



# Automation: Getting Started Guide

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## Software Automation Options

Paycom's comprehensive cloud-based HCM (Human Capital Management) software offers multiple ways to automate your critical tasks.

### **Paycom Single Sign On**

With Paycom's SAML 2.0 Single Sign On solution, you can use your Identity Provider to manage authentication for your employees and client users

### **File Exports (Push Reporting™)**

With Paycom's Push Reporting you can schedule regular exports from Paycom to a specific user or to a Paycom SFTP hosted folder.

### **GL Concierge**

GL Concierge allows Accounting Departments to manage their GL entries independently, without the need to communicate back and forth with HR or Payroll Departments.

### **File Imports (.csv)**

You can import payroll transactions, labor codes and timecard data into the Paycom system using simple .csv file imports.

### **SFTP/EDI**

With the SFTP/EDI option, file imports and exports can be transferred through a secure SFTP account hosted by Paycom.

### **Paycom API**

The Paycom API exposes a standard REST based interface for near real-time communication to the Paycom System for common automation functions.

### **Custom Data Services**

Paycom also offers connectivity with many existing health care, insurance, 401(k), time and labor and retirement plan providers. Ask your representative if we can help with yours.

This “Getting Started” guide provides a quick glance at each of these types of automation. This guide is meant as an introduction only. Comprehensive guides for each feature are available.

## Paycom Single Sign On

With the Paycom Single Sign On (SSO) Solution, you can leverage your Identity Provider to extend account credentials for employees and client users. The solution leverages SAML 2.0 technology.

After signing up for the Paycom Single Sign On solution, you will need to set up a trust relationship for the Employee Self Service Portal and/or the Client User Portal. You will be able to view and modify the SSO settings in your Paycom instance.

Single Sign-On Options

\* Indicates Required Field

Enable ESS Single Sign-On ?

☒ Yes ☐ No

Disable Standard Paycom Login ?

☐ Yes ☒ No

Enable Debug Mode ?

☐ Yes ☒ No

SAML NameID ?

☐ Work Email ☒ EE Code ☐ Custom Field

IDP Settings

Issuer URL (Entity ID) ? \*

SSO Endpoint ? \*

x509 Certificate ? \*

SP (Paycom) Settings

Consumer URL ?

https://www.paycomonline.net/v4/ee/web.php/sso/login/05510

Audience URL ?

https://www.paycomonline.net/v4/ee/web.php/sso/metadata/05510

Recipient URL ?

https://www.paycomonline.net/v4/ee/web.php/sso/login/05510

Login URL

ESS SSO URL ?

https://www.paycomonline.net/v4/ee/web.php/sso/index/05510

Cancel

Save

You will need to copy the SP Settings into the trust relationship configuration on your Identity Provider, and take some settings from your Identity Provider and plug into Paycom via this configuration page. You will do this for the ESS and Client User side.

The most important item to configure will be NameID – Paycom is expecting this attribute and uses it to match the employee or user up to their profile. For Employee Self Service, Paycom allows you to map this field inside Paycom to employee code, work email address, or a custom field. Keep in mind this attribute will need to exist in both Paycom and your Identity Provider for each employee. You can utilize the SFTP or API service to automatically pull this data from Paycom and push into your identity Provider to set up a syncing process.

After the relationship is setup, you can access Paycom in two ways: either Identity Provider Initiated or Service Provider Initiated. The login URL on the configuration is the Service Provider Initiated link: this link will redirect the employee's browser to the Identity Provider for login.

With Identity Provider Initiated, the user will browse directly to your Identity Provider, log in there, and then select Paycom ESS from a list of applications.

## File Imports (.csv)

You can upload file imports directly in the Paycom User Interface. The following imports are currently available in the Paycom system.

- Payroll Transaction Imports
  - TAI02
  - TAI03
- Timecard Import (TCI01)
- Labor Allocation Import (LAI02)

Following is an example using the TAI02 payroll import.

### Step 1) Collect Data

Before you can create the import file, you must collect the appropriate data to include in the file. This can be done manually or by pulling an export from your in-house system.

### Step 2) Create the File

You will use one of the following import layouts to import your payroll information into the Paycom system: TAI02 or TAI03.

TAI02: A more advanced time import. This type of file can include an unlimited number of earnings per employee, facilitate the import of departmental distributions and accommodates for multiple rates.

TAI03: is the most advanced import. This type of file can include an unlimited number of earnings and deductions, facilitate the import of departmental distributions and accommodate for multiple rates.

Note: The following example uses the TAI02 import.

### Tips for Creating the File

- Do not include a header
- Only Paycom Employee IDs, Earning Codes, Deduction Codes and Departments will be accepted
- Do not use single or double quotation marks to delimit character fields

The TAI02 import has the following structure:

	A	B	C	D	E	F	G
1	Employee ID	Earning Code	Hours/Amt	Temp Rate	Dept. Code	Tax Profile Override	Labor Allocation
2							
3							

Employee ID: Can be either Clock Sequence number, Social Security number or Paycom Employee Code.

Earning Code: Any valid Paycom Earning Code such as Regular, Overtime, Vacation, etc.

Hours/Amount: Number of hours if the earning accepts hours. Otherwise, input a dollar amount.

Temporary Rate: Used if the employee has a temporary rate such as a shift differential or holiday earning.

Distributed Department Code: The department to distribute the pay if it is different from the employee's home department.

Tax Override Profile (optional): A valid tax profile ID for the given employee which must be a valid integer. If it is the default profile for the employee, it must be left blank.

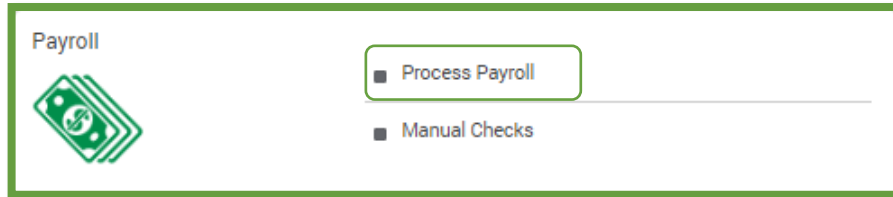
Labor Allocation (optional): If you use Labor Allocation, input the job categories separated by pipes if the Labor Allocation for this earning differs from the employee's default Labor Allocation.

