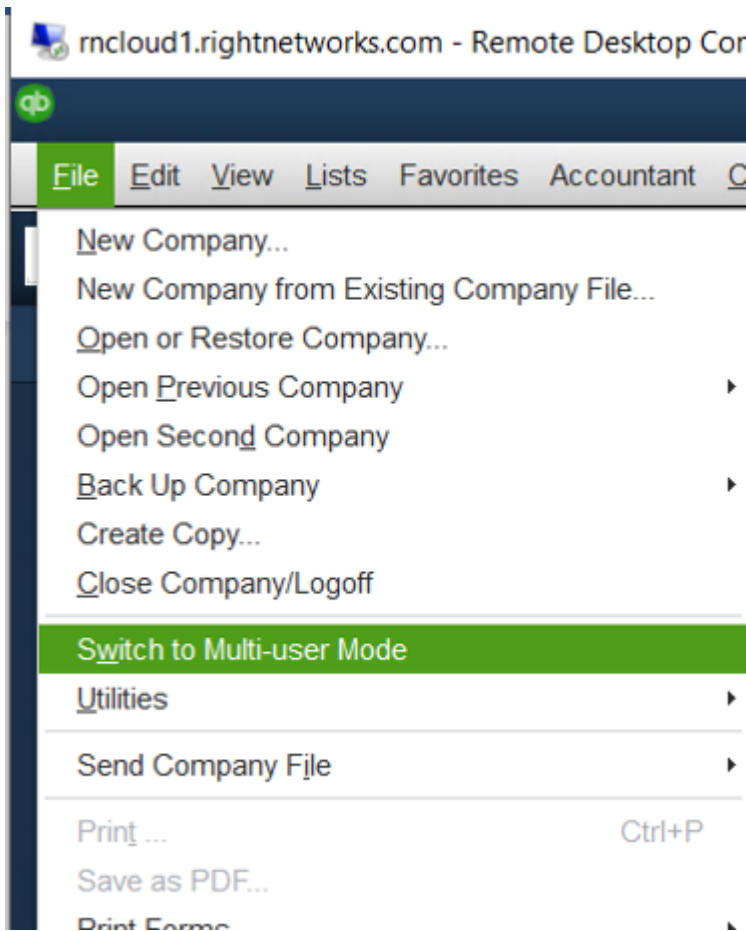


QuickBooks 2021 – Import Payroll File

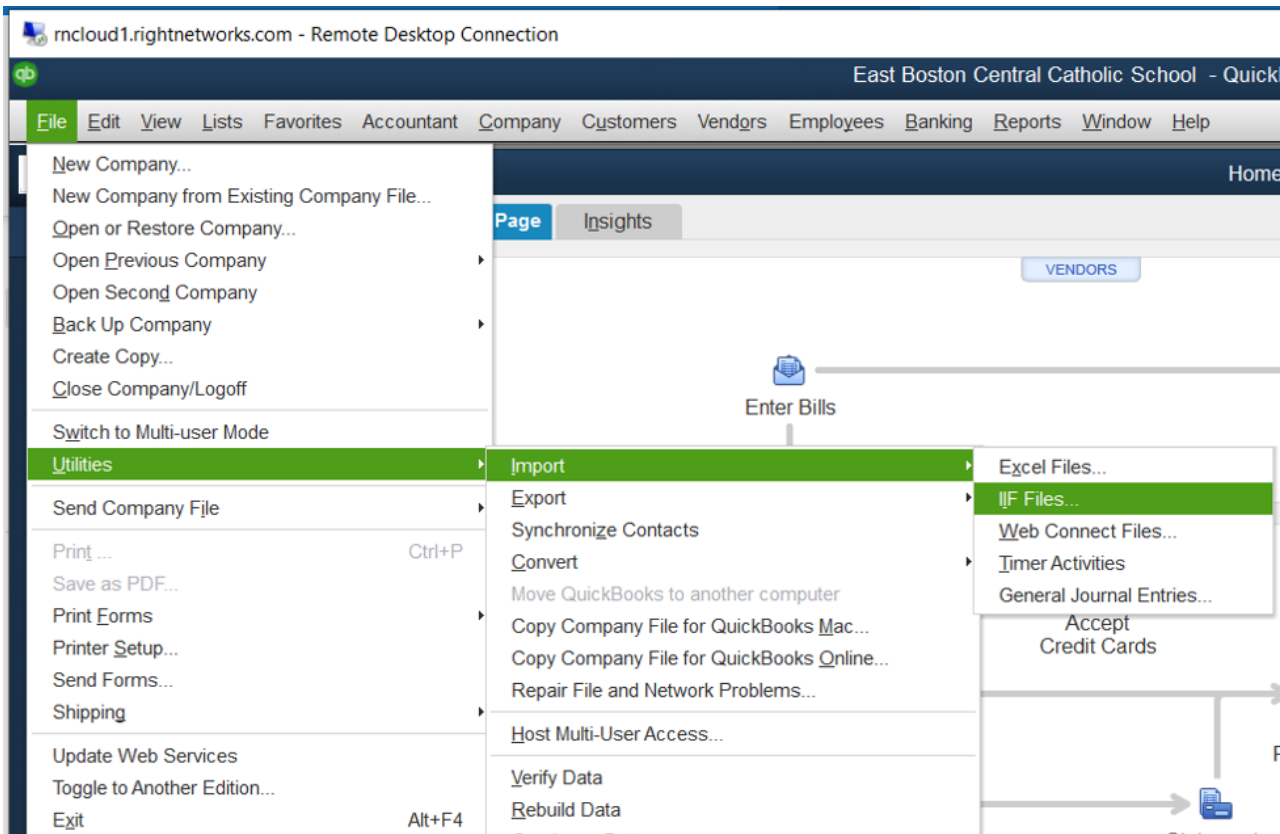
This procedure explains how to import payroll file.

