Web TimeSheet

Integration Manager for QuickBooks

Implementation Guide

Version 2.1

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Chapter 1
Welcome

Welcome to the Web TimeSheet Integration Manager for QuickBooks (the Integration Manager).

This chapter summarizes the functionality of the Integration Manager, and describes some of its key concepts and limitations.

The Integration Manager lets you transfer data between Web TimeSheet and QuickBooks. The following types of data can be transferred in both directions between the two applications:

- User/Employee Information
- Vendor Information
- Client/Customer Information
- Project/Task (Job/Item) Information

In addition, the following data can be transferred from Web TimeSheet to QuickBooks, but cannot be transferred from QuickBooks to Web TimeSheet:

- Time Entries
- Expense Entries

The Integration Manager is installed as a menu item in the QuickBooks main menu. When you run the Integration Manager from the QuickBooks menu, it connects to Web TimeSheet and launches an interface screen that allows you to specify the data that you want to transfer.

Integration Manager Concepts

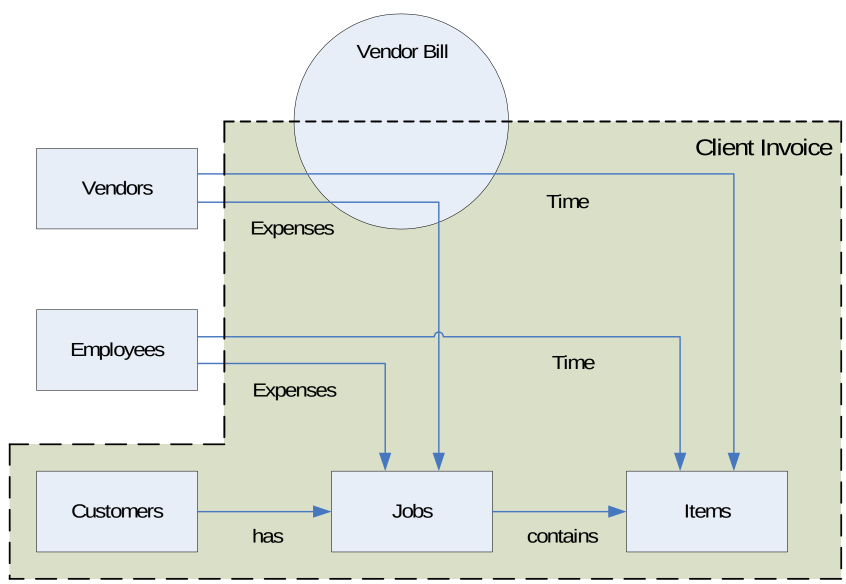
Before you attempt to transfer any data, you need to understand the methods used by the Integration Manager to relate data in Web TimeSheet to data in QuickBooks, and vice versa. The Integration Manager uses the following two methods of relating the data:

- Field Mapping, which maps specified data fields in one application to specified data fields in the other application.
- Structural Relationship, which relates the data structure used in one application to an alternative data structure in the other application.

These concepts are explained in more detail later in this chapter.

QuickBooks Client Invoice Generation

The following diagram illustrates how client invoices are generated within QuickBooks. This shows the relationship between jobs and items, and time and expenses, and is useful to understand when mapping data between Web TimeSheet and QuickBooks.



Terminology

The following table relates the terminology used in Web TimeSheet to the terminology used in QuickBooks.

Web TimeSheet	**QuickBooks**
Users	Employees
Client	Customer
Project	Job or Item
Task	Sub Job or Item
Role	Item
Time	Time
Comments	Notes
Expense	Expense

Field Mapping

Field mapping specifies which data fields in Web TimeSheet are to be transferred to specified data fields in QuickBooks, and vice versa. You can either define the field mapping to be used for each data transfer, or you can accept the default, before initiating the transfer. Choices of field mappings vary depending on the data being transferred, and can be selected from the drop down menus on the appropriate Integration Manager screen.

Additionally, the fields available for mapping are determined by the structural relationship selected. The structural relationship is displayed on the field mapping screen to ensure clarity when choosing field mappings.

Structural Relationship

The structural relationship determines the relationship between Web TimeSheet Projects/Tasks and QuickBooks Jobs/Items when transferring Projects/Task, Time Entries, or Jobs/Items. It is important to select a structural relationship because of the large number of options available within QuickBooks.

The structural relationship can be selected from the appropriate Integration Manager screen.

The structural relationship options available between Web TimeSheet and QuickBooks are:

- Web TimeSheet Project/Task => QuickBooks Job/Sub Job
- Web TimeSheet Project/Task => QuickBooks Job/Item
- Web TimeSheet Project/Task => QuickBooks Item/Sub Item
- Web TimeSheet Project/Role => QuickBooks Job/Item

The structural relationship options available between QuickBooks and Web TimeSheet are:

- QuickBooks Job/Sub Job => Web TimeSheet Project/Task
- QuickBooks Item/Sub Item => Web TimeSheet Project/Task

When transferring data from QuickBooks to Web TimeSheet, these are the only two structural relationship options available. For more information on this topic, see the section *Mapping Jobs/Items*.

Modifying and Deleting Information

When you make changes to employee, vendor, client or project names, you must make identical changes in Web TimeSheet and QuickBooks prior to transferring any data. If you do not, QuickBooks will create an additional item for employee, vendor, client or project using the new name.

If you remove a timesheet row from a project in Web TimeSheet after that project has been transferred to QuickBooks, and then attempt to transfer time for that project with a date range that includes the deleted row, an error will be returned. This is because Web TimeSheet does not keep track of rows that have been removed, therefore there is no way to correlate these changes with QuickBooks.

When you are transferring data from Web TimeSheet to QuickBooks and a change is made to the Web TimeSheet database after you have made a filter query in the Integration Manager, the updated data in Web TimeSheet will not be transferred. You must click the **Apply Filters** button to ensure that the updated data is transferred.

Mapping Project Name

Web TimeSheet Project Name defaults to QuickBooks Job Name (which is available only if it has not already been used for a different mapping relationship).

If class tracking is turned on in the Accounting preferences of QuickBooks, every time entry must be able to map to a class in QuickBooks. If there is no match, or there is more than one match, a message is displayed notifying your that there was no matching class for [projectname], and that time entries for that project will not be transferred. You can continue the data transfer with the knowledge that some of the time entries could not be transferred.

Note: QuickBooks class is available for **all** structural relationships, and Project Name can be mapped to more than one field (example, project => job, project => class).

For **billable time**, QuickBooks requires a customer/customer:job and service item to be associated with the time. If the structural relationship is Job/Sub Job, and **no** role mapping has been set up for Items, the Integration Manager creates a "dummy" item for <None>.

For **non-billable time**, a customer/customer:job and/or service item may be used (because it is not billable time, QuickBooks only requires one of these fields).

If the user has set up a mapping relationship of Project Name => Item Name/Number, and has not mapped to jobs at all, the time for any project will be applied directly to service items.

Mapping Project Code

Web TimeSheet Project Code defaults to QuickBooks Job Name (which is available only if it has not already been used for a different mapping relationship).

If class tracking is turned on in the Accounting preferences of QuickBooks, every time entry must be able to map to a class in QuickBooks. If there is no match, or there is more than one match, a message is displayed notifying you that there was no matching class for [projectcode], and that time entries for that project will not be transferred. You can continue the data transfer with the knowledge that some of the time entries could not be transferred.

Note: QuickBooks class is available for **all** structural relationships, and Project Code can be mapped to more than one field (example, project => job, project => class).

Mapping Single and Multiple Clients

Web TimeSheet 6.5 incorporates the concept of multiple clients on a single project (refer to the *Web TimeSheet User Guide* for more information on multiple clients).

Client mapping is handled by the Integration Manager in the following ways:

1. If a project in Web TimeSheet has a single client, the Integration Manager creates a single **customer: job** (if this is part of the selected structural relationship) in QuickBooks.
2. Projects can only be transferred from QuickBooks to Web TimeSheet if the client names match exactly, or are <None>, in Web TimeSheet.
3. If a project in Web TimeSheet has multiple clients for cost allocation purposes (these projects are billed to the client based on a percentage of the total cost), the project cannot be transferred to QuickBooks.

This limitation is caused by the following:

- WebTimeSheet does not perform calculations until the reporting phase, therefore there is no information on the amounts that any client should be charged. As a result, time and expenses for this type of project cannot be associated with a single client.
- QuickBooks does not allow multiple clients, therefore there is no easy way to transfer project information and associated time and expenses for cost allocated projects.

4. If a project in Web TimeSheet has multiple clients using the bucket allocation method (see the *Web TimeSheet User Guide* for a definition of the bucket method), the project can be transferred from Web TimeSheet to QuickBooks, but cannot then be transferred back from QuickBooks to Web TimeSheet.

Mapping Jobs/Items

QuickBooks does not establish a simple hierarchical relationship between jobs and items. The rules that govern the relationship between jobs and items in QuickBooks differs from the rules that govern the relationship between projects and tasks in Web TimeSheet. As a result, the Integration Manager does not allow the establishment of a direct structural relationship between Web TimeSheet Projects/Tasks and QuickBooks Jobs/Items.

Because of this, when you are transferring jobs and items, the information is updated differently depending on the direction of data transfer.

When updating or modifying data, you must always click the **Apply Filter** button to update any field that contains modified data. You can also click the **Preview Data** button to preview and verify any items that you have selected to transfer.

Transferring Web TimeSheet Projects/Tasks to QuickBooks

When you are transferring projects and tasks from Web TimeSheet to QuickBooks, the projects are mapped to jobs, and the tasks are mapped to service items. QuickBooks service items allow hierarchies, therefore when transferring Web TimeSheet task data to QuickBooks service items, the entire task hierarchy is maintained.

Transferring QuickBooks Jobs/Items to Web TimeSheet

When you are transferring jobs and items from QuickBooks to Web TimeSheet, there is no hierarchical relationship between jobs and items in QuickBooks. Consequently, there is no way to determine which items and jobs belong together, and the Integration Manager has no way to create appropriate projects/tasks in Web TimeSheet. Therefore, there is no option to map QuickBooks job/item to Web TimeSheet project/task.

Note: Do not confuse QuickBooks customer related custom fields with job related custom fields. QuickBooks does not allow custom fields at the job level (only at the customer level); therefore, you cannot map Web TimeSheet Project/Task User Defined Fields (UDFs) to customer related custom fields in QuickBooks. This means that only item related custom fields will be available for mapping to Web TimeSheet Project/Task UDFs.

Vendor Identifiers

You can enter a formula for the name that appears on vendor bills. See the section *Using the Login Name Formula* in Chapter 3 for more information.

When transferring expenses, it is important to note that the Integration Manager may find users who do not have vendor profiles in QuickBooks. This occurs because an employee has submitted an expense, and all expenses must be entered in vendor bills. However, because QuickBooks does not allow an employee to also be a vendor (that is, an employee cannot be attached to a vendor bill), additional text is often added to the employee's name to identify the employee as a vendor (example, "John Smith - vendor"). The same formula can be used for each case where an employee is also a vendor.

When transferring expense entries from Web TimeSheet to QuickBooks, the Integration Manager provides the ability to set up the formula that will be used (e.g., "$FirstName $LastName - Vendor"). With this type of formula in place, the Integration Manager can create vendor accounts for those users who have submitted expenses and do not already have a vendor account.

Although only two formula fields are provided in the Integration Manager, there are additional fields in QuickBooks for vendors. The Integration Manager automatically maps Web TimeSheet information to the First Name, Last Name, and Contact (first and last names) fields for each vendor. Note that the vendor names in QuickBooks may have a different stucture than First Name, Last Name.

Mapping Expenses

When transferring expense entries, the Integration Manager searches for matching vendors as follows:

1. Search for a vendor name that matches the Web TimeSheet user's name. If there is no match, go to Step 2.
2. Search for a vendor name that matches the vendor name formula for that user (example, JSmith - vendor). If there is no match, go to Step 3.
3. Create a new vendor using the vendor name formula set up on the Expense sub tab for Field Mapping.

Each expense entry must map to an expense account. The Integration Manager searches main and sub accounts for a matching name (the source field for the match depends on the selected mapping relationships). If there is no matching account, or if there is more than one match, the expense entry is not transferred to QuickBooks and an error is recorded in the log file.

Non-billable expenses are mapped to the Expense tab on the QuickBooks vendor bill.

Billable expenses are mapped to the Items tab on the QuickBooks vendor bill, because billable expenses are eventually added to a client invoice.

Note: Expense entries come from Web TimeSheet projects **only**. There are no tasks associated with expenses in Web TimeSheet.

Modifying Transferred Expenses

The Integration Manager cannot directly modify expenses after they have been transferred to QuickBooks. If you want to modify transferred expenses, you must complete a new expense transfer process for the modified expenses. The Integration Manager will then effectively delete and replace the expenses.

When transferring expenses from Web TimeSheet to QuickBooks, you effectively select the projects in Web TimeSheet associated with the expenses. So, if you have two projects with associated expenses, Project 1 and Project 2, you can select the following project combinations when transferring expenses:

- (Expenses from) Project 1 => QuickBooks
- (Expenses from) Project 2 => QuickBooks
- (Expenses from) Project 1 and Project 2 => QuickBooks

Therefore, when transferring expense sheets which include the expenses from several projects you must determine which projects you would like transferred to QuickBooks prior to the transfer. In the above example, you must decide if you want to transfer Project 1, Project 2, or all of the projects.

If you choose only to transfer the expenses from Project 1, and later wish to add the expenses for Project 2, you must complete the expense transfer process again, this time selecting both Project 1 and Project 2. The Integration Manager will effectively delete and replace the expenses.

If you are likely to modify your Web TimeSheet expense sheets after transferring them to QuickBooks, you may wish to consider selecting All Projects when transferring expenses.

When updating or modifying data, you must always click the **Apply Filter** button to update any field that contains modified data. You can also click the **Preview Data** button to preview and verify any items that you have selected to transfer.

Time Entries (Role Name and Role Rate)

Web TimeSheet Role Name defaults to QuickBooks Item Name/Number (which is available only if it has not already been used for a different mapping relationship).

If class tracking is turned on in the Accounting preferences of QuickBooks, every time entry must be able to map to a class in QuickBooks. If there is no match, or there is more than one match, a message is displayed notifying you that there was no matching class for [rolename], and that time entries for that role will not be transferred. You can continue the data transfer with the knowledge that some of the time entries could not be transferred.

Note: QuickBooks class is available for **all** structural relationships, and Role Name can be mapped to more than one field (example, role => item, role =>class).

When transferring role name (or role code) to items, the **default** global role rate is transferred.

This applies to the following structural relationships:

- Project/Task => Job/Sub Job
- Project/Role => Job/Item

If you select the structural relationship Project/Task => Job/Sub Job and want to transfer timesheet data that is billable, the role is required for item information if the billable status is to remain intact. Therefore, when you transfer job/item information, it is necessary to map roles to items using the global role information.

Role Rate

This only applies if the structural relationship is Project/Role => Job/Item.

In this case, the rate used is the rate specified for the role at the global level. This is because, in Web TimeSheet, roles are created at the global level, but can be modified at the project level. The rate used should always be the rate owned by the role at the global level, because the Integration Manager does not allow multiple copies of the same role in QuickBooks (duplicates would be required to have the project specific rate).