Example: Employee FREM has 80 regular hours allocated to department 100. Employee ANDE has 10 hours at the temporary rate of \$27.50 per hour allocated to department 300 using tax profile 2. Employee BRAL has 11 hours of overtime allocated to department 300, location 300, city 200, state 400 and job 100.

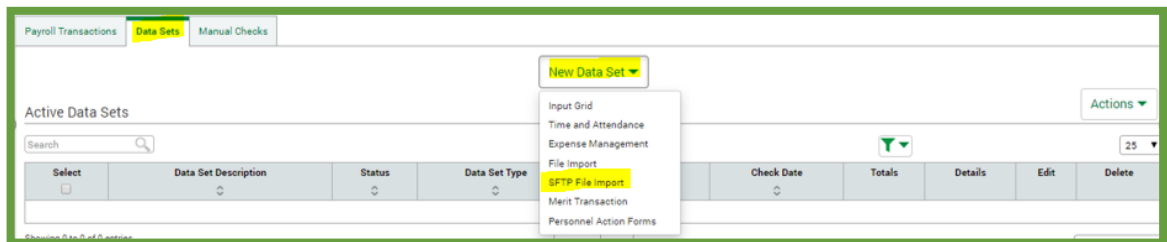
1	FREM	R	80	0	100	0	0
2	ANDE	TMP	10	27.5	300	2	0
3	BRAL	O	11	0	0	0	300 300 300 300 300

Now that the file has been created, you can upload it into the Paycom system. To import payroll data from a file using the File Import (TAI02) continue below:

- Select Process Payroll



- Navigate to the Data Sets tab, select New Data Set, then SFTP File Import from the dropdown.



- In step one you will fill out the fields as needed, and select the desired SFTP Data Set Template. If you do not have a template to select in this dropdown, please contact your specialist for assistance in setting one up. You will also select your SFTP file for this data set.

\* Indicates Required Field

Data Source	SFTP File Import
Data Set Description *	TAI02 Test
Processing Schedule ? *	Off Cycle ▼
Processing Dates *	From 12/15/2019 To 12/28/2019 Paid On 12/31/2019
Data Set Template ? *	TAI02 SFTP Import Payroll ▼
SFTP File	TAI02_5510 SFTP TEST TAI02 Import ▼
Payroll Processing Checklist ?	▼

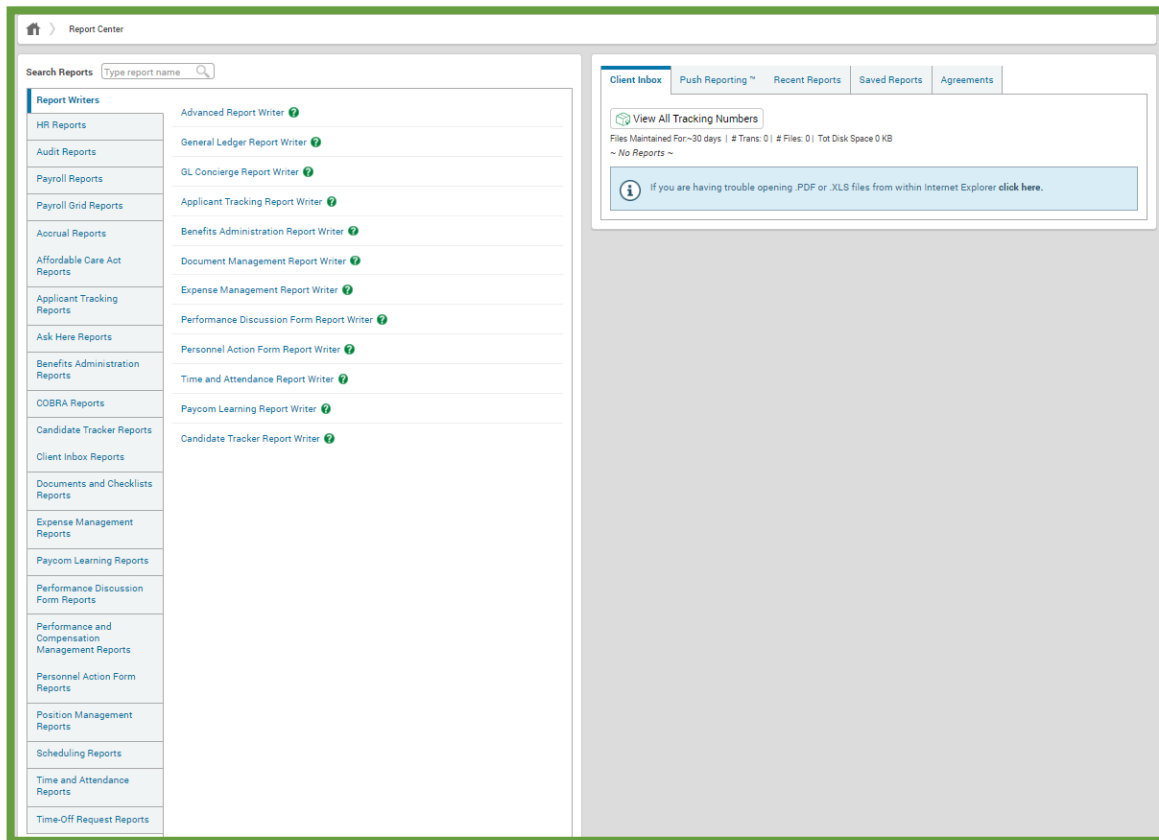
- You will then process payroll as usual from this point



## File Exports (Report Center and Push Reporting™)

Paycom's cloud based software provides you with access to your information anytime and anywhere. Our powerful Report Center gives you a single place to go when you want to report from any part of the entire Paycom HCM suite. Whether you need to access your employee's Forms W-2 or build a custom .csv export for data warehousing, the Report Center can help you get the job done.

Report Center provides access to many pre-defined reports and exports and with our Advanced Report Writer tool you can create, save and share your own custom reports and exports with ease.

