

Acroprint Time Recorder Company®

QuickBooks® Integration Instructions for timeQplus Software

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Introduction

QuickBooks Integration from timeQplus Software allows you to save valuable time by limiting the amount of manual entry that occurs during payroll processing. With QuickBooks Integration, you will be able to import your employee information from QuickBooks, export the employee time data into QuickBooks, and add employees to QuickBooks from timeQplus Software.

timeQplus QuickBooks Integration is compatible with QuickBooks Pro and Premier 2002 – 2011. QuickBooks Basic does not currently support payroll integration. The Company File can reside either on the local machine or a shared location on the same network with a mapped drive (timeQplus software must be able to browse the QB Company File from My Computer). Both applications must be able to run from the same computer, as client, server or standalone installation.

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Importing from QuickBooks into timeQplus

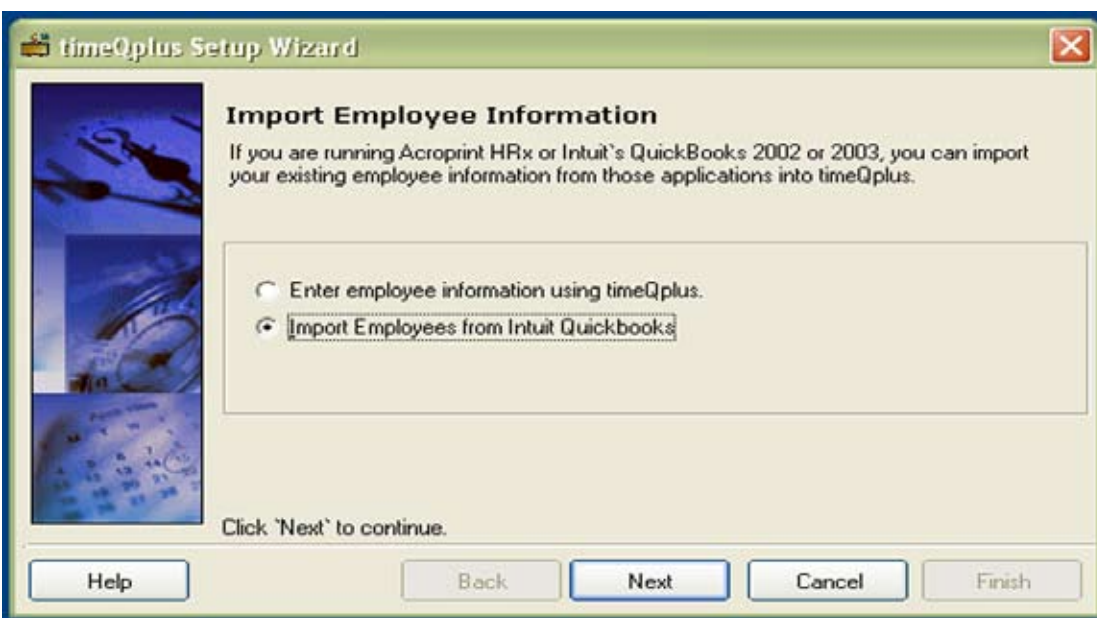
There are two methods for importing your data from QuickBooks into timeQplus. If you are just setting up the system, it is best to follow the first method of importing during the setup wizard. If you have been using the system and would like to interface with QuickBooks, follow the second method for importing. This step IS NOT a requirement for exporting successfully to QuickBooks.

While QuickBooks accepts employees' middle names spelled out, or as an initial with or without punctuation, timeQplus software accepts employees' names as the following: First Name, Middle Initial (with no punctuation) and Last Name. To ensure a successful import please review the middle name to confirm that it is an initial without punctuation.

Importing Employees with the timeQplus Setup Wizard

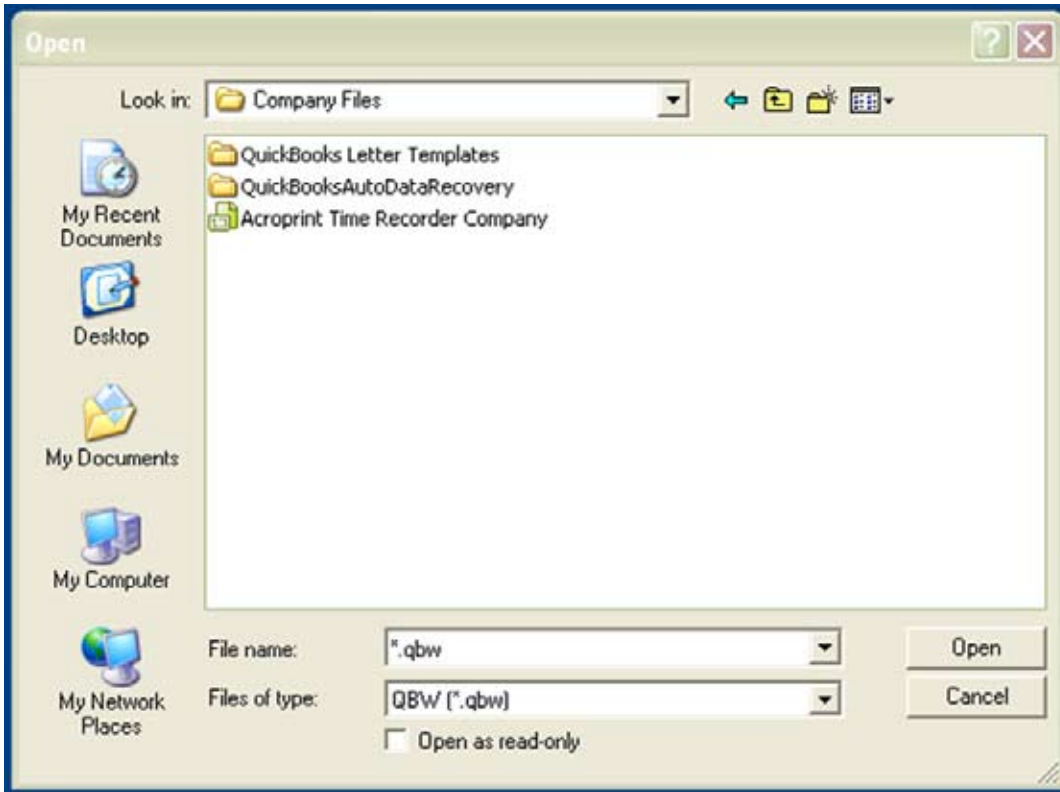
After completing the timeQplus Setup Wizard, you will be asked how you would like to enter your employees. Select the second option for "Import Employees from Intuit QuickBooks" as shown in Figure 1-1. You must be logged into QuickBooks as a single user with administrator privileges. The company file should be open with all work windows closed. Click *Next* and then *Finish* on the next screen.

Figure 1-1



Select your Company File as shown in Figure 1-2; refer to the Appendix if you have difficulty locating this file.

Figure 1-2



Highlight the Company File; in this case it is Acroprint Time Recorder Company. Click “Open” to begin the import. QuickBooks will prompt you with a security warning as shown in Figure 1-3. If you select *Yes, prompt each time* or *Yes, whenever this QuickBooks company file is open*, then QuickBooks will always have to be open in order to successfully export. Selecting *Yes, always; allow access even if QuickBooks is not running* will allow you to export to QuickBooks without QuickBooks being open.

Figure 1-3



Selecting *Yes, always; allow access even if QuickBooks is not running* will display the message shown in Figure 1-4.

Figure 1-4



Select *Yes* in Figure 1-4. Figure 1-5 will appear, select *Done* then Figure 1-6 will display, click *OK*. Your importing setup is complete.

