

# Quickbooks **Online Client Export Guide**

## **2022 QBO: Heartland Payroll will now integrate directly with Quickbooks Online!**

Quickbooks Online is being added to the export options available with the My General Ledger (GL) service!

This integration will allow our clients to sync their payroll data to Quickbooks Online in just a few clicks, reducing the chance of human error(s) and saving time.

### **Payroll Records Captured**

Heartland provides a record of each payroll transaction that is processed in HPS (*except information that is processed behind the scenes such as fix files and Voids*). This includes both the debits and credits.

Current functionality does not support job costing.

# Export Process

**1.** Once a client has successfully processed payroll, the export to Quickbooks Online is generated.

*Clients who wish to export will first access the Reporting tab within the Payroll System.*

**2.** Next, within the Archived Reports tab, the client will locate the "Quickbooks Online Export" report.

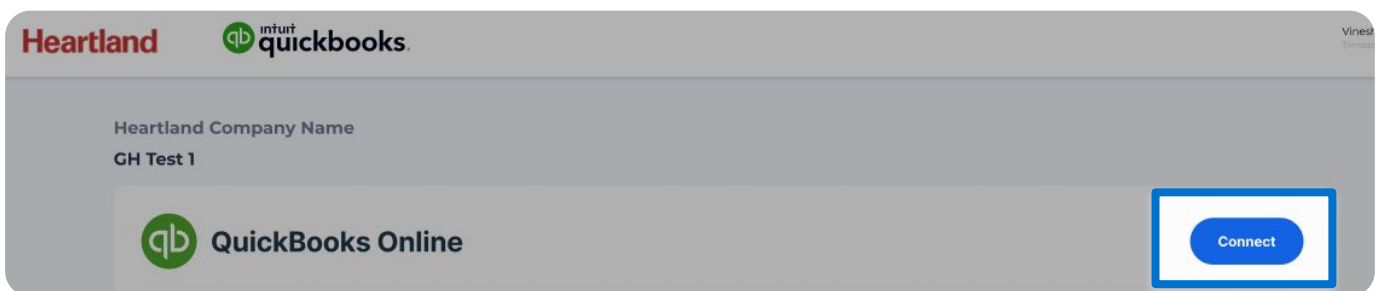
**3.** From here, under the "Actions column" on the right, the client would click on the hamburger icon (three horizontal lines) and choose "Send to QuickBooks Online" option to begin the sync.

<input type="checkbox"/>	Payroll Timesheet	08/18/2022 8:30:56 PM	08/18/2022 8:30:57 PM	PRINTING	
<input type="checkbox"/>	QuickBooks Export	08/18/2022 8:30:30 PM	08/18/2022 8:30:30 PM	GENERATED	
<input type="checkbox"/>	QuickBooks Online Export	08/26/2022 4:59:04 PM	08/26/2022 4:59:13 PM	GENERATED	
<input type="checkbox"/>	Delivery Page	08/18/2022 8:30:59 PM	08/18/2022 8:31:01 PM		
<input type="checkbox"/>	Packing List	08/18/2022 8:30:57 PM	08/18/2022 8:30:59 PM		
<input type="checkbox"/>	Wrap Instructions	08/18/2022 8:31:01 PM	08/18/2022 8:31:02 PM	PRINTING	

View Selected Reports   Download Selected Reports   Regenerate Selected Reports   Refresh Status

**4.** If the client has not connected the payroll system to Quickbooks previously they will be prompted to give both systems permission to share data.

