

QuickBooks® Direct & Manual Integration Notes

Follow these procedures for QuickBooks Direct or File Integration:

Section 1: Direct QuickBooks Integration [Export, Import or Both]

Part A - Configuration

- Step 1.** During installation of the Amano Time & Attendance software the Setup Wizard in **Step 1: General Setup** will ask; **Do you want to send employee hours to your payroll software?** Select **Yes**.
- Step 2.** Select **Direct integration** from the dropdown menu for **How do you want to export QuickBooks?**
- Step 3.** Select **Yes** for **Is QuickBooks installed on the current PC?** It is recommended to have QuickBooks installed on the current PC and open for successful direct integration. Note: Works with QuickBooks Premier, QuickBooks Pro and QuickBooks Enterprise with support for 3 years back from the date of release [i.e. QuickBooks Pro 2011 back to 2008].



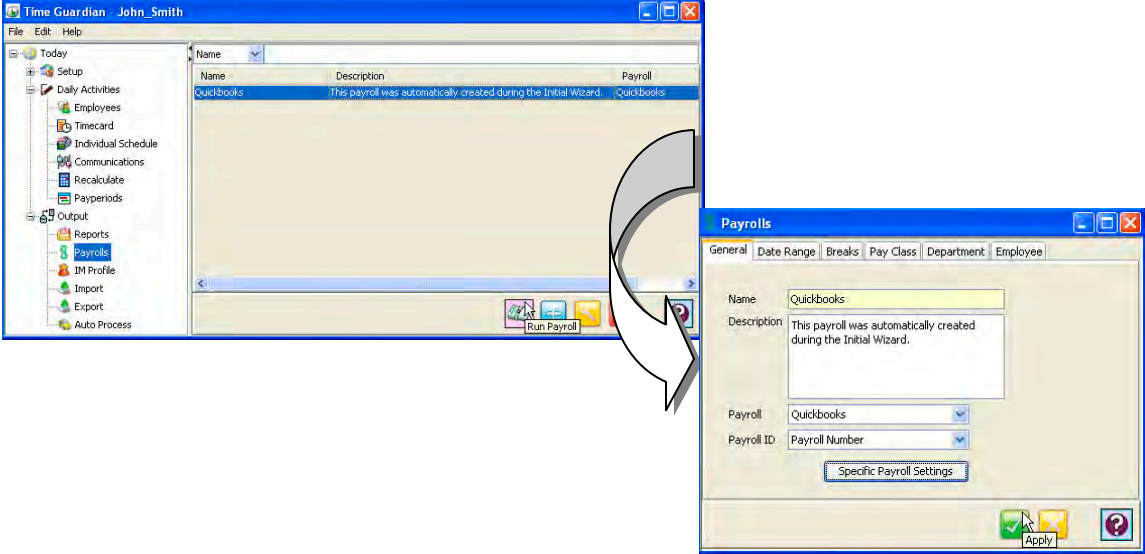
Part B – Employee Exchange

- Step 1.** From Setup Wizard in **Step7: Employee Setup**, check the box to **Sync Employee(s) with QuickBooks** and select the method of synchronization from the dropdown choices of; Import from QuickBooks, Export to QuickBooks, or Both ways [bi-directional].

