



# Exporting time-sheets from TimeDock into QuickBooks Desktop

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**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.

## Enable Time Tracking within QuickBooks Desktop

1. Open your QuickBooks Desktop application.
2. Click *Edit > Preferences* within the top left file menu.
3. On the left hand side of the Preferences window, click *Time & Expenses* (near the bottom).
4. Then along the top, click *Company Preferences*.

5. Tick **Yes** under *Do you track time?*
6. Review and revise any other applicable options on this screen.
7. Click **OK** in the top right of the screen, to save your changes.

## Export timesheet file from TimeDock

8. Login to your TimeDock account and navigate to **Export**.
9. Choose **QuickBooks Desktop** from the list of export formats.
10. 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.
11. Enter the default **Earnings Item** within QuickBooks.
12. Choose how to set the **Billing Status** within QuickBooks.
13. Choose if you want to create automatic break deductions by changing the settings in the **Break Deductions** box.
14. 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](#)