TimeClick[®] – QuickBooks[®] <u>Pro</u> Integration Manual

1

TIME CLICK TimeClick

TimeClick LE 1<u>56</u> © 201<u>6</u>5

Manual v. 1.0 - Last updated Feb-Mar 2016

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Table of Contents
What to Expect With This Manual
Compatibility
Resources Found on Website and Blog
Contact Customer Support Team
Initial TimeClick Set Up
Allow Data Extraction
Make Employees Eligible
Setup Report Preferences
Initial QuickBooks [®] Setup
Enable Time Tracking
Enable Employee Time Data
Export Timer List File
Export Employee List
Export Payroll Items
Create an Online Payroll Integration Center Account
Utilizing the Online Payroll Integration Center
Upload QuickBooks [®] Files
Match TimeClick Hours with QuickBooks® Payroll Items
Upload Employee Hours
Running the Payroll Integration Report
Upload the TimeClick Report
Match Employee Names
Generate and Download QuickBooks Import
Importing .IIF file into QuickBooks [®]
Common Errors
TimeClick Errors
QuickBooks [®] Errors
Additional Resources
Copyright Information
What to Expect With This Manual

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Resources Found on Website and Blog	
Contact Customer Support Team	
Initial TimeClick Setup	
Allow Data Extraction	
Make Employees Eligible	
Setup Report Preferences	
QuickBooks® Integration Setup	
Enable Time Tracking	
Enable Employee Time Data	
Export Timer List File	
Export Employee List	
Export Payroll Items	
Create a Payroll Integration Center Account	
- Utilizing TimeClick's Payroll Integration Center	
Upload QuickBooks® Files	
Match TimeClick Hours with QuickBooks® Payroll Items	
- Upload Employee Hours	
Running the Payroll Integration Report9	
Upload the TimeClick Report	
Match Employee Names	
Generate and Download QuickBooks Import	
Importing .IIF file into QuickBooks [®]	
Common Errors	
TimeClick Errors	
QuickBooks® Errors	
Additional Resources	
Copyright Information	

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What to Expect With This Manual		
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This manual takes you through an-the initial one-time set up for integration of TimeClick [®] with your		
QuickBooks [®] Pro for Windows. Once set_up_then the integration is simple. It is structured to be quick and painless with only the setup specific items being discussed. For further assistance there_are additional resources		
partiess with only the setup specific items being uscussed. For further assistance there_are additional resources		
Compatibility		Formatted: Heading 3
Designed for QuickBooks [®] Pro for Windows 2015 and later.		
Disclaimer : TimeClick software is designed to effectively import employee time data to multiple payroll software programss. However, the successful importation is not guaranteed due to possible unforeseen circumstances or		Commented [KV2]: Clayson should rewrite my disclaimer with a better one. Try not to copy Redcort. ;)
changes within those that programs, which cannot be accounted for by Hawkeye Technology LLC.		Formatted: Font: Bold
Resources Found on Website and Blog	\nearrow	Formatted: Font: Bold
You can find additional documentation such as the <u>FAQs page</u> and <u>Video Tutorials-on_at our the website</u>		Formatted: Font: Bold
beneath our "Resources" tab in the navigation menu <u>Support Center on our website</u> .		
The <u>Our</u> -blog is another great resource for tips with the software and documentation on using advanced features.		
TimeClick Blog Features: http://www.timeclick.com/blog/category/timeclick-features/		
TimeClick Blog Technical Support: http://www.timeclick.com/blog/category/technical-support/		
Contact Customer Support Team		
Our support team is happy to assist. Contact them by emailing support@timeclick.com or calling (435)-753-4102.		
Live chat is available through our website at <u>timeclick.com</u> .		Commented [JF3]: Office hours?
Initial TimeClick Set <u>uU</u> p		
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The initial TimeClick and QuickBooks [®] setup will only need to be completed once .		
Allow Data Extraction		
Log in to the Administration Mode; choose Preferences and then Password and Misc Controls.		Commented [JF4]:

PASSWORDS:	
Administrative Password system	Sync WS Time to Server Before Action *
	Create Data Extraction File
Level 2 Password deprogr	🔽 Level 2 & Dept. Heads Can Modify Times
	* See Sync WS Time to Server in Help Menu
	for additional actions required.
ISPLAY OPTIONS:	OTHER OPTIONS:
Show Status & Time	Reset Status To Beginning
Show Status & Time w/o Messages	Do Not Reset Status To Beginning
🔘 Status Only	
Display Off	O Not Allow Employee To View Hours *
	Allow Employee To View Hours *
	* Requires restart of program when changed.

