Acroprint Time Recorder Company®

QuickBooks® Integration Instructions

for timeQplus v4 Software

Introduction

QuickBooks Integration with timeQplus V4 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 (including Work Code data) into QuickBooks, and add employee information to QuickBooks from timeQplus. Importing employee data from QuickBooks can be done through the timeQplus server or any timeQplus client installation.

timeQplus-QuickBooks Integration is compatible with QuickBooks Pro and Premier 2002 and up to and including the most recent versions. timeQplus Integration **does not work** with the Basic version of QuickBooks. timeQplus must be able to access the QuickBooks *Company File* in order to perform the integration (timeQplus must be able to browse the *Company File* from My Computer). The *Company File* can reside either on the local machine or a shared location on the same network with a mapped drive.

Please note that screen shots shown in this document were taken from a QuickBooks Pro 2013 application. Other versions of QuickBooks Pro and/or Premier will likely have somewhat different screens.

Table of Contents

Importing from QuickBooks Pro/Premium into timeQplus V4

(There is a separate document for timeQplus V3 and V2)

There are two methods for importing employee data from QuickBooks into timeQplus. If you are just setting up timeQplus, you can use **Method 1** to import your employee information using the timeQplus Setup Wizard. If you have already been using timeQplus and would like to interface with QuickBooks, follow **Method 2** for importing employee information.

> **Note**: This step IS <u>NOT</u> a requirement for <u>exporting</u> successfully to QuickBooks.

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

Method 1: Importing Employee Info with the timeQplus Setup Wizard

At the end of the timeQplus Setup Wizard process, 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.

> **Note:** You must also be logged into QuickBooks as a single user with administrator privileges and the company file must be open with all work windows closed.
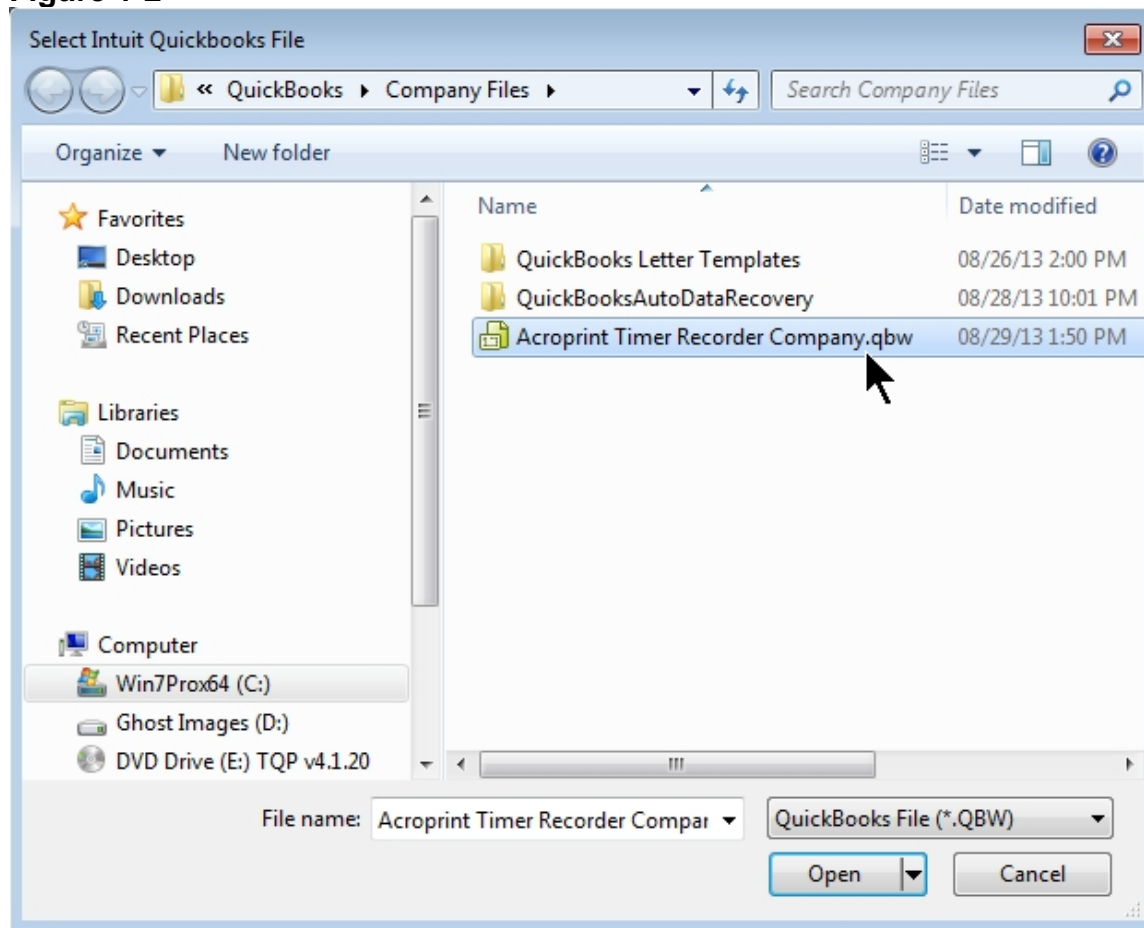
Click *Next* and then *Finish* on the next screen.

Figure 1-1
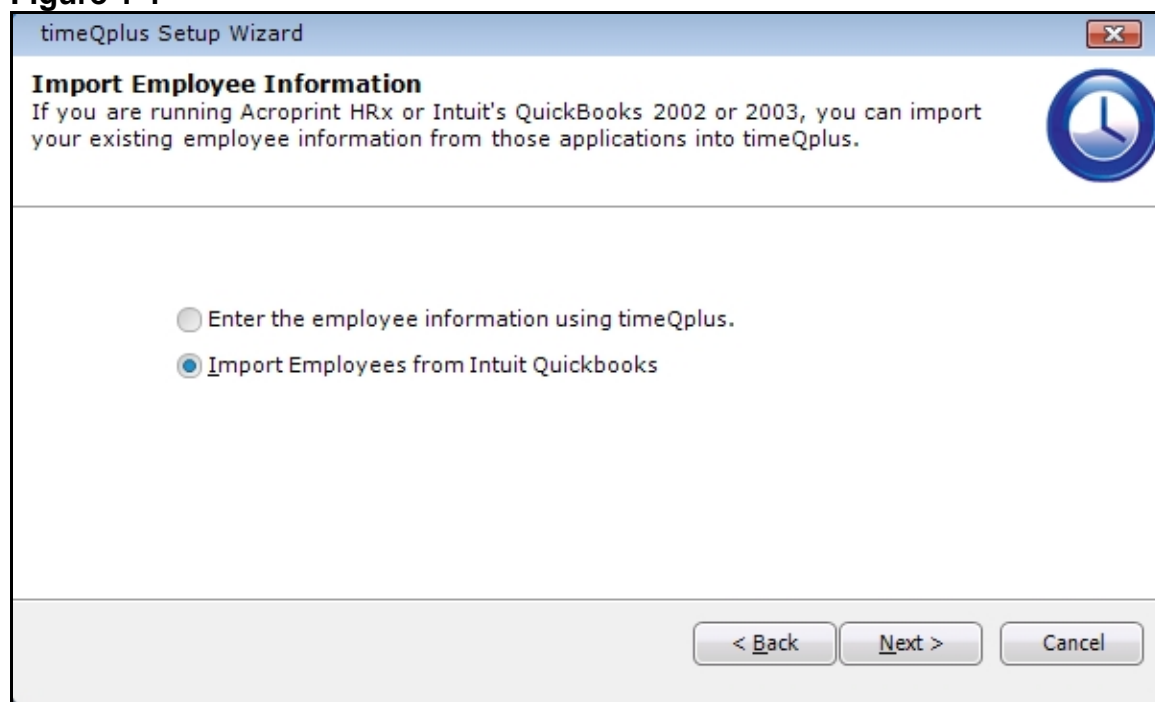
Select your *Company File* (*Acroprint Time Recorder Company* is used as an example) as shown in Figure 1-2. Refer to the **Appendix** if you have difficulty locating this file.

Figure 1-2

Highlight the *Company File*. Click *Open* to begin the import. QuickBooks will prompt you with a security warning as shown in Figure 1-3.

You must select one of the "Yes" choices to continue. It is recommended to select "*Yes, always; allow access even if QuickBooks is not running".* In the future, this will allow you to import from and export to QuickBooks without QuickBooks being open.

Figure 1-3

Click "*Yes, always; allow access even if QuickBooks is not running*", then click *Continue* and you will see the "Confirm to Proceed" window shown in Figure 1-4.
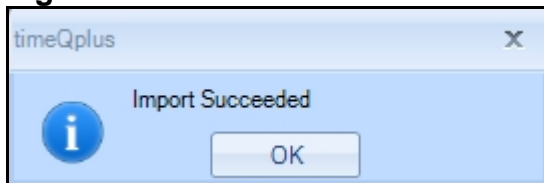
Figure 1-4
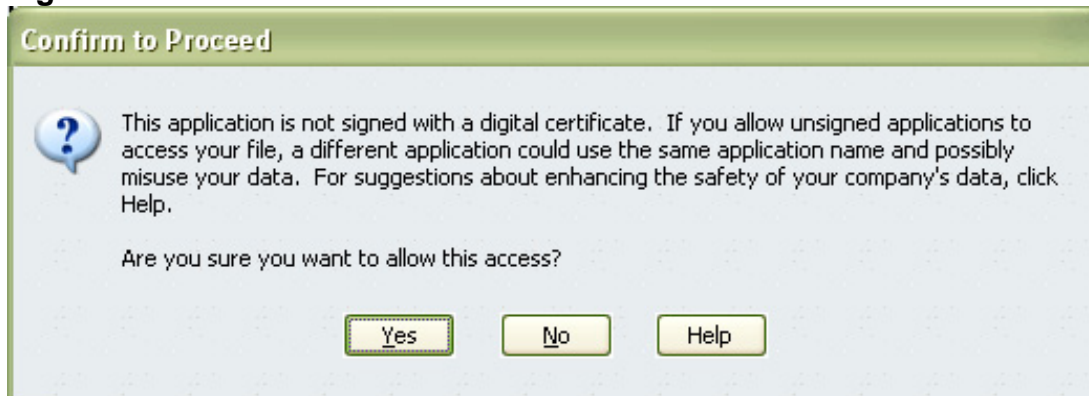
*Select "*Yes" and *Figure 1-5 will appear.*

Figure 1-5
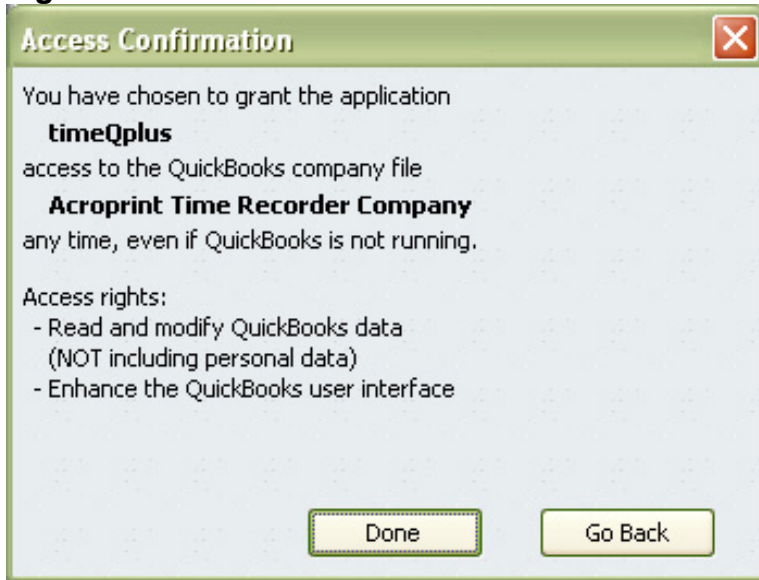
Select Done, then Figure 1-6 will display.

