

Payroll Pro HRM

Using the QuickBooks interface

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1. QuickBooks interface

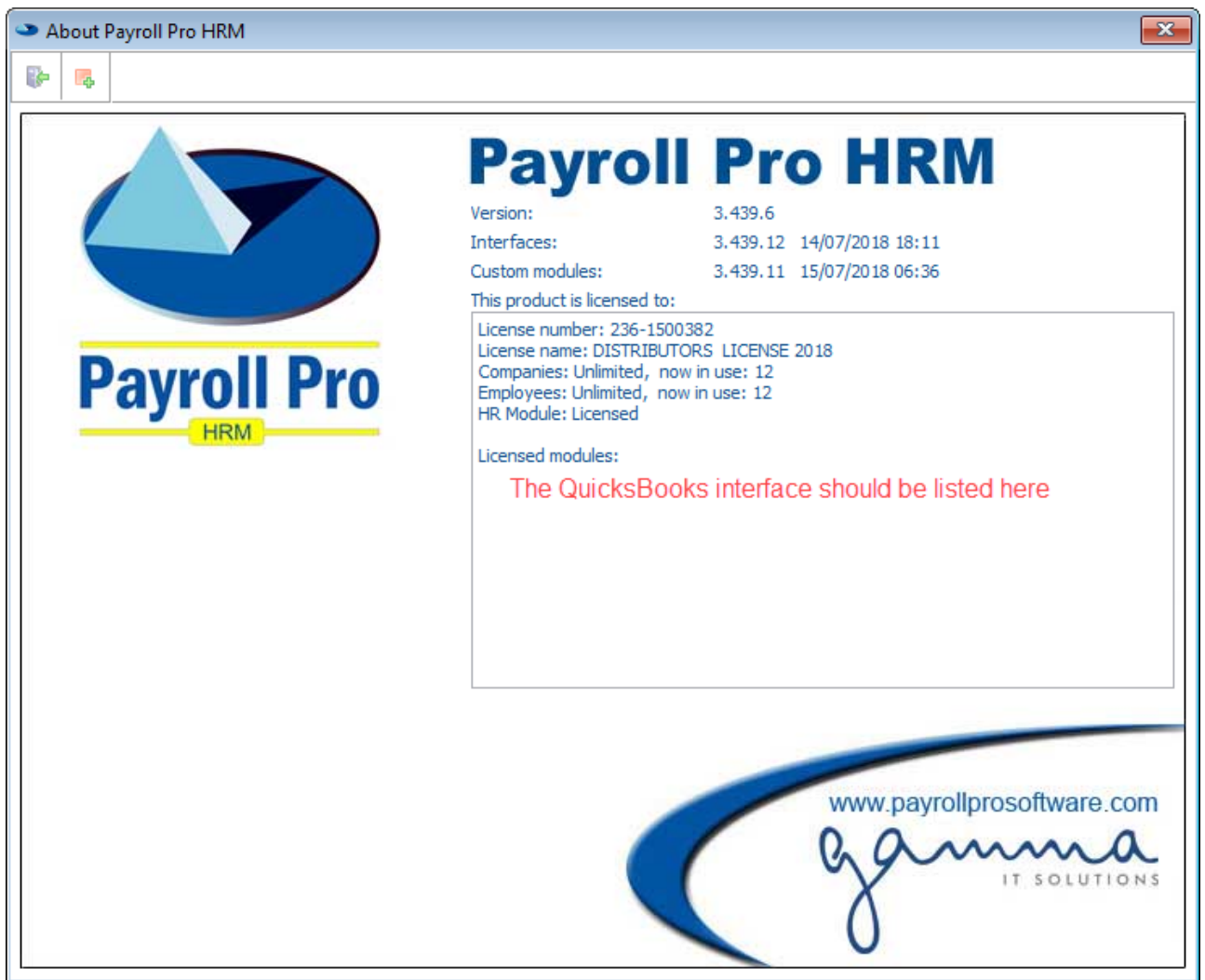
1.1. Starting the interface

This interface allows you to create an IIF (Intuit Interface File) in a journal format, which on its turn can be imported into QuickBooks.

