ACCLAIM

QUICKBOOKS® ONLINE INTEGRATION

QBIS USER GUIDE

PAYMATE SOFTWARE CORPORATION

v1.2

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Welcome to Paymate Acclaim!

Thank you for selecting Acclaim as part of your payroll solution. Acclaim is a cost-effective and comprehensive payroll system, developed by Canadians to address the needs of small- to medium-sized Canadian businesses. Considering both the basic and advanced features of Acclaim, we recommend that you visit Paymate's knowledge base to view our comprehensive articles and watch our how-to videos to get the most out of this application. You can also email Paymate's support team at support@paymatesoftware.com if you require additional help or have any specific questions.

About Acclaim Payroll

Acclaim is a complete payroll solution for small- to medium-sized Canadian businesses. It is a product that strikes the perfect balance between ease of use and flexibility. Thousands of customers from a variety of industries and professions across Canada currently benefit from using Acclaim. Acclaim has all the high-end features you expect and need to run payroll effectively. With its user-friendly interface, and powerful reporting tools, Acclaim is the perfect comprehensive payroll system for you and your Canadian business.

About QuickBooks® Online Integration Software (QBIS)

Due to the difference in nature between on-premise and web-based solutions, it is usually difficult for your on-premise payroll software to communicate to your web-based accounting software. QBIS is Paymate's application to allow the transfer of your GLs from Acclaim to QuickBooks® Online. Setup is quick and easy, and using the application itself is simple. With this application, you no longer have to manually enter all of your GL entries. Instead, QBIS lets you import your GL entries into QuickBooks® Online in minutes!

Detailed vs Summary Exports

Acclaim offers two (2) general ledger exports: Detailed and Summary. For Detailed exports, your transactions appear in the *Check* section of QuickBooks® and shows the complete check and GL details for each entry. For Summary exports, your transaction appears as a single journal entry in QuickBooks®.

Prerequisites to Using QBIS

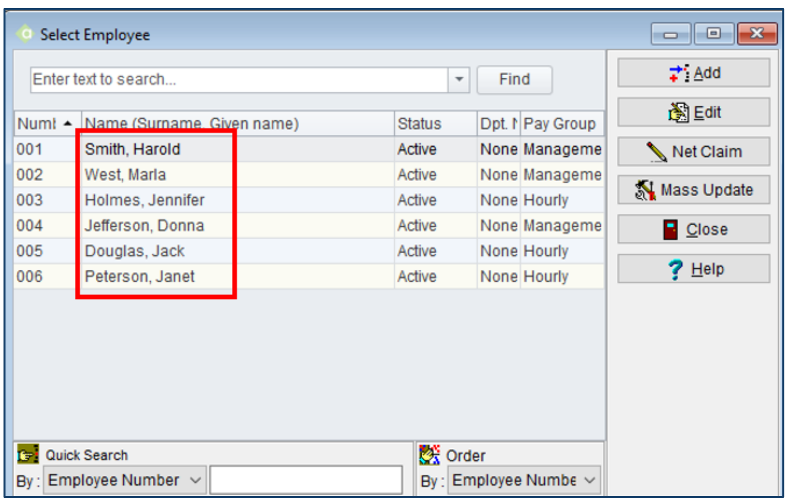
- Installed and configured QBIS correctly
- Have at least version 6.82 of Acclaim installed on your computer – you can check this in your software at the bottom-left corner
- Processed and posted the pay period you'd like to export from Acclaim
- Created your employees in QuickBooks® Online (if using 'Detailed' export)
- Mapped your GL accounts from QuickBooks® Online into Acclaim
- Created and exported GL records from Acclaim

Creating Your Employees in QuickBooks® Online

You will first need to create your employees in QuickBooks® Online if you are exporting the 'Detailed' layout from Acclaim. If you are using the 'Summary' layout from Acclaim, you may skip this step.

Please note that the following instructions are based on the GL export interface from Acclaim with "Employee Number" as the identification. If you select the other options, such as "Employee Number + Surname + First Name" or "Employee Number + First Name + Surname", then you will need to include the employee's surname and first name in step 5 below.

