



Exporting time-sheets from TimeDock into QuickBooks Desktop 2022+

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Note: Before exporting to QuickBooks Desktop first make sure that the *First Name* and *Last Name* for each employee in TimeDock matches the employee name display within your QuickBooks employee list.

Export timesheet file from TimeDock

1. Login to your TimeDock account and navigate to *Export*.
2. Choose *QuickBooks Desktop 2022+* from the list of export formats.
3. Select your timesheet date range by modifying the *From* and *To* filters. You can also choose a different rounding option or filter the exported timesheets by a specific department.
4. Enter the default *Earnings Item* within QuickBooks.
5. Choose how to set the *Billing Status* within QuickBooks.
6. Choose if you want to create automatic break deductions by changing the settings in the *Break Deductions* box.
7. Click *Download File* to save the timesheet file to your computer.

Import timesheet file into QuickBooks Desktop

1. Open your QuickBooks Desktop application.
2. Navigate to *File > Utilities > Import > IIF Files*.
3. Click on *Import IIF*, select the timesheet file you downloaded from TimeDock and click *ok*.
4. Once the import is successful, you'll see the numbers of transactions imported.
Press *Done*.

See also

- [QuickBooks: Improved IIF Import in QuickBooks 2019 and later](#)