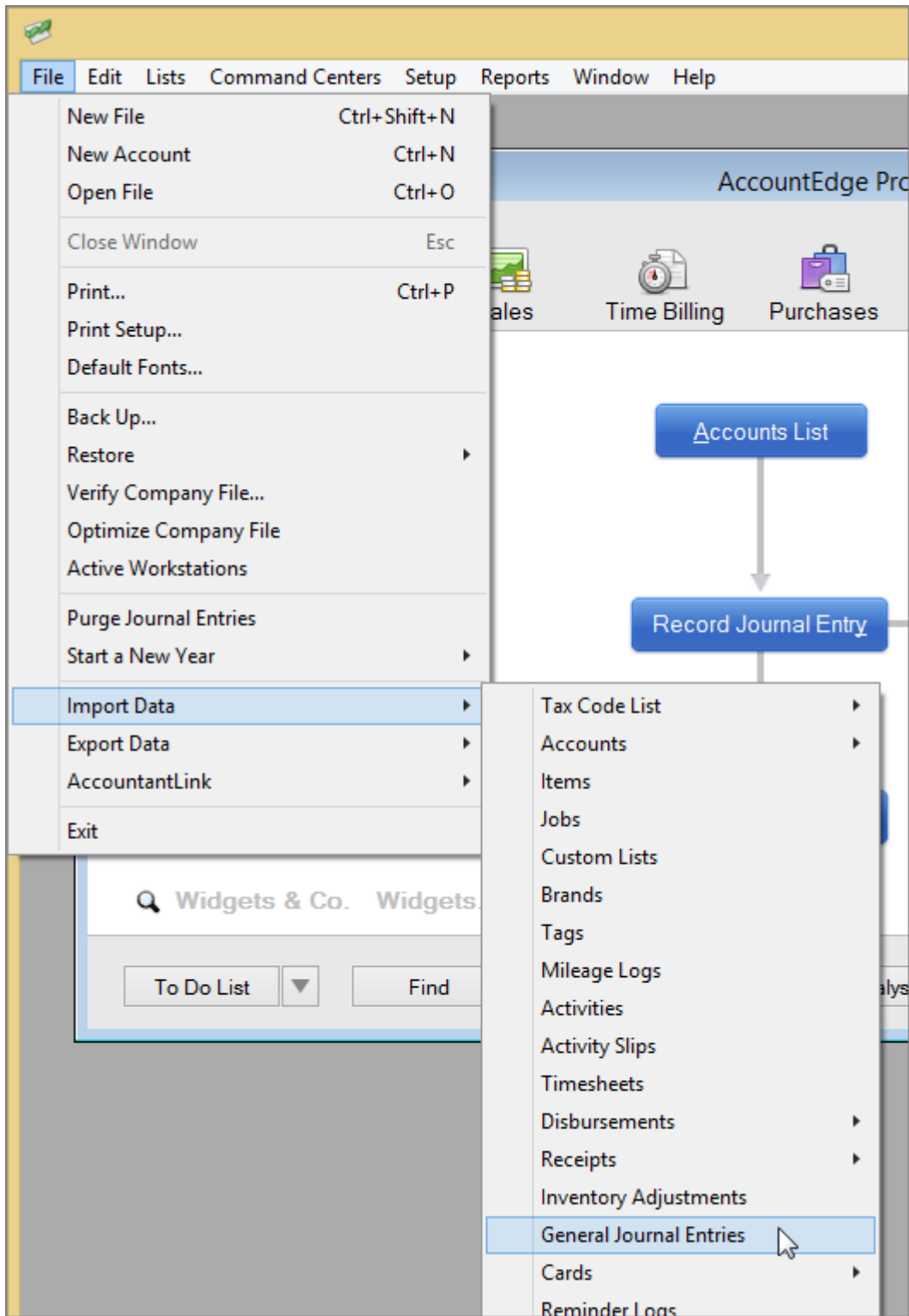
For more integration information, click here [Export FAQ](#).

MOST RECENT PAYROLL

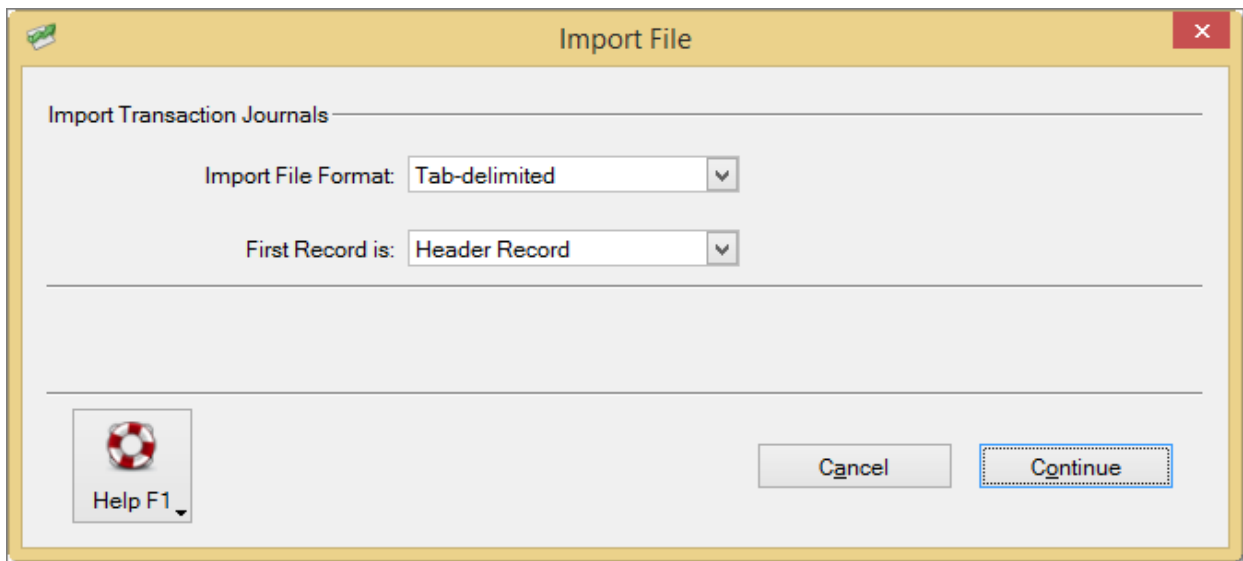
Pay Period	Check Date	Posted On	Data File
11/2/2015 - 11/8/2015	11/13/2015	Not Posted	Export View

