

Acroprint Time Recorder Company®



QuickBooks® Integration Instructions for Attendance Rx



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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 to 2008. 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.

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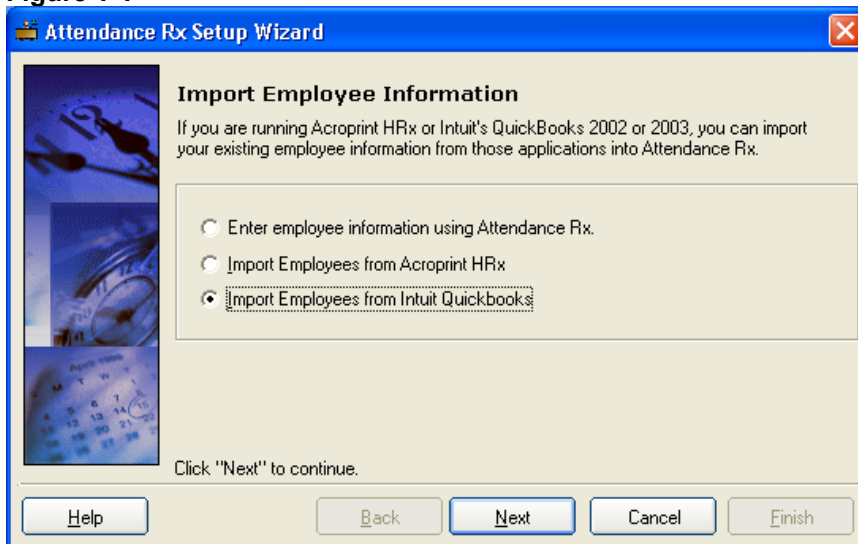
Importing from QuickBooks into Attendance Rx

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 with the Attendance Rx Setup Wizard

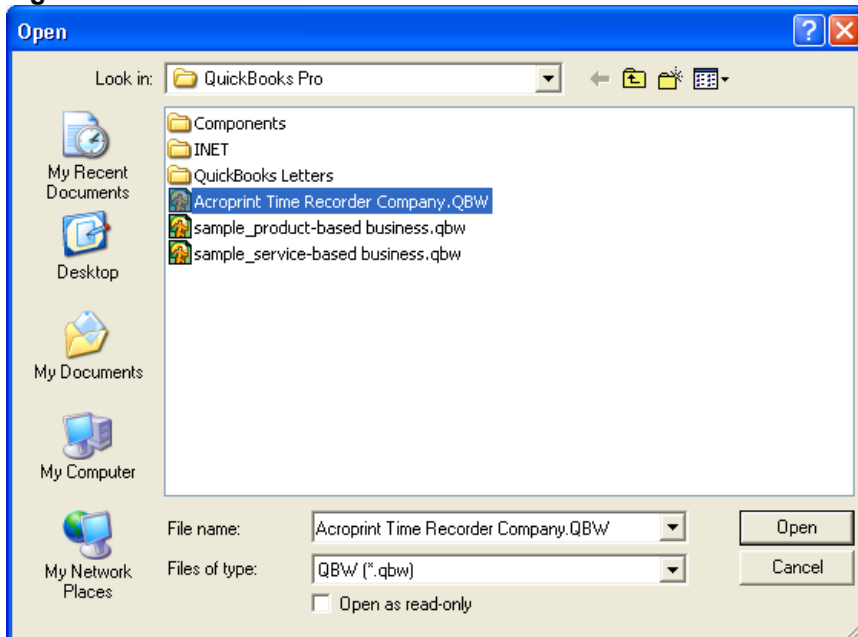
After completing the Attendance Rx Setup Wizard, you will be asked how you would like to enter your employees. Select the third option for “Import Employees from Intuit QuickBooks” as shown in Figure 1-1. You must be logged into QuickBooks as a single user with administrator privileges. The company file should be open with all work windows closed. Click Next and then Finish on the next screen.

Figure 1-1



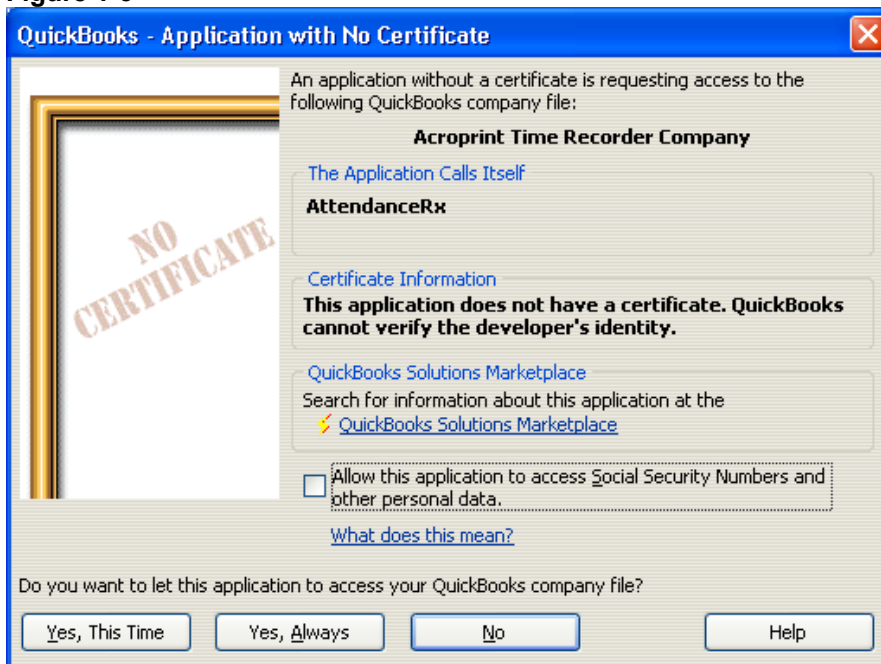
Select your Company File as shown in Figure 1-2; refer to the appendix if you have difficulty locating this file.

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



Select *Yes* in Figure 1-4 then your importing setup is complete.

Importing Employees 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

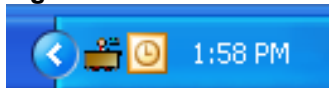
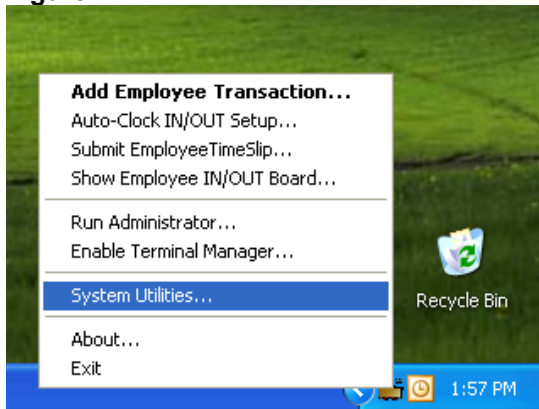


Figure 2-2



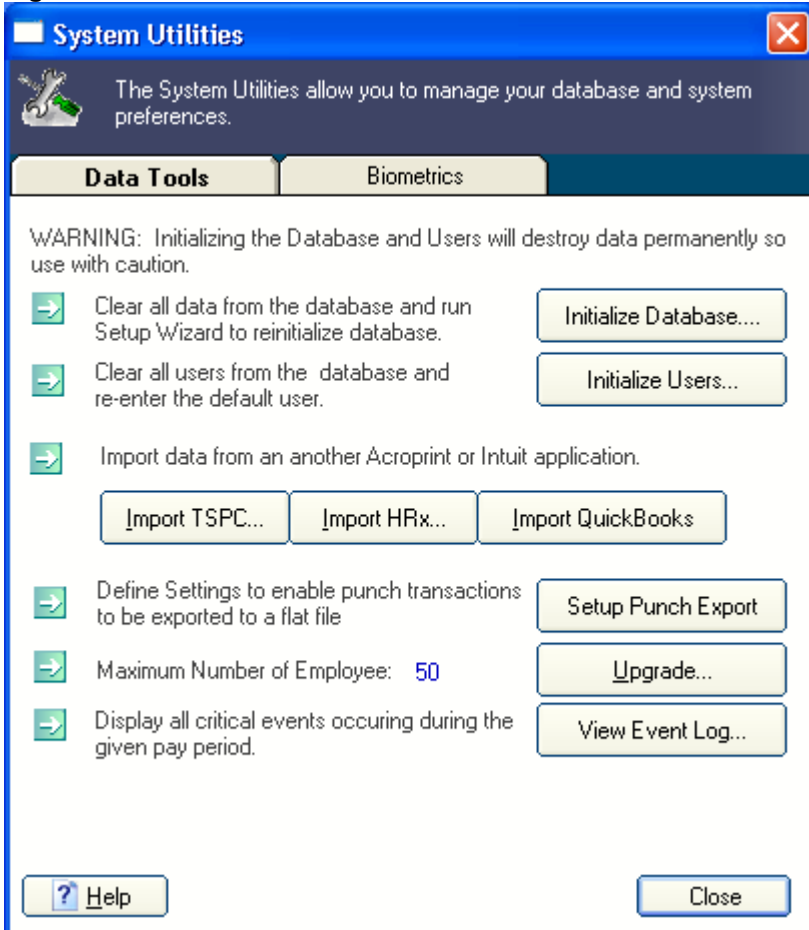
Enter your Login and Password (as shown in Figure 2-3).

