Acroprint Time Recorder Company®

QuickBooks® Integration Instructions for Attendance Rx

Acroprint Time Recorder
Attendance Rx
Welcome to the AttendanceRx Administrator
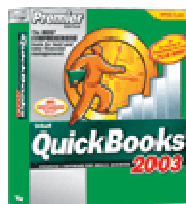
Introduction

QuickBooks Integration from Attendance Rx allows you to save valuable time by limiting the amount of manual entry that occurs during payroll processing. With QuickBooks Integration, you will be able to import your employee information from QuickBooks, export the employee time data into QuickBooks, and add employees to QuickBooks from Attendance Rx.

Attendance Rx QuickBooks Integration is compatible with QuickBooks Pro and Premier years 2002, 2003, and 2004. QuickBooks Integration does not work with the Basic version of QuickBooks. Attendance Rx must be able to access the QuickBooks Company File in order to perform the integration. The Company File can reside either on the local machine or a shared location on the same network.

Table of Contents

Importing from QuickBooks into Attendance Rx

There are two methods for importing your data from QuickBooks into Attendance Rx. If you are just setting up the system, it is best to follow the first method of importing during the setup wizard. If you have been using the system and would like to interface with QuickBooks, follow the second method for importing. This step IS NOT a requirement for exporting successfully to Quickbooks.

## *Importing Employees from QuickBooks during the Attendance Rx Setup Wizard*

After completing the Attendance Rx Setup Wizard, you will be asked how you would like to enter your employees. Select the third option for "Import Employees from Intuit QuickBooks" as shown in Figure 1-1. You must have QuickBooks open at this time. Click Next and then Finish on the next screen.
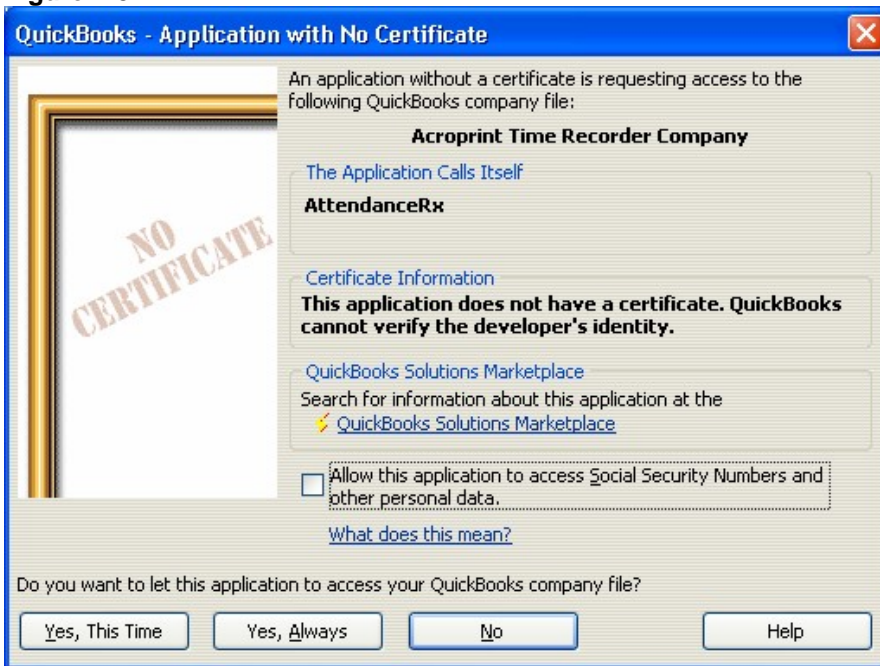
Figure 1-1

Select your Company File as shown in Figure 1-2; refer to the appendix if you have difficulty locating this file.

Figure 1-2
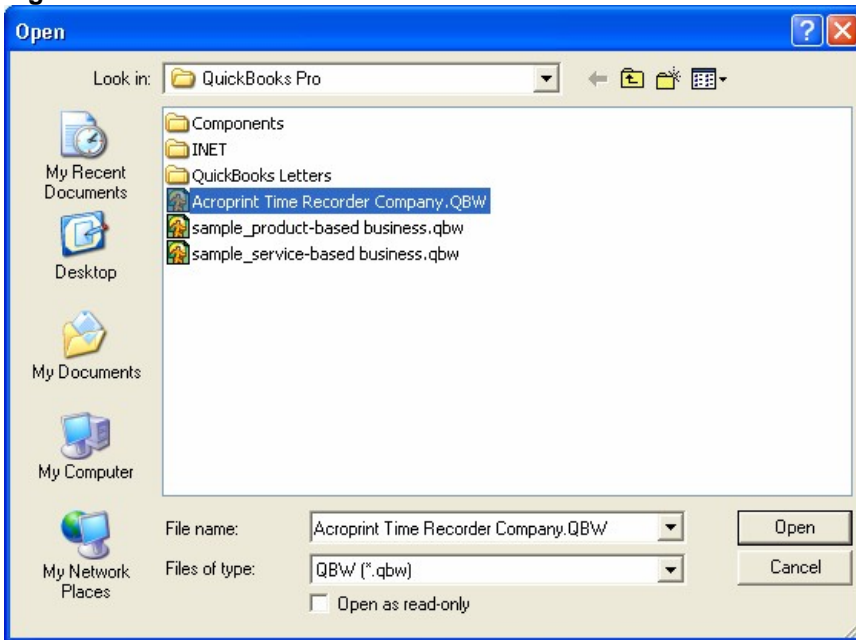
Click "Open" to begin the import. QuickBooks will prompt you a security warning as shown in Figure 1-3. If you select Yes, This time, QuickBooks will always have to be open in order to successfully export. Selecting Yes, Always will allow you to export to QuickBooks without QuickBooks being open.

Figure 1-3

Selecting Yes, Always will display the message shown in Figure 1-4.

Figure 1-4

Confirm to Proceed

? This application is not signed with a digital certificate. If you allow unsigned applications to access your file, a different application could use the same application name and possibly misuse your data. For suggestions about enhancing the safety of your company's data, click Help.

Are you sure you want to allow this access?

[Yes] [No] [Help]

