Web TimeSheet

Integration Manager for QuickBooks (XML)

Version 4.6

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Chapter 1 - What is WTS Integration Manager?

Introduction

The Web TimeSheet Integration Manager for QuickBooks (XML) allows users to transfer data from Web TimeSheet to QuickBooks easily and efficiently.

Before you can use the Integration Manager, you must complete the following:

- Install QuickBooks, Web TimeSheet, DCOM, and QBDCOM
- Configure QBDCOM
- Obtain a valid license key to use the Web TimeSheet Integration Manager for QuickBooks
- Set up Web TimeSheet to access QuickBooks (involves identifying the QuickBooks server and specifying the QuickBooks file path and name).

Technical Requirements

The following items are required to successfully use the Web TimeSheet Integration Manager for QuickBooks (XML):

- Intuit QuickBooks 2003 or higher (installed on Windows NT/2000/XP)
- Web TimeSheet 4.6.0.4 or higher (installed on Windows NT/2000/XP)
- QBDCOM (available from Replicon Inc.)
- DCOM (installed by default on Windows NT/2000/XP; also available free from Microsoft)
- Security settings for Windows NT/2000/XP set to allow elevated user access (Power User or higher) – applies only during installation of Web TimeSheet and QBDCOM.

Constraints

- Data is uploaded only from Web TimeSheet to Intuit QuickBooks 2003+
- Only data from approved timesheets/expense sheets is included in the upload

Technology

The Web TimeSheet Integration Manager for QuickBooks (XML) uses XML (eXtensible Markup Language) technology to transfer data from Web TimeSheet to QuickBooks 2003 (or higher). Web TimeSheet uses DCOM (Distributed Component Object Module) to communicate with Intuit QuickBooks and upload data depending on specified criteria.

Note ...

If you are unsure whether DCOM is already installed, try running the *dcomcnfg.exe* utility.

Installation Requirements

This section describes the installation requirements for running the Web TimeSheet Integration Manager for QuickBooks (XML).

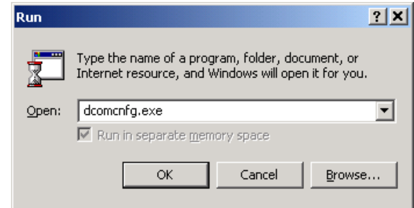
You must install QuickBooks 2003+ and Web TimeSheet version 4.6 (the installations do not have to exist on the same machine). The Web TimeSheet Integration Manager for QuickBooks (XML) is included in the Web TimeSheet 4.6 installation package. Refer to the Web TimeSheet 4.6 Installation Guide for complete instructions about installing Web TimeSheet.

You must also ensure that DCOM is installed on both the QuickBooks 2003+ machine and the Web TimeSheet machine (if applicable). If DCOM is not installed, you may obtain it on the Microsoft Web site by downloading the proper version for your operating system.

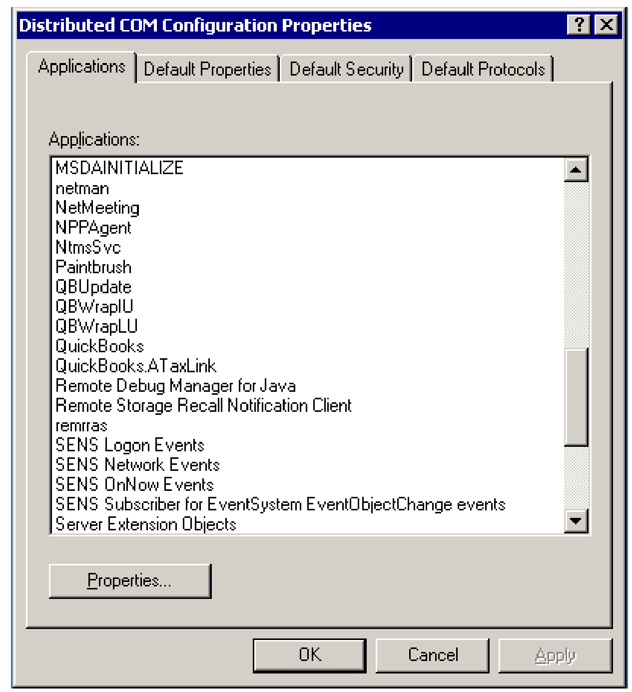
Last, you must install QBDCOM, which was provided with your purchase of the Web TimeSheet Integration Manager for QuickBooks (XML). QBDCOM must be installed on both the Intuit QuickBooks 2003+ machine and the Web TimeSheet machine (if applicable).

