

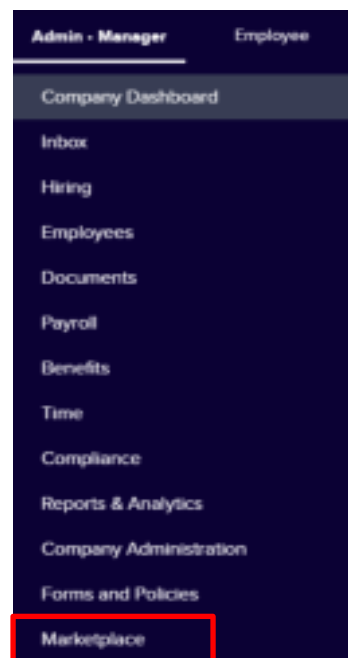
## TriNet + QuickBooks Online Integration User Guide

The integration between TriNet and QuickBooks Online eliminates the need for you to manually create journal entries, saving you time and preventing errors. After running payroll, TriNet will create these journal entries for you based on your mapped accounts and allow you to push them into the QuickBooks Online General Ledger.

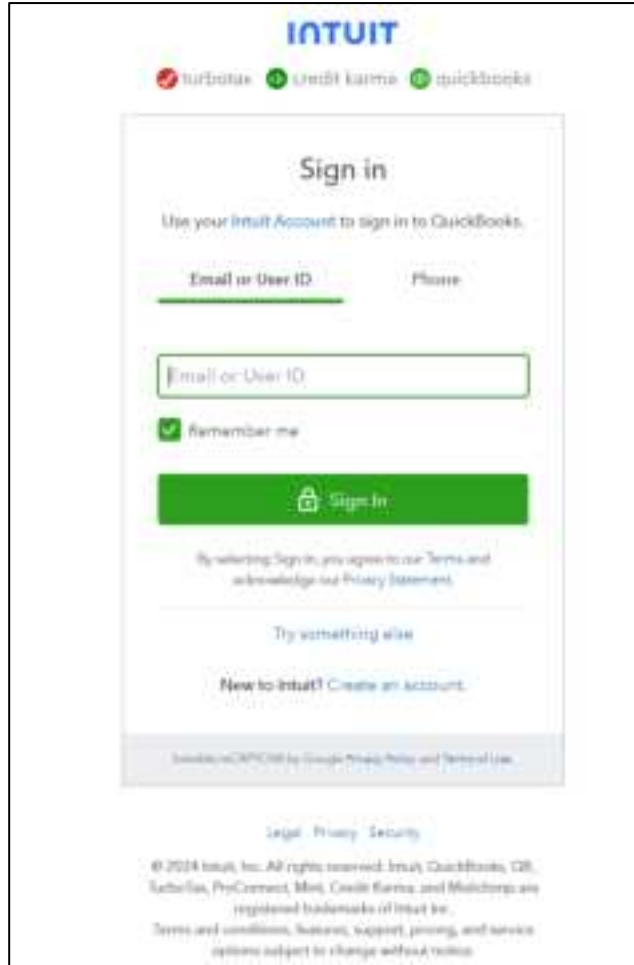
To access this feature, you must have the following roles or permissions:

- **HR Authorizer and/or Payroll Entry**
- **Integration Administrator**
- **Workforce Analytics Administrator or User**

1. To access QuickBooks Online, make sure you are in the **Admin/Manager** view in the TriNet platform.
2. Click on **Marketplace** in the navigation menu.



3. Under **All Apps**, search for the **QuickBooks Online** card and click **View Details**.
4. Click **Set up Integration** and log into QuickBooks Online as instructed.
5. Enter your QuickBooks Online credentials and follow the instructions to connect with QuickBooks Online.



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6. After successfully connecting to QuickBooks Online, select the **Edit** button to begin mapping your General Ledger accounts. You can also “Disconnect” if necessary.

**Note:** Disconnecting will end your current connection with QuickBooks Online; however, previously mapped accounts will be saved.

## Mapping General Ledger Accounts

Now that you've connected to your accounting system, the next step is to prepare your accounts for mapping.

Before we move through each step, let's make sure you have everything you need prior to mapping your accounts:

- Do you plan to map by departments or locations? If so, make sure your departments and locations have been assigned to your employees in this section of the TriNet platform – **Company Administration > Departments and Locations**.
- Do you have a General Ledger account per department or location? If so, then you'll need to **add a row** for each activity within each of the six Payroll categories you want to see the breakdown. If not, then you will not need to map by department or locations. Our General Ledger report provides the breakdown for a better visual.

