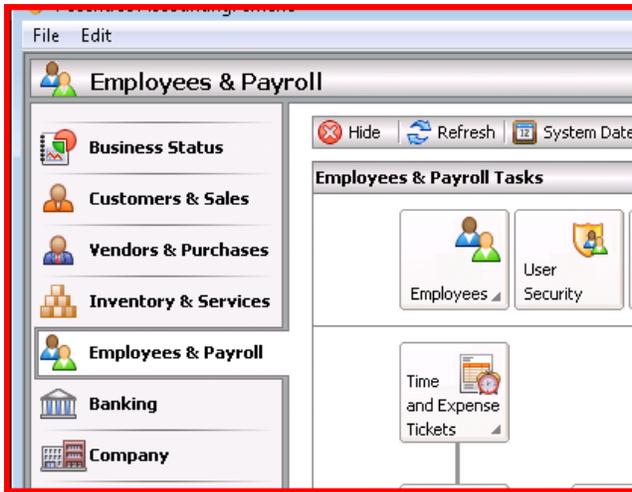
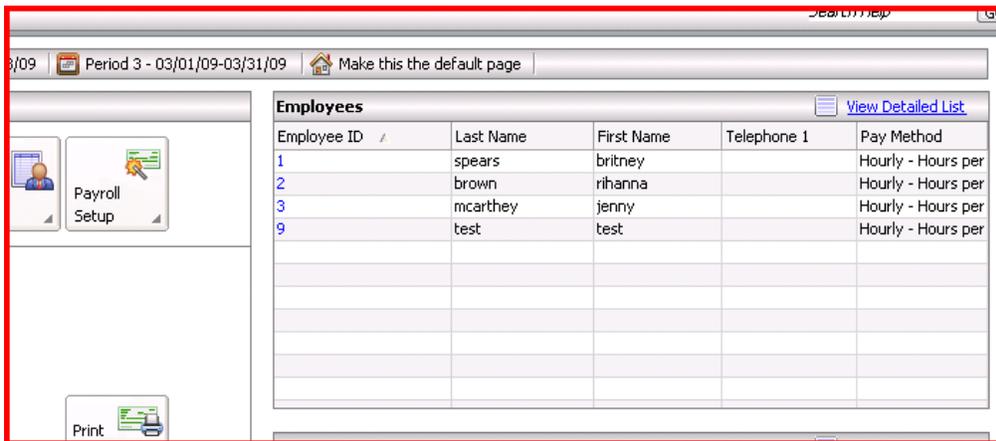


# IMPORTING HOURS TO PEACHTREE 2010 from Time Guadian 5 / Plus / Pro

First, go to the Employee & Payroll page in Peachtree



Make sure that the Employee ID matches the Employee Number in Time Guardian's Payroll number or employee number



You can change the Employee ID by double clicking the employee and click on Change ID in the general tab or change the payroll/emp number in time guardian instead to match

The screenshot shows the 'Maintain Employees & Sales Reps' window with the 'General' tab active. The 'Employee ID' is 1, and the name is 'britney MI spears'. The 'Hired' date is set to 'Dec 1, 2008'. The 'Employee' radio button is selected. The 'Social Security No.' and 'Birth Date' fields are empty. The 'Address' and 'City, ST, Zip' fields are also empty. The 'Telephone 1' and 'E-mail' fields are empty. The 'Employee Beginning Balances' button is visible at the bottom right.

