

Web TimeSheet

# Integration Manager for ACCPAC

Version 5.1

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# Chapter 1 - What is WTS Integration Manager? \_\_\_\_\_

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## Introduction

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The Web TimeSheet Integration Manager for ACCPAC allows you to generate a report of Web TimeSheet data and export the data to a .csv file that can be opened in ACCPAC Advantage Series.

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## Technical Requirements

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The following applications are required to successfully export data from Web TimeSheet to ACCPAC Advantage Series using the Web TimeSheet Integration Manager for ACCPAC:

- ACCPAC Advantage Series 5.0 or higher
- Web TimeSheet 5.1 or higher (SQL or Oracle)
- Microsoft Internet Explorer 4.0 or higher/Netscape 4.x or higher (excluding Netscape 6.x)

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## Constraints

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The information for specific Web TimeSheet fields must match existing fields in ACCPAC Advantage Series, as noted below.

<b>Web TimeSheet Field</b>	<b>ACCPAC Field</b>
Client Code	Customer Code
Task Code	Item Code

# Chapter 2 - Installing the WTS Integration Manager

## Note ...

Make sure you install Web TimeSheet before installing the Web TimeSheet Integration Manager for ACCPAC.

## Before You Install

Before installing the 5.1 version of the Web TimeSheet Integration Manager for ACCPAC, make sure you have already installed Web TimeSheet 5.1. The Web TimeSheet Integration Manager for ACCPAC will need to be installed in the root Web TimeSheet directory.

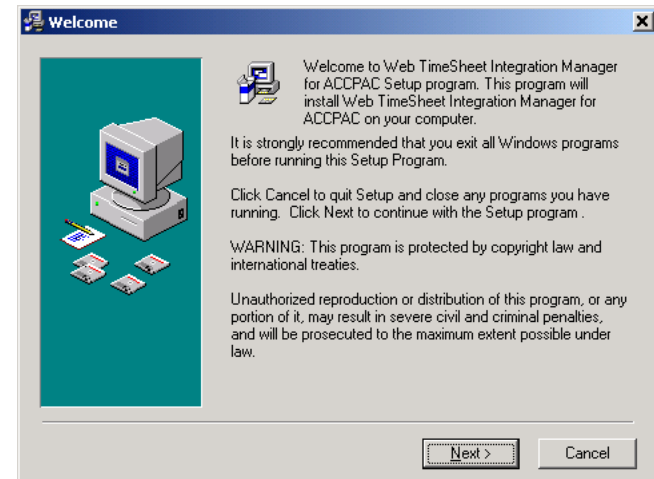
## Running the Installation

This section explains how to complete the installation of the Web TimeSheet Integration Manager for ACCPAC.

You will need to purchase the Web TimeSheet Integration Manager for ACCPAC and obtain the *WTS51ACCPACLink.exe* file from Replicon Customer Support. The database version for Web TimeSheet Integration Manager for ACCPAC should be the same as your Web TimeSheet database (SQL or Oracle).

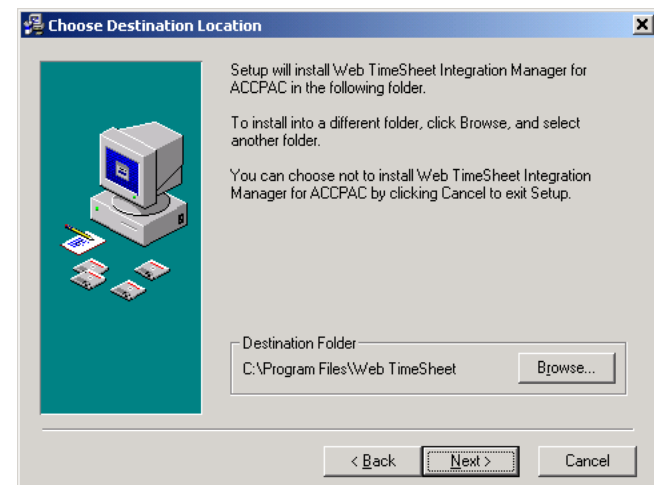
The Installation Wizard will guide you through the installation process.

