Office Timesheets

www.officetimesheets.com

QuickBooks Integration Installation and User's Guide

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Overview of Office Timesheets' QuickBooks® integration

Office Timesheets offers two-way integration with QuickBooks that synchronizes, among other things, employees, items lists, and time entries between the two applications. Specifically, Office Timesheets' synchronization keeps the following data sets in sync between Office Timesheets and QuickBooks:

- Employees & Employee Data
- Customers & Customer: Jobs & Customer and Job Data
- Service Items & Service Item Data
- Payroll Items & Payroll Item Data
- Class Items & Class Item Data
- Employee Time Entries & Time Entry Data

It is highly recommended that you create all list items in QuickBooks first; and then sync them to Office Timesheets. Having all elements items or list items originate in QuickBooks will ensure the proper setup of these items with appropriately linked chart of accounts to ensure integrity of your financial data.

While it's not recommended all elements listed above, with the exception of Payroll Items, can be managed (added, modified, deleted) from within Office Timesheets QuickBooks. When data is managed from one application, Office Timesheets' QBLink application intuitively keeps track of the data elements and appropriately keeps them in sync with the other application.

NOTE: While the list of QuickBooks Payroll items always remains current within Office Timesheets in which to apply to time entries; Payroll Items and Payroll Item data may only be managed (added, modified, deleted) from within QuickBooks.

Office Timesheets offers an easy-to-use and highly configurable process-driven workflow for employee time entry that far exceeds the time tracking features and process capabilities built into QuickBooks. Because of Office Timesheets' flexibility it can be used to accomplish practically any company's needs for employee time tracking for time billing, job costing, project tracking, time attendance and more.

System Requirements for Office Timesheets' QuickBooks Link

- Office Timesheets QBLink Application (download here)
- Microsoft Windows Windows 8, Windows 7, Windows Vista, 2003, XP, 2000
- 64 MB of RAM
- 25 MB of Hard Disk Space
- *QuickBooks Professional or Premier 2009 and higher (QuickBooks SDK 6.0)

*May work with earlier versions of QuickBooks Professional. However, support is not provided for these versions as they have not been tested by Lookout Software.

How the Office Timesheets QuickBooks synchronization works

To accomplish a high-level of integration with Office Timesheets, Lookout Software developed a sophisticated yet simple to use application called **QBLink**. The QBLink application is designed to be installed on the computer in which your QuickBooks installation resides. This facilitates the efficient synchronization of data between Office Timesheets and QuickBooks regardless of what type of Office Timesheets installation you have (On Premise or On Demand), and regardless of where your Office Timesheets data is located. Thus, the QBLink application can synchronize data between Office Timesheets and QuickBooks over a local area network or over the internet.

The QBLink application is designed to run in the background on the computer in which it is installed, and contains settings in which you configure that allow it to access data in your QuickBooks company file and your Office Timesheets database for the purpose of synchronizing data sets between the two applications on a scheduled or on-demand (sync when you push a button) basis.

In a nutshell, the QBLink application acts as a bridge between your Office Timesheets and QuickBooks installations, and performs synchronization between the two applications per your specified configuration.

There is no additional cost to obtain the Office Timesheets QBLink application for QuickBooks. Also, the QBLink application works without limitation with the Office Timesheets 30-day free trial version. Refer to the Installation and Configuration Topic of this document to obtain the link to download the QBLink application for installation on your QuickBooks computer.

Data Elements that are synchronized between Office Timesheets and QuickBooks

As mentioned previously, the following data elements are synchronized between Office Timesheets and QuickBooks:

- Employees
- Customers and Customer: Jobs
- Service Items
- Payroll Items
- Class Items (Classes)
- Time Entries & Time Entry Notes

Because terminology and hierarchy of the these items are fully customizable in Office Timesheets, Office Timesheets allows you configure its integration with QuickBooks so that you can map your unique time tracking element hierarchy to that of QuickBooks. For more information regarding element item mapping preferences for QuickBooks please refer to the topic *Setup your QuickBooks* integration preferences below.

Employees

Office Timesheets supports two-way integration of Employees with QuickBooks. Once the synchronization between the two applications starts, the Employee list in Office Timesheets and the Employee list in QuickBooks will remain in sync. Employees can be added, modified, and/or deleted in either application, and those additions, modifications and/or deletions will be reflected in the other application upon the next synchronization by the QBLink application.

Employees from your QuickBooks database can only be mapped to the Employee level within Office Timesheets.

Vendors

Office Timesheets gives you the option to add and synchronize your Vendor list from QuickBooks to your Office Timesheets Employee list. This option exists to allow you to setup Vendors (or sub-contractors) from QuickBooks with Office Timesheets login accounts. Vendor time entries would then flow back into QuickBooks to perform vendor related accounting functions (client billing, vendor payments, etc.). Vendors from your QuickBooks database can only be mapped to the Employee level within Office Timesheets.

Customers & Customer: Jobs

Office Timesheets supports two-way integration of your Customers (or Clients) and/or Customer: Jobs with QuickBooks. Once the synchronization between the two applications starts, the Customer or Customer: Job (or appropriately named mapped Element level) list in Office Timesheets and the Customer and/or Customer: Job list in QuickBooks will remain in sync. Customers and/or Customer: Jobs can be added, modified, and/or deleted in either application, and those additions, modifications and/or deletions will be reflected in the other application upon the next synchronization by the QBLink application. **However, it is highly recommended that you create all list items, including Customers and/or Customer: Jobs in QuickBooks; and then sync them to Office Timesheets. Having all elements items or list items originate in QuickBooks will ensure the proper setup of these items with appropriately linked chart of accounts to ensure integrity of your financial data.**

Customers and Customer: Jobs from your QuickBooks database can be mapped to any one of Office Timesheets' 10 time tracking element levels. By default, Customers and Customer:Jobs from QuickBooks are mapped to the Office Timesheets element level "**Client (Customer:Job)**".

