Web TimeSheet
Billing Integration for QuickBooks

Version 4.0

USER GUIDE

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Revision 06/06/08

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CHAPTER 1

Welcome

Welcome to the *Web TimeSheet Billing Integration for QuickBooks User Guide*. This guide provides information on installing and using Web TimeSheet Billing Integration for QuickBooks, which will be referred to throughout this manual as the integration module.

About Web TimeSheet Billing Integration for QuickBooks

Web TimeSheet Billing Integration provides users the ability to transfer information between Web TimeSheet and QuickBooks. With the ability to transfer time and expense data, the integration module is an ideal solution for those working on projects or tasks that are to be billed to clients. Using Web TimeSheet, you can track the actual time spent working on projects, then transfer the data to QuickBooks to invoice clients for the work completed. Expenses incurred against the project can also be entered in Web TimeSheet, and transferred to QuickBooks to reimburse employees, pay vendors and charge clients.

Additionally, you can use the integration module to save the time and effort associated with entering the user and project data in both QuickBooks and Web TimeSheet. This duplication can be eliminated by entering the data in one application and transferring to the other using Web TimeSheet Billing Integration.

About this User Guide

This user guide is designed to help you understand how the integration module works and important concepts and considerations when transferring data. In addition to this document, a *Quick Start Guide* is available, which provides the basic details required to begin using the integration module.

Document Conventions

This guide uses the following conventions:

- References to other areas in the document are shown *in italics and in blue* to indicate active links internal to the document. To automatically navigate to the section being referenced, select the link.
- Hyperlinks to websites or e-mail addresses are shown in blue and underlined to indicate active links external to the document. To open a new browser window to the website or to send an e-mail to the address, select the link.
- Key information is highlighted using a blue background for quick reference. An icon is used to indicate the type of information being provided, as follows.
    - The 🗋 icon indicates a note, which provides a reminder of an important requirement or further details on how the software operates.
    - The ⚠ icon indicates a warning notice. Warnings point out features or actions that can have negative results if used incorrectly.
    - The ☑ icon indicates a tip or hint designed to assist you in using the product more efficiently.

> 🗋 The online help system uses these same conventions for easy identification of important notes, warnings, and tips.

Contacting Support

If you would like assistance configuring or using Web TimeSheet Billing Integration for QuickBooks, please contact Replicon's Customer Support team using one of the following methods:

Direct Phone:	403-262-6519 ext 3
Toll-Free Phone:	
North America:	1-877-662-2519
Europe:	00-800-6622-5192
Australia/New Zealand:	0011-800-6622-5192
E-mail:	support@replicon.com
Web-Based Form:	www.replicon.com/Support/RequestHelp.aspx
Fax:	403-233-8046

CHAPTER 2

Installing Web TimeSheet Billing Integration

System Requirements

Before installing the integration module, make sure your system meets the requirements below.

- The following minimum hardware configuration:
  - Pentium 500 MHz CPU or equivalent
  - 512 MB memory
  - 50 MB available disk space
  - Screen resolution of 1024 x 768 or higher
- One of the following operating systems:
  - Windows NT
  - Windows 2000
  - Windows 2003
  - Windows XP Professional
  - Windows Vista (32-bit version only)
- Web TimeSheet 8.2
- One of the following versions of Intuit QuickBooks:
  - QuickBooks Pro or Premier U.S. Edition 2008, 2007, or 2006
  - QuickBooks Pro or Premier Canadian Edition 2008, 2007, or 2006
  - QuickBooks Pro or Premier UK Edition 2008
  - QuickBooks Enterprise Solutions U.S. Edition 8.0, 7.0, or 6.0
  - QuickBooks Premier Canadian Multicurrency Edition

> Before installing the Integration Manager, it is recommended that you update your version of QuickBooks to include all available patches. If you are using the Canadian version of QuickBooks 2006, you must update before installing the Integration Manager.

Installing the Integration Module

You must install the integration module on the same computer where QuickBooks is installed. To install the integration module:

1. Ensure the Integration Manager for QuickBooks (XML) is not currently installed on your system.

   To uninstall the Integration Manager for QuickBooks:

   a. Close QuickBooks and the Integration Manager for QuickBooks.
   b. Open the Windows **Control Panel**.
   c. Select **Add or Remove Programs**.
   d. Select *QB_DCOM* from the program list.

e. Select the **Remove** button and follow the instructions to remove the program.

> If Web TimeSheet and QuickBooks are installed on different servers, you must remove the XML version of the Integration Manager from BOTH systems.

2. Download the installation file from Web TimeSheet. To do so:

   a. Select **Integration** from the Web TimeSheet top menu.

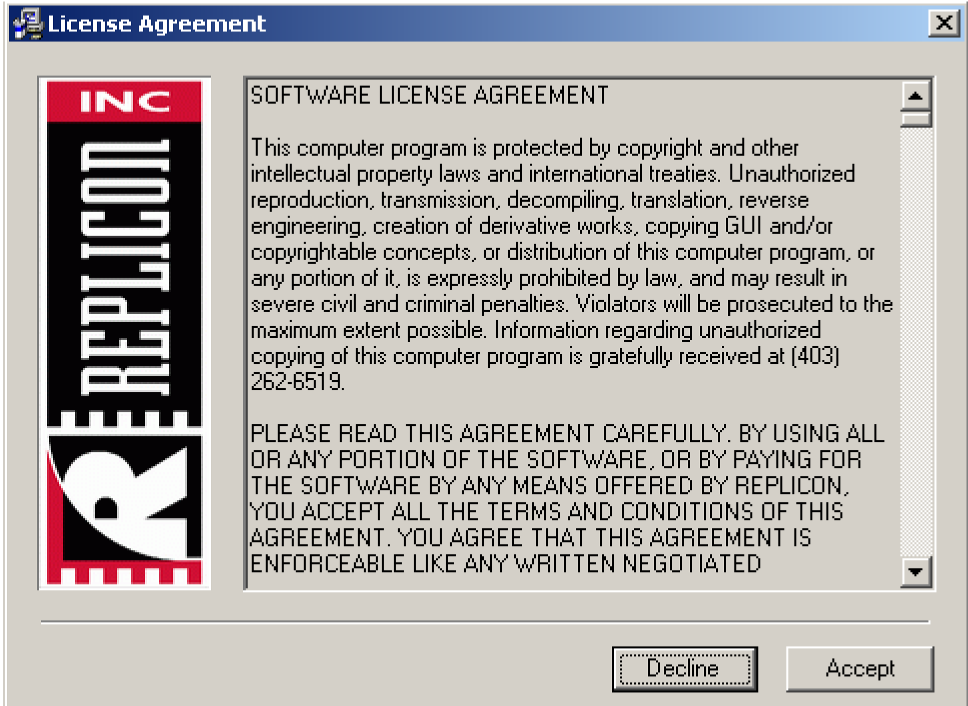
   b. Download the installation file by selecting the appropriate link.

> Before you can access the Integration Manager installation file, Web TimeSheet must be licensed for the Integration Manager's module, and you must assign module seats to all users. For information on uploading license files and assigning module seats, refer to the Web TimeSheet installation guide.

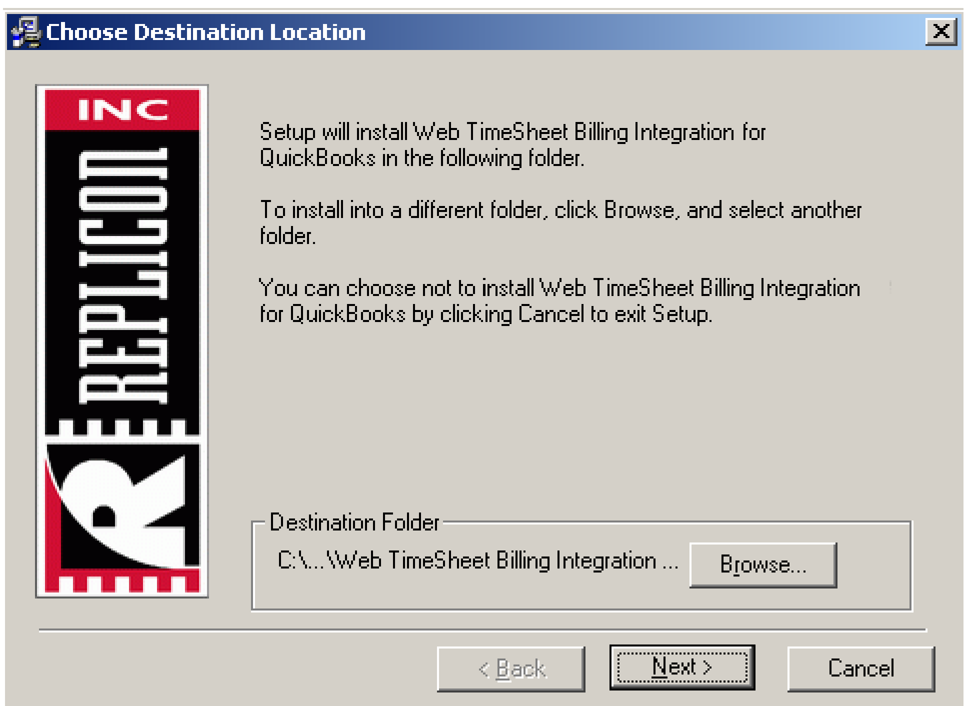
> If you are using an older version of Web TimeSheet, contact Replicon Support to obtain a copy of the installation file. For information on how to reach Support, refer to *Chapter 1, Contacting Support* on page 6.

3. Ensure QuickBooks is closed.
4. Launch the installation program.
5. The **Web TimeSheet Billing Integration for QuickBooks** window displays. Select **Next** to proceed.

6. Read the license agreement. If you agree to the terms, select **Accept**.

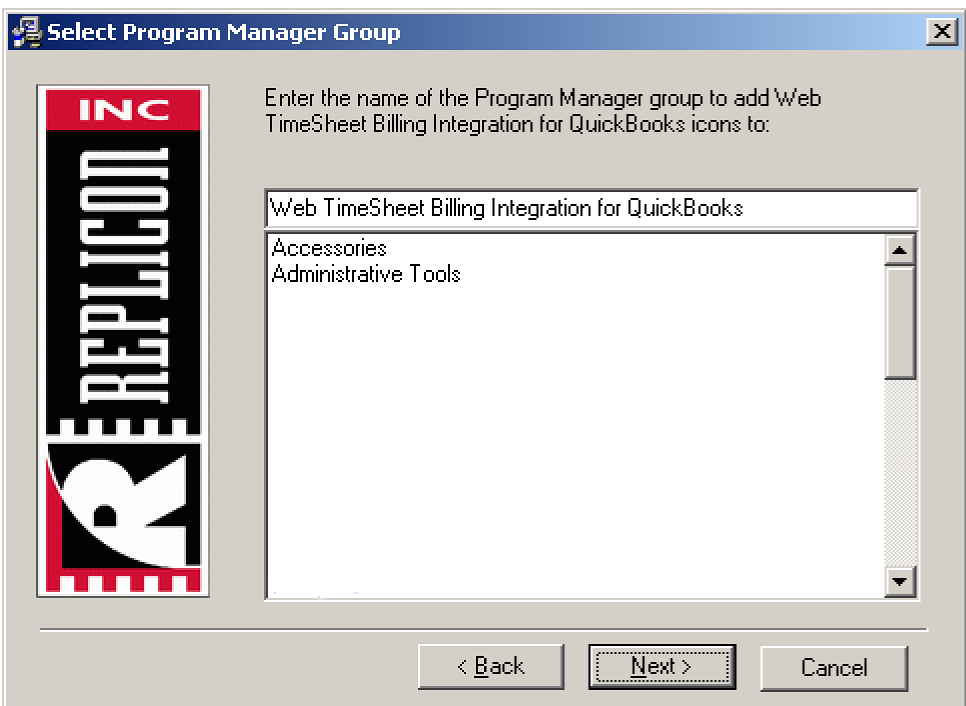


7. Choose the folder in which to install the integration module (or use the default location) and select **Next**.

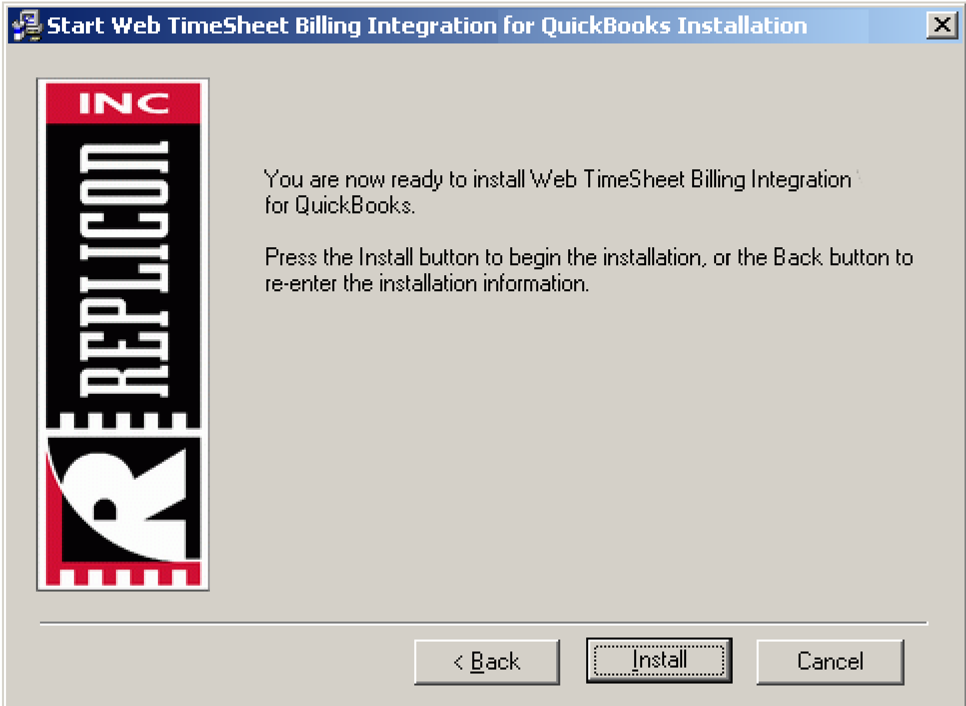


8. Select the version of QuickBooks you are using, and then select **Next**.

9. Choose the folder in the Windows **Start** menu in which to add the shortcut to the integration module and select **Next**.

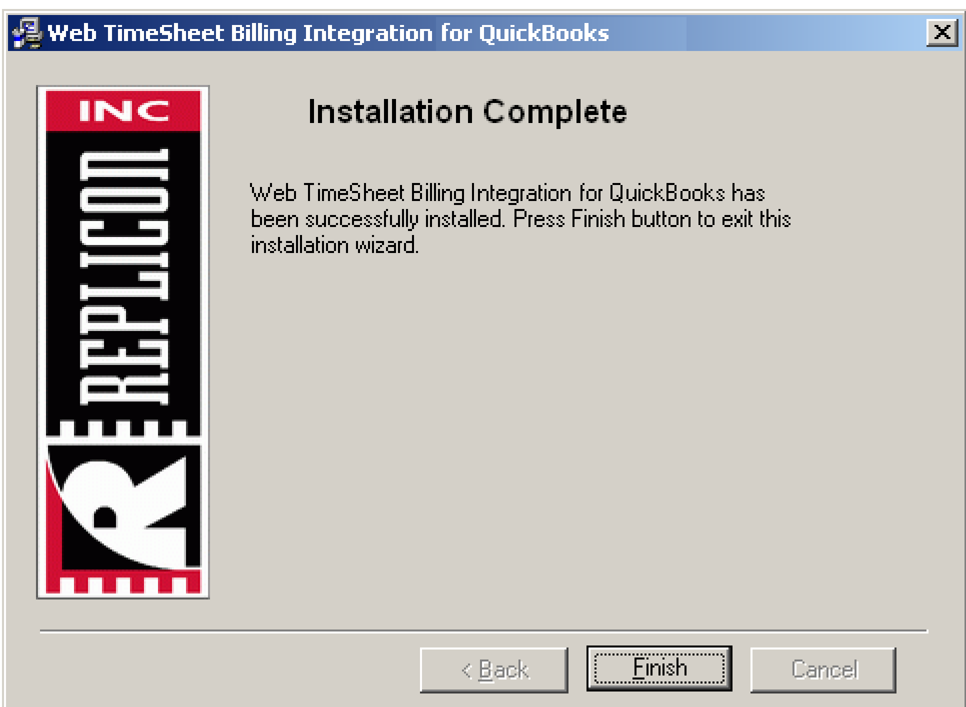


10. Select **Install** to begin installing the integration module.



The window will display the status of the installation process.

11. Once the software is installed, select **Finish** to close the installation program.



Upgrading the Integration Module

You can use the upgrade process to replace the Web TimeSheet Integration Manager for QuickBooks with Web TimeSheet Billing Integration for QuickBooks. However, if you are using the previous Integration Manager for payroll purposes or to automatically generate client invoices, do not convert to Web TimeSheet Billing Integration.

If you have a previous version of the integration module installed and would like to upgrade to the most recent version:

1. Ensure the Integration Manager for QuickBooks (XML) is not currently installed on your system.

   To uninstall the Integration Manager for QuickBooks:

   a. Close QuickBooks and the Integration Manager for QuickBooks.
   b. Open the Windows **Control Panel**.
   c. Select **Add or Remove Programs**.
   d. Select *QB_DCOM* from the program list.
   e. Select the **Remove** button and follow the instructions to remove the program.

   If Web TimeSheet and QuickBooks are installed on different servers, you must remove the XML version of the Integration Manager from BOTH systems.