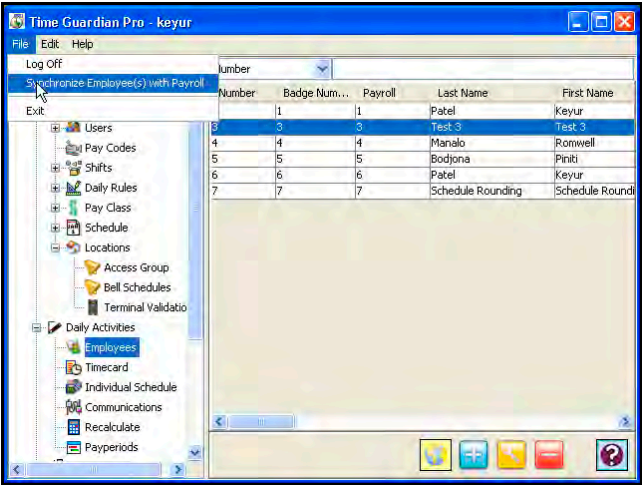


QuickBooks® Direct & Manual Integration Notes

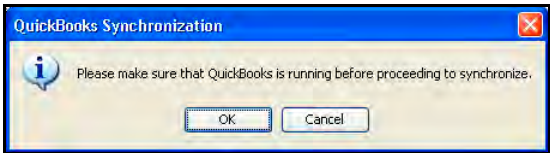
Step 2. The selection of Direct Integration for QuickBooks will auto create the QuickBooks payroll template. From the tree view select the Payrolls module and double-click on the created QuickBooks payroll template to define the Name, Description, Payroll, and/or Payroll ID fields or just use the default entries.



Step 3. From the File menu in the Time & Attendance software, select “Synchronize Employee(s) with Payroll”.

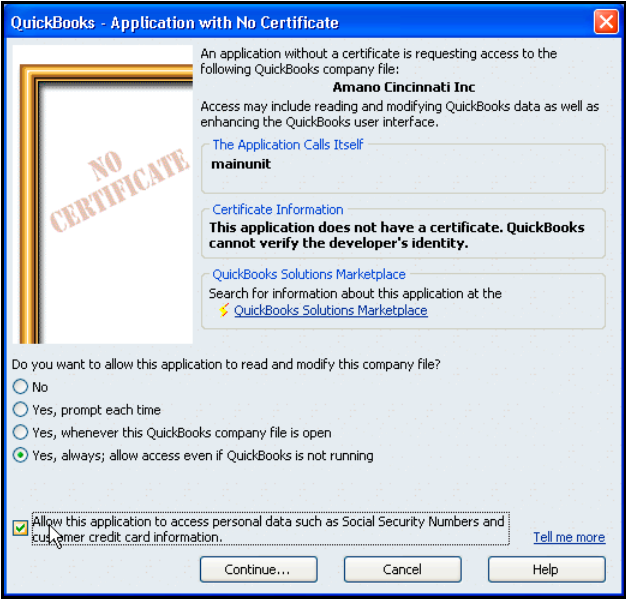


Step 4. The “Please make sure that QuickBooks is running before proceeding to synchronize” message will appear → click **OK** to proceed.

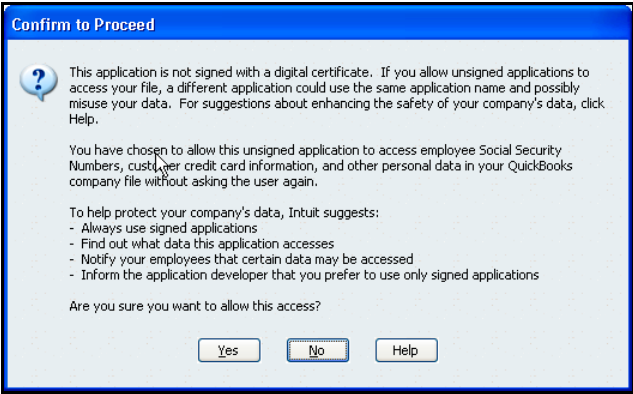


QuickBooks® Direct & Manual Integration Notes

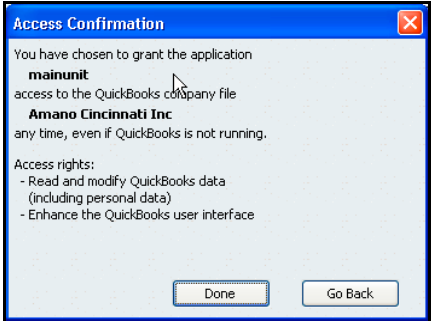
Step 5. When the NO CERTIFICATE message appears; select “**Yes, always allow access even if QuickBooks is not running**” and “**Allow this application to access personal data such as Social Security Numbers and customer credit card information**” → click **Continue**.



Step 6. When the Confirm to Proceed message appears; → click **Yes**.

