TimeSource to QuickBooks Pro Timer Interface

Introduction

The TimeSource payroll export for QuickBooks Pro has been augmented by a new payroll export for QuickBooks Pro/Premier 2002 (or newer) using the Timer function of QuickBooks. Both exports are included with TimeSource Lite and TimeSource Full.

The older TimeSource export may be used with any version of QuickBooks Pro/Premier prior to 2002, and works by making an export file, which is then imported by QuickBooks. TimeSource and QuickBooks are not required to be on the same computer.

The newer TimeSource QuickBooks export uses features built into only the most recent versions of QuickBooks Pro/Premier and therefore works only with versions of QuickBooks 2002 and newer. This most recent TimeSource QuickBooks export communicates directly with the QuickBooks Pro/Premier program and employee hours are written directly into the QuickBooks data files. The current version of the TimeSource QuickBooks export requires that both TimeSource and QuickBooks be installed on the same machine.

Both interfaces produce the same result, but by different methods.

These instructions cover installing, configuring and running the new TimeSource QuickBooks payroll export. The instructions for the older export are located in the TimeSource manual.

Requirements

Check with Intuit for the current QuickBooks computer system requirements. The requirements for TimeSource are less stringent.

Icon Time is using release two of the Intuit interface, and you must have release two compatibility in your copy of QuickBooks.

Both the QuickBooks and TimeSource applications must be installed on the same computer.

QuickBooks must be set to Single User mode.

Each employee's Full name in TimeSource must match the employee's name in QuickBooks.

Each pay code set up in the TimeSource Payroll Export screen must have a corresponding Payroll Item in QuickBooks.

Installation

Before preceding the TimeSource QuickBooks export program needs to be installed on the computer. The program, called QBPlusExport.exe, is not installed during the TimeSource installation. The installation file called SetupTS_7Qbinterface.exe is located on the following path:

        CD ROM:\QbTimerInterface\SetupTS_7Qbinterface.exe

Please place your TimeSource CD in the computers CD ROM drive and using a Windows Explorer window navigate to the SetupTS_7Qbinterface.exe file at the path above. To run the setup program just double click on the file and proceed with the install.

Setup TimeSource

Before attempting the TimeSource QuickBooks export certain fields in TimeSource need to be configured for the export to work.

Export Type

From the TimeSource SwitchBoard open the Payroll Export screen by clicking on the Payroll Export button under the File heading. Please set the "Export Type" field of the Payroll Export screen to "QuickBooks Pro Timer".   Refer to the circled area of Figure 1.

Figure 1.

Since the QuickBooks Pro Timer export sends the TimeSource punch data directly to the QuickBooks database file an "Export Path" is not required. Please leave the "Export Path" as <no path>.

<u>Export Codes</u>

In the same Payroll Export window enter the TimeSource "Export Codes". The circled area of Figure 2 shows where you need to enter the "Export Codes".

In the example below all regular hours in TimeSource are exported to QuickBooks with the **Regular** code, OT1 hours with the **Overtime** code and so on. The "Export Codes" must each match a "Payroll Item" code in QuickBooks. The codes listed below are just suggestions if you have existing "Payroll Items" setup in QuickBooks please enter those values in as the Export Codes. Please refer to the information at Figure 5, <u>Setting up Payroll Items</u>, to see what "Payroll Item" codes you currently have established.

IMPORTANT. TimeSource limits the export of regular time to a single code. If you have multiple "Payroll Item's" in QuickBooks for regular time a single Payroll Item must be selected for the export of the information.

The example below was taken from TimeSource Lite if you have TimeSource Full you will additional codes. The "Export Codes" are limited to 10 characters in length.

Figure 2.

<u>Employee Name</u>

From the TimeSource SwitchBoard open the Employee screen by clicking on the "Employee" button under "Edit". Each employee's "Full Name" must match the

corresponding employees name in QuickBooks. Please refer to the circled area of Figure 3 to see where to edit the "Full Name" in TimeSource.
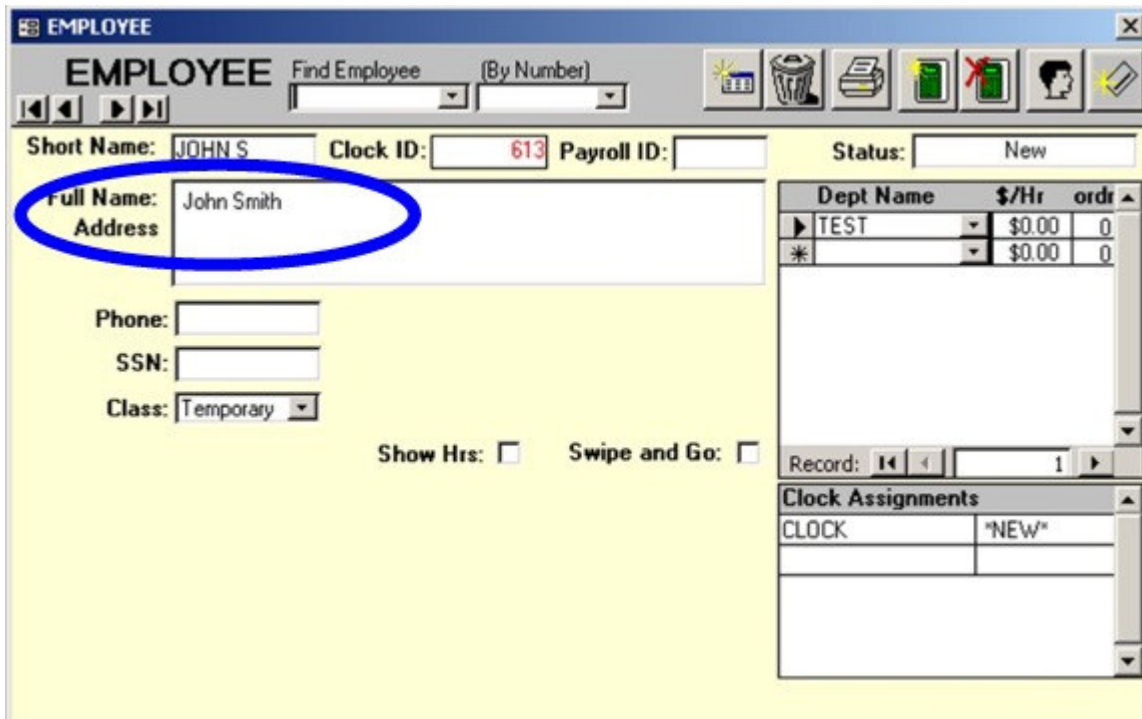

Figure 3.

The employee "Full Name" in TimeSource must match the name displayed in the QuickBooks Employee List as shown in Figure 5.

Setup QuickBooks

This user guide is not a primer on the use of QuickBooks Pro. However, there are a few operations that must be performed before the interface will run. Our purpose here is just to point them out. Refer to your Intuit documentation for details on how to accomplish these steps.

Enabling Time Tracking

Before you try to run the interface, check the Edit->Preferences menu of QuickBooks and make sure that you have selected to track time.

In the "Preferences" screen select "Time Tracking". Then select the "Company Preferences" tab of the "Time Tracking" screen. Make sure the "Yes" radio button is selected for "Do You Track Time" as shown in figure 4.