Check the box that reads Create Data Extraction File. This will allow TimeClick to create the files used in the QuickBooks[®] import. Click Finished and Finished again go back to the Administration Options Screen.

Make Employees Eligible

Now ensure that your employees are eligible for all the different types of hours you want to import into QuickBooks[®].

Within the Administration <u>OptionsMode</u> choose Employees<u>and then</u> click Edit Employee Record<u>a and t</u>hen choose the employee you need make eligible. On <u>Within</u> the employee's record choose click on the Eligibility button.

You will need to ensure that <u>each the</u> employee is marked as eligible for any of the different hour types they will be using in TimeClick. Failure to do so will result in those hours not appears on the QuickBooks[®] import file.

Note: Employees <u>MUSTmust</u> be marked as Eligible for OT. Otherwise they will not appear on the integration_report. By default on version LE 16 all new employees are marked as eligible for all the different hour types.

When done, select Finished toand navigate back to the Administrative Options window.

Setup Report Preferences

Within the Administration Mode Options window you will now to select the Report Preferences option.

Edit Employee's Eligibility options
Employee No. 81
Name : Anderson, Bob
Eligible For OT
Eligible - Bereavement Pay
🔲 Eligible - PTO
Eligible - Unpl. PTO
Eligible - Vacation Pay
Eligible - Holiday Pay
Eligible - Sick Pay
🔲 Eligible Other Pay
Do NOT Include Employee On Reports
Finished

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Select/Change Report Preferences	
✓ Reports Alphabetically ✓ New Page For Each Employee ✓ Print Employee Signature Line	
INCLUDE : 🖉 Active Employees 🔲 Terminated Employees	
INCLUDE : V Full-time Non-exempt V Part-time	
V Full-time Exempt V Temporary	
Calculate OT By Day © Calculate OT By Date Range / Week	
Day Reg Hrs & Min : Date Range Reg Hrs & Min* : 40	
📝 * Calculate OT By Week in Date Range	
For Overtime Calculations:	
Include Vacation Include PTO X Cancel	
Include Sick Include Unplanned PTO	
🔲 Include Holidays 📄 Include Bereavement 🛛 📝 Ok	

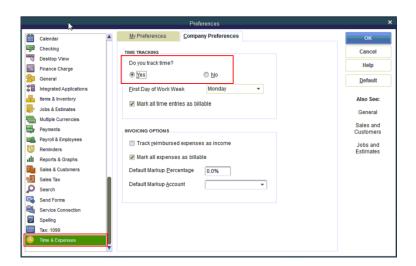
Ensure-Make sure that your overtime preferences are setup correctly. If you have questions on how this is done please visit this blog post http://www.timeclick.com/blog/overtime-calculations-on-your-employee-time-clock-software/.

Initial_QuickBooks[®]-Integration_-Setup

Before you create the QuickBooks[®] Import you will need to set_up the QuickBooks[®] to allow integrationstracking of employee time data.

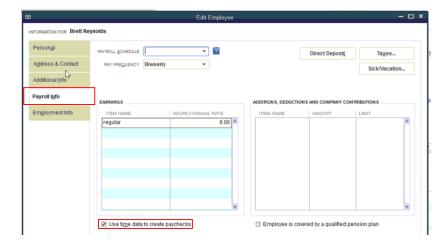
Enable Time Tracking

Go to the **Edit** menu on the top tool bar, <u>select Select</u> **Preferences**, <u>and</u> then scroll down <u>and</u> choose **Time & Expenses**. Click the **Company Preferences** tab, <u>and</u> select **Yes** under **Do You Track Time**?, <u>and click **Ok** to save</u> the selection.



Enable Employee Time Data

Click on the **Employees** menu on the top tool bar and select **Employee Center**. Select an employee by double clicking on their name and then choose **Payroll Info** tab. Check the box that reads **Use time data to create paychecks**. You will have need to do this for each employee whose time you want to import. Once you are done close the employee center.



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Export Timer List File

Go to the File menu and select Utilities, Export, and then Timer Lists. <u>Choose to save the file</u>. You can rename the file but you must keep the IIF extension.

Note: The file type must be .IIF File extension must be .IIF

Note: Be sure to Be sure to note the remember -location where the file isyou saved the file as you will need this file later.

