

With TimePro's QuickBooks Integration Module, you can **import and export data between TimePro and QuickBooks**.

Importing Data from QuickBooks

The TimePro QuickBooks Import Facility allows data for **Customers, Suppliers and Service Items** to be exported out of QuickBooks and then integrated with TimePro Customer, Supplier and Service Items records.

Once the initial data has been imported, records are viewed and maintained using maintenance screens in TimePro. Any further changes made to QuickBooks data can be imported again or maintained on a record-by-record basis in TimePro. Instructions on setting up the module are contained in Page 2. **Note: Entered records must have matching entries in both TimePro and QuickBooks.**

Exporting Data into QuickBooks

Intertec's QuickBooks Transaction Importer (QBTI) software gives you a range of options for exporting TimePro data into QuickBooks for generating:

- QuickBooks Invoices,
- QuickBooks Bills (these can be imported into your QuickBooks Accounting Package direct from TimePro and suppliers' paper invoices can simply be matched against your imported Bills rather than entered manually); or
- QuickBooks Timesheets (for payroll); or
- QuickBooks Cheques (for expenses),

The Intertec QBTI software can be downloaded from our website at:

- 32 bit version > http://intertec.com.au/_downloads/IQBTI_Setup_32_v5.0.zip

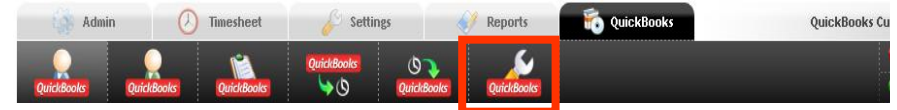
- 64 bit version > http://intertec.com.au/_downloads/IQBTI_Setup_64_v5.0.zip

To assist you with the installation of the Intertec QBTI software refer to the Installation Guide.pdf included in the downloaded zip file

Quick Reference Guide – QuickBooks Integration Module

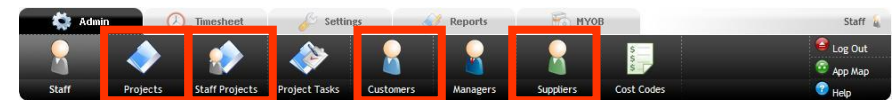
Step 1: Configure QuickBooks Settings

Set **configuration options** to match your requirements including for the various Sales invoicing and Bills processing options.



Step 2: Add QuickBooks Service Items, Customers & Suppliers

The quickest way to set up these records is to import them into TimePro (using the **QuickBooks Import**) rather than adding them individually.



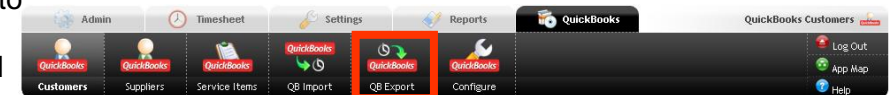
Step 3: Match QuickBooks entries with TimePro Records

After adding these QuickBooks entries, you will need to link them with the appropriate TimePro **Customer**, **Supplier**, **Project** and **Staff Project** records located in the Admin tab.

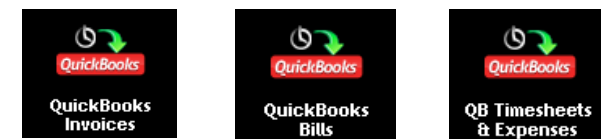


Step 4: Export TimePro data

The **QuickBooks Export facility** gives you the ability to take the time records entered into TimePro and to export these records in QuickBooks. The a) **Sales Invoices**, b) **Bills** and/or c) **Timesheets & Expenses** are then exported in a text file which is then imported into QuickBooks. See detailed instructions below for each transaction type.



