

How to Export W2 Data From Payroll Mate into W2 Mate®

Start by Opening your
Payroll Mate
Program



First you have to create a company in W2 Mate before you can import, see How to Create a Company in W2 Mate tutorial.

Tutorial Company - Payroll Mate (2013)

Go to → File → Open Company 1

File Edit Tools Help Order Checks and Supplies

New Company
Open Company
Delete Company
Exit

Check Preview [09/04/2013] - Check # [1]

Check Summary for "Leader Smith"

Pay Period: From: 09/01/2013 To: 09/03/2013

Net Pay: \$146.83

September

09
Le

Open Company

Company Name:
Sample Company 2012
Tutorial

Select a company to open 2

Click → OK 3

OK Cancel

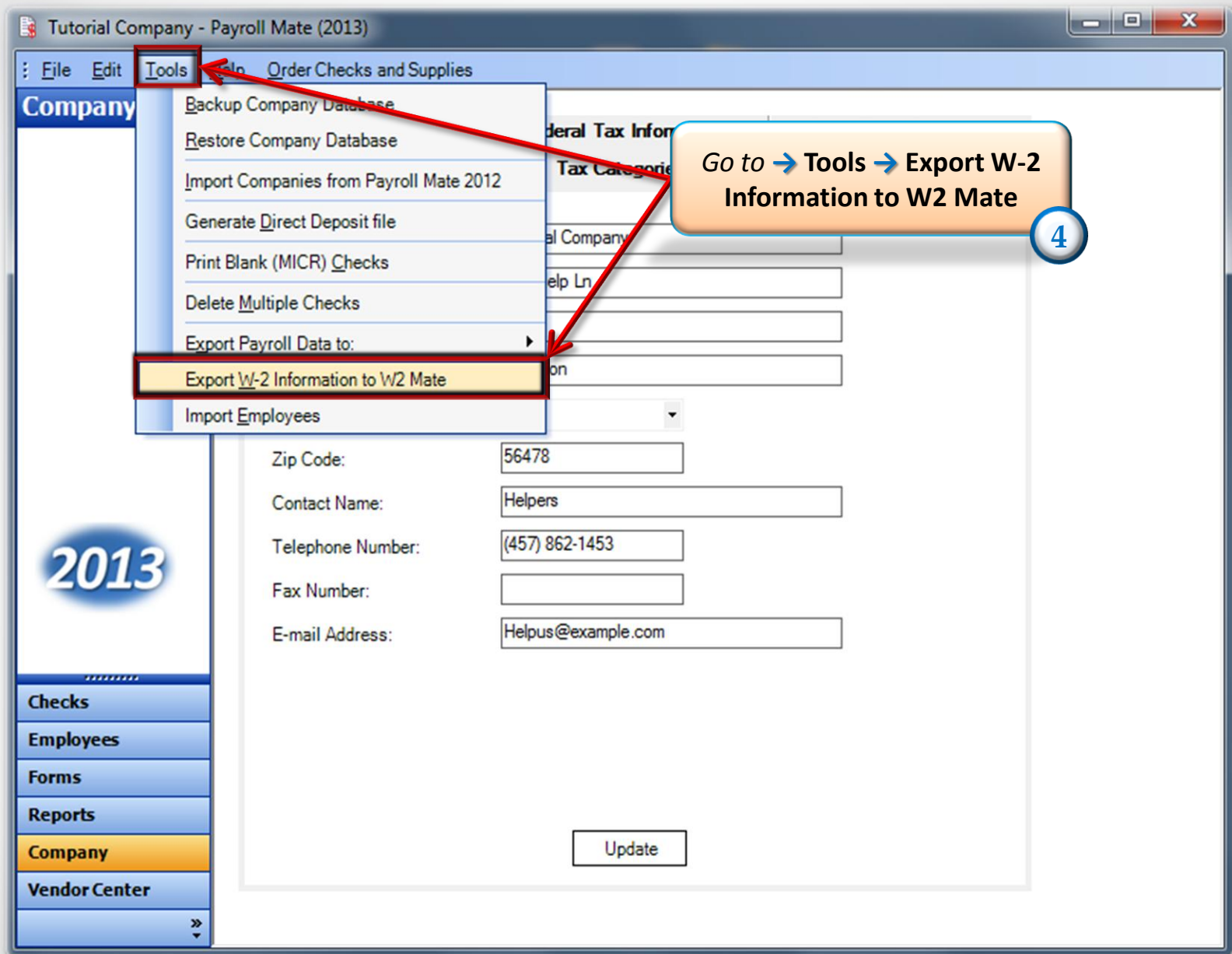
2013

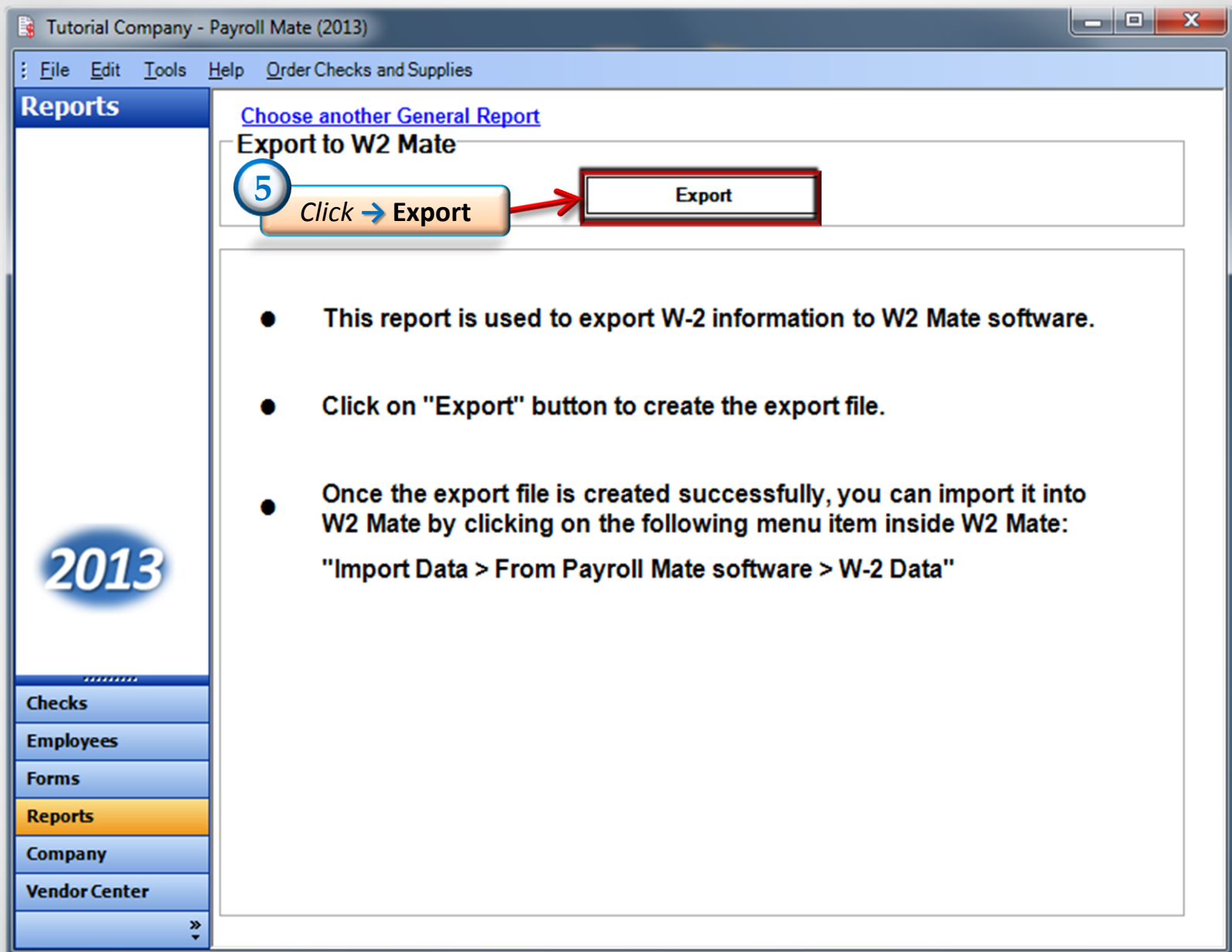
Checks
Employees
Forms
Reports
Company
Vendor Center