Figure 2-3



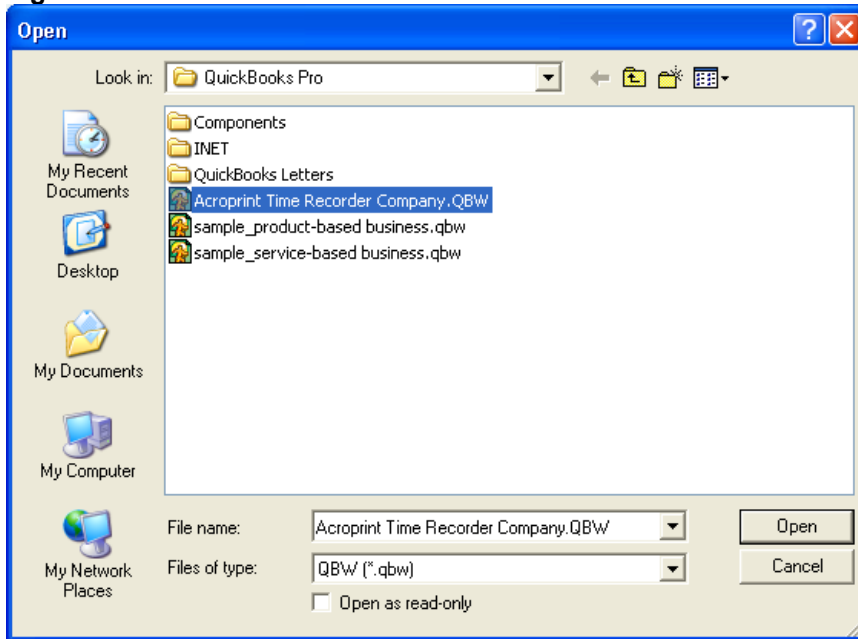
In the System Utilities window (Figure 2-4) click the Import QuickBooks button.

Figure 2-4



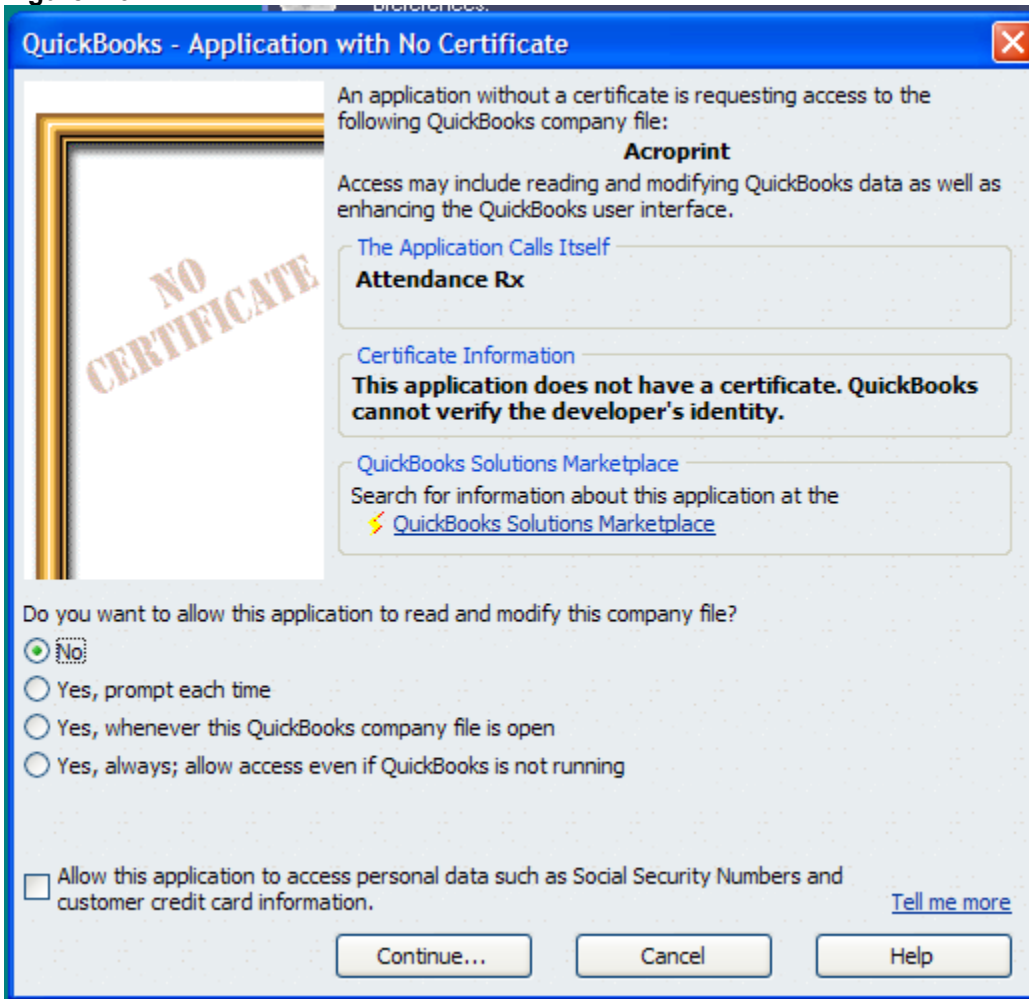
Select your Company File as shown in Figure 2-5; refer to the appendix if you have difficulty locating this file.

Figure 2-5



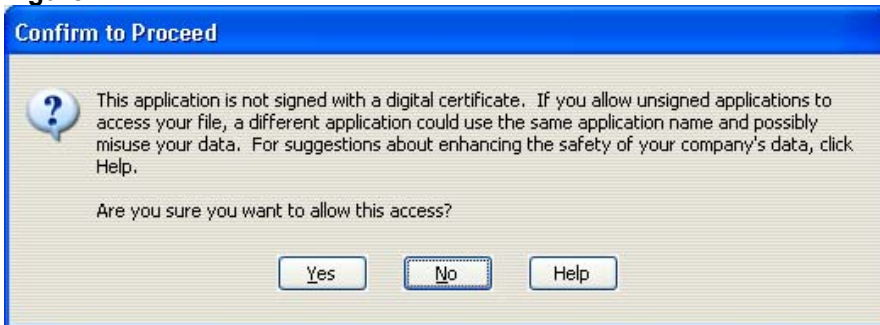
Click “Open” to begin the import. QuickBooks will prompt you a security warning as shown in Figure 2-6. You must select either one of the *Yes* options in order to proceed; selecting *Yes, always* will allow you to export to QuickBooks without QuickBooks being open.

Figure 2-6



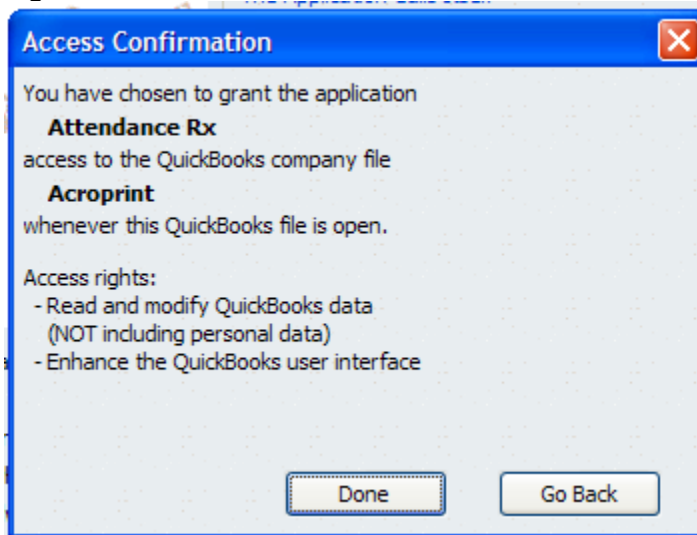
Selecting Yes, Always will display the message shown in Figure 2-7.

