



The TimePilot system: QuickBooks Export

If you use the QuickBooks accounting software to process payroll and cut payroll checks, you can set up your TimePilot software to work with it.

Here's how the process works: At the end of a pay period, you'll have the TimePilot system create a file containing the employee time and attendance data it collected in a format that QuickBooks can understand. You'll save that file, and then start QuickBooks and tell it to import the file. Once imported, all the data collected in TimePilot will be available in QuickBooks.

Before the process will work, however, you need to go through a process that sets up both TimePilot and QuickBooks so they can "speak the same language." Once the setup process is complete, there is no need to perform the setup process again unless employees are added to either TimePilot or Quickbooks or you make changes to the Pay Codes in QuickBooks or the Pay Types in TimePilot.

To confirm that QuickBooks is configured the way you want, we recommend that you set up your employees and process a couple of payrolls through QuickBooks manually before using TimePilot's QuickBooks Export.

1. Installing the Export software

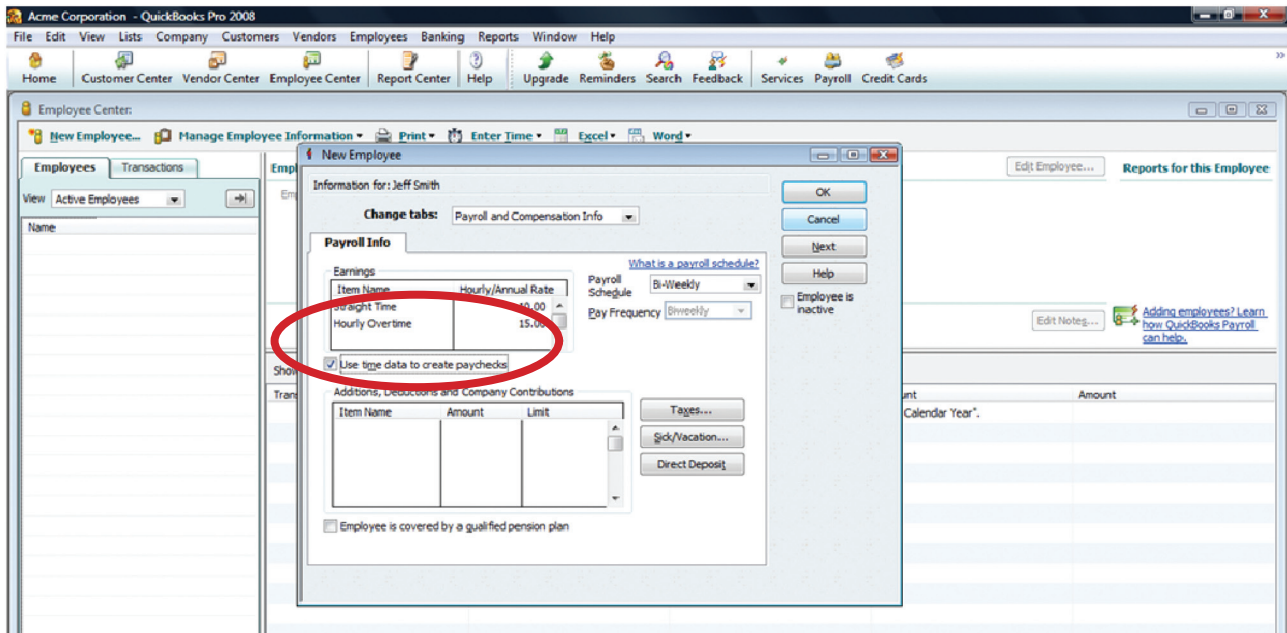
Before you start, you'll need to download and install TimePilot's QuickBooks Export software. Here's how:

1. Make sure you have an active internet connection.
2. Start TimePilot Central.
3. Click the "File" menu, then "Export to Payroll..." then "Download Payroll Exports." A browser window will open to a page on the TimePilot.com web site. Click the "QuickBooks" link.
4. Users of Internet Explorer will be asked if they want to "Run" or "Save" the file. Click "Run." Users of Mozilla Firefox will be asked if they want to save the file. Click "Save the file." The downloads box will pop up; double-click the file to run it.
5. Follow the instructions to install the export.
6. When you're done, close the browser window and exit TimePilot Central.

