

How to setup for importing into QuickBooks Online

First you have to setup the employees and then you can export the time card data to QuickBooks.

First Time New Setup

- 1) Go to the **Setup** tab and select **Employee Setup** page and enter in the employee's names individually and save changes **or** go to the **Setup** tab and select **Employee Import** from a spreadsheet.

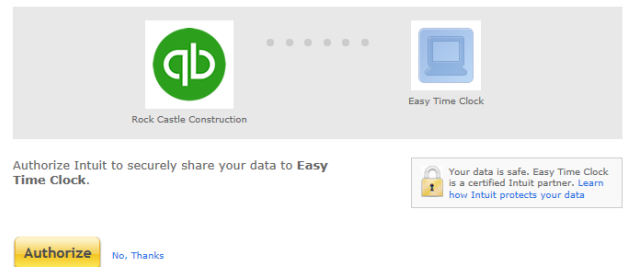
To setup employee number:

- 3) Go to **Setup** tab and select **Payroll Setup** page
- 4) If you are not connected, click "**CONNECT TO QuickBooks**"

Please Connect to Quickbooks Online 

- 5) Enter the **QuickBooks username and password**

- 6) Click **Authorize**



- 7) From the Easy Time Clock website, go to the setup tab and select Payroll Setup page then select **the employee's name from the select list in the "Employee #" column**

Employee #	
53	Dan T. Miller
54	Elizabeth N. Mason
55	Gregg O. Schneider

- 8) Click **Save Changes**

To export the time card data:

- 1) Go to them **Reports** tab and select **Time Card Summary Report**
- 2) If you are not connected, click "**CONNECT TO QuickBooks**"
- 3) Enter the **QuickBooks username and password**
- 4) **Click Authorize**
- 5) Once connected, click the "**Export**" button to send the time card data to QuickBooks

