

QuickBooks® Direct & Manual Integration Notes

Follow these procedures for QuickBooks Direct or File Integration:

Section 1: Direct QuickBooks Integration [Export, Import or Both]

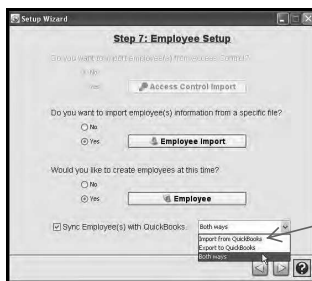
Part A - Configuration

- Step 1.** During installation of the Amano Time & Attendance software the Setup Wizard in **Step 1: General Setup** will ask; Do you want to send employee hours to your payroll software? Select **Yes**.
- Step 2.** Select **Direct integration** from the dropdown menu for How do you want to export QuickBooks?
- Step 3.** Select **Yes** for Is QuickBooks installed on the current PC? It is recommended to have QuickBooks installed on the current PC and open for successful direct integration.



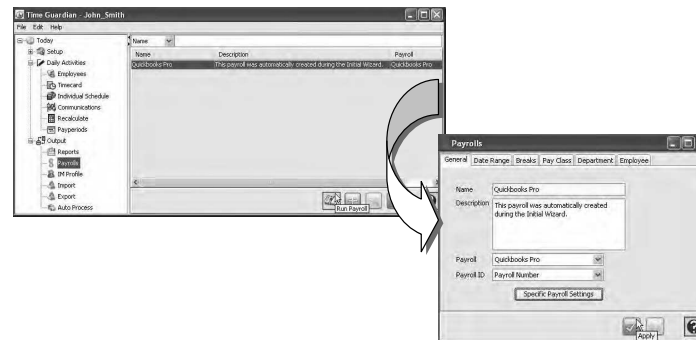
Part B – Employee Exchange

- Step 1.** From Setup Wizard in **Step7: Employee Setup**, check the box to Sync Employee(s) with QuickBooks and select the method of synchronization from the dropdown choices of; Import from QuickBooks



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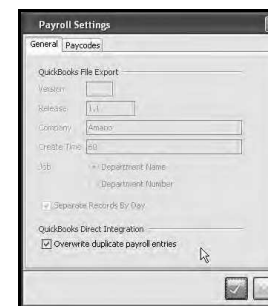
- Step 2.** The selection of Direct Integration for QuickBooks will auto create the QuickBooks Pro payroll template. From the tree view select the Payrolls module and double-click on the created QuickBooks Pro payroll template to define the Name, Description, Payroll, and/or Payroll ID fields or just use the default entries.



- Step 3.** From the File menu in the Time & Attendance software, select **"Synchronize Employee(s) with Payroll"**. The "Please make sure that QuickBooks is running before proceeding to synchronize" message will appear → click **OK** to proceed. The "Synchronizing Payrolls" message will appear followed by the message "Successfully synchronized employees with QuickBooks" → click **OK** to finish.

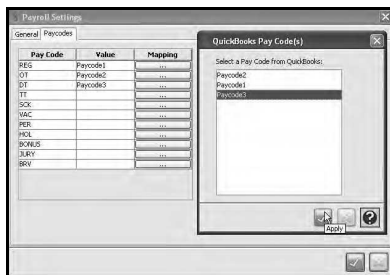
Part C – Payroll Export


- Step 1.** Click on the Specific Payroll Settings button to perform Pay Code mapping. QuickBooks should be configured for your company. From the General tab select if you want to **Overwrite duplicate payroll entries** for Direct Integration. If this box is not checked, the hours sent will be duplicated each time hours are transferred to QuickBooks.



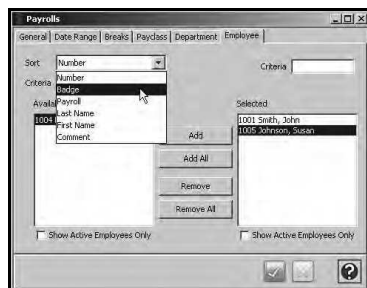
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- Step 2.** Click on the Paycodes tab to perform Paycodes mapping with QuickBooks from the QuickBooks Pay Code(s) screen. Select the "Mapping" browse button alongside the Time & Attendance Pay Code listed on the left side to map the QuickBooks Pay Code. The QuickBooks Pay Code will appear in the "Value" column.



 **Note** – Failure to perform and/or correctly map Pay Codes could result in non-synchronization. The "Item Name" in QuickBooks = Pay Code in the Time & Attendance software.


- Step 3.** From the Time & Attendance software Payrolls screen, click on the Employee tab (see figure), and select the employees from the Available List to be included in the payroll file.



- To add an employee to the payroll file, highlight the desired employee in the Available list and click on the **Add** button.
- To add all employees to the report, click on the **Add All** button.
- To remove an employee from the payroll file, highlight the desired employee in the Selected list and click on the **Remove** button.

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- To remove all selected employees, click on the **Remove All** button.
- Filter employees shown in the "Available" and "Selected" lists by selecting a sort category in the dropdown list in the Sort field. Then enter data in the Criteria field(s) above either or both lists. Only employees matching the data entered will appear in both lists.


- Step 4.** Save the Payroll Settings you just created and then select the Run Payroll  icon to generate the payroll export file from the Time & Attendance software.


- Step 5.** From the File menu in the Time & Attendance software, select "**Synchronize Employee(s) with Payroll**". The "Please make sure that QuickBooks is running before proceeding to synchronize" message will appear → click **OK** to proceed. The "Synchronizing Payrolls" message will appear followed by the message "Successfully synchronized employees with QuickBooks" → click **OK** to finish.

The synchronization will be performed depending on what was selected for the method of synchronization in the **Wizard Employee Setup** for how to Sync Employee(s) with QuickBooks with the choices of;

- Import from QuickBooks – QuickBooks acts as the master. Suggested for scenario where you already have the QuickBooks as the payroll software and the Time & Attendance software is being added.
- Export to QuickBooks - Suggested for scenario where you already have the Time & Attendance software and QuickBooks is being added as the payroll software.
- Both ways – Employee information will bi-directional transfer, but QuickBooks remains as the master. If employee is changed in the Time & Attendance software, the employee change must be updated in QuickBooks to maintain good synchronization.

The Time & Attendance software can accept the QuickBooks payperiod settings of; **Weekly, Bi-Weekly, Semi-Monthly, and Monthly**. Any different payperiod setting in QuickBooks will automatically be defined as Weekly when transferred to the Time & Attendance software.

 **Note** – QuickBooks Payroll integration can also be setup by selecting the Setup Wizard from the File Menu in the Time & Attendance software. Click on General & Employee tabs to configure. Select Payrolls module from the tree view and create the QuickBooks payroll profile.

 **Note** – For auto synchronization to work: QuickBooks Pro version 7 or higher must be installed and QuickBooks Pro must be started up first and running before starting up the Amano Time & Attendance software.