TriNet + NetSuite Integration User Guide

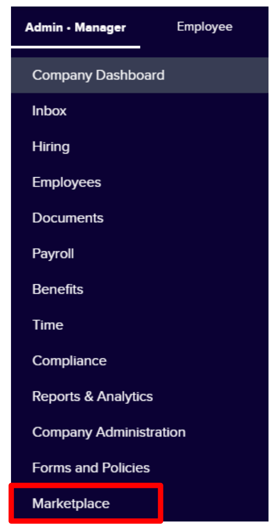
The integration between TriNet and NetSuite eliminates the need for you to manually create journal entries, saving you time and preventing errors. After running payroll, TriNet will create these journal entries for you based on your mapped accounts and allow you to push them into the NetSuite General Ledger.

Connecting to NetSuite

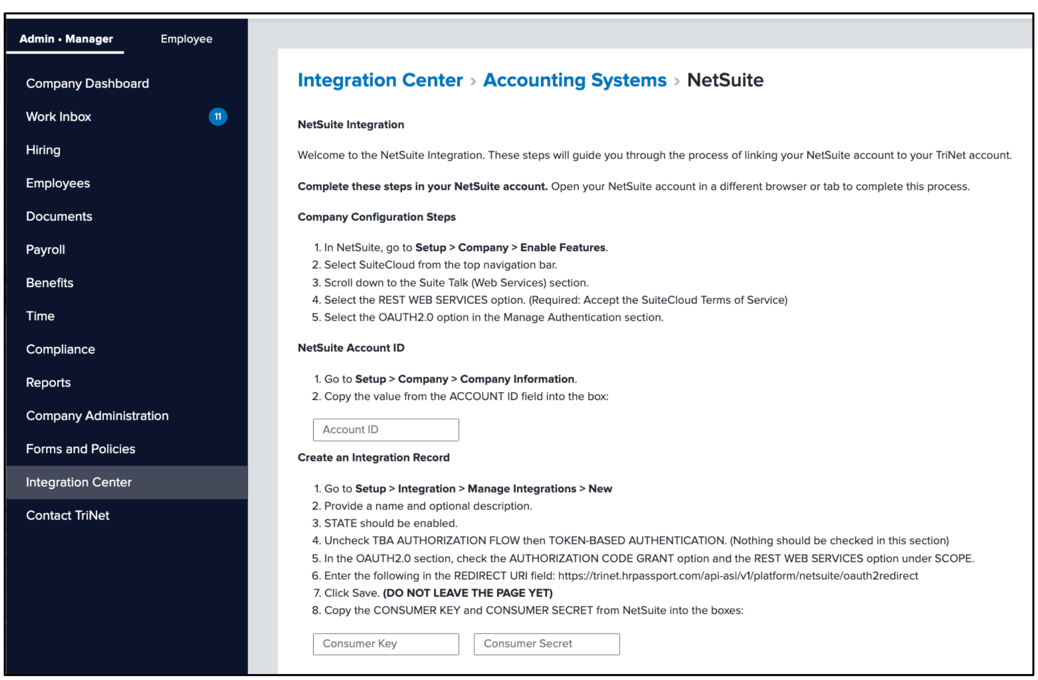
To access this feature, you must have the following roles or permissions:

- **HR Authorizer and/or Payroll Entry**
- **Integration Administrator**
- **Workforce Analytics Administrator or User**

1. To access NetSuite, make sure you are in the **Admin/Manager** view in the TriNet platform.
2. Click on **Marketplace** in the navigation menu.



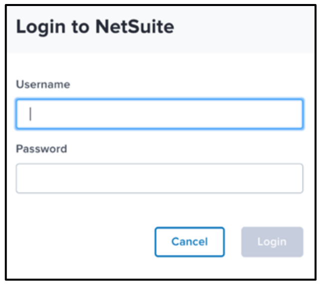
3. Under **All Apps**, search for the **NetSuite** card and click **View Details**.
4. Click **Set up Integration** and follow the instructions for NetSuite. This is a required, one-time setup prior to connecting with NetSuite.
5. **IMPORTANT:** You must be a NetSuite Admin to complete this setup in NetSuite.



NOTE: When unchecking boxes in the Token-Based Authentication section in NetSuite, uncheck in this order:

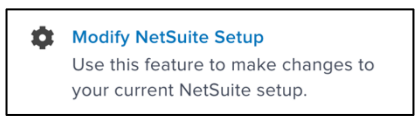
1- TBA AUTHORIZATION FLOW
2- TOKEN-BASED AUTHENTICATION

6. Upon completion, click Continue and proceed with connecting to NetSuite.
7. Click **Connect**. Enter your NetSuite credentials and follow the instructions to connect with NetSuite.



