

HOW TO RECOVER PAYROLL MATE DATA

Question

PLEASE REFER TO THE STEPS BELOW:

Answer

How to restore Payroll Mate data

The steps in this tutorial will show you how to restore your Payroll Mate data.

These two main cases are covered by this tutorial:

Case # 1: You have Payroll Mate backup files (.PMB files) for your company(s).

Case # 2: You have Payroll Mate database files (.PMD files) from the hard drive where Payroll Mate was installed.

Before we get started let's get familiar with the two types of files used by Payroll Mate software:

1. **.PMB files:** These are the Payroll Mate backup files. Payroll Mate creates files of this type each time you create a backup.
2. **.PMD files:** These are the Payroll Mate database files. You do not need to deal with these files in regular day to day use of Payroll Mate. You will need to know about these files only when your machine crashes and you can't locate your backup files.

Case # 1: You have Payroll Mate backup files (.PMB files) for your company(s)

This is a simple case and you only have a few steps to follow.

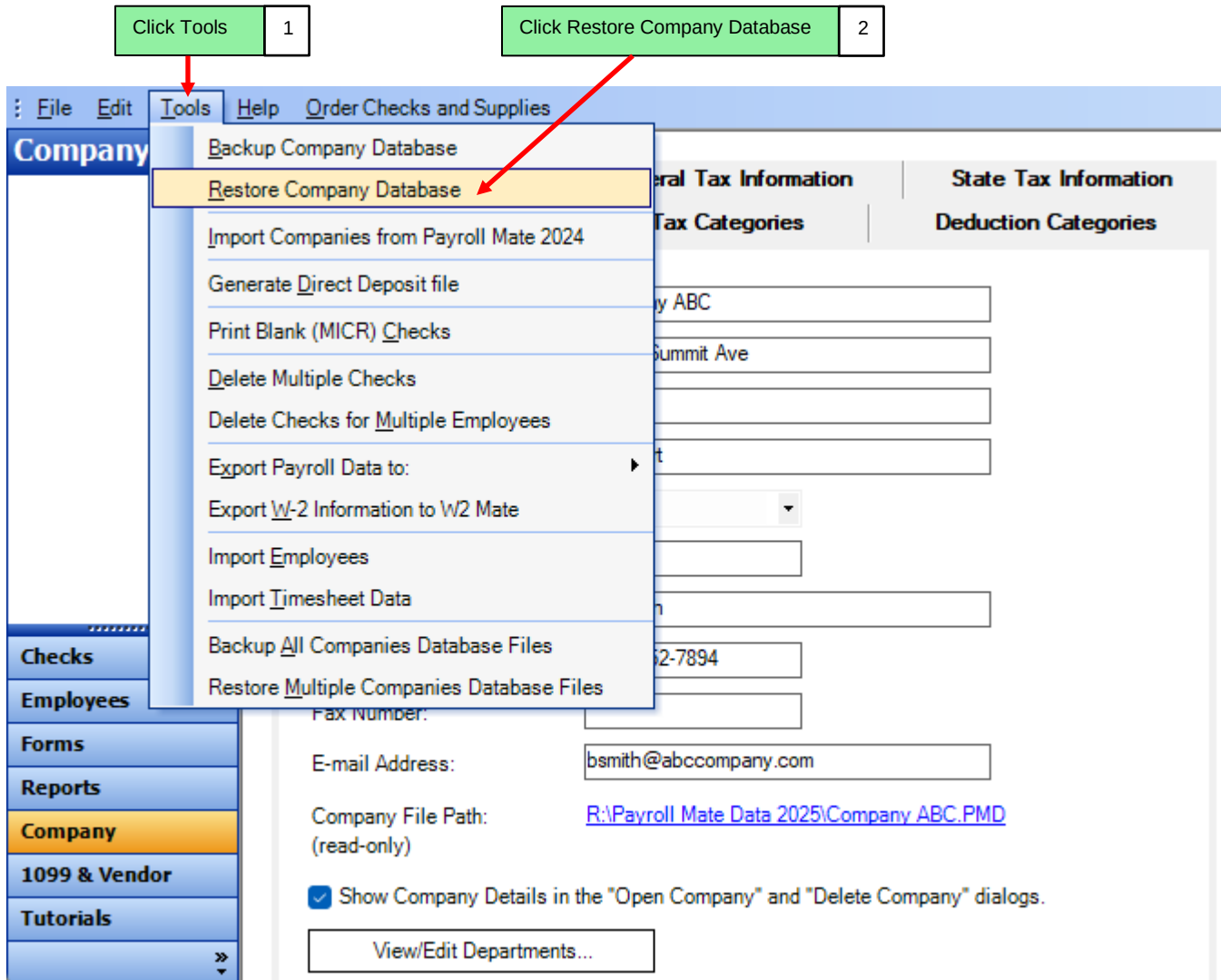
If you have more than one company you need to restore, perform these steps for each company you would like to restore.

