

# TimeClick® – QuickBooks® Pro Integration Manual



TimeClick LE 16

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## Table of Contents

What to Expect With This Manual.....	3
Compatibility .....	3
Resources Found on Website and Blog .....	3
Contact Customer Support Team .....	3
Initial TimeClick Set Up.....	3
Allow Data Extraction .....	3
Make Employees Eligible .....	4
Setup Report Preferences .....	4
Initial QuickBooks® Setup.....	5
Enable Time Tracking.....	5
Enable Employee Time Data.....	5
Export Timer List File .....	6
Export Employee List .....	6
Export Payroll Items .....	7
Create an Online Payroll Integration Center Account.....	8
Utilizing the Online Payroll Integration Center .....	8
Upload QuickBooks® Files .....	8
Match TimeClick Hours with QuickBooks® Payroll Items.....	8
Upload Employee Hours.....	9
Running the Payroll Integration Report .....	9
Upload the TimeClick Report.....	10
Match Employee Names.....	10
Generate and Download QuickBooks Import.....	11
Importing .IIF file into QuickBooks® .....	11
Common Errors .....	12
TimeClick Errors.....	12
Employee Eligibility Error .....	12
Duplicate Errors .....	12
QuickBooks® Errors .....	12
Incorrect Company Error .....	12
Additional Resources .....	12
Copyright Information .....	13

## What to Expect With This Manual

This manual takes you through the initial one-time set up for integration of TimeClick® with your QuickBooks® Pro for Windows. Once set up, the integration is simple. 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, successful importation is not guaranteed due to possible unforeseen circumstances or changes within those 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 our website.

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](mailto:support@timeclick.com) or calling (435)753-4102. Live chat is available through our website at [timeclick.com](http://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**.

**Set Additional TimeClick Administration Options**

**PASSWORDS:**

Administrative Password:

Level 2 Password:

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.

## Make Employees Eligible

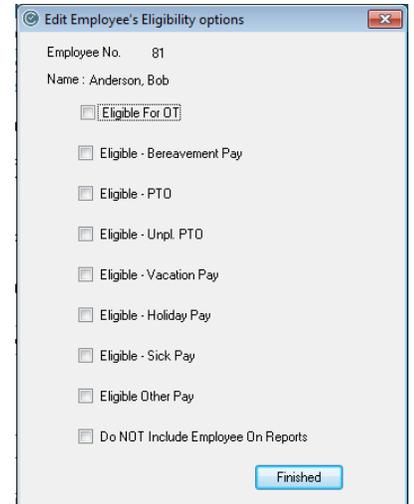
Now ensure that your all employees are eligible for all the different types of hours you want to import into QuickBooks®.

Within the **Administration Options** choose **Employees** and then click **Edit Employee Record**. Then chose an employee and click on the **Eligibility** button.

You will need to ensure that each 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 hour types not appearing on the QuickBooks® import file.

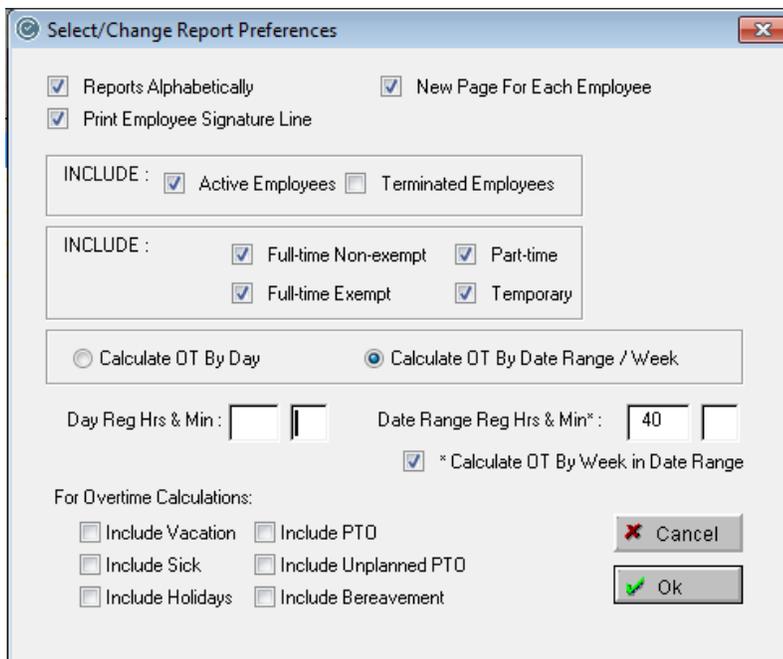
**Note:** Employees **MUST** be marked as Eligible for OT. Otherwise they will not appear on the integration report. By default on version LE 16 all new employees are marked as eligible for all the different hour types.

