Export attendance information from Easy Clocking to QuickBooks.

When purchasing this option for the Easy Clocking basic software, it is intended to be used to unlock the feature that allows extracting a file containing all **daily totals** recorded in the Easy Clocking basic software. After extracting this file, it can be then be imported to QuickBooks to use this information for payroll processing.

In order to use this feature you must have some knowledge and know procedures within QuickBooks. Within QuickBooks there are settings called service items and payroll items for each employee. A service item specifies a job the employee is performing for instance You should create a QuickBooks service item for each type of work you do for a customer, whether a partner, associate, subcontractor, or hourly employee does it. You can then use these items when filling in time entries and creating invoices or checks in QuickBooks. You'll also be able to see reports that show your revenue for each accounting service (or item) you perform.

A payroll item is an object that QuickBooks uses for payroll calculations and reporting. Everything you track on a paycheck is tracked with a payroll item. These include hourly wages; salaries; sick time; vacation time; federal, state, and local taxes; employee and company 401(k) contributions; garnishments such as child support; benefits; and so forth. Payroll items are also needed for non-taxable items such as mileage reimbursements and employee loans, if you track those through payroll. When you create any kind of payroll transaction in QuickBooks—whether it's a paycheck, a payroll tax payment, or an adjustment—QuickBooks tracks the transaction using its payroll items.

 Note: *Easy Clocking does not provide any training or support for QuickBooks accounting software; you must set up your QuickBooks application properly before we will support the successful transfer of daily totals from Easy Clocking software to QuickBooks software.*

1.1 How to enter the QuickBooks activation key in the Easy Clocking software.

1) Log in to the Easy Clocking software.

2) Go to the reports tab.

3) Click on the QuickBooks logo and the following will display.
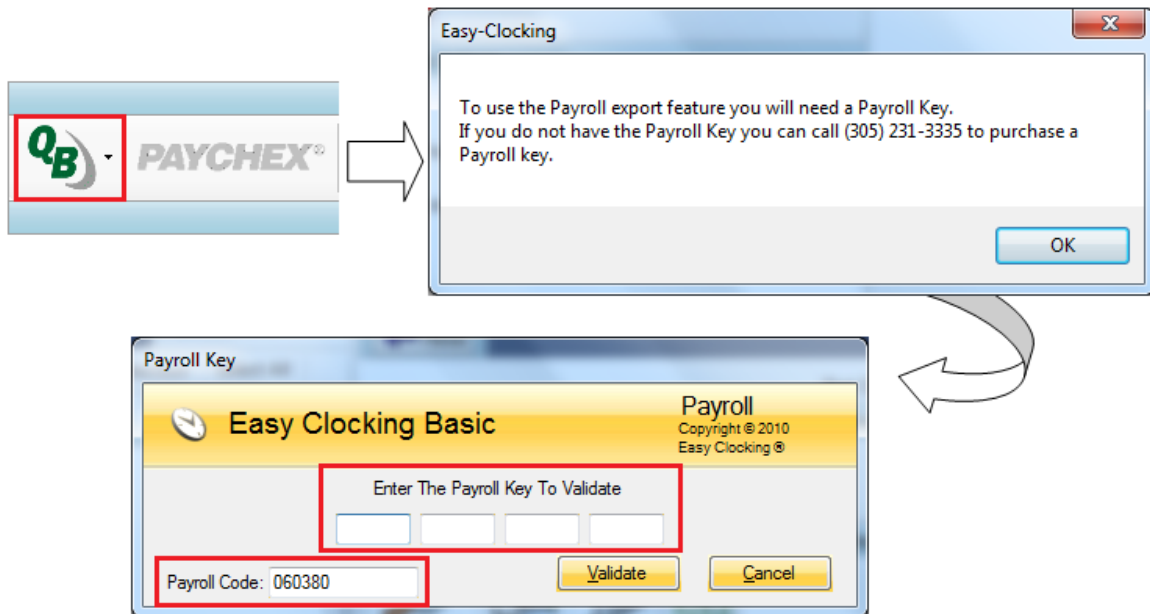

4) Enter the payroll key and click validate.

5) The QuickBooks payroll key is generated based on your software payroll code. Every software has a unique payroll code. If you purchased the Easy Clocking QB payroll key and have not received it, send an email to support@easyclocking.com including your payroll code as well as the order number as proof of payment for the QuickBooks payroll key and you will receive it via email within 24 hours.