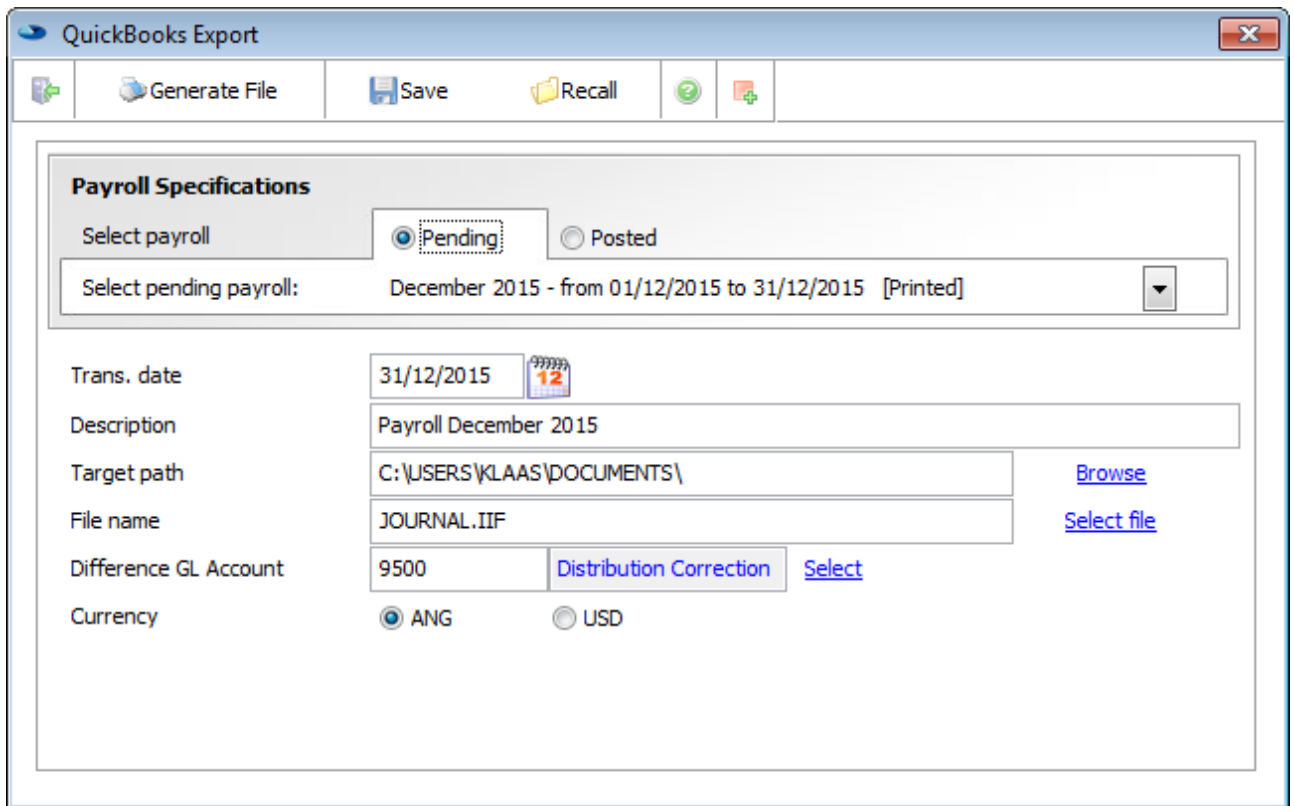
To use the QuickBooks IIF file export interface go to Reports > Interfaces > Export interfaces > QuickBooks.

If you do not find QuickBooks in the export menu, the Payroll Pro HRM license might not contain the interface. Go Menu > Help > About, to see the list of available interfaces.

Contact Antek to obtain an updated software license if not listed..



1.2. Using the interface



The screenshot shows the 'QuickBooks Export' window. At the top, there is a toolbar with icons for 'Generate File', 'Save', 'Recall', and a green checkmark. Below the toolbar is the 'Payroll Specifications' section. It includes a 'Select payroll' dropdown menu with 'Pending' selected and 'Posted' as an option. Below that is a 'Select pending payroll:' dropdown menu showing 'December 2015 - from 01/12/2015 to 31/12/2015 [Printed]'. The 'Trans. date' field is set to '31/12/2015'. The 'Description' field contains 'Payroll December 2015'. The 'Target path' field is 'C:\USERS\KLAAS\DOCUMENTS\' with a 'Browse' link. The 'File name' field is 'JOURNAL.IIF' with a 'Select file' link. The 'Difference GL Account' field is '9500' with a 'Distribution Correction' button and a 'Select' link. The 'Currency' field has radio buttons for 'ANG' (selected) and 'USD'.