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



## Setup Report Preferences

Within the **Administration Options** window select **Report Preferences**.



Make sure that your overtime preferences are correct. 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/>.

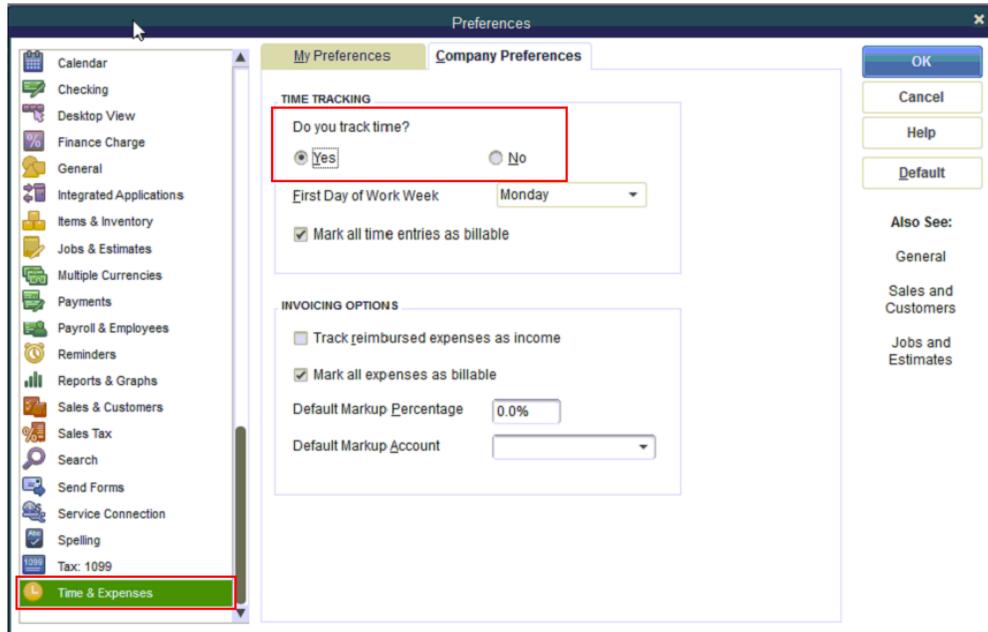
The initial TimeClick setup has now been completed.

