

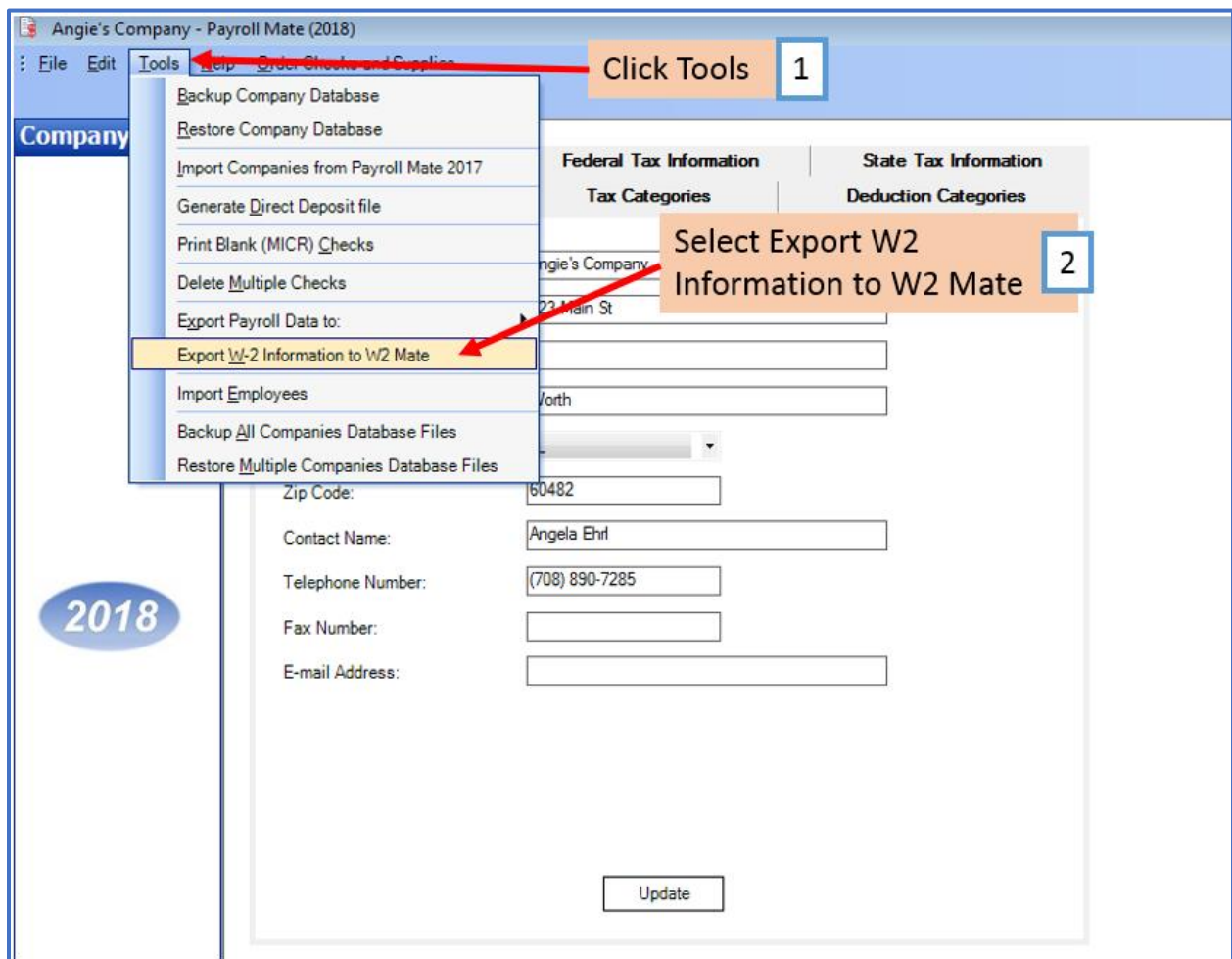
How to Import W2 Data from Payroll Mate into W2 Mate

Note: This is a 2-part process. First you must export/save the file from Payroll Mate, second you will import the data into W2 Mate.