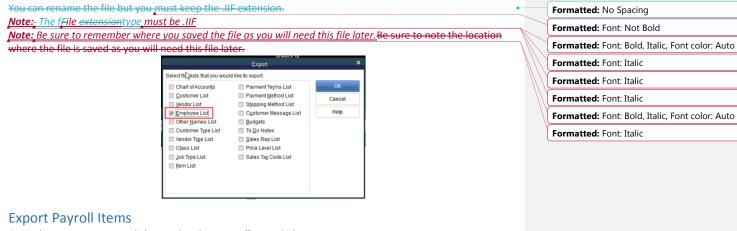
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Export Employee List

Go to File and choose Utilities, Export, and then Lists to IIF Files. Choose to save the file.

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Elle Edit View Lists Favorites Co	mpany Customers Vendors Employees Banking Re	ports Window Help Special Offers
New Company Open or Restore Company Open Previous Company	T Home Page Insights	Home
Back Up Company Create Copy Close Company	Trome route manyina	VENDORS
Switch to Multi-user Mode	Import >	
Set Up Intuit Sync Manager	Export >	Lists to IIF Files
Send Company File	Synchronize Contacts Convert	Addresses to Text File Timer Lists
Prinț Ctrl+P Save as PDF	Copy Company File for QuickBooks Mac Copy Company File for QuickBooks Online	
Print Forms Printer Setup Send Forms	Repair File and Network Problems Host Multi-User Access	CUSTOMERS
K Shipping	<u>V</u> erify Data	📰 c
Update Web Services Exit Alt+F4	Rebuild Data Condense Data	Accept Credit Cards
Open Windows	Restore Backup For Earlier QuickBooks Version	

Check the Employee List box and Click OK to save the file.



Go to the Reports menu and choose List, then Payroll Item Listing.

D		Hawkeye Techonology Inc - QuickBooks P loyees Banking Reports Window Help		
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Vendors My Shortcuts View Balances Run Favorite Reports Open Windows		Eudopels Ust Contributed Reports Advanced Reports Custom Reports QuickReport	Account Listing Item Price List Item Price List Item Price List Item Issing Payroli Item Listing Payroli Item Listing Cthrio ElkearAsset Listing	Τŋ

Click the Excel button, and then select Create New Worksheet.

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1	Payroll Iter	n :	Туре	1	Amount	:	Limit	:	Expense	Account		; L	iability /	Account
Manag	er Salary	Yearly S	alary					Pa	yroll Expenses					

On the next window select **Create a comma separate values (.csv) file**, and select **Export** and save the file... You can rename the file but you **must** keep the .CSV extension.

<u>Note: The Effle extensiontype must be .CSV</u> <u>Note: Be sure to remember where you saved the file as you will need this file later. Be sure to note the location</u> where the file is saved as you will need this file later.

	port to Excel	
WHAT WOULD YOU LIKE TO DO WITH THIS	REPORT?	
Create new worksheet		
O Update an existing worksheet	How it works	
Replace an existing worksheet		
Create a comma separated value	es (.csv) file	
		Advanced
		Advanced

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Create an Online Payroll Integration Center Account

After purchasing TimeClick you'll receive an email with a link to create a Payroll Integration Center account. <u>Use this link to create your</u> account.

If you haven't purchased TimeClick or you're upgrading from an older version of TimeClick then you-wi'll need to manually create anyour payroll integration center account.

Go to <u>https://www.timeclick.com/payroll/log-in</u> and select **Don't** have an account? Fillollow the instructions out the form provided to create your account.

Note: If you have previously created an account you will not need to recreate one.

Utilizing the Online Time Click's Payroll Integration Center

Upload QuickBooks® Files

You will now need to upload the **Timer Lists, Payroll Items** and **Employee List** files that were just exported from QuickBooks[®]. Once those files have been uploaded click **Next.**

Note: Once you have uploaded these files they will remain associated your account, but you can change or reuploaded at anytime.

QuickBooks Files Management Creating a report for QuickBooks requires a quick one-time setup. You will need to export and upload a few files from QuickBooks to make sure that your data is formatted correctly. From QuickBooks you will need: Instructions Open QuickBooks and export the following 3 files: Timer List, Timer Lists Upload File Payroll Items, Employee List. Upload these here. Payroll Items **Upload** File Initially this only needs to be done once. However, if your QuickBooks data changes then you will need to upload new Upload File **Employee List** versions of the files. When will I need to upload new files? Once those files have been uploaded and verified, select the next button.



