



10. Click **Automatically Approve and Proceed with Export**
11. Click **Browse** and follow the path that you wrote down in step 3 to locate the QuickBooks company file
12. You will want the customer to verify that the **Regular Pay Item, Overtime 1.5 Pay Item and the Overtime 2 Pay Item** are named exactly the same way in QuickBooks.
13. You can check this in QuickBooks by navigating to **Lists** and then clicking either **Item List or Payroll Item list**. *If you are bringing over sick, vacation time, etc the names in QuickBooks must match the names created in Special Pay Categories or the hours will not export.*

TimeTrax - QuickBooks Link - Version 4.3.1

For Payroll: CAROLS

QuickBooks Dynamic Export:

QB Company File Name	H:\QuickBooks\Company Files\Pyramid Tech.QBW	Browse...
Regular Pay Item	Hourly Rate	
Overtime 1.5 Pay Item	Overtime Hourly Rate	
Overtime 2 Pay Item	Overtime Hourly Rate (2)	

Note: When specifying a QB Company File Name, be sure to specify the fully qualified name, including the drive and path, e.g.: 'c:\program files\intuit\quickbooks pro\mycompany.qbw'

Buttons: Cancel Export, Start Exporting to QuickBooks

14. Click **Start Exporting to QuickBooks**.
15. Once the export is complete you will want to check that the hours are in QuickBooks.
16. Navigate to QuickBooks and in the Employee Center, click the drop down that reads **Enter Time** and then click **Use Weekly Time Sheet**
17. Chose the employee whose hours your brought over in the **name** drop down
18. Chose the dates that coincide with the pay period you brought over in the **date** drop down and the hours should appear.

Name: **UNASSIGNED** **Timesheet**

Week Of: **Aug 8 to Aug 14, 2011**

Customer/Job	Service Item	Payroll Item	Notes	M 8	Tu 9	W 10	Th 11	F 12	Sa 13	Su 14	Total	Billable?
		Hourly Rate	Pyramid TimeTrax	6:00	7:00						13:00	
<b>Totals</b>				6:00	7:00	0:00	0:00	0:00	0:00	0:00	13:00	