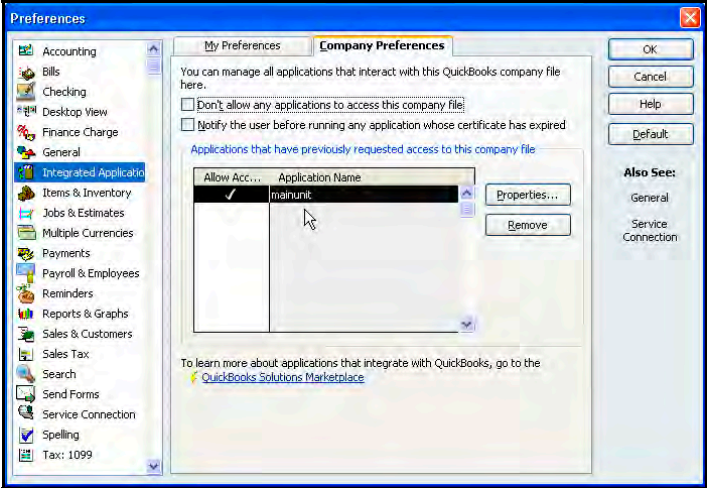


Step 7. When the Access Confirmation message appears; → click **Done**.



QuickBooks® Direct & Manual Integration Notes

Step 8. In QuickBooks, click Edit and select the Preferences Option. When the Preferences screen appears, click on the Company Preferences tab to verify access to QuickBooks; → click **OK**.



Step 9. The “**Synchronizing Payrolls**” message will appear followed by the message “**Successfully synchronized employees with QuickBooks**” → click **OK** to finish.

Note – To perform successful synchronization from TG with QuickBooks you must first in QuickBooks do the following;

1. Enter “Account No. [Employee ID] on “Additional Info tab in QB.
2. Select “Payroll and Compensation Info from change tabs dropdown → Pay Frequency in QB.
3. Select Employee Info from change tabs dropdown and fill out Hire Date and Employee Type in QB.

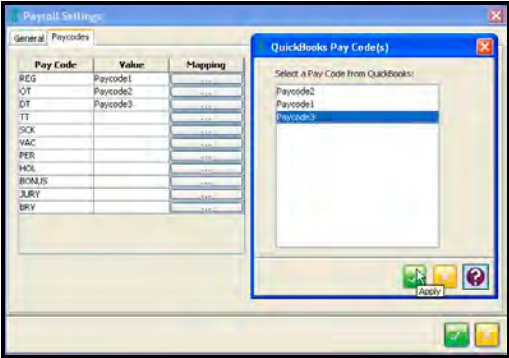
Part C – Payroll Export


Step 1. Click on the Specific Payroll Settings button to perform Pay Code mapping. QuickBooks should be configured for your company. From the General tab select if you want to **Overwrite duplicate payroll entries** for Direct Integration. If this box is not checked, the hours sent will be duplicated each time hours are transferred to QuickBooks.



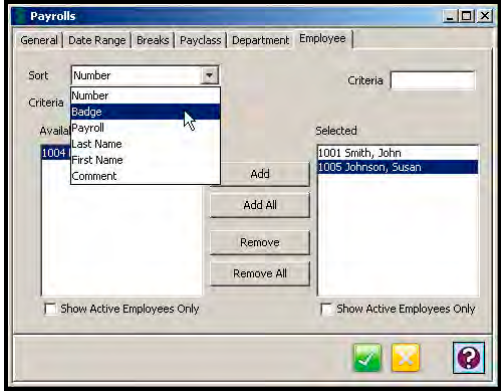
QuickBooks® Direct & Manual Integration Notes

Step 2. Click on the Paycodes tab to perform Paycodes mapping with QuickBooks from the QuickBooks Pay Code(s) screen. Select the “Mapping” browse button alongside the Time & Attendance Pay Code listed on the left side to map the QuickBooks Pay Code. The QuickBooks Pay Code will appear in the “Value” column.




 **Note** – Failure to perform and/or correctly map Pay Codes could result in non-synchronization. The “Item Name” in QuickBooks = Pay Code in the Time & Attendance software.