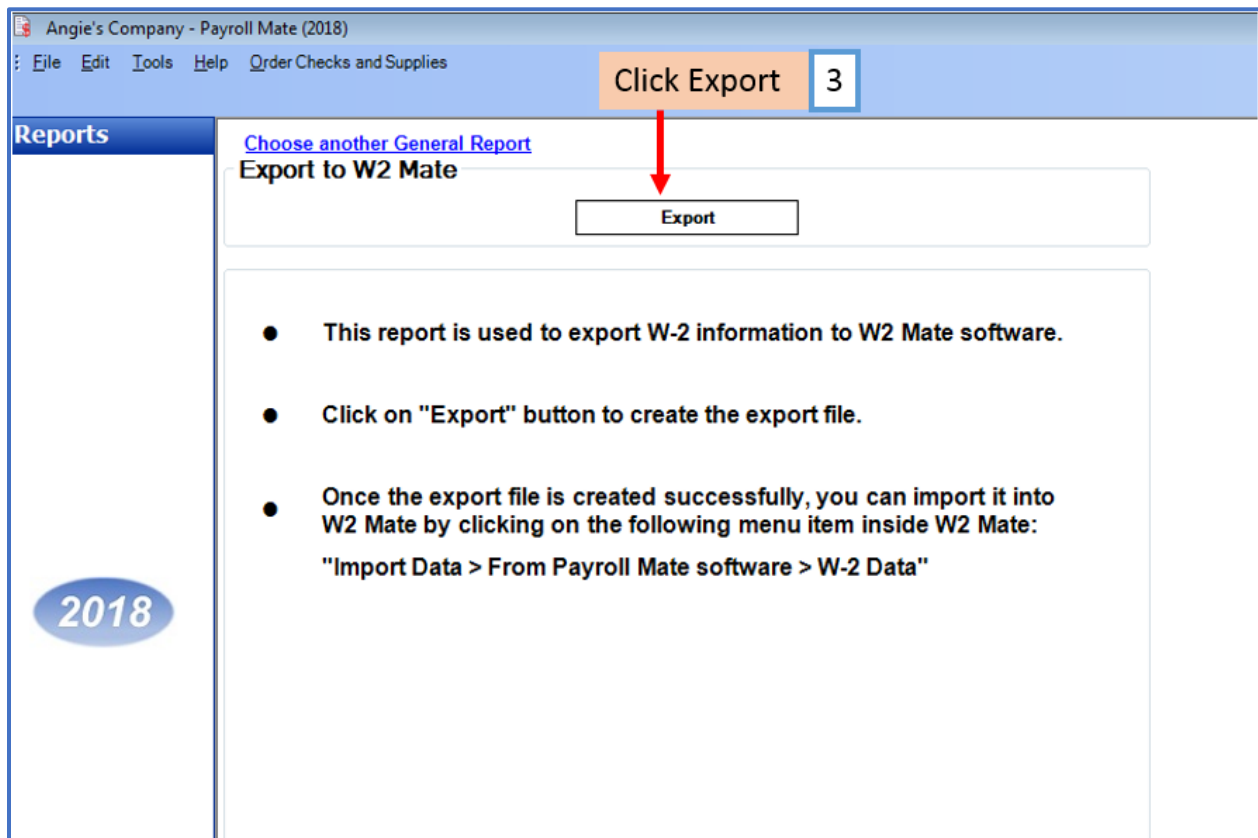
Open Payroll Mate:

Make sure you have the correct Company open inside Payroll Mate

1. Click Tools
2. Select Export W2 Information to W2 Mate



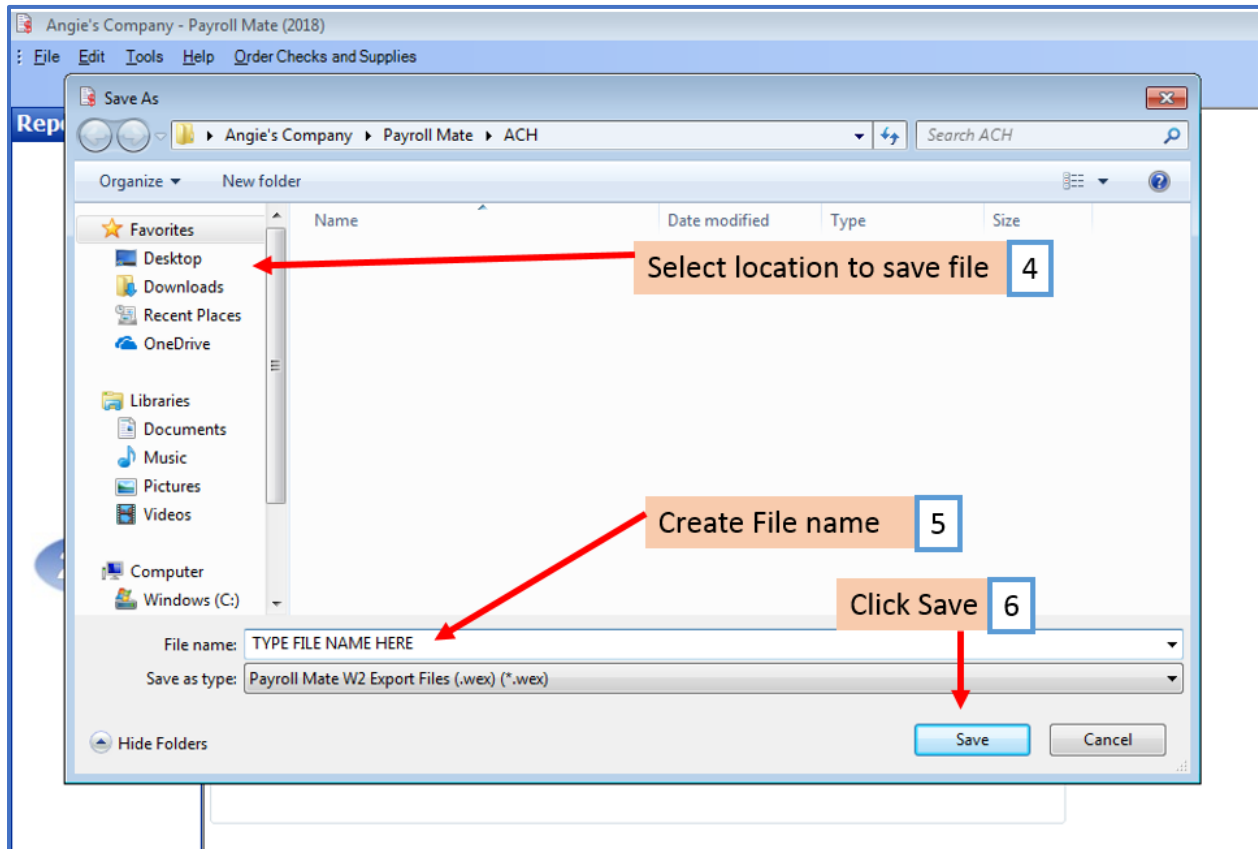
3. Click Export



4. Select location to save the file

