

Web TimeSheet

# QuickBooks Integration

Version 4.5

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# Chapter 1 - Installing the QuickBooks Module

## Introduction

The Web TimeSheet QuickBooks module allows you to generate a report of Web TimeSheet data and export the information to a .*if* file that can be opened in Intuit QuickBooks.

Before installing the Web TimeSheet Quickbooks module for 4.5, make sure you have already installed Web TimeSheet 4.5. The Web TimeSheet QuickBooks module will need to be installed in the Web TimeSheet 4.5 directory.

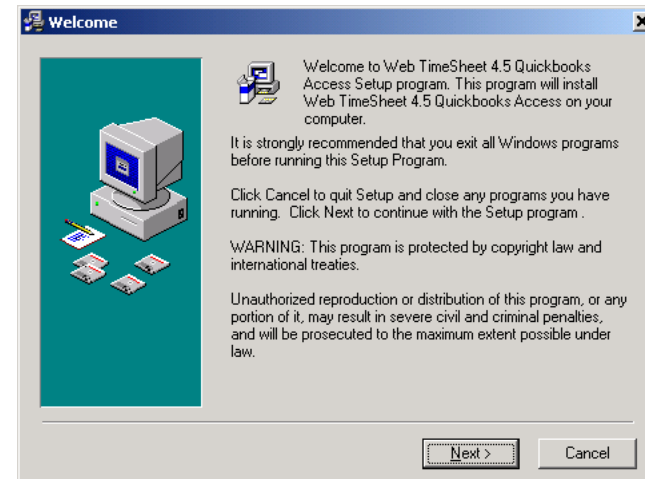
## Installing the QuickBooks Module

This section explains how to complete the installation of the QuickBooks add-in module for Web TimeSheet 4.5.

You will need to purchase the Web TimeSheet QuickBooks module and obtain the *QuickbooksAccess45.exe* or *QuickbooksSql45.exe* file from Replicon Customer Support. The database version for Web TimeSheet QuickBooks should be the same as your Web TimeSheet database (Access or SQL).

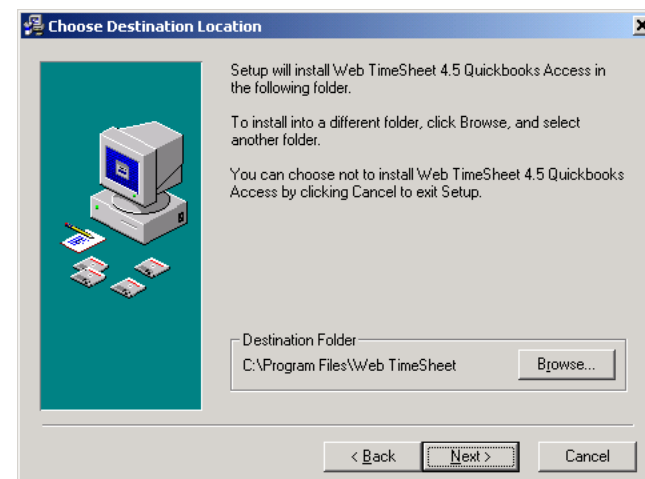
The Installation Wizard will guide you through the installation process.

1. Stop the service associated with Web TimeSheet and back up the Web TimeSheet database.
2. Launch the *QuickbooksAccess45.exe* or *QuickbooksSql45.exe* file (depending on your version of Web TimeSheet). The Welcome screen is displayed.



3. Next you will need to specify the directory where the Web TimeSheet QuickBooks module should be installed. The installation wizard does not provide a default directory.

The Web TimeSheet QuickBooks module must be installed in the root of the Web TimeSheet directory. Use the Browse button to locate the Web TimeSheet directory.

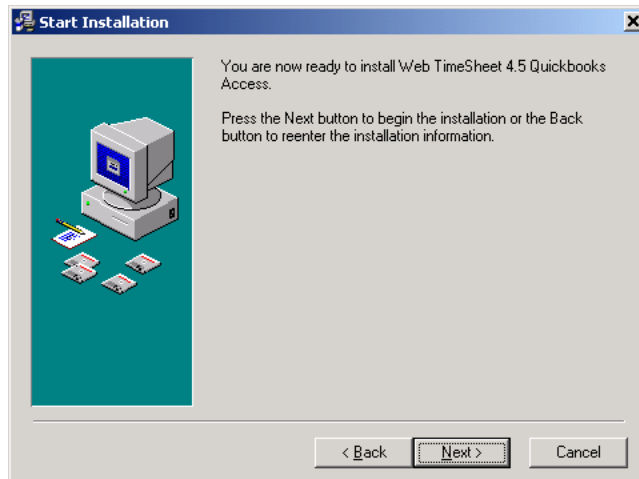


## Note ...

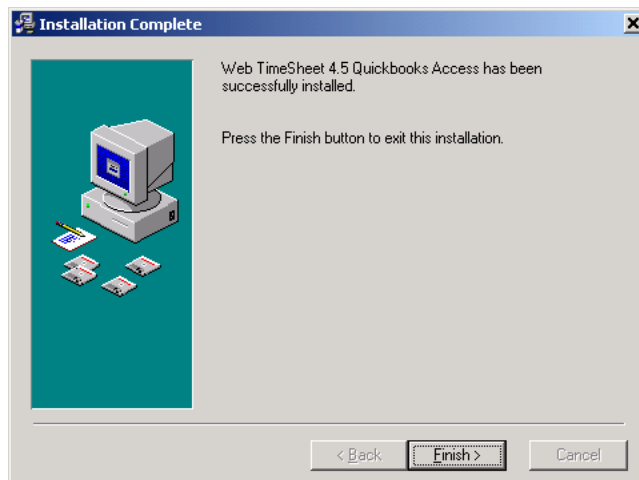
Make sure you install Web TimeSheet 4.5 before installing the Web TimeSheet QuickBooks module.

