

dayforce

Accounting Package Integration

Powerpay

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Overview

Powerpay's accounting data export feature feeds your payroll data directly into your accounting package. Once set up, your payroll data can be sent directly to your accounting package with a single submit each time you run your payroll, saving you time and reducing the risk of manual entry errors.

This document details the steps for setting up your accounting package integration.

Note: Dayforce currently supports an integration between Powerpay and QuickBooks Online. The desktop version of Quickbooks is not supported.

Before you get started

- The Service Delivery Team has configured your payroll setup to communicate with QuickBooks.
- A custom journal entry exists for your payroll to allow payroll data to export. Service fees apply.

Step 1: Connect Powerpay and your accounting package

The first step in loading your payroll data directly into your accounting package is to create a connection between the two systems. This step must be completed for the Powerpay user who will be exporting data from Powerpay.

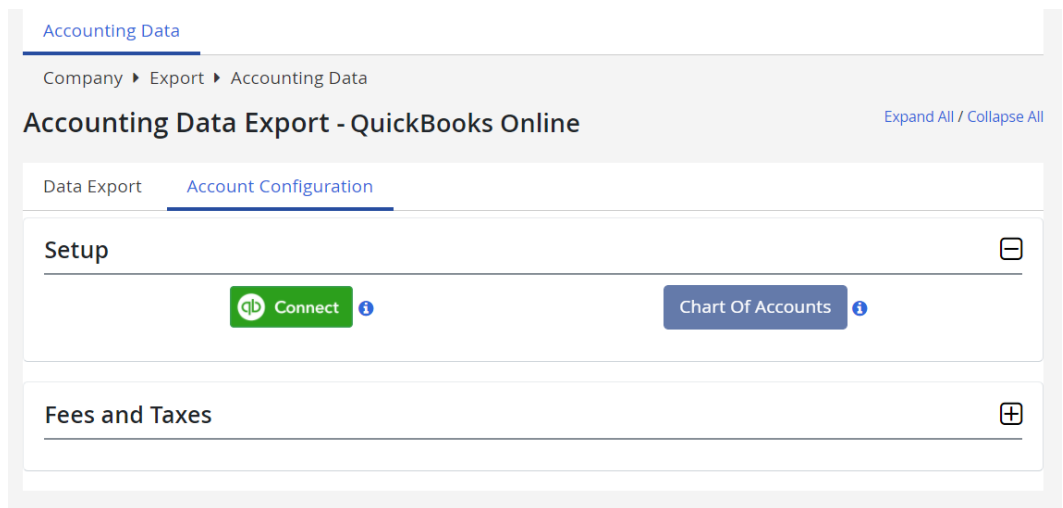
Note: Only one Powerpay user may be connected to each QuickBooks account at a time.

Once the connection is established, a token is created to automatically connect the two systems in the future. The token remains valid for 100 days after each use. If the token expires, repeat this process to re-establish the connection.

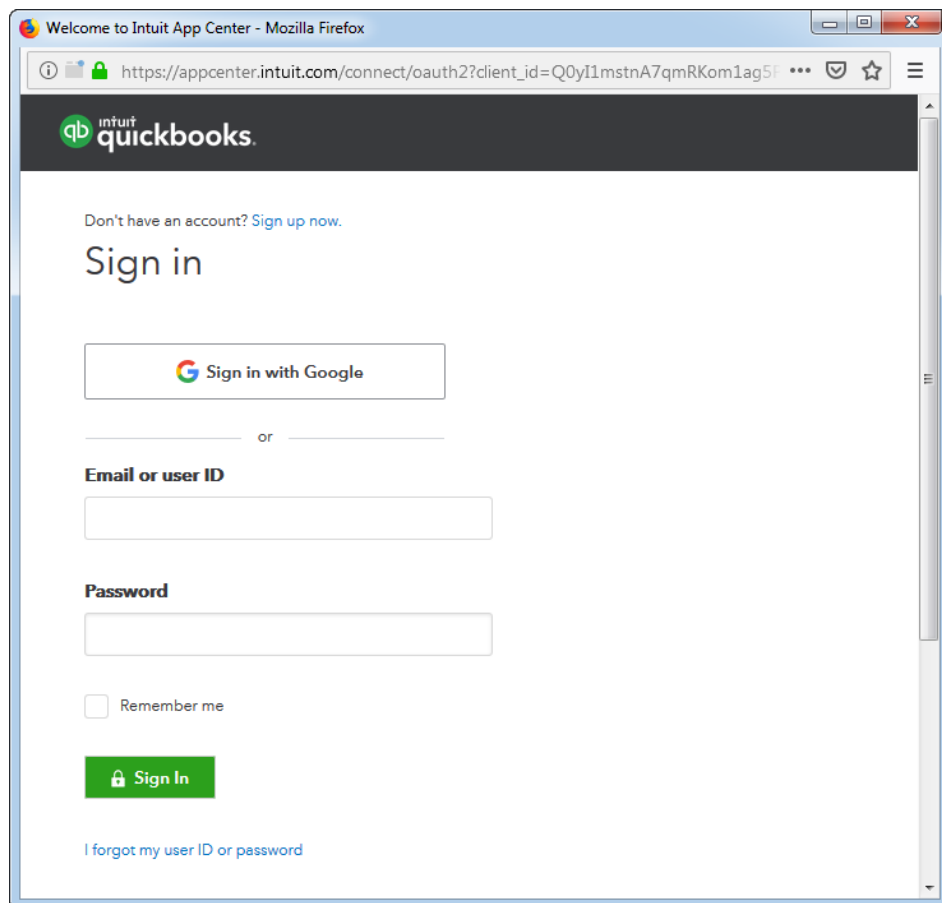
To create the connection between Powerpay and your accounting package:

Note: This example uses QuickBooks Online as the selected accounting package.

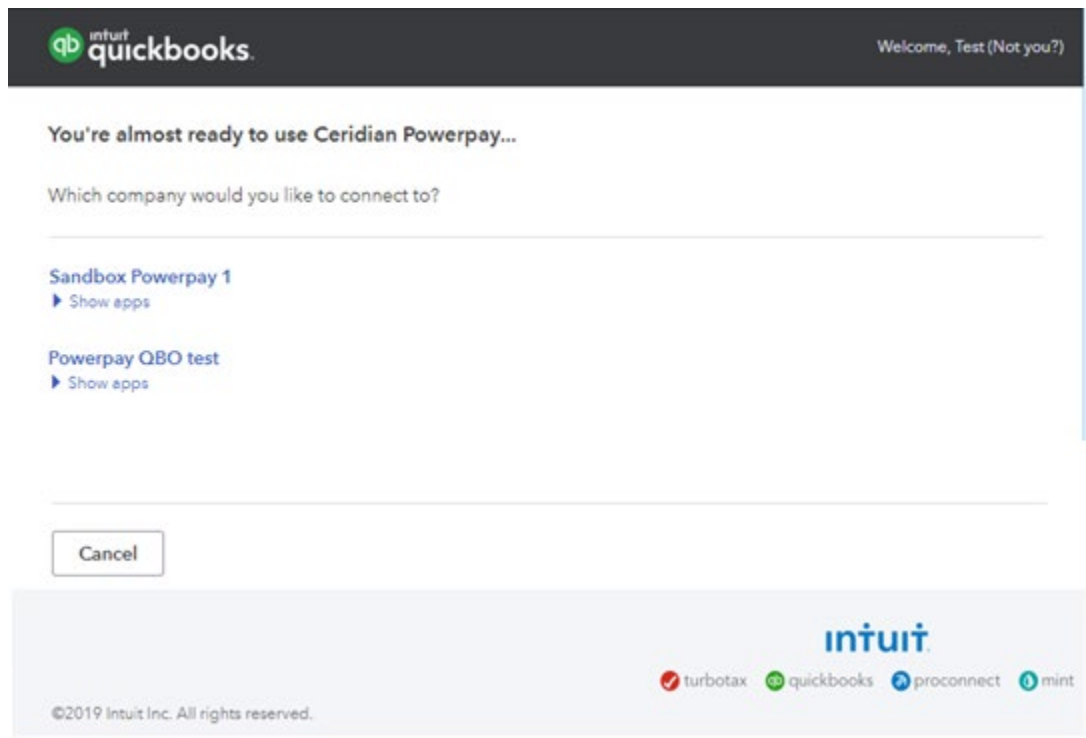
1. Navigate to the Accounting Data page (**Company > Export > Accounting Data**)
2. Click the Account Configuration tab.



