Integration with Quickbooks

Starting with Punch Clock 4.1, you can connect to a Quickbooks instance on your PC and export your timesheets directly from Punch Clock into Quickbooks. This document will serve as a guide to set up and utilize this configuration.

Product Requirements:

Punch Clock: Punch Clock Version 4.1 or greater & Punch Clock Quickbooks Integration (separate download available from website)

Quickbooks: Quickbooks Pro, Premier, or Enterprise versions 2002 or greater. Must be set up to track employee time, and have applicable addons if necessary.

What we transfer:

When using Punch Clock, there are different ways to utilize the data stored by your employees as they punch in and out.

First, we have the Employee Timesheet Report. This allows you to print a report of each individual timesheet and the time worked for each one. These are raw reports and do not figure in any kinds of overtime calculations.

The second is the Employee Payroll Report. This report actually tallies up the timesheets into time per day, and applies overtime calculations as well.

If you have Quickbooks connected to your instance of Punch Clock, an option will be available on the "Report Viewer" screen for the above two reports. By clicking "Export to Quickbooks", that data will automatically be transferred from Punch Clock into Quickbooks, provided that the two programs have been configured properly.

Punch Clock
Quickbooks Configuration

Setup Instructions

To begin with, you will need to have Punch Clock installed on the same PC as your Quickbooks installation. This should be no problem with your typical network installation of Punch Clock, but could be problematic with your Stand-Alone or SOHO installs without networking. Technically it will still work, but its not the best practice to have your Quickbooks installation running on your public Punch Clock machine.

Also, you will need the Punch Clock Quickbooks Integration installed on the same machine.

Getting Started:

In order to sync Punch Clock to Quickbooks for the FIRST TIME, Quickbooks must be running and OPEN on the company file you want to synchronize with. So, open Quickbooks and log into your company file.

Assuming that Punch Clock is installed and configured properly for your environment, open Punch Clock. Go into the Administrative Console and navigate to "Maintenance" -> "Quickbooks Integration".
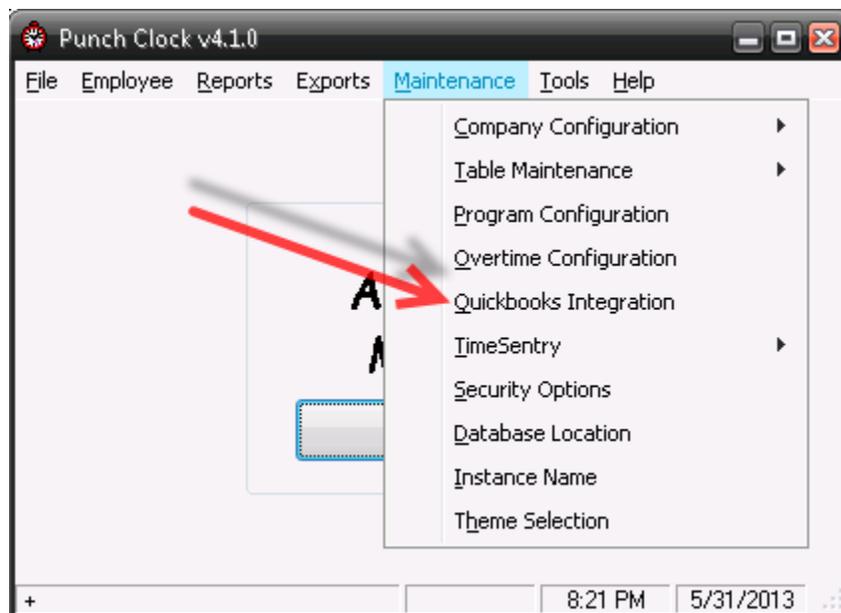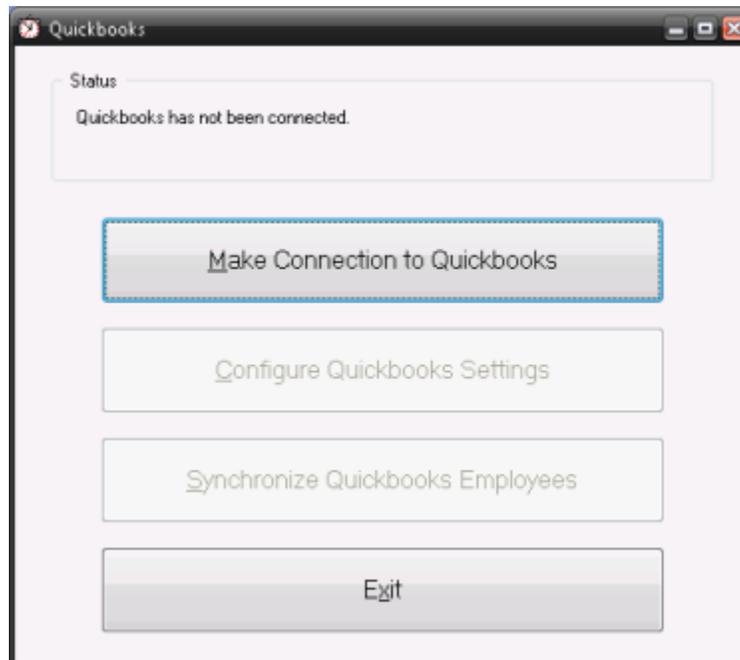
Punch Clock