Figure 1-5

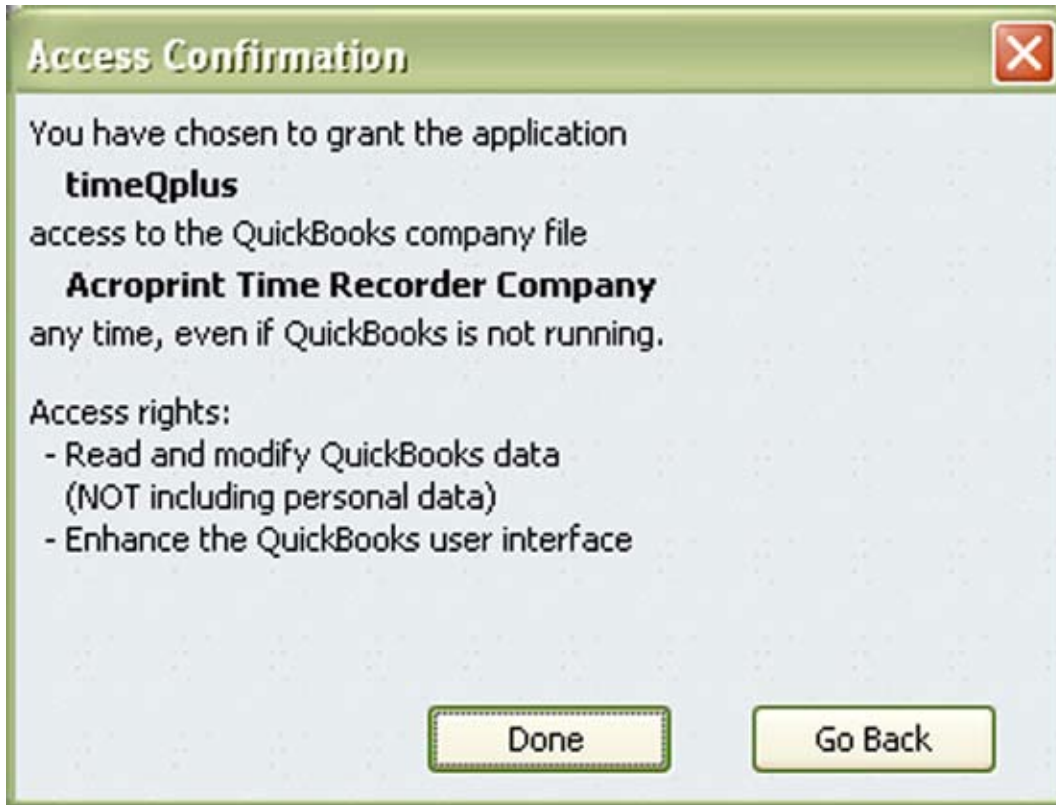


Figure 1-6



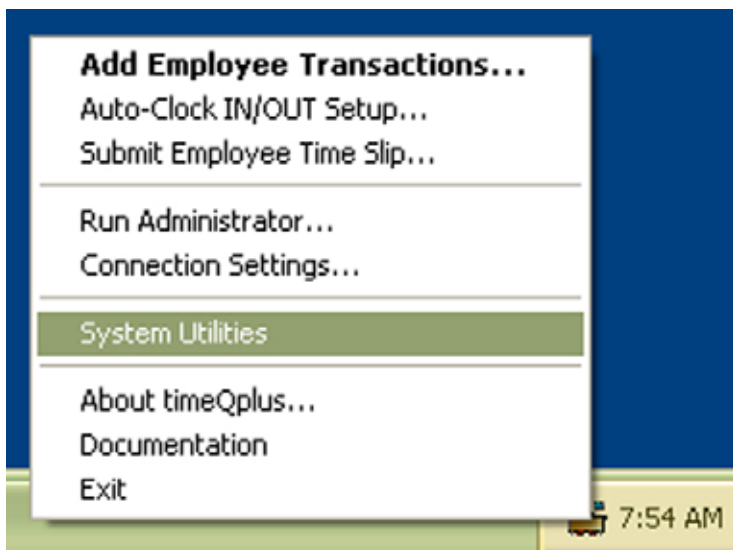
Importing Employees through timeQplus System Utilities

Right Click on the System Tray Icon for timeQplus (as shown in Figure 2-1) and select System Utilities (as shown in Figure 2-2).

Figure 2-1

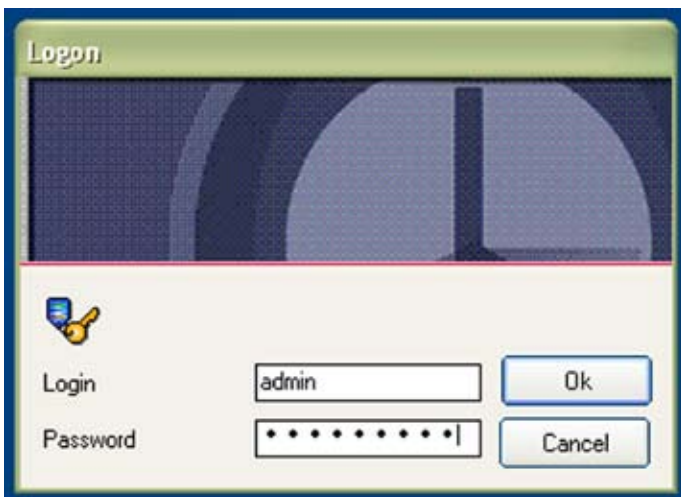


Figure 2-2



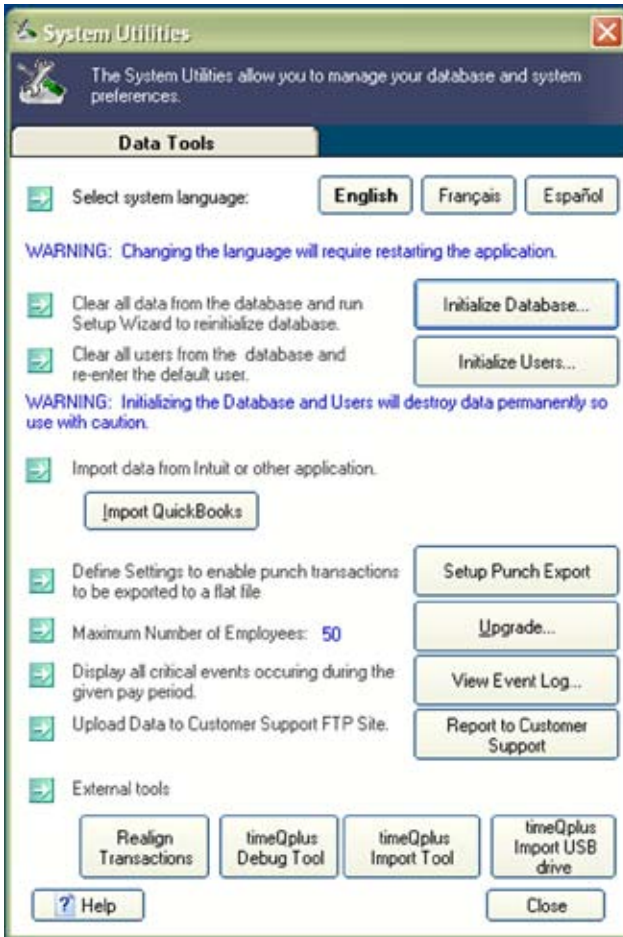
Enter your Login and Password (as shown in Figure 2-3).

Figure 2-3



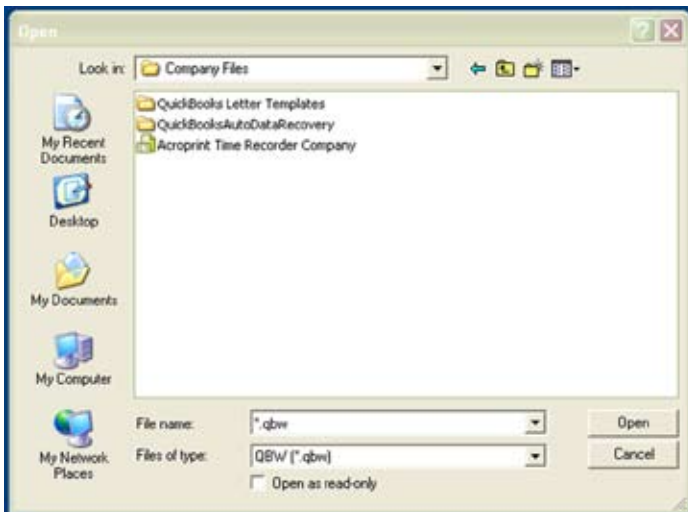
In the System Utilities window (Figure 2-4) click the Import QuickBooks button.

Figure 2-4



Select your Company File as shown in Figure 2-5; refer to the Appendix if you have difficulty locating this file.

Figure 2-5



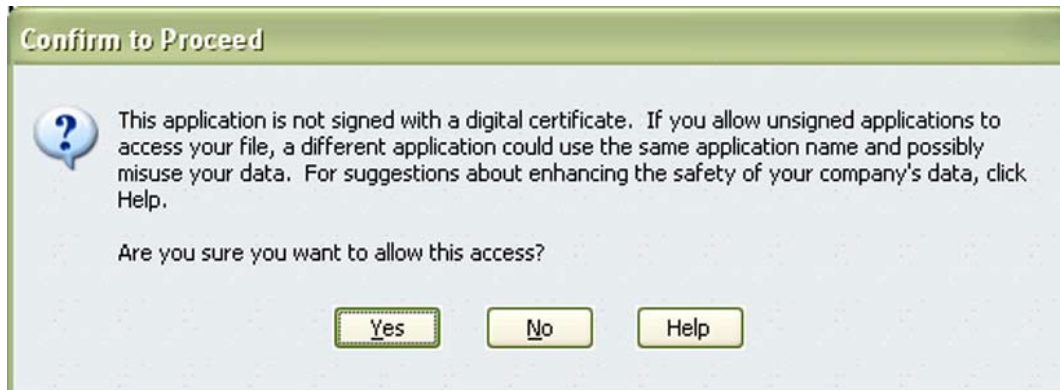
Click "Open" to begin the import. QuickBooks will prompt you with a security warning as shown in Figure 2-6. You must select one of the Yes options in order to proceed; selecting *Yes, always; allow access even if QuickBooks is not running* will allow you to export to QuickBooks without QuickBooks being open.