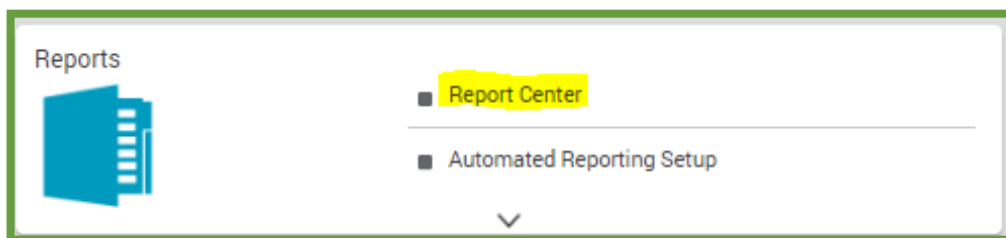


Here are a just some features offered by Paycom's Advanced Report Writer:

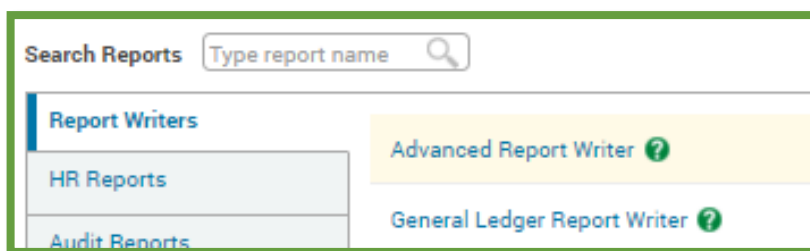
- Up to four date ranges can be selected to pull at one time
- Multiple output formats available (.csv, .xls, .xlsx, .pdf)
- Quick links to load commonly used dates (MTD, QTD, YTD)
- Unlimited number of sorting options
- Filter by  $\geq$  and  $\leq$  options
- Distribute Gross and Net totals

The following example will show you how to pull an Employee Demographics export using the Report Center's Advanced Report Writer tool. We will then walk through scheduling the time this report automatically generates and delivers to the Paycom hosted SFTP account by utilizing Push Reporting™.

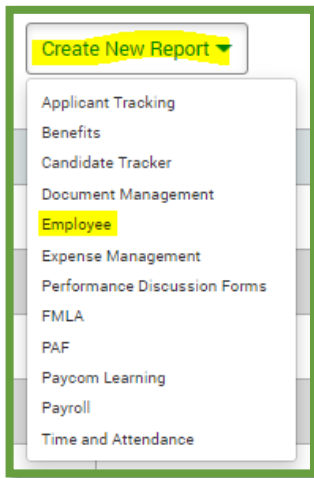
To create your own custom Employee Demographics export, first select "Report Center" located within the Report section of the Main Menu.



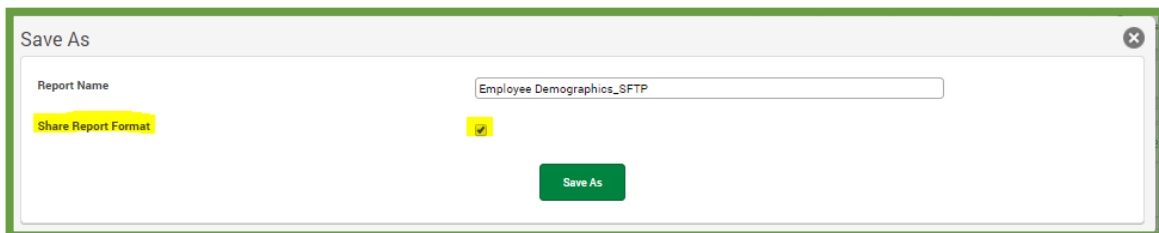
You will then select the "Advanced Report Writer".



Within the next screen you will click “Create New Report” and select Employee from the dropdown.



You will then select the applicable fields from the Advanced Report Writer. You will be able to click next to add filters and sort options as needed. Within the final step you can select the output format and save the report. If you would like other users to access this report format, you can click the “Share Report Format” option while saving.



## Push Reporting™

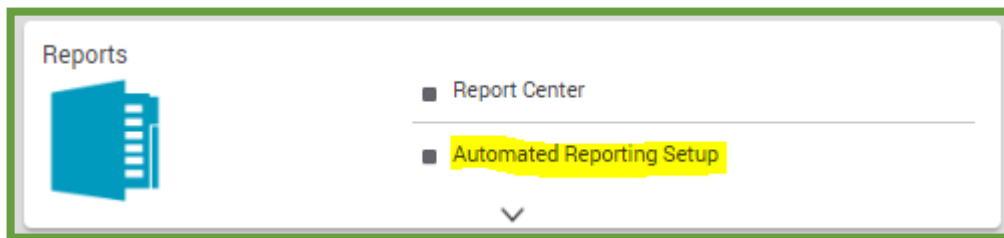
Push Reporting™ eliminates the inconvenience of running recurring reports, whether daily, weekly, monthly, quarterly or yearly. With Push Reporting™, you no longer have to remember which reports to pull when and for whom.

Using Push Reporting™ you can schedule the automatic generation and delivery of your reports or exports to the users you want. Just setup the report schedule once, and then all selected users will find the reports automatically in their inbox each time it runs automatically.

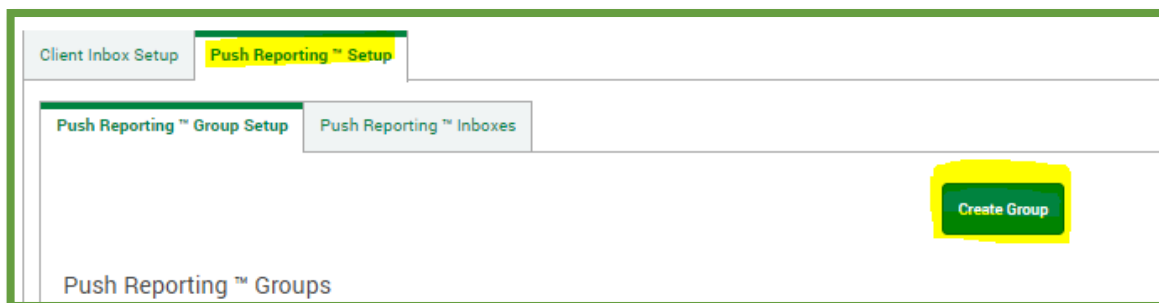
Push Reporting reports can be delivered to multiple user accounts, and also to a Paycom Hosted SFTP account. Delivering to a Paycom SFTP account can be helpful if you need to run a recurring export that is feeding an external system (ex. for local data warehousing). Simply select the Paycom SFTP account as the destination user.

The following example will show you how to schedule a report to be automatically generated using the Push Reporting™ feature.

From the Reports tile in the Main Menu select Automated Reporting Setup



You will then select the Push Reporting™ Setup tab, then the Create Group button.