Figure 2-7



Select Yes to continue and Figure 2-8 will appear.

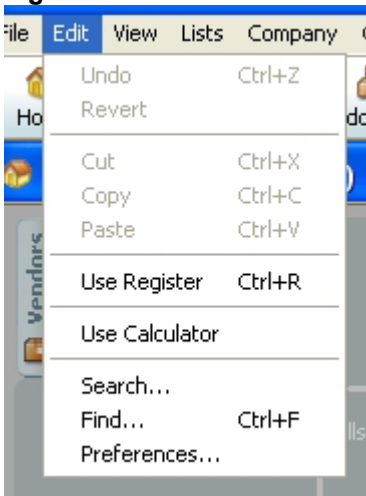
Figure 2-8



Setting up QuickBooks for Employees to use time data

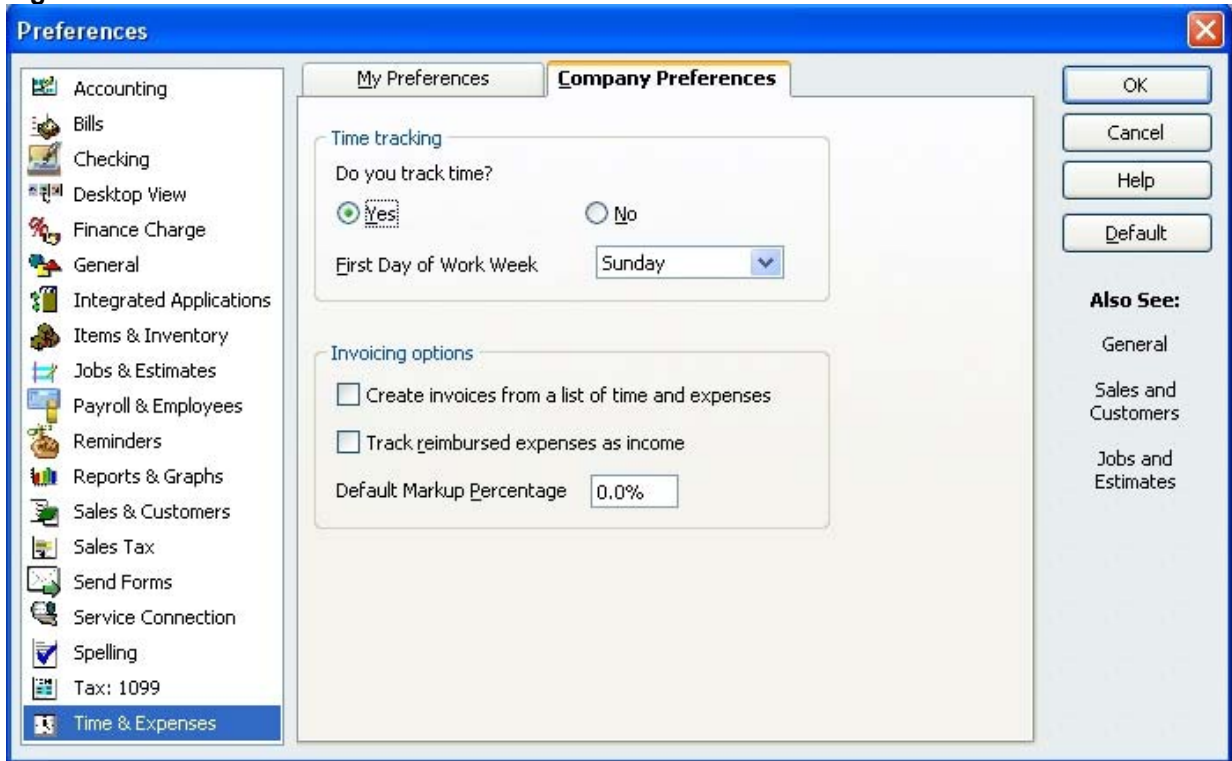
In order for QuickBooks to accept time data for payroll, you must enable Time Tracking. Click on Edit and select Preferences as shown in Figure 3-1.

Figure 3-1



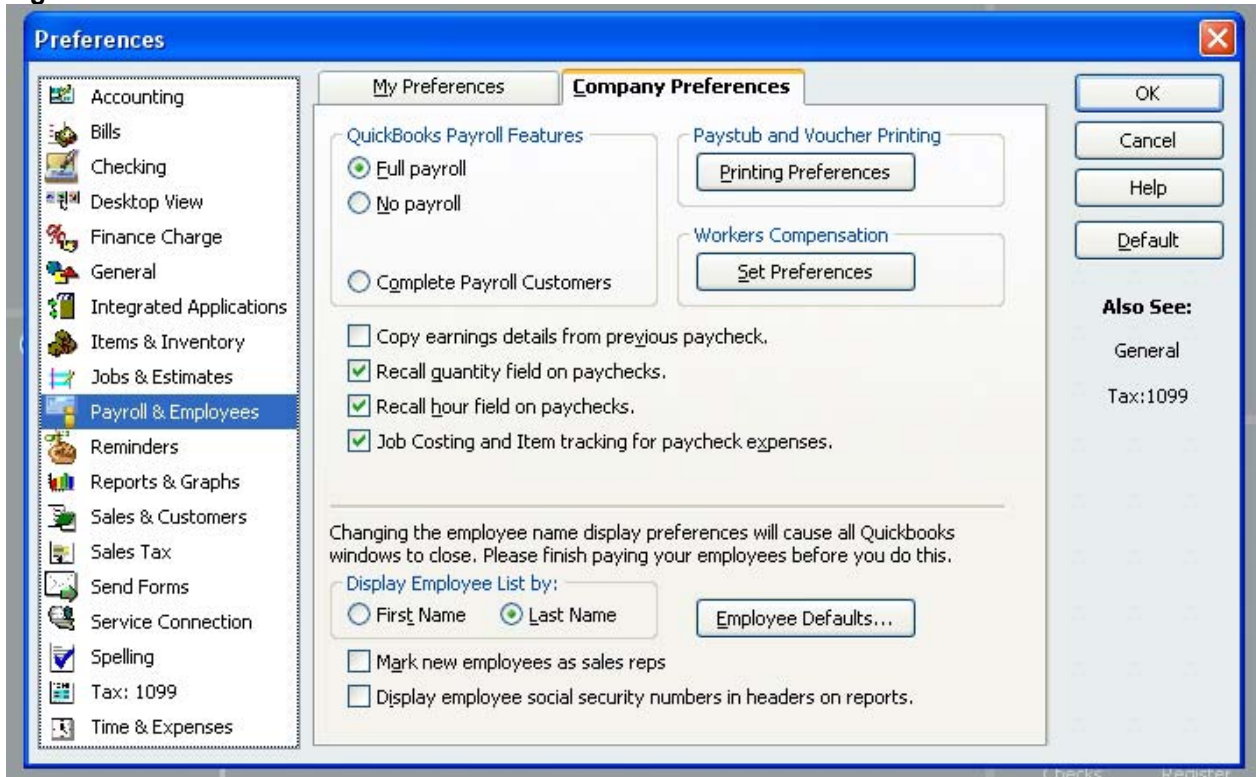
In the Preferences window (Figure 3-2), select Time & Expenses and go to the Company Preferences tab. Click Yes for the Question “Do You Track Time?” Enter the appropriate day for the first day of your work week.