Figure 2-6



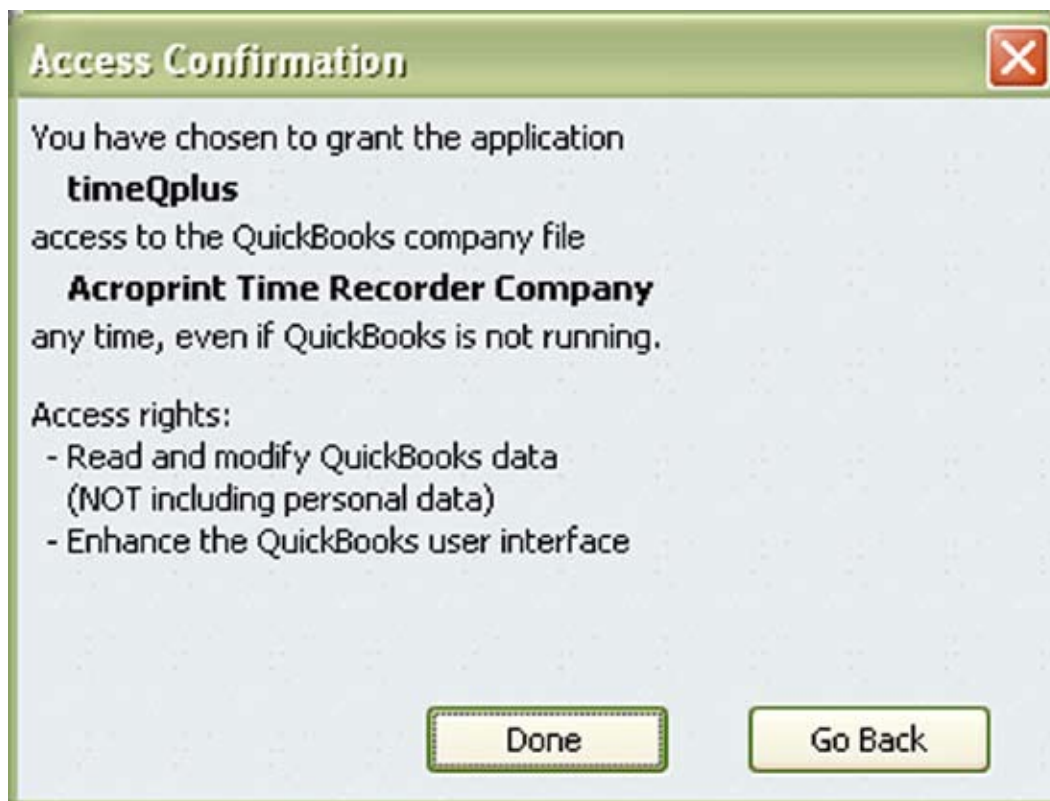
Selecting *Yes, always; allow access even if QuickBooks is not running* will display the message shown in Figure 2-7.

Figure 2-7



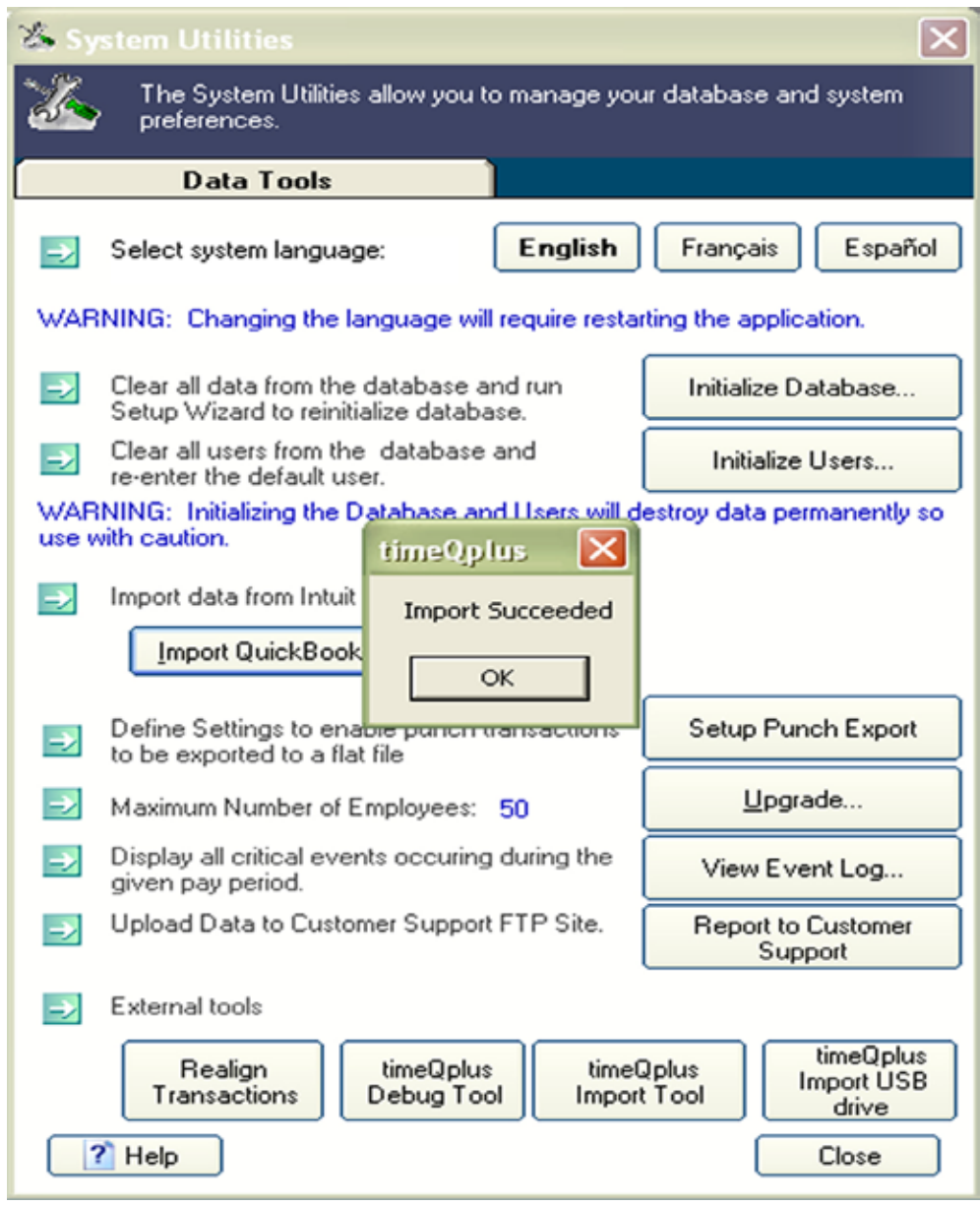
Select *Yes* to continue and Figure 2-8 will appear.

Figure 2-8



Select *Done* then Figure 2-9 will appear.