## Initial QuickBooks® Setup

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

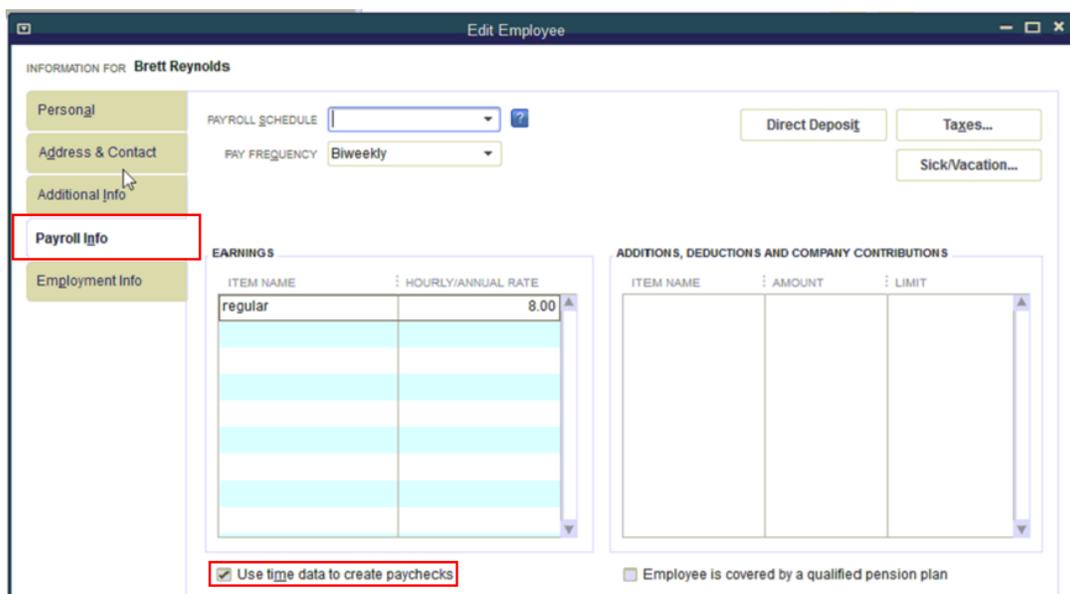
### Enable Time Tracking

Go to the **Edit** menu on the top tool bar. Select **Preferences**, then scroll down and choose **Time & Expenses**. Click the **Company Preferences** tab, 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 the **Payroll Info** tab. Check the box that reads **Use time data to create paychecks**. You will need to do this for each employee whose time you want to import. Once you are done close the employee center.

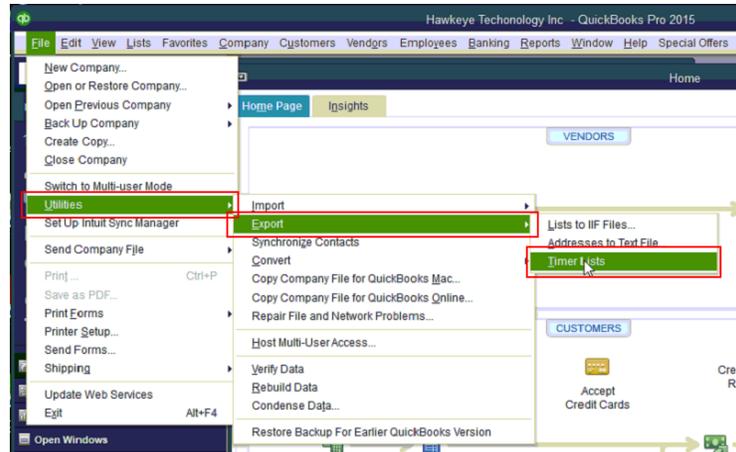


## Export Timer List File

Go to the **File** menu and select **Utilities, Export**, and then **Timer Lists**. Choose to save the file.

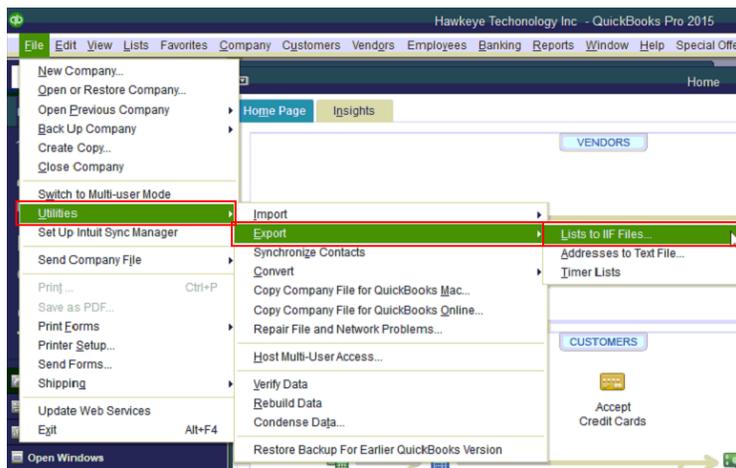
**Note:** The file type must remain **.IIF**

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



## Export Employee List

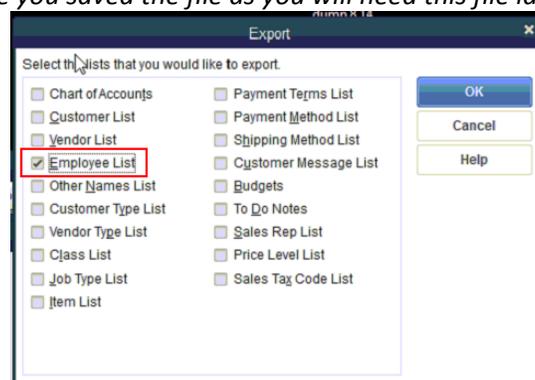
Go to **File** and choose **Utilities, Export**, and then **Lists to IIF Files**. Choose to save the file.