Figure 1-6

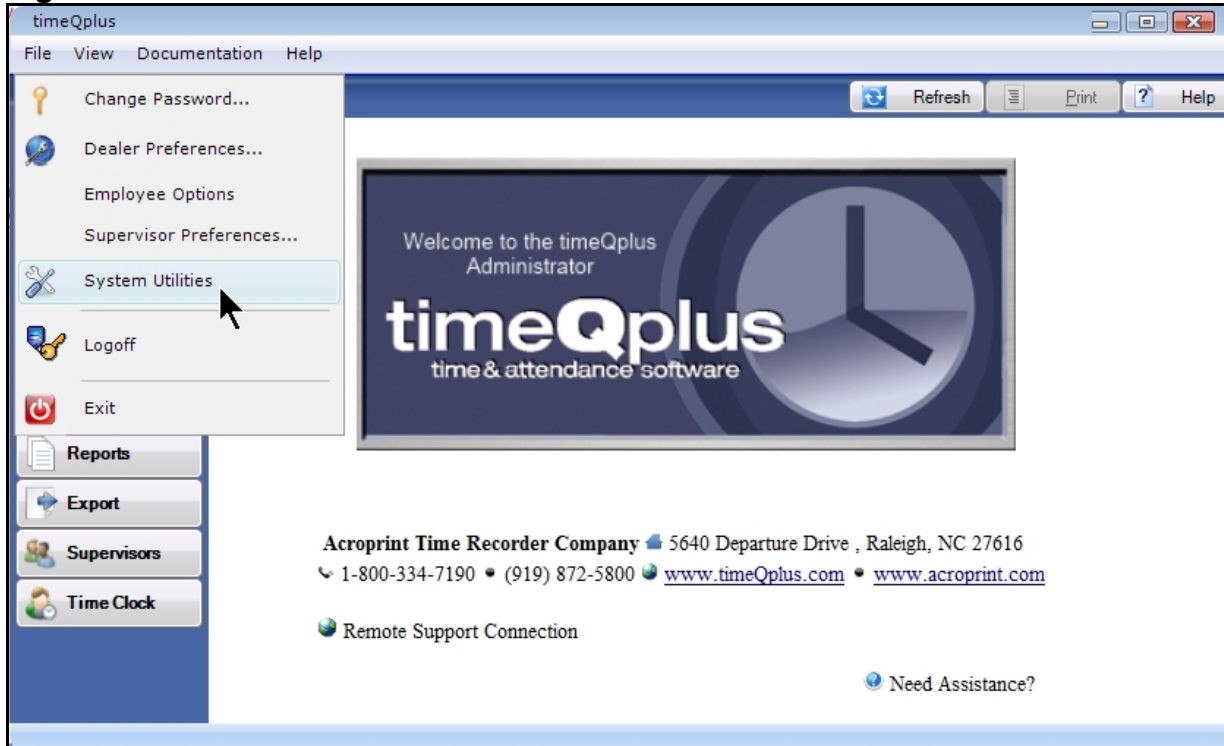Your importing setup is complete.

Click *OK.*

Method 2: Importing Employees through timeQplus V4 System Utilities
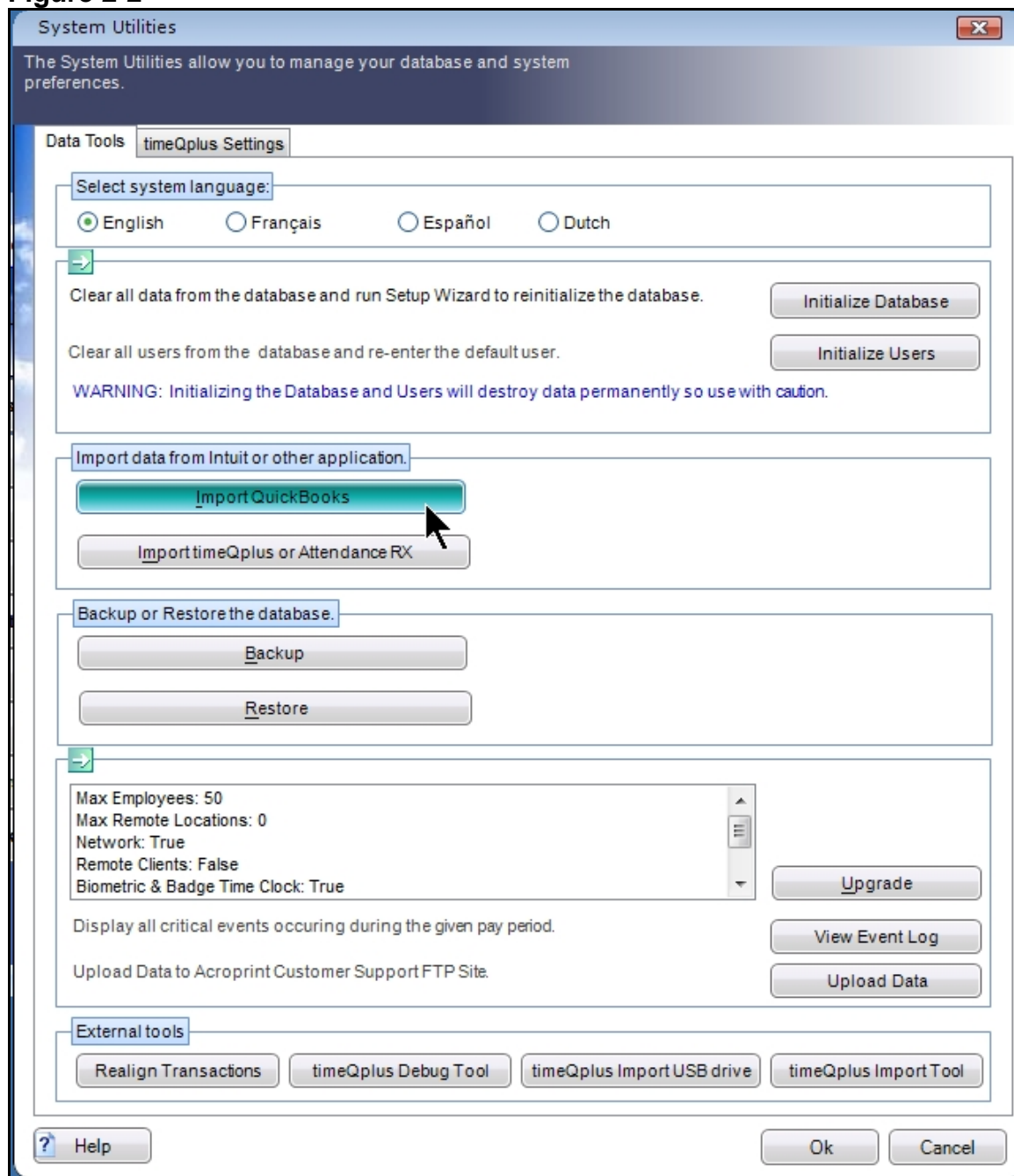### *You must be logged in as an Administrator!*

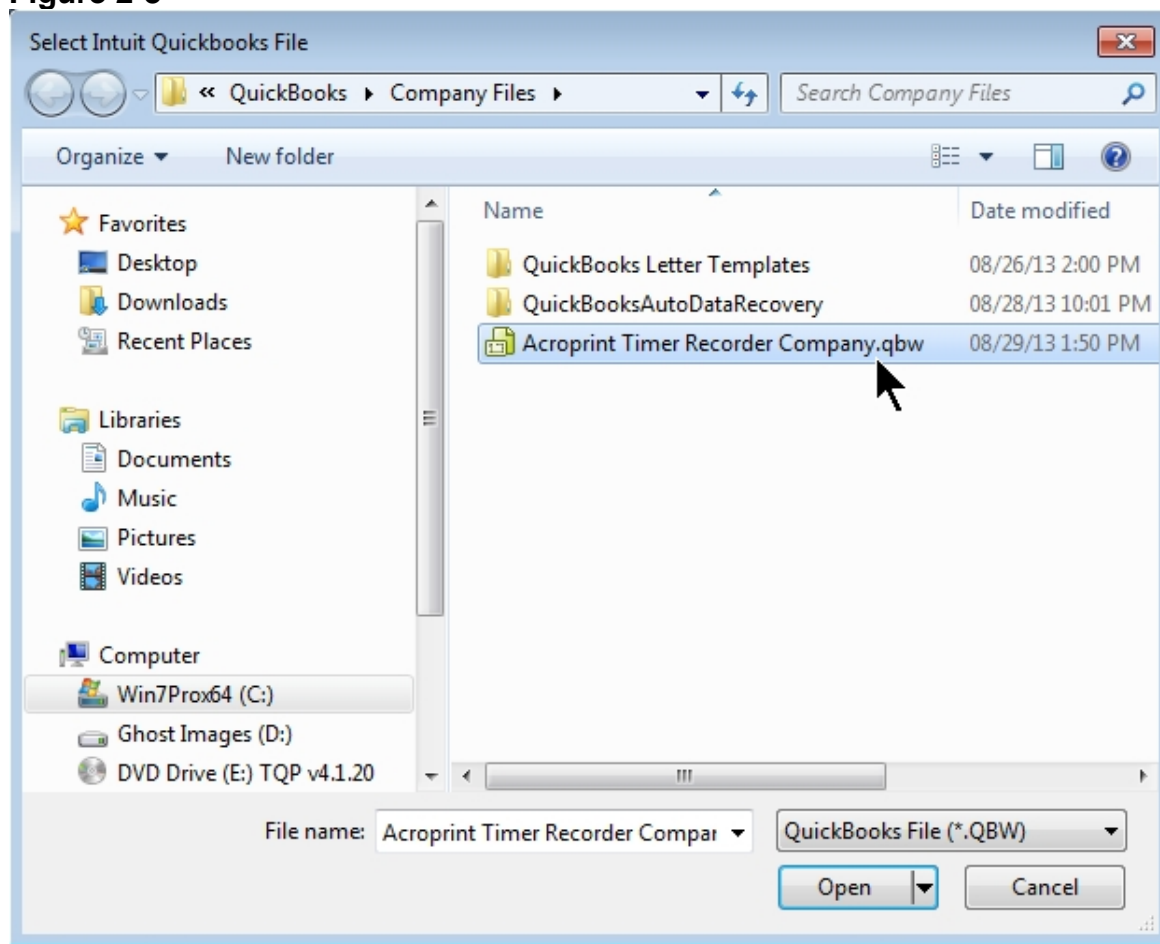Click *File* from the menu bar, and then click on *System Utilities*. (Fig 2-1)

Figure 2-1

On the *System Utilities* screen (Figure 2-2) click the *Import QuickBooks* button.