Figure 3-2



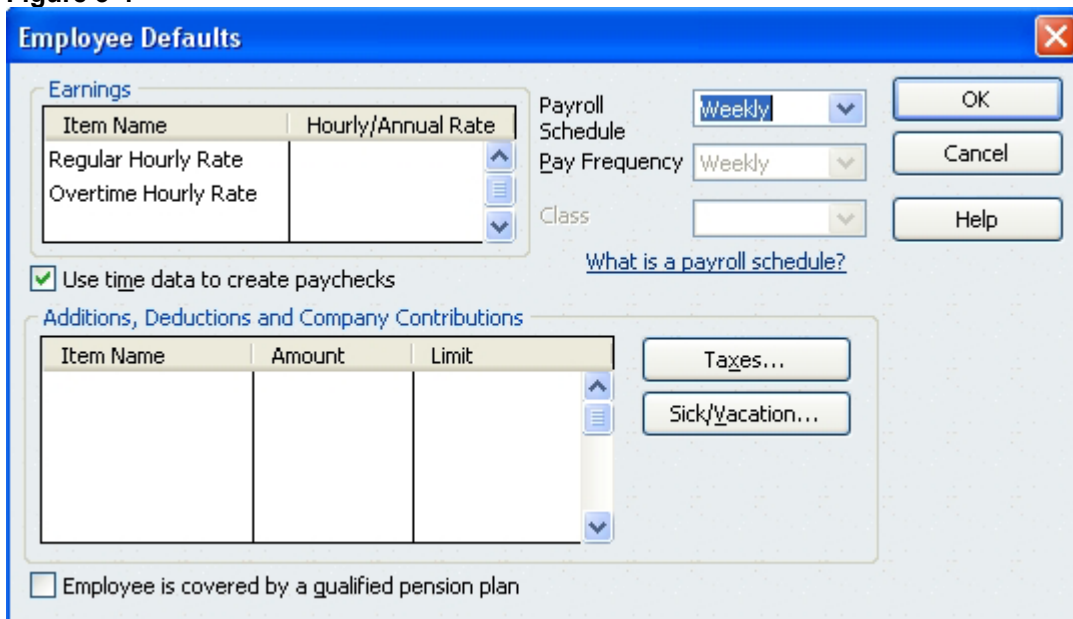
Now you will need to set the Employee Defaults to use time data to create paychecks. This will ensure that all new employees will have this feature enabled automatically. Select Payroll & Employees as shown in Figure 3-3.

Figure 3-3



On the Company Preferences tab, click Employee Defaults.

Figure 3-4



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

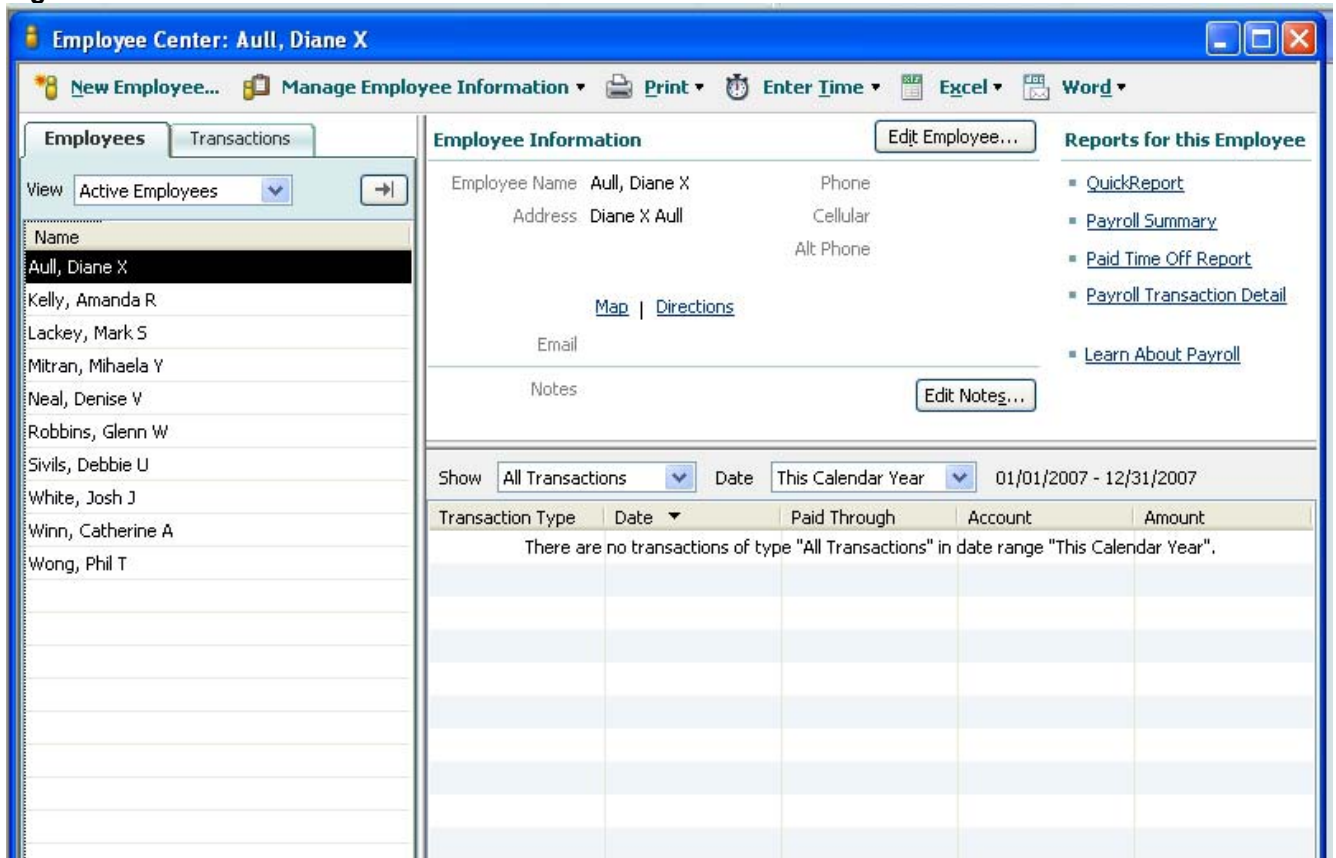
Click OK to close the Employee Defaults window.
Click OK to close the Preferences window.

You will now need to change all of your existing employees to use time data as well. Select Employees and then Employee Center (Figure 3-5). It will then take you to a list of your Employees which is seen in Figure 3-6.

Figure 3-5



Figure 3-6



Double click on the employee and an Edit Employee screen will appear, which is Figure 3-7.

Figure 3-7

The screenshot shows a software window titled "Edit Employee" with a blue header bar. Below the header, there is a text field containing "Information for: Aull, Diane X". To the right of this field are four buttons: "OK", "Cancel", "Notes", and "Help". Below the information field is a "Change tabs:" section with a dropdown menu. The dropdown menu is open, showing three options: "Personal Info" (which is selected and has a checkmark), "Payroll and Compensation Info", and "Employment Info". Below the dropdown menu is a large white area containing the "Personal" tab's form. The form includes a "Mr./Ms./..." field, a "Legal Name" section with "First Name" (Diane) and "M.I." (X) fields, a "Last Name" field (Aull), a "Print on Checks as" field (Diane X Aull), a "SS No." field, a "Gender" dropdown menu, and a "Date of Birth" field with a calendar icon. To the right of the form area is a checkbox labeled "Employee is inactive".

Choose Payroll and Compensation Info, which will then give you Figure 3-8.

Figure 3-8

Information for: Aull, Diane X

Change tabs: Payroll and Compensation Info

Payroll Info

[What is a payroll schedule?](#)

Earnings

Item Name	Hourly/Annual Rate
Regular Hourly Rate	10.00
Overtime Hourly Rate	12.50
Premium Overtime Ho...	18.75

Payroll Schedule: Weekly

Pay Frequency: Weekly

Use time data to create paychecks

Additional, Deductions and Company Contributions

Item Name	Amount	Limit
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Employee is covered by a qualified pension plan

OK

Cancel

Notes

Help

Taxes...

Sick/Vacation...

Direct Deposit

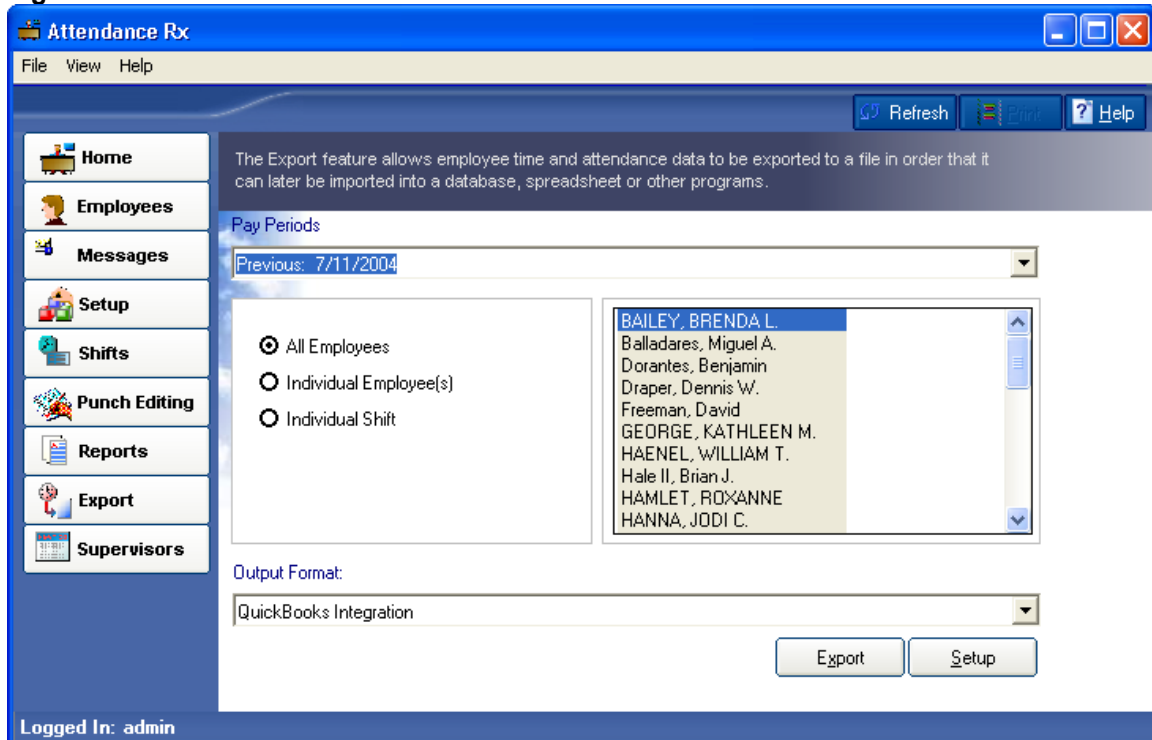
Place a check in the “Use time data to create paychecks” checkbox as shown in Figure 3-8.