Match TimeClick Hours with QuickBooks[®] Payroll Items

Because QuickBooks[®] utilizes user-created payroll items you will need to match the QuickBooks[®] <u>payroll</u> items to the-TimeClick<u>'s</u> hour codes. For example, overtime hours in <u>TimeClick need to be matched to your overtime</u> <u>payroll item in QuickBooks[®]</u>. Select **Not Used** for TimeClick items that you don't use. Click **Save** and then **Next**.

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Commented [KV7]: So... are we getting rid of the "Create password link" that is sent in the email?? Commented [JF8]: Add a disclaimer about already having created an account Formatted: Font: Bold, Italic Formatted: Font: Italic Formatted: Font: Italic Formatted: Left

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Payroll Integration Center Log in

Remember me?

Loa Ir

Don't have an account?

Forgot your password?

Email

Password

Note: Unless you start using different QuickBooks[®] or TimeClick items you <u>will</u> not be required to match the items again.

Upload Employee Hours

Now you will need to upload the TimeClick report for the pay period you would like to import into QuickBooks®.

Running the Payroll Integration Report

Note: This next part is done within TimeClick

The Payroll Integration Report will be run at the end of each pay period to create the import file used for the QuickBooks® importintegration process.

To run this report, go to the Reports button in the Administration Mode and select Payroll Integration.

Select Date Range for Payroll Integration
Payroll Software integration
Beginning Date 2/01/2016 Ending Date 02/15/2016
Select Department All Depts. Accept Cancel
Step 1: Run the Payroll Integration report
Step 2: Log into TimeClick's Payroll Integration Center
Step 3: Upload your report and follow the instructions to export to your payroll software
Learn more - http:/www.timeclick.com/payroll

On the screen that appears you will need to put the beginning and ending dates of you<u>r</u> pay period. By default this report will be run for all departments. If you would only like to perform the import for a single department you can do so by clicking the Select Department button. Once you are ready click the **Accept** button.

	Report Techno		ulated By We	ek					Page 02.17.2	
						Re	port Date Range	02/01/2016 to	02/07/2	016
-	10,040				De	partment:	Technical Su	pport		
Date	Time		Action		Hrs & Min	Decimal				
			Clocked In							
			Clocked Out							
02/01	01:35	pm	Clocked In							
02/01			Clocked Out							
			Mins: Mon	02/01	8:08	8.13				
02/02	07:03	am	Clocked In							
			Clocked Out							
			Clocked In							
02/02			Clocked Out							
			Mins: Tue	02/02	7:53	7.88				
			Clocked In							
			Clocked Out							
			Clocked In							
02/03			Clocked Out							
			Mins: Wed	02/03	7:51	7.85				
			Clocked In							
			Clocked Out							
			Clocked In							
02/04			Clocked Out							
			Mins: Thu	02/04	7:51	7.85				
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	Total I	Irs 8	Mins: Fri	02/05	6:44	6.73				
					Week	1 Regh Over		38:27	38.45	
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							gular Hours	38:27	38.45	
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The report will appear very similar to the other reports within TimeClick. Verify that the employees hours and overtime are correct and that no errors appear on the report. If there are duplicate <u>entry errors</u> or eligibility errors they will need to be resolved <u>(See Common Errors)</u> and the report must be run again to ensure accuracy. Once you are sure all the employees are included and their times are accurate close the report window.

Upload the TimeClick Report

After running the Payroll Integration Report an export file will be created in the program files for TimeClick under a folder called Payroll_Exports.

Note: the default location for TimeClick is C:/Program Files/Hawkeye Technology Inc/TimeClick

Computer > OS (C:) > Pro	ogram Files 🕨 Hawkeye Technology Inc 🕨 Tim	eClick + Payroll_Exports	>	
Organize 🔻 Include in library 💌 Sha	re with ▼ Burn New folder			
🔆 Favorites	Name	Date modified	Туре	Size
📰 Desktop 🐌 Downloads 注 Recent Places	TC_Payroll_integration_Import.csv	2/17/2016 8:40 AM	Microsoft Office E	41 KB

Return to the Online Payroll Integration Center.

After running the Payroll Integration Report an export file was created in the program files for TimeClick under a folder called Payroll Exports.

