Exporting time-sheets from TimeDock into QuickBooks Desktop

Last updated – Dec 11, 2020 at 10:57AM

Note: Before exporting to QuickBooks Desktop you must import your *Timer List file* which you can download from QuickBooks. This file includes important information such as your *QuickBooks Company Number* and *Employee Reference Numbers*. See Configure your TimeDock for QuickBooks Desktop below.

Configure your TimeDock for QuickBooks Desktop

1. Open your QuickBooks Desktop application.
2. Navigate to *File > Utilities > Export > Timer Lists*.
3. The timer list file includes information such as your QuickBooks company number, employee names, customer names, and service items. Save the timer list file to your computer.
4. Login to your TimeDock account and navigate to *Setup > Import Data*.
5. On the left-hand menu click on *QuickBooks*.
6. In the *Import from Quickbooks (Desktop Version)* box, click *Choose File* and select the timer list file you downloaded from QuickBooks.
7. Choose your import settings by ticking or un-ticking the checkboxes underneath the Choose File button.
8. Click *Import File*.
9. Your TimeDock account is now ready for exporting timesheets to QuickBooks Desktop.

Export timesheet file from TimeDock

1. Login to your TimeDock account and navigate to *Export*.
2. Choose *QuickBooks (For Desktop)* 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 > Timer Activities*.

3. Select the timesheet file you downloaded from TimeDock and click *ok*.

4. An import summary box will appear to view an overview of hours imported per employee.

See also

- **QuickBooks:** IIF Overview: import kit, sample files, and headers
- **YouTube:** How to configure TimeDock for Quickbooks Desktop