

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. However, ~~the~~ successful importation is not guaranteed due to possible unforeseen circumstances or changes within those ~~that~~ programs, 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 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**.

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Commented [KV2]: Clayson should rewrite my disclaimer with a better one. Try not to copy Redcort. ;)

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Commented [JF3]: Office hours?

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Commented [JF4]:

Set Additional TimeClick Administration Options

PASSWORDS:

Administrative Password: system

Level 2 Password: depmgr

Sync WS Time to Server Before Action *

Create Data Extraction File

Level 2 & Dept. Heads Can Modify Times

* See Sync WS Time to Server in Help Menu for additional actions required.

DISPLAY OPTIONS:

Show Status & Time

Show Status & Time w/o Messages

Status Only

Display Off

OTHER OPTIONS:

Reset Status To Beginning

Do Not Reset Status To Beginning

Do Not Allow Employee To View Hours *

Allow Employee To View Hours *

* Requires restart of program when changed.

Finished

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 then choose the employee you need make eligible. **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** 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.](#)

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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Commented [KV5]: I thought that LE 16 automatically selected the eligibilities... is this not the case?

When done, select **Finished** and 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.

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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 : Full-time Non-exempt Part-time
 Full-time Exempt Temporary

Calculate OT By Day Calculate OT By Date Range / Week

Day Reg Hrs & Min: Date Range Reg Hrs & Min*:

* Calculate OT By Week in Date Range

For Overtime Calculations:

Include Vacation Include PTO
 Include Sick Include Unplanned PTO
 Include Holidays Include Bereavement

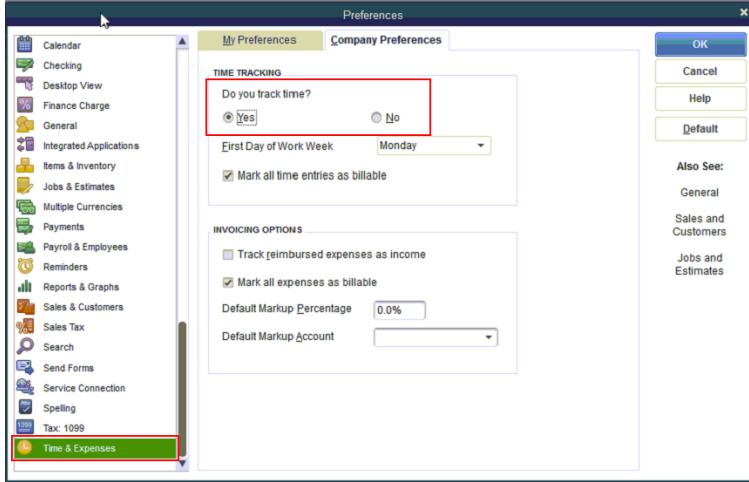
~~Ensure~~ Make sure that your overtime preferences are setup correctly. If you have questions on how this is done please visit this blog post <http://www.timeclick.com/blog/overtime-calculations-on-your-employee-time-clock-software/>.

Initial QuickBooks® ~~Integration~~ Setup

Before you create the QuickBooks® Import you will need to set up ~~the~~ QuickBooks® to allow ~~integration~~ tracking of employee time data.

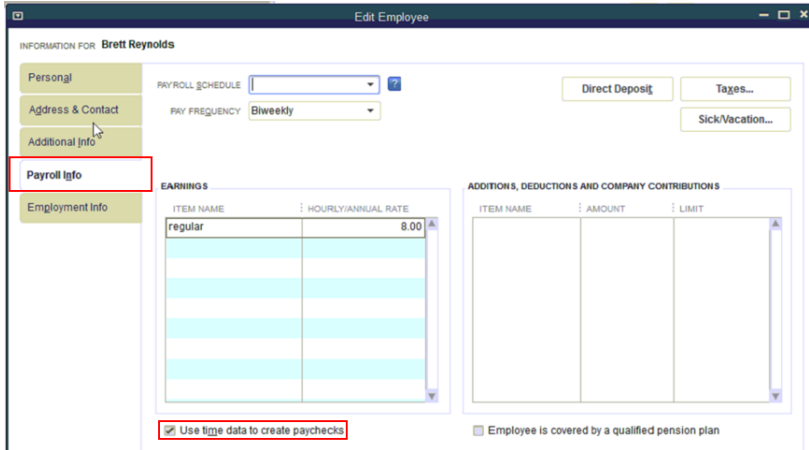
Enable Time Tracking

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 **.IIF** File extension must be **.IIF**