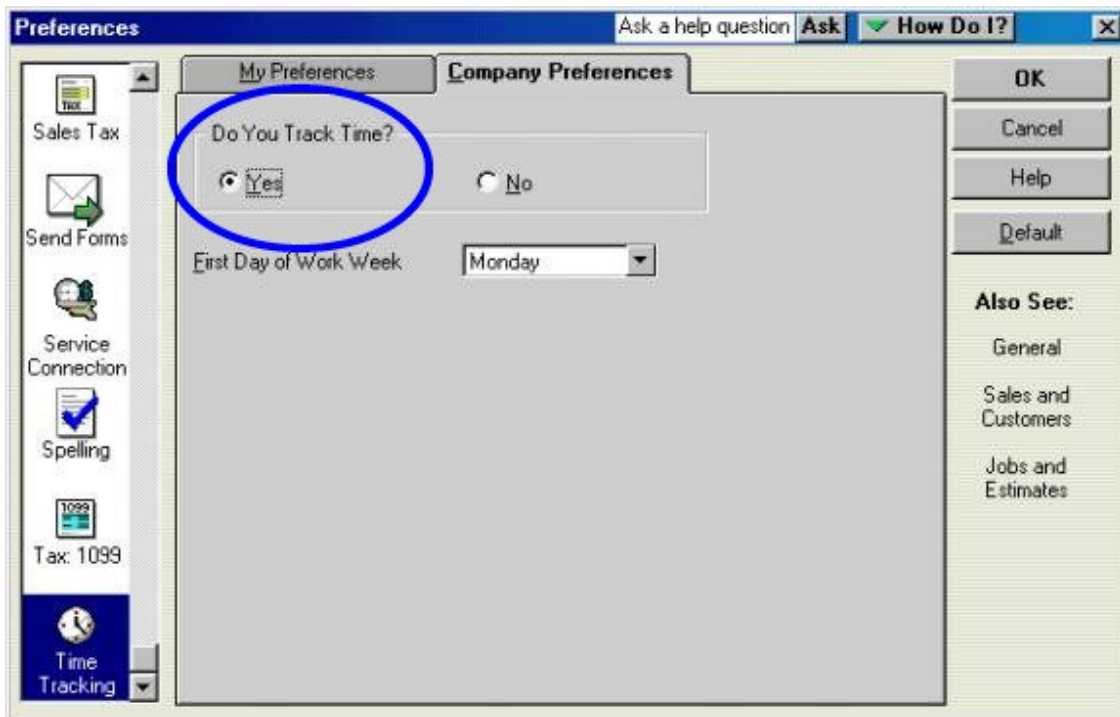If "Track Time" is not set to "Yes" the TimeSource QuickBooks Pro Timer interface will simply not run.

Figure 4.

Employee Name

Each employee's name in the QuickBooks Employee List, Figure 5, must match the
corresponding employee's "Full Name" in TimeSource, Figure 3. If the names are not the
same, change the "Full Name" in TimeSource to match the employee's name in the
QuickBooks Employee list. If this is not possible, double click on the employees name to
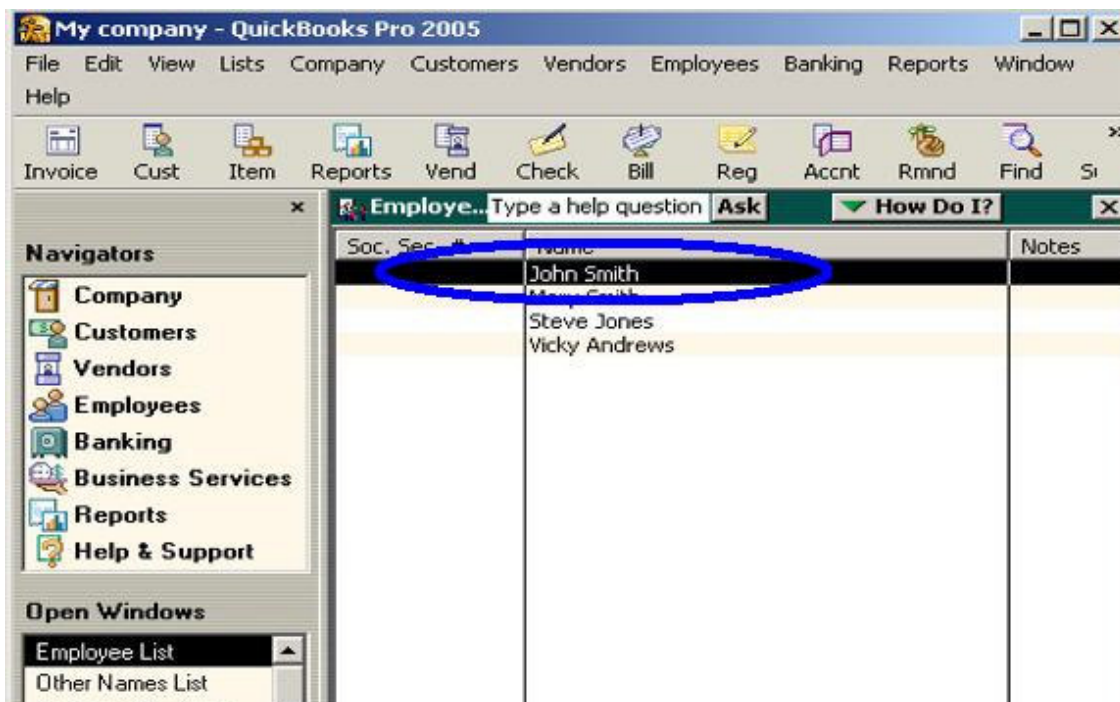make the edit in QuickBooks.

Figure 5.

Before QuickBooks will accept information from the TimeSource program the Payroll Item list in QuickBooks must be edited so the "Payroll Items" match "Export Codes" entered in the "QuickBooks Pro Timer" payroll export screen of TimeSource, Figure 2. To access the Payroll Item list select Lists>Payroll Item from the QuickBooks menu bar.

See Figure 6 to see an example of the Payroll Item list of QuickBooks.   The circled area of Figure 6 show the "Payroll Items" used in this example.

The Payroll Item list is pre-configured with certain "Federal Tax " entries. For our purposes you can ignore these items.

You can use one of three possible methods to configure you QuickBooks "Payroll Items" to match TimeSource "Export Codes".

1. If you have existing "Payroll Items" other than the "Federal Tax" entries you can enter your existing "Payroll Items" as "Export Codes" in the "QuickBooks Pro Timer" payroll export interface.   In our example your current "Payroll Item" for regular time would replace the **Regular** "Export Code" in QuickBooks Pro Timer interface screen, Figure 2, as long as the Payroll Item name did not exceed 10 characters in length.

2. If using your existing "Payroll Items" is not an option you can edit the names of an existing "Payroll Item" to match an "Export Code" name already entered into the "QuickBooks Pro Timer" export interface. Simply edit an existing "Payroll Item" by double clicking on the item name. Enter the new "Payroll Item" name following the instructions displayed until the existing item has been updated.   In our example an existing "Payroll Item" would be edited to **Regular** to correspond to the **Regular** "Export Code" in TimeSource.