6) Changes will take effect next time you load the software allowing you to export the QuickBooks file.

1.2 Transferring time data from Easy Clocking to QuickBooks.

1) Make sure the employee names on Easy Clocking are written and spelled in the same way as shown in QuickBooks. Note: if the names do not match every character, when transferring the file, blank or duplicate names will be created within the list of vendors or employees in QuickBooks. (*See picture below*)
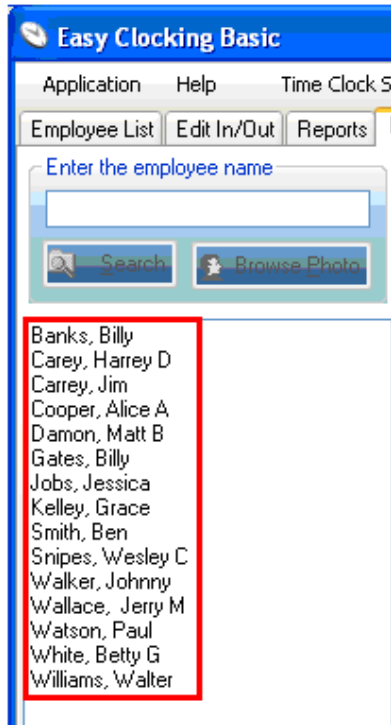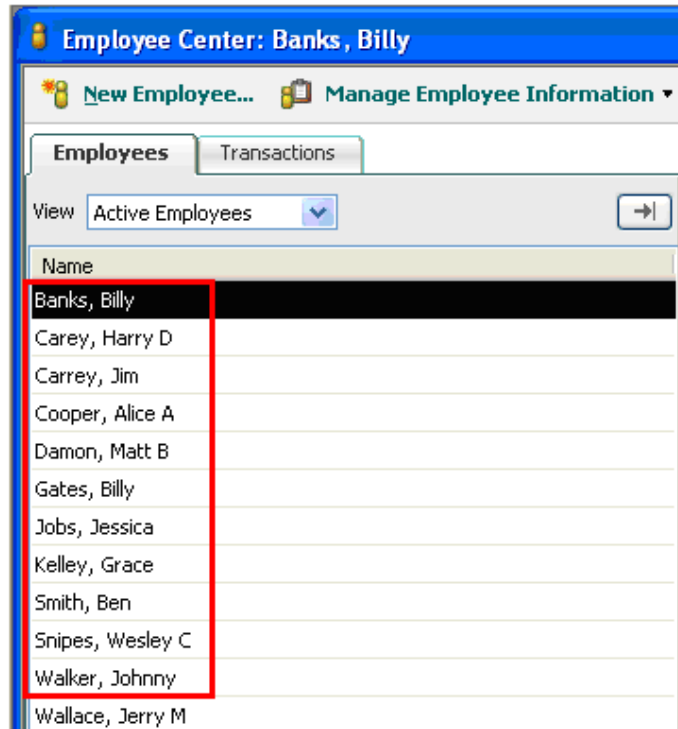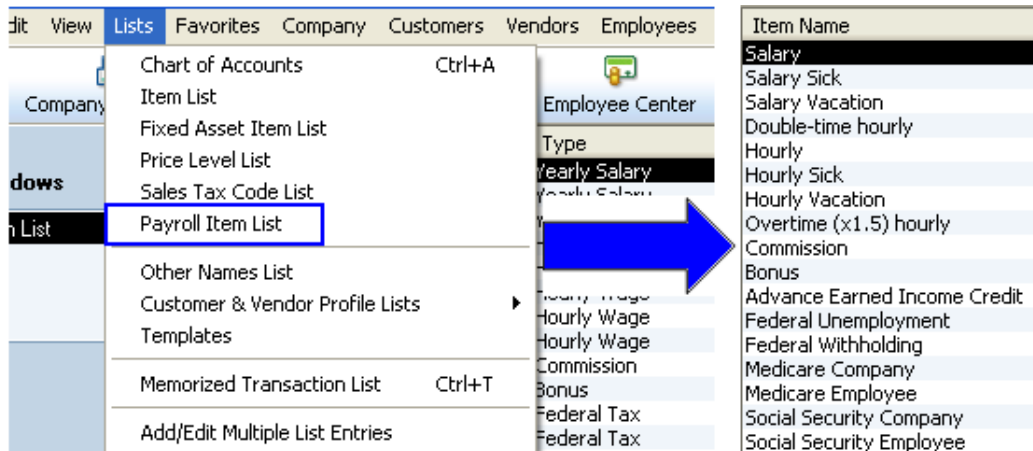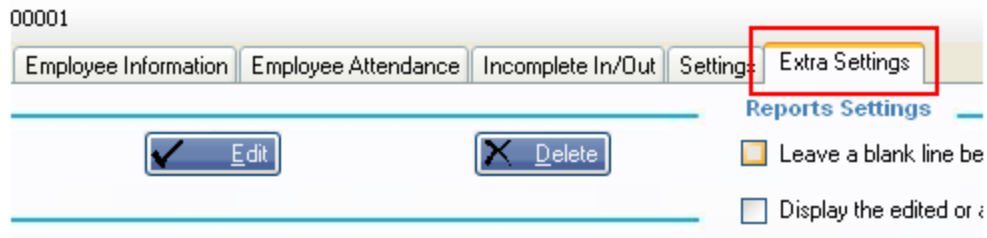