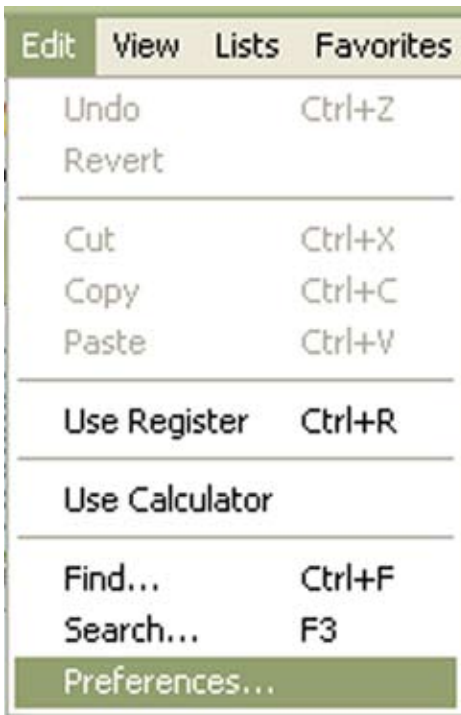
Figure 2-9



Setting up QuickBooks for Employees to use time data

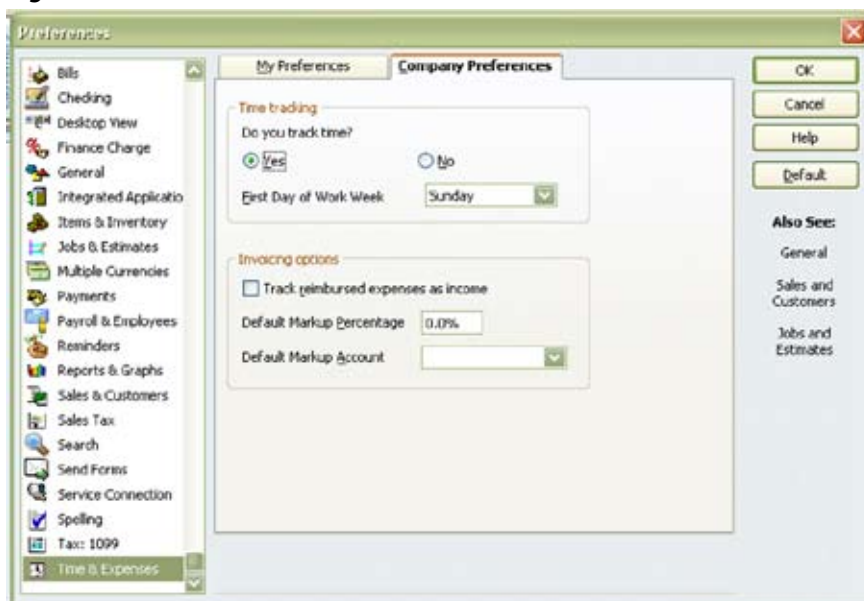
In order for QuickBooks to accept time data for payroll, you must enable Time Tracking. Click on Edit and select Preferences as shown in Figure 3-1.

Figure 3-1



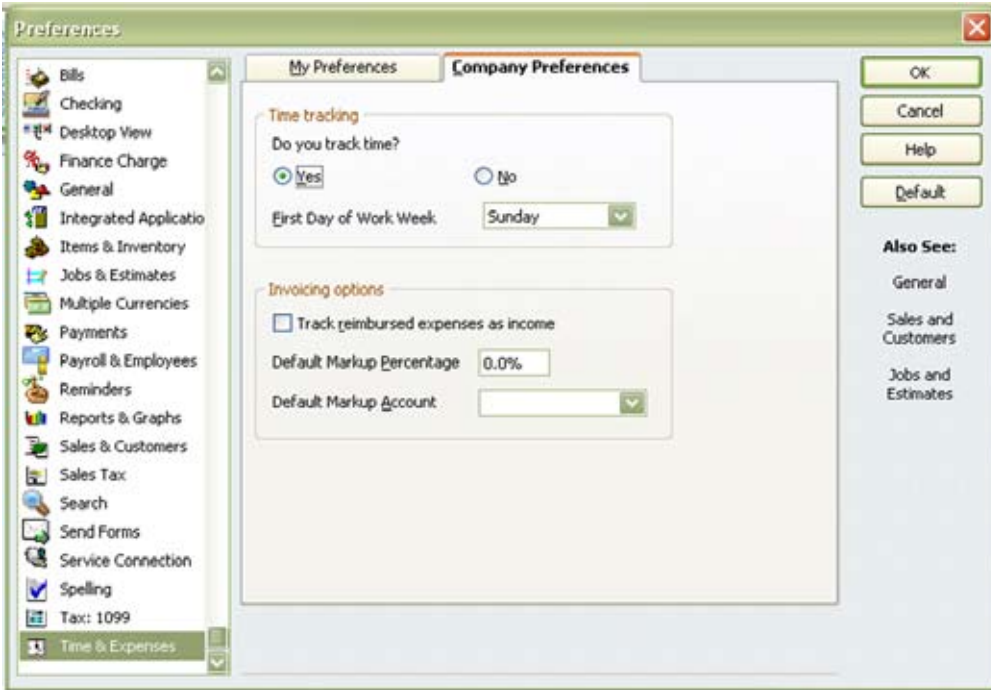
In the Preferences window (Figure 3-2), select Time & Expenses and go to the Company Preferences tab. Click Yes for the Question “Do You Track Time?” Enter the appropriate day for the first day of your work week.

Figure 3-2



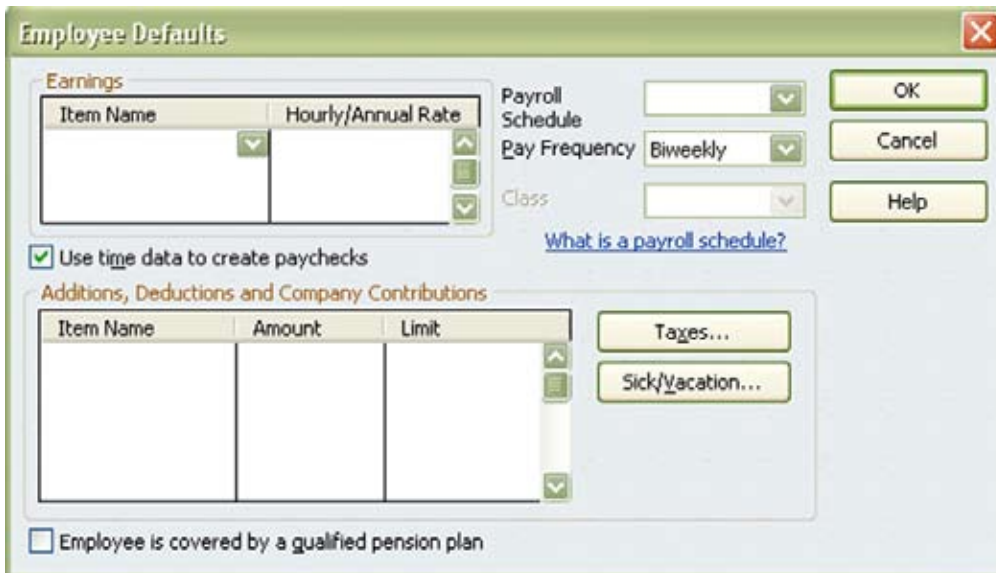
Now you will need to set the Employee Defaults to use time data to create paychecks. This will ensure that all new employees will have this feature enabled automatically. Select Payroll & Employees as shown in Figure 3-3.

Figure 3-3



On the Company Preferences tab, click Employee Defaults.

Figure 3-4



Place a check in the “Use time data to create paychecks” checkbox as shown in Figure 3-4.

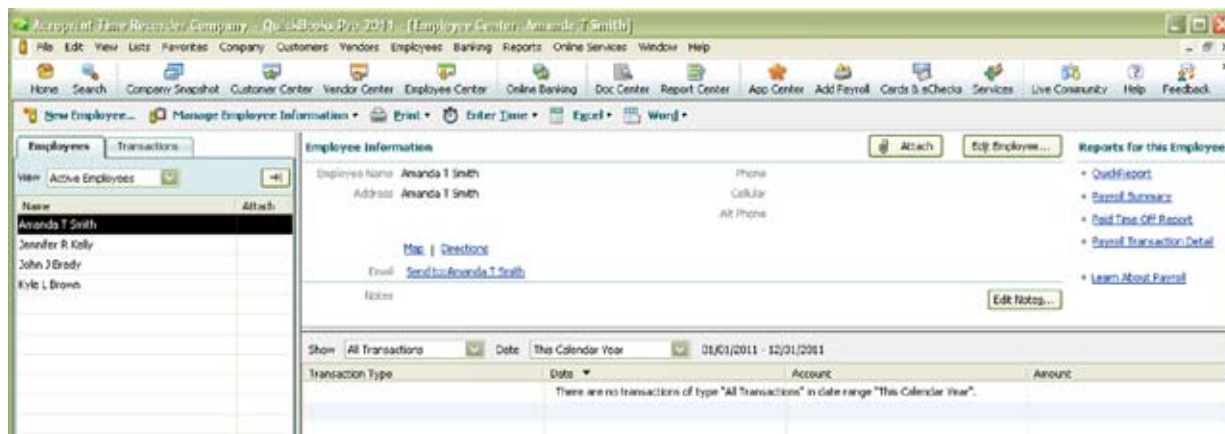
Click **OK** to close the Employee Defaults window.
Click **OK** to close the Preferences window.

You will now need to change all of your existing employees to use time data as well. Select **Employees** and then **Employee Center** (Figure 3-5). It will then take you to a list of your Employees which is seen in Figure 3-6.

