Step 1 – Navigate to GL
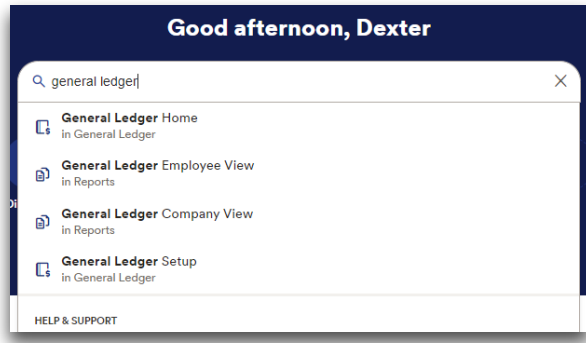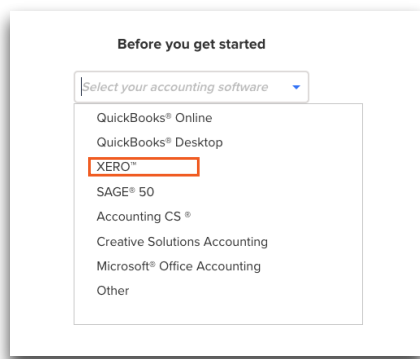
Upon log-in to RUN Powered by ADP® (RUN), search the terms, "General Ledger" or "GL " to navigate to General Ledger Setup.

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.
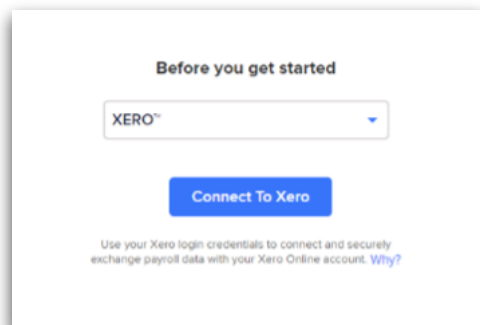

Step 3 – Add Chart of Accounts via Auto Imports

STEP 3.1

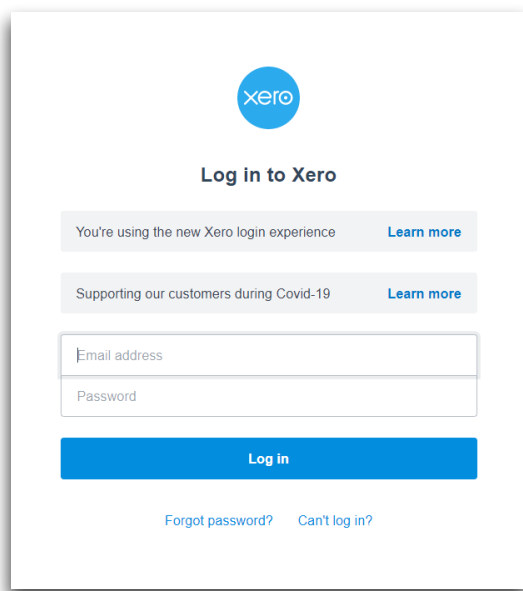Select **Connect to Xero** to sign in to Xero.

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

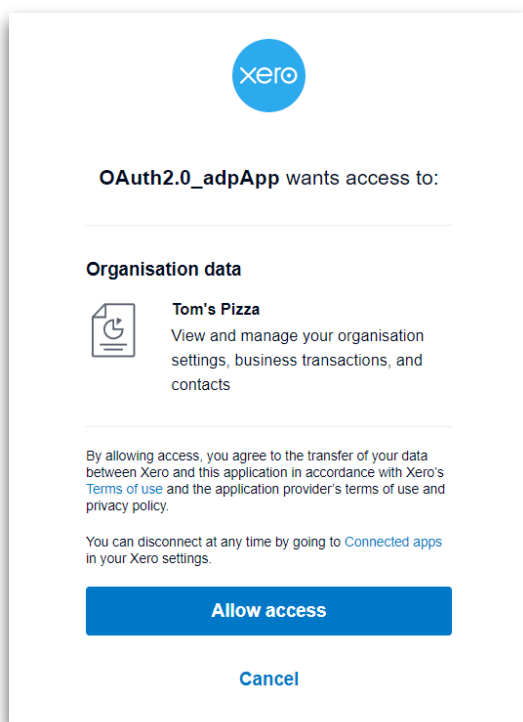**Note:** There is no other way to setup Xero and COA. Previously existing ways to add CoA have been removed.

STEP 3.2

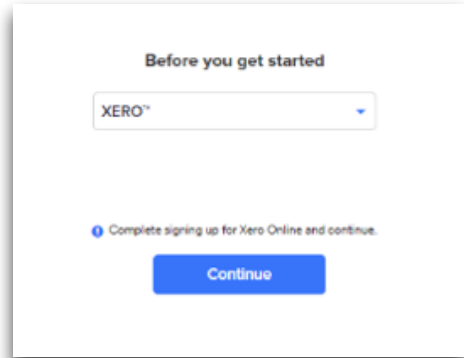Sign in to your Xero account to establish connection with RUN.