Importing Employees from QuickBooks through Attendance Rx System Utilities

Right Click on the System Tray Icon for Attendance Rx (as shown in Figure 2-1) and select System Utilities (as shown in Figure 2-2).
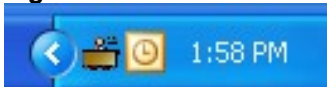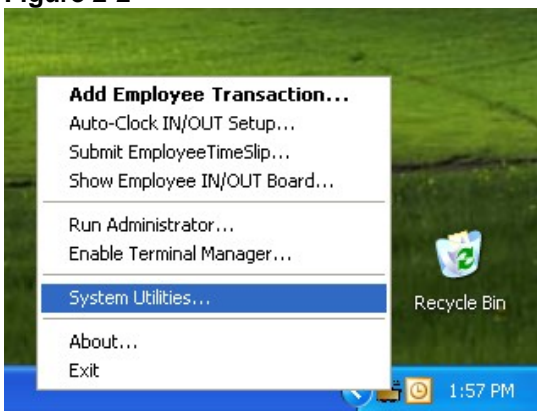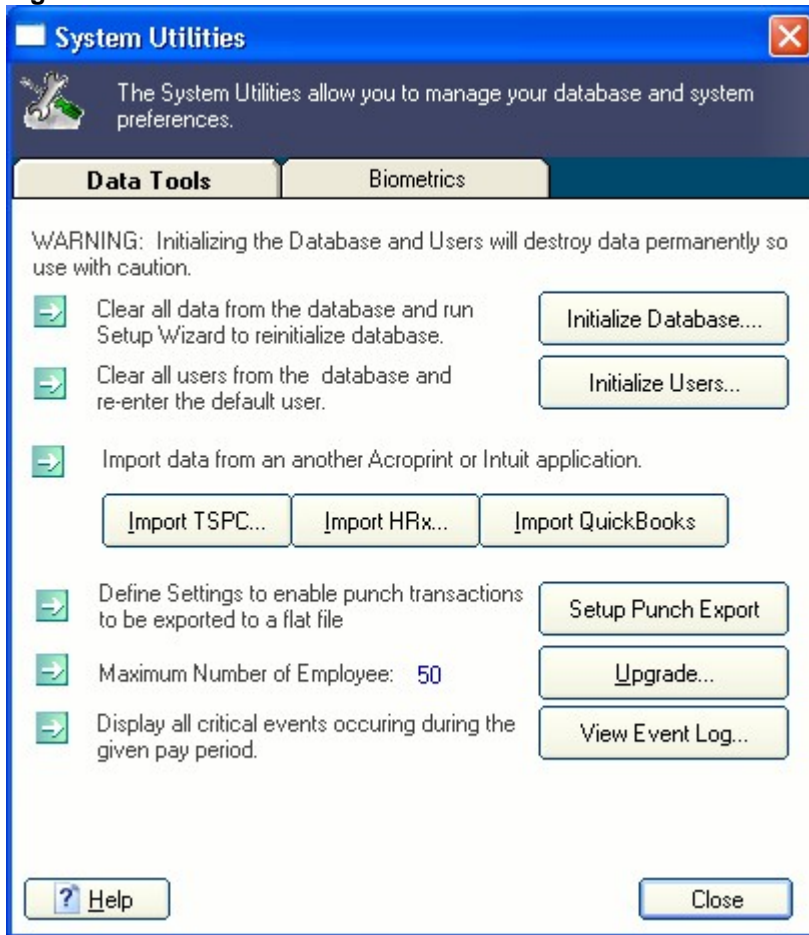
Figure 2-1

Figure 2-2

Add Employee Transaction...
Auto-Clock IN/OUT Setup...
Submit EmployeeTimeSlip...
Show Employee IN/OUT Board...

Run Administrator...
Enable Terminal Manager...

System Utilities...

About...
Exit

Recycle Bin

1:57 PM

Enter your Login and Password

Figure 2-3

Logon

Acroprint Time Recorder

Attendance Rx

Login: admin
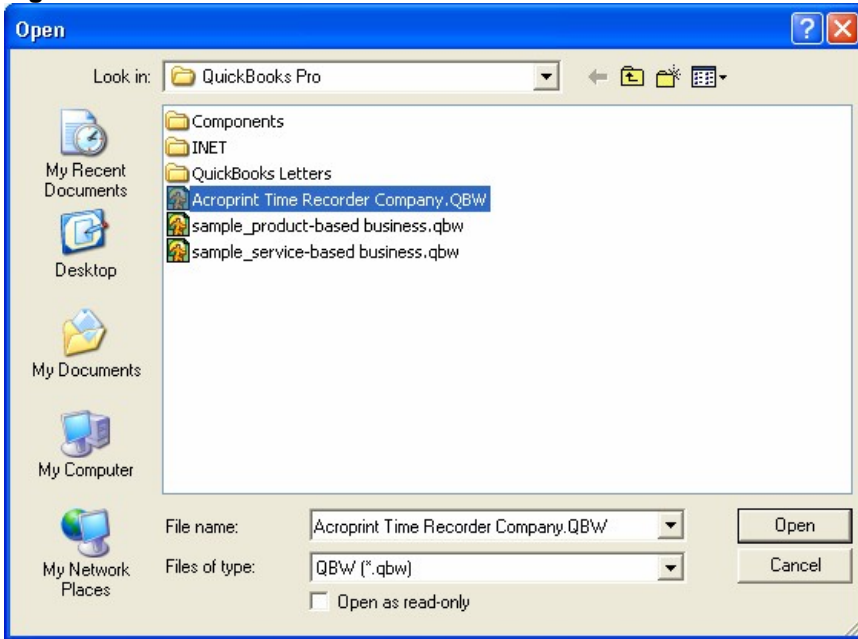Password: ••••

[OK]
[Cancel]

In the System Utilities window (Figure 2-4) click the Import QuickBooks button.
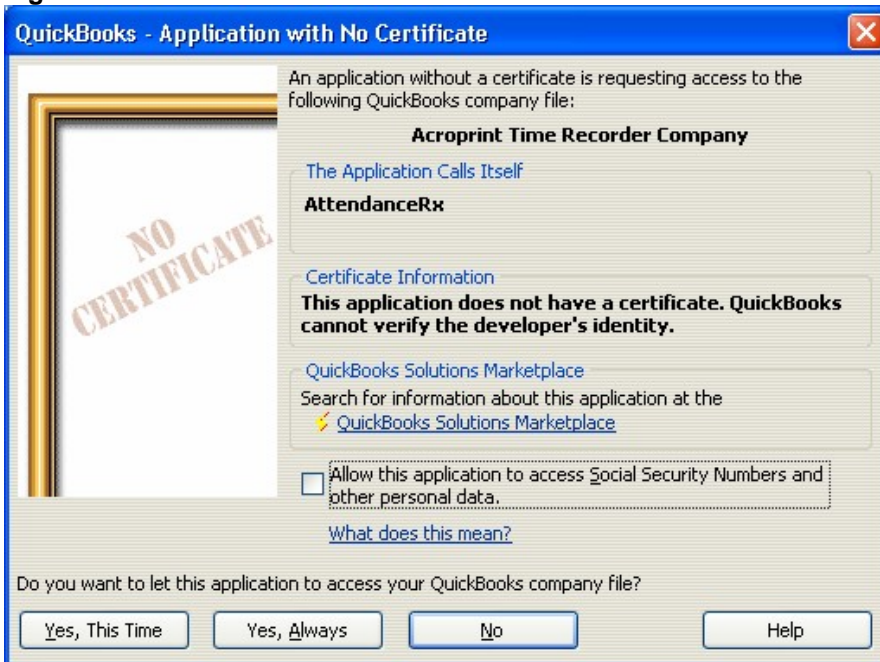
Figure 2-4

Select your Company File as shown in Figure 2-5; refer to the appendix if you have difficulty locating this file.
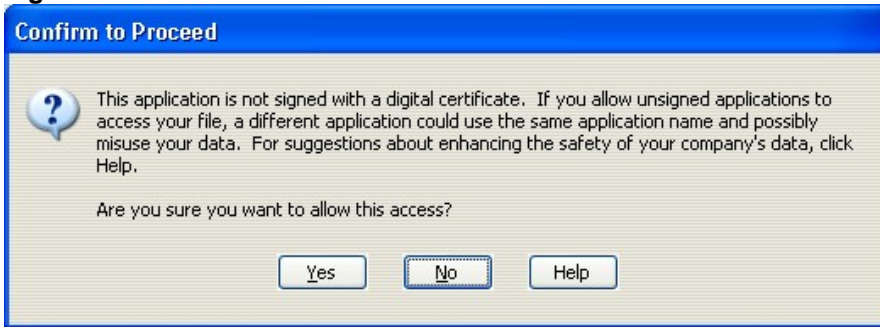
Figure 2-5

Click "Open" to begin the import. QuickBooks will prompt you a security warning as shown in Figure 2-6. If you select Yes, This time, QuickBooks will always have to be open in order to successfully export. Selecting Yes, Always will allow you to export to QuickBooks without QuickBooks being open.