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

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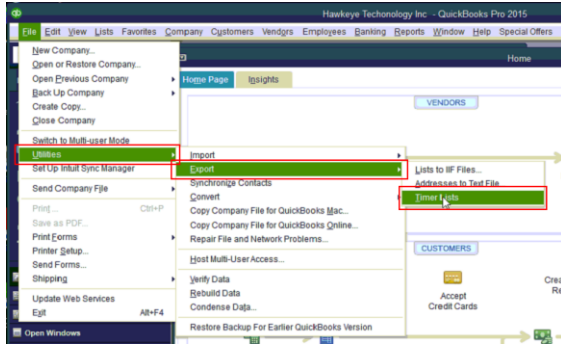
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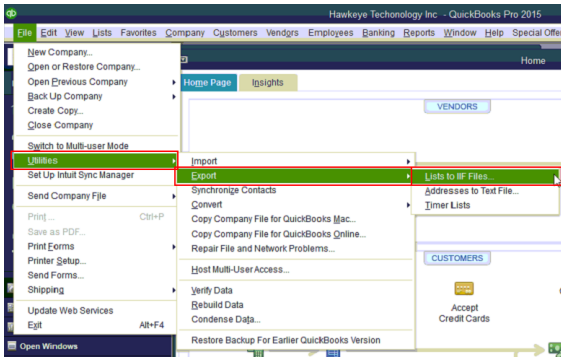
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Export Employee List

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

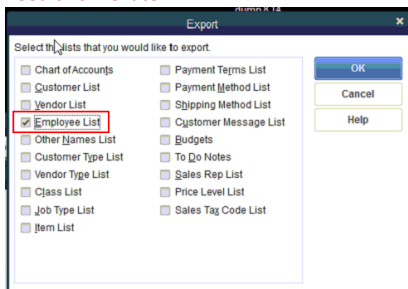


Check the **Employee List** box and Click **OK** to save the file.

You can rename the file but you must keep the **.IIF** extension.

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

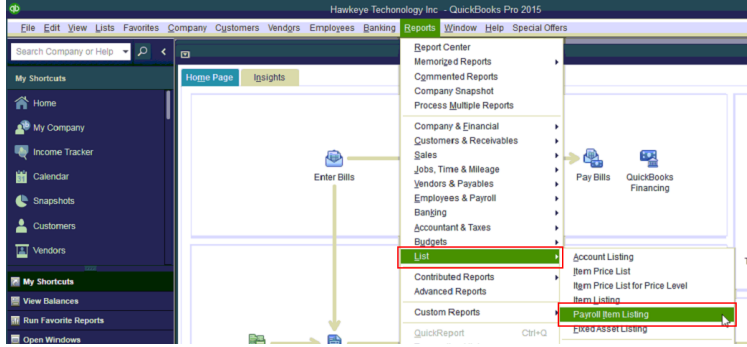
Note: Be sure to remember where you saved the file as you will need this file later. Be sure to note the location where the file is saved as you will need this file later.



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Export Payroll Items

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



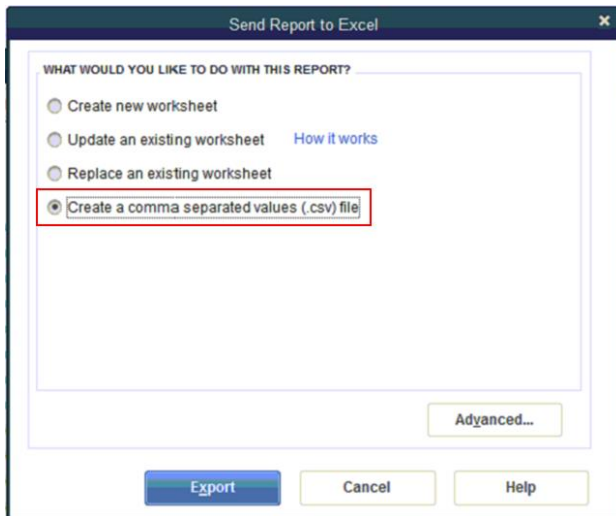
Click the **Excel** button, and then select **Create New Worksheet**.



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 file extension type 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.



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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. [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 will need to manually create [your payroll integration center](#) account.

Go to <https://www.timeclick.com/payroll/log-in> and select **Don't have an account?** Follow 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.](#)

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

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Utilizing the Online TimeClick'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.*

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**.

Commented [KV9]: Screenshot?

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®.

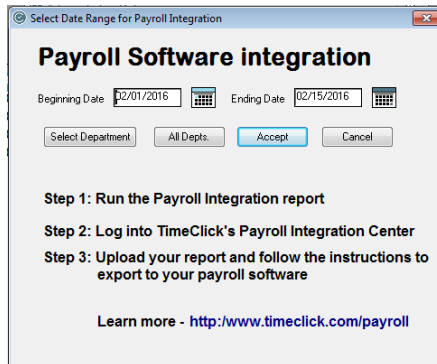
Running the Payroll Integration Report

Note: This next part is done within TimeClick

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**.

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On the screen that appears you will need to put the beginning and ending dates of your 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.