Service Items

Office Timesheets supports two-way synchronization of your Service Items with QuickBooks. Once the synchronization between the two applications starts, the Service Items (or appropriately named mapped Element level) list in Office Timesheets and the Service Items list in QuickBooks will remain in sync. Service items can be added, modified, and/or deleted in either application, and those additions, modifications and/or deletions will be reflected in the other application upon the next synchronization

by the QBLink application. **However, it is highly recommended that you create all list items, including Service Items in QuickBooks; and then sync them to Office Timesheets. Having all elements items or list items originate in QuickBooks will ensure the proper setup of these items with appropriately linked chart of accounts to ensure integrity of your financial data.**

Service Items from your QuickBooks database can be mapped to any of Office Timesheets' 10 time tracking element levels.

Payroll Items

The Office Timesheets QBLink keeps your list of Payroll Items within QuickBooks in sync with your list of Payroll Items within Office Timesheets. However, Payroll Items can only be created, modified or deleted from within QuickBooks.

Payroll Items from your QuickBooks database can be mapped to any of Office Timesheets' 10 time tracking element levels.

Class Items

Office Timesheets supports two-way synchronization of your Class Items with QuickBooks. Once the synchronization between the two applications starts, the Class Items (or appropriately named mapped Element level) list in Office Timesheets and the Class Items list in QuickBooks will remain in sync. Class items can be added, modified, and/or deleted in either application, and those additions, modifications and/or deletions will be reflected in the other application upon the next synchronization by the QBLink application. **However, it is highly recommended that you create all list items, including Classes in QuickBooks; and then sync them to Office Timesheets. Having all elements items or list items originate in QuickBooks will ensure the proper setup of these items with appropriately linked chart of accounts to ensure integrity of your financial data.**

Class Items from your QuickBooks database can be mapped to any of Office Timesheets' 10 time tracking element levels.

Time Entries

The Office Timesheets QBLink keeps time entry records in sync between Office Timesheets and QuickBooks. Thus, when a time entry record is added within QuickBooks it will appear within Office Timesheets, and vice-versa. Time entry record modifications and deletions are also kept synchronized between Office Timesheets and QuickBooks via the QBLink application.

While there are many data elements in QuickBooks that most would consider personal and/or private information; Office Timesheets currently allows for the synchronization of two data elements that are considered to be personal and/or private:

- Employee Social Security Numbers (Synchronized to Office Timesheets' Employee QuickBooks personal data fields).

At the beginning of your QuickBooks synchronization you have the option to synchronize this private data for not. You may also choose to turn this option on (if you had previously chosen not to synchronize them) or turn these options off (if you had previously chosen to synchronize them) at any time. If you have chosen to synchronize either of these items with your synchronization, and decide to turn them off by unchecking either of or both of these options you may see that nothing has happened on your next synchronization (the items were not removed). There is an easy way to resolve this issue, if it occurs, by simply making any change in an Employee's data field in QuickBooks, and re-synching.

Installation and Configuration of Office Timesheets' QuickBooks Integration

Step 1: Before you begin checklist

1. Before you can begin with the Office Timesheets QuickBooks installation you must have an Office Timesheets Database setup and running. Your Office Timesheets installation can be either an On-Premise installation or an On-Demand account.
2. You must have administrative access to your Office Timesheets database, particularly a username and password with administrative access to your Office Timesheets database.
3. You must have QuickBooks 2009 Professional or higher setup with a company file.
4. You must have administrative access (username and password, if needed) to the QuickBooks company file you wish to synchronize with Office Timesheets.

Step 2: Setup your QuickBooks Integration Preferences
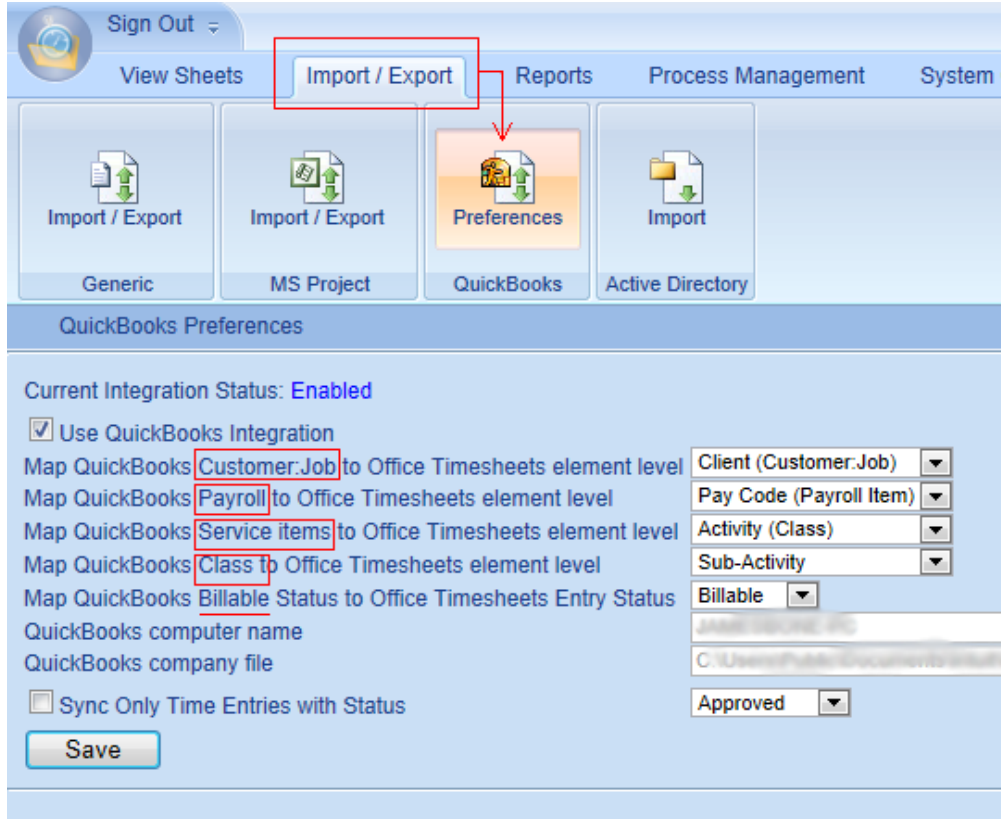
1. Log into Office Timesheets; click on the Import/Export tab; then click on the **QuickBooks** icon in the **QuickBooks** ribbon group.

