

Getting Started with QuickBooks (formally TSheets)

QuickBooks is user-friendly timekeeping platform for abstractors to log their time.

****BEFORE** you are given a QuickBooks user ID, all abstractors must have both a MOQC contract & a W-9 filled out & signed.

Once you are given a QuickBooks user ID, you have two options to log your time:

1. **Mobile App:** Download QuickBooks Time Tracker app. 
 - Note: Mobile app required that your location settings be turned on to use QuickBooks.
2. **Desktop Computer:** https://tsheets.intuit.com/page/login_oii
 - Note: QuickBooks only supports Chrome or Edge (please do not use i.e. or Firefox)

Process for Recording your time for MOQC:

1. **Job:** This is the practice you are abstracting for or Orientation/Training. If the practice name you are abstracting for is not listed, please email Cindy at cmichale@med.umich.edu
2. **Activity:** Abstraction, Training or Creating Patient List
3. **Location:** Please enter "remote or N/A" unless you are working from the office.
4. **Notes:** Any notes you find relevant to entering your time.
5. Click the green "clock in" button.
6. Once you have completed your abstraction, please don't forget to "clock out".

Resources

- <https://www.QuickBooks.com/training>: Abstractors are responsible for watching training sessions that will help answer any questions on manually entering or changing your time.
- Cindy Michalek will be your primary contact for questions or password resets; cmichale@med.umich.edu
 - Alternate contact Shawn Winsted; swinsted@med.umich.edu