

ACCLAIM QUICKBOOKS® ONLINE INTEGRATION QBIS USER GUIDE

### PAYMATE SOFTWARE CORPORATION

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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 <u>Paymate's knowledge base</u> 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 <u>support@paymatesoftware.com</u> 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<sup>®</sup> 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<sup>®</sup> 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<sup>®</sup> 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<sup>®</sup> and shows the complete check and GL details for each entry. For Summary exports, your transaction appears as a single journal entry in QuickBooks<sup>®</sup>.



# 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)
- <u>Mapped your GL accounts from QuickBooks<sup>®</sup> Online into Acclaim</u>
- <u>Created and exported GL records from Acclaim</u>

### Creating Your Employees in QuickBooks® Online

You will first need to create your employees in QuickBooks<sup>®</sup> 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).

Numł 🔺 Name (Surna	<u>ime. Given name)</u>	Status			
				Pay Group	🕅 Edit
01 Smith, Harol	t i	Active	None	Manageme	📐 Net Claim
02 West, Marla		Active	None	Manageme	KI Masa Undata
03 Holmes, Jen	nifer	Active	None	Hourly	🚮 Mass Update
04 Jefferson, Do	nna	Active	None	Manageme	Close
05 Douglas, Jac	k	Active	None	Hourly	
06 Peterson, Ja	net	Active	None	Hourly	? <u>H</u> elp
					<b>?</b> Helt

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

- 5. Enter the employee's full name from step #2 in the <u>"Display name as"</u> 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.

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# Mapping Your GL Accounts from QuickBooks® Online to Acclaim

### Using Account Names

By default, QuickBooks<sup>®</sup> Online uses account names to name your GL accounts.

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

Chart of Accounts Reconcile		
Chart of Accounts < All Lists		
Filter by name		
NAME	TYPE 🔺	DETAIL TYPE
bank account	Bank	Chequing
Inventory Asset	Current assets	Inventory
Uncategorized Asset	Current assets	Other current assets
Payroll liabilities	Other Current Liabilities	Current Liabilities
Opening Balance Equity	Equity	Opening Balance Equity

- 3. In Acclaim, navigate to Setup > Departments & Accounts.
- 4. Select a department.
- Copy the names of your accounts from QuickBooks<sup>®</sup> 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<sup>®</sup> Online:

NAME	TYPE 🔺	DETAIL TYPE
bank account	Bank	Chequing

#### In Acclaim:

Ac	count Number	Credi	: Item	Account Number
/		302	ExtraIncTx	
/ages				
		305	CPP	
		306	QPP	
aid		307	EI	
aid		301	Inc. Tax	
		303	Que. Tax	
		604	Net Pay	bank account
crued		401	VacAccrued	
rued		402	SikAccrued	
E		614	Cmp EI	
:PP		615	Cmp CPP	
OPP		616	Cmp QPP	
	v Vages Va	Vages aid aid crued zrued zi ppp	Vages         304           305         306           aid         307           aid         301           crued         401           rued         402           21         614           CPP         615	Vages         304         ExtraQueTx           305         CPP           306         QPP           aid         307         EI           aid         301         Inc. Tax           303         Que. Tax         604           401         VacAccrued         401           402         SkAccrued         402           EI         614         Cmp EI           CPP         615         Cmp CPP



### Using Account Numbers

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

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

			🧿 Help 🔍 🗘 🔅
YOUR COMPANY	LISTS	TOOLS	PROFILE
Account and settings	All lists	Order cheques	Feedback
Manage users	Products and services	Import data	Refer a friend
Custom form styles	Recurring transactions	Import outside data	Privacy
Chart of accounts	Attachments	Export data	
QuickBooks labs		Reconcile	
		Budgeting	
		Audit log	
		SmartLook	
You're viewing QuickBooks in	Accountant view. Learn more		Switch to Business view

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.

Account and Sett	ings		
Company	Accounting	First month of fiscal year First month of income tax year	January Same as fiscal year
Billing & Subscription		Accounting method Close the books	Accrual Off
Expenses	Company type	Tax form	
Payments	Chart of accounts	Enable account numbers ③	
Advanced		Show account numbers ⑦ Cancel Save	



 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<sup>®</sup> 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:

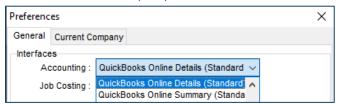
N	umber : -999				
Desci	iption : Company	Total			
Debit	Item	Account Number	Credi	: Item	Account Number
101	Salary		302	ExtraIncTx	
102	Hrly Wages		304	ExtraQueTx	
103	OT 1		305	CPP	
104	OT2		306	QPP	
105	Vac Paid		307	EI	
106	Sick Paid		301	Inc. Tax	
			303	Que. Tax	
			604	Net Pay	12345
401	VacAccrued		401	VacAccrued	
402	SikAccrued		402	SikAccrued	
514	Cmp EI		614	Cmp EI	
515	Cmp CPP		615	Cmp CPP	
516	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<sup>®</sup> Online using QBIS.