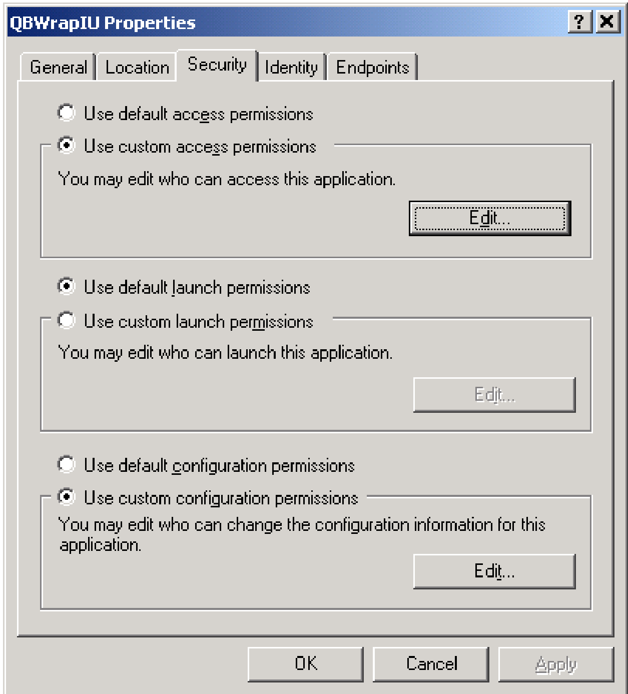
Configure QBDCOM on the QuickBooks machine (running on Windows NT/2000/XP) by following the steps below (for the Web TimeSheet machine, no configuration is required after the installation). You must be logged in as an Administrator to perform these steps:

1. Click the Start button in your Windows task bar and select **Run** from the menu. Enter *dcomcnfg.exe* in the provided field and click the OK button.

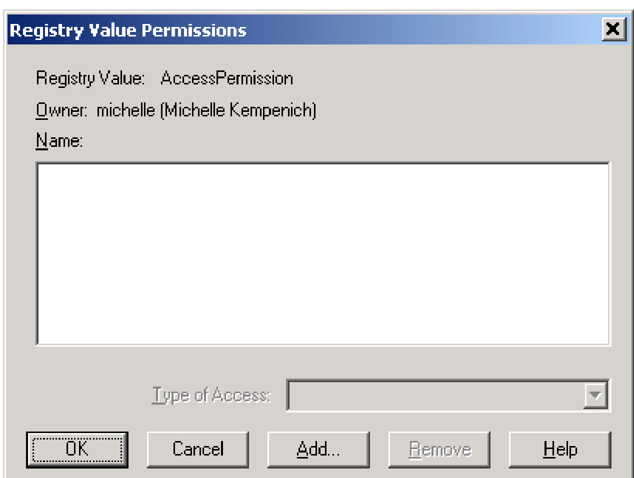


2. On the **Distributed COM Configuration Properties** window, click on the **Application** tab and select "QBWrapIU" from the list.
3. Click the Properties button. On the **QBWrapIU Properties**, click on the **Security** tab and select "Use custom access permissions" at the top of the screen.



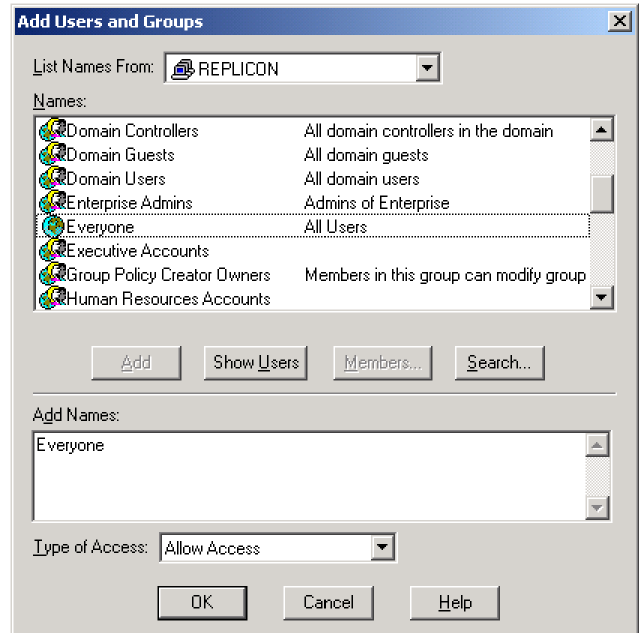


4. Click the Edit button. On the **Registry Value Permissions** window, click the Add button.



The The **Add Users and Groups** window is displayed.