You will then name your Report Group and Add Group

The screenshot shows a form titled "Add New Report Group". It has two input fields: "Group Name \*" and "Group Description \*", both containing the text "SFTP EE Demographics Test". A green "Add Group" button is at the bottom.

Step 1. General – You can adjust the group name and description within this step

The screenshot shows the "General" step of a multi-step configuration process. The steps are: 1. General, 2. Schedule, 3. Reports, 4. Distribution and Security. The "Group Description" field at the top contains "SFTP EE Demographics Test". Below it, the "General" section has fields for "Group Name \*" (SFTP EE Demographics Test), "Author" (hhtest), "Created" (01/06/2020 15:41:30), and "Group Description \*" (SFTP EE Demographics Test). There are "Recent History" and "Show History of Changes" buttons. At the bottom are "Save" and "Next" buttons.

Step 2. Schedule – This step allows you to setup triggers for when your report(s) within the group will generate. To add a new schedule, click the green Add Schedule button.

The screenshot shows the "Schedule Maintenance" section. It has a search bar and a table with columns: No, Occurrence, Report Start Date, Report End Date, Settings, Edit, and Delete. The table is empty, with "No Records Found" below it. There are "Previous" and "Next" buttons at the bottom. A green "Add Schedule" button is highlighted in the top right corner.

You will then be able to select your scheduled time for the report to generate. My example below is for a daily trigger to occur at 2:00 am.

The screenshot shows a web form titled "Schedule Maintenance". It contains the following fields and controls:

- Report Start/End Dates**: A date range selector showing "01/06/2020" to "00/00/0000".
- Report Start Time**: Two dropdown menus for time selection, currently showing "02" and "00".
- Filename Suffix**: A text input field with the placeholder "Suffix".
- Occurrence**: A dropdown menu currently set to "Daily".
- Recur Every**: A numeric input field set to "1" followed by the text "Day(s)".
- Add**: A green button located at the bottom right of the form.

\*If you do not see the option for a Report Start Time, please contact your specialist to have this enabled on your code

You can repeat this step to have up to 5 triggers per Push Reporting™ Group.

**Step 3. Reports** – This is the step where you will select the reports that need to generate to specific Push Reporting™ Inboxes or to your SFTP user. You may also select the Output Format. Additional options such as report filtering and Custom Options are available depending on which report you select.

1. General
2. Schedule
3. Reports
4. Distribution and Security

Group DescriptionSFTP EE Demographics Test

Recent HistoryShow History of Changes

Predefined Reports
Saved Standard Reports
**Saved Advanced Reports**
Saved Advanced GL Concierge Reports

Saved Advanced Reports

Search

Select All

☐ blah
☐ Employee Demographics\_SFTP
☐ fingerprint
☐ fourzeronekey
☐ gross
☐ HH Test
☐ HR\_TEST
☐ LogReport
☐ Monitoring
☐ New\_HireDate
☐ OnShift\_Employee
☐ OnShift\_Employee\_1
☐ OnShift\_Test

Show Selected Only

Output Format \*

☐ CSV
☐ XLS
☒ XLSX
☐ PDF

Add Selected Reports

Push Reporting™

Search

Remove Selected

Select All	Reports	Report Type	Output	Custom Options	Delete
<input type="checkbox"/>	Employee Demographics_SFTP	Advanced	CSV		
<input type="checkbox"/>	OnShift_Employee_1	Advanced	XLSX		

Previous

Next

To edit the Custom Options you will click the pen icon within the Custom Options column. From there you will be able to add Dynamic Date Ranges and/or Dynamic Filters.

Schedule Action Settings

Regular Setting

**Dynamic Filter**

Dynamic Date Range 1

Dynamic Date Range 2

Dynamic Date Range 3

Dynamic Date Range 4

*Dynamic dates are calculated the day they are generated. For example, a monthly report generated on the last day of the month will generate for that month, not the upcoming month. The "Schedule date" allows you to customize the date the report should generate by schedule date. For example, if the scheduled date is Jan. 14, and the time range is set for "minus" 14 days, it will generate the report with the information from the previous two weeks (14 days).*

Update

CONTAINS CONFIDENTIAL, PROPRIETARY, OR PRIVILEGED INFORMATION EXEMPT FROM PUBLIC DISCLOSURE.

For more information on setting this up for your specifications, please reach out to your dedicated specialist.

Step 4. Distribution and Security – This step will allow you to select which user you would like to run the report(s) in the group as and which user(s) and SFTP user you would like to receive the report(s). If you are looking to send the report(s) to an SFTP user, it is recommended that you select a “Run As User” who has all departments access.

The screenshot shows the 'Distribution and Security' configuration page for a report group named 'SFTP EE Demographics Test'. The page is divided into several sections:

- Group Description:** SFTP EE Demographics Test
- Buttons:** Recent History, Show History of Changes
- Distribution and Security:**
  - SFTP User:** 000\_05510\_heather
  - Won't Receive Reports:**
    - Run as User:** Test\_Heather [hhtest]
    - User List:** Test, Andrew [AndrewTest], Test, Heather [hhtest], TEST1, TEST1 [Test1234], Tester, Andrew [Andrew2], WOOD, JOHN [wood1234]
    - Info:** Only users with the same access group as the 'Run as User' on the General tab will be allowed to receive reports
  - Will Receive Reports:**
    - Send Email Notification:** ☒
    - User List:** TESTER, TESTER [tester]
    - Buttons:** Add, Remove, Remove All
    - Info:** Only users with the Push Reporting™ Inbox will be able to view reports
- Footer:** Previous, Save, Complete

On the selected scheduled dates and times, the reports will be generated and then delivered to the selected Paycom user inboxes or Paycom hosted SFTP account.



