

Exporting Payroll Data to QuickBooks Video Tutorial

The first step in Exporting Payroll Data from Payroll Mate to QuickBooks is to open the QuickBooks Export Wizard in Payroll Mate.

There are two ways that you can do this.

Click on "Tools" from the Top Menu

"Export Payroll Data to:"

"QuickBooks IIF"

OR

Click on "Reports"...

...and in the "Export Payroll" selection menu on the "Reports" page, click on "QuickBooks IIF"

This opens the "Export Payroll to QuickBooks IIF" report.

You'll find a brief summary of instructions on this page.

To open the "Export Options" dialog box, click on the "Export Options" button.

Select the Begin Pay Date, and if necessary, the End Pay Date.

This is the range of dates when pay checks have been issued, it is not a Pay Period range.

Then check or uncheck the box "Exclude checks that have been previously exported to QuickBooks IIF file(s)".

If you check this box then Payroll Mate will only include checks that have not been included in previously generated IIF files inside of Payroll Mate.

Check the box "Mark checks "To be printed"" if you plan to print the exported checks inside QuickBooks.

In this case, after successfully importing the payroll checks inside QuickBooks, if you take a look at the "Check Register" for example you will see the value "To Print" under the check number column.

If you check the box "Assign new check numbers", all the checks in the IIF file will be assigned sequential numbers based on the "Starting check number" box value.

In Step 2 you can select which employees to include in the IIF file to be imported to QuickBooks.

Only employees who have received a check within the Pay Date range in Step 1 will show up in this list.

You can select specific employees to include or click on the "Select All" button.

In Step 3 you need to assign the QuickBooks account name for each payroll item.

NOTE - The values you fill in, in this section must exactly match the account names you should have already created in QuickBooks.

Important Note:

Do NOT use the QuickBooks built-in payroll accounts! These accounts are reserved for use by the QuickBooks payroll service and can't be used by any other application.

You should create your own accounts inside QuickBooks. You can learn from the QuickBooks built-in payroll accounts to create something similar.

If you need help creating your own accounts consult QuickBooks Help or contact your Accounting Professional or Accounting Advisor.

Adding custom accounts to QuickBooks

To create custom accounts in QuickBooks...

Start by clicking Lists

then Chart of Accounts.

This opens the QuickBooks Chart of Accounts wizard.

To create a new account, click "Account"

then select "New"

In this panel, you need to select the type of account that you're creating.

If you're unsure of the type you can click an account type and see the description.

If you're still unsure, you may need to consult with your Accounting Advisor.

For this example, we're creating an Expense account.

Note the Expense Account description.

Click on "Continue"

The "Add New Account" panel will open.

You need to give your new account a descriptive name.

Optionally, you can add a description for this account.

then you can click on "Save & Close"...

or if you need to create more accounts, click on Save & New.

We'll click on "Save & New".

This will save your account and clear the fields so that you can add another account.

This account will be a Subaccount of the one that we just created.

When creating a Subaccount, check this box...

Then select the name of the parent account.

and click on "Save & Close" or "Save & New".

We've just created three new Expense accounts. One Parent account and two Subaccounts for Payroll Mate payroll expenses.

To create our Liability accounts, the process is nearly the same.

Click "Account"

then select "New"

For our Liability accounts we want to select "Other Account Types"
...then "Other Current Liability".

Then click "Continue".

Just as when creating Expense accounts

The "Add New Account" panel opens...

and the Account Type that we selected is set.

Give your new Liability a descriptive name...

and description.

...and select "Save & New".

For this example, we want to add two Subaccounts.

This will be done in exactly the same way that we created them for Expense accounts.

Use a descriptive name...

Check Subaccount

Select the Parent account

then click on "Save & New" or "Save & Close".

We've just created three new Liability accounts. One Parent account and two Subaccounts for Payroll Mate payroll liabilities.

These instructions are included as a courtesy. If you need additional assistance for creating custom accounts in QuickBooks, please contact QuickBooks support.

Payroll Mate can offer no support for Intuit / QuickBooks products and assumes no responsibility for your QuickBooks product.

It may be helpful to export QuickBooks chart of accounts into an Excel file so that you can easily copy and paste the accounts names that you created.

To do this...

Open QuickBooks (Make sure the company that's open in QuickBooks is the same as the company that you're importing from in Payroll Mate).

Go to "Reports"

"List"

"Account Listing"

In the Account Listing panel

Select Excel

and Create or Update your Worksheet.

then click "Export".