2. Download the installation file from Web TimeSheet. To do so:

   a. Select **Integration** from the Web TimeSheet top menu.
   b. Download the installation file by selecting the appropriate link.

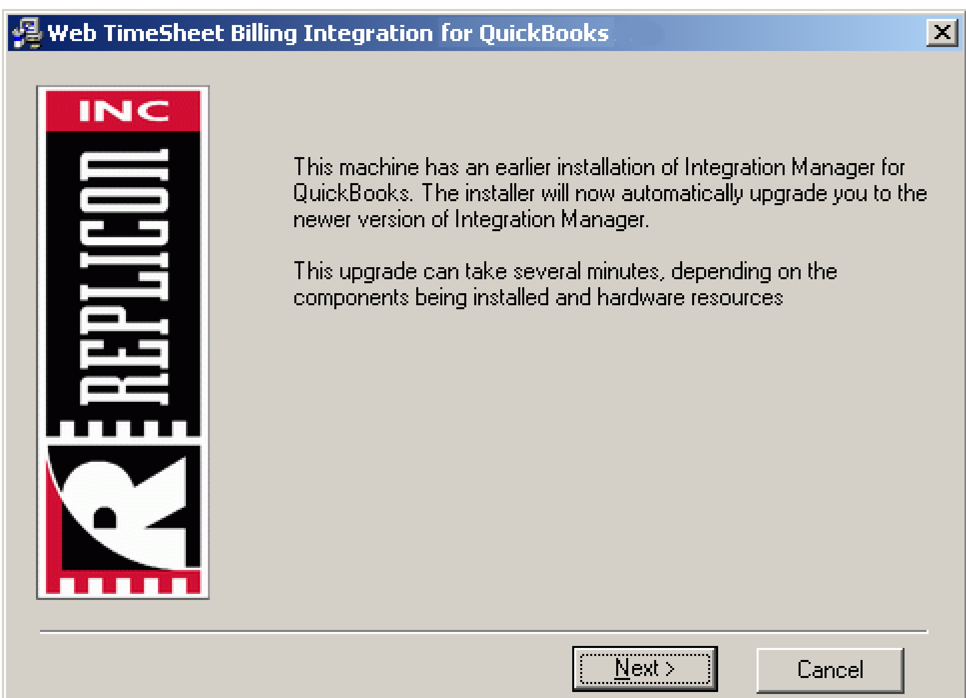
   Before you can access the Integration Manager installation file, Web TimeSheet must be licensed for the Integration Manager's module, and you must assign module seats to all users. For information on uploading license files and assigning module seats, refer to the Web TimeSheet installation guide.

   If you are using an older version of Web TimeSheet, contact Replicon Support to obtain a copy of the installation file. For information on how to reach Support, refer to *Chapter 1, Contacting Support* on page 6.

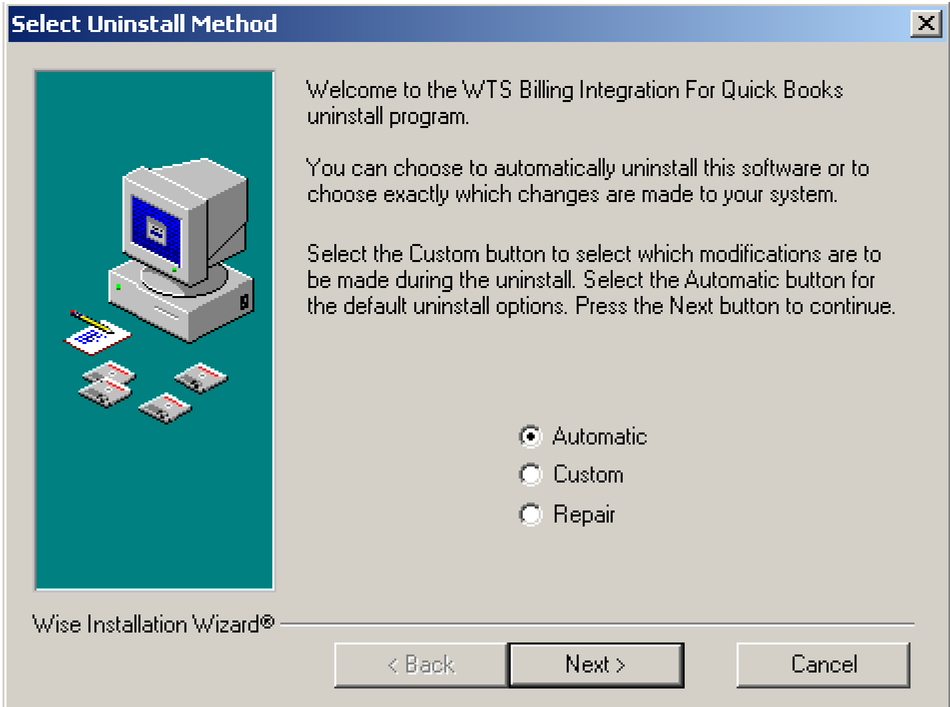
3. Ensure QuickBooks and the existing installation of the integration module are closed.
4. Launch the installation program.

5. The **Web TimeSheet Billing Integration for QuickBooks** window displays. Select **Next** to proceed.

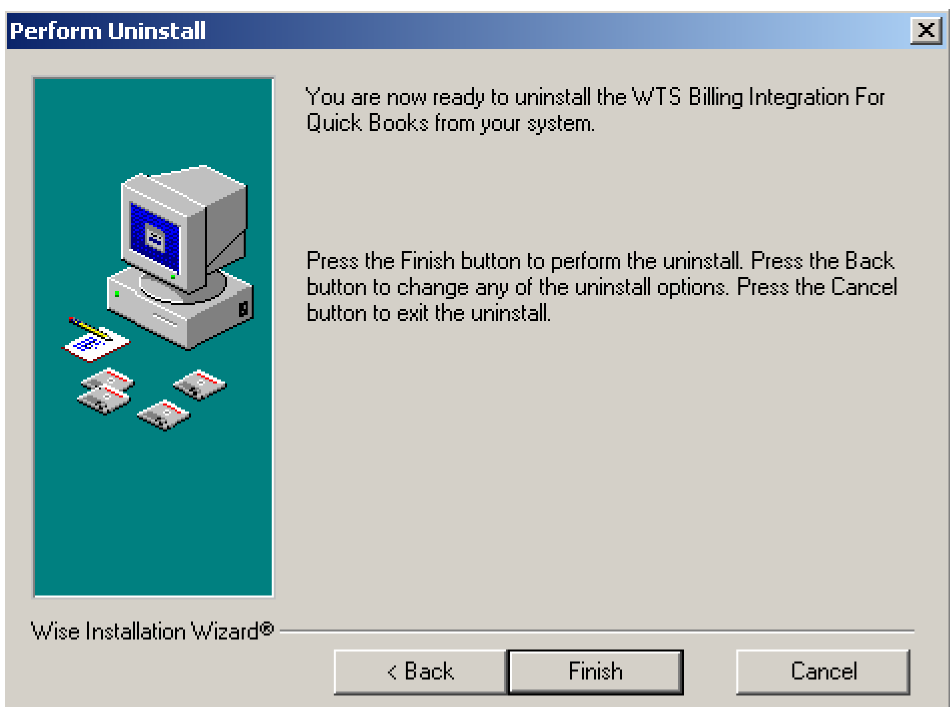
6. The installation program will alert you to the previous installation of the integration module. Click **Next** to proceed with the upgrade.



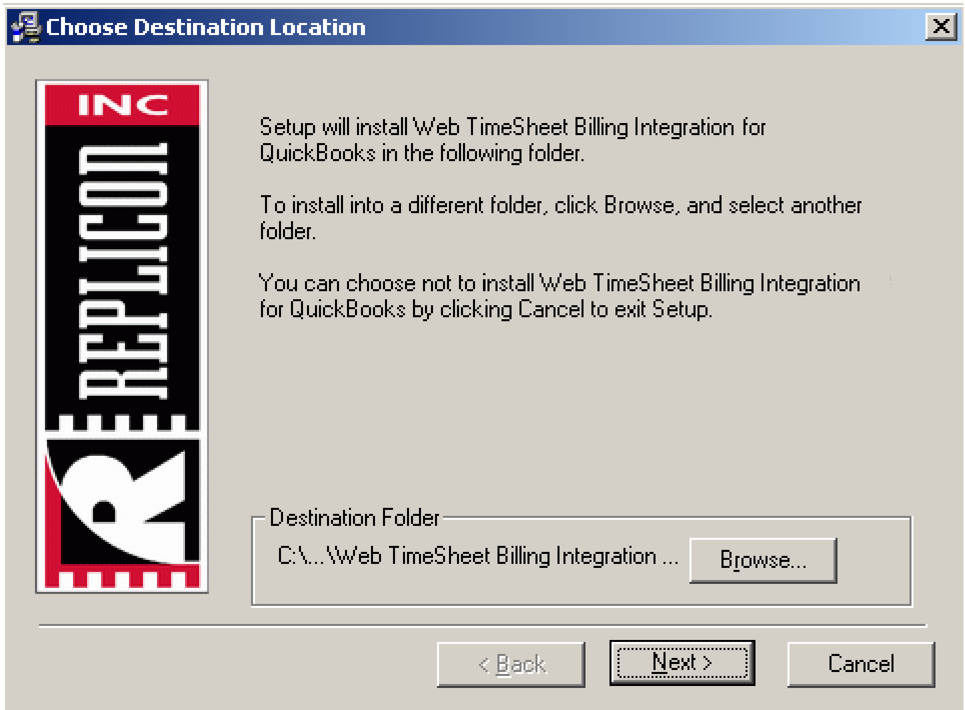
7. Select the option to use to uninstall the existing installation. It is recommended that you select **Automatic** to have the installation program handle the details of the uninstall. Select **Next** to continue.



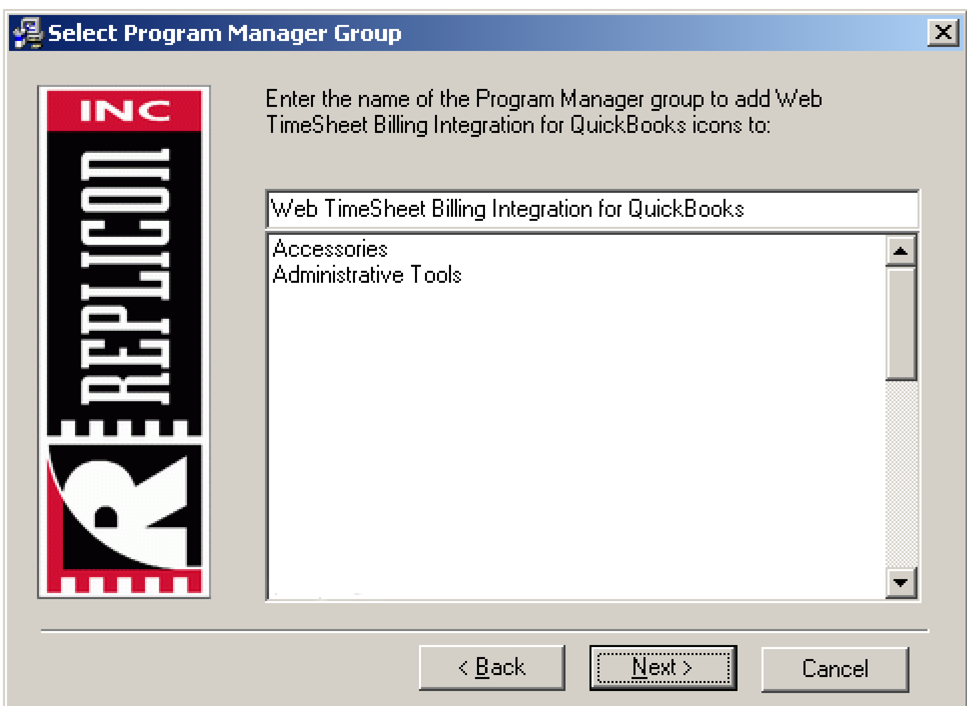
8. Select **Finish** to begin the removing the current installation.



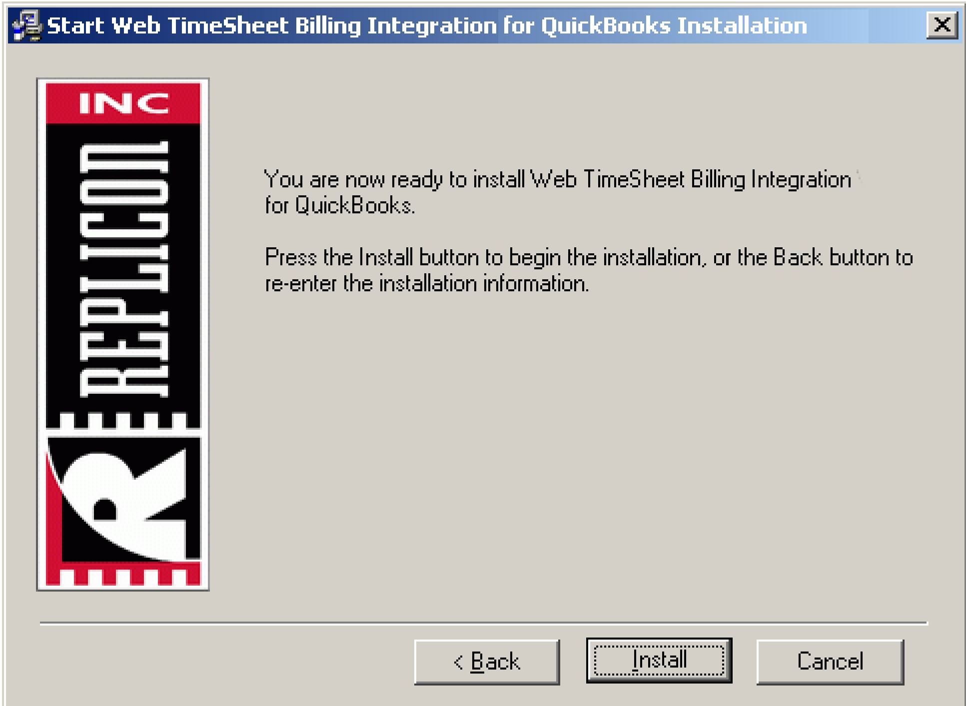
9. Choose the folder in which to install the new version of the integration module (or use the default location) and select **Next**.



10. Choose the folder in the Windows **Start** menu in which to add the shortcut to the integration module and select **Next**.

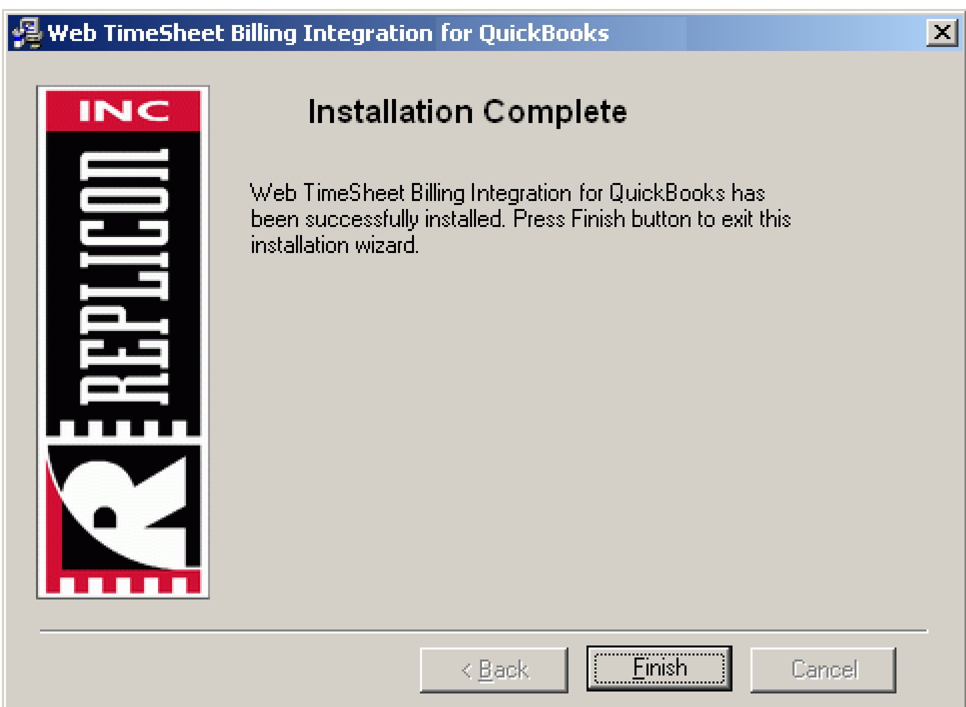


11. Select **Install** to begin installing the integration module.



The window will display the status of the installation process.

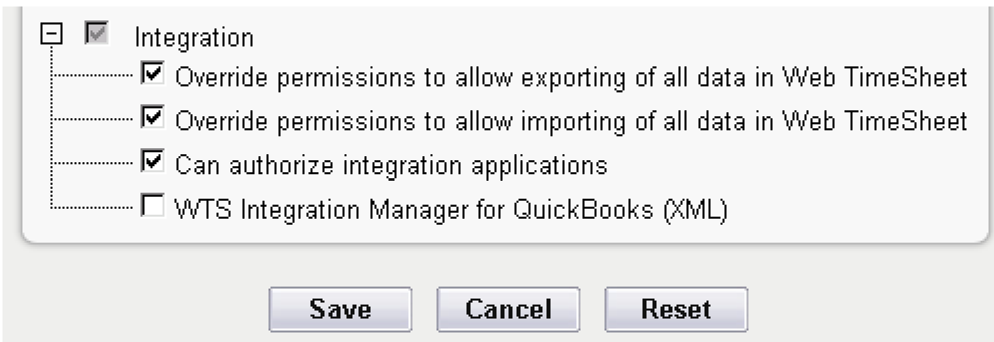
12. Once the software is installed, select **Finish** to close the installation program.