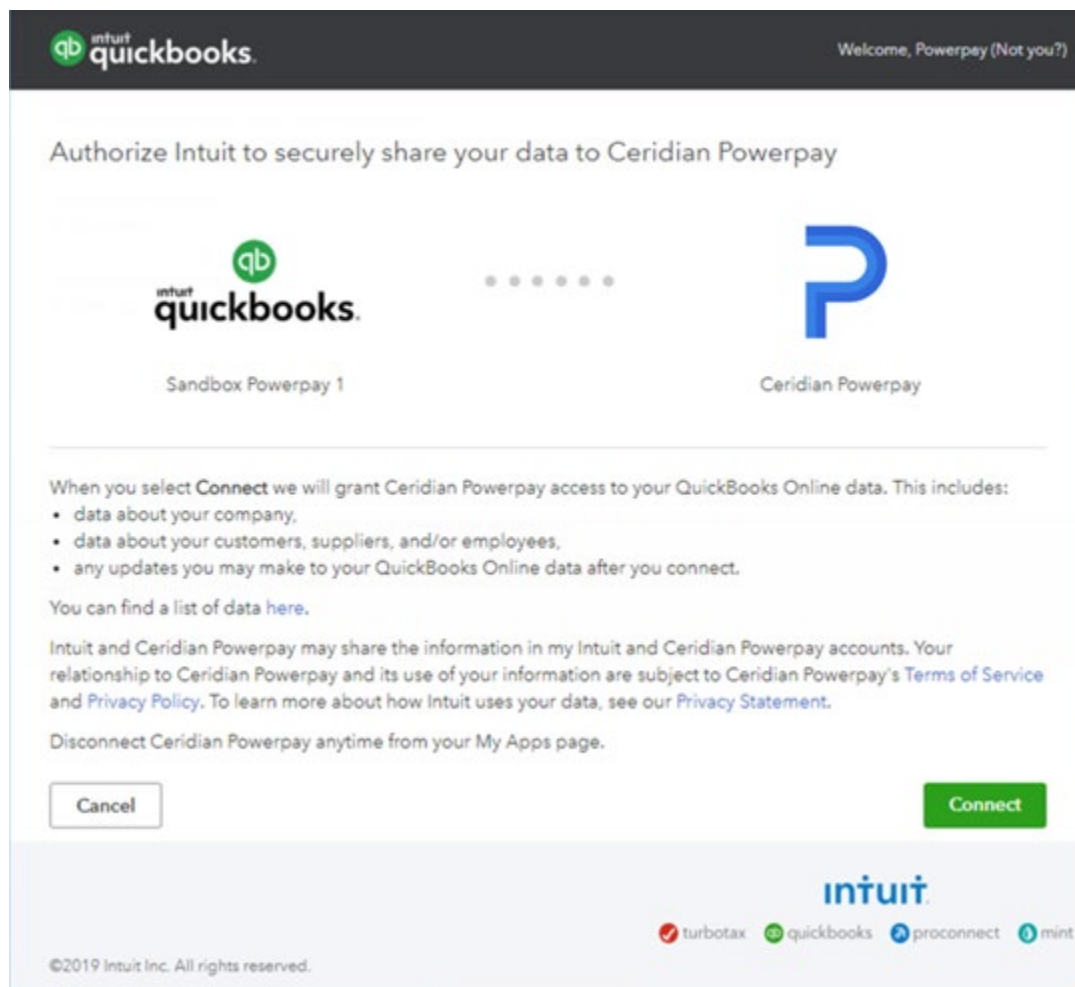
3. In the Setup section, click **Connect**.
The accounting package sign in page opens.



4. Complete the Email or user ID and Password fields with your QuickBooks administrator credentials.
5. Click **Sign In**.



6. If you have more than one QuickBooks online company, select the company to connect to by clicking the company name. If you only have one company, this page does not display.



7. Click **Connect**.

A connection is now established between Powerpay and the selected QuickBooks online company.

