

My HR Dashboard - How to Retrieve Journal Entries

- 1. My HR Dashboard Admin: https://spm.prismhr.com/spm/?
- 2. Login with your Username and Password.
- 3. Under 'Recent Payrolls', select the Payroll Number.

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Compar	y / Dashboa	ard / Home			
My Fa	vorites				
Recen	t Payrolls	vescription		Pay Date	

4. Click on the Blue icon report for 'Peachtree Client Accounting File'.

Payroll Report Payroll Number	201727				
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	cavellino Christine Avellino	0 1 0

5. Another window will populate with your CVS.

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1	Date	Reference		Description		Number of	Distributi	ons	G/L Account	Amount							
2	2 110917 000398.201727.004299		000398.201727.0	04299			4	Admin Fees	20								
з	110917	000398.20172	7.004299	000398.201727.0	04299			4	Cash	-1366.79							
4	110917	000398.20172	7.004299	000398.201727.0	04299			4	Gross Wages	1260							
5	110917	000398.20172	7.004299	000398.201727.0	04299			4	Payroll Tax Expense	se 96.39							
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