Scenarios

For the structural relationship Project/Task => Job/Sub Job, the role-to-item mapping scenarios are as follows:

Scenario 1

1. The user chooses to map role information to QuickBooks service items.
2. The user transfers project/task/role data to QuickBooks jobs/sub jobs/items, where the roles are identified with the project name (Project - Role).
3. The user chooses to map role name to service item in QuickBooks time to account for billable time entries.
4. The user transfers time entries to QuickBooks time. For billable time entries, the Integration Manager checks the billing type of the entry in Web TimeSheet. If the type is "Role Rate", the Integration Manager checks for both the Project - Role format and the Role Name format (no project information attached to role name) when transferring the time data. If no matching role information is found, the Integration Manager changes time to non-billable and records the change in the log file.

Scenario 2

1. The user chooses to not map role information to QuickBooks service items.
2. The user transfers project/task data to QuickBooks jobs/sub jobs.
3. The user chooses to map role name to service item in QuickBooks time to account for billable time entries.
4. The user transfers time entries to QuickBooks time. For billable time entries, the Integration Manager checks the billing type of the entry in Web TimeSheet. If the type is "Role Rate", the Integration Manager checks for both the Project - Role format and the Role Name format (no project information attached to role name) when transferring the time data. If no matching role information is found, the Integration Manager changes time to non-billable and records the change in the log file.

Scenario 3

1. The user chooses to not map role information to QuickBooks service items.
2. The user transfers project/task data to QuickBooks jobs/sub jobs.
3. The user chooses to not map role name to service item in QuickBooks time.
4. The user transfers time entries to QuickBooks time. If there are billable time entries, the Integration Manager changes time to non-billable in QuickBooks and records the change in the log file.

Mapping Time Off Codes

Web TimeSheet time off codes should only be mapped to payroll items in QuickBooks if you are only tracking time off.

If you need to track time off against tasks, it is recommended that you set up a User Defined Field (UDF) in Web TimeSheet at either timesheet row or cell level that applies to both tasks and time off. The UDF can then be mapped to payroll items in QuickBooks. This will ensure that you always have the information you require (payroll items are required in QuickBooks if a user is set up to use them; if this is the case, you must *always* have a matching payroll item).

Chapter 2
Getting Started

This chapter explains how to install the Web TimeSheet Integration Manager for QuickBooks

System Requirements

Before you install the Integration Manager, make sure that your system meets the system requirements listed below.

- Minimum hardware requirements:
  - PC with P500 cpu or equivalent
  - 512MB memory
  - 50MB available disk space
- Operating system requirements (one of the following):
  - Windows 9x
  - Windows NT/2000/2003
  - Windows XP Professional
- Browser requirements (one of the following):
  - Internet Explorer 5.5 or higher
  - Netscape Navigator 7.1 or higher
  - Mozilla Firefox 1.0
- Web TimeSheet 6.5 or higher

Either:

- Intuit QuickBooks (US) 2003, 2004 and 2005, or
- Intuit QuickBooks (Canadian) 2005

Operational Limitations

The following operational limitations exist when running the Integration Manager with the specified versions of QuickBooks:

- **QuickBooks patch updates**. It is recommended that you update your version of QuickBooks to include all the patches up to March 2005.
- **QuickBooks 2003**.
  - The Customer field *Notes* is not available in QuickBooks 2003. If you attempt to transfer data from Web TimeSheet to this field, a message will be logged in the Integration Manager `qbilog.txt`.
  - The *Status/Active* fields are not supported for Vendor, Customer, or Employee in QuickBooks 2003. If you attempt to transfer this data, a message will be logged in the Integration Manager `qbilog.txt`.
  - You cannot modify data transferred between Web TimeSheet and the custom fields for Employees, Vendors, Customers and Jobs/Items in the QuickBooks 2003 Premier (US) version.
- **QuickBooks 2004 Professional (US) version**. There are some issues with support for the currency symbols for Pound, Yen and Euro in the custom fields of this version.
- **Integration Manager Installation**.
  - The Integration Manager supports only one version of QuickBooks installed on your computer.
  - The Integration Manager is installed as a menu entry in QuickBooks 2004 and 2005, and is installed as a standalone application for QuickBooks 2003.
  - The Integration Manager must be un-installed if QuickBooks is being un-installed.
- **Custom field length limitation**. Client User Defined Fields (UDFs) in Web TimeSheet allow data up to 50 characters, however custom fields in QuickBooks only allow up to 30 characters. As a result, if you attempt to transfer data which has a field length greater than 30 characters from a Web TimeSheet UDF to a QuickBooks customer field, an error message will be displayed and will be logged in `qbilog.txt`.
- **French (Canada) regional settings**. French (Canada) regional settings are not supported in the Integration Manager for QuickBooks version 2.1.

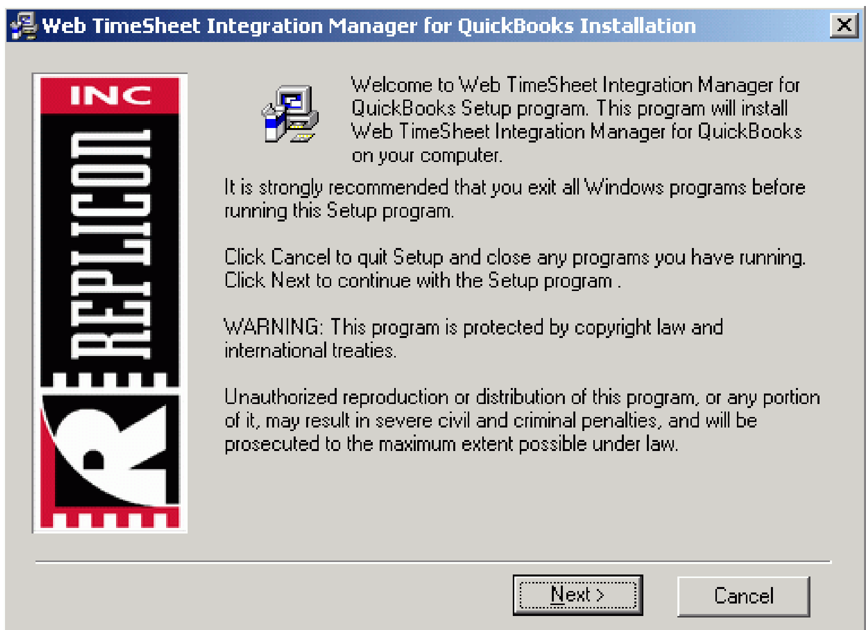
Installing the Integration Manager

If you have Web TimeSheet and QuickBooks installed on different servers, you must install the Integration Manager on the same system as QuickBooks.

Before installing or uninstalling the Integration Manager, close all other Windows applications, in particular make sure that Web TimeSheet and QuickBooks are not running.

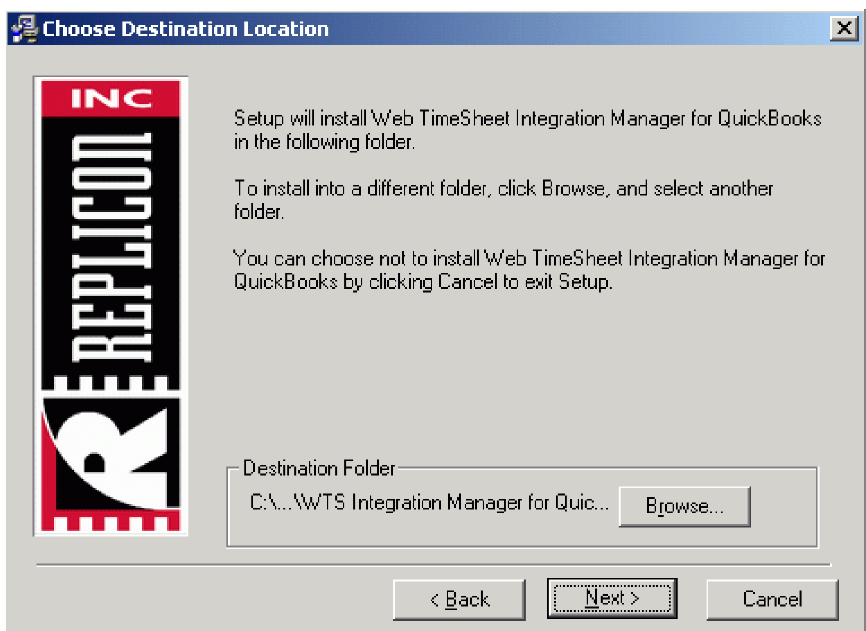
To install the Web TimeSheet Integration Manager for QuickBooks, download and run the installation program supplied by Replicon.

1. The Welcome screen appears. Click **Next**.

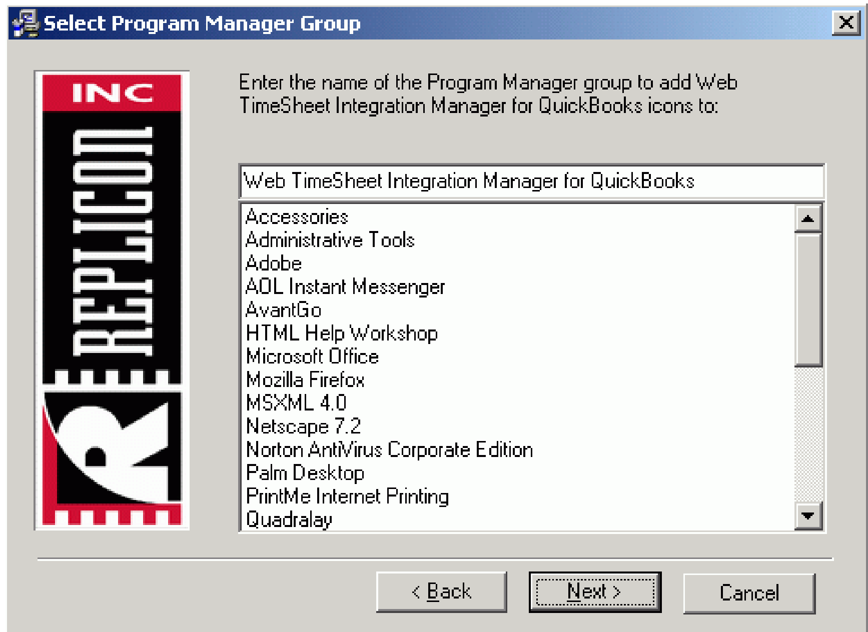


2. Read the license agreement. If you agree to the terms, click **Accept**.

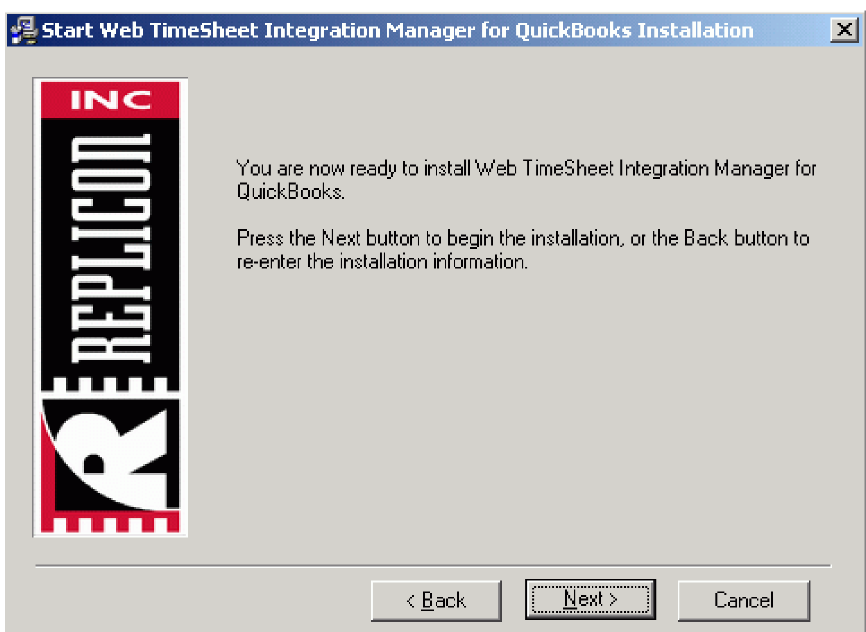
3. Choose an installation location (or leave the default), and click **Next**.



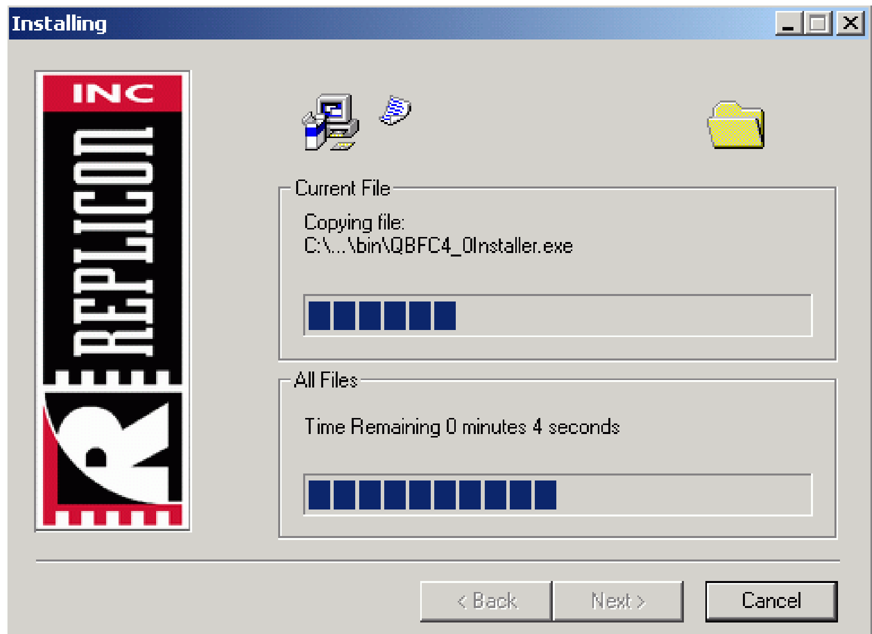
4. Choose the Program Manager group where you want the application icons to be installed (or leave the default), and click **Next**.



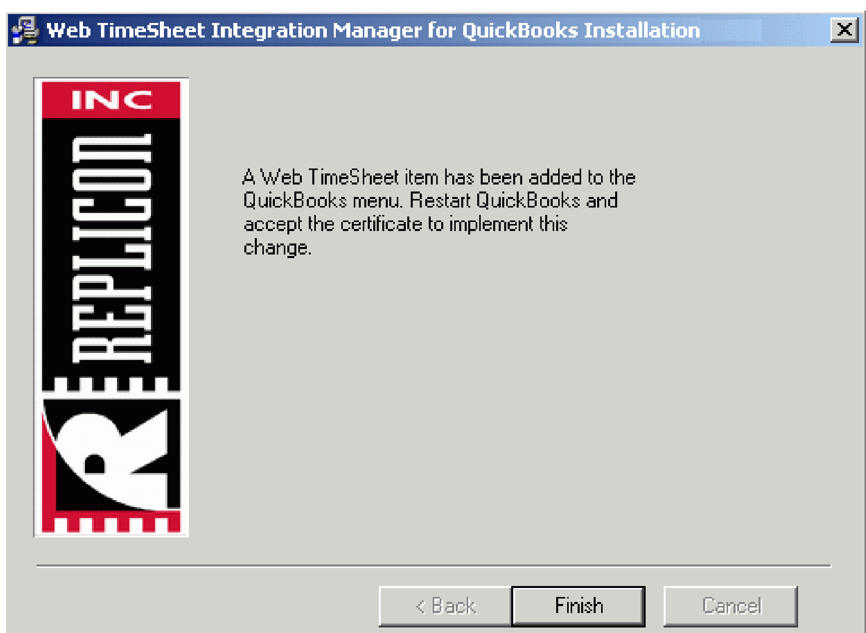
5. You are ready to install the software. Click **Next**.



