



Contents [[hide](#)]

- [1 TriNet Plus QuickBooks Online Integration Applications](#)
- [2 Mapping General Ledger Accounts](#)
- [3 Step 1 – General Ledger Mapping](#)
- [4 Step 2 – QuickBooks Online Settings \(Optional\)](#)
- [5 Accessing the General Ledger Report](#)
- [6 Download the General Ledger Report](#)
- [7 TriNet Codes \(Optional\)](#)
- [8 Documents / Resources](#)
 - [8.1 References](#)



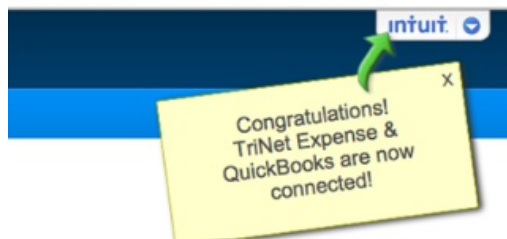
TriNet Plus QuickBooks Online Integration Applications



ExpenseCloud

You have successfully connected ExpenseCloud to your QuickBooks Company File!

You may now close this window.

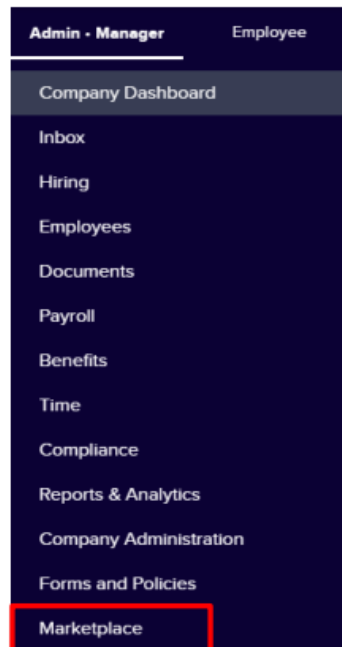


The integration between TriNet and QuickBooks Online eliminates the need for you to manually create journal entries, saving you time and preventing errors. After running payroll, TriNet will create these journal entries for you based on your mapped accounts and allow you to push them into the QuickBooks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

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.

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

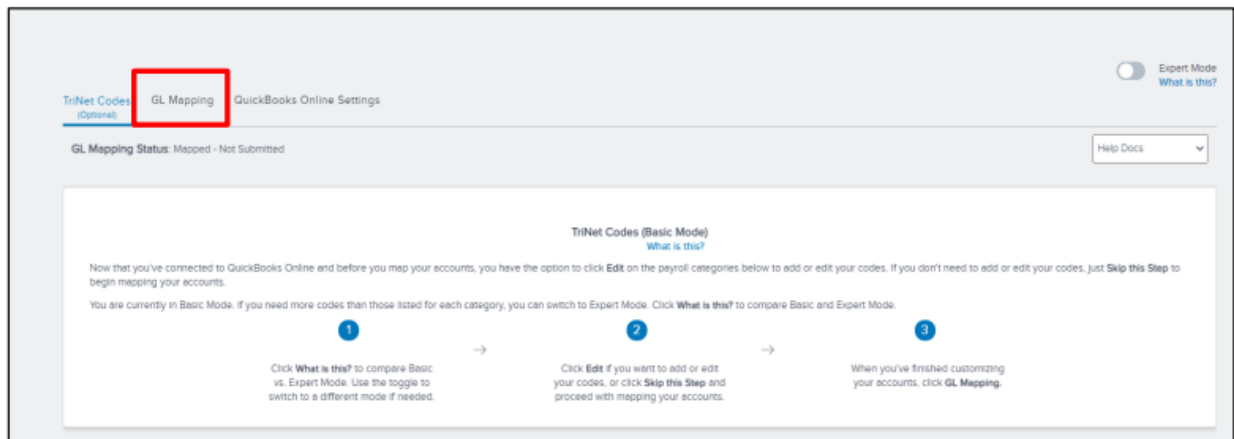
Step 1 – General Ledger Mapping

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

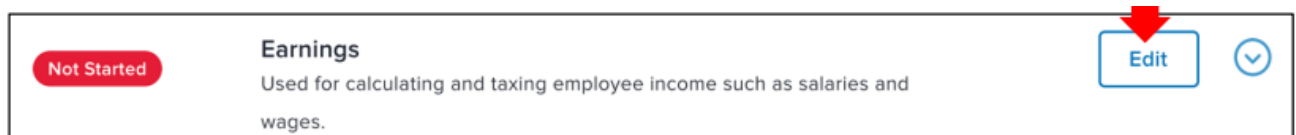
Helpful Tips:

- 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.

