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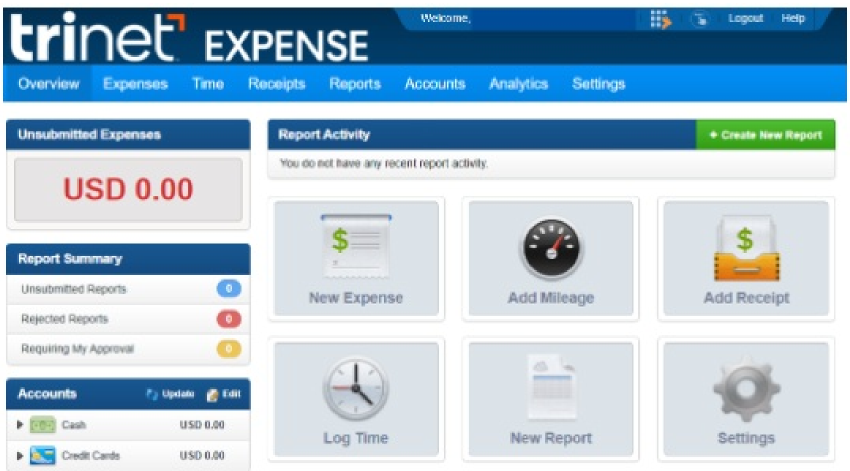
trinet NetSuite Integration



Product Information

- Product Name: TriNet + NetSuite Integration
- Functionality: Integration between TriNet and NetSuite to automate journal entries creation

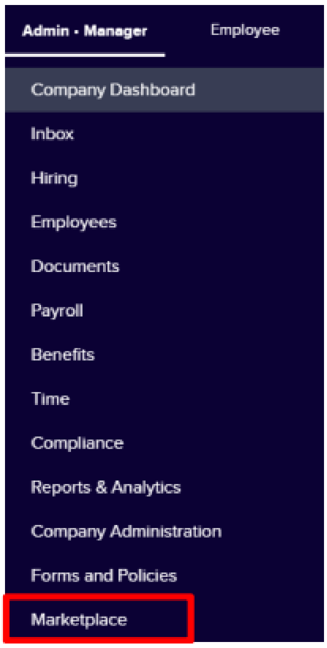
INTRODUCTION

The integration between TriNet and NetSuite 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 NetSuite General Ledger.

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

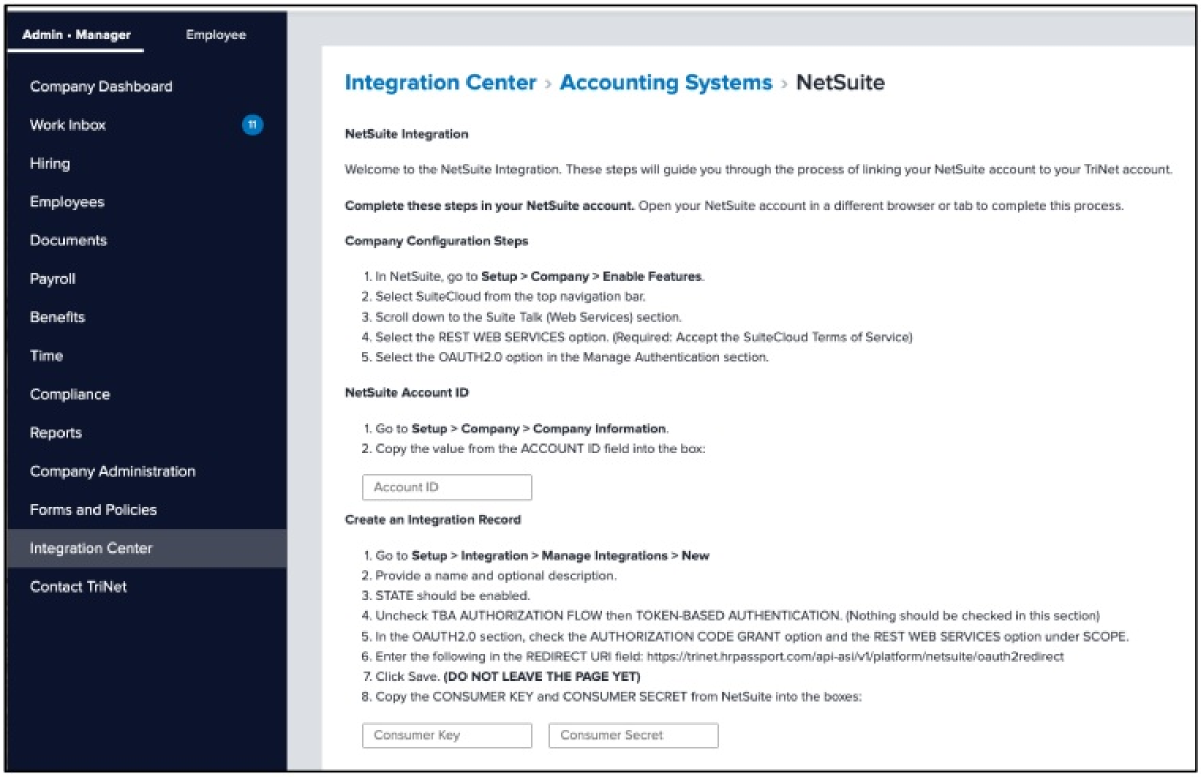
- HR Authorizer and/or Payroll Entry
- Integration Administrator
- Workforce Analytics Administrator or User