Quickbooks Configuration

The Quickbooks Integration screen will look like this:

Click on the top option, "Make Connection to Quickbooks".

The next screen is self-explanatory. It lists the steps you now need in order to synchronize Punch Clock with Quickbooks. The steps are:

1) Start Quickbooks (you should have already done this, but if you haven't, do it now).

2) Click the "Connect Now" button on the Punch Clock screen.

3) The following screen should appear:
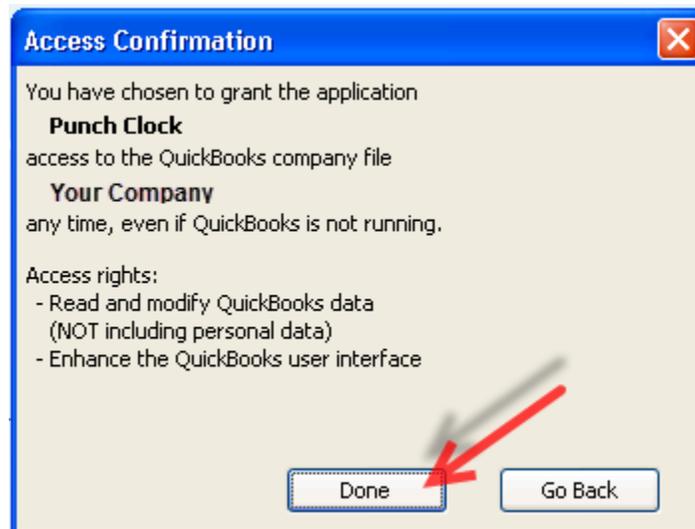
Punch Clock