1. In Acclaim, navigate to Setup > Employees.
2. Make a note of the employee's surname, given name, and middle initials (if any).



3. Navigate to Expenses > Suppliers.
4. Click "New Supplier".

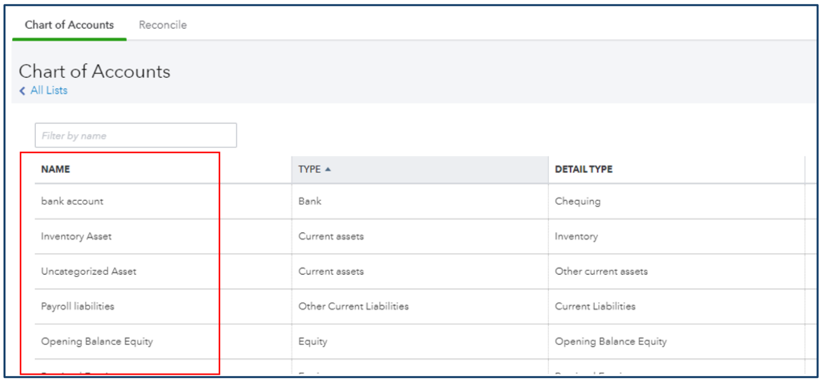
5. Enter the employee's full name from step #2 in the "Display name as" field. You must enter the name in this order (without "<" and ">"): < first name > < middle initial >< . > < last name>
6. Click **"Save"**.
7. Repeat for all employees.

Mapping Your GL Accounts from QuickBooks® Online to Acclaim

Using Account Names

By default, QuickBooks® Online uses account names to name your GL accounts.

1. In QuickBooks® Online, navigate to Accounting > Chart of Accounts.
2. Make note of the <u>“Name”</u> of your accounts.

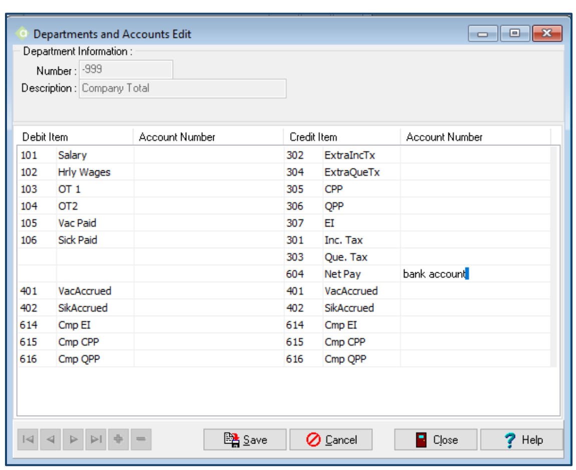


3. In Acclaim, navigate to Setup > Departments & Accounts.
4. Select a department.
5. Copy the names of your accounts from QuickBooks® Online and paste them into the correct debit/credit account number fields for each of your payroll categories in Acclaim.
   NOTE: Your GL account for the type “Bank” must go into the “Net Salary” payroll category in Acclaim.

In QuickBooks® Online:

NAME	TYPE ▲	DETAIL TYPE
bank account	Bank	Chequing

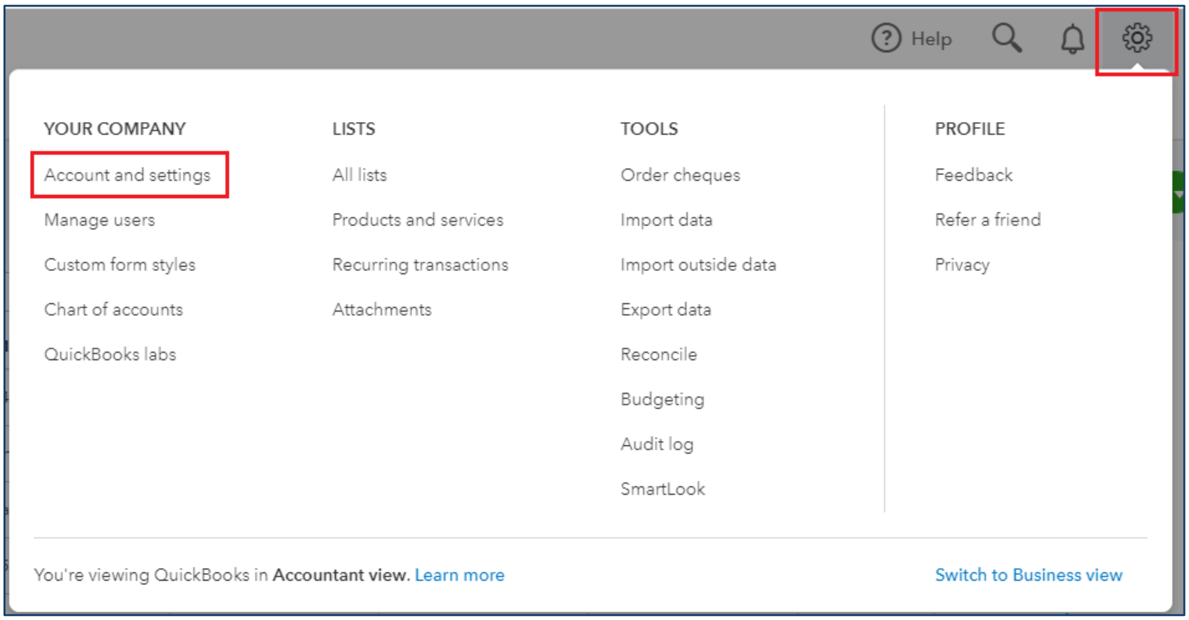
In Acclaim:



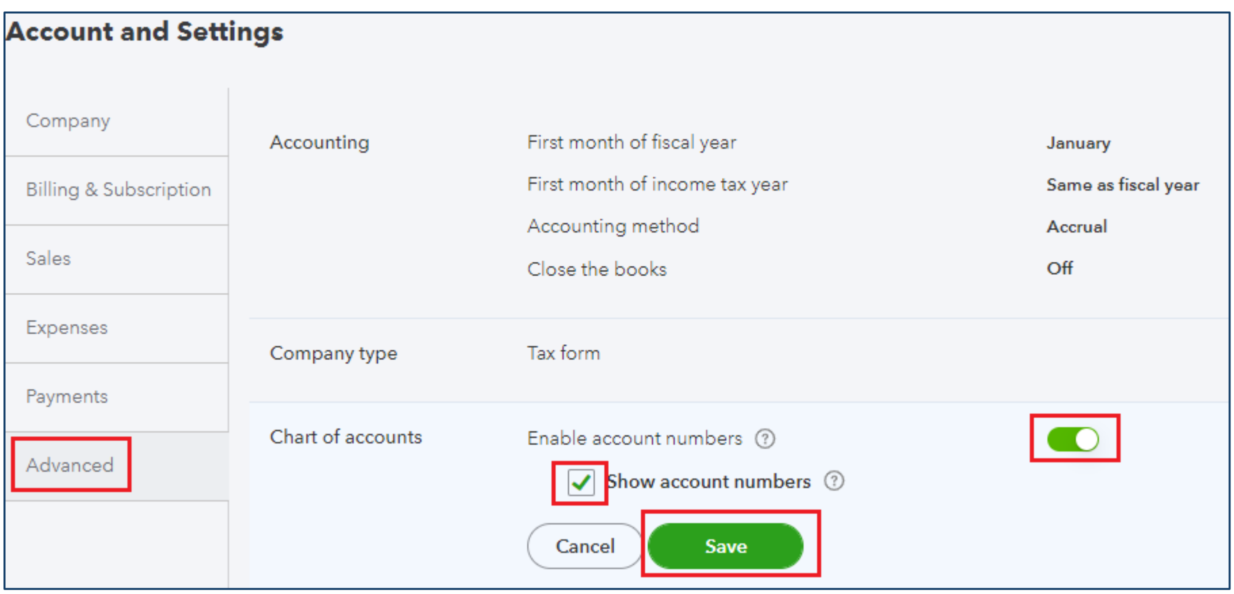
Using Account Numbers

The second method of mapping GL accounts from QuickBooks® Online to Acclaim is using "Account Numbers". Additional setup is required, as QuickBooks® Online does not use account numbers by default.