1. To access NetSuite, 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 NetSuite card and click View Details.
4. Click Set up Integration and follow the instructions for NetSuite. This is a required, one-time setup prior to connecting with NetSuite.

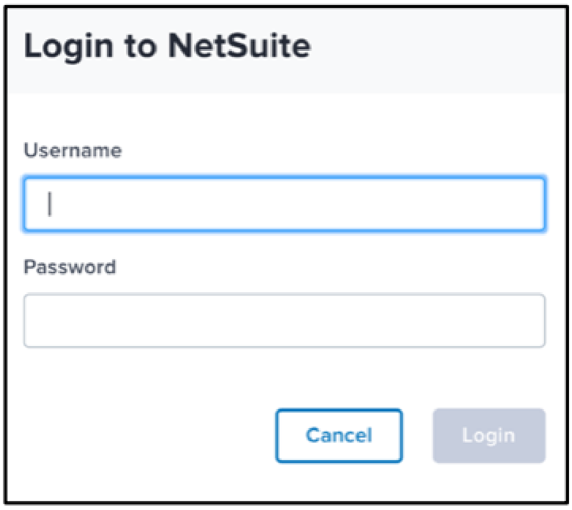
5. IMPORTANT: You must be a NetSuite Admin to complete this setup in NetSuite.



NOTE: When unchecking boxes in the Token-Based Authentication section in NetSuite, uncheck in this order:

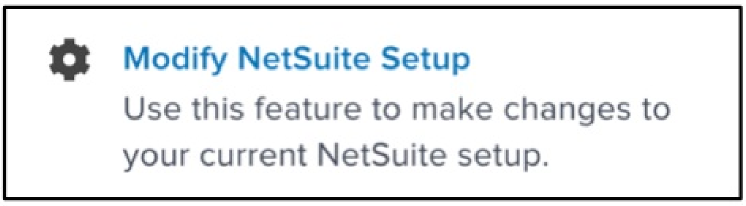
1. TBA AUTHORIZATION FLOW
2. TOKEN-BASED AUTHENTICATION

6. Upon completion, click Continue and proceed with connecting to NetSuite.
7. Click Connect. Enter your NetSuite credentials and follow the instructions to connect with NetSuite.



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

   If at any time you need to update or revise your NetSuite Setup, you can use the gear icon on the NetSuite card.



Note: Disconnecting will end your current connection with NetSuite; 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.