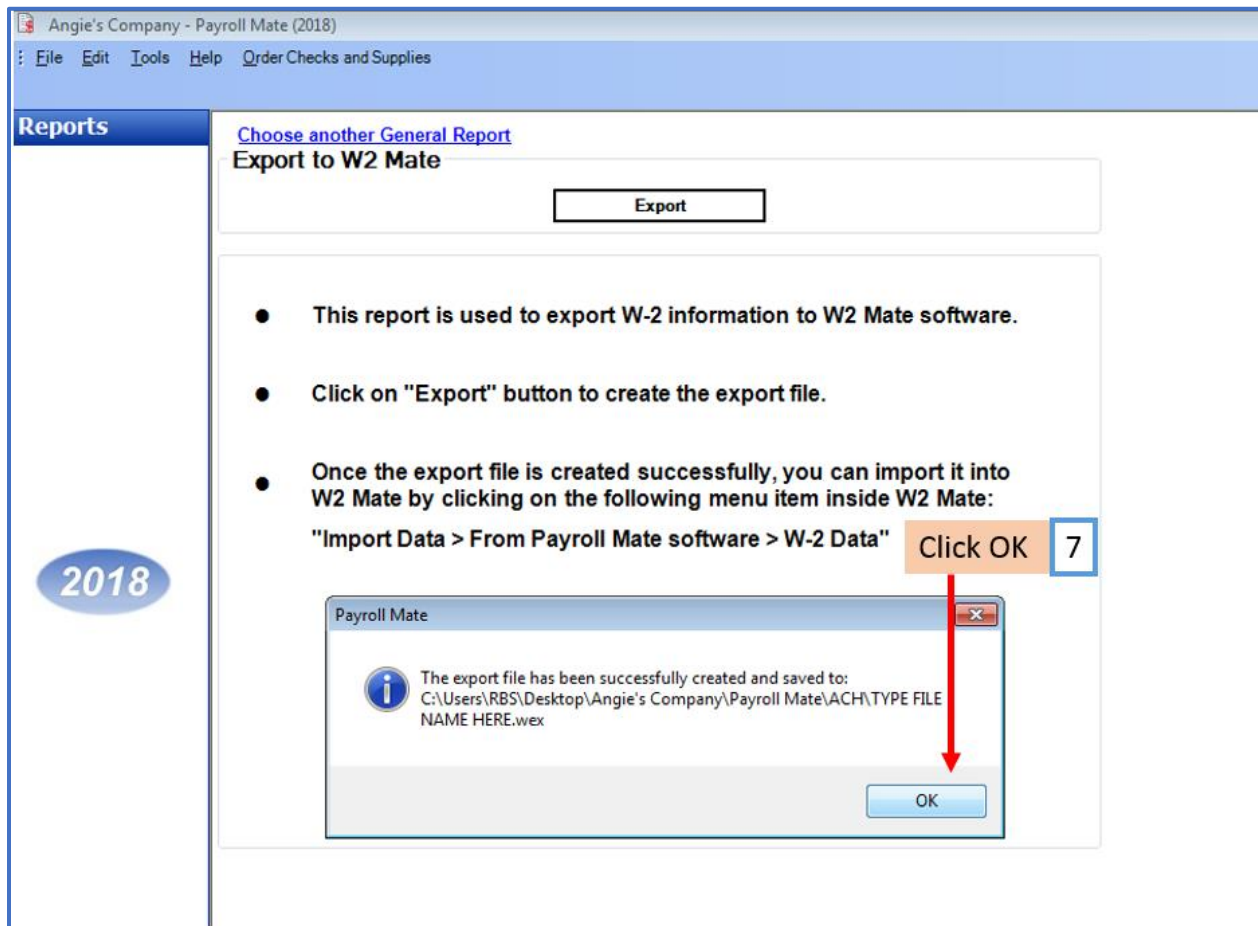
5. Create the File Name

6. Click Save



7. Click OK at the message the file was successfully created

Note: The location for the saved file shows here. You will need this location to import the data into W2 Mate.



