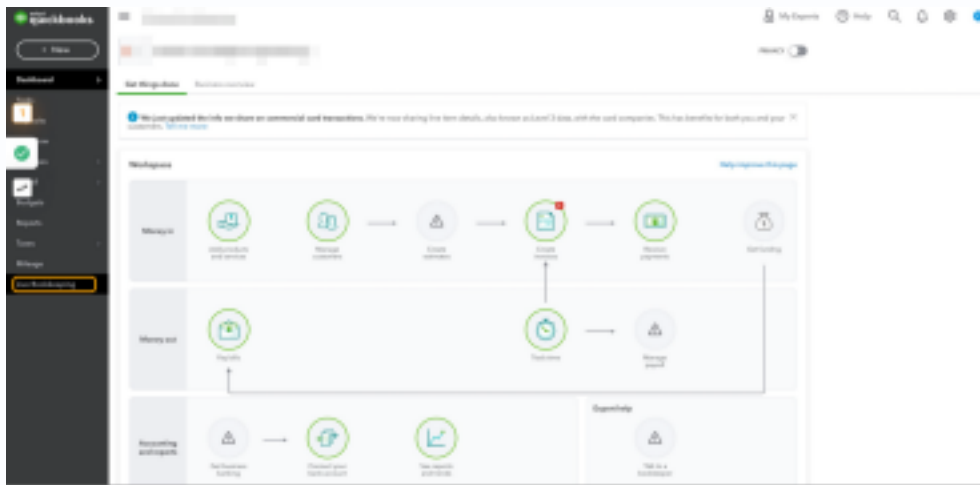


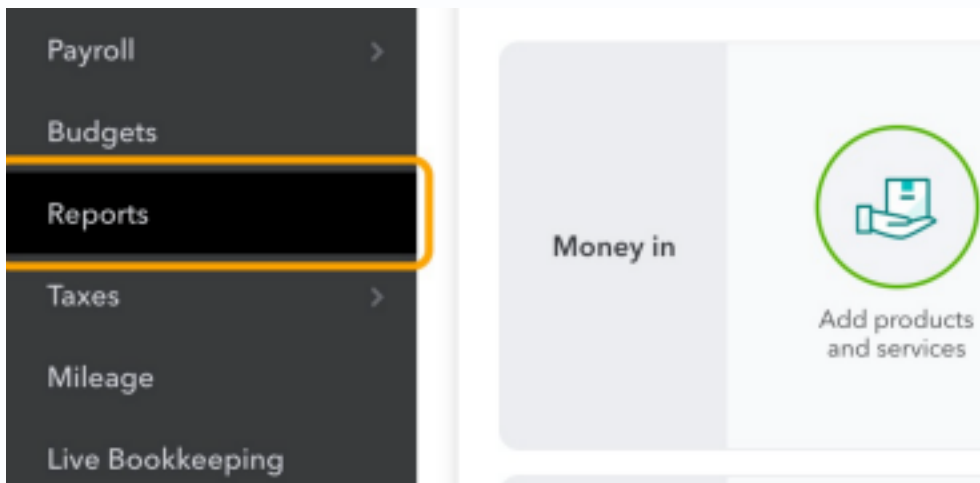
Quickbooks Online Historical Data

Quickbooks Online Historical Data Extraction

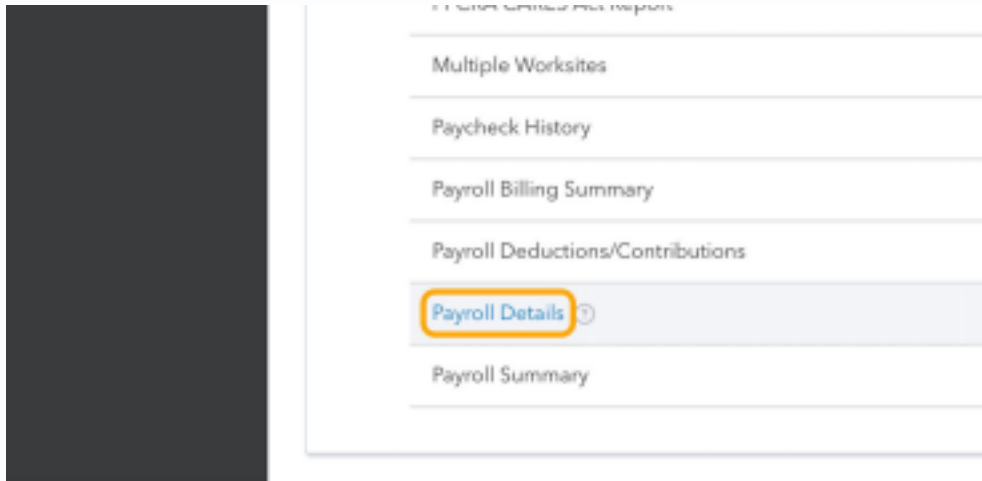
1 Go to QuickBooks



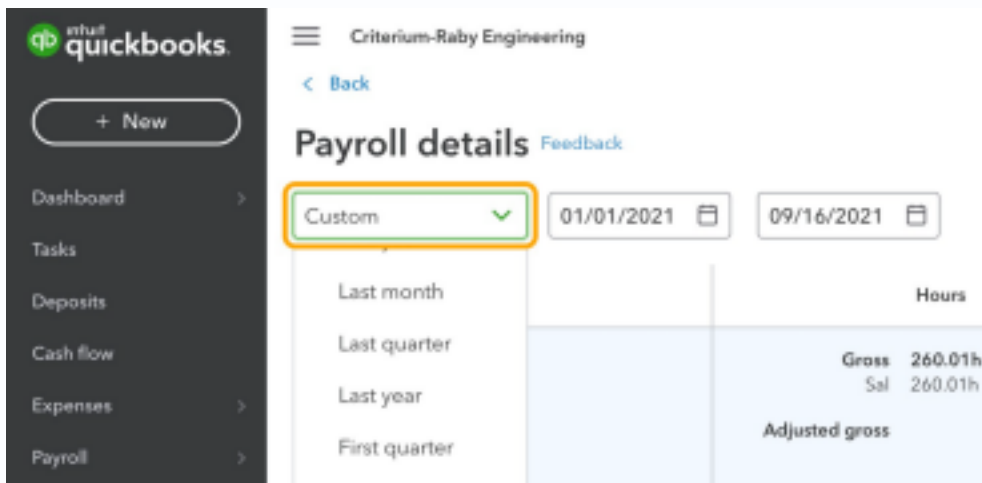
2 Click on Reports



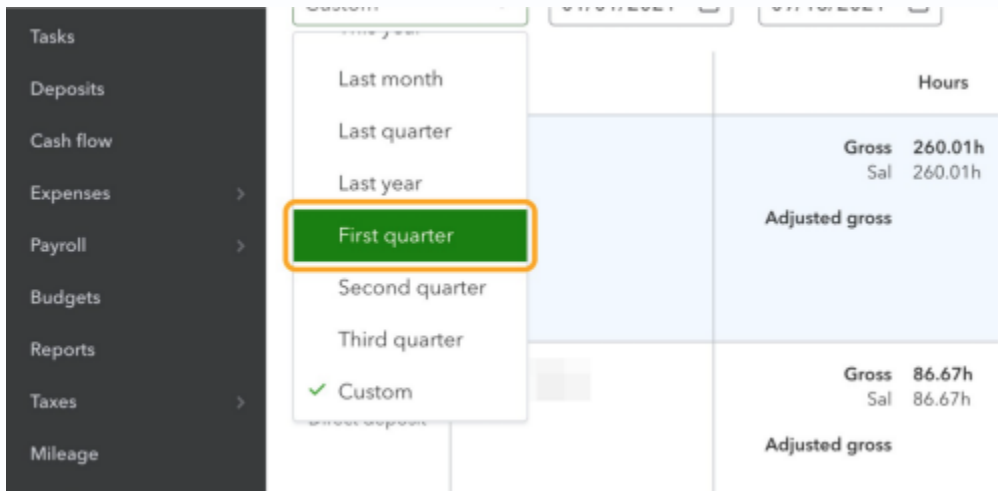
3 Click on Payroll Details



4 Click on Custom



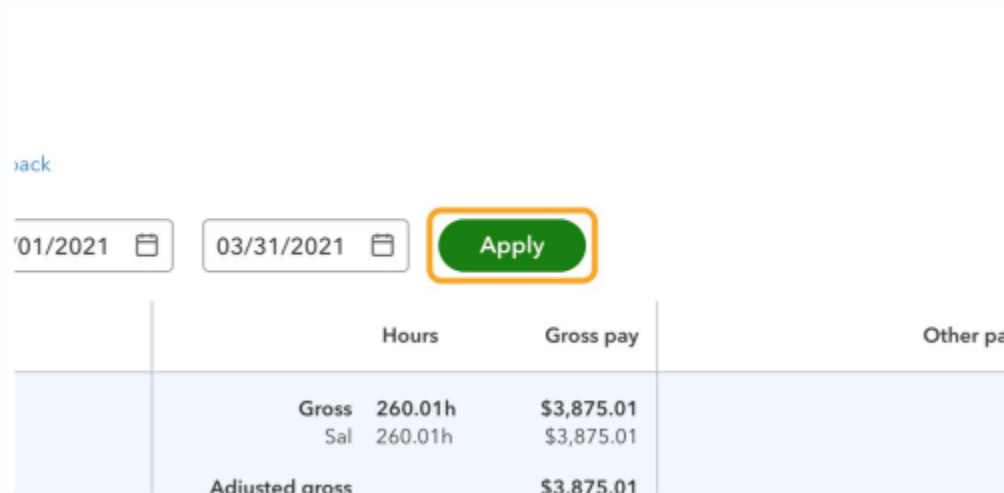
5 Click on First quarter



The screenshot shows a sidebar menu on the left with items: Tasks, Deposits, Cash flow, Expenses, Payroll, Budgets, Reports, Taxes, and Mileage. A dropdown menu is open over the 'Custom' option, listing: Last month, Last quarter, Last year, **First quarter** (highlighted with a green