

Export Time Clock Data to QuickBooks - Desktop version only

Last Modified on 06/21/2023 4:25 pm EDT



Jackrabbit's time clock integration is available only with QuickBooks Desktop; time cannot be exported to QuickBooks Online.

To fully utilize this option, you must have [QuickBooks Payroll](#). Jackrabbit can create an IIF file containing staff hours to be imported into QuickBooks Desktop for payroll processing. There are several items that must be set up correctly.



Before exporting to QuickBooks for the first time, be sure you've followed all the [Time Clock Export Settings](#) instructions.

Important Notes

- The import will work correctly only if Jackrabbit **Department** names are exactly the same as QuickBooks **Payroll Item** names.
- If you want to import QuickBooks "Class" information, Jackrabbit **Department** names must match the QuickBooks **Class** names.
- If you want to import both staff hours and "class", then: Jackrabbit **Department** names = QuickBooks **Payroll Item** names = QuickBooks **Class** names.



After setup is complete, we recommend importing test data before importing the first full pay period. For example, try importing 2 employees' hours into QuickBooks to verify they were set up correctly (duplicate employees weren't created in QuickBooks) and to check the payroll module for accuracy (correct # of hours, etc). Any information entered into Jackrabbit or QuickBooks for the test can be deleted after you're finished.

1. Point to **Staff** (menu) > **Time Clock** > **Export to Payroll**.
2. Select a **Location** and **Pay Date**.
3. Select **Export QuickBooks File**.

Export to Payroll

← RETURN

Search Criteria [?](#)
A pay date's information can be exported as a CSV file to send to a payroll service, emailed to Express Payroll or exported as a QuickBooks file.

Location:
Pay Date:

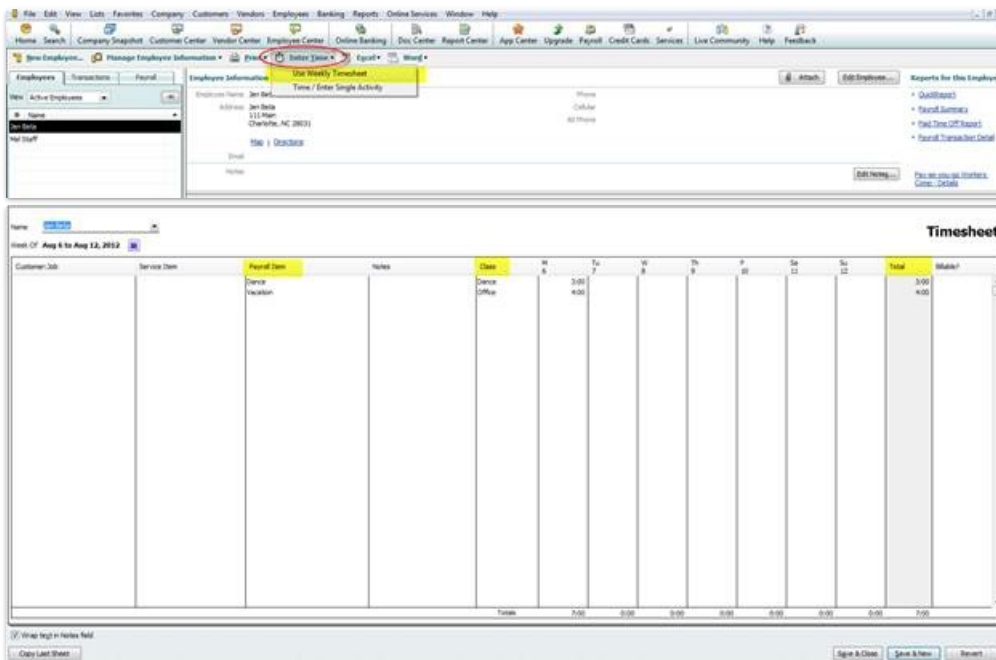
Export/Edit CSV File Email File to Express Payroll Export QuickBooks File

Related

[EXPORT STAFF DETAILS](#) Export Staff Details when you need to easily provide staff data to your payroll company.
[PAYROLL CODES](#)

[Download CSV](#)

4. In the Opening payrollexport.iif pop-up box, select the option to **Save** the file and save it to your computer.
5. Import the file into QuickBooks (QuickBooks > Import > IIF Files > Select the saved IIF file).
6. After the import is complete verify hours are in each employee's **Weekly Time Sheet** in your QuickBooks database.