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

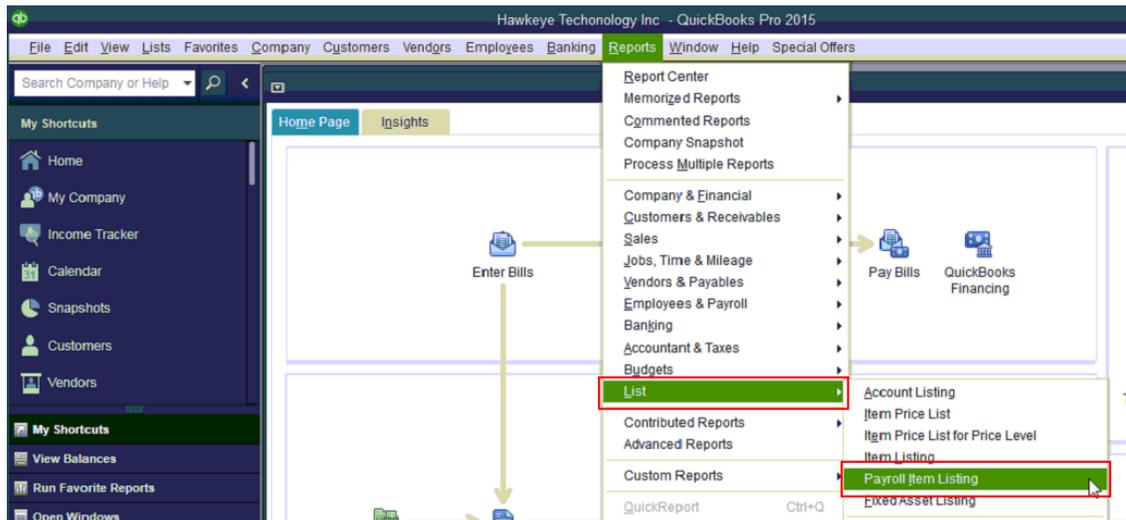
**Note:** The file type must remain **.IIF**

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



## Export Payroll Items

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



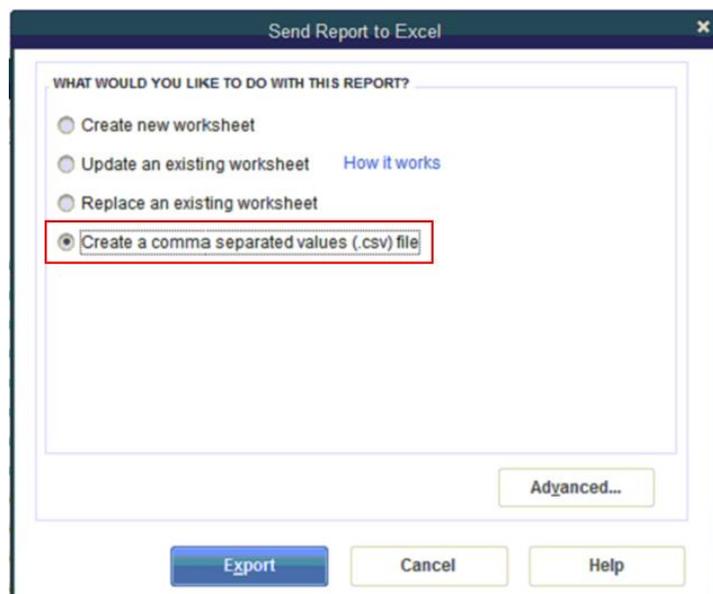
Click the **Excel** button, and then select **Create New Worksheet**.



On the next window select **Create a comma separate values (.csv) file**, select **Export** and save the file.

**Note:** The file type must remain .CSV

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



The initial QuickBooks® setup has now been completed.

## Create an Online Payroll Integration Center Account

After purchasing TimeClick you'll receive an email with a link to create a password for your Online Payroll Integration Center account. Use this link to create your password.

If you haven't purchased TimeClick or you're upgrading from an older version then you'll need to manually create an account. Go to <https://www.timeclick.com/payroll/log-in> and select **Don't have an account?** Fill out the form provided to create your account.