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 (make sure the codes are setup the same in Attendance Rx and QuickBooks).

Figure 4-1



The Setup screen is seen in Figure 4-2.

Figure 4-2

QuickBooks Integration

Quick Books Company File: C:/Program Files/Intuit/

Regular Pay Code: Hourly Rate

Overtime Level 1 Pay Code: Overtime Hourly Rate

Overtime Level 2 Pay Code: Premium Overtime Hourly Rate

Vacation Pay Code: Vacation Hourly Rate

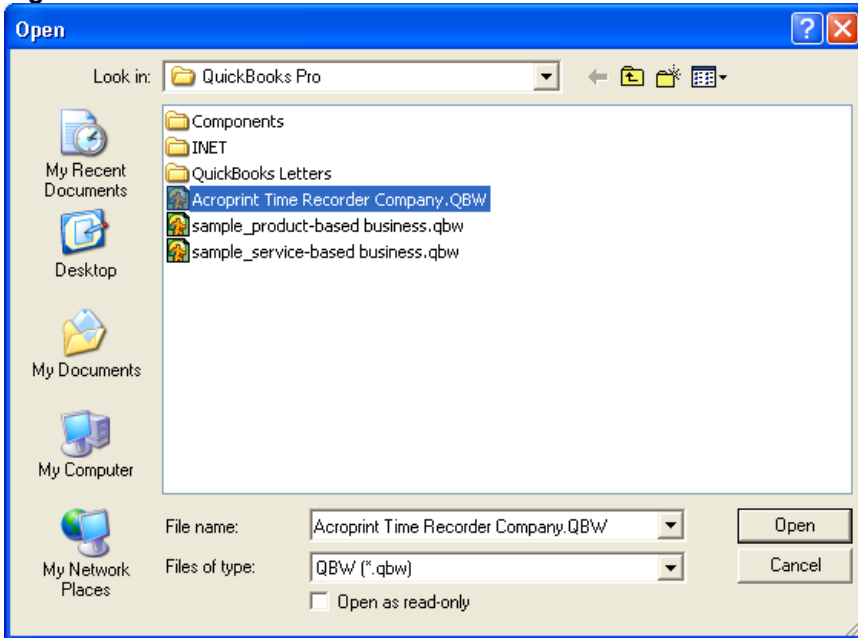
Holiday Pay Code: Holiday Hourly Rate

Sick Pay Code: Sick Hourly Rate

Other Pay Code: Other Hourly Rate

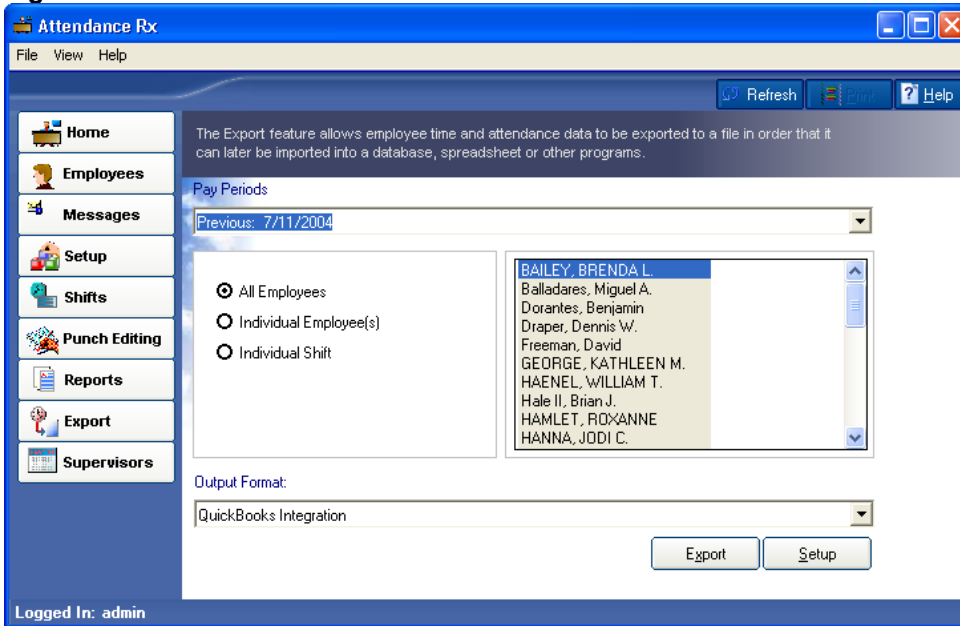
- 1) Enter the Payroll Item Codes for Attendance Rx. It is recommended to have QuickBooks open at this time and “copy” & “paste” from QuickBooks into the setup screen. If there is no corresponding entry in QuickBooks, be sure to clear the entry field in setup. It is necessary to make sure that all fields are identical in QuickBooks and Attendance Rx.
- 2) Press *Select* to choose your QuickBooks Company File. Once the folder is located highlight the file and then select open. Then click save to save your QuickBooks Integration Settings. See Figure 4-3 for an example. If you need any additional help in getting this file and/or getting the Payroll Item Codes please refer to the Appendix or QuickBooks literature.

Figure 4-3



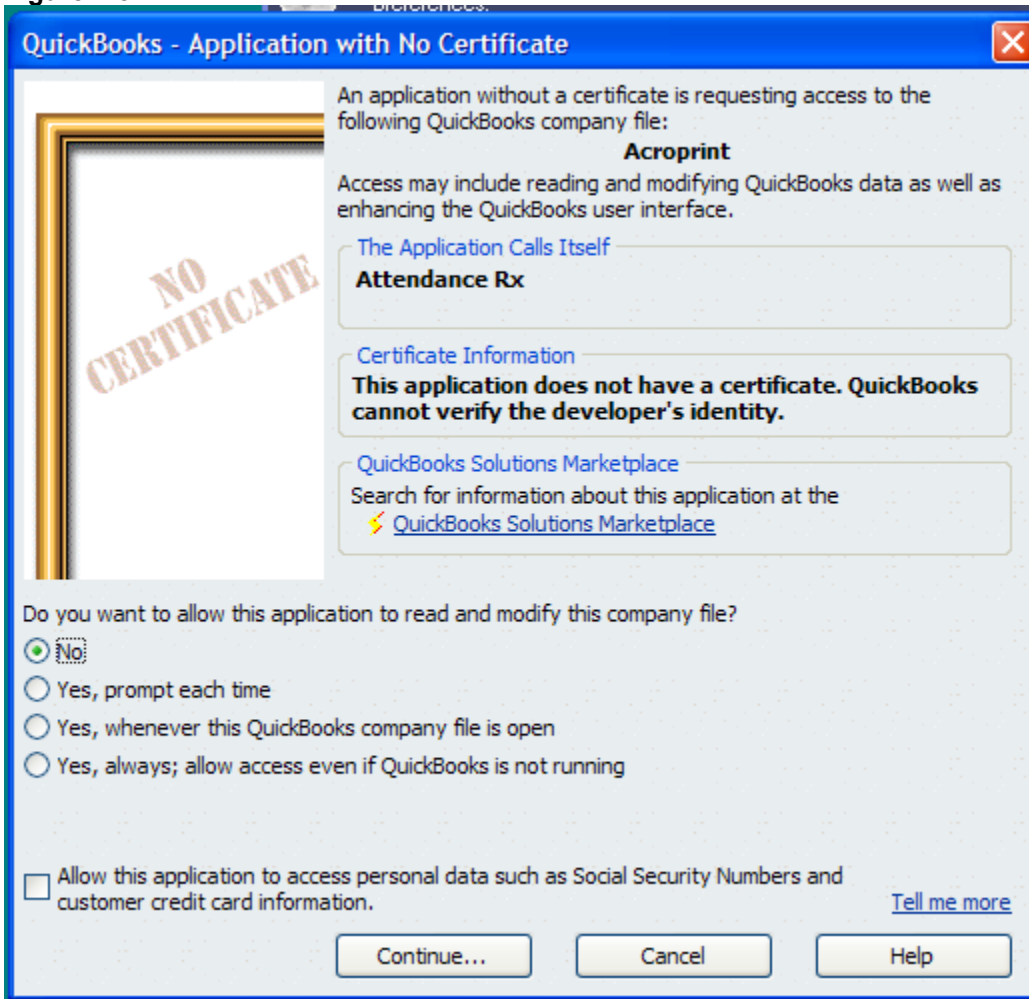
You will then be brought back to Figure 4-4. Click Export.