3. If you need to add a new "Payroll Item" to the list, select the "Payroll Item" button at the bottom of the Payroll Item screen and then select "New". QuickBooks will ask which method you want to use to set up the "Payroll Item". Select "Custom". Follow the instructions on the following screens to add the new "Payroll Item". Make sure the name of the new "Payroll Item" matches one of the "Export Codes", Figure 2, in the "QuickBooks Pro Timer" interface. In our example the new "Payroll Item" for regular hours would be named **Regular** as it is in the "QuickBook Pro Timer" export interface.
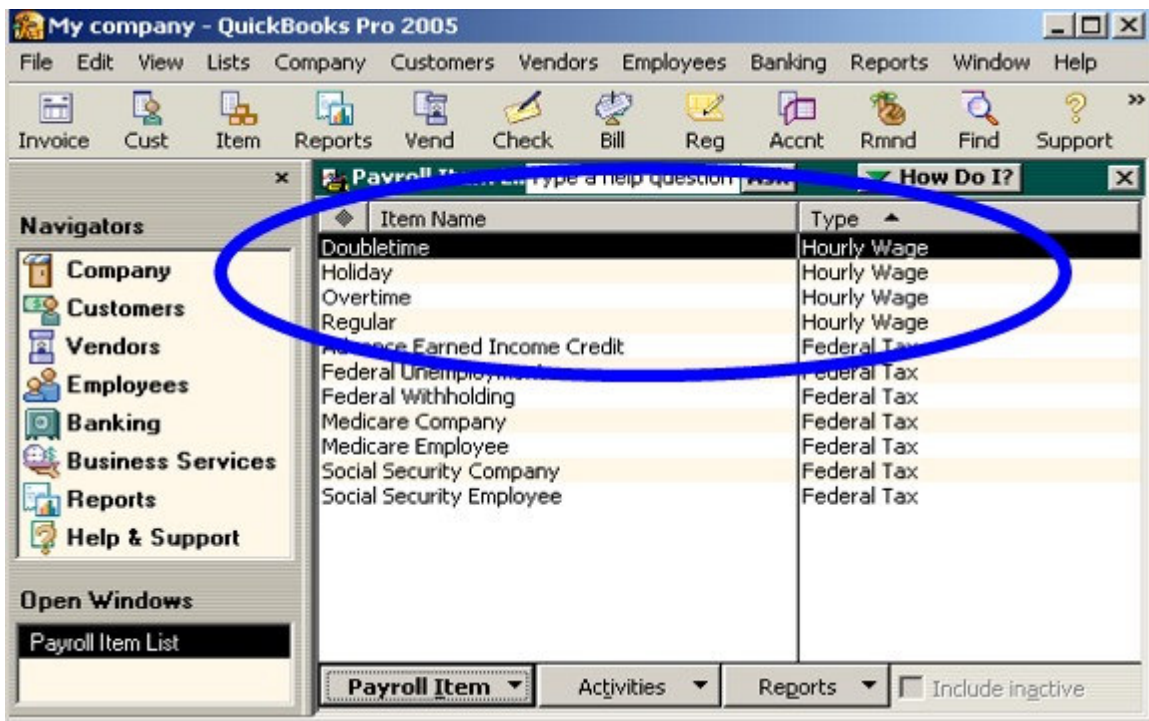
Figure 6.

For our example after all of the "Payroll Items" have been entered the screen will look like the circled area of Figure 6 and the "QuickBooks Pro Timer" export interface will look like Figure 2.

Again the names of the "Payroll Items" listed in Figure 6 are just suggestions. Please use the "Payroll Item" name appropriate for your set up making sure they have matching "Export Codes" in TimeSource.

Assigning Payroll Items to Employees

Once the "Payroll Items" have been entered into the Payroll Item list each item must be assigned to an employee. To assign the "Payroll Items" to each employee please open the Employee list by selecting Lists>Employee Lists from the QuickBooks menu bar, Figure 7.
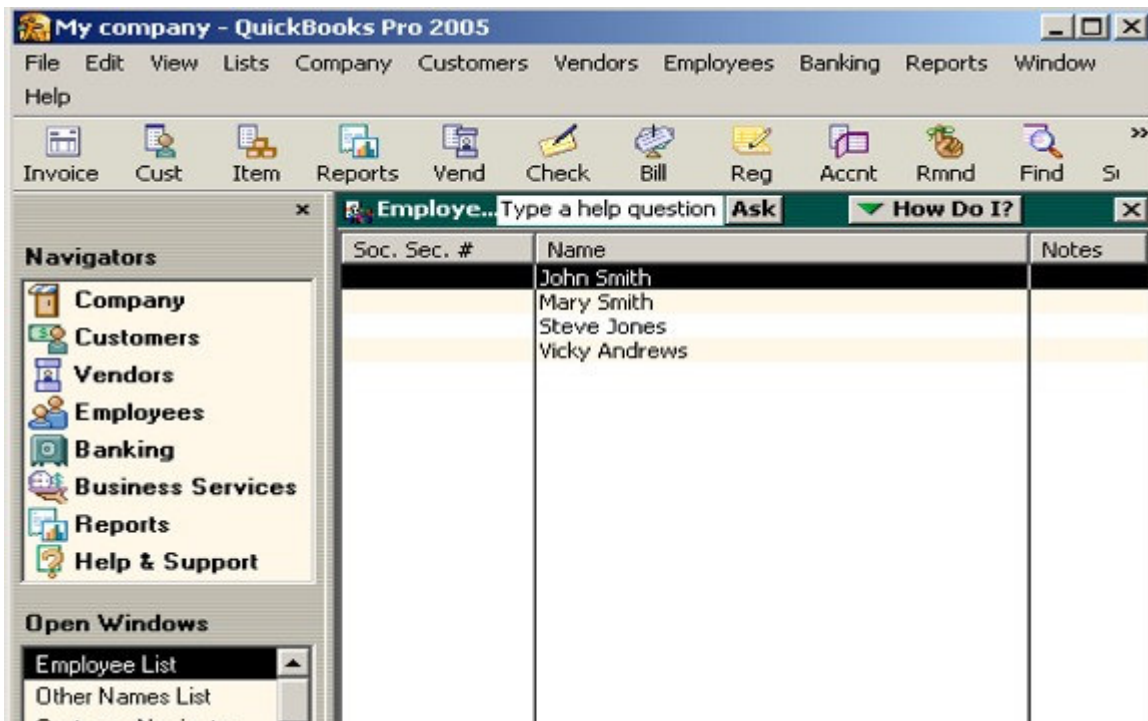
Figure 7.

