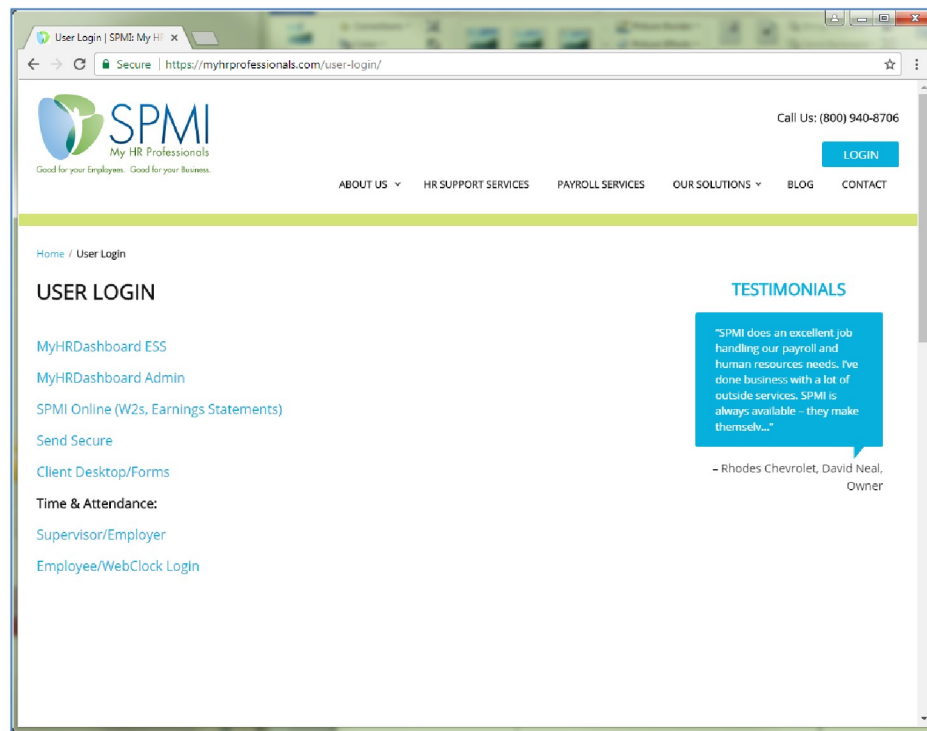


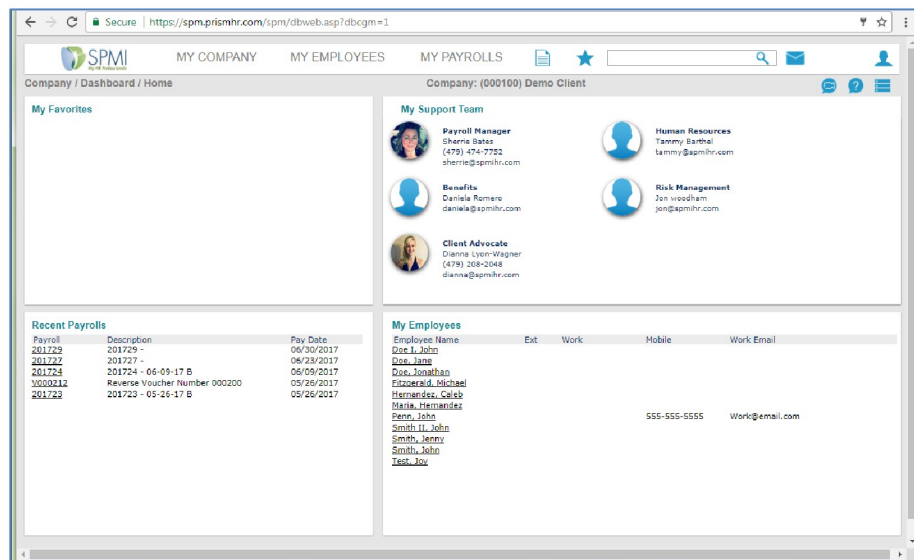


My HR Dashboard – How to Retrieve Journal Entries

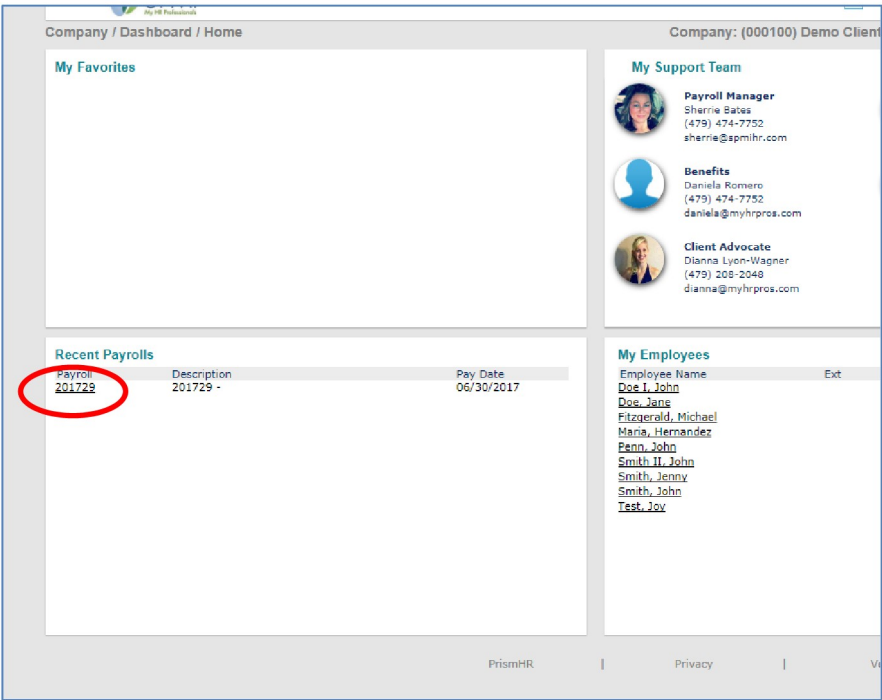
1. Go to www.myhrprofessionals.com
2. Click on "Login" and under User Login select "My HR Dashboard Admin"



3. Login with your Username and Password.



4. Click on the payroll number:



5. Click on the blue icon report for "Peachtree Client Accounting File":

The screenshot shows the 'Payroll Reports' section for payroll number 201727. The table lists various reports, with the 'Peachtree Client Accounting File' report highlighted by a red box and a red arrow pointing to its blue icon.

Date	Time	Report Title	Class	User Id	User Name	Job
11/07/2017	17:42:35	Benefits Billing Report	Report	checkprinter	Check Printer	0
11/07/2017	17:42:35	Cost Allocation Report - Summary	Report	checkprinter	Check Printer	9798
11/07/2017	17:42:35	Fax Back Report	Report	checkprinter	Check Printer	9793
11/07/2017	17:42:35	Gross-To-Net Report	Payroll Report	checkprinter	Check Printer	9794
11/07/2017	17:42:35	Payroll Allocation Report	Payroll Report	checkprinter	Check Printer	9797
11/07/2017	17:42:35	Payroll Check Journal	Report	checkprinter	Check Printer	9796
11/07/2017	17:42:35	PrismHR Client Invoice [DEFAULT based on]	Invoice	checkprinter	Check Printer	9792
11/07/2017	16:42:50	Peachtree Client Accounting File	Report	checkprinter	Check Printer	0
11/07/2017	16:42:50	Summarized PDR Reports	Report	cavellino	Christine Cavellino	0

6. Another window will populate with your .CSV.

The screenshot shows an Excel spreadsheet titled 'Journal Entry_000398_201727 (1).CSV'. The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Date	Reference	Description	Number of Distributions	G/L Account	Amount						
2	110917	000398.201727.004299	000398.201727.004299		4 Admin Fees	20						
3	110917	000398.201727.004299	000398.201727.004299		4 Cash	-1366.79						
4	110917	000398.201727.004299	000398.201727.004299		4 Gross Wages	1260						
5	110917	000398.201727.004299	000398.201727.004299		4 Payroll Tax Expense	96.39						