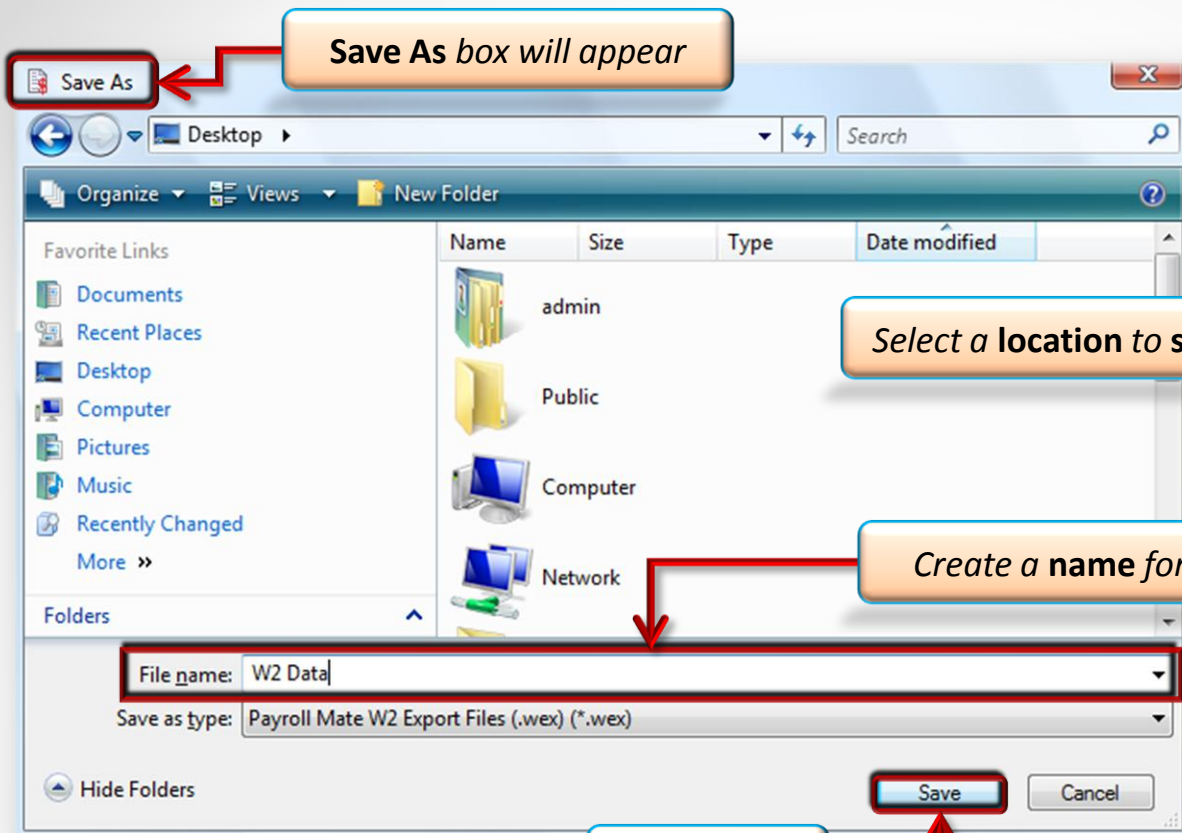
YTD:
\$14.00
\$11.16
\$2.61
\$0.00
\$0.00
\$3.60
\$11.16
\$2.61
\$1.08

Deduction Details

Title:	Amount:	YTD:
Garnishment	\$1.80	\$1.80







Select a location to save the W2 Data

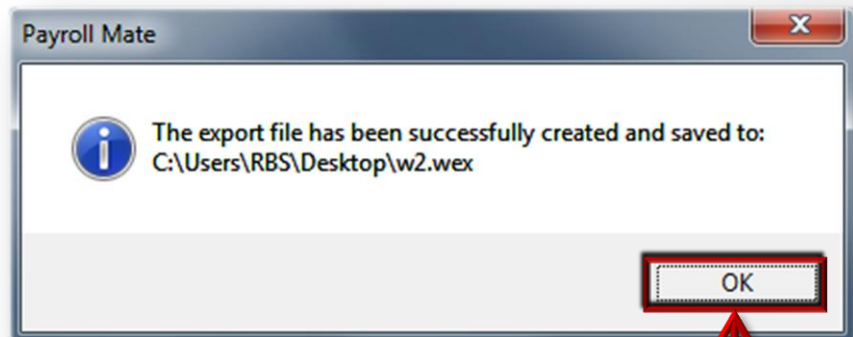
6

Create a name for the W2 data

7

Click -> Save

8



Click -> OK

9

Now Close out of your Payroll Mate Program and Open your W2 Mate Program

10

Tutorial Company - W2 Mate (2013)

