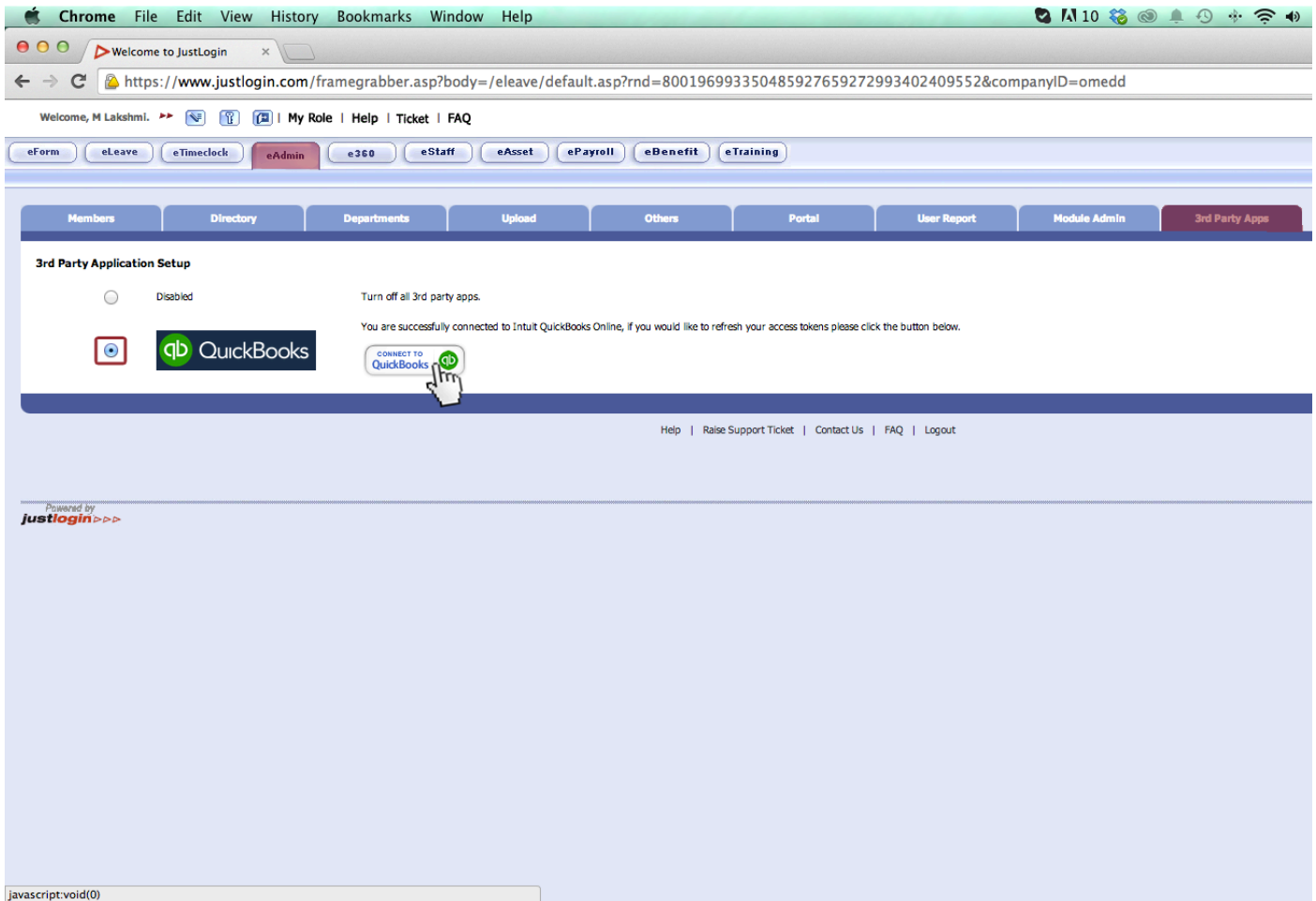


IN THE GUIDE BELOW, STEP ONE – FOUR ARE FOR THE FIRST TIME SETUP ONLY.
THEREAFTER, FOR EACH MONTH, YOU ONLY NEED TO DO STEP FIVE.