- 1. In Acclaim, navigate to Setup > Preferences.
- 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 <u>Detailed vs Summary Exports</u> section of this document.



- 3. After processing payroll, navigate to Payroll > Export Payroll.
- 4. Select any groups to include or date range as necessary.
- 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.

Export Payroll Data to: QuickBooks Online Details (Standard)	×
Parameters Preferences Setup Application of Date Range O Base Inclusion of each Timesheet on the Period Ending Date Base Inclusion of each Timesheet on the Cheque Date	
Destination Export File Name: C:\PAYMATEW\PAYMATE_DETAIL.IIF	
Export Type Use account number Preferences	
Comment:	
Export Dose ? He	lp

- 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"**.

Choose Transaction
Select Transaction

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

QuickBooks Synchro	nization							
Select File :					Browse	Read	/erify Sync	Close
Status	Bank Account	Payee Name	Ref Number	Date	Address	Memo	Amount	View
Total: 0	Success: 0	Skip :	0	Fail: 0				
		Ship i						



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	<u>View</u>
	bank account	6	36	2020-01-16 1	284 321 YOR	payroll3	-2289.73	<u>View</u>

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
otal : 2 Succes	s:2 Skip:	0	Fail: 2					

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



7. To view your newly synced GLs in QuickBooks<sup>®</sup> Online, click the 'Search' icon in QuickBooks<sup>®</sup> 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".

<table-row> quickbooks</table-row>	Promo-Client									? Help	Q	¢	<u>{</u>
		DATE	TRANSACTION TYPE	•	NAME	MEMO/DESCRIPTION	ACCOUNT	DEBIT	CREDIT			÷.,	



Q Search		×				
SEARCH TIPS	$\ensuremath{}$ Search for customers, suppliers, transactions, or reports.					
	$\heartsuit$ Search by name, address, amount (\$340.00), date (DD/MM/YYYY) and more.					
	$\bigcirc$ $% \ensuremath{\mathbb{C}}$ Type create to add a new invoice, expense, or any other kind of transaction.					
RECENT	Cheque Expense 39   18   16/01/2020   \$2,310.01					
TRANSACTIONS	Cheque Expense 36   6   16/01/2020   \$2,289.73					
	Journal Entry 0   16/01/2020					
	Journal Entry 0   16/01/2020					
	Journal Entry 0   16/01/2020					
	Journal Entry 0   16/01/2020					
	Journal Entry 0   16/01/2020					
	Journal Entry 0   16/01/2020					
	Journal Entry 43   16/01/2020					
	Journal Entry 42   16/01/2020					
	Av to navigate enter to select esc to dismiss Advanced Search					

### Viewing All Imported GLs

- 1. Navigate to Reports in QuickBooks<sup>®</sup> Online.
- 2. Search for "Journal".

Reports	
	Q, Journal
Standard Custom reports Management reports	Journal
	A

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.

Journal Report			
<ul> <li>Back to report list Report period</li> </ul>			
This Month-to-date 🔹	01/02/2021	to 04/	02/2021



### Viewing All Transactions

1. Click the search icon in QuickBooks<sup>®</sup> Online.

of duickbooks	Promo-Client								? Help	Q	۵	ŝĝ
		DATE	TRANSACTION TYPE	•	NAME	MEMO/DESCRIPTION	ACCOUNT	DEBIT	CREDIT			

2. Click "Advanced Search".

Q Search		×
SEARCH TIPS	$\ensuremath{}$ Search for customers, suppliers, transactions, or reports.	i i
	$\heartsuit$ Search by name, address, amount (\$340.00), date (DD/MM/YYYY) and more.	
	$\bigcirc$ $% \ensuremath{\mathbb{C}}$ Type create to add a new invoice, expense, or any other kind of transaction.	
RECENT	Cheque Expense 0   6   17/01/2020   \$1,459.19	
TRANSACTIONS	Cheque Expense 0   27   16/01/2020   \$607.81	
	Cheque Expense 36   6   16/01/2020   \$2,289.73	
	Cheque Expense 43   27   16/01/2020   \$816.99	
	Cheque Expense 0   21   16/01/2020   \$1,375.21	
	Cheque Expense 42   21   16/01/2020   \$1,770.96	
	Cheque Expense 0   18   16/01/2020   \$1,763.33	
	Cheque Expense 39   18   16/01/2020   \$2,310.01	
	Cheque Expense 0   14   16/01/2020   \$1,736.25	
	Cheque Expense 0   14   16/01/2020   \$2,215.51	
	AV to navigate enter to select esc to dismiss Advanced Search	

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

Search	All Transactions	
	Reference no. 💌 Contains 💌	Enter Reference .
	Search Add Filter	



# **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: <u>Support@paymatesoftware.com</u>

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

Visit Us: <a href="http://www.paymatesoftware.com/contact">www.paymatesoftware.com/contact</a>