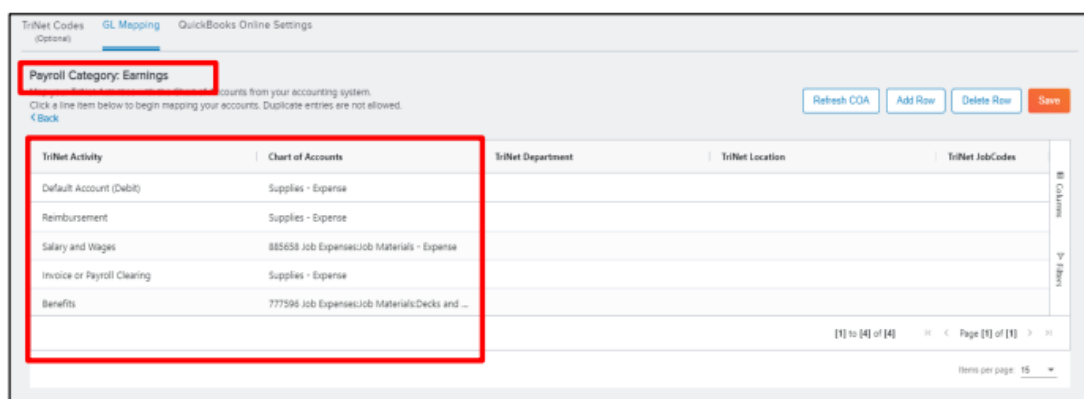


- Click Edit for each of the payroll categories and begin mapping your **accounts**.



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.



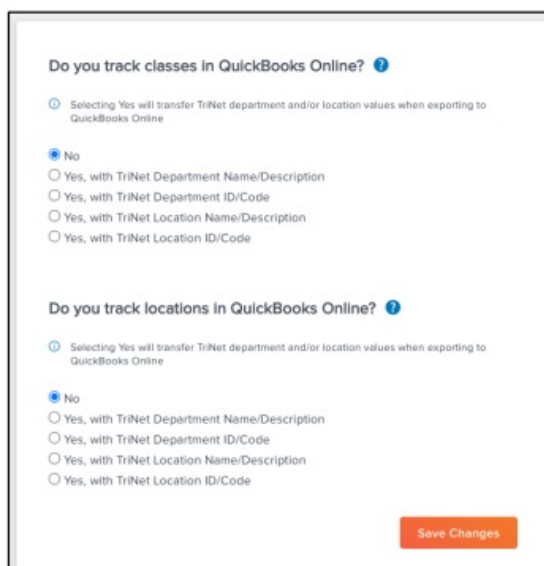
- Columns and Filters are available for additional customization.
- Optional groupings (Grouping A and B) are available in the Columns tab.
- Add Row (Optional) – To add an additional TriNet Activity to any of the payroll categories, click Add Row from within the TriNet Activity list.
- After mapping 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.



Do you track classes in QuickBooks Online? ⓘ

☐ Selecting Yes will transfer TriNet department and/or location values when exporting to QuickBooks Online

☒ No

☐ Yes, with TriNet Department Name/Description

☐ Yes, with TriNet Department ID/Code

☐ Yes, with TriNet Location Name/Description

☐ Yes, with TriNet Location ID/Code

Do you track locations in QuickBooks Online? ⓘ

☐ Selecting Yes will transfer TriNet department and/or location values when exporting to QuickBooks Online

☒ No

☐ Yes, with TriNet Department Name/Description

☐ Yes, with TriNet Department ID/Code

☐ Yes, with TriNet Location Name/Description

☐ Yes, with TriNet Location ID/Code

Save Changes

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.

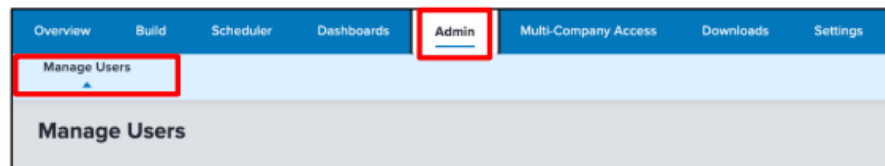
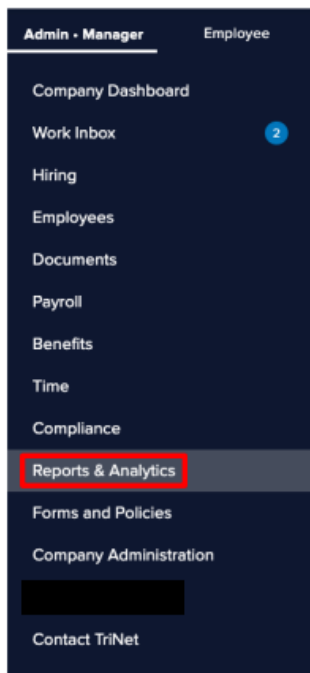
If you should happen to establish a connection with your accounting system and not map your accounts, a **Not Mapped** indicator will display reminding you to map your accounts.