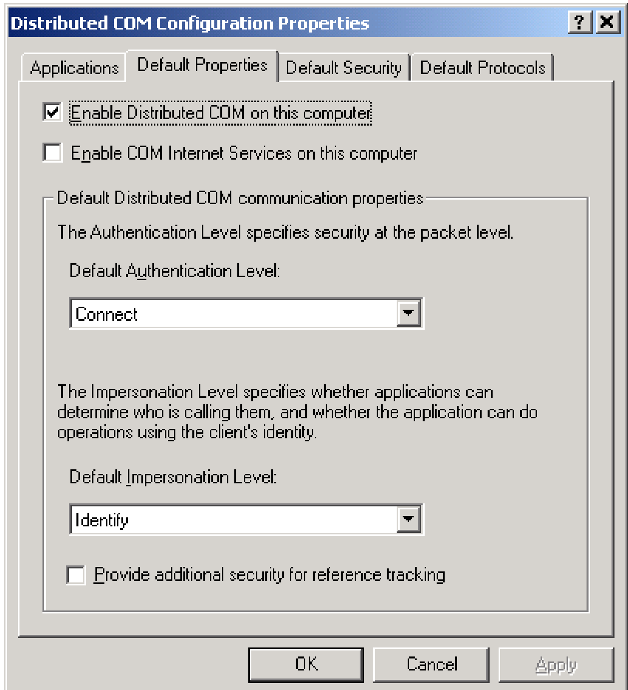
5. Click the Show Users button. Grant access to everyone by selecting the appropriate user account and clicking the Add button to allow access.



6. Click the OK button to save your changes and close the window.
7. Click the OK button on the **Registry Value Permissions** window.
8. On the **QBWrapIU Properties** window, select "Use custom launch permissions" at the top of the screen and click the Edit button. Repeat steps 5-8 above.
9. When you are finished, click the OK button on the **QBWrapIU Properties** window.
10. On the **Distributed COM Configuration Properties** window, select "QBWrapLU" from the list and repeat steps 3-8 above.
11. When you are finished, click the OK button on the **QBWrapLU Properties** window.
12. Now select "QuickBooks" from the list on the **Distributed COM Configuration Properties** window. Repeat steps 3-8 above.

13. When you are finished, click the OK button on the **QuickBooks Properties** window.

14. Select the **Default Properties** tab on the **Distributed COM Configuration Properties** window. Select the "Enable Distributed COM on this computer" check box.



15. Click the OK button on the **Distributed COM Configuration Properties** window.

16. Reboot the computer.

Obtaining and Adding A License Key

You will need to purchase a valid license key to use the Web TimeSheet Integration Manager for QuickBooks (XML). You can obtain a license key by contacting the Replicon Sales team:

Toll free in North America:	1-877-737-5420, ext. 2
Toll free in Europe:	00-800-7375-4266 , ext. 2 (800-REPLICON)
Toll free in Australasia:	011-800-7375-4266, ext. 2 (800-REPLICON)
All other areas:	+1-403-262-6519, ext. 2

Online: http://www.replicon.com

Email: sales@replicon.com

Once you have obtained a valid key, follow the steps below to add the license key to Web TimeSheet:

1. Log into Web TimeSheet as an administrator.
2. Click on the **Admin ta**b at the top of the screen and select **About Web TimeSheet** from the side menu.
3. On the **About Web TimeSheet** screen, click the Add button to add a new license key.
4. Paste the new license key in the field provided, and click the Add button. The new key will be added to the list of license keys.

Chapter 3 - Using the WTS Integration Manager

Accessing the Integration Manager

To access the Web TimeSheet Integration Manager for QuickBooks (XML), follow the steps below:

1. Log in to Web TimeSheet and click on the **Admin** tab at the top of the screen.
2. Select **Quickbooks Link** from the side menu.
3. Click the Settings button on the **Web TimeSheet Integration Manager for QuickBooks (XML)** screen.
4. Enter the QuickBooks server and the name/location of the QuickBooks file (on the QuickBooks server) that will be updated using the Integration Manager. The server is necessary only if QuickBooks and Web TimeSheet are installed on different machines.