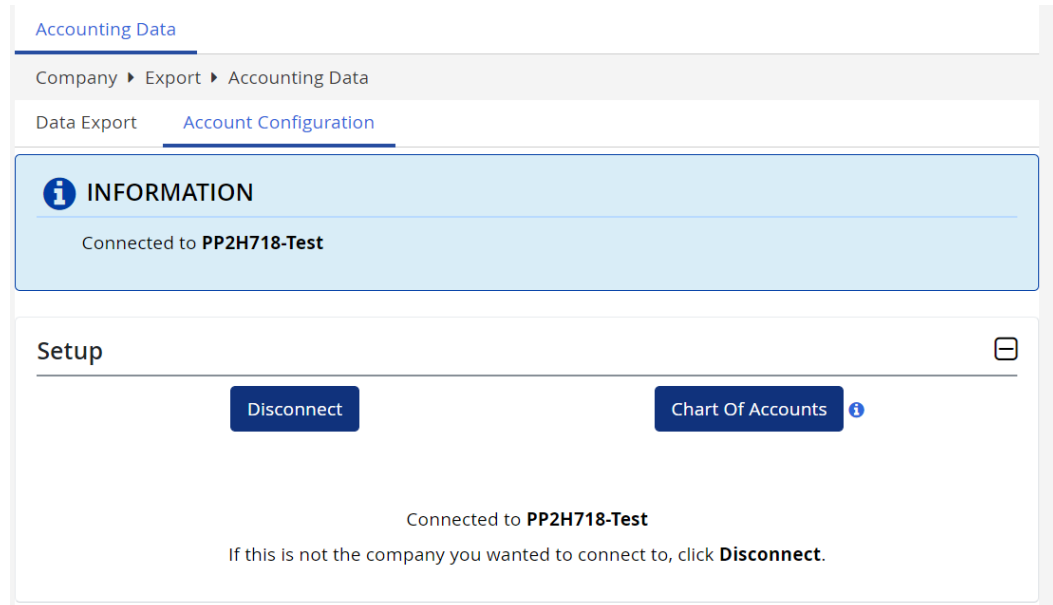
Step 2: Download your Chart of Accounts

Tip: This step is only required for new set ups and when G/L updates or an error occurs.

Only the Powerpay user connected the QuickBooks online company (the QuickBooks online admin user) can download the chart of accounts. Your chart of accounts is required by Dayforce to properly configure your accounting exports. Once the chart of accounts is downloaded your Dayforce Service Representative will work with you to map your payroll setup with your accounting package.

To download your Chart of Accounts (QuickBooks online admin user only):

1. Navigate to the Accounting Data page (Company > Export > Accounting Data)



Accounting Data

Company > Export > Accounting Data

Data Export [Account Configuration](#)

i INFORMATION

Connected to **PP2H718-Test**

Setup ☰

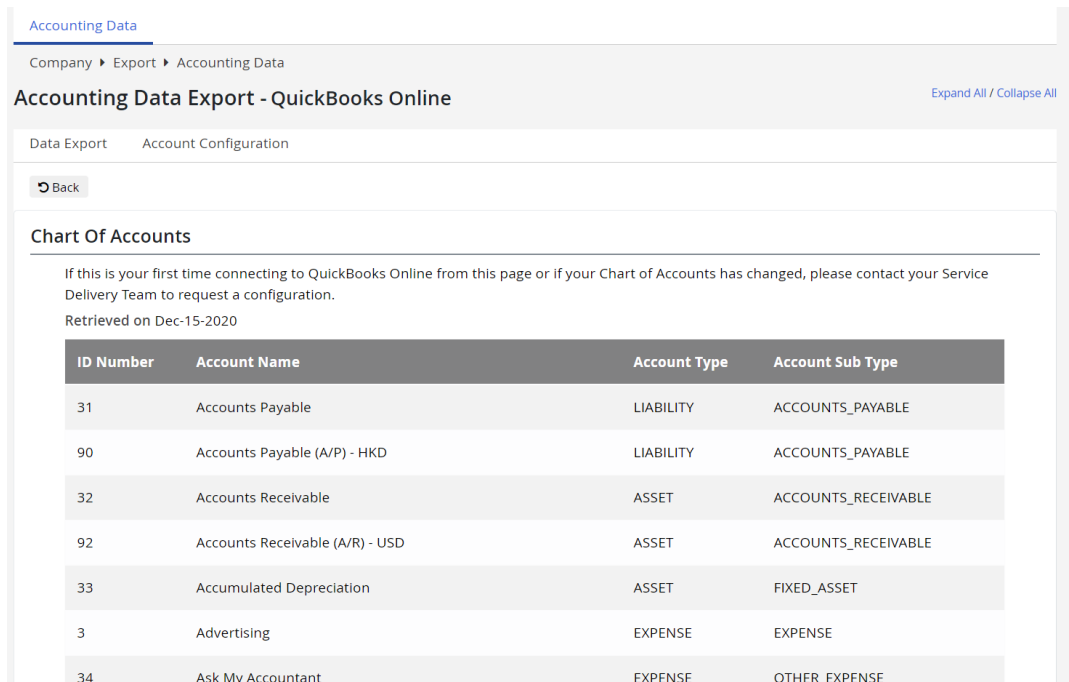
[Disconnect](#) [Chart Of Accounts](#) **i**

Connected to **PP2H718-Test**

If this is not the company you wanted to connect to, click **Disconnect**.