General Ledger Mapping

Step 1

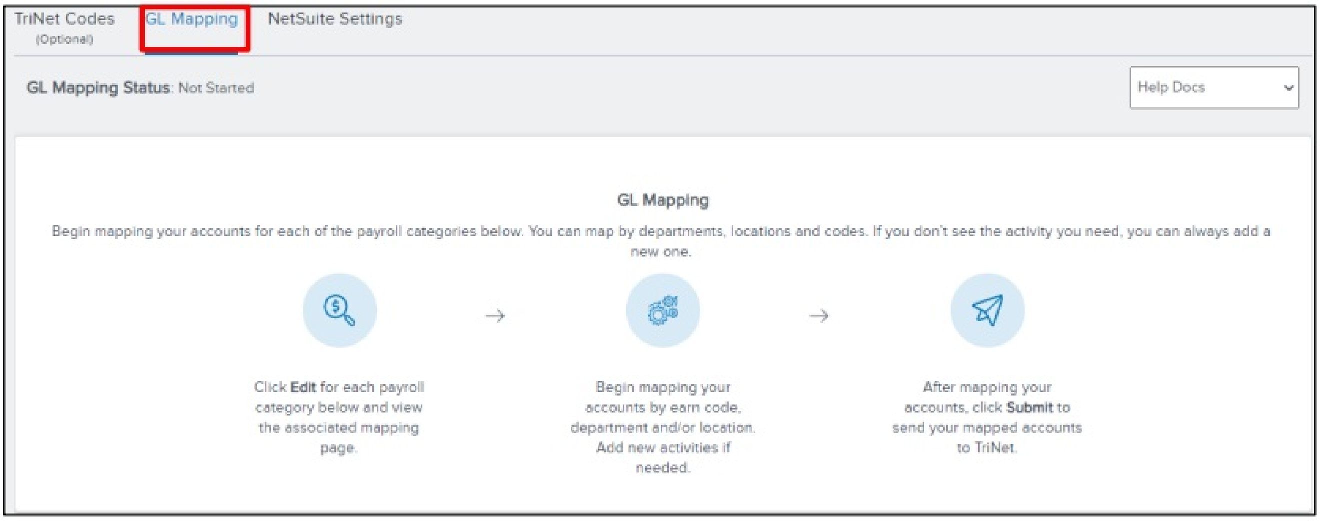
It's time to map your TriNet Activities/Codes with your Chart of Accounts from your accounting system.

Helpful Tips:

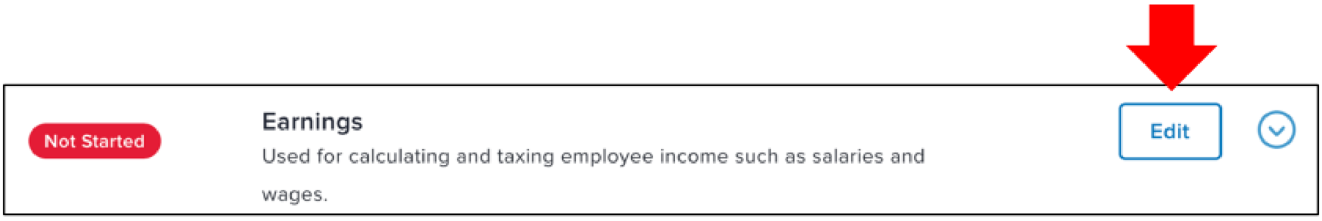
- Duplicate entries are not allowed.
- Use the Refresh COA button to reload your most recent Chart of Accounts.
- Use Add Row to add a new activity to the list.
- All Payroll Categories must be mapped before you can submit your mapped accounts.
- Payroll is required to run at least one cycle before generating 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 “Invoice or Payroll Clearing Account”.
- Click the General Ledger Mapping tab to get started.

