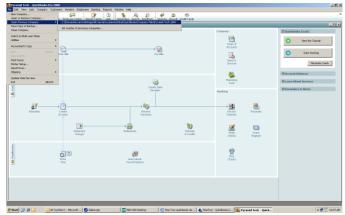
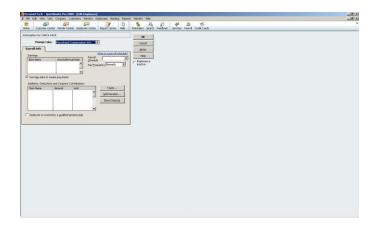
## III. Exporting Hours

- 1. In QuicBooks navigate to File
- 2. Move your mouse to **Open Previous Company**. This will show the path where the QuickBooks File is located. If they have more than one company, please make sure that the company they are syncing with is one the top.
- 3. Write down the path

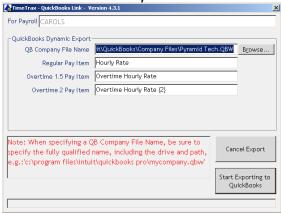


- 4. Navigate to Employee Center
  - a) Double click on an employee whose hours you want to bring over
  - b) In the **change tabs** drop down please change to **Payroll and Compensation Info**
  - c) Please check the box that reads **Use time data to create pay checks** *This box needs to be checked for every employee* whose hours you will be bringing over.



- 5. In TimeTrax, navigate to Payroll and then click Reports and Exports
- 6. On the top left, under **payroll selection** select the pay period on which they are working.
- 7. Under **Employee Selection** chose the employees' whose hours you are bringing over into QuickBooks
- 8. Under export specification please choose QuickBooks 2003+ Link
- 9. Click Setup Export

- 10. Click Automatically Approve and Proceed with Export
- 11. Click **Browse** and follow the path that you wrote down in step 3 to locate the QuickBooks company file
- 12. You will want the customer to verify that the Regular Pay Item, Overtime 1.5 Pay Item and the Overtime 2 Pay Item are named exactly the same way in QuickBooks.
- 13. You can check this in QuickBooks by navigating to **Lists** and then clicking either **Item List or Payroll Item list**. If you are bringing over sick, vacation time, etc the names in QuickBooks must match the names created in Special Pay Categories or the hours will not export.



- 14. Click Start Exporting to QuickBooks.
- 15. Once the export is complete you will want to check that the hours are in QuickBooks.
- 16. Navigate to QuickBooks and in the Employee Center, click the drop down that reads **Enter Time** and then click **Use Weekly Time Sheet**
- 17. Chose the employee whose hours your brought over in the **name** drop down
- 18. Chose the dates that coincide with the pay period you brought over in the **date** drop down and the hours should appear.

