

# Auto Import of Chart of Accounts – Xero<sup>™</sup>

## Step 1 – Navigate to GL

Upon log-in to RUN Powered by ADP<sup>®</sup> (RUN), search the terms, "General Ledger" or "GL " to navigate to General Ledger Setup.

۹ !	general ledger	×
C,	General Ledger Home in General Ledger	
Ð	General Ledger Employee View in Reports	
Ð	General Ledger Company View in Reports	
G	General Ledger Setup in General Ledger	

## **Step 2 –** Accounting Software

This is the 1st step to get started with GL set up. Select **Xero** to begin the chart of accounts (CoA) online import.



## **Step 3 –** Add Chart of Accounts via Auto Imports

#### STEP 3.4

Once the connection to Xero is established, select **Continue** to start importing chart of accounts.

XERO"	•
Complete signing up for Xero Online	and costing a
	and continue.
Continue	

#### STEP 3.5

Chart of accounts from Xero are now successfully imported!



You can review imported chart of accounts by selecting **Review** button or choose to Import Again.

#### **STEP 3.6**

All chart of accounts imported from your Xero accounts are displayed here. The information is read-only\* and you cannot modify, delete or add new accounts from RUN.

Chart of Accounts			
If there's anything you aren't sure about, we recommend that you work with your accountant or financial advisor to set up your chart of accounts.			
Bank Account		V Help is right here.	
Account Number	Account Name	A If you aren't familiar with accounting, we	
100	Bank	suggest that you work with your accountant to set up your chart of accounts.	

#### **STEP 4.3 – DEPARTMENT MAPPING**

You can select a different chart of account from the dropdown and save it to override (customize) the company level mapping for **a department**.

Show O All Departments O Departments with a	suatom mappinga
01 -	IC C > >I
Map Chart of Accounts for Department	
The accounts you select determine where your com anything you aren't sure about, speak with your ac	spany's payroli data is posted to you general ledger if there's countant or financial advisor.
Payroll Expenses Costs like wages, employer-paid benefits and taxes	Expense Accounts Select expense accounts from your chart of accounts
Regular	6100 - Payroll 💌
Overtime	6100 - Payroll 💌
Credit card tips owed	6100 - Payroli 💌
1089 Compensation	6100 - Payroli 💌
Vasilian	6100 - Payroli 👻
Sick	6100 - Payroli 💌
Personal renemed	6100 - Payroll 💌
No: per	6100 - Payroll 🔹

#### **STEP 4.4 – EMPLOYEE MAPPING**

You can select a different chart of account from the dropdown and save it to override (Customize) the company level mapping for **an employee.** 

Show All Employee/Contractors O Employee/	Contractors with custom mappings
Brown Jr, John 🔹	$ \langle \langle \rangle \rangle $
Map Chart of Accounts for Employee	
The accounts you select determine where your companything you aren't sure about, speak with your account of the select select the select se	pany's payroll data is posted to you general ledger. If there's suntant or financial advisor.
Payroll Expenses Costs like wages, employer-paid benefits and taxes	Expense Accounts Select expense accounts from your chart of accounts
Regular	6100 - Payroll 💌
Overtime	6100 - Payroll 💌
Credit card tips owed	6100 - Payroll 👻
1099 Compensation	6100 - Payroll 👻
Vacation	6100 - Payroll 💌
Sick	6100 - Payroll 💌
Personal renamed	6100 - Payroll

## **Auto-Posting Feature**

Auto-Posting payroll transactions will automatically export payroll transactions from RUN to Alex's online accounting software **after each payroll**.

Auto-Posting is available to  $\mathsf{QuickBooks}$  Online and Xero users only.

#### **NEW AND EXISTING GENERAL LEDGER USERS**

Activate Auto-Posting in RUN on the GL Setting Page.

Accounting Software     Account Mapping	Almost there.
Settings	How do you want to summarize the paynoll data you send to your accounting software? Learn more Company Company Commany Displayee (Detail)
Cancel Setup	How would you like to list employee name??  Fitsmane Latiname (John Smith)  Do not validate (Smith, John)  Do not validate



#### **STEP 3.1**

Select **Connect to Xero** to sign in to Xero.

The Xero sign-in page is opened in a new tab. You must have your Xero credentials to sign on.