Double click on the first employee in the list. This opens the "Personal Info" screen for this employee as shown in Figure 8. From the "Change Tabs" drop down of the Edit Employee screen select the "Payroll and Compensation Info" option as shown if Figure 8.
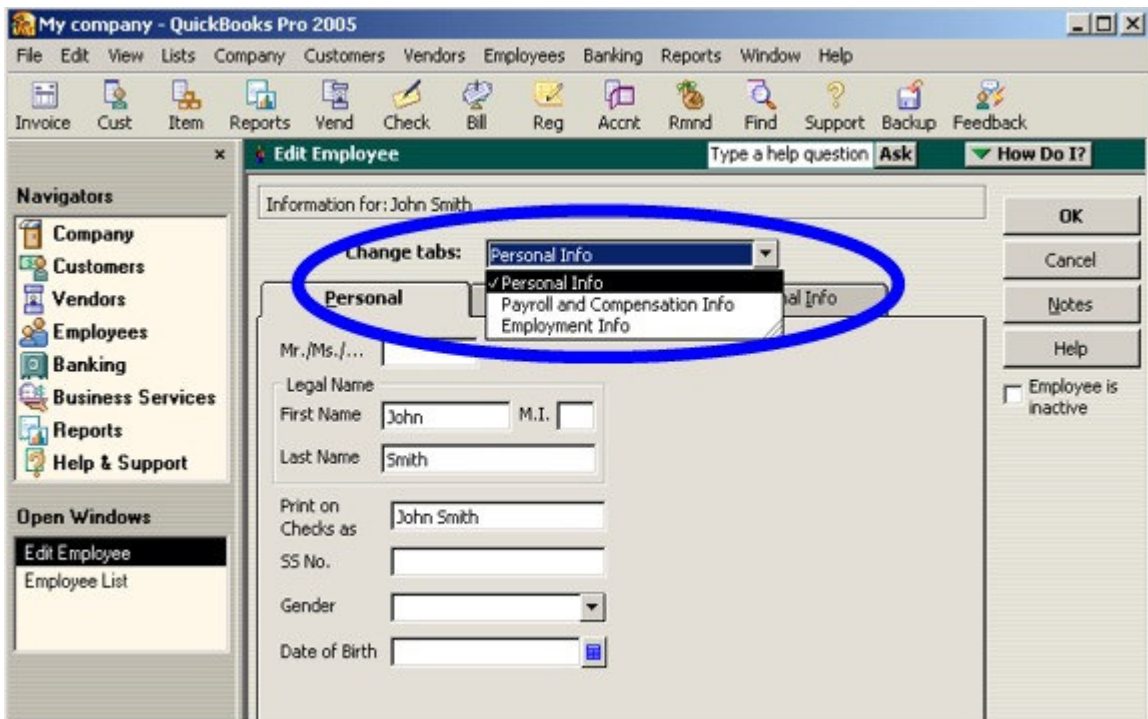

Figure 8.

In the "Payroll and Compensation Info" screen please assign each "Payroll Item" and corresponding pay rate to the employee. Please refer to the circled area of Figure 9.
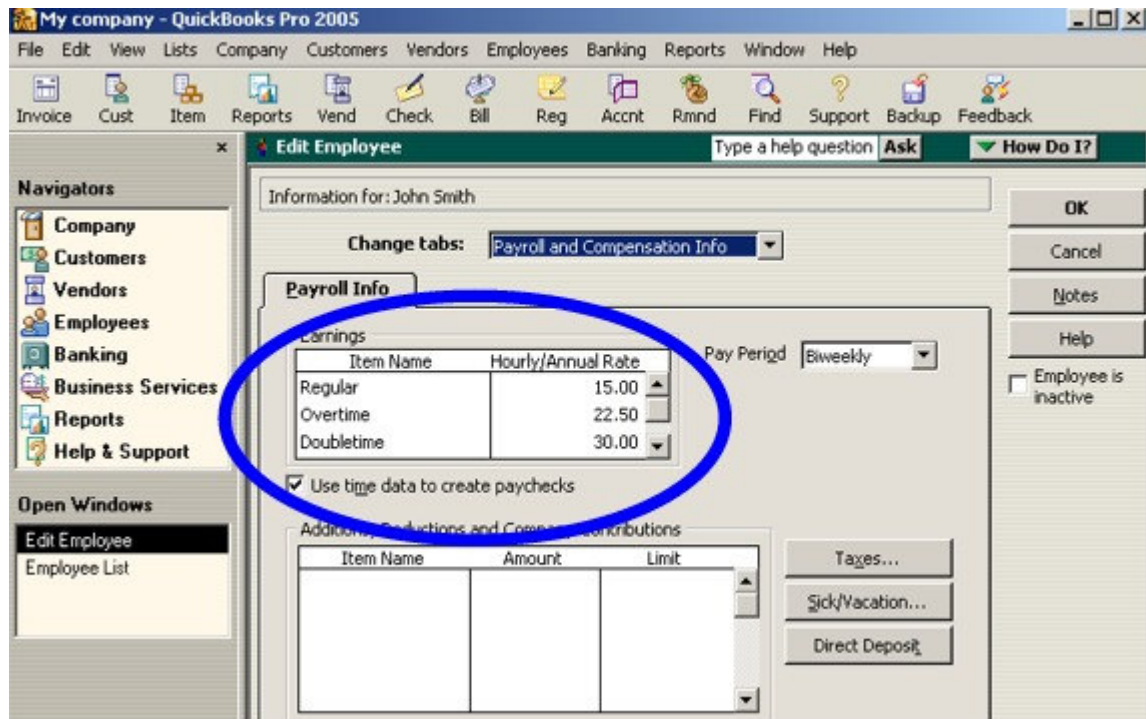

Figure 9.

Its important to note here that each employees "Use time data to create paychecks" located in the circled area of Figure 9 must be checked.

Run Export

Start QuickBooks

Start QuickBooks manually and leave the program running the very first time you run the export. Failure to do so will result in error messages because a connection cannot be established between TimeSource and QuickBooks.

Start TimeSource

Start TimeSource. Open the Payroll Export screen by selecting File>Payroll Export from the TimeSource Switchboard. Please make sure the "Export Type" is set to QuickBooks Pro Timer as shown if Figure 10.   In addition make sure you have entered the appropriate Export Codes as demonstrated in Figure 2.

From the Payroll Export screen select the Time Frame for your export. Next select the "All" value from the drop down list for both the Employee and the Department field. Begin the export process by clicking on the "Run Export" in Figure 10.
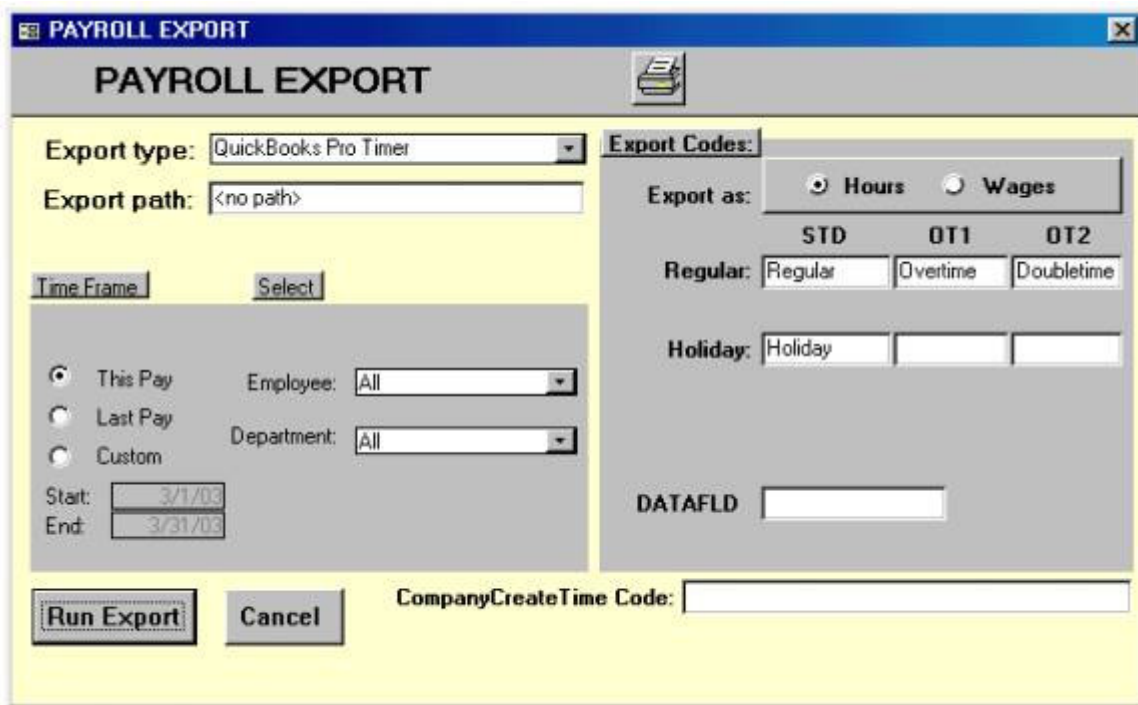
Figure 10.