Disabling the XML Version

If you are replacing the previous XML version of the integration module with Web TimeSheet Billing Integration for QuickBooks, it is recommended that you disable access to the XML version by following the steps below. Otherwise, continue on to *Chapter 3, Getting Started* on page 18 for information on launching the integration software.

1. Select **Admin** from the top menu.
2. From the **Security** side menu, select **Permissions**.
3. Select the name of the permission profile that includes access to the Web TimeSheet **Integration** menu. This is typically the `Administrator` permission profile, but the name may be different depending on how your system was configured.
4. Under the **System** tab, expand the **Integration** section by selecting the ⊞ icon.
5. Clear the **WTS Integration Manager for QuickBooks (XML)** check box.



6. Select **Save**.

You are now ready to begin using Web TimeSheet Billing Integration for QuickBooks, which is accessible from within QuickBooks or from the Windows **Start** menu. Continue on to *Chapter 3, Getting Started* on page 18 for information on starting the integration module.

CHAPTER 3
Getting Started

Configuring QuickBooks

Before launching the integration module, there are several options that must be enabled or changed in QuickBooks. To configure QuickBooks for use with the integration module:

1. Launch QuickBooks.
2. Select **Preferences...** from the **Edit** menu.
3. Select **Accounting** from the side menu and select the **Company Preferences** tab.
4. Enable the **Use class tracking** and **Prompt to assign classes** options if you want to track **Class**.

   In QuickBooks, you can create classes that you assign to transactions. This lets you track income and expenses by department, business office or location, separate properties you own, or any other meaningful breakdown of your business.
5. Select **Payroll & Employees** from the side menu and select the **Company Preferences** tab.
6. In the **Display Employee List by** field, select **First Name**.

   For employees to be transferred successfully, the list format used in QuickBooks must match that used in Web TimeSheet. Therefore, employees must be listed by first name in QuickBooks.
7. Select, depending on the version of QuickBooks you are using, either **Time Tracking** or **Time & Expenses** from the side menu and select the **Company Preferences** tab.
8. In the **Do You Track Time?** section, select **Yes**. This will allow the time entry information from Web TimeSheet to create timesheets in QuickBooks.
9. Select **OK** to save the changes.

Starting Web TimeSheet Billing Integration

To begin using the integration module:

1. 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.

2. 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.
3. Launch the integration module by selecting **Web TimeSheet: Integration Manager** from the QuickBooks **File** menu or by selecting the entry created in the Windows **Start** menu during installation.

   > Do not attempt to access the integration module using the **Integration** entry in the top menu of Web TimeSheet, as this applies to previous integration solutions and will not work with the current integration module.

4. Enter your **Web TimeSheet URL**, **Login Name**, and **Password**.

   ☑ If you do not know the Web TimeSheet URL (the address used to access Web TimeSheet through your web browser), open the `systeminfo.txt` file, which is located in the Web TimeSheet installation folder. This folder is typically located on the Web TimeSheet server at:

   ```
   C:\Program Files\Web TimeSheet
   ```

   Locate the line similar to the following, which will be found at the top of the file:

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

   Enter the value shown for the **Web Server Address** in the **Web TimeSheet URL** field. If you require further assistance, contact your system administrator.

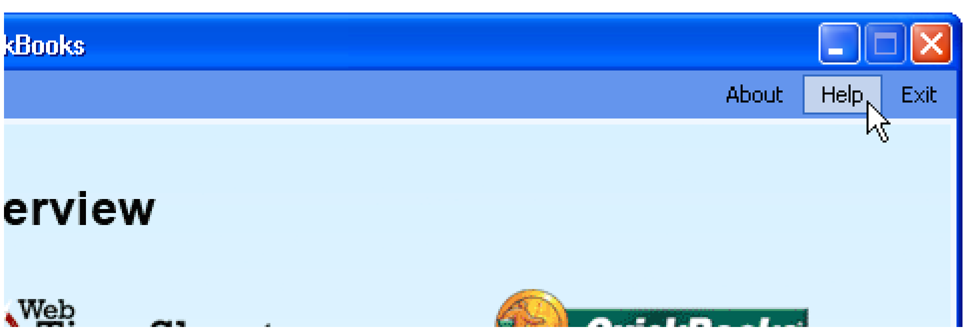
5. If you want the integration module to automatically log in to Web TimeSheet each time it is launched, enable the check box provided.
6. Select **Connect**.
7. If asked if you want to authorize the integration module to access Web TimeSheet, select **Yes**.
8. A second dialog box will be displayed to indicate that the integration module is attempting to access QuickBooks without a certificate. First, enable the check box labeled **Allow this application to access...**. This will ensure the integration module has the permission necessary to transfer employee and vendor data to the company file. Then, select **Yes, Always** button or option. Select **Yes** if asked to confirm.

   ⚠ If you cancel or close one of the certification boxes, the entry for Web TimeSheet Billing Integration for QuickBooks will not appear in the QuickBooks **File** menu. If this happens, select **Edit > Preferences** within QuickBooks, select the **Company Preferences** tab and select **Integrated Applications** from the side menu. Make sure that **Allow this application to access this company file** is enabled for both the Web TimeSheet and the Web TimeSheet Billing Integration for QuickBooks applications.

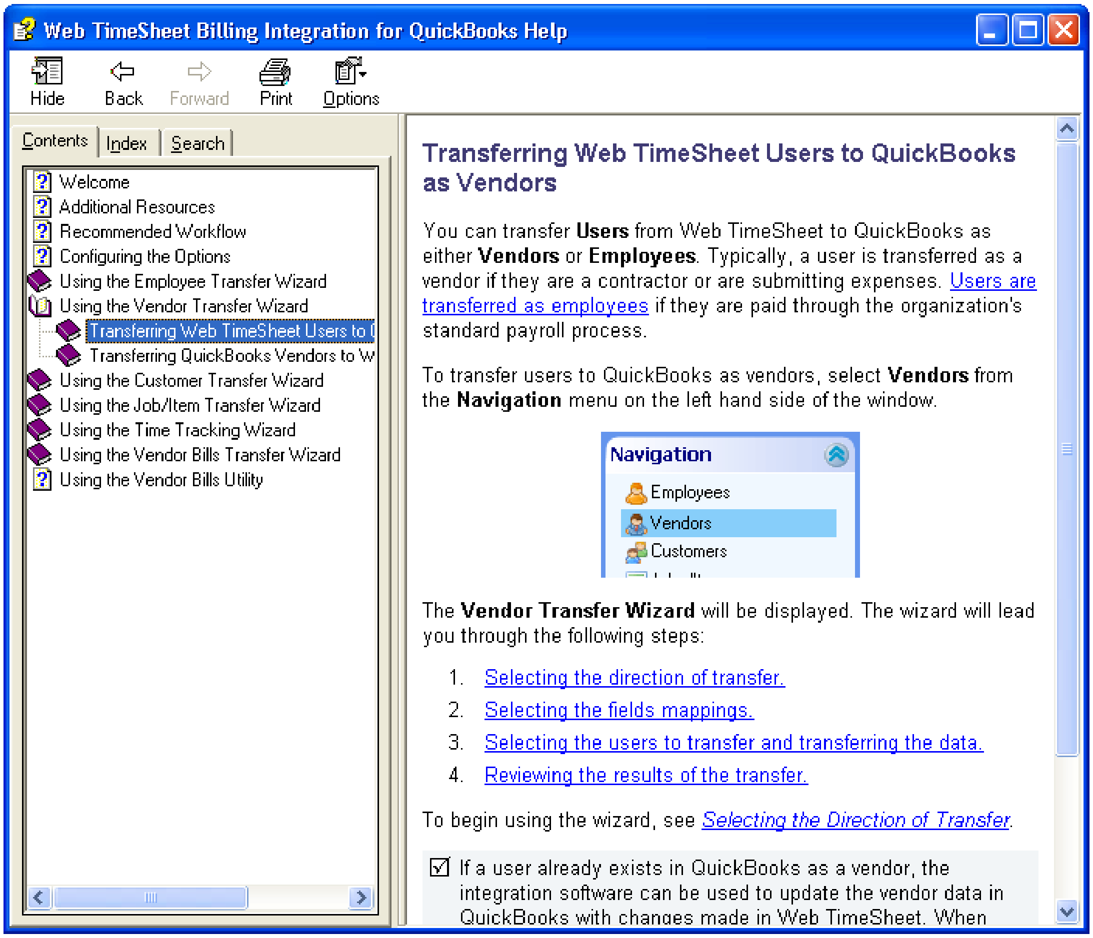
The **Web TimeSheet Billing Integration for QuickBooks** window will open.

Accessing the Online Help

The integration module includes an online help system that provides comprehensive information on using the software to complete key tasks. To access the online help, select **Help** from the menu bar of the **Web TimeSheet Billing Integration for QuickBooks** window.



The **Web TimeSheet Billing Integration for QuickBooks Help** window will open. From here, you can access help information from the **Contents** tab, or use the **Search** feature to find a particular topic.

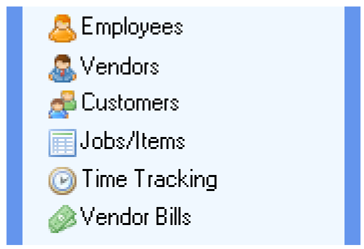


CHAPTER 4
Using Web TimeSheet Billing Integration

Once QuickBooks is configured and the integration module has been launched, the application is ready to transfer information. Prior to making a transfer, it is recommended that you become familiar with the types of data available for transfer and the typical stages and procedures for transferring data.

Data Types Available for Transfer

There are seven data types available for transfer by the integration module, as shown below.



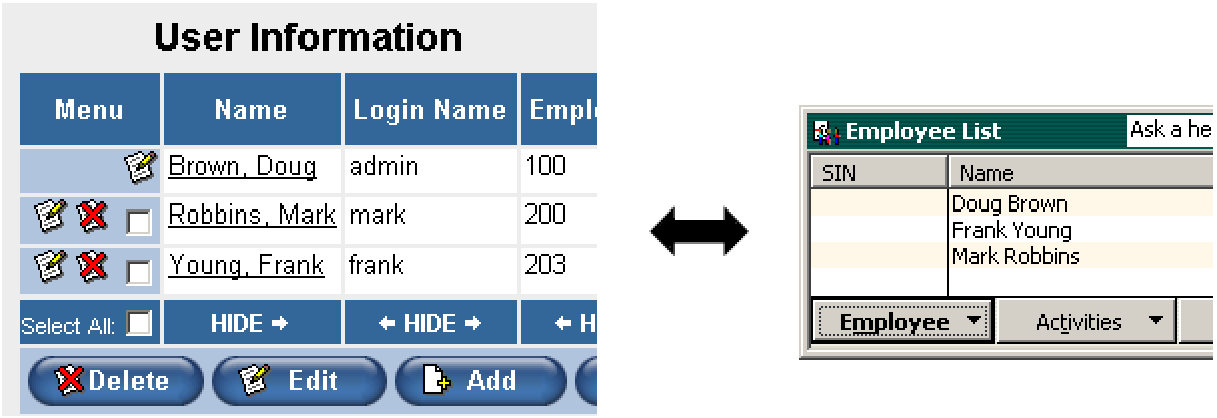
The table that follows shows how information in one application will be stored in the other, and what the corresponding terms are.

Data Type	Web TimeSheet Term	QuickBooks Term
Employees	User, typically those paid on a regular and on-going basis	Employee
Vendors	User, typically those paid irregularly, such as consultants or contractors, or those who submit expenses	Vendor
Customers	Client	Customer
Jobs/Items	Project, Task, and/or Role[a]	Job/Item, Job/Sub Job or Item/Sub Item[a]
Time Tracking	Timesheet	Timesheet
Vendor Bills	Expenses	Vendor Bill

a. *Depending on the relationship defined between the data structures in the two applications. See Chapter 5, Defining the Relationship between Data Structures on page 31 for more information.*

Employees Data Type

The **Employees** data type is used to transfer information regarding the people who work for your company. Web TimeSheet **User** data is transferred to QuickBooks as **Employee** data and vice versa, as shown below.



If the user or employee does not exist in the target application, the source application sends information (such as first and last name) to create the user/employee in the target application. Subsequent transfers update the information (with the exception of first and last name).

You can transfer time entered by user/employees:

- Once their data exists in both applications, and
- After you have transferred the related **Customer** and **Jobs/Item** data.

Understanding whether Users should be transferred as Employees or as Vendors

Web TimeSheet users can be transferred to QuickBooks as employees or vendors. Use the:

- **Employees** data type to transfer users that are paid through the organization's standard payroll process
- **Vendors** data type to transfer users who are not paid through the payroll process (such as contractors or consultants).

If the user will be paid through the payroll process AND submit expenses for the company, transfer the user as both an employee (for transfers of their time) and a vendor (for transfers of their expenses).

QuickBooks does not allow employees and vendors to be created with identical names. Therefore, when transferring a user as both an employee and a vendor:

1. Transfer the user as an employee using the **Employee Transfer** wizard.
2. Transfer the user's expense entries using the **Vendor Bills** wizard.

   When you reach the `Setup the Vendor Identifiers...` page, ensure the **Vendor Name** formula distinguishes the user's vendor name from their employee name (for example, `John Smith - vendor`).

   For more information on the **Vendor Identifiers** name formulas *Using the Vendor Identifiers Formula* on page 63.

Understanding how Duplicate Employees, Vendors, or Users are Transferred

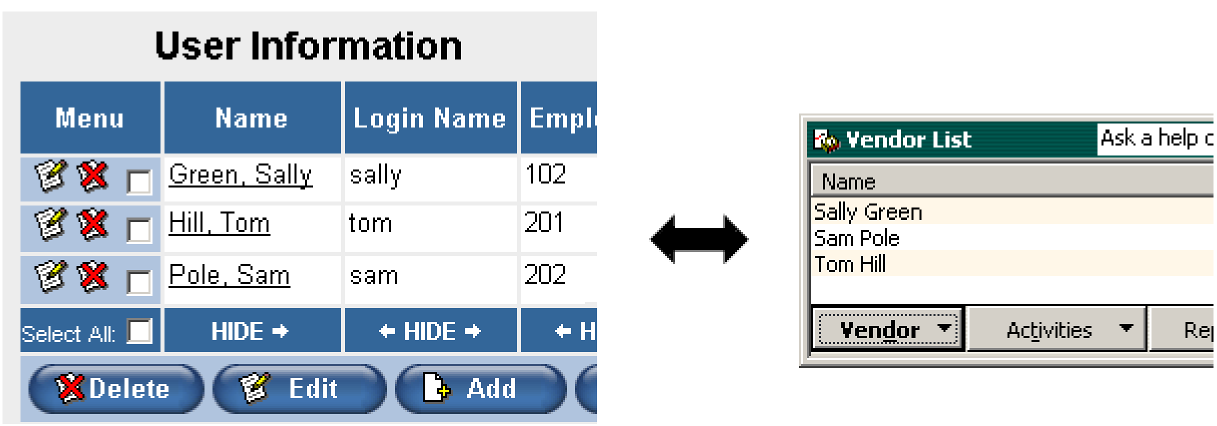
It is possible to create two or more users with the same user name in Web TimeSheet; however, the duplicate users' login names must be unique.

Refer to the table below for information on how the Integration Manager handles transfers involving duplicated users.

If you attempt to transfer...	The Integration Manager will...
... users that are duplicated in Web TimeSheet to QuickBooks, when none of the duplicated users exist in Project	... automatically append, in brackets, the user's login name to their last name in QuickBooks. This will happen even if only one of the duplicated employees is transferred.
... users that are duplicated in Web TimeSheet (or their data) in either direction, when that employee's user name exists – but has not been appended with their login name – in QuickBooks ***Note:*** *This situation may arise if, for example, you transferred a user to QuickBooks before creating a duplicate in Web TimeSheet, or if you created a user who was duplicated in Web TimeSheet independently in QuickBooks (this is not recommended).*	... not transfer the duplicated users/data, and an error will be logged, since the user's data in QuickBooks may correspond to any of the duplicated users in Web TimeSheet. In this case, you may manually append the user's login name to their last name in QuickBooks, and then transfer the user/data.
... employees/vendors that are duplicated in QuickBooks, whose names are distinguished by data in curly brackets - {}, to Web TimeSheet	... use the data in curly brackets as the user's login name in Web TimeSheet.

Vendors Data Type

The **Vendors** data type is used to transfer information for people who have submitted time or expenses paid outside the organization's standard payroll process, such as a contractor. Web TimeSheet **User** data is transferred to QuickBooks as **Vendor** data and vice versa, as shown below.



