



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

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Web:	https://timedock.com
Email:	info@timedock.com
International:	(+64) 9 444 1384
Local phone:	(09) 444 1384

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

Export timesheet file from TimeDock

1. Login to your TimeDock account and navigate to **Export**.
2. Choose **Sage 50cloud (CA)** 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 code for regular **Income** within Sage.
5. Choose a source to map to **Project** within Sage.
6. Choose if you want to create automatic break deductions by changing the settings in the **Break Deductions** box.
7. Click **Download File** to save the timesheet file to your computer.

Import timesheet file into Sage 50cloud (CA)

1. Open your Sage desktop application.
2. Click on **File > Import/Export > Import Timesheets** to open the import wizard.
3. Follow the steps in the import wizard, ensuring you select the .csv file you downloaded from TimeDock.

See also

- [Sage: Timesheet import template](#)