Figure 3-5

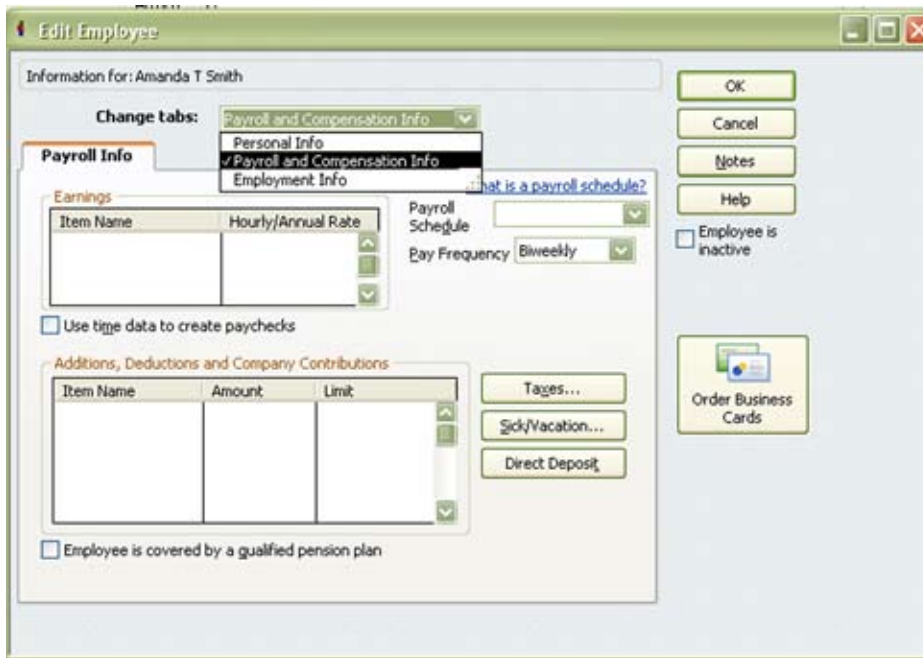


Figure 3-6



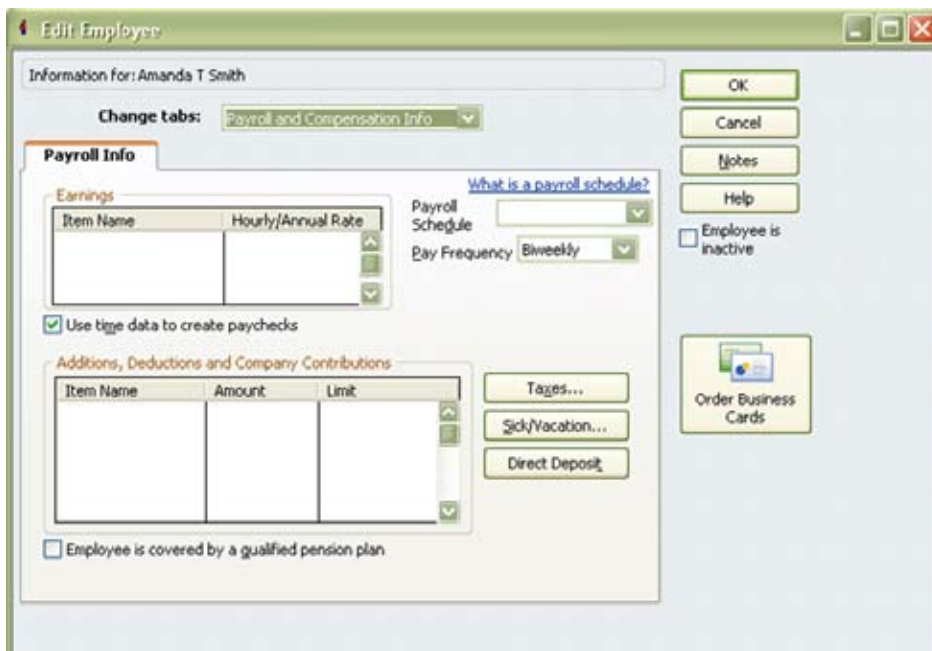
Double click on the employee and an Edit Employee screen will appear, which is Figure 3-7.

Figure 3-7



Choose Payroll and Compensation Info from the Change tabs: drop down list, which will then give you Figure 3-8.

Figure 3-8



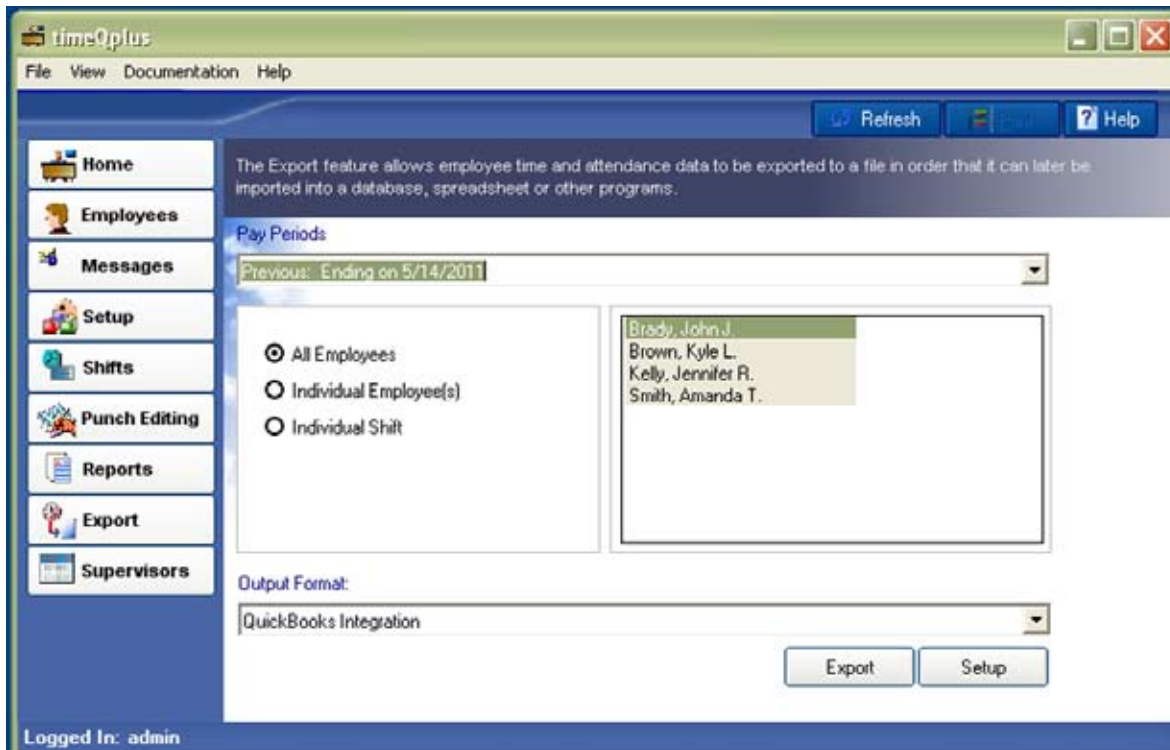
Place a check in the "Use time data to create paychecks" checkbox as shown in Figure 3-8. Click *OK* to go back to the Employee List and perform this for each employee on the list.

Exporting from timeQplus into QuickBooks

After you have completed your first pay period, you will be able to export your employee information and employee time data into QuickBooks Pro or Premier. With timeQplus Administrator open, click on Export on the left hand menu.

Using Figure 4-1 as an example set the Pay Periods drop down to the Previous pay period. Select the employees you want to export, either *All Employees*, *Individual Employee(s)* or an *Individual Shift*. Set the Output Format to QuickBooks Integration. Click Setup to begin the QuickBooks Integration setup (make sure the codes are setup the same in timeQplus and QuickBooks).

Figure 4-1



The Setup screen is seen in Figure 4-2.

Figure 4-2

QuickBooks Integration

Quick Books Company File: C:\Documents and Settings\All Users\Documents\Intuit
Select...

