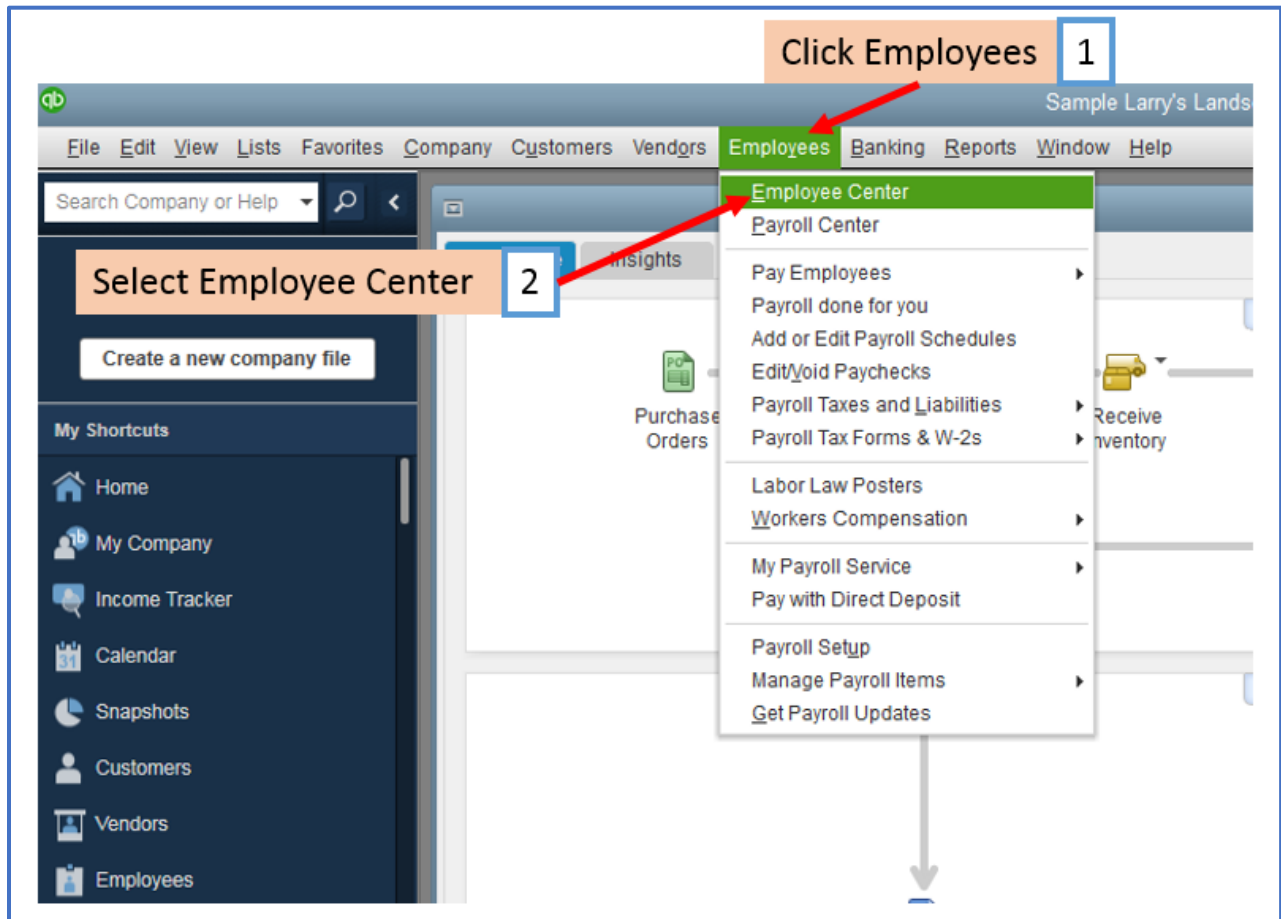


# How to Import Employee Data from QuickBooks into Payroll Mate

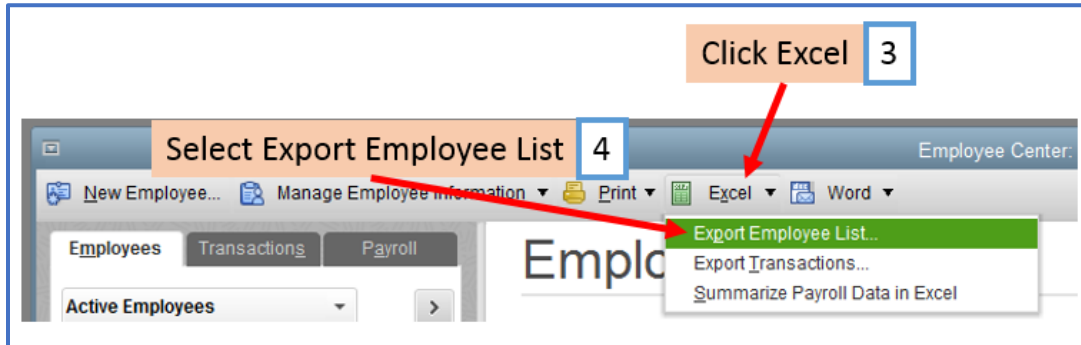
## Inside QuickBooks

1. Click Employees
2. Select Employee Center



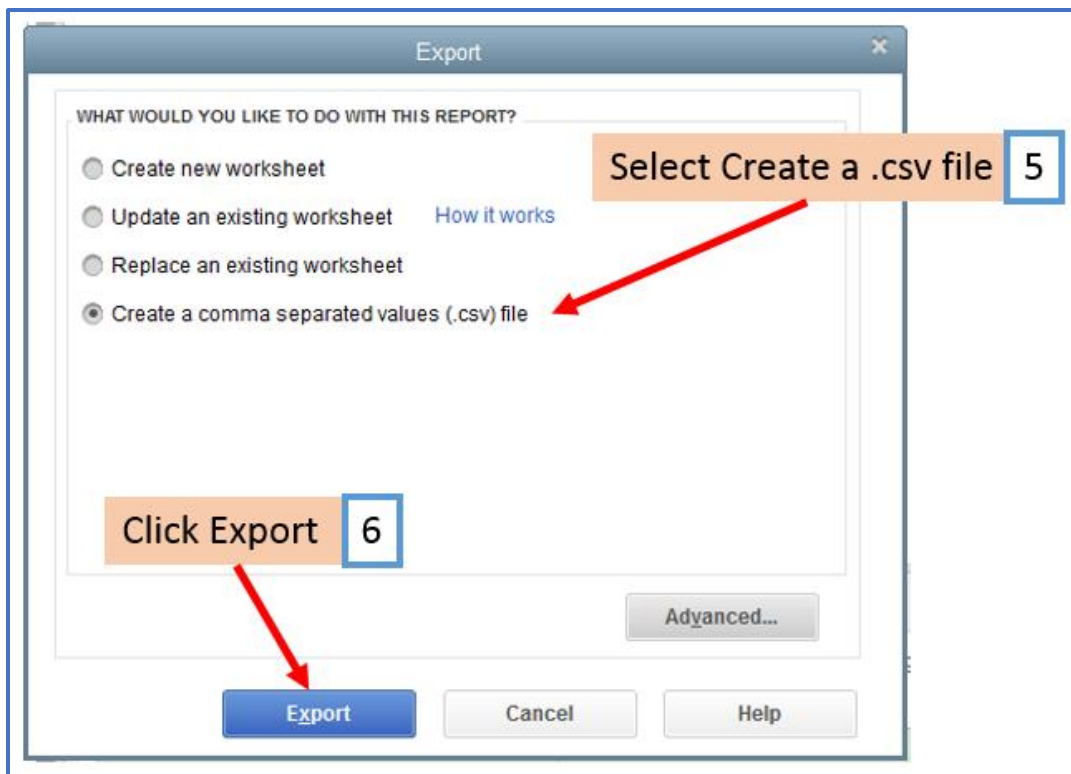
3. Click Excel

4. Select Export Employee List



5. Select Create a .csv file

6. Click Export



Save this CSV file on your computer in a location you can easily access

Note: The first row of the CSV is expected to include header information and NOT data. The header should contain names corresponding to the fields (columns) in the file and should contain the same number of fields (columns) as the records in the rest of the CSV file.