6. Allow the installation program to install the software.



7. When the software is installed, the Installation Complete screen appears. Click **Finish** to complete the installation.



8. The Integration Manager is now installed. Go to the next section, *Adding a License Key*.

Adding a License Key

The Web TimeSheet Integration Manager for QuickBooks requires a license key before you can use it. The Integration Manager uses the same license key that the previous Web TimeSheet Integration Manager for QuickBooks (XML) application used. To activate your version of the Integration Manager, follow the appropriate procedure below.

Adding a License Key for the First Time

To add a license key for the first time:

1. Launch Web TimeSheet.
2. Click the **Admin** button.
3. Click **About Web TimeSheet** in the side menu.
4. Click the **License Key** tab.
5. Click the **Add** button.
6. Enter the license key for the XML version of the Integration Manager, and click **Save**.
7. Turn off permissions for the XML version, as described below.

   The Integration Manager is now active. Go to the section *Logging in to the Integration Manager*.

Replacing the License Key for the Integration Manager

If you are replacing the previous XML version of the Integration Manager with the newer version Integration Manager, the XML license key that you previously used will work with the new version of the application. However, you should turn off permissions for the XML version, as described below.

Turning Off Permissions for the XML version of Integration Manager

Turn off permissions for the XML version of Integration Manager, as follows:

1. Launch Web TimeSheet.
2. Click the **Admin** button.
3. Click **Setup** in the side menu.
4. Click **Permissions**.
5. Click **Administrator** in the Name column
6. Under the **System** tab, expand the Integration section by clicking the ‘**+**‘.
7. Uncheck **WTS Integration Manager for QuickBooks XML**.
8. Click **Save**.

Logging in to the Integration Manager

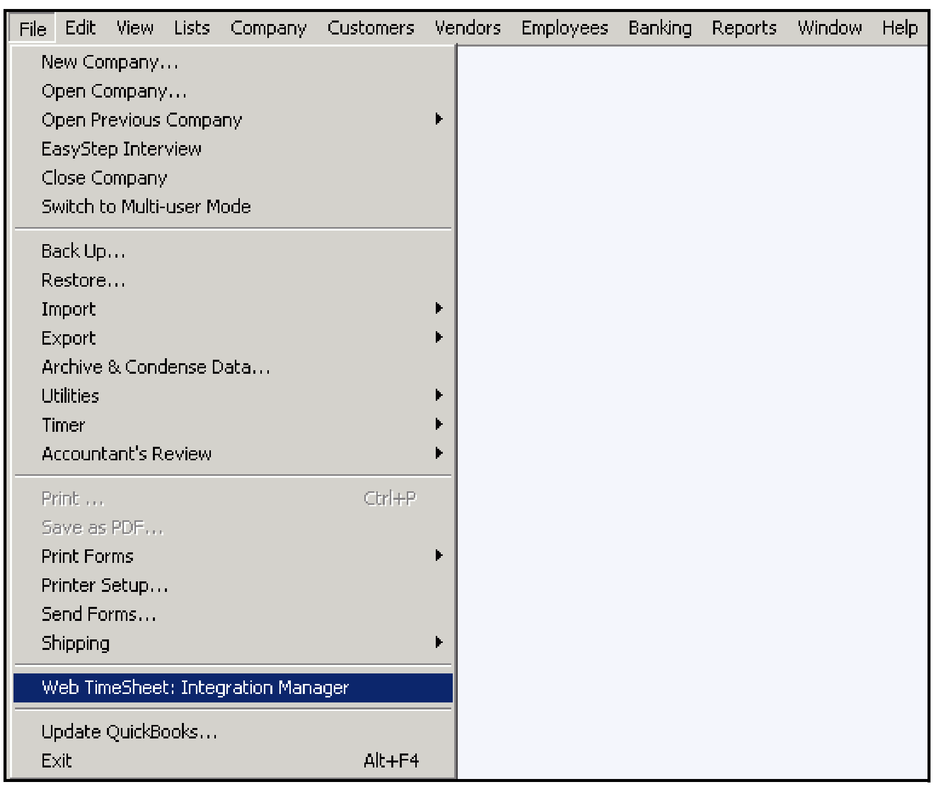
When the software is successfully installed, a Web TimeSheet menu item is installed in the QuickBooks main menu. When you have activated the Integration Manager with a license key, you can start the application as follows:

1. Launch QuickBooks, and select **File > Web TimeSheet Integration Manager** from the QuickBooks main menu.

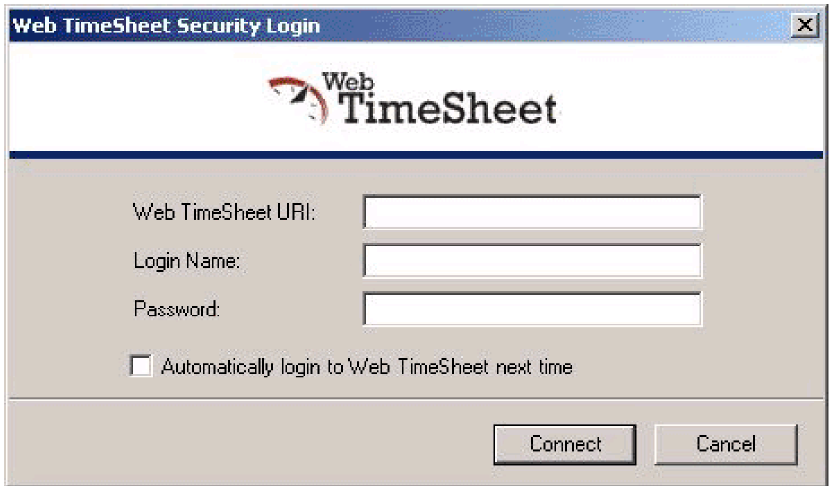
Notes:

1. If you are using QuickBooks 2003, the Integration Manager is installed as a stand alone application only and must be launched by clicking ***Start>Programs>Web TimeSheet Integration Manager****.*

2. When the Integration Manager opens initially a Permissions Certificate appears. If you cancel or close this certificate, the entry for Web TimeSheet Integration Manager will not appear in the QuickBooks menu. If this happens, open ***Edit****>****Preferences*** *from the QuickBooks main menu, select the* ***Company Preferences*** *tab and select* ***Integrated Applications*** *from the side menu. Make sure that Web TimeSheet and the Web TimeSheet Integration Manager applications are checked for Allow Access.*



2. Enter your Web TimeSheet URL, Login Name and Password, and click **Connect**. If you want the Integration Manager to automatically login to Web TimeSheet, click the checkbox.



You can find the Web TimeSheet URL by opening the systeminfo.txt file which is located in your Web TimeSheet installation directory. For example, c:\Program Files\Web TimeSheet\systeminfo.txt. At the top of this file will be a line that looks similar to this:

Web Server Address: http://<computername>:<portnumber>.

Enter this URL, http://<computername>:<portnumber>, in the Web TimeSheet URL field.

3. The Web TimeSheet Integration Manager for QuickBooks application will open.

   Go to Chapter 3, *Transferring Data*, for information on using the Integration Manager.

Closing the Integration Manager

When you have finished transferring data you can close the Integration Manager by clicking the **Exit** button.

Note: If you close the Integration Manager forcibly (that is, by using Windows Task Manager) while data is transferring, you cannot re-start the application again using the QuickBooks Integration Manager menu item. You must close QuickBooks and re-start it before the Integration Manager menu item is activated again.

Chapter 3
Transferring Data

This chapter describes how to transfer data between Web TimeSheet and QuickBooks.

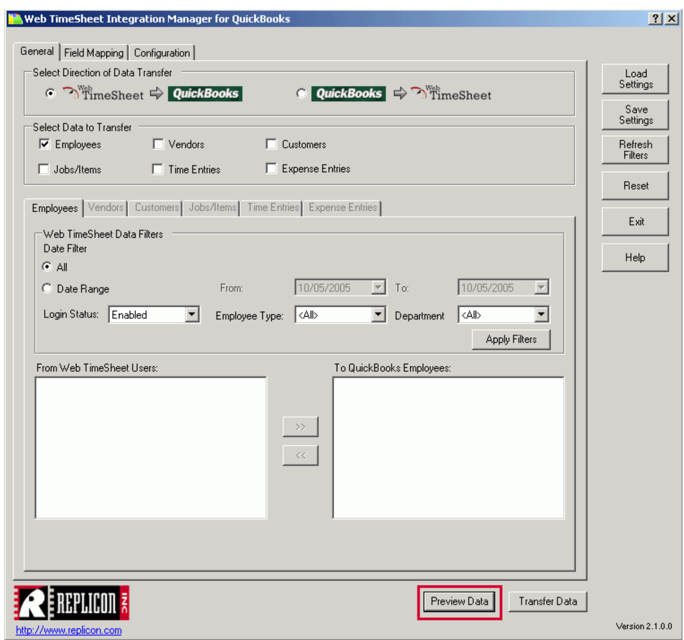
Previewing Data

You can preview the data to be transferred, together with any related field mappings, before initiating the transfer.

To preview the data to be transferred:

1. Log on to Web TimeSheet Integration Manager for QuickBooks.

   The integration manager screen is displayed.



2. Click the appropriate **Select Direction of Data Transfer** option.
3. Select the data to be transferred and the field mappings.

   To learn more about transferring data, refer to the sections *Transferring Data from Web TimeSheet to QuickBooks* and *Transferring Data from QuickBooks to Web TimeSheet*.
4. Click the **Preview Data** button.

   The Preview Data dialog box is displayed.
5. Click the appropriate tab to preview the data to be transferred for the selected data type.

   The data to be transferred is displayed in the **Data to be transferred** section, and the mapping relationship for the data to be transferred is displayed in the **Mapping Information** section.
6. Click the **Close** button to exit and return to the Interface screen.

Transferring Data from Web TimeSheet to QuickBooks

You can transfer the following data from Web TimeSheet to QuickBooks:

- Employee data
- Vendor data
- Customer data
- Job/Item data
- Time entries
- Expense entries

Note: When you are transferring data from Web TimeSheet to QuickBooks and a change is made to the Web TimeSheet database after you have made a filter query in the Integration Manager, the updated data in Web TimeSheet will not be transferred. You must click the ***Apply Filters*** *button to ensure that the updated data is transferred.*

Transferring Employee Data

You can transfer employee data from Web TimeSheet to QuickBooks. The employee data to be transferred can be filtered on the basis of date range, login status, employee type, and department.

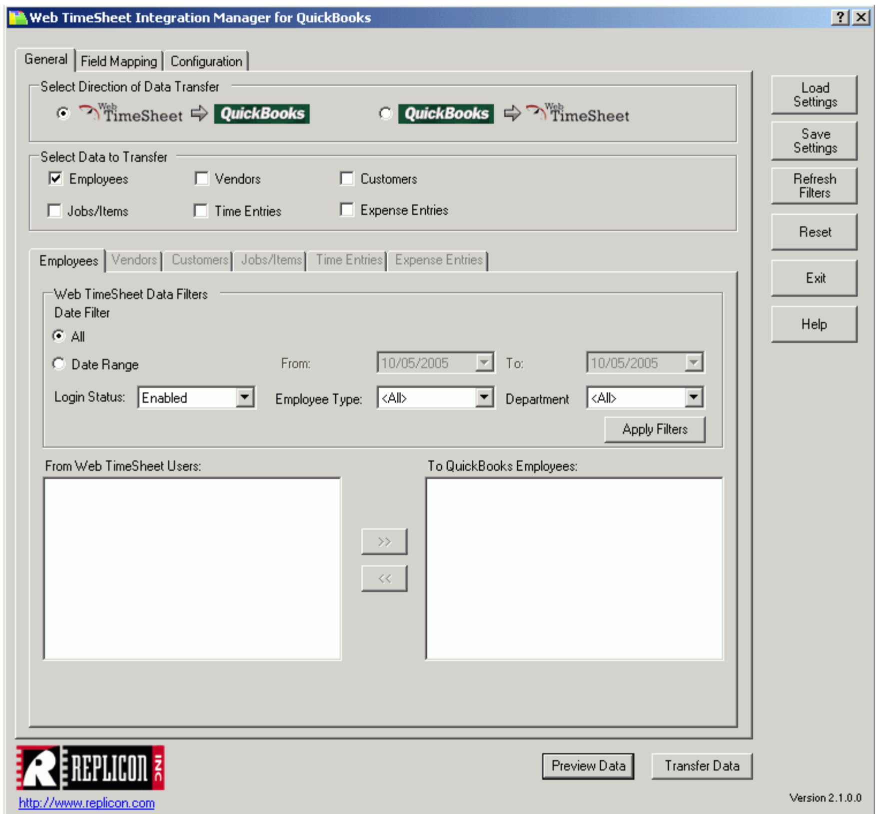
Before transferring data, you can map Web TimeSheet data fields to appropriate fields in QuickBooks, as described in the section *Mapping Employee Data*. If the fields are not mapped before transferring the data, only the First Name and Last Name fields are transferred.

Note: When you make changes to employee, vendor, client or project names, you must make identical changes in Web TimeSheet and QuickBooks prior to transferring any data. If you do not, QuickBooks will create an additional item for employee, vendor, client or project using the new name.

To transfer employee data from Web TimeSheet to QuickBooks:

1. Log in to the Integration Manager.

   The Integration Manager screen appears.



2. Click the **General** tab.
3. In the Select Direction of Data Transfer section, select the **Web TimeSheet > QuickBooks** option.
4. In the **Select Data to Transfer** section, select the **Employees** check box.

The Employees sub tab is enabled, displaying the following fields.

Field	Description
Date Filter	Select a date range from All or From: To: The dates can also be entered in the mm/dd/yyyy format. The default is the current system date.
Login Status	Select the login status from the drop-down list. Indicates the filter criteria based on the employee login status. The available options are: • Both • Enabled • Disabled The default is Enabled.
Employee Type	Select the type of employee from the drop-down list. Indicates the filter criteria based on the type of employee. The default is All.
Department	Select the department from the drop-down list. Indicates the filter criteria based on the employee department. The default is All.
From Web TimeSheet	Select the Web TimeSheet items that you want to transfer to QuickBooks.
To QuickBooks	Displays the items that will be transferred.

5. Select the required filter criteria.
6. Click the **Apply Filters** button.

   The available Web TimeSheet users are displayed in the **From Web TimeSheet Users** box.
7. Select each user you want to transfer from the From Web TimeSheet Users box and click the **>>** button.

   The selected user is moved to the **To QuickBooks Employees** box.

If you want to remove a user from the **To QuickBooks Employees** box, select the user and click the **<<** button.

8. If you want to map fields between Web TimeSheet and QuickBooks, click the **Field Mapping** tab at the top of the screen
9. When you have prepared the data for transfer, including any required field mapping, you can preview the data to be transferred by clicking the Preview Data button at the bottom of the screen.
10. Click the **Transfer Data** button.