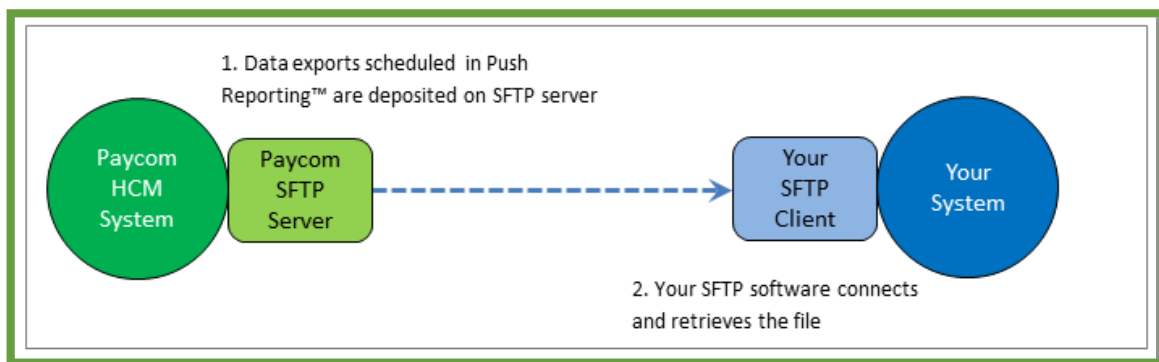
## SFTP / EDI

Paycom offers the ability to transmit imports and exports securely through a Paycom hosted SFTP (Secure FTP) account. The SFTP / EDI feature can be a good way to take care of basic integration needs such as:

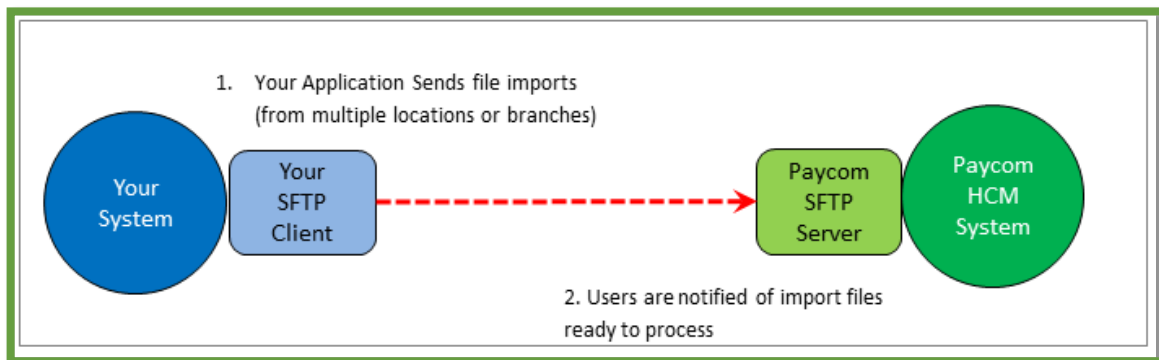
- Sending recurring exports to a local data warehouse
- Sending Employee info (status, identifiers) to an in-house system.
- Sending import files from multiple branch or franchise locations directly to your Paycom account(s).

The Paycom SFTP / EDI account can be used to automate data imports and exports.

**Exports:** Exports scheduled through Push Reporting™ can be delivered to the /outbound folder once they are generated where they can be picked up automatically by your system. Once processed you can delete the file from the server.



**Imports:** Paycom's file imports can also be sent to the /inbound SFTP folder. When import files are found in the /inbound folder, Paycom users will be prompted that they have files ready to process when they login to the Paycom system.



### Connecting to your SFTP account

There are multiple ways you could connect to a Paycom hosted SFTP account to retrieve or send files.

1. Use an SFTP client to connect manually and download/upload your files.
2. Schedule SFTP client software to automatically download or upload SFTP files. This can be achieved using software such as WinSCP, which can be scripted to download a file and then scheduled with a Cron Scheduler or Windows Task Scheduler.
3. Use a communication component like "cURL" to connect directly from your in-house application. There are implementations of cURL available for most platforms (java, .net, .php)
4. Use a Managed File Transfer (MFT) software. Your MFT software can be configured to connect to our SFTP server periodically and download available files to a local folder or network drive. Then your application can simply look for local files to process. There are many MFT solutions available from companies like IPSwitch, GlobalScape, IBM, Microsoft and others.

## Paycom API

Paycom offers an open, REST standards-based API for circumstances where near real-time access to punch data or employee information is needed. The API solution requires your organization to have development expertise and timelines that account for adequate consultation and testing.

Paycom's API supports Basic Authentication using an SID and Token and only allows connections from allowlisted IPs of your choosing.

### Demo API Accounts:

Test Credentials can be used to test the functionality of the Paycom API. Test credentials are used to connect to a test Paycom account with fictional data. Ask your representative for more details.

Please request the most recent Rest API documentation from your Paycom Representative for an overview of what functionality the Rest API supports.

## GL Concierge

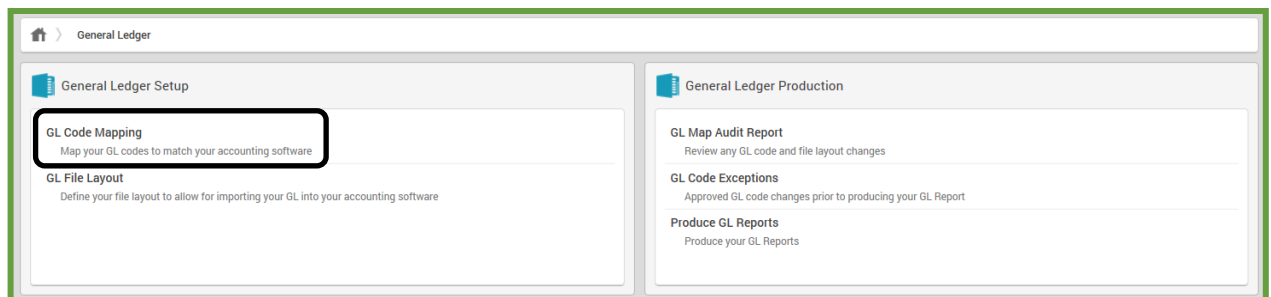
You can use the GL Concierge module to create General Ledger files that you can use to populate payroll data for your accounting software. These files can be downloaded manually inside Paycom or automatically pushed out via the Paycom SFTP service.