[Return To Reports](#)

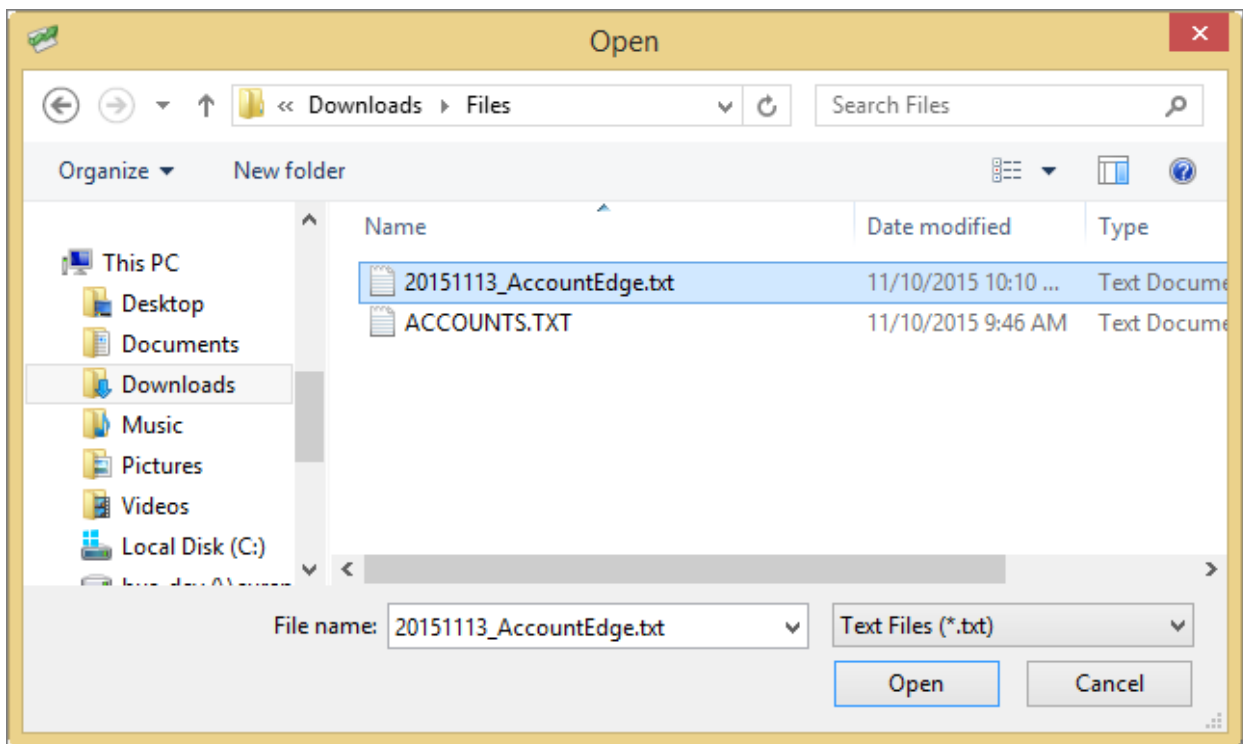
3. In AccountEdge, click File > Import Data > General Journal Entries



4. Leave the settings as they are and then click the 'Continue' button.



5. Locate your file where it was downloaded and click Open.



- Click the 'Match All' button which will move all fields to the Matching Import Field section. Then click the 'Import' button.

First click an Import Field, then click the matching AccountEdge Pro Field.

Import Fields	AccountEdge Pro	Matching Import Field
Journal Number	Journal Number:	
Date	Date:	
Memo	Memo:	
Account Number	* Account Number:	
Debit Amount	* Debit Amount:	
Credit Amount	* Credit Amount:	
Job	Job:	
Currency Code	Currency Code:	
Exchange Rate	Exchange Rate:	

(* = Required Field: Must Have a Valid Matching Import Field)
(^ = Conditional Field: One or More Fields Must Have a Valid Matching Import Field)

Help F1

First click an Import Field, then click the matching AccountEdge Pro Field.

Import Fields	AccountEdge Pro	Matching Import Field
Journal Number	Journal Number:	Journal Number
Date	Date:	Date
Memo	Memo:	Memo
Account Number	* Account Number:	Account Number
Debit Amount	* Debit Amount:	Debit Amount
Credit Amount	* Credit Amount:	Credit Amount
Job	Job:	Job
Currency Code	Currency Code:	Currency Code
Exchange Rate	Exchange Rate:	Exchange Rate

(* = Required Field: Must Have a Valid Matching Import Field)
(^ = Conditional Field: One or More Fields Must Have a Valid Matching Import Field)

Help F1

- After clicking 'Import' you'll be shown message indicating that the import was successful.