*Only Time records that have been marked as "Completed" are included as part of the export process. Therefore it is a good idea to use the **Check Timesheets screen** to check that staff have "Completed" their timesheets and then locking all timesheets before running an export.*



Step 5: Import TimePro data into QuickBooks

The final step is to import the TimePro data (either sales or bills information) into QuickBooks using the **Intertec QBTI software**. **Important: perform a backup of your QuickBooks data file before starting the import.**

Step 1: Configure QuickBooks Settings

You can configure the QuickBooks settings within TimePro to suit your organisation. Setting the configuration items correctly should be the first task you perform when setting up TimePro. However, you can make changes to the configuration items at any time should your requirements change.

To view or modify the configuration options for QuickBooks integration, click on the 'QuickBooks' tab at the top of the TimePro screen then click 'QuickBooks Configure'.

To change any of the configuration options simply edit the value on the screen (changed values are highlighted in a contrasting colour) and when all edits on all tabs are done, use one of the Save Changes buttons located at the top and bottom of the screen. To revert to the previously saved values, use one of the Cancel buttons.

There is an explanation for each setting detailed under each one.

QB Settings

Specify settings for QuickBooks

Supplier Bill Content

Used to specify how much information appears on one bill, and the order in which bills are generated.

This serves as a default value only. You may select the detail level required at the time when you do the export itself. The value chosen here will be preselected.

Professional Services Expense Account

Specify the name of the Professional Services Expense account used in your QuickBooks accounting system. This will be the Name of an account listed in the Quickbooks Chart of Accounts with a Type of Expense.

Bank Account Name

Specify the name of the bank account used in your QuickBooks accounting system for reimbursing expenses. This will be the Name of an account listed in the Quickbooks Chart of Accounts with a Type of Bank.

Sales Invoice Content

Used to specify how much information appears on one invoice, and the order in which invoices are generated.

This serves as a default value only. You may select the detail level required at the time when you do the export itself. The value chosen here will be preselected.

Sales Invoice Charge Rate Handling

This setting determines the source of charge rates for the QuickBooks Invoices Export. The choice is between exporting rates as held by the timesheet application, or exporting blank rates, which will then cause QuickBooks to look up rates using Service Item values stored in its lists. Note: The Quickbooks Timesheets Export does not output the Rate and so it is not affected by this setting.

Staff Name Format

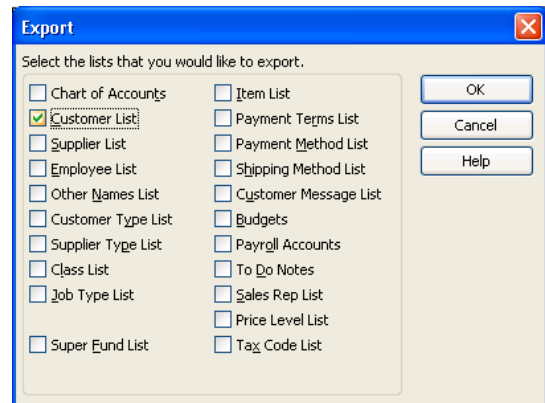
This setting determines the order in which names are to be formatted for use in exports to QuickBooks. It must match the equivalent preference set in Quickbooks on the Preferences window, Payroll & Employees section, Company Preferences tab.

Step 2: Add QuickBooks Service Items, Customers & Suppliers

In QuickBooks:

Step 1. To export data from QuickBooks:

- For Customer List or Supplier List:
 - File->Utilities->Export->List to IIF Files
 - Select either “Customer List” or “Supplier List”
- For Service Item List:
 - File->Utilities->Export->List to IIF Files
 - Select “Other Names List”
- Note that you will need to export each List separately (ie. you cannot select more than 1 List per export action).
- Save the IIF file/s to your local computer.



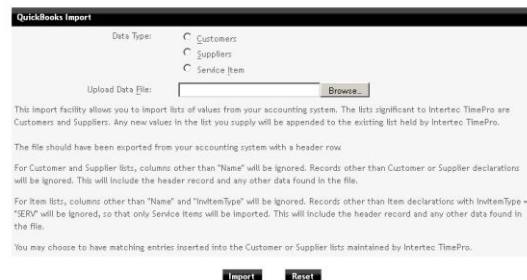
Step 2. Press OK and then Save to complete the export process. Note: remember the location that you saved the file on your computer so that you can find it again later.