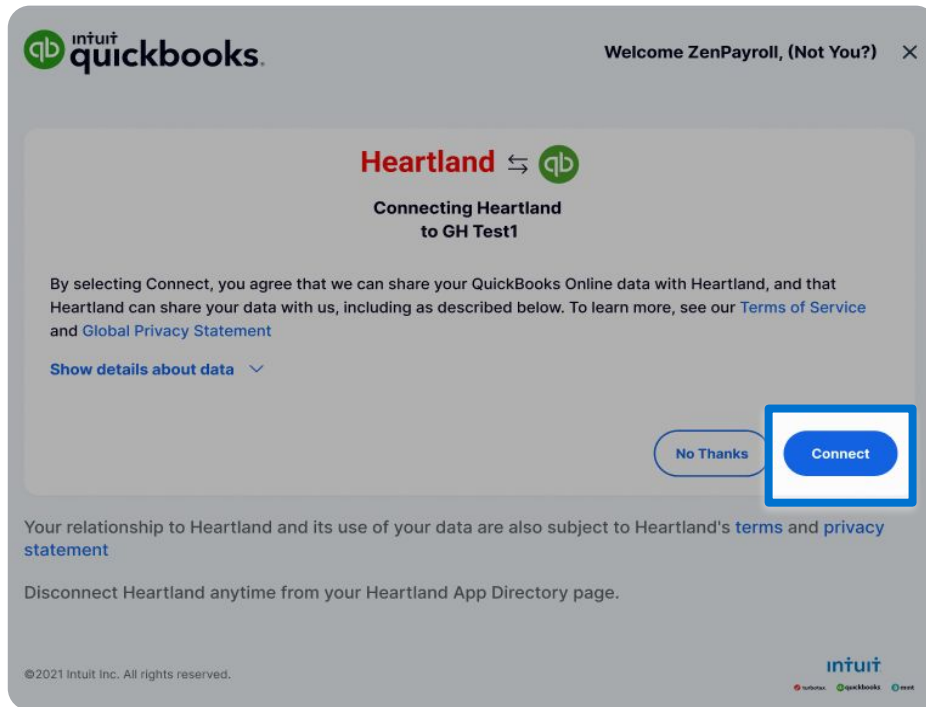
**Note:** A client will only need to connect both systems one time.



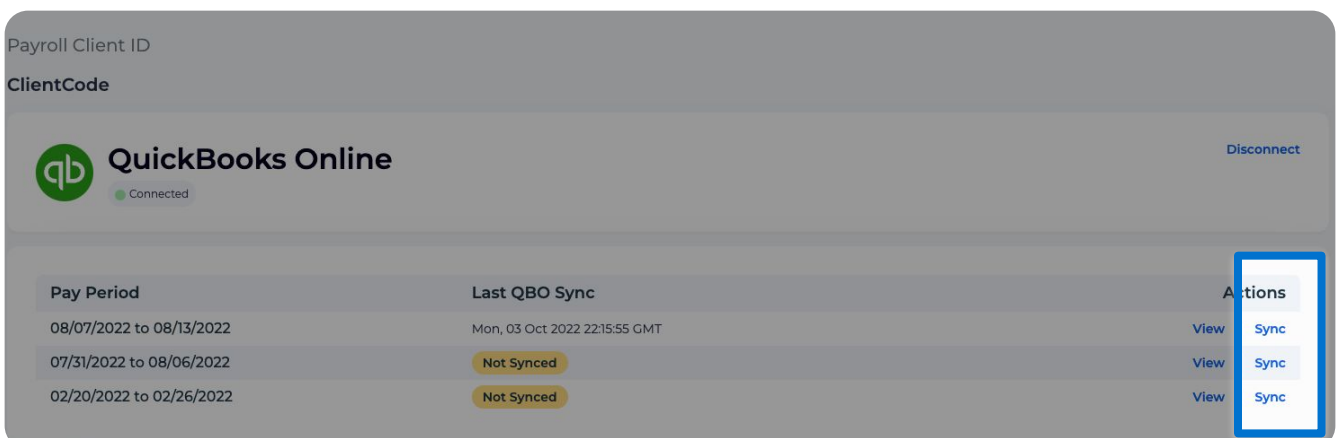
## Export Process Cont.

- 5.** As a client confirms this connection, a confirmation statement will be sent. Once connected, both systems are officially linked.

