

How to Export Payroll Data to Quicken or QuickBooks®

Start by Opening your
Payroll Mate
Program



The screenshot shows the Payroll Mate software interface. The 'File' menu is open, with 'Open Company' highlighted. A callout box with a '1' in a circle points to the 'File' menu and another callout with a '2' in a circle points to the 'Open Company' option. A dialog box titled 'Open Company' is open, showing a list of company names: 'Sample Company 2012' and 'Tutorial'. A callout box with a '3' in a circle points to the 'OK' button in the dialog box. A large '2013' callout is also present in the lower-left area of the interface.

Go to → File → Open Company

1

File

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

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

Tutorial - Payroll Mate (2013)

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

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

Check Preview
 Period: From: 08
 Pay: \$318.80

Go → Tools → Export Payroll Data to → Quicken or QuickBooks

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Type	Rate	Qty.	Amount	YTD
General Ledger	\$12.00	35.00	\$420.00	\$420.00

General Ledger
 Quicken QIF
 QuickBooks IIF

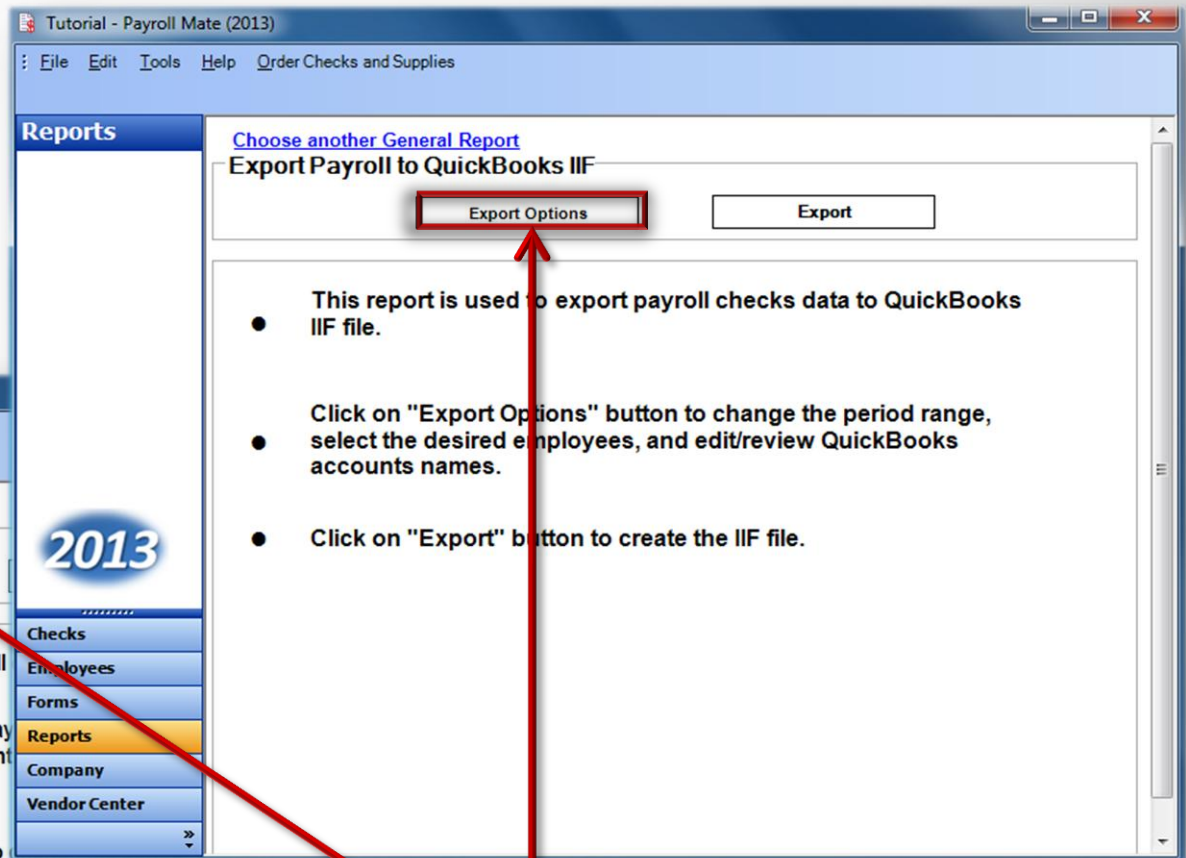
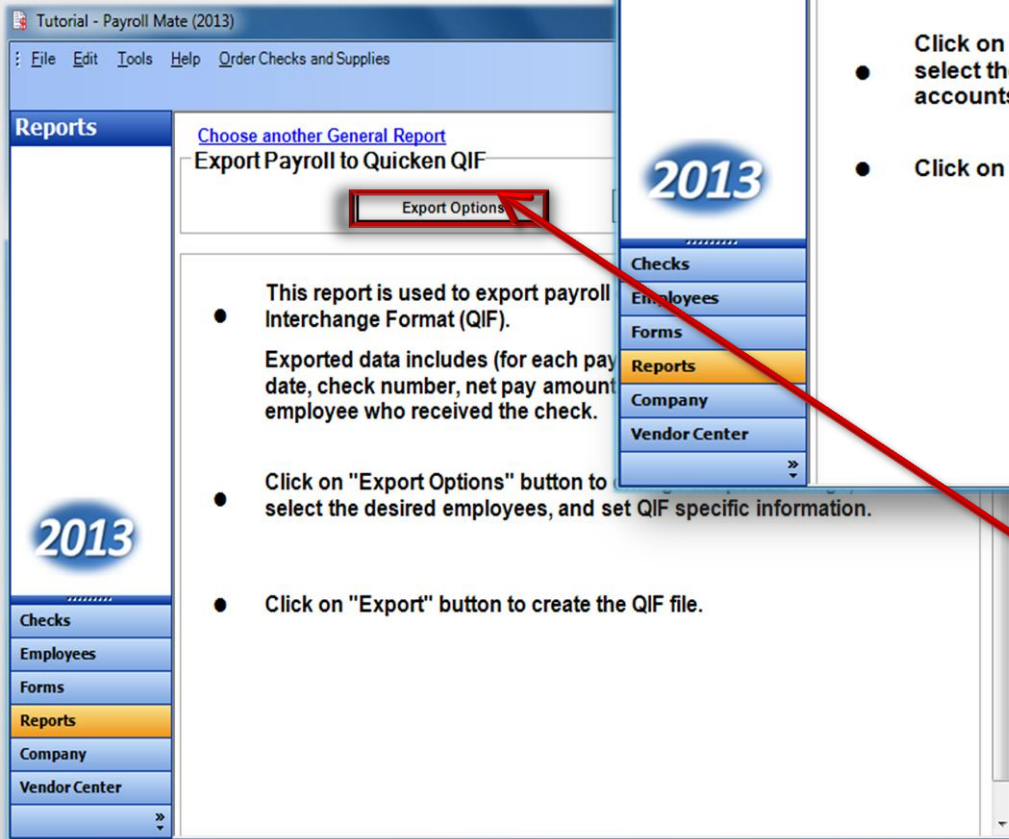
January

2013

Checks
 Employees
 Forms
 Reports
 Company
 Vendor Center

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



Click → Export Options

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QuickBooks (if exporting to Quicken then skip this slide)

Export Options

Step 1: Select the options for the checks to be included in the QuickBooks IIF file

Begin Pay Date: Exclude checks that have been previously exported to QuickBooks IIF file(s)

Mark checks "To be printed"

End Pay Date: Assign new check numbers

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 QuickBooks account name for each payroll item

Check Net Pay QuickBooks Account Name:

In the table below: fill-in / review the values in "QuickBooks Account Name" column

