



## Payroll Relief: Running a QuickBooks Direct Connection

### Running the QuickBooks Direct Connection

To Export your General Ledger using Direct Connection perform the following steps:

1. Click the GL Export tab.
2. Click the Direct connection tab.
3. Select the check Date period.
4. Click Refresh Evolution payroll list.
5. Select the desired Company.
6. Select the desired payroll(s).
7. Click Run.

A screenshot of the QuickBooks Direct Connection interface. The interface has a top navigation bar with "Connection settings", "GL Export", and "1: Export | Log". Below this is a "Direct connection" section with a "2" next to it. Under "Direct connection", there is a "Check Date Period" section with a "3" next to it. This section contains two date pickers: "From 12/ 9/2014" and "To 12/15/2014". To the right of these pickers is a button labeled "4 Refresh Evolution payroll list". Above this button is the text "You can get Evolution Journal either dire".