2. From the *QuickBooks Preferences* screen click on the **Use QuickBooks Integration** checkbox to enable your Office Timesheets database to talk to QuickBooks via the QBLink application.

3. Select the element level within your Office Timesheets database that corresponds with Customers in your QuickBooks database using the **Map QuickBooks Customer:Job to Office Timesheets** element level drop down list box. By default, this should be mapped to the Office Timesheets **Client (Customer:Job)**.

4. Select the element level within your Office Timesheets database that corresponds with Payroll Items in your QuickBooks database using the **Map QuickBooks Payroll to Office Timesheets element level** drop down list box. By default, this should be mapped to the Office Timesheets **Pay Code (Payroll Item)**.

5. Select the element level within your Office Timesheets database that corresponds with Service Items in your QuickBooks database using the **Map QuickBooks Service items to Office Timesheets element level** drop down list box. By default, this should be mapped to the Office

Timesheets **Activity (Service Item)**.

6. Select the element level within your Office Timesheets database that corresponds with Classes in your QuickBooks database using the **Map QuickBooks Class to Office Timesheets element level** drop down list box. By default, this should be mapped to the Office Timesheets **Sub-Activity (Class)**.

7. Select the entry status within your Office Timesheets database that corresponds with "Billable" status in your QuickBooks database using the **Map QuickBooks Billable Status to Office Timesheets Entry Status** drop down list box.

   Note: By default, Office Timesheets creates an entry status field called "Billable" at entry status level 1 and, by default, this status will be selected.

8. NEW to v5 Check the **Sync Only Time Entries with Status** checkbox if wish to only synchronize time entries with a specified status. If you select this option then click on the associated dropdown list a choose the appropriate status.

9. Once you have finished configuring your QuickBooks synchronization preference, click the **Save** button to save your settings.

Step 3: Install the Office Timesheets QBLink Application

1. If you have not done so already, download the Office Timesheets QBLink application to a computer that can access your QuickBooks company file from: http://officetimesheets.fileburst.com/QBLink/OTSQBSync_setup.exe.

NOTE: For optimal performance, you should install the Office Timesheets QBLink application to same computer that runs your QuickBooks installation. The QBLink application can only be installed and run from one computer.

2. To install the Office Timesheets QBLink application, double-click on the OTSQBSync_setup icon in which you downloaded to your computer.
3. From the QBLink for Office Timesheets Setup *Welcome* installation panel click **Next**.
4. From the QBLink for Office Timesheets Setup *Installation Folder* installation panel chose a folder location on your computer in which to install the QBLink application and click **Next**.
5. From the QBLink for Office Timesheets Setup *Ready to Install* installation panel, review the installation folder information; and click **Next**.
6. From the QBLink for Office Timesheets Setup *Installation Complete* installation panel, click **Finish**.

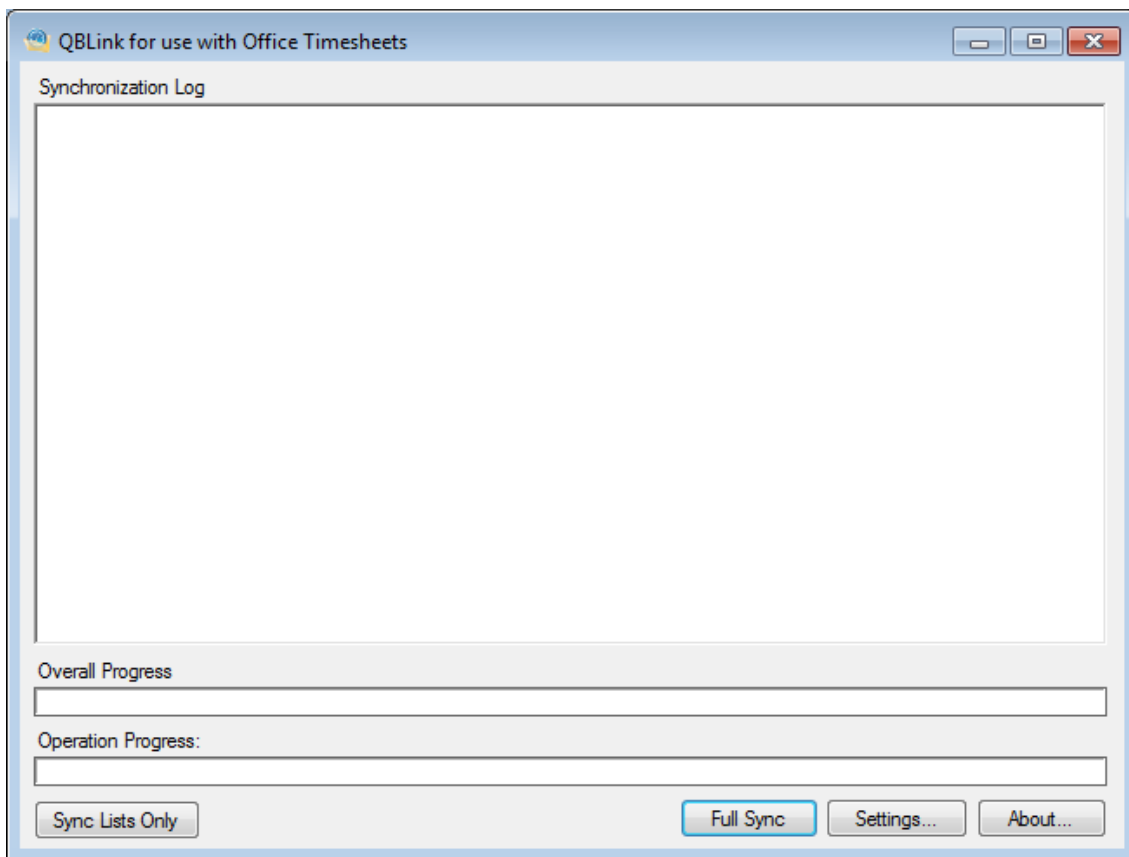## Step 4: Configure your Office Timesheets QBLink Settings

