

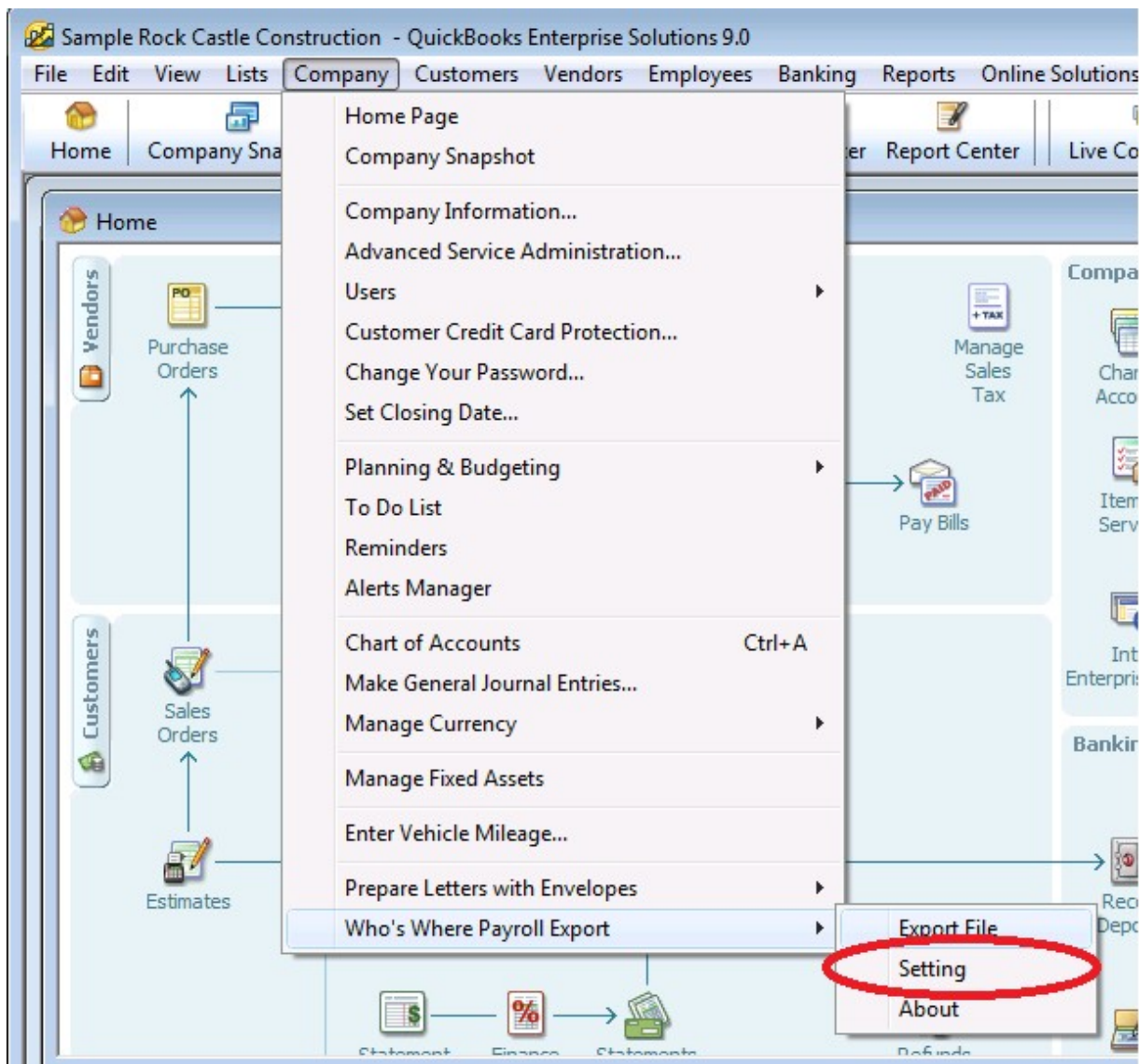


QuickBooks Payroll Export Plug-in User Guide Diocese of Brooklyn

This guide is used to define the settings and the process of exporting your QuickBooks payroll data for use with Who's Where.

One-Time Setup

The first time you use the Who's Where Payroll Export go to Company>Who's Where Payroll Export>Settings. See below.



Set up the Settings using the format below:

Export Format: Select 1

Folder to Export to:

- Select “...” and browse to a folder, or create a folder on your desktop or in a local drive.
- We recommend creating a Who’s Where folder on your desktop. Make sure you do not have an apostrophe in your file name (e.g. Whos not Who’s)

Employer #: Enter your unique parish, school, academy, or affiliated organization six digit number.

