

# HSS and QB's

Tuesday, June 8, 2021 11:49 AM

## Employees

HSS and QB's link it is the Name and Last Name.

## 1 time deal setups

## Payroll Items

1 - HSS - Farm - Settings - QuickBooks Settings

Add your piece rate job, on this example we are calling the piece rate job, Picking. It can be called anything, but it must match your QB's name and it is case sensitive.

### Farm Settings

This page allows you to change your farm's settings.

MBG M  
04726 COUNTY ROAD  
JUNCTIO

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#### Farm

Name : MBG Marketing  
Location : 04726 County Road 215, Grand Junction, MI 49056

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#### Report

Blank Rows shown on Employee Roster Report : 5

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#### Quickbooks Settings

The pay item names must match **EXACTLY** with the names of the pay items you have set up in your quick books. Each of your employees must be set up any pay items they are using within the site (ie. Hourly/Weight/etc.), if they're not set up they'll have the values without any associated pay items after the import.

Quickbooks Pay Item - Hourly : Picking Hours This will transfer your employee piece rate job hours to show on paystub

Quickbooks Pay Item - Hourly Makeup : Min Wage Makeup Min Wage Makeup

Quickbooks Pay Item - Weight : Picking This will be your piece rate job

Quickbooks Pay Item - Custom#1 : Picking Hourly

Quickbooks Pay Item - Custom#2 : *Not Set*

Quickbooks Pay Item - Custom#3 : *Not Set*

Quickbooks Pay Item - Custom#4 : *Not Set*

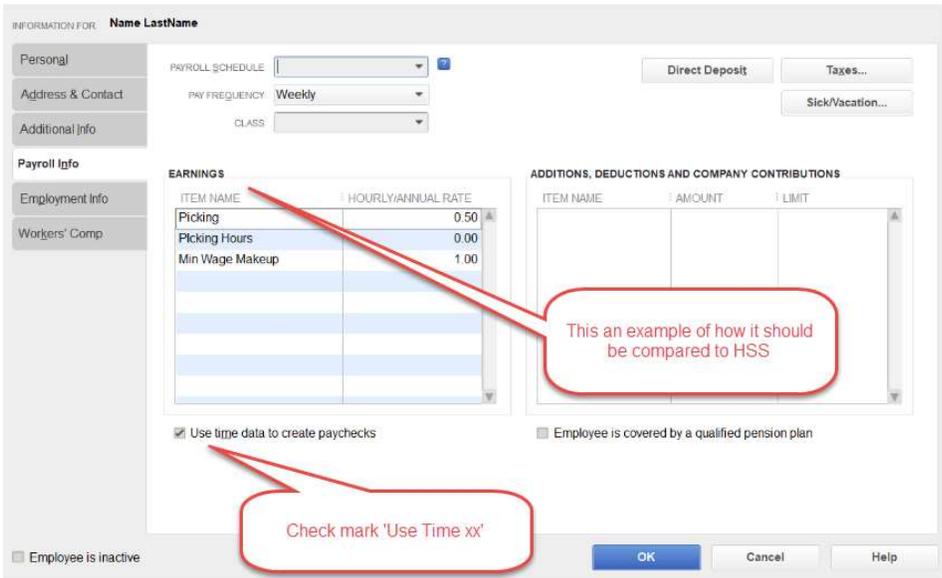
Quickbooks Pay Item - Custom#5 : *Not Set*

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#### Other Settings

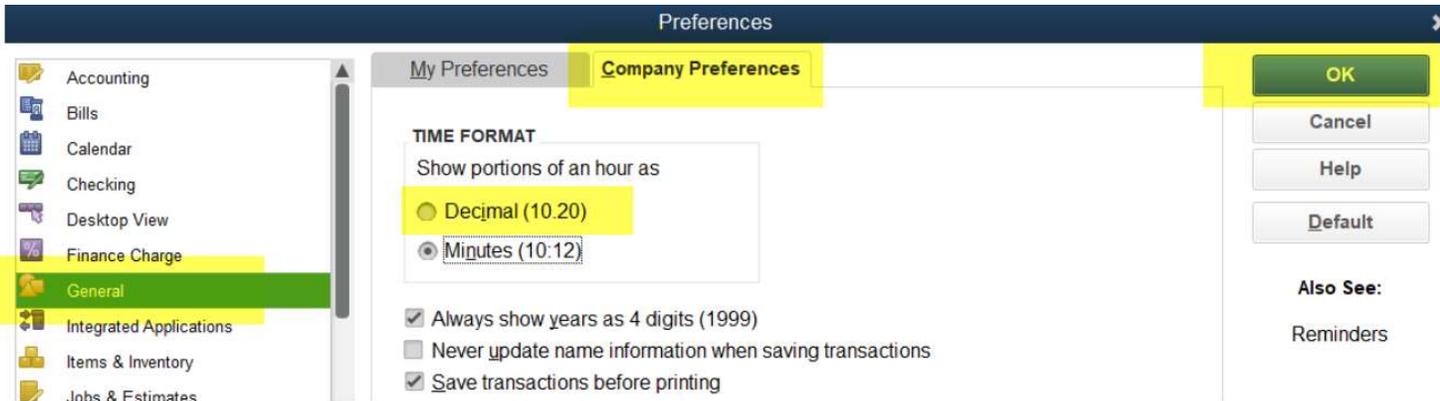
[Go To Pay Rate Settings](#)  
[Go To Configure Fields](#)