Select the payroll from which you want to export the financial data.

Enter a description for the QuickBooks Journal entry.


The transaction date will be the journal entry date in QuickBooks.

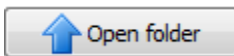
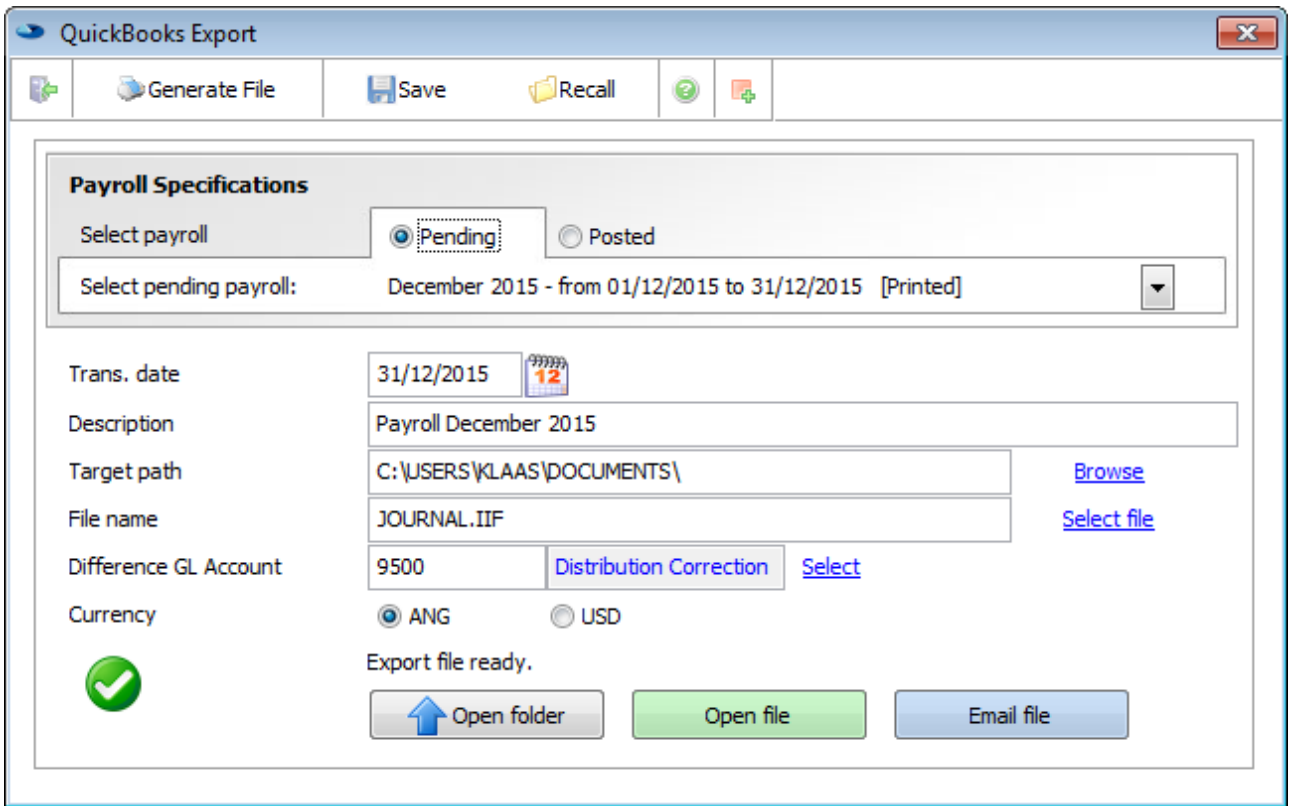
Target path is the location where you want to save the exported file.

Enter a file name. For QuickBooks to recognize a transaction import file, it needs the extension .IIF.

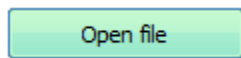
If there is an unbalance in the journal, the balance will be entered on the account selected.

Payroll Pro HRM payroll calculations are always in Antillean Guilders (ANG), you can chose to export in USD, the exchange rate entered in Manage company is used for the conversion.

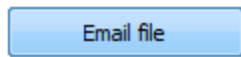
Click  **Generate File** to export the journal file.



opens the location where the export file is residing in Windows Explorer.