Step 3. From the Time & Attendance software Payrolls screen, click on the Employee tab (see figure), and select the employees from the Available List to be included in the payroll file.



- To add an employee to the payroll file, highlight the desired employee in the Available list and click on the **Add** button.
- To add all employees to the report, click on the **Add All** button.
- To remove an employee from the payroll file, highlight the desired employee in the Selected list and click on the **Remove** button.
- To remove all selected employees, click on the **Remove All** button.
- Filter employees shown in the “Available” and “Selected” lists by selecting a sort category in the dropdown list in the Sort field. Then enter data in the Criteria field(s) above either or both lists. Only employees matching the data entered will appear in both lists.

QuickBooks® Direct & Manual Integration Notes

Step 4. Save the Payroll Settings you just created and then select the Run Payroll  icon to generate the payroll export file from the Time & Attendance software.

Step 5. From the File menu in the Time & Attendance software, select “**Synchronize Employee(s) with Payroll**”. The “**Please make sure that QuickBooks is running before proceeding to synchronize**” message will appear → click **OK** to proceed. The “**Synchronizing Payrolls**” message will appear followed by the message “**Successfully synchronized employees with QuickBooks**” → click **OK** to finish.

The synchronization will be performed depending on what was selected for the method of synchronization in the **Wizard Employee Setup** for how to **Sync Employee(s) with QuickBooks** with the choices of;

- Import from QuickBooks – QuickBooks acts as the master. Suggested for scenario where you already have the QuickBooks as the payroll software and the Time & Attendance software is being added.
- Export to QuickBooks - Suggested for scenario where you already have the Time & Attendance software and QuickBooks is being added as the payroll software.
- Both ways – Employee information will bi-directional transfer, but QuickBooks remains as the master. If employee is changed in the Time & Attendance software, the employee change must be updated in QuickBooks to maintain good synchronization.

The Time & Attendance software can accept the QuickBooks payperiod settings of; **Weekly, Bi-Weekly, Semi-Monthly, and Monthly**. Any different payperiod setting in QuickBooks will automatically be defined as Weekly when transferred to the Time & Attendance software.



Note – QuickBooks Payroll integration can also be setup by selecting the Setup Wizard from the File Menu in the Time & Attendance software. Click on General & Employee tabs to configure. Select Payrolls module from the tree view and create the QuickBooks payroll profile.



Note – For auto synchronization to work: QuickBooks Premier, QuickBooks Pro, or QuickBooks Enterprise [with support for 3 years back from the date of QuickBooks release] must be installed and the QuickBooks must be started up first and running before starting up the Amano Time & Attendance software.

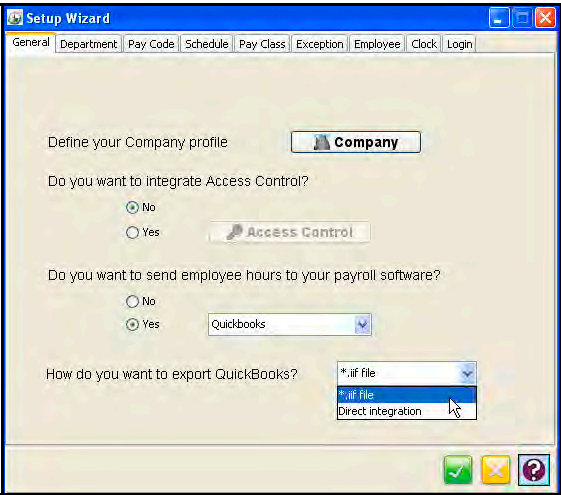
Section 2: iif File QuickBooks Integration [Export]

Part A - Configuration

Step 1. During installation of the Amano Time & Attendance software the Setup Wizard in **Step 1: General Setup** will ask; **Do you want to send employee hours to your payroll software?** Select **Yes**.