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.
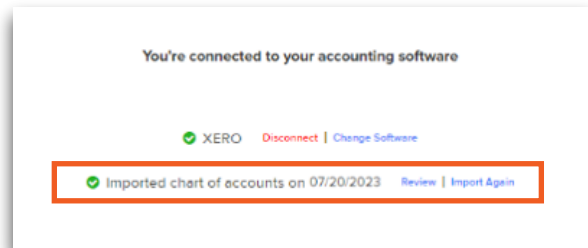

STEP 3.4

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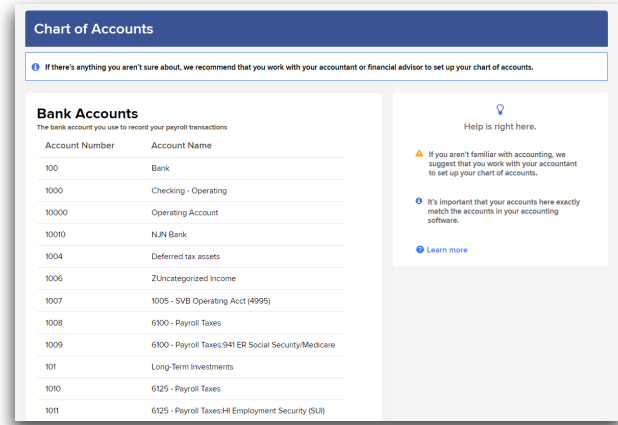

STEP 3.5

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.

* 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.
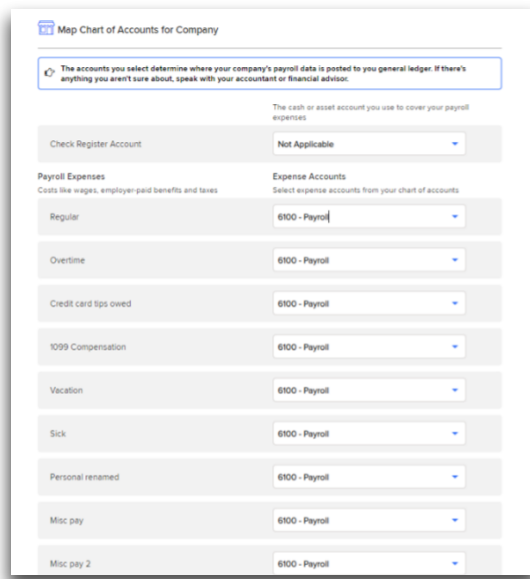

Step 4 – Mapping

Once the chart of accounts are imported, you can proceed to complete the company mapping by selecting **Start** option.
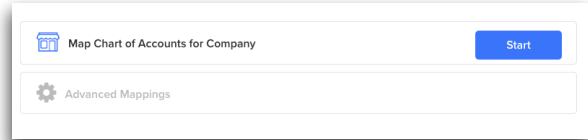
STEP 4.1 – COMPANY MAPPING

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

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.
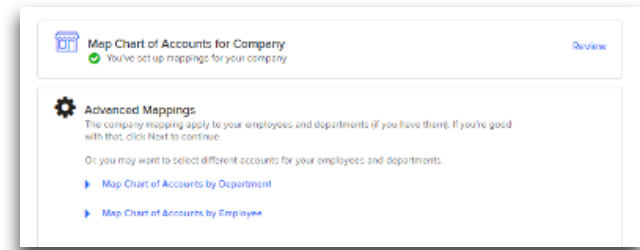

Company mappings are defaulted to Departments & Employees.

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.*

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.**
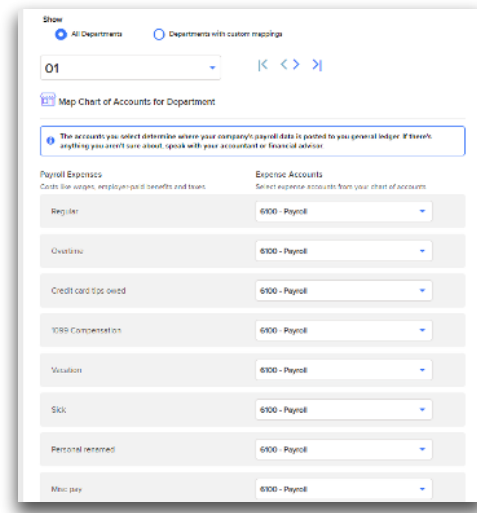