Figure 2-2

Select your *Company File* (*.qbw) as shown in Figure 2-3. Refer to the **Appendix** if you have difficulty locating this file.
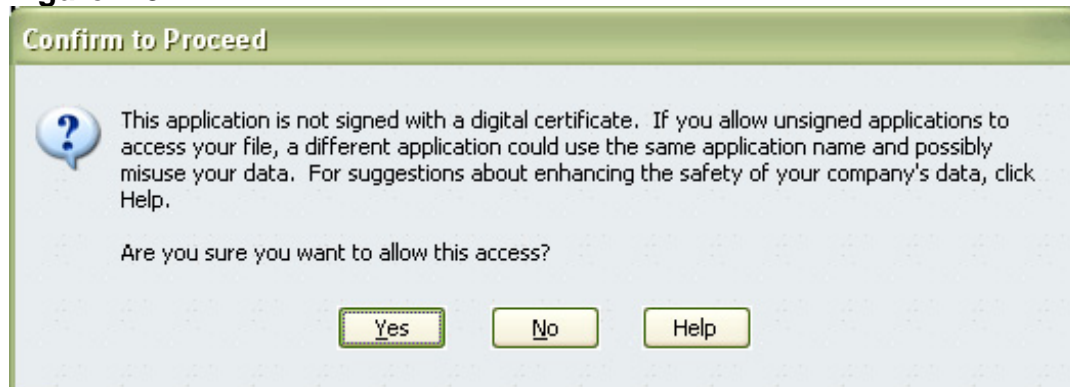
Figure 2-3

Click "*Open*" to begin the import. QuickBooks will prompt you with a security warning as shown in Figure 2-4. It is recommended to select "*Yes, always; allow access even if QuickBooks is not running".* In the future, this will allow you to import from and export to QuickBooks without QuickBooks being open.
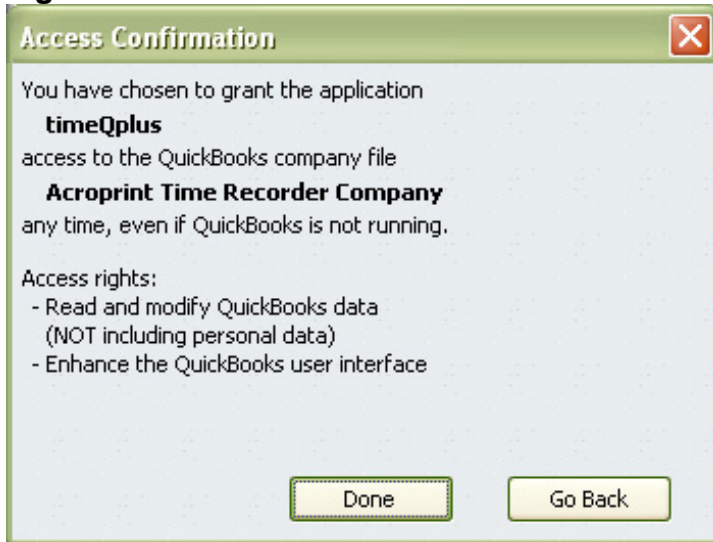
Figure 2-4
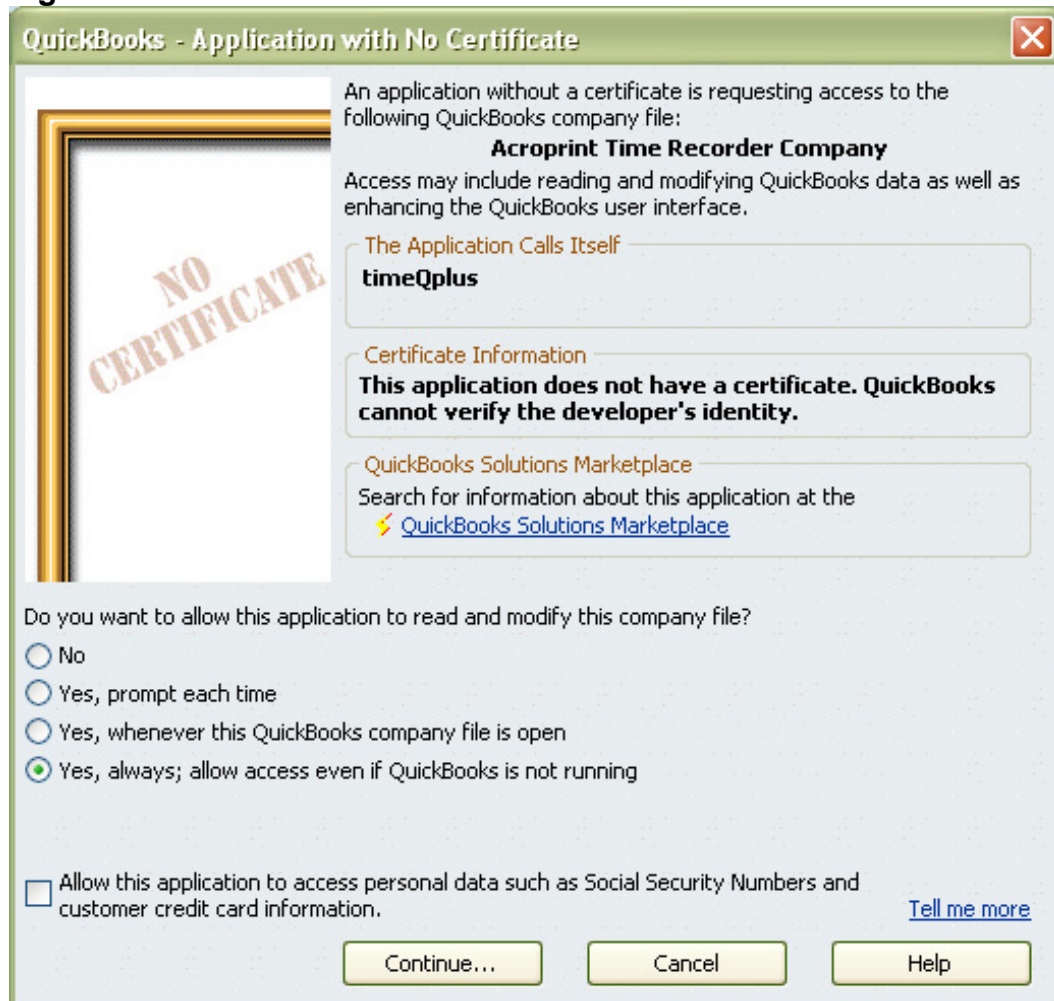
Selecting *Yes, always; allow access even if QuickBooks is not running* will display the message shown in Figure 2-5.
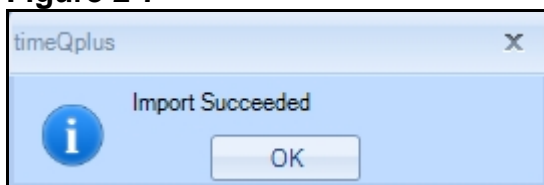
Figure 2-5

Select *Yes* to continue and Figure 2-6 will appear.

Figure 2-6

Select *Done* and Figure 2-7 will appear.
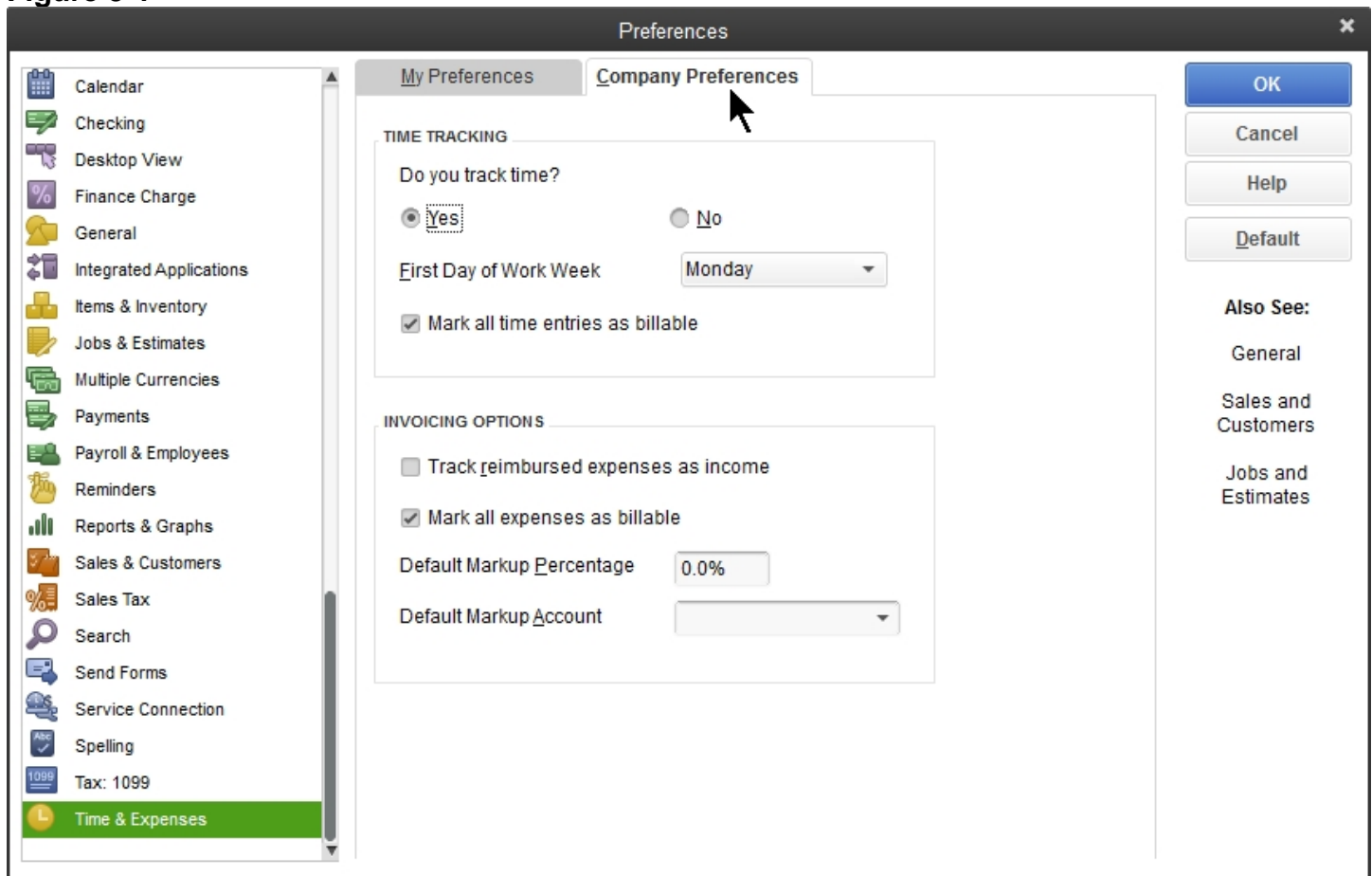
Figure 2-7

Your importing setup is complete.