1. Start the Office Timesheets QBLink Application by clicking **Start | All Program | QBLink for Office Timesheets | QBLink for Office Timesheets**.

When the QBLink program is started, you'll notice that the QBLink for Office Timesheets icon is now shown in the Windows Task Tray…

2. Right click on the QBLink for Office Timesheets icon in Windows System Tray, and select **Open**.

The main dialog box of the Office Timesheet QBLink application will appear…

3. Next, click on the **Settings…** button to open the QBLink applications configuration settings.
4. The QBLink configuration settings dialog box contains four tabs: **General**, **Synchronization**, **Item Filters** and **Support**. From the **General** tab…
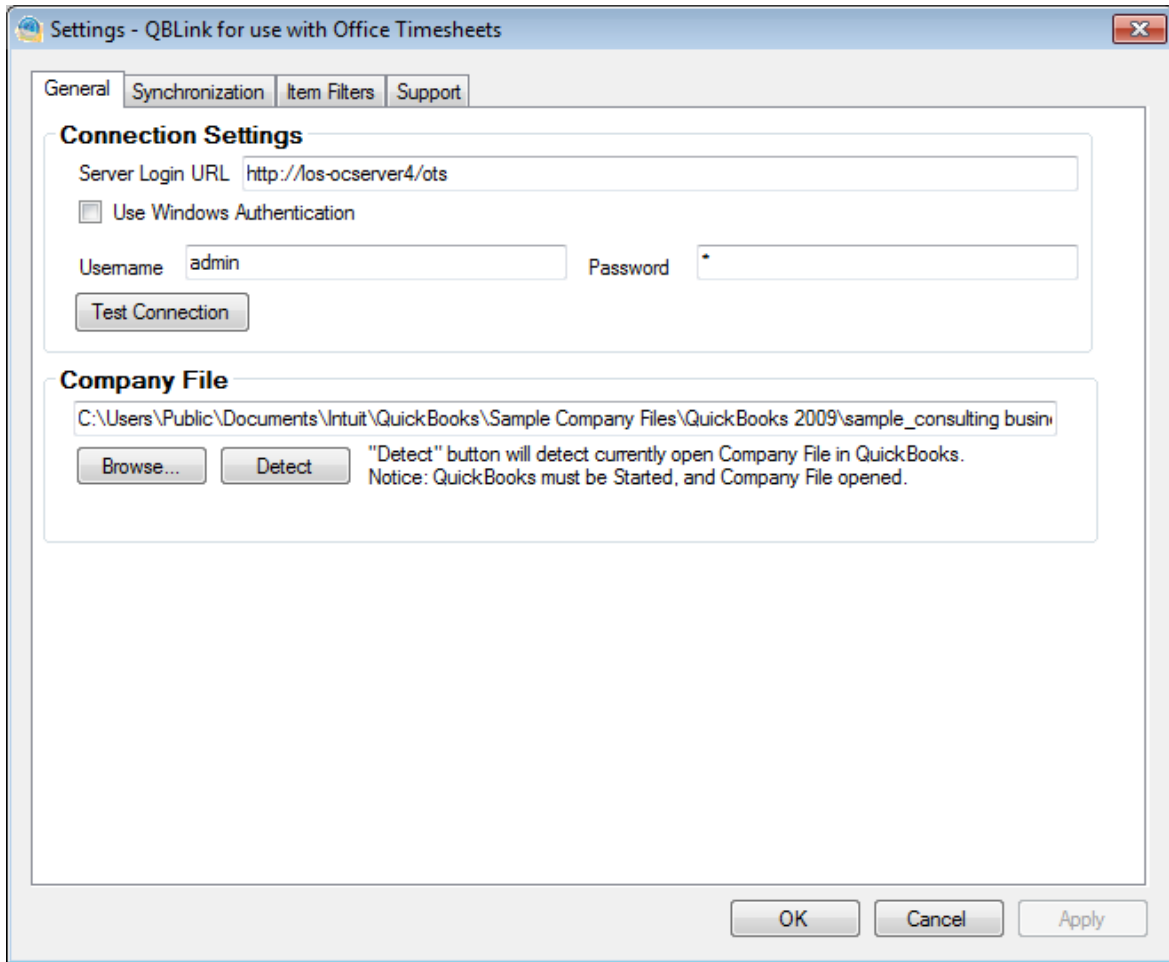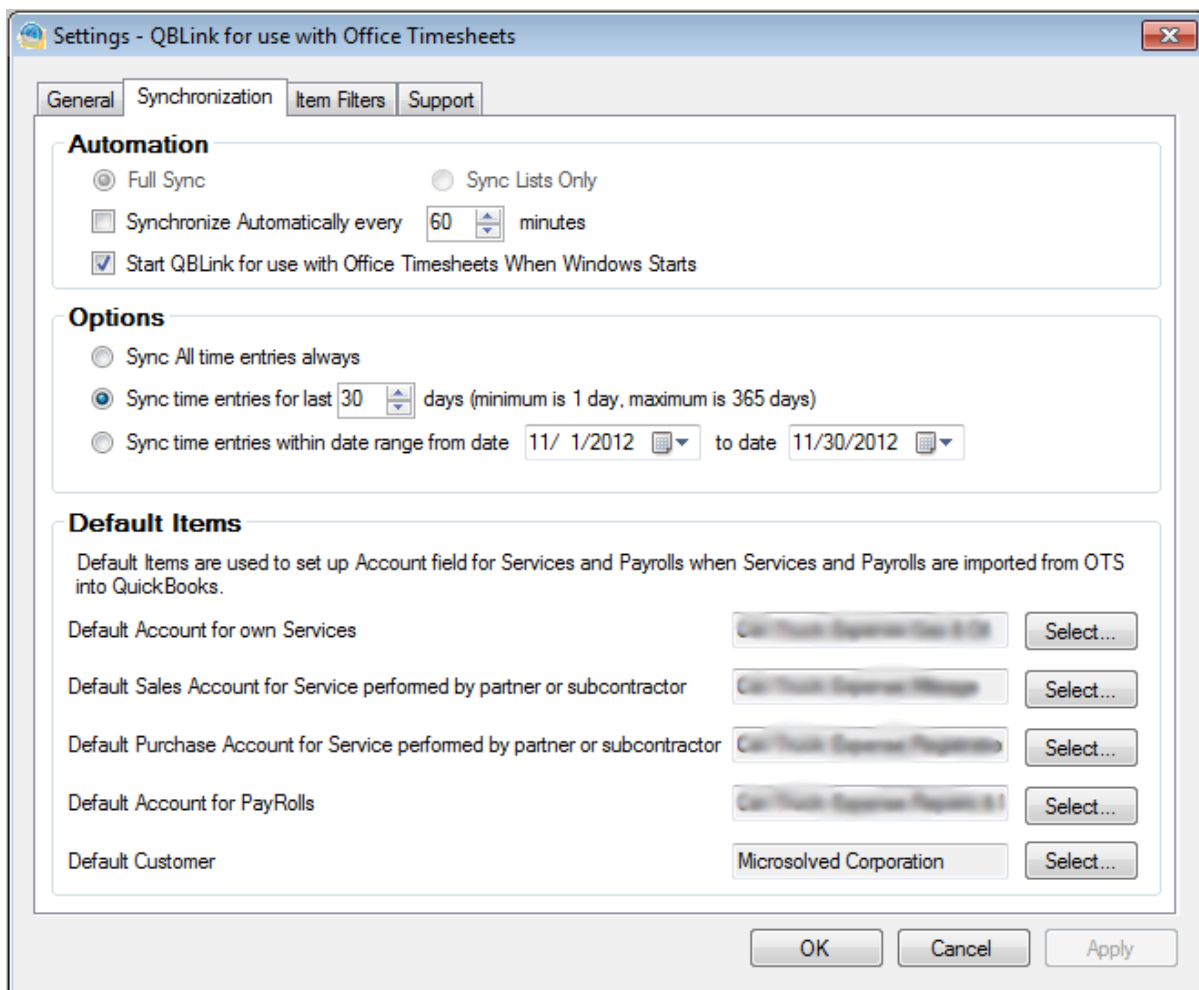
General Settings Configuration