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



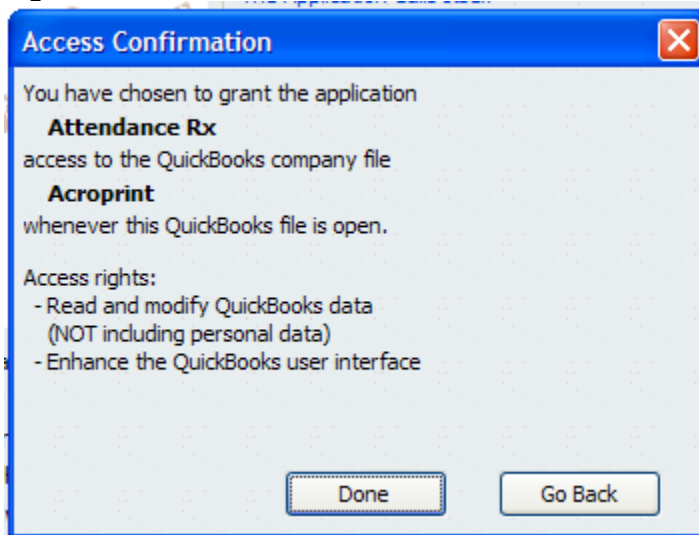
Selecting Yes, *Always* will display the message shown in Figure 4-6.

Figure 4-6



Select Yes to continue and Figure 4-7 will appear.

Figure 4-7



Hours worked will now show in Employee's Weekly Timecard in QuickBooks.

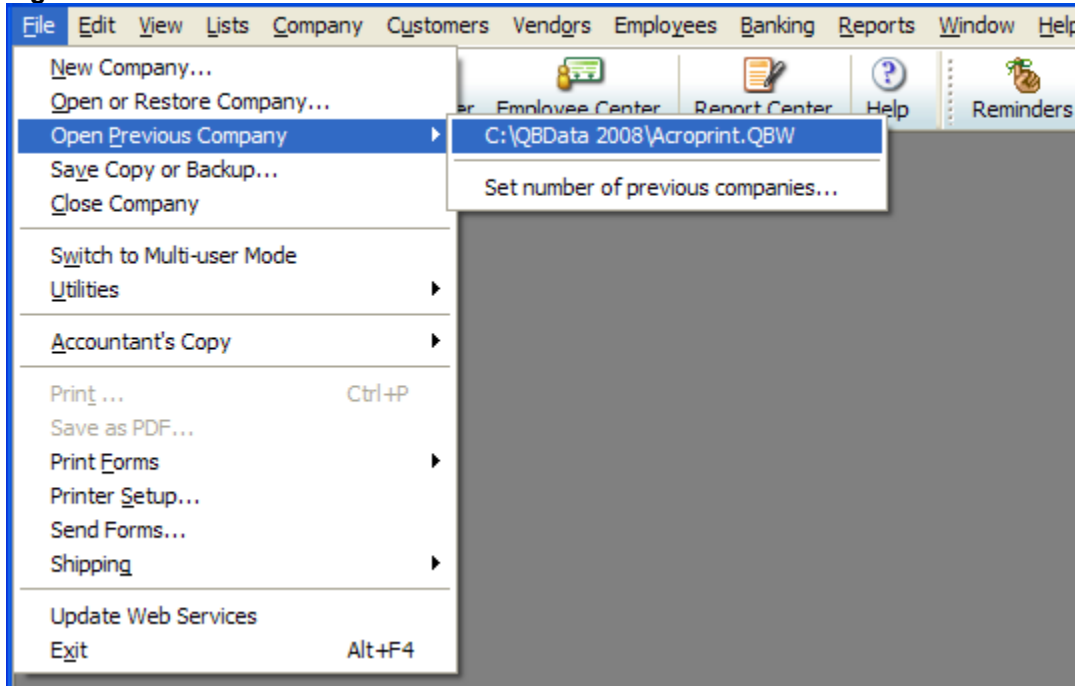
Appendix

Confirming your QuickBooks Company File Location (2 options)

Option 1

Click File – Open Previous Company

Figure A-1

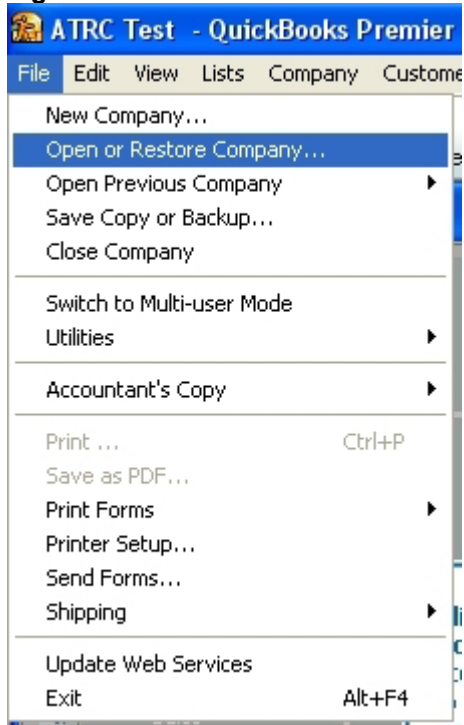


Top of the list is the full address of where the company file is located.

Option 2

Click File – Open or Restore Company

Figure A-2



When installing, QuickBooks will place Company Files into the C:\Program Files\Intuit\QuickBooks\Company Files 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-3 you can see that our test file is named *ATRC Test.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-4 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-3