Please be sure to restore **ONLY** valid Payroll Mate backup files, do not try to rename other types of files to .PMB thinking it will work, it won't.

1. Click **Tools**
2. Click **Restore Company Database**

Click Tools

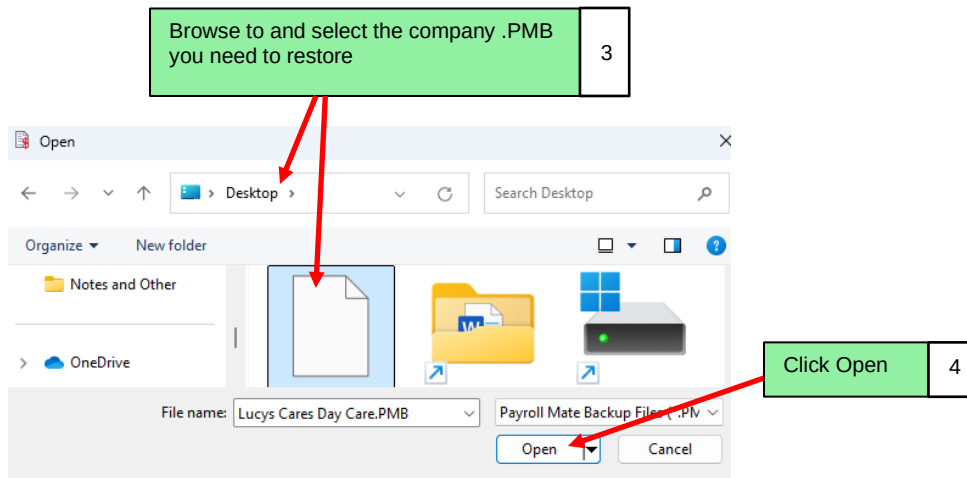
Click Restore Company Database



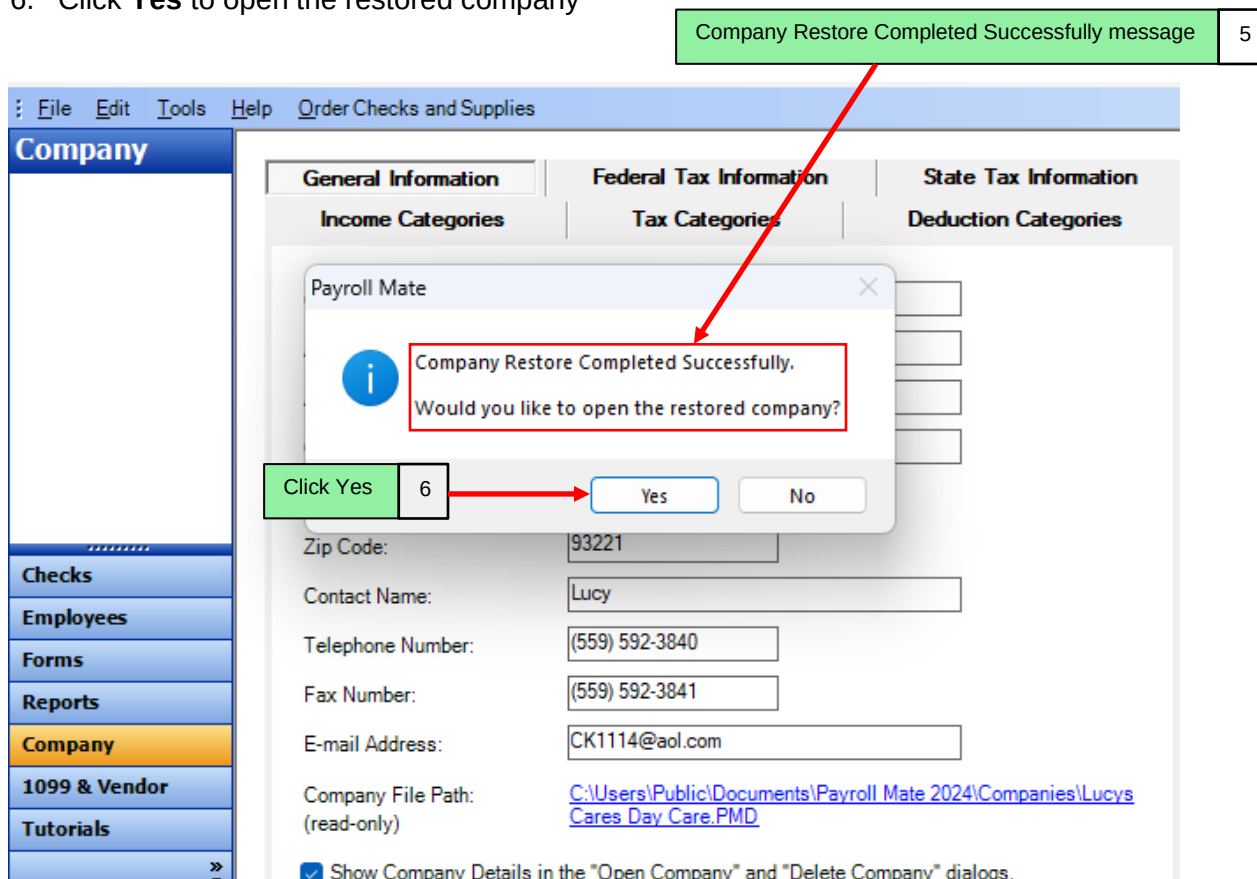
The screenshot shows the Payroll Mate application window. The 'Tools' menu is open, and 'Restore Company Database' is highlighted. The left sidebar shows the 'Company' tab selected. The main window displays tax information for a company named 'ABC'.