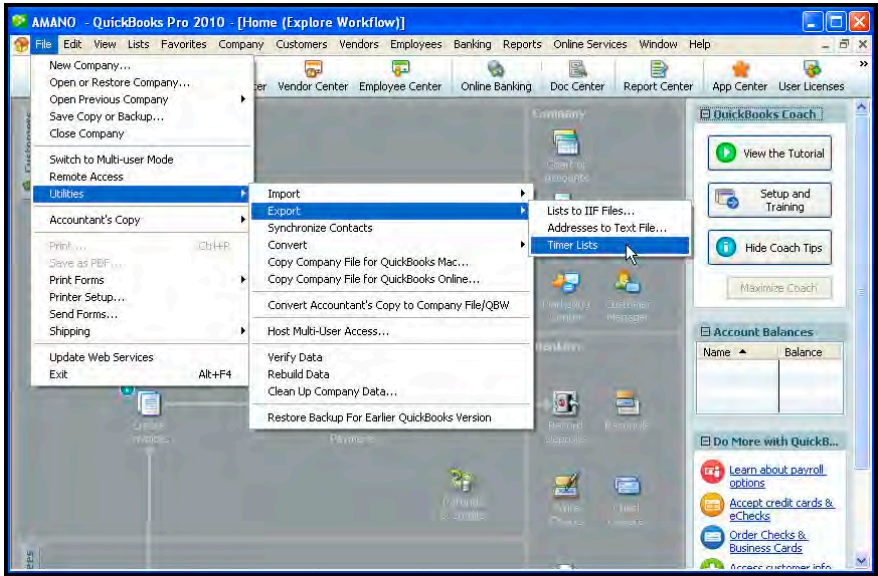
Step 2. Select ***.iif file** from the dropdown menu for **How do you want to export QuickBooks?**

QuickBooks® Direct & Manual Integration Notes



Part B – Employee Exchange

Step 1. From the main menu of QuickBooks select **File** (see figure).

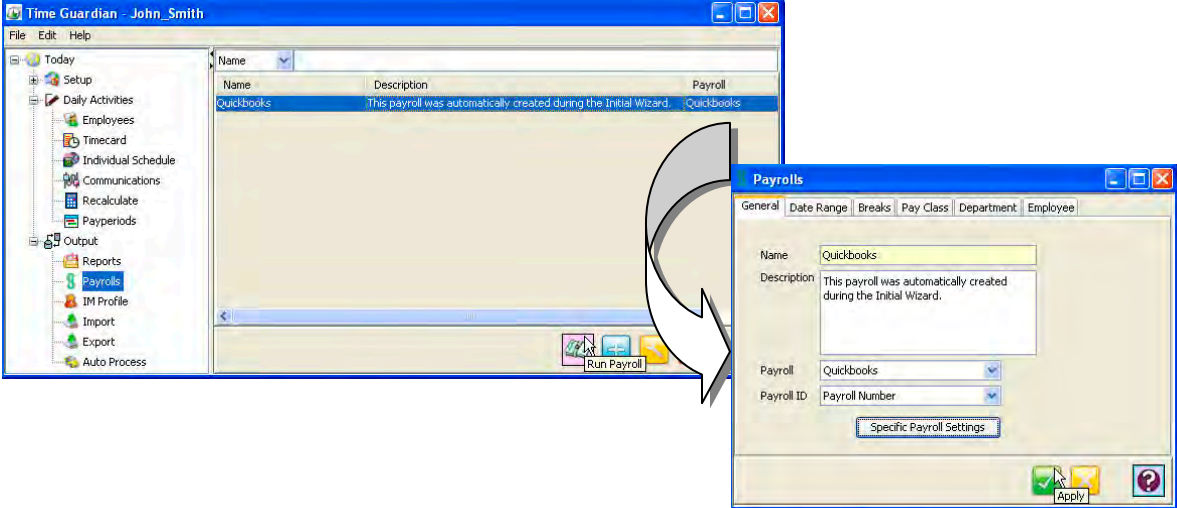


Step 2. Select **Utilities** → **Export** → **Timer Lists** and the following screen will appear:

QuickBooks® Direct & Manual Integration Notes


Part C – Payroll Export

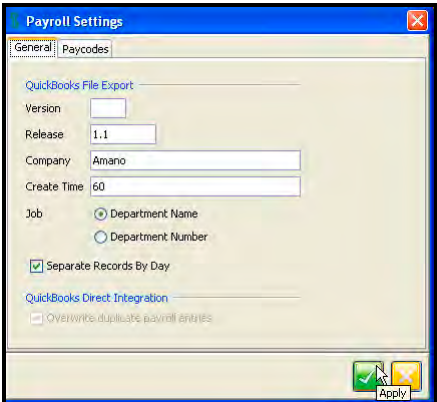
Step 1. From the tree view in the Time & Attendance software select the Payrolls module and double-click on the created QuickBooks payroll profile to define the Name, Description, Payroll, and/or Payroll ID fields or just use the default QuickBooks entries. If necessary browse to define the **Output Path** for the iif file.



Step 2. In the Payroll ID field, select: Payroll Number, Employee Number, Social Security Number, or Badge Number.

Step 3. In the Output Path field, enter in the directory path of the payroll file or click on the Browse button to set the path. An Open dialog will appear. Select the path and directory and enter in the filename. The filename of the payroll file is usually set by the payroll company you are using.

Step 4. Click on the **Specific Payroll Settings** button to see the Payroll Settings window, which are payroll company specific. The following are examples for QuickBooks Payroll Settings General and Pay Codes tab screens. Configure the General and Pay Codes settings tabs as per the QuickBooks requirements and click on the  button.



QuickBooks® Direct & Manual Integration Notes

- Step 5.** Enter the version number of the QuickBooks package you are using. This information can be obtained from QuickBooks iif file opened with Notepad (see figure).
- Step 6.** Enter the release number of the QuickBooks package you are using. This information can be obtained from QuickBooks iif file opened with Notepad in (see figure).
- Step 7.** Enter the Company Name from QuickBooks. This information can be obtained from QuickBooks iif file opened with Notepad (see figure).
- Step 8.** Enter the Create Time number from the QuickBooks package you are using. This information can be obtained from QuickBooks iif file opened with Notepad (see figure). The Time & Attendance software will enter a default value in the Export To field. Choose the location and file name for the export file. This information is entered in the select path field.
- Step 9.** Once all the fields for the General Payroll Settings have been entered, click on the Pay Codes tab (see figure) and select the Pay Codes that you want transferred from the Time & Attendance software to QuickBooks. Assigning a payroll ID to the desired pay codes will do this. A complete list of payroll IDs can be found in QuickBooks payroll items. The "Item Name" in QuickBooks = Pay Code in the Time & Attendance software.

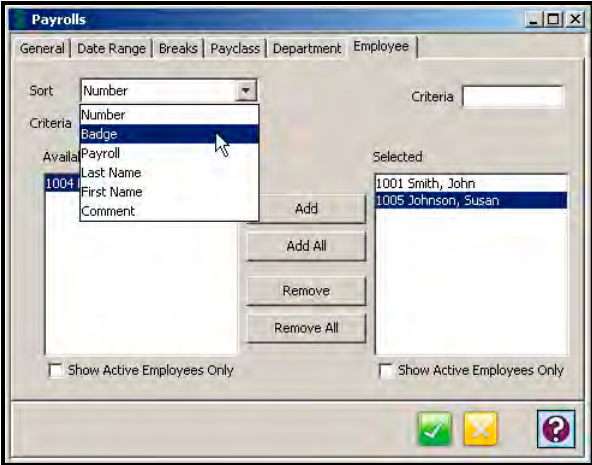


Example of Amano Time & Attendance Pay Codes vs. QuickBooks Payroll Field IDs:


| Time Guardian Pay Codes | QuickBooks Payroll Field ID |
|-------------------------|-----------------------------|
| REG | Regular Pay |
| HOL | Holiday Pay |

- Step 10.** From the Time & Attendance software Payrolls screen, click on the Employee tab (see figure), and select the employees from the Available List to be included in the payroll file.

