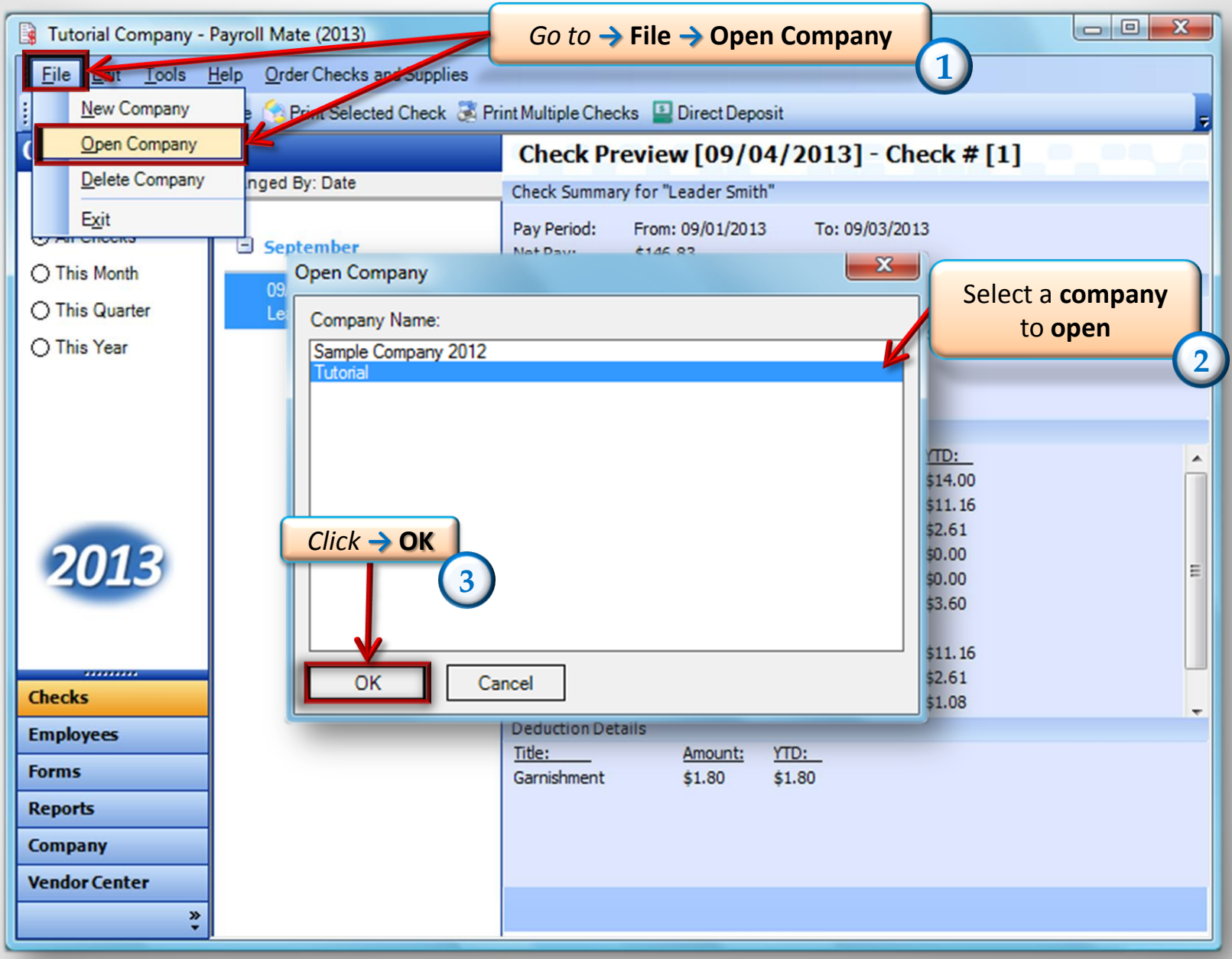
How to Export Payroll Data to Quicken or QuickBooks®

