

# *How to Export Payroll Data from Payroll Mate to QuickBooks®*

Start by Opening your  
**Payroll Mate**  
Program



**1** Go to → File → Open Company

**2** Select a company to open

**3** Click → OK

2013

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

09

Le

Open Company

Company Name:

Sample Company 2012  
Tutorial

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

Tutorial Company - Payroll Mate (2013)

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

**Company**

Click → Tools 4

**2013**

Checks  
Employees  
Forms  
Reports  
**Company**  
Vendor Center

General Information	Federal Tax Information	State Tax Information
Income Categories	Tax Categories	Deduction Categories
Company Name:	<input type="text" value="Tutorial Company"/>	
Address 1:	<input type="text" value="145 Help Ln"/>	
Address 2:	<input type="text"/>	
City:	<input type="text" value="Question"/>	
State:	TX	
Zip Code:	<input type="text" value="56478"/>	
Contact Name:	<input type="text" value="Helpers"/>	
Telephone Number:	<input type="text" value="(457) 862-1453"/>	
Fax Number:	<input type="text"/>	
E-mail Address:	<input type="text" value="Helpus@example.com"/>	

Update

Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

**Company**

- 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
- Import Employees

General Tax Information State Tax Information

Click → Export Payroll Date to: 5

- General Ledger
- Quicken QIF
- QuickBooks IIF**
- Peachtree (Sage 50)

Click → QuickBooks IIF 6

2013

Zip Code: 56478

Contact Name: Helpers

Telephone Number: (457) 862-1453

Fax Number:

E-mail Address: Helpus@example.com

Update

Checks

Employees

Forms

Reports

**Company**

Vendor Center

Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

### Reports

[Choose another General Report](#)

#### Export Payroll to QuickBooks IIF

Export Options Export

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Click → Export Options

- This report is used to export payroll data to a 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  
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**QuickBooks Export Options**

**Select → Begin Pay Date and End Pay Date** 7

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

Begin Pay Date: Wednesday, January 02, 2013

End Pay Date: Tuesday, December 31, 2013

Exclude checks that have been previously exported to QuickBooks IIF file(s)  
 Mark checks "To be printed"  
 Assign new check numbers

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

Select All Select None

Employees who received Payroll Checks in the specified period:

Happy Helper  
 Leader Smith

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	
Bonus	Income	Expense	

OK Cancel

January, 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Today: 5/19/2014

December, 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Today: 5/19/2014

QuickBooks Export Options

Select → Any of these options if applicable

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

Begin Pay Date

End Pay Date

- Exclude checks that have been previously exported to QuickBooks IIF file(s)
- Mark checks "To be printed"
- Assign new check numbers

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

Select All

Select None

Employees who received Payroll Checks in the specified period:

- Happy Helper
- Leader Smith

Choose → Employee/s

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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

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▶ 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	
▶ Bonus	Income	Expense	

OK

Cancel

QuickBooks 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"

Assign new check numbers

Choose → Employee/s

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Enter Net Pay Quick Books Account Name

11

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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	
Bonus	Income	Expense	

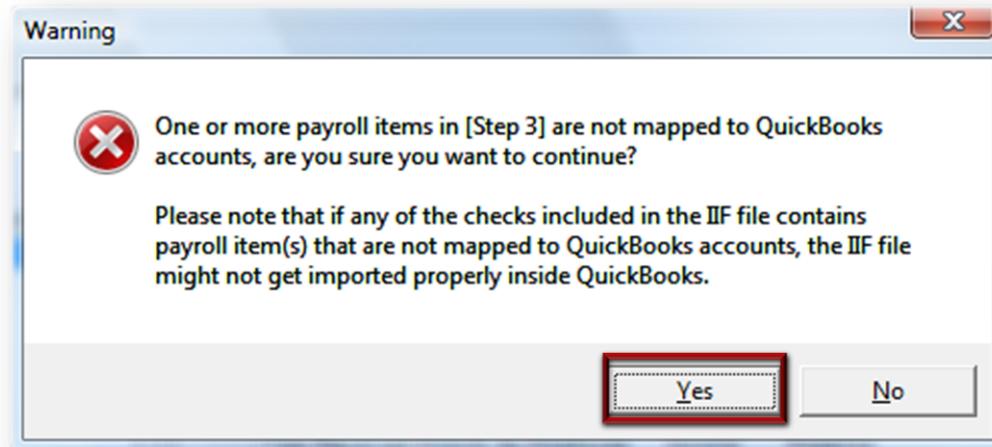
Map all applicable fields

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OK

Cancel

Verify that all your applicable fields have been mapped, then proceed by clicking → YES



Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

**Reports**

[Choose another General Report](#)

