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

| 🗯 Attendance I | Rx Setup Wizard | × |
|------------------|---|---|
| R. | Import Employee Information If you are running Acroprint HRx or Intuit's QuickBooks 2002 or 2003, you can import your existing employee information from those applications into Attendance Rx. | |
| | Enter employee information using Attendance Rx. Import Employees from Acroprint HRx Import Employees from Intuit Quickbooks | |
| Cart and A state | Click "Next" to continue. | |
| | Back Next Cancel Einish | |

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

Figure 1-2

| Open | | | | | ? 🗙 |
|---|-----------------|---|-----------|---------|--------|
| Look in: | 🗀 QuickBooks Pr | ro | • + 1 | I 💣 🎹 - | |
| My Recent Documents Desktop My Documents | Sample_product | ers Recorder Company.QBW -based business.qbw -based business.qbw | | | |
| S | File name: | Acroprint Time Recorder Con | npany.QBW | • | Open |
| My Network Places | Files of type: | QBW (*.qbw) | | • | Cancel |
| 110065 | | Open as read-only | | | |

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

| Qui | ckBooks - Application | with No Certificate | × |
|---|-----------------------|---|---|
| 6 | | An application without a certificate is requesting access to the following QuickBooks company file: | |
| | | Acroprint Time Recorder Company | |
| | | The Application Calls Itself | |
| | NOCATE | AttendanceRx | |
| | an FICA | Certificate Information | |
| | CERT | This application does not have a certificate. QuickBooks cannot verify the developer's identity. | • |
| | | QuickBooks Solutions Marketplace | |
| | | Search for information about this application at the | |
| | | QuickBooks Solutions Marketplace | |
| | | Allow this application to access <u>S</u> ocial Security Numbers and other personal data. | |
| | | What does this mean? | |
| Do you want to let this application to access your QuickBooks company file? | | | |
| | es, This Time Yes | , Always No Help | |

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



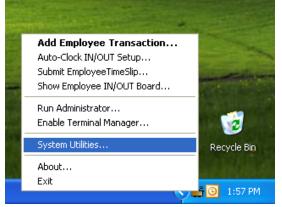
Select Yes in Figure 1-4 then your importing setup is complete.

Importing Employees through Attendance Rx System Utilities

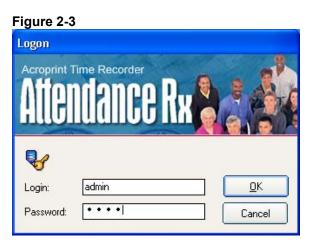
Right Click on the System Tray Icon for Attendance Rx (as shown in Figure 2-1) and select System Utilities (as shown in Figure 2-2).



Figure 2-2



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



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

| Figure 2-4 | | |
|--|--|------------------------------------|
| 🔲 System Utilities | | |
| The System Utiliti preferences. | es allow you to mana; | ge your database and system |
| Data Tools | Biometrics | |
| WARNING: Initializing the use with caution. | e Database and Users | s will destroy data permanently so |
| Clear all data from t Setup Wizard to rei | he database and run nitialize database. | Initialize Database |
| Clear all users from re-enter the default | | Initialize Users |
| Import data from ar | n another Acroprint or | Intuit application. |
| Import TSPC | Import HRx | Import QuickBooks |
| Define Settings to a to be exported to a | enable punch transac flat file | stions Setup Punch Export |
| Maximum Number of | of Employee: 50 | Upgrade |
| Display all critical en given pay period. | vents occuring during | the View Event Log |
| | | |
| <u>?</u> Help | | Close |

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



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

| QuickBooks - Application | with No Certificate | × |
|--|--|-----------|
| CERTIFICATE | An application without a certificate is requesting access to the following QuickBooks company file: Acroprint Access may include reading and modifying QuickBooks data as well a enhancing the QuickBooks user interface. The Application Calls Itself Attendance Rx Certificate Information This application does not have a certificate. QuickBooks cannot verify the developer's identity. QuickBooks Solutions Marketplace Search for information about this application at the \$\sum QuickBooks Solutions Marketplace | is |
| Do you want to allow this applic | ation to read and modify this company file? | |
| Yes, prompt each time | | |
| ○ Yes, whenever this QuickBoo | oks company file is open | |
| Yes, always; allow access ev | en if QuickBooks is not running | |
| | | |
| Allow this application to acce customer credit card informa | ess personal data such as Social Security Numbers and tion. <u>Tell me mo</u> | ore |
| | Continue Cancel Help | |

