TimeClick® – QuickBooks® Pro Integration Manual

TimeClick LE 156

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Manual v. 1.0 - Last updated Feb Mar 2016

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What to Expect With This Manual

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

Compatibility

Designed for QuickBooks® Pro for Windows 2015 and later.

Disclaimer: TimeClick software is designed to effectively import employee time data to multiple payroll software programs~~s~~. However, ~~the~~ successful importation is not guaranteed due to possible unforeseen circumstances or changes within those ~~that~~programs~~s~~, which cannot be accounted for by Hawkeye Technology LLC.

Resources Found on Website and Blog

You can find additional documentation such as the FAQs page and Video Tutorials ~~on~~ at ~~our~~ the website ~~beneath our "Resources" tab in the navigation menu~~Support Center on our website.

~~The~~Our 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 timeclick.com.

Initial TimeClick Set ~~u~~Up

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**.

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.

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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 Options**Mode choose **Employees** and then click **Edit Employee Record.** and t Then choose the employee you need make eligible. On Within the employee's record choose click on the **Eligibility** button.

You will need to ensure that each the 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 MUST*must *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.*

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

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Setup Report Preferences

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

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,. select Select **Preferences**, and then scroll down and choose **Time & Expenses**. Click the **Company Preferences** tab, and select **Yes** under **Do You Track Time?**, and click **Ok** to save the selection.
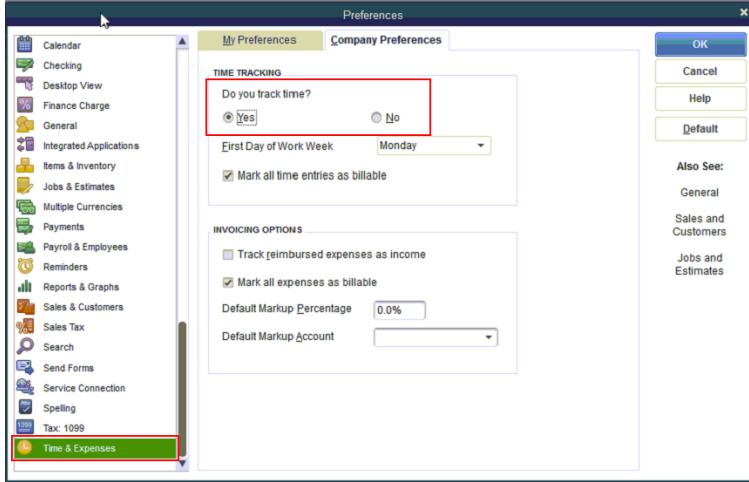
Enable Employee Time Data

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.
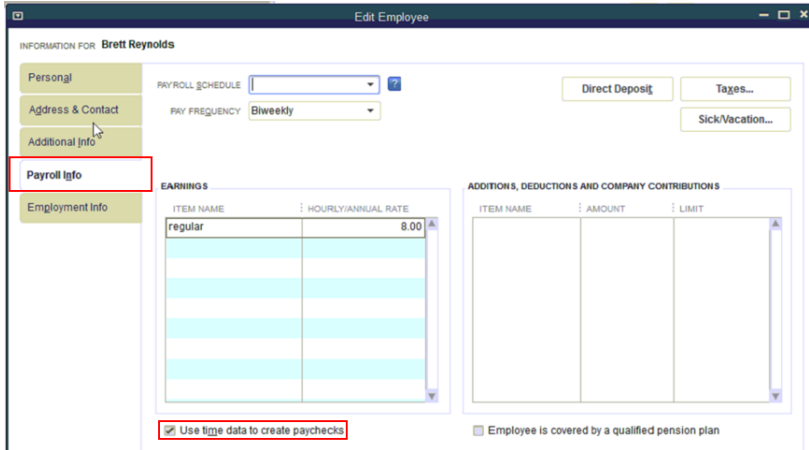
Export Timer List File

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

Note: The file type must be .IIFFile extension must be .IIF
Note: Be sure to Be sure to note theremember location where the file isyou saved the file as you will need this file later.