1. In QuickBooks® Online, click the gear icon in the top right and under "YOUR COMPANY", go to "Account and settings".



2. Navigate to the Advanced tab. Under *Chart of Accounts*, you will see a toggle for enabling account numbers. Make sure it is activated, which will then show you a checkbox for showing account numbers. Make sure it is checked, then click save.



3. Navigate to Accounting > Chart of Accounts. You will see that there is a new "<u>Number</u>" column for each account. Click the pencil icon to add an account number for each account. Make note of the "<u>Number</u>" of your accounts.

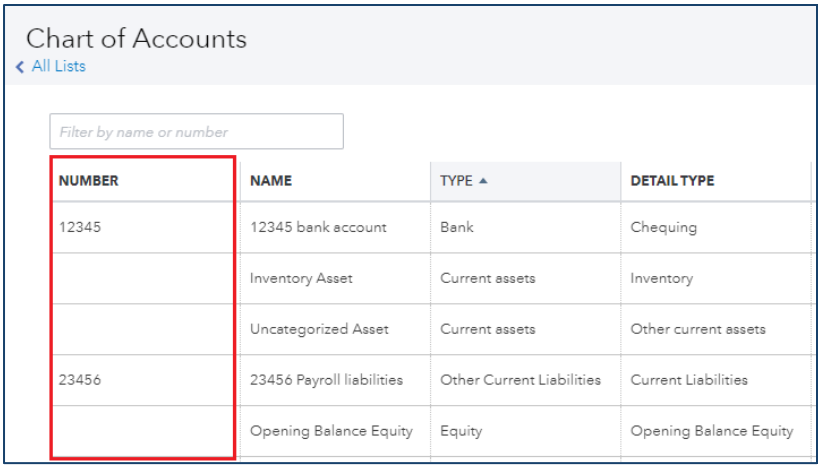
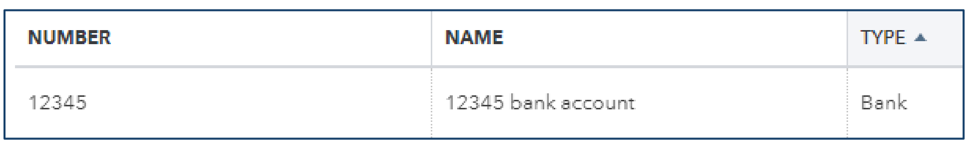


Chart of Accounts
All Lists
Filter by name or number

NUMBER	NAME	TYPE ▲	DETAIL TYPE
12345	12345 bank account	Bank	Chequing
	Inventory Asset	Current assets	Inventory
	Uncategorized Asset	Current assets	Other current assets
23456	23456 Payroll liabilities	Other Current Liabilities	Current Liabilities
	Opening Balance Equity	Equity	Opening Balance Equity

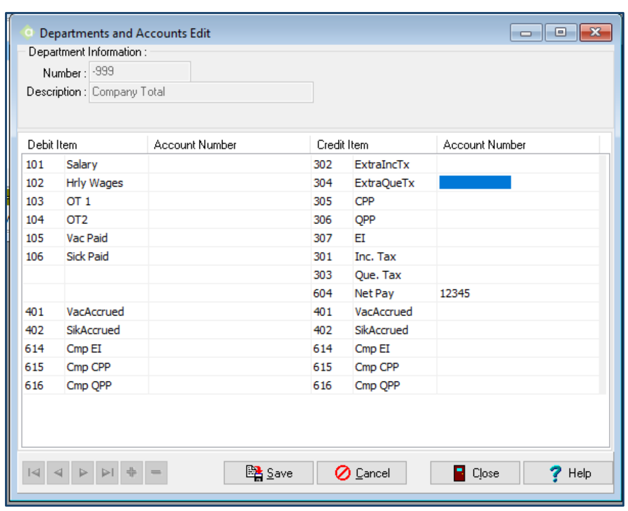
4. In Acclaim, navigate to Setup > Departments & Accounts.
5. Select a department.
6. Copy the numbers of your accounts from QuickBooks® Online and paste them into the correct debit/credit field for each of your payroll categories in Acclaim.
   NOTE: Your GL account for the type "Bank" must go into the "Net Salary" payroll category in Acclaim.