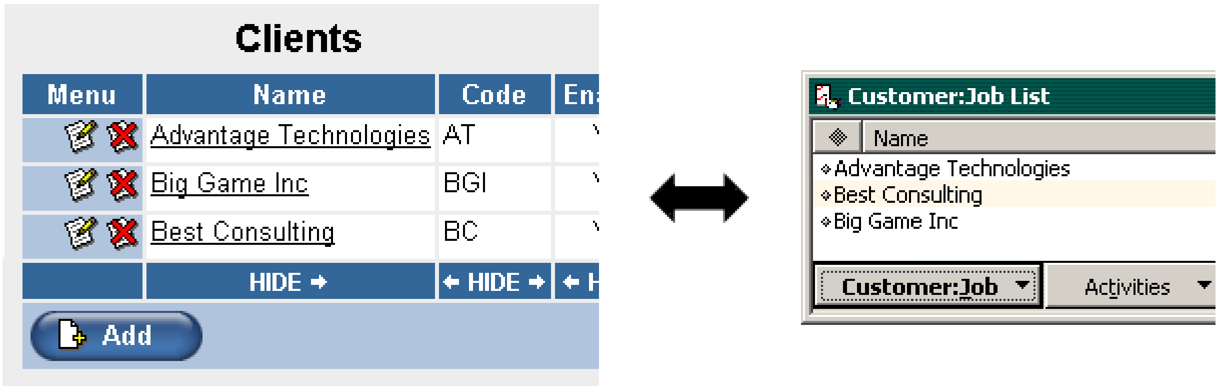
If the user or vendor does not exist in the target application, information such as first and last name will be sent from the source application to create the person in the target application. Subsequent transfers will update the information (with the exception of first and last name) for that person.

For information on when users should be transferred as vendors, refer to *Understanding whether Users should be transferred as Employees or as Vendors* on page 22.

For information on how duplicate employees, vendors, or users are transferred, refer to *Understanding how Duplicate Employees, Vendors, or Users are Transferred* on page 22.

Customers Data Type

This data type is used to transfer information about the people and companies you provide services to. Web TimeSheet **Client** data is transferred to QuickBooks as **Customer** data and vice versa, as shown below.



If the client or customer does not exist in the target application, information such as the client or customer's name will be sent from the source application to create the client or customer in the target application. Subsequent transfers will update the information for that entry. Once the **Customer** data type exists in both applications, and after the related **Employees** and **Jobs/Items** data types have been transferred, you can transfer time and expenses entered against those clients.

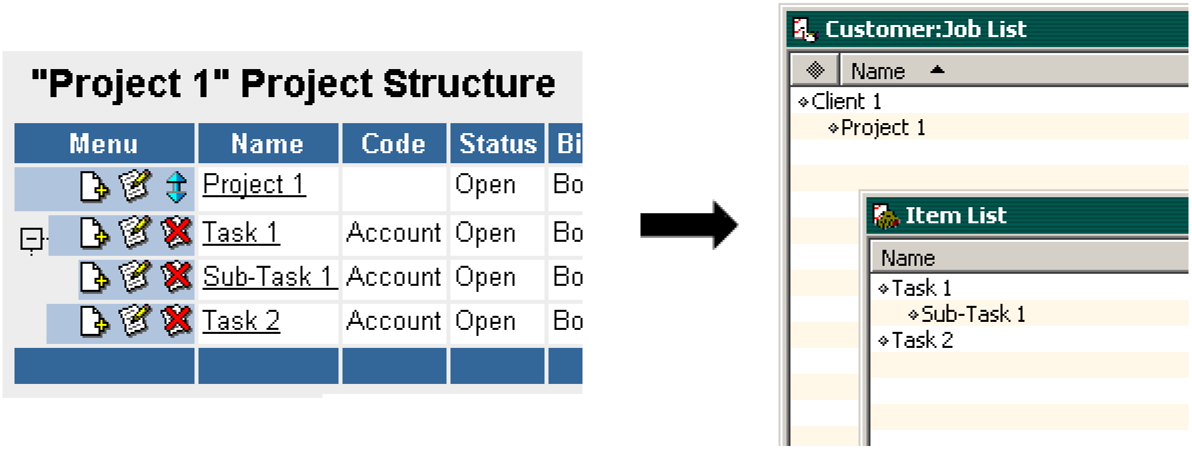
Jobs/Items Data Type

The **Jobs/Items** data type is used to transfer information about the work you do for your customers. How this information is transferred between Web TimeSheet and QuickBooks will depend on the relationship defined between the data structures used in the two applications, as shown in the sections that follow.

If the data is being transferred for the first time, a new entry will be created in the target application. If the data has been previously transferred, the existing entry in the target application will be updated with the data from the source application. Typically, this data type must be transferred after the **Customers** data type. Once the **Jobs/Items** data type exists in both applications and the **Employees** and **Vendors** have been transferred, you can transfer time and expense entries entered against the projects.

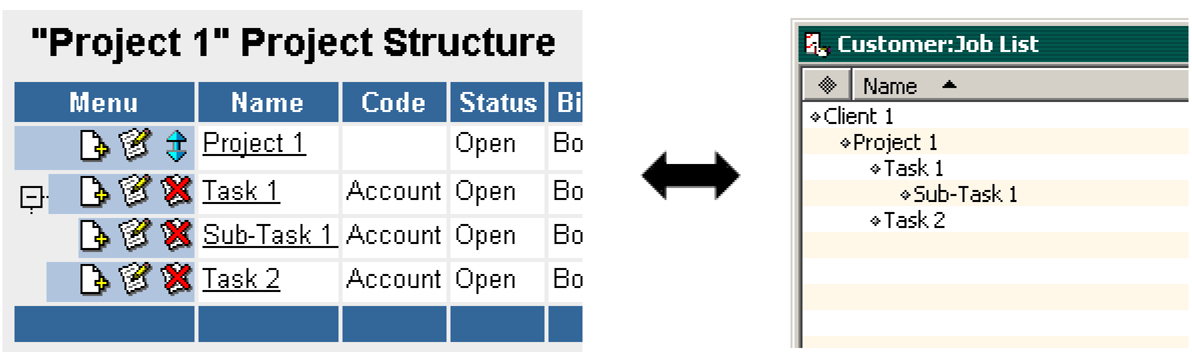
Transferring Projects to Jobs and Tasks to Items

When transferring the **Jobs/Items** data type, you can choose to transfer Web TimeSheet **Projects** to QuickBooks as **Jobs** and Web TimeSheet **Tasks** as QuickBooks **Items**, as shown below. However, if you transfer data to QuickBooks using this relationship, you will not be able to transfer data back to Web TimeSheet, as there is no connection between the projects and tasks in QuickBooks.



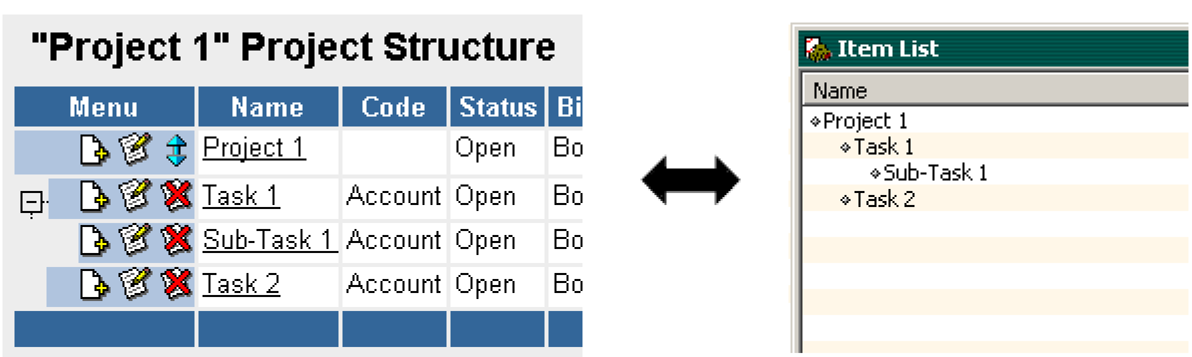
Transferring Projects to Jobs and Tasks to Sub Jobs

When transferring project data, you can transfer Web TimeSheet **Projects** to QuickBooks as **Jobs** and the **Tasks** within the project as **Sub Jobs** within the main job, as shown below. You can also transfer job and sub job data back to Web TimeSheet as projects and tasks.



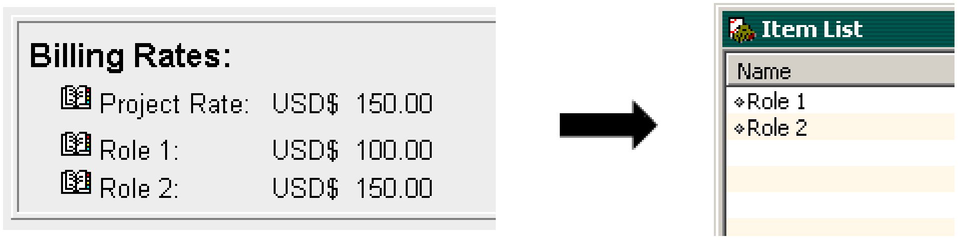
Transferring Projects to Items and Tasks to Sub Items

Alternately, you can choose to transfer Web TimeSheet **Projects** to QuickBooks as **Items** and the **Tasks** within the project as **Sub Items** within the main item, as shown below. When this relationship is defined, you can also transfer item and sub item data back to Web TimeSheet.



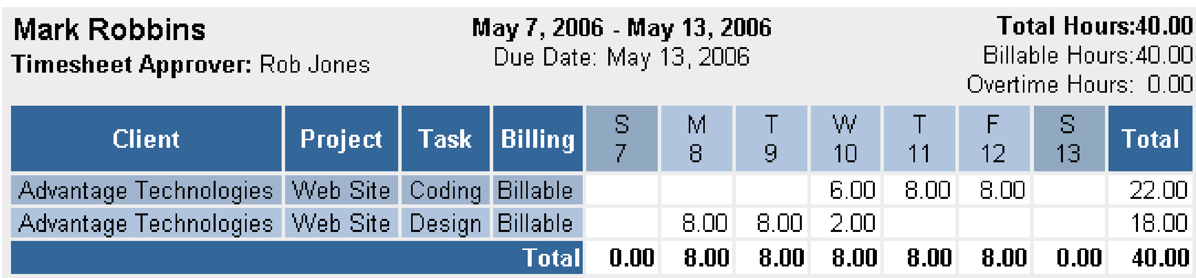
Transferring Roles to Items

If you have not chosen to transfer **Projects** or **Tasks** as **Items**, you can additionally transfer Web TimeSheet **Roles** to QuickBooks as **Items**, as shown below.



Time Tracking Data Type

The **Time Tracking** data type is used to transfer the information recorded by your employees about the time spent on projects and tasks. When you perform this transfer, the time entry information will be sent from Web TimeSheet to QuickBooks, as shown below. Time data cannot be transferred from QuickBooks to Web TimeSheet. This data type must be transferred after the **Employees** and **Jobs/Items** data type.

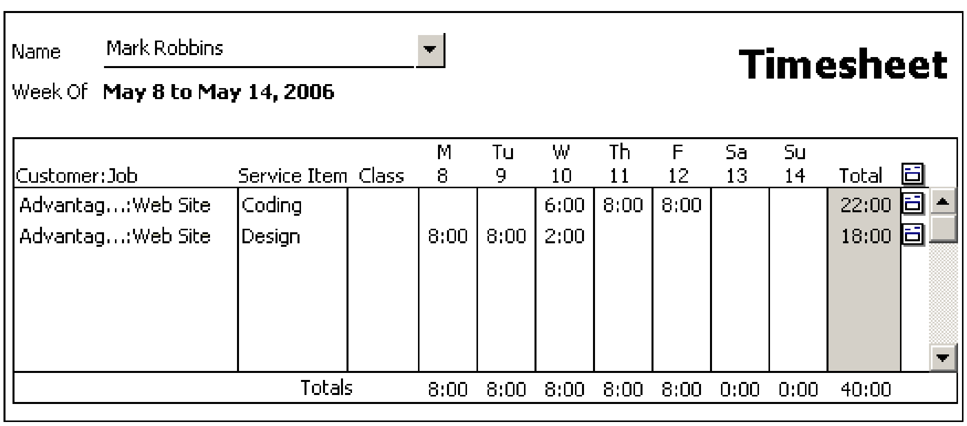


Mark Robbins
Timesheet Approver: Rob Jones

May 7, 2006 - May 13, 2006
Due Date: May 13, 2006

Total Hours:40.00
Billable Hours:40.00
Overtime Hours: 0.00

Client	Project	Task	Billing	S 7	M 8	T 9	W 10	T 11	F 12	S 13	Total
Advantage Technologies	Web Site	Coding	Billable				6.00	8.00	8.00		22.00
Advantage Technologies	Web Site	Design	Billable		8.00	8.00	2.00				18.00
			Total	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00



Name Mark Robbins

Timesheet

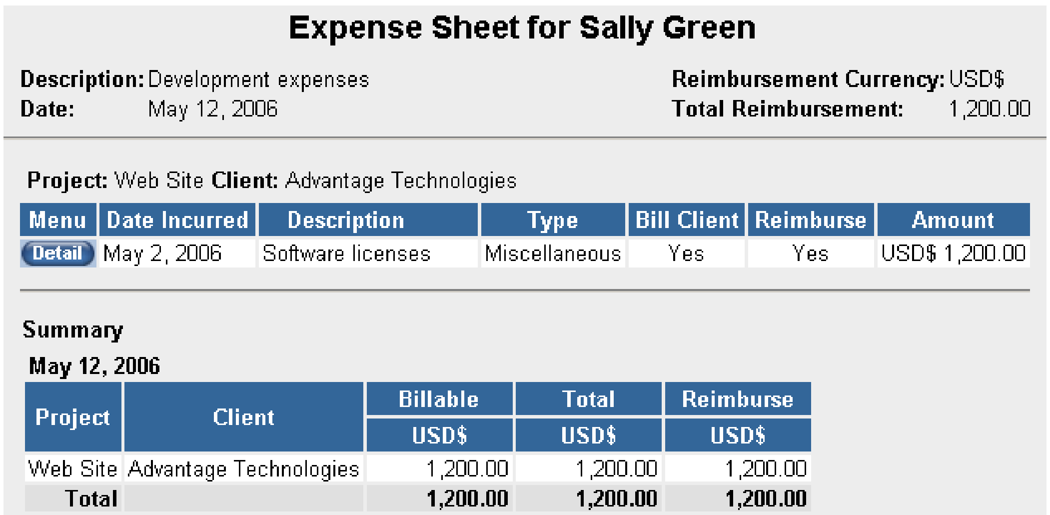
Week Of **May 8 to May 14, 2006**

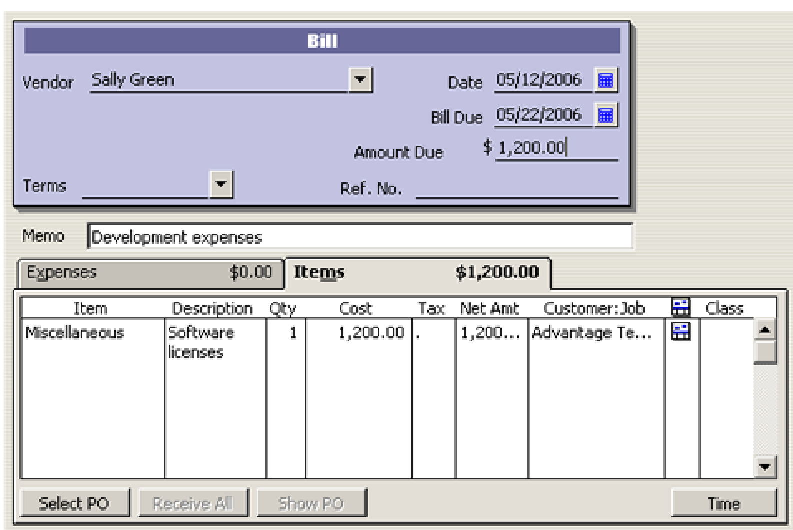
Customer:Job	Service Item	Class	M 8	Tu 9	W 10	Th 11	F 12	Sa 13	Su 14	Total
Advantag...:Web Site	Coding				6:00	8:00	8:00			22:00
Advantag...:Web Site	Design		8:00	8:00	2:00					18:00
	Totals		8:00	8:00	8:00	8:00	8:00	0:00	0:00	40:00

Vendor Bills Data Type

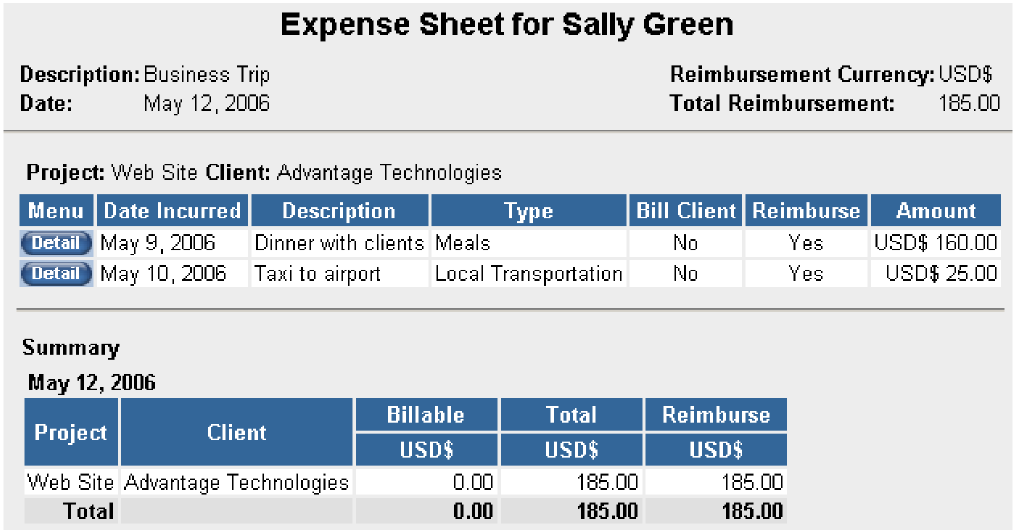
The **Vendor Bills** data type is used to transfer the expense information entered in Web TimeSheet, for reimbursement through QuickBooks. When transferring from Web TimeSheet to QuickBooks, Web TimeSheet **Expense** data is transferred to QuickBooks as a **Bill**. Expense data cannot be transferred from QuickBooks to Web TimeSheet.