a. **Connection Settings** – the connection settings shown in this dialog establish a link between the QBLink application and your Office Timesheets database account. To configure your connection settings for the QBLink application…

   i.   Type in the URL used to log into your Office Timesheets server in the Server Login URL text box.

   ii.   Enter an Office Timesheets username and password that has administrative access to your Office Timesheets database in the Username and Password fields.

   iii.   Click the Test Connection button to test connection between your QBLink application and Office Timesheets database; a confirmation will appear once the QBLink has made a successful connection…

Company File Configuration

b) **Company File** – the company file settings in this dialog establish a link between your QuickBooks Company File and the QBLink application. To configure your company file connection…

    i.   Start QuickBooks, and open the QuickBooks Company File you wish to synchronize your Office Timesheet database with.

    ii.   Next, click on the **Detect** button, and the QBLink application will automatically apply the path to your QuickBooks Company File; the path to your QuickBooks Company File database will appear in the Company File field once your database is detected by the QBLink application…

    iii.   Click the Apply button to save your settings.

5. Next, click on the **Synchronization** tab…

Automation – *The QBLink Automation configuration settings allow you to automate the synchronization between Office Timesheets and QuickBooks, and the frequency at which the QBLink synchronizes the two.*

    a.   NEW to v5 Full Sync or Sync Lists Only – when choosing to automate your synchronization these options allows you to choose whether or not you wish to only sync list items

(Employees, Customers, Jobs, Services Items, Classes, and Payroll Items); or list times and time entries.

b. Synchronize Automatically – these settings allow you to configure the QBLink to automatically synchronize data between Office Timesheets and QuickBooks. If you wish to have the QBLink automatically synchronize data between Office Timesheets and QuickBooks…

    i. Click the Synchronize Automatically checkbox; then use the Synchronize every toggle field to set the frequency at which you wish the QBLink to synchronize.

    ii. Click the Start QBLink for Office Timesheets When Windows Starts checkbox.

Options – are used to choose how far back you want to synchronize time entries.

c. UPDATED in v5 Choose **Sync All time entries always** if you wish to keep all time entries synchronized between Office Timesheets and QuickBooks; or choose **Sync time entries for last X days** if you wish to limit how far back you wish to sync time entries; or choose **Sync time entries within date range from date x to date y**.

Default Items – are used to setup QuickBooks Account fields for Items that are imported from Office Timesheets into QuickBooks. These item types may not be imported into QuickBooks without an account name. The account name can later be changed in QuickBooks for any item once it has been imported by the QBLink.

d. **Default Account for own Services** – this field sets the default QuickBooks Account Service Items that created in QuickBooks from Office Timesheets.