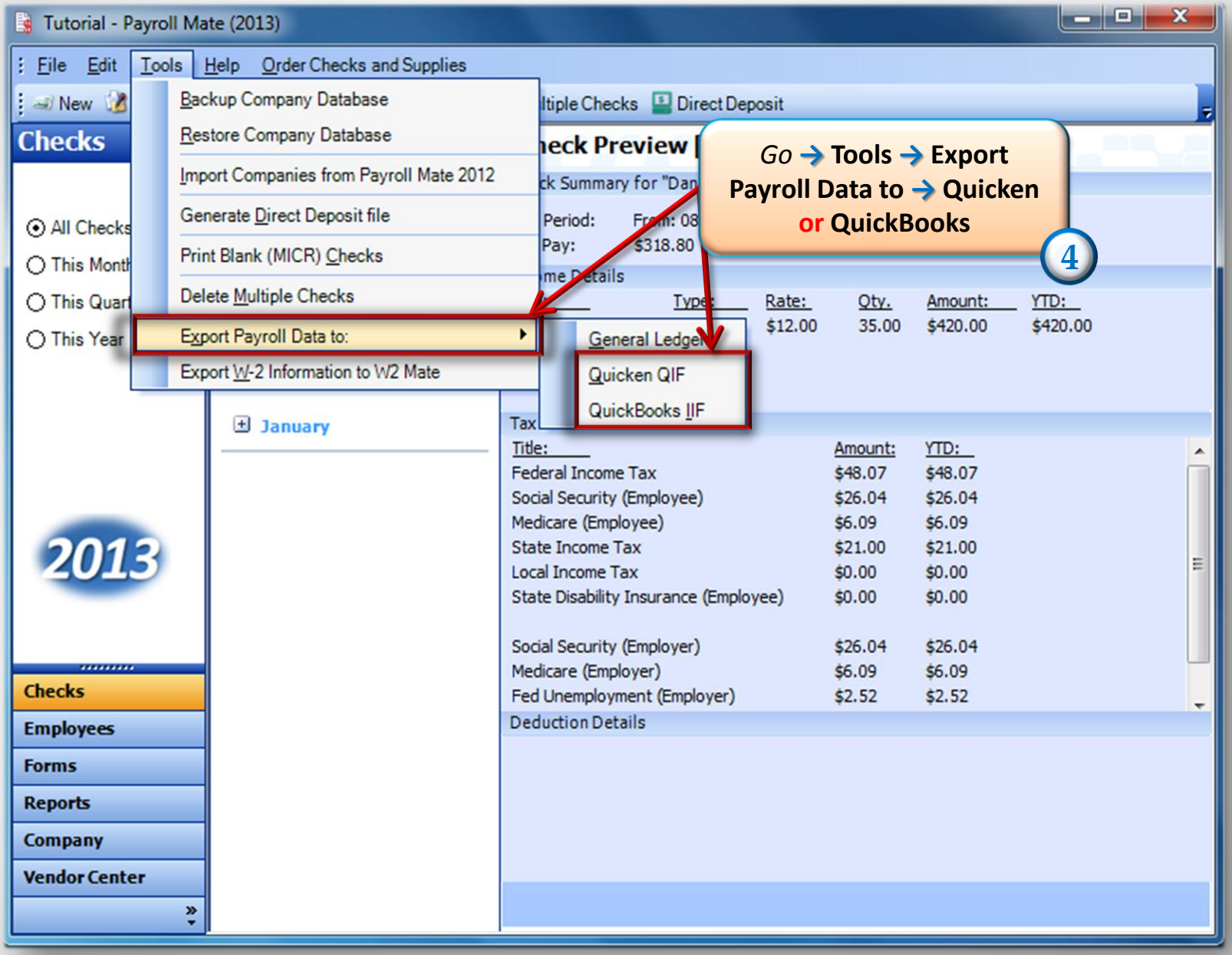
Start by Opening your

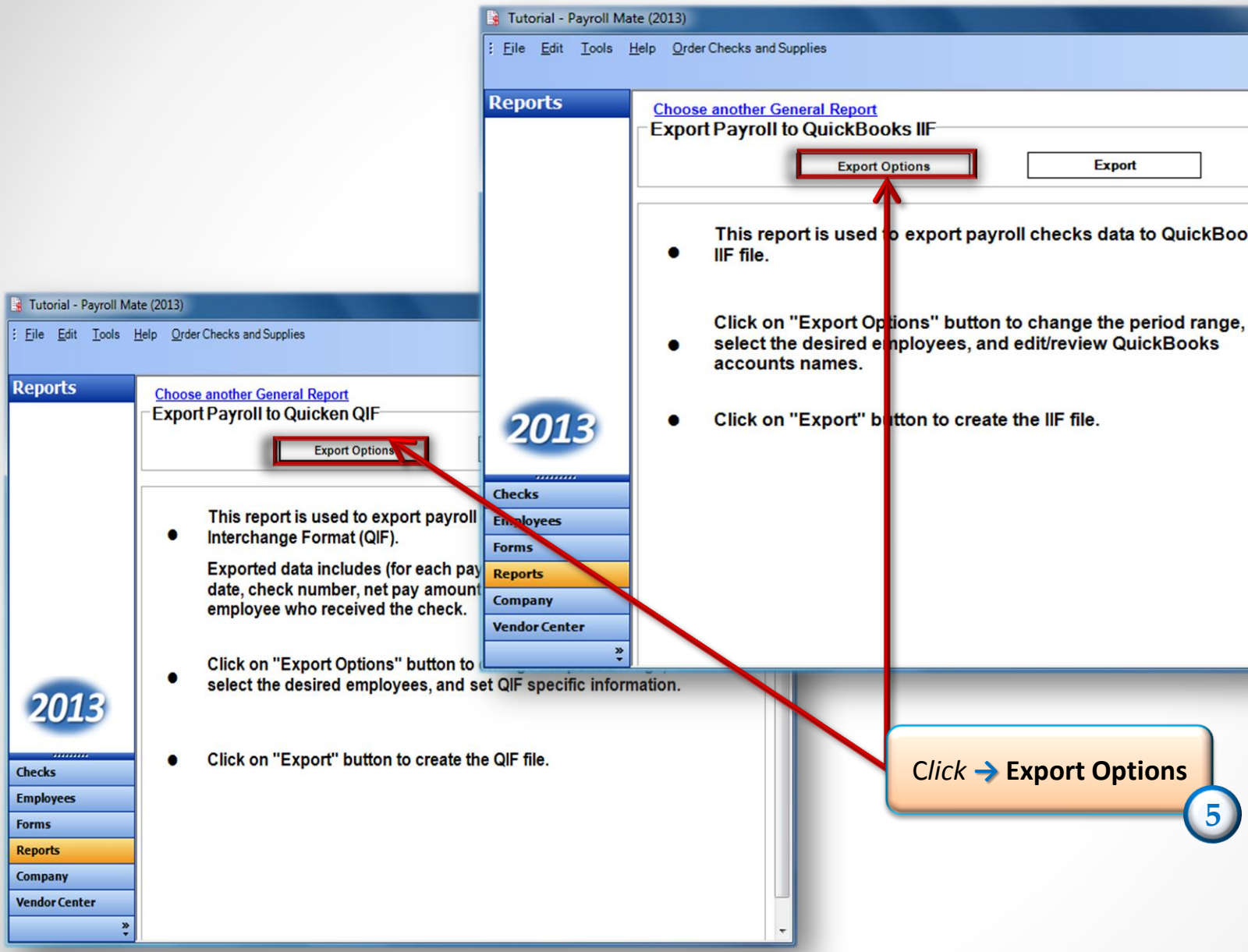
Payroll Mate

Program

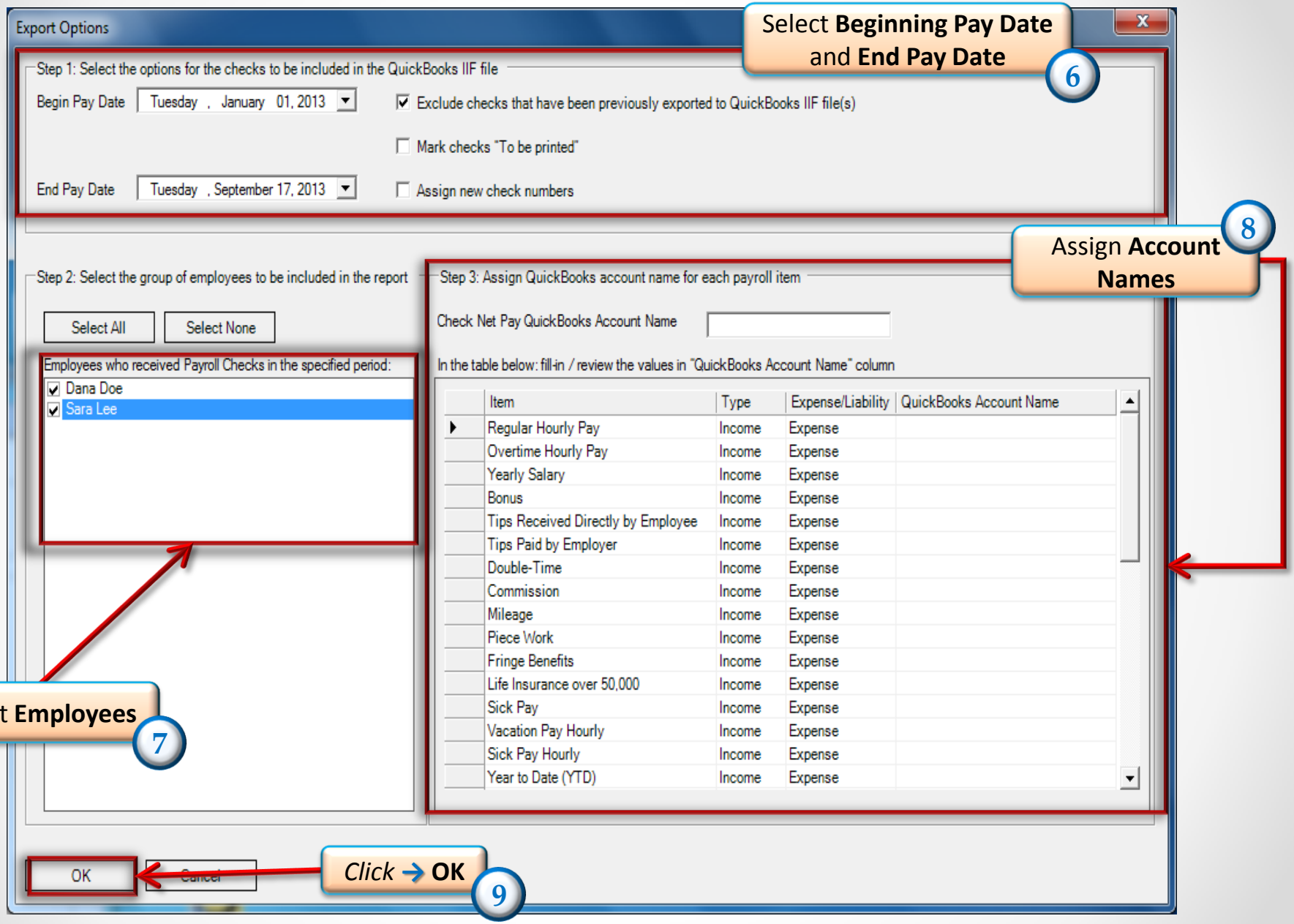
www.PayrollMate.com (800)-507-1992


Tutorial Company - Payroll Mate (2013)
Go to → File → Open Company
1
File
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
This Month
This Quarter
This Year
2013
Open Company
Company Name:
Sample Company 2012
Tutorial
Select a company to open
2
Click → OK
3
OK
Cancel
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
Checks
Employees
Forms
Reports
Company
Vendor Center