### GL Concierge Benefits:

- Customizable codes across business sectors
- Customizable GL string setups down to the GL account level
- Ability to group accounts
- Ability to sum and allocate accounts within a group
- Ability to override system logic for GL codes
- System preview and validation to ensure accurate GL setup
- Grid-based custom layout with drag and drop capabilities
- Ability to run Accrual GLs

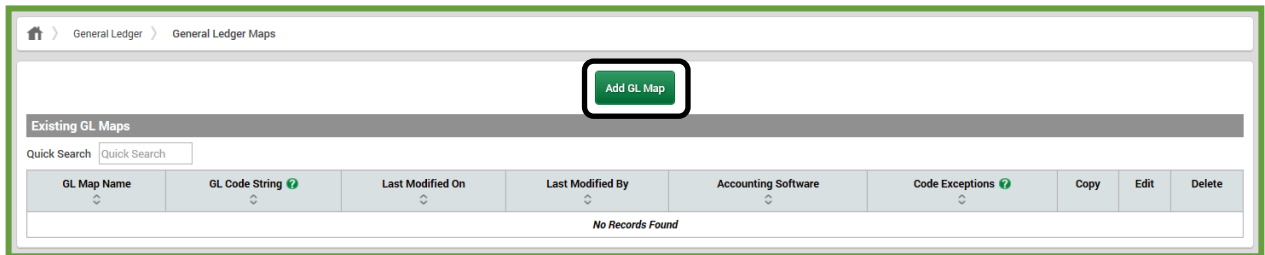
### GL Code Mapping

The first step in the setup process is setting up the GL code mapping. From the General Ledger menu, select “GL Code Mapping.”



Existing maps will display on this page. Whether transitioning to new accounting software or needing to customize GL codes for various types of journal entries, customers can add an unlimited amount of GL maps for any purpose.


To add a new map, select “Add GL Map.”



The setup of a GL map is as easy as click, drag and drop. The 5-step setup process is guided and actions required by the user are visual and apparent.

### Step 1 – Create GL Map

First, enter the GL map name and provide the accounting software (for reference purposes). Then, arrange the labor allocation categories by dragging and dropping the sections in the preferred order for the final GL Code String. You may use delimiters to separate each segment.

Select the  symbol to omit a segment. Omitting segments will prevent that segment from producing a code segment to the final GL Code String. Please note: Omitted labor categories still can be used to allocate labor on the GL Report. You may also create one-off GL Code Strings for GL Groups later in the process if needed.

You can view a live preview of the changed at the top of the section.

When finished, select “Next Step.”

The screenshot shows the 'Step 1 - Create GL Map' form. At the top, there is a progress bar with five steps: 'Step 1 - Create GL Map', 'Step 2 - Group Accounts', 'Step 3 - Map Codes', 'Step 4 - Preview GL Codes', and 'Step 5 - Validate GL Map Setup'. The main heading is 'Create GL Map and Setup GL Code String'. Below this, there is a red asterisk indicating a required field. A text box provides instructions: 'Please begin by providing a GL map name, and the name of your accounting software. Next, proceed to arrange your GL Segments by clicking on the green drag-handle and moving the selected segment up or down. As you arrange your segments, you will see a live preview of your GL Code String in the container above your Active GL Code Segments. You can use a delimiter to separate GL Segments in the GL Code String. In addition, you may also omit segments from contributing to the GL Code String; nevertheless, omitted segments will remain available for the creation of unique combinations of Natural Accounts and Labor Allocation Categories.' The form has two input fields: 'GL Map Name' and 'Accounting Software'. To the right, there is a 'GL Code String' input field showing 'XXXXXXXX'. Below this, there are two sections: 'Active GL Segments' and 'Omitted GL Segments'. The 'Active GL Segments' section lists three segments: 'Natural Account Segment', 'Department Segment', and 'Employee Segment'. Each segment has a 'GL Code String' input field, a 'NONE' dropdown menu, and a red circle with a diagonal line through it. The 'Omitted GL Segments' section is currently empty. At the bottom, there are 'Save' and 'Next Step' buttons.

## Step 2 – Group Accounts

Account grouping provides flexibility for GL mapping. Along with summing accounts in the group, it allows for mapping efficiencies previously unattainable. For example, all accounts in a group can be mapped together, yet separated where needed.

To view existing included accounts, reorder segments, edit or delete the group, select the applicable option within the Existing Groups section.

To create a group, select “Create Group.”

Step 1 - Create GL Map Step 2 - Group Accounts Step 3 - Map Codes Step 4 - Preview GL Codes Step 5 - Validate GL Map Setup

Account Groups

Step 2 requires you to create groups of accounts for 3 specific reasons:

- (1) It allows you to sum several accounts into an entity that can be treated as a single account;
- (2) It allows you to apply GL Code Mapping to multiple accounts at the same time, while still retaining the ability to change each individual account; and
- (3) It allows you to add new accounts to the group without remapping any potentially complex mapping schemes.

Create Group

Account Groups Excluded Accounts

Quick Search

Group Name	Included Accounts	Order GL Segments	Edit Group	Delete
No Records Found				

Previous Next Step

First, enter an account group name. Grouping accounts is simple. Just click, drag and drop the desired accounts into the group of your choice. For example, you can add an account group called “Cash” and select all the cash accounts to be included in that specific account group. You also have the choice to sum a few options within the section, or select “Sum All” to total all of the cash accounts.

In addition, you can exclude any accounts that may not be needed for your specific implementation of the GL report. When finished, select “Add Group.”

**Create Account Group**

\* Account Group Name:

Salary Expenses | Employer Expenses | Employer Liabilities | Employee Liabilities | Tax Liabilities | **Cash**

**Ungrouped Cash Accounts**

Search Accounts

- Tax Payable [XAT]
- Salary Payable [T3N]
- Cash - Payment to Insurance [ZIN]
- Cash - Net Checks A/C [NET]
- Cash - Direct Deposit A/C [NDD]
- Cash - Tax Impound A/C [ZZZ]

**Account Group Cash**

Search Accounts

☐ Sum All

**Excluded Cash Accounts**

Search Accounts

Cancel **Add Group**

To move onto the next step, select “Next Step.”

**Step 1 - Create GL Map** | **Step 2 - Group Accounts** | Step 3 - Map Codes | Step 4 - Preview GL Codes | Step 5 - Validate GL Map Setup

**Account Groups**

Step 2 requires you to create groups of accounts for 3 specific reasons:  
 (1) It allows you to sum several accounts into an entity that can be treated as a single account;  
 (2) It allows you to apply GL Code Mapping to multiple accounts at the same time, while still retaining the ability to change each individual account; and  
 (3) It allows you to add new accounts to the group without remapping any potentially complex mapping schemes.

**Create Group**

Account Groups				Excluded Accounts	
Group Name	Included Accounts	Order GL Segments	Edit Group	Delete	
Cash	6				

Previous **Next Step**

### Step 3 – Map Codes

You can map codes quickly and efficiently with this transparent and intuitive code mapping user interface. Within Step 3 you will map the natural account codes. You can define the code for each account in a group by expanding the rows and entering the preferred code into the respective account code text box. Or, you may define the code for all accounts in a group at one

time by entering in the group account code in the first text box beneath the “Natural Account Code” header.