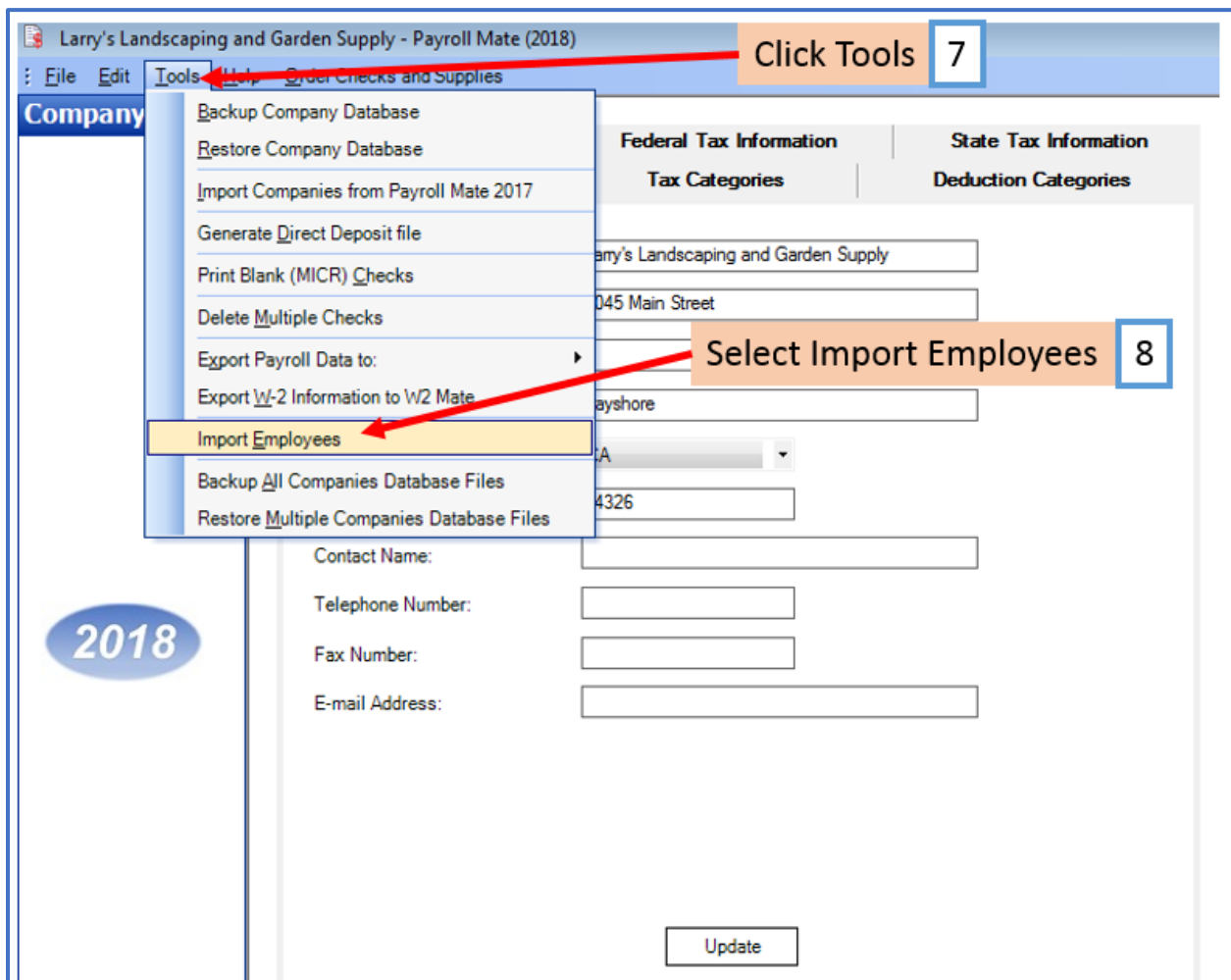
## Inside Payroll Mate

Make sure you have the correct Company open inside Payroll Mate

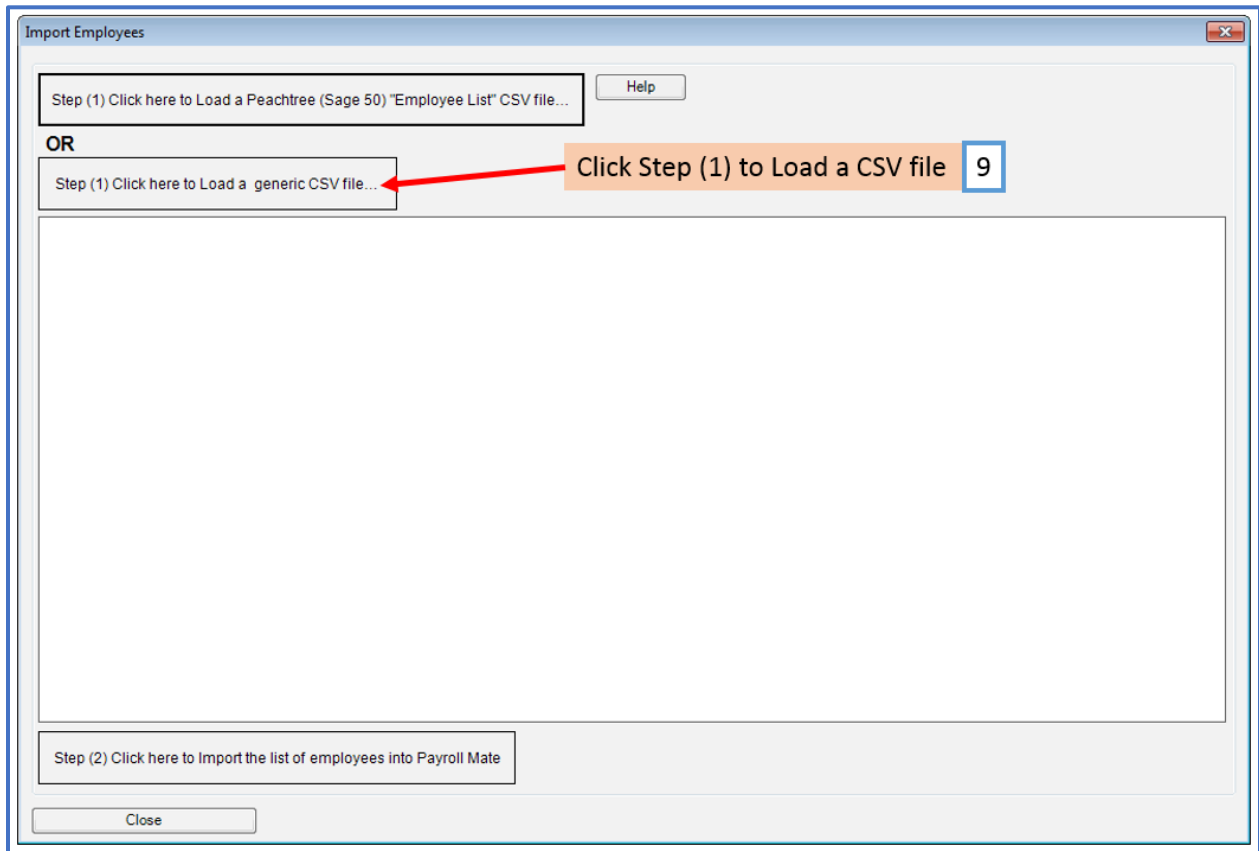
Note: If you do not currently have this company created inside of Payroll Mate you will need to create the company prior to importing the data. See How to Create a New Company tutorial.