Quickbooks Configuration
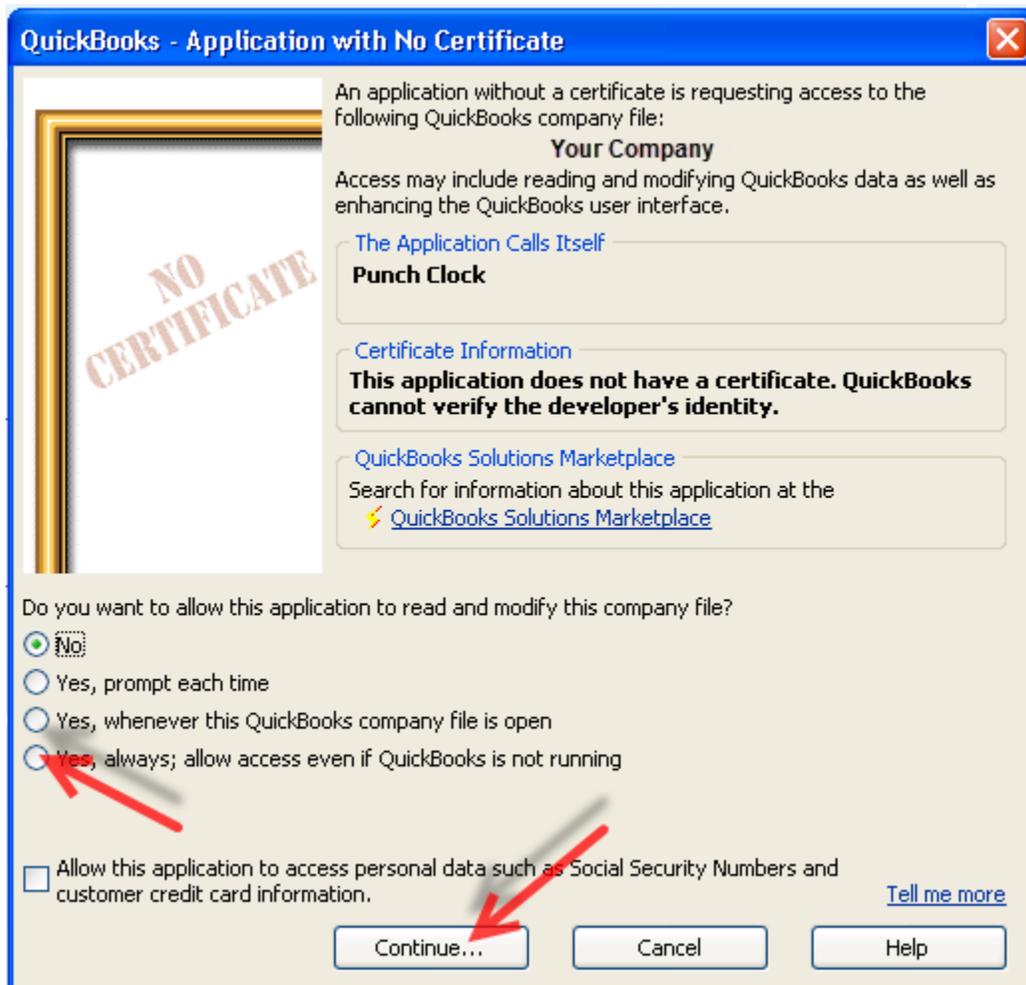
4) For easiest use, click the 4th bubble down on the left. This allows Punch Clock to connect to Quickbooks even when Quickbooks is not open.

5) Click Continue. If prompted to Confirm, click "Yes" to allow access.

Punch Clock

Quickbooks Configuration

The following screen should now appear:

6) You will get a small window that says "You are now connected to Quickbooks". Click OK, and click "FINISH" to complete the process.

7) Click "Done". Congratulations, you are now connected to Quickbooks.

Testing the connection to Quickbooks

Now that Quickbooks is connected, you can close quickbooks. It no longer needs to be open (as long as you chose that option, as suggested).

** NOTE ** It sometimes takes several seconds (up to a minute on older systems) to connect to Quickbooks for processing. This time is reduced greatly if Quickbooks is already open.

Punch Clock
Quickbooks Configuration

The Quickbooks Integration screen should now be changed:

To test the connection, just click on the "Test Connection to Quickbooks" button. You will see a small popup that warns you it could take several seconds. Click OK. If all is well, you will get notification that the connection worked.

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Configure Quickbooks Settings

The configure Quickbooks Settings screen looks like this on first use:

First, it is important that you already have wage items configured inside Quickbooks. These are entries such as "Regular Pay", "Overtime" and "Salary". These could differ in your configuration, but Punch Clock needs to know how to associate the timesheets as it sends them to Quickbooks.

