



Moving Payroll Entries into TireMaster

Once you have completed payroll for your employees in PenSoft Payroll, you need to move the data into TireMaster with the Payroll Utility. This process ensures that the appropriate journal entries post to TireMaster's general ledger.

Note: ASA Tire Systems does not support PenSoft Payroll, provide training, or provide accounting advice related to the use of PenSoft products. For employment-related tax information, refer to IRS Publication 15, *Circular E, Employer's Tax Guide* and other publication for payroll tax laws.

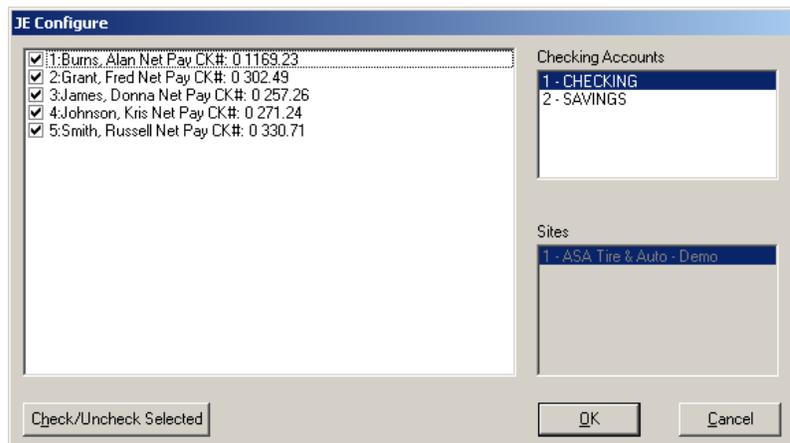
To move payroll entries into TireMaster

1. In PenSoft Payroll, click **Export**. The Export Data screen appears.
2. Select **Custom Export**, and click **OK**. The Export to Custom Export screen appears.
3. Select the **Start Date** and **End Date** for the export period.
4. Click **Create File**. The Report screen appears and displays the quantity of payroll records to be exported.
5. Click **View File**. The Report screen appears and displays details about each payroll line to be exported.
6. When you're finished viewing the file, verify that the path listed in the **Program** field is for the location of your TireMaster program folder.

Note: Typically, the path will be **c:\tiremaster\tmpensoftje.exe**, **d:\tiremaster\tmpensoftje.exe**, **c:\qdstm\tmpensoftje.exe**, **d:\qdstm\tmpensoftje.exe**. If none of the above file names are listed, click and select **tmpensoftje.exe** from your TireMaster program folder.

7. Click **Run Program**. The Payroll Utility's login screen appears.

8. Type your TireMaster user name and password, and click **OK**. The JE Configure screen appears.



9. If you don't want to post the journal entry for a check, clear the check box next to the employee's name.
10. In the **Checking Accounts** area, select the bank account from which you wrote the payroll checks.
11. Click **OK**. The Report screen appears and displays details about the exported payroll entries.
Note: Some errors might indicate problems with the general-ledger account settings. For other export errors, log a support call in Service Cloud at <https://asatire.force.com/login> or call TireMaster Support at **800-891-7437**.
12. Verify that the payroll entries posted correctly in TireMaster by checking the entries in the GL Transaction View and Check Reconciliation screens.