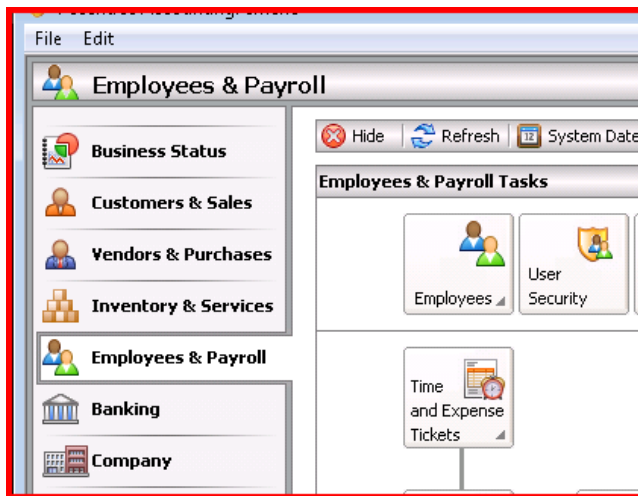
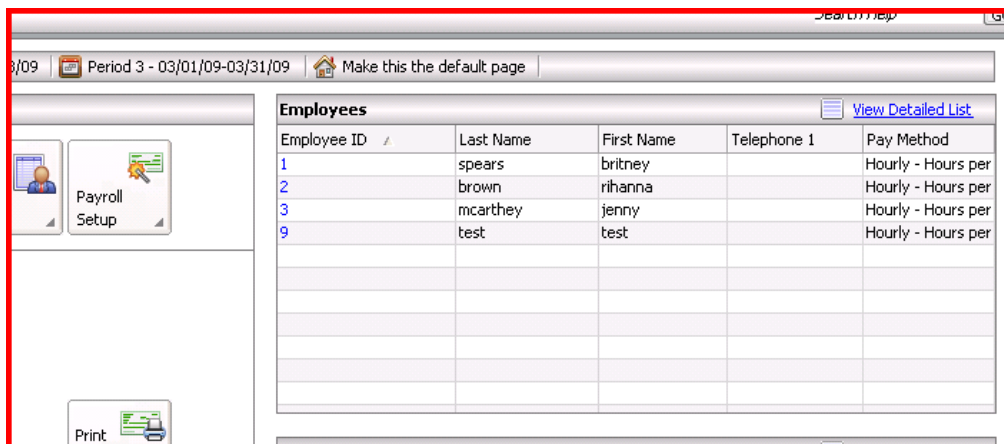


IMPORTING HOURS TO PEACHTREE 2010 from Time Guadian 5 / Plus / Pro

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

***Employee ID:** 1

Name: britney MI spears Suffix

☒ Employee ☐ Sales Rep ☐ Both ☐ Inactive

General Pay Info Withholding Info Vacation/Sick Time Employee Fields Company Fields

Address: Social Security No.: Birth Date: Type: Gender:

City, ST, Zip: Country: Hired: Dec 1, 2008 Rehire: Terminated: Employee Beginning Balances

E-mail: [Quickly stay up-to-date with changing tax laws!](#)

***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

***Employee ID:** 1

Name: britney MI spears Suffix

☒ Employee ☐ Sales Rep ☐ Both ☐ Inactive

General Pay Info Withholding Info Vacation/Sick Time Employee Fields Company Fields

Pay Method: Hourly - Hours per Pay Period Pay Frequency: Weekly

Rate Used To Bill Customer: 0.00 Hours Per Pay Period: 40.00

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

[Online payroll processing and tax filing available!](#)

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.

System Date: 03/18/09 Period 3 - 03/01/09-03/31/09

Item ID: Description: Item Class: Stock item

☐ Inactive
☐ Subject to Commission

General Custom Fields History Bill of Materials Item Attributes Serial Numbers

Description: for Sales

Price Level 1: 0.00 GL Sales Acct: 40000 Sales-Fresh Flowers

Qty Discount: GL Inventory Acct: 12000 Inventory-Fresh Flowers

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.