When you perform this transfer, the expense entry information, such as expense type, will be sent from Web TimeSheet to create the bill in QuickBooks. If the expense transferred from Web TimeSheet is a billable expense, it will be transferred to the bill in QuickBooks under the **Items** tab, as shown below.





If the expense item transferred from Web TimeSheet has been marked as a non-billable expense, it will be transferred to the bill in QuickBooks under the **Expenses** tab, as shown below.



Expense Sheet for Sally Green

Description: Business Trip
Date: May 12, 2006

Reimbursement Currency: USD$
Total Reimbursement: 185.00

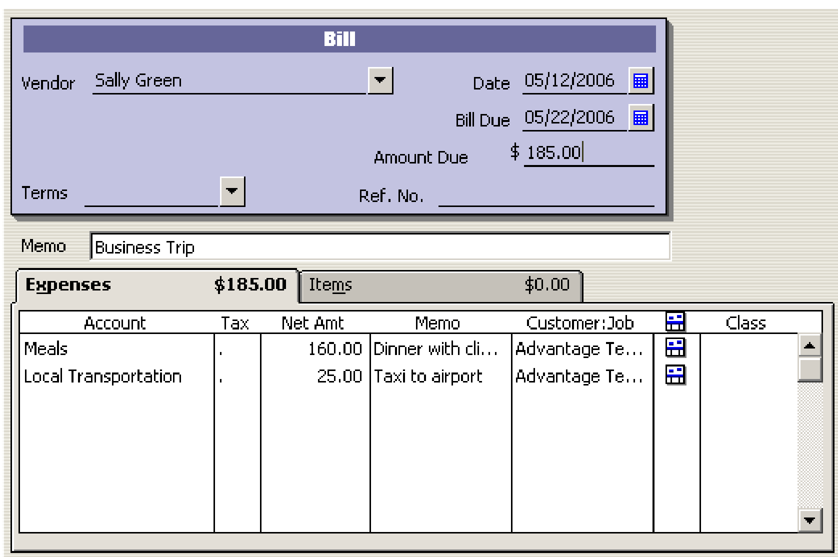
Project: Web Site **Client:** Advantage Technologies

Menu	Date Incurred	Description	Type	Bill Client	Reimburse	Amount
Detail	May 9, 2006	Dinner with clients	Meals	No	Yes	USD$ 160.00
Detail	May 10, 2006	Taxi to airport	Local Transportation	No	Yes	USD$ 25.00

Summary

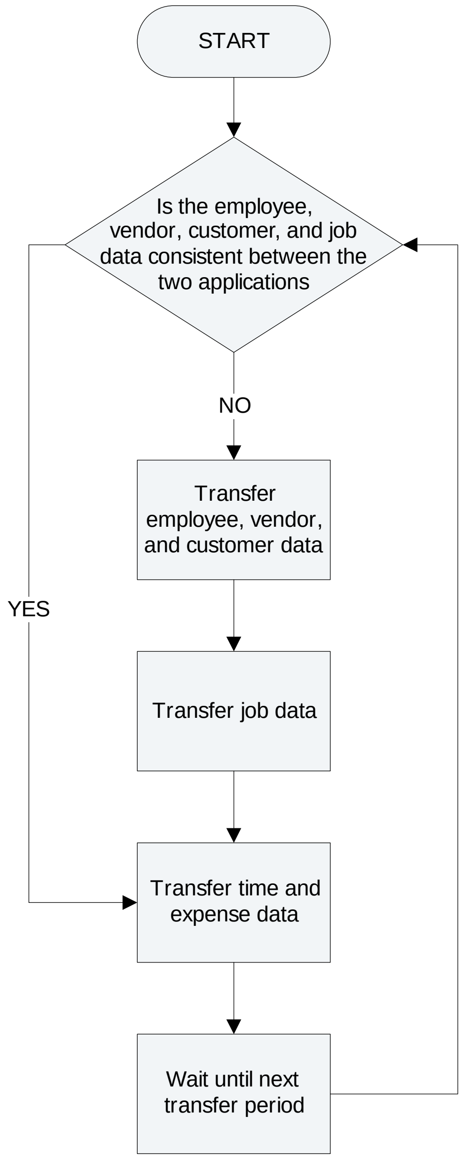
May 12, 2006

Project	Client	Billable	Total	Reimburse
		USD$	USD$	USD$
Web Site	Advantage Technologies	0.00	185.00	185.00
Total		**0.00**	**185.00**	**185.00**



Account	Tax	Net Amt	Memo	Customer:Job	Class
Meals	.	160.00	Dinner with cli...	Advantage Te...	
Local Transportation	.	25.00	Taxi to airport	Advantage Te...	

Standard Data Transfer Phases



There are typically four phases to follow when working with the integration module. These phases should be performed in the order shown in the diagram, to ensure a successful transfer of information between QuickBooks and Web TimeSheet.

- **Initial transfer of Employees, Customers and Vendors data types**

  Before any time and expense data can be transferred to QuickBooks, the employees, vendors, and customers in QuickBooks must match the users and clients found in Web TimeSheet. For example, a user in Web TimeSheet must exist as an employee in QuickBooks before time data entered by that user can be transferred.

  This synchronization is most easily accomplished by entering the data in one application and then performing a mass transfer to the other application using the integration module. If you are more comfortable working in QuickBooks, you may choose to enter all of your employee, vendor, customer and job data in QuickBooks, and then transfer the data to Web TimeSheet. Alternatively, if the majority of your data is already in Web TimeSheet, or you are more familiar with this application, you may choose to transfer the data from Web TimeSheet to QuickBooks.

  If you already have data in both Web TimeSheet and QuickBooks, you will need to exercise caution when performing the initial transfer. Make sure that all employee, vendor and customer names are identical to any users and clients currently being used to avoid creating duplicate data. Once this phase has been completed, you will only be required to transfer these data types after changes are made to them in either application.

- **Initial transfer of Jobs/Items data type**

  After employee, customer and vendor information has been transferred, make sure the **Jobs/Items** data type exists in both applications. This information can be transferred from QuickBooks to Web TimeSheet, or from Web TimeSheet to QuickBooks.

  Exactly what information is transferred, and how it is organized in the other application, depends on the relationship defined between the data structures used in the two applications. The relationship will determine what information is drawn from the source application, and where it is deposited in the target application. For more information on defining the relationship, see *Chapter 5, Defining the Relationship between Data Structures* on page 31.

- **Regular transfer of Time Tracking and Vendor Bills data types**

  Once the two applications share the same data for the **Employees**, **Vendors**, **Customers** and **Jobs/Items** data types, use Web TimeSheet to enter time and expenses. Time and expenses can be entered in Web TimeSheet, and then transferred to QuickBooks as needed. Time and expense data can be transferred only from Web TimeSheet to QuickBooks.

- **Transfer of new Employees, Vendors, Customers, and Jobs/Items data as they are added**

  To ensure the two applications remain synchronized, when supporting data is added or changed in one application, it should be transferred to the other application using the integration module. For example, if a task is added to a project in Web TimeSheet, it should then be transferred over to QuickBooks. Ensure that updated employee, vendor and customer data is transferred first, since projects and tasks may involve customers that need to pre-exist in QuickBooks. If a task and a client are added to a project in Web TimeSheet, for example, you should transfer the client, then the task, to QuickBooks before transferring any new time and expense data. By ensuring both applications remain updated, time and expense data will be transferred smoothly in the future.

Standard Data Transfer Procedure

To transfer one of the data types using the integration module, the following steps must be completed.

1. Determine how the data structure in Web TimeSheet relates to the data structure in QuickBooks. For more information on defining the relationship, refer to *Chapter 5, Defining the Relationship between Data Structures* on page 31.
2. Ensure the prerequisites are in place for the data you wish to transfer. Prerequisites include required configuration of Web TimeSheet or QuickBooks, or previous transfers of supporting data. For more information on the prerequisites, refer to *Chapter 6, Transferring Data* on page 34.

   > Tasks such as configuring the applications will typically only need to be performed once, which means that subsequent transfers will require fewer steps and less time.

3. If you have made changes in either QuickBooks or Web TimeSheet since launching the integration module, select **Refresh Connection** from the **Options** side menu to ensure the data being transferred is the most current.
4. Select the type of data to be transferred from the **Navigation** side menu. The appropriate transfer wizard will be displayed.
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. Review the results of the transfer provided by the wizard.

For more detailed instructions on transferring data, consult the online help provided with Web TimeSheet Billing Integration for QuickBooks. For information on accessing the help, see *Accessing the Online Help* on page 19.

CHAPTER 5

Defining the Relationship between Data Structures

Before using the integration module to transfer data, you must determine how the data structure in Web TimeSheet relates to the data structure in QuickBooks.

Understanding the Relationship between Data Structures

When transferring certain data types, you must define how the data structure in Web TimeSheet relates to the data structure in QuickBooks. When transferring project data from Web TimeSheet to QuickBooks, the relationship tells the integration module where the projects and tasks should be transferred to in QuickBooks. For example, Web TimeSheet **Projects** can be transferred to QuickBooks as **Jobs** or as **Items**. If the integration module is configured to transfer **Projects** as **Jobs**, then Web TimeSheet **Tasks** can be transferred as **Sub Jobs** or **Items**. Depending on the selection, Web TimeSheet **Roles** can be transferred to QuickBooks as well. Below are the relationships that can be specified when transferring project data.

Transfer Projects as...	Transfer Items as...	Transfer Roles as...
Jobs	Items	Not transferred
Jobs	Sub Jobs	Not transferred
Jobs	Sub Jobs	Items
Jobs	Not transferred	Items
Items	Sub Items	Not transferred

QuickBooks items and jobs allow hierarchies. When the structural relationship is set to map Web TimeSheet task data to QuickBooks items or jobs, the entire task hierarchy is maintained.

When transferring the opposite direction, from QuickBooks to Web TimeSheet, the relationship indicates where the projects and tasks should come from in QuickBooks. You can create **Projects** from **Jobs** and **Tasks** from **Sub Jobs**, or **Projects** from **Items** and **Tasks** from **Sub Items**.

When transferring from QuickBooks, other relationships, such as **Jobs** to **Projects** and **Items** to **Tasks**, are not available because there is no association between jobs and items.

When transferring time entries, the integration module will use the specified relationship to locate the projects and tasks selected for the time entries in QuickBooks. For example, if a Web TimeSheet project exists in QuickBooks as a job, you would typically assign a relationship between **Projects** and **Jobs**. When transferring a time entry for that project, the wizard will then attempt to locate the project in the QuickBooks **Jobs** list. Once the project is found as a job, the time entry can be associated with the job and will be successfully transferred.

The relationship you choose to create depends on how you wish to use the data and how existing data is organized in each application.

Choosing a Relationship

If you have projects in Web TimeSheet that you would like to transfer to QuickBooks, and you do not currently have any information within QuickBooks, it is recommended that you use the following relationship:

- Transfer Web TimeSheet **Projects** to QuickBooks **Jobs**
- Transfer Web TimeSheet **Tasks** to QuickBooks **Sub Jobs**

This aligns the project information with a **Customer** in QuickBooks and ensures that **Projects** and their related **Tasks** remain associated. If **Tasks** were instead transferred to **Items**, for example, the **Projects** and **Tasks** would no longer be associated with each other, as there is no relationship between jobs and items in QuickBooks. This relationship will also allow you to transfer data back to Web TimeSheet if required. If you wish to use the data for billing, transfer Web TimeSheet **Roles** to QuickBooks **Items** as well.

If your project data already exists in QuickBooks, it is recommended that you base the selected relationship on how your information is currently organized in QuickBooks, as described in the section that follows.

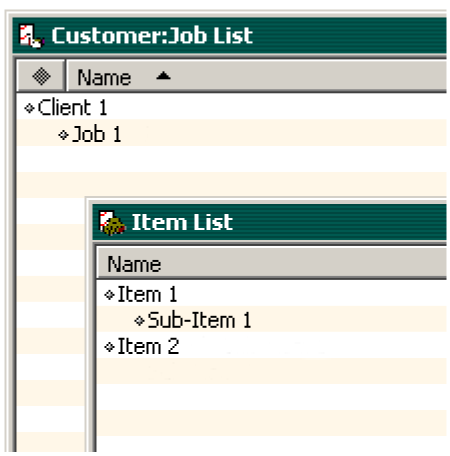
Determining how Data is Structured in QuickBooks

If you already have project data in QuickBooks, it is recommended you define the relationship based on the structure currently in use in QuickBooks.

Jobs and Items

If the entries you would like transferred as projects are listed in the **Customer:Job** list and the entries to be transferred as tasks are in the **Items** list, as shown below, you should create the following relationship:

- Transfer Web TimeSheet **Projects** to QuickBooks **Jobs**
- Transfer Web TimeSheet **Tasks** to QuickBooks **Items**

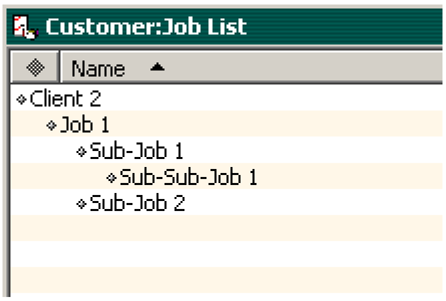


This relationship can only be used when transferring from Web TimeSheet to QuickBooks, and not the reverse direction.

Jobs and Sub Jobs

If the entries you would like transferred as projects are listed in the **Customer:Job** list and the entries to be transferred as tasks are underneath the main job in the same list, as shown below, you should create the following relationship:

- Transfer Web TimeSheet **Projects** to QuickBooks **Jobs**
- Transfer Web TimeSheet **Tasks** to QuickBooks **Sub Jobs**

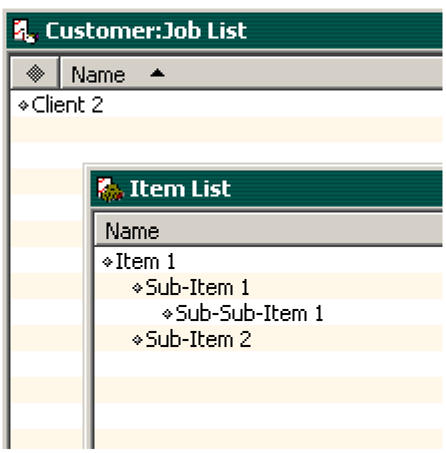


You can also choose to transfer **Roles** as **Items** as part of the relationship definition, which allows you to transfer the rates associated with items for billing purposes.

Items and Sub Items

If the entries you would like transferred as projects are listed in the **Item List** list and the entries to be transferred as tasks are underneath the main task in the same list, as shown below, you should create the following relationship:

- Transfer Web TimeSheet **Projects** to QuickBooks **Items**
- Transfer Web TimeSheet **Tasks** to QuickBooks **Sub Items**



If you are unable to identify the data structure used in QuickBooks, or have additional questions about which relationship you should use, please contact Replicon Support at support@replicon.com.

CHAPTER 6

Transferring Data

When transferring data, there are prerequisites that must be met for a successful transfer and important considerations to take into account. The following sections provide information on the prerequisites and considerations for each data type.

Transferring the Employees Data Type

Transferring User Data to QuickBooks as Employee Data

You can transfer Web TimeSheet **Users** to QuickBooks, where they can be stored as **Employees**.

> User data can also be transferred to QuickBooks as vendor data, as described in *Transferring the Vendors Data Type* on page 36. You might choose to transfer a user as a vendor if they are a contractor who is paid outside of the regular payroll process, or an employee who is submitting expenses. Please note that a user cannot be both an employee and a vendor in QuickBooks. For more information, please see *Using the Vendor Identifiers Formula* on page 63.

Prerequisites

Before transferring **Users**, ensure the following items are in place:

- Ensure all employee names are spelled correctly. If you attempt to update information for an employee and the **First Name** and **Last Name** fields in Web TimeSheet and QuickBooks do not match exactly, the integration module will create a new record using the new spelling, instead of updating the existing record.

Important Considerations

- If **Employee ID** is mapped to **SS No.\SIN**, the **Employee ID** must be a valid Social Security or Social Insurance number or the transfer will fail.
- In order to be transferred as an **Employee**, the user cannot already exist as a **Vendor**.
- After transferring **Users** to QuickBooks, the fields **Hire Date**, **Release Date**, and **SS No.\SIN** can only be updated directly in QuickBooks. They cannot be updated by the integration module.

Transferring Users as Employees

To transfer **Users** from Web TimeSheet to QuickBooks as **Employees**, select **Employees** from the **Navigation** side menu and follow the directions provided by the **Employee Transfer Wizard**.

Be sure to select Web TimeSheet ⇨ QuickBooks when asked to choose a direction of transfer. For assistance using the wizard, see the online help provided within the integration module.

Transferring Employee Data to Web TimeSheet

You can transfer **Employees** from QuickBooks to Web TimeSheet, where they can be stored as **Users**.

Prerequisites

Before transferring employees, ensure the following steps have been taken:

- Ensure all employee names are spelled correctly. If you attempt to transfer a user that already exists and the **First Name** and/or **Last Name** fields are not identical in Web TimeSheet and QuickBooks, the integration module will create a new user in Web TimeSheet using the new spelling.