2. Click the Account Configuration tab.
3. In the Setup section, click **Chart of Accounts**.

The Chart of Accounts report opens.



Accounting Data

Company > Export > Accounting Data Expand All / Collapse All

Accounting Data Export - QuickBooks Online

Data Export [Account Configuration](#)


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Chart Of Accounts

If this is your first time connecting to QuickBooks Online from this page or if your Chart of Accounts has changed, please contact your Service Delivery Team to request a configuration.

Retrieved on Dec-15-2020

ID Number	Account Name	Account Type	Account Sub Type
31	Accounts Payable	LIABILITY	ACCOUNTS_PAYABLE
90	Accounts Payable (A/P) - HKD	LIABILITY	ACCOUNTS_PAYABLE
32	Accounts Receivable	ASSET	ACCOUNTS_RECEIVABLE
92	Accounts Receivable (A/R) - USD	ASSET	ACCOUNTS_RECEIVABLE
33	Accumulated Depreciation	ASSET	FIXED_ASSET
3	Advertising	EXPENSE	EXPENSE
34	Ask My Accountant	EXPENSE	OTHER_EXPENSE

- (optional) Click the Print button  on the Powerpay toolbar to save the report as a PDF.

For new setups, Dayforce may request a copy of this printout with the QuickBooks ID numbers that require mapping highlighted.

Tip: The date the chart of accounts was retrieved from the accounting package displays at the top of the report.

Step 3: Map fees and taxes to your Chart of Accounts

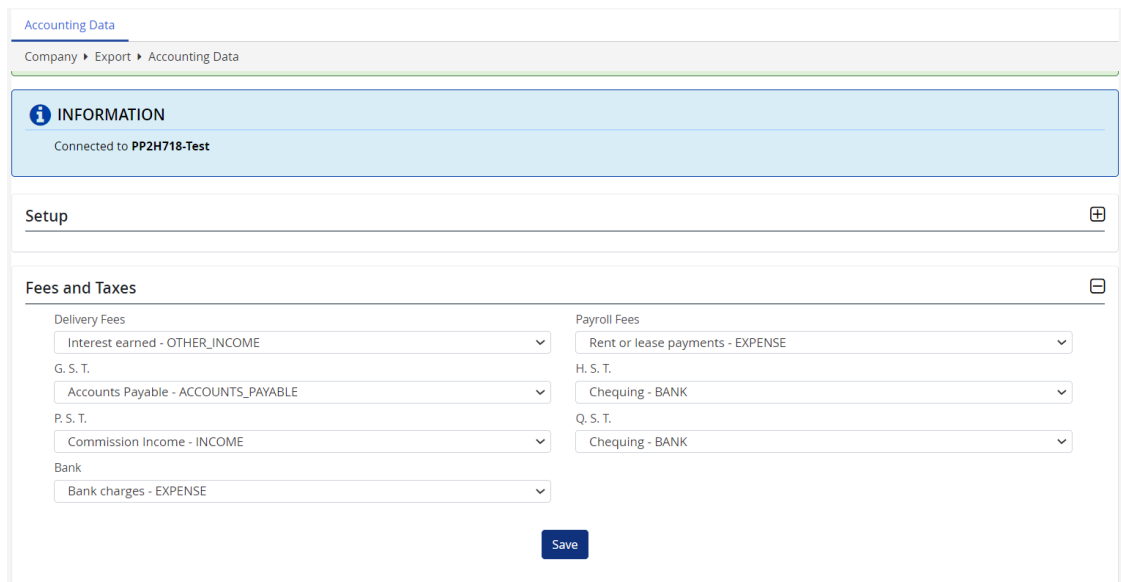
Tip: This step is only required for new set ups.

Including the Dayforce fees and taxes in the journal entry allows for automated bank reconciliations in QuickBooks.

Note: Before using this functionality, you must retrieve a Chart of Accounts.

To map fees and taxes to your Chart of Accounts:

- Navigate to the Accounting Data page (Company > Export > Accounting Data).