General Tax Information	State Tax Information
Tax Categories	Deduction Categories
Company: ABC	
Address: Summit Ave	
City:	
State:	
Zip:	
Phone:	
Fax: 2-7894	
E-mail Address: bsmith@abccompany.com	
Company File Path: R:\Payroll Mate Data 2025\Company ABC.PMD (read-only)	
☒ Show Company Details in the "Open Company" and "Delete Company" dialogs.	
View/Edit Departments...	

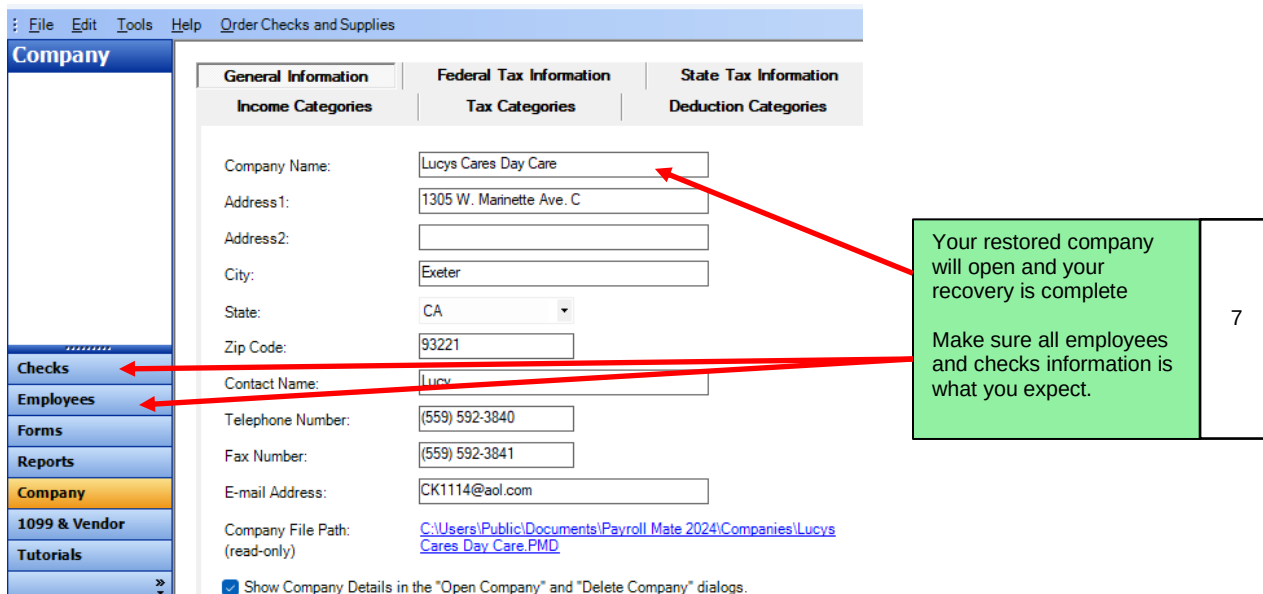
3. Browse to and select the company .PMB file you need to restore.
4. Click **Open**