To set the default Account for Service Items created from Office Timesheets click on the corresponding Select button; a list of QuickBooks Accounts from your QuickBooks company file will appear; select the appropriate account; and click **OK**.

e. **Default Sales Account for Service performed by partner or subcontractor** - this field sets the default QuickBooks Account Sales Account Service Items performed by a partner or subcontractor that is created in QuickBooks from Office Timesheets.

To set the default Sales Account for Service Items performed by a partner or subcontractor created from Office Timesheets click on the corresponding Select button; a list of QuickBooks Accounts from your QuickBooks company file will appear; select the appropriate account; and click **OK**.

f. **Default Purchase Account for Service performed by partner or subcontractor** - this field sets the default QuickBooks Purchase Account for Services Items performed by a partner or subcontractor that is created in QuickBooks from Office Timesheets.

To set the default Purchase Account for Service Items performed by a partner or subcontractor created from Office Timesheets click on the corresponding Select button; a list of QuickBooks Accounts from your QuickBooks company file will appear; select the appropriate account; and click **OK**.

g. **Default Account for PayRolls** - this field sets the default QuickBooks Payroll Account for Services Items performed by a partner or subcontractor that is created in QuickBooks from Office Timesheets.

h. **Default Customer** - this field sets the default QuickBooks Account for Customers created in QuickBooks by Office Timesheets.

To set the default Account for Customers created in Office Timesheets click on the corresponding Select button; a list of QuickBooks Accounts from your QuickBooks company file will appear; select the appropriate account; and click **OK**.

NOTE: It is strongly recommended that you do not change the default customer selection after your first synchronization. If you need to change your default customer selection please contact the Office Timesheets support department via the support ticketing system for advice on properly resetting your sync.

i. Click the **Apply** button to save your Synchronization settings.

6. Next, click on the **Item Filters** tab…

a. **Employees** – choose **Do Not Sync Employees**; choose **Sync All Employees**; or choose **Sync Only Selected Employees** and select the Employee/s you wish to sync by clicking on the **Select** button.

b. **Vendors** – choose **Do Not Sync Vendors**; or choose **Sync All Vendors**; or choose **Sync Only Selected Vendors** and select the Vendor/s you wish to sync by clicking on the **Select** button.

c. **Customers** – choose **Do Not Sync Customers**; or choose **Sync All Customers**; or choose **Sync Only Selected Customers** and select the Customer/s you wish to sync by clicking on the **Select** button.

d. **Jobs** – choose **Do Not Sync Jobs**; or choose **Sync All Jobs**; or choose **Sync Only Selected Jobs** and select the Job/s you wish to sync by clicking on the **Select** button.

e. **Service Items** – choose **Do Not Sync Service Items**; or choose **Sync All Service Items**; or choose **Sync Only Selected Service Items** and select the Service Item/s you wish to sync by

clicking on the **Select** button.

f. **Payroll Items** – choose **Do Not Sync Payroll Items**; or choose **Sync All Payroll Items**; or choose **Sync Only Selected Payroll Items** and select the Payroll Item/s you wish to sync by clicking on the **Select** button.

g. **Classes** – choose **Do Not Sync Classes**; or choose **Sync All Classes**; or choose **Sync Only Selected Classes** and select the Class/es you wish to sync by clicking on the **Select** button.

h. Click the **Apply** button to save your Synchronization settings; and click **OK**.

Running your first synchronization

Once your QBLink Settings have been configured, you can initiate synchronization between Office Timesheets and QuickBooks anytime you wish by manually starting the synchronization. To run your first synchronization…

1. Start the Office Timesheets QBLink Application by clicking **Start | All Program | QBLink for Office Timesheets | QBLink for Office Timesheets**.

    When the QBLink program is started, you'll notice that the QBLink for Office Timesheets icon is now shown in the Windows Task Tray…

2. Right click on the QBLink for Office Timesheets icon in Windows System Tray, and select Open.

The main dialog box of the Office Timesheet QBLink application will appear…
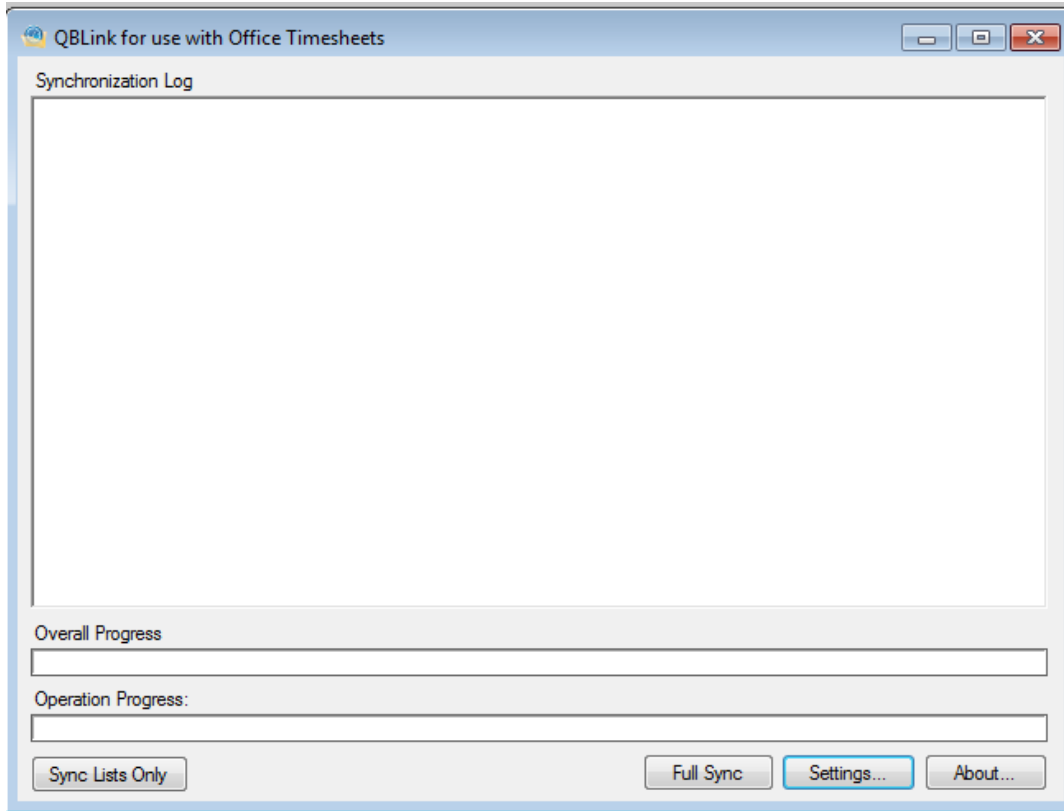
3. Click on the **Start** button to initiate your first synchronization between Office Timesheets and QuickBooks…