   In QuickBooks® Online:



NUMBER	NAME	TYPE ▲
12345	12345 bank account	Bank

   In Acclaim:

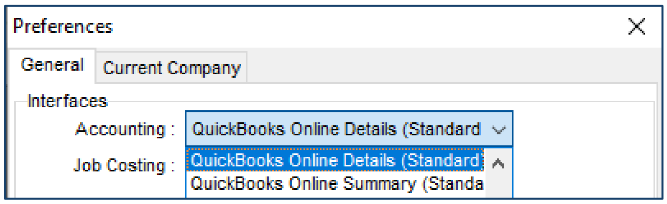

Departments and Accounts Edit
Department Information :
Number : -999
Description : Company Total

Debit Item		Account Number	Credit Item		Account Number
101	Salary		302	ExtraIncTx	
102	Hrly Wages		304	ExtraQueTx	
103	OT 1		305	CPP	
104	OT2		306	QPP	
105	Vac Paid		307	EI	
106	Sick Paid		301	Inc. Tax	
			303	Que. Tax	
			604	Net Pay	12345
401	VacAccrued		401	VacAccrued	
402	SikAccrued		402	SikAccrued	
614	Cmp EI		614	Cmp EI	
615	Cmp CPP		615	Cmp CPP	
616	Cmp QPP		616	Cmp QPP	

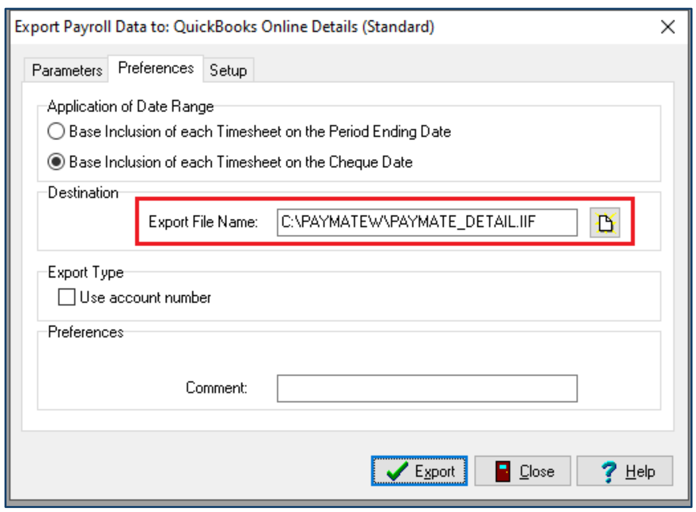
Creating and Exporting Your GL Records

After you've processed your payroll, you must export your GL records. This file will then be uploaded and synced with QuickBooks® Online using QBIS.

1. In Acclaim, navigate to Setup > Preferences.
2. In the *Interfaces* section, select either **'Quick Books Online Details (Standard)'** or **'Quick Books Online Summary (Standard)'** in the <u>"Accounting"</u> dropdown field. If you're not sure which one to use, refer to the [*Detailed vs Summary Exports*]() section of this document.



3. After processing payroll, navigate to Payroll > Export Payroll.
4. Select any groups to include or date range as necessary.
5. In the Preferences tab, in the *Destination* section is the *<u>"Export File Name"</u>* field. Make note of this location, as this is where your export file will be downloaded.