The screenshot shows the 'Accounting Data' page with the following structure:

- Header: Accounting Data
- Breadcrumbs: Company > Export > Accounting Data
- Information box: Connected to PP2H718-Test
- Setup section (collapsible):
 - Fees and Taxes section (collapsible):

<p>Delivery Fees</p> <p>Interest earned - OTHER_INCOME</p>	<p>Payroll Fees</p> <p>Rent or lease payments - EXPENSE</p>
<p>G. S. T.</p> <p>Accounts Payable - ACCOUNTS_PAYABLE</p>	<p>H. S. T.</p> <p>Chequing - BANK</p>
<p>P. S. T.</p> <p>Commission Income - INCOME</p>	<p>Q. S. T.</p> <p>Chequing - BANK</p>
<p>Bank</p> <p>Bank charges - EXPENSE</p>	

- Save button

- Click the **Account Configuration** tab.
- Select the Fee and Taxes options from the drop-down lists as appropriate for your needs.

4. Click **Save**.

Changes made to the Account Configuration page are audited and available in the Company Information – Accounting Data Configuration section of the audit.

53. Company Information - Accounting Data ☰

Description	New Value	Old Value	Keyed By	Date & Time
Delivery Fees	Accounts Payable	Advertising	nschule	2019-09-09 11:41:44
Payroll Fees	Accumulated Depreciation	Repair and maintenance	nschule	2019-09-09 11:41:44
G. S. T.	Business Licenses and Permits	Commission Income	nschule	2019-09-09 11:41:44
H. S. T.	Chequing	Accounts Payable (A/P) - HKD	nschule	2019-09-09 11:41:44
P. S. T.	Chequing		nschule	2019-09-09 11:41:44
Q. S. T.	Chequing		nschule	2019-09-09 11:41:44
Bank	Bank charges	Legal and professional fees	nschule	2019-09-09 11:41:44

Step 4: Load your payroll data into your accounting package

Each time you run your payroll, G/L data is available to load into your accounting package.

Note: This feature is not available for year-end runs.

To load your data into your accounting package:

1. Navigate to the **Accounting Data** page (Company → Export → Accounting Data).

Accounting Data

Company → Export → Accounting Data

Accounting Data Export - QuickBooks Online expand All / Collapse All

Data Export Account Configuration

INFORMATION

This page allows you to connect to QuickBooks Online and post Journal Entries.
Connected to **PP2H718-Test**

Journal Entries ☰

Pay Period	Journal Date	Posting Status	User
14R	Jan-31-2020	Ready	
13R	Jun-22-2019	Ready	
12R	Jun-02-2019	Ready	
11R	May-28-2019	Ready	
17R	Aug-09-2019	Success Dec-11-2019	aramchurn

2. Click the **Data Export** tab.

- In the Journal Entry section, click **View** for the desired pay period to view the payroll data before posting.

Accounting Data

Company > Export > Accounting Data

Accounting Data Export - QuickBooks Online Expand All / Collapse All

Data Export Account Configuration

[Back](#) **Post**

View

*Journal Date: 31/01/2020 Period Ending Date: Jul-02-2019 Reference Number: 7

Chart of Accounts last retrieved on Dec-15-2020

ID Number	Account Name	Debit	Credit	Description	Distribution
10	Legal and professional fees		\$1,973.52	C.P.P.	100
10	Legal and professional fees		\$895.50	E.I.	100
10	Legal and professional fees		\$5,705.23	FED.TAX	100
10	Legal and professional fees		\$26,409.22	NET PAY	100
10	Legal and professional fees		\$142.42	PROV MEDICAL	100
10	Legal and professional fees		\$24.62	Q.P.I.P	100

The header displays:

- Journal Date (defaults to the date the payroll was run but can be edited)
- Pay Period Ending Date
- Reference Number
- Date the Chart of Accounts was last retrieved.

The information in the table includes:

- ID Number: used by QuickBooks to identify the account
- Account Name: the QuickBooks account the payroll data is posted to
- Debit
- Credit
- Description: the Powerpay Description for the debit or credit being posted
- Distribution: the Powerpay distribution

Important: Review all data for accuracy. Each journal entry can only be posted once to your accounting package. If there are errors, make the necessary corrections to your payroll before posting to your accounting package.

- (optional) Select a Journal Date for posting the data. By default, the cheque date displays.
- Click **Post** to load the data for the selected pay period.