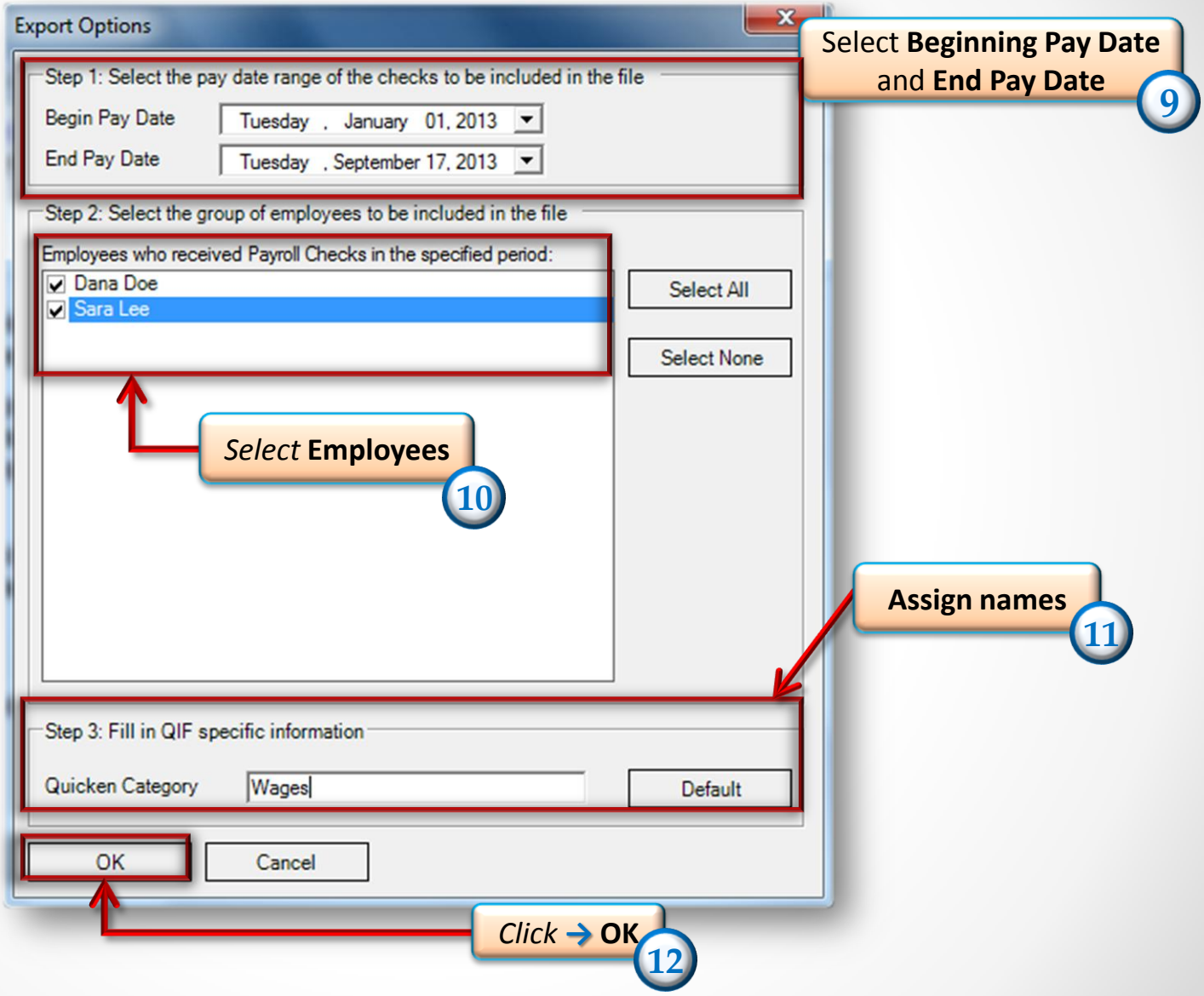

Tutorial - Payroll Mate (2013)
File Edit Tools Help Order Checks and Supplies
New
Backup Company Database
Restore Company Database
Import Companies from Payroll Mate 2012
Generate Direct Deposit file
Print Blank (MICR) Checks
Delete Multiple Checks
Export Payroll Data to:
Export W-2 Information to W2 Mate
General Ledger
Quicken QIF
QuickBooks IIF
Direct Deposit
Checks
All Checks
This Month
This Quart
This Year
January
2013
Checks
Employees
Forms
Reports
Company
Vendor Center
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
Go → Tools → Export Payroll Data to → Quicken or QuickBooks
4