7. Click Tools

8. Select Import Employees

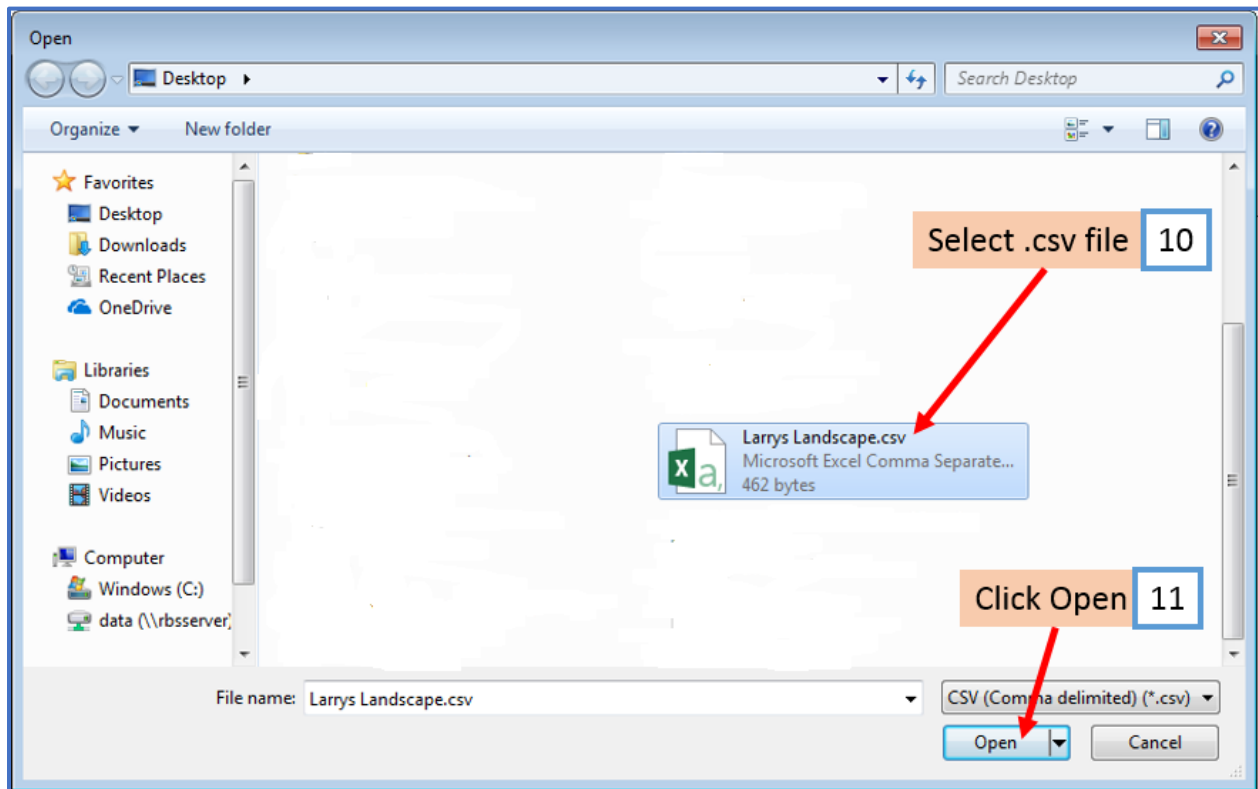


9. Click Step (1) to Load a CSV file



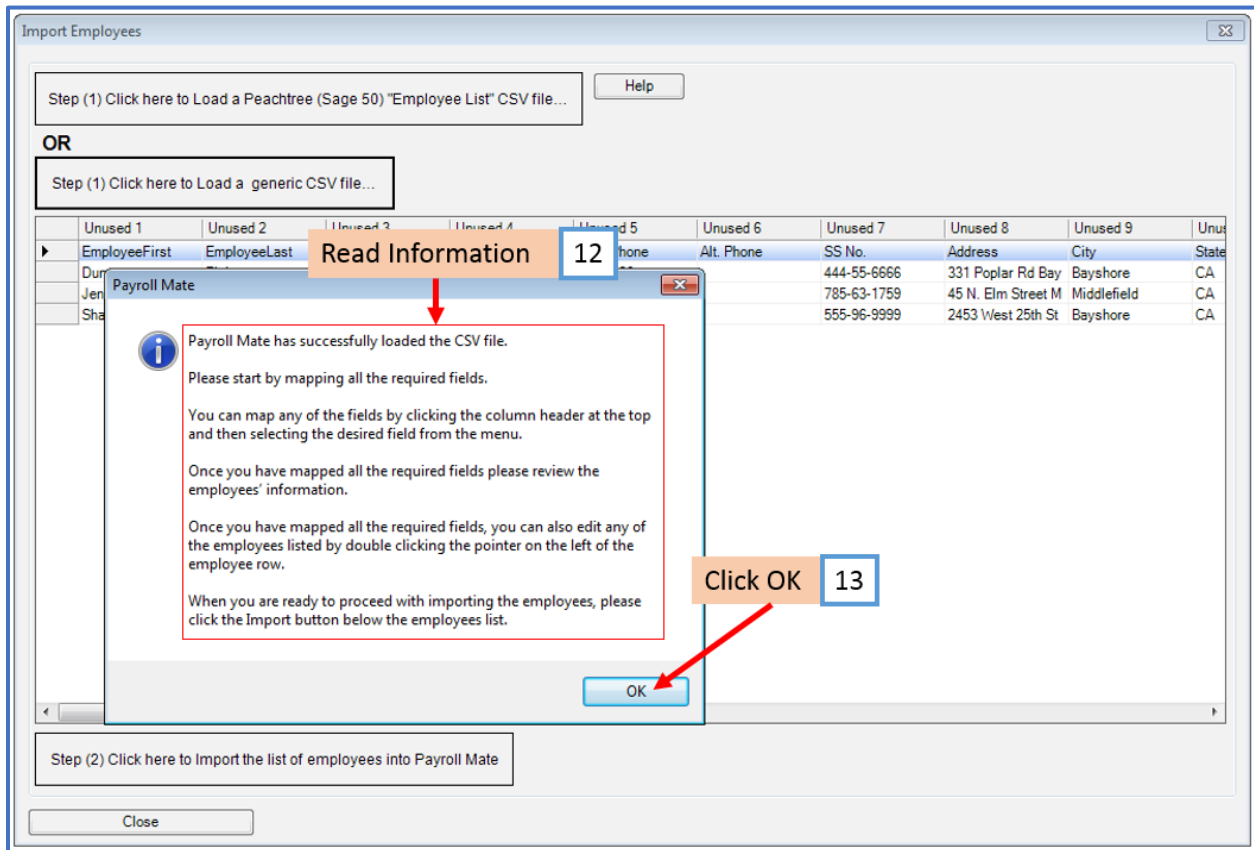
10. Select CSV you saved from QuickBooks

