Web TimeSheet Billing Integration for QuickBooks
Quick Start Guide

Welcome to the *Quick Start Guide* for Web TimeSheet Billing Integration for QuickBooks. The integration module allows you to capture your time and expense data in Web TimeSheet and then transfer that data to QuickBooks for billing purposes.

This guide is designed to help you set up Web TimeSheet Billing Integration and begin transferring data. For further information on using the integration module, including key concepts and important considerations, please refer to the *Web TimeSheet Billing Integration for QuickBooks User Guide*.

Installing and Launching Web TimeSheet Billing Integration

To install and launch Web TimeSheet Billing Integration for QuickBooks:

1. Install the integration module on the same computer that QuickBooks is installed on.

   > The integration module must be installed on the computer that QuickBooks is running from. Do not install the integration module on the Web TimeSheet server machine.

2. In Web TimeSheet, enter the license key provided with Web TimeSheet Billing Integration. If you did not receive a license key, contact Replicon Administration.
3. Launch QuickBooks and open a company file. When using the integration module, the currently open QuickBooks company file is the file you will transfer data to and from.

   > ☑ The integration module allows for a number of configurations to meet a wide variety of needs. Until you have finalized the configuration you wish to use, it is recommended that you begin working with a sample QuickBooks file or, at a minimum, backup your QuickBooks company file prior to using the integration module.

4. A dialog box may appear indicating that Web TimeSheet is attempting to access the QuickBooks company file without a certificate. Select the **Yes, Always** button or option, which allows Web TimeSheet to access the company file for data transfer purposes. Select **Yes** if asked to confirm.
5. Within QuickBooks, select **Preferences…** from the **Edit** menu and configure QuickBooks as follows:
   - In the **Payroll & Employees** section, select **First Name** for the **Display Employee List by** field.
   - In the **Time Tracking** section, ensure **Yes** is selected for **Do You Track Time?**.
   - If you wish to use classes to organize your time and expense data, ensure **Use class tracking** is enabled in the **Accounting** section.
6. Launch the integration module by selecting **Web TimeSheet: Integration Manager** from the QuickBooks **File** menu or access the software through the Windows **Start** menu.
7. When prompted, enter the **Web TimeSheet URL**, which is the http address used to access Web TimeSheet, and the **Login Name** and **Password** used to log in to Web TimeSheet. Consult your Web TimeSheet system administrator if you do not have this information.
8. If asked if you want to authorize the integration module to access Web TimeSheet, select **Yes**.
9. A second dialog box will be displayed to indicate that Web TimeSheet Billing Integration is attempting to access the company file. First, enable the check box labeled **Allow this application to access…**. This will ensure the integration module has the permissions necessary to transfer employee and vendor data to the company file. Then, select the **Yes, Always** button or option. Select **Yes** if asked to confirm.

Once the above steps are completed, the main **Web TimeSheet Billing Integration for QuickBooks** window will open.

Organizing the Data Transfer

For most users, the end goal of using the integration module is to transfer time and expense entries to QuickBooks to assist with billing. However, before time and expense data can be entered in Web TimeSheet and transferred to QuickBooks, the supporting data such as employees, vendors, customers, and jobs or items must be available in both applications. As a result, it is recommended that data be transferred in the following three phases:

1. Transfer the **Employees**, **Vendors**, and **Customers** data from one application to the other to ensure the supporting data is consistent between the two applications.
2. Transfer the **Jobs/Items** data from one application to the other to ensure the project data in Web TimeSheet matches the job and/or item data in QuickBooks.
3. Transfer the **Time Entries** and **Expense Entries** data from Web TimeSheet to QuickBooks to complete your billing and invoicing functions.

The supporting data in Web TimeSheet must match the corresponding data in QuickBooks exactly in order for the transfer of time and expense data to be successful. For example, the capitalization and spelling of the name of a **User** in Web TimeSheet must be the same as that used in the corresponding **Employee** entry in QuickBooks. To ensure the data matches exactly, enter the data in one application and then use the integration module to transfer it to the second application. This method saves time and eliminates the possibility of error that may occur when entering the data manually in both applications.

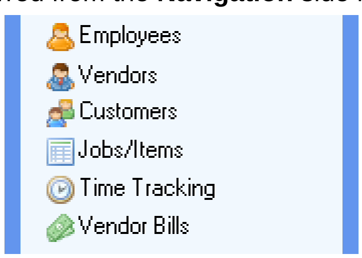
Transferring Data Using Web TimeSheet Billing Integration

To transfer data using Web TimeSheet Billing Integration for QuickBooks:

1. Determine how the data structure in Web TimeSheet relates to the data structure in QuickBooks.

   When transferring to QuickBooks, the chosen relationship determines where the Web TimeSheet projects and tasks will be placed in QuickBooks. When transferring to Web TimeSheet, the relationship indicates where the projects and tasks should come from in QuickBooks. For more information on determining the relationship to use, refer to *Chapter 5* of the *User Guide*.
2. Ensure the prerequisites for the data you wish to transfer are in place.

   Prerequisites include required configuration of Web TimeSheet or QuickBooks or previous transfers of supporting data. For example, when transferring **Time Entries** to QuickBooks, it is necessary to ensure the **User** that submitted the time entry exists in QuickBooks as an **Employee**. The prerequisites for each data type are provided in the *User Guide*.
3. If you have made any changes or additions in either application since launching the integration module, select **Refresh Connection** from the **Options** side menu to ensure the data available for transfer is the most current.
4. Select the data type to be transferred from the **Navigation** side menu.



5. Follow the steps as guided by the transfer wizard. If prompted, specify the relationship selected in *Step 1*. A relationship must be defined if transferring **Jobs/Items** or **Time Tracking** data types.
6. Transfer the data.
7. Review the results of the transfer provided by the wizard.