Regular Pay Code: Regular Hourly Rate

Overtime Level 1 Pay Code: Overtime Hourly Rate

Overtime Level 2 Pay Code: Premium Overtime Hourly Rate

Vacation Pay Code: Vacation Hourly Rate

Holiday Pay Code: Holiday Hourly Rate

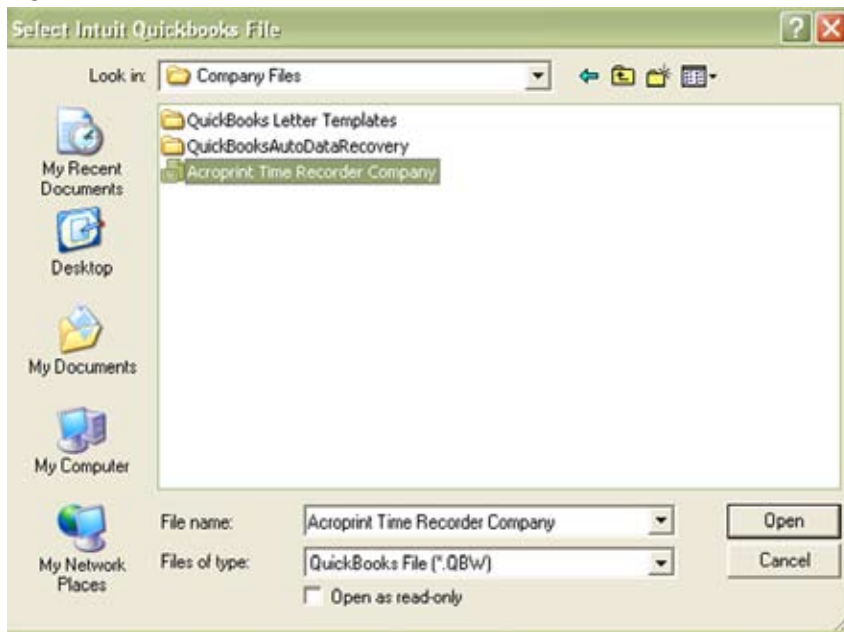
Sick Pay Code: Sick Hourly Rate

Other Pay Code: Other Hourly Rate

Help Save Cancel

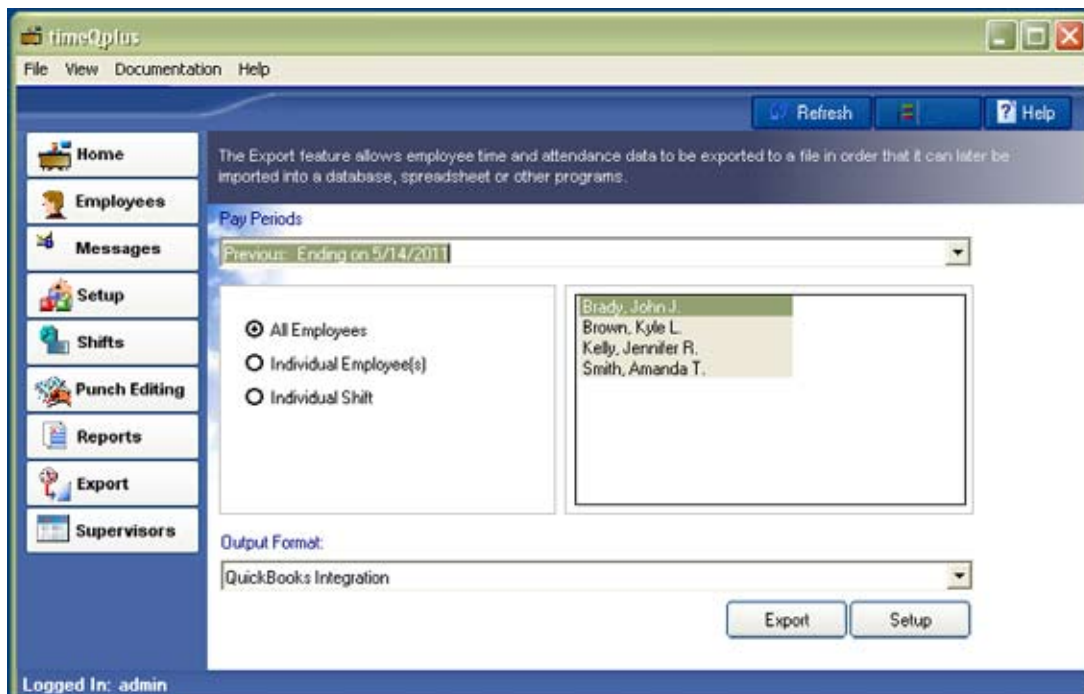
- 1) Enter the Payroll Item Codes for timeQplus. It is recommended to have QuickBooks open at this time and copy and paste from QuickBooks into the setup screen. If there is no corresponding entry in QuickBooks, be sure to clear the entry fields in timeQplus's QuickBooks Integration setup screen. It is necessary to make sure that all fields are identical in QuickBooks and timeQplus.
- 2) Press Select to choose your QuickBooks Company File. Once the folder is located, highlight the file and then select open. Click Save to save your QuickBooks Integration settings. See Figure 4-3 for an example. If you need any additional help in getting this file and/or getting the Payroll Item Codes please refer to the Appendix or QuickBooks literature.

Figure 4-3



You will then be brought back to Figure 4-4. Click Export.

Figure 4-4



QuickBooks may prompt you with a security warning as shown in Figure 4-5. If you select *Yes, prompt each time* or *Yes, whenever this QuickBooks company file is open*, then QuickBooks will always have to be open in order to successfully export. Selecting *Yes, always; allow access even if QuickBooks is not running* will allow you to export to QuickBooks without QuickBooks being open.

Figure 4-5



Selecting *Yes, always; allow access even if QuickBooks is not running* will display the message shown in Figure 4-6.

Figure 4-6



Select *Yes* to continue and Figure 4-7 will appear.

Figure 4-7



An export progress monitor will display, advising of successful export upon completion. Hours worked will now show in Employee's Weekly Timecard in QuickBooks. Individual employee hours may be verified in QuickBooks by selecting *Employees* then *Enter Time* and finally *Use Weekly Timesheet*.

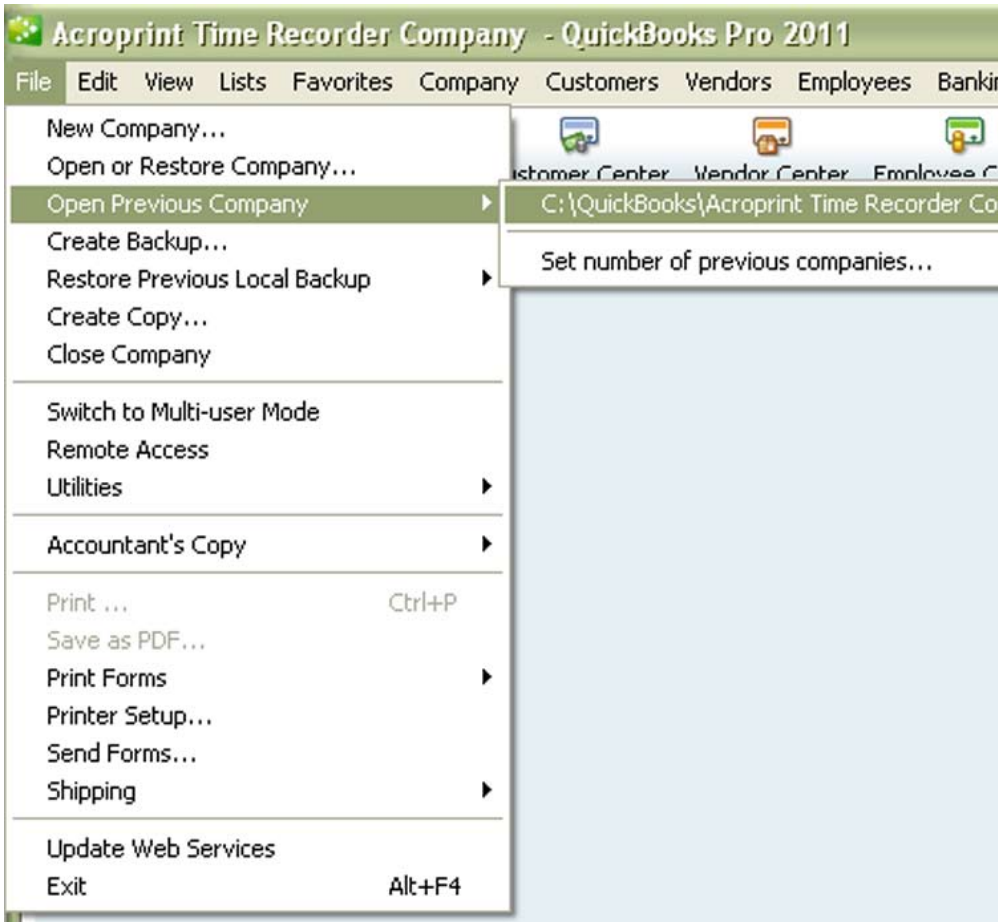
Appendix

Confirming your QuickBooks Company File Location (2 options)

Option 1

Click File – Open Previous Company

Figure A-1

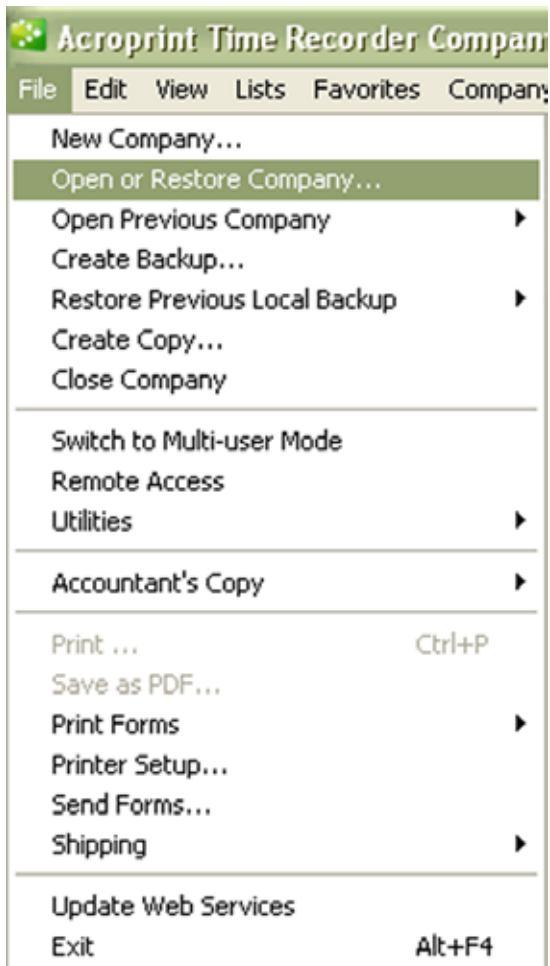


The top of the list is the full address of where the company file is located.