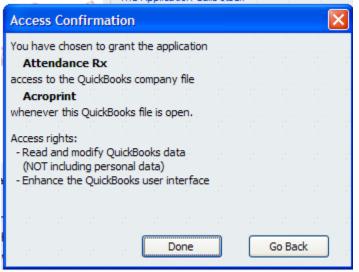
Selecting Yes, Always will display the message shown in Figure 2-7.

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

| ile | Edit | View | Lists | Company | C |
|------|------|-----------------------|--------|---------|----------|
| 1 | Ur | ndo | | Ctrl+Z | 6 |
| Ho | Re | evert | | | do |
| æ | C. | ut | | Ctrl+X | 5 |
| Ψ. | Co | ру | | Ctrl+C | <u> </u> |
| Ľ | Pa | aste | | Ctrl+V | |
| opua | Us | se Regi | ster | Ctrl+R | |
| | Us | se Calci | ulator | | |
| E I | Fir | earch nd eferen | | Ctrl+F | |

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.

| Accounting | My Preferences | Company Preferences | ОК |
|--|---|--|--|
| Bills Checking Desktop View Finance Charge General | Time tracking Do you track time? © Yes Eirst Day of Work Wee | ◯ <u>N</u> o ek Sunday ▼ | Cancel Help Default |
| Integrated Applications Items & Inventory Jobs & Estimates Payroll & Employees Reminders Reports & Graphs Sales & Customers Sales Tax Send Forms Service Connection Spelling Tax: 1099 Time & Expenses | | om a list of time and expenses expenses as income ntage 0.0% | Also See General Sales and Customers Jobs and Estimates |

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.

| 🛍 Accounting | My Preferences | ОК |
|-------------------------|---|-----------|
| 🤹 Bills | QuickBooks Payroll Features Paystub and Voucher Print | ng Cancel |
| 📶 Checking | Eull payroll Printing Preferences | |
| 퀸페 Desktop View | ○ <u>N</u> o payroll | Help |
| 🍋 Finance Charge | Workers Compensation | Default |
| 💁 General | Complete Payroll Customers | |
| Integrated Applications | | Also See: |
| 🐞 Items & Inventory | Copy earnings details from pre <u>v</u> ious paycheck. | General |
| 🚽 Jobs & Estimates | Recall guantity field on paychecks. | |
| 📲 Payroll & Employees | Recall hour field on paychecks. | Tax:1099 |
| a Reminders | Job Costing and Item tracking for paycheck expenses. | 5 5 5 |
| 🛄 Reports & Graphs | | |
| 🚡 Sales & Customers | | |
| 🛃 Sales Tax | Changing the employee name display preferences will cause all Quickb windows to close. Please finish paying your employees before you do | |
| Send Forms | C Display Employee List by: | |
| Service Connection | O First Name 💿 Last Name Employee Defaults | 5 5 5 |
| V Spelling | Mark new employees as sales reps | |
| Tax: 1099 | Display employee social security numbers in headers on reports. | |
| Time & Expenses | | |

Figure 3-3

On the Company Preferences tab, click Employee Defaults.



| Employee Defaults | | |
|--|--------------------------|--|
| Earnings Item Name Regular Hourly Rate Overtime Hourly Rate | Hourly/Annual Rate | Payroll Weekly OK Schedule Weekly Cancel Pay Frequency Weekly Help |
| Use time data to create Additions, Deductions an | · | What is a payroll schedule? |
| | mount Limit | Taxes Sick/Vacation |
| Employee is covered by | a gualified pension plan | |

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 |
|------------|
|------------|

| 00 | , o | | | | |
|-----|--------------|----------|------|--------|-------|
| 's | Employees | Banking | R | eports | Winc |
| | Employee | e Center | | ? | 1 |
| e C | Enter Time 🕨 | | Help | R | |
| | Payroll | | ۲ | | |
| | | | | চাঁহ | Caba. |