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

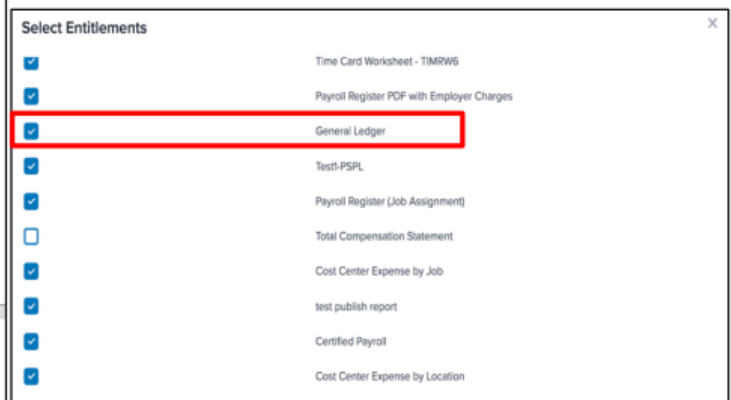
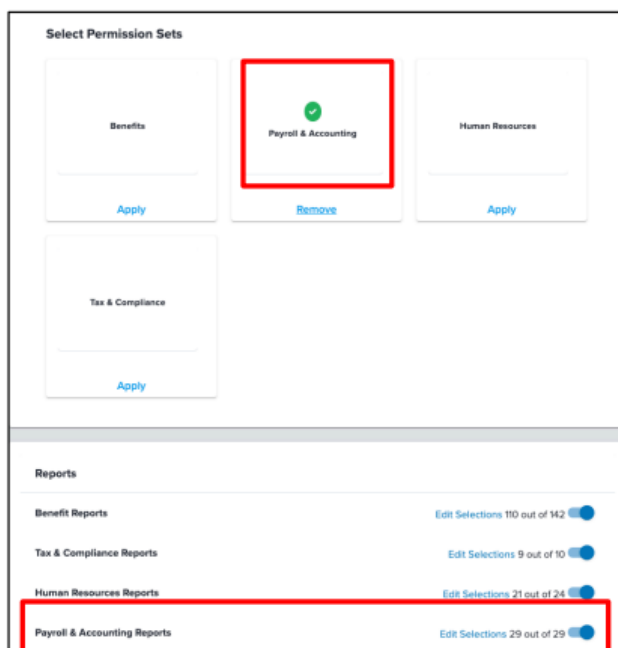
If you complete your mappings but do not press Submit, your status will be Mapped.

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.

