

How to Export Payroll Data to General Ledger®

Start by Opening your
Payroll Mate
Program



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

Print Selected Check Print Multiple Checks Direct Deposit

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

Open Company

Company Name:

Sample Company 2012
Tutorial

Select a Company to Open 2

Click → OK 3

OK Cancel

2013

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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

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File Edit **Tools** Help Order Checks and Supplies

Tools Menu:

- Backup Company Database
- Restore Company Database
- Import Companies from Payroll Mate 2012
- Generate Direct Deposit file
- Print Blank (MICR) Checks
- Delete Multiple Checks
- Export Payroll Data to:**
 - General Ledger**
 - Quicken QIF
 - QuickBooks IIF
- Export W-2 Information to W2 Mate

Check Preview [05/05/2013] Check # [2]

Check Summary for "Dana Doe"

Period: From: 08/01/2013 To: 08/15/2013

Pay: \$318.80

Time Details

Type:	Rate:	Qty.	Amount:	YTD:
	\$12.00	35.00	\$420.00	\$420.00

Tax

Title:	Amount:	YTD:
Federal Income Tax	\$48.07	\$48.07
Social Security (Employee)	\$26.04	\$26.04
Medicare (Employee)	\$6.09	\$6.09
State Income Tax	\$21.00	\$21.00
Local Income Tax	\$0.00	\$0.00
State Disability Insurance (Employee)	\$0.00	\$0.00
Social Security (Employer)	\$26.04	\$26.04
Medicare (Employer)	\$6.09	\$6.09
Fed Unemployment (Employer)	\$2.52	\$2.52

Deduction Details

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Go to → Tools → Export Payroll Data to → General Ledger

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File Edit Tools Help Order Checks and Supplies

Reports

[Choose another General Report](#)
Export Payroll to General Ledger

Report Options Preview Export

- This report is used to export ledger posting data to accounting systems.
- Click on "Report Options" button **5** to change the period range, select the desired employees, and edit/review General Ledger accounts names.
- Click on "Preview" button to preview, export or e-mail the created report.
- Click on "Export" button to export the report data.

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Report Options

Step 1: Select the pay date range of the checks to be included in the report

Begin Pay Date End Pay Date

Step 2: Select the group of employees to be included in the report

Employees who received Payroll Checks in the specified period:

- Dana Doe
- Sara Lee

Step 3: Assign General Ledger account name for each payroll item

Check Net Pay General Ledger Account Name

Payroll Liability General Ledger Account Name

Income Type	General Ledger Account Name
Regular Hourly Pay	<input type="text"/>
Overtime Hourly Pay	<input type="text"/>
Yearly Salary	<input type="text"/>
Bonus	<input type="text"/>
Tips Received Directly by Employee	<input type="text"/>
Tips Paid by Employer	<input type="text"/>
Double-Time	<input type="text"/>
Commission	<input type="text"/>
Mileage	<input type="text"/>
Piece Work	<input type="text"/>
Fringe Benefits	<input type="text"/>
Life Insurance over 50,000	<input type="text"/>

Select Beginning Pay Date and End Pay Date 6

Select Employees 7

Assign account names 8

Click → OK 9

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File Edit Tools Help Order Checks and Supplies

Reports

[Choose another General Report](#)
Export Payroll to General Ledger

Report Options Preview **Export**

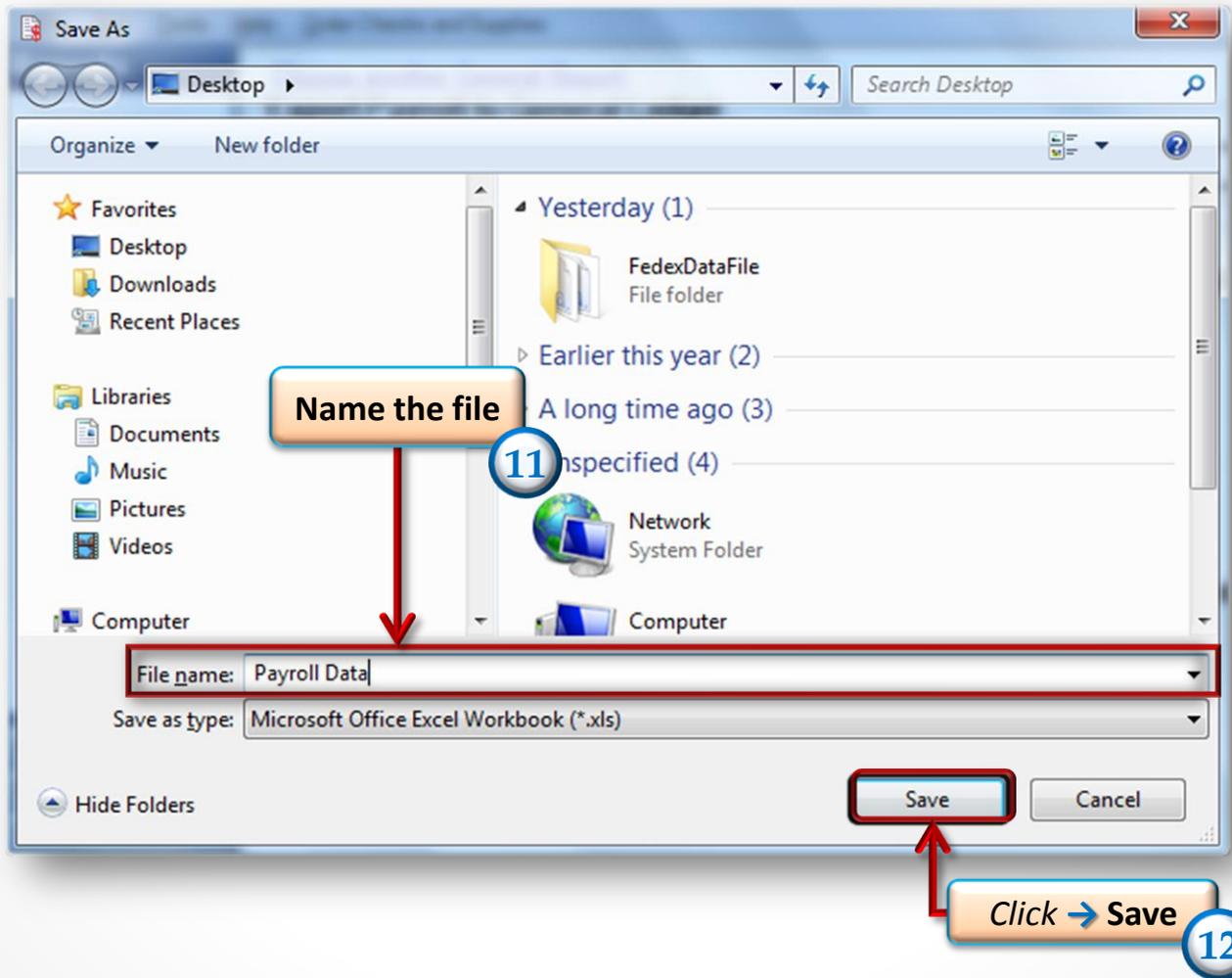
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Click → OK

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Congratulations. You have exported your payroll data to a General Ledger!

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