

Link: <https://goclockwise.com/resources/>

## Part I - Install Software

You will need to download 2 files:

1. QuickBooks Import Tool
2. In QBFC10

You can read the installation guide for detailed instructions; however, it should be as simple as running QBFC10 first, then running ClockwisetoQUickBooks-TSImport1.4.2.msi. You will run these files on the computer that will be importing into QuickBooks.

## Part II - Generate File from Clockwise

For time to be exported, the timesheet must be either signed by the employee, approved by the manager, or both.

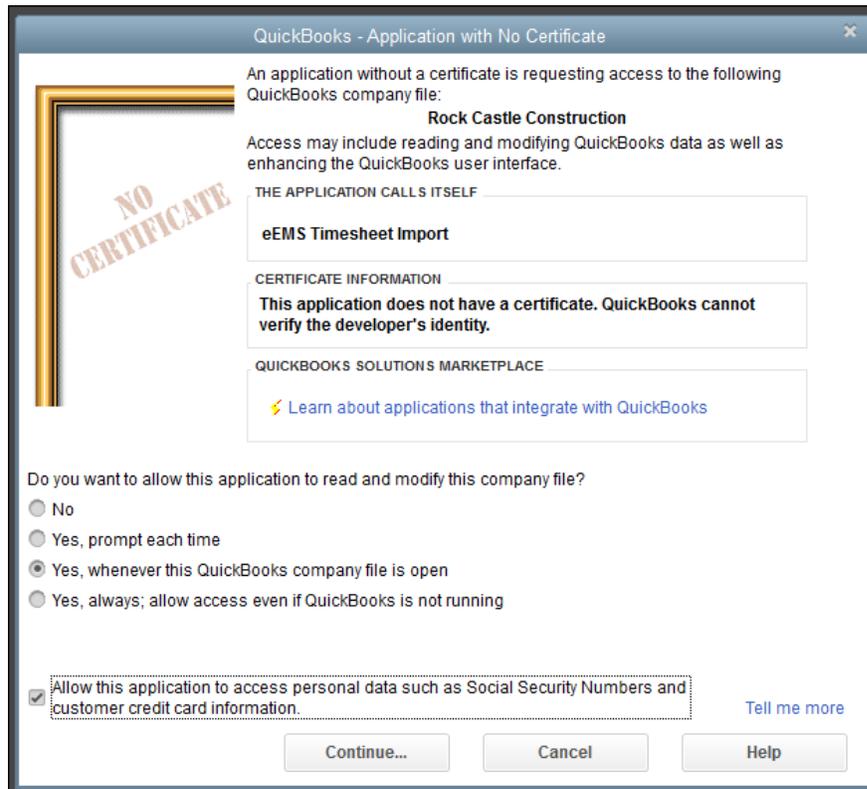
1. From Clockwise, Accounting > Import | Export > Timesheet.
2. Select the group(s) you need to export.
3. For testing, I suggest un-checking the "Process Timesheets" checkbox, as this will allow you to export the data again in case there is an error the first time you try to import. In normal operations, you would leave this box checked and all timesheet data exported would be marked as processed and would not appear on future exports.
4. You have 2 options for date range – choose Timesheet Ending Date or For Days Between. We recommend "For Days Between" because it is very specific to only include hours worked within that time frame. Timesheet Ending Date will bring in all timesheets from the beginning of the site until that end date that are not processed. (Processed means that they have been locked down and already exported into QuickBooks.)
5. Click "Submit".
6. A new window will open with data in a text format. Save file to your desktop or other folder the tool can access.

## Part III - Import file from Clockwise into QuickBooks

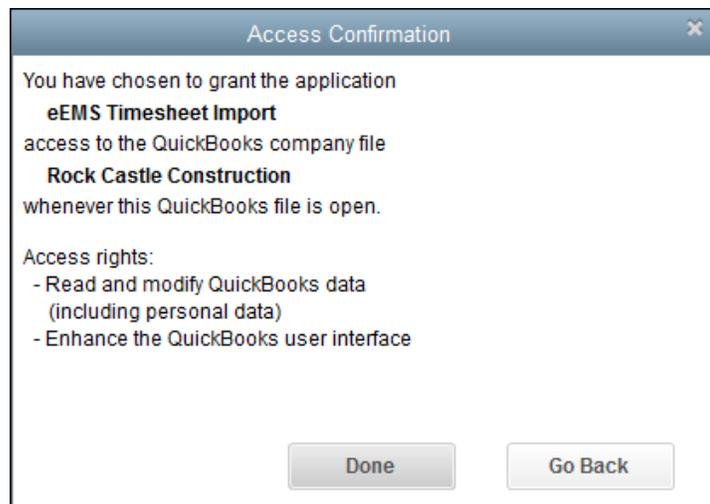
1. Click the clock icon on your desktop.
2. Click on "Select a File Source from Hard Drive"
3. Choose the file you saved in the previous section
4. Click "Execute Import"

## Part IV – Permissions from QuickBooks

1. The first time you open the tool and attempt to import, you will be asked to confirm permissions with your QuickBooks file.
2. At the first pop-up choose the 3<sup>rd</sup> button and check box the bottom (5<sup>th</sup>) question. This allows the import tool to communicate with your open QuickBooks file when you start to the tool.



3. You will be asked to confirm at least once depending on your version of QB.



## Part V – Processing Timesheets

Once the QuickBooks file has been imported, process the timesheets for that period. It will lock the timesheets down so no changes can be made by employees or supervisors. Only process if you do not need to run the export again. If a mistake is made, call the Support Department at 281-488-8806 and they can unprocess timesheets. After clicking “Submit”, it will provide you with another output like before – disregard as is unneeded.