## Quickbooks sync & integration requirements/guidelines

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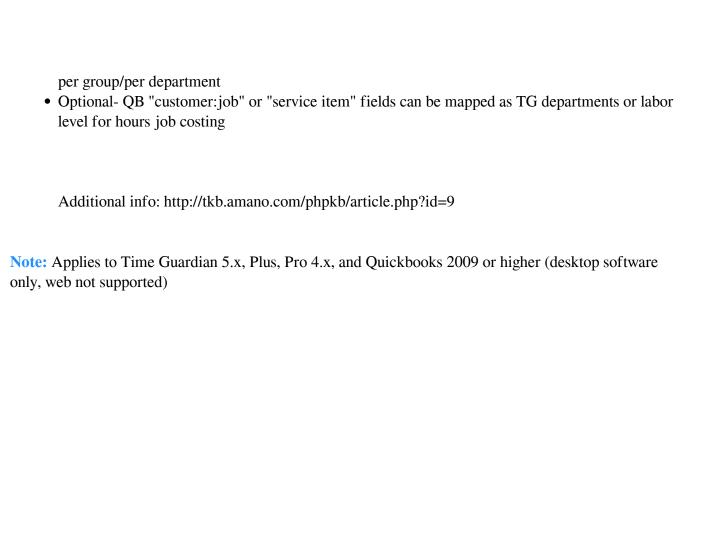
Quickbooks sync/integration requirements:

Install the following programs which are included in the Time Guardian CD:

• QBFC 8.0 - check your Windows add/remove programs if already present

Guidelines:

- Enter new employees in QB only, then file menu sync in TG
- When running payroll in TG, make sure you are not in QB's payroll section scheduled or unscheduled
- No commas in QB employee fields
- No letters in QB employee phone number fields
- Any employees that will use the clock will need to have a QB account number
- Any hourly employee in QB will require the "use time data" checked from their QB employee's rate page
- QB pay item names(hourly,reg, ot, overtime, etc.) must be 21 or less characters
- Salaried that will use the clock should be filtered out in the TG payroll profile
- TG payclass overtime setting hours authorization should be disabled unless if daily hours per employee should be approved by check mark per day line
- QB employees that do not have a common QB pay item should have a separate TG payroll profile



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