   Note the file location is the *local* path name of the QuickBooks file (the location on the actual server); UNC path names are not valid.

   For example, entering the UNC path will not work (e.g., \\QBServer\quickbooks\company.qbw); the local server path is required (e.g., C:\Program Files\QuickBooks\corp.qbw).
5. Click the Save button to return to the **Web TimeSheet Integration Manager for QuickBooks (XML)** screen.

The first time you connect to a QuickBooks file using the Integration Manager, the file must also be open in Intuit QuickBooks.

Intuit QuickBooks will notify you that Web TimeSheet is attempting to access this file and will ask you if you want to allow the connection. Select “Yes, Always” to allow access.

Preparing to Upload the Data

The following requirements must be met before you can successfully upload data from Web TimeSheet to Intuit QuickBooks:

- Employees must be previously set up in Intuit QuickBooks. The employees’ full names in QuickBooks must match their full names in Web TimeSheet (middle initials are part of the full name in QuickBooks)
- Employees MUST NOT be set up to use time tracking information for their paychecks (Intuit QuickBooks)
- Expense accounts must be previously set up in Intuit QuickBooks (Web TimeSheet expense code names are mapped to Intuit QuickBooks expense account names)

Once the above requirements are met, you can set up the data for upload, as follows:

1. Click on the **Admin** tab at the top of the Web TimeSheet screen and select **QuickBooks Link** from the side menu.
2. On the **Web TimeSheet Integration Manager for QuickBooks (XML)** screen, you can filter the data being exported by selecting a specific time period, client, and/or project.
3. Specify whether you wish to export timesheet data, expense data, and/or time off data.

   For timesheet and/or time off data, you must select the QuickBooks account to which the data will be exported.

   For expense data, select the appropriate Accounts Payable account.

Note:

You will need to enter the QuickBooks server and file name/location ONLY the first time you access the Integration Manager.

If the server or file name/location changes, you will need to update the Integration Manager accordingly.

The first time you connect to a QuickBooks file using the Integration Manager, the file must also be open in Intuit QuickBooks.

Intuit QuickBooks will notify you that Web TimeSheet is attempting to access this file and will ask you if you want to allow the connection. Select “Yes, Always” to allow access.

Note ...

If you are uploading timesheet and/or time off data, be aware that only approved timesheets will be uploaded to Intuit QuickBooks.

Time off hours are identified as non-billable when uploaded to Intuit QuickBooks.

Intuit QuickBooks 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, role).

4. If you are exporting timesheet data, you must specify which information will appear in the Item field in QuickBooks. You may map the any of the following fields to the QuickBooks Item field:
   - Project
   - Task
   - Project/Task (full path name)
   - Role

Uploading Data to QuickBooks

Once you have set up the data, you are ready to upload the data to Intuit QuickBooks. To upload the data, simply click the Upload button on the **Web TimeSheet Integration Manager for QuickBooks (XML)** screen.

If you prefer to preview the data before uploading it to QuickBooks, click the Preview button on the **Web TimeSheet Integration Manager for QuickBooks (XML)** screen. A report containing all the data being uploaded will be displayed at the bottom of the screen. Note that any items highlighted with red text indicate that the item does not currently exist in QuickBooks and will not be uploaded.

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

Chapter 3 - Field Relationships

The following table specifies which Web TimeSheet fields can be uploaded to Intuit Quickbooks. The data type refers to the type of data selected for upload.

Data Type	Web TimeSheet Field	Intuit Quickbooks Field
Timesheet	Entry Date	Date
Timesheet	Client:Project	Customer:Job
Timesheet	User Name	Employee
Timesheet	Optional Project/Task/Role	Item
Timesheet	Duration	Duration
Timesheet	Billable	Billable
Timesheet	Comments	Note
Expense	Expense Sheet Date	Bill Date
Expense	Expense Sheet Description	Vendor
Expense	Expense Code Name	Expense Account
Expense	Client:Project	Customer:Job
Expense	Amount	Amount
Expense	Expense Line Description	Memo
TimeOff	Entry Date	Date
TimeOff	User Name	Employee
TimeOff	Time Off Name	Item
TimeOff	Duration	Duration
TimeOff	Comments	Note