Overtime Report Calculated By Week				Page 1	
Hawkeye Technology Inc				02.17.2016	
				Report Date Range 02/01/2016 to 02/07/2016	
				Department: Technical Support	
Date	Time	Action	Hrs & Min	Decimal	
02/01	07:02 am	Clocked In			
02/01	12:35 pm	Clocked Out			
02/01	01:35 pm	Clocked In			
02/01	04:10 pm	Clocked Out			
Total Hrs & Mins: Mon			02/01	8:08	8.13
02/02	07:03 am	Clocked In			
02/02	12:29 pm	Clocked Out			
02/02	01:34 pm	Clocked In			
02/02	04:01 pm	Clocked Out			
Total Hrs & Mins: Tue			02/02	7:53	7.88
02/03	07:03 am	Clocked In			
02/03	01:15 pm	Clocked Out			
02/03	02:23 pm	Clocked In			
02/03	04:02 pm	Clocked Out			
Total Hrs & Mins: Wed			02/03	7:51	7.85
02/04	07:03 am	Clocked In			
02/04	01:40 pm	Clocked Out			
02/04	02:47 pm	Clocked In			
02/04	04:01 pm	Clocked Out			
Total Hrs & Mins: Thu			02/04	7:51	7.85
02/05	07:09 am	Clocked In			
02/05	01:53 pm	Clocked Out			
Total Hrs & Mins: Fri			02/05	6:44	6.73
			Week 1		
			Reg Hrs	38:27	38.45
			Overtime	00:00	0.00
			Total Hrs	38:27	38.45
REPORT SUMMARY				Hrs & Min	Decimal
Signature & Date Affirming Correct:				Total Hours	38:27 38.45
				Hrs Less Lunch	
				Regular Hours	38:27 38.45
				Overtime	0:00 0.00

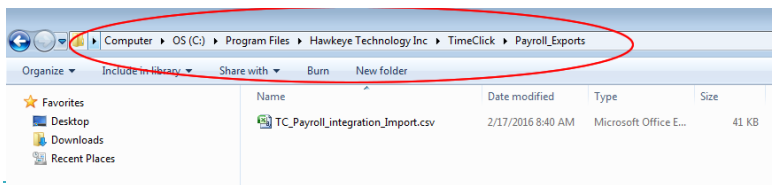
The report will appear very similar to the other reports within TimeClick. Verify that the employees hours and overtime are correct and that no errors appear on the report. If there are duplicate entry errors or eligibility errors they will need to be resolved [\[See Common Errors\]](#) and the report 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.

Commented [KV11]: Link to additional resources?

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



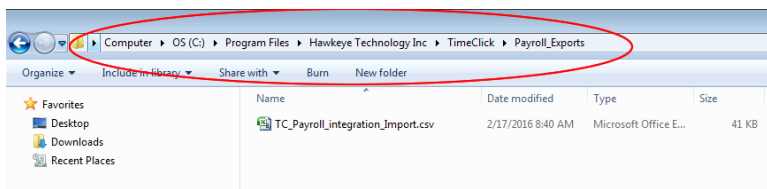
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Return to the [Online Payroll Integration Center](#).

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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

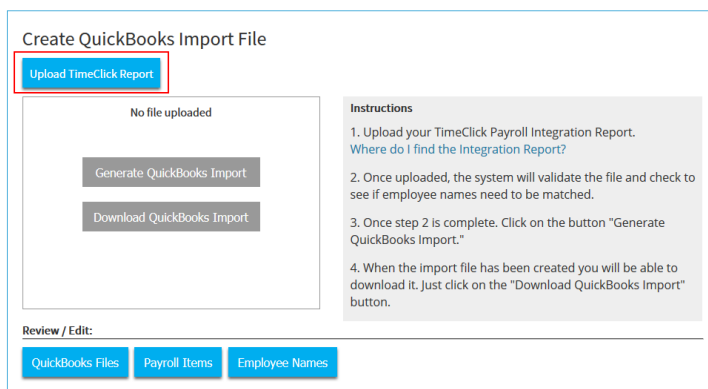


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Click the **Upload TimeClick Report** button and browse to the **Payroll_Exports** folder and upload the **TC_Payroll_integration_Import.csv** file.

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Commented [KV12]: I feel like the back and forth between TimeClick and the Integration Center is too abrupt. Maybe we can add some instructional transitions.



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®*.

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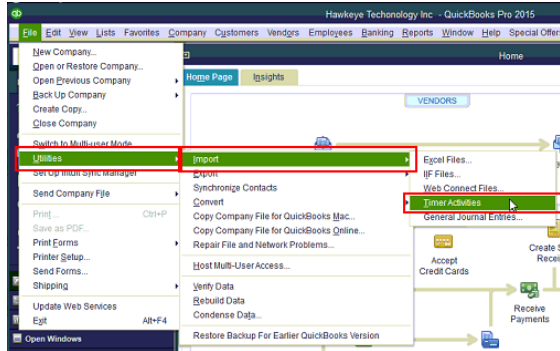
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Generate and Download QuickBooks Import

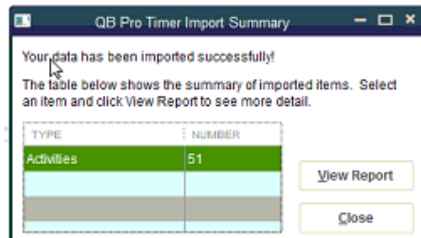
You will be directed back to the previous screen to generate your import file. Click the **Generate QuickBooks® Import** button. After you have generated the report the **Download QuickBooks® Import** button will turn blue and you can download and save the import file for QuickBooks®. Be sure to note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

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/>

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??