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

Payroll Integration Center  
Log in

Email

Password

Remember me?

Log In

Don't have an account?  
Forgot your password?

## Utilizing the Online Payroll Integration Center

### Upload QuickBooks® Files

You will now need to upload the **Timer Lists**, **Payroll Items** and **Employee List** files that were 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-upload 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

Payroll Items

Employee List

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 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

The Payroll Integration Report will be run at the end of each pay period to create the import file. 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 enter the beginning and ending dates of your pay period. By default this report will be run for all departments. If you would 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.

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							
<b>Total Hrs &amp; Mins: Mon</b>			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							
<b>Total Hrs &amp; Mins: Tue</b>			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							
<b>Total Hrs &amp; Mins: Wed</b>			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							
<b>Total Hrs &amp; Mins: Thu</b>			02/04	7:51	7.85				
02/05	07:09 am	Clocked In							
02/05	01:53 pm	Clocked Out							
<b>Total Hrs &amp; Mins: Fri</b>			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

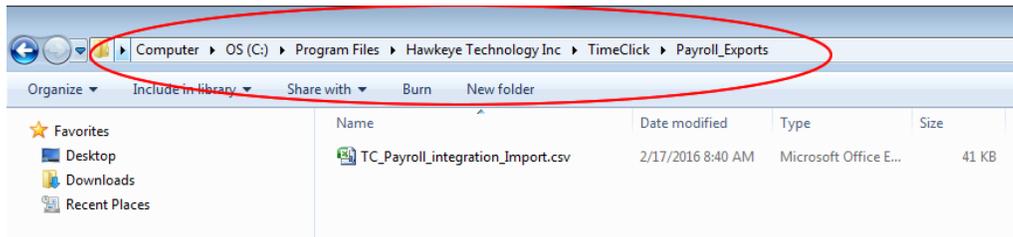
The report will appear very similar to the other reports within TimeClick. Verify that the employee hours and overtime are correct and that no errors appear on the report. If there are duplicate entry errors or eligibility errors they will need to be resolved (See [Common Errors](#)), and then report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

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**



Click the **Upload TimeClick Report** button and browse to the **Payroll\_Exports** folder and upload the **TC\_Payroll\_integration\_Import.csv** file.

### Create QuickBooks Import File

Upload TimeClick Report

No file uploaded

Generate QuickBooks Import

Download QuickBooks Import

**Instructions**

1. Upload your TimeClick Payroll Integration Report. [Where do I find the Integration Report?](#)
2. Once uploaded, the system will validate the file and check to see if employee names need to be matched.
3. Once step 2 is complete. Click on the button "Generate QuickBooks Import."
4. When the import file has been created you will be able to download it. Just click on the "Download QuickBooks Import" button.

**Review / Edit:**

QuickBooks Files

Payroll Items

Employee Names

## 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®.

### Match Employee Names

TimeClick	QuickBooks
Susan Johnson	Select a name
Jonathan Doe	Select a name

**Instructions**

Employee names are how QuickBooks keeps track of employee data. If a name is not spelled the exact same 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 the names from QuickBooks on the right.

**\*\*If you don't want an employee on the report then select "Remove Employee."**

Save

Done >

## 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®.

**Create QuickBooks Import File**

[Upload TimeClick Report](#)

Uploaded: TC\_Payroll\_integration\_Import.csv  
03-17-2016

Uploaded file has been validated.

Verified that names have been matched.

[Generate QuickBooks Import](#)  
[Download QuickBooks Import](#)

**Instructions**

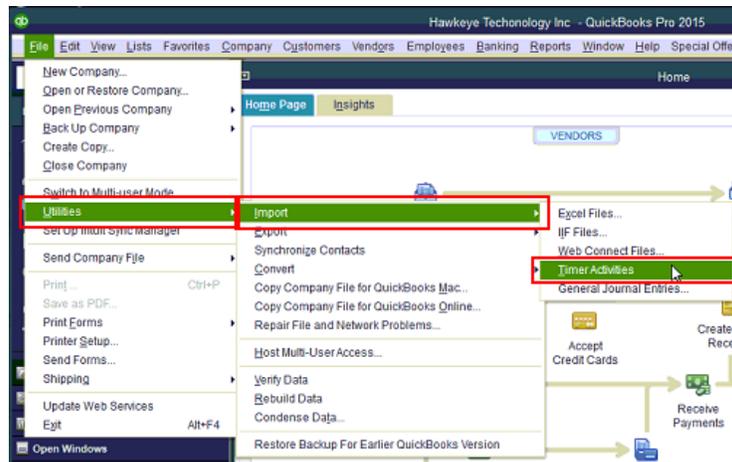
1. Upload your TimeClick Payroll Integration Report.  
[Where do I find the Integration Report?](#)
2. Once uploaded, the system will validate the file and check to see if employee names need to be matched.
3. Once step 2 is complete. Click on the button "Generate QuickBooks Import."
4. When the import file has been created you will be able to download it. Just click on the "Download QuickBooks Import" button.