    The **Data Transfer Status** dialog box is displayed, with a progress bar indicating the progress of transfer and a summary of the transfer session.

Note: Data which was not transferred is highlighted in red.

Note: After data has been transferred, the fields HireDate, ReleaseDate, Social Security Number (SSN), and Social Insurance Number (SIN) can be added to QuickBooks, but cannot be edited.

11. When you are done, click the **OK** button.

Mapping Employee Data

To map employee data prior to data transfer:

1. Log on to the Integration Manager.
2. Click the **General** tab.
3. In the **Select Direction of Data Transfer** section, click the **Web TimeSheet > QuickBooks** option.
4. In the **Select Data to Transfer** section, select the **Employees** check box.
5. Under the **Employees** sub tab, select your required filter criteria and click the **Apply Filters** button.
6. Click the **Field Mapping** tab.

    The **Employees** sub tab containing the following fields is displayed:

Field	Description
From Web TimeSheet	Select the Web TimeSheet fields from the drop-down list that you want to map to QuickBooks fields.

Field	Description
To QuickBooks	Select the QuickBooks fields from the drop-down list that you want the selected Web TimeSheet fields mapped to. Fields from this list can only be mapped once. When a field is mapped, it will no longer be displayed in the drop-down list.

7. Select the fields you want to map from **From Web TimeSheet** and **To QuickBooks** drop-down lists, and click the **Add** button.
8. The mapping relationship is displayed in the **Selected Mapping Relationships** box.
9. To remove a mapping relationship, select the mapping relationship from the **Selected Mapping Relationships** box and click the **Remove** button.
10. If you want to preview the field mappings, click the **Preview Data** button at the bottom of the screen.
11. When you are done mapping fields, click the **General** tab to return to transferring data.

Employee Field Map between Web TimeSheet to QuickBooks

From Web TimeSheet	To QuickBooks	Comments
First Name	First Name	
Last Name	Last Name	
Employee ID	Acct No (Emp ID) SSN/SIN Custom Field	Defaults to Acct No (Emp ID)
Internal Email Address	Email Custom Field	Defaults to Email
External Email Address	Email Custom Field	Defaults to the first custom field **Note**: The External Email address is only available as an option if there is a license for the Web TimeSheet Offline Timesheet module.
Supervisor	Custom Field	Defaults to the first custom field
Department	Custom Field	Defaults to the first custom field
Hourly Cost	Hourly Rate Custom Field	Defaults to Hourly Rate **Note**: There must be an Hourly Cost item available in the Payroll Item List in QuickBooks before you can transfer an employee Hourly Cost field from Web TimeSheet.
Start Date	Hire Date	**Note**: The Integration Manager cannot modify transferred Hire or Release Dates in QuickBooks. You should make sure you transfer this information on the initial transfer.
End Date	Release Date	
Employee Type	Custom Field	Defaults to the first custom field
User UDF 1-5	Custom Field	Defaults to the first custom field
Login Status (Enabled/Disabled)	Status (Active/Inactive)	This field is not available in QuickBooks 2003 versions.

Transferring Vendor Data

You can transfer vendor data from Web TimeSheet to QuickBooks. The vendor data to be transferred can be filtered on the basis of login status and employee type.

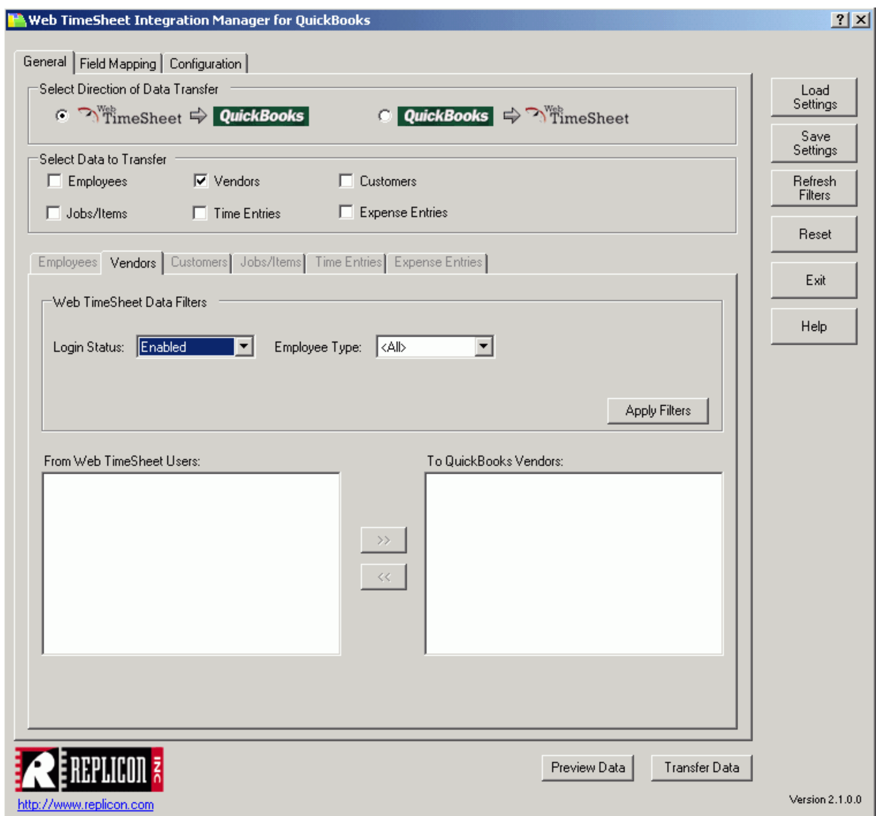
Before transferring data, you can map Web TimeSheet data fields to appropriate fields in QuickBooks, as described in the section [Mapping Vendor Data](). If the fields are not mapped before transferring the data, only the First Name and Last Name fields are transferred.

Note: When you make changes to employee, vendor, client or project names, you must make identical changes in Web TimeSheet and QuickBooks prior to transferring any data. If you do not, QuickBooks will create an additional item for employee, vendor, client or project using the new name.

To transfer employee data from Web TimeSheet to QuickBooks:

1. Log in to the Integration Manager.

   The Integration Manager screen appears.



2. Click the **General** tab.
3. In the Select Direction of Data Transfer section, select the **Web TimeSheet > QuickBooks** option.
4. In the **Select Data to Transfer** section, select the **Vendors** check box.

   The Vendors sub tab is enabled, displaying the following fields.

Field	Description
Login Status	Select the login status from the drop-down list. Indicates the filter criteria based on the employee login status. The available options are: • Both • Enabled • Disabled The default is Enabled.
Employee Type	Select the type of employee from the drop-down list. Indicates the filter criteria based on the type of employee. The default is All.
From Web TimeSheet	Select the Web TimeSheet items that you want to transfer to QuickBooks.
To QuickBooks	Displays the items that will be transferred.

5. Select the required filter criteria.
6. Click the **Apply Filters** button.

   The available Web TimeSheet users are displayed in the **From Web TimeSheet Users** box.
7. Select each user you want to transfer from the **From Web TimeSheet Users** box, and click the **>>** button.

   The selected user is moved to the **To QuickBooks Vendors** box.

   To remove a user from the **To QuickBooks Vendors** box, select the user and click the **<<** button.
8. If you want to map fields between Web TimeSheet and QuickBooks, click the **Field Mapping** tab at the top of the screen

9. When you have prepared the data for transfer, including any required field mapping, you can preview the data to be transferred by clicking the **Preview Data** button at the bottom of the screen.
10. Click the **Transfer Data** button.

    The **Data Transfer Status** dialog box is displayed, with a progress bar indicating the progress of transfer and a summary of the transfer session.

Note: Data which was not transferred is highlighted in red.

11. When you are done, click the **OK** button.

Mapping Vendor Data

To map vendor data prior to data transfer:

1. Log on to the Integration Manager.
2. Click the **General** tab.
3. In the **Select Direction of Data Transfer** section, click the **Web TimeSheet > QuickBooks** option.
4. In the **Select Data to Transfer** section, select the **Vendors** check box.
5. Under the **Vendors** sub tab, select your required filter criteria and click the **Apply Filters** button.
6. Click the **Field Mapping** tab.

   The Vendors mapping sub tab containing the following fields is displayed:

Field	Description
From Web TimeSheet	Select the Web TimeSheet fields from the drop-down list that you want to map to QuickBooks fields.
To QuickBooks	Select the QuickBooks fields from the drop-down list that you want the selected Web TimeSheet fields mapped to. Fields from this list can only be mapped once. When a field is mapped, it will no longer be displayed in the drop-down list.

7. Select the fields you want to map from **From Web TimeSheet** and **To QuickBooks** drop-down lists, and click the **Add** button.

   The mapping relationship is displayed in the **Selected Mapping Relationships** box.

To remove a mapping relationship, select the mapping relationship from the **Selected Mapping Relationships** box and click the **Remove** button.

8. If you want to preview the field mappings, click the **Preview Data** button at the bottom of the screen.
9. When you are done mapping fields, click the **General** tab to return to transferring data.

Vendors Field Map between Web TimeSheet to QuickBooks

From Web TimeSheet	To QuickBooks	Comments
First Name	First Name	
Last Name	Last Name	
Internal Email Address	Email Custom Field	Defaults to the first custom field
External Email Address	Email Custom Field	Defaults to the first custom fields **Note**: The External Email address is only available as an option if there is a license for the Web TimeSheet Offline Timesheet module.
User UDF 1-5	Custom Field	Defaults to the first custom field
Login Status (Enabled/Disabled)	Status (Active/Inactive)	This field is not available in QuickBooks 2003 versions.

Transferring Customer Data

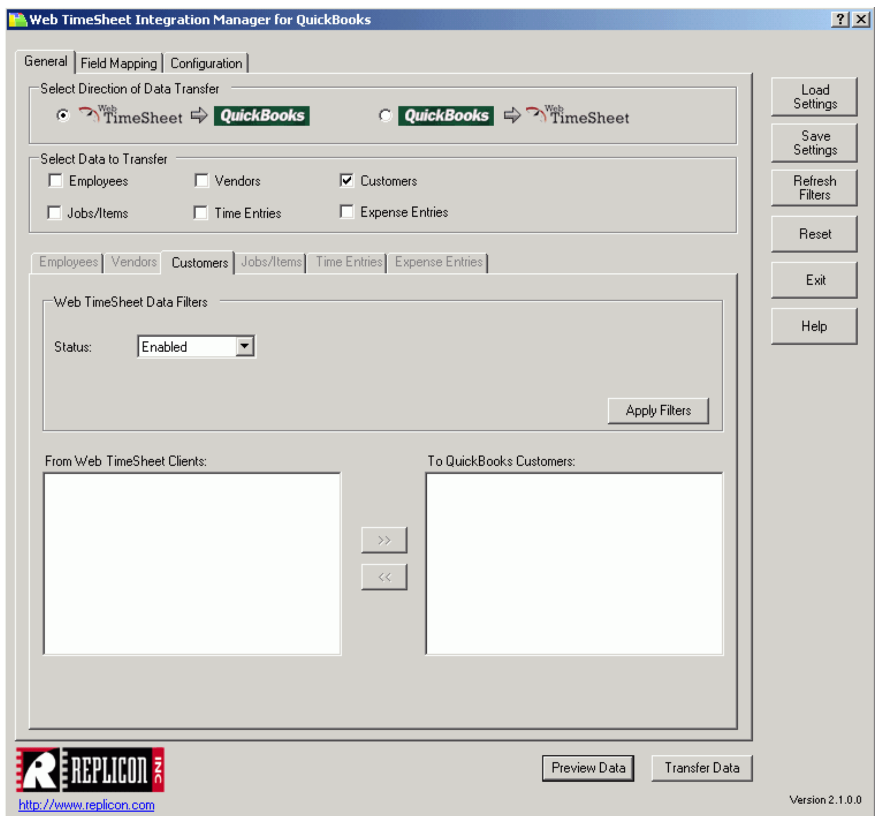
You can transfer client/customer data from Web TimeSheet to QuickBooks. The client/customer data to be transferred can be filtered on the basis of status.

Before transferring data, you can map Web TimeSheet data fields to appropriate fields in QuickBooks, as described in the section Mapping Customer Data. If the fields are not mapped before transferring the data, only the Client Name is transferred.

Note: When you make changes to employee, vendor, client or project names, you must make identical changes in Web TimeSheet and QuickBooks prior to transferring any data. If you do not, QuickBooks will create an additional item for employee, vendor, client or project using the new name.

1. Log in to the Integration Manager.

   The Integration Manager screen appears.



2. Click the **General** tab.

3. In the **Select Direction of Data Transfer** section, click the **Web TimeSheet > QuickBooks** option.
4. In the **Select Data to Transfer** section, select the **Customers** check box.

   The Customers sub tab is enabled displaying the following fields.

Field	Description
Status	Select the customer status from the drop-down list. The available options are: • Both • Enabled • Disabled The default is Enabled.
From Web TimeSheet	Select the Web TimeSheet items that you want to transfer to QuickBooks.
To QuickBooks	Displays the items that will be transferred.

5. Select the required filter criteria.
6. Click the **Apply Filters** button.

   The available Web TimeSheet clients are displayed in the **From Web TimeSheet Clients** box.
7. Select each client you want to transfer from the **From Web TimeSheet Clients** box and click the **>>** button.

   The selected client is moved to the **To QuickBooks Customers** box.

   To remove a user from the **To QuickBooks Customers** box, select the user and click the **<<** button.
8. If you want to map fields between Web TimeSheet and QuickBooks, click the **Field Mapping** tab at the top of the screen
9. When you have prepared the data for transfer, including any required field mapping, you can preview the data to be transferred by clicking the **Preview Data** button at the bottom of the screen.
10. Click the **Transfer Data** button.

    The **Data Transfer Status** dialog box is displayed with a progress bar indicating the progress of transfer and a summary of the transfer session.

Note: Data which was not transferred is highlighted in red.

11. When you are done, click the **OK** button.

Mapping Customer Data

To map customer data prior to data transfer:

1. Log on to the Integration Manager.
2. Click the **General** tab.
3. In the **Select Direction of Data Transfer** section, click the **Web TimeSheet > QuickBooks** option.
4. In the **Select Data to Transfer** section, select the **Customers** check box.
5. Under the **Customers** sub tab, select your required filter criteria and click the **Apply Filters** button.
6. Click the **Field Mapping** tab.

   The Customer mapping sub tab containing the following fields is displayed:

Field	Description
From Web TimeSheet	Select the Web TimeSheet fields from the drop-down list that you want to map to QuickBooks fields.
To QuickBooks	Select the QuickBooks fields from the drop-down list that you want the selected Web TimeSheet fields mapped to. Fields from this list can only be mapped once. When a field is mapped, it will no longer be displayed in the drop-down list.

7. Select the fields you want to map from **From Web TimeSheet** and **To QuickBooks** drop-down lists, and click the Add button.

   The mapping relationship is displayed in the **Selected Mapping Relationships** box.

   To remove a mapping relationship, select the mapping relationship from the **Selected Mapping Relationships** box and click the **Remove** button.
8. If you want to preview the field mappings, click the **Preview Data** button at the bottom of the screen.
9. When you are done mapping fields, click the **General** tab to return to transferring data.