Important Considerations

- The login name for the user is only transferred the first time that you transfer the user information from QuickBooks to Web TimeSheet. If you modify the formula for determining user login names, and re-transfer a user, their login name will not change.
- Each new user created in Web TimeSheet will be assigned *Project Resource – Billable* permission, if it is available, and *Timesheet* permission, if it is not.
- Each new user created in Web TimeSheet is given a Project & Billing seat. If both Project & Billing and Time & Attendance licenses are present in Web TimeSheet, users transferred for the first time are given both seat assignments.

Transferring Users

To transfer **Employees** from QuickBooks to Web TimeSheet as **Users**, select **Employees** from the **Navigation** side menu and follow the directions provided by the **Employee Transfer Wizard**.

Be sure to select QuickBooks ⇨ Web TimeSheet when asked to choose a direction of transfer. For assistance using the wizard, see the online help provided within the integration module.

Transferring the Vendors Data Type

Transferring User Data to QuickBooks as Vendor Data

You can transfer Web TimeSheet **Users** to QuickBooks, where they can be stored as **Vendors**.

> User data can also be transferred to QuickBooks as employee data, as described in *Transferring User Data to QuickBooks as Employee Data* on page 34. You would choose to transfer a user as an employee if they are paid within the regular payroll process. Please note that a user cannot be both an employee and a vendor in QuickBooks. For more information, please see *Using the Vendor Identifiers Formula* on page 63.

Prerequisites

Before transferring **Users**, ensure the following steps have been taken:

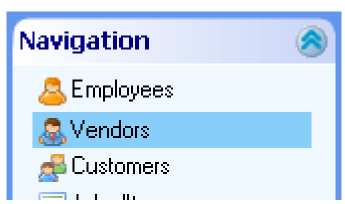
- Ensure all vendor names are spelled correctly. If you attempt to update information for a vendor and the **First Name** and/or **Last Name** fields are not identical in Web TimeSheet and QuickBooks, the integration module will create a new vendor in QuickBooks using the new spelling.

Important Considerations

- In order to be transferred as a **Vendor**, the user cannot already exist as an **Employee**.

Transferring Users as Vendors

To transfer **Users** from Web TimeSheet to QuickBooks as **Vendors**, select **Vendors** from the **Navigation** side menu and follow the directions provided by the **Vendor Transfer Wizard**.



Be sure to select Web TimeSheet ⇨ QuickBooks when asked to choose a direction of transfer. For assistance using the wizard, see the online help provided within the integration module.

Transferring Vendor Data to Web TimeSheet

You can transfer QuickBooks **Vendors** to Web TimeSheet, where they can be stored as **Users**.

Prerequisites

Before transferring vendors, ensure the following steps have been taken:

- Ensure all vendor names are spelled correctly. If you attempt to transfer time and expense entries for a vendor and the **First Name** and/or **Last Name** fields are not identical in Web TimeSheet and QuickBooks, the integration module will create a new vendor in Web TimeSheet using the new spelling.
- If you map **Type** to **Employee Type**, the value must previously exist in Web TimeSheet as an **Employee Type** for the transfer to be successful.

Transferring Vendors

To transfer **Vendors** from QuickBooks to Web TimeSheet as **Users**, select **Vendors** from the **Navigation** side menu and follow the directions provided by the **Vendor Transfer Wizard**.

Be sure to select QuickBooks ⇨ Web TimeSheet when asked to choose a direction of transfer. For assistance using the wizard, see the online help provided within the integration module.

Transferring Customers

You can transfer:

- Web TimeSheet **Clients** to QuickBooks, where they will be stored as **Customers**
- QuickBooks **Customers** to Web TimeSheet, where they will be stored as **Clients**

Transferring Client Data to QuickBooks

You can transfer Web TimeSheet **Clients** to QuickBooks, where they will be stored as **Customers**.

Transferring Clients

To transfer **Clients** from Web TimeSheet to QuickBooks as **Customers**, select **Customers** from the **Navigation** side menu and follow the directions provided by the **Customer Transfer Wizard**.

Be sure to select Web TimeSheet ⇨ QuickBooks when asked to choose a direction of transfer. For assistance using the wizard, see the online help provided within the integration module.

Transferring Customer Data to Web TimeSheet

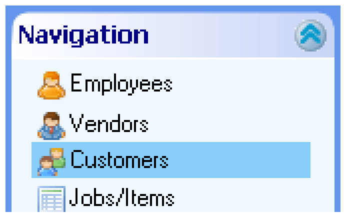
You can transfer QuickBooks **Customers** to Web TimeSheet, where they will be stored as **Clients**.

Important Considerations

- Ensure all customer names are spelled correctly. If you attempt to transfer information for a customer and the customer names are not identical in Web TimeSheet and QuickBooks, the integration module will create a new customer in Web TimeSheet using the new spelling.

Transferring Customers

To transfer **Customers** from QuickBooks to Web TimeSheet as **Clients**, select **Customers** from the **Navigation** side menu and follow the directions provided by the **Customer Transfer Wizard**.



Be sure to select QuickBooks ⇨ Web TimeSheet when asked to choose a direction of transfer. For assistance using the wizard, see the online help provided within the integration module.

Transferring the Jobs/Items Data Type

Transferring Project, Task, and Role Data to QuickBooks

You can transfer Web TimeSheet projects, tasks, and roles to QuickBooks. As shown in the table below, there are essentially five combinations that can be used when transferring the data:

Transfer Projects as...	Transfer Items as...	Transfer Roles as...
Jobs	Items	Not transferred
Jobs	Sub Jobs	Not transferred
Jobs	Sub Jobs	Items
Jobs	Not transferred	Items
Items	Sub Items	Not transferred

For more information on choosing the correct relationship between the project data in Web TimeSheet and that in QuickBooks, see *Chapter 5, Defining the Relationship between Data Structures* on page 31.

Prerequisites

Before transferring project, task, and role data, ensure the following steps have been taken:

- If you are transferring **Projects** to QuickBooks as **Jobs**, ensure that the clients assigned to the projects exist in QuickBooks as customers, either through manual entry, or transfer by the integration module. If the customers do not exist in QuickBooks, the transfer will fail, unless the customer associated with the project is `<None>`.
- If you are transferring **Projects**, **Tasks**, or **Roles** to QuickBooks as **Items**, verify that the value being mapped to the **Service Item Account** is listed in the **Accounts** section of QuickBooks. Below is a table of the available mappings to **Service Item Account**, depending on the relationship defined between the data structures in the two applications.

Relationship	Available Mappings to Service Item Account
Projects as Jobs, Tasks as Items	Task Code, User Defined Field (Project/Task Category)
Projects as Jobs, Roles as Items (with or without Tasks as Sub Jobs)	Role Description
Projects as Items, Tasks as Sub Items	Project Code, Project Description, Task Code, User Defined Field (Project/Task Category)

For information on adding the necessary **Accounts** exist to QuickBooks, see *Adding Accounts to QuickBooks*.

Adding Accounts to QuickBooks

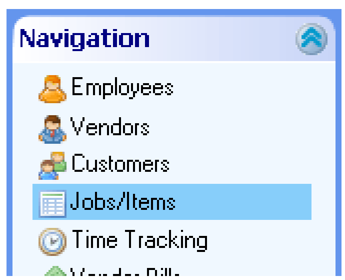
1. Within QuickBooks, select **Lists** from the main menu, and select **Chart of Accounts**.
2. If the value mapped to **Service Item Account** does not exist in the **Chart of Accounts**, click the **Account** button at the bottom of the screen, and choose **New**.
3. Select the type of account you wish to create from the drop down menu.
4. Enter the name of your selected option, using the value mapped from Web TimeSheet, and click **OK** to add the account.

Important Considerations

- If you are transferring **Tasks** as **Sub Jobs**, only the first 3 task levels (the task, its child, and the child's child) will be transferred due to a limitation on the number of sub job levels in QuickBooks. If you are transferring **Tasks** as **Items**, only the first 5 task levels will be transferred due to a limitation on item levels in QuickBooks. If you have chosen to transfer **Tasks** as **Sub Items**, only 4 task levels will be transferred as the **Project** will take up the first item level.

Transferring Project, Task, and Roles Information

To transfer **Projects**, **Tasks**, and **Roles** from Web TimeSheet to QuickBooks, select **Jobs/Items** from the **Navigation** side menu and follow the directions provided by the **Job/Item Transfer Wizard**.



Be sure to do the following when navigating through the wizard:

- Select Web TimeSheet ⇨ QuickBooks when asked to choose a direction of transfer
- Select the relationship you determined you will use based on the guidance given in *Chapter 5, Defining the Relationship between Data Structures* on page 31 when prompted.
- If you are transferring **Projects**, **Tasks**, or **Roles** to QuickBooks as **Items**, ensure a Web TimeSheet field is mapped to **Service Item Account**.

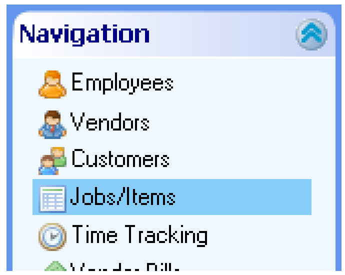
For assistance using the wizard, see the online help provided within the integration module.

Transferring Job or Item Data to Web TimeSheet

You can transfer QuickBooks jobs and sub jobs or items and sub items to Web TimeSheet, where they will be stored as projects and tasks.

Transferring Job or Item Information

To transfer jobs and sub jobs or items and sub items from QuickBooks to Web TimeSheet, select **Jobs/ Items** from the **Navigation** side menu and follow the directions provided by the **Job/Item Transfer Wizard**.



Be sure to select QuickBooks ⇨ Web TimeSheet when asked to choose a direction of transfer. For assistance using the wizard, see the online help provided within the integration module.

Transferring the Time Tracking Data Type

Transferring Time Entry Data to QuickBooks

You can transfer Web TimeSheet timesheet data to QuickBooks.

Prerequisites

Before transferring this data, ensure the following steps have been taken:

- Ensure the **User** who submitted the time entries already exists in QuickBooks as an **Employee** or **Vendor**.
- Ensure that the **Projects**, **Tasks**, and **Roles** associated with the time entries exist in QuickBooks and verify that you know how the data is organized (for example, whether **Projects** exist in QuickBooks as **Jobs** or as **Items**).
- If you want to map to the **Class** field, you must ensure that you have assigned one class per earnings item, so that the **Class** field will be represented on user timesheets. See *Changing QuickBooks Preferences for Class Settings* for more information.

Changing QuickBooks Preferences for Class Settings

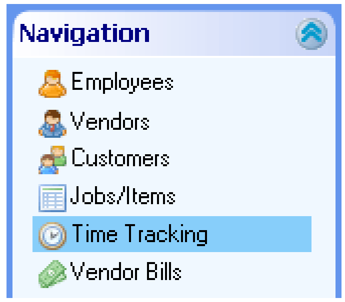
1. Within QuickBooks, select **Edit** from the main menu, and choose **Preferences...**.
2. Select the **Company Preferences** tab, and select **Payroll and Employees** from the side menu.
3. Choose the option to assign one class per **Earnings item**.
4. Select **OK**.

Important Considerations

- 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, the row will not be deleted in QuickBooks. This is because Web TimeSheet does not keep track of rows that have been removed; therefore, there is not way to correlate these changes with QuickBooks.
- Time entries in Web TimeSheet with negative number values will not be transferred, as QuickBooks does not allow employees to input negative hours.
- Before transferring time with this Project/Task to Job/Sub Job,
- When transferring billable time, QuickBooks requires a **Customer:Job** and **Service Item** to be associated with time. If **Project**, **Task**, or **Role** has not been mapped to **Item**, the integration module automatically creates an item labelled `<None>` to meet this requirement.

Transferring Time Entry Information

To transfer time entries from Web TimeSheet to QuickBooks, select **Time Tracking** from the **Navigation** side menu and follow the directions provided by the **Time Tracking Wizard**.



When prompted, select the relationship you used to transfer the **Jobs/Items** data type or, if you did not transfer the data, select the relationship that most closely matches the organization of data in QuickBooks. This will allow the transfer wizard to locate the project data in QuickBooks to assign to the transferred time entries. For assistance using the wizard, see the online help provided within the integration module.

Transferring the Vendor Bills Data Type

Transferring Expense Entry Data to QuickBooks

You can transfer Web TimeSheet expense entry data to QuickBooks as a **Bill**.

A Web TimeSheet **Expense** module license is required in order to transfer expense information.

Prerequisites

Before transferring expense entries, ensure the following steps have been taken:

- Determine whether to use an **Expense Type** or user defined field (UDF) from Web TimeSheet to map to either **Account** or **Item** in QuickBooks. If the expense entry is billable, the mapped field will be transferred to the **Item** field, and if it is non-billable, it will be transferred to the **Account** field. If the value of the mapped field does not match an existing **Item** for a billable expense or an existing **Account** (of type **Income** or **Expense**) for a non-billable expense, the expense entry will not be transferred and a warning message will be displayed. You can either have the wizard automatically create the required **Accounts** and **Items** or use the **Vendor Bills Utility** to do so.
- Make sure that the values for either the **Client/Project Name** or **Client/Project Code** are present as a **Customer:Job** in QuickBooks prior to transfer, if you will be mapping these fields in the integration module. If you are mapping only to **Customer**, then only the **Client** must be present in QuickBooks.

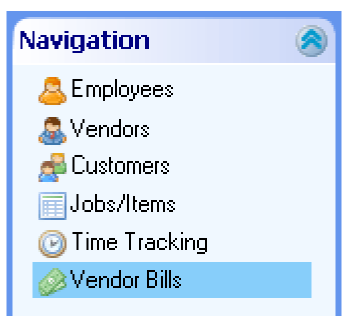
Important Considerations

- Because expenses are transferred directly to a vendor bill in QuickBooks, it is suggested that you select approved expenses for transfer only.
- If you want to modify expenses after you have transferred them, select **All** in the **Transfer Status** field, and the transfer will effectively delete the previously transferred expenses and replace them with the modified expenses.
- To avoid accidentally overwriting expenses, select **Not Previously Transferred** in the **Transfer Status** field.
- QuickBooks only allows for one Accounts Receivable or Accounts Payable account to be used in a transaction. When the integration module transfers the expenses, the vendor bill has an overall Account Payable account assigned. Therefore, the QuickBooks **Account** or **Item** field cannot be mapped from a Web TimeSheet field containing a value matching the name of a QuickBooks account of the type **Accounts Payable** or **Accounts Receivable**.
- When transferring expense entries, the integration module searches for matching vendors as follows:
  - Search for a vendor name that matches the Web TimeSheet user's name
  - If there is no match, search for a vendor name that matches the vendor name formula for that user (example: `JSmith - vendor`)
  - If there is no match, create a new vendor using the specified vendor name formula
- A **User** who enters expenses in Web TimeSheet for a vendor bill in QuickBooks must exist as a vendor. However, QuickBooks does not allow an employee to also be a vendor with the same name. As a result, when creating a formula for the vendor name, it is recommended that additional text be added to distinguish from the user's employee name (example: `John Smith - vendor`).

- A Web TimeSheet field may be mapped to the **Class** field in QuickBooks when transferring expense entries. If the mapping is made and the contents of the Web TimeSheet field do not match an existing QuickBooks class, the class will automatically be created in QuickBooks.
- 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.
- US versions of QuickBooks only accept US Dollars (USD) for the **Reimbursement Currency**. If you are using a US version of QuickBooks and expenses are entered in Web TimeSheet in a currency other than the **Reimbursement Currency**, the expense amount will be automatically converted to that **Reimbursement Currency** upon transfer to QuickBooks. The conversion will be done using the exchange rate specified in the **Admin** section of Web TimeSheet. USD should be used for the **Reimbursement Currency** in Web TimeSheet when working with a US version of QuickBooks.
- The integration module supports the use of multiple currency accounts for transfer of expense data to QuickBooks. Prior to transferring the expense data, you must map the currencies from Web TimeSheet to QuickBooks. Be aware of the following when working with multiple currencies:
  - A vendor bill will be created for each currency within an expense sheet. For example, if an expense sheet in Web TimeSheet includes three rows, with the first two rows in USD and the third row in Euro, two expense sheets will be created. The first expense sheet will include the two USD expense entries (rows) and the second will include the Euro expense entry.
  - If one of the rows within the expense sheet fails to transfer, none of the expense sheet entries will be transferred.
  - A vendor will be created for each of the currencies that applies, with the currency (e.g. `- Canadian Dollar`) added to the end of the vendor name.
  - No currencies will be created on the fly.

Transferring Expense Entry Information

To transfer expenses from Web TimeSheet to QuickBooks, select **Vendor Bills** from the **Navigation** side menu and follow the directions provided by the **Vendor Bills Transfer Wizard**.



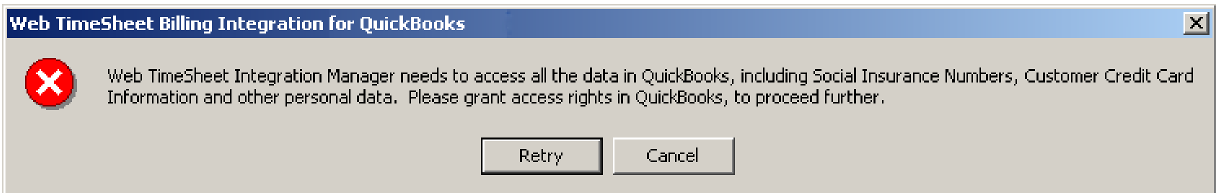
For assistance using the wizard, see the online help provided within the integration module.