Punch Clock

Quickbooks Configuration

You will notice a "Get Quickbooks Values" button. Clicking this will contact Quickbooks and bring in the different options already configured within:

Choose the appropriate name in each column, and click the button beneath the list to select it. Punch Clock cannot export timesheets to Quickbooks without these options completed.

Under Salary there is a checkbox asking if you want to send SALARY hours as well. These are the hours worked for employees designated as Salaried employees. If you check this box, those timesheets will be part of the export process. If you leave the box un-checked, then Salaried hours will not be transferred to Quickbooks. When done here, click Exit.
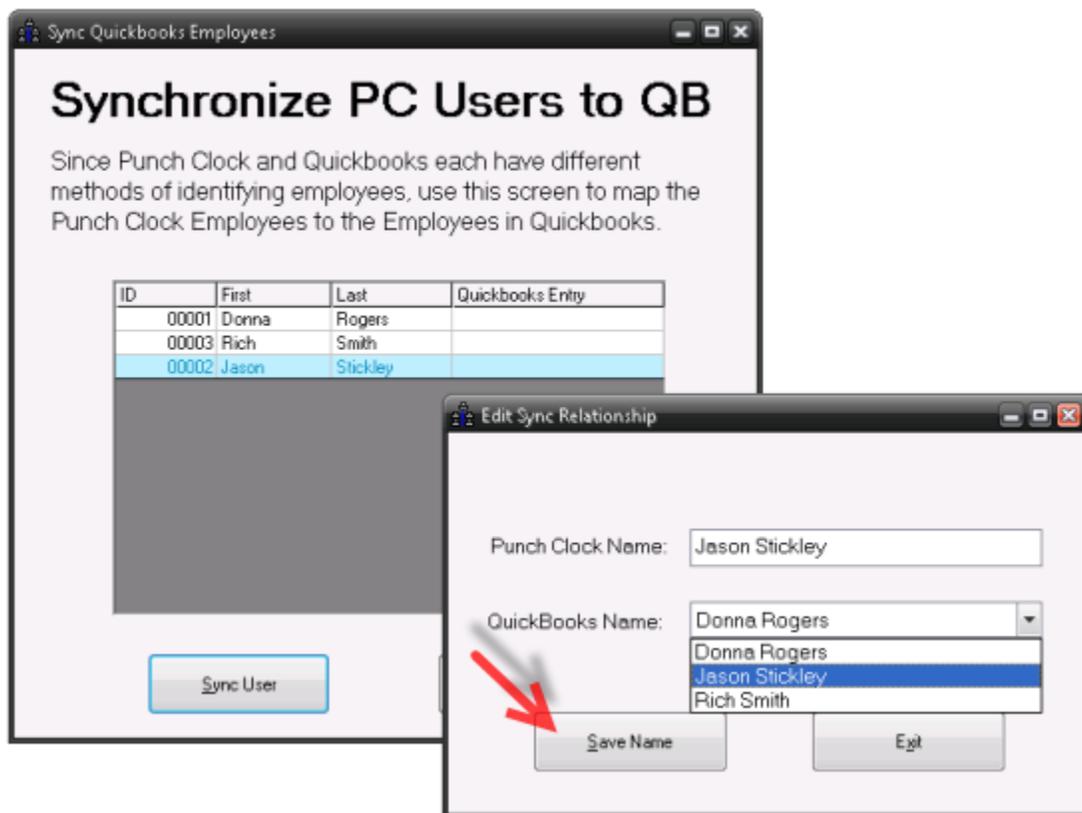
Punch Clock
Quickbooks Configuration

Synchronize Quickbook Employees

It is possible that your Employee names in Quickbooks will not be an exact match for the employees in Punch Clock. As such, these employees must be synchronized in order for the export to work.

For any name in the list that does not have a "Quickbooks Entry" next to it, click on the line and then the "Sync User" button. A window will open, allowing you to select from the Employee names currently in Quickbooks. Choose the appropriate name, and click Save Name.