box), Second quarter, Third quarter, and Custom (with a checkmark). The background shows a table with columns for 'Hours' and 'Adjusted gross'.

		Hours
Gross	260.01h	
Sal	260.01h	
Adjusted gross		
Gross	86.67h	
Sal	86.67h	
Adjusted gross		

6 Click on Apply



The screenshot shows a date range from '01/2021' to '03/31/2021' with an 'Apply' button highlighted in a green box. Below the date range is a table with columns for 'Hours', 'Gross pay', and 'Other pa'.

	Hours	Gross pay	Other pa
Gross	260.01h	\$3,875.01	
Sal	260.01h	\$3,875.01	
Adjusted gross		\$3,875.01	

7 Click on Share

We've moved this view to the Payroll summary by employee report.

Looking for Summary by Employee? [Look here](#)

Share ▾

NEW Customize

s & deductions	Net pay	Employer taxes & contributions	Tc 12
-\$697.09	\$3,177.92	Total \$424.32	

8 Click on Export to Excel

We've moved this view to the Payroll summary by employee report.

Looking for Summary by Employee? [Look here](#)

Share ▾

Export to Excel

Print or save PDF

s & deductions	Net pay	Employer taxes & contributions	Tc 13
-\$697.09	\$3,177.92	Total \$424.32	
-\$697.09		Employer \$424.32	

9 Repeat Steps 4-7 for All Quarters

10 Export Sample Below

Payroll details report

From Jan 01, 2021 to Sep 16, 2021 for all employees from all locations

Name	Pay date	Time period	Hours - total	Hours - Sal	Gross pay - total
			86.67	86.67	\$ 1,291.67
			86.67	86.67	\$ 1,291.67
			86.67	86.67	\$ 1,291.67
Total			260.01	260.01	\$ 3,875.01