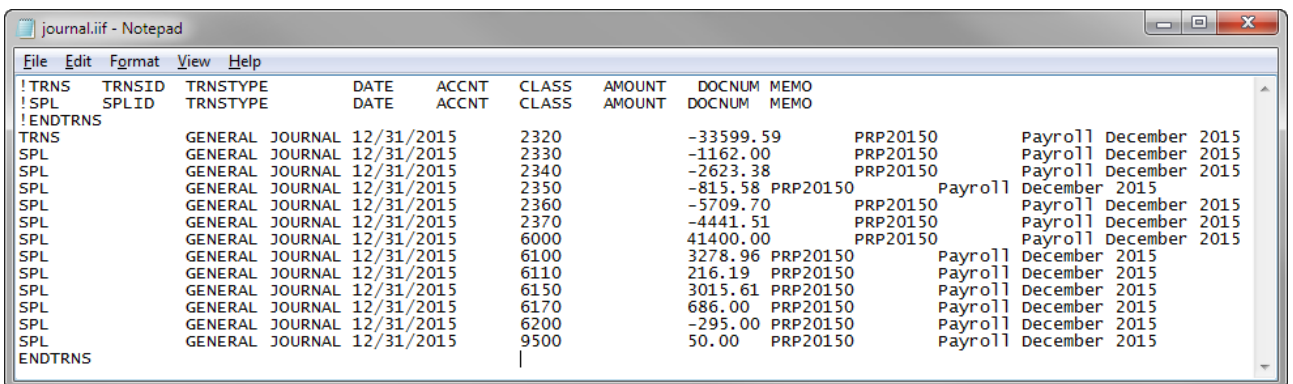


opens the actual journal file for viewing.



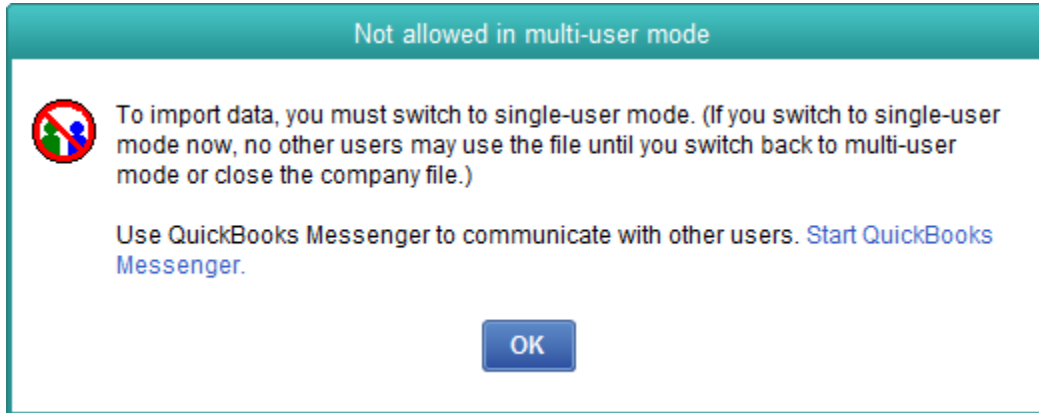
attaches the file to an email.

Sample of an IIF export file.



