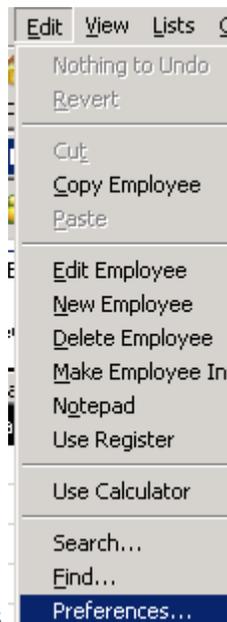


# HOW TO CONFIGURE TimeGuardian/QuickBooks FOR DIRECT INTEGRATION

Note: Applies to TimeGuardian version 5.x, Plus 2.x, Pro 4.x and QuickBooks 2010(or higher) as well as QuickBooks Enterprise 9(or higher).

1. Login to QB as single user admin

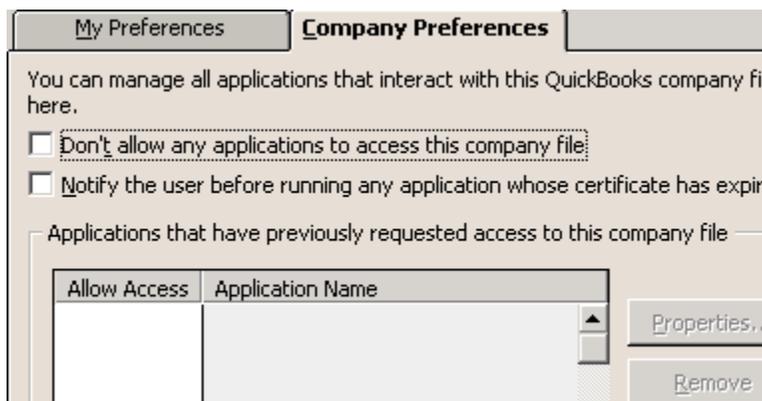


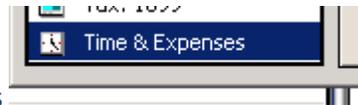
2. Go to edit > preferences



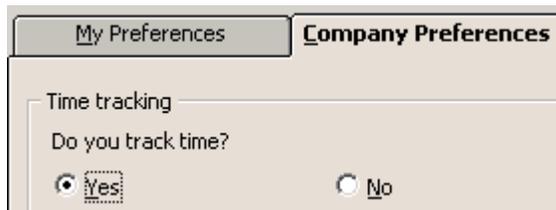
3. Go to integrated apps

4. Go to the company preference tab. Make sure to remove "mainunit", if listed





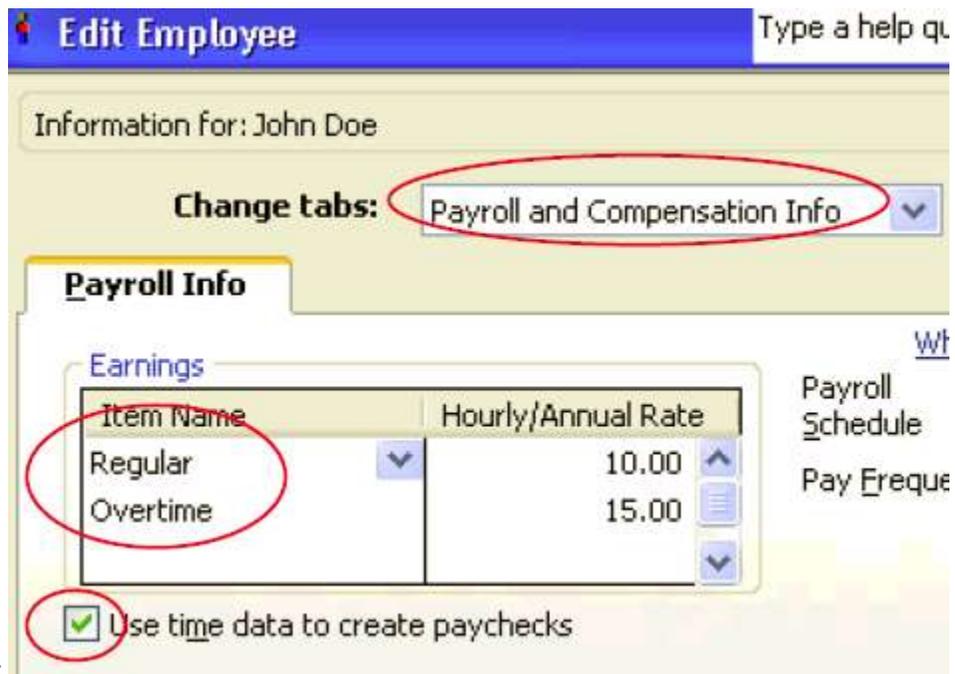
5. Then go to the bottom of the list, time/expenses