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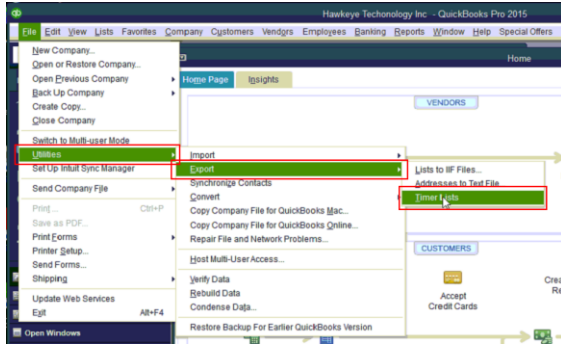
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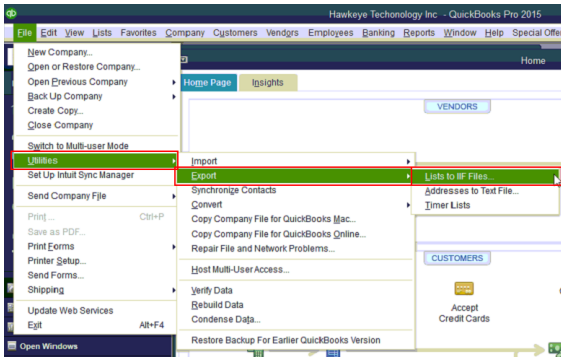
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Export Employee List

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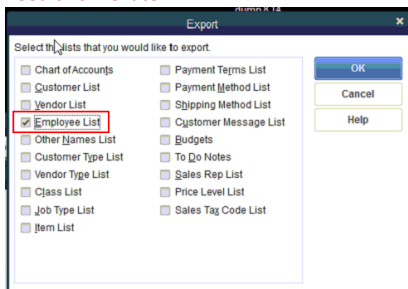

Check the **Employee List** box and Click **OK** to save the file**.**

You can rename the file but you must keep the .IIF extension.
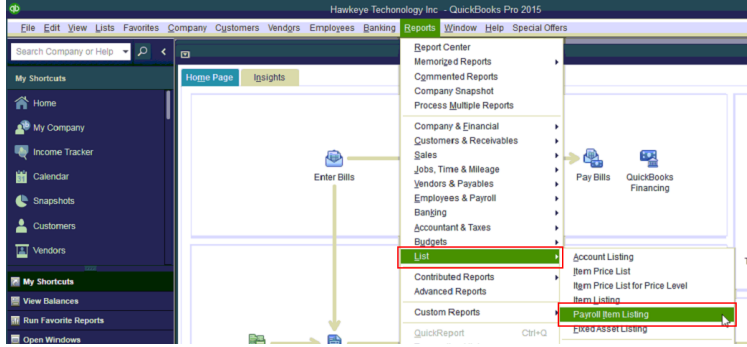***Note:*** *The fFile extensiontype must be .IIF*
Note: *Be sure to remember where you saved the file as you will need this file later.* Be sure to note the location where the file is saved as you will need this file later.

Export Payroll Items

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

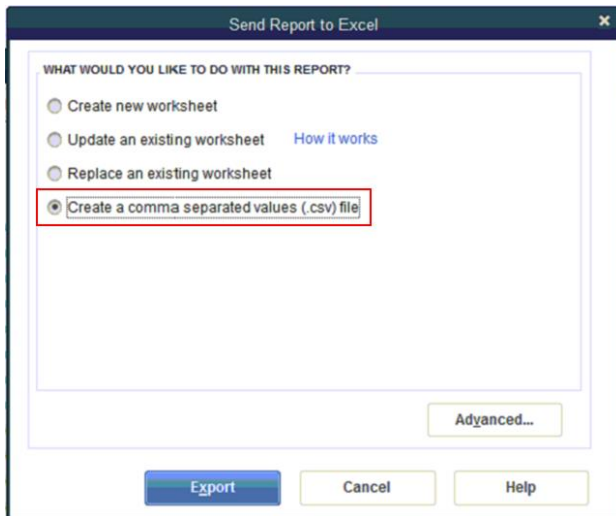| | Formatted: No Spacing |
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Click the **Excel** button, and then select **Create New Worksheet.**

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.

Note: *The* ***F****file extensiontype must be .CSV*
Note: *Be sure to remember where you saved the file as you will need this file later.Be sure to note the location where the file is saved as you will need this file later.*

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. Use this link to create your 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 https://www.timeclick.com/payroll/log-in 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 OnlineTimeClick'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 re-uploaded 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:

Timer Lists   Upload File

Payroll Items   Upload File

Employee List   Upload File

Once those files have been uploaded and verified, select the next button.

Instructions

Open QuickBooks and export the following 3 files: **Timer List, Payroll Items, Employee List**. Upload these here.

Initially this only needs to be done once. However, if your QuickBooks data changes then you will need to upload new versions of the files.
When will I need to upload new files?