2. Import in QuickBooks

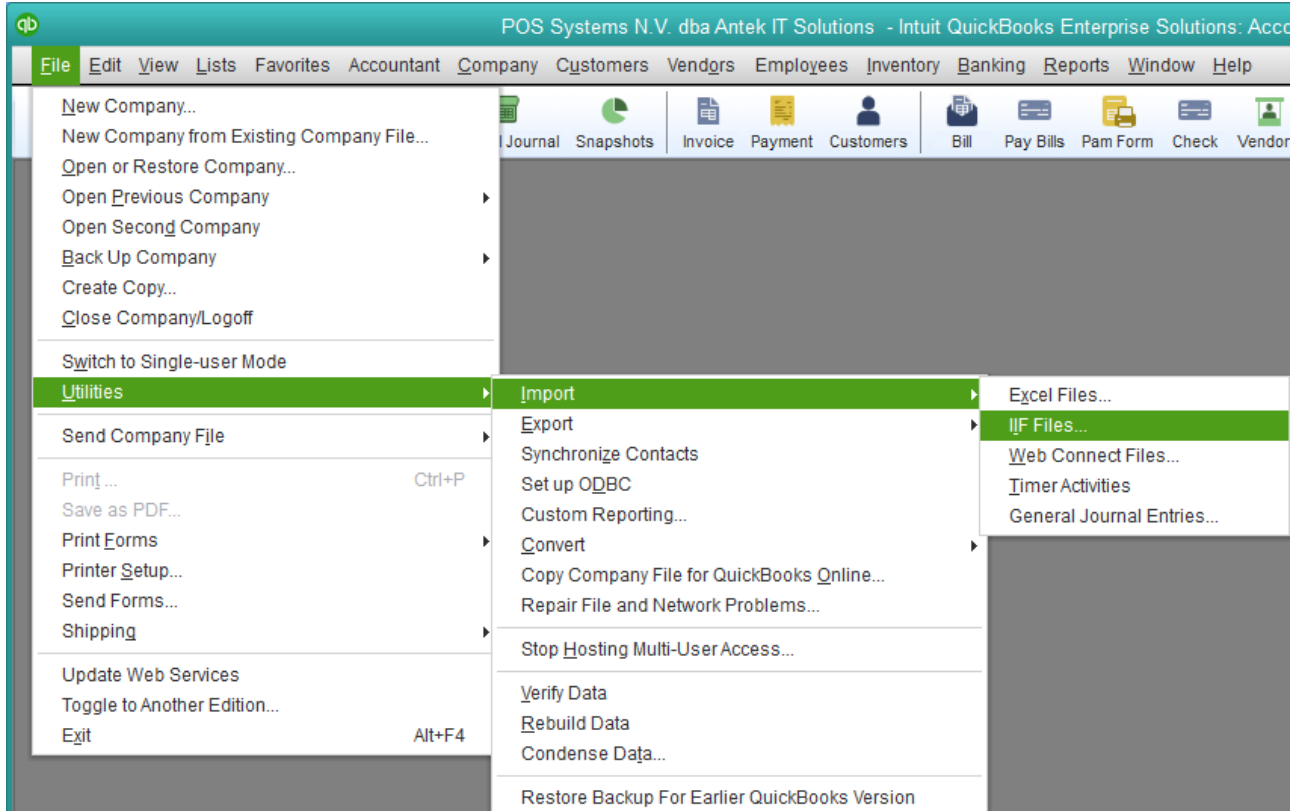
IIF can be imported in QuickBooks Pro, Premier and Enterprise. Please note you must be in Single-user mode in QuickBooks to import files, if not you receive the following message.



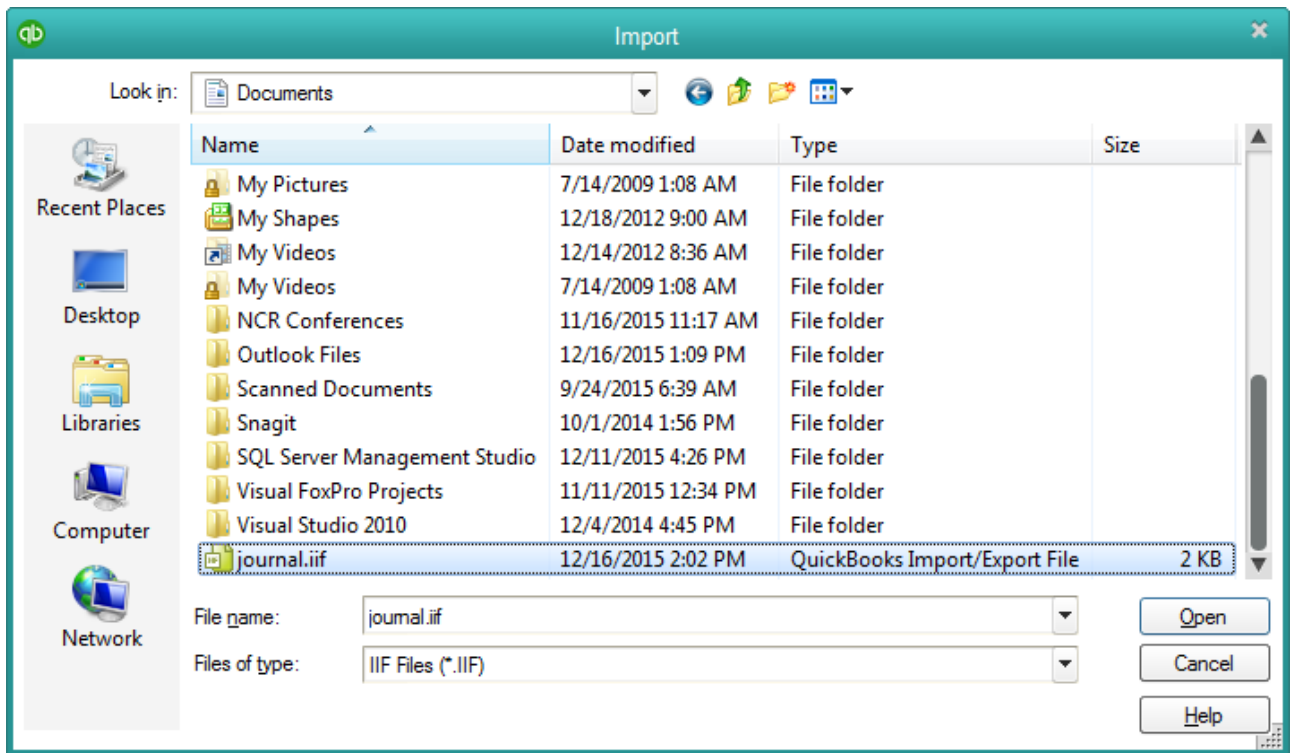
To switch to single user mode go to Menu > File > Switch to Single-user Mode.