2) Load all payroll and service items needed into Easy Clocking software. (*These should come from QuickBooks*) To view payroll items on QuickBooks click on the list tab and then on Payroll Item List. (*See picture below*)

3) To load payroll and service items in Easy clocking do the following:

- Open the Easy clocking software and go to the Extra Settings tab.

- Towards the bottom right on this tab, look for QuickBooks Export Settings.
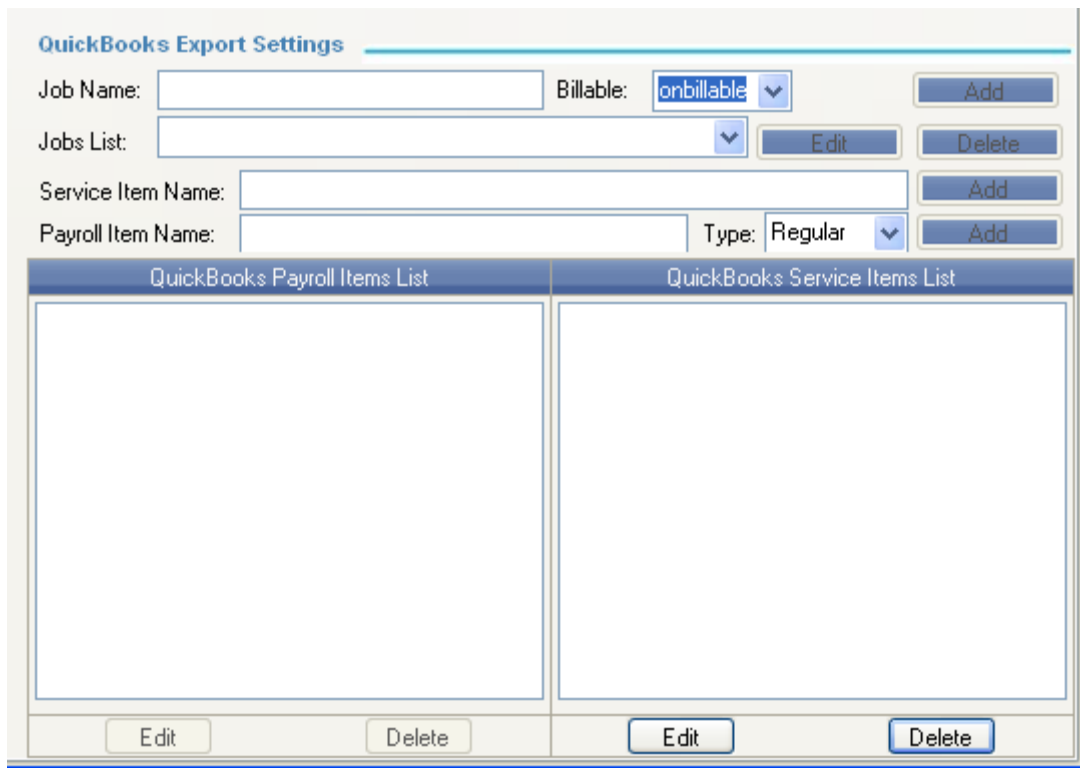
On this section it is required to enter payroll items and service items; however one can also export this information being linked to a QuickBooks Job. Using job tracking allows you to analyze your financial performance by job and job type. You can easily figure out both how much money you made on a specific job and how much money you make on certain types of jobs.