5. Payroll Mate **Company Restore Completed Successfully** message will appear.
6. Click **Yes** to open the restored company



7. Your restored company will open and your recovery is complete. Make sure all the employees and checks information are what you expect it to be.



Company

File Edit Tools Help Order Checks and Supplies

Company

General Information Federal Tax Information State Tax Information

Income Categories Tax Categories Deduction Categories

Company Name: Lucys Cares Day Care

Address1: 1305 W. Marinette Ave. C

Address2:

City: Exeter

State: CA

Zip Code: 93221

Contact Name: Lucy

Telephone Number: (559) 592-3840

Fax Number: (559) 592-3841

E-mail Address: CK1114@aol.com

Company File Path: C:\Users\Public\Documents\Payroll Mate 2024\Companies\Lucys Cares Day Care.PMD

☒ Show Company Details in the "Open Company" and "Delete Company" dialogs.

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Your restored company will open and your recovery is complete

Make sure all employees and checks information is what you expect.

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Case # 2: You do not have Payroll Mate backup files, but you have the database files (.PMD files) from the hard drive where Payroll Mate was installed.

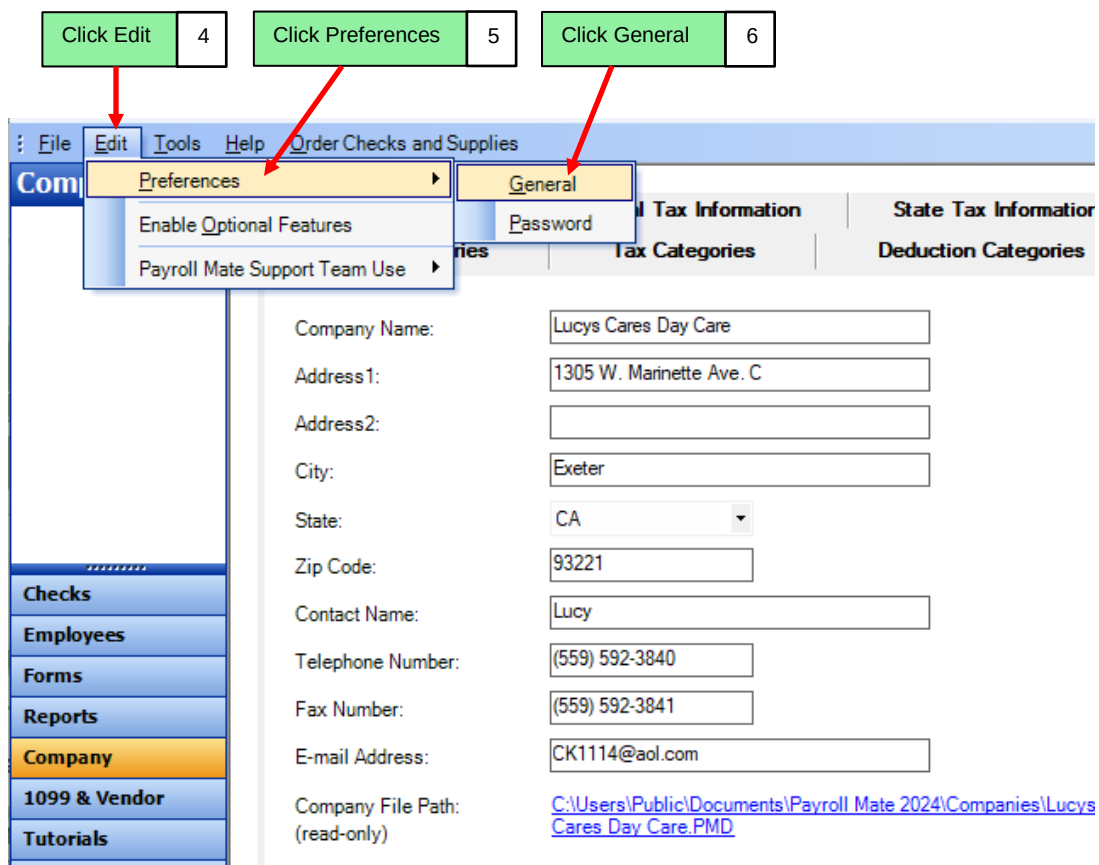
This case is a bit more complicated and needs more work to get Payroll Mate up and running. Please remember that you should always keep up-to-date backups of Payroll Mate. Please also note that these steps assume that you have the data for the hard drive where Payroll Mate was installed on the old machine including the Payroll Mate database files.