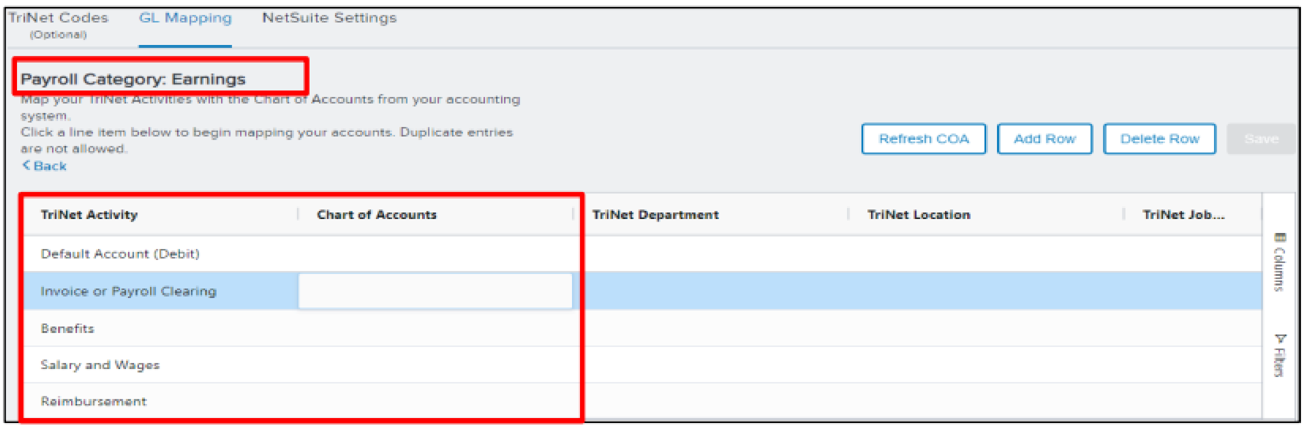


- Click Edit for each of the payroll categories and begin mapping your accounts.



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.



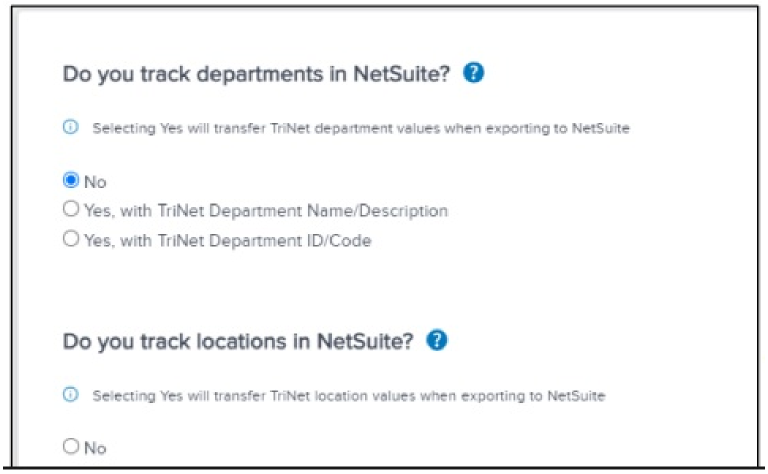
- Columns and Filters are available for additional customization.

- 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 NetSuite Settings (optional) or click Submit to send your mapped accounts to TriNet.

NetSuite Settings Optional

Step 2

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



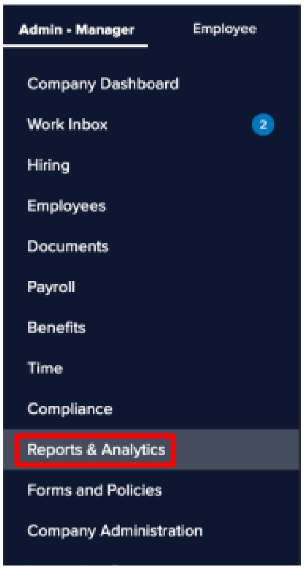
Your TriNet Departments and/or Locations must be set up first in the platform by going to Company Administration > Departments and Locations.

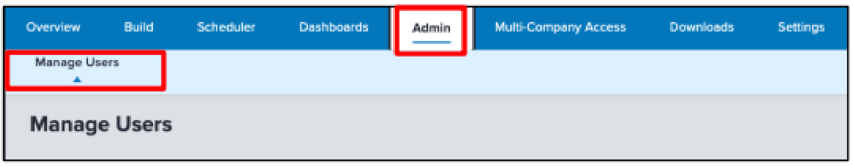
- Once your accounts are mapped, click the **Submit** button to send your mapped accounts to TriNet. Your accounting system will display under My Connected Apps with a **Submitted** indicator.
- Additionally, if you disconnect from your accounting system, your mapped accounts will be saved and your accounting 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.