In TimePro:

Step 1. On the QuickBooks Tab in TimePro press on the Import option.



Step 2. Click on Customers, Suppliers or Service Items and then choose the file that you have exported in the previous steps from QuickBooks by pressing the Browse button. (Note: Read the instructions on this screen for further information on the Import process).



Step 3. TimePro: Click on Import to start the Import process. A confirmation screen will be shown once the data import is complete.

Step 3: Match QuickBooks entries with TimePro Records

QuickBooks Customer, Supplier and Service Items have to be linked with existing Customer, Supplier, Project and Staff Project records in TimePro (located in the “Admin” tab).

CUSTOMER DETAILS

Customer Code:

Name:

QuickBooks Name:

Status:

CUSTOMER & SUPPLIER ADD/UPDATE

QuickBooks Name: Link your TimePro Customer with the corresponding Customer record in your QuickBooks system.

QuickBooks Supplier Name: Link your TimePro Supplier with the corresponding Supplier record in your QuickBooks system.

You should use the same Names in TimePro as you do in QuickBooks. You may choose to abbreviate these names in cases where the QuickBooks names are very long or very formal.

SUPPLIER DETAILS

Supplier Code:

Name:

QuickBooks Name:

Status:

PROJECTS DETAILS

Customer:

Project Code:

Description:

Global Project:

Budget Amount: (ex: GST)

QuickBooks Job:

Template:

QuickBooks Comment:

Batch Print:

Chargeable:

Export to QuickBooks:

Authorisor:

Status:

PROJECT ADD/UPDATE/COPY

QuickBooks Job: This is an optional field. If you wish to track this Project as a Job in QuickBooks then set this field to the corresponding QuickBooks Job that you have created for this project in your QuickBooks Accounting Package. Note: It is required that this Job exists in QuickBooks before you import related data into QuickBooks.

QuickBooks Comment: Set this field to contain any specific information that you wish to include on the Sales Invoice that is generated by QuickBooks eg. the Customer's Purchase Order Number.

Export to QuickBooks: Set this field to 'Yes' if you wish time recorded by your staff against this project to be used to generate Sales Invoice details for export to QuickBooks. If 'No' is selected then this Project will be skipped when an QuickBooks export is performed.

STAFF PROJECT DETAILS

Project:

Staff:

Role:

Description:

Hourly Charge Rate: (ex: GST)

Hourly Cost Rate: (ex: GST)

Cost Code:

QuickBooks Service Item:

QuickBooks Line Item Order:

Status:

Notify the staff member by email that he/she has been assigned to this project.

STAFF PROJECT ADD/UPDATE/COPY

Description: The Description is a very important field as it is used as the description for line items on QuickBooks Sales Invoice Exports. Include the tag [StaffName] in the Description field to have the Staff members First Name and Surname substituted automatically into this field when data pertaining to this record is exported to QuickBooks.

QuickBooks Service Items: Set it to the QuickBooks Service Item that you want this Staff Project record to be linked with.

QuickBooks Line Item Order: Set this field to a number such as 10, 20, 30, as it is used for ordering line items on your QuickBooks Sales Invoices.

Step 4: Export TimePro data – a) Sales Invoices

- **Un-invoiced Time Records up to a specified date**

The normal mode of operation is to select all time records which have been marked as complete but which are as yet un-invoiced. You are then able to review the time records in the invoices. You can then omit entire invoices, invoice line-items, or individual time records, postponing these until a later invoice batch, and you can then print all timesheets which match this batch. The default value is the last day of the period before the current one.

- **Time Records for the Period**

You may also select all items for a specific time period, which is by default the period preceding the current period. It is important to note that this will select all completed time records for the period you specify, whether or not they have already been invoiced. This allows you to produce a new invoice to replace one previously produced. You would normally proceed by de-selecting all records, and then specifically selecting the information for which you want to produce the invoice or invoices. You should bear in mind that this will produce a new invoice batch, and time records previously assigned to an earlier batch will be removed from that batch and assigned to the new one.