Figure 2-6

Selecting Yes, Always will display the message shown in Figure 2-7.
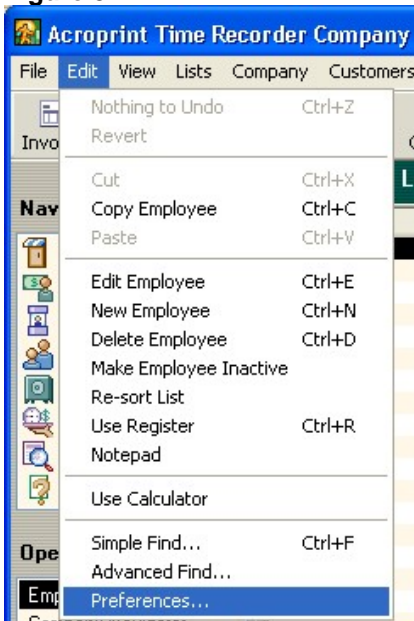
Figure 2-7

You should select "Yes" to continue.

## Setting up QB for Employees to use time data

In order for QuickBooks to accept time data for payroll, you must enable Time Tracking. Click on Edit and select preferences as shown in Figure 3-1.
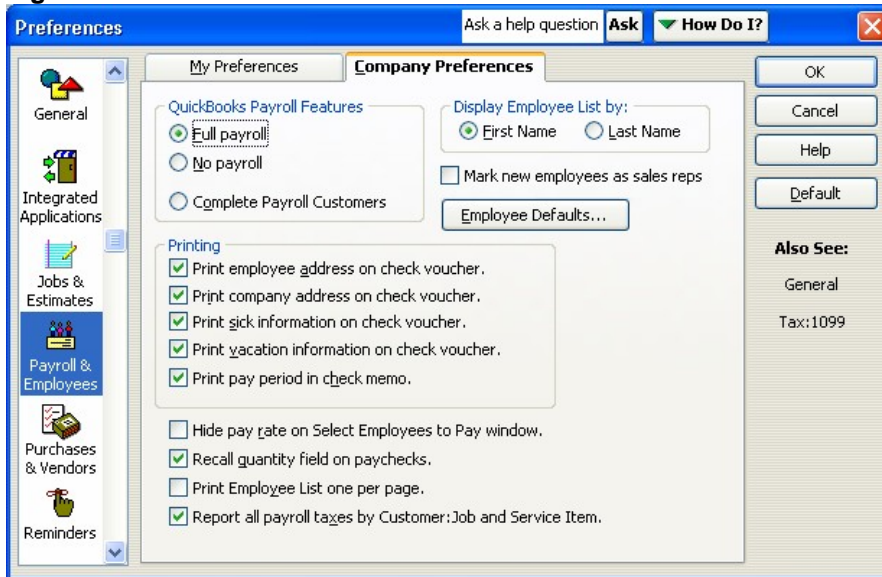
Figure 3-1

In the Preferences window (Figure 3-2), scroll all the way to the bottom of the left hand navigation section. Click Time Tracking and go to the Company Preferences tab. Click Yes for the Question "Do You Track Time?" Enter the appropriate day for the first day of your work week.
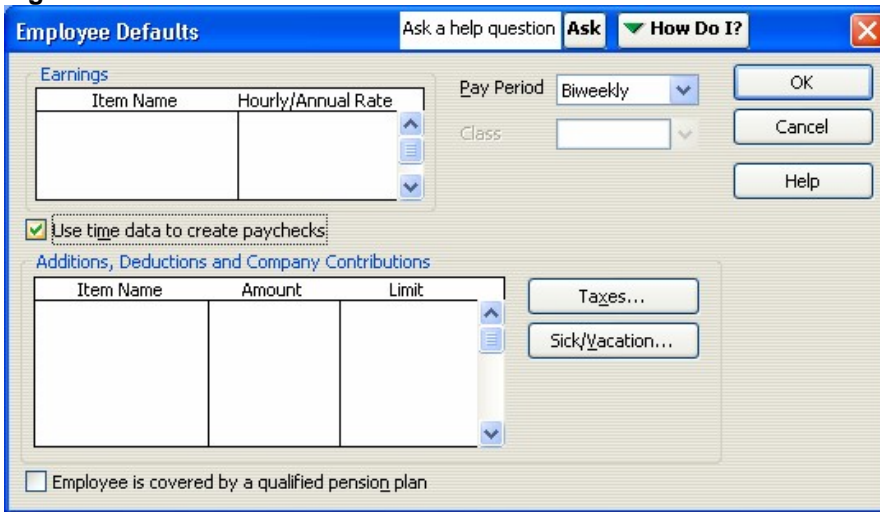
Figure 3-2
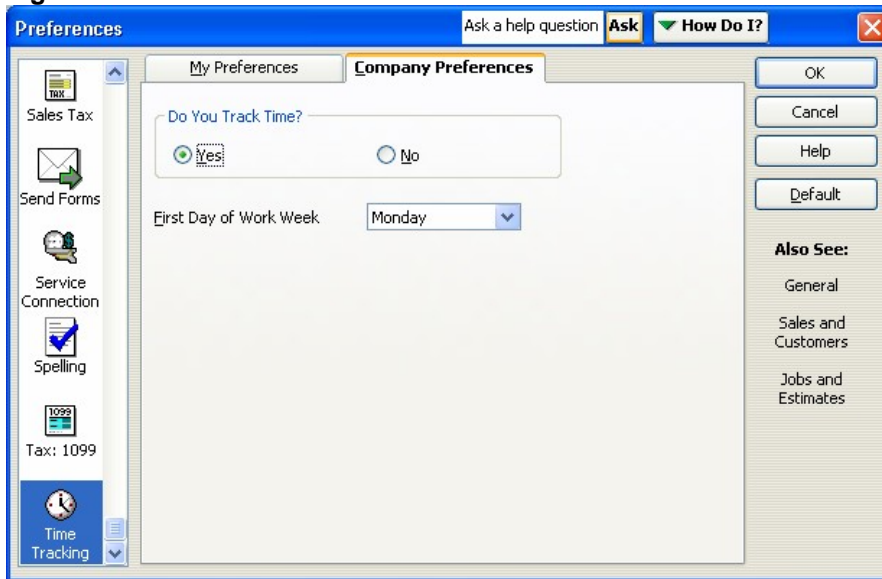
Now you will need to set the Employee Defaults to use time data to create paychecks. This will ensure that all new employees will have this feature enabled automatically. Scroll up in the left hand navigation of the Preferences window. Select Payroll & Employees as shown in Figure 3-3. On the Company Preferences tab, click Employee Defaults...

