

**PayChoice**<sup>®</sup>  
WEB G/L



## PAYCHOICE WEB G/L - GETTING STARTED

The PayChoice Web G/L interface offers a seamless solution to post payroll information to your QuickBooks. The combination of ease and efficiency has made this one of our most popular services. Our staff handles the implementation of this product for your Company. We have simplified the process by handling the mapping and training, along with offering ongoing support of the product. Simple tasks must be completed on your QuickBooks to begin the process. Please follow the step-by-step instructions along with answering four questions.

- To ensure the integration of payroll to QuickBooks is correct please provide the following information:

1. Which bank account does your payroll come from?
2. Are account numbers used?
3. Is class tracking used?
4. Is payroll broken down by department or posted to Salaries expense?

- Please add two accounts to your QuickBooks data file.

1. Payroll Liability (Other Current Liability)
2. Suspense Account (Other Current Asset)

- To add an account, follow these instructions:

1. Go to the “Lists” menu and click “Chart of Accounts.”
2. Click “Account” at the bottom of the list and click “New.”



3. Click the “Type” drop-down list and choose the type of account you want to add.
4. Enter the account’s name in the “Name” field.
5. If you use account numbers, enter the account’s number in the “Number” field.
6. Enter a short description of the account in the “Description” field.
7. Enter a bank or credit card number for this account (for bank or credit card accounts).
8. Click “Next” to save the account and enter another one or Click “OK” to save the account and close the window.

[www.paychoice.com](http://www.paychoice.com)

**PayChoice**<sup>®</sup>  
WEB G/L



## PAYCHOICE WEB G/L - GETTING STARTED

- Please add one more account; it will be an “Other Expense” named with the following convention: Service Bureau/ Company Code. This information will be provided in advance of setting up the account. This account will be an inactive account. To make the account inactive simply highlight the account name in the “Chart of Accounts” window, click the account box in the lower left-hand corner, and select “Make Account Inactive.”
- Once these accounts are setup, you will be able to export your chart of accounts.  
Please email your chart of accounts to [webgl@paychoice.com](mailto:webgl@paychoice.com) by following these instructions:
  1. Open the company that contains the chart of accounts.
  2. From the “File” menu, choose “Utilities,” select choose “Export.”
  3. A window will appear. Select the chart of accounts to include in the export file.
  4. The file name should be your 4-digit customer code and COA (XXXXCOA.iif)
  5. Click on “Save.” The file can be saved in “My Documents” or on your desktop.

**NOTE: If you are using Internet Explorer 7, there are settings that will need to be changed in order for your payroll files to successfully download. For questions please email [webgl@paychoice.com](mailto:webgl@paychoice.com)**