You also have the ability to override any combinations that do not conform to the established logic on steps 1 and 2. To utilize the override feature, select its icon in the applicable row.

In the previous step the Cash account group was created. Now, you are able to customize, within that account group, the specific account codes, determine any overrides and allocations.

The screenshot shows the 'Map GL Account Codes' interface. At the top, there are five steps: Step 1 - Create GL Map, Step 2 - Group Accounts, Step 3 - Map Codes (highlighted), Step 4 - Preview GL Codes, and Step 5 - Validate GL Map Setup. Below the steps is a title 'Map GL Account Codes' and a descriptive paragraph. The main area contains a table with the following columns: Accounts, Natural Account Code, GL Code String, Override, and Allocate. The 'Accounts' column has a '+' icon and the text 'Cash'. The 'Natural Account Code' column has a text box containing 'XXXXXX'. The 'GL Code String' column has the text 'XXXXXX-XXX'. The 'Override' column has a circular arrow icon. The 'Allocate' column has a green plus icon. Below the table are buttons for 'Previous', 'Update', and 'Next Step'. The 'Natural Account Code' and 'Override' columns are highlighted with red boxes.

Accounts	Natural Account Code	GL Code String	Override	Allocate
+ Cash	XXXXXX	XXXXXX-XXX		

You can perform very powerful code overrides with ease. You may override the GL code calculation by selecting your desired combination of labor categories and changing the specific segment code. You may define your GL account codes differently by debits and credits. You also may override the previously selected delimiter between each segment.

*Please note: The import and export override options only are available to Paycom Specialists. This will not be client facing. If a customer has a lot of overrides, we would use an import to get information in the system more quickly; however, this will be used infrequently due to the functionality in this new tool. Most companies will not have a lot of overrides.*

When finished, select “Add Override.”



Code OverrideExisting Overrides

Override GL Code

On this screen you may define your specific GL Code for your selected combination of Natural Account and Labor Allocation category.

Selected Account Group	GL Account String Debit	Debit/Credit Override	Delimiter Override
Cash	XXX-XXXXXX	<input type="checkbox"/>	<input type="checkbox"/>

GL Code Segments	Segment Detail	Natural Code	Natural Code Override	Natural Delimiter
Natural Account Segment	*** Cash ***	XXX	<input type="checkbox"/> XXX	-
Department Segment	* All	XXX	<input type="checkbox"/> XXX	
Employee Segment	* All	XXX	<input type="checkbox"/> XXX	

(Note: Override will not be added unless you click "Add Override.")

Add Override

Allocating your GL accounts allows you to break down labor on your GL by individual labor categories. To allocate account, select the icon in the applicable “Allocate” row.

Step 1 - Create GL Map
Step 2 - Group Accounts
Step 3 - Map Codes
Step 4 - Preview GL Codes
Step 5 - Validate GL Map Setup

Map GL Account Codes

Within Step 3 you may map your natural account codes. You can define the code for each account in a group by expanding the rows and entering the preferred code into the respective account code text box. Or, you may define the code for all accounts in a group at one time by entering in the group account code. You also have the ability to override any combinations that do not conform to the established logic on steps 1 and 2. Finally, allocating your GL accounts allows you to break down labor on your GL by individual labor categories.

Accounts	Natural Account Code	GL Code String	Override	Allocate
Cash	XXXXXX	XXXXXX-XXX	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cash - Tax Impound A/C [ZZZ]	100102	100102-XXX	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cash - Direct Deposit A/C [NDD]	100101	100101-XXX	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cash - Net Checks A/C [NET]	100100	100100-XXX	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cash - Payment to Insurance [ZIN]	100091	100091-XXX	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Salary Payable [T3N]	100002	100002-XXX	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tax Payable [XAT]	100001	100001-XXX	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PreviousUpdateNext Step

The allocation pop-up message allows you to distribute or allocate by the selected category. You can select a department, labor allocation category (if enabled) or employee GL code. A customer might change if they want to allocate by department and later decide to allocate by labor allocation. Select the applicable options in the “Allocate By” section and then choose the “Allocation Origin” before selecting “Save.”

**Account Allocation for Group Cash**

**Allocate By**

☒ Department Segment

☐ Employee Segment

**Allocation Origin**

☐ Home Allocation

☒ Worked-In Allocation

*(Note: Changes will not be applied unless you click "SAVE.")*

**Save**

#### Step 4 – Preview GL Codes

You can test every mapping you perform before running a full GL report. This will significantly reduce the time it takes to set up a GL map.

Within Step 4 you may test any combination of labor categories and accounts to calculate the resulting GL code string. You will find valuable information about the GL code string as well as any overrides for this particular combination. To view a preview, select the applicable options from the drop-down menus for which you'd like to test. Then select "Calculate Code" to view and verify the preview is correct.

**Step 1 - Create GL Map** **Step 2 - Group Accounts** **Step 3 - Map Codes** **Step 4 - Preview GL Codes** **Step 5 - Validate GL Map Setup**

**Preview GL Codes**

On this step you are encouraged to test various combinations of Natural Accounts and Labor Allocation categories. By pressing Calculate GL Code, you will see the actual GL code for your selected combination.

**Natural Account Segment** Cash - Direct Deposit A/C [NDD]

**Department Segment** Accounting [500]

**Calculate GL Code**

**Previous** **Next Step**

Calculation Results			
Account Description ⌵	Natural GL ⌵	Debit GL Code ⌵	Credit GL Code ⌵
Cash - Direct Deposit A/C	100101-500	100101-500	100101-500
Override Results			
Department ⌵	Selected ⌵		
No Records Found			

When finished select “Next Step.”

### Step 5 – Validate GL Map Setup

Step 5 displays any validation errors in the GL map. To learn more about any validation errors, select the category name with the “X” next to it.

Customers receive very specific validation messages if anything in the map could cause the GL not to produce as expected. Clicking on each listed item would yield specific instructions for fixing the issue.

Step 1 - Create GL Map
Step 2 - Group Accounts
Step 3 - Map Codes
Step 4 - Preview GL Codes
Step 5 - Validate GL Map Setup

### Validate GL Map Setup

Step 5 displays any validation errors in the GL map. To learn more about any validation errors, select the category name with the “X” next to it.