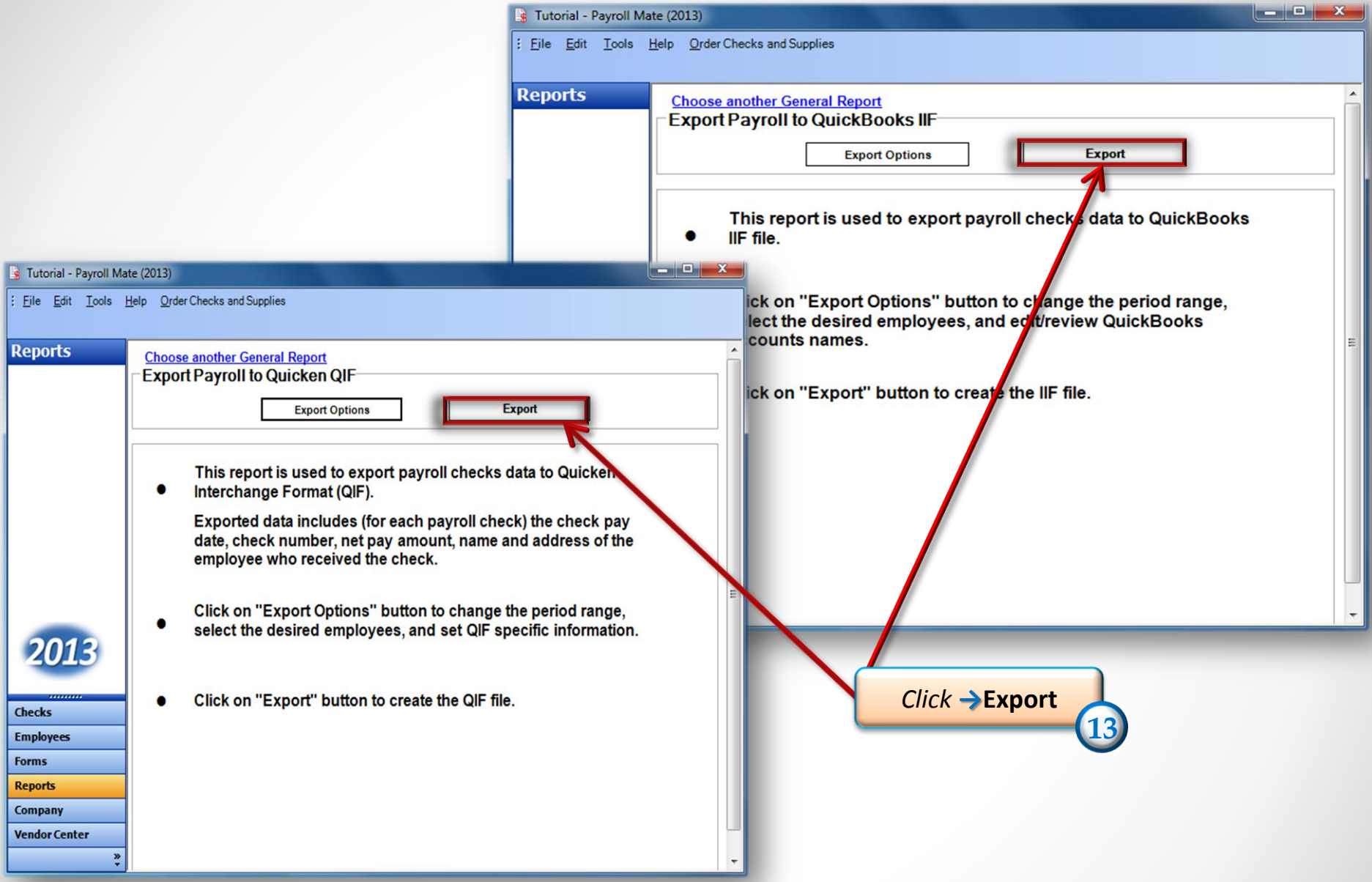

Tutorial - Payroll Mate (2013)
File Edit Tools Help Order Checks and Supplies
Reports
Choose another General Report
Export Payroll to QuickBooks IIF
Export Options
Export
This report is used to export payroll checks data to QuickBooks IIF file.
Click on "Export Options" button to change the period range, select the desired employees, and edit/review QuickBooks accounts names.
Click on "Export" button to create the IIF file.
2013
Checks
Employees
Forms
Reports
Company
Vendor Center
Tutorial - Payroll Mate (2013)
File Edit Tools Help Order Checks and Supplies
Reports
Choose another General Report
Export Payroll to Quicken QIF
Export Options
This report is used to export payroll
Interchange Format (QIF).
Exported data includes (for each pay
date, check number, net pay amount
employee who received the check.
Click on "Export Options" button to
select the desired employees, and set QIF specific information.
Click on "Export" button to create the QIF file.
2013
Checks
Employees
Forms
Reports
Company
Vendor Center
Click → Export Options
5

QuickBooks (if exporting to Quicken then skip this slide)



Quicken (if exporting to QuickBooks then skip this slide)