QuickBooks Export (Sales Invoices:)

Step 1. Select Time Records to be Invoiced

Uninvoiced Time Records for all dates up until

Time Records for the period (even if already invoiced) to

Step 2. Specify Invoice Details

Invoice Date:

Invoice Content:

Step 3. Value to be supplied as Service Item

For the Service Item, use the value selected from

Step 4. Limit the Data to be Exported

Customer:

Prepare Invoices

- **Invoice Date**

As well as specifying the way time records are to be selected, you also need to specify the date which is to appear on invoices. TimePro will suggest the first day of the current period.

- **Invoice Content**

The last item you need to specify is the content of each invoice, meaning the conditions under which a new invoice will be produced

- **Service Item**

The value to be supplied as Service Item can be taken from a number of fields: Projects: QuickBooks Job, Staff Projects: Cost Code, Staff Projects: Description, Staff Projects: QuickBooks Service Item, Staff Projects: Service Item, Staff Projects: Role, Staff: Reference, Task: Description, Task: External ID, or a value can be specified by choosing Use Value Below.

- **Customer**

You can optionally limit the export to a single Customer if required.

- **Prepare Invoices**

When you click on this button, the time records which satisfy your selections above are gathered and grouped into invoices, and displayed in the **QuickBooks Export Item Selection** page.

Undo an Existing Batch

Batch 8 (28-Oct-2008 12:53)

View Batch

Undo Batch

If you have prepared a Sales Invoice Batch for QuickBooks using this screen and subsequently realise that you have made a mistake in the data that was selected for Export, you can reverse out the batch using this option. There is also an option to "View Batch" so that you can verify the records that will be reversed before actually performing the "Undo" operation.

Note: Once a batch has been "undone" it is still shown in the batch list but is prefixed with an "X" to indicate that it has been backed out.

On the **QuickBooks Export Item Selection** screen, you are presented with a list of the invoices which can be produced from the time records you have selected. What you see will depend on your browser.

Each row of information also has a selector button and is selected by default.

- If you selected time records for a date range you would typically start by pressing the Select None button (this can take a few seconds to complete). You would then select the items you wish to include in the invoice run.
- If you selected un-invoiced time records you would review the invoices and may choose to select items to exclude from the invoice run.

You may select information at any level of detail to include that item and everything at a lower level. You may deselect an item to exclude it and all lower-level detail. If some items at a level are selected and others not selected, the next-higher parent level will be part-selected. The line-item and invoice values are adjusted in response to your selections.

Once you are satisfied that the invoices are as you wish to see them, click on the Create Batch button. This will take you to the **QuickBooks Export Save Batch** screen.

This screen shows you the batch number allocated to this information. You should note this number so that you can specify it in the batch print to select time sheets to match these invoices. At this point you get a last chance to change the batch. If you choose the Re-do Selections button, you will be returned to the QuickBooks Export Item Selection screen to repeat the process, and you will replace this batch when you complete the selection.

Normally you would continue with the Export Invoice Data button. This will open up a new browser window (Data Export Complete) which includes a link which you can use to open the exported data file or to save the exported data in the location from which you will import it to QuickBooks.

QuickBooks Export (Sales Invoices:)

Selection Mode: Uninvoiced Items up to and including: 27 March 2011
 Invoice Date: 28 March 2011
 Invoice Content: One invoice per Customer