Figure 3-6

| Employees Transactions | Employee Inform | ation | Edit E | mployee | Reports for this Employe |
|---|-------------------|---|--------------------------------|------------------|---|
| View Active Employees Name Aull, Diane X Kelly, Amanda R Lackey, Mark 5 Mitran, Mihaela Y Neal, Denise V | | Aull, Diane X Diane X Aull <u>Map</u> <u>Directions</u> | Phone Cellular Alt Phone | | QuickReport Payroll Summary Paid Time Off Report Payroll Transaction Detail Learn About Payroll |
| Robbins, Glenn W Sivils, Debbie U | - | | | | |
| White, Josh J | Show All Transact | tions 💟 Date | This Calendar Year | 01/01/200 | 07 - 12/31/2007 |
| Winn, Catherine A | Transaction Type | Date 🔻 | Paid Through | Account | Amount |
| Wong, Phil T | | | ype "All Transactions" | in date range in | |

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

Figure 3-7

| Change tabs: | Personal Info | OK Cancel |
|----------------------------------|---|-------------------------|
| Personal | ✓ Personal Info Payroll and Compensation Info Employment Info | Notes |
| Mr./Ms./ | | Help |
| Legal Name First Name Diane | M.I. X | Employee is inactive |
| Last Name Auli | | er er er er |
| Print on Checks as Diane X Au | l | |
| SS No. | | |
| Gender | × | |
| Date of Birth | E | |
| | | |
| | | |
| | | |

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

Figure 3-8

| Edit Employee | | | | |
|--|--------------------|-------------------------------|--|-------------|
| Information for: Aull, D | iane X | | | ок |
| Change ta | bs: Payroll and | d Compensatio | n Info 💌 | Cancel |
| <u>P</u> ayroll Info | | | | Notes |
| Earnings | | | What is a payroll schedule? Payroll Weakly | Help |
| Item Name | Hourly/Ar | nnual Rate | Schedule Weekly | Employee is |
| Regular Hourly Ra Overtime Hourly R Premium Overtime | ate | 10.00 📥 12.50 📃 18.75 🗸 | Pay Frequency Weekly | |
| Use time data to Additions, Deducti | | | | |
| Item Name | Amount | Limit | Ta <u>x</u> es | ne ne ne ne |
| | | | Sick/Vacation | |
| | | | Direct Deposit | |
| | | | | |
| | | | | |
| Employee is cove | red by a gualified | pension plan | | |
| | | | | 21 21 21 21 |
| | | | | |
| | | | | |

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 | | | | |
|------------------|---|--|--------------------------------|----------------|
| 🚔 Attendance Rx | | | | |
| File View Help | | | | |
| | | | ິ Ω5 Refresh 🛛 🗧 <u>P</u> init | ? <u>H</u> elp |
| Home | The Export feature allows employee time and at can later be imported into a database, spreadsh | | a file in order that it | |
| Timployees | Pay Periods | | | |
| 🐸 Messages | Previous: 7/11/2004 | | • | |
| 츍 Setup | | BAILEY, BRENDA L. | ^ | |
| 🌯 Shifts | All Employees | Balladares, Miguel A. Dorantes, Benjamin | | |
| Munch Editing | O Individual Employee(s) O Individual Shift | Draper, Dennis W. Freeman, David | | |
| Reports | | GEORGE, KATHLEEN M. HAENEL, WILLIAM T. Hale II, Brian J. | | |
| 😤 Export | | HAMLET, ROXANNE HANNA, JODI C. | ~ | |
| Supervisors | Output Format: | | | |
| | QuickBooks Integration | | • | |
| | | Exp | ort <u>S</u> etup | |
| Logged In: admin | | | | |

The Setup screen is seen in Figure 4-2.

| QuickBooks Integration | | × |
|-----------------------------------|------------------------------|---|
| Quick Books Company File: C:/Prog | gram 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 | Cancel | |

- 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.

| Open | | | | | | ? 🔀 |
|-----------------------------------|------------------|---|---------|-----|----------|--------|
| Look in: |) 🗀 QuickBooks F | Pro | • | ← 🗈 | 💣 🎟 • | |
| My Recent Documents Desktop | Sample_product | ters Recorder Company.QBW t-based business.qbw -based business.qbw | | | | |
| My Documents | | | | | | |
| my comparei | | | | | | |
| | File name: | Acroprint Time Recorder Cor | mpany.(| QB₩ | | Open |
| My Network Places | Files of type: | QBW (*.qbw) Open as read-only | | | <u> </u> | Cancel |