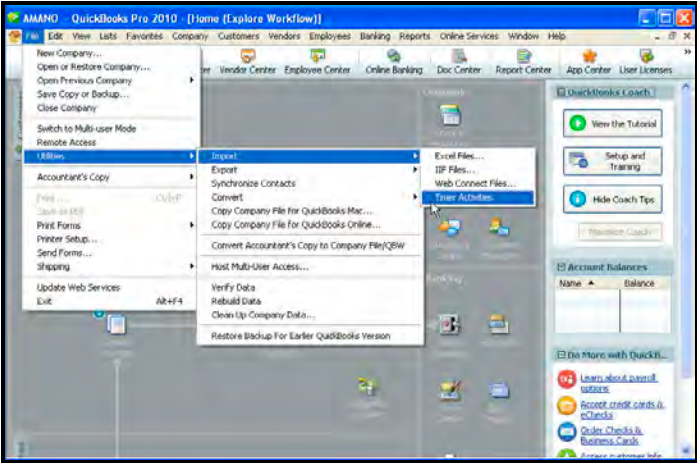
QuickBooks® Direct & Manual Integration Notes



- To add an employee to the payroll file, highlight the desired employee in the Available list and click on the **Add** button.
- To add all employees to the report, click on the **Add All** button.
- To remove an employee from the payroll file, highlight the desired employee in the Selected list and click on the **Remove** button.
- To remove all selected employees, click on the **Remove All** button.
- Filter employees shown in the “Available” and “Selected” lists by selecting a sort category in the dropdown list in the Sort field. Then enter data in the Criteria field(s) above either or both lists. Only employees matching the data entered will appear in both lists.

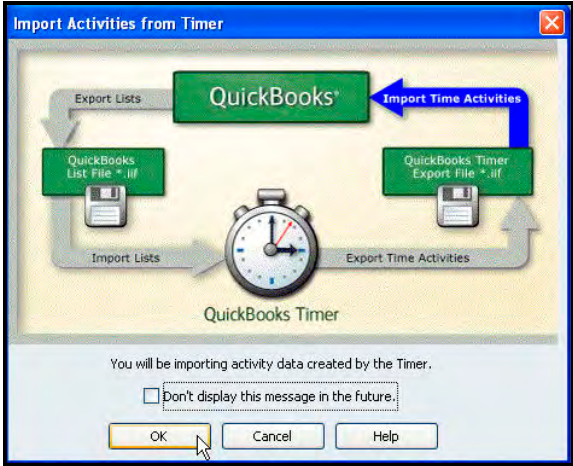
Step 11. Save the Payroll Settings you just created and then select the Run Payroll  icon to generate the payroll export file from the Time & Attendance software.

Step 12. Once the export file has been created from the Amano Time & Attendance software it can now be imported by QuickBooks. From QuickBooks select File from the main menu (see figure).

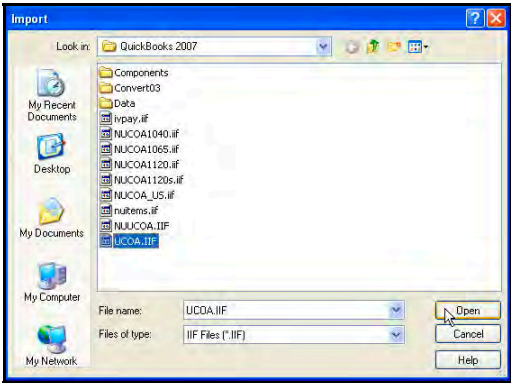


QuickBooks® Direct & Manual Integration Notes

Step 13. From QuickBooks, select **Utilities =>Import => Timer Activities** and the following QuickBooks screen will appear:



Step 14. Select **OK** to continue and select the file to be imported (see figure). This is the file name that was defined in Time Guardian. Highlight the file as illustrated in the example figure and select open.



Step 15. From QuickBooks view the imported employee information, create paychecks if desired, and/or submit for payroll.

If assistance is still required, please contact Amano customer support at **1-800-896-7035**.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. Information in this document is subject to change without notice. Reproduction in any manner without the written permission of Amano is strictly forbidden.