4. The QuickBooks Application Certificate dialog box (shown below) will appear, and prompt you with how you want to allow Office Timesheets to read and modify your QuickBooks company file. The options are as follows…

   a. **No** – if this option is selected the Office Timesheets QBLink application will not be allowed to connect at all to your QuickBooks company file.

   b. **Yes, prompt each time** – if this option is selected the Office Timesheets QBLink application will be allowed to connect to QuickBooks, but you will be prompted each time it makes a connection.

   c. **Yes, whenever this QuickBooks company file is open** - if this option is selected the Office Timesheets QBLink application will be allowed to connect to QuickBooks, but only if this specific QuickBooks Company file is open without prompting.

   d. **Yes, always; allow access even if QuickBooks is not running** - if this option is selected the Office Timesheets QBLink application will be allowed to connect to QuickBooks at any time without prompting.
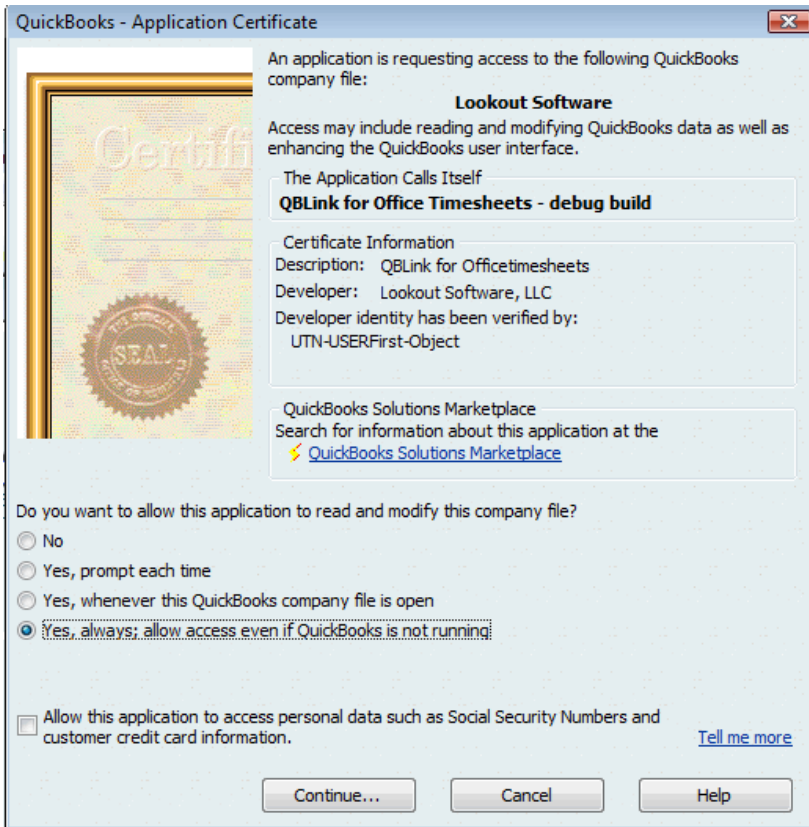
Choose the option appropriate for your organization.

Note: If you select the option **Allow this application to access personal data such as Social Security Numbers** Office Timesheets QBLink will write employee's social security numbers to Office Timesheets. Please do not select this option if you do wish to write employee social security numbers to Office Timesheets.

You will only be prompted with the QuickBooks Application Certificate dialog box on your first synchronization.