Select All **Select None** **Create Batch**

INVOICE 1 - Customer Name: Adaptec

	Inv. Detail Date	Project Name	Inv. Job	Staff Name	Inv. Rate (Ex GST)	Inv. Hours	Inv. Amount (Ex GST)	Inv. Note	Inv. Comment
<input checked="" type="checkbox"/>	14-Mar-2011	Adaptec - Help Desk Services	AHD	Dave Smith	110	4.00	\$440.00	Professional services provided by Dave Smith	Adaptec - Help Desk Services :PO # 40034532
<input checked="" type="checkbox"/>	14-Mar-2011	Adaptec - Help Desk Services	AHD	Adam Johnson	110	19.00	\$2,090.00	Professional services provided by Adam Johnson	Adaptec - Help Desk Services :PO # 40034532
<input checked="" type="checkbox"/>	14-Mar-2011	Adaptec - Help Desk Services	AHD	Sarrah Conner	85	9.00	\$765.00	Professional services provided by Sarrah Conner	Adaptec - Help Desk Services :PO # 40034532
<input checked="" type="checkbox"/>	14-Mar-2011	Adaptec - Help Desk Services	AHD	Paul Lucas	85	3.00	\$255.00	Professional services provided by Paul Lucas	Adaptec - Help Desk Services :PO # 40034532
<input checked="" type="checkbox"/>	14-Mar-2011	Adaptec - Help Desk Services	AHD	Lucy Evans	100	22.00	\$2,200.00	Professional services provided by Lucy Evans	Adaptec - Help Desk Services :PO # 40034532
<input checked="" type="checkbox"/>	14-Mar-2011	Adaptec - Help Desk Services	AHD	Jamie Davies	90	18.50	\$1,665.00	Professional services provided by Jamie Davies	Adaptec - Help Desk Services :PO # 40034532
<input checked="" type="checkbox"/>	14-Mar-2011	Adaptec - Help Desk Services	AHD	Lisa Jules	90	10.50	\$945.00	Professional services provided by Lisa Jules	Adaptec - Help Desk Services :PO # 40034532
<input checked="" type="checkbox"/>	14-Mar-2011	Adaptec - Help Desk Services	AHD	Jamie McDonald	85	16.00	\$1,360.00	Professional services provided by Jamie McDonald	Adaptec - Help Desk Services :PO # 40034532

QuickBooks Export (Sales Invoices:)

Batch number 33 has been set up with a batch date of 30-Mar-2011 and time of 15:33.

Re-do Selections **Export Invoice Data**

Data Export Complete
71 records.

Export File - **1_Export_QB_Invoice_153439.txt**

To save the export file to disk, you should right-click the file name and choose the 'Save Target As' option from the menu which pops up.

To view the file, you should click on the file name above to open it. While the file is open, you may choose File | Save As from the browser menu to save the file to disk.

Close

Step 4: Export TimePro data – b) Bills

QB EXPORT (Purchases Invoices:)

Fortnight Beginning: 28 February 2011

Information will be extracted for the period from:

28 February 2011 to 28 February 2011

28 February 2011
14 February 2011
21 January 2011

Extracted Data Display Details

Invoice Date: 01/02/2011

Detail Date: 28/02/2011

Invoice Content: One invoice per Supplier and Staff member

Data Export Complete

19 records.

Export File - [1_Export_QB_Purchase_154058.txt](#)

To save the export file to disk, you should right-click the file name and choose the 'Save Target As' option from the menu which pops up.

To view the file, you should click on the file name above to open it. While the file is open, you may choose File | Save As from the browser menu to save the file to disk.

Close

First select the Period Beginning from the dropdown list which has been pre-populated with dates based on the system configuration settings in the application. Once a date has been chosen from the dropdown list, the system automatically displays the period for which data will be extracted.

The Invoice Date is defaulted as the first day following the end of the period selected. The Detail Date is defaulted as the date that marks the start of the period selected. These values can be changed manually if you require different dates to appear on your purchase invoices.

The Invoice Content determines exactly how your Purchases Invoices are generated. A default is selected based on specific QuickBooks Configuration Settings. For example, if one of your Supplier's contractors is currently working on 3 Projects for one of your Customers, then you may wish to create only one invoice to cover all the Projects or you may want to generate a separate invoice for each Project (3 in this case). You can modify the option here so that the Invoices are generated in the manner you wish. The most common option is to generate One Invoice per Supplier and Project which is the default option.

Press the "Export" button to initiate The QuickBooks Export process.

A Data Export Complete screen then shows the number of records extracted and also provides a link to the exported file. You should right-click on the link and save the target file to your computer.