**Note:** A client will only need to connect both systems one time.

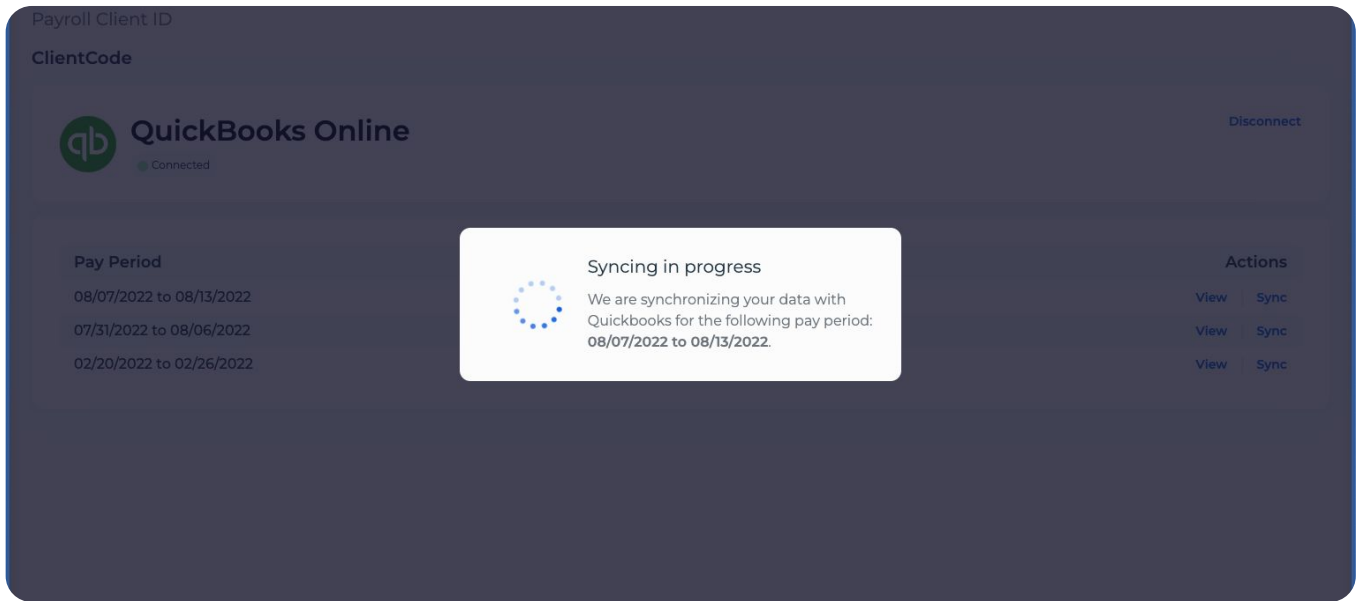


- 6.** Once a client has linked the Payroll System with Quickbooks Online, they will be brought to this screen after using the "Hamburger Icon" on their Archived Reports screen. From here clients can Sync the Payroll System data to their Quickbooks Online ledger by simply clicking "Sync" under Actions.

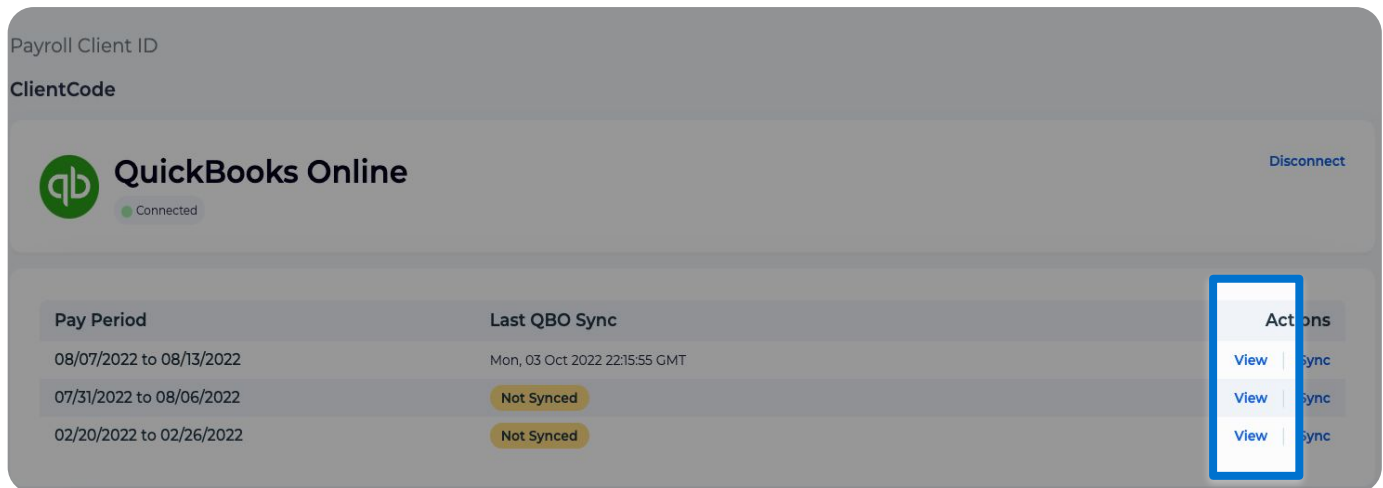


# Export Process Cont.

7. As payroll in QuickBooks Online is syncing, a client will see a pop-up like the one pictured below.



8. As a client continues to export and sync their Payroll Data to Quickbooks Online, a history of payroll data and “Syncs” will be visible for the client's viewing. “Heartland’s” Quickbooks Online integration allows for an improved customer experience and streamlined reconciliation, ultimately saving our clients a significant of time and reducing the chance of errors.



## General Support

**Internal Support:** GL.ProductSupport@e-hps.com

**Client Support:** Clients should reach out to their current sales rep