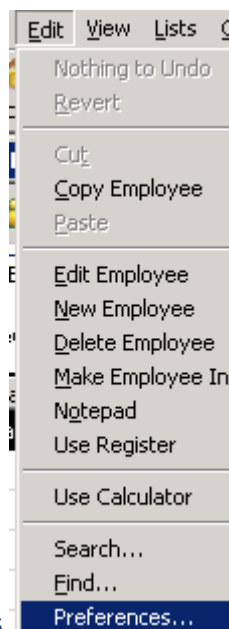


# HOW TO CONFIGURE TimeGuardian/QuickBooks FOR DIRECT INTEGRATION

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

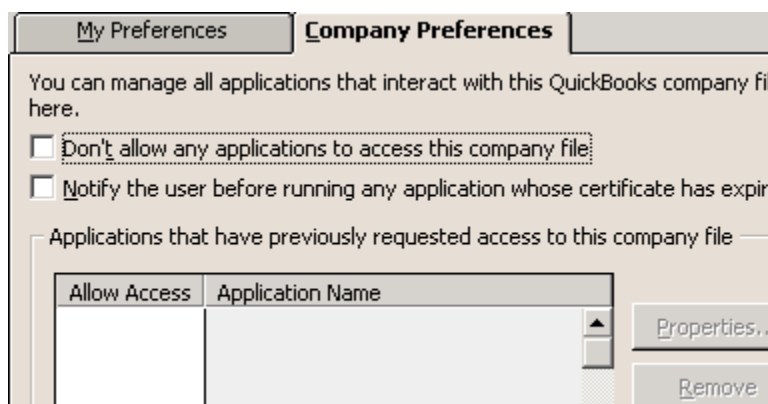


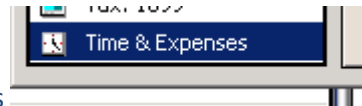
2. Go to edit > preferences



3. Go to integrated apps

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





- Then go to the bottom of the list, time/expenses

My Preferences **Company Preferences**

Time tracking

Do you track time?

☒ Yes ☐ No

- Select YES for time tracking
- For all hourly employees that will use time guardian:
- Open each file in QB go to their payroll/compensation page or rate page and check the use time

**Edit Employee** Type a help qu

Information for: John Doe

Change tabs: **Payroll and Compensation Info**

**Payroll Info**

Earnings

Item Name	Hourly/Annual Rate
Regular	10.00
Overtime	15.00

☒ Use time data to create paychecks

Payroll Schedule  
Pay Frequ

data box

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

**Edit Employee**

Information for: frank mateo

Change tabs: **Personal Info**

Personal Address and Contact **Additional Info**

Account No.   
(Employee ID)

Custom Fields

- 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

15. Go to the employee tab, check the sync

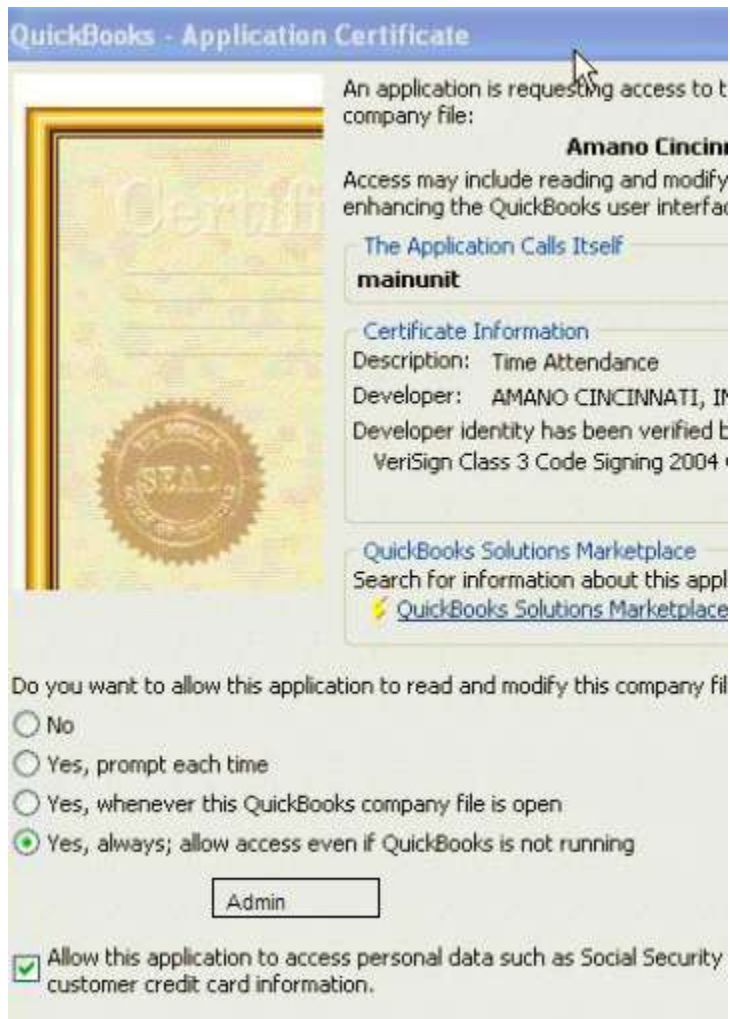
employees

☒ Sync Employee(s) with QuickBooks.

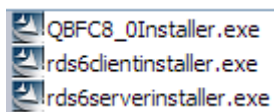
Import from QuickBooks

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.