

# Manage the Time Clock Step 4 - Export to QuickBooks (Desktop Version Only)

Last Modified on 11/03/2020 12:30 am EST



*Jackrabbit's time clock integration is available only with QuickBooks Desktop; time cannot be exported to QuickBooks Online.*

To fully utilize this option you must have **QuickBooks Payroll**. Jackrabbit can create an IIF file containing staff hours to be imported into QuickBooks Desktop for payroll processing. There are several items which must be set up correctly.



*Before exporting to QuickBooks for the first time be sure you've followed all the **Time Clock Export Settings** instructions.*

**Export to Payroll**

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A Pay Date's information can be exported for use with the [Express Payroll](#) or QuickBooks payroll system.

Location:

Pay Date:

☒ Export Express Payroll File ☒ Email File to Express Payroll ☒ Export QuickBooks File

- The import will work correctly only if Jackrabbit **Department** names are exactly the same as QuickBooks **Payroll Item** names.
- If you want to import QuickBooks "Class" information, Jackrabbit **Department** names must match the QuickBooks **Class** names.
- If you want to import both staff hours and "class", then: Jackrabbit **Department** names = QuickBooks **Payroll Item** names = QuickBooks **Class** names.



After set up is complete, we recommend importing test data before importing the first full pay period. For example, try importing 2 employees hours into QuickBooks to verify they were set up correctly (duplicate employees weren't created in QuickBooks) and to check the payroll module for accuracy (correct # of hours, etc). Any

information entered into Jackrabbit or QuickBooks for the test, can be deleted after you're finished.

1. Point to **Staff Portal** in the menu bar, select **Time Clock** and **Export to Payroll**.
2. Select a **Location** and **Pay Date**.
3. Select **Export QuickBooks File**.
4. In the Opening payroll export.iif pop-up box, select the option to **Save** the file and save it to your computer.
5. Import the file into QuickBooks (QuickBooks > Import > IIF Files > Select the saved IIF file).
6. After the import is complete verify hours are in each employee's **Weekly Time Sheet** in your QuickBooks database.

Customer	Job	Service	Payroll Date	Hours	Class	Su	Mo	Tu	We	Th	Fr	Sa	Su	Total	Rate
		Service		3:00										3:00	
		Vacation		4:00										4:00	
														7:00	

7. Process payroll in QuickBooks.

The QuickBooks Reports below include 2 employee's times that have been imported into QuickBooks and processed for testing purposes.

## QuickBooks Payroll Summary Report

Jackrabbit Payroll Summary August 24, 2012								
Employee Wages, Taxes and Adjustments	Jen Beta			Mel Staff			TOTAL	
	Hours	Rate	Aug 24, 12	Hours	Rate	Aug 24, 12	Hours	Rate
Gross Pay								
Dance	3	12.00	36.00			0.00	3	36.00
Gym			0.00	5	12.00	60.00	5	60.00
Sick			0.00	4	10.00	40.00	4	40.00
Vacation	4	10.00	40.00			0.00	4	40.00
Total Gross Pay	7		76.00	9		100.00	16	176.00
Adjusted Gross Pay	7		76.00	9		100.00	16	176.00
Taxes Withheld								
Federal Withholding			0.00			-2.00		-2.00
Medicare Employee			-1.11			-1.45		-2.56
Social Security Employee			-3.20			-4.20		-7.40
NC - Withholding			0.00			0.00		0.00
Total Taxes Withheld			-4.31			-7.65		-11.96
Net Pay	7		71.69	9		92.35	16	164.04
Employer Taxes and Contributions								
Federal Unemployment			0.46			0.60		1.06
Medicare Company			1.11			1.45		2.56
Social Security Company			4.72			6.20		10.92
NC - Unemployment			0.92			0.00		0.92
Total Employer Taxes and Contributions			7.21			8.25		15.46

## Profit & Loss, Transaction Detail by Account Report

12:54 PM 08/07/12 Cash Basis	Jackrabbit Profit & Loss August 24, 2012	
	Aug 24, 12	
Ordinary Income/Expense		
Expense		
Payroll Expenses	191.46	
Total Expense	191.46	
Net Ordinary Income	-191.46	
Net Income	-191.46	

Note that in the screenshot below, the payroll tax amounts do not get assigned aClass. If using Classes in QuickBooks, you must do this manually.

11:57 AM 08/14/12 Cash Basis	Jackrabbit Profit & Loss August 24, 2012					
	Dance	Gym	Office	Unclassified	TOTAL	
Ordinary Income/Expense						
Expense						
Payroll Expenses	36.00	60.00	80.00	15.46	191.46	
Total Expense	36.00	60.00	80.00	15.46	191.46	
Net Ordinary Income	-36.00	-60.00	-80.00	-15.46	-191.46	
Net Income	-36.00	-60.00	-80.00	-15.46	-191.46	

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Jackrabbit

## Transaction Detail By Account

Cash Basis

August 24, 2012

Type	Date	Num	Name	Memo	Class	Clr	Split	Original Amount	Paid Amount	Balance
<b>Payroll Expenses</b>										
Paycheck	08/24/2012		Jen Beta		Dance		Checking	36.00	36.00	36.00
Paycheck	08/24/2012		Jen Beta		Office		Checking	40.00	40.00	76.00
Paycheck	08/24/2012		Jen Beta				Checking	4.72	4.72	80.72
Paycheck	08/24/2012		Jen Beta				Checking	1.11	1.11	81.83
Paycheck	08/24/2012		Jen Beta				Checking	0.46	0.46	82.29
Paycheck	08/24/2012		Jen Beta				Checking	0.92	0.92	83.21
Paycheck	08/24/2012		Mel Staff		Office		Checking	40.00	40.00	123.21
Paycheck	08/24/2012		Mel Staff		Gym		Checking	60.00	60.00	183.21
Paycheck	08/24/2012		Mel Staff				Checking	6.20	6.20	189.41
Paycheck	08/24/2012		Mel Staff				Checking	1.45	1.45	190.86
Paycheck	08/24/2012		Mel Staff				Checking	0.60	0.60	191.46
Total Payroll Expenses									191.46	191.46
<b>TOTAL</b>									<b>191.46</b>	<b>191.46</b>