Entering job names on Easy Clocking software is not a requirement, only payroll and services items are.

To load Service Items.

Start entering them as you wish, enter the service name exactly how it shows in QuickBooks. First enter the name, second click add, third it will display in the list of items. (*See picture below*)

To Load Payroll Items.

First enter the payroll item name exactly as it shows on QuickBooks, second from the drop down select what kind of payroll item this is, either Regular, Overtime, Sick ETC, third click Add, fourth it will display in the list of items. (*See picture below*)

1.3 How to assign payroll and service items in the Easy Clocking software.

1) Log in to the Easy Clocking software.

2) Go to the Employee control tab.

3) Double click on any employee you wish to assign items to.

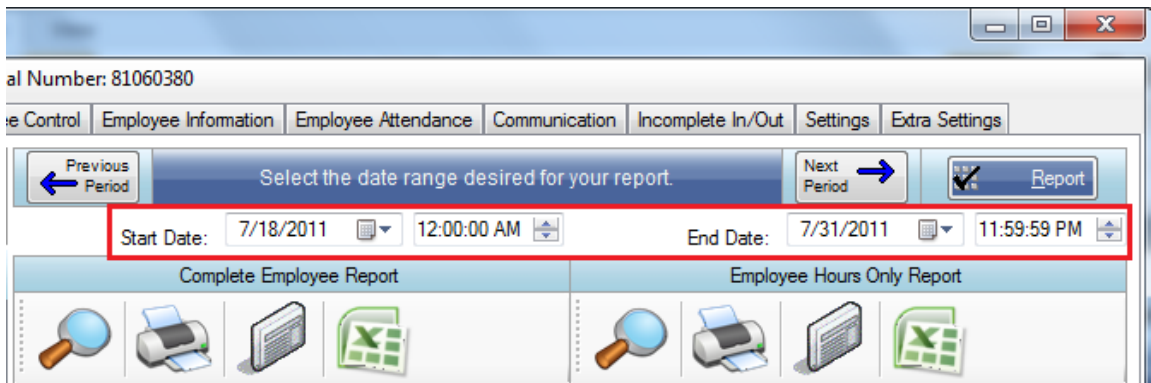4) Check mark the items you wish to assign and click save.

5) Done.

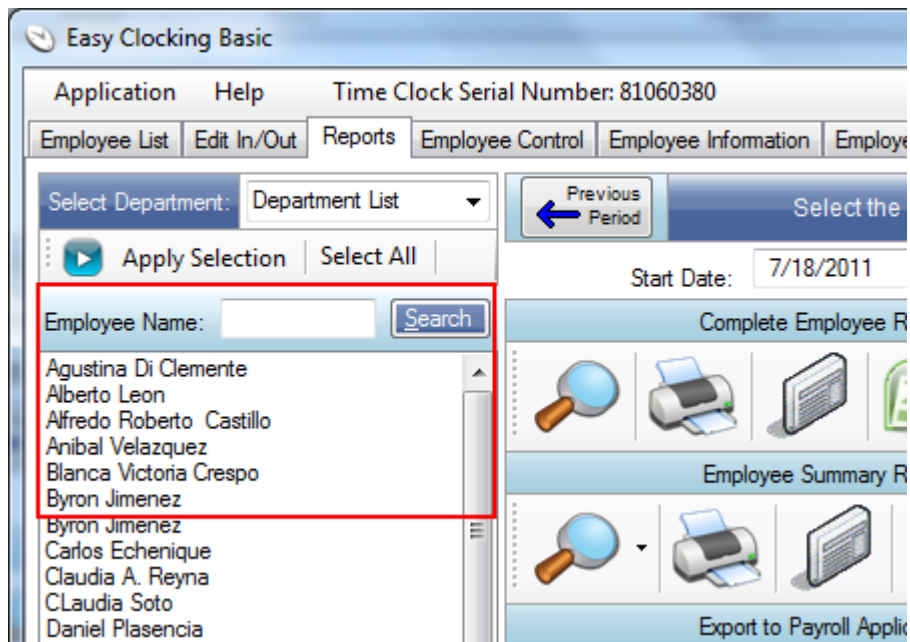## 1.4 *How to generate a QuickBooks export file in the Easy Clocking software.*
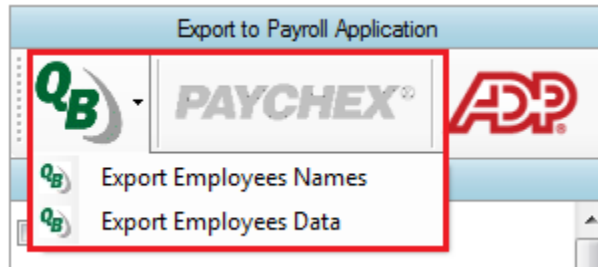
1) Go to the report tabs.
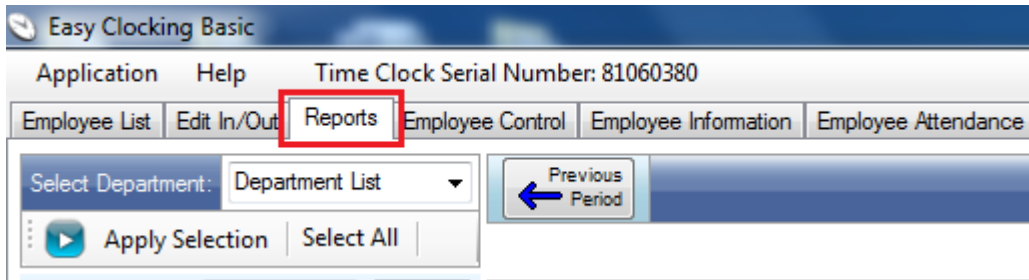
2) Select the date range for the export file.