1. Locate the Payroll Mate database files from the computer. These files have the extension (.PMD), so you can use the Windows search capability to search for files with the extension (.PMD) on your old computer or external drive / network drive (based on where the files are located). If your computer crashed and you hooked up your old hard drive to your new computer then do the search inside the old hard drive path on the new machine.
2. Once you locate the Payroll Mate database files, please make sure to copy them to a new location which you can easily access such as your desktop or a flash drive.
3. Open the Payroll Mate software
4. Click **Edit**
5. Click **Preferences**
6. Click **General**

Click Edit

Click Preferences

Click General



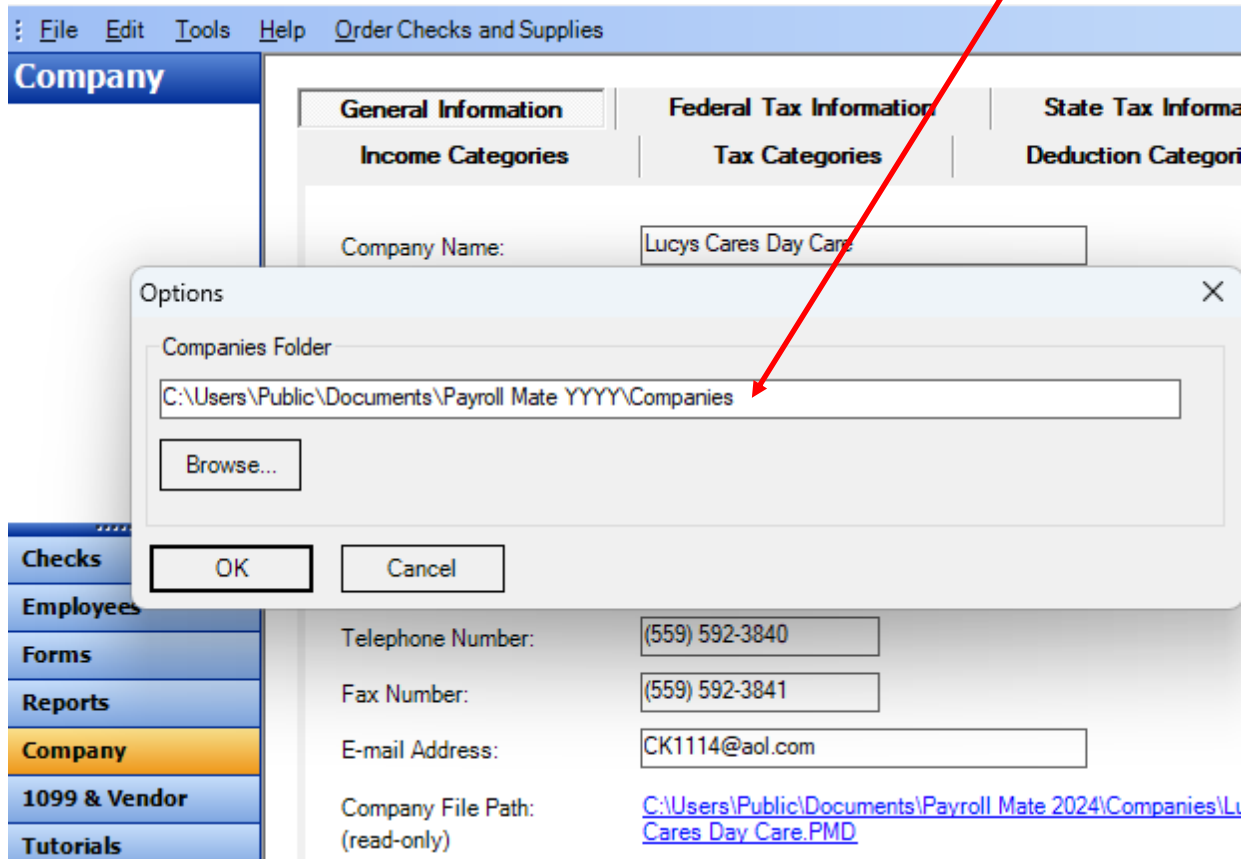
The screenshot shows the Payroll Mate software interface. The menu bar includes File, Edit, Tools, Help, and Order Checks and Supplies. The Edit menu is open, showing Preferences, Enable Optional Features, and Payroll Mate Support Team Use. The Preferences menu is also open, showing General, Password, Tax Information, State Tax Information, Tax Categories, and Deduction Categories. The General preferences form is displayed, containing the following fields:

- Company Name: Lucys Cares Day Care
- Address1: 1305 W. Marinette Ave. C
- Address2:
- City: Exeter
- State: CA
- Zip Code: 93221
- Contact Name: Lucy
- Telephone Number: (559) 592-3840
- Fax Number: (559) 592-3841
- E-mail Address: CK1114@aol.com
- Company File Path: C:\Users\Public\Documents\Payroll Mate 2024\Companies\Lucys Cares Day Care.PMD

- Options window will appear with a Companies Folder path. This box shows you the folder path where you need to **paste** the **copied** Payroll Mate data files (.PMD files) to. **Make note of this path.**

Note: Your location might be different. This is an example.

Make note of this path 7



The screenshot shows the Payroll Mate software interface. The 'Options' dialog box is open, displaying the 'Companies Folder' path: `C:\Users\Public\Documents\Payroll Mate YYYY\Companies`. A red arrow points from the 'Make note of this path' text to this field. The background shows the 'Company' tab with various information fields: General Information, Federal Tax Information, State Tax Information, Income Categories, Tax Categories, Deduction Categories, Company Name (Lucys Cares Day Care), Telephone Number ((559) 592-3840), Fax Number ((559) 592-3841), E-mail Address (CK1114@aol.com), and Company File Path (read-only) ([C:\Users\Public\Documents\Payroll Mate 2024\Companies\Lucys Cares Day Care.PMD](#)).

- Go to that folder path using Windows My Computer or Windows Explorer. Once you are inside the Payroll Mate Companies folder, **copy the .PMD files** (Payroll Mate database files) **from the folder or location you specified in step 2 above into the Payroll Mate Companies folder.**