Company Tools Import Data Export Data E-Filing IRS & SSA Instructions 1099 Emailer Help Order Supplies

Shortcuts

Company

Employees

1099 & 1098 Recipients

W2 Forms

W3 Form

1099 & 1098 Forms

1096 Form

General Information W3 Information 1096 Information

Employer's Name / Filer's Name: Tutorial Company

Address 1: 214 Helper Lane

Address 2:

City: Question Ville

State: AZ

Zip code: 46546-5

Employer Identification Number: 11-111111

Employer State ID:

Social Security # (if Applicable): 111-11-1111

Please make sure to click the Update button when you are ready to save your changes

Database File Path (read-only) C:\Users\Public\Documents\W2 Mate 2013\Tutorial Company.pmt

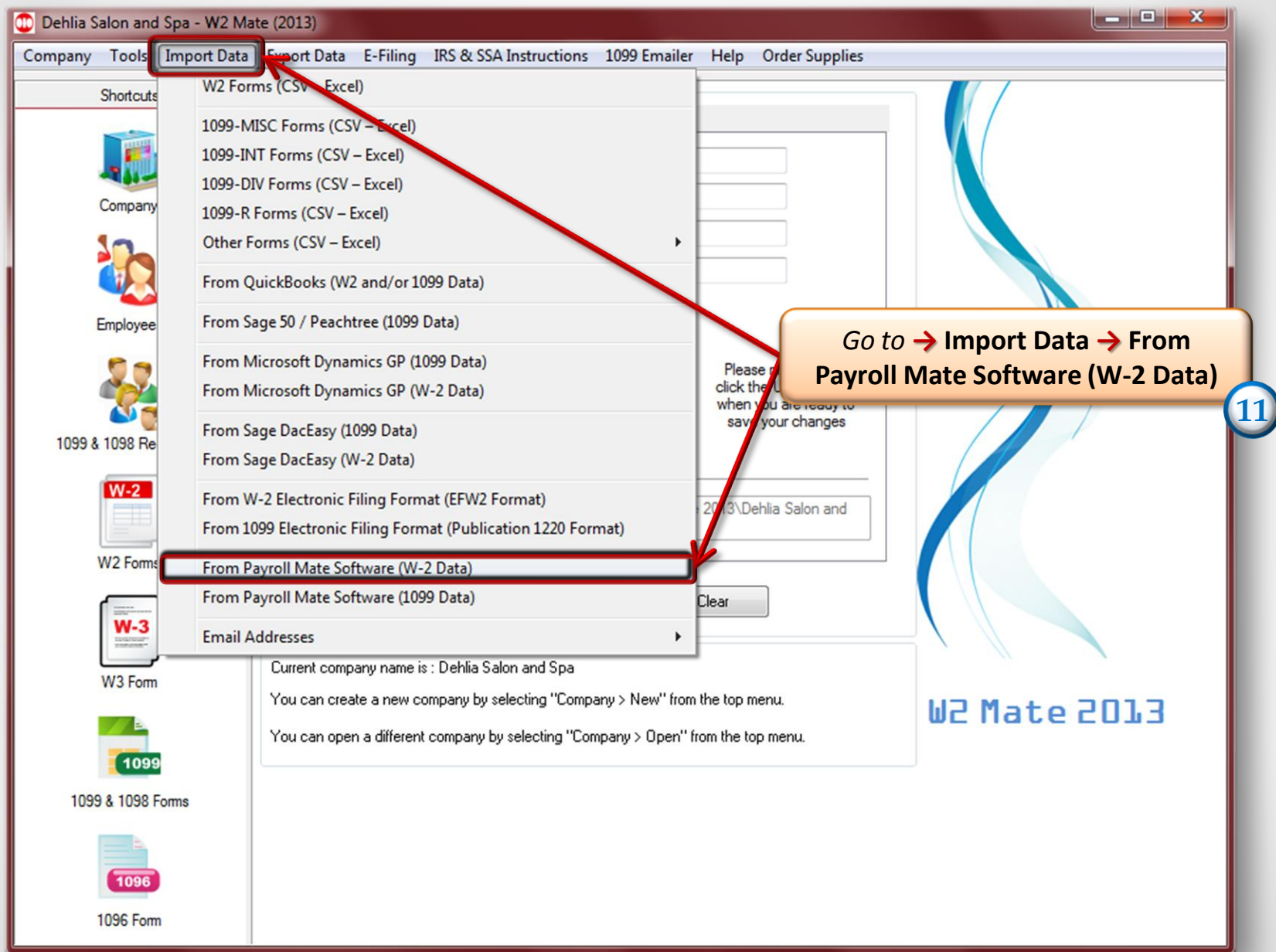
Update Reset Clear

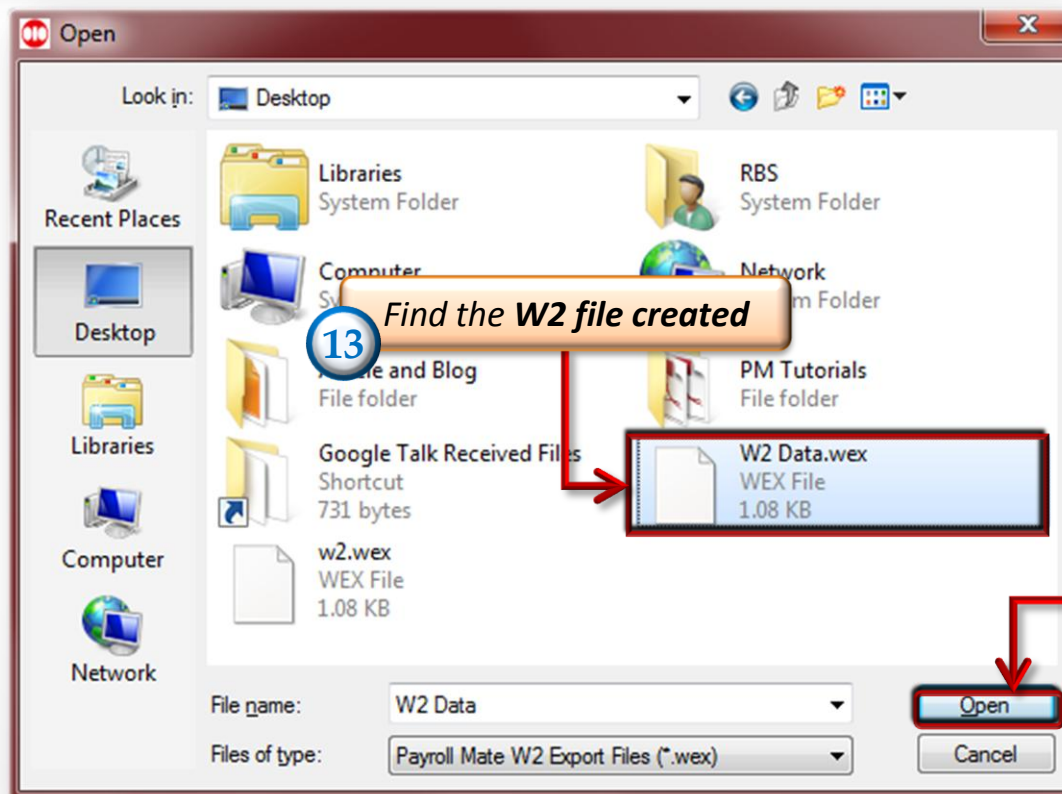
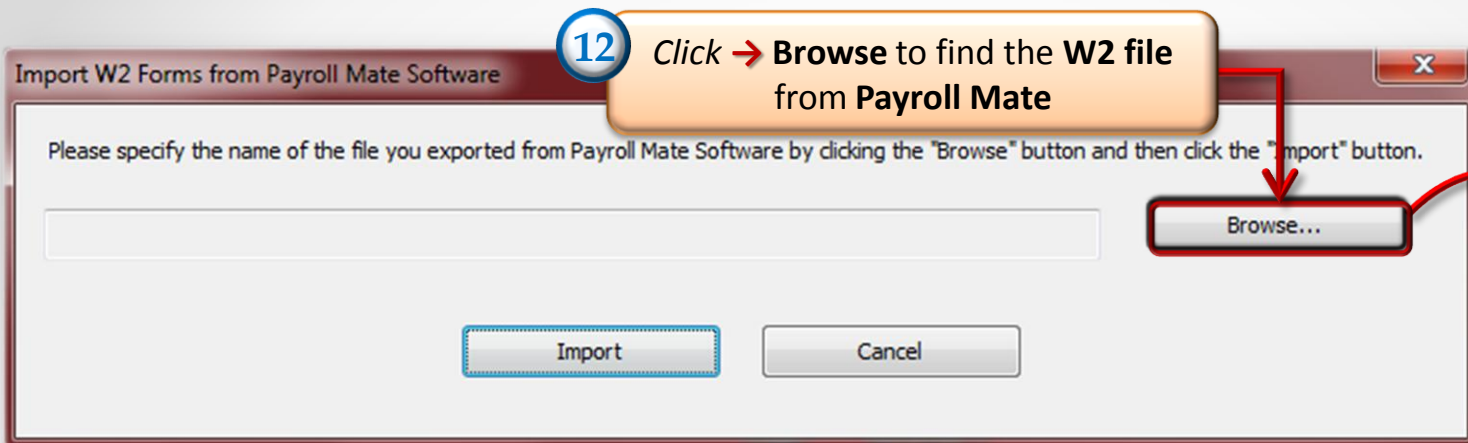
Current company name is : Dehlia Salon and Spa

