

## HOW TO IMPORT COMPANIES FROM PREVIOUS YEAR

Question

### PLEASE REFER TO THE STEPS BELOW:

Answer

Requirement: Payroll Mate previous year and Payroll Mate current year need to be installed on the same computer.

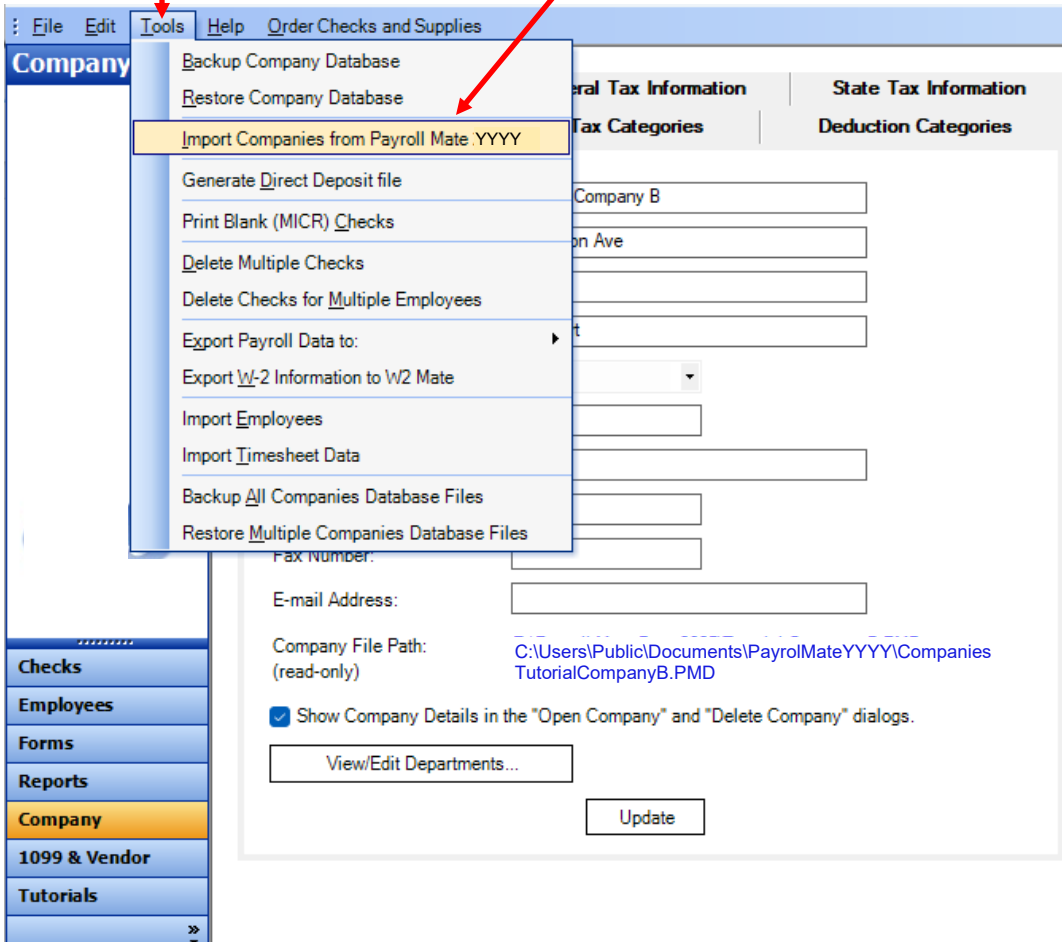
1. Click **Tools**
2. Click **Import Companies from Payroll Mate YYYY** (YYYY being the previous year)

Click Tools

1

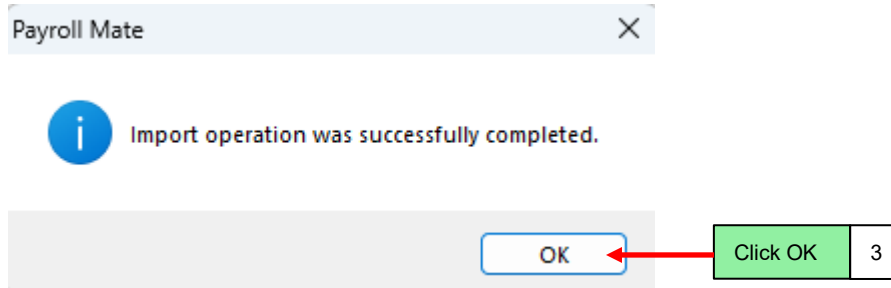
Click Import Companies from Payroll Mate YYYY

2



The screenshot shows the Payroll Mate application window. The 'Tools' menu is open, and the option 'Import Companies from Payroll Mate YYYY' is highlighted. A red arrow points from the 'Click Tools' box to the 'Tools' menu. Another red arrow points from the 'Click Import Companies from Payroll Mate YYYY' box to the highlighted menu item. The background shows a form for company details with fields for name, address, and file path.

3. Click **OK**



Congratulations. You have imported companies from the previous year in Payroll Mate!