2. Setting up QuickBooks

Next, you'll need to set up your employees in QuickBooks to handle the TimePilot information. Here's how:

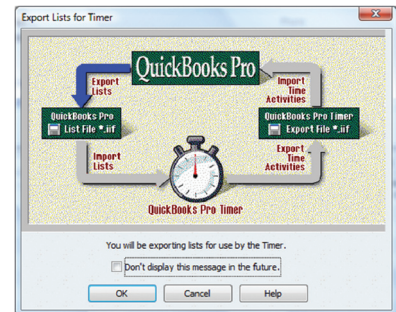
1. In QuickBooks' Home screen, click the "Employees" menu and choose "Employee Center."
2. Double-click an employee's name in the list of employees to open their Employee Information box.
3. In the "Change Tabs" dropdown menu, switch to "Payroll and Compensation Info." (See screenshot on next page.)
4. Make sure the "Use Time Data to Create Paychecks" box is checked.
5. Click OK.
6. Repeat steps 2 through 5 for each employee.



3. Export your Timer List

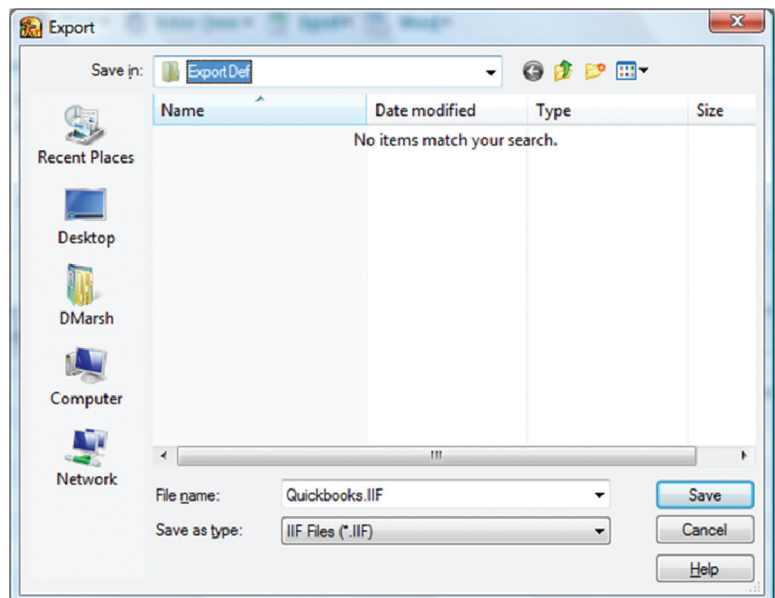
Now you'll export your "Timer List" from QuickBooks. This creates a file containing data from QuickBooks that will be needed by the TimePilot software.

1. Start QuickBooks.
2. Click File > Utilities > Export > Timer Lists.
3. The Export Lists for Timer box will appear (Shown at right.) Click "OK."
4. QuickBooks will ask you where you want to save the Timer List file it has created (Quickbooks.IIF). Save the file in a folder called ExportDef, which already exists in the folder where you keep your TimePilot data, either on your computer's hard drive or on your network server. (See screenshot below.)



Don't know where you keep your TimePilot Data? Here's how to find out:

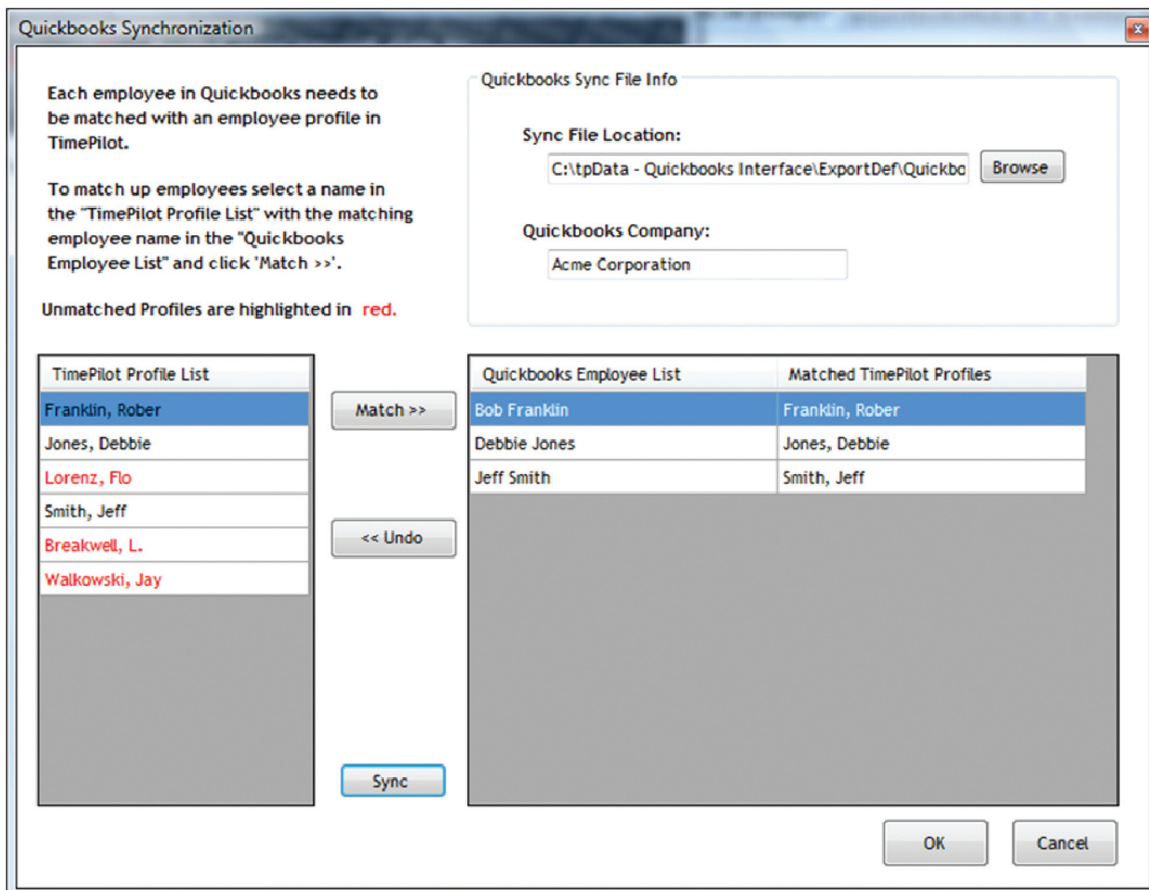
- A. In TimePilot Central, click the "Help" menu, then "About."
- B. Look for "Data Path." That's where your data is.



4. Match employee names

Now TimePilot must match the employee names in its software with the names in QuickBooks. Here's how to do that:

1. Minimize QuickBooks (if it's still running) and start TimePilot Central.
2. Click "File" > "Export to Payroll..." > QuickBooks Pro.
3. The QuickBooks Export opening screen (shown at right) will appear.
4. Click the "Match Employees with QuickBooks" button.
 - A. The QuickBooks Synchronization box will appear (shown below). Click an employee's name to highlight it in the "TimePilot Profile List" at the left side of the screen.
 - B. Next, highlight the employee's name in the "QuickBooks Employee List."
 - C. Click the "Match >>" button. The name from the TimePilot column will appear in the "Matched TimePilot Profiles" column at the far right. Names in the first column that have not been matched appear in red.
 - D. Repeat steps A through C for each employee.
5. Click OK to return to the QuickBooks Export opening screen.



5. Match Pay Codes

For the last step in the setup, you'll match the pay codes that appear in QuickBooks with Pay Codes in TimePilot. Each Pay Type within TimePilot has 12 pay codes. You only need to match the Pay Types/Pay Codes in TimePilot that you are using and leave the remaining pay codes blank.

1. In the QuickBooks Export opening screen, click the "Match Pay Types/Pay Codes with QuickBooks ..." button.
2. The "TimePilot/QuickBooks Pay Code Matching" screen (shown at right) will pop up. The first column lists each Pay Type you created in your TimePilot software. The second column lists the "ingredients" of that Pay Type—the Overtime Policy(ies) used by that Pay Type, whether the Pay Type includes Holiday Pay, etc. Note that all 12 possible options contained in a Pay Type will be listed, even if they aren't used. In the third column, enter the matching Pay Codes that appear in QuickBooks. Please note:

TimePilot/Quickbooks Pay Code Matching

Each Pay Type in TimePilot has 12 pay codes that can be matched up with a pay code in Quickbooks. Enter the name of Quickbooks pay code in the right column.

