

How to check General Ledger postings from Employer Services...

Overview

We are often asked why Employer Services payroll is posting to incorrect General Ledger accounts, or not posting to the General Ledger at all. Below is a simple method to show any incorrect setups and how to correct.

Step 1 – Print the General Ledger report in Employer Services

Make sure Sort Order 1 is Employee Code or Alpha, Report Type Detail, And Pay Type is Standard Pay.

The screenshot displays the 'Print Report - General Ledger' window. In the 'Sort Orders' section, 'Sort Order 1' is set to 'Employee Code'. The 'Select report options' dialog box is open, showing the following settings:

- Show employee totals
- Create a batch file
- Hide Leave Accruals
- Use Grossed up Value for Fringe Benefits
- Hide WorkCover
- Hide superannuation payment amounts
- Summary report type - show separate debits and credits for each GL account
- When creating a batch file export: All general ledger payments
- Export to accounting software: None
- Report type: Detail
- Select Pays Using: Pay Period End Date

Buttons for 'Save : F10' and 'Exit : Esc' are visible at the bottom of the dialog.

Take your business to the *next level*

Now check the General Ledger codes in the report

From the report below, it can be seen a number of General Ledger accounts are blank. This would mean some setups in Employer Services have not been set up correctly.

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The Demonstration Company

General Ledger Report

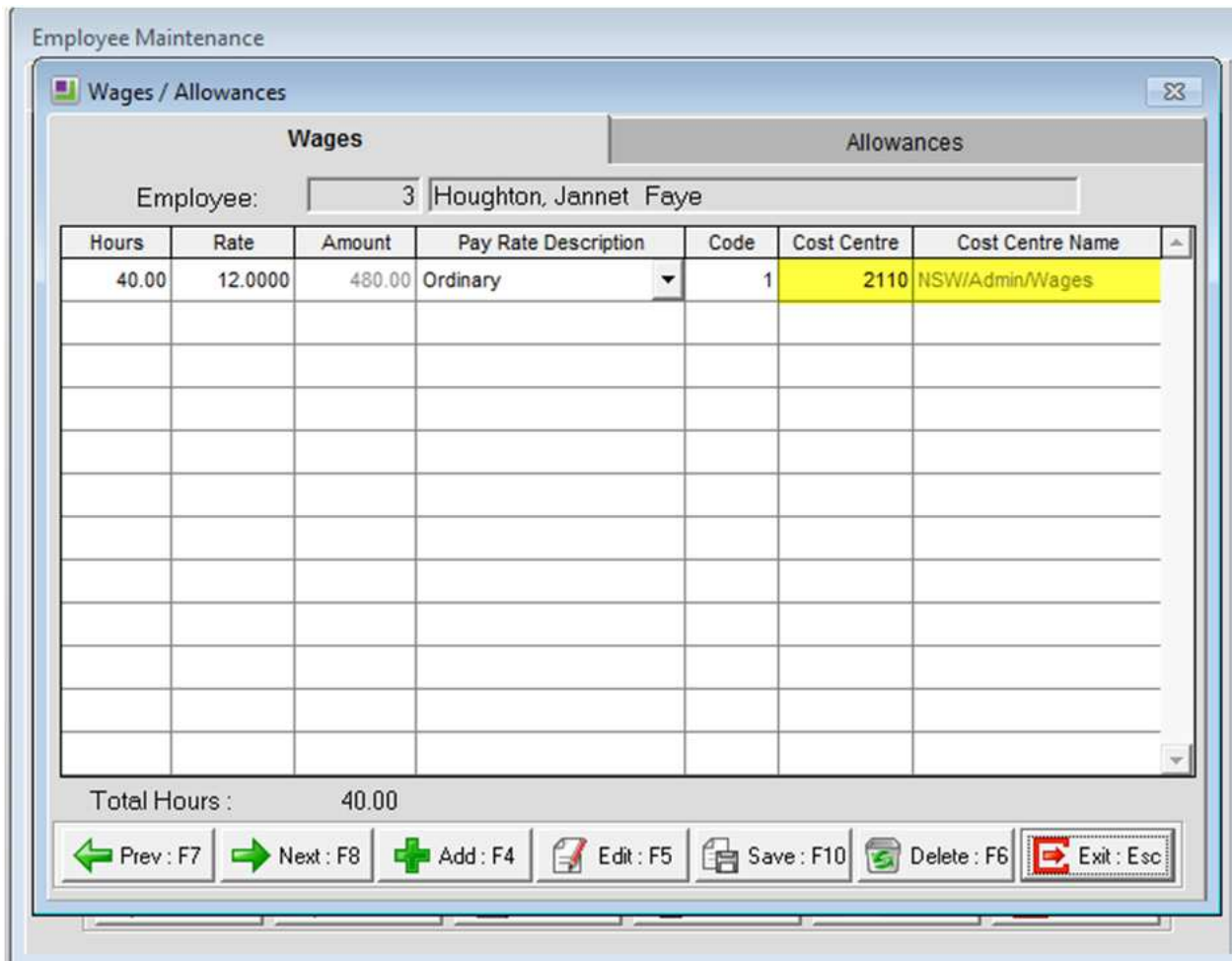
Standard Pay
Employee Codes: 3

	Hours	Debit	Credit	General Ledger	Description