6. Select YES for time tracking

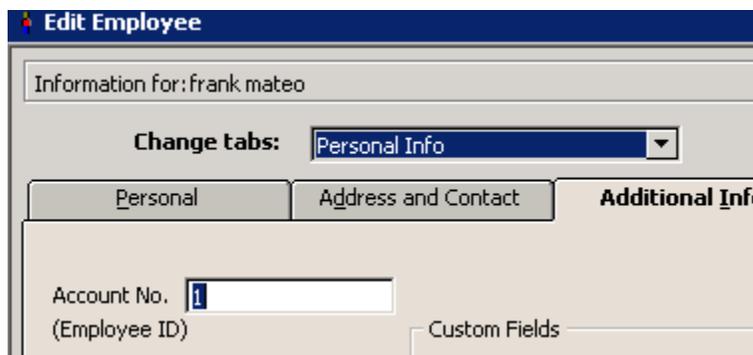
7. For all hourly employees that will use time guardian:

8. Open each file in QB go to their payroll/compensation page or rate page and check the use time



data box

9. Also make sure they have an account no., this no. may also be their ID for the clock (if present)



10. For all salaried employees that will use time guardian, just make sure they have an account no., no need for use time data box

11. Go to time guardian
12. Edit > setup
13. Select QuickBooks for payroll
14. With direct integration enabled then

Do you want to send employee hours to your payroll software?

No

Yes

QuickBooks

How do you want to export QuickBooks? Direct integration

Is QuickBooks installed on the current PC?  No  Yes

YES

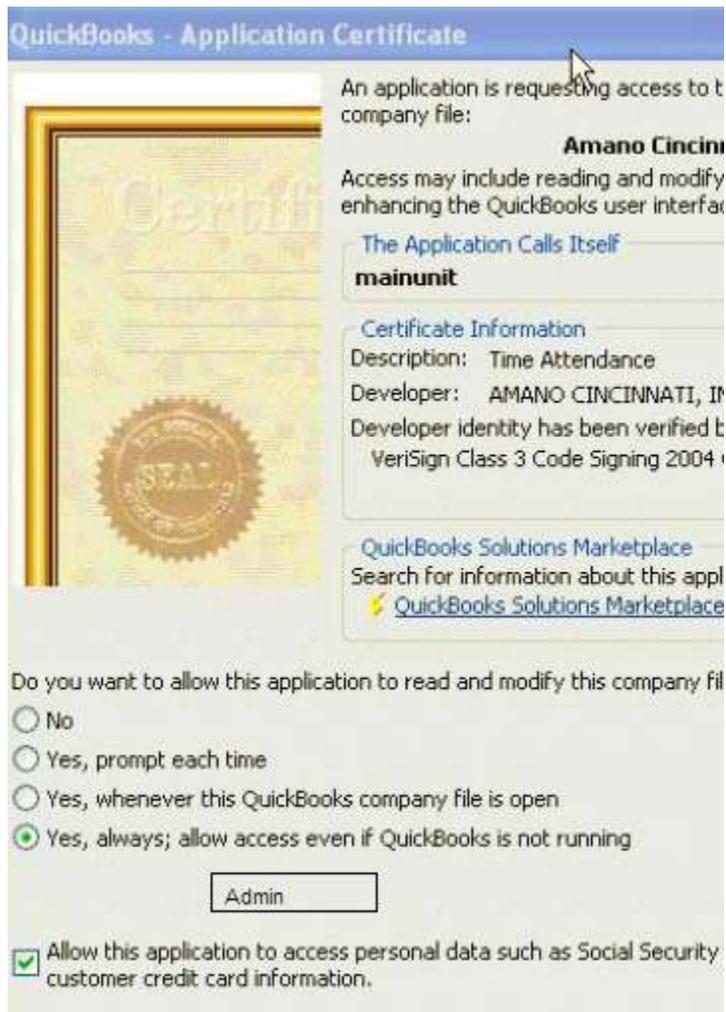
15. Go to the employee tab, check the sync

employees

Sync Employee(s) with QuickBooks. Import from QuickBooks

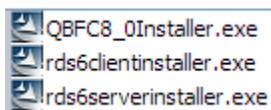
16. File and sync

17. You will be presented a certificate, please answer it as such



- If the certificate above does not show, even when you've deleted the "mainunit" in step 3 then reinstall with repair option (if available) the following:

- In the CD or installation files, browse to  
`\Resources\Disk1\InstData\Windows\VM\quickbooks`



To setup your payroll profile in time guardian which is located in output > payroll, follow page 9-16 / chapter 9 of the user guide. The user guide is normally in c:\TimeGuardian\docs\User-Guide.pdf.