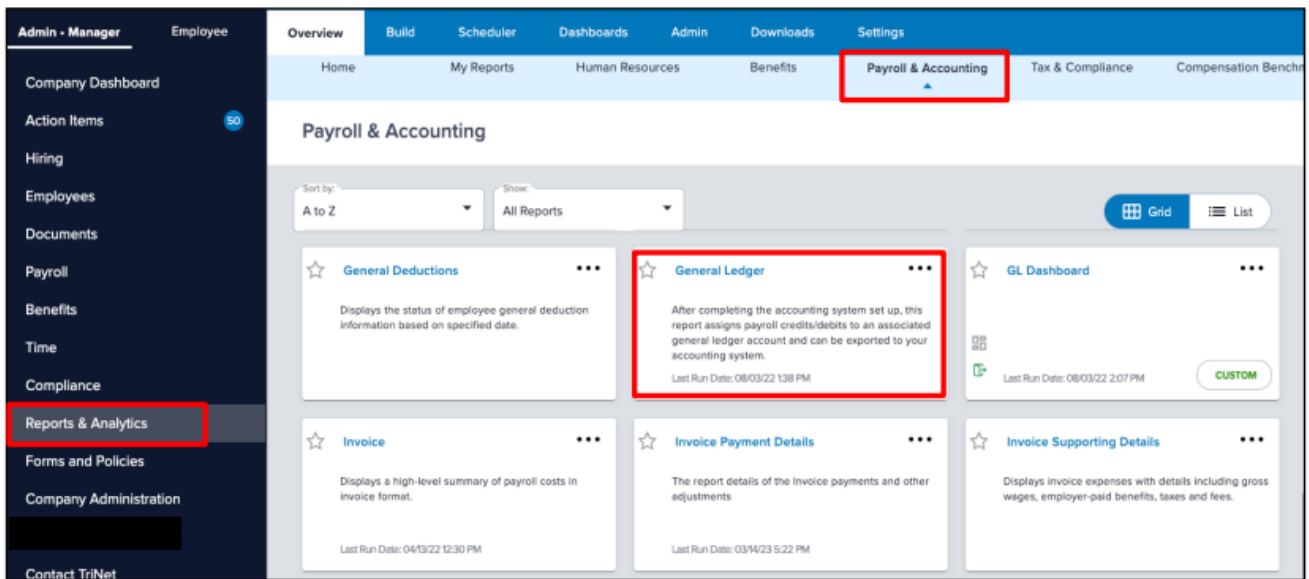


Download the General Ledger Report

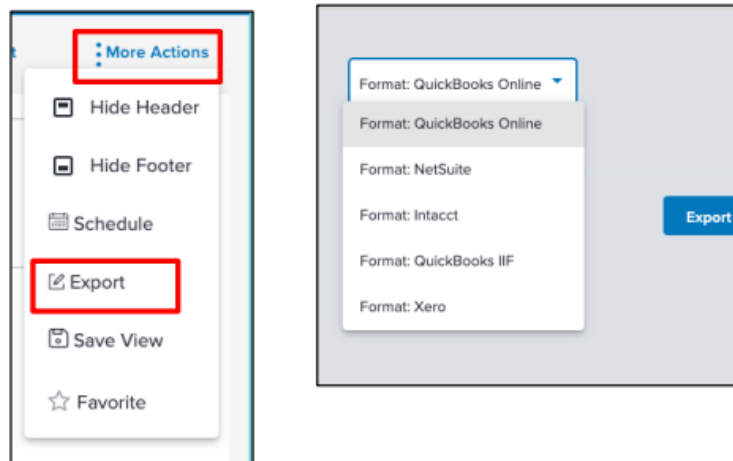
Access your General Ledger report by going to Reports & Analytics > Payroll & Accounting > General Ledger.

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

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



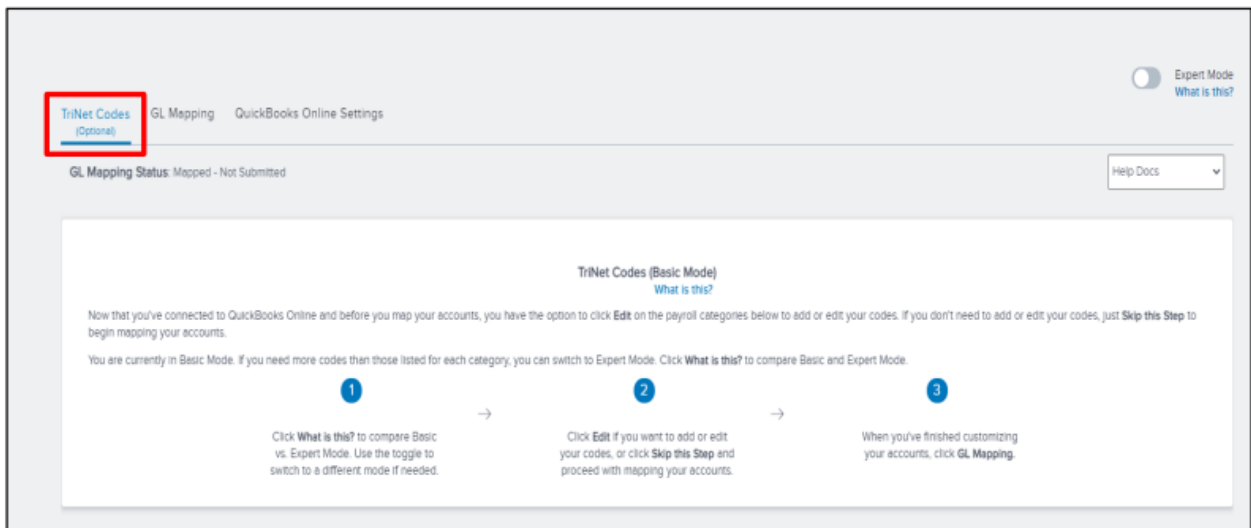
From within the General Ledger Report, click More Actions > Export and select your accounting system.