Locate the TimeSource Application

Before the export can run it needs to locate the TimeSource applications file, tsourcev7.mde. Select Ok in the "Locate TSDATA" screen, Figure 11.
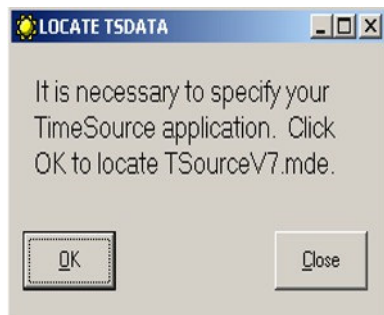

Figure 11.

After selecting "Ok" a typical Windows "Open" file window appears, Figure 12. To continue you must locate the TimeSource application file in this window and open the file.

The TimeSource application is typically installed on the following page C:\Program Files\Tsourcev7\Tsourcev7.mde. Navigate to the Tsourcev7 folder in the "Open" window and highlight the "Tsourcev7.mde" file and then select open.

If you have installed TimeSouce in a different folder navigate to that folder and open the tsourcev7.mde file located there.
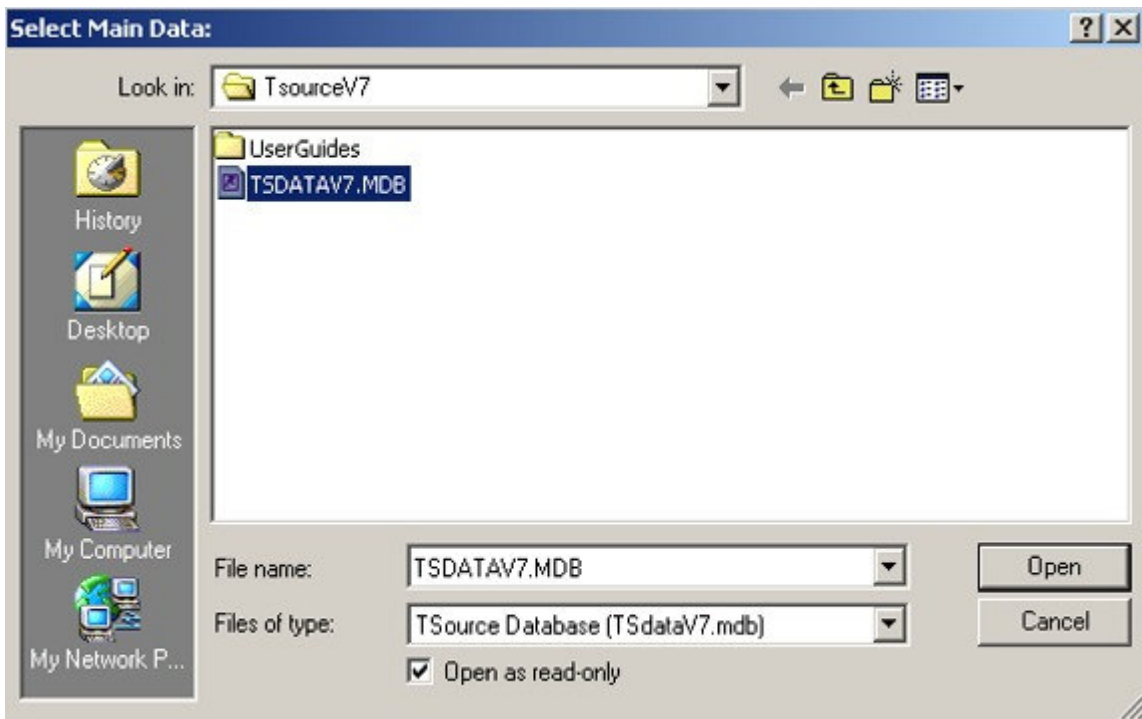
Figure 12.

Locate the QuickBooks Data File

Next you will be prompted to locate your QuickBooks data file. The QuickBooks data file has a .QBW extension and is usually named after the company.
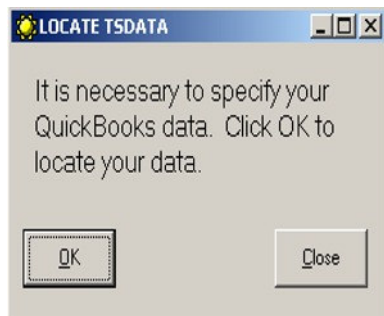

Figure 13.

After selecting "Ok" a typical Windows "Open" file window appears, Figure 14. To continue you must locate your QuickBooks data file in this window and open the file.

The QuickBooks data file is typically installed on the following path C:\Program Files\Intuit\QuickBooks Pro\Company Name.QBW. Where the "Company Name.QBW" file will be the name of your QuickBooks data file. Navigate to the file in the "Open" window, highlight the file and select "Open".