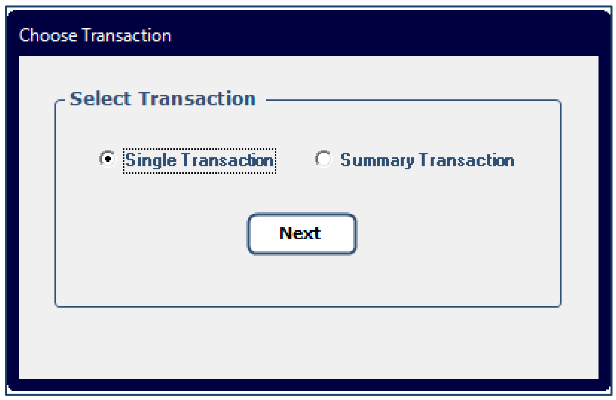


6. In the Setup tab, ensure that the correct export interface is selected.
7. Click **"Export"**. Your file will now be downloaded to the location defined in step #5.

QBIS Process Guide

1. Double-click the QBIS application icon.

2. In the *Choose Transaction* screen, you can select either “Single Transaction” or “Summary Transaction”. If you exported your GL records as “Detail”, select “Single Transaction”. If you exported your GL records as “Summary”, select “Summary Transaction”. Click **“Next”**.



3. Click **“Browse”** to select the file you exported from Acclaim for your GL records.

4. Click **“Read”**. Your GL record will appear in the table. You can click the **“View”** link for each GL record to view how your GLs are mapped.

Status	Bank Account	Payee Name	Ref Number	Date	Address	Memo	Amount	View
	bank account	18	39	2020-01-16 1...	103 WOODF...	payroll3	-2310.01	View
	bank account	6	36	2020-01-16 1...	284 321 YOR...	payroll3	-2289.73	View

5. Click **“Verify”**. Wait until the bottom message reads “Application complete to verify records”.

Status	Bank Account	Payee Name	Ref Number	Date	Address	Memo	Amount	View
	bank account	18	39	2020-01-16 1...	103 WOODF...	payroll3	-2310.01	View
	bank account	6	36	2020-01-16 1...	284 321 YOR...	payroll3	-2289.73	View

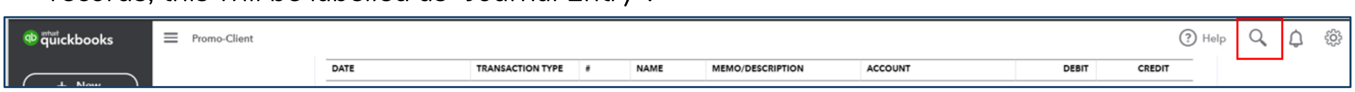
Total : 2 Success : 2 Skip : 0 Fail : 2

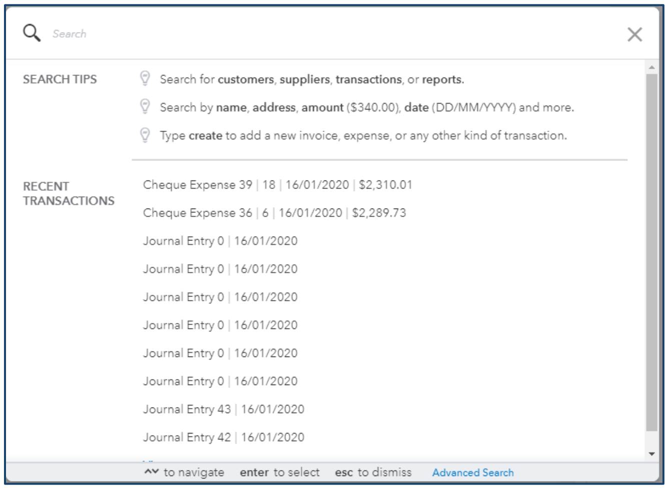
Application complete to verify records

6. Click **“Sync”**. This will sync your GL records into QuickBooks® Online. The <u>“Status”</u> for each record should now read “Create successfully”.

Status
Create Successfully

7. To view your newly synced GLs in QuickBooks® Online, click the ‘Search’ icon in QuickBooks® Online. You will see your “Recent Transactions”. You can click on these to view their details. For your ‘Detail’ GL records, this will be labelled as “Cheque Expense”. For your ‘Summary’ GL records, this will be labelled as “Journal Entry”.