System Date: 03/18/09 Period 3 - 03/01/09-03/31/09

Item ID: No Department Description: No Department Item Class: Activity Item

☐ Inactive
☐ Subject to Commission

General Custom Fields History Bill of Materials Item Attributes Serial Numbers

Description: for Sales

Billing Rate #1: 0.00 GL Income Acct: 40000 Sales-Fresh Flowers

Item Tag Type: 1

UPC / SKU:

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

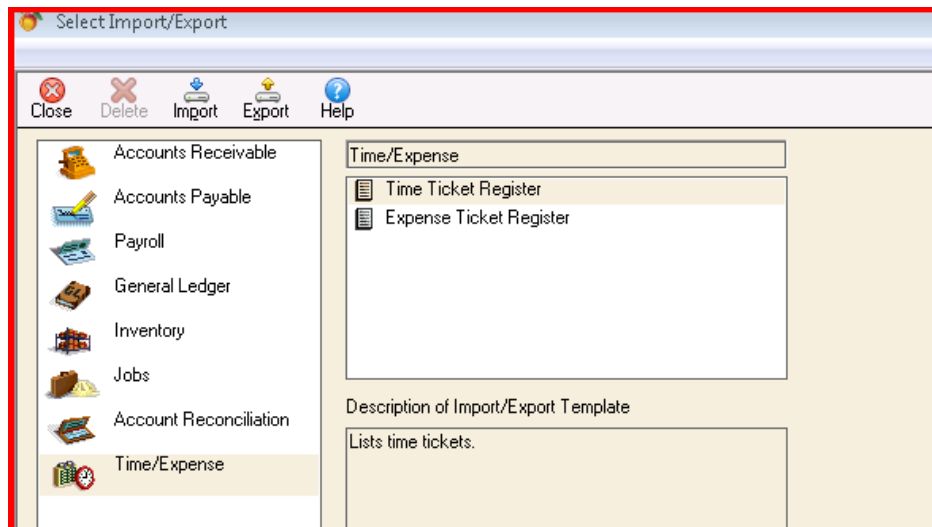
Remove All

Move Up

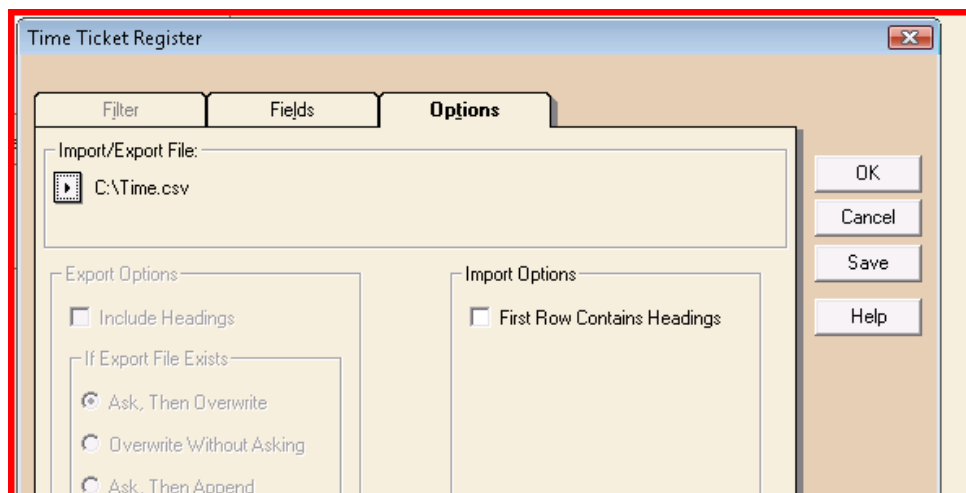
Move Down

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

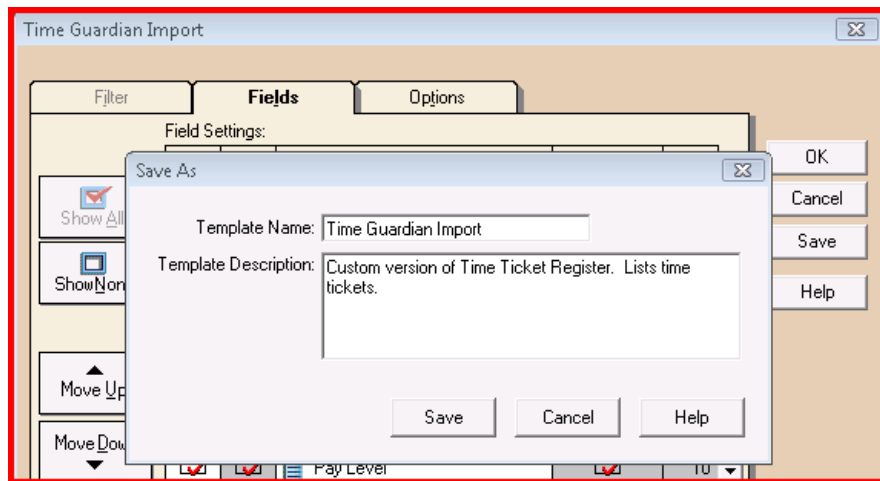
Go to Time/Expense and select the "Time Ticket Register" then select IMPORT



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.