11. Click Open



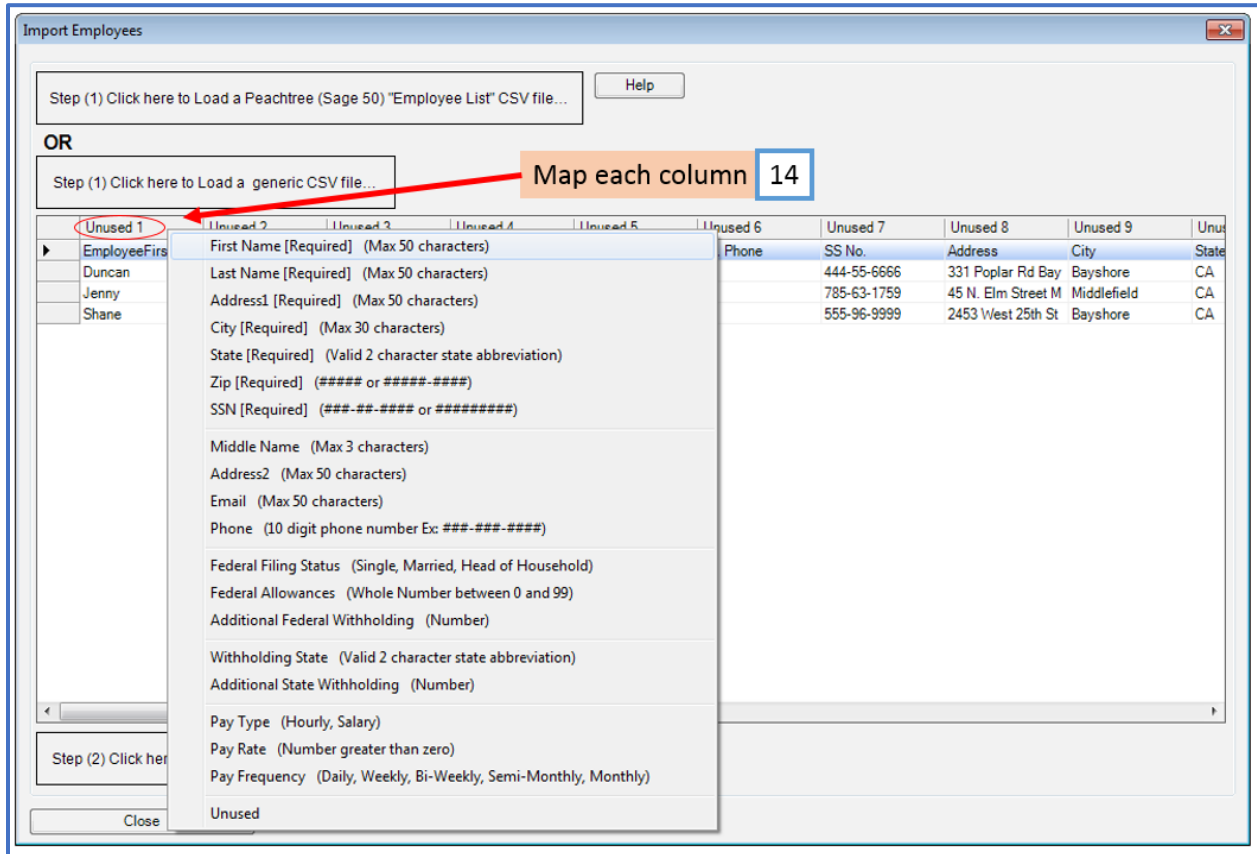
12. Read the information provide regarding importing