Click *OK.*

Setting up QuickBooks to use time data from TimeQplus

In order for QuickBooks to accept time data for payroll, you must enable Time Tracking. Click on *Edit* and select *Preferences*.

In the *Preferences* window (Figure 3-1), click *Time & Expenses* on the left navigation panel and then click on the *Company Preferences* tab. Click "*Yes*" for the question "Do You Track Time?" You must select a first day of your work week. You may elect to make other selections on this screen based on your company requirements.
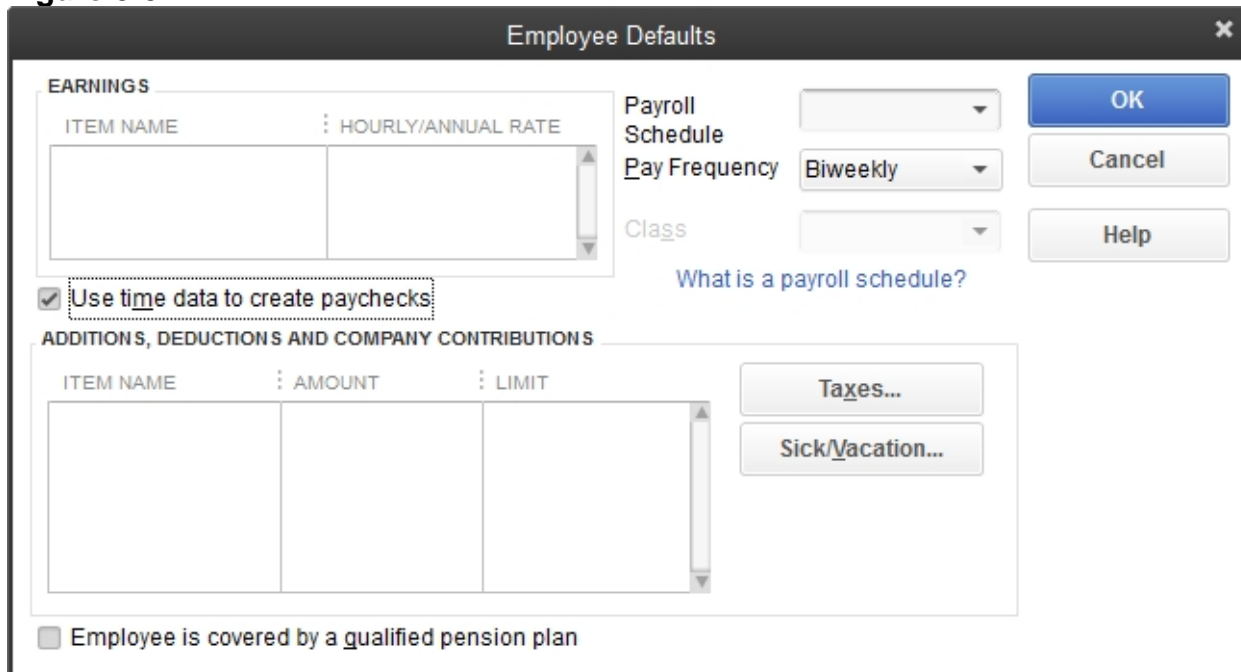
Figure 3-1

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 3-2.

Figure 3-2
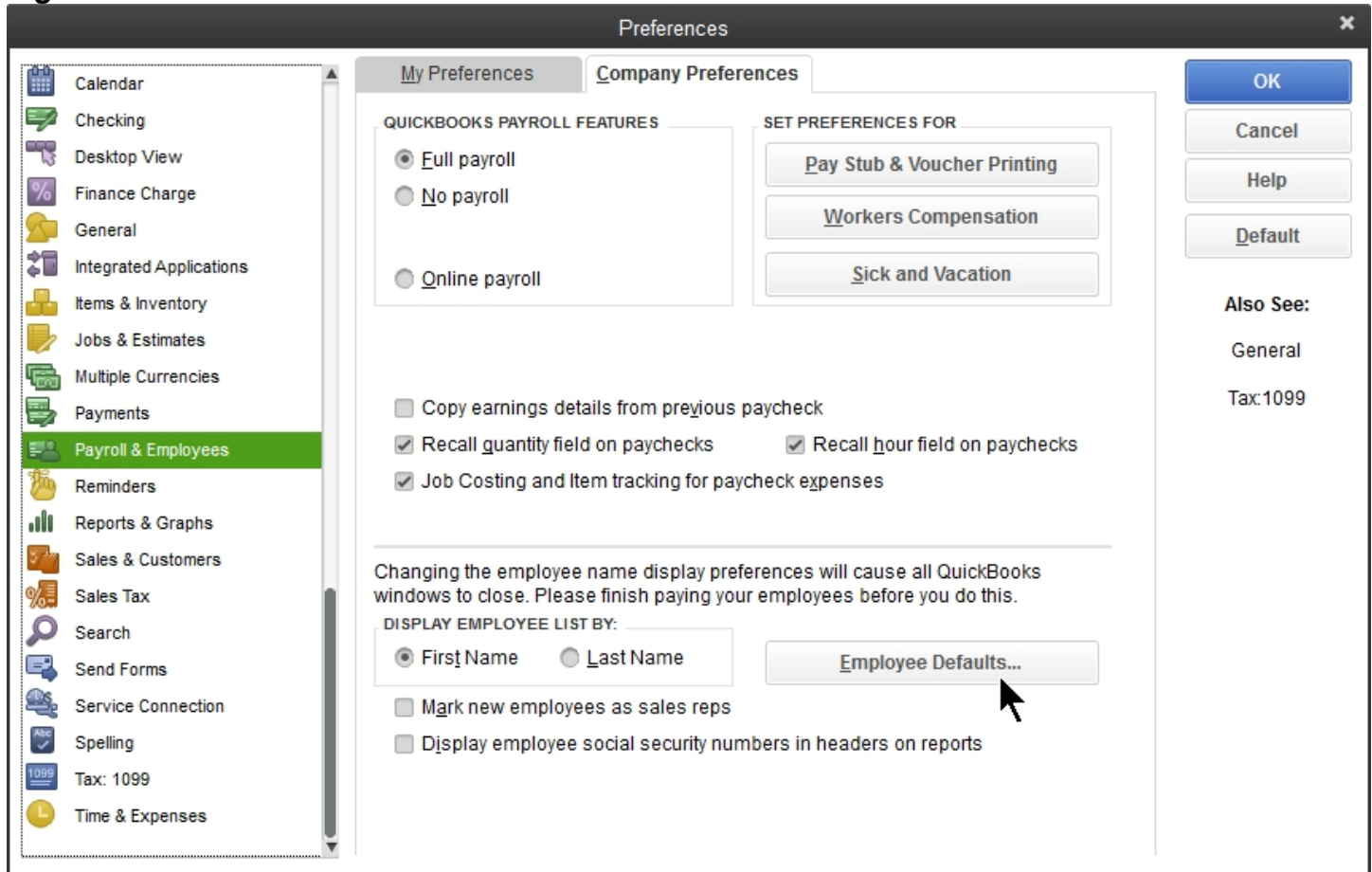
On the *Company Preferences* tab, then click *Employee Defaults* and the following screen will appear.

Figure 3-3

Place a check in the "Use time data to create paychecks" checkbox as shown in Figure 3-3.
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*. A list of your employees will be presented as in Figure 3-4.

Figure 3-4

Double click on an employee and the *Edit Employee* screen will appear (Figure 3-5)

Figure 3-5

INFORMATION FOR **Alice Allen**

Personal	LEGAL NAME [ ] Alice [M.I.] Allen
Address & Contact	PRINT ON CHECKS AS Alice Allen
Additional Info	SOCIAL SECURITY NO. 123-45-6789
Payroll Info	GENDER Female ▼
Employment Info	DATE OF BIRTH 01/01/1985 📅
	Turn On Payroll

Choose *Payroll Info* from the left navigation bar and Fig 3-6 will appear.

Figure 3-6

Click in the checkbox to enable "Use time data to create paychecks" as shown above.

Click *OK* to go back to the Employee List and perform this process for each employee on the list.

Setting Up QuickBooks to accept Work Codes

If you will be using the Work Codes feature in timeQplus, you must setup QuickBooks to allow the time data to successfully export from timeQplus to QuickBooks.
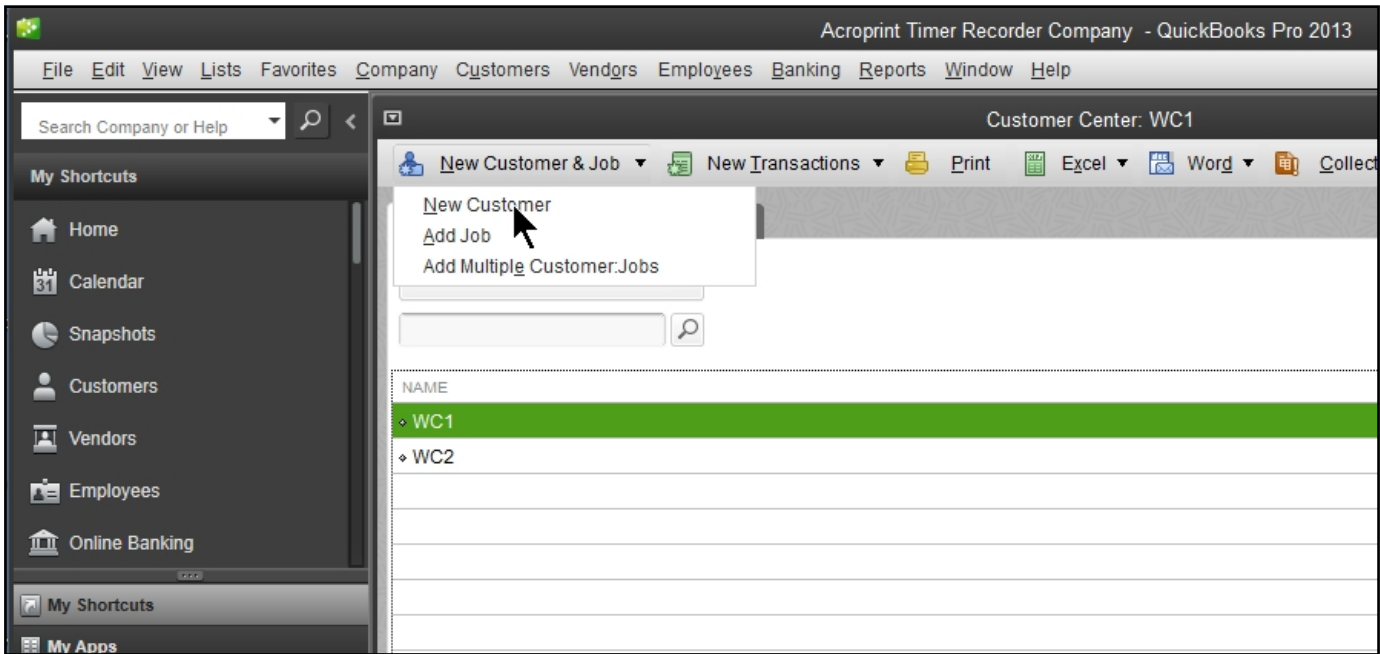
> **Note:** It may be useful to print a list of work code names before entering this information in QuickBooks.