Customer Field Map between Web TimeSheet and QuickBooks

From Web TimeSheet	To QuickBooks	Comments
Client Name	Customer Name	Defaults to Customer Name
Client Code	Custom Field	Defaults to first custom field
Comments	Notes	This field is not available in QuickBooks 2003 versions.
Default Billing Rate Currency	Custom Field	Defaults to first custom field
Default Billing Rate	Custom Field	Defaults to first custom field
Default Billing Rate Description	Custom Field	Defaults to first custom field
Client UDF 1 - 12	Custom Field	Defaults to first custom field
Client Rep Name	Contact Alt. Contact	Defaults to Contact **Note**: If there are more than 2 Client Rep Names in Web TimeSheet, the additional names will not be transferred to QuickBooks.
Internal Email Address	Email	If there are multiple Client Rep Names in Web TimeSheet, then the email address used is the one associated with the Client Rep Name mapped to the Contact field (not Alt.Contact).
Client Status (Enabled/Disabled)	Customer Status (Active/Inactive)	This field is not available in QuickBooks 2003 versions.
User UDF 1-5	Defaults to first custom field	Defaults to first custom field

Transferring Job/Item Data

You can transfer details of jobs/items from Web TimeSheet to QuickBooks.

Before you transfer job/item data, you must define the structural relationship between the Web TimeSheet data and the QuickBooks data. The structural relationships you can choose from are as follows:

- Web TimeSheet Project/Task details can be transferred to QuickBooks Job/Sub Job
- Web TimeSheet Project/Task details can be transferred to QuickBooks Job/Item
- Web TimeSheet Project/Task details can be transferred to QuickBooks Item/Sub Item
- Web TimeSheet Project/Role details can be transferred to QuickBooks Job/Item

The Job/Item data can be filtered on the basis of task status, billing status, client, and project. The projects displayed in the drop-down list are dependent on the client selected.

Before transferring data, you can map Web TimeSheet data fields to appropriate fields in QuickBooks, as described in the section *Mapping Job/Item Data*. If you choose not to map any other fields, then only the following will be mapped by default:

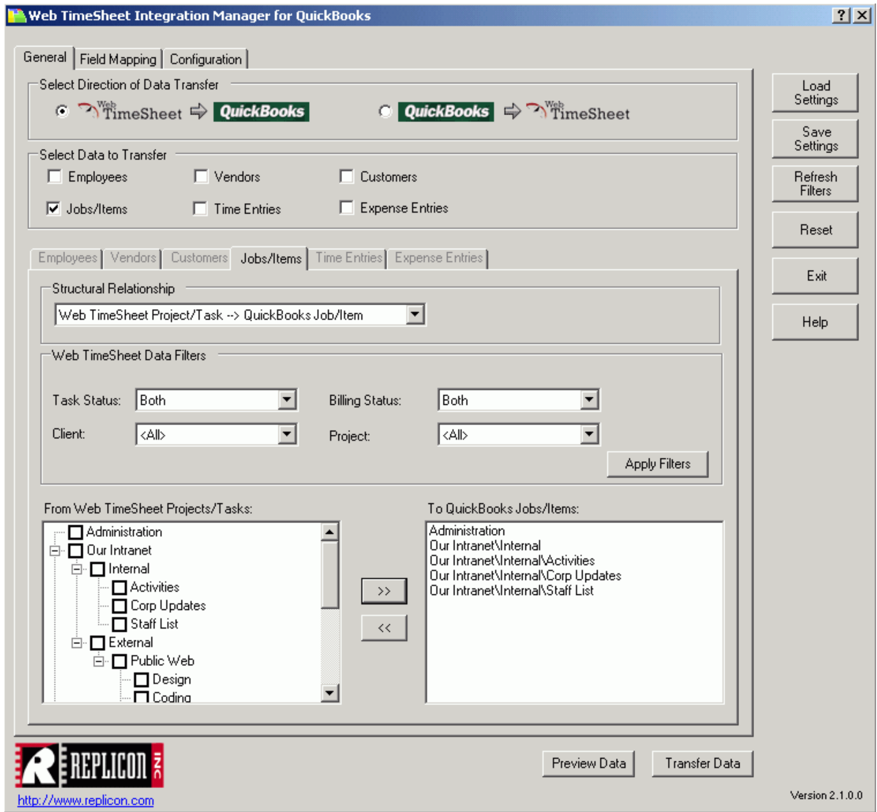
From Web TimeSheet	To QuickBooks
Client	Customer Name
Project Name	Job Name
Task Name	Sub Job Name

Note: When you make changes to employee, vendor, client or project names, you must make identical changes in Web TimeSheet and QuickBooks prior to transferring any data. If you do not, QuickBooks will create an additional item for employee, vendor, client or project using the new name.

To transfer job/item data from Web TimeSheet to QuickBooks:

1. Log in to the Integration Manager.

   The Integration Manager screen appears.



2. Click the **General** tab.
3. In the **Select Direction of Data Transfer** section, click the **Web TimeSheet > QuickBooks** option.

4. In the **Select Data to Transfer** section, select the **Jobs/Items** checkbox.

   The Jobs/Items sub tab is enabled displaying the following fields.

Field	Description
Structural Relationship	Select the required structural relationship from the drop down menu.
Task Status	Select the task status from the drop-down list. The available options are: • Both • Closed • Open The default value is Both.
Billing Status	Select the billing status from the drop-down list. The available options are: • Both • Billable • Non-Billable The default value is Both.
Client	Select the clients for whom you want data transferred. The default is All.
Project	Select the projects for whom you want data transferred. The default is All.
From Web TimeSheet	Select the Web TimeSheet items that you want to transfer to QuickBooks.
To QuickBooks	Displays the items that will be transferred.

5. If you want to modify the structural relationship, select the required structural relationship from the drop-down list.
6. Select the required filter criteria.
7. Click the **Apply Filters** button.

   The available Web TimeSheet projects/tasks are displayed in a tree format in the From Web TimeSheet Projects/Tasks box.
8. Click the **+** sign against the project/task name to view the tasks/sub tasks.

9. Select the checkbox against the project/task/sub task name and click the **>>** button.

   The selected project/task/sub task is displayed in the **To QuickBooks Jobs/Items** box.

   To remove a job/item from the **To QuickBooks Jobs/Sub Jobs** box, select the job/item and click the **<<** button.

10. f you want to map fields between Web TimeSheet and QuickBooks, click the **Field Mapping** tab at the top of the screen

11. When you have prepared the data for transfer, including any required field mapping, you can preview the data to be transferred by clicking the **Preview Data** button at the bottom of the screen.

12. Click the **Transfer Data** button.

    The **Data Transfer Status** dialog box is displayed, with a progress bar indicating the progress of transfer and a summary of the transfer session.

Note: Data which was not transferred is highlighted in red.

13. When you are done, click the **OK** button to exit.

Mapping Job/Item Data

To map job/item data prior to data transfer:

1. Log on to the Integration Manager.
2. Click the **General** tab.
3. In the **Select Direction of Data Transfer** section, click the **Web TimeSheet > QuickBooks** option.
4. In the **Select Data to Transfer** section, select the **Jobs/Items** check box.
5. Under the **Job/Items** sub tab, select your required filter criteria and click the **Apply Filters** button.
6. Click the **Field Mapping** tab.

   The Job/Item mapping sub tab containing the following is displayed:

Field	Description
Structural Relationship	Displays the structural relationship you have selected.
From Web TimeSheet	Select the Web TimeSheet fields from the drop-down list that you want to map to QuickBooks fields.
To QuickBooks	Select the QuickBooks fields from the drop-down list that you want the selected Web TimeSheet fields mapped to. Fields from this list can only be mapped once. When a field is mapped, it will no longer be displayed in the drop-down list.

7. Select the fields you want to map from **From Web TimeSheet** and **To QuickBooks** drop-down lists, and click the **Add** button.

   The mapping relationship is displayed in the **Selected Mapping Relationships** box.

   To remove a mapping relationship, select the mapping relationship from the **Selected Mapping Relationships** box and click the **Remove** button.
8. If you want to preview the field mappings, click the **Preview Data** button at the bottom of the screen.
9. When you are done mapping fields, click the **General** tab to return to transferring data.

Job/Item Field Map between Web TimeSheet and QuickBooks

From Web TimeSheet	To QuickBooks	Comments
Project Name	Job Name Item Name/Number	Defaults to Job Name, which is available only if it has not already been used for another mapping relationship. If Job Name is not available, the default is the next item on the list.
Project Code	Job Name Item Name/Number Service Item/Number Custom Field	Defaults to Job Name, which is available only if it has not already been used for another mapping relationship. If Job Name is not available, the default is the next item on the list. If the Structural Relationship indicates a Project/Task to Item/Sub Item mapping, then Project Code is available for use as the Service Item Account. This is only available if the Structural Relationship is Item/Sub Item, and if the Service Item Account has not been mapped elsewhere.
Project Description	Job Description Item Description Service Item Account	If the Structural Relationship indicates a Project/Task to Item/Sub Item mapping, then Project Description is available for use as the Service Item Account. This is only available if the Structural Relationship is Item/Sub Item, and the Service Item Account has not been mapped elsewhere.
Client	Customer Name	
Estimated Hours	Custom Field	Defaults to first custom field
Estimated Cost	Custom Field	Defaults to first custom field
Estimated Expenses	Custom Field	Defaults to first custom field
Time Entry Start Date	Start Date	
Time Entry End Date	End Date Projected End	Defaults to End date

From Web TimeSheet	To QuickBooks	Comments
Project Status (Open/Closed)	Job Status (Active/Inactive) Item Status (Active/Inactive)	
Project Name/Task Name	Item Name/Number	This maps both projects and tasks (entire structure) to Items/Sub Items.
Project Code/Task Code	Item Name/Number	This maps both projects and tasks (entire structure) to Items/Sub Items.
Task Name	Item Name/Number Sub Job Name	Defaults to Item Name/Number.
Task Code	Item Name/Number Sub Job Name Service Item Account Custom Field	Defaults to Item Name/Number, which is only available if it has not been used for a different mapping relationship. If Item Name/Number is not available, defaults to the next item on the list. If the Structural Relationship indicates a Project/Task to Item/Sub Item or Job/Item mapping, then Task Code is available for use as the Service Item Account. This is only available if the Structural Relationship is Item/Sub Item or Job Item, and if the Service Item Account has not been mapped elsewhere.
Task Description	Item Description Sub Job Description	If the Structural Relationship indicates a Project/Task to Item/Sub Item or Job/Item mapping, then Task Description is available for use as the Service Item Account. This is only available if the Structural Relationship is Item/Sub Item or Job Item, and if the Service Item Account has not been mapped elsewhere.
Task Status (Open/Closed)	Item Status (Active/Inactive)	
Task Estimated Hours	Custom Field	Defaults to first custom field

From Web TimeSheet	To QuickBooks	Comments
Task Estimated Cost	Custom Field	Defaults to first custom field
Role Name	Item Name/Number	Defaults to Item Name/Number, which is only available if it has not already been used for another mapping relationship. If Item/Name Number is not available, default to blank. This is available for the following Structural Relationships: • Project/Task>Job/Sub Job • Project/Role>Job/Item
Role Code	Item Name/Number	Defaults to Item Name/Number, which is only available if it has not already been used for another mapping relationship. If Item/Name Number is not available, default to blank. This is available for the following Structural Relationships: • Project/Task>Job/Sub Job • Project/Role>Job/Item
Role Description	Item Description Service Item Account	Defaults to Item Description. If the Structural Relationship indicates a Project/Role to Job/Item mapping, then Role Description is available for use as the Service Item Account. This is only available if the Structural Relationship is Project/Role to Job/ Item.
Role Rate	Item Rate	This is only available if the Structural Relationship is Project/Role to Job/Item. In this case, the rate taken will be that specified for the role at the global level.
Role Status (Enabled/Disabled)	Item Status (Active/Inactive)	
Project/Task UDF 1-10	Custom Field	Defaults to first custom field.

Transferring Time Entries

You can transfer the details of time entries from Web TimeSheet to QuickBooks.

Before you transfer job/item data, you must define the structural relationship between the Web TimeSheet data and the QuickBooks data. The structural relationships you can choose from are as follows:

- Web TimeSheet Project/Task details can be transferred to QuickBooks Job/Sub Job
- Web TimeSheet Project/Task details can be transferred to QuickBooks Job/Item
- Web TimeSheet Project/Task details can be transferred to QuickBooks Item/Sub Item
- Web TimeSheet Project/Role details can be transferred to QuickBooks Job/Item

The time entry data can be filtered on the basis of timesheet period, date range, approval status, client and project.

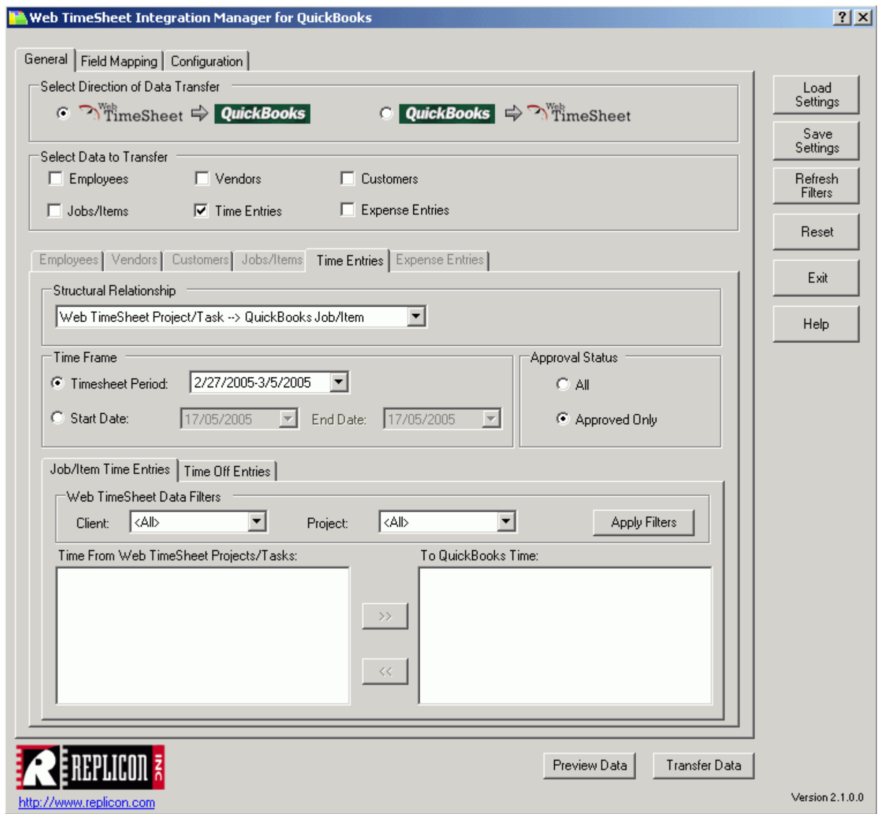
Before transferring data, you can map Web TimeSheet data fields to appropriate fields in QuickBooks, as described in the section *Mapping Time Entries Data*. If you choose not to map any other fields, then only the following will be mapped by default:

From Web TimeSheet	To QuickBooks
Project Name	Job Name
Task Name	Sub Job Name

To transfer time entries from Web TimeSheet to QuickBooks:

1. Log in to the Integration Manager.

   The Integration Manager screen appears.