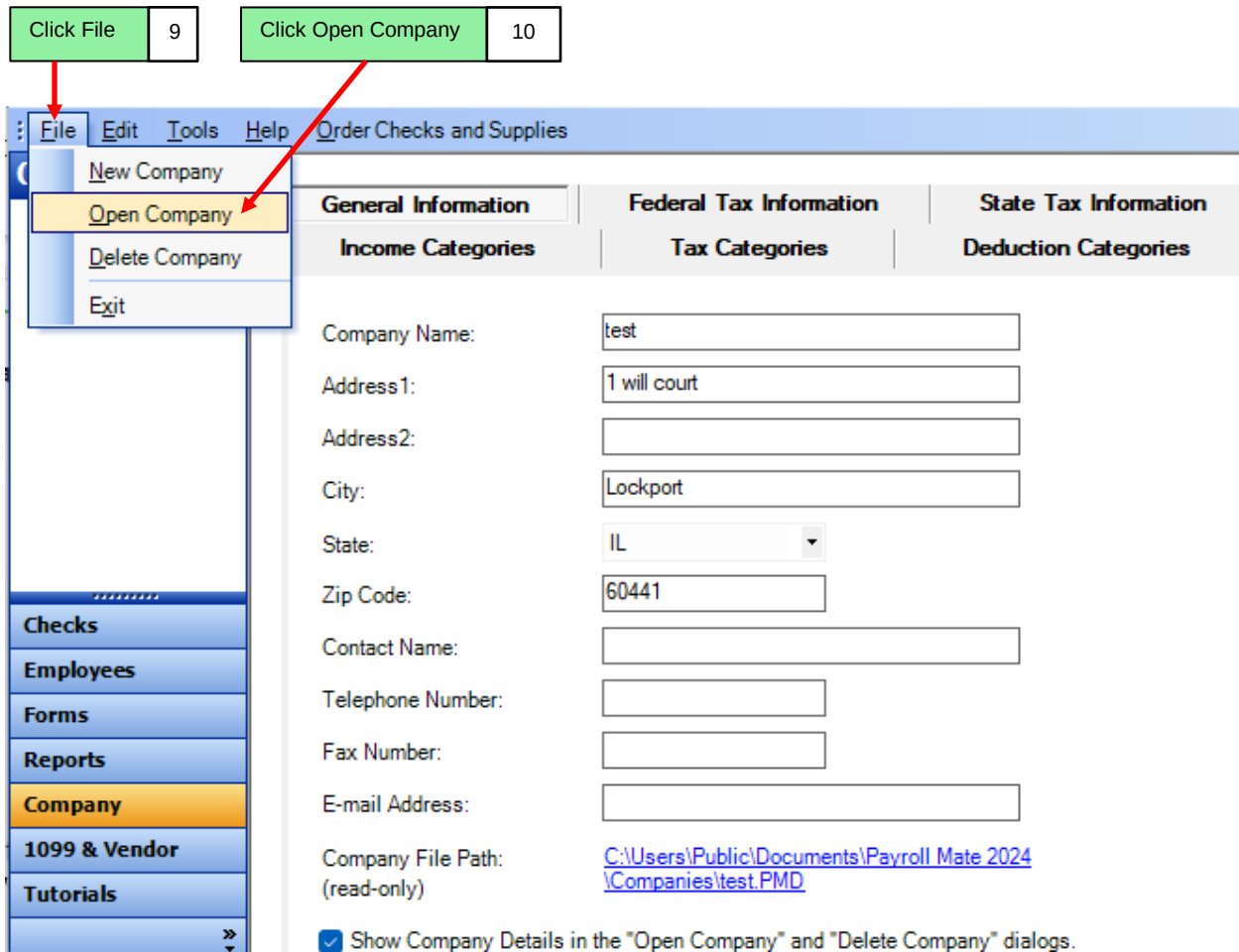
9. Go back to the Payroll Mate program, click **File**
10. Click **Open Company**

Click File

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Click Open Company

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New Company
Open Company
 Delete Company
 Exit

General Information Federal Tax Information State Tax Information
 Income Categories Tax Categories Deduction Categories

Company Name: test

Address1: 1 will court

Address2:

City: Lockport

State: IL

Zip Code: 60441

Contact Name:

Telephone Number:

Fax Number:

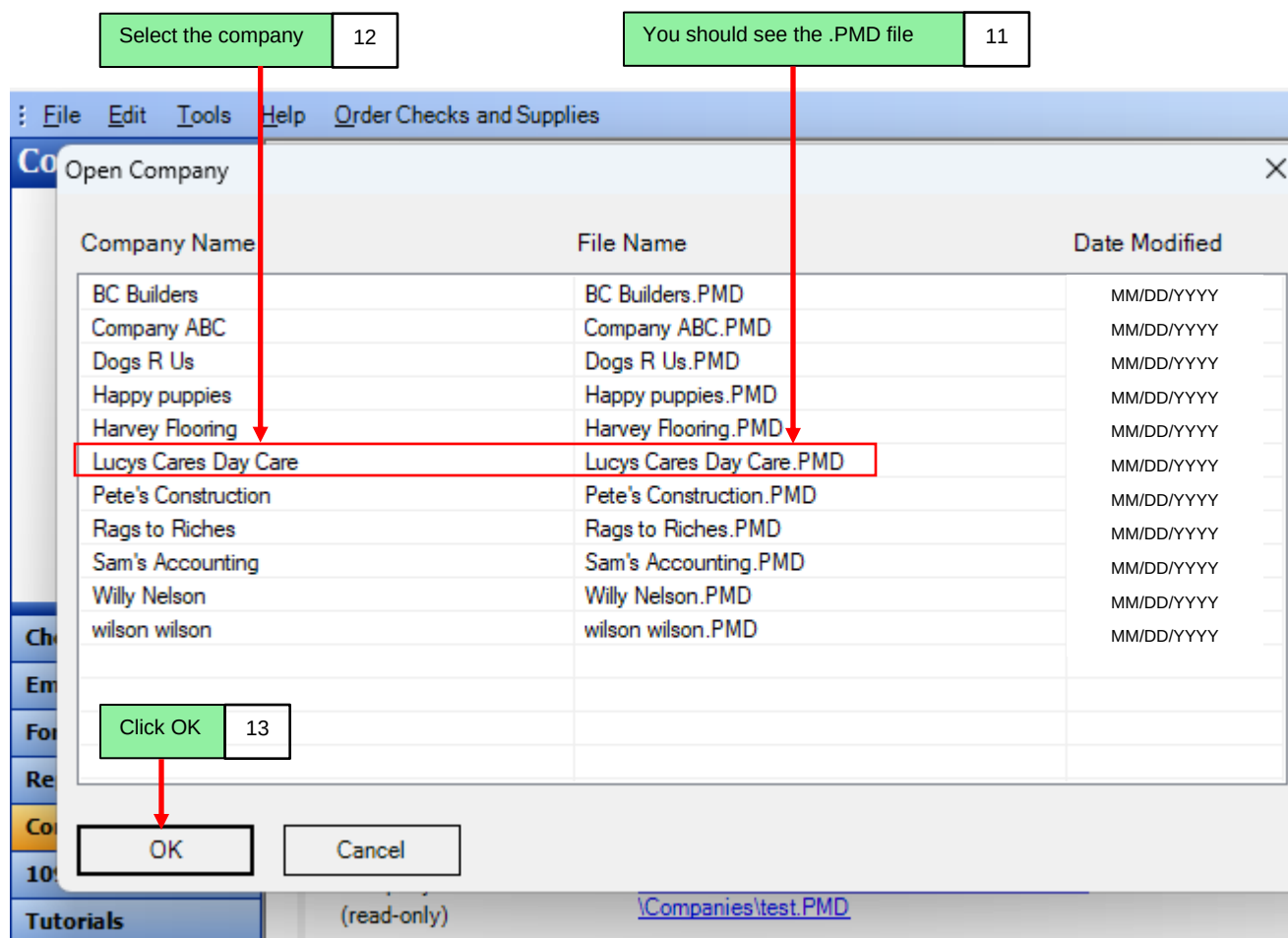
E-mail Address:

Company File Path: <C:\Users\Public\Documents\Payroll Mate 2024\Companies\test.PMD>

☒ Show Company Details in the "Open Company" and "Delete Company" dialogs.

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11. You should see the .PMD file that you just copied and pasted listed in this window
12. Select the company you would like to open
13. Click **OK**



14. Your restored company will open and your recovery is complete. Make sure all the employees and checks information are what you expect it to be.

File Edit Tools Help Order Checks and Supplies

Company

General Information	Federal Tax Information	State Tax Information
Income Categories	Tax Categories	Deduction Categories
Company Name:	Lucys Cares Day Care	
Address1:	1305 W. Marinette Ave. C	
Address2:		
City:	Exeter	
State:	CA	
Zip Code:	93221	
Contact Name:	Lucy	
Telephone Number:	(559) 592-3840	
Fax Number:	(559) 592-3841	
E-mail Address:	CK11114@aol.com	
Company File Path: (read-only)	C:\Users\Public\Documents\Payroll Mate 2024\Companies\Lucys Cares Day Care.PMD	
☒ Show Company Details in the "Open Company" and "Delete Company" dialogs.		

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