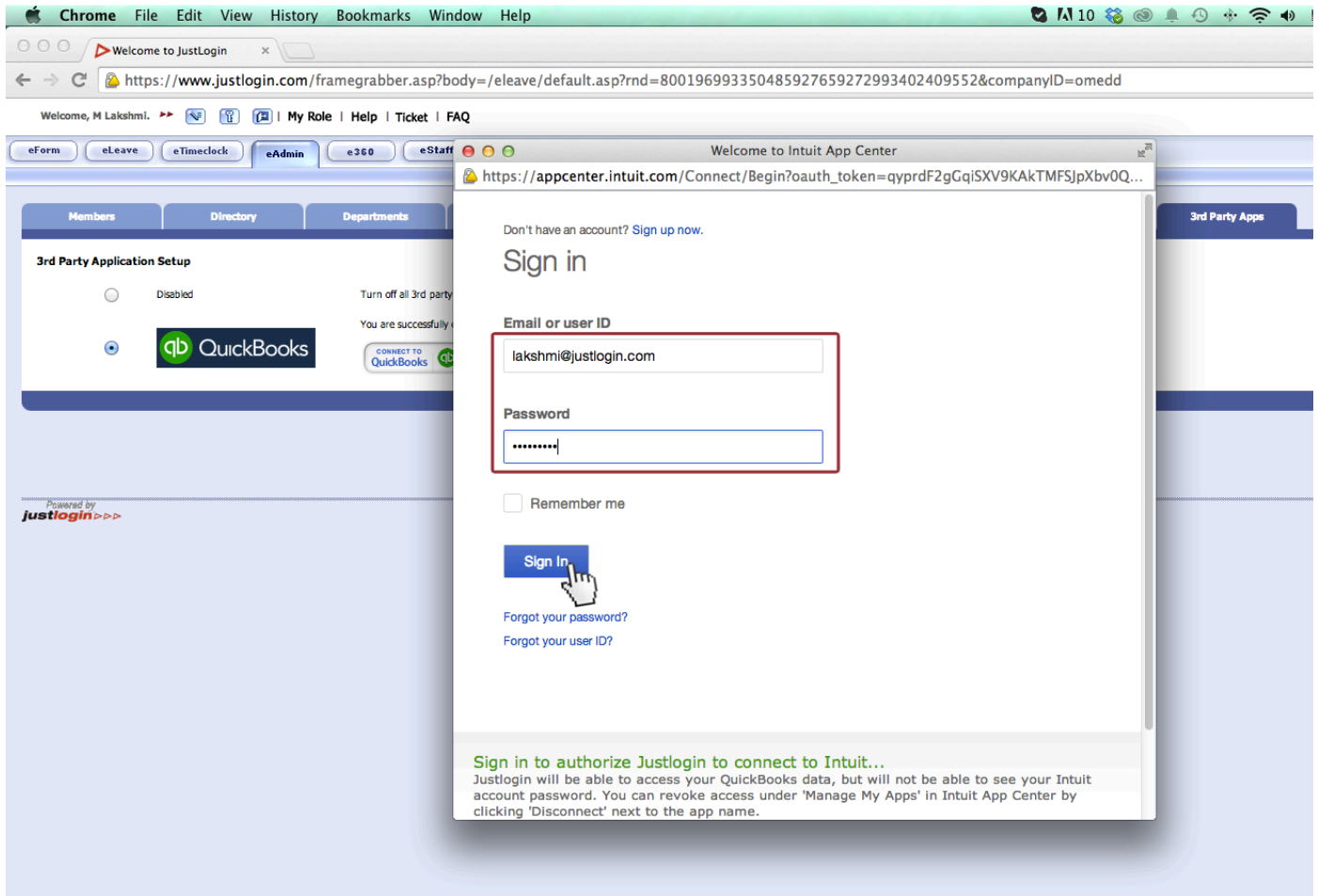
STEP ONE

- a. Go to eAdmin -> 3rd Party Apps.
- b. Click on the radio button to enable integration with QuickBooks.
- c. Then Click on the button 'Connect to QuickBooks'



STEP TWO

- Key in your QuickBooks login details in the pop up window
- And click sign-in to authorize the integration.



STEP THREE

- Next head to ePayroll -> Payroll setup.
- Click on "GL Account Code"

Welcome to JustLogin

https://www.justlogin.com/framegrabber.asp?body=/eleave/default.asp?rnd=800196993350485927659272993402409552&companyID=omedd

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ePayroll Settings

General

- Company Details**
Maintain your company details, name, address etc...
- Configuration**
Configure your ePayroll settings
- Account Codes**
Set up account codes
- Cost Centers**
Set up cost centers
- GL Account Code**
Set up GL Account Code
- Designation**
Set up Designation
- Salary Reasons**
Set up Salary Reasons

Payroll

- Work Calendar**
Set up working days and working hours
- OT Rates**
Set up OT rates for your company
- Pay Elements**
Add and edit your company pay elements
- Payslip Format**
Select pay slip format and upload company logo
- IRAS Opening Balance**
Setup your employees' initial IRAS figures here.
- AW/OW Opening Balance**
Setup your employees' initial AW/OW figures here.