Step 4: Export TimePro data – c) Timesheets & Expenses

STEP 1. Specify whether to export Time Records, Expense Records, or both.

	Time	Expenses
Export this type of information	<input checked="" type="checkbox"/>	<input type="checkbox"/>

STEP 2. Specify information to appear on QuickBooks Timesheets.

Content of the Notes field

	Time	Expenses
Prefix with Start/Finish Time	<input type="checkbox"/>	
Prefix with Staff Name	<input type="checkbox"/>	<input type="checkbox"/>
Prefix with Project Code	<input type="checkbox"/>	<input type="checkbox"/>
Prefix with Project Description	<input type="checkbox"/>	<input type="checkbox"/>
Include Task External ID	<input type="checkbox"/>	
Include Task Description	<input checked="" type="checkbox"/>	
Include Time/Expense Record Description	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Include QuickBooks Line Item Order	<input type="checkbox"/>	<input type="checkbox"/>

Value to be supplied as Service Item

For the Service Item, use the value selected from

Value to be supplied as Payee Name for contractors

For the Contractor, use the value selected from

Value to be supplied as QuickBooks Job

For the QuickBooks Job, use the value selected from

Value to be supplied as Expense Account

For the Expense Account Name, use the value selected from

Mark as already billed in export file

Specify whether you wish to export Time Records or Expenses

Content of the Notes field

Choose the detail you want to appear in the Notes included in the Timesheets & Expenses export. By default, the Task details are included (if you use tasks), as are the manually-typed descriptions (if you use these). You may choose to prefix the Notes with the name of the Staff member doing the work and with the Project Description.

Value to be supplied for Service Item

The Service Item can be pulled from a number of fields within TimePro: Projects: QuickBooks Service Item, Staff Projects: Cost Code, Staff Projects: Description, Staff Projects: QuickBooks Service Item, Staff Projects: Role, Staff: Reference, Task: Description, Task: External ID, or you can specify a value.

Value to be supplied for Payee Name for contractors (expenses only)

The QuickBooks Payee Name can be pulled from either the Supplier Name or Contractor Name.

Value to be supplied for the QuickBooks Job

The QuickBooks job can be pulled from a number of fields within TimePro, including Projects: QuickBooks Job, Staff Projects: Cost Code, Staff Projects: Description, Staff Projects: QuickBooks Service Item, Staff Projects: Role, Staff: Reference, Task: Description, Task: External ID, or you can specify a value..

STEP 4. Payroll Integration.

Time

Mark QuickBooks Timesheets for Payroll Integration

For the QuickBooks Payroll Category, use the value selected from

Use Value Below

Base Hourly

Choose whether the Timesheets are to be marked for integration with Payroll, and if so, the Payroll Category which is to be used. The QuickBooks Payroll Category can be pulled out from a number of fields from within TimePro including Projects: QuickBooks Job, Staff Projects: Cost Code, Staff Projects: Description, Staff Projects: QuickBooks Service Item, Staff Projects: Role, Staff: Reference, Task: Description, Task: External ID, or you can specify a value.

For more information please see [Integrating QuickBooks Timesheets Import with Payroll.](#)

Click on "Create the Export File" to generate a text file, which will be listed on a new screen.

A Data Export Complete screen then shows the number of records extracted and also provides a link to the exported file. You should right-click on the link and save the target file to your computer.

Data Export Complete
740 records.

Export File - **[1_Export_QB_Timesheet_162310.txt](#)**

To save the export file to disk, you should right-click the file name and choose the 'Save Target As' option from the menu which pops up.

To view the file, you should click on the file name above to open it. While the file is open, you may choose File | Save As from the browser menu to save the file to disk.

Close

Step 5: Import TimePro data into QuickBooks

The final step is to import the TimePro data (invoices, bills and timesheets and expenses) into QuickBooks using The **QuickBooks Transaction Importer (QBTI)**.

NOTE: It is recommended as good practice to do a backup of your QuickBooks data file prior to using the QuickBooks Import facility especially until you are familiar with the process.