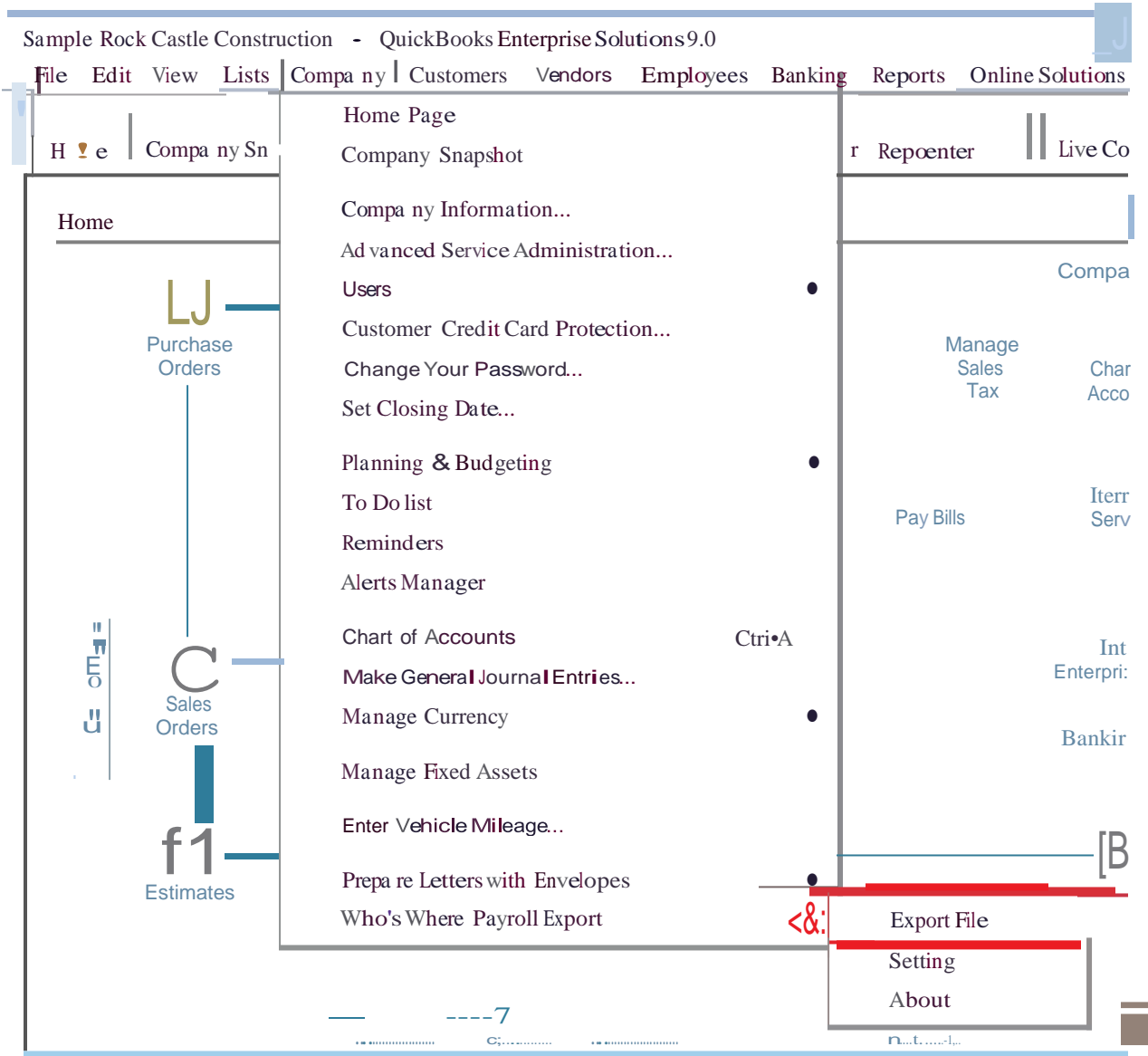
Custom Deductions

- *Custom Deduction 1:* Select “**Dental Pre-tax**”
- *Custom Deduction 2:* Select “**Dental Post-Tax**”
- *Custom Deduction 3:* Select “**Medical Pre-Tax**”
- *Custom Deduction 4:* Select “**Clergy Post-Tax**”
- *Custom Deduction 5:* Select “**403b Loan**”
- *Custom Deduction 6:* Select “**403b Pre-Tax**”
- *Custom Deduction 7:* Select “**403b Post-Tax**”
- *Custom Deduction 8:* Select “**Medical Post-Tax**”
- *Custom Deduction 9:* Select “**Clergy Pre-Tax**”
- *Custom Deduction 10:* Select “**403b Catch Up**”

Select “**Save**”

Payroll Export Process

After the settings have been saved, select Company > Who's Where Payroll Export > Export. This will be the process you will perform each payroll.



All date selections will default to the current day.

1. Select the Pay Frequency (Note: If you have multiple pay cycles, you will export one pay frequency at a time).
2. Select the **“Pay period starting date.”**
3. Select the **“Pay period ending date.”**
4. Select the **“Check Date.”** (Note: After you select this date, the Check Date will display in **bold** on the monthly calendar.)