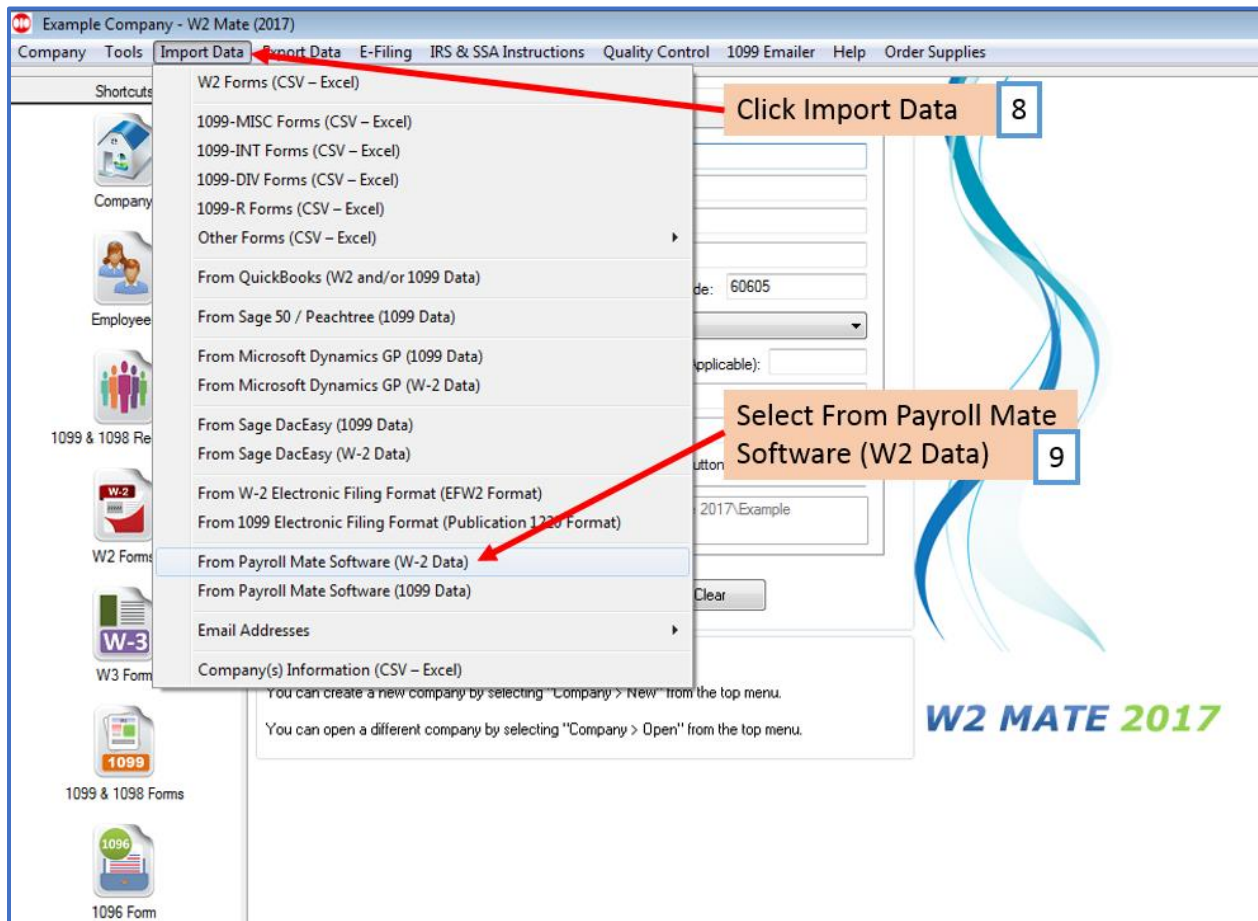
Open W2 Mate:

Note: Make sure you have the correct Company open inside W2 Mate.