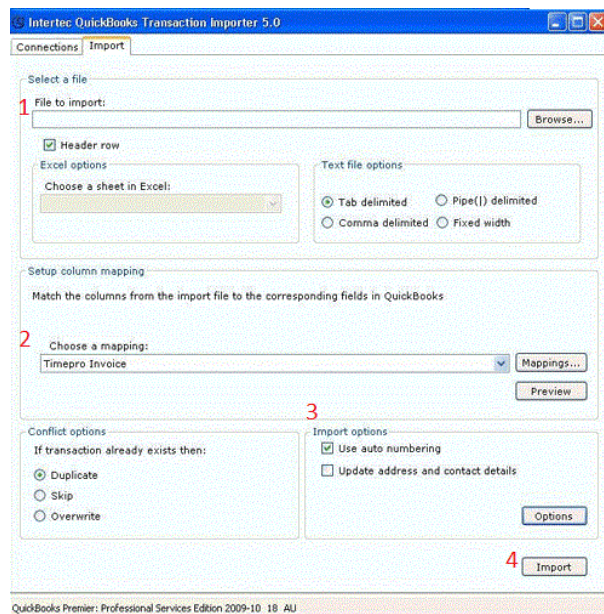
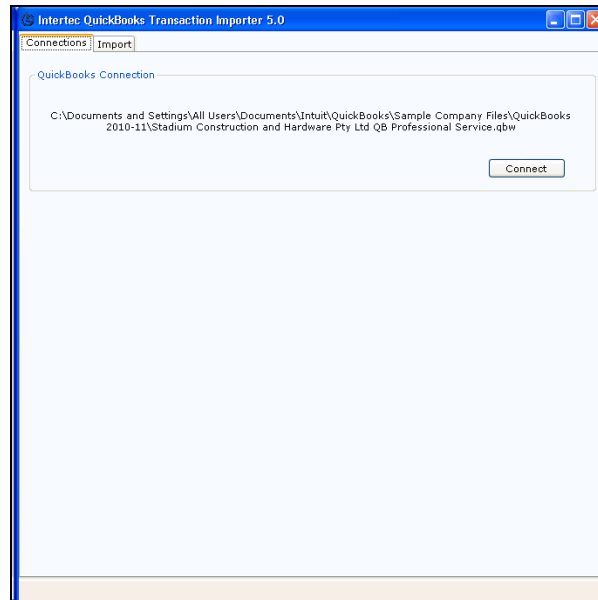
Start Intertec QBTI

The Intertec QBTI allows you to import data from TimePro into QuickBooks. (Note: You should download and install QBTI on the same computer on which QuickBooks is running ie. QBTI should not be installed via a mapped network folder). To assist you with the installation of the Intertec QBTI software refer to the Installation Guide.pdf included in the downloaded zip file. The following notes assume you have successfully completed installation of the software

Once you run Intertec QBTI and activate the licence or start a free trial, you should have a window popup similar to the screen opposite.

In the QBTI Connections tab, select your QuickBooks company file (the import component will default to the running instance of QuickBooks). Then, click 'Connect'

Once connected, move across to the Import tab which will appear similar to the screen capture opposite. See below for detail on key areas highlighted as 1, 2, 3 and 4



1. Select a File

Use the Browse button to locate the file which has been exported from TimePro, and specify the Tab Delimited text file option. The Header Row checkbox should be selected.

2. Set up Column Mapping

The utility is supplied with a complete set of mappings for all transaction types exported by TimePro. Select the one appropriate to the type of data you are importing. If you choose an inappropriate one, the utility will advise you of this.

You may use the Preview button to have a look at the data in spreadsheet mode. Close the Preview dialogue when you have satisfied yourself that you have the correct data.

3. Import Options

The Use auto numbering checkbox should be selected if you want Intertec QBTI to automatically insert records into your QuickBooks company file using the next sequential number for that transaction type. TimePro does not at this time record address and contact details, so the Update Address and Contact Details checkbox should be unselected.