Option 2

Click File – Open or Restore Company

Figure A-2



In Figure A-3 you can see that our test file is named *Acroprint Time Recorder Company.qbw*. If you click the down arrow next to QuickBooks Pro in the *Look In:* drop down menu, you can see the entire file path of the QuickBooks Company File. Looking at Figure A-4 will show you that our company file is located at C:\QuickBooks\Company Files. Be sure to write down the file path where your QuickBooks Company file is located.

Figure A-3

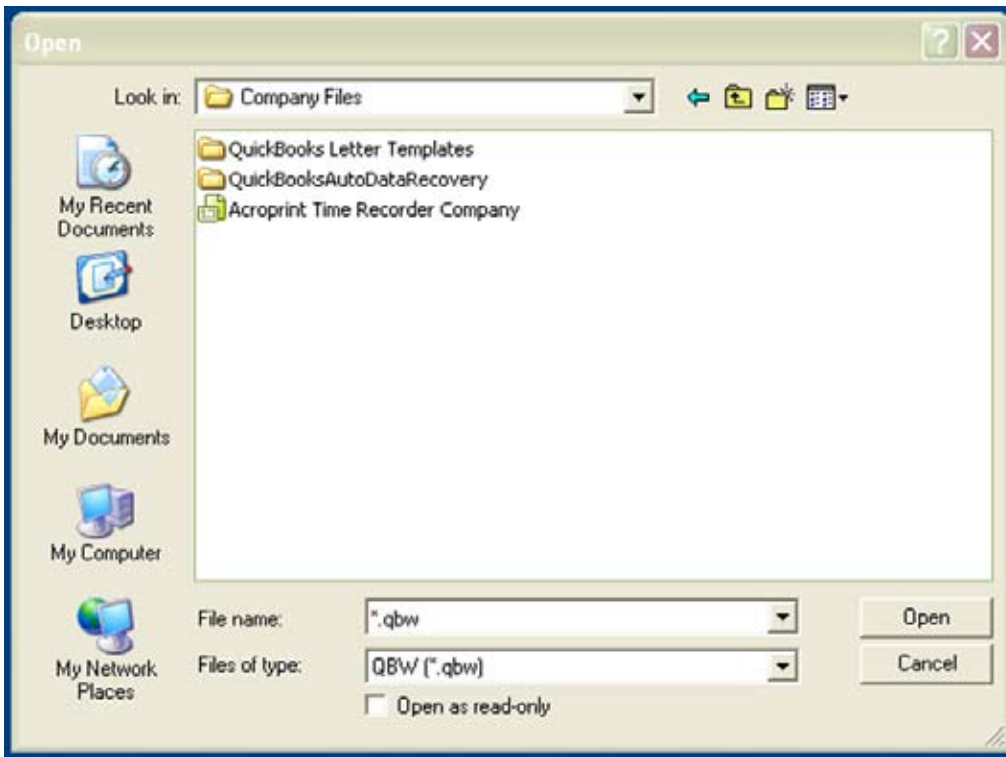
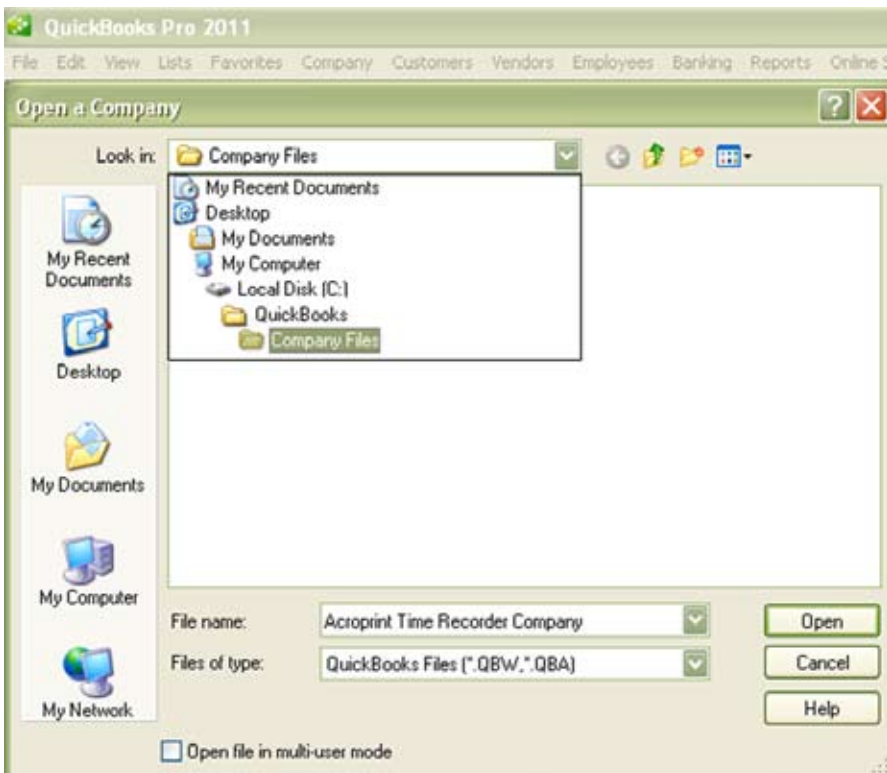


Figure A-4

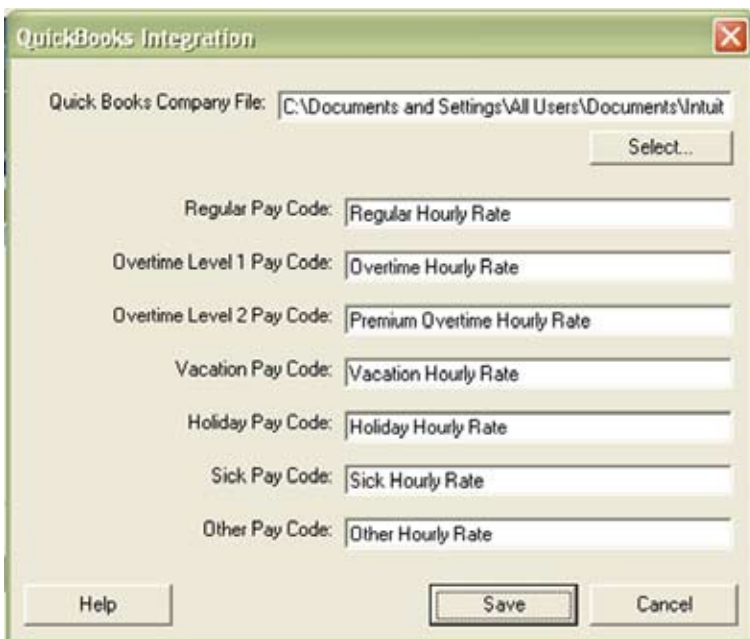


Obtaining the QuickBooks Payroll Item Codes

timeQplus has payroll item codes for each of the following categories (as you can see in Figure B-1):

- ▶ Regular Pay Code
- ▶ Overtime Level 1 Pay Code
- ▶ Overtime Level 2 Pay Code
- ▶ Vacation Pay Code
- ▶ Holiday Pay Code
- ▶ Sick Pay Code
- ▶ Other Pay Code

Figure B-1

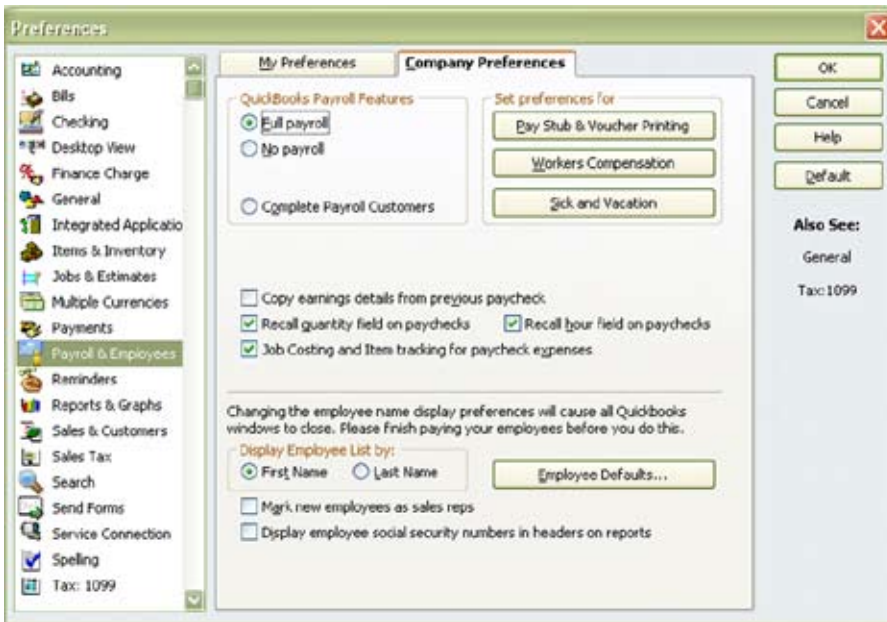


To locate Payroll Item Codes in QuickBooks, follow these instructions: Select Edit, and then Preferences, as you see in Figure B-2.