If the QuickBooks data file is in a different location navigate to that location and open the file.
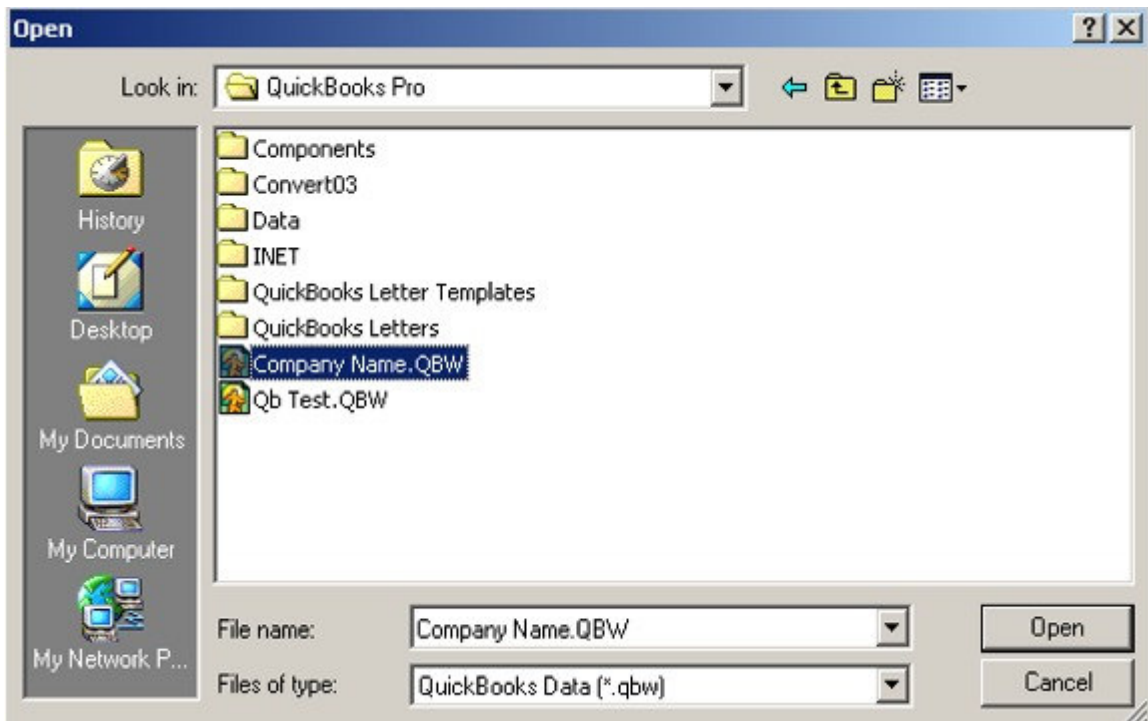
Figure 14.

Respond to QuickBooks

QuickBooks must be running the first time you run this interface. QuickBooks recognizes that a new application is asking for access to the data, and responds with the following dialog box, Figure 15.
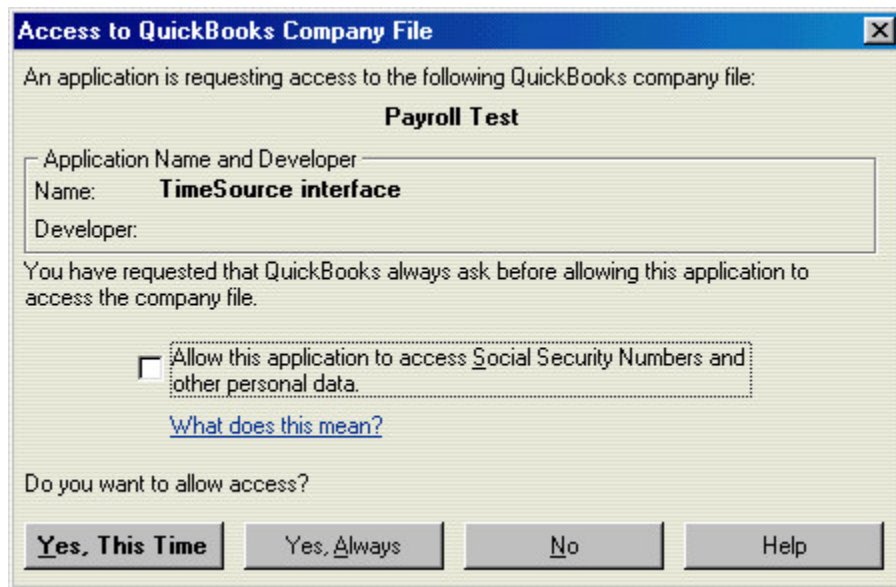

Figure 15.

The TimeSource interface does not require access to Social Security Numbers and other personal data, so you do not need to check the option.

Click either "Yes, this Time" Or "Yes, Always" to proceed with the data transfer.

If you select "Yes, this Time" then you <u>must</u> run QuickBooks manually before running this interface again, and QuickBooks will prompt you with this same screen.

If you select "Yes, Always" then this screen will not appear again. Whether you need to run QuickBooks manually or not depends on how you structure QuickBooks Preferences at a later step.

In either case, the TimeSource interface begins its work.

Check for Unresolved Issues

After allowing TimeSource to access the QuickBooks data the "QuickBooks Pro Timer (Payroll Export)" screen is automatically opened, Figure 16.

TimeSource validates the export data as much as possible before allowing the export to complete.

Any employees or payroll items which cannot be found in your QuickBooks data file will be reported here as an unresolved issue. These issues may represent a simple difference in spelling, or a data item that is actually missing in QuickBooks.

Any issues reported in the "QuickBooks Pro Timer (Payroll Export)" screen must be resolved in either TimeSource or QuickBooks before returning here and running the interface again. The interface will not allow you to proceed with unresolved issues. You may want to use the "Print Screen" button to generate a quick list of issues.

Figure 16.

Check After Resolving Issues

When the QuickBooks Pro Timer (Payroll Export) programs no longer detects any issues between the TimeSource export data and QuickBooks the screen in Figure 17 appears.
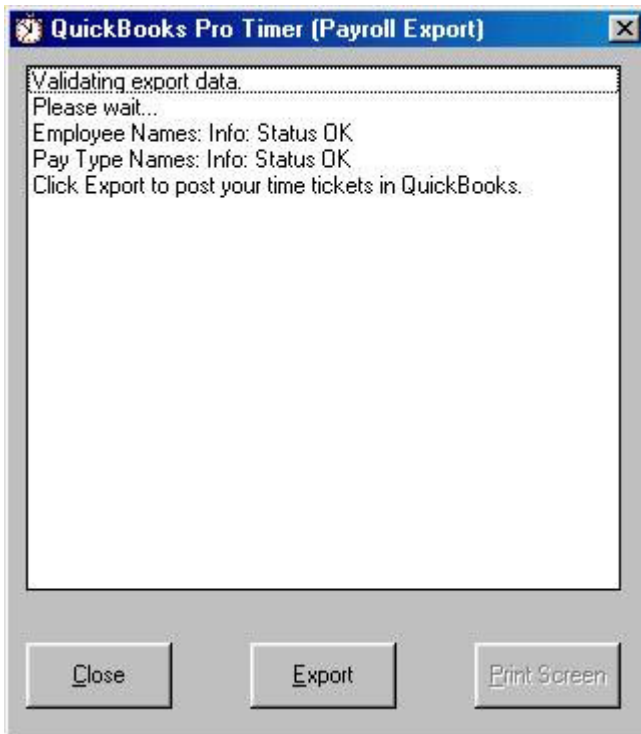
The data is now ready to export to QuickBooks. Before proceeding with the export it is advisable to make a backup of your QuickBooks data. If for whatever reason something unexpected happens during the export you only need to restore the QuickBooks backup file. If you decide to make a back up of your QuickBooks data select the "Close" button and run the export again after creating the backup.

To run the export click on the "Export" button.

Figure 17.

Export Completed

When the export has completed the window in Figure 18 is displayed.

With the error checking performed prior to the data exchange, it is extremely unlikely that an error would occur during the actual transfer of data during the export. If this should ever happen, the screen in Figure 18 will inform you of that fact and will tell you in which file it has saved the transaction results. That file is formatted as XML data, and may be viewed in a browser.

You have successfully completed the export. Click the close button to exit the export screen.

Open QuickBooks to view the exported data.

Figure 18.