Notes:

- Not all TimePilot pay codes need to have an associated Quickbooks pay code.
- Only the TimePilot pay codes whose data you want to export need to have an associated Quickbooks pay code.
- Quickbooks pay codes must be entered exactly as they appear in Quickbooks.
- Quickbooks pay codes can be matched to more than one TimePilot pay code.

| TimePilot Pay Type | TimePilot Pay Type Extension | Quickbooks Pay Code (Payroll Item) |
|--------------------|------------------------------|------------------------------------|
| Hourly | Regular | Straight Time |
| | Overtime 1 | Hourly Overtime |
| | Overtime 2 | |
| | Overtime 3 | |
| | Vacation | Vac. Hourly |
| | Sick | |
| | Holiday | |
| | Personal Time Off (PTO) | |
| | Jury Duty | |
| | Bereavement | |

Cancel OK

- A. The QuickBooks Pay Codes must be entered exactly as they appear in QuickBooks. For instance, if you have a QuickBooks Pay Code called "Hourly Overtime," you should not enter "Hourly overtime" or "Hourly OT."

How do I find my QuickBooks Pay Codes?

Here's one quick and easy way:

1. Start QuickBooks.
2. In QuickBooks' Home screen, click the "Employees" menu and choose "Employee Center."
3. Click "New Employee." (Don't worry: You won't be creating a new employee.) The New Employee Information box will appear.
4. In the "Change Tabs" dropdown menu, switch to "Payroll and Compensation Info."
5. In the Earnings box, click the dropdown arrow in the "Item Name" list.
6. The list of available Pay Codes will appear. Write them down or copy them into the Pay Code Matching screen as described in Step 2 at left.
7. When you're done, click "Cancel" to close the New Employee Information box.

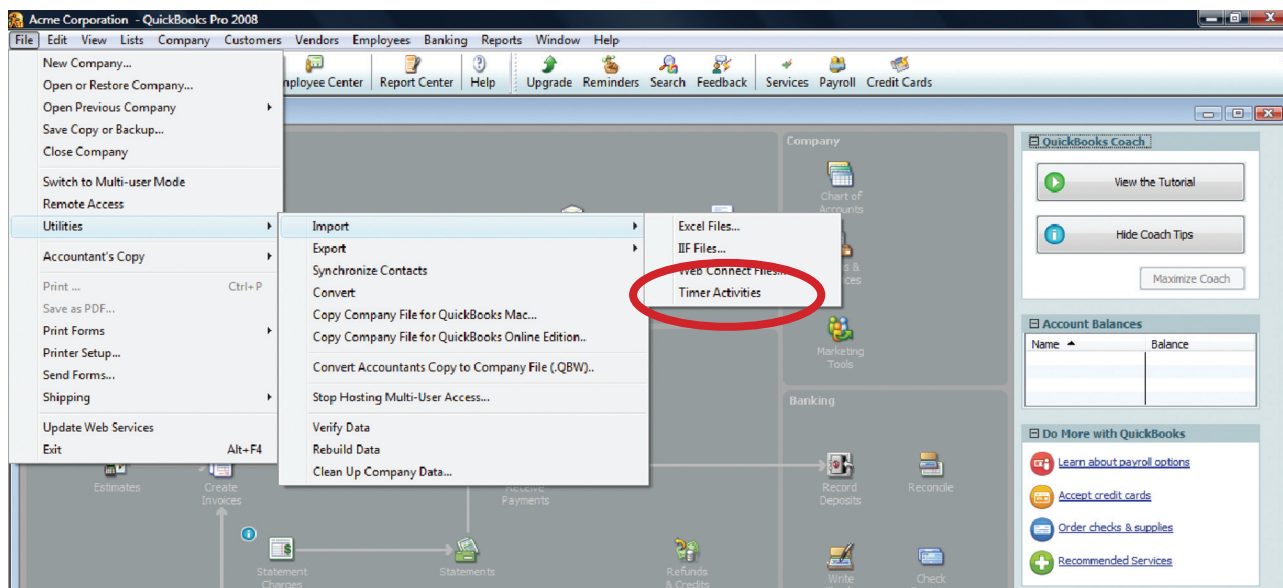
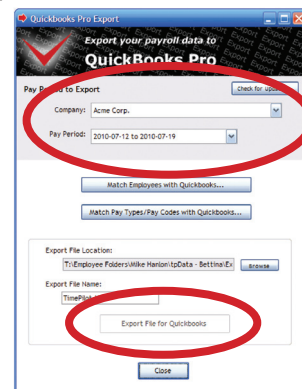
- B. Some of the 12 TimePilot Pay Type Extensions may not have a corresponding QuickBooks Pay Code. If so, just leave the field blank.
 - C. You don't need to match up every one of your Pay Codes. If TimePilot is keeping track of, for instance, Jury Duty hours, and you don't need to know that number in QuickBooks, leave the field blank.
3. When you're done, click OK.

