

Paychex and Intacct Integration

Paychex FlexSM and Paychex General Ledger Service (GLS) are compatible with your Intacct[®] online accounting application.

How does Intacct work with GLS?

There are two methods for exporting data into Intacct, determined by whether or not you require Intacct's dimensions.

Option 1: Web Services Integration

For Users Not Requiring Intacct's Dimensions

1. A payroll is submitted for processing by a client user.
2. After the payroll is processed, a journal entry immediately is sent from Paychex to Intacct.

Option 2: Export File

For Users Requiring Detail That Uses Intacct's Dimensions

1. Paychex will obtain from you information about which dimensions are needed.
2. Paychex will build a journal entry file that will be sent to you regularly via secure email.
3. The client and/or their accountant can then upload the file into Intacct.



What Are the Benefits of Integration?

Time savings and accuracy – Uploading the information into Intacct reduces the risk of data entry error, and avoids the process of manually keying in the data into Intacct.

Minimal maintenance – Apart from importing the journal entries sent to you, there is little else to do. A client or accountant only has to access GLS when account maintenance is necessary.

Support – Paychex General Ledger Support is available from Monday–Friday, **8 a.m. to 8 p.m. ET**, at **877-456-6317**.

Clients eligible for option 1 must subscribe to Paychex Flex, Paychex General Ledger Service, and Paychex Online Reports, and must have a Paychex Flex single sign-on user account. With this option, Intacct credentials are encrypted and securely stored in Paychex Flex for active users.

Clients eligible for option 2 must also have a Paychex Flex single sign-on user account, subscribe to all Paychex products listed for Option 1, as well as Paychex Data Exports.

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