2.1. Importing the Journal file

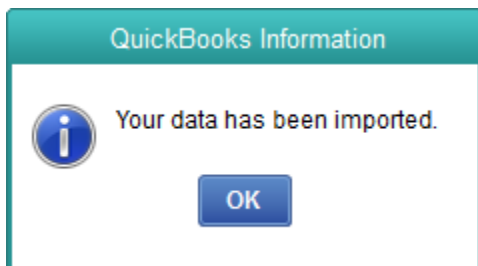
Go to Menu > File > Utilities > Import > IIF Files.



Browse to the file you created in Payroll Pro HRM, and click open.



If all went well you get a confirmation the file was imported:



2.2. Verifying imported data

To verify or view the imported data, go to Menu > Company > Make General Journal Entries.

The screenshot displays the 'Make General Journal Entries' window. At the top, there are tabs for 'Main' and 'Reports'. Below the tabs is a toolbar with various icons for actions like Find, New, Save, Delete, Create a Copy, Memorize, Reverse, Print, Attach File, Hide List, and Send GJEs. The main area shows the following settings:

- CURRENCY: US Dollar
- DATE: 12/31/2015
- EXCHANGE RATE 1 USD =: 1
- USD
- ENTRY NO.: 2015-1
- ADJUSTING ENTRY:

The main table lists the following entries:

ACCOUNT	DEBIT (USD)	CREDIT (USD)	MEMO	NAME	BILLABLE?
2320 - Nett Wages Payable		33,599.59	Payroll December 2015		
2330 - Pension Payable		1,162.00	Payroll December 2015		
2340 - Wage Tax Payable		2,623.38	Payroll December 2015		
2350 - AVBZ Payable		815.58	Payroll December 2015		
2360 - SZV - AOV/AWW Payable		5,709.70	Payroll December 2015		
2370 - SZV - ZV/OV Payable		4,441.51	Payroll December 2015		
6000 - Gross Wages - Salaries Costs	41,400.00		Payroll December 2015		
6100 - Payroll AOV/AWW Expense	3,278.96		Payroll December 2015		
6110 - Payroll AVBZ Expense	216.19		Payroll December 2015		
6150 - Payroll SZV Expense	3,015.61		Payroll December 2015		
6170 - Payroll Pension Expense	686.00		Payroll December 2015		
6200 - Medical Insurance		295.00	Payroll December 2015		
9500 - Distribution Correction	50.00		Payroll December 2015		
Totals	48,646.76	48,646.76			

Below the main table is a 'List of Selected General Journal Entries' section with a dropdown menu set to 'This Month'. The table below shows the selected entry:

DATE	ENTRY NO.	ADJ	ACCOUNT	MEMO	DEBIT/CREDIT(+/-)
12/31/2015	2015-1		Nett Wages Payable	Payroll December 2015	-33,599.59

At the bottom right of the window are three buttons: 'Save & Close', 'Save & New', and 'Revert'.

To view the data, make sure QuickBooks is set to the right month or period in order to view the entry.