**\*NOTE: You must have at least the "Hired" box filled in**

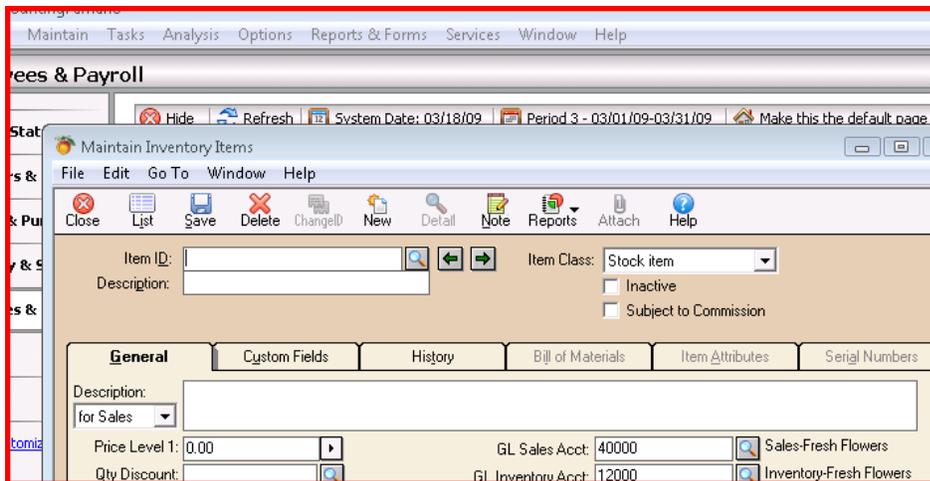
Go to the "Pay Info" tab make sure that the Regular and Overtime are selected and the account is set for one of your accounts and that there is a Hourly Pay Rate filled in and then SAVE

The screenshot shows the 'Maintain Employees & Sales Reps' window with the 'Pay Info' tab active. The 'Pay Method' is 'Hourly - Hours per Pay Period' and the 'Pay Frequency' is 'Weekly'. The 'Rate Used To Bill Customer' is 0.00 and the 'Hours Per Pay Period' is 40.00. A table shows the following data:

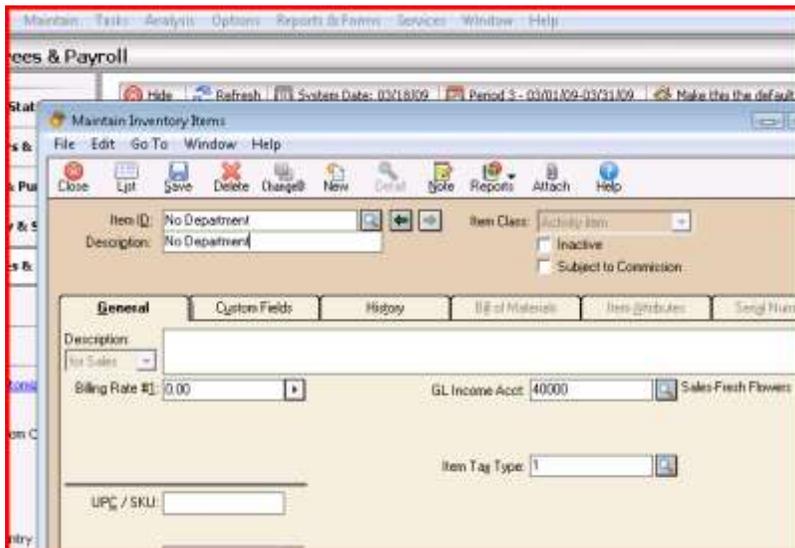
Pay Type	Use Defaults	Account	Hourly Pay Rate
Regular	<input checked="" type="checkbox"/>	77500	10.00
Overtime	<input checked="" type="checkbox"/>	77500	15.00
Rate3	<input checked="" type="checkbox"/>		0.00
Rate4	<input checked="" type="checkbox"/>		0.00

NOTE: there is no need to create time tickets, since it will be created automatically after importing your hours

To setup the Activity Item in Peachtree, go to the Maintain tab from the main page and go to Inventory Items.



Click on New and create the Activity Item for each Departments in Time Guardian, Item ID & description must be exactly the same as the department name in time guardian. In the Item Class box, make sure that Activity Item is selected and then save.