Note: In most cases we expect that Customers would select the Use auto numbering import option. If you feel you have specific data mapping requirements outside of the default import options then we recommend contacting our support team for technical assistance with understanding these concepts.

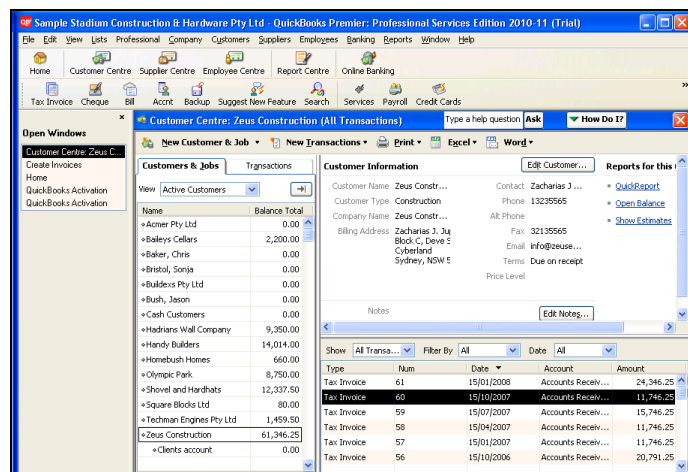
4. The **Import** button will cause the data to be read and used to update your QuickBooks database. This can take a while if you are importing many records.

The results of the import will display in a pop-up window. If there have been any failures, these will be listed with detailed error messages along with the display of a link to the location of an error log file created as part of the import process.

5. If Intertec QBTI has partially imported records because some were valid and others invalid, then we recommend you edit the import file or create a new import file that does NOT include the records already imported. Failure to do so may result in duplicate transactions being created in your QuickBooks company file.

6. Review the data that has been imported into QuickBooks:

- For Invoices, go to the Customer Centre, select a Customer and double click the Invoice.
- For Bills, go to the Supplier Centre, select a Supplier and double click the Bill.



Integrating QuickBooks Timesheets Import with Payroll

Time records from TimePro can be exported in QuickBooks Timesheets format for integration with QuickBooks. Exported time records may be marked for Payroll Integration against a Payroll Category.

Instructions:

When undertaking a Timesheets export, make sure that the Timesheets are marked for Payroll Integration and that you enter the correct QuickBooks Payroll Category based on how the system has been setup to meet your requirements.

Staff Type: Multi-select...
All Staff Types

Expense Code: Multi-select...
All Expense Codes

Project [Export to QuickBooks] setting:
All data regardless of the setting

Note: Only time records in "completed" timesheets are extracted by this export process.

STEP 4. Payroll Integration.

Time

Mark QuickBooks Timesheets for Payroll Integration

For the QuickBooks Payroll Category, use the value selected from Use Value Below

Base Hourly

Create the Export File

Run the export from TimePro and import to QuickBooks as usual for payroll processing. You will note that the time records now register as hours recorded in QuickBooks Timesheets along with Payroll Item as shown in the following screen capture.

Customer:Job	Service Item	Payroll Item	Notes	M 14	Tu 15	W 16	Th 17	F 18	Sa 19	Su 20	Total	Billable?	
Zeus Construct...	Book Keeping	Hourly Pay		8:00		8:00	8:00	88:00			112:00	4:00	✓
Techman Engin...	Book Keeping	Hourly Pay			4:00						4:00		✓
Olympic Park	Book Keeping	Hourly Pay			4:00						4:00		✓
Totals				8:00	8:00	8:00	8:00	88:00	0:00	0:00	120:00		

These time records should now be available in your QuickBooks company file for regular payroll processing.

This guide has been developed to provide an overview of how to integrate QuickBooks with TimePro. Comprehensive information can be sourced from the TimePro Online Help manual available via the Help section of your Intertec TimePro system.

Contact Details:

Further assistance is available from the Intertec TimePro team

☎ (08) 9286 3911 ✉ support@timesheets.com.au