When all of the employees have been configured, you can close the "Synchronze" screen. Your configuration is complete. You will only need to come back in here if you add new employees, or an employee changes his/her name.
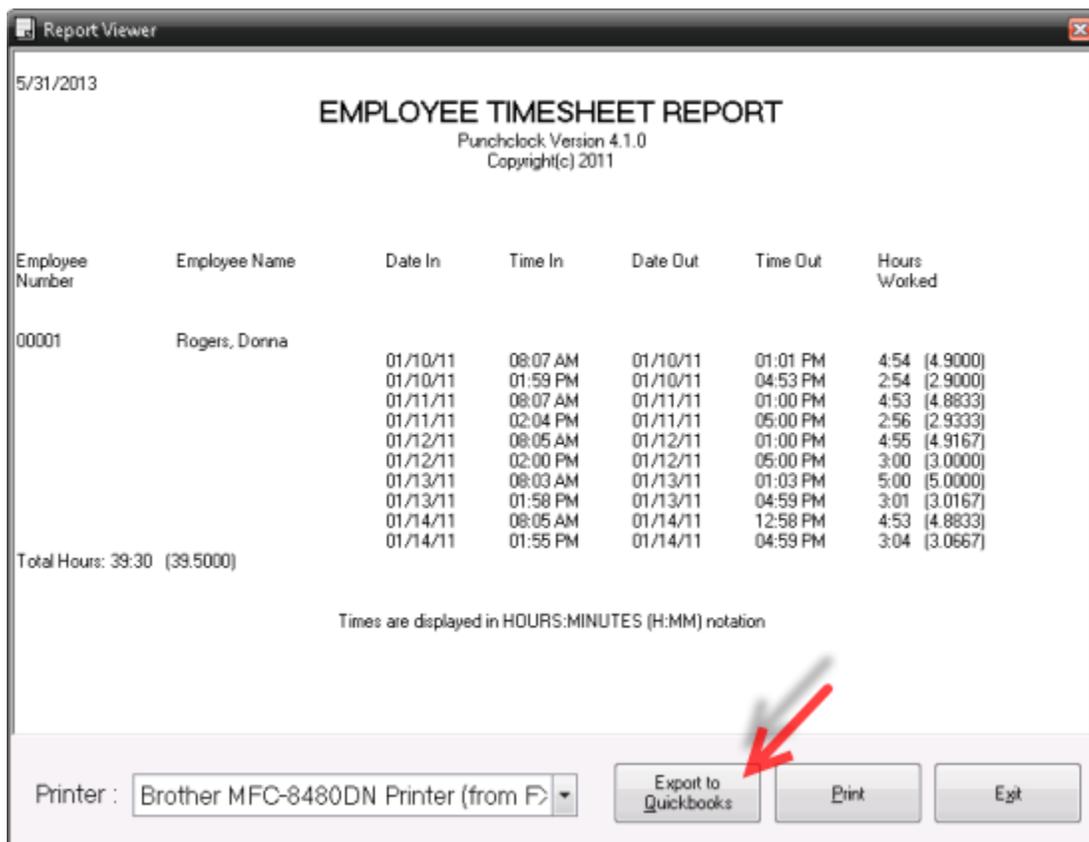
Exporting to Quickbooks

Now that you are all configured, you are now capable of exporting your data into Quickbooks. Instead of making a new additional process, we incorporated this right into the current workflow of Punch Clock.

Once you have accumulated enough data, run your normal reporting. Some users prefer the Timesheet report, while others prefer the payroll report. Both work the same. Our example will utilize the Timesheet report.

Run your report as normal. If you have successfully connected Quickbooks to Punch Clock **ON THIS MACHINE,** an additional button will appear on the Report Viewer:

Click on "Export to Quickbooks" to start the export.