### Step 1 – General Ledger Mapping

It's time to map your TriNet Activities/Codes with your Chart of Accounts from your accounting system.

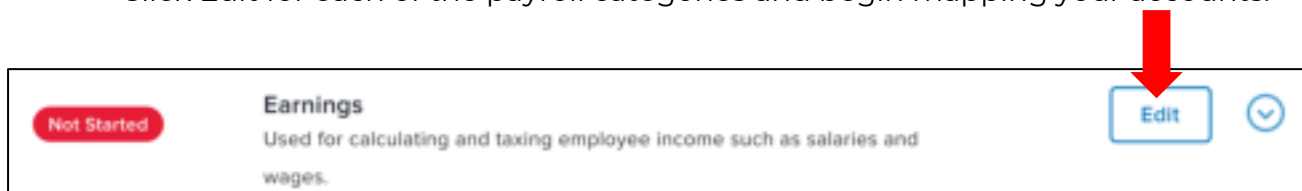
#### Helpful Tips:

- Duplicate entries are not allowed.
- Use the Refresh COA button to reload your most recent Chart of Accounts.
- Use Add Row to add a new activity to the list.
- All Payroll Categories must be mapped before you can submit your mapped accounts.
- Payroll is required to run at least one cycle before generating the General Ledger report.
- **Default Debit:** Is a safeguard activity – usually an “Ask My Accountant or Misc.” Account or it may also be a unique activity based on the Payroll category. For example: Under Employer Taxes – Payroll taxes can be an expense account but also a default debit account as well.
- **Invoice or Payroll Clearing Account:** Should be mapped to your Cash account.
- **Default Credit:** Will always be the same as the Invoice or Payroll Clearing Account.

- Click the GL Mapping tab to get started.

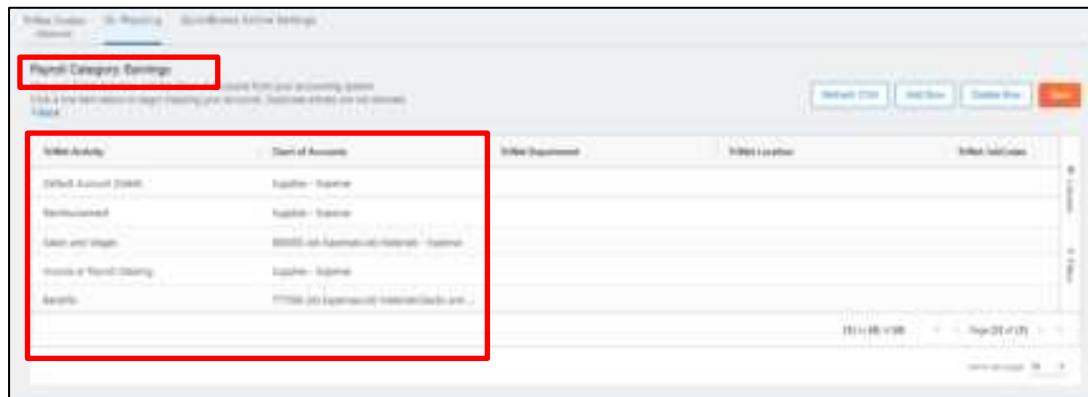


- Click Edit for each of the payroll categories and begin mapping your accounts.



**Important:** You must map all categories before the **Submit** button can be enabled.

- Begin mapping your TriNet Activities with your Chart of Accounts for the selected payroll category. The Chart of Accounts column will initially be blank. Click inside the field to see a list of your Chart of Accounts to select from for each activity line item.