Figure 3-3

Place a check in the "Use time data to create paychecks" checkbox as shown in Figure 3-4.
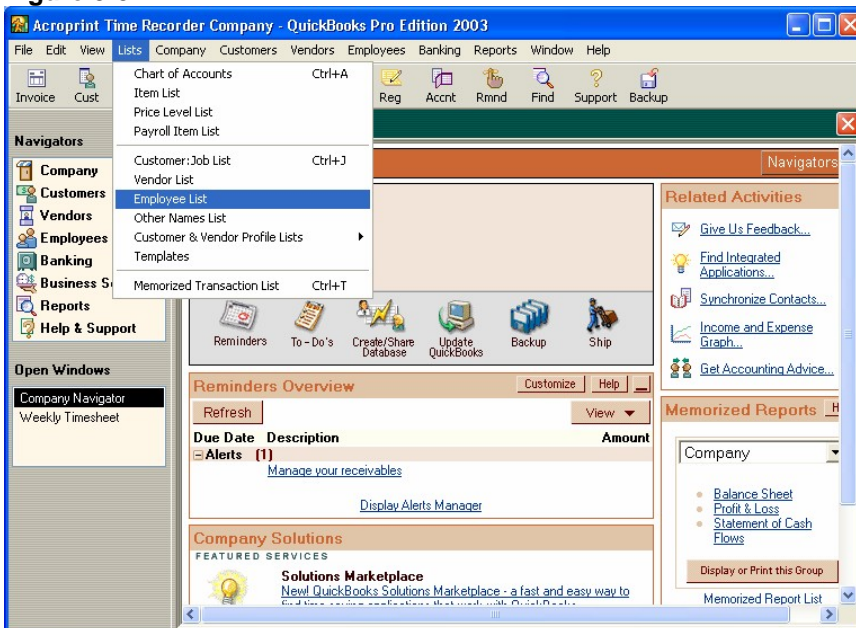
Figure 3-4

Click OK to close the Employee Defaults window.
Click OK to close the Preferences window.
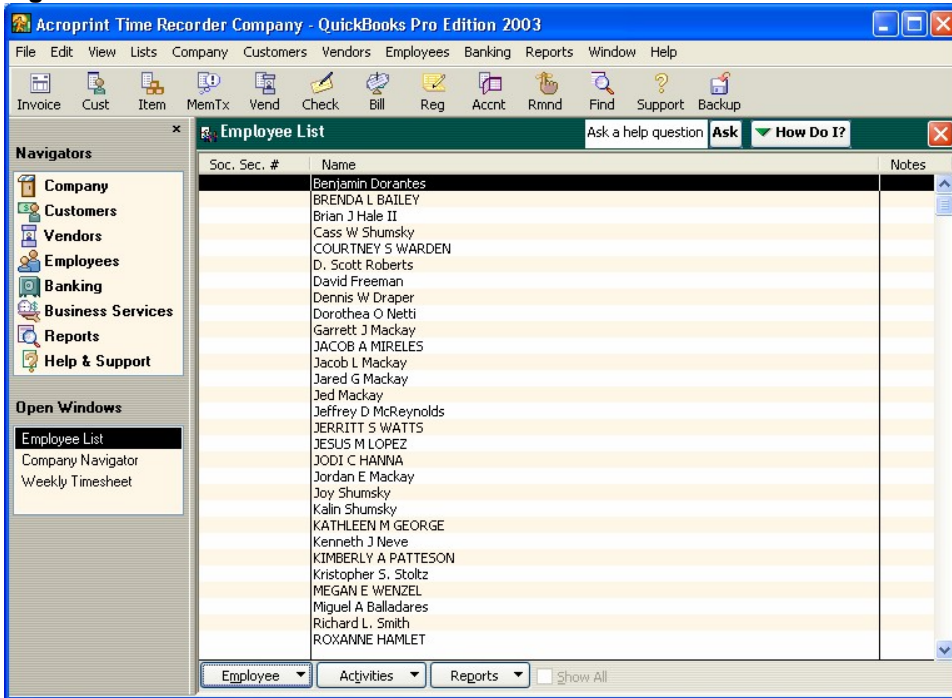
You will now need to change all of your existing employees to use time data as well. Select Lists and then Employee List (Figure 3-5).
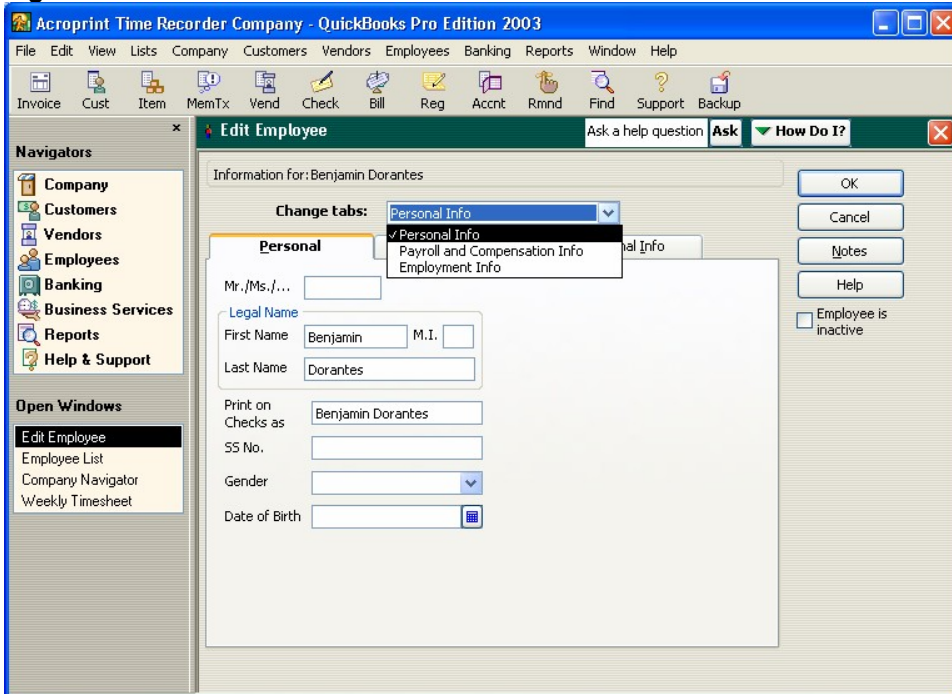
Figure 3-5

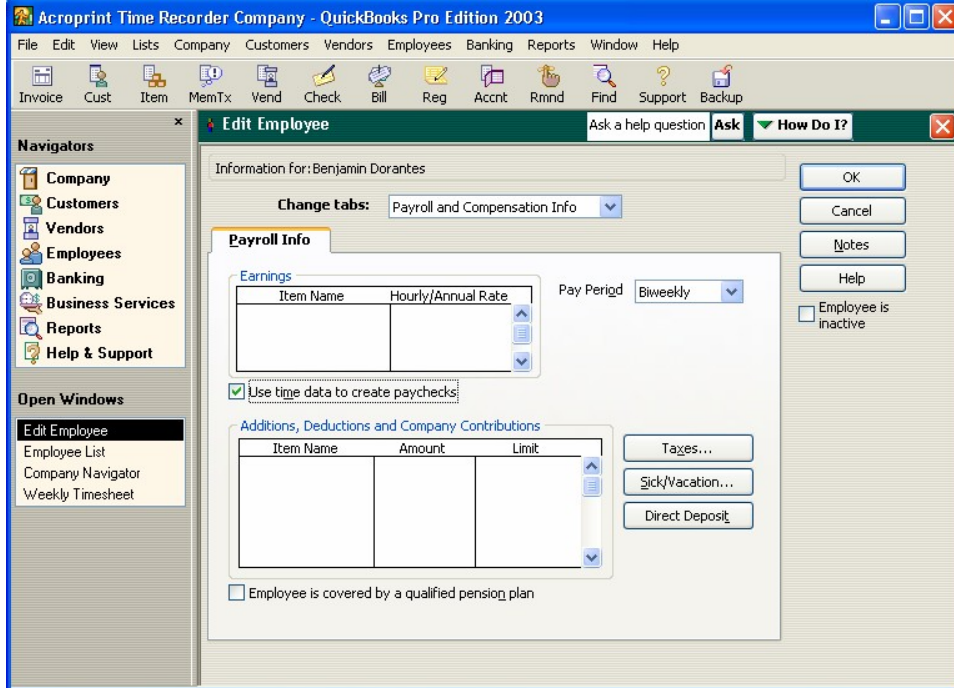Double Click on the first active employee on the list. (Figure 3-6)