2. Click the **General** tab.
3. In the **Select Direction of Data Transfer** section, click the **Web TimeSheet > QuickBooks** option.
4. In the **Select Data to Transfer** section, select the **Time Entries** check box.

   The Time Entries sub tab is enabled displaying the following fields.

Field	Description
Structural Relationship	Select the required structural relationship from the drop down menu.

Field	Description
Timesheet Period, or Start Date and End Date	Select the timesheet period or the dates covering the period for which you want to transfer time entries.
Approval Status	Select the approval status of the time entries you want to transfer.
Client	Select the clients for whom you want data transferred. The default is All.
Project	Select the projects for whom you want data transferred. The default is All.
From Web TimeSheet	Select the Web TimeSheet items that you want to transfer to QuickBooks.
To QuickBooks	Displays the items that will be transferred.

5. If you want to modify the structural relationship, select the required structural relationship from the drop-down list.
6. Select the time frame that covers the time entries you want to transfer.
7. Select the approval status of the time entries you want to transfer.

   *Note: It is recommended that you only select **Approved** time entries for transfer if these are being used for invoice generation.*
8. Click the **Job/Item Time Entries** tab and select the required Web TimeSheet data filter criteria.
9. Click the **Apply Filters** button.

   The available Web TimeSheet projects/tasks are displayed in the **From Web TimeSheet Projects/Tasks** box.

   *Note: You must click the **Apply Filter** button any time you make changes to the selection criteria since a previous transfer. This ensures that the latest data is transferred.*
10. Select each project/task that you want to transfer from the **From Web TimeSheet Projects/Tasks** box and click the **>>** button.

    The selected project/task is moved to the **To QuickBooks Time** box.

    If you want to remove a job/item from the **To QuickBooks Time** box, select the job/item and click the **<<** button.
11. Click the **Time Off** tab and select the time off entries that you want to transfer from the **From Web TimeSheet Time Off** box and click the **>>** button.

    The selected time off entries are moved to the **To QuickBooks Time** box.

12.If you want to map fields between Web TimeSheet and QuickBooks, click the **Field Mapping** tab at the top of the screen

13.When you have prepared the data for transfer, including any required field mapping, you can preview the data to be transferred by clicking the **Preview Data** button at the bottom of the screen.

14.Click the **Transfer Data** button.

The **Data Transfer Status** dialog box is displayed, with a progress bar indicating the progress of transfer and a summary of the transfer session.

Note: Data which was not transferred is highlighted in red.

15.When you are done, click the **OK** button.

Mapping Time Entries Data

To map time entries prior to data transfer:

1. Log on to the Integration Manager.
2. Click the **General** tab.
3. In the **Select Direction of Data Transfer** section, click the **Web TimeSheet > QuickBooks** option.
4. In the **Select Data to Transfer** section, select the **Time Entries** check box.
5. Under the **Time Entries** sub tab, select your required filter criteria and click the **Apply Filters** button.
6. Click the **Field Mapping** tab.

The Time Entries mapping sub tab containing the following is displayed:

Field	Description
Structural Relationship	Displays the structural relationship you have selected.
From Web TimeSheet	Select the Web TimeSheet fields from the drop-down list that you want to map to QuickBooks fields.
To QuickBooks	Select the QuickBooks fields from the drop-down list that you want the selected Web TimeSheet fields mapped to. Fields from this list can only be mapped once. When a field is mapped, it will no longer be displayed in the drop-down list.

7. Select the fields you want to map from **From Web TimeSheet** and **To QuickBooks** drop-down lists, and click the **Add** button.

   The mapping relationship is displayed in the **Selected Mapping Relationships** box.

   To remove a mapping relationship, select the mapping relationship from the **Selected Mapping Relationships** box and click the **Remove** button.
8. If you want to preview the field mappings, click the **Preview Data** button at the bottom of the screen.
9. When you are done mapping fields, click the **General** tab to return to transferring data.

Time Entries Field Map between Web TimeSheet and QuickBooks

From Web TimeSheet	To QuickBooks	Comments
Timesheet Row and Cell Level UDFs	Payroll Items	Defaults to Payroll Items. There are no other options.
Time Off Code	Payroll Items	This option can be a Web TimeSheet Time Off Code or a UDF at the timesheet row or cell level if available. It is recommended that you only map Time Off Codes to Payroll Items if that is all you are tracking. See the section on mapping Time Off Codes in Chapter 1 for more details.
Project Name	Job Name Item Name/Number Class	Defaults to Job Name. If class tracking is turned on in the accounting preferences of QuickBooks, then this can map to a class in QuickBooks.
Project Code	Job Name Item Name/Number Class	Defaults to Job Name. If class tracking is turned on in the accounting preferences of QuickBooks, then this can map to a class in QuickBooks.
Task Name	Item Name/Number Sub Job Name Class	Defaults to Item Name/Number If class tracking is turned on in the accounting preferences of QuickBooks, then this can map to a class in QuickBooks.

From Web TimeSheet	To QuickBooks	Comments
Task Code	Item Name/Number Sub Job Name Class	Defaults to Item Name/Number If class tracking is turned on in the accounting preferences of QuickBooks, then this can map to a class in QuickBooks.
Role Name	Item Name/Number Class	Defaults to Item Name/Number If class tracking is turned on in the accounting preferences of QuickBooks, then this can map to a class in QuickBooks. This is available for the following Structural Relationships: • Project/Task>Job/Sub Job • Project/Role>Job/Item

Transferring Expense Entries

You can transfer details of expense entries from Web TimeSheet to QuickBooks. The expense entries can be filtered on the basis of date range, approval status, and client.

When choosing to transfer expenses, the following important operational issues should be considered:

- You must simultaneously select all the projects in Web TimeSheet that contain the expenses you want to transfer. You cannot simply transfer additional expenses later (see the third bullet below).
- Because expenses are typically transferred to QuickBooks in order to add them to a vendor bill, you should only select **Approved** expenses for transfer.
- If you want to modify expenses after you have transferred them, the method used by the Integration Manager effectively deletes the previously transferred expenses and replaces them with the new expenses. When modifying transferred expenses in this way, you must choose the new expenses in Web TimeSheet you want to transfer, then click the **Apply Filter** button to make sure that the latest data is selected.

  Example

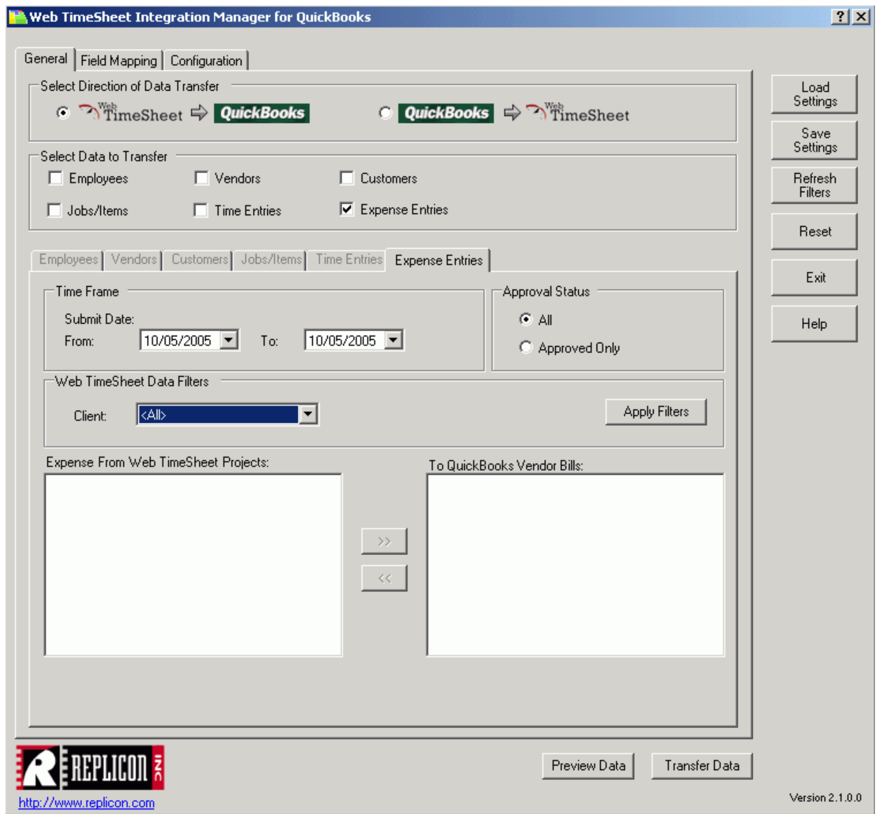
  An expense sheet exists in Web TimeSheet for two projects, Project 1 and Project 2, and you choose to transfer only expenses for Project 1. At some later time, you want to add the expenses for Project 2. You must complete the expense transfer process again, this time adding the expenses for Project 1 and Project 2. The Integration Manager will effectively delete and replace the expenses.

Before transferring data, you can map Web TimeSheet data fields to appropriate fields in QuickBooks, as described in the section *Mapping Expense Entries Data*. If you choose not to map any other fields, then only the Web TimeSheet Expense Type fields will be mapped to QuickBooks Account/Item fields.

To transfer expense entries from Web TimeSheet to QuickBooks:

1. Log in to the Integration Manager.

   The Integration Manager screen appears.



2. Click the **General** tab.
3. In the **Select Direction of Data Transfer** section, select the **Web TimeSheet > QuickBooks** option.
4. In the **Select Data to Transfer** section, select the **Expense Entries** check box.

   The Expense Entries sub tab is enabled showing the following fields.

Field	Description
Submit Date	Select the dates covering the period for which you want to transfer expense entries.

Field	Description
Approval Status	Select the approval status of the expense entries you want to transfer.
Client	Select the clients for whom you want data transferred. The default is All.
From Web TimeSheet	Select the Web TimeSheet items that you want to transfer to QuickBooks.
To QuickBooks	Displays the items that will be transferred.

5. Select the time frame that covers the expense entries you want to transfer.
6. Select the approval status of the expense entries you want to transfer.

   *Note: It is recommended that you only select **Approved** expenses for transfer if the expenses are being used for invoice generation.*
7. Select the required filter criteria.
8. Click the **Apply Filters** button.

   The available Web TimeSheet projects are displayed in the **From Web TimeSheet Projects** box.

   *Note: You must click the **Apply Filter** button any time you make changes to the selection criteria since a previous transfer. This ensures that the latest data is transferred.*
9. Select each project you want to transfer from the **From Web TimeSheet Projects** box, and click the **>>** button.

   The selected project is moved to the To QuickBooks Vendor Bills box.

   If you want to remove an item from the To QuickBooks Vendor Bills box, select the item and click the **<<** button.
10. If you want to map fields between Web TimeSheet and QuickBooks, click the **Field Mapping** tab at the top of the screen
11. When you have prepared the data for transfer, including any required field mapping, you can preview the data to be transferred by clicking the **Preview Data** button at the bottom of the screen.
12. Click the **Transfer Data** button.

   The **Data Transfer Status** dialog box is displayed, with a progress bar indicating the progress of transfer and a summary of the transfer session.

Note: Data which was not transferred is highlighted in red.

13. When you are done, click the **OK** button.

Mapping Expense Entries Data

To map expense entries prior to data transfer:

1. Log on to the Integration Manager.
2. Click the **General** tab.
3. In the **Select Direction of Data Transfer** section, click the **Web TimeSheet > QuickBooks** option.
4. In the **Select Data to Transfer** section, select the **Expense Entries** check box.
5. Under the **Expense Entries** sub tab, select your required filter criteria and click the **Apply Filters** button.
6. Click the **Field Mapping** tab.

   The Expense Entries mapping sub tab containing the following fields is displayed:

Field	**Description**
Vendor Bill Date	Select the date for the expense entries you want to transfer.
Vendor Identifiers	Enter a vendor name formula in the fields provided. (See the section *Using the Login Name Formula* for more information).
A/P Account	Select an Accounts Payable account from the drop down list.
From Web TimeSheet	Select the Web TimeSheet fields from the drop-down list that you want to map to QuickBooks fields.
To QuickBooks	Select the QuickBooks fields from the drop-down list that you want the selected Web TimeSheet fields mapped to. Fields from this list can only be mapped once. When a field is mapped, it will no longer be displayed in the drop-down list.

7. Select the **Vendor Bill Date**.
8. Enter the vendor identifiers using the appropriate name formula in the Vendor Identifiers fields. See the section *Using the Login Name Formula* for more information.

9. Select the fields you want to map from **From Web TimeSheet** and **To QuickBooks** drop-down lists, and click the **Add** button.

   The mapping relationship is displayed in the **Selected Mapping Relationships** box.

   To remove a mapping relationship, select the mapping relationship from the **Selected Mapping Relationships** box and click the **Remove** button.

10. If you want to preview the field mappings, click the **Preview Data** button at the bottom of the screen.

11. When you are done mapping fields, click the **General** tab to return to transferring data.

Expense Entries Field Map between Web TimeSheet and QuickBooks

From Web TimeSheet	To QuickBooks	Comments
Expense Sheet Description	Vendor Bill Memo	
Client	Customer	Every expense in Web TimeSheet can be mapped to a customer in QuickBooks, or to None. If there is no match, or if there is more than one match, a message will be displayed. You can choose to continue the transfer without the expenses for that client being transferred.
Client/Project	Customer: Job	Every expense in Web TimeSheet can be mapped to a customer in QuickBooks, or to None. If there is no match, or if there is more than one match, a message will be displayed. You can choose to continue the transfer without the expenses for that client being transferred.
Project	Class	This option is only available if QuickBooks has been set up with class tracking turned on in the accounting preferences.

From Web TimeSheet	To QuickBooks	Comments
Expense Entry Description	Memo Class	Defaults to Memo. This option is only available if QuickBooks has been set up with class tracking turned on in the accounting preferences.
Expense Type	Expense Account	Every expense in Web TimeSheet can be mapped to an expense account in QuickBooks. If there is no match, or if there is more than one match, a message will be displayed. You can choose to continue the transfer with some expenses not being transferred.
Expense Tax Code	Tax	This option requires that you add a separate line for each tax code/amount associated with an expense entry in Web TimeSheet.
Expense Row Level UDF 1-5	Expense Account	

Transferring Data from QuickBooks to Web TimeSheet

You can transfer the following data from Web TimeSheet to QuickBooks:

- Employee data
- Vendor data
- Customer data
- Job/Item data

Transferring Employee Data

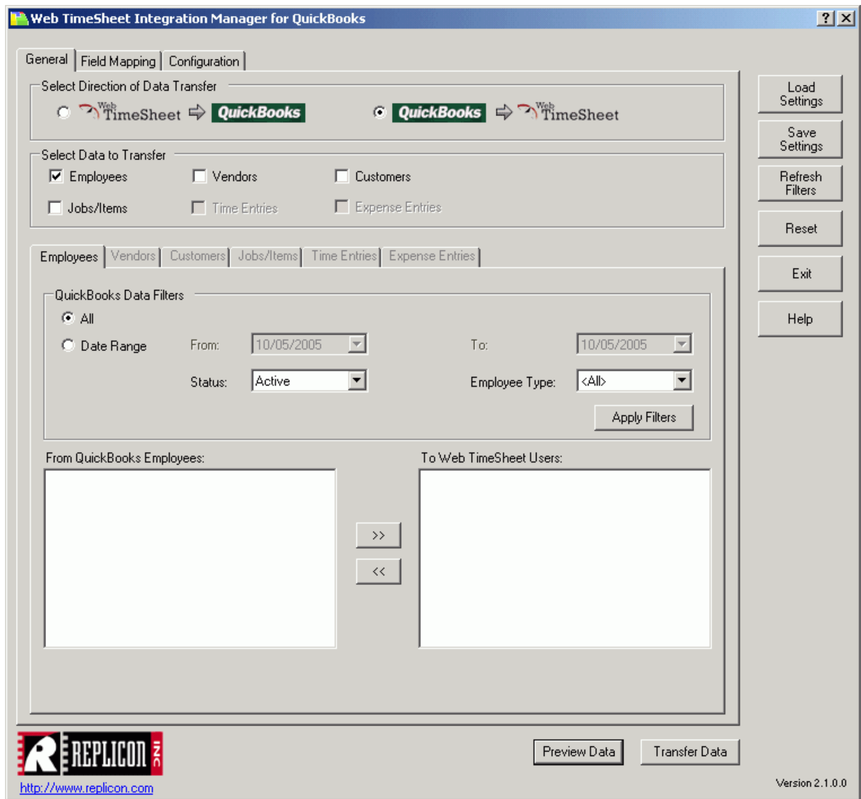
You can transfer employee data from QuickBooks Web TimeSheet. The employee data to be transferred can be filtered on the basis of date range, login status, and employee type.