4. Click the Next button on the **Choose Destination Location** screen to continue with the installation.
5. Now you are ready to install the Web TimeSheet QuickBooks module. Click the Next button to start the installation.

7. Restart the Web Timesheet service. You are now ready to use the Web TimeSheet QuickBooks module.



6. When the installation is complete, click the Finish button to close the Installation Wizard.



# Chapter 2 - Using the QuickBooks Module

## Accessing the QuickBooks Module

The Web TimeSheet QuickBooks module is accessible as a report from within Web TimeSheet. You can access this report as follows:

1. Log in to Web TimeSheet and click on the **Reports** tab at the top of the screen.
2. Select **Quickbooks Export** (under the **QuickBooks** heading) from the side menu.

## Preparing the Report Data for Export

Before exporting Web TimeSheet data to Intuit QuickBooks, you must set up the report. You can set up the following reports:

- Timesheet Export (sends data to the Intuit QuickBooks Timesheet module, and then the client invoice)
- Time Off Export (sends data to the Intuit QuickBooks Timesheet module)
- Expense Export (sends data to the Intuit QuickBooks vendor bills)

For the Expense Export, you must first define User Defined Field #10 for clients, which is mapped to the Accounts Payable Name field in Intuit Quickbooks (refer to the Web TimeSheet User Manual for instructions on setting up user defined fields).

To set up data for export, select the appropriate export report from the side menu. Then follow the instructions below:

1. Select the appropriate timesheet period and specify whether you want to include all timesheets (expense sheets, if you're exporting expense information), or only those which have not yet been exported.

2. Click on the Settings button and select the fields you want to export (you will not be able to change the settings for mandatory fields - these fields are always selected). Each option includes both the name of the Web TimeSheet field and the corresponding field in Intuit QuickBooks. Refer to *Chapter 3 - Field Relationships* for further information about the Web TimeSheet and Intuit Quickbooks fields.
3. Make sure you enter the correct information in the fields towards the bottom of the Settings pop-up window (Company Name, Company Id, Ver, and Rel).

The Company Id is a unique number that identifies your organization in your version of Intuit QuickBooks. To locate this number, run *Export Lists for Timer...* in Intuit QuickBooks and open the resulting .iif file (by default the file name is *timer.iif*).

4. Click the OK button to save your settings. If you made a mistake, you can click the Reset button to restore the previous settings or click the Cancel button to close the Settings window and return to the **QuickBooks Export** report screen.

## Exporting Data to QuickBooks

Once you have set up your report, you are ready to export the data to Intuit QuickBooks. To export the data, simply click the QuickBooks button at the top of the report.

Only data for approved timesheets/expense sheets will be included in the export.

When you export the data, Web TimeSheet will create a .iif file that can be opened in Intuit QuickBooks and accessed through either the timesheets or time reports.

### Note ...

If you are exporting time off data (Time Off Export report), be aware that only approved timesheets will be included in the report and exported to Intuit Quickbooks.

Time off hours are identified as non-billable when exported to Intuit Quickbooks.

Before exporting expense information, you must set up User Defined Field #10 for clients, which is mapped to the Accounts Payable Name field in Intuit Quickbooks. Refer to the Web TimeSheet User Manual for further information about creating user defined fields.

Intuit Quick Books does not allow a name to be used in more than one list. Please make sure you do not use the same name for customers (client name in Web TimeSheet), vendors (expense description), or items (project name/task name).

# Chapter 3 - Field Relationships

The following table specifies which Web TimeSheet fields can be exported to Intuit Quickbooks. The report name refers to the report where each field is available for export.

<b>Report Name</b>	<b>Web TimeSheet Field</b>	<b>Intuit Quickbooks Field</b>
Timesheet Export	User Name	Emp
Timesheet Export	Entry Date	Date
Timesheet Export	Client Name	Job
Timesheet Export	Client Project	Job
Timesheet Export	Project Name	Item, Proj
Timesheet Export	Billable	Billing Status
Timesheet Export	Task Name	Item, Proj
Timesheet Export	Role	Item
Timesheet Export	Total Hours	Duration
Timesheet Export	Comments	Note
Time Off Export	User Name	Emp
Time Off Export	Entry Date	Date
Time Off Export	Total Hours	Duration
Time Off Export	Comments	Note
Expense Export	Client User Defined Field 10	Accounts Payable Name
Expense Export	Expense Sheet Amount	Bill Amount Due
Expense Export	Expense Sheet Date	Bill Date
Expense Export	Expense Sheet Description <i>(limited to 30 characters)</i>	Vender Name
Expense Export	Expense Client	Expense Customer
Expense Export	Expense Code <i>(limited to 30 characters)</i>	Expense Account Name
Expense Export	Expense Entry Amount	Expense Amount
Expense Export	Expense Entry Description	Expense Memo