8. After successfully connecting to NetSuite, select the **Edit** button to begin mapping your General Ledger accounts. You can also "Disconnect" if necessary.

If at any time you need to update or revise your NetSuite Setup, you can use the gear icon on the NetSuite card.



Note: Disconnecting will end your current connection with NetSuite; however, previously mapped accounts will be saved.

Mapping General Ledger Accounts

Now that you've connected to your preferred accounting system, the next step is to prepare your accounts for mapping. We highly recommend you complete one or both of the following training options:

- *Watch Training Videos*
- Register for a webinar offered every Thursday from 12-1 PST

Before we move through each step, let's make sure you have everything you need prior to mapping your accounts:

☐ **Do you plan to map by Departments & Locations?**
If so, make sure your departments and locations have been set up and assigned to your employees in the appropriate section of the TriNet platform. Go to **Company Administration > Departments and Locations** to set them up and make the assignments.

☐ **Do you need to customize any Payroll Activities?**
For example:

- Create separate line items for different types of reimbursements (travel, gas, food, etc.) or just have one category for various types of reimbursements.
- Create separate line items for bonuses.

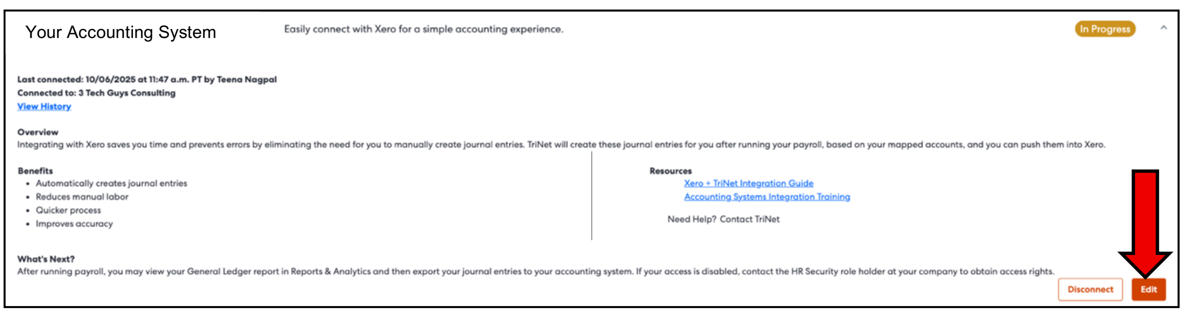
If yes, while in the mapping process, you'll need to click the **Add** button and select **Add Custom Activity**.

GL Mapping

It's time to map your TriNet Activities with your Chart of Accounts from your accounting system.

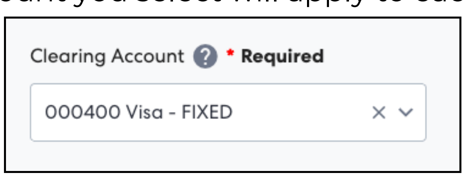
1) Expand the accounting system card and click Edit

Click the accounting system card to expand it and then click Edit to get started.



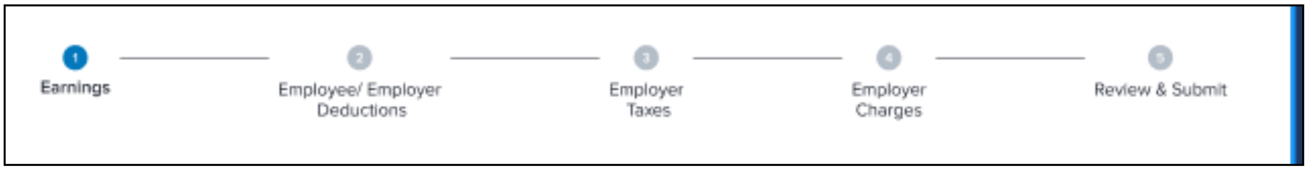
2) Select your Clearing Account

This is typically mapped to your company's cash, bank or liability account and is a required field. The account you select will apply to each payroll category.



3) Map Your Accounts
Start mapping your accounts in each of the payroll categories:

- Earnings
- Employee/Employer Deductions
- Employer Taxes
- Employer Charges



IMPORTANT: All categories must be mapped before the **Submit** button is enabled.

Map your TriNet Activities to your Chart of Accounts.