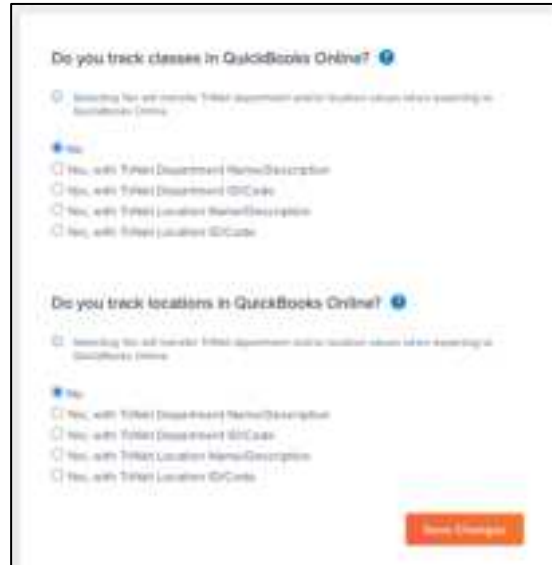


- Columns and Filters are available for additional customization. Optional groupings (Grouping A and B) are available in the Columns tab.
- Add Row (Optional) – To add an additional TriNet Activity to any of the payroll categories, click **Add Row** from within the TriNet Activity list.
- After mapping all payroll categories, you can proceed to QuickBooks Online Settings (optional) or submit your mapped accounts to TriNet.

## Step 2 – QuickBooks Online Settings (Optional)

If you track classes and locations within QuickBooks Online, you can use the Settings feature to designate where your TriNet department/location values should align with at QuickBooks Online.

Your TriNet Departments and/or Locations must be set up in the platform by going to **Company Administration > Departments and Locations**.



Once your accounts are mapped, click the **Submit** button to send your mapped accounts to TriNet. Your accounting system will display under **My Connected Apps** with a **Submitted** indicator.

Additionally, if you disconnect from your accounting system, your mapped accounts will be saved and your accounting system will move under the **All Apps** section with a **Submitted** indicator.

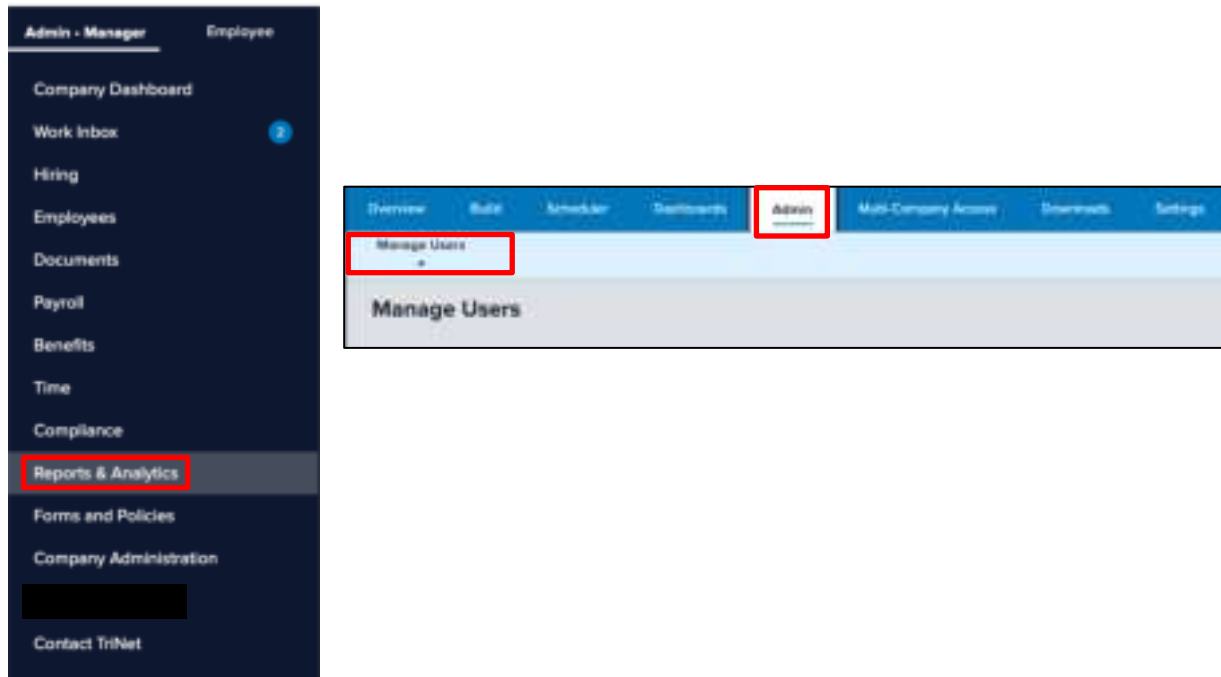
If you should happen to establish a connection with your accounting system and not map your accounts, a **Not Mapped** indicator will display reminding you to map your accounts.