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

| Fig | ure | 4-4 |
|-----|-----|-----|
| | | |

| 🛱 Attendance Rx | | × |
|------------------|--|---|
| File View Help | | |
| | 🗘 Refresh 🔰 Einte ? Hel | P |
| Home | The Export feature allows employee time and attendance data to be exported to a file in order that it can later be imported into a database, spreadsheet or other programs. | |
| Messages | Pay Periods Previous: 7/11/2004 | |
| Setup | All Employees Balladares, Miguel A. Dorantes, Benjamin | |
| Punch Editing | Individual Employee(s) Draper, Dennis W. Freeman, David GEDRGE, KATHLEEN M. HAENEL, WILLIAM T. | |
| Export | Hale II, Brian J. HAMLET, ROXANNE HANNA, JODI C. | |
| Supervisors | Output Format: | |
| | QuickBooks Integration | |
| | E <u>x</u> port <u>S</u> etup | |
| Logged In: admin | | |

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.

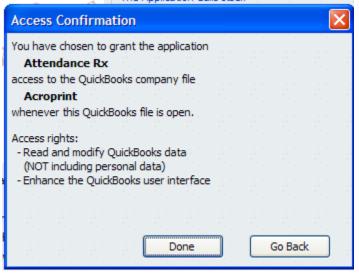
| QuickBooks - Application | with No Certificate | × |
|--|--|------------------|
| CERTIFICATE | An application without a certificate is requesting access to the following QuickBooks company file: Acroprint Access may include reading and modifying QuickBooks data as well a enhancing the QuickBooks user interface. The Application Calls Itself Attendance Rx Certificate Information This application does not have a certificate. QuickBooks cannot verify the developer's identity. QuickBooks Solutions Marketplace Search for information about this application at the \$\sum QuickBooks Solutions Marketplace | is |
| Do you want to allow this applic | ation to read and modify this company file? | |
| Yes, prompt each time | | |
| ○ Yes, whenever this QuickBoo | oks company file is open | |
| ○ Yes, always; allow access ev | ven if QuickBooks is not running | |
| | | |
| Allow this application to acce customer credit card informa | ess personal data such as Social Security Numbers and tion. <u>Tell me mo</u> | ore ¹ |
| | Continue Cancel Help | |

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.



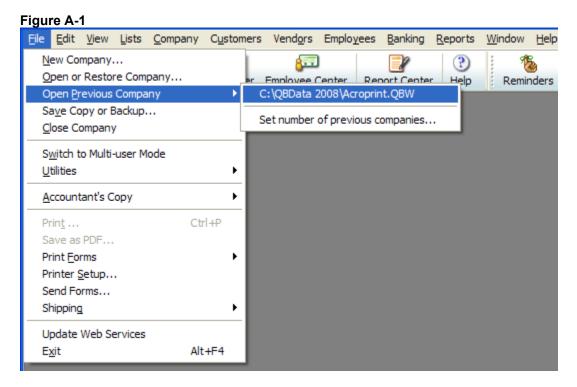
Hours worked will now show in Employee's Weekly Timecard in QuickBooks.

Appendix

Confirming your QuickBooks Company File Location (2 options)

Option 1

Click File – Open Previous Company

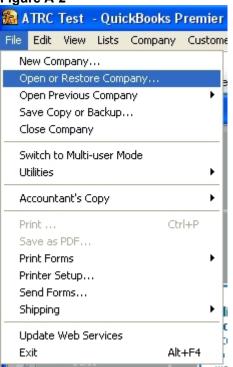


Top of the list is the full address of where the company file is located.