Users

- ePayroll Users**
Set which users in your company should be included in ePayroll
- User Profiles**
Manage your user profiles
- Assign User Profile**
Assign the users with predefined profile
- Import Users**
Import your existing users into ePayroll system
- Import Employee Bank**
Import employees' bank details

Group Access

- Payroll Group Setup**
Set up payroll groups
- Assign Employee to Payroll Group**
Assign employees to
- Payroll Group Access Assignment**
Assign payroll groups

STEP FOUR

- For the debit account, select the appropriate one from the drop down menu
- For each pay element, the drop down menu lists all the account codes from your QuickBooks Chart of Accounts. Select the appropriate account code for each pay element.
- Then click 'Update'.

[PLS NOTE: ALL THE ACCOUNT CODES ARE PULLED FROM YOUR QUICKBOOKS ACCOUNT]

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Dashboard > GL Account Code Setup

GL Account Code

Debit Account: (2003) UOB Company Account

No.	Element Name	Debit Account Code
1	Basic Pay	(2003) UOB Company Account
2	Bonus	(2003) UOB Company Account
3	Bonus (Sys)	(2001) Cash on hand
4	CDAC Fund	(2003) UOB Company Account
5	Community Chest	(2003) UOB Company Account
6	CPF Employee	(2003) UOB Company Account
7	CPF Employer	(2003) UOB Company Account
8	ECF Fund	(2003) UOB Company Account
9	Expense Claim	(2003) UOB Company Account
10	Incomplete Work Hr (OT1-Sys)	(2003) UOB Company Account
11	Leave Encashment (Sys)	(2003) UOB Company Account

Update

---Please select an account code---
(1005) Administrative Expenses
(1006) Advertising/Promotional
(1002) Charitable Contributions
(1007) Computer and Internet Expenses
(1008) Equipment rental
(1004) Meals and entertainment
(1001) Salaries
(1003) Travel
(1001) Salaries

STEP FIVE

- Next head to ePayroll -> Process Pay -> Accounting software
- After you have run your payroll for each month, select all the pay elements that you would like to transfer to your QuickBooks account.
- Then click 'Transfer' and these pay elements will be logged as expenses in your QuickBooks account.

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New Payrun Payrun Progress Payrun Summary **Accounting Software**

Transfer To External Accounting Software

- Please make sure that the employee payrun was processed and approved before transferring the records.
- The pay elements have already been mapped to the account code(s) in Payroll Setup >> GL Account Code before processing payrun.
- Only the approved payrun employee records will be transferred.

Search for: AUG 2014

<input checked="" type="checkbox"/>	Element Name	Total Amount	Debit GLAccount	Credit GLAccount
<input checked="" type="checkbox"/>	Basic Pay	23080.95	(2003) UOB Company Account	(1001) Salaries
<input checked="" type="checkbox"/>	Bonus	40290.00	(2003) UOB Company Account	(1001) Salaries
<input checked="" type="checkbox"/>	CDAC Fund	7.00	(2003) UOB Company Account	(1002) Charitable Contributions
<input checked="" type="checkbox"/>	Community Chest	60.00	(2003) UOB Company Account	(1002) Charitable Contributions
<input checked="" type="checkbox"/>	Expense Claim	545.68	(2003) UOB Company Account	(1005) Administrative Expenses
<input checked="" type="checkbox"/>	Incomplete Work Hr (OT1-Sys)	1001.20	(2003) UOB Company Account	(1001) Salaries
<input checked="" type="checkbox"/>	MBMF Fund	16.00	(2003) UOB Company Account	(1002) Charitable Contributions
<input checked="" type="checkbox"/>	Medical Claim	183.50	(2003) UOB Company Account	(1001) Salaries
<input checked="" type="checkbox"/>	No Pay Leave	217.38	(2003) UOB Company Account	(1001) Salaries
<input checked="" type="checkbox"/>	OT 1	0.00	(2003) UOB Company Account	(1001) Salaries

1 2

Transfer **Transfer All**

New Payrun Payrun Progress Payrun Summary **Accounting Software**

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