

# Quickbooks Using Excel to Prepare QIF File to Import Pay Data

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**Disclaimer: Teamwork does not have a direct integration with Quickbooks, and does not have the technical ability to provide formal guidance on Quickbooks setup, or moving pay data into Quickbooks.**

Teamwork is happy to support users with custom payroll exports that may be converted to Quickbooks' format (QIF) for importing into Quickbooks, provided that users provide Teamwork with a proven file format that they have successfully imported into Quickbooks.

The workflow is as follows:



An example of a merchant custom export follows:

	A	B	C	D	E	F	H	I	N	O
1	Employee ID	Employee Name	Location	Role	Reg Hours	OT Hours	Tips Owed	Tips Paid	Date	Date
2	0479	Sample Employee, First		REST Cook AM	31.33	0.98			2/16/25	3/1/25
3	0479	Sample Employee, First		REST Cook PM	48.67	1.6			2/16/25	3/1/25
4	355	Sample Employee, First		Exec Chef	71	2.99			2/16/25	3/1/25
5	8099	Sample Employee, First		REST Busser	22.4		24.21		2/16/25	3/1/25
6	0150	Sample Employee, First		BANQ Cook	3.76				2/16/25	3/1/25
7	0150	Sample Employee, First		REST Cook AM	35.17				2/16/25	3/1/25
8	1854	Sample Employee, First		BANQ Server	3.65				2/16/25	3/1/25

## Suggested Steps

1. Merchant ascertains, via Quickbooks resources and support, a format built in excel, which contains all pertinent data, i.e. Employee ID, Name, Earnings Types such as Hours, Overtime Hours, Tips Paid, Tips Owed, and Jobs or Departments.
2. Merchant converts their sample file into a QIF using Excel, and **confirms a successful import into Quickbooks.**
3. After a successful test is complete, Merchant reaches our team at [teamworksupport@spoton.com](mailto:teamworksupport@spoton.com) with a request for a custom file export. Required are: the proven sample excel file, employee IDs in Excel format, with first name and last name columns, with name spelling identical to Teamwork, all Jobs or Departments that could potentially be used in the payroll file with identical spelling as Quickbooks.

4. Teamwork will build and provide a file for testing. Teamwork cannot assure that the required file can be built, but will make best efforts.