**Note:** There is no other way to setup Xero and COA. Previously existing ways to add CoA have been removed.

#### **STEP 3.2**

Sign in to your Xero account to establish connection with RUN.



#### **STEP 3.3**

As part of establishing a connection with Xero, select the company for which they intend to import the chart of accounts to complete the GL set up in RUN.



10000	Operating Account	It's important that your accounts here exactly match the accounts in your accounting software.
10010	NJN Bank	
1004	Deferred tax assets	Learn more
1006	ZUncategorized Income	
1007	1005 - SVB Operating Acct (4995)	
1008	6100 - Payroll Taxes	
1009	6100 - Payroll Taxes:941 ER Social Security/Medicare	
101	Long-Term Investments	
1010	6125 - Payroll Taxes	
1011	6125 - Payroll Taxes:HI Employment Security (SUI)	

\* Your Xero account is the system of record for CoA and hence any addition, deletion, modifications should be first completed in Xero and reimported in to RUN.

## **Step 4 –** Mapping

Once the chart of accounts are imported, you can proceed to complete the company mapping by selecting **Start** option.

Map Chart of Accounts for Company	Start
Advanced Mappings	

#### STEP 4.1 - COMPANY MAPPING

All charts of accounts imported in the earlier step are displayed in the dropdown.

O The accounts you select determine where your company's payroll data is posted to you general ledger. If there's anything you aren't sure about, speak with your accountant or financial advisor.		
	The cash or asset account you use to expenses	cover your payroll
Check Register Account	Not Applicable	
Payroll Expenses Costs like wages, employer-paid benefits and taxes	Expense Accounts Select expense accounts from your o	hart of accounts
Regular	6100 - Payrol	•
Overtime	6100 - Payroll	•
Credit card tips owed	6100 - Payroll	•
1099 Compensation	6100 - Payroll	•
Vacation	6100 - Payroll	•
Sick	6100 - Payroll	•
Personal renamed	6100 - Payroll	•
Misc pay	6100 - Payroll	•
Misc pay 2	6100 - Payroll	

You need to complete the mapping manually by selecting appropriate chart of account for payroll item (Payroll Expenses & Liabilities).

It is mandatory to complete mapping all payroll items.

#### STEP 4.2 – ADVANCED MAPPING

On completion of the company mapping, advanced mapping options are enabled.



## **Step 5 –** Settings

Selecting your preferences for GL files as the last step of the set up.

The questions for settings are displayed with defaulted options pre-selected. You can either leave the default options as-is or change the default options and select **Finish** to complete the set up.

		Almost there.	
How do you want to summarize the p	synal i data you send to your accounting soft	rana? Lalam more	
Company (Summary)	🔵 Employee (Detall)		
How would you like to list employee n	arres?		
Firstname Lastname Dobe Scott	Lastname, Firstname (Sector Joint)	O Dorret vehicle	
How would you like to post your payo	al transactions to your accounting coltware?		
<ul> <li>Automatically after payrol</li> </ul>	Menually		

## You're Done!

General Ledger Set up is now completed.

Alex can come back to these set up steps at any time for any adjustments/ maintenance as needed. Select **Done** to return to home page.

## **Disconnect from Xero**

You can select **Disconnect** to end the connection between RUN and their Xero accounts.

You're connected to your accounting software
XERO Disconnect Change Software
Imported chart of accounts on 06/07/2020 Review   Import Again

**Note:** You will need to sign-in again to re-establish connection with your Xero account if you need to re-import chart of accounts or post your payroll transactions to Xero.

## **Need help?** Contact us anytime

Further Xero resources can be found at <u>Xero Central</u>.

## Chat with us in the RUN Powered by ADP<sup>®</sup> (RUN) platform

Start an online chat instantly with your service team by clicking the blue chat icon in the bottom right corner of your RUN dashboard.

#### Send an Email

between Xero and this application in accordance with Xero's Terms of use and the application provider's terms of use and privacy policy.

You can disconnect at any time by going to Connected apps in your Xero settings.

Allow access Cancel Company mappings are defaulted to Departments & Employees.

You can select the **Map Chart of Accounts by Department** or **Map Chart of Accounts by Employee** to view the mapping for departments & employees as needed.

This step is optional and depends on the individual.

to <u>RUNGL@adp.com</u> for your dedicated General Ledger Support team.

**Call Us** 866-750-7133 8:00am – 8:00 pm EST

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