3) Select the user(s) you wish to export attendance data for.

4) After selecting the employee or employees click on the QuickBooks icon and you will have two options.

- Export employee names.
- Export employee data.

Export employee names. – This option is not used very often unless you have a brand new copy of QuickBooks software and you wish to transfer the employee names and profile into QuickBooks software, but most likely your QuickBooks has employee profile already created.

Export employee data. – This is the option to use every time you wish to export time records from Easy Clocking software to QuickBooks. When clicking on this file it will generate a file that contains all daily totals recorded in the Easy Clocking software.
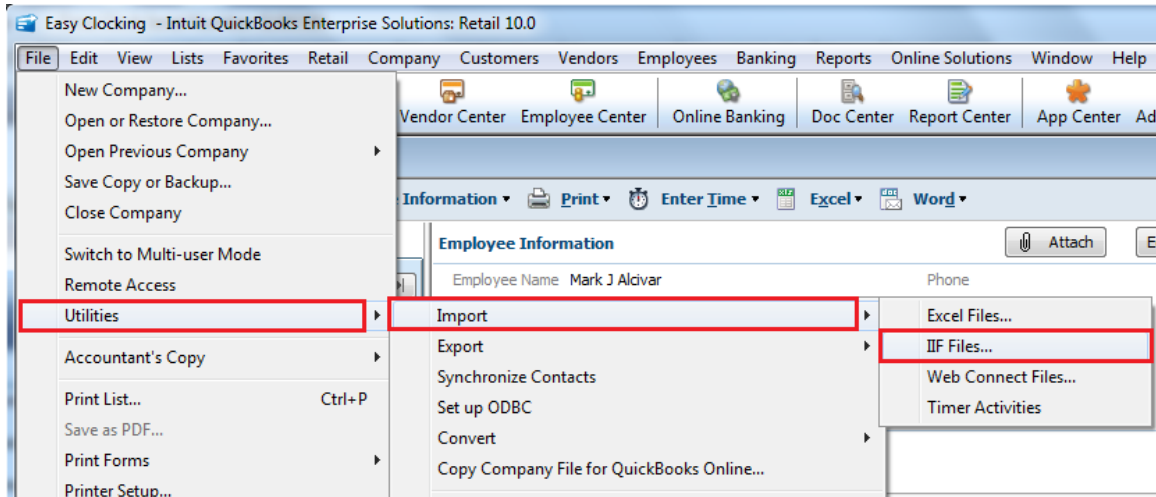
5) After selecting which data you wish to export you will be prompted to enter a name for the file then save it and a confirmation will follow.
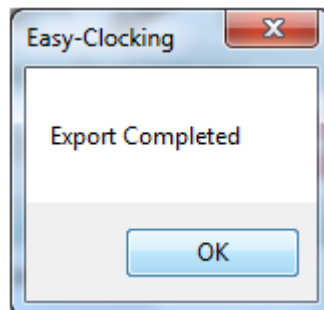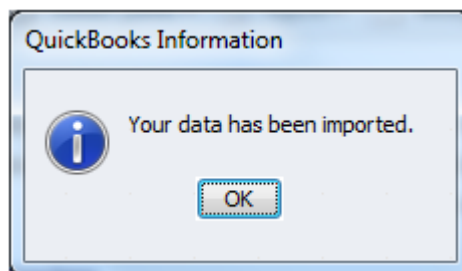
1.5 *How to export files to QuickBooks.*