Synchronizing data between Office Timesheets and QuickBooks

If you configured the Office Timesheets QBLink application to automatically synchronize every "*x*" minutes and gave the QBLink application appropriate rights to access QuickBooks; Office Timesheets will automatically synchronize with QuickBooks per your scheduled interval. You may manually run the QBLink synchronization between Office Timesheets and QuickBooks at any time by opening the QBLink application, and clicking on NEW to v5 **Sync Lists Only** button or the NEW to v5 **Full Sync** button. If you choose the option **Sync Lists Only** then no time entries will sync between QuickBooks and Office Timesheets, only lists (Employees, Customers, Jobs, Service Items, Classes and Payroll Items). If you choose the option Full Sync then both time entries and list items will sync between QuickBooks and Office Timesheets based on your specified synchronization settings.
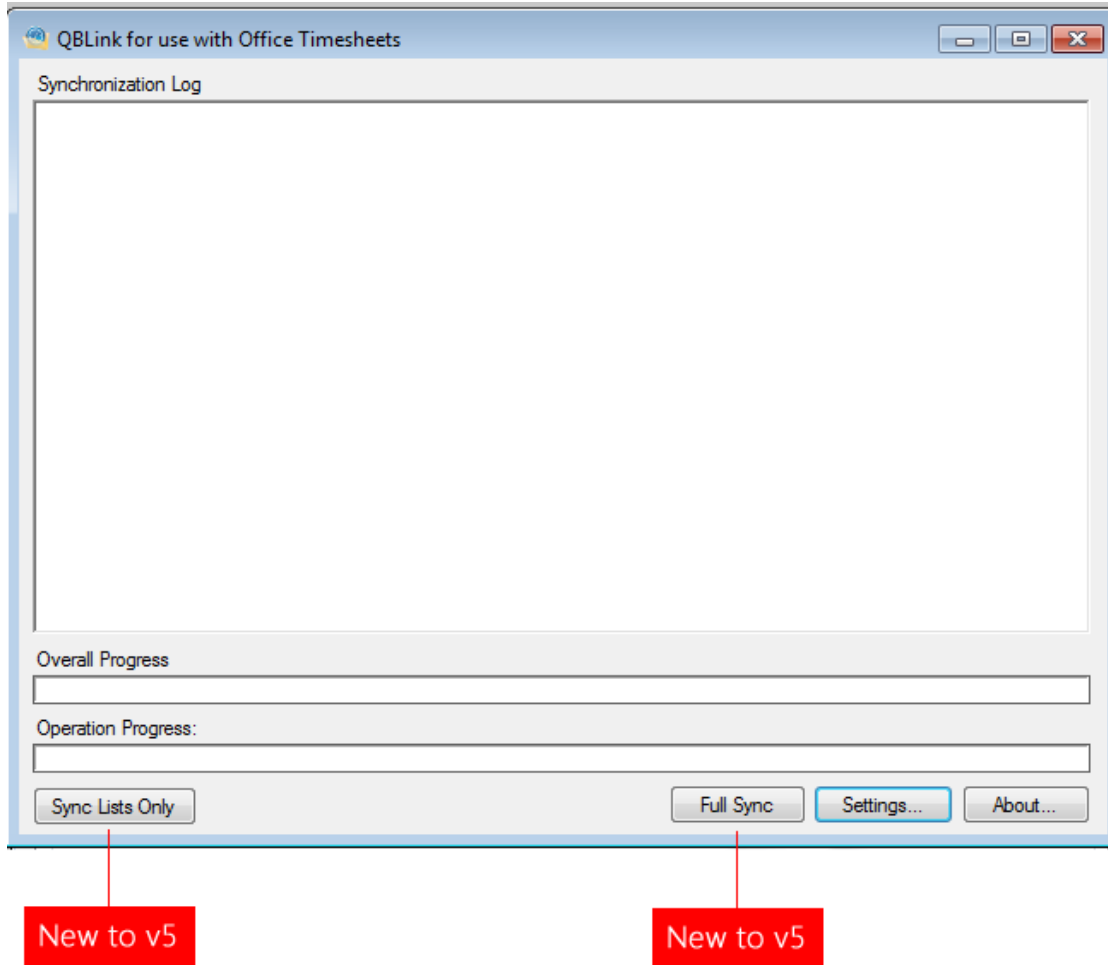
Resetting the QBLink synchronization file

Once you've configured your QBLink synchronization and mapped fields in your Office Timesheets QuickBooks preferences and synched with the QBLink application, you cannot change much of this preference and configuration data unless you reset your synchronization file. Resetting the synchronization will clear Office Timesheets' QuickBooks synchronization tables, and make the state of synchronization as if there were no previous synchronization/s. This means that after resetting the synchronization, the QBLink application will synchronize Office Timesheets and QuickBooks as if it were the very first synchronization.

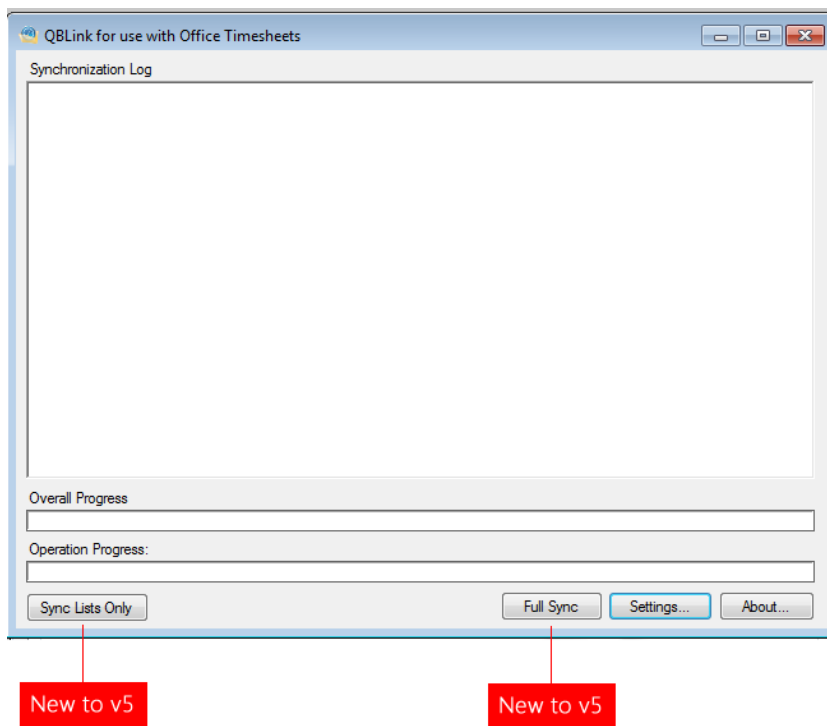To reset your Office Timesheets QBLink synchronization data...

1. Start the Office Timesheets QBLink Application by **clicking Start | All Program | QBLink for Office Timesheets | QBLink for Office Timesheets**.

   When the QBLink program is started, you'll notice that the QBLink for Office Timesheets icon is now shown in the Windows Task Tray...

2. Right click on the QBLink for Office Timesheets icon in Windows System Tray, and select Open.

The main dialog box of the Office Timesheet QBLink application will appear…

3. Next, click on the **Settings…** button to open the QBLink applications configuration settings.

4. From the QBLink for Office Timesheets Settings dialog box, click on the Support tab; and click on the **Reset Sync** button.

Once you've reset your QBLink synchronization file, you may reconfigure all aspects of your synchronization and preference data.