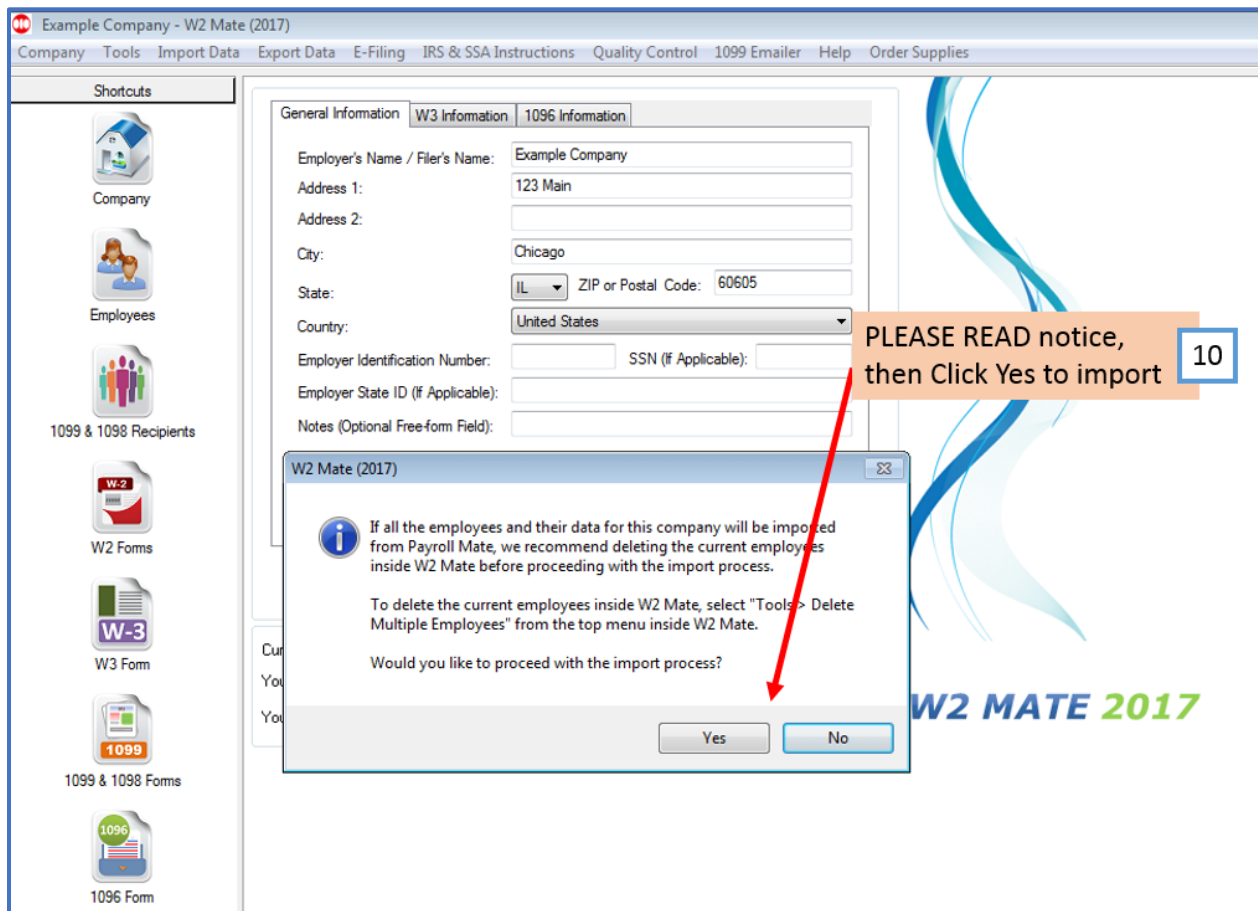
If you do not currently have this company created inside of W2 Mate you will need to create the company prior to importing the Payroll Mate W2 data. See How to Create a New Company tutorial.