Before transferring data, you can map Web TimeSheet data fields to appropriate fields in Web TimeSheet, as described in the section *Mapping Employee Data*. If the fields are not mapped before transferring the data, only the First Name and Last Name fields are transferred.

Note: When you make changes to employee, vendor, client or project names, you must make identical changes in Web TimeSheet and QuickBooks prior to transferring any data. If you do not, Web TimeSheet will create an additional item for employee, vendor, client or project using the new name.

To transfer employee data from QuickBooks Web TimeSheet:

1. Log in to the Integration Manager.
   The Integration Manager screen appears.



2. Click the **General** tab.
3. In the **Select Direction of Data Transfer** section, select the **QuickBooks > Web TimeSheet** option.
4. In the **Select Data to Transfer** section, select the **Employees** check box.

   The Employees sub tab is enabled displaying the following fields.

Field	Description
Date Filter	All Date Range: From: To: The dates can also be entered in the mm/dd/yyyy format. The default is the current system date.

Field	Description
Status	Select the status from the drop-down list.
Employee Type	Select the type of employee from the drop-down list.
From QuickBooks	Select the QuickBooks employees that you want to transfer to Web TimeSheet.
To Web TimeSheet	Displays the items that will be transferred.

5. Select the required filter criteria.
6. Click the **Apply Filters** button.

   The available QuickBooks employees are displayed in the **From QuickBooks Employees** box.
7. Select each user you want to transfer from the **From QuickBooks Employees** box and click the **>>** button.

   The selected user is moved to the **To Web TimeSheet Users** box.

   If you want to remove a user from the **To Web TimeSheet Users** box, select the user and click the **<<** button.
8. If you want to map fields between QuickBooks and Web TimeSheet, click the **Field Mapping** tab at the top of the screen
9. When you have prepared the data for transfer, including any required field mapping, you can preview the data to be transferred by clicking the **Preview Data** button at the bottom of the screen.
10. Click the **Transfer Data** button.

    The **Data Transfer Status** dialog box is displayed, with a progress bar indicating the progress of transfer and a summary of the transfer session.

Note: Data which was not transferred is highlighted in red.

11. When you are done, click the **OK** button.

Mapping Employee Data

To map employee data prior to data transfer:

1. Log on to the Integration Manager.
2. Click the **General** tab.
3. In the **Select Direction of Data Transfer** section, click the **QuickBooks > Web TimeSheet** option.
4. In the **Select Data to Transfer** section, select the **Employees** check box.

5. Under the **Employees** sub tab, select your required filter criteria and click the **Apply Filters** button.
6. Click the **Field Mapping** tab.

   The Employees sub tab containing the following fields is displayed:

Field	Description
Login Formula Name	Enter a login name formula. The Login Name Formula is used to create new users while transferring employee and vendor data. (See the section *Using the Login Formula Name* for more information.)
Password	Enter the users's Web TimeSheet password.
From QuickBooks	Select the QuickBooks fields from the drop-down list that you want to map to Web TimeSheet fields.
To Web TimeSheet	Select the Web TimeSheet fields from the drop-down list that you want the selected Web QuickBooks fields mapped to. Fields from this list can only be mapped once. When a field is mapped, it will no longer be displayed in the drop-down list.

7. In the **Web TimeSheet User Login Information** section, enter the **Login Name Formula** and the **Password** for the user.
8. Select the fields you want to map from **From QuickBooks** and **To Web TimeSheet** drop-down lists, and click the **Add** button.

   The mapping relationship is displayed in the **Selected Mapping Relationships** box.

   To remove a mapping relationship, select the mapping relationship from the **Selected Mapping Relationships** box and click the **Remove** button.
9. If you want to preview the field mappings, click the **Preview Data** button at the bottom of the screen.
10. When you are done mapping fields, click the **General** tab to return to transferring data.

Employee Field Map between QuickBooks and Web TimeSheet

From QuickBooks	To Web TimeSheet	Comments
	Login Name Formula	Text entry. Required field. Defaults to the setting from the System Preferences screen. Although there is no corresponding QuickBooks field, the Login Name Formula is a required field that ensures each new user has a valid login name in Web TimeSheet. The formula only applies to new Web TimeSheet users.
	Password	Text entry. Required field. Defaults to blank. Although there is no corresponding QuickBooks field, the Password field is a required field that ensures each new user has a valid password in Web TimeSheet The password only applies to new Web TimeSheet users.
SSN or SIN	User UDF 1-5	Defaults to first UDF in the list
Date of Birth	User UDF 1-5	Defaults to first UDF in the list
Email	Internal email address External email address	Defaults to Internal email address **Note**: The External Email address is only available as an option if there is a license for the Web TimeSheet Offline Timesheet module.
Account No (Emp ID)	Employee ID User UDF 1-5	Defaults to Employee ID
Custom Field	Employee Type User UDF 1-5	Defaults to first UDF in the list
Hourly Rate	Hourly Cost User UDF 1-5	Defaults to Hourly Cost
Hire Date	Start Date	
Release date	End Date	
Status (Active/Inactive)	Login Status (Enabled/Disabled)	

Transferring Vendor Data

You can transfer vendor data from QuickBooks to Web TimeSheet. The vendor data to be transferred can be filtered on the basis of login status and vendor type.

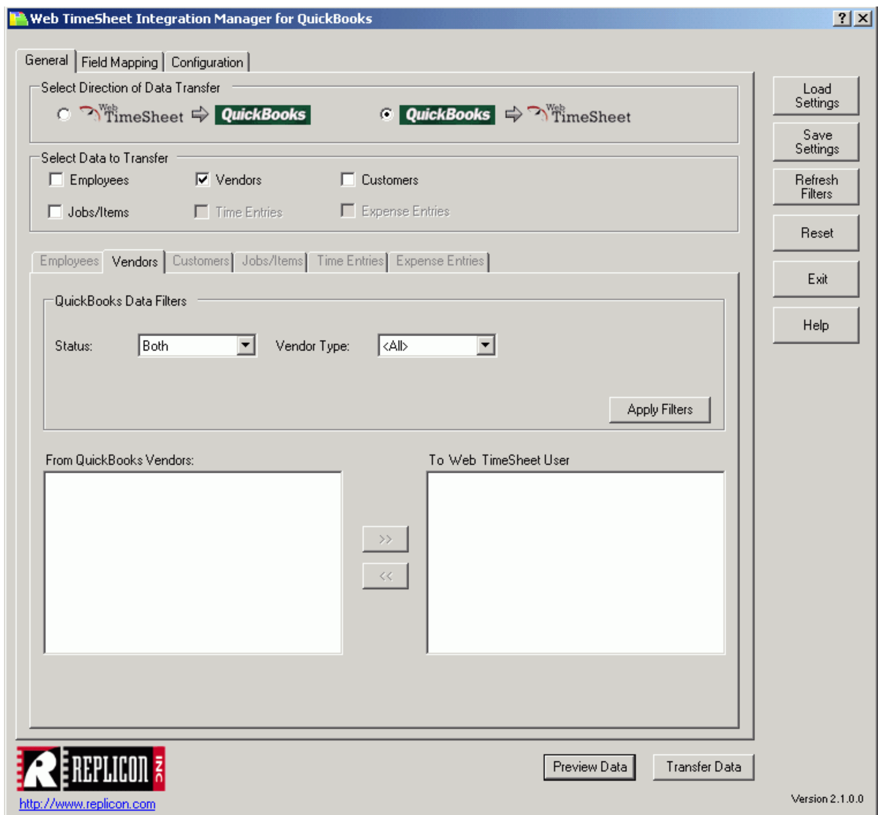
Before transferring data, you can map Web TimeSheet data fields to appropriate fields in Web TimeSheet, as described in the section *Mapping Vendor Data*. If the fields are not mapped before transferring the data, only the First Name and Last Name fields are transferred.

Note: When you make changes to employee, vendor, client or project names, you must make identical changes in Web TimeSheet and QuickBooks prior to transferring any data. If you do not, Web TimeSheet will create an additional item for employee, vendor, client or project using the new name.

To transfer employee data from QuickBooks to Web TimeSheet:

1. Log in to the Integration Manager.

   The Integration Manager screen appears.



2. Click the **General** tab.

3. In the **Select Direction of Data Transfer** section, select the **QuickBooks > Web TimeSheet**.
4. In the **Select Data to Transfer** section, select the **Vendors** check box.

   The Vendors sub tab is enabled displaying the following fields.

Field	Description
Status	Select the status from the drop-down list.
Vendor Type	Select the vendor type from the drop-down list.
From QuickBooks	Select the QuickBooks employees that you want to transfer to Web TimeSheet.
To Web TimeSheet	Displays the items that will be transferred.

5. Select the required filter criteria.
6. Click the **Apply Filters** button.

   The available Web TimeSheet users are displayed in the **From QuickBooks Vendors** box.
7. Select each user you want to transfer from the **From QuickBooks Vendors** box, and click the **>>** button.

   The selected user is moved to the **To Web TimeSheet Users** box.

   To remove a user from the **To Web TimeSheet Users** box, select the user and click the **<<** button.
8. If you want to map fields between QuickBooks and Web TimeSheet, click the **Field Mapping** tab at the top of the screen

Note: Vendor names in QuickBooks may not be of the form First Name, Last Name. When you preview the names being transferred, the Web TimeSheet mapping will show the First Name, Last Name format, but the QuickBooks vendor names may not have this format, however, the names will be transferred to Web TimeSheet conforming to the First Name, Last Name format.

9. When you have prepared the data for transfer, including any required field mapping, you can preview the data to be transferred by clicking the Preview Data button at the bottom of the screen.
10. Click the **Transfer Data** button.

    The **Data Transfer Status** dialog box is displayed, with a progress bar indicating the progress of transfer and a summary of the transfer session.

Note: Data which was not transferred is highlighted in red.

11. When you are done, click the **OK** button.

Mapping Vendor Data

To map vendor data prior to data transfer:

1. Log on to the Integration Manager.
2. Click the **General** tab.
3. In the **Select Direction of Data Transfer** section, click the **QuickBooks > Web TimeSheet** option.
4. In the **Select Data to Transfer** section, select the **Employees** check box.
5. Under the **Employees** sub tab, select your required filter criteria and click the **Apply Filters** button.
6. Click the **Field Mapping** tab.

   The Vendors mapping sub tab containing the following fields is displayed:

Field	Description
Login Formula Name	Enter a login name formula. The Login Name Formula is used to create new users while transferring employee and vendor data. (See the section *Using the Login Formula Name* for more information.)
Password	Enter the users's Web TimeSheet password.
From QuickBooks	You can select the QuickBooks fields from the drop-down list that you want to map to Web TimeSheet fields.
To Web TimeSheet	You can select the Web TimeSheet fields from the drop-down list that you want the selected QuickBooks fields mapped to. Fields from this list can only be mapped once. When a field is mapped, it will no longer be displayed in the drop-down list.

7. In the **Web TimeSheet User Login Information** section, enter the **Login Name Formula** and the **Password** for the user.

8. Select the fields you want to map from **From QuickBooks** and **To Web TimeSheet** drop-down lists, and click the **Add** button.

   The mapping relationship is displayed in the **Selected Mapping Relationships** box.

   To remove a mapping relationship, select the mapping relationship from the **Selected Mapping Relationships** box and click the **Remove** button.

9. If you want to preview the field mappings, click the **Preview Data** button at the bottom of the screen.

10. When you are done mapping fields, click the **General** tab to return to transferring data.

Vendor Field Map between QuickBooks and Web TimeSheet

From QuickBooks	To Web TimeSheet	Comments
	Login Name Formula	Text entry. Required field. Defaults to the setting from the System Preferences screen. Although there is no corresponding QuickBooks field, the Login Name Formula is a required field that ensures each new user has a valid login name in Web TimeSheet. The formula only applies to new Web TimeSheet users.
	Password	Text entry. Required field. Defaults to blank. Although there is no corresponding QuickBooks field, the Password field is a required field that ensures each new user has a valid password in Web TimeSheet The password only applies to new Web TimeSheet users.
Email	Internal email address External email address	Defaults to Internal email address **Note**: The External Email address is only available as an option if there is a license for the Web TimeSheet Offline Timesheet module.
Custom Field	User UDF 1-5	Defaults to the first UDF in the list
Type	Employee Type User UDF 1-5	Defaults to Employee Type
Status (Active/Inactive)	Login Status (Enabled/Disabled)	Defaults to Login Status
Company	User UDF 1-5	Defaults to the first UDF in the list

Transferring Customer Data

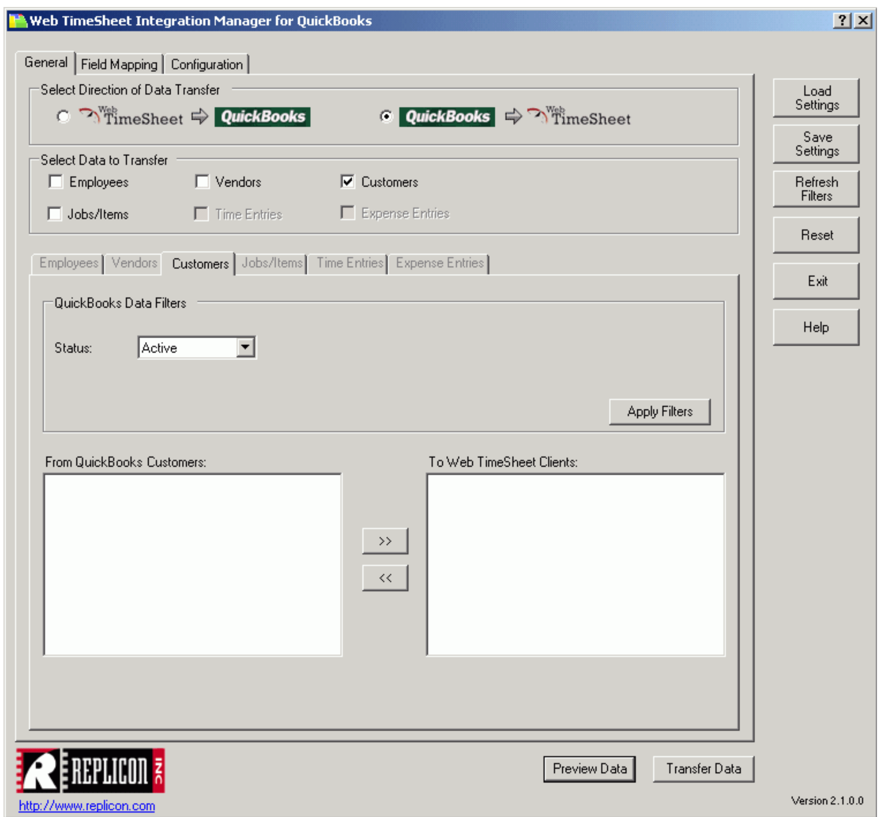
You can transfer client/customer data from QuickBooks to Web TimeSheet. The client/customer data can be filtered on the basis of status.