Congratulations! You've set up your QuickBooks export. Read on to see how to use it ...

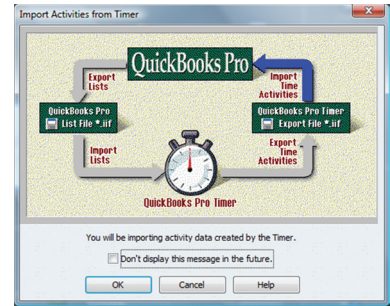
Using TimePilot's QuickBooks Export

Now that the setup is done, it's a simple process to use the export. Here's how:

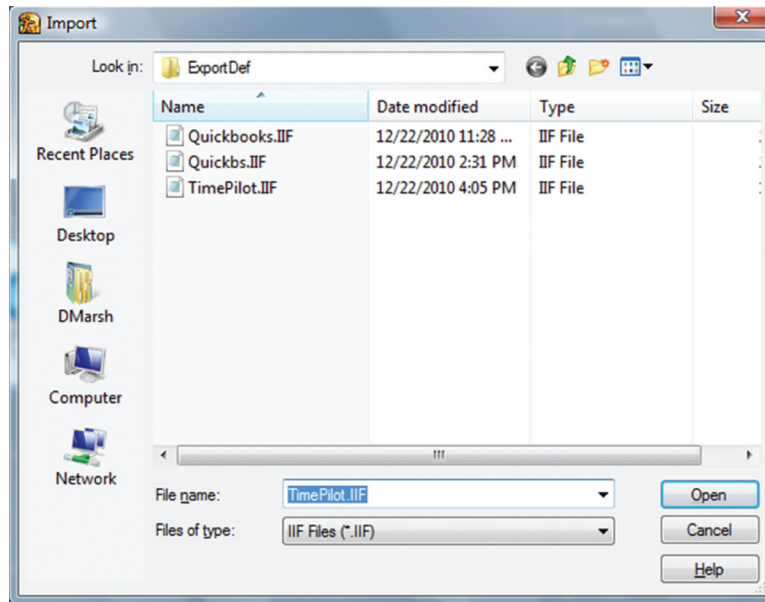
1. In TimePilot Central, extract your pay period and make any corrections, changes etc., as described in the "Getting ready for payroll, step by step" section of the chapter on TimePilot Central in your TimePilot manual.
2. With the extracted pay period on your TimePilot Central screen (there will be a yellow bar across the top, indicating you're in an extracted pay period—if it's green, you're still in Current Transactions), click the "File" menu, then Export to Payroll > QuickBooks.
3. The QuickBooks Export screen will appear (shown at right). Make sure your company name and pay period are listed correctly. If not, choose the correct ones from the dropdown menus.
4. Click the "Export File for QuickBooks" button. TimePilot will generate the file needed by QuickBooks and place it where you specified during setup.
5. Close the QuickBooks Export screen.
6. Start QuickBooks.
7. Click the "File" menu, then Utilities > Import > Timer Activities (see screenshot below).