Figure 3-6

In the "Change Tabs:" drop down, select Payroll and Compensation Info. (Figure 3-7)

Figure 3-7

Place a check in the "Use time data to create paychecks" checkbox as shown in Figure 3-8.
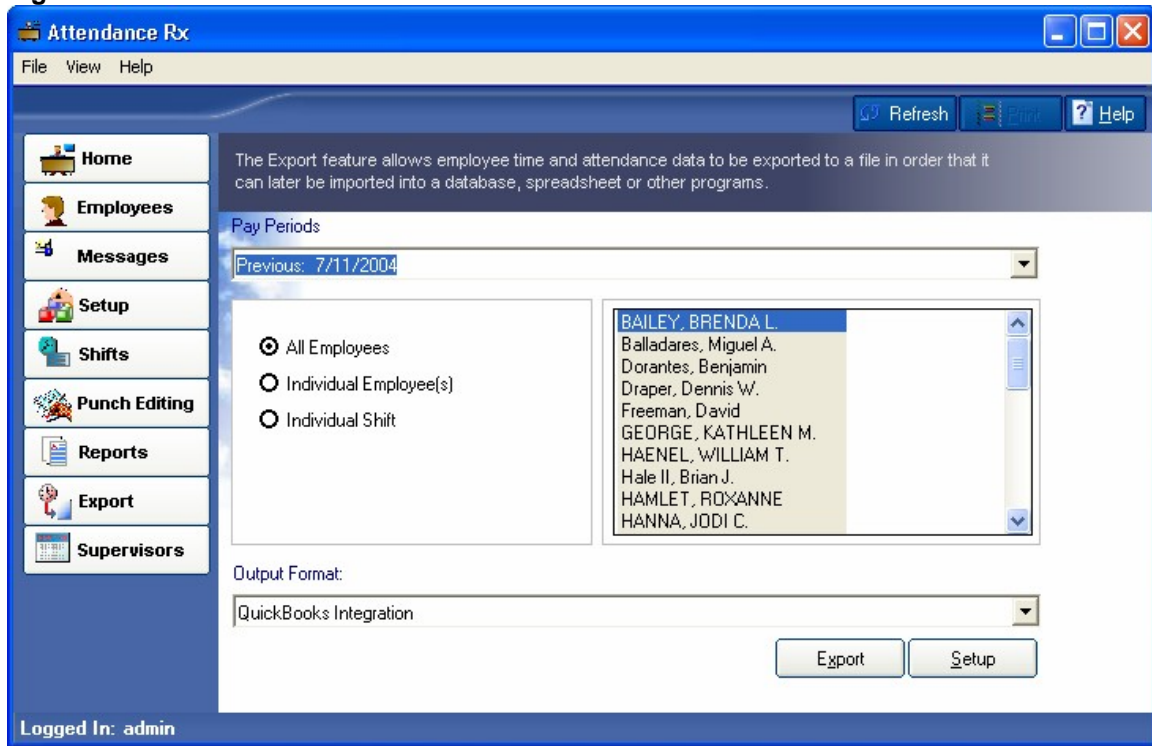
Figure 3-8

Click OK to go back to the Employee List and perform this for each employee on the list.

# Exporting from Attendance Rx into QuickBooks Pro

After you have completed your first pay period, you will be able to export your employee information and employee time data into QuickBooks Pro or Premier. With Attendance Rx Administrator open, click on Export on the left hand menu. Using Figure 4-1 as an example set the Pay Periods drop down to the Previous pay period. Select the employees you want to export, either all, individual(s) or an individual shift. Set the Output Format to QuickBooks Integration. Click Setup to begin the QuickBooks Integration setup.
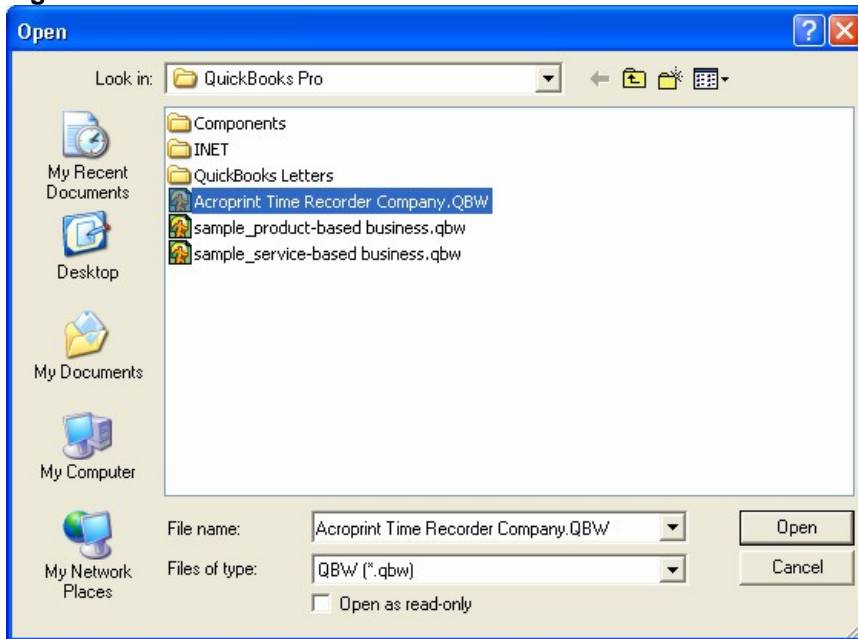
Figure 4-1

Enter the Payroll Item Codes for the Attendance Rx pay categories shown in Figure 4-2. Click Select and choose your QuickBooks Company File. See the appendix for help in getting the Payroll Item Codes.