Start by filling in the value for "Check Net Pay QuickBooks Account Name".

This is the name of the account inside QuickBooks where you want to send the Net Pay amounts of your payroll checks, this account must be of type "Bank" inside QuickBooks.

In simple terms this is the bank account you pay your employees from.

In this section, you can see a table that lists all the payroll items defined in the currently open company in Payroll Mate.

The "QuickBooks Account Name" is the only editable column in the table.

The value that you fill in this column decides under which account in QuickBooks the payroll item value will be listed.

You do NOT have to map all payroll items defined inside Payroll Mate to QuickBooks accounts.

However, any payroll items that you do use to pay your employees inside Payroll Mate must be mapped.

The most common mistake that is made is entering the wrong account names when you assign QuickBooks account names for payroll items inside Payroll Mate.

DO NOT use the account number, only use the account name.

For example, if a QuickBooks account is "10100 – Checking" then ONLY enter the name, Checking inside Payroll Mate.

If the QuickBooks account you are trying to assign inside Payroll Mate is a sub account, then the correct format for entering this account name inside Payroll Mate is "main account name:sub account name". There is no space before or after the colon. Example: "Payroll Expenses:Gross Wages" (where Gross Wages is a sub account of Payroll Expenses which is an Expense account).

A tip about mapping your payroll fields.

If you read the export to QuickBooks help file and you are not sure what an expense account is and what liability account is, put simply,

Each payroll item of type: Income (wages) inside Payroll Mate such as "Regular Hourly Pay" needs to be mapped to ONE account of type "Expense" inside QuickBooks, such as: "Payroll Expenses:Gross Wages" (where Gross Wages is a sub account of Payroll Expenses which is an Expense account) .

Each tax or deduction (paid by EMPLOYEE) inside Payroll Mate such as "Social Security (Employee)" needs to be mapped to ONE account inside QuickBooks of type "Other Current Liability " such as "Payroll Liabilities".

Each tax or deduction (paid by EMPLOYER) inside Payroll Mate such as "Social Security (Employer)" need to be mapped to TWO accounts inside QuickBooks:

- a. *The first of type "Expense"*
- b. *The other of type "Other Current Liability".*

If you look at the mapping table inside Payroll Mate you will notice that "Social Security (Employer)" has two entries one is Liability and the other is Expense.

The taxes and deductions paid by employer need to be mapped to two accounts so the transaction is "balanced" inside QuickBooks.

Click on "OK" when you're done mapping.

To create your export file, click on the "Export" button.

This will open the Windows File Explorer window.

Save your IIF file in a location and with a name, that will be easy to locate later.

Importing the IIF file into QuickBooks.

Open the company in QuickBooks whose payroll data you created an IIF file for.

Click on "File"
Utilities
Import
and IIF Files...

Go to the folder where you saved your IIF File
Select your saved IIF File
and click on Open.

Your data has been successfully imported.

NOTE:

If you imported into QuickBooks and you received a message that reads:

“The transaction is not in balance, make sure the amounts in the detail area on the form for this transaction equal the amount at the top of the form.”

This is an indication that the credits don't equal the debits in the file you are trying to import.

This can be caused by:

- 1- Having one or more payroll items inside Payroll Mate that you did not map into payroll accounts inside QuickBooks.
- OR
- 2- Having one or more items that are not mapped properly.

The most common case for this is when you do not map an employer payroll item inside Payroll Mate into one payroll liability account and one payroll expense account.

Remember that each tax or deduction (paid by EMPLOYER) inside Payroll Mate such as "Social Security (Employer)" need to be mapped to TWO accounts inside QuickBooks: The first of type "Expense" and the other of type "Other Current Liability."

Your imported transactions will be reflected in the QuickBooks Check Register for this company, as well as in reports such as the General Ledger and Journal.

To access these reports...

Click on "Reports" from the top menu.
Select "Accountant & Taxes"
then General Ledger or Journal.

Be sure to read the QuickBooks IIF outline, accessible from Payroll Mate's Help menu.

To do this...

Click on "Help" from the top menu.
then select "Payroll Mate Help".

This will open the Payroll Mate Help center.

Search on "QuickBooks"
and click on "List Topics"

Double click the "QuickBooks IIF" result in the list.

You can now print the detailed help document...

or read it here.

Payroll Mate is a complete stand-alone payroll software that offers the ability to export payroll checks to QuickBooks as journal entries.

Thank you for trusting Payroll Mate!