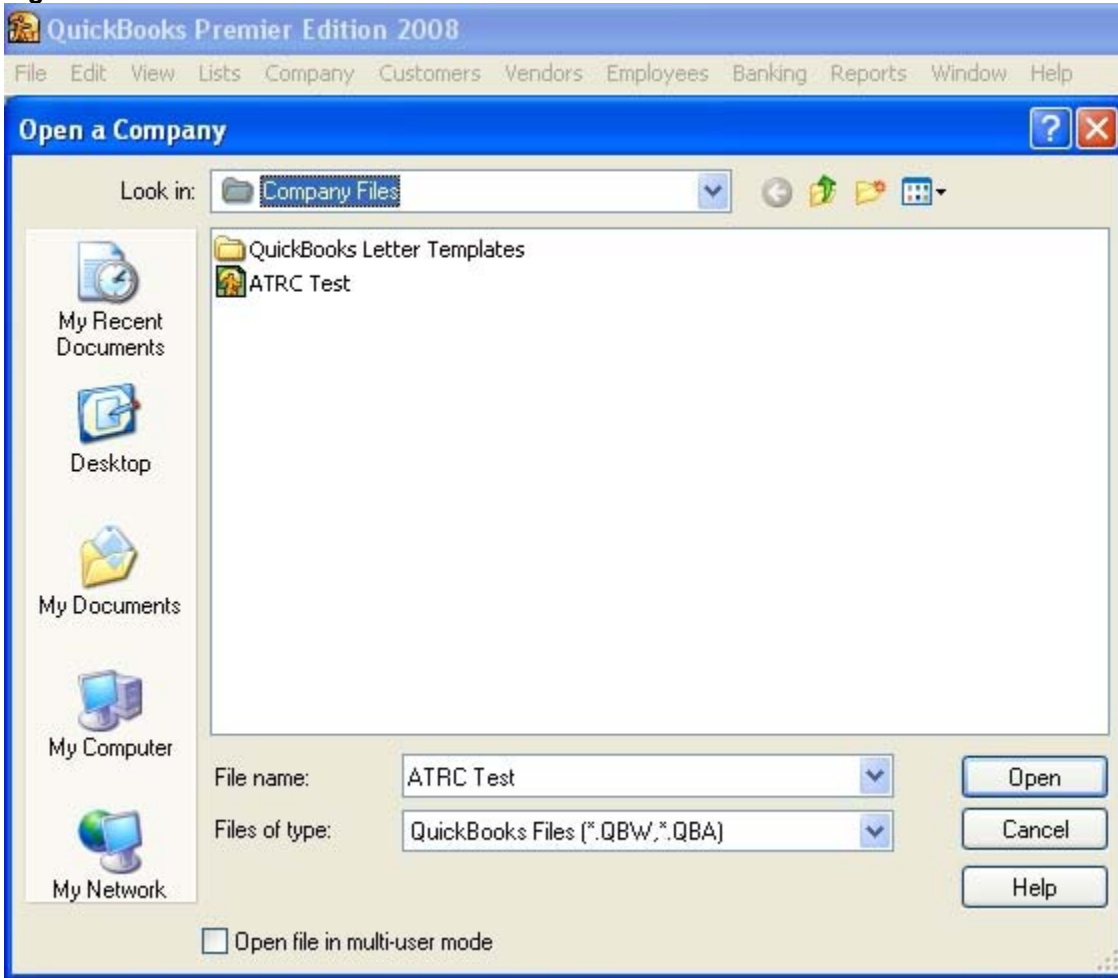
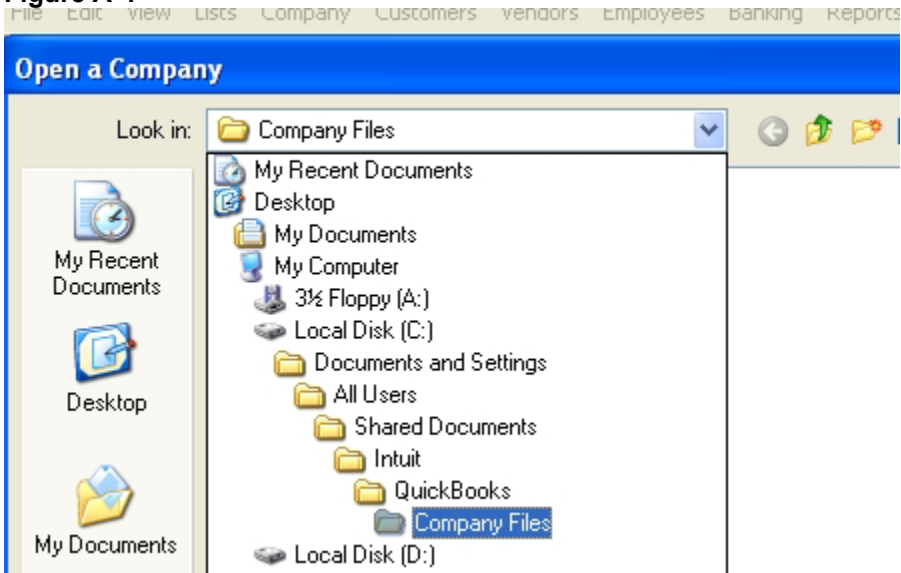


Figure A-4



Obtaining the QuickBooks Payroll Item Codes

Attendance Rx has payroll item codes for each of the following categories (as you can see in Figure B-1):

- Regular Pay Code
- Overtime Level 1 Pay Code
- Overtime Level 2 Pay Code
- Vacation Pay Code
- Holiday Pay Code
- Sick Pay Code
- Other Pay Code

Figure B-1

QuickBooks Integration

Quick Books Company File: C:/Program Files/Intuit/

Select...

Regular Pay Code: Hourly Rate

Overtime Level 1 Pay Code: Overtime Hourly Rate

Overtime Level 2 Pay Code: Premium Overtime Hourly Rate

Vacation Pay Code: Vacation Hourly Rate

Holiday Pay Code: Holiday Hourly Rate

Sick Pay Code: Sick Hourly Rate

Other Pay Code: Other Hourly Rate

Help Save Cancel

To locate Payroll Item Codes in QuickBooks, following these instructions:

Select Edit, and then Preferences, as you see in Figure B-2.

Figure B-2

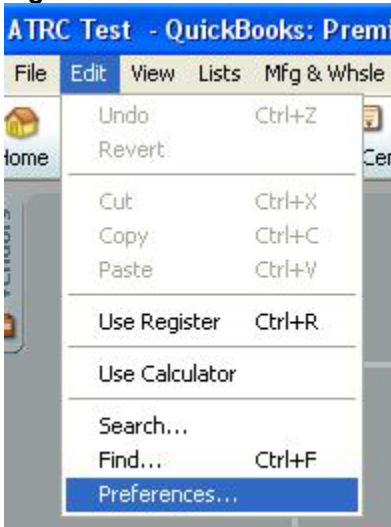
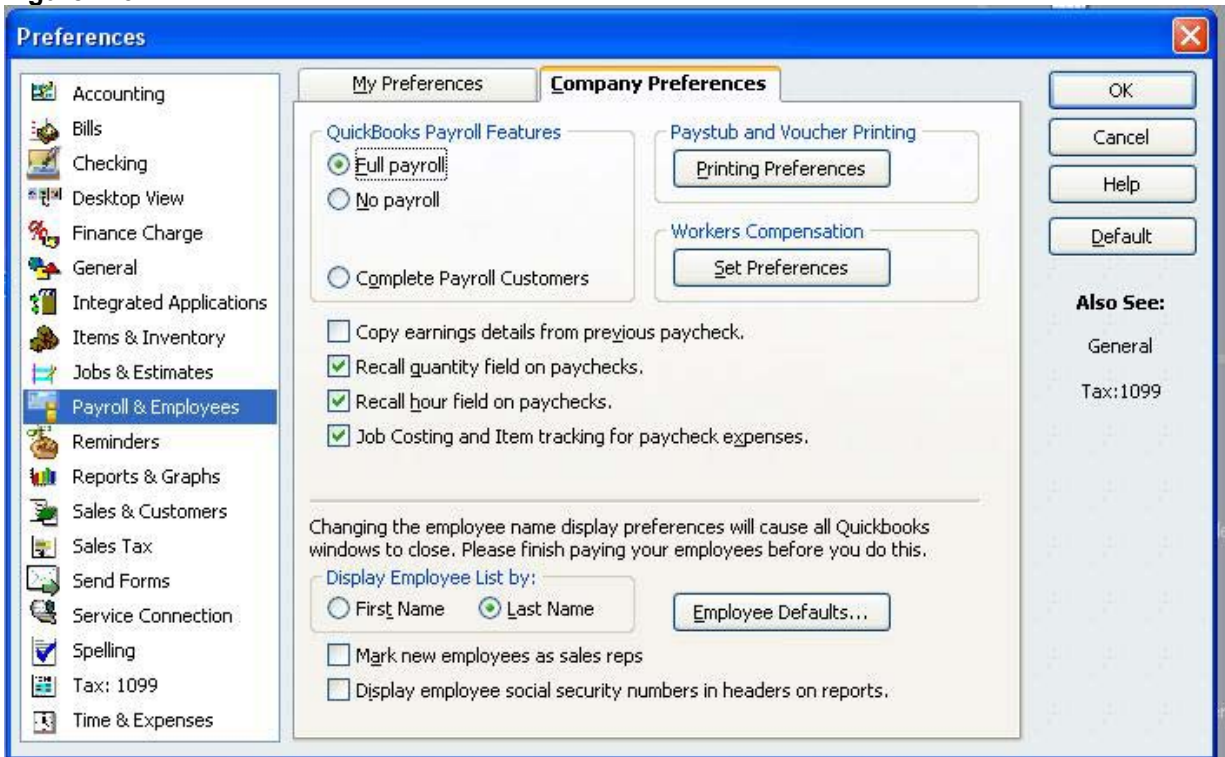