13. Click OK

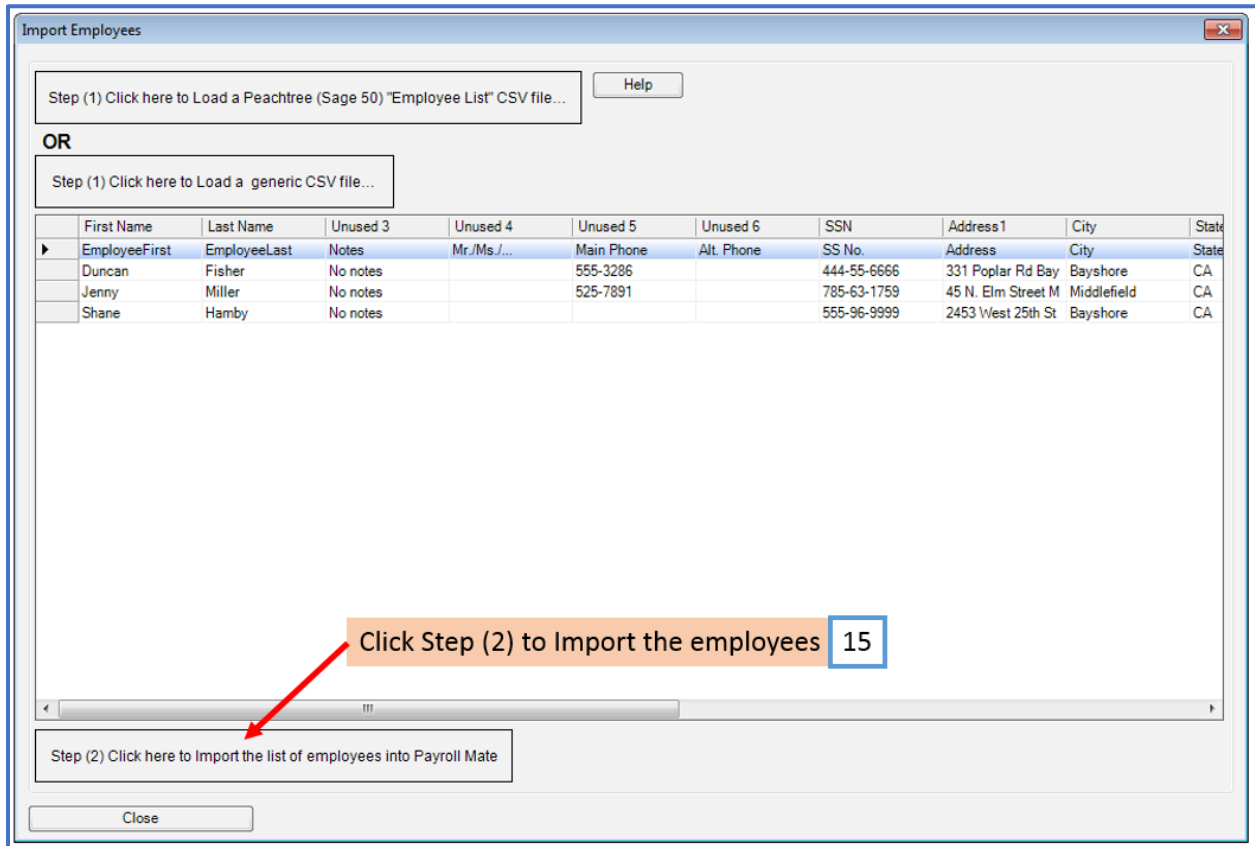


## 14. Map each column

When mapping your columns, click the word "Unused" for each column and select the correct column data description to use for mapping the column



15. Click Step (2) to Import the employee data



16. The employees should now be visible inside Payroll Mate