1) Log in to QuickBooks.

2) Click on FILE then UTILITIES then IMPORT then IIF FILES. (*See picture below*)

3) After clicking on IIF Files you will be prompted to select the file to import, select the file you created from Easy Clocking software and a confirmation will follow.

4) To verify if the information transferred properly, go to the employee center in QuickBooks.
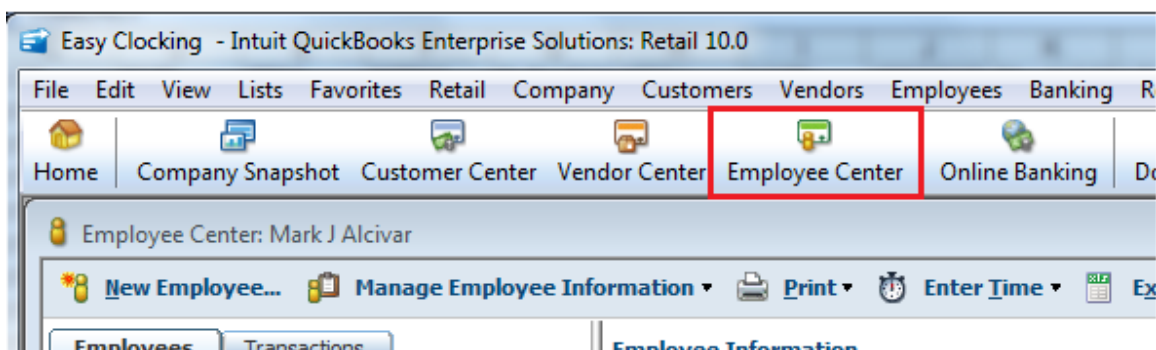
5) Within the employee center click on **Enter time** and within on **Use weekly time sheets**, and the time sheets window will open. (*See picture below*)
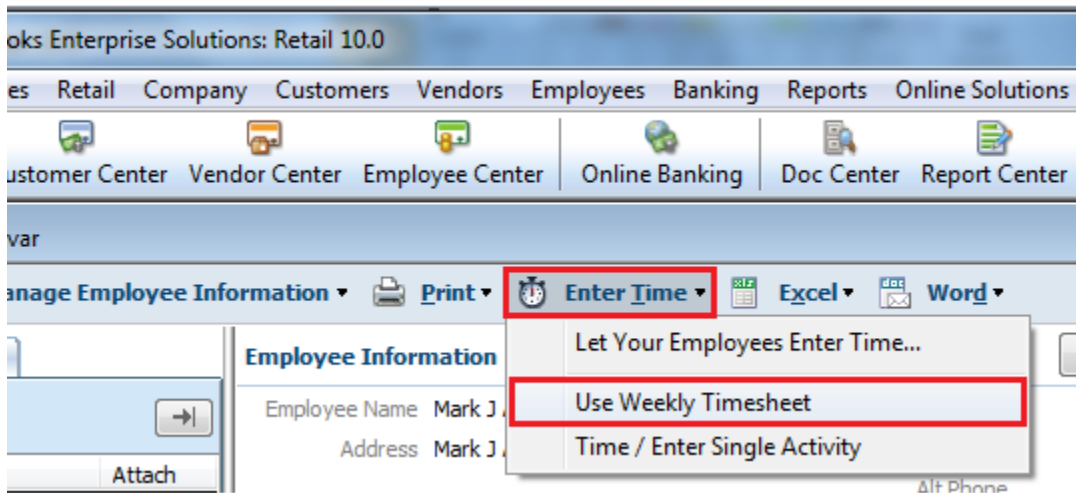
6) In the time sheet window select the employee and date and the total worked time should display. (*See picture below*)