Item	Type	Expense/Liability	QuickBooks Account Name
▶ Regular Hourly Pay	Income	Expense	
Overtime Hourly Pay	Income	Expense	
Yearly Salary	Income	Expense	
Bonus	Income	Expense	
Tips Received Directly by Employee	Income	Expense	
Tips Paid by Employer	Income	Expense	
Double-Time	Income	Expense	
Commission	Income	Expense	
Mileage	Income	Expense	
Piece Work	Income	Expense	
Fringe Benefits	Income	Expense	
Life Insurance over 50,000	Income	Expense	
Sick Pay	Income	Expense	
Vacation Pay Hourly	Income	Expense	
Sick Pay Hourly	Income	Expense	
Year to Date (YTD)	Income	Expense	

Select Beginning Pay Date and End Pay Date

6

Assign Account Names

8

Select Employees

7

Click → OK

9

Quicken (if exporting to QuickBooks then skip this slide)

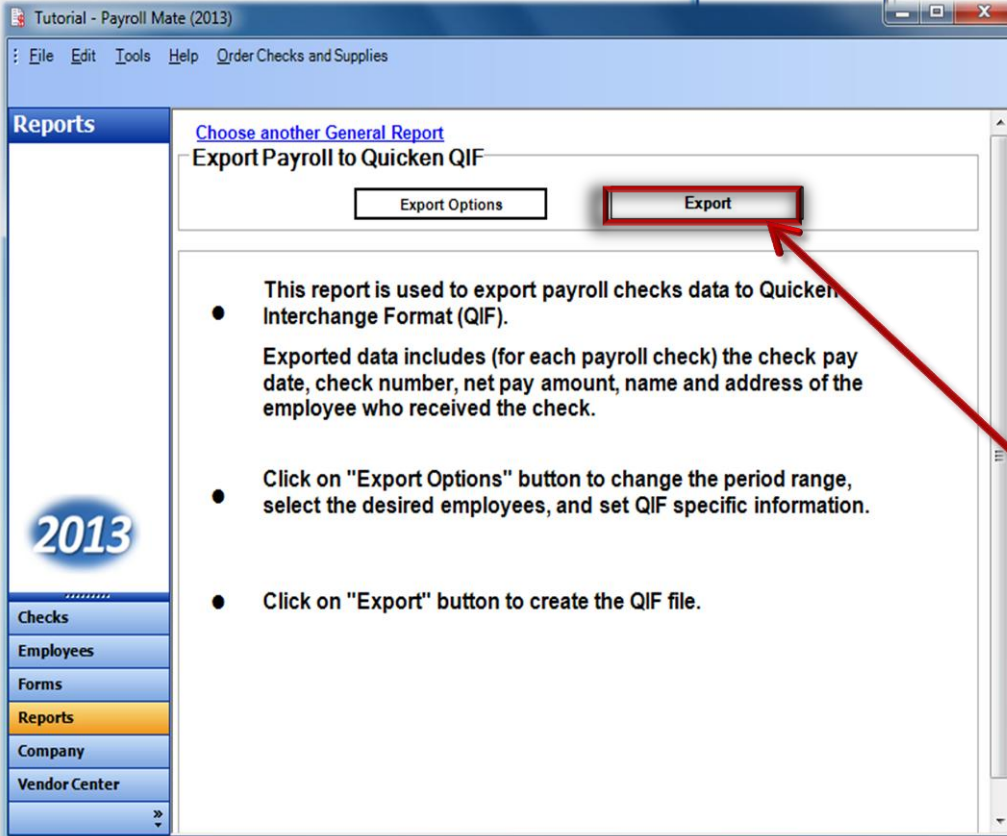
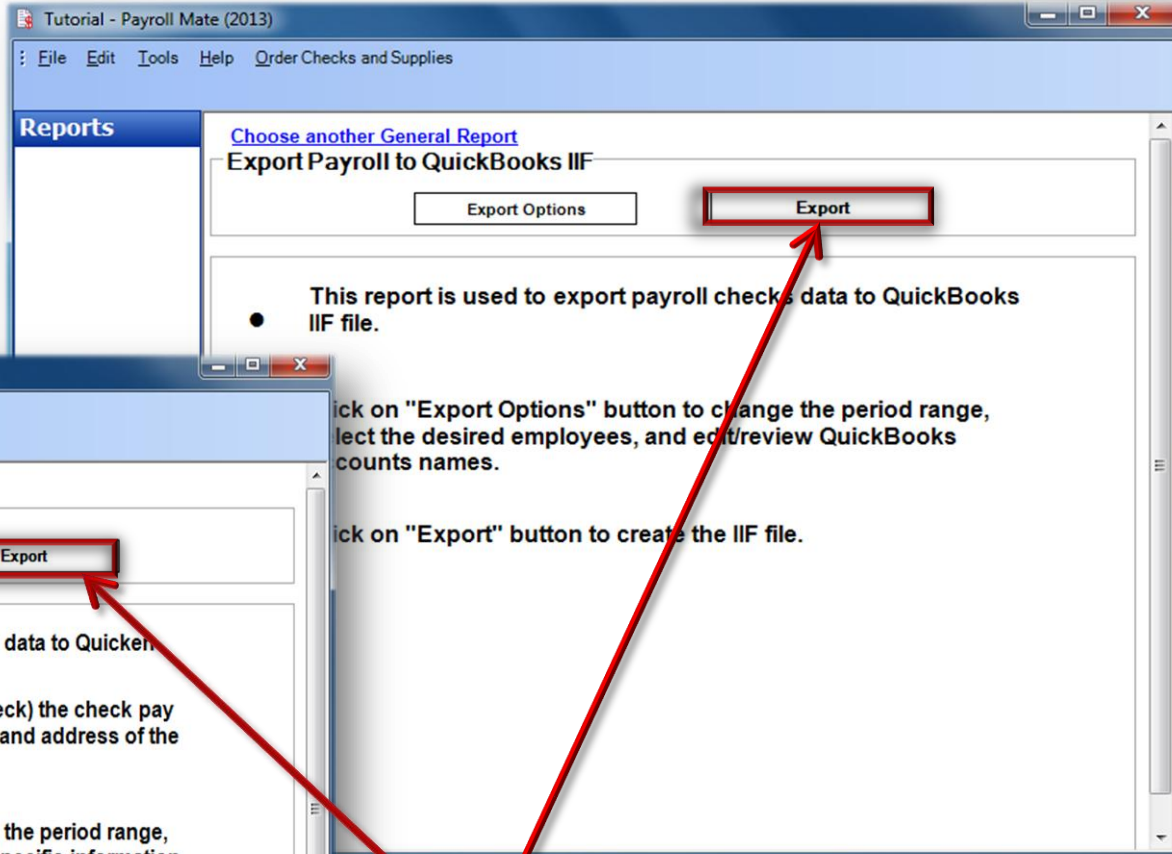
The screenshot shows the 'Export Options' dialog box in Quicken, which is used for exporting payroll data. The dialog is divided into three steps:

- Step 1: Select the pay date range of the checks to be included in the file**
 - Begin Pay Date: Tuesday, January 01, 2013
 - End Pay Date: Tuesday, September 17, 2013
- Step 2: Select the group of employees to be included in the file**
 - Employees who received Payroll Checks in the specified period:
 - Dana Doe
 - Sara Lee
 - Buttons: Select All, Select None
- Step 3: Fill in QIF specific information**
 - Quicken Category: Wages
 - Default button