Open QuickBooks and click on *Customers* [either from the left navigation panel or from the diagram] as shown on Figure 4-1 below.

Figure 4-1
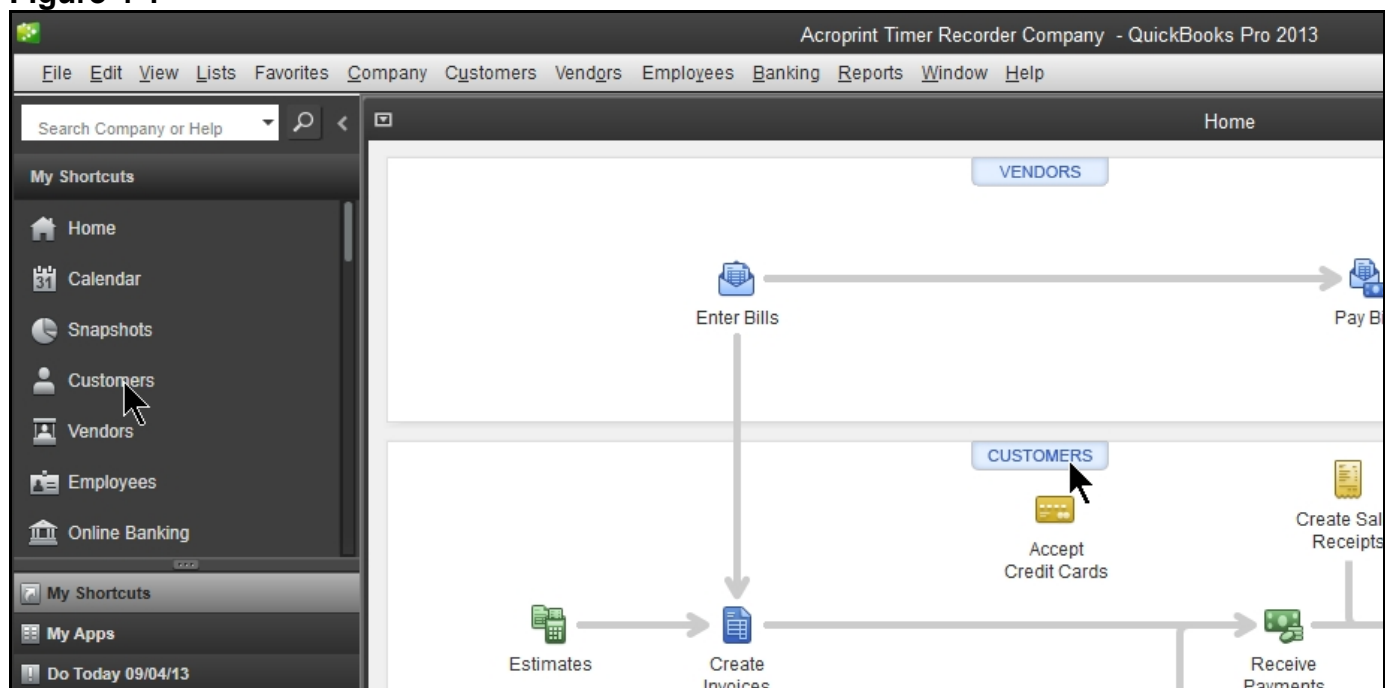
Now click on *New Customer & Job*, then *New Customer* as shown in Figure 4-2 below.

The following input screen (Figure 4-3) will appear. In the *Customer Name* field, type the Work Code name exactly as it appears in timeQplus (including capital letters). In the example, the Work Code name is "WC3". Make no other changes on this screen. Then click the "OK" button.

Repeat this process until all the Work Codes are added to QuickBooks in this manner.
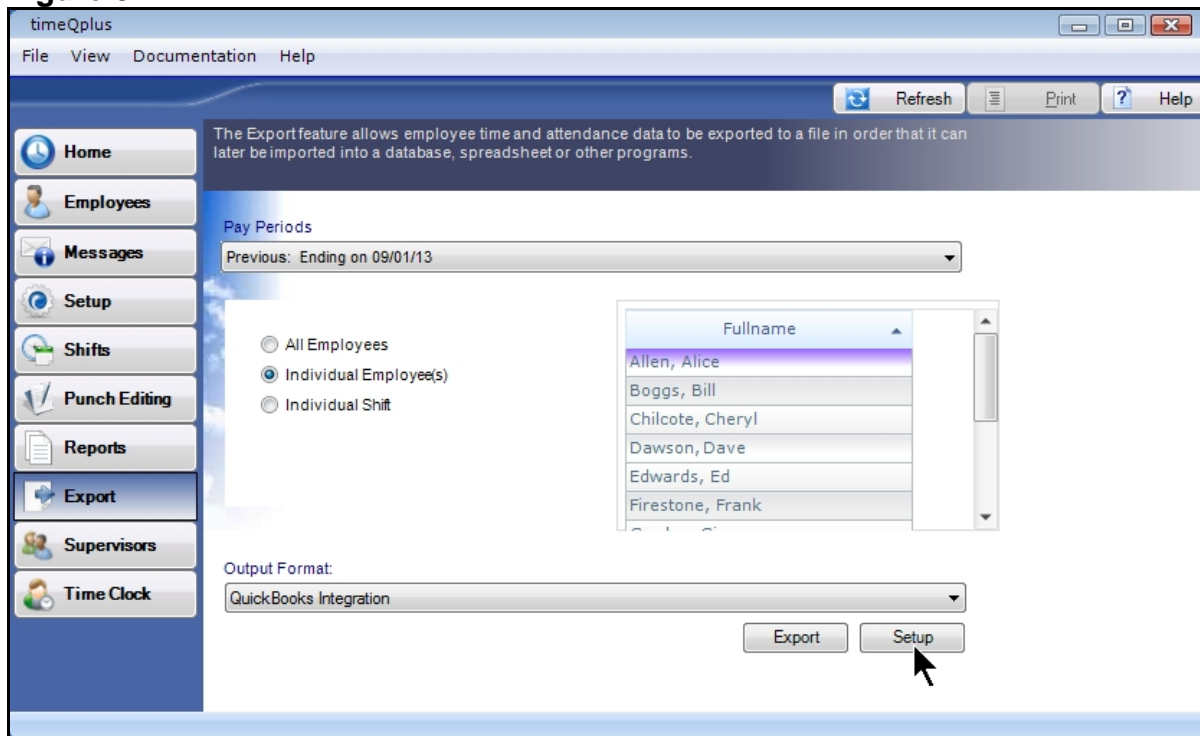
Figure 4-3

Exporting from timeQplus into QuickBooks

You must be logged in as an Administrator!

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. Click on *Export* on the left hand menu.

As shown in Figure 5-1, 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.

Figure 5-1

The Setup screen is seen in Figure 5-2.

Figure 5-2

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 the timeQplus QuickBooks Integration setup screen. Make sure that all fields are identical in QuickBooks and timeQplus even if they are blank.