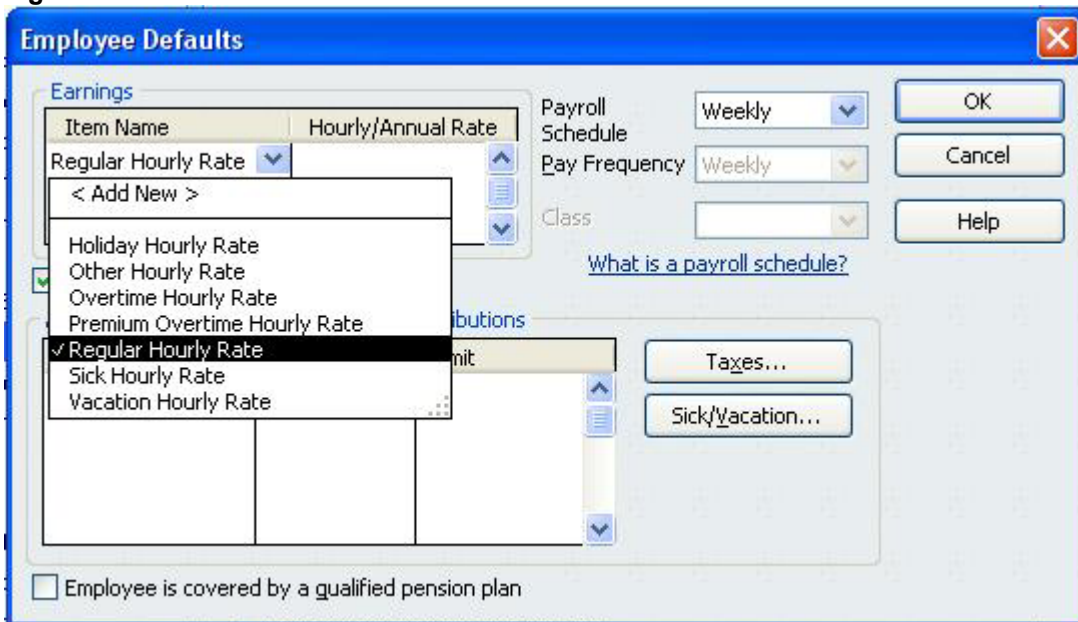
Figure B-3



Choose Payroll & Employees and select the Company Preferences tab. You will then select the Employee Defaults button.

In Figure B-4, you will see under the Earnings section, there is a drop down option that will allow you to add, delete or edit Payroll Item Code names.

Figure B-4



Each of the pay categories in Attendance Rx has a Payroll Item Code and they must be the same in QuickBooks. Print out the screen or write down these Payroll Item Codes to enter it into Attendance Rx or QuickBooks. **The Payroll Item Codes are case-sensitive.**

If you have any further questions, please consult your QuickBooks documentation for instructions on how to add, delete and edit them.

Allowing Attendance Rx to always access QuickBooks

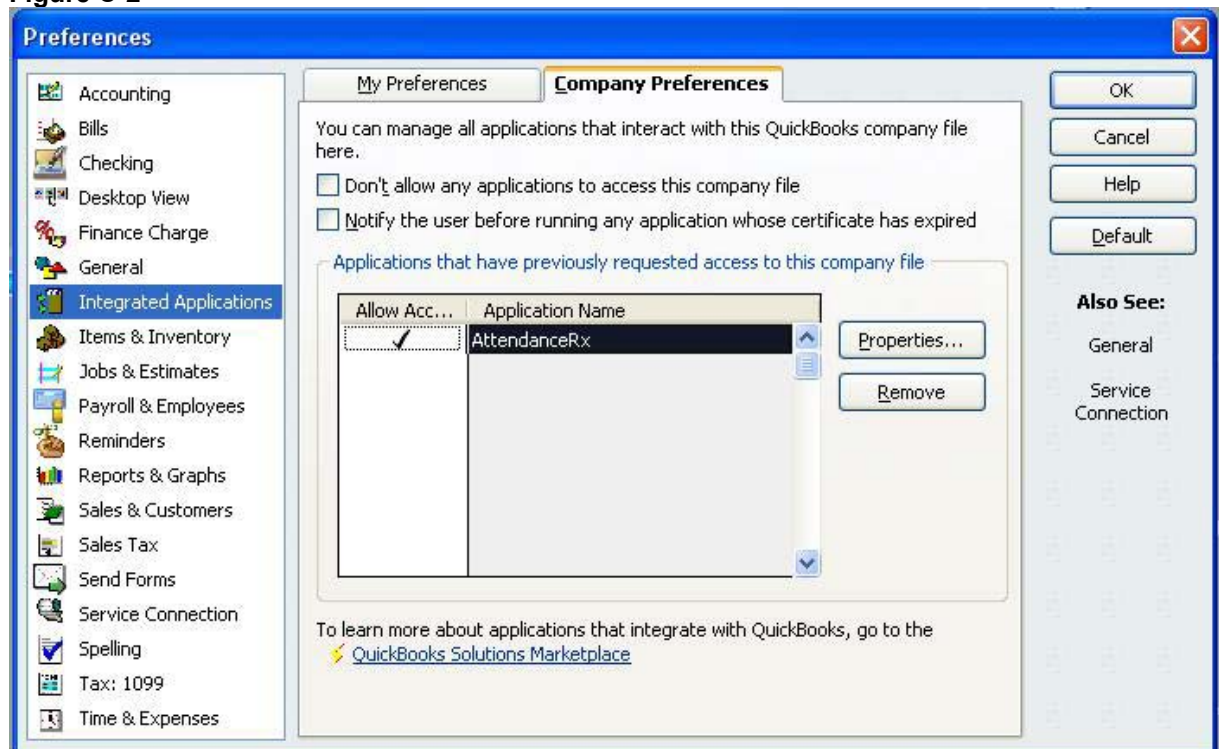
In order for Attendance Rx to access QuickBooks without QuickBooks being open, you must give Attendance Rx Permission to always access QuickBooks. Click Edit – Preferences as shown in Figure C-1.

Figure C-1



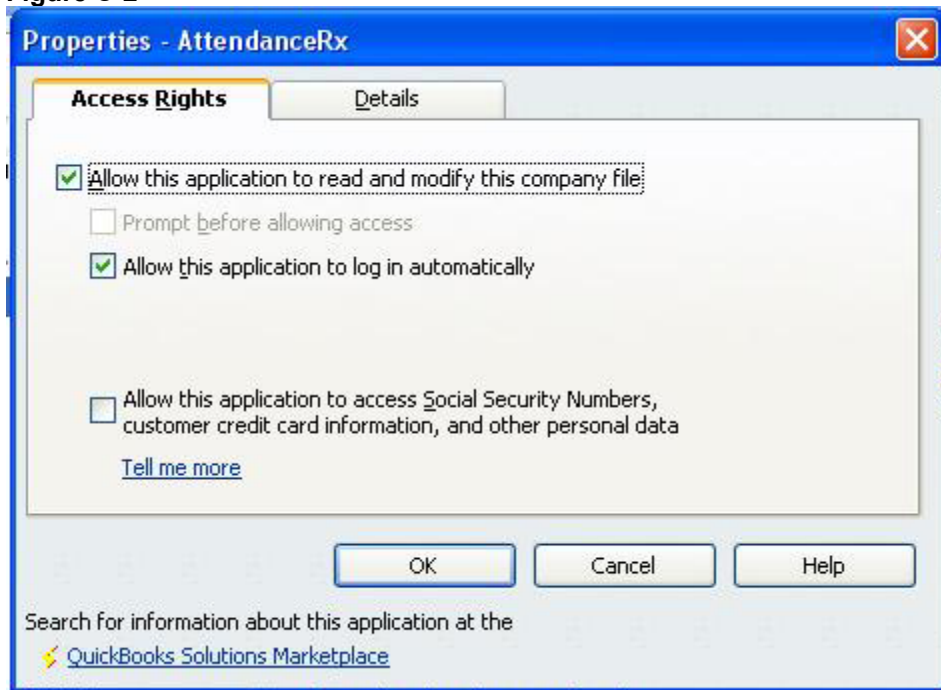
Click on Integrated Applications and go to the Company Preferences tab as shown in Figure C-2. Be sure that neither of the check boxes on this screen is checked. Attendance Rx should have a check in the Allow Access column. Highlight Attendance Rx and select Properties.

Figure C-2



Check the “Allow this application to access this company file” checkbox and the “Allow this application to login automatically” checkbox 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
<p>“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”</p>	<p>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.</p>
<p>“The following employees were found in Attendance Rx but were not Found in QuickBooks.”</p>	<p>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</p>
<p>The time exported from Attendance Rx does not match the time that shows up in QuickBooks.</p>	<p>Check the time totals format in Attendance Rx. You may have Attendance Rx set in Hundredths while QuickBooks displays in hours and minutes.</p>
<p>Edited totals are not showing up correctly in QuickBooks.</p>	<p>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.</p>

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