### Export Payroll to QuickBooks IIF

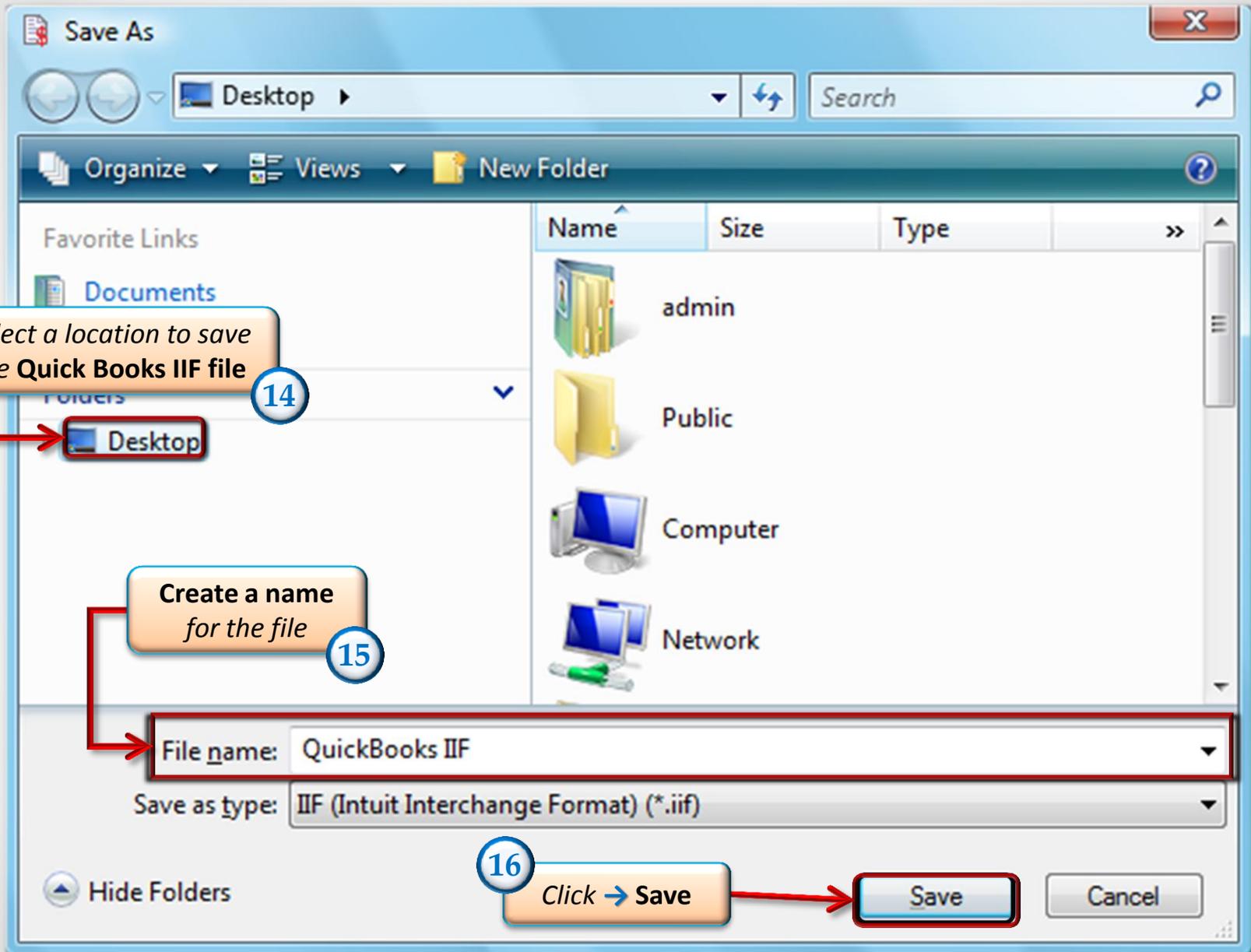
Export Options **Export**

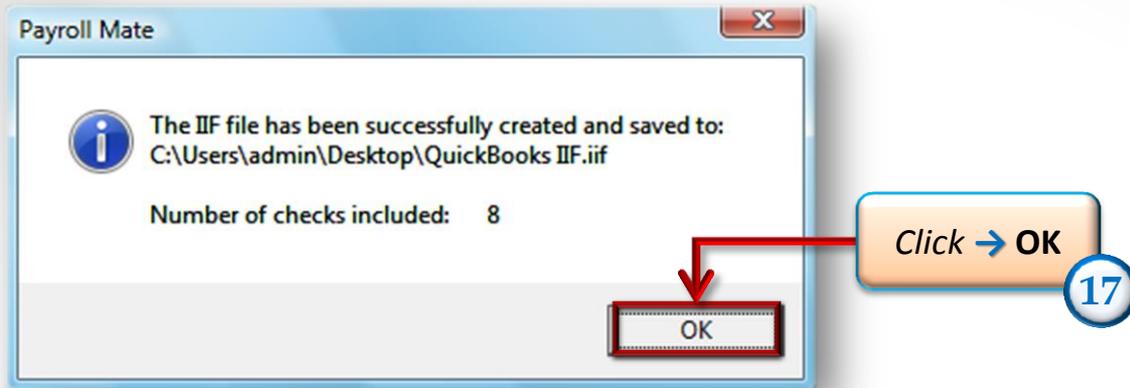
**2013**

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Checks  
Employees  
Forms  
**Reports**  
Company  
Vendor Center

Click → Export **13**





*\*Final Step\**

**Open this company in QuickBooks and import the IIF file that was created**

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***Congratulations. You have exported payroll data to QuickBooks!***

**www.PayrollMate.com**

**1-800-507-1992**