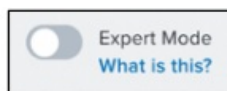
The General Ledger data will post to your accounting system as Journal Entries by accounts, date, debits, credits, description, check/invoice number, location and department (if applicable).

TriNet Codes (Optional)

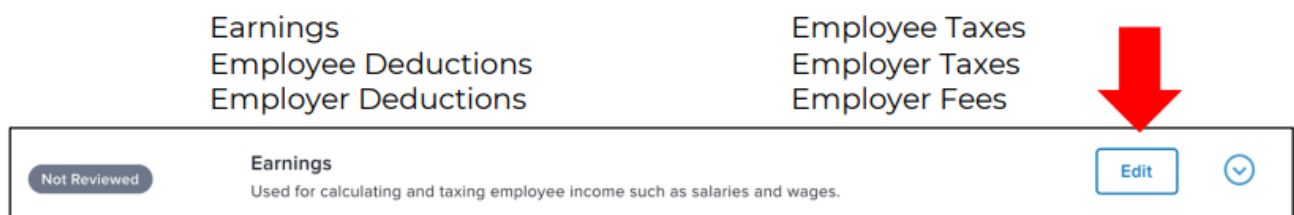
TriNet Codes is an optional pre-mapping step that allows you to customize the codes you want to use from TriNet. This section lists the codes available at TriNet. If you choose to complete this step, it must be completed before mapping your accounts.



- 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.

TriNet Codes GL Mapping QuickBooks Online Settings Expert Mode What is this?

Payroll Category: Earnings

TriNet Activities are the items from TriNet that you will map to your chart of accounts. Add Activity Edit Activity Save

TriNet Activity 1 ↑	GL Type	Codes/Description 2 ↑
Benefits	Expense	B1 - Benefit Allow
Benefits	Expense	B2 - Benefit Supplement2
Benefits	Expense	BA - Benefit Allowance
Benefits	Expense	BS - Benefit Supplement

Columns Filters

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.

Add Activity

Payroll Category: Earnings

Selected Template: Basic

Activity Name Not Required

Additional Information

Available Codes	My Codes
<input type="checkbox"/> Search <input type="checkbox"/> WTP - Wait Time Penalty <input type="checkbox"/> 409 - 409A NO Def. Comp <input type="checkbox"/> 486 - ISO Over the Limit <input type="checkbox"/> 4QB - Discretionary Quarterly Bonus <input type="checkbox"/> 503 - Doubletime and one-half (2.5	<input type="checkbox"/> Search

0 of 326 item(s) selected

0 of 0 item(s) selected


- 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.

Codes/Description 2 ↑	Columns	Filters
B1 - Benefit Allow		
B2 - Benefit Supplement2		
BA - Benefit Allowance		
BS - Benefit Supplement		
N1 - Medical Waiver Allowance		

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


Copyright 2024 TriNet. All rights reserved. All trademarks, trade names, service marks, and logos referenced herein belong to their respective companies. The content of this document has been prepared for educational and information purposes only. The content does not provide legal advice or legal opinions on any specific matters. Transmission of this information is not intended to create, and receipt does not constitute, a lawyer-client relationship between TriNet, the author(s), or the publishers and you. You should not act or refrain from acting on any legal matter based on the content without seeking professional counsel.


Documents / Resources

	<p>trinet TriNet Plus QuickBooks Online Integration Applications [pdf] User Guide</p> <p>TriNet Plus QuickBooks Online Integration Applications, QuickBooks Online Integration Applications, Online Integration Applications, Integration Applications</p>
---	--

References

- [User Manual](#)

 trinet

 Integration Applications, Online Integration Applications, QuickBooks Online Integration Applications, trinet, TriNet Plus QuickBooks Online Integration Applications

—Previous Post

[TriNet Plus Lattice Integration Center User Guide](#)

Next Post—

[DISA Plus TriNet Integration Applications User Guide](#)

Leave a comment

Your email address will not be published. Required fields are marked *

Comment *

Name

Email

Website

☐ Save my name, email, and website in this browser for the next time I comment.

Post Comment

Search:

e.g. whirlpool wrf535swhz

Search

[Manuals+](#) | [Upload](#) | [Deep Search](#) | [Privacy Policy](#) | [@manuals.plus](#) | [YouTube](#)

This website is an independent publication and is neither affiliated with nor endorsed by any of the trademark owners. The "Bluetooth®" word mark and logos are registered trademarks owned by Bluetooth SIG, Inc. The "Wi-Fi®" word mark and logos are registered trademarks owned by the Wi-Fi Alliance. Any use of these marks on this website does not imply any affiliation with or endorsement.