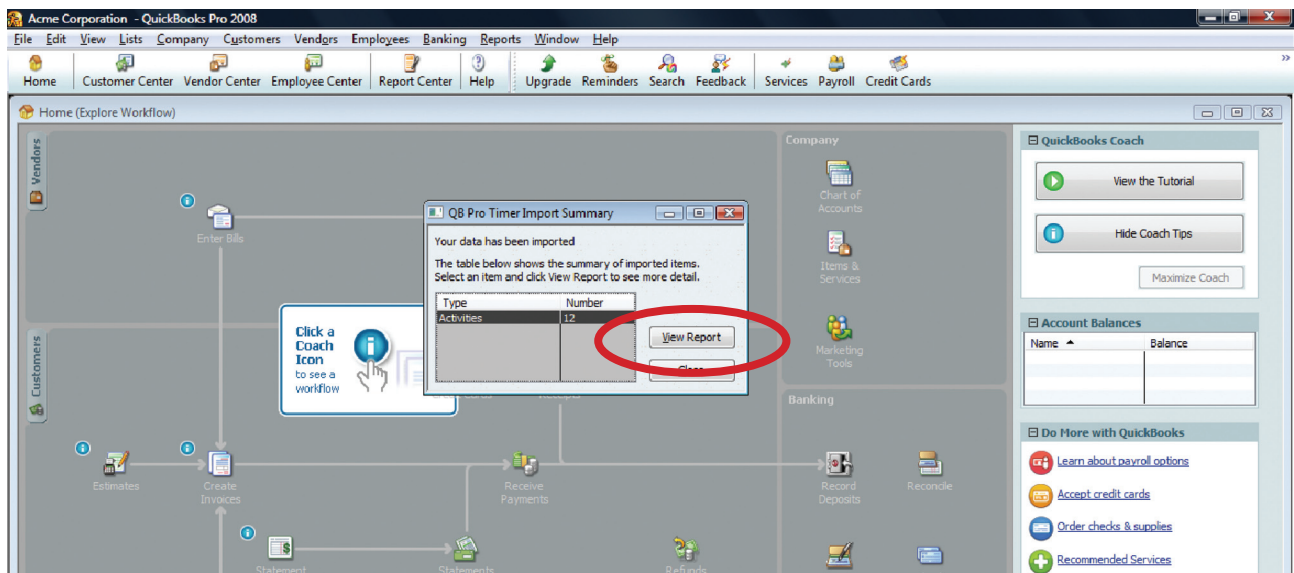
8. The “Import Activities from Timer” screen will appear (see screenshot at right). Click OK.



9. The Import box will pop up. Navigate to the ExportDef folder (see “3. Export Your Timer List” earlier in these instructions to find its location), choose “TimePilot.IIF” and click “Open.”



10. The TimePilot Data will be imported into QuickBooks. To see what it contains, click “View Report.”



11. Here's a screenshot of TimePilot data imported into QuickBooks:

The screenshot displays the QuickBooks Pro 2008 interface with a 'Timer Import Detail' report open. The report is for 'Acme Corporation' covering the period 'January 3 - 7, 2011'. It shows a list of time entries with columns for Date, Name, Payroll Item, Import Date, and Duration. The entries are grouped into 'No job assigned', 'Hourly Overtime', 'Straight Time', and 'Vac. Hourly'. The total duration for all entries is 72:45.

| Date | Name | Payroll Item | Import Date | Duration |
|------------------------|--------------|----------------|-------------|--------------|
| No job assigned | | | | |
| Hourly Overtime | | | | |
| 01/04/2011 | Jeff Smith | Hourly Over... | 12/23/2010 | 1:00 |
| 01/05/2011 | Jeff Smith | Hourly Over... | 12/23/2010 | 1:00 |
| 01/07/2011 | Bob Franklin | Hourly Over... | 12/23/2010 | 1:00 |
| Total Hourly Overtime | | | | 3:00 |
| Straight Time | | | | |
| 01/03/2011 | Debbie Jones | Straight Time | 12/23/2010 | 8:00 |
| 01/03/2011 | Jeff Smith | Straight Time | 12/23/2010 | 8:00 |
| 01/04/2011 | Bob Franklin | Straight Time | 12/23/2010 | 5:45 |
| 01/04/2011 | Debbie Jones | Straight Time | 12/23/2010 | 8:00 |
| 01/04/2011 | Jeff Smith | Straight Time | 12/23/2010 | 8:00 |
| 01/05/2011 | Jeff Smith | Straight Time | 12/23/2010 | 8:00 |
| 01/07/2011 | Bob Franklin | Straight Time | 12/23/2010 | 8:00 |
| Total Straight Time | | | | 53:45 |
| Vac. Hourly | | | | |
| 01/05/2011 | Bob Franklin | Straight Time | 12/23/2010 | 8:00 |
| 01/06/2011 | Bob Franklin | Straight Time | 12/23/2010 | 8:00 |
| Total Vac. Hourly | | | | 16:00 |
| Total No job assigned | | | | 72:45 |
| TOTAL | | | | 72:45 |