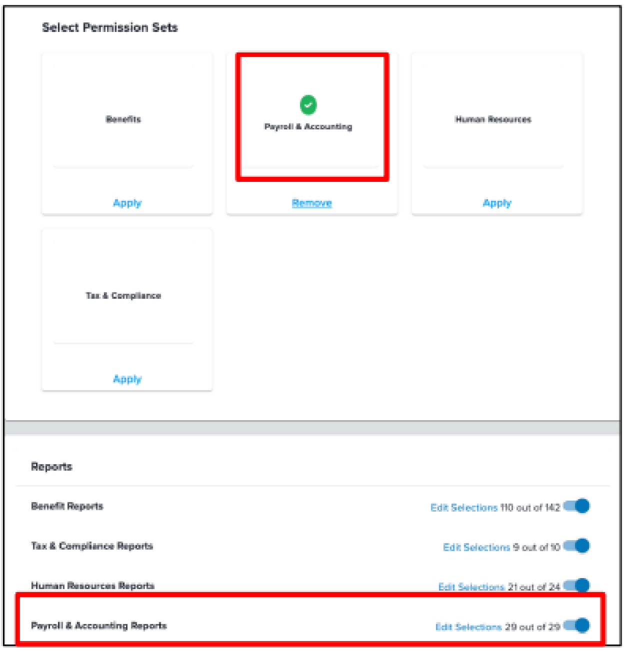
Accessing the General Ledger Report

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.





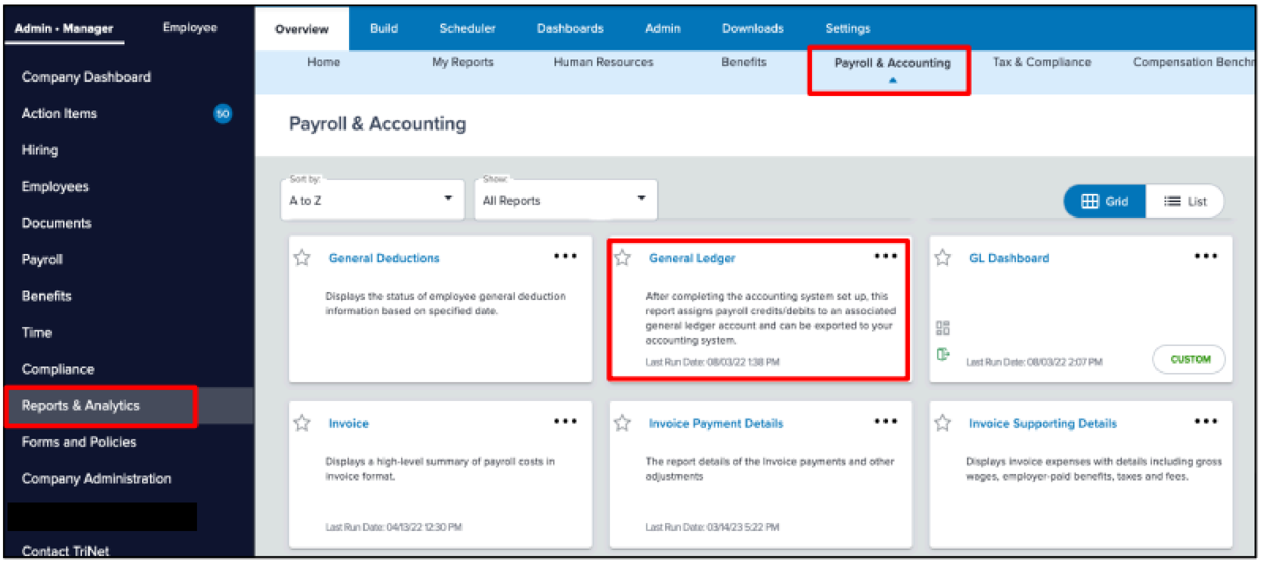
Ensure the user is flagged for the Payroll & Accounting Reports, specifically the General Ledger report within that section.