Figure B-2



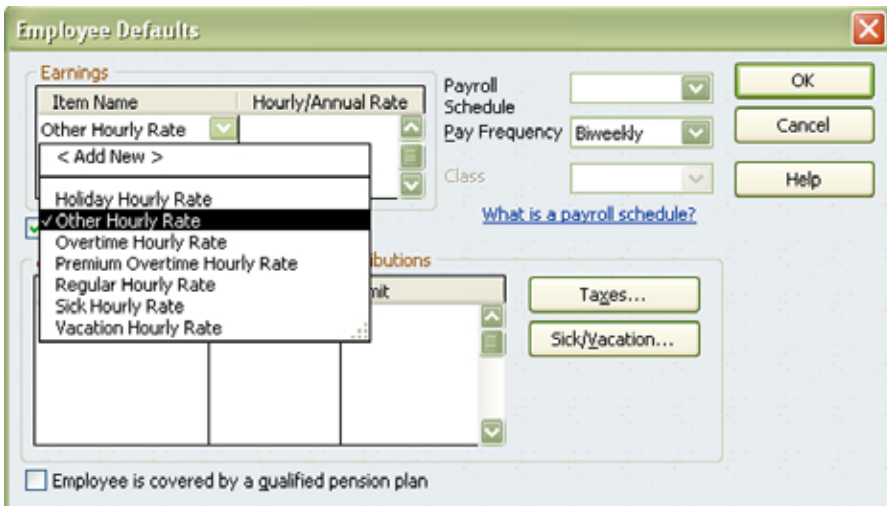
Figure B-3



Choose Payroll & Employees and select the Company Preferences tab. You will then select the Employee Defaults button.

In Figure B-4, you will see under the Earnings section, there is a drop down option that will allow you to add, delete or edit Payroll Item Code names.

Figure B-4



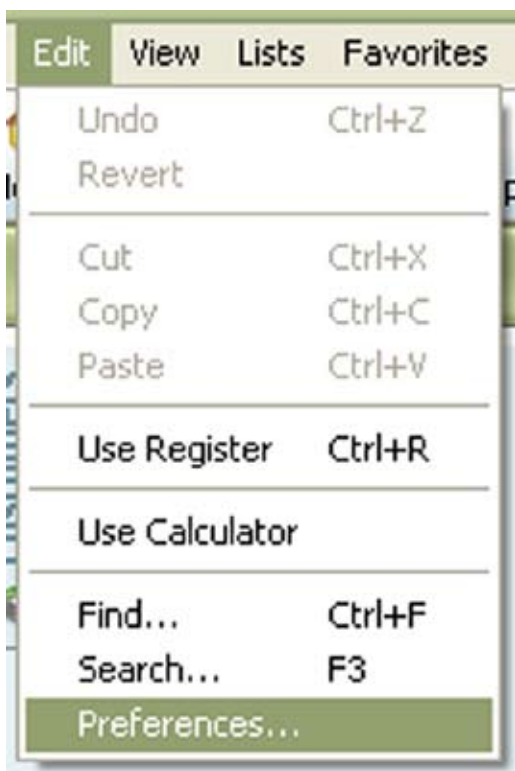
Each of the pay categories in timeQplus has a Payroll Item Code and they must be the same in QuickBooks. Print out the screen or write down these Payroll Item Codes to enter it into timeQplus or QuickBooks. The Payroll Item Codes are case-sensitive.

If there are further questions regarding this process, please consult your QuickBooks documentation for instructions on how to add, delete and edit them.

Allowing timeQplus to always access QuickBooks

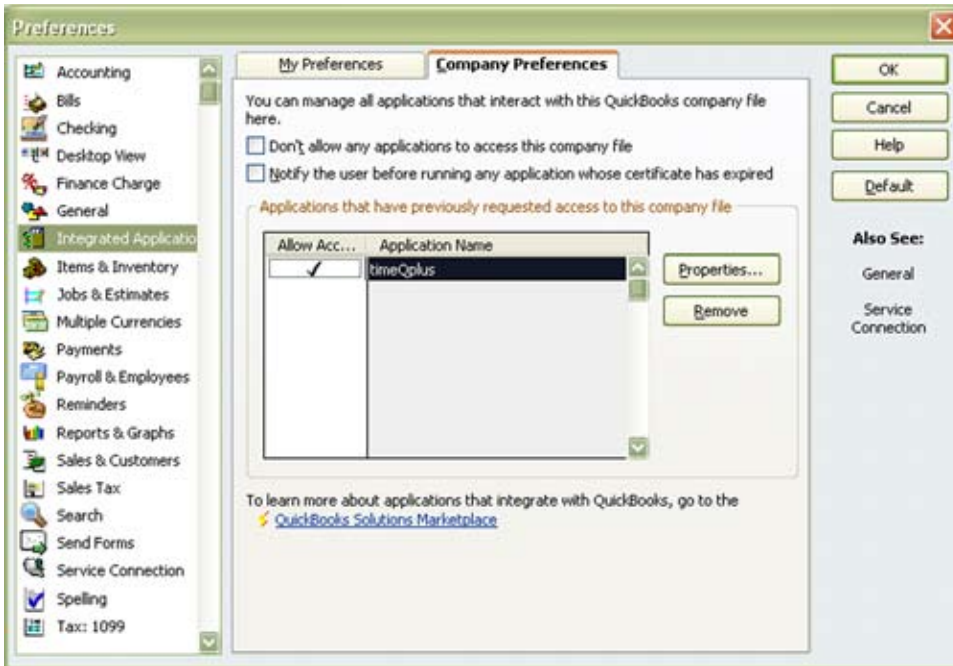
In order for timeQplus to access QuickBooks without QuickBooks being open, you must give timeQplus Permission to always access QuickBooks. Click Edit – Preferences as shown in Figure C-1.

Figure C-1



Click on Integrated Applications and go to the Company Preferences tab as shown in Figure C-2. Be sure that neither of the check boxes on this screen is checked. timeQplus should have a check in the Allow Access column. Highlight timeQplus and select Properties.

Figure C-2



Check the “Allow this application to access this company file” checkbox and the “Allow this application to login automatically” checkbox as shown in Figure C-3.

Figure C-3



Click *OK* to close the Properties window. Click *OK* to close the Preferences window. You are no longer required to be logged into QuickBooks to perform the timeQplus Integration.

Troubleshooting

Error	Solution
<p>“The Company File couldn’t be found or QuickBooks will not allow timeQplus to access File. You must launch QuickBooks and then return to timeQplus and retry the export”</p>	<p>Be sure timeQplus is accessing the correct Company File and that QuickBooks is allowing files to access it. timeQplus does not allow the file name to contain commas. If your Company File contains commas or special characters, please remove them. Check that QuickBooks is open as an Admin/Single User with all other work windows closed.</p>
<p>“The following employees were found in timeQplus but were not Found in QuickBooks.”</p>	<p>If you manually entered the Employee Names, make sure all of your names are spelled and capitalized exactly as they are in QuickBooks including Middle Initials. QuickBooks accepts employees’ middle names spelled out, or as an initial with or without punctuation, while timeQplus only allows for one (1) initial with no punctuation. John A. Smith is not the same as John A Smith.</p>
<p>The time exported from timeQplus does not match the time that shows up in QuickBooks.</p>	<p>Verify the time totals format in timeQplus. You may have timeQplus set in Hundredths while QuickBooks displays in hours and minutes. Verify the pay cycles have the same start and/or end dates in both applications.</p>
<p>Edited totals are not showing up correctly in QuickBooks.</p>	<p>If the total number of hours in one edit is greater than 24, the hours will not show up correctly. Large edits should be done on a per day basis within the punch editor. Editing of totals should account for small blocks of time added or subtracted at the end of the week.</p>

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