TriNet Activity	Chart of Accounts
Default Account (Debit) ? * **Required**	0302 Danh Card1 - INVENTORY
Benefit	000300 Mastercard - CURRENT
Benefit1	100102 Depreciation - EXPENSE

4) (*Optional*)**Add Custom Activities, Locations, Departments, Job Codes or Groupings**

Use the **Add** button to add:

a. Custom Activities (See below)
b. Locations
c. Departments
d. Job Codes (Contact TriNet for assistance)
e. Group A and B (Contact TriNet for assistance)

If you have trouble adding activities, create a case from the TriNet platform (Main Menu > Contact TriNet) for Payroll Services. Add “ASI support needed” in the subject and indicate case details in the description. This will help route the case to the Reports & Analytics Team for review and follow up.

5) Review & Submit
After mapping all payroll categories, you’ll have the chance to review your mapped accounts before clicking the **Submit** button to send them to TriNet.

IMPORTANT: All categories must be mapped before the **Submit** button is enabled.

Helpful Tips:

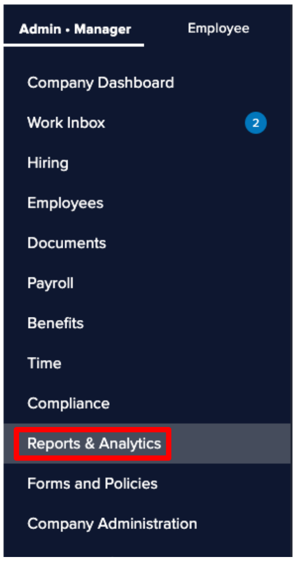
- Duplicate mappings are not allowed.
- Use the Refresh Chart of Accounts button to reload your most recent Chart of Accounts.
- To add a new activity to the list, click the Add button.
- All Payroll Categories must be mapped before you can submit your mapped accounts.
- Payroll is required to run at least one cycle before generating the General Ledger report (only applies to new set ups)

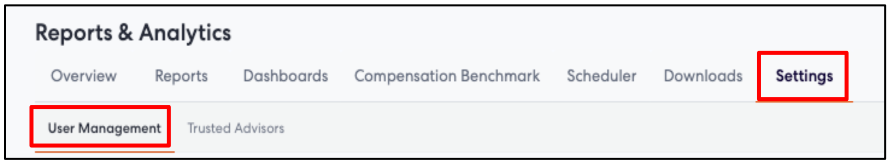
Now that you're connected and mapped, your accounting system will display under **My Connected Apps** with a Mapped indicator.

- Additionally, if you disconnect from your accounting system, your mapped accounts will be saved and your accounting system will move under the **All Apps** section with a Mapped indicator.
- If you should happen to establish a connection with your accounting system and not map your accounts, a Not Mapped indicator will display reminding you to map your accounts.

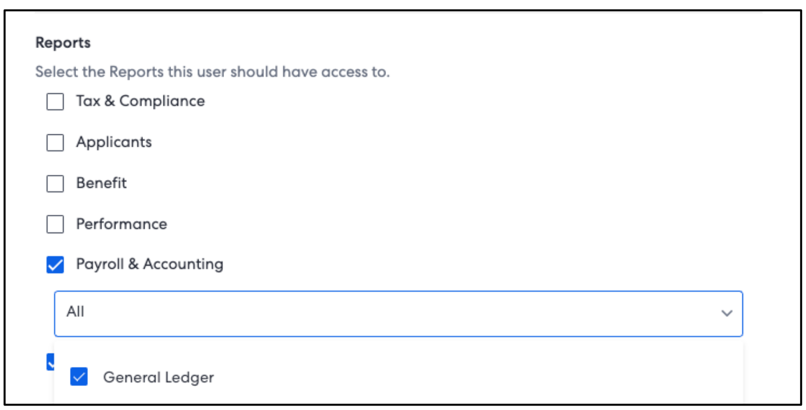
Accessing the General Ledger Report

To view and/or export the General Ledger report, a user must have security access to view reports. To ensure a user has reporting access, go to **Reports & Analytics > Settings > User Management** from within the Admin/Manager view.





Ensure the user is flagged for the **Payroll & Accounting Reports**, specifically the General Ledger report within that section.

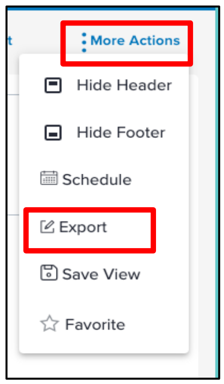


Downloading the General Ledger Report

Access your General Ledger report by going to **Reports & Analytics > Payroll & Accounting > General Ledger.**

Note: Payroll is required to run at least one cycle before generating the General Ledger report. (Only applies to new setups)

Click **More Actions** or ⋮. Then click **Export** and select the accounting system to export to.



The General Ledger data will post to your accounting system as Journal Entries by accounts, date, debits, credits, description, check/invoice number, location and department (if applicable).