Web TimeSheet Integration Manager for QuickBooks
Quick Start Guide

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

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

Installing and Launching the Integration Manager

To install and launch the Integration Manager:

1. Install the Integration Manager on the same computer that QuickBooks is installed on.

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

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

   > ☑ The Integration Manager 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 Manager.

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

Once the above steps are completed, the main Integration Manager window will open.

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Organizing the Data Transfer

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

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

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

Transferring Data Using the Integration Manager

To transfer data using the Integration Manager:

1. Determine the structural relationship that best suits your needs.

   The structural relationship defines how the data structure in the Web TimeSheet relates to the data structure in QuickBooks. For more information on selecting a structural relationship, refer to *Chapter 5* of the *User Guide*.
2. Ensure the prerequisites for the data you wish to transfer are in place.

   Prerequisites include required configuration of Web TimeSheet or QuickBooks or previous transfers of supporting data. For example, when transferring **Time Entries** to QuickBooks, it is necessary to ensure the **User** that submitted the time entry exists in QuickBooks as an **Employee**. The prerequisites for each data type are provided in the *User Guide*.
3. If you have made any changes or additions in either application since launching the Integration Manager, select the **Reset** button to ensure the data available for transfer is the most current.
4. Select the direction of data transfer in the **General** tab.
5. Select the data type to be transferred.
6. If required, select the structural relationship to use based on the decision made in *Step 1*. A structural relationship must be selected if transferring **Jobs/Items**, **Time Entries**, or **Client Invoice** data types.
7. Filter and select the data to transfer and configure any available options.
8. Create the desired field mappings in the **Field Mappings** tab.

   Field mappings dictate which fields in the source application are transferred to which fields in the target application. For example, if the Web TimeSheet **Project Description** field is mapped to the **Job Description** field in QuickBooks, for each item that is transferred, the value in the **Project Description** field is entered in the **Job Description** field.
9. Transfer the data.
10. Save the data transfer settings to a configuration file for use in the future, if desired, by selecting the **Save** button.

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