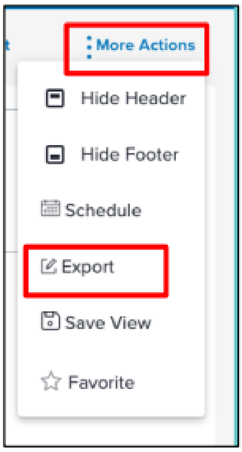
Download the General Ledger Report

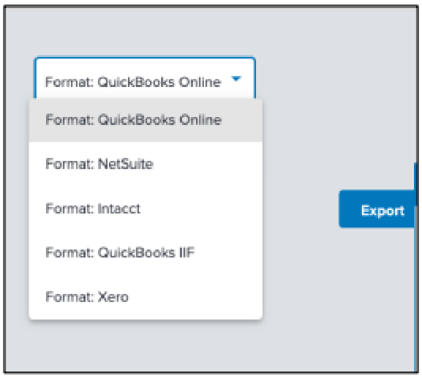
Access your General Ledger report by going to Reports & Analytics > Payroll & Accounting > General Ledger.

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.

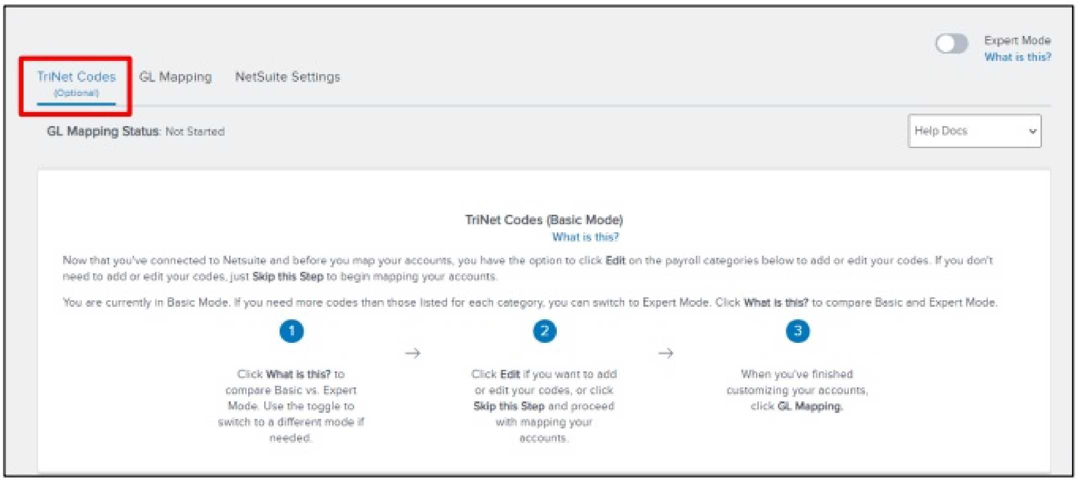




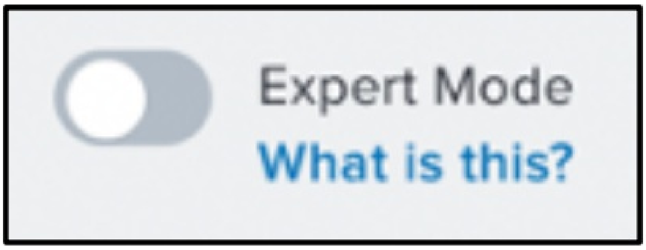
The General Ledger data will post to your accounting system as Journal Entries by accounts, date, debits, credits, description, check/invoice number, location and department (if applicable).

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.

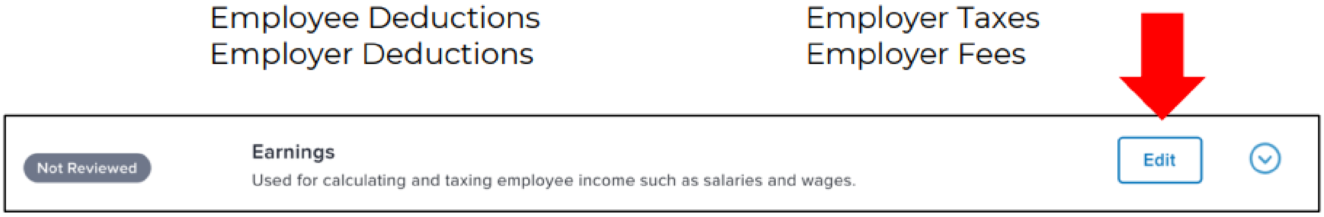


- You will be defaulted to the Basic Mode grid which contains the basic codes needed for your General Ledger reporting. If you need to map more codes than what is listed, you can switch to the Expert Mode using the toggle. To view a comparison between Basic vs. Expert Mode, click What is this?.