Figure 4-2
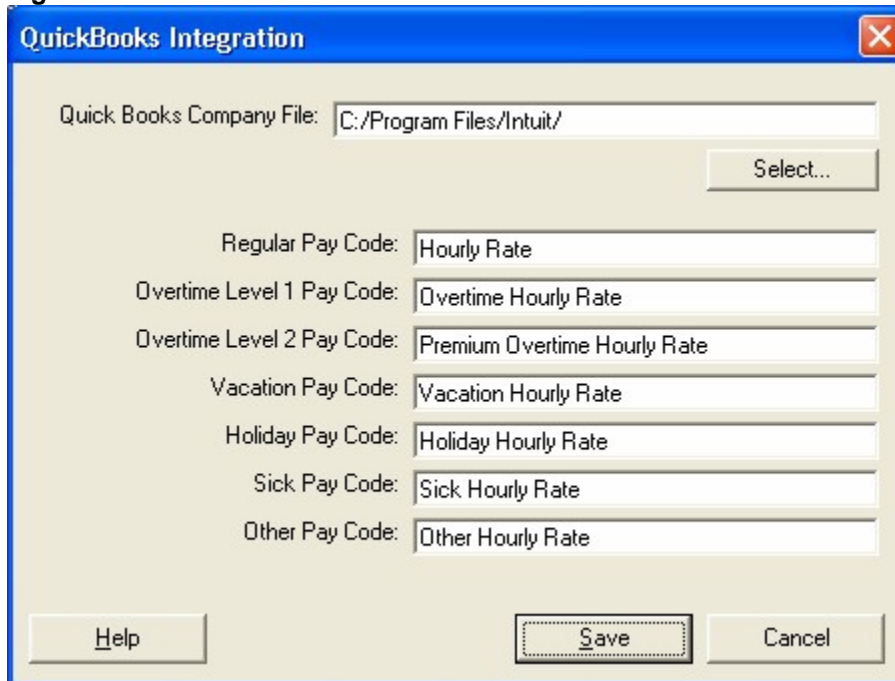
Click Select and choose your QuickBooks Company File. See the appendix for help in finding your Company File.
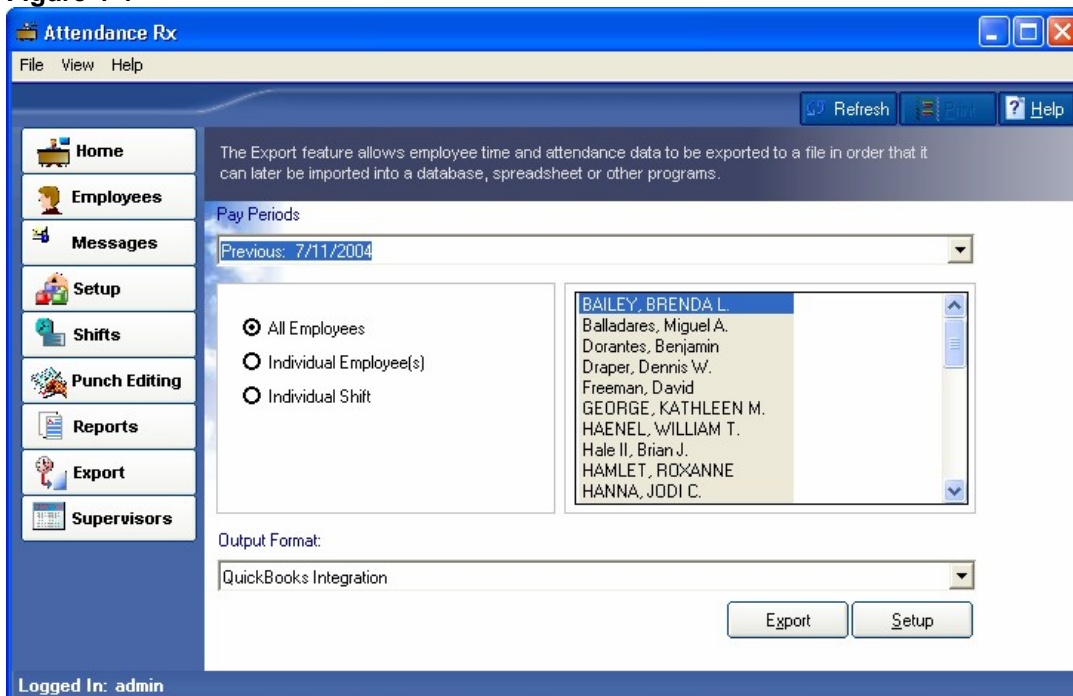
Figure 4-3

Click "Open" to save your Company File location.
Click Save to save your QuickBooks Integration settings.

Click Export as shown in Figure 4-4.

Figure 4-4

QuickBooks will prompt you a security warning as shown in Figure 4-5. If you select Yes, This time, QuickBooks will always have to be open in order to successfully export. Selecting Yes, Always will allow you to export to QuickBooks without QuickBooks being open.

Figure 4-5
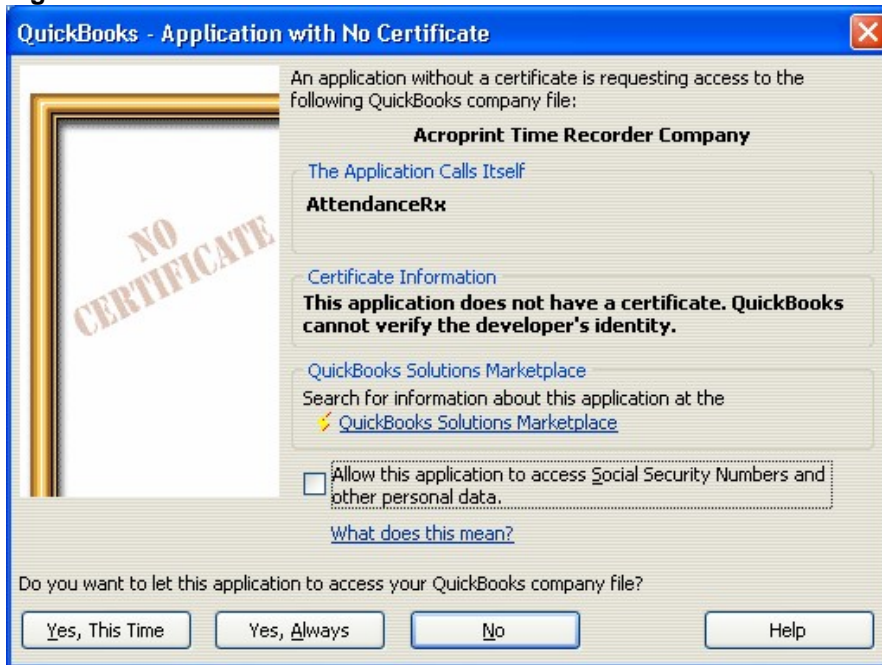
Selecting Yes, Always will display the message shown in Figure 4-6.

Figure 4-6
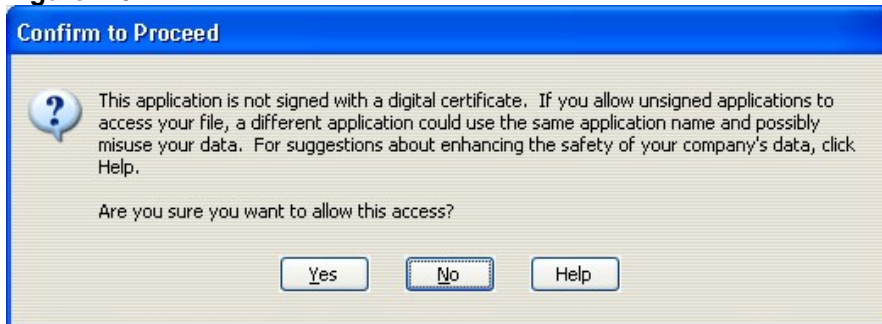
The hours worked will show in the Employee's Weekly Timecard in QuickBooks.