View the Results in QuickBooks

The first time you complete a data transfer, you will most likely want to view the results of the export. To view the export, open the Weekly Timesheet screen by selecting Employees>Time Tracking>Use Weekly TimeSheet… from the menu bar, Figure 19.
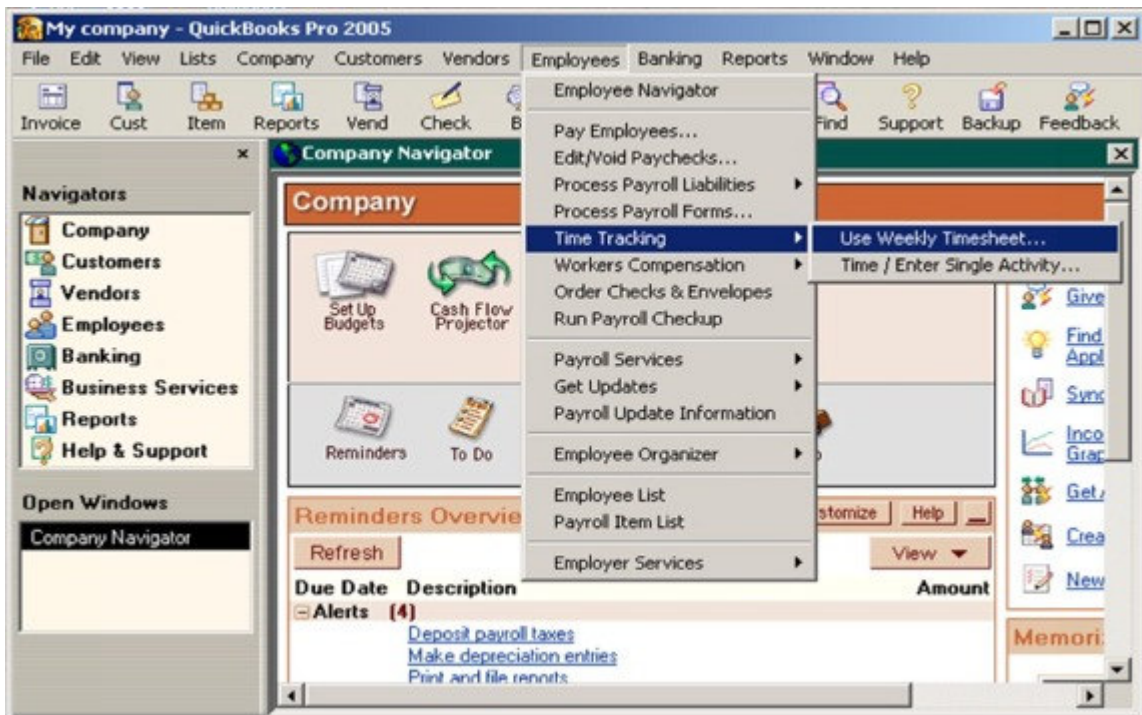

Figure 19.

When the "Weekly Timesheet" opens it defaults to a blank timesheet.

Select an employee by choosing the drop down arrow next to the "Name" label in the "Weekly Timesheet" as shown in Figure 20.

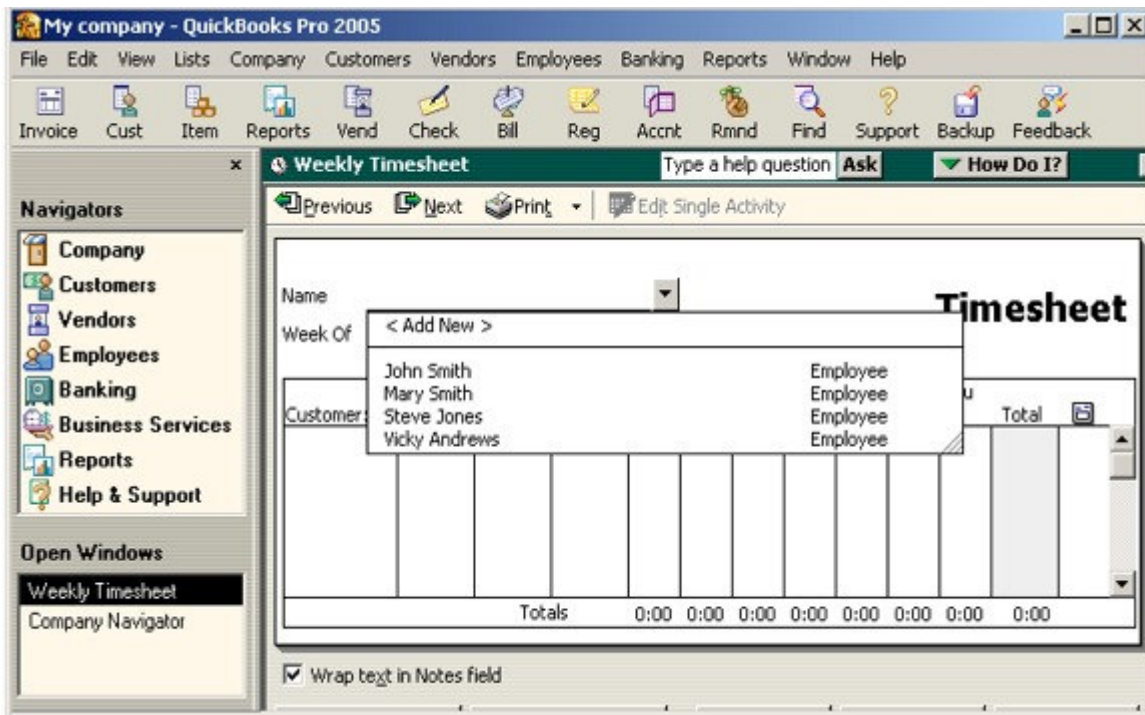Please make sure you select an employee whose time was included in the export.

Figure 20.

Once an employee has been selected from the drop down list the employee's time information is displayed as shown in Figure 21.
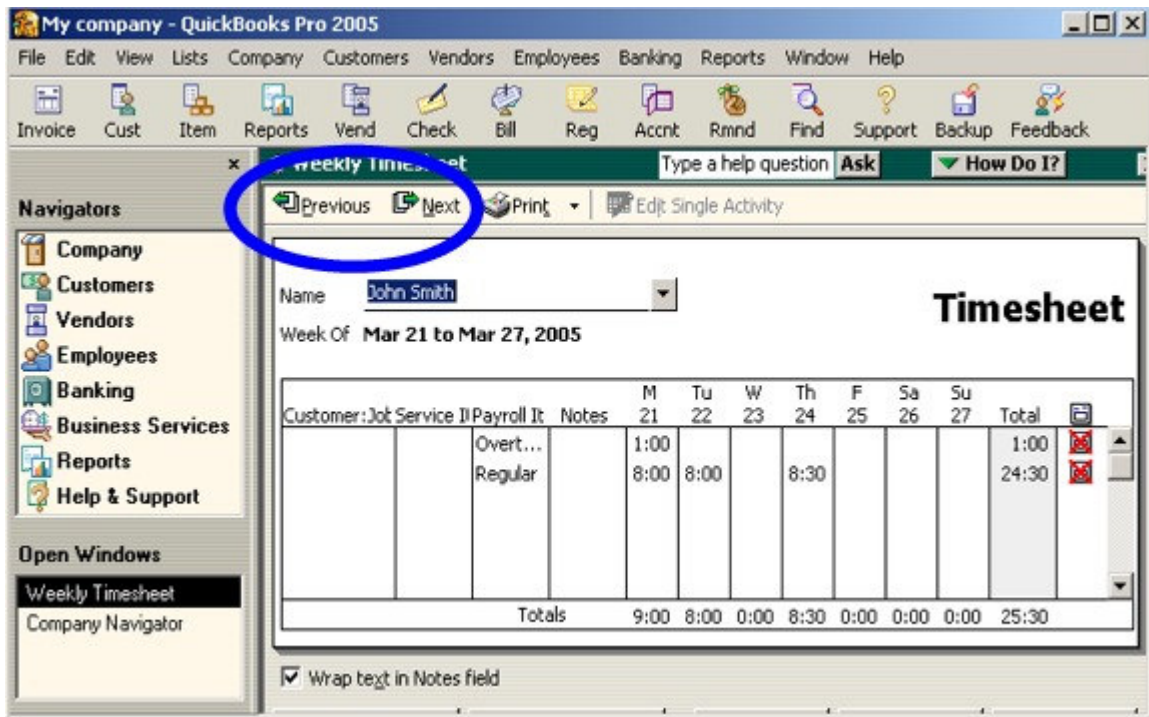