If you start the mapping process but do not complete it for all categories, your status will be **In Progress**.

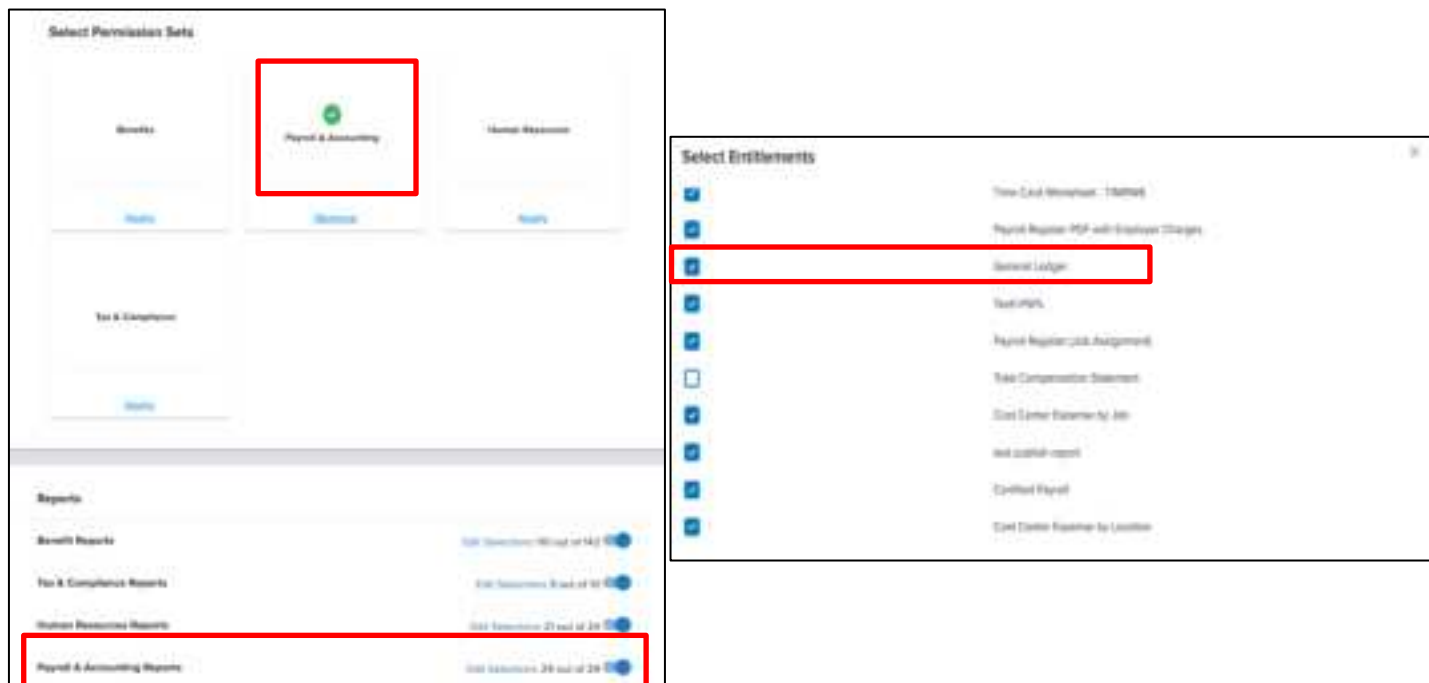
If you complete your mappings but do not press Submit, your status will be **Mapped**.

## Accessing the General Ledger Report

To view and/or export the General Ledger report, a user must have security access to view reports. To ensure a user has reporting access, go to **Reports & Analytics > Admin > Manage Users** from within the Admin/ Manager view.