Appendix

Confirming your QuickBooks Company File Location
Click File – Open Company

Figure A-1

When installing, QuickBooks will place Company Files into the C:\Program Files\Intuit\QuickBooks Pro file folder. If you have changed this you will need to go to where your files are located to perform the following steps. In Figure A-2 you can see that our test file is named *Acroprint Time Recorder Company.qbw*. If you click the down arrow next to QuickBooks Pro in the "Look In:" drop down, you can see the entire file path of the QuickBooks Company File. Looking at Figure A-3 will show you that our company file is located at C:\Program Files\Intuit\QuickBooks Pro. Be sure to write down the file path where your QuickBooks Company file is located
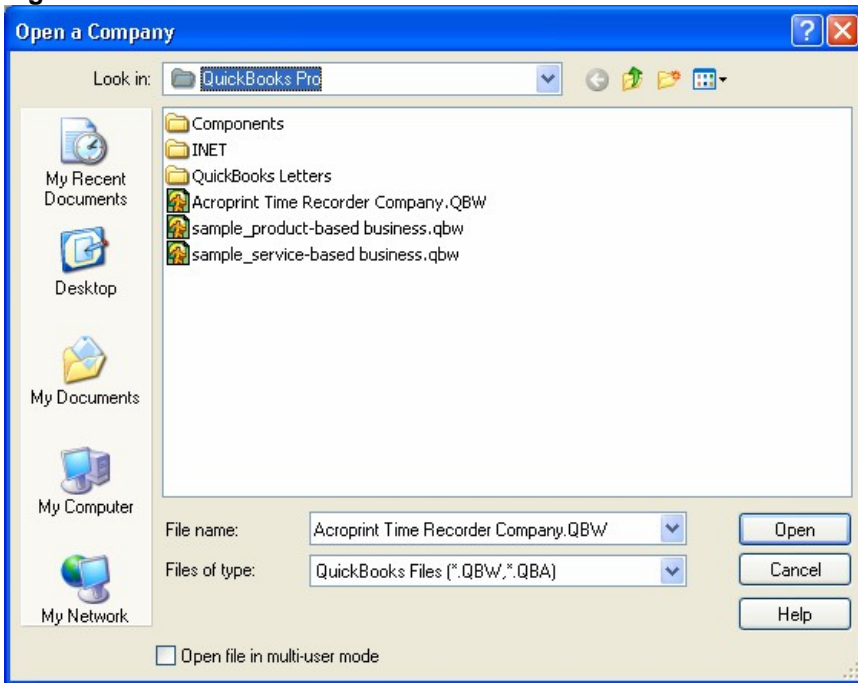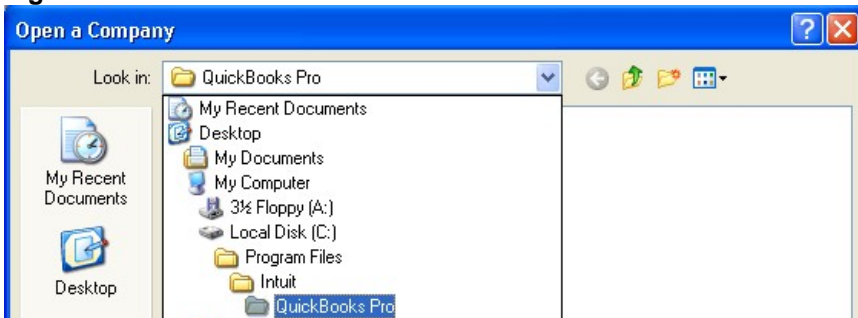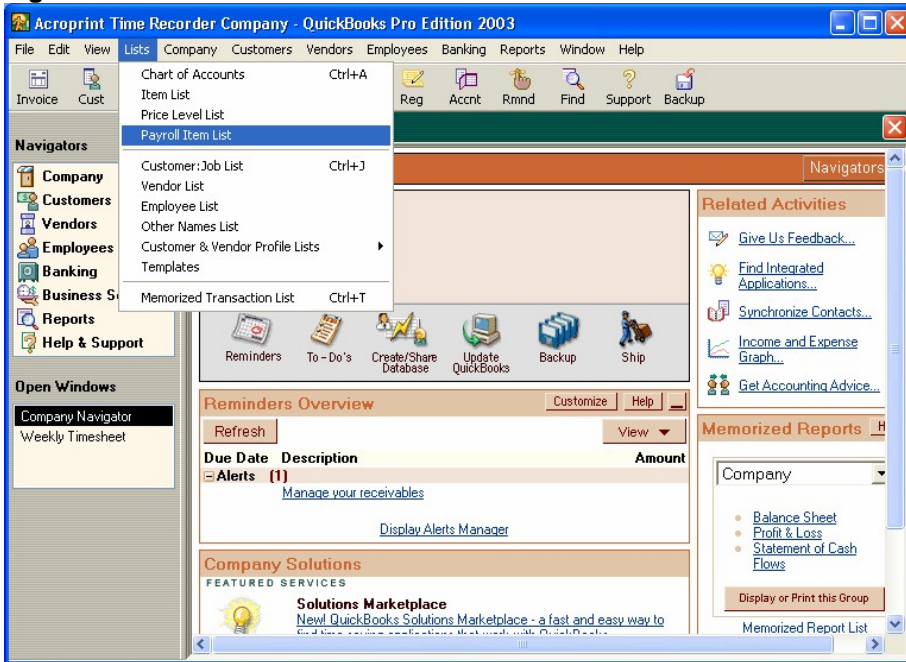
Figure A-2

Figure A-3

Obtaining the QuickBooks Payroll Item Codes

Attendance Rx has payroll item codes for each of the following categories:

- Regular Pay
- Overtime Pay
- Premium (second level) Overtime Pay
- Vacation Pay
- Holiday Pay
- Sick Pay
- Other Pay

In QuickBooks, click on Lists, Payroll Item Lists as shown in Figure B-1

Figure B-1

On your Payroll Item List, you should find a Payroll Item for each of these categories. If you do not, please consult your QuickBooks documentation for instructions on how to add them. In Figure B-2 below, each of the pay categories in Attendance Rx has a Payroll Item Code. Write down these Payroll Item Codes or print this list in order to enter it into Attendance Rx. **The Payroll Item Codes are case-sensitive.**
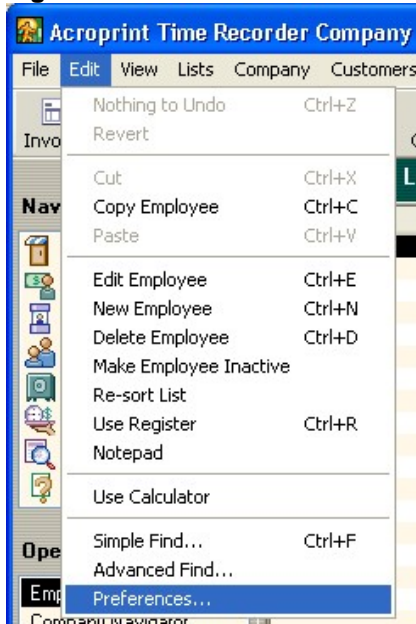
Figure B-2
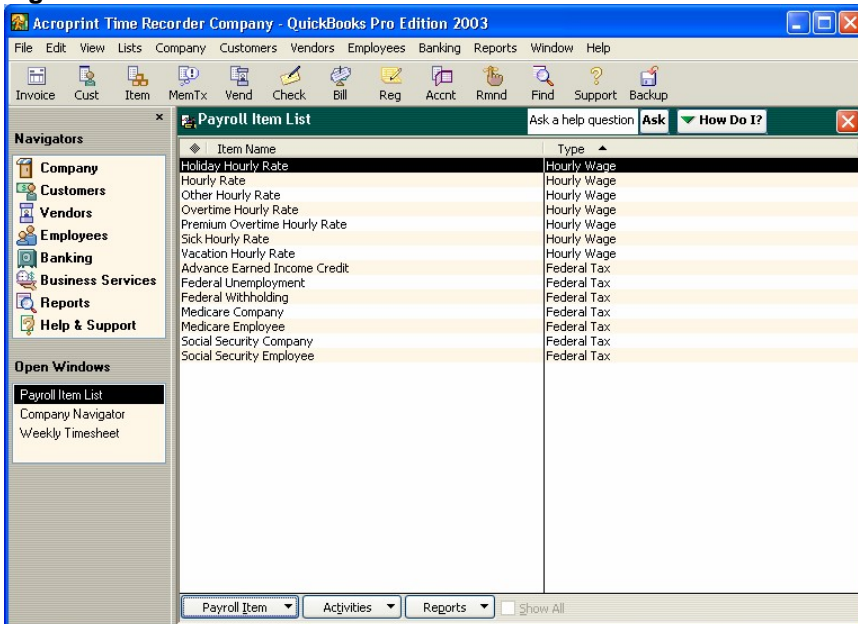
Allowing Attendance Rx to always access QuickBooks