CHAPTER 7

Troubleshooting

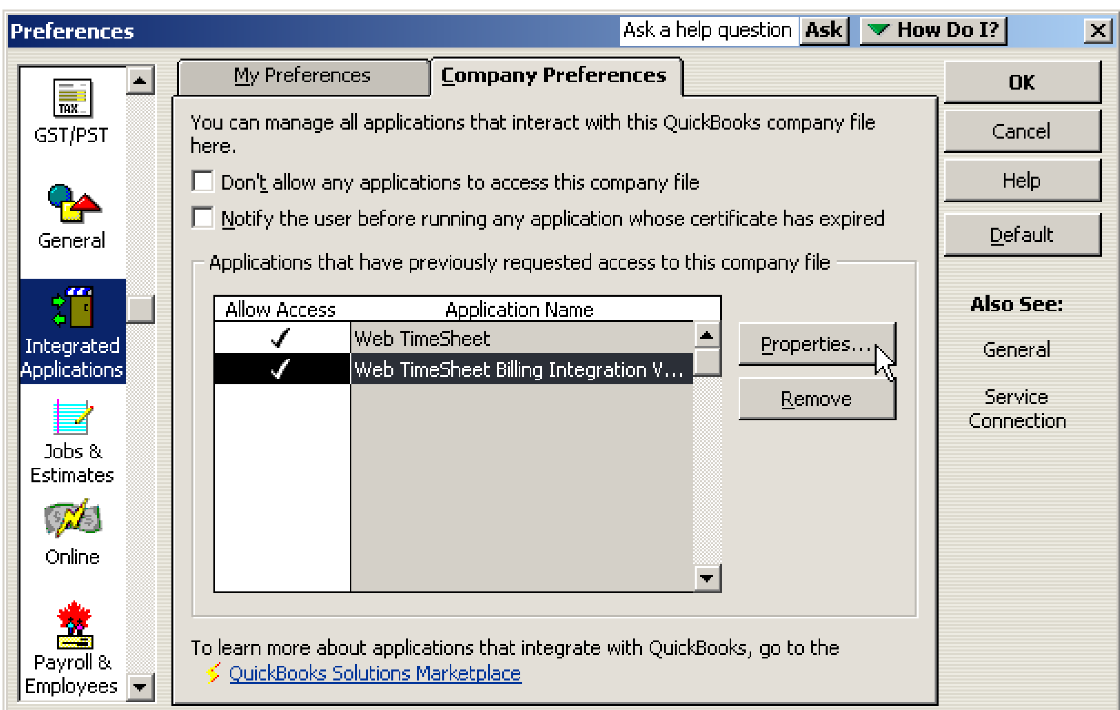
Unable to Launch due to Missing Access Rights

If, when attempting to start the integration module, the following error message is displayed, QuickBooks has not been configured to allow the necessary access by the integration module.

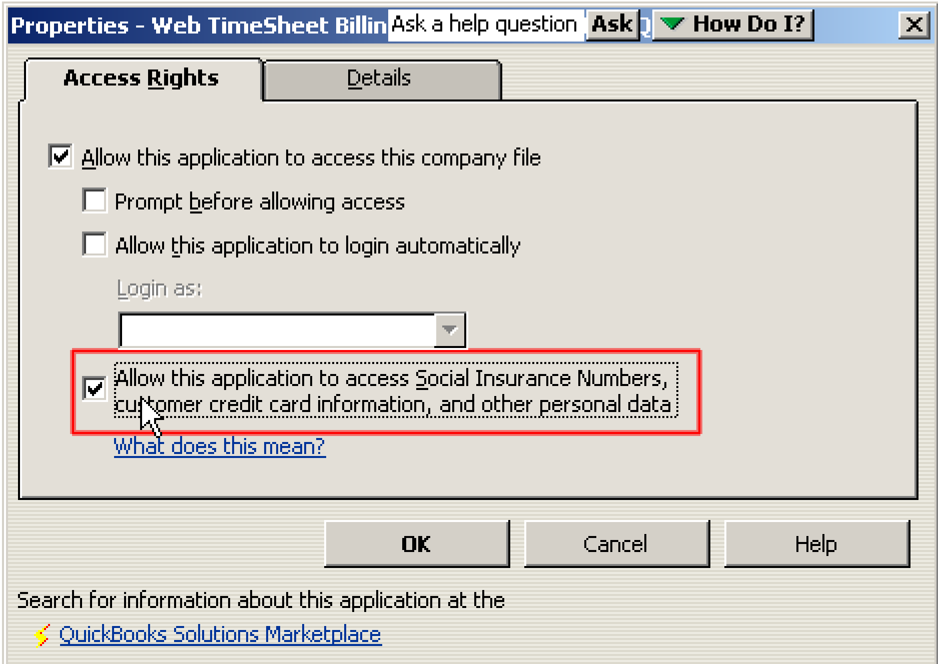


To resolve this issue:

1. Select **Cancel** in the error message box. This will stop the integration module from attempting to launch.
2. In QuickBooks, select **Preferences...** from the **Edit** menu.
3. In the **Preferences** dialog box that opens, select **Integrated Applications** from the side menu.
4. Select the **Company Preferences** tab.
5. Select **Web TimeSheet Billing Integration...** from the **Application Name** column.
6. Select the **Properties...** button.



7. In the **Properties** dialog box that opens, verify the **Allow this application to access this company file** option is enabled.
8. Enable the **Allow this application to access Social...and other personal data** option.



9. Select **OK** to close the **Properties** dialog box.
10. Select **OK** to close the **Preferences** dialog box.
11. Restart the integration module, either from the Windows **Start** menu or by selecting **Web TimeSheet: Integration Manager** from the QuickBooks **File** menu.

The application should launch successfully. If the error continues to appear, contact Replicon's Support team. Contact information is provided in the section *Contacting Support* on page 6.

APPENDIX A

Available Field Mappings

When transferring data, the integration module automatically maps certain fields, transferring the contents from the field in the source application to the appropriate field in the target application. In addition, there are optional field mappings that can be configured by the user.

Once a mapping has been created, the field that is being mapped to cannot be used in any other mappings. However, the field from the source application (the field being mapped from) can be mapped to any number of additional fields.

For each data type, the pre-defined and configurable field mappings are provided in the sections that follow.

When transferring **Time Tracking** and **Vendor Bills** data types, the field **Class** is only available for mapping if the **Use class tracking** option is enabled in the QuickBooks **Preferences**. See *Configuring QuickBooks* on page 18 for more information on enabling this option.

Available Mappings when Transferring Users from Web TimeSheet to QuickBooks as Employees

<table>
<tr><th>Web TimeSheet Field</th><th>QuickBooks Field</th><th>Notes</th></tr>
<tr><td>First Name</td><td>First Name</td><td>This mapping cannot be edited or removed.</td></tr>
<tr><td>Last Name</td><td>Last Name</td><td>This mapping cannot be edited or removed.</td></tr>
<tr><td>Employee ID</td><td>Acct No. (Emp ID)
SS No.\SIN
Custom Field</td><td>The integration module cannot modify Social Security Numbers or Social Insurance Numbers in QuickBooks after the initial transfer.</td></tr>
<tr><td>Internal E-mail Address</td><td>Email
Custom Field</td><td></td></tr>
<tr><td>External E-mail Address</td><td>Email
Custom Field</td><td>The External E-mail Address field is only available for mapping if there is a license for the Web TimeSheet Offline Timesheet module.</td></tr>
<tr><td>Supervisor</td><td>Custom Field</td><td></td></tr>
<tr><td>Department</td><td>Custom Field</td><td></td></tr>
<tr><td>Start Date</td><td>Hire Date</td><td rowspan="2">The integration module cannot modify hire or release dates in QuickBooks after the initial transfer.
If Start Date is not mapped to Hire Date, the Hire Date field will be filled with the current date.</td></tr>
<tr><td>End Date</td><td>Release Date</td></tr>
<tr><td>Employee Type</td><td>Custom Field</td><td></td></tr>
<tr><td>Login Status
(Enabled/Disabled)</td><td>Status (Active/Inactive)</td><td></td></tr>
<tr><td>User Defined Field
(User Category)</td><td>Custom Field</td><td></td></tr>
</table>

Available Mappings when Transferring Employees from QuickBooks to Web TimeSheet

QuickBooks Field	Web TimeSheet Field	Notes
First Name	First Name	This mapping cannot be edited or removed.
Last Name	Last Name	This mapping cannot be edited or removed.
SS No.\SIN	User Defined Field (User Category)	
Date of Birth	User Defined Field (User Category)	
Email	Internal E-mail Address External E-mail Address	**External E-mail Address** is only available as an option if there is a license for the Web TimeSheet Offline Timesheet module.
Acct No. (Emp ID)	Employee ID User Defined Field (User Category)	
Hire Date	Start Date	
Release Date	End Date	
Status (Active/Inactive)	Login Status (Enabled/Disabled)	
Custom Field	User Defined Field (User Category)	

Available Mappings when Transferring Users from Web TimeSheet to QuickBooks as Vendors

Web TimeSheet Field	QuickBooks Field	Notes
First Name	First Name	This mapping cannot be edited or removed.
Last Name	Last Name	This mapping cannot be edited or removed.
Internal E-mail Address	Email Custom Field	
External E-mail Address	Email Custom Field	The **External E-mail Address** field is only available for mapping if there is a license for the Web TimeSheet Offline Timesheet module.
Login Status (Enabled/Disabled)	Status (Active/Inactive)	
User Defined Field (User Category)	Custom Field	

Available Mappings when Transferring Vendors from QuickBooks to Web TimeSheet

QuickBooks Field	Web TimeSheet Field	Notes
First Name	First Name	This mapping cannot be edited or removed.
Last Name	Last Name	This mapping cannot be edited or removed.

QuickBooks Field	Web TimeSheet Field	Notes
Email	Internal E-mail Address External E-mail Address	**External E-mail Address** is only available as an option if there is a license for the Web TimeSheet Offline Timesheet module.
Status (Active/Inactive)	Login Status (Enabled/Disabled)	
Company	User Defined Field (User Category)	
Type	Employee Type User Defined Field (User Category)	If mapped to **Employee Type**, the value must exist as an **Employee Type** in Web TimeSheet for the transfer to be successful.
Custom Field	User Defined Field (User Category)	

Available Mappings when Transferring Clients from Web TimeSheet to QuickBooks

Web TimeSheet Field	QuickBooks Field	Notes
Client Name	Customer Name Company Name	The mapping to **Customer Name** cannot be edited or removed.
Client Code	Custom Field	
Comments	Notes	
Default Billing Rate Currency	Custom Field	
Default Billing Rate	Custom Field	
Default Billing Rate Description	Custom Field	
Internal E-mail Address	Email	
Client Status (Enabled/Disabled)	Customer Status (Active/Inactive)	
User Defined Field (Client Category)	Custom Field Bill Address	

Available Mappings when Transferring Customers from QuickBooks to Web TimeSheet

QuickBooks Field	Web TimeSheet Field	Notes
Customer Name	Client Name	This mapping cannot be edited or removed.
Company Name	User Defined Field (Client Category)	
Contact	User Defined Field (Client Category)	
Phone	User Defined Field (Client Category)	
Fax	User Defined Field (Client Category)	
Alt. Phone	User Defined Field (Client Category)	
Email	User Defined Field (Client Category)	
Account No.	User Defined Field (Client Category)	
Bill Address	User Defined Field (Client Category)	
Bill City	User Defined Field (Client Category)	
Bill Zip/Postal Code	User Defined Field (Client Category)	

QuickBooks Field	Web TimeSheet Field	Notes
Bill Country/Region	User Defined Field (Client Category)	
Bill State/Province	User Defined Field (Client Category)	
Ship Address	User Defined Field (Client Category)	
Ship City	User Defined Field (Client Category)	
Ship State/Province	User Defined Field (Client Category)	
Ship Zip/Postal Code	User Defined Field (Client Category)	
Ship Country/Region	User Defined Field (Client Category)	
Notes	Comments User Defined Field (Client Category)	
Rep	User Defined Field (Client Category)	
Type	User Defined Field (Client Category)	
Customer Status (Active/Inactive)	Client Status (Enabled/Disabled)	
Custom Field	User Defined Field (Client Category)	

Available Mappings when Transferring Project/Task Data from Web TimeSheet to QuickBooks

The field mappings available when using the **Jobs/Items Transfer Wizard** depend on the relationship defined between the two applications, as shown in the sections that follow.

Available Mappings when Transferring Projects as Jobs and Tasks as Items

Web TimeSheet Field	QuickBooks Field	Notes
Client	Customer Name	This mapping cannot be edited or removed. The value in the Web TimeSheet field must match an existing **Customer** in QuickBooks for the transfer to be successful.
Project Name	Job Name	A mapping to **Job Name** is automatically created based on whether **Project Name** or **Project Code** was selected when defining the relationship between the two applications.
Project Code	Job Name Custom Field	
Project Description	Job Description	
Project Status (Open/ Closed)	Job Status (Active/Inactive)	
Task Name	Item Name/Number	A mapping to **Item Name/Number** is automatically created based on whether **Task Name** or **Task Code** was selected when defining the relationship between the two applications. A mapping to **Service Item Account** is required for data transfer to occur. The value mapped to **Service Item Account** must match an existing **Account** in QuickBooks for the transfer to be successful.
Task Code	Item Name/Number Service Item Account Custom Field	
Task Description	Item Description	
Task Status (Open/Closed)	Item Status (Active/Inactive)	
Time Entry Start Date	Start Date	
Time Entry End Date	End Date Projected End	
Estimated Hours	Custom Field	
Estimated Cost	Custom Field	
Estimated Expenses	Custom Field	
Task Estimated Hours	Custom Field	
Task Estimated Cost	Custom Field	
User Defined Field (Project/Task Category)	Custom Field Service Item Account	A mapping to **Service Item Account** is required for data transfer to occur. The value mapped to **Service Item Account** must match an existing **Account** in QuickBooks for the transfer to be successful.

Available Mappings when Transferring Projects as Jobs and Tasks as Sub Jobs, with or without Transferring Roles

Web TimeSheet Field	QuickBooks Field	Notes
Client	Customer Name	This mapping cannot be edited or removed. The value in the Web TimeSheet field must match an existing **Customer** in QuickBooks for the transfer to be successful.
Project Name	Job Name	A mapping to **Job Name** is automatically created based on whether **Project Name** or **Project Code** was selected when defining the relationship between the two applications.
Project Code	Job Name Custom Field	
Project Description	Job Description	
Project Status (Open/ Closed)	Job Status (Active/Inactive)	
Task Name	Sub Job Name	A mapping to **Sub Job Name** is automatically created based on whether **Task Name** or **Task Code** was selected when defining the relationship between the two applications.
Task Code	Sub Job Name Custom Field	
Task Description	Sub Job Description	
Task Status (Open/Closed)	Sub Job Status (Active/Inactive)	
Time Entry Start Date	Start Date	
Time Entry End Date	End Date Projected End	
Estimated Hours	Custom Field	
Estimated Cost	Custom Field	
Estimated Expenses	Custom Field	
Task Estimated Hours	Custom Field	
Task Estimated Cost	Custom Field	

Web TimeSheet Field	QuickBooks Field	Notes
Role Name	Item Name/Number	These field mappings are only available if **Roles** are transferred as **Items**. * If the `This service is used in assemblies or is performed by a subcontractor or partner` option is enabled for an item in QuickBooks, then the following mappings apply: • Role Description to Purchase Description • Role Rate to Purchase Cost
*Role Description	Item Description Service Item Account ***Note:*** *Role Description must be mapped to the Service Item Account field (although it may also be mapped to Item Description). For the transfer to be successful, the Service Item Account value must match that of an existing account in QuickBooks.*	
Role Status (Enabled/ Disabled)	Item Status (Active/Inactive)	
*Role Rate ***Note:*** *The rate taken will be that specified for the role at the global level.*	Item Rate	
User Defined Field (Project/Task Category)	Custom Field	

Available Mappings when Transferring Projects as Jobs and Roles as Items, without Transferring Tasks

Web TimeSheet Field	QuickBooks Field	Notes
Client	Customer Name	This mapping cannot be edited or removed. The value in the Web TimeSheet field must match an existing **Customer** in QuickBooks for the transfer to be successful.
Project Name	Job Name	A mapping to **Job Name** is automatically created based on whether **Project Name** or **Project Code** was selected when defining the relationship between the two applications.
Project Code	Job Name Custom Field	
Project Description	Job Description	
Project Status (Open/ Closed)	Job Status (Active/Inactive)	

Web TimeSheet Field	QuickBooks Field	Notes
Role Name	Item Name/Number	These field mappings are only available if **Roles** are transferred as **Items**. * If the `This service is used in assemblies or is performed by a subcontractor or partner` option is enabled for an item in QuickBooks, then the following mappings apply: • Role Description to Purchase Description • Role Rate to Purchase Cost
*Role Description	Item Description Service Item Account ***Note:*** *Role Description must be mapped to the Service Item Account field (although it may also be mapped to Item Description). For the transfer to be successful, the Service Item Account value must match that of an existing account in QuickBooks.*	
Role Status (Enabled/ Disabled)	Item Status (Active/Inactive)	
*Role Rate	Item Rate	
Time Entry Start Date	Start Date	
Time Entry End Date	End Date Projected End	
Estimated Hours	Custom Field	
Estimated Cost	Custom Field	
Estimated Expenses	Custom Field	
User Defined Field (Project/Task Category)	Custom Field	

Available Mappings when Transferring Projects as Items and Tasks as Sub Items

Web TimeSheet Field	QuickBooks Field	Notes
Project Name	Item Name/Number	A mapping to **Item Name/Number** is automatically created based on whether **Project Name** or **Project Code** was selected when defining the relationship between the two applications. A mapping to **Service Item Account** must be created. The value mapped to **Service Item Account** must match an existing **Account** in QuickBooks for the transfer to be successful.
Project Code	Item Name/Number Service Item Account Custom Field	
Project Description	Item Description Service Item Account	
Project Status (Open/ Closed)	Job Status (Active/Inactive)	
Task Name	Sub Item Name/Number	A mapping to **Item Name/Number** is automatically created based on whether **Task Name** or **Task Code** was selected when defining the relationship between the two applications. A mapping to **Service Item Account** is required for data transfer to occur. The value mapped to **Service Item Account** must match an existing **Account** in QuickBooks for the transfer to be successful.
Task Code	Sub Item Name/Number Service Item Account Custom Field	
Task Description	Sub Item Description	
Task Status (Open/Closed)	Sub Item Status (Active/Inactive)	
Estimated Hours	Custom Field	
Estimated Cost	Custom Field	
Estimated Expenses	Custom Field	
Task Estimated Hours	Custom Field	
Task Estimated Cost	Custom Field	
User Defined Field (Project/Task Category)	Custom Field Service Item Account	A mapping to **Service Item Account** is required for data transfer to occur. The value mapped to **Service Item Account** must match an existing **Account** in QuickBooks for the transfer to be successful.