**Review / Edit:**

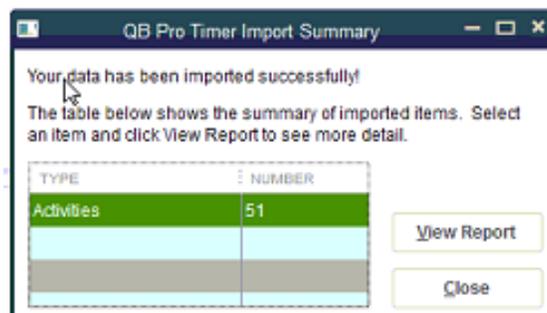
[QuickBooks Files](#)
[Payroll Items](#)
[Employee Names](#)

## 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

#### Employee Eligibility Error

This error appears on the TimeClick reports. If an employee is ineligible for a type of hours they will need to be marked as eligible within their employee record. Instructions for doing this are found [here](#).

#### Duplicate Errors

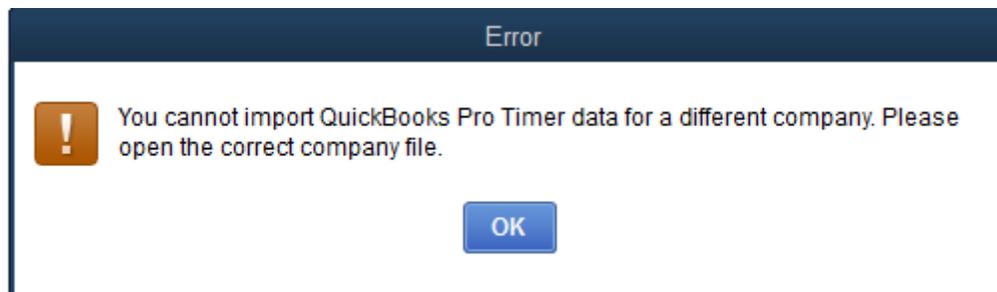
Duplicate errors appear on the TimeClick reports. They occur when an employee has multiple Clock In or Clock Out actions in a row. To resolve this issue you'll need to use the Modify Times option to remove the extra Clock In/Out.

Overtime Report Calculated By Week						Page	4
Hawkeye Technology Inc						03.18.2016	
						Report Date Range 01/01/2016 to 01/14/2016	
						Department: Accounting	
Date	Time	Action	Hrs & Min	Decimal			
01/01	08:00	T	**Holiday - Ineligible**		*ME:		
Total Hrs & Mins: Fri			01/01	0:00	0.00		
01/04	06:50	am	Clocked In				
01/04	01:12	pm	Clocked Out				
01/04	02:16	pm	Clocked In				
Total Hrs & Mins: Mon			01/04	6:22	6.37		
01/05	05:00	am	Clocked In				
01/05	05:00	am	Duplicate Entry			*Duplicate Error (check for missing clock in/out entry)*	
01/05	11:07	am	Clocked Out				
01/05	12:25	pm	Clocked In				
01/05	04:40	pm	Clocked Out				
Total Hrs & Mins: Tue			01/05	10:22	10.37		

### QuickBooks® Errors

#### Incorrect Company Error

This error occurs when you upload the import file into QuickBooks®. The reason the error occurs is because QuickBooks® has run an update and changed your company ID number. In order to resolve this issue you need to upload a new timer list file from QuickBooks®. The instructions to do so are found [here](#).



## 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](http://www.timeclick.com/ht/terms_and_use.php)

Terms and Conditions - <http://www.timeclick.com/ht/terms.php>

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