Export Time Clock Data to QuickBooks - Desktop version only

Last Modified on 11/03/2020 12:34 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	
← RETURN	
Search Criteria ? A pay date's information can be exported as a	CSV file to send to a payroll service, emailed to Express Payroll or exported as a QuickBooks file.
Location: Pay Date:* 🗸	
Export/Edit CSV File	Email File to Express Payroll Export QuickBooks File
Related	
EXPORT STAFF DETAILS	Export Staff Details when you need to easily provide staff data to your payroll company.
PAYROLL CODES	O Download CSV

- The import will work correctly only if JackrabbitDepartment names are exactly the same as QuickBooks Payroll Item names.
- If you want to import QuickBooks "Class" information, JackrabbitDepartment names must match the QuickBooks Class names.
- If you want to import both staff hours and "class", then: JackrabbitDepartment 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 (menu) > Time Clock > Export to Payroll.
- 2. Select a Location and Pay Date.
- 3. Select Export QuickBooks File.
- 4. In the Opening payrollexport.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.

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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

			Jackral	bbit						
		P	ayroll Su	mmarv						
August 24, 2012										
	August 24, 2012 Jen Beta Mei Staff TOTAL									
	Hours +		+ Aug 24, 12 +	Hours +	Rate	+ Aug 24, 12 +	Hours +	Rate + Aug 24, 12		
Employee Wages, Taxes and Adjustments Gross Pay										
Dance	3	12.00	36.00 4			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	4 7		76.00	9		100.00	<u>16</u>	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			000		0.00		
Total Taxes Withheld			-4.31			-7.65	-	-11.96		
Net Pay	ž		71.69	2		92.35	<u>16</u>	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	Jackrabbit							
08/07/12	Profit & Los	s						
Cash Basis	August 24, 2012							
		ug 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.

Modify Report	Memorize Print E-mail •	Export H			Refregh	Sort By Default	
11:57 AM	Tel rive (our dec	and all the second s	and the second second	Contraction of the second second		Juicey Dendar	100
		99-5	Jackrabbit				
08/14/12		Pre	ofit & Lo	SS			
Cash Basis		A	igust 24, 201	12			
		Dance •	Gym +	Office	Unclassified •	TOTAL +	
	Ordinary Income/Expense						
	Expense						
	Payroll Expenses 🕨	36.00 4	60.00	80.08	15.46	191.46	
	Total Expense	36.00	60.00	80.00	15.46	191.46	
	Net Ordinary Income	-36.00	<u>-60.00</u>	<u>-80.00</u>	-15.46	-191.46	
	Net Income	-36.00	-60.00	-80.00	-15.46	-191.46	

12:52 08:07/ Cash	12			Tran	sactio	n Detai	By Acco	ount		
	Type	• Date	• Num • Name		Memo	· Class		olit • Original Amount •	Paid Amount 。	Balance
Pay	roll Expenses		and the second second		incino					Contained
	Paycheck	08/24/2012	Jen Beta			Dance	Checki	ng 36.00	36.00	36.00
	Paycheck	08/24/2012	Jen Beta			Office	Checkir	40.00	40.00	76.00
	Paycheck	05/24/2012	Jen Beta				Checkir	4.72	4.72	80.72
	Paycheck	08/24/2012	Jen Beta				Checkin	ng 1.11	1.55	81.83
	Paycheck	05/24/2012	Jen Beta				Checkin	19 0.46	0.46	82.29
	Paycheck	08/24/2012	Jen Beta				Checkir	0.92	0.92	83.21
- 3	Paycheck	08/24/2012	Mel Staff			Office	Checks	ng 40.00	40.00	123.21
1	Paycheck	08/24/2012	Mel Staff			Gym	Checkin	ng 60.00	60.00	183.21
	Paycheck	08/24/2012	Mel Staff				Checkir	ng 6.20	6.20	189.41
	Paycheck	08/24/2012	Mel Staff				Checki	ng 1.45	1.45	190.86
	Paycheck	08/24/2012	Mel Staff				Checkir	ng 0.60	0.60	191.45
Tota	al Payroll Expense	\$							191.46	191.46
TOTAL	L								191.45	191.45