Tutorial - Payroll Mate (2013)
File Edit Tools Help Order Checks and Supplies
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Choose another General Report
Export Payroll to QuickBooks IIF
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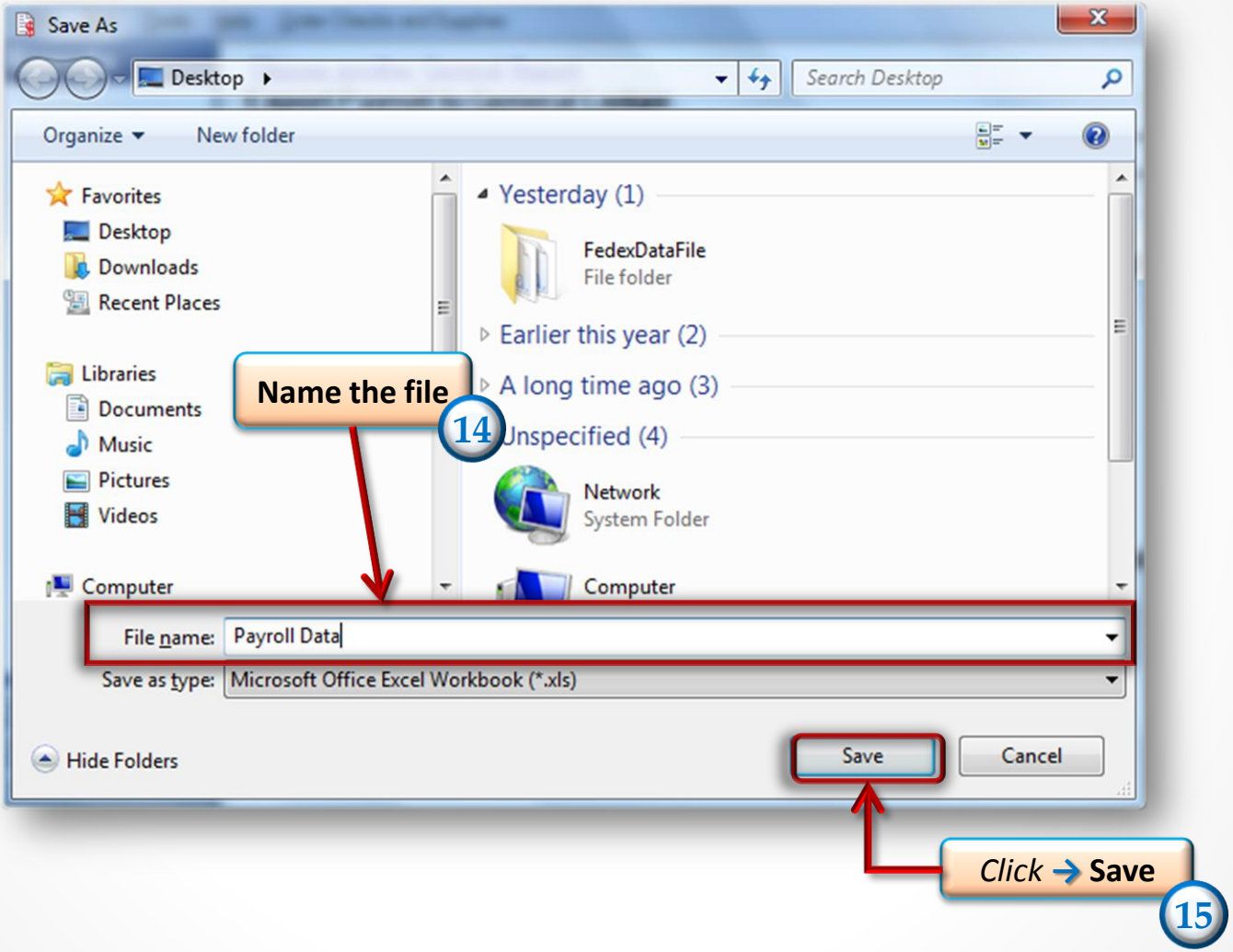
Tutorial - Payroll Mate (2013)
File Edit Tools Help Order Checks and Supplies
Reports
Choose another General Report
Export Payroll to Quicken QIF
Export Options
Export
This report is used to export payroll checks data to Quicken Interchange Format (QIF).
Exported data includes (for each payroll check) the check pay date, check number, net pay amount, name and address of the employee who received the check.
Click on "Export Options" button to change the period range, select the desired employees, and set QIF specific information.
Click on "Export" button to create the QIF file.
2013
Checks
Employees
Forms
Reports
Company
Vendor Center
Click → Export
13


Save As
Desktop
Search Desktop
Organize
New folder
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Computer
Yesterday (1)
FedexDataFile
File folder
Earlier this year (2)
A long time ago (3)
Unspecified (4)
Network
System Folder
Computer
Name the file
14
File name: Payroll Data
Save as type: Microsoft Office Excel Workbook (*.xls)
Hide Folders
Save
Cancel
Click → Save
15

Congratulations. You have exported your payroll data to Quicken or QuickBooks!

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1-800-507-1992