Before transferring data, you can map Web TimeSheet data fields to appropriate fields in Web TimeSheet, as described in the section Mapping Customer Data. If the fields are not mapped before transferring the data, only the QuickBooks Customer Name is mapped to Web TimeSheet Client Name.

Note: When you make changes to employee, vendor, client or project names, you must make identical changes in Web TimeSheet and QuickBooks prior to transferring any data. If you do not, Web TimeSheet will create an additional item for employee, vendor, client or project using the new name.

1. Log in to the Integration Manager.

   The Integration Manager screen appears.



2. Click the **General** tab.

3. In the **Select Direction of Data Transfer** section, click the **QuickBooks > Web TimeSheet** option.
4. In the **Select Data to Transfer** section, select the **Customers** check box.

   The Customers sub tab is enabled and displayed displaying the following fields.

Field	Description
Active	Select from the drop sown list whether you want to select active or inactive customers.
From QuickBooks	Select the QuickBooks employees that you want to transfer to Web TimeSheet.
To Web TimeSheet	Displays the items that will be transferred.

5. Select the required filter criteria.
6. Click the **Apply Filters** button.

   The available QuickBooks customers are displayed in the **From QuickBooks Customers** box.
7. Select each client you want to transfer from the **From QuickBooks Customers** box and click the **>>** button.

   The selected customer is moved to the **To Web TimeSheet Clients** box.

   To remove a customer from the **To Web TimeSheet Clients** box, select the user and click the **<<** button.
8. If you want to map fields between QuickBooks and Web TimeSheet, click the **Field Mapping** tab at the top of the screen.
9. When you have prepared the data for transfer, including any required field mapping, you can preview the data to be transferred by clicking the **Preview Data** button at the bottom of the screen.
10. Click the **Transfer Data** button.

    The **Data Transfer Status** dialog box is displayed with a progress bar indicating the progress of transfer and a summary of the transfer session.

Note: Data which was not transferred is highlighted in red.

11. When you are done, click the **OK** button.

Mapping Customer Data

To map customer data prior to data transfer:

1. Log on to the Integration Manager.
2. Click the **General** tab.
3. In the **Select Direction of Data Transfer** section, click the **QuickBooks > Web TimeSheet** option.
4. In the **Select Data to Transfer** section, select the **Customers** check box.
5. Under the **Customers** sub tab, select your required filter criteria and click the **Apply Filters** button.
6. Click the **Field Mapping** tab.

   The Customer mapping sub tab containing the following fields is displayed:

Field	Description
From QuickBooks	Select the QuickBooks fields from the drop-down list that you want to map to Web TimeSheet fields.
To Web TimeSheet	Select the Web TimeSheet fields from the drop-down list that you want the selected QuickBooks fields mapped to. Fields from this list can only be mapped once. When a field is mapped, it will no longer be displayed in the drop-down list.

7. Select the fields you want to map from **From QuickBooks** and **To Web TimeSheet** drop-down lists, and click the **Add** button.

   The mapping relationship is displayed in the Selected Mapping Relationships box.

   To remove a mapping relationship, select the mapping relationship from the **Selected Mapping Relationships** box and click the **Remove** button.
8. If you want to preview the field mappings, click the **Preview Data** button at the bottom of the screen.
9. When you are done mapping fields, click the **General** tab to return to transferring data.

Customer Field Map between QuickBooks and Web TimeSheet

From QuickBooks	To Web TimeSheet	Comments
Customer Name	Client UDF 1-12	Defaults to first UDF in the list
Contact	Client UDF 1-12	Defaults to first UDF in the list
Phone	Client UDF 1-12	Defaults to first UDF in the list
Fax	Client UDF 1-12	Defaults to first UDF in the list
Alt. Phone	Client UDF 1-12	Defaults to first UDF in the list
Alt. Contact	Client UDF 1-12	Defaults to first UDF in the list
Email	Client UDF 1-12	Defaults to first UDF in the list
Type	Client UDF 1-12	Defaults to first UDF in the list
Account No.	Client UDF 1-12	Defaults to first UDF in the list
Bill Address	Client UDF 1-12	Defaults to first UDF in the list
Bill City	Client UDF 1-12	Defaults to first UDF in the list
Bill State/Province	Client UDF 1-12	Defaults to first UDF in the list
Bill Zip/Postal Code	Client UDF 1-12	Defaults to first UDF in the list
Bill Country	Client UDF 1-12	Defaults to first UDF in the list
Bill Note	Comments Client UDF 1-12	Defaults to Comments
Ship Address	Client UDF 1-12	Defaults to first UDF in the list
Ship City	Client UDF 1-12	Defaults to first UDF in the list
Ship State/Province	Client UDF 1-12	Defaults to first UDF in the list
Ship Zip/Postal Code	Client UDF 1-12	Defaults to first UDF in the list
Ship Country/Region	Client UDF 1-12	Defaults to first UDF in the list
Ship Note	Comments Client UDF 1-12	Defaults to Comments
Rep	Client UDF 1-12	Defaults to first UDF in the list
Notes	Comments Client UDF 1-12	Defaults to Comments
Custom Field	Client UDF 1-12	Defaults to first UDF in the list
Status (Active/Inactive)	Client Status (Enabled/Disabled)	

Transferring Job/Item Data

You can transfer the details of jobs/items from QuickBooks to Web TimeSheet.

Before you transfer job/item data, you must define the structural relationship between the QuickBooks data and the Web TimeSheet data. The structural relationships you can choose from are as follows:

- QuickBooks Job/Sub Job details can be transferred to Web TimeSheet Project/Task
- QuickBooks Item/Sub Item details can be transferred to Web TimeSheet Project/Task

The Job/Item data can be filtered on the basis of status and customers.

Before transferring data, you can map Web TimeSheet data fields to appropriate fields in Web TimeSheet, as described in the section *Mapping Job/Item Data*. If you choose not to map any other fields, then only the following will be mapped by default:

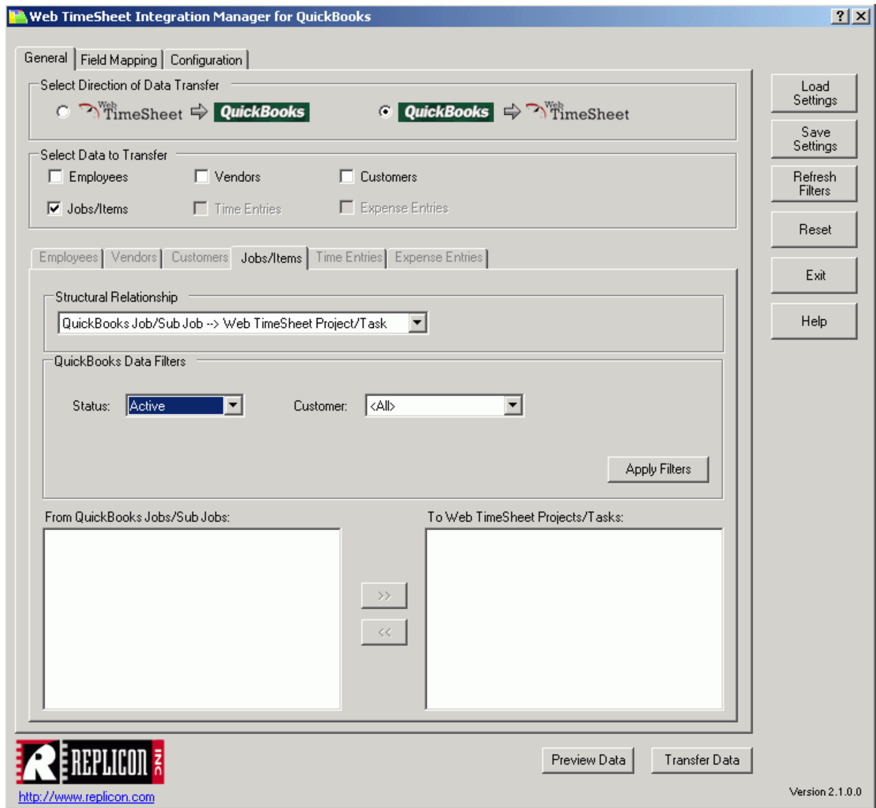
From QuickBooks	To Web TimeSheet
Job Name	Project Name
Sub Job Name	Task Name

Note: When you make changes to employee, vendor, client or project names, you must make identical changes in Web TimeSheet and QuickBooks prior to transferring any data. If you do not, Web TimeSheet will create an additional item for employee, vendor, client or project using the new name.

To transfer Job/Item data from QuickBooks to Web TimeSheet:

1. Log in to the Integration Manager.

   The Integration Manager screen appears.



2. Click the **General** tab.
3. In the **Select Direction of Data Transfer** section, click the **QuickBooks > Web TimeSheet** option.
4. In the **Select Data to Transfer** section, select the **Jobs/Items** checkbox.

   The Jobs/Items sub tab is enabled displaying the following fields.

Field	Description
Structural Relationship	Select the required structural relationship from the drop down menu.
Status	Select the status from the drop-down list.

Field	Description
Customer	Select the customer from the drop-down list.
From QuickBooks	Select the QuickBooks customers that you want to transfer to Web TimeSheet.
To Web TimeSheet	Displays the items that will be transferred.

5. If you want to modify the structural relationship, select the required structural relationship from the drop-down list.
6. Select the appropriate filter criteria.
7. Click the **Apply Filters** button.
8. The available QuickBooks jobs/items are displayed in a tree format in the **From QuickBooks Jobs/Sub Jobs** box.
9. Click the **+** sign against the job/item name to view the item/sub item of the job/item.
10. Select the checkbox against the job/item/sub item name and click the **>>** button.

    The selected job/item/sub item is displayed in the **To Web TimeSheet Projects/Tasks** box.

    To remove a project/task from the **To Web TimeSheet Projects/Tasks** box, select the project/task and click the **<<** button.
11. If you want to map fields between QuickBooks and Web TimeSheet, click the **Field Mapping** tab at the top of the screen
12. When you have prepared the data for transfer, including any required field mapping, you can preview the data to be transferred by clicking the **Preview Data** button at the bottom of the screen.
13. Click the **Transfer Data** button.

    The **Data Transfer Status** dialog box is displayed, with a progress bar indicating the progress of transfer and a summary of the transfer session.

Note: Data which was not transferred is highlighted in red.

14. When you are done, click the **OK** button.

Mapping Job/Item Data

To map job/item data prior to data transfer:

1. Log on to the Integration Manager.
2. Click the **General** tab.
3. In the **Select Direction of Data Transfer** section, click the **QuickBooks > Web TimeSheet** option.
4. In the **Select Data to Transfer** section, select the **Jobs/Items** check box.
5. Under the **Job/Items** sub tab, select your required filter criteria and click the **Apply Filters** button.
6. Click the **Field Mapping** tab.

   The Job/Item mapping sub tab containing the following is displayed:

Field	Description
Structural Relationship	Displays the structural relationship you have selected.
From QuickBooks	You can select the QuickBooks fields from the drop-down list that you want to map to QuickBooks fields.
To Web TimeSheet	You can select the QuickBooks fields from the drop-down list that you want the selected Web TimeSheet fields mapped to. Fields from this list can only be mapped once. When a field is mapped, it will no longer be displayed in the drop-down list.

7. Select the fields you want to map from **From QuickBooks** and **To Web TimeSheet** drop-down lists, and click the **Add** button.

   The mapping relationship is displayed in the **Selected Mapping Relationships** box.

   To remove a mapping relationship, select the mapping relationship from the **Selected Mapping Relationships** box and click the **Remove** button.
8. If you want to preview the field mappings, click the **Preview Data** button at the bottom of the screen.
9. When you are done mapping fields, click the **General** tab to return to transferring data.

Job/Item Field Map between QuickBooks and Web TimeSheet

From QuickBooks	To Web TimeSheet	Comments
Job Name/Sub Job Name	Project Name/Task Name	This is available for the Structural Relationship Project/Task>Job/Sub Job
Job Description	Project Description	
Job Status	Project/Task UDF 1-10	Defaults to first UDF in the list
Start Date	Time Entry Start Date Expense Incur Start Date	Defaults to Time Entry Start Date
Projected End	Time Entry End Date Expense Incur End Date Project/Task UDF 1-10	Defaults to first UDF in the list
End Date	Time Entry End Date Expense Incur End Date	Defaults to Time Entry End Date
Status (Active/Inactive)	Project Status (Open/Closed)	
Item Name/Sub Item Name	Project Name/Task Name	This is available for the Structural Relationship Project/Task>Item/Sub Item
Item Name/Number	Task Code	
Description	Task Description	
Item rate	Task Estimated Cost Project/Task UDF 1-10	Defaults to Estimated Cost, which is available only if it has not been used for another mapping relationship.
Custom Field	Project/Task UDF 1-01	Defaults to first UDF in the list

Using the Login Name Formula

The Login Name Formula is used to create new users while transferring employee and vendor data. These tags define how the names of users and vendors are created when transferring data.

The available tag formulas are listed below:

First Names

- `$FInitial` - Indicates that the initial of the first name as displayed in QuickBooks, is used to create the login name.
- `$FInitialUpper` - Indicates that the initial of the first name in upper case, is used to create the login name.
- `$FInitialLower` - Indicates that the initial of the first name in lower case, is used to create the login name.
- `$FName` - Indicates that the first name as displayed in QuickBooks, is used to create the login name.
- `$FNameUpper` - Indicates that the first name in upper case, is used to create the login name.
- `$FNameLower` - Indicates that the first name in lower case, is used to create the login name.

Last Names

- `$LInitial` - Indicates that the initial of the first name as displayed in QuickBooks, is used to create the login name.
- `$LInitialUpper` - Indicates that the initial of the first name in upper case, is used to create the login name.
- `$LInitialLower` - Indicates that the initial of the first name in lower case, is used to create the login name.
- `$LName` - Indicates that the first name as displayed in QuickBooks, is used to create the login name.
- `$LNameUpper` - Indicates that the first name in upper case, is used to create the login name.
- `$LNameLower` - Indicates that the first name in lower case, is used to create the login name.

You can create a name using a combination of the First Name and Last Name tags. When defining a name using a combination of tags, the names must conform to the following:

- When creating name formulas for Web TimeSheet user names, the tags must not be separated with other characters or spaces.

  For example: `$FInitialLower$LNameLower`

- When creating name formulas for vendors being transferred to QuickBooks, the tags must be separated by spaces.

  For example: `$FName $LName`