2 - QuickBooks



3 - Optional you might want to create **default employee settings**, so you do not have to do any new employee manually.  
 QBs - Manage Employee Information - Change New Employee Default Settings - Under Earnings - Add your payroll items (Picking, Picking Hours, Min Wage Makeup)  
 Check mark 'Use time data to create paychecks'

4 - Preferences - General - Company Preference - 'Decimal' - Ok  
 NOTE: This will ensure that the piece rate hours are transferred correctly



Previous Next Print Edit Single Activity

# Timesheet

NAME:  WEEK OF: Jun 4 to Jun 10, 2021

CUSTOMER:JOB	SERVICE ITEM	PAYROLL ITEM	NOTES	CLASS	F 4	SA 5	SU 6	M 7	TU 8	W 9	TH 10	TOTAL	BILLABLE?
		Min Wage Makeup								14.33		14.33	
		Picking								6.03		6.03	
		Picking Hours								2.47		2.47	
Totals					0.00	0.00	0.00	0.00	22.83	0.00	0.00	22.83	

Wrap text in Notes field

Copy Last Sheet Save & Close Save & New Revert

You might need to adju one of the days to assuure the total it is the same as payroll report

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## Exporting Payroll to QB's

NOTE: You need to import your data first and verify your payroll report

- 1- Navigate to HSS - Reports - Payroll Reports - Select your Start Date - Click Generate Report - (BETA) Export to Quickbooks

NOTE: The PayrollSummaryQuickbooksExport\_xxx.IIF file will be automatically saved on your Downloads Folder

hss Home Import Ship Reports
Farm User Help

## Payroll Report

The Payroll Report is used to calculate payroll information for your employees over a weekly time period. The seven day time span is required for compliant piece rate vs. hourly wage calculations. Hourly and piece rates for each employee are saved during import for each calendar day of harvesting.

MBG Marketing  
 04726 COUNTY ROAD 215, GRAND JUNCTION, MI 49056

Start Date:  End Date:  Contractor:  Sort:

Use Statement Of Earnings Report Format:  No  Yes  
 Display Last Four Digits Of Social:  No  Yes

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Printed on 6/8/2021

Start Date: 1/22/2021

End Date: 1/28/2021

DRAFT\*

\*At least one of the imports for this report is still open.

**MBG Marketing**  
 04726 County Road 215, Grand Junction, MI  
 49056

1b) Review your report

### Payroll Report

1234-0110	FirstName	LastName					Total To Pay (Hourly):	\$20.38
Badge ID#	Work Date	Hourly Rate	Time (hh:mm)	Hourly Cost	Piece Rate	Weight	Piece Cost	
1234-0110	6/8/2021	8.25	2:28	\$20.38	1.00	6.04	\$6.04	
SubTotals:			0:2:28	\$20.38		6.04	\$6.04	
							Make-Up Pay	\$14.34
							Min Wage Makeup	
<b>Total (All Employees):</b>								<b>\$20.38</b>

Pounds

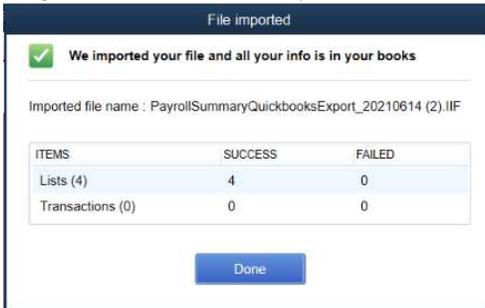
Piece Rate job hours. In this case Picking

Min Wage Makeup

\*An orange cell for BadgeID denotes that the employee has a manual entry for this day.

#### 2 - Import into QB's

Navigate to QB's - File - Utilities - Import - IIF Files... - Click Import IIF - Select the file - Open



To review any errors open with Notes  
On the File partially imported window - Select Review Now - Open with Notepad - Ok

#### Creating Paychecks

Reviewing Timesheet import  
Employee - Timesheet - Select the employee

Employees - Employee Center - Payroll Tab - Select your Schedule Payroll - Select your filters; dates, employees, etc.  
Click Open Paycheck Detail to Review each check - Save and Close when done reviewing - Click Continue - Create Paychecks