2) Press *Select* to choose your QuickBooks Company File. After the folder is located, click to highlight the file and then click the *Open* button. Click *Save* to save your QuickBooks Integration settings. See Figure 5-3 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.
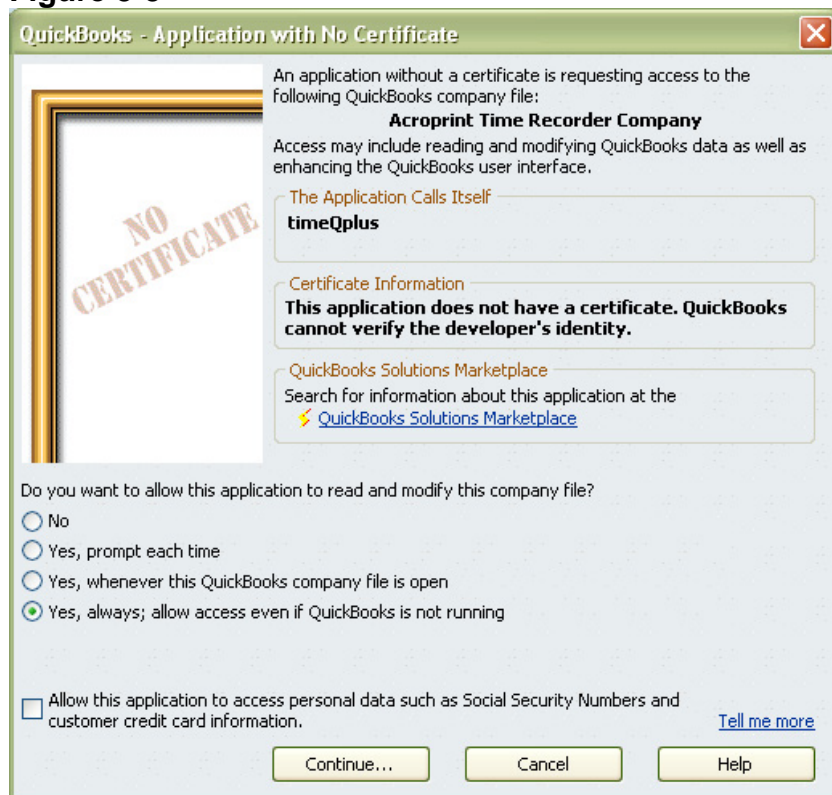
Figure 5-3
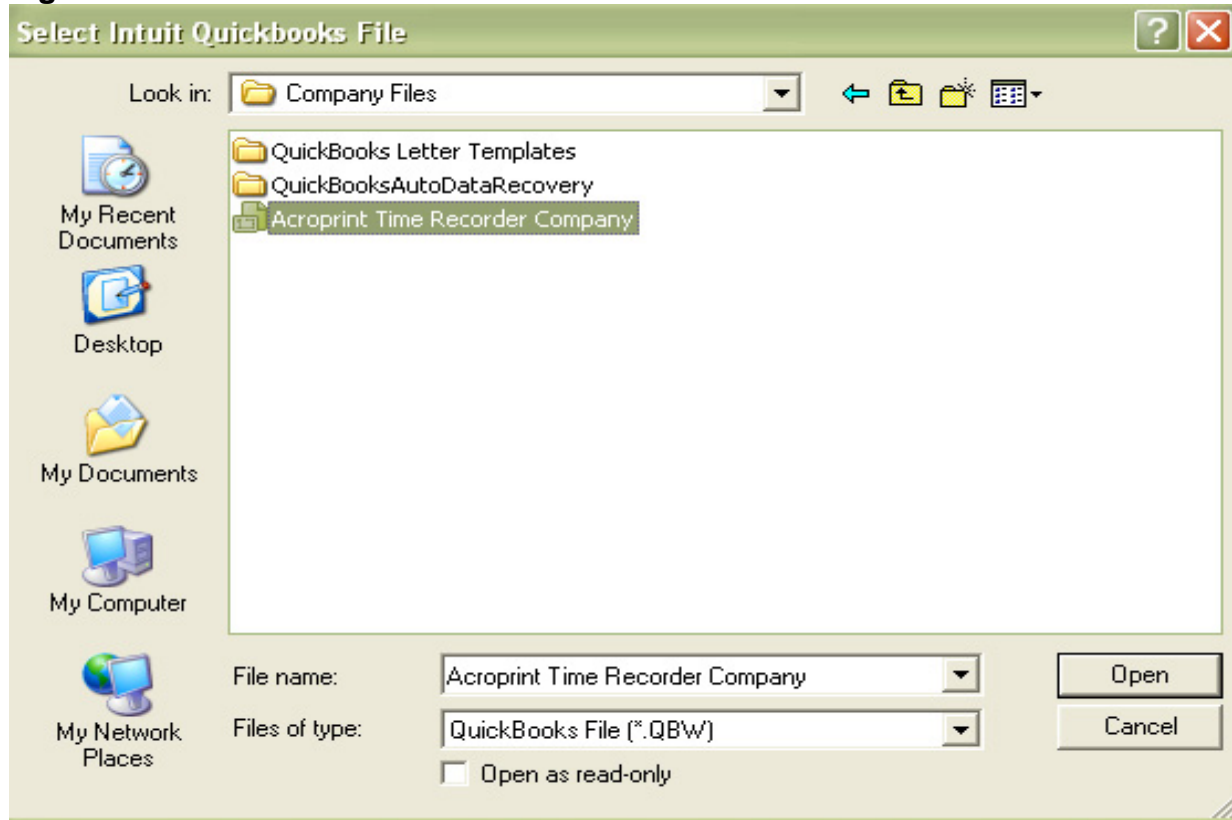
You will then be brought back to Figure 5-4. Click the *Export* button.
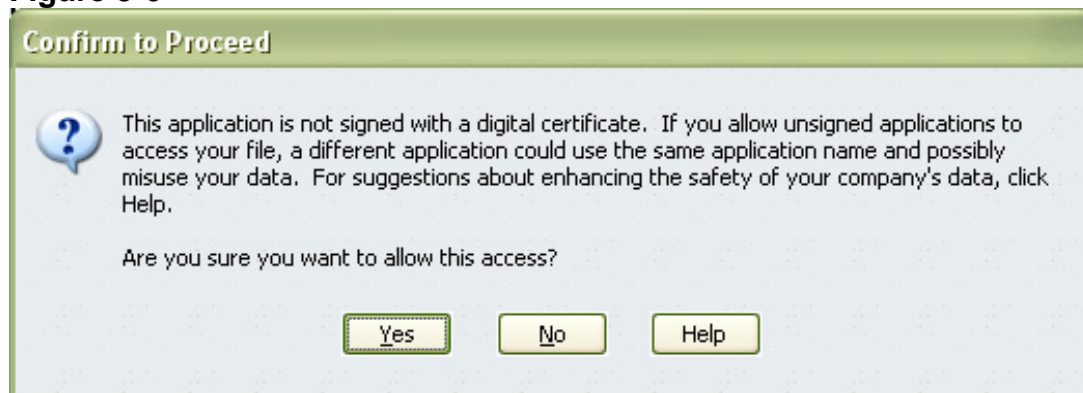
Figure 5-4
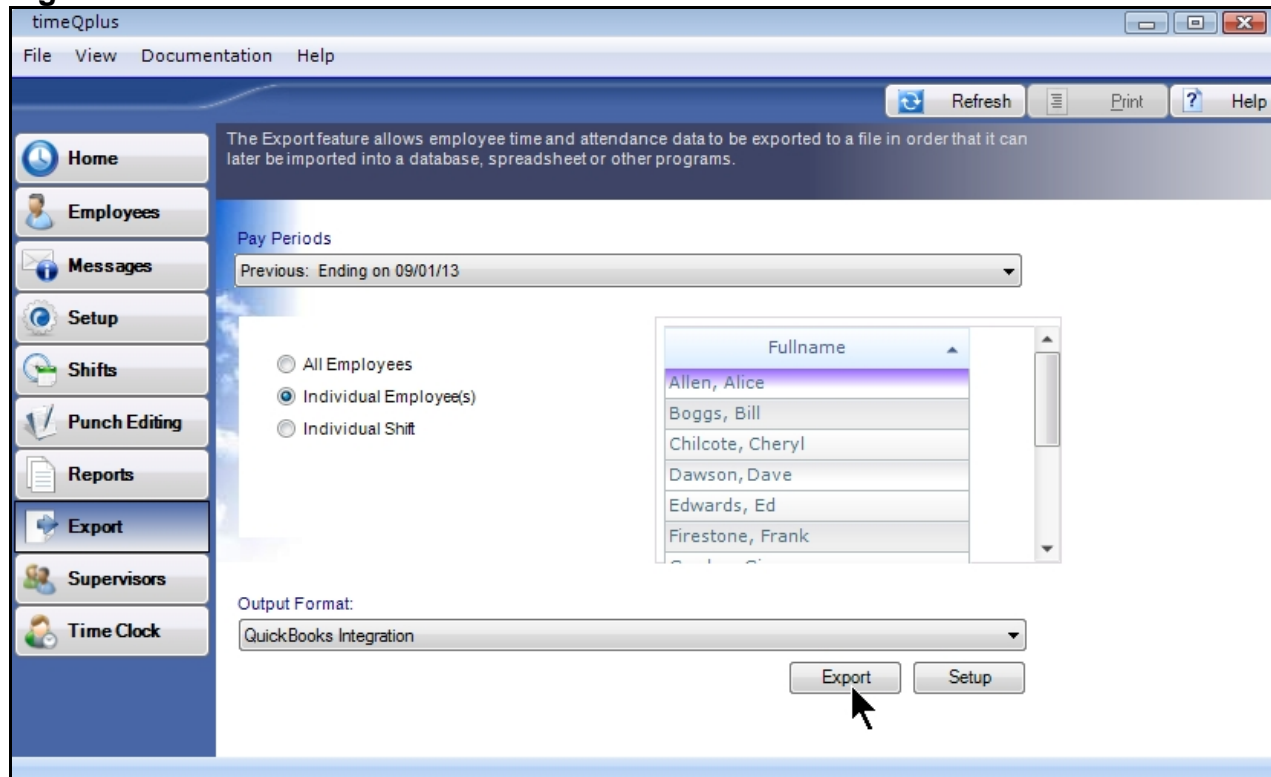
QuickBooks will prompt you with a security warning as shown in Figure 5-5. It is recommended to select *Yes, always; allow access even if QuickBooks is not running.* This will allow you to export to QuickBooks without QuickBooks being open.
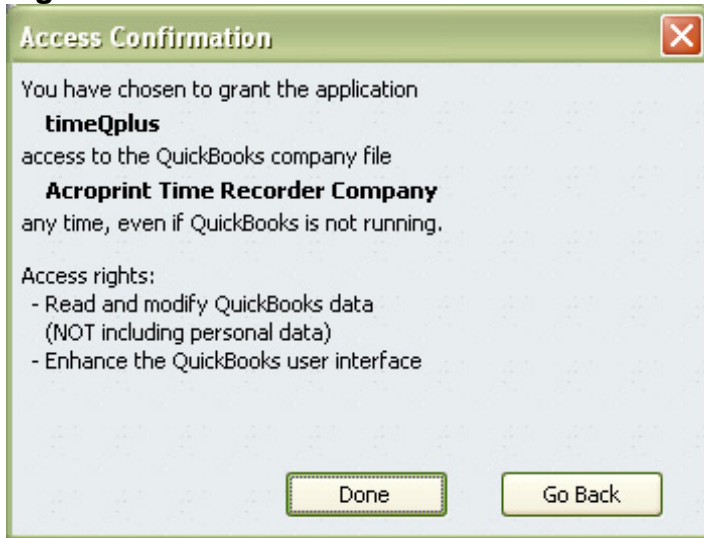
Figure 5-5

Selecting *Yes, always; allow access even if QuickBooks is not running* will display the message shown in Figure 5-6.

Figure 5-6

Select *Yes* to continue and Figure 5-7 will appear.

Figure 5-7

An export progress monitor will display, advising if a successful export upon completion. If there is not a successful completion, review these instructions again and/or check the Trouble Shooting section. If still not successful, you can contact Acroprint Customer Service. Be advised that there may be a fee associated with assistance from Acroprint.

Time worked will now show in Employee's *Weekly Timecard* in QuickBooks.

Reviewing Employee time data in QuickBooks

To review and confirm that employee time data was successfully exported to QuickBooks, click on *Employees*, then *Enter Time* from the menu bar, or click on *Enter Time* from the Home screen diagram found in the *Employees* section as shown on Figure 6-1 below.

Figure 6-1
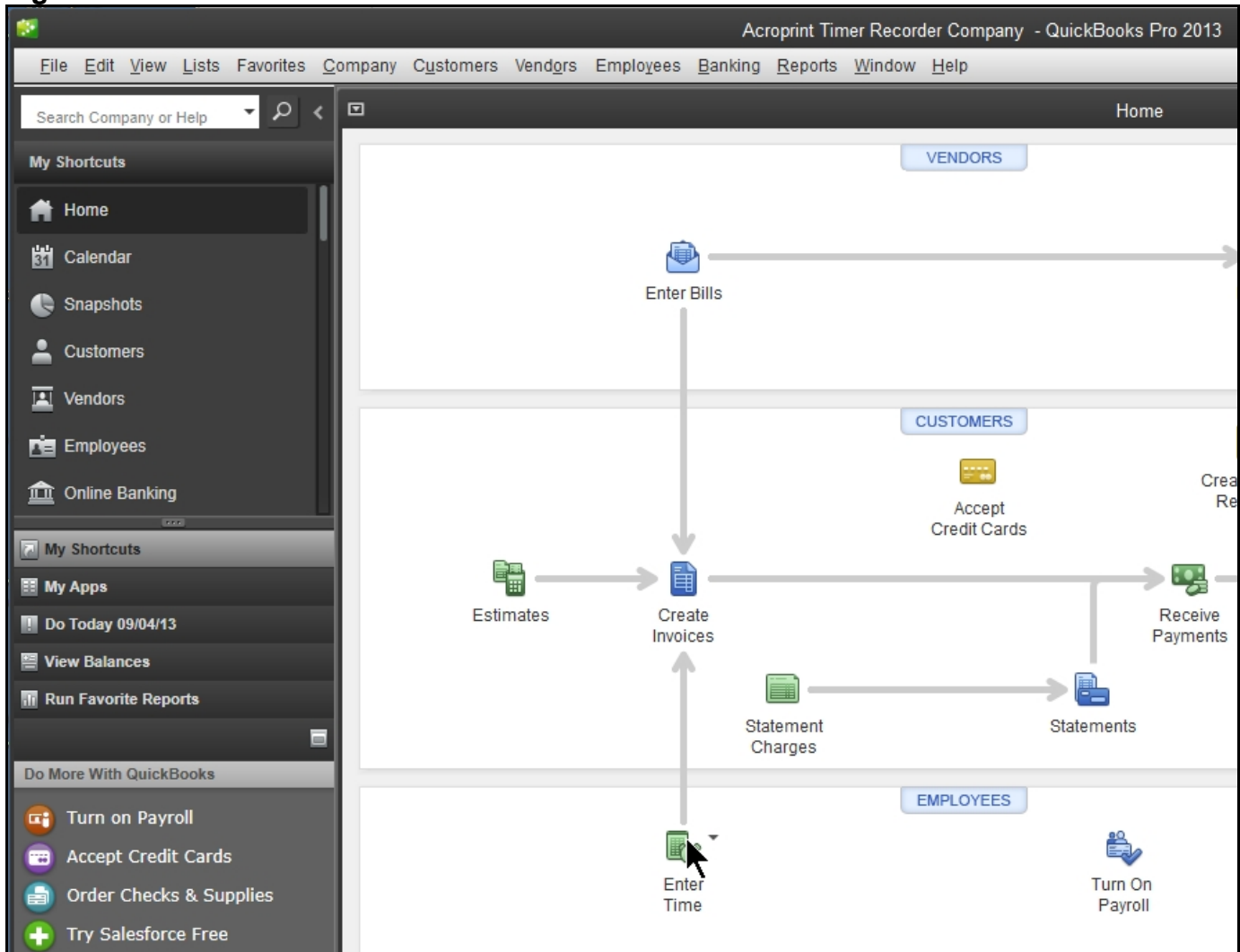
Now click on *Use Weekly Timesheet* as shown in Figure 6-2 below.