X
Ungrouped Accounts

X
Ungrouped Accounts

Please either Include or Exclude the following accounts:

- Contra Payable - Cobra Payment [ZIC]
- Payable - Federal Withholding [FWT]
- Payable - Medicare Withholding [MED]
- Payable - Social Security Withholding [SSC]
- Payable - Oklahoma State W/H [OKW]
- Contra Payable - EIC Advance Payment [EIC]
- Payable - Oklahoma SUTA [OKT]
- Payable - Employer Medicare Liability [MED]
- Payable - Employer Social Sec. Liability [SSC]
- Payable - FUTA [FUT]

Once the map is set up correctly, the customer receives a confirmation message to provide positive feedback on the setup.

When finished, select “Finish Setup.”

Step 1 - Create GL Map > Step 2 - Group Accounts > Step 3 - Map Codes > Step 4 - Preview GL Codes > Step 5 - Validate GL Map Setup

Validate GL Map Setup

This step will display any validation errors in your GL Map. To find out about any validation errors, simply click on the category name with an "x" on it.

✓ Your GL Map Setup is Complete

Previous Finish Setup

## GL File Layout

The GL File Layout section allows you to define your file layout to allow for importing your GL into your accounting software. To begin, select "GL File Layout."

General Ledger

General Ledger Setup

GL Code Mapping  
Map your GL codes to match your accounting software

GL File Layout  
Define your file layout to allow for importing your GL into your accounting software

General Ledger Production

GL Map Audit Report  
Review any GL code and file layout changes

GL Code Exceptions  
Approved GL code changes prior to producing your GL Report

Produce GL Reports  
Produce your GL Reports

The powerful layout editor allows you to create almost any file format/layout you require. You can create a file layout with drag and drop simplicity to feel confident the resulting output file will be what you expect. First, enter a file layout name, select the appropriate options from the drop-down menus and select "Add New GL File Layout."

General Ledger > GL File Layout

Create a New File Layout

\* Indicates Required Field

File Layout Name \*

Output File Type Excel 2007 & Newer (\*.XLSX)

Accounting Software \* Please Select

Add New GL File Layout

The next screen is where the customer will create what the import file spec looks like based on the accounting software. From here you can add rows and columns, all while specifying the type: header, footer or data.

When finished, select “Update.”

The screenshot displays the 'GL File Mapping Grid' interface. On the left, a 'Report Data Fields' panel lists various fields under 'Dynamic Data Fields' and 'Custom Data Fields'. The main area shows a 'Test Layout' table with columns A through F. The table has two rows: 'Header' and 'Data'. The 'Header' row contains 'Enter Text' for columns A through F. The 'Data' row contains specific field mappings: 'Natural Account Code' for A, 'Credit Amount' for B, 'Debit Amount' for C, 'Check Date MM/DD/YYYY' for D, 'PRGL (Static Text)' for E, and 'Period End Date MM/DD/YYYY' for F. At the bottom, there are buttons for 'Update' and 'Update & Run Report'.

Row Type	A	B	C	D	E	F
Header	Enter Text	Enter Text	Enter Text	Enter Text	Enter Text	Enter Text
Data	Natural Account Code	Credit Amount	Debit Amount	Check Date MM/DD/YYYY	PRGL (Static Text)	Period End Date MM/DD/YYYY

## Manually Produce GL Reports

After making the custom file in the GL File Layout section, the next step is to generate the GL report. Customers not only will be able to produce a GL with their exact GL code structure and file layout, but also they have the ability to create an accrual accounting entry with reversing entry.

Also, customers are able to output labor hours only, instead of expenses. This report writer allows the combining of any transaction with another, as well as, the combining of multiple GL reports across MCC payroll profiles. Running a GL report has never been easier, and with Push Reporting, customers can simply set it and forget it.

The screenshot shows the 'General Ledger' interface. On the left, under 'General Ledger Setup', there are links for 'GL Code Mapping' and 'GL File Layout'. On the right, under 'General Ledger Production', there are links for 'GL Map Audit Report', 'GL Code Exceptions', and 'Produce GL Reports'. The 'Produce GL Reports' link is highlighted with a red rectangular box.

Select the appropriate GL map you would like to generate the report for. The system selects the previously selected output based on your selections during setup. When finished choosing the report-specific options, select “Generate Report.”

The screenshot shows the 'Advanced General Ledger Report Writer' interface. On the left, under 'Report-Specific Options', there are sections for 'GL Map' (with 'New GL Map' selected), 'Output File Layout' (with 'Payroll GL' selected), 'Accrual Accounting' (with 'Calculate Accrual' unchecked), 'Include:' (with 'Payroll Checks', 'Manual Checks', and 'Void Checks' checked), 'By Paydate/Transaction:' (with 'Pay Date' selected), and 'Date Range' (set to 'MTD / QTD / YTD' with dates '06/01/2015' to '06/30/2015'). On the right, there are tabs for 'Report Queue', 'Recent Reports', and 'Saved Reports'. Below the tabs, there are four numbered steps: 1. Select the preferred output format. 2. If applicable, select the date range from which to pull data for the report. 3. Select any applicable filters. 4. To report on a set of employees, expand the "Employee Filters" section and select the appropriate employees. A note at the bottom states: 'Note: You can utilize the "search" box within a filter to find a specific filter easily.' At the bottom of the interface, there is a red 'Generate Report' button.

Schedule GL Reports via Push Reporting and SFTP

GL Concierge Reports can be scheduled the same as other reports inside Push Reporting:

Report Center

Push Reporting™ Groups

Push Reporting™ Group Setup

Step 1 - General

Step 2 - Schedule

Step 3 - Reports

Step 4 - Distribution and Security

Group Description

Lasell Test

Recent History

Show History of Changes

Predefined Reports

Saved Standard Reports

Saved Advanced Reports

Saved Advanced GL Concierge Reports

Saved GL Concierge Reports

search

Select All

☒

GL\_CONCIERGE

Show Selected Filters

Output Format

FILE

Add Selected Reports

Push Reporting™

Quick Search

Remove Selected

Select All	Reports	Report Type	Output	Custom Options	Delete
<input type="checkbox"/>	Employee demographics	Predefined	CSV		

Previous

Next

For more information on how Paycom can help automate your company’s processes, please reach out to your dedicated specialist at 1-800-580-4505.