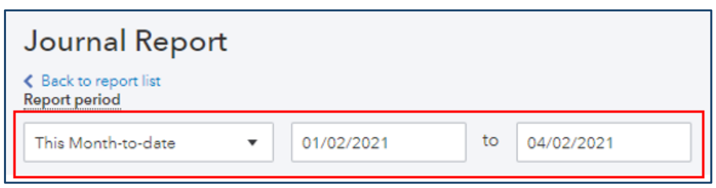




Viewing All Imported GLs

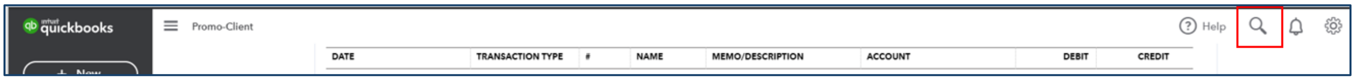
1. Navigate to Reports in QuickBooks® Online.
2. Search for “Journal”.

3. Change the date range to your applicable date range based on the cheque date. You will now be able to see all of your GLs in the report.

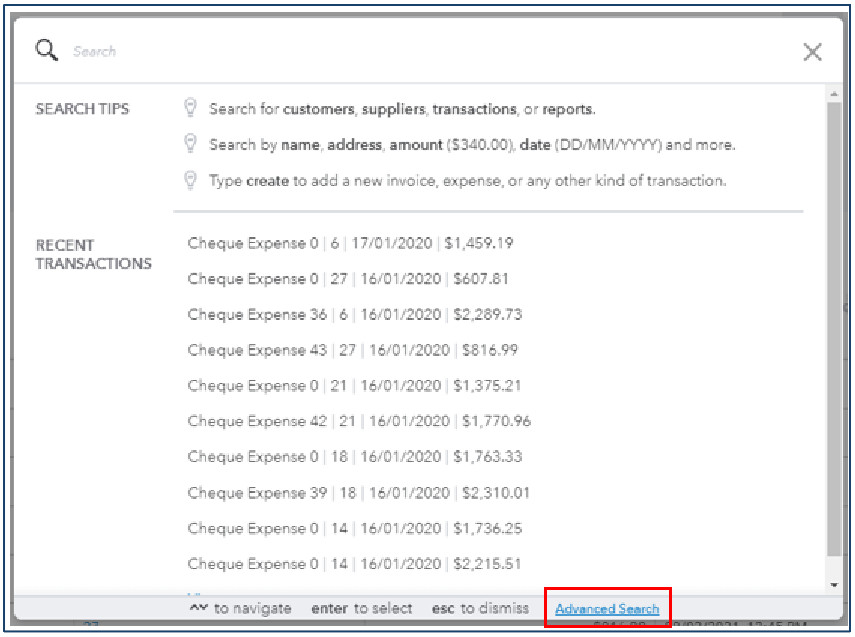


Viewing All Transactions

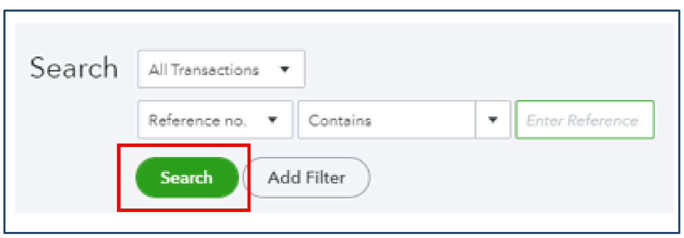
1. Click the search icon in QuickBooks® Online.



2. Click **"Advanced Search"**.



3. Click **"Search"**. All of your transactions will appear in the table below. Select each one to view their details.



Contact Paymate Support

Before you contact Paymate Support directly, please see our available resources:

Paymate Knowledge Base: https://helpdesk.paymatesoftware.com

Paymate's knowledge base contains a wide variety of help documents, guides, and how-to videos. We highly recommend browsing through our articles to fix any issue you may have.

If you still require additional help with Acclaim, please feel free to contact Paymate Support directly. We will be happy to help you and answer any questions you may have.

Email Us: Support@paymatesoftware.com

Call Us: 1 (866)-PAYMATE (1-866-729-6283) ext. 1

Visit Us: www.paymatesoftware.com/contact