

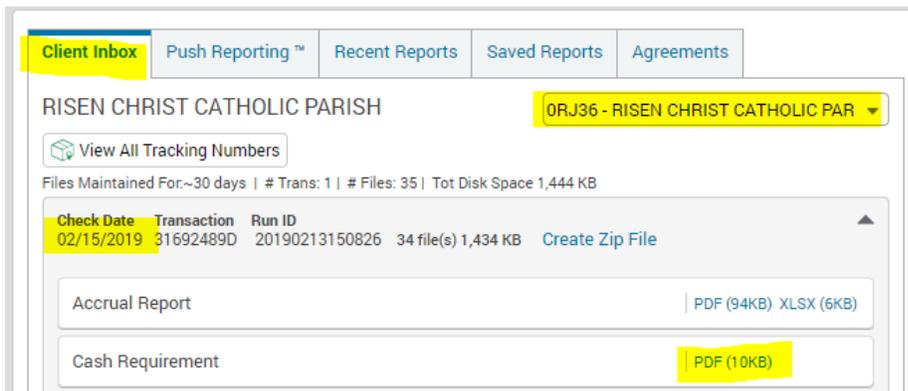
How to Generate your GL Report in Paycom

The first thing you will need to generate your GL report in Paycom is your Cash Requirement Report.

You can get this information from your payroll in the Report Center. Navigate to the Report Center:



Once in the report center you can go to the client inbox tab, and select your parish from the dropdown. Once you have chosen that, click on the check date to expand open the list of reports. You will then want to open the Cash Requirement report in PDF format.

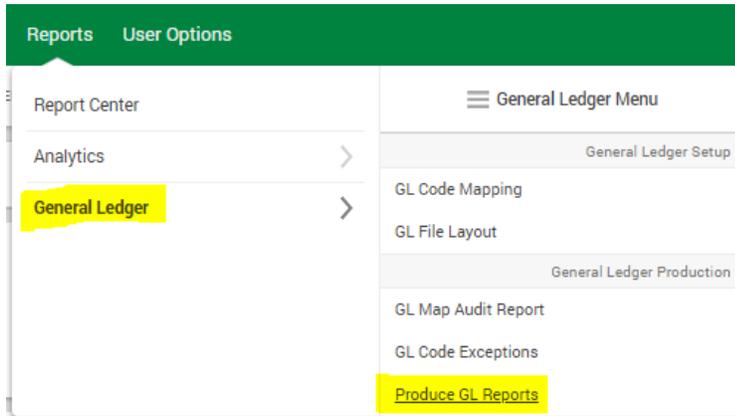


After opening the report, you can see the line item labeled "total billing". This is what you will put in the payroll fee section for the General Ledger Report.

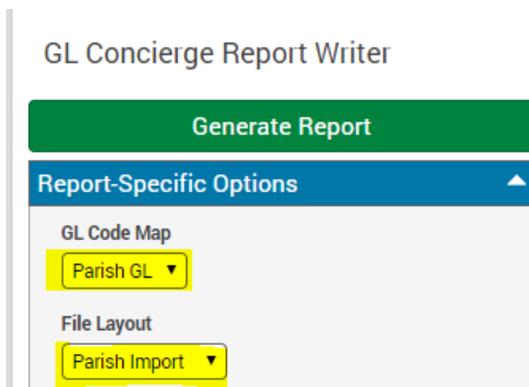
Billing

Check Processing/Tax Service		189.34
Direct Deposit		16.25
Check Signing	No Charge	
Check Stuffing		11.40
Delivery		14.00
General Ledger Report	No Charge	
Advanced Reports		8.00
New Hire Report	No Charge	
401(k) Report	No Charge	
Total Billing		238.99

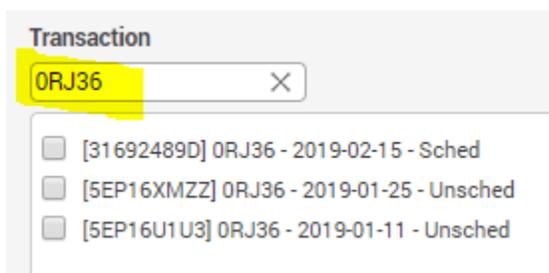
Now that you have your Cash Requirement report and the amount for the total billing you can generate your GL Report in Paycom. To Generate your GL Report in Paycom you will go to the reports tab and click on General Ledger > Produce GL Reports.



You will need to select/enter four items to produce your GL Report. The GL Code Map and GL File Layout will be Parish GL and Parish Import.



In the transaction section you can search by your parishes unique payroll profile code. Once you have entered that in, just check the box for the transaction you would like to use to generate your GL report.



*to confirm your parishes payroll profile code you can go to Make Employee changes and select any of your employees and click on form 1 of their profile. You will see the payroll profile code listed in the labor allocation section.

The last item you will need to enter before generating the GL report is the Payroll Fee.

Payroll Fee 

\$

Once all of this information has been entered you can click on Generate Report. This will download the report from Paycom in the format necessary to import it to Parish Soft.

GL Concierge Report Writer

Generate Report

Report-Specific Options

GL Code Map
Parish GL ▼

File Layout
Parish Import ▼

By Transaction/Pay Date:

Transaction
 Pay Date

Transaction
ORJ36 ✕

- [31692489D] ORJ36 - 2019-02-15 - Sched
- [5EP16XMZZ] ORJ36 - 2019-01-25 - Unsched
- [5EP16U1U3] ORJ36 - 2019-01-11 - Unsched

Payroll Fee 

\$ 50.00