Figure 21.

If the "Weekly Timesheet" is displaying the incorrect time period use the "Previous" or "Next" options circled in Figure 21 to locate the correct export time period.

Unattended Operation

It is possible to allow TimeSource to run QuickBooks in the background while exchanging data so that you will not have to manually start QuickBooks. If you choose this method of operation, you <u>must</u> authorize TimeSource to access QuickBooks always by editing the "Access to QuickBooks Company File" screen.

Navigate to the screen by selecting Edit>Preferences from the menu bar. In the Preferences window select the "Integrated Applications" preference screen and then select the "Company Preferences" tab, as shown in Figure 22.

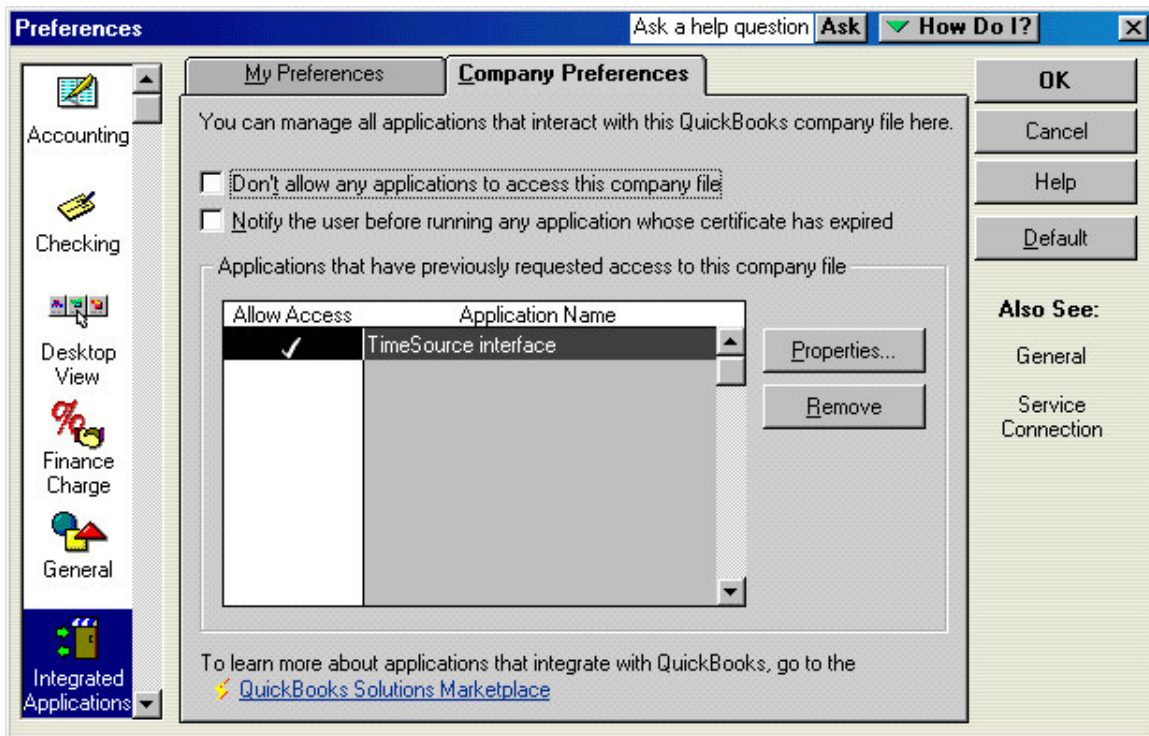Highlight the TimeSource interface line and click Properties.

Figure 22.

Click the "Access Rights" tab. Enable "Allow this application to access this company file".

Then enable the "Allow this application to login automatically" and select a user from the dropdown list box as shown in Figure 23.
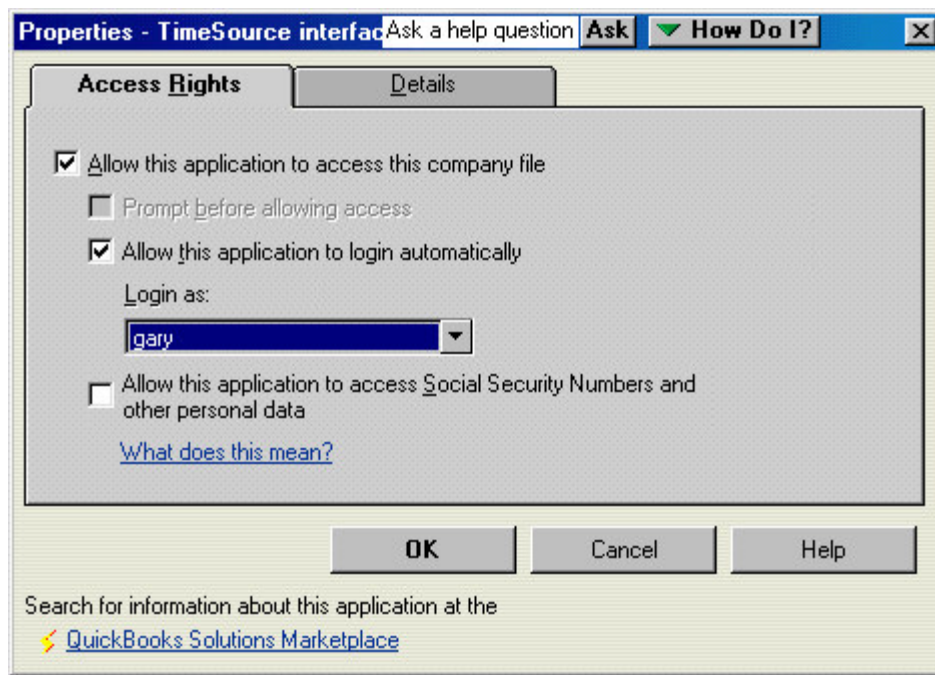
Figure 23.

The selected user will now be able to run the Payroll Export from TimeSource and it will not be necessary to manually start QuickBooks first. The QuickBooks Operation will be transparent to the user.