Figure 6-2
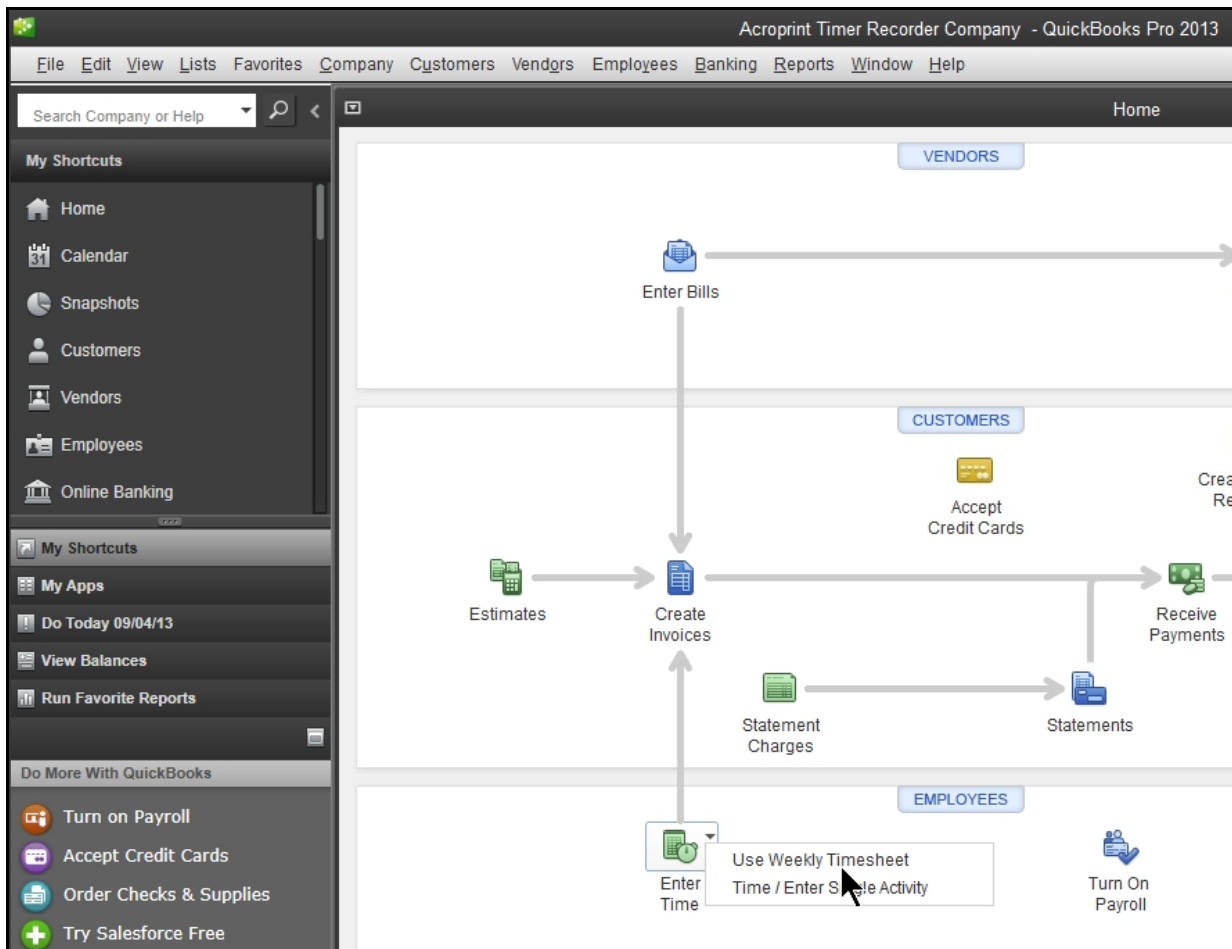
Now select the employee from the drop down list, and then click the calendar icon to select any date within the pay period of interest. See Figure 6-3 below.

Figure 6-3

Appendix

Confirming your QuickBooks Company File Location (2 options)

Option 1

Click *File > Open Previous Company*

Figure A-1
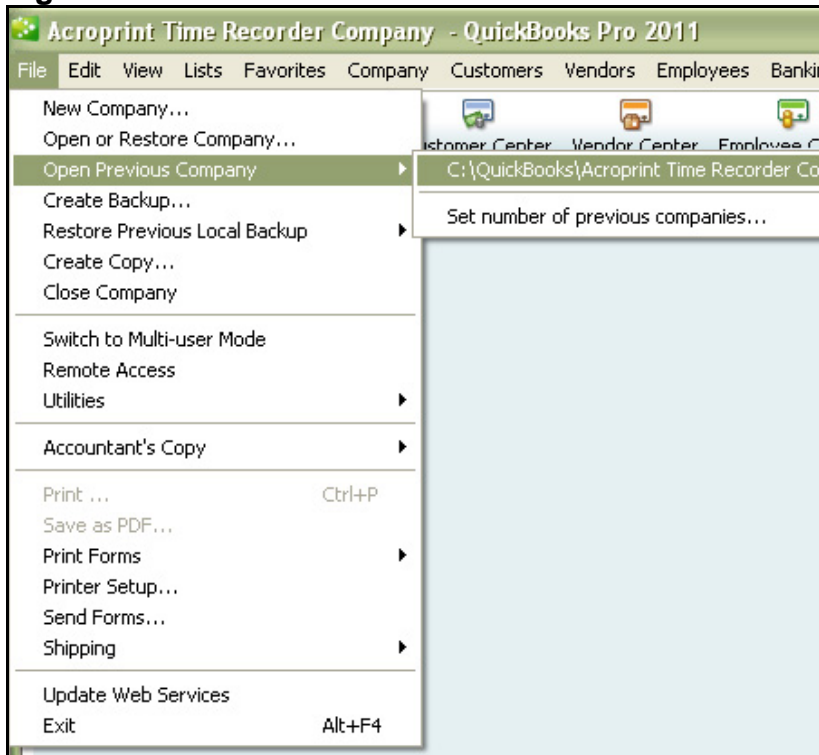
The top of the list is the full address of where the company file is located.

Option 2

Click *File > Open or Restore Company*

Figure A-2
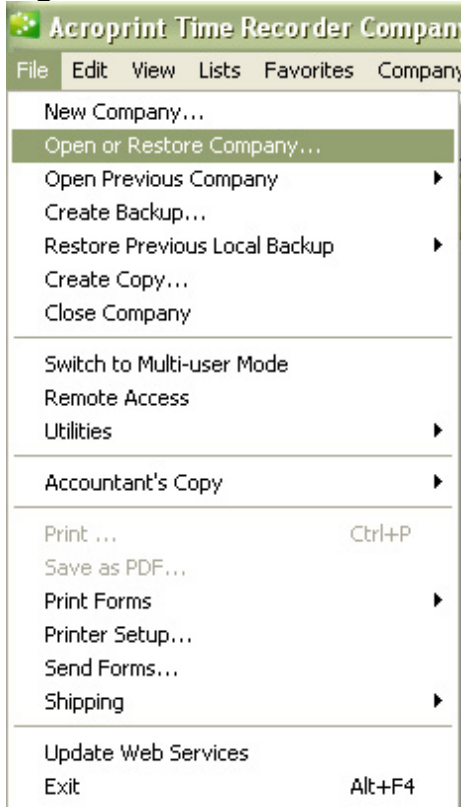
In Figure A-3 you can see that our test file is named *Acroprint Time Recorder Company.qbw*. Click the down arrow in the *Look In:* drop down menu to see/record the file path (Fig. A-4)

Figure A-3

Figure A-4 shows the *Company File* is located at C:\QuickBooks\Company Files\Acroprint Time Recorder Company