In time guardian, go to output – payroll  
Open and edit or create the peachtree interface, in the general tab

**Payrolls (Dealer version, not for resale!)**

General | Date Range | Breaks | Pay Class | LEVEL1 | Employee

Name: peachtree

Description:

Payroll: PeachTree Win

Payroll ID: Payroll Number

Output Path: C:\Time.csv

Specific Payroll Settings

then specific payroll settings- select department name. Then map the paycodes

**Payroll Settings**

General | Paycodes

Pay Code	Value
REG	1
OT	2
DT	
TT	
SCK	1
VAC	1
PER	1
HOL	1
BONUS	1
JURY	1
BRV	1

Then go to breaks column and include department

General | Date Range | Breaks | Pay Class | Department | Employee

Available:

Selected:

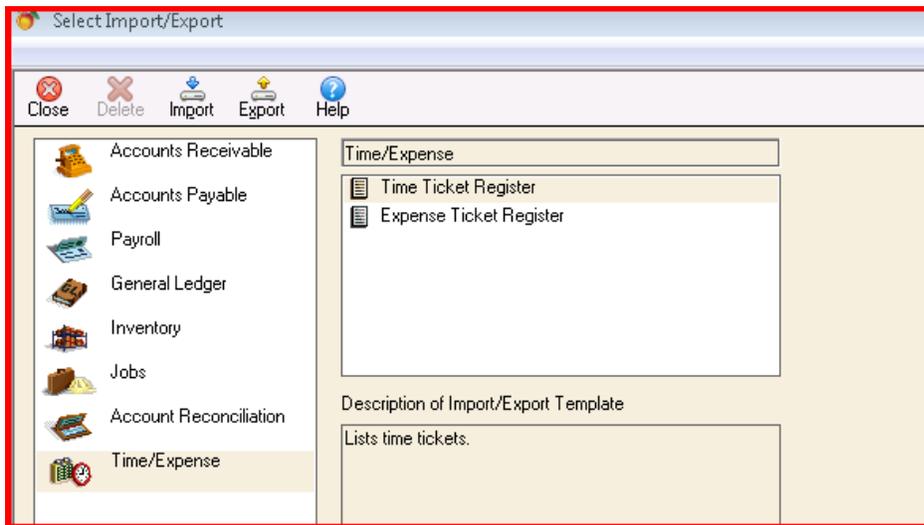
Department

Add  
Add All  
Remove  
Remove All

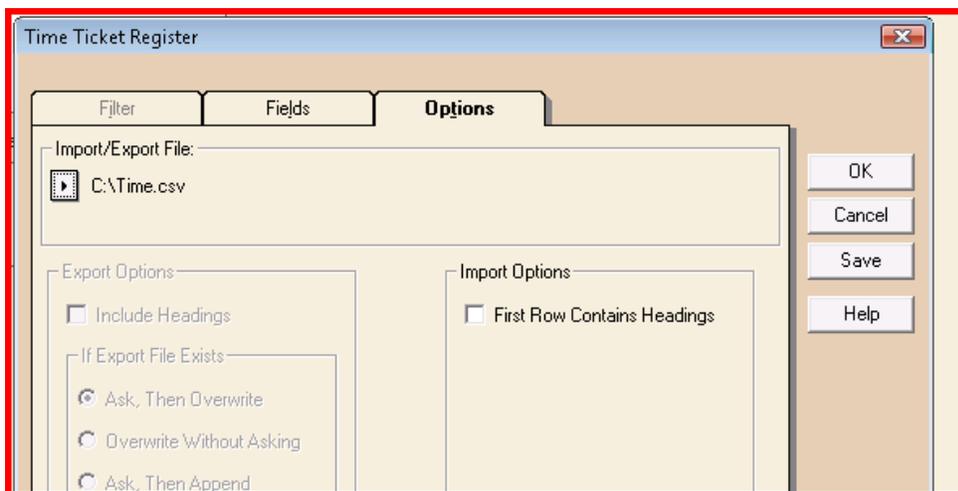
Move Up  
Move Down

From Peachtree, go to File and Select Import/Export.

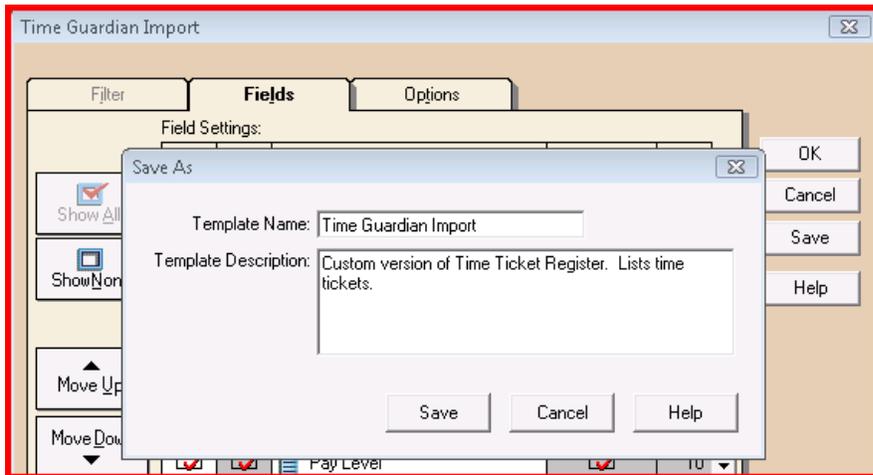
Go to Time/Expense and select the "Time Ticket Register" then select IMPORT



Go to the Options tab and browse to the output file that you setup in Time Guardian.

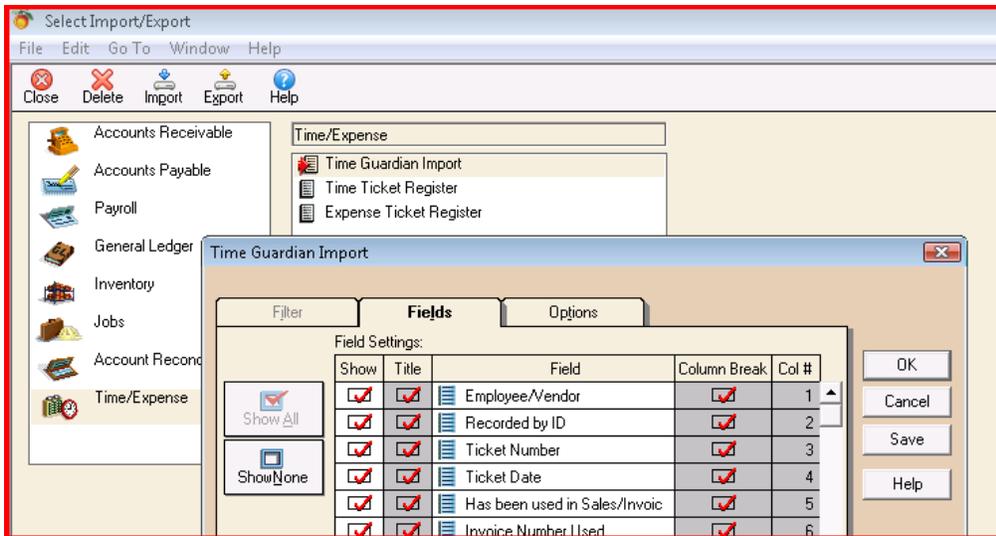


Go to the Fields Tab and make sure All are selected then "Save" and give it a name, then Save again and then OK.

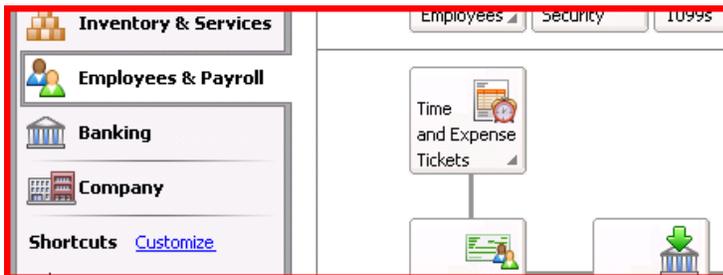


Select the Time/Expense you just created and then select IMPORT then OK.

This will run the output file from Time Guardian.



To check that the hours came over, go to Time and Expense Tickets Icon and select New Weekly Time Sheet.



Select an Employee ID and the week and you should see the Hours that imported from Time Guardian