1. Stop the service associated with Web TimeSheet and back up the Web TimeSheet database.
2. Launch the *WTS51ACCPACLink.exe* file. The Welcome screen is displayed.

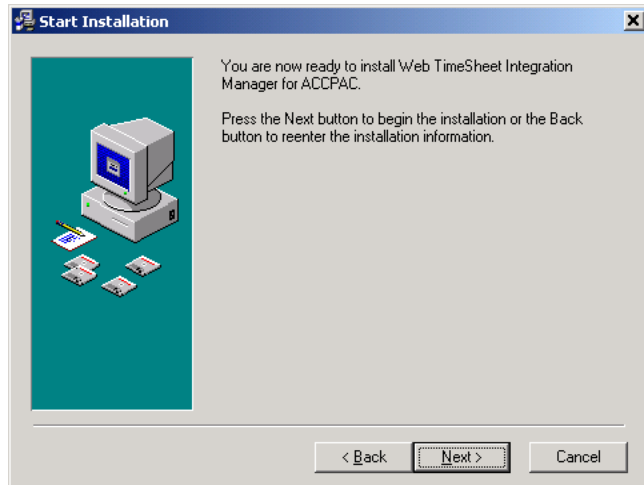


3. Next you will need to specify the directory where the Web TimeSheet Integration Manager for ACCPAC should be installed.

The Integration Manager for ACCPAC must be installed in the root of the Web TimeSheet directory. Use the **B**rowse button to locate the Web TimeSheet directory.

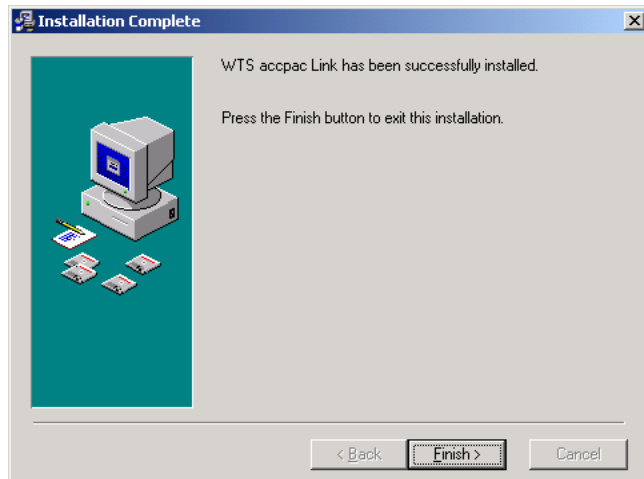


5. Now you are ready to install the Web TimeSheet Integration Manager for ACCPAC. Click the Next button to start the installation.



7. Restart the Web TimeSheet service. You are now ready to use the Web TimeSheet Integration Manager for ACCPAC.

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



# Chapter 3 - Using the WTS Integration Manager \_\_\_\_\_

## Running the Export

To export time data from Web TimeSheet to ACCPAC Advantage Series, follow the instructions below:

1. Click on the **Reports** button at the top of the Web TimeSheet screen.
2. Select ACCPAC Link from the side menu.
3. Select the timesheet period or date range for which you want to export time information.
4. Click on the Settings button and enter the tax values for TaxGroup1 and TaxGroup2. The values entered must equal the tax values set up in ACCPAC Advantage Series.
5. If you would like to review the data before running the export, click on the Generate button to generate a report for the time period you specified.
6. Click on the ACCPAC button to export the data to a .csv file that can be opened in ACCPAC Advantage Series.

