



Exporting time-sheets from TimeDock into Sage 50cloud (US)

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Note: Before exporting to Sage first make sure that the **Payroll ID** for each of your employees in TimeDock match each **Employee ID** within Sage.

Export timesheet file from TimeDock

1. Login to your TimeDock account and navigate to **Export**.
2. Choose **Sage 50cloud (US)** 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 regular **Pay Level** code within Sage.
5. Choose a source to map to **Activity Item** within Sage. N.B. this is a mandatory field and must match to an inventory item set up in Sage with **Item Class = 6**.
6. Choose a mode for **Completed For**.
7. If completed for a **Job** or **Customer**, choose a mapping source.
8. Choose if you want to create automatic break deductions by changing the settings in the **Break Deductions** box.
9. Click **Download File** to save the timesheet file to your computer.

Import timesheet file into Sage 50cloud (US)

1. Open your Sage desktop application.
2. Click on **File > Import/Export** and select **Time/Expense**.
3. Select **Time Ticket Register** and click **Import**.
4. On the **Fields** tab, if **Unit Duration** is included, uncheck this field. Leave all other fields checked.
5. On the **Options** tab, select the .csv file you downloaded from TimeDock by clicking the button under **Import/Export File**.
6. Check the **First Row Contains Headings** option.

7. Click **OK** to perform the import.

See also

- **Sage:** Time Ticket Register import template
- **Sage:** How to import time cards
- **Sage:** Create Paychecks Using Time-Ticket Hours
- **YouTube:** Sage 50 Tutorial Entering Time Tickets Sage Training