Steps to import PrimePay payroll file into QuickBooks 2021

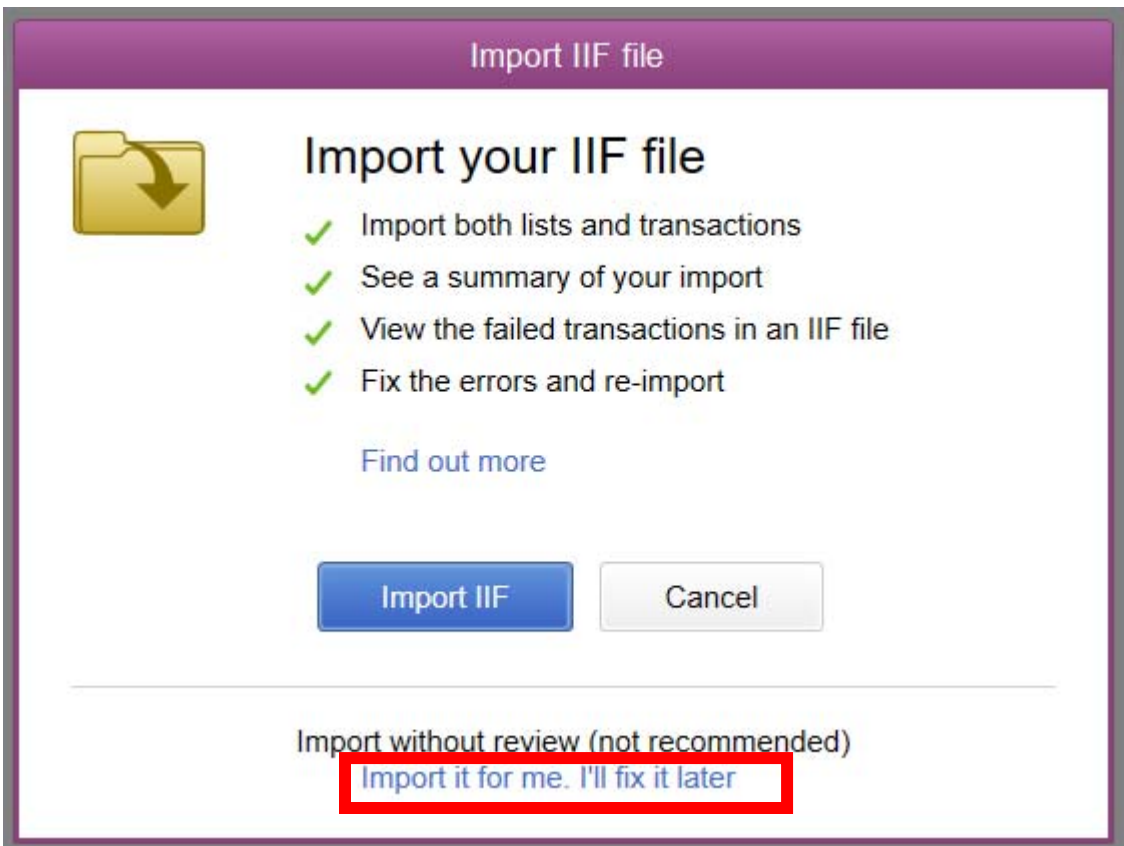
1. Log into PrimePay and download and save the DG1 report. Paste this file onto your Right Network desktop.
2. Log into the entity’s QuickBooks company file.
3. In the upper left corner click on “File” and ensure that you are in “Single User” mode. If you are in “Single User” mode, you will see “Switch to Multi-user Mode”.