Figure A-4

Obtaining the QuickBooks Payroll Item Codes
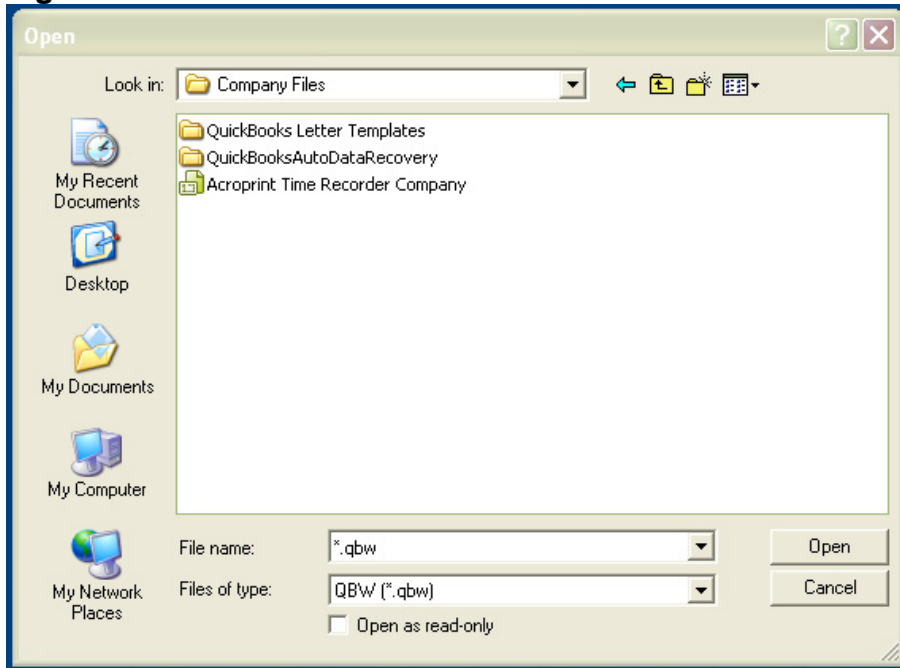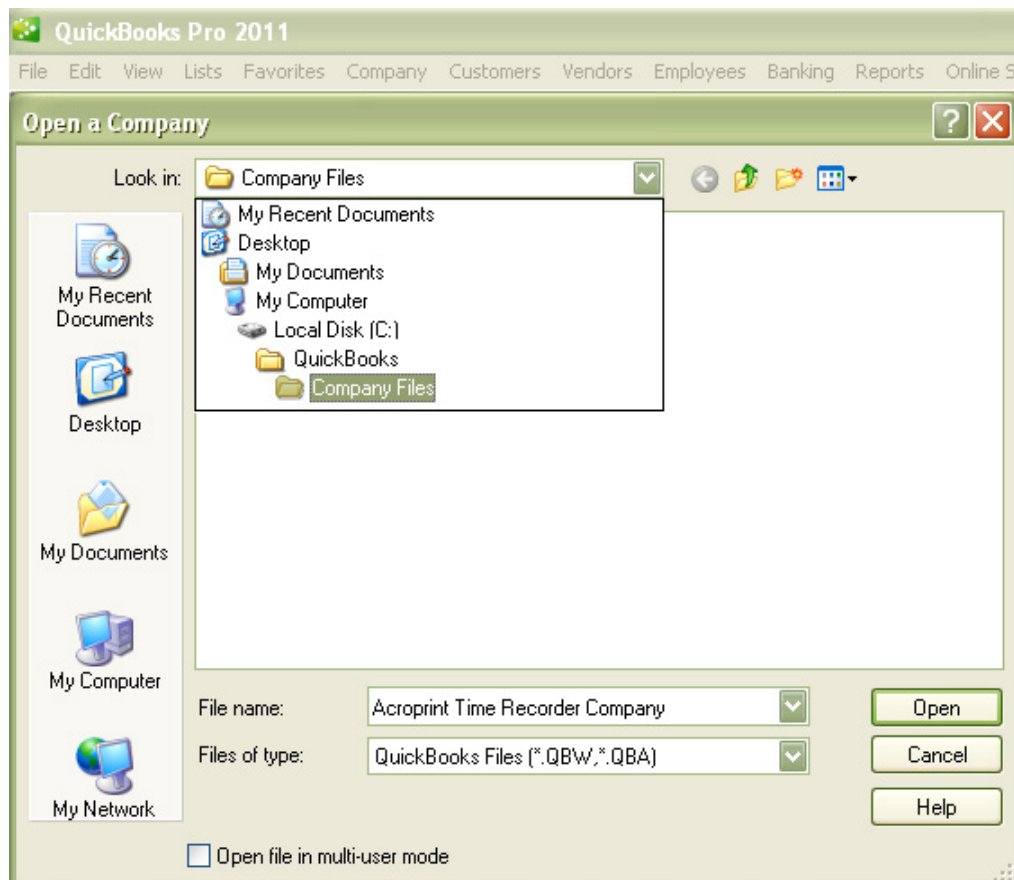
timeQplus has default payroll item codes for each of the following categories (Figure B-1):

- 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:

Click Edit, and then Preferences, as shown in Figure B-2.

Figure B-2

Figure B-3 will be presented.

Figure B-3
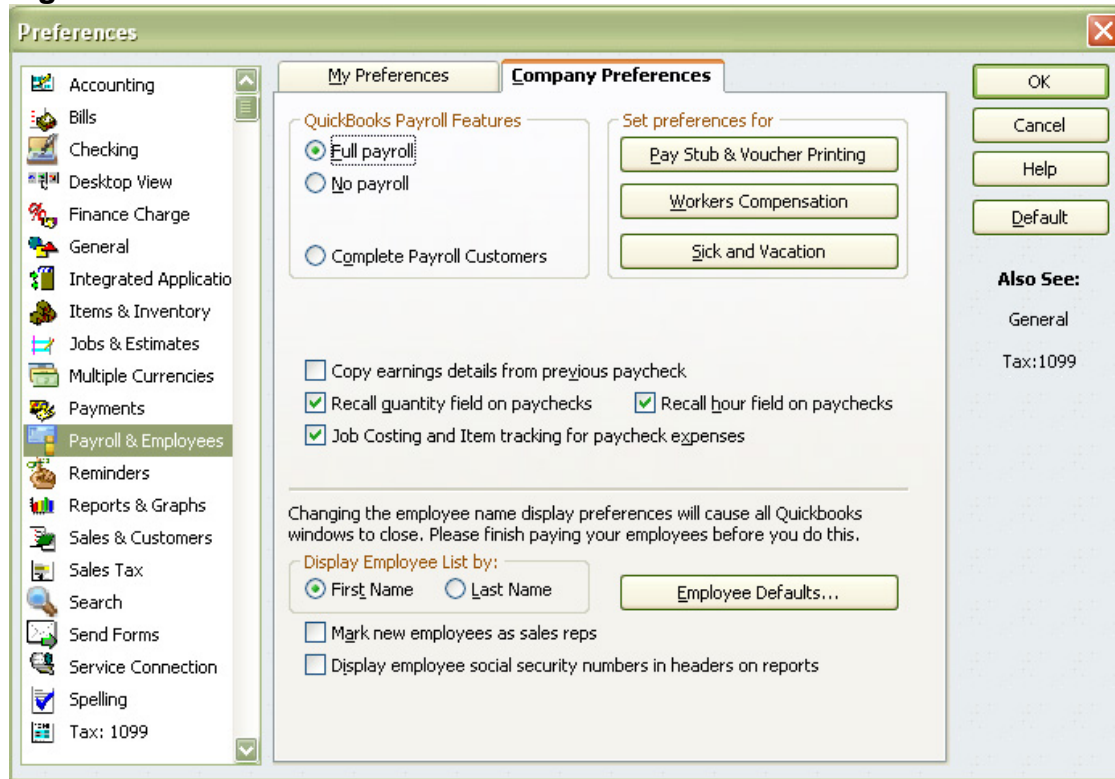
Click *Payroll & Employees* and then click the *Company Preferences* tab. Now click the *Employee Defaults* button.

In Figure B-4, click in the field directly under the *Item Name* 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 exactly the same in QuickBooks. Print out the screen or write down these Payroll Item Codes to enter it into timeQplus or QuickBooks.

Note: <u>The Payroll Item Codes are case-sensitive.</u>

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 <u>always</u> access QuickBooks.

Click *Edit > Preferences* as shown in Figure C-1.

Figure C-1
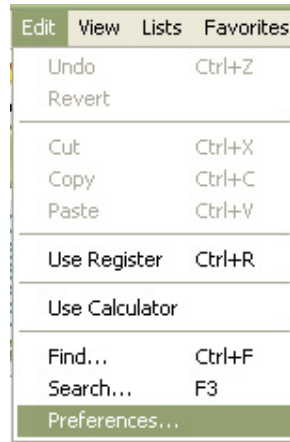
Click on *Integrated Applications* and go to the *Company Preferences* tab as shown in Figure C-2.

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
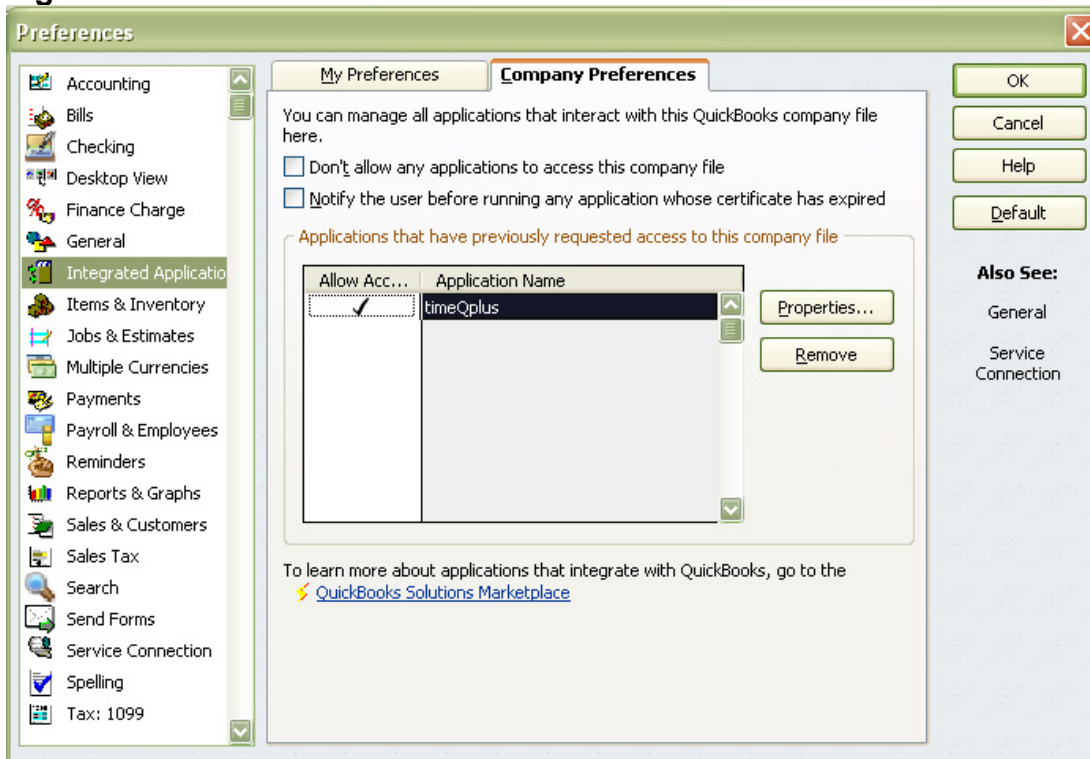
Check the "Allow this application to access this company file" check box and the "Allow this application to login automatically" check box as shown in Figure C-3.

Figure C-3
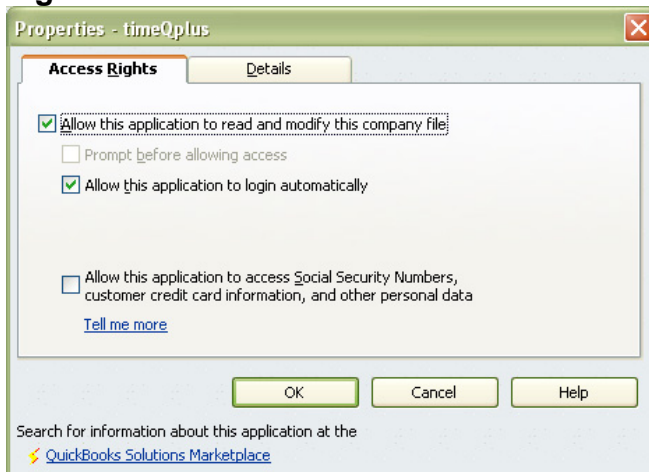
Click *OK* to close the *Properties* window.   Click *OK* to close the *Preferences* window.

You will no longer be required to be logged into QuickBooks to perform the timeQplus Integration.

Troubleshooting

Error	Solution
"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"	Be sure QuickBooks 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 and special characters. Check that QuickBooks is open as an Admin/Single User with all other work windows closed.
"The following employees were found in timeQplus but were not Found in QuickBooks."	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. Additionally, 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. It must be John A Smith is not John A. Smith.
The time exported from timeQplus does not match the time that shows up in QuickBooks.	Verify the time totals format in timeQplus. You may have timeQplus set in Hundredths while QuickBooks displays in hours and minutes. Verify the pay periods have the same start and/or end dates in both applications.
Edited totals are not showing up correctly in QuickBooks.	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.

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