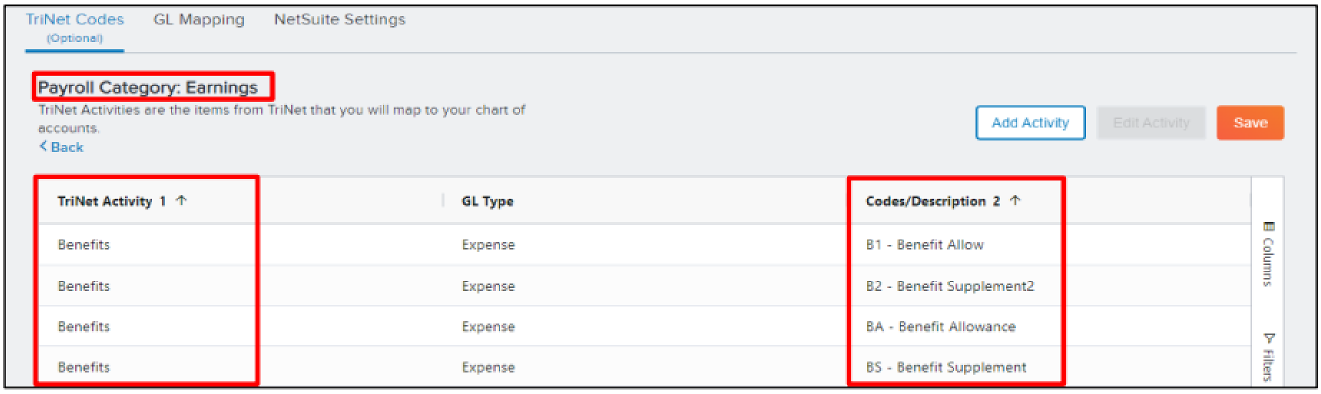


- IMPORTANT: Choose Basic or Expert before you customize or map your accounts. If you switch later, you'll have to re-enter your information.
- If you don't want to customize your codes, just click Skip this Step or General Ledger Mapping to move to the next step.
- If customizing your codes, click Edit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

Earnings	Employee Taxes
Employee Deductions	Employer Taxes
Employer Deductions	Employer Fees



- 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.

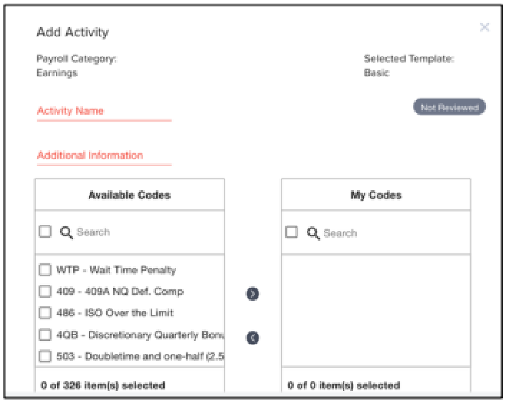


Add Activity

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.

and you. You should not act or refrain from acting on any legal matter based on the content without seeking professional counse

FAQ

- **What happens if I disconnect from my accounting system?**
  If you disconnect, your mapped accounts will be saved, and the accounting system will display under All Apps with a Submitted indicator.
- **What should I do if I establish a connection but forget to map my accounts?**
  If you forget to map accounts, an indicator will remind you to map them before proceeding.

Documents / Resources

	trinet NetSuite Integration [pdf] User Guide NetSuite Integration, NetSuite, Integration

References

- User Manual

Integration, NetSuite, NetSuite Integration,

trinet trinet

—Previous Post
DISA Plus TriNet Integration Applications User Guide

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