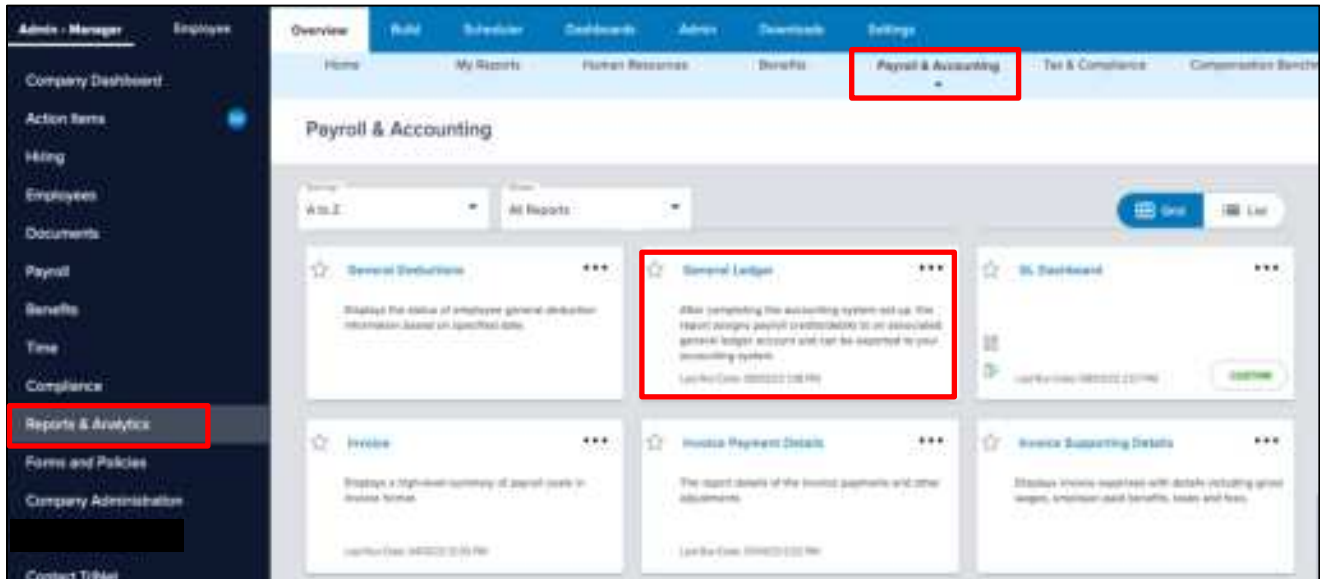
Ensure the user is flagged for the **Payroll & Accounting Reports**, specifically the General Ledger report within that section.



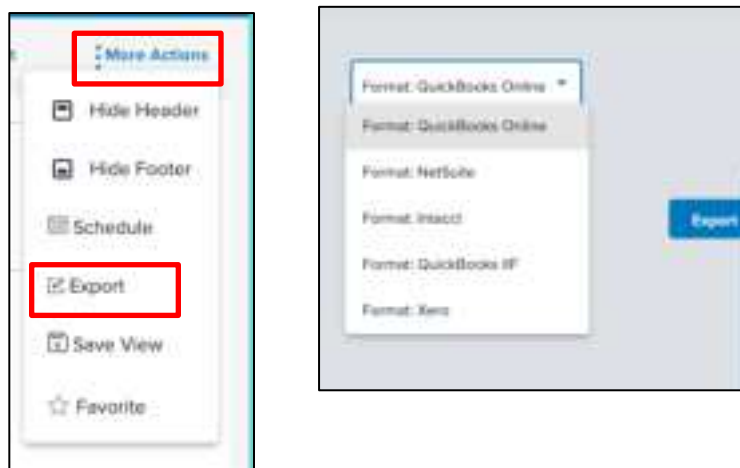
## Download the General Ledger Report

Access your General Ledger report by going to **Reports & Analytics > Payroll & Accounting > General Ledger**.