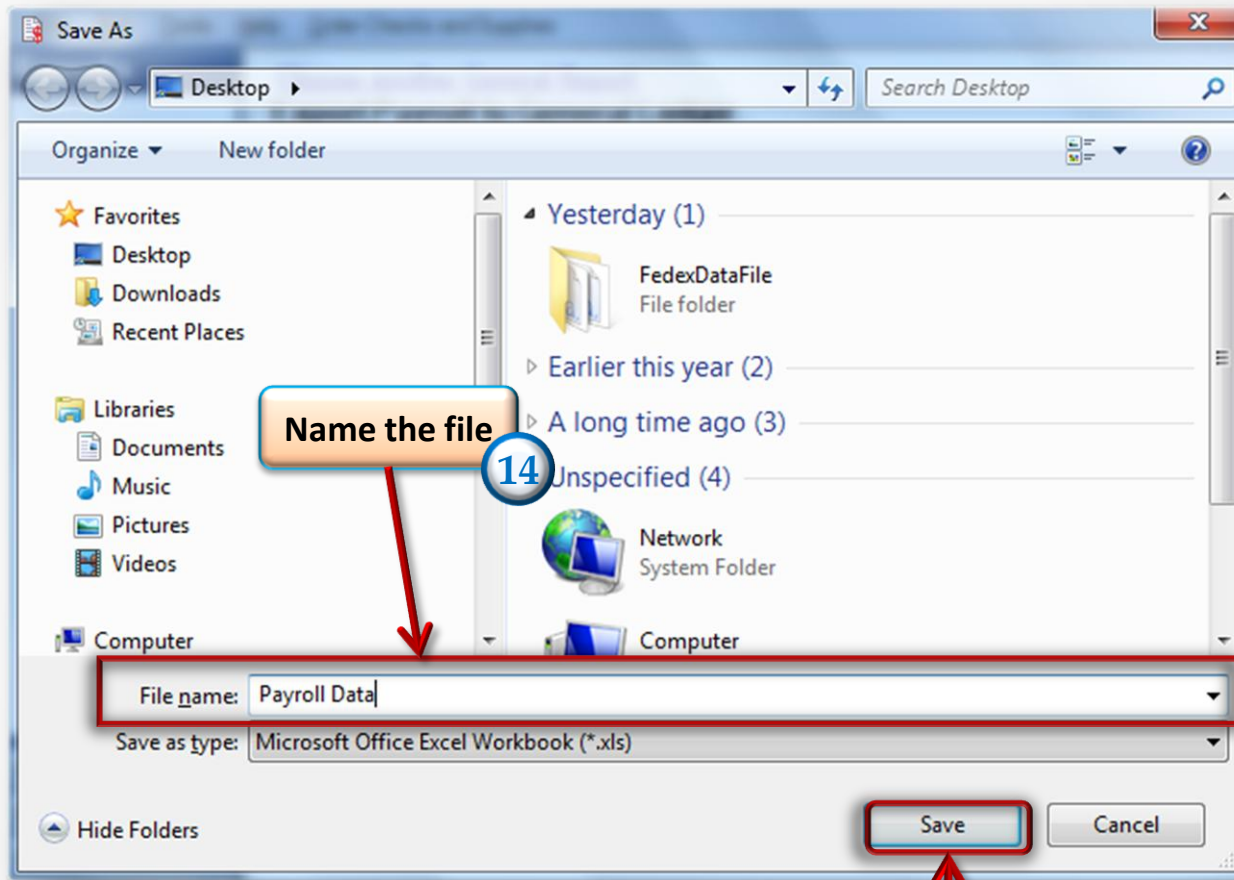
At the bottom of the dialog are the **OK** and **Cancel** buttons.

Numbered callouts (9-12) provide instructions for each step:

- 9**: Select **Beginning Pay Date** and **End Pay Date**
- 10**: **Select Employees**
- 11**: **Assign names**
- 12**: **Click → OK**



Click → Export 13



Name the file 14

Click -> Save

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

www.PayrollMate.com

1-800-507-1992