Available Mappings when Transferring Job/Item Data from QuickBooks to Web TimeSheet

The available field mappings depends on whether or not you are transferring job data or item data, as shown in the sections that follow.

Available Mappings when Transferring Jobs as Projects and Sub Jobs as Tasks

QuickBooks Field	Web TimeSheet Field	Notes
Job Name	Project Name	This mapping cannot be edited or removed.
Job Status (Active/Inactive)	Project Status (Open/Closed)	
Job Description	Project Description	
Sub Job Name	Task Name	This mapping cannot be edited or removed.
Sub Job Status (Active/Inactive)	Task Status (Open/Closed)	
Sub Job Description	Task Description	
Start Date	Time Entry Start Date Expense Incur Start Date	
Projected End	User Defined Field (Project/Task Category) Time Entry End Date Expense Incur End Date	
End Date	Time Entry End Date Expense Incur End Date	
Job Status	User Defined Field (Project/Task Category)	
Custom Field	User Defined Field (Project/Task Category)	

Available Mappings when Transferring Items as Projects and Sub Items as Tasks

QuickBooks Field	Web TimeSheet Field	Notes
Item Name/Number	Project Name	This mapping cannot be edited or removed.
Item Description	Project Description	
Item Status (Active/Inactive)	Project Status (Open/Closed)	
Sub Item Name/Number	Task Name	This mapping cannot be edited or removed.
Sub Item Description	Task Description	
Sub Item Status (Active/Inactive)	Task Status (Open/Closed)	
Item Rate	Task Estimated Cost User Defined Field (Project/Task Category)	
Custom Field	User Defined Field (Project/Task Category)	

Available Mappings when Transferring Time Entry Data from Web TimeSheet to QuickBooks

The field mappings available when using the **Time Tracking Wizard** depend on the relationship defined between the two applications, as shown in the sections that follow.

Available Mappings when Projects have been Transferred as Jobs and Tasks as Items

Web TimeSheet Field	QuickBooks Field	Notes
Project Name	Job Name Class	A mapping to **Job Name** is automatically created based on whether **Project Name** or **Project Code** was selected when defining the relationship between the two applications. The value from the Web TimeSheet field must match an existing **Job** in QuickBooks for the transfer to be successful.
Project Code	Job Name Class	
Task Name	Item Name/Number Class	A mapping to **Item Name/Number** is automatically created based on whether **Task Name** or **Task Code** was selected when defining the relationship between the two applications. The value mapped must exist as an **Item** in QuickBooks for the transfer to be successful.
Task Code	Item Name/Number Class	
Comment	Notes	
User Defined Field (Timesheet Row Type)	Class	
User Defined Field (Timesheet Hours Type)	Class	

Available Mappings when Projects have been Transferred as Jobs and Tasks as Sub Jobs, with or without Transferring Roles

Web TimeSheet Field	QuickBooks Field	Notes
Project Name	Job Name Class	A mapping to **Job Name** is automatically created based on whether **Project Name** or **Project Code** was selected when defining the relationship between the two applications. The value from the Web TimeSheet field must match an existing **Job** in QuickBooks in order for the transfer to be successful.
Project Code	Job Name Class	
Task Name	Sub Job Name Class	A mapping to **Sub Job Name** is automatically created based on whether **Task Name** or **Task Code** was selected when defining the relationship between the two applications. The value from the Web TimeSheet field must match an existing **Job** in QuickBooks in order for the transfer to be successful.
Task Code	Sub Job Name Class	

Web TimeSheet Field	QuickBooks Field	Notes
Role Name	Class Item Name/Number	A mapping to **Item Name/Number** is only available if **Roles** are transferred as **Items**. The mapping is automatically created and the value from the Web TimeSheet field must match an existing **Item** in QuickBooks for the transfer to be successful.
Comment	Notes	
Role Description	Item Name/Number	The mapping to **Item Name/ Number** is not available if **Roles** are transferred as **Items**.
User Defined Field (Timesheet Row Type)	Class	
User Defined Field (Timesheet Hours Type)	Class	

Available Mappings when Projects have been Transferred as Jobs and Roles as Items, without Transferring Tasks

Web TimeSheet Field	QuickBooks Field	Notes
Project Name	Job Name Class	A mapping to **Job Name** is automatically created based on whether **Project Name** or **Project Code** was selected when defining the relationship between the two applications. The value from the Web TimeSheet field must match an existing **Job** in QuickBooks for the transfer to be successful.
Project Code	Job Name Class	
Task Name	Class	
Task Code	Class	
Role Name	Item Name/Number Class	A mapping to **Item Name/Number** is automatically created. The value from the Web TimeSheet field must match an existing **Item** in QuickBooks for the transfer to be successful.
Comment	Notes	
User Defined Field (Timesheet Row Type)	Class	
User Defined Field (Timesheet Hours Type)	Class	

Available Mappings when Projects have been Transferred as Items and Tasks as Sub Items

Web TimeSheet Field	QuickBooks Field	Notes
Project Name	Item Name/Number Class	A mapping to **Item Name/Number** is automatically created based on whether **Project Name** or **Project Code** was selected when defining the relationship between the two applications. The value from the Web TimeSheet field must match an existing **Item** in QuickBooks for the transfer to be successful.
Project Code	Item Name/Number Class	
Task Name	Sub Item Name/Number Class	A mapping to **Sub Item Name/ Number** is automatically created based on whether **Task Name** or **Task Code** was selected when defining the relationship between the two applications. The value mapped must exist as an **Item** in QuickBooks for the transfer to be successful.
Task Code	Sub Item Name/Number Class	
Comment	Notes	
User Defined Field (Timesheet Row Type)	Class	
User Defined Field (Timesheet Hours Type)	Class	

Available Mappings when Transferring Expense Entry Data from Web TimeSheet to QuickBooks

Web TimeSheet Field	QuickBooks Field	Notes
Expense Sheet Description	Vendor Bill Memo	
Client	Customer	If this mapping is created, the value from the Web TimeSheet field must match an existing **Customer** in QuickBooks for the transfer to be successful.
Client/Project Name	Customer:Job	If a mapping to **Customer:Job** is created, the values from the Web TimeSheet fields must match an existing **Customer:Job** combination in QuickBooks for the transfer to be successful.
Client/Project Code	Customer:Job	
Project Name	Class	
Project Code	Class	
Expense Entry Description	Memo Class	

Web TimeSheet Field	QuickBooks Field	Notes
Expense Type	Account/Item	A mapping to **Account/Item** is required. If the expense is marked as billable, the mapped Web TimeSheet field will be transferred to the QuickBooks **Item** field. If the expense is non-billable, the selected Web TimeSheet field will be transferred to the QuickBooks **Account** field. The value mapped from Web TimeSheet must match an existing QuickBooks **Account** (of type **Income** or **Expense**) or **Item**, as applicable, for the transfer to be successful.
User Defined Field (Expense Category)	Account/Item Class	

APPENDIX B
Using the Formulas

Using the Login Name Formula

The **Login Name Formula** is specified when transferring employees and vendors to Web TimeSheet as new users. The formula defines how the **Login Name** of the user is created in Web TimeSheet. You can create a login name using any combination of the first and last name tags shown below.

The tags are case sensitive and must be entered exactly as listed below.

First Name Tags

Tag	Definition
$FInitial	Inserts the initial of the first name as displayed in QuickBooks
$FInitialUpper	Inserts the initial of the first name from QuickBooks in upper case
$FInitialLower	Inserts the initial of the first name from QuickBooks in lower case
$FName	Inserts the first name as displayed in QuickBooks
$FNameUpper	Inserts the first name from QuickBooks in upper case
$FNameLower	Inserts the first name from QuickBooks in lower case

Last Name Tags

Tag	Definition
$LInitial	Inserts the initial of the last name as displayed in QuickBooks
$LInitialUpper	Inserts the initial of the last name from QuickBooks in upper case
$LInitialLower	Inserts the initial of the last name from QuickBooks in lower case
$LName	Inserts the last name as displayed in QuickBooks
$LNameUpper	Inserts the last name from QuickBooks in upper case
$LNameLower	Inserts the last name from QuickBooks in lower case

Using the Vendor Identifiers Formula

The vendor identifiers formula is used when transferring expense entries from Web TimeSheet to QuickBooks bills. If the user who entered the expense does not already exist as a vendor in QuickBooks, they will be automatically created. The formulas are used to create the **Vendor Name** and **Print on Check as** values when the new vendor is created. You can enter any combination of tags in the two fields. One, some, or all of the tags can be combined in any way, with any additional characters added.

> Users who enter expense sheets in Web TimeSheet may already be set up as employees in QuickBooks. To create the vendor bill, the user must exist as a vendor. However, QuickBooks does not allow an employee to also be a vendor with the same name. As a result, when creating a formula for the vendor name, it is recommended that additional text be added to distinguish from the user's employee name. For example, you could append the text `- Vendor` to the formula, resulting in `Doug Brown - Vendor`.

> The tags are case sensitive and must be entered exactly as listed below.

First Name Tags

Tag	Definition
$FInitial	Inserts the initial of the first name from Web TimeSheet
$FInitialUpper	Inserts the initial of the first name from Web TimeSheet in upper case
$FInitialLower	Inserts the initial of the first name from Web TimeSheet in lower case
$FName	Inserts the first name from Web TimeSheet
$FNameUpper	Inserts the first name from Web TimeSheet in upper case
$FNameLower	Inserts the first name from Web TimeSheet in lower case

Last Name Tags

Tag	Definition
$LInitial	Inserts the initial of the last name from Web TimeSheet
$LInitialUpper	Inserts the initial of the last name from Web TimeSheet in upper case
$LInitialLower	Inserts the initial of the last name from Web TimeSheet in lower case
$LName	Inserts the last name from Web TimeSheet
$LNameUpper	Inserts the last name from Web TimeSheet in upper case
$LNameLower	Inserts the last name from Web TimeSheet in lower case

Examples

If the user's name is `Doug Brown`, and the **Vendor Name** field is set to `$LName$FInitial` and the **Print on Check as** field is set to `$FName $LNameUpper (Vendor)`, the text created will be `BrownD` and `Doug BROWN (Vendor)`, respectively.

APPENDIX C

Getting Familiar with Web TimeSheet and QuickBooks

A basic familiarity with both Web TimeSheet and QuickBooks will assist you in using the integration module more effectively. Information on working with both applications is given in the sections below.

Working with Web TimeSheet

Web TimeSheet Terminology

The terminology used in Web TimeSheet for each of the data types is given in the table below.

Data Type	Web TimeSheet Term
Employees	User
Vendors	User
Customers	Client
Jobs/Items	Project, Task, and/or Role[a]
Time Tracking	Timesheet
Vendor Bills	Expense sheet

a. Depending on the relationship defined between the data structures in the two applications.

About Web TimeSheet Permissions

Web TimeSheet includes the ability to limit access to certain features through the use of “permissions”. Permissions define what areas and actions are accessible. Each user can be assigned one or more permissions. If you are unable to access an area within Web TimeSheet, contact your system administrator to have the appropriate permissions assigned to you.

Accessing Users

To access users in Web TimeSheet:

1. Log in to Web TimeSheet as a user with permission to view and edit users.
2. Select **Admin** from the top menu.
3. Select **Users** from the side menu.

To view the details of a particular user, select the icon to the left of the user’s name.

Accessing Clients

To access clients in Web TimeSheet:

1. Log in to Web TimeSheet as a user with permission to view and edit clients.
2. Select **Project** from the top menu.
3. Select **Clients** from the side menu.

To view the details of a particular client, select the icon to the left of the client’s name.

Accessing Projects and Tasks

To view the projects available in Web TimeSheet:

1. Log in to Web TimeSheet as a user with permission to view and edit projects.
2. Select **Project** from the top menu.
3. Select **Projects** from the side menu.

To view the details of a project, select the icon next to the project's name. The tasks within the project and their hierarchy are shown in the **Project Structure** section. To access detailed information for the project or a task within it, select it from the **Project Structure** section. A dialog box will open, displaying all of the information related to the item, such as codes, descriptions, start/end dates, and assigned users.

Accessing Roles

To view the roles available in Web TimeSheet:

1. Log in to Web TimeSheet as a user with permission to view and edit roles.
2. Select **Project** from the top menu.
3. Select **Roles** from the side menu.

To view the details of a role, select the icon to the left of the role's name.

Accessing Timesheets

To view previously-entered timesheets in Web TimeSheet:

1. Log in to Web TimeSheet as a user with full permissions for historical timesheets.
2. Select **Admin** from the top menu.
3. Select **Historical Timesheets** from the side menu.
4. If desired, select the criteria to filter the list and select **Apply**.

To view a specific timesheet, select the icon from the **Menu** column.

Accessing Expense Sheets

To view previously-entered expense sheets in Web TimeSheet:

1. Log in to Web TimeSheet as a user with full permissions for historical expenses.
2. Select **Admin** from the top menu.
3. Select **Historical Expenses** from the side menu.
4. If desired, select the criteria to filter the list and select **Apply**.

To view a specific expense sheet, select the icon from the **Menu** column.

Working with QuickBooks

QuickBooks Terminology

The terminology used by the integration module closely follows that used by QuickBooks, as shown below.

Data Type	QuickBooks Term
Employees	Employee
Vendors	Vendor
Customers	Customer
Jobs/Items	Jobs and Items, Jobs and Sub Jobs, or Items and Sub Items[a]
Time Tracking	Timesheet
Vendor Bills	Bill

a. Depending on the relationship defined between the data structures in the two applications.

Accessing Employees

To access employees in QuickBooks:

- Select **Employee List** from the **Employees** menu in the top toolbar.

To view or edit information for an employee, select the employee and select **Edit** from the **Employee** menu at the bottom of the **Employee List** window. Alternately, you can double-click on the employee entry.

Accessing Vendors

To access vendors in QuickBooks:

1. Select **Vendor Detail Centre** from the **Vendors** menu in the top toolbar.
2. Select the appropriate vendor from the drop-down list provided.

To edit the details of the vendor, select the **Edit/More Info** link in the **Contact Information** header.

Accessing Customers

To access customers in QuickBooks:

1. Select **Customer Detail Centre** from the **Customers** menu in the top toolbar.
2. Select the appropriate customer from the drop-down list provided.

To edit the details of the customer, select the **Edit/More Info** link in the **Contact Information** header.

Accessing Jobs

Jobs are typically associated with customers and jobs can be created within a job, as a “sub job”. To view the available jobs and sub jobs in QuickBooks:

- Select **Customer:Job List** from the **Customers** menu in the top toolbar.

To view the details of a particular job, select the job and select **Edit** from the **Customer:Job** menu at the bottom of the window. Alternately, you can double-click on the job entry.

Accessing Items

One item can be created within another, to create a “sub item”. To view the items and sub items available in QuickBooks:

- Select **Item List** from the **Customers** menu in the top toolbar.

To view the details of a particular item, select the item and select **Edit** from the **Item** menu at the bottom of the window. Alternately, you can double-click on the item entry.

Accessing Timesheets

To view and manage timesheets in QuickBooks:

1. Open the **Employees** menu and select **Time Tracking** > **Use Weekly Timesheet...**.
2. Select the name of the employee whose timesheet you wish to view in the **Name** field.
3. Select a date within the timesheet period using the **Set Date...** button, or use the **Previous** and **Next** buttons to navigate through the timesheets.

Accessing Bills

To view a bill in QuickBooks:

1. Select **Enter Bills** from the **Vendors** menu in the top toolbar.
2. Select the **Find** button at the top of the window.
3. Select the appropriate values to search against.
4. Select **Find**.

If there is only one match, the vendor bill will open. If there is more than one match, you will be provided a list of the matching bills to select from. Double-click to open a bill from the list.

Accessing Invoices

To view an invoice in QuickBooks:

1. Select **Create Invoices** from the **Customers** menu in the top toolbar.
2. Select the **Find** button at the top of the window.
3. Select the appropriate values to search against.
4. Select **Find**.

If there is only one match, the invoice will open. If there is more than one match, you will be provided a list of the matching invoices to select from. Double-click to open an invoice from the list.

APPENDIX D
Operational Limitations

The following operational limitations exist when running Web TimeSheet Billing Integration:

- Before installing the integration module for use with QuickBooks 2006, you must update QuickBooks with the latest patches. Due to a known issue with QuickBooks, the patches must be installed in order for the integration module to be able to connect to QuickBooks.
- The integration module must be un-installed if QuickBooks is being un-installed.
- French (Canada) regional settings are not supported in the integration module.