STEP 4.4 – EMPLOYEE MAPPING

You can select a different chart of account from the dropdown and save it to override (Customize) the company level mapping for **an employee.**
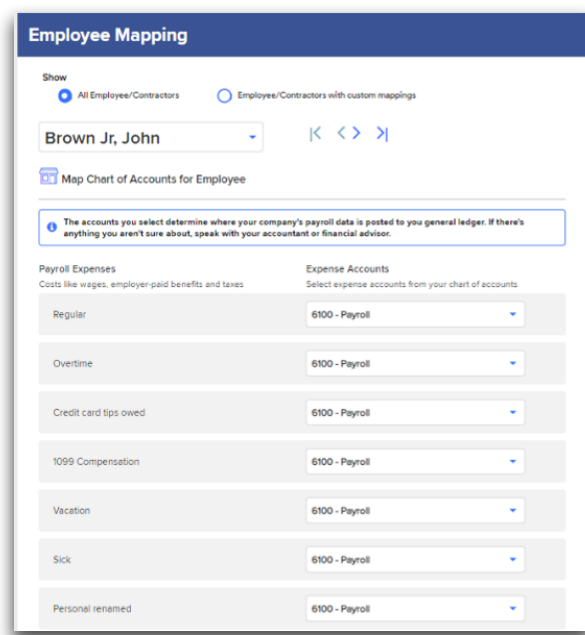
Step 5 – Settings

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.
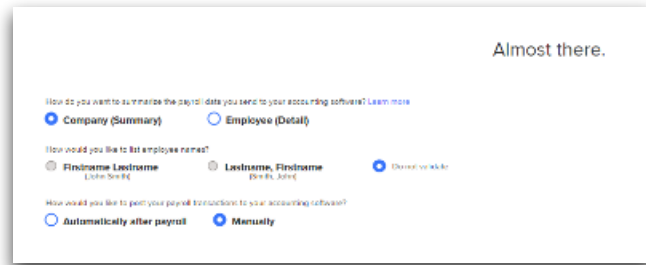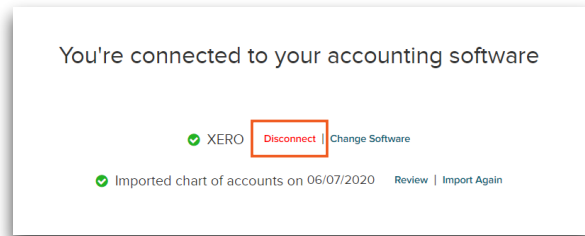

You're Done!

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.

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.
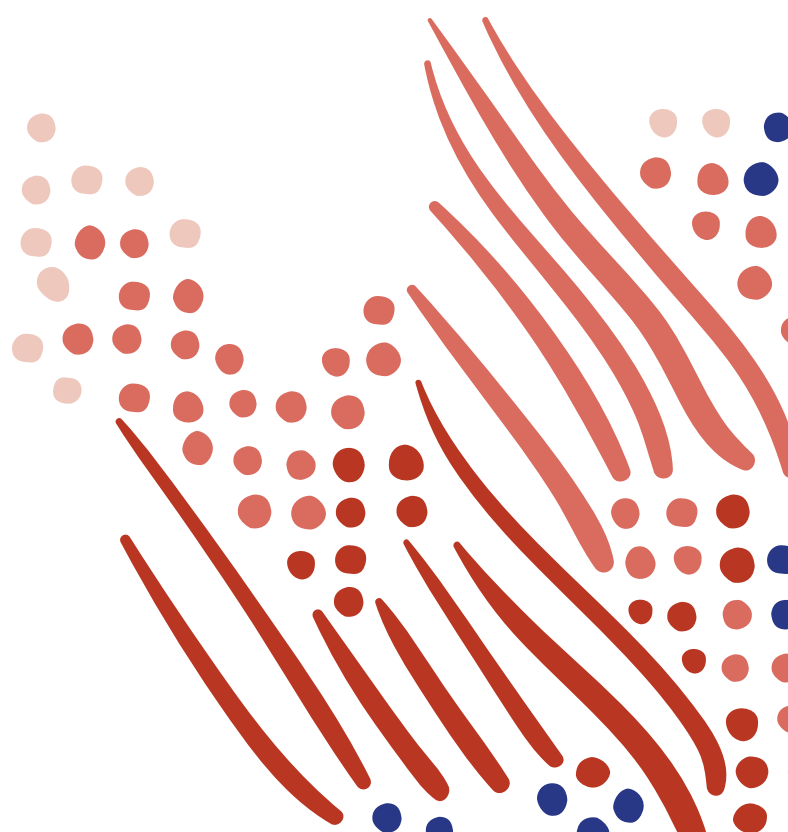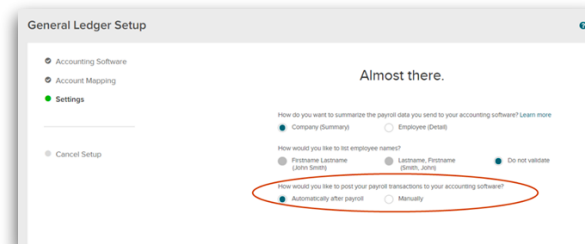

Auto-Posting Feature

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 QuickBooks Online and Xero users only.

NEW AND EXISTING GENERAL LEDGER USERS

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

Need help?
Contact us anytime

Further Xero resources can be found at Xero Central.

Chat with us in the RUN Powered by ADP® (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

to RUNGL@adp.com for your dedicated General Ledger Support team.

Call Us

866-750-7133
8:00am – 8:00 pm EST