8. Click Import Data

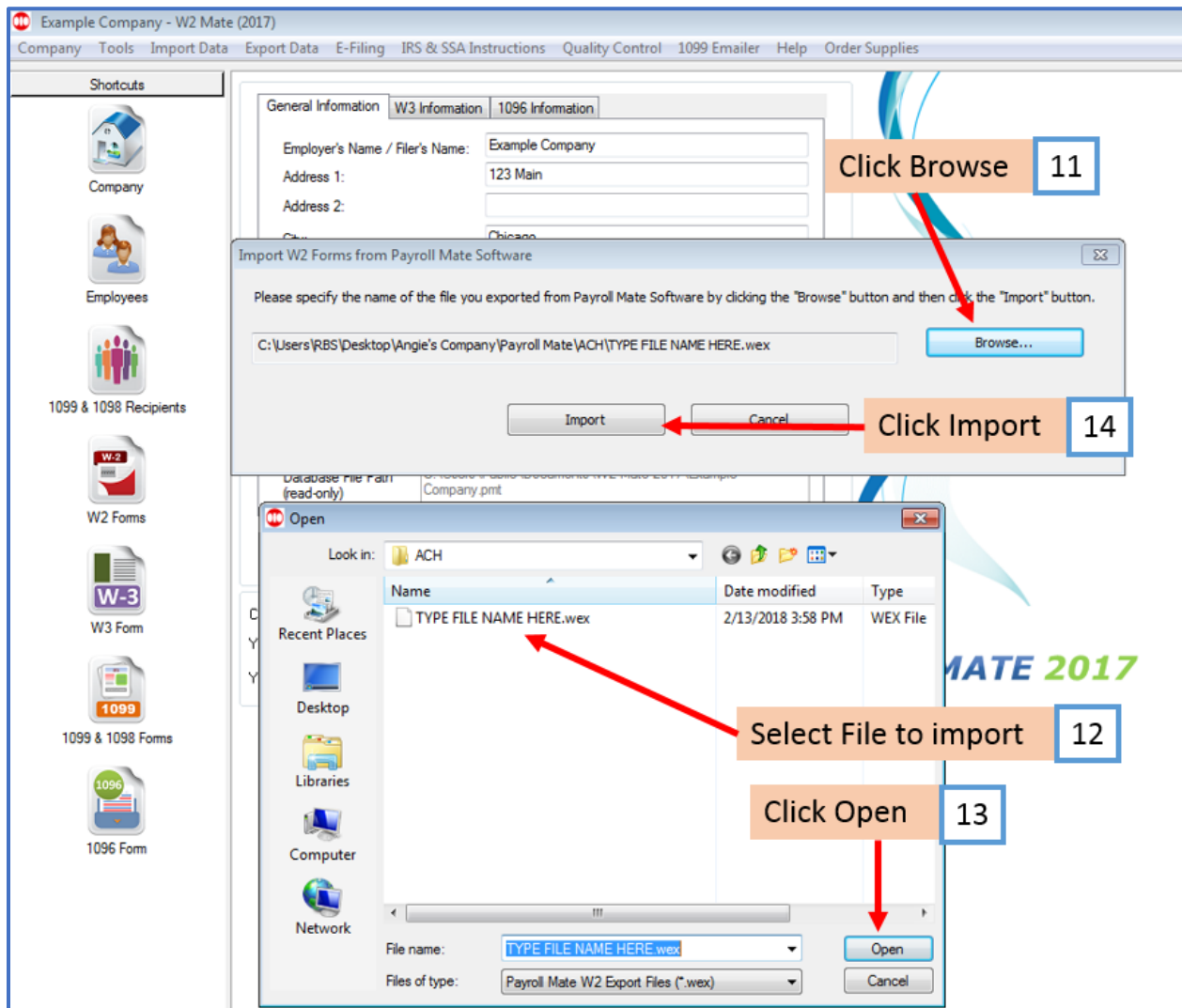
9. Select From Payroll Mate Software (W2 Data)



10. Read Notice regarding employees, Click Yes to import



11. Click Browse to find the file you created through Payroll Mate
12. Select the correct file to import
13. Click Open to select the file (you will see this file in the import address)
14. Click Import



15. At the Import completed successfully Click OK