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

| 🔝 QuickBooks | Premier Edition | n 2008 | | | | | | |
|------------------------|--------------------|--------------|--------------|------------|---------|---------|--------|-------|
| File Edit View | Lists Company | Customers | Vendors | Employees | Banking | Reports | Window | Help |
| Open a Compa | iny | | | | | | | ? 🗙 |
| Look in | Company File | es | | ~ | Ge | 1 🗈 🗉 | • | |
| My Recent Documents | C QuickBooks Le | etter Templa | ites | | | | | |
| My Documents | | | | | | | | |
| My Computer | File name: | ATRC T | est | | | * | |)pen |
| | Files of type: | QuickBo | oks Files (* | .QBW,*.QBA |) | * | | ancel |
| My Network | | | | | | | | Help |
| | 🔲 Open file in mul | ti-user mode | | | | | | |



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:/Pro | gram 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 | Cancel |

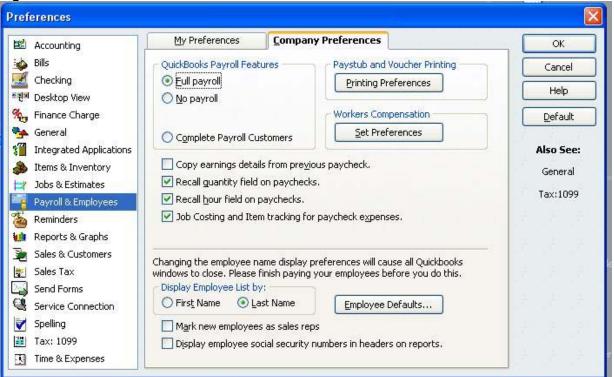
To locate Payroll Item Codes in QuickBooks, following these instructions:

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.



| E avaia a a | | | | |
|---|--------------------|---------------------------|------------|--------|
| Earnings Item Name | Hourly/Annual Rate | Payroll | Weekly 🔽 🗸 | ОК |
| Regular Hourly Rate | | Schedule Pay Frequency | Weekly | Cancel |
| < Add New > | | Class | v | Help |
| Overtime Hourly Rate Premium Overtime Hour √Regular Hourly Rate | ly Rate ibutions | | | |

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. <u>The Payroll</u> <u>Item Codes are case-sensitive.</u>

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 | | | | | | | | |
|------------|--------------|----------|--------|---------|-----|--|--|--|
| ile | Edit | View | Lists | Company | C | | | |
| 1 | | ndo . | | Ctrl+Z | 6 | | | |
| Ho | Re | evert | | | do | | | |
| | C | ut | | Ctrl+X | 5 | | | |
| - <u></u> | Co | ру | | Ctrl+C | - | | | |
| 1 Y | Pa | aste | | Ctrl+V | | | | |
| Vendor | Use Register | | | Ctrl+R | | | | |
| | Us | se Calci | ulator | | | | | |
| F | Se | arch | | | - | | | |
| | | nd | | Ctrl+F | lls | | | |
| | Pr | eferen | ces | | | | | |

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.

| references | | | | | |
|--|---|-------------------------------------|-------------------|-----------------------|--|
| 🕮 Accounting | My Preferences | <u>Company Preferences</u> | | ОК | |
| Bills | You can manage all applic here. | Cancel | | | |
| ඒ Checking 킨페 Desktop View | Don' <u>t</u> allow any applic | Help | | | |
| 🦕 Finance Charge | <u>Notify the user before running any application whose certificate has expired</u> <u>Default</u> <u>Applications that have previously requested access to this company file</u> | | | | |
| Integrated Applications | Allow Acc Appli | ication Name | | Also See: | |
| Items & Inventory | | danceRx | Properties | General | |
| Jobs & Estimates Payroll & Employees Reminders | | | Remove | Service Connection | |
| Reports & Graphs Sales & Customers | | | | | |
| Sales Tax Send Forms | | | ~ | 5 5 5 | |
| Service Connection | To learn more about app | lications that integrate with Quicl | kBooks, go to the | 181 BI 8 | |
| Spelling Tax: 1099 | QuickBooks Solutions | | | 5 5 5 | |
| Time & Expenses | | | | 5 5 5 | |

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

| Access <u>R</u> ights | Details | |
|------------------------|---|------------|
| Allow this application | n to read and modify this company file | |
| Prompt before a | llowing access | |
| Allow this application | ation to log in automatically | |
| ustomer credit | ation to access <u>S</u> ocial Security Numbers card information, and other personal d | s, lata |
| Tell me more | | |

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. |

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