7. Process payroll in QuickBooks.

The QuickBooks Reports below include 2 employee times that have been imported into QuickBooks and processed for testing purposes.

QuickBooks Payroll Summary Report

Jackrabbit Payroll Summary August 24, 2012									
	Jen Beta			Mel Staff			TOTAL		
	Hours	Rate	Aug 24, 12	Hours	Rate	Aug 24, 12	Hours	Rate	Aug 24, 12
Employee Wages, Taxes and Adjustments									
Gross Pay									
Dance	3	12.00	36.00			0.00	3		36.00
Gym			0.00	5	12.00	60.00	5		60.00
Sick			0.00	4	10.00	40.00	4		40.00
Vacation	4	10.00	40.00			0.00	4		40.00
Total Gross Pay	7		76.00	9		100.00	16		176.00
Adjusted Gross Pay									
	7		76.00	9		100.00	16		176.00
Taxes Withheld									
Federal Withholding			0.00			-2.00			-2.00
Medicare Employee			-1.11			-1.45			-2.56
Social Security Employee			-3.20			-4.20			-7.40
NC - Withholding			0.00			0.00			0.00
Total Taxes Withheld			-4.31			-7.65			-11.96
Net Pay	7		71.69	9		92.35	16		164.04
Employer Taxes and Contributions									
Federal Unemployment			0.46			0.60			1.06
Medicare Company			1.11			1.45			2.56
Social Security Company			4.72			6.20			10.92
NC - Unemployment			0.92			0.00			0.92
Total Employer Taxes and Contributions			7.21			8.25			15.46

Profit & Loss, Transaction Detail by Account Report

12:54 PM 08/07/12 Cash Basis		Jackrabbit Profit & Loss August 24, 2012	
		◊ Aug 24, 12 ◊	
Ordinary Income/Expense			
Expense			
Payroll Expenses	▶	191.46	◀
Total Expense		191.46	
Net Ordinary Income		-191.46	
Net Income		-191.46	

Note that in the screenshot below, the payroll tax amounts do not get assigned aClass. If using Classes in QuickBooks, you must do this manually.

11:57 AM 08/14/12 Cash Basis						
Jackrabbit Profit & Loss August 24, 2012						
	◊ Dance ◊	◊ Gym ◊	◊ Office ◊	◊ Unclassified ◊	TOTAL	
Ordinary Income/Expense						
Expense						
Payroll Expenses	▶	36.00	60.00	80.00	15.46	191.46
Total Expense		36.00	60.00	80.00	15.46	191.46
Net Ordinary Income		-36.00	-60.00	-80.00	-15.46	-191.46
Net Income		-36.00	-60.00	-80.00	-15.46	-191.46

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06/07/12

Jackrabbit
Transaction Detail By Account

Cash Basis

August 24, 2012

Type	Date	Num	Name	Memo	Class	Split	Original Amount	Paid Amount	Balance
Payroll Expenses									
Paycheck	08/24/2012		Jen Beta		Dance	Checking	36.00	36.00	36.00
Paycheck	08/24/2012		Jen Beta		Office	Checking	40.00	40.00	76.00
Paycheck	08/24/2012		Jen Beta			Checking	4.72	4.72	80.72
Paycheck	08/24/2012		Jen Beta			Checking	1.11	1.11	81.83
Paycheck	08/24/2012		Jen Beta			Checking	0.46	0.46	82.29
Paycheck	08/24/2012		Jen Beta			Checking	0.92	0.92	83.21
Paycheck	08/24/2012		Mel Staff		Office	Checking	40.00	40.00	123.21
Paycheck	08/24/2012		Mel Staff		Gym	Checking	60.00	60.00	183.21
Paycheck	08/24/2012		Mel Staff			Checking	6.20	6.20	189.41
Paycheck	08/24/2012		Mel Staff			Checking	1.45	1.45	190.86
Paycheck	08/24/2012		Mel Staff			Checking	0.60	0.60	191.46
Total Payroll Expenses								191.46	191.46
TOTAL								191.46	191.46