“Filter Value”: You may filter employees by salaried or hourly. Typically, all employees are exported, so you do not need to select a filter. If you need to export only hourly or only salaried employees, select the pay type (hourly or salary) in the drop down box. Only those employees will be included on the Who’s Where Export File.

Once date selections are made from drop-downs, select **“Export”**.

Who's Where Payroll Export

Select paycheck date

Please choose a bolded check date:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

September, 2013

Pay Frequency: Monthly

Select Employee: [Empty]

Pay period starting date: 09/01/2013

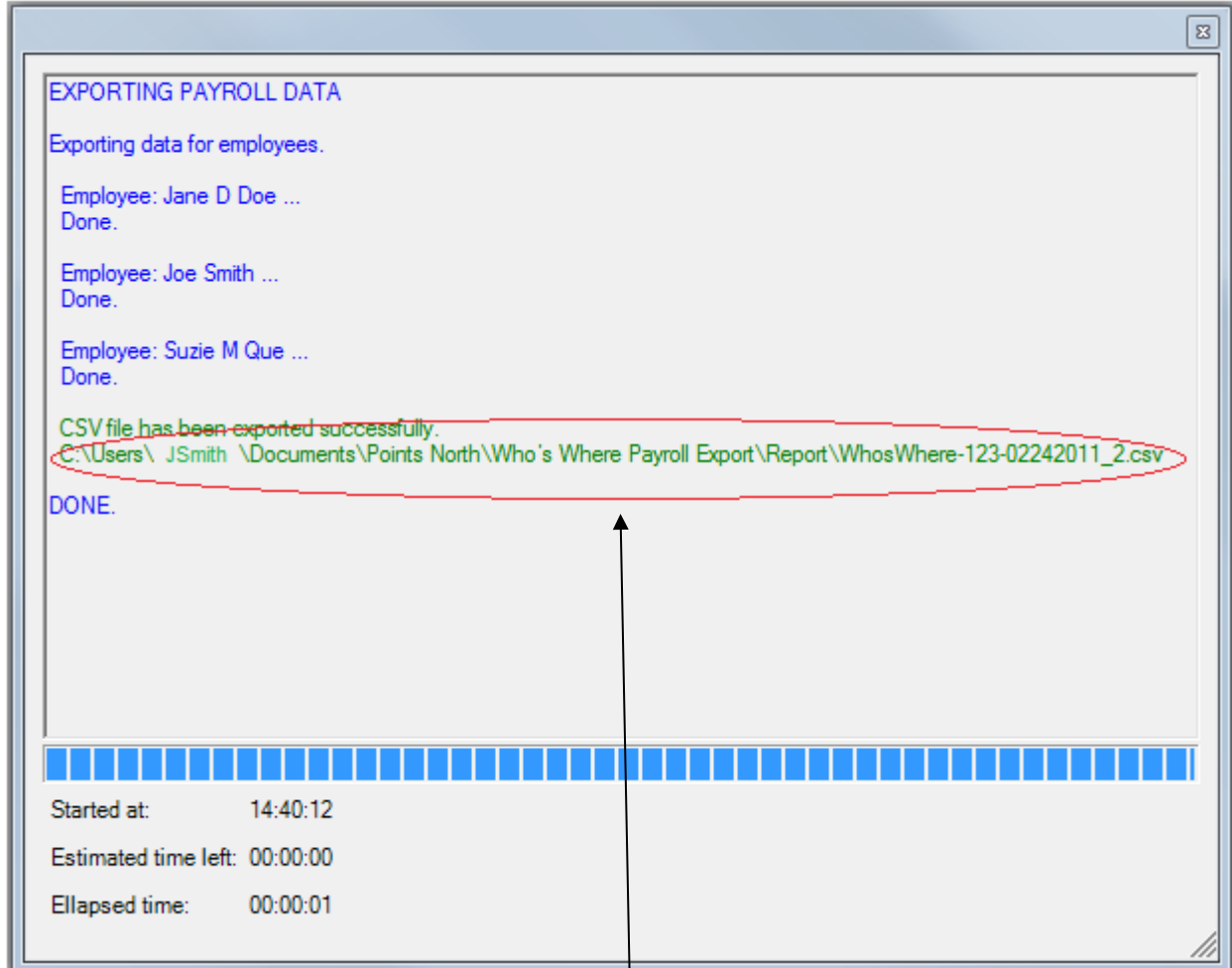
Pay period ending date: 09/30/2013

Check Date: 09/30/2013

Filter Value: No filter

Export Close

A similar box to the one below will appear that shows each employee who received a paycheck on the check date selected above.



The name and location of the export file is displayed.

The Export file will be named "WhosWhere-"Unique Identifier Number"-Today's Date"

After the file is created, you will log into Who's Where and import the file.

Support

If you have any questions, please contact Points North Technical Support for assistance at 888-561-2072, Option 5.