3 Houghton, Jannet Faye					
Wages: Ordinary	40.00	480.00	0.00		
Superannuation: 2 IOOF	0.00	0.00	-50.00		
Direct Credit	0.00	0.00	-412.00	9800-10	Net Pay Clearing
PAYG	0.00	0.00	-18.00	9900-20	PAYG Clearing
Superannuation: 2 IOOF	0.00	44.40	0.00		
WorkCover	0.00	0.00	-7.20	9900-70	WorkCover
WorkCover Rounding	0.00	0.00	-0.67	9900-70	WorkCover
Superannuation(employer)	0.00	0.00	-44.40	9700-00	Superannuation
WorkCover(Superannuation: 2	0.00	0.67	0.00		
WorkCover(Wages: Ordinary)	0.00	7.20	0.00		
	40.00	532.27	-532.27		

What to Check – Employee's Standard Pay

Check the Employee's Standard Pay. In this example, Wages need to be checked, has the correct Cost Centre been allocated? If incorrect or blank, change to the correct Cost Centre.

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Hours	Rate	Amount	Pay Rate Description	Code	Cost Centre	Cost Centre Name
40.00	12.0000	480.00	Ordinary	1	2110	NSW/Admin/Wages

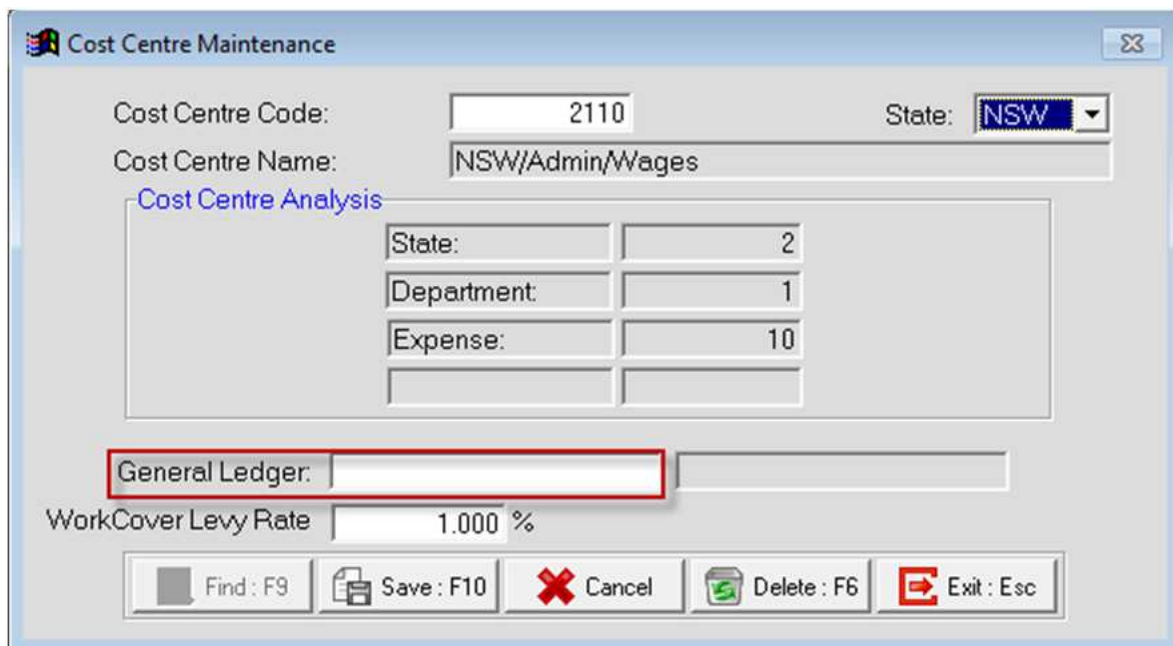
Total Hours : 40.00

← Prev : F7 → Next : F8 + Add : F4 📄 Edit : F5 💾 Save : F10 🗑 Delete : F6 ⏏ Exit : Esc

What to Check – Cost Centre Maintenance

Make sure the correct General Ledger account is entered on the Cost Centre and make sure the General Ledger code is not blank. If left blank, nothing will post to the General Ledger.

Take your business to the **next level** 



Cost Centre Maintenance

Cost Centre Code: 2110 State: NSW

Cost Centre Name: NSW/Admin/Wages

Cost Centre Analysis

State:	2
Department:	1
Expense:	10

General Ledger:

WorkCover Levy Rate 1.000 %

Find : F9 Save : F10 Cancel Delete : F6 Exit : Esc

Reprint the report and make sure all General Ledger accounts are now correct.