Note: The Post option is only available for the Powerpay user connected to QuickBooks. Only one Powerpay user can utilize the connection between Powerpay and QuickBooks at one time. If a second user attempts to access the Powerpay connection to QuickBooks, the Post button is greyed out.

Mismatch

A mismatch may occur if a QuickBooks account mapped to Powerpay is deleted in QuickBooks. If this occurs, Powerpay displays an error and the entry with the missing QuickBooks account displays in red.

Accounting Data

Company ▶ Export ▶ Accounting Data

! ERROR

This page has not been saved as it contains errors. Please review and re-save the page.

There is a mismatch between the Journal Entry and the current Chart of Accounts. A new Chart of Accounts needs to be retrieved from QuickBooks Online and shared with your Service Delivery Team to confirm the configuration.

[↩ Back](#) [Post](#)

View

* Journal Date: Period Ending Date: Jul-02-2019 Reference Number: 7

Chart of Accounts last retrieved on Dec-15-2020

ID Number	Account Name	Debit	Credit	Description	Distribution
1	Missing Account Information		\$1,378.31	NET PAY	100
100	Advertising	\$25.31		E.I.	100
100	Advertising	\$1,400.00		SAL. AND WAGES	100
133	Other Long Term Liabilities		\$47.99	E.I.	100
133	Other Long Term Liabilities	\$0.99		FED.TAX	100
1	Missing Account Information		\$1,856.60	NET PAY	1 INTAM 100
100	Advertising	\$6.66		*DED3	1 INTAM 100

To correct the error, a new Chart of Accounts must be retrieved and you must contact your Service Delivery Team to complete the new configuration.

Security

For Powerpay Plus customers, role-based security is available to select the type of Powerpay users with access to the accounting integration feature.

To disable accounting integration functionality for a user:

1. Navigate to the **Security Roles** page (Company → Security Roles).
2. Select the role for which to disable access.
3. Clear the **Accounting Data** checkbox (Page Access → Company → Export → Accounting Data).

Company ▶ Security Roles

Security Roles

The screenshot shows the 'Security Role Settings' interface. On the left, a sidebar lists roles: 'Payroll Admin' (selected), 'HR Admin', and 'Data Entry'. The main area displays the configuration for the 'Payroll Admin' role. At the top, there is a 'Role Name' field containing 'Payroll Admin' and a checkbox for 'Use as default for new users'. Below this is a tree view of 'Page Access' items. The 'Company' folder is expanded, showing sub-items like 'Department/Distribution Setup', 'Cycles', 'Defaults', 'Rapid Entry Setup', 'Calendar', 'Forms', 'Export', 'Accounting Data', 'Custom Import Setup', 'Compensation Setup', and 'Self Service'. The 'Export' folder is expanded, and the 'Accounting Data' checkbox is circled in red. A red oval highlights the 'Accounting Data' checkbox, indicating it should be unchecked. At the bottom left, there is an 'Add New Role' button.

4. Click **Save**.

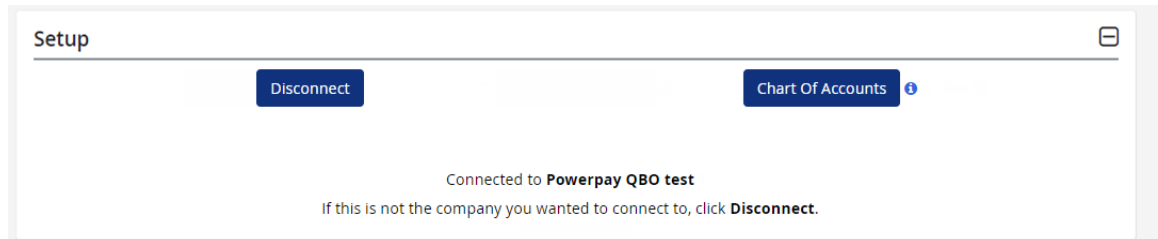
Disconnect

Only one Powerpay user may be connected to a QuickBooks account at any one time. If a new or second user requires access, the first Powerpay user must be disconnected.

If more than one payroll is connected to QuickBooks for the first use, you must disconnect them all.

To disconnect a user:

1. Navigate to the **Accounting Data** page (Company → Export → Accounting Data).
2. Click the **Account Configuration** tab.



3. Click **Disconnect**.
4. Repeat the connection process for the new Powerpay user. See *Step 1: Connect Powerpay and your accounting package*, page 3.