Next >

Match TimeClick Hours with QuickBooks® Payroll Items

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

Note: Unless you start using different QuickBooks® or TimeClick items you will 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®.
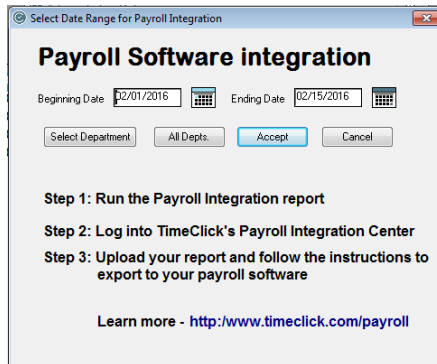
Running the Payroll Integration Report

Note: This next part is done within TimeClick

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

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

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.

> **Commented [KV10]:** Hopefully the "Accept" button will be labeled something else before the release. At which point this needs updated.

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 entry errors or eligibility errors they will need to be resolved (See Common Errors) 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***~~
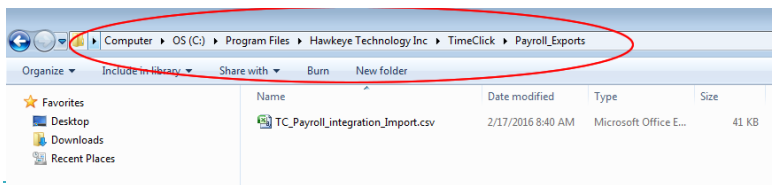
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Return to the **Online Payroll Integration Center**.

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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***
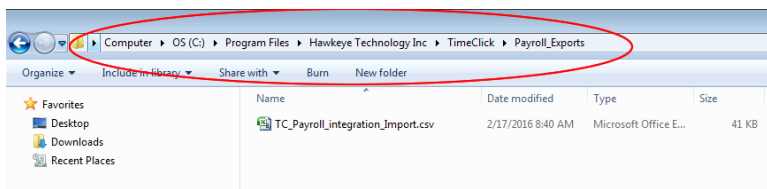
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Click the **Upload TimeClick Report** button and browse to the **Payroll_Exports** folder and upload the **TC_Payroll_integration_Import.csv** file.

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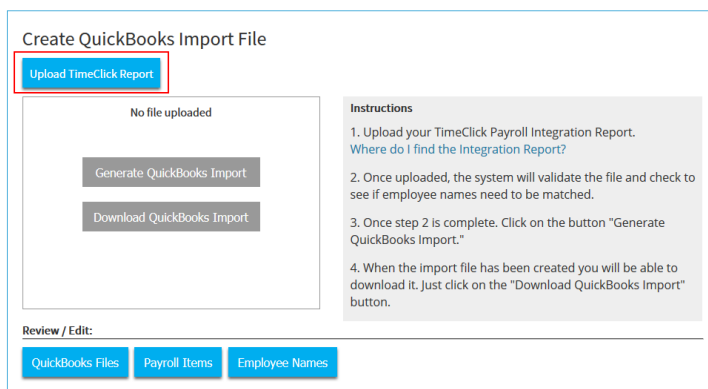
Match Employee Names

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®.

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®.

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 Online Payroll Integration Center.
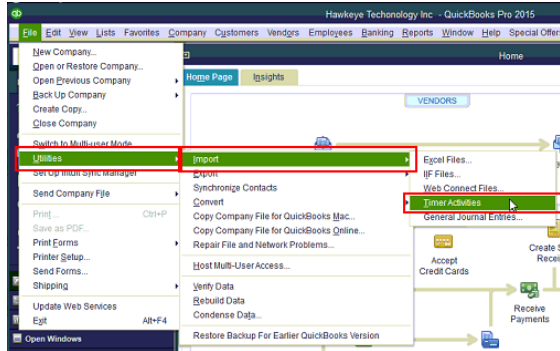
The following window will appear meaning the import was completed successfully. You are not required to view the report but you can to verify what was imported.
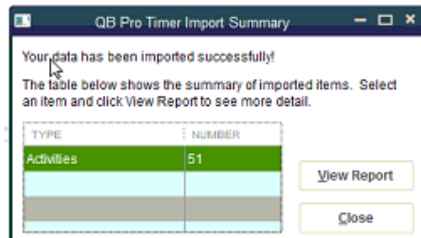
Common Errors

TimeClick Errors

QuickBooks® Errors

Additional Resources

Blog – http://www.timeclick.com/blog

FAQ – http://www.timeclick.com/tc/faq.php

Video Tutorials – http://www.timeclick.com/tc/video-tutorials.php

YouTube Channel – https://www.youtube.com/user/TimeClockSoftware

Payroll Integration - http://www.timeclick.com/payroll/

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