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



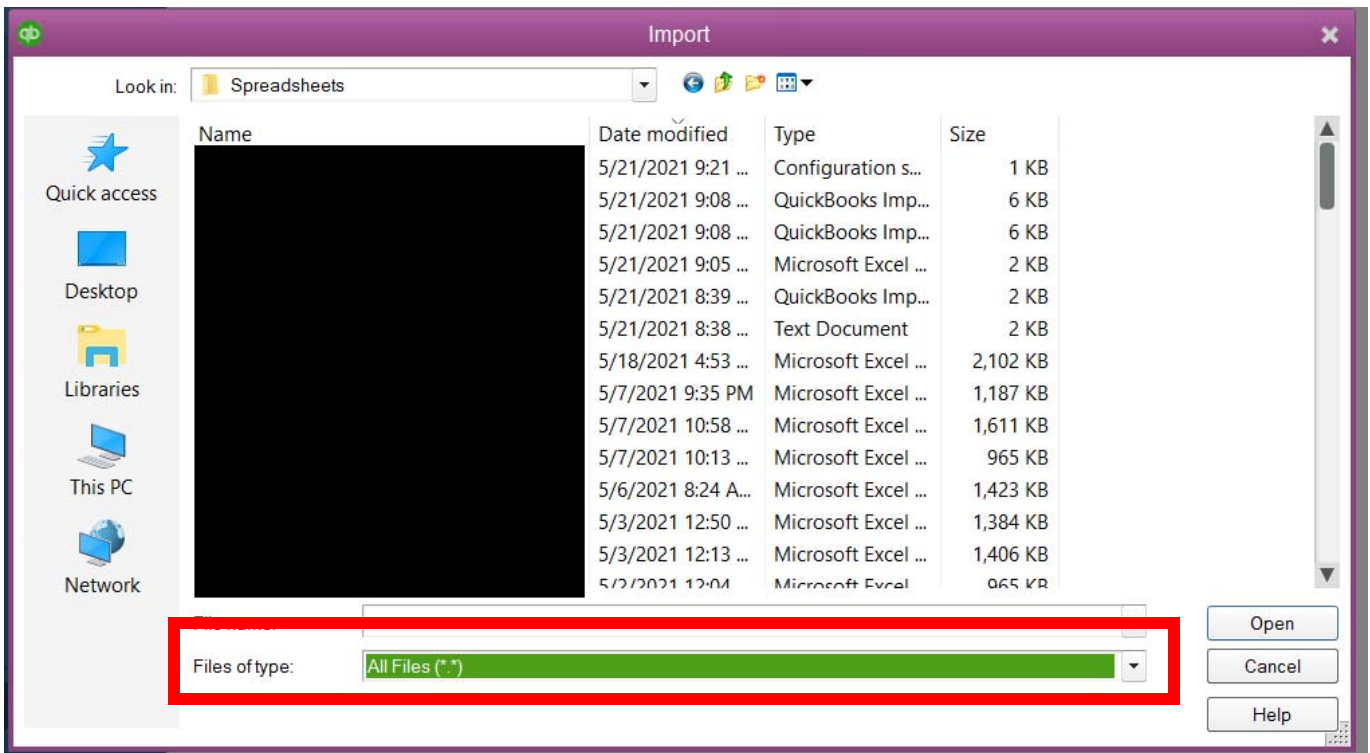
5. An “Import IIF file” pop up will appear. Click the “Import it for me. I’ll fix it later.” link at the very bottom.



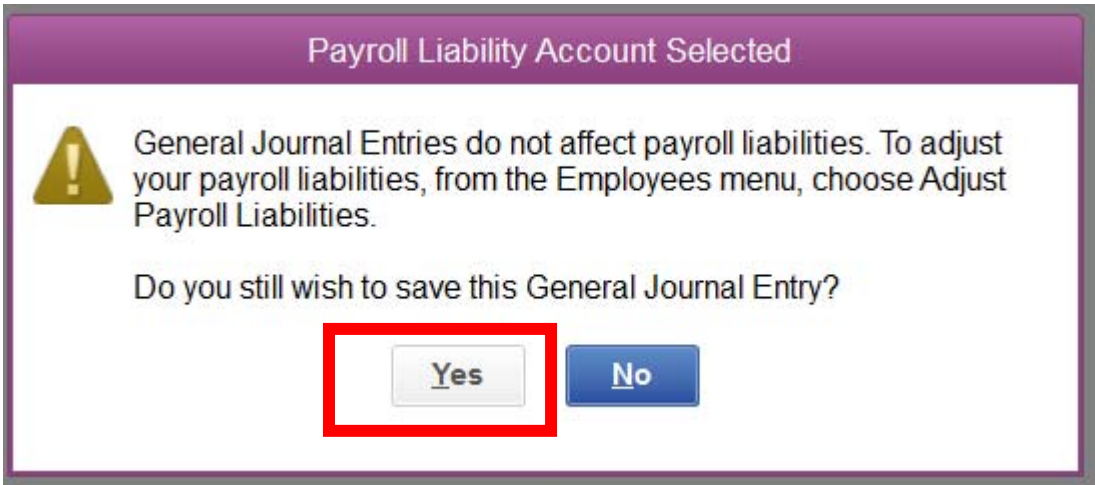
6. A warning will appear. Click “Import IIF”



7. At the bottom of the import window, for the “Files of type” drop down to select “All Files” to ensure that text formatted files will appear.



8. Go to your desktop and select the PrimePay DG1 file and click open.
9. You'll receive a warning that payroll liability accounts are selected. Click “Yes”. You may receive this warning more than once. If so, click “Yes” each time.



10. You should receive a notification that the data has been imported to indicate the process is complete.