**Note:** Payroll is required to run at least one cycle before generating the General Ledger report.



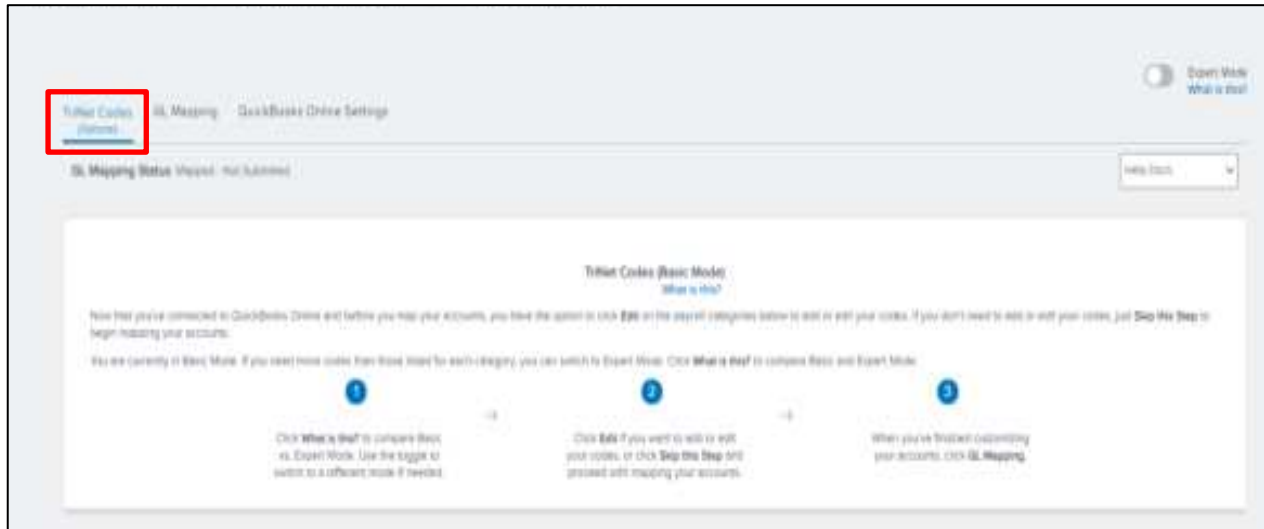
From within the General Ledger Report, click **More Actions > Export** and select your accounting system.



The General Ledger data will post to your accounting system as Journal Entries by accounts, date, debits, credits, description, check/invoice number, location and department (if applicable).

## TriNet Codes (Optional)

TriNet Codes is an **optional** pre-mapping step that allows you to customize the codes you want to use from TriNet. This section lists the codes available at TriNet. **If you choose to complete this step, it must be completed before mapping your accounts.**



- You will be defaulted to the Basic Mode grid which contains the basic codes needed for your General Ledger reporting. If you need to map more codes than what is listed, you can switch to the Expert Mode using the toggle. To view a comparison between Basic vs. Expert Mode, click [What is this?](#).



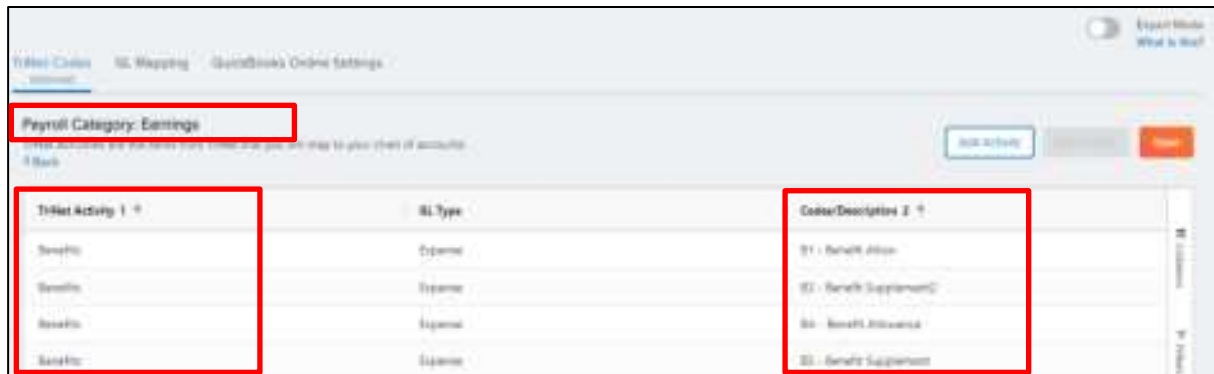
- IMPORTANT:** Choose Basic or Expert before you customize or map your accounts. If you switch later, you'll have to re-enter your information.
- If you don't want to customize your codes, just click **Skip this Step** or **General Ledger Mapping** to move to the next step.
- If customizing your codes, click **Edit** for each of the payroll categories to display the TriNet Codes' customization grid.



- The grid displays all activities and their associated codes within the selected payroll category.



- Begin customizing your codes by adding or editing the activities listed.



### Add Activity

Displays a box to create and add your own activity and its associated code.

### Edit Activity

First, click the activity on the grid that you want to edit and then click **Edit Activity** to modify an existing activity.



- Columns and Filters are available on the right side of the grid for additional customization. The column headers also allow for additional filtering and relocation of the columns.



- After customizing your codes, you can proceed with mapping your accounts.