Note: the default location for TimeClick is C:/Program Files/Hawkeye Technology Inc/TimeClick

Computer > OS(C) >	Program Files → Hawkeye Technology Inc → Tim	eClick Payroll Exports		
	hare with v Burn New folder	cener v ruyron <u>-</u> exporte	\sum	
☆ Favorites	Name	Date modified	Туре	Size
Desktop	TC_Payroll_integration_Import.csv	2/17/2016 8:40 AM	Microsoft Office E	41 KB
📃 Recent Places				

Click the Upt-load TimeClick Report button and browse to the Payroll_Exports folder and upload the TC_Payroll_integration_Import.csv file.

No file uploaded	Instructions
Generate QuickBooks Import Download QuickBooks Import	 Upload your TimeClick Payroll Integration Report. Where do I find the Integration Report? Once uploaded, the system will validate the file and check to see if employee names need to be matched. Once step 2 is complete. Click on the button "Generate QuickBooks Import." When the import file has been created you will be able to download it. Just click on the "Download QuickBooks Import" button.
eview / Edit:	

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Match Employee Names

After uploading the TimeClick report you will be directed to a screen to match the employee names from TimeClick with the employee names in QuickBooks[®]. When you are done click **Save** then **Done.**

Note: After doing this once you will not be required to do it again unless you add new employees or change an employee's name in QuickBooks[®].

TimeClick	QuickBooks	* Instructions
Susan Johnson Ionathan Doe	Select a name Select a name	Employee names are how QuickBooks keeps to of employee data. If a name is not spelled but as me way, then the import won't match the employees and the hours won't be applied. Match the names in TimeClick on the left with names from QuickBooks on the right. **If you don't want an employee on the report select "Remove Employee."

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Generate and Download QuickBooks Import

You will be directed back to the previous screen to generate your import file. Click the **Generate QuickBooks® Import** button. After you have generated the report the **Download QuickBooks® Import** button will turn blue and you can download and save the import file for QuickBooks®. Be sure to note where you save the file as you will need to import the file into QuickBooks®.

Uploaded file has been validated. 2. Verified that names have been matched. 3. Generate QuickBooks Import 3. Download QuickBooks Import 4. d	Upload your TimeClick Payroll Integration Report. there do I find the Integration Report? Once uploaded, the system will validate the file and check to be if employee names need to be matched. Once step 2 is complete. Click on the button "Generate uickBooks import" When the import file has been created you will be able to ownload it, just click on the "Download QuickBooks Import" utton.
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Importing .IIF file into QuickBooks®

Go to the **File** menu of QuickBooks[®] and choose **Utilities, Import** and then **Timer Activities.** Choose the .IIF file you saved from the <u>Online</u> Payroll Integration Center.

\$						Hawkey	e Techon	ology Inc	- QuickB	ooks P	ro 2015
Elle Edit View Lists	Favorites	Con	npany	Customers	Vendors	Employees	Banking	Reports	Window	Help	Special Offer
New Company Open or Restore Comp Open Previous Company Back Up Company Create Copy <u>C</u> lose Company		1	E Ho <u>m</u> e	Page In	sights			VEN	DORS	ł	forme
Switch to Multi-user Mor	de	_						_			> &
Utilities			Impo	ht				Exc	el Files		
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Send Company File		•	Sync	thronize Cont	acts				b Connect her Activitie		
Print Save as PDF Print Forms	Ctrl+F	`	Cop	y Company F	ile for Quic	kBooks <u>M</u> ac kBooks <u>O</u> nline		Ger	neral Journ		E
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The following window will appear meaning the import was completed successfully. You are not required to view the report but you can to verify what was imported.

Pro Timer Import Summar	y – 🗆 🗙								
Your gata has been imported successfully! The table below shows the summary of imported items. Select an item and click View Report to see more detail.									
NUMBER									
51									
	View Report								
	Close								
	n imported successfully! hows the summary of imp View Report to see more of NUMBER								

Common Errors TimeClick Errors QuickBooks® Errors

Additional Resources

- Blog <u>http://www.timeclick.com/blog</u>
- FAQ <u>http://www.timeclick.com/tc/faq.php</u>
- Video Tutorials <u>http://www.timeclick.com/tc/video-tutorials.php</u>
- YouTube Channel <u>https://www.youtube.com/user/TimeClockSoftware</u>
- Payroll Integration http://www.timeclick.com/payroll/
- License Agreement http://www.timeclick.com/ht/terms_and_use.php
- Terms and Conditions http://www.timeclick.com/ht/terms.php

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Commented [KV13]: What??