

Web TimeSheet

QuickBooks Integration

Version 4.1

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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 .*iff* file that can be opened in Intuit QuickBooks.

Before installing the Web TimeSheet Quickbooks module for 4.1, make sure you have already installed Web TimeSheet 4.1. The Web TimeSheet QuickBooks module will need to be installed in the Web TimeSheet 4.1 directory.

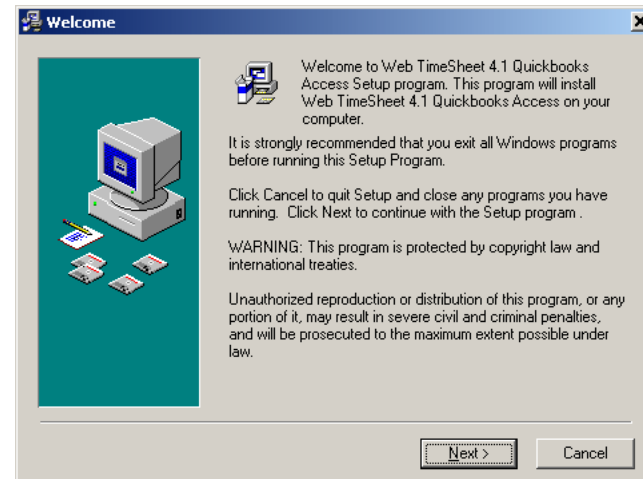
Installing the QuickBooks Module

This section explains how to complete the installation of the Quickbooks add-in module for Web TimeSheet 4.1.

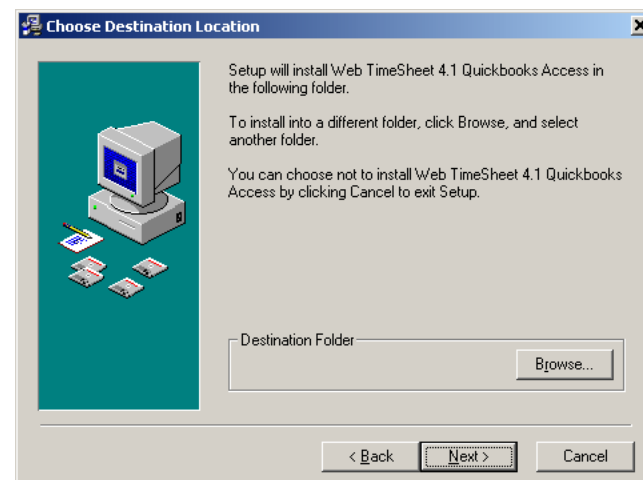
You will need to purchase the Web TimeSheet QuickBooks module and obtain the *QuickbooksAccess.exe* or *QuickbooksSql.exe* file from Replicon Customer Support. The database version for Web TimeSheet QuickBooks should be the same as your Web TimeSheet database (Access or SQL).

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 *QuickbooksAccess.exe* or *QuickbooksSql.exe* file (depending on your version of Web TimeSheet). The Welcome screen is displayed.



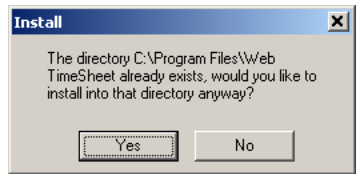
3. Next you will need to specify the directory where the Web TimeSheet QuickBooks module should be installed. The installation wizard does not provide a default directory. The Web TimeSheet QuickBooks module must be installed in the root of the Web TimeSheet directory. Use the Browse button to locate the Web TimeSheet directory.



Note ...

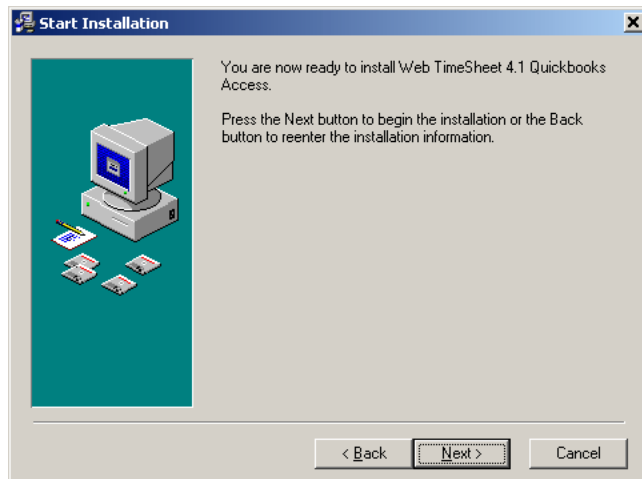
Make sure you install Web TimeSheet 4.1 before installing the Web TimeSheet QuickBooks module.

- When you select the Web TimeSheet directory, a pop-up window will notify you that this directory already exists. Click the Yes button to install in the Web TimeSheet directory.

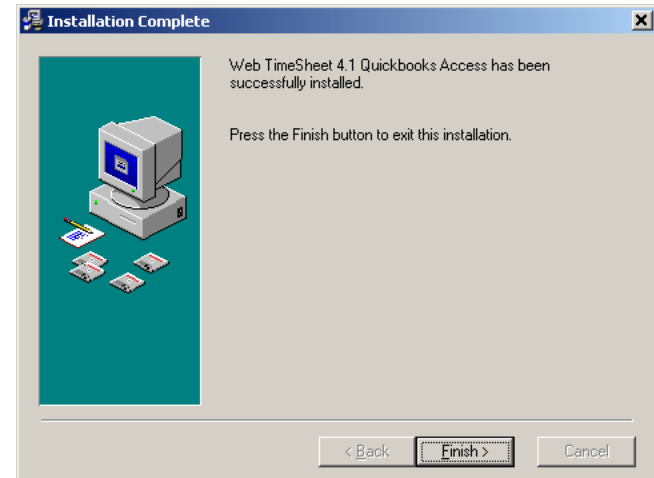


Click the Next button on the **Choose Destination Location** screen to continue with the installation.

- Now you are ready to install the Web TimeSheet QuickBooks module. Click the Next button to start the installation.



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



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

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 QuickBooks Export

Before exporting Web TimeSheet data to QuickBooks Pro, set up the report to export the appropriate data:

1. Select the appropriate timesheet period and specify whether you want to include all timesheets or only those timesheets which have not yet been exported.
2. Customize the look and feel of the Web TimeSheet QuickBooks report by clicking the Settings button. Note that the Settings pop-up window allows you select which fields you want to export. Each option includes both the name of the Web TimeSheet field and the corresponding field in Intuit QuickBooks.
3. Make sure you enter the correct Intuit QuickBooks specific 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.

Settings for Reports

| | | |
|-------------------------------------|----------------|---------------|
| <input checked="" type="checkbox"/> | Entry Date | Date |
| <input checked="" type="checkbox"/> | Client Name | Job |
| <input type="checkbox"/> | Client Project | Job |
| <input checked="" type="checkbox"/> | User Name | Emp |
| <input type="checkbox"/> | Project Name | Item |
| <input checked="" type="checkbox"/> | Task Name | Item |
| <input type="checkbox"/> | Role | Item |
| <input checked="" type="checkbox"/> | Total Hours | Duration |
| <input type="checkbox"/> | Project Name | Proj |
| <input type="checkbox"/> | Task Name | Proj |
| <input checked="" type="checkbox"/> | Comments | Note |
| <input checked="" type="checkbox"/> | Billable | BillingStatus |

Company Name

Company Id

Ver

Rel

OK Cancel

Reset

Exporting Data to QuickBooks

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

Only data for approved timesheets 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.