The export will begin. While processing, the report screen will change. It can take several seconds for the connection to Quickbooks to occur, so please be patient. Here's what the screen will look like:
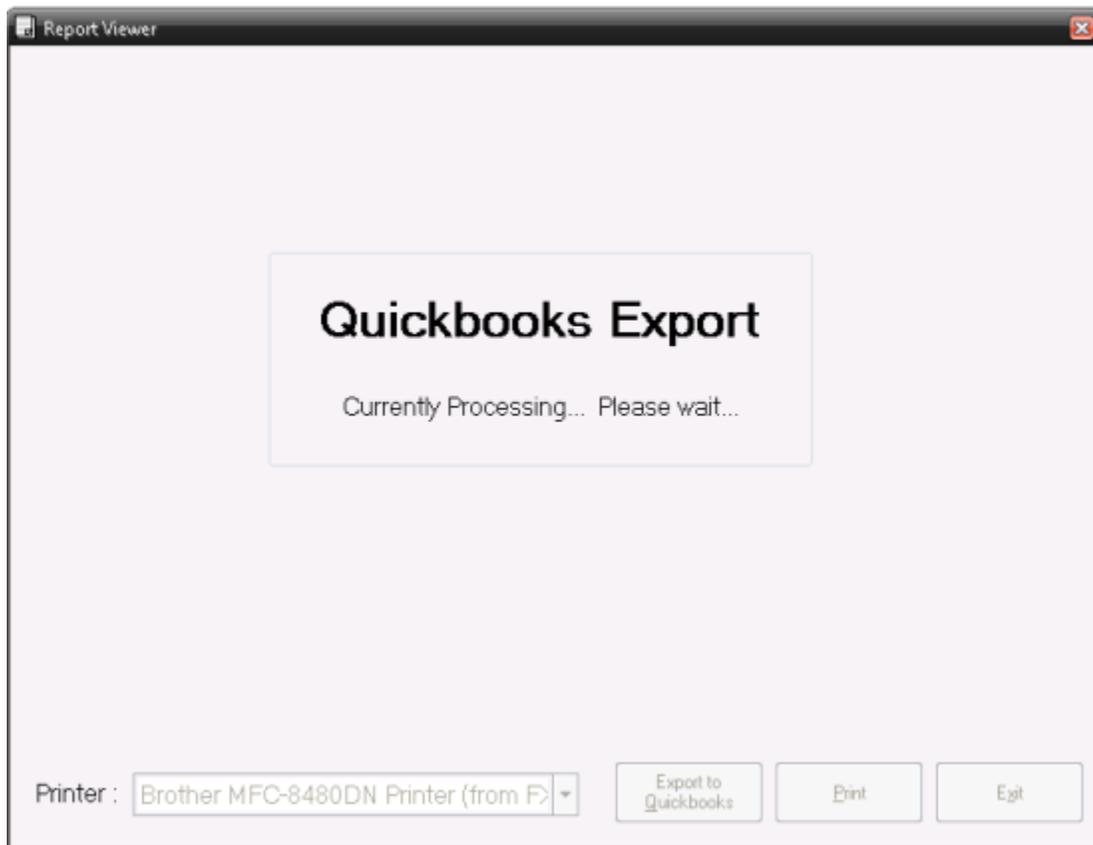
When done, the screen will change back to the report and a small message will tell you that the export was complete. Please do NOT close the window (by clicking the "X") while this is running.

Also, if you click "Export to Quickbooks" a second time, your timesheet data WILL be duplicated. Please use with care.

Additional Setting(s)

With this new logic, also comes a related security feature.

Understandably, some companies have a "Manager" that handles some things, while an "Admin" does the critical stuff. As such, they may not want Managers to have the ability to send timesheets into Quickbooks.

A new program configuration option was designed for this. In "Maintenance" -> "Program Configuration", click on "Manager Settings". There is a new option called "Manager QB Export". You can edit these settings to suit your needs. Setting the option to "True" will result in the manager having the ability to export to Quickbooks. A setting of "False" means the manager cannot execute the export.

End of document. Last edited 5/31/2013.