You can create a new company by selecting "Company > New" from the top menu.

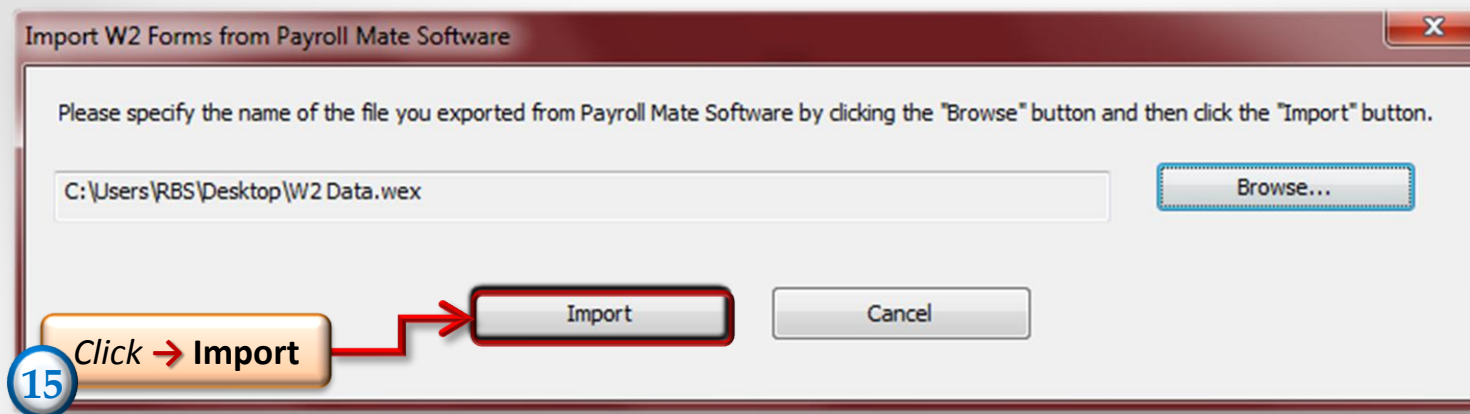
You can open a different company by selecting "Company > Open" from the top menu.

W2 Mate 2013





14 Click → **Open**





Congratulations. You have exported W2 data from Payroll Mate into W2 Mate!

www.PayrollMate.com

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