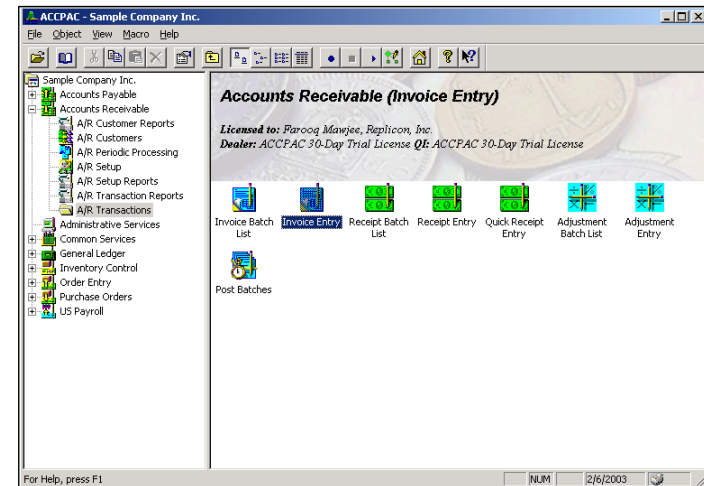
Only data for approved timesheets will be included in the export.

## Accessing the Exported Data

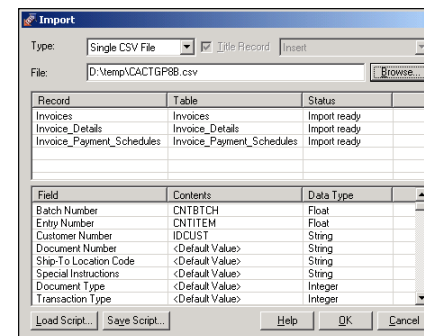
When you export time data, Web TimeSheet creates a .csv file that can be opened in ACCPAC Advantage Series.

To open the .csv file in ACCPAC:

1. Open ACCPAC Advantage Series.
2. Click on the + to expand the Accounts Receivable folder in the side menu.
3. Select **A/R Transactions** and click on the **Invoice Entry** icon (in the main window).



4. Create a new batch.
5. Click on **File** at the top of the screen and select **Import** from the drop-down menu
6. Select "Single CSV File" from the **Type** drop-down list.
7. In the File field, enter the location of the .csv file (complete file path).



- Click the OK button when you are finished. The time data will be imported from the .csv file to the batch in ACCPAC Advantage Series.

The screenshot shows the 'SAMINC - A/R Invoice Entry' window. At the top, there are menu options: File, Settings, Help. Below the menu is a header area with the following fields:

- Batch Number: 37
- Batch Date: 2/ 6/2003
- Detail Type: Item
- Entries: 1
- Total: 173.20
- Type: Imported
- Status: Open

Below the header is a tabbed interface with tabs for Document, Taxes, Terms, Optional Fields, Sales Split, and Totals. The 'Document' tab is active. It contains the following fields:

- Entry Number: 1
- Customer Number: Client1
- Ship-To Location: [Empty]
- Ship Via: [Empty]
- Document Type: Invoice
- Document Number: IN00000006
- Document Date: 2/ 6/2003
- Year/Period: 2003 - 02
- PO Number: [Empty]
- Special Instructions: [Empty]
- Order Number: [Empty]
- Account/Tax: [Empty]

Below the fields is a table with the following columns: Lin., Item No., UOM, Description, Quantity, Unit Price, Extended Amt., Dist. C.

Lin.	Item No.	UOM	Description	Quantity	Unit Price	Extended Amt.	Dist. C.
1	T1P1	HR	Task1P1	8.00000	10.00000	80.00	ITEM
2	T2P1	HR	Task1P1	8.00000	10.00000	80.00	ITEM

At the bottom of the window are buttons for Save, Delete, Print..., Prepay..., and Close.

# Chapter 4 - Field Relationships

## *Web TimeSheet to ACCPAC Advantage Series*

<b>Web Timesheet (source)</b>	<b>ACCPAC (target)</b>	<b>Constraints</b>
N/A	Batch Number	Created by ACCPAC
N/A	Entry Number	Automatically created during the import process
Client Code	Customer Number	
N/A	Document Number	Automatically created during the import process
N/A	Line Number	Automatically created during the import process
Task Code	Item Number	
Billable Hours	Quantity	
Rate	Unit Price	
Billable Amount	Extended Amount	
Billable Amount	Amount Due	Billable Amount : 1+TaxGroup1+TaxGroup2