In order for Attendance Rx to access QuickBooks without QuickBooks being open, you must give Attendance Rx Permission to always access QuickBooks. Click Edit – Preferences as shown in Figure C-1.
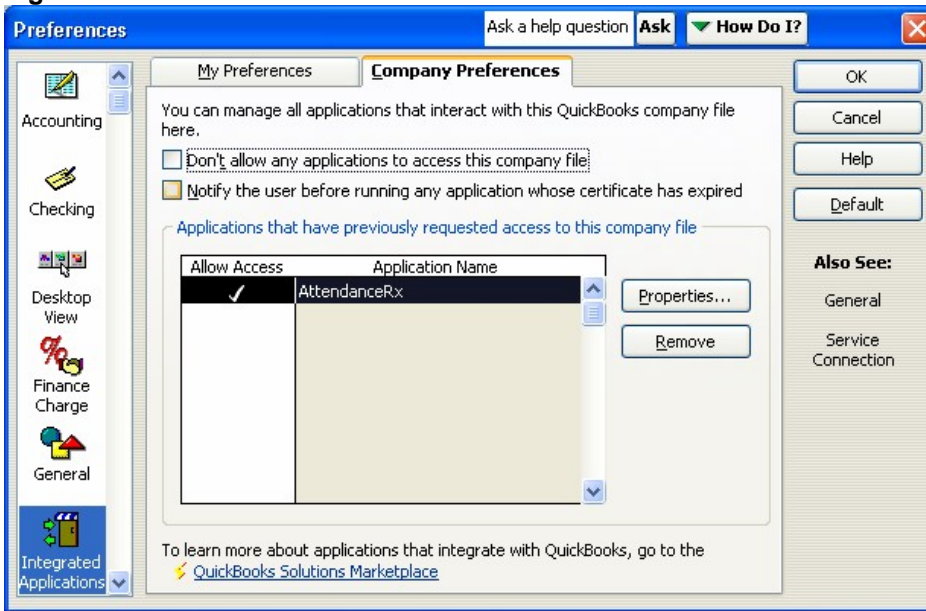
Figure C-1

Click on Integrated Applications and go to the Company Preferences tab as shown in Figure C-2.
Be sure that neither of the check boxes on this screen is checked. Attendance Rx should have a check in the Allow Access column. Highlight Attendance Rx and select Properties.

Figure C-2

Check the "Allow this application to access this company file" checkbox and the "Allow this application to login automatically" checkbox. You should set the "Login as:" drop down to the Admin user as shown in Figure C-3

Figure C-2
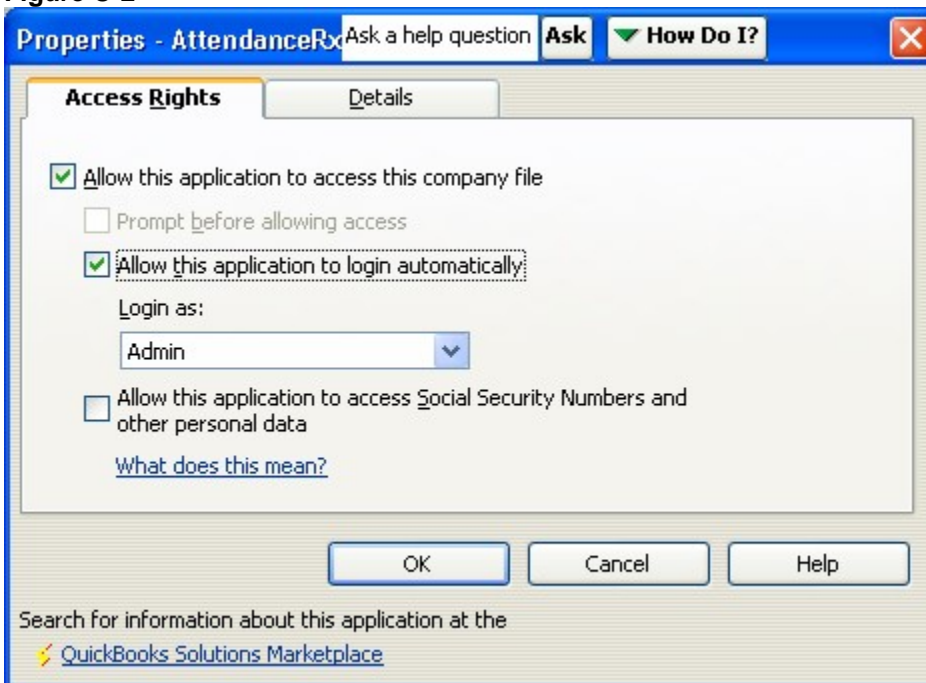
Click OK to close the Properties window.
Click OK to close the Preferences window. You are no longer required to be logged into QuickBooks to perform the Attendance Rx Integration.

Troubleshooting

Error	Solution
"The Company File couldn't be found or QuickBooks will not allow Attendance Rx to access File. You must launch QuickBooks and then return to Attendance Rx and retry the export"	Be sure QuickBooks is accessing the correct Company File and that QuickBooks is allowing files to access it. Attendance Rx does not allow the file name to contain commas. If your Company File contains commas or special characters, please remove them. See the Appendix for more information.
"The following employees were found in Attendance Rx but were not Found in QuickBooks."	If you manually entered the Employee Names directly from QuickBooks, Make sure all of your names are spelled and capitalized exactly as they are in QuickBooks including Middle Initials. Additionally, QuickBooks allows for a middle initial of up to 5 characters while Attendance Rx only allows for 1. John A. Smith is not the same as John A Smith
The time exported from Attendance Rx does not match the time that shows up in QuickBooks.	Check the time totals format in Attendance Rx. You may have Attendance Rx set in Hundredths while QuickBooks displays in hours and minutes.
Edited totals are not showing up correctly in QuickBooks.	If the total number of hours in one edit is greater then 24, the hours